

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM October 11, 2017 REGULAR BOARD MEETING

Minutes from the Hubbard County Soil and Water Conservation District Board of Supervisors meeting at 603 Central Avenue North, Suite 100, Park Rapids, MN.

Members present: Lynn Goodrich, Chair
Don Sells, Vice-Chair
Bob Iles, Treasurer
Don Rettinger, Secretary
Marcel Noyes, PR&I

Others present: Julie Kingsley, District Manager
Annette Olson, Administrative Assistant
Jamin Carlson, Water Quality/Resource Specialist
Dan Pazdernik, District Conservationist
Ed Smith, Hubbard County Commissioner
Tim Terrill, Executive Director of Mississippi Headwaters Board

Supervisor Goodrich opened the meeting at 8:37 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

A motion was made by Supervisor Iles to accept the agenda as presented, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Supervisor Rettinger moved to approve the minutes as presented. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Treasurer Iles had no questions. Staff updated totals with added credit card charges that were applied to the statement and will send out revised reports as noted. Treasurer Iles presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Mississippi Headwaters Board Executive Director, Tim Terrill, did a presentation on their activities over the past two years of planning, and what will be happening with implementation over the next three years. Some activities include a small watershed that was changed from a high-risk area to a very low risk area, water monitoring activities in surrounding area, AIS monitoring, easement monitoring and checking the health of the river all covered with grant monies. Innovative AIS marketing on social media called Minnesota Traditions on Face Book and Twitter to post AIS information. He also announced their Biannual Meeting is scheduled October 20, 2017 at Chase on the Lake in Walker, MN.

Commissioner Smith reported they just set a preliminary budget and plan to set a final budget in December. Discussion on the Buffer Law – they are still checking on enforcement and will bring it back to the board. Road projects are completed other than Hwy 18 needing some final work. Concern was noted on County 4 – bad erosion noticed at a culvert by Lake George. Commissioner Smith will report it.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- October is National Disability Awareness Month.
- Conservation Stewardship Program-renewal contract evaluations are due October 27th (no renewal applications in Hubbard County at this time).
- Environmental Quality Incentives Program-application deadline has passed, 18 submitted
- Regional Conservation Partnership Program-MN Agricultural Water Quality Certification applications are due March 2, 2018.
- Current Activities-working 2-3 days per week in Wadena; EQIP practice certification and payments; doing year end performance reviews; Cooperative and Operational Agreements were approved and received on September 22, 2017; new acting Area Conservationist for Areas 1 & 2 is Lance Smith, he started October 2nd; an all employee meeting is scheduled on October 24th in Detroit Lakes; DC meeting is scheduled during the MASWCD convention; Ultima was awarded the contract on September 29th and job announcements are out for a shared position between Park Rapids and Wadena.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Attended the Leech Lake 1W1P Kick-off Event. It was well attended and very successful; attended the Fall Tour in Koochiching. The weather was great for the tour on Thursday where they showed two of their projects-one was to clean-up and enhance the Rat Root River walleye spawning. The employees showed posters with individual presentations to show what they do; the Enterprise Paper had another great article by Shannon Geisen on nitrate levels for a Laporte resident; the personnel committee met with the District Manager and completed her annual review.

Supervisor Rettinger: Attended the 25By25 meeting and mentioned the college students that attended would like to see more of these meetings.

Supervisor Iles: Nothing to report.

Supervisor Noyes: Attended the Governance 101 Conference - good information on procedures of meetings, financial priorities, data protection, relationship between staff and supervisors, BWSR speaker, Jason Wiernerman-Board Conservationist, was good; then attended the Leech Lake 1W1P Kick-off Event; noted nitrate article in the paper on local resident; promoted our attendance for the Laporte Celebration Days for next year; Laporte Grocery will try to sell our plat books, their gas station was not interested; questioned how to get lake association's information to get our information out to them on what we do; and is looking for subject matter

for an article in November-possibly to have Shannon Geisen attend the next Mississippi Headwaters meeting for information to write about.

Supervisor Sells: Attended the Forestry Association Meeting on September 28th Dutch Elm's Disease in Minnesota was the topic. Jeff Hafner, representing Rainbow Treecare, was the speaker and discussed a treatment for the disease that would be cheaper than tree removal. It could control the disease within a community. There are 1,000,000,000 elm trees in Minnesota, with 2,800 in the Hubbard County urban areas. BWSR is looking to fill a state-wide forester position. Our present forester position is funded through 2018 and then will need to write another grant application. Forestry handbooks are still available.

Water Quality/Resource Specialist's Report: Jamin Carlson reported on the following:

- WCA – most of the past month has been dealing with WCA violations, restoration orders, phone calls and site visits.
- Kabekona – E.coli sampling was completed on September 19th and a report was handed out to show all the sampling results.
- Conservation Delivery – site visit on 2nd Crow Wing Lake.
- Cost-Share – worked on pollution reduction calculation for the Shively/Wagner and Fredman groups. The cost-share request presented at last month's meeting started work before request was approved, project no longer qualifies for Cost-Share Grant dollars.
- Meetings & Training – board meeting, attended a soil health training in Becker and the Leech Lake 1W1P Kick-off Event in Walker.
- MARC&D – working with the Deerview Road Project, Pine Haven Project is now complete with payments and reimbursements to be completed soon.
- Buffers – met with a possible client on a site plan and is now compliant without the use of any grant dollars.
- Next Month – cost-share site visits, Obwells, Deerview Road Project, WCA restoration orders, notice of decisions, and site visits and BWSR Academy Nov 1-3, 2017.

Supervisors request to indicate townships for WCA items and projects so they know where they are located.

District Manager's Report: Julie Kingsley reported on the following:

- BWSR audit on our 2016 Local Capacity Grant-still waiting on information, staff meeting on 9/10, Area 8 Fall Tour in International Falls, yearly performance review.
- Community Partner – Pine Haven Project-need to sign maintenance agreement yet, mail out payment from grants and then do final reporting.
- Cost-Share – Shively/Wagner project complete.
- Kabekona River Sampling – completed sampling-handout.
- Leech Lake 1W1P – Kick-off Meeting in Walker last month.
- Nitrate Testing – 16 clients came in with 20 samples on October 6th.
- Pineland Sands Aquifer-Pollinators/trees – grant is extended to June 2018.
- Soil Erosion – site visit for possible soil erosion loss. Did not qualify.
- WCA – site visit on violation with C.O. for fill path in wetland and an environmental services violation.

- Upcoming events – Leech Lake 1W1P Committee Conference call and Advisory Committee meeting, Enbridge Public Comment period meeting in Bemidji, BWSR Academy in Brainerd on November 1-3, November 8th board meeting.
- Minutes for regular meeting are available for North Central Area 8 meeting. Registration information for the Mississippi Headwaters Board Bi-annual Conference on October 20th at Chase on the Lake in Walker-encourage RSVP

OLD BUSINESS

- Newsletter and tree order were sent out and should be received soon if not already.
- Freshwater Festival survey and letters are out to teachers in Park Rapids and Nevis and will send out to Walker, St Philips, Menahga and Laporte for May 16, 2108. Camp Wilderness has been reserved.
- TrafX Counter Contract – reviewed the proposed contract and request updates to be made then bring back to the November board meeting.

NEW BUSINESS

- Awareness article for local papers – already discussed, Marcel will contact Shannon to see if she can attend the next Mississippi Headwaters Board Meeting for information to write an article.
- Review annual work plan draft – Work Plan was not available at this time. Supervisor Sells moved to table this item until next month. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.
- BWSR Academy – All staff will attend, FSA and NRCS staff will cover while SWCD staff are out of the office November 1-3, 2017.
- Schmidt Cost-Share Contract – already discussed, project cannot be cost-shared because work was started before board approval.
- Update District Managers Job Description – copies were handed out and recommended to reflect deletion from page 2, ‘Administers the AIS program’. Supervisor Iles moved to accept the District Managers Job Description as revised. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.
- District Manager Review – The personnel committee completed Julie’s review on October 3rd. They are pleased with her performance and recommended to the board to continue her appointment and grant her step increase pay rate. Supervisor Sells moved to accept the recommendations of the personnel committee to continue Julie Kingsley’s employment with her step increase. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.
- NACD Membership Dues – Last year’s donation for dues was \$300. Supervisor Sells moved to renew our membership dues to NACD at the Bronze level for \$300.00. Seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

CORRESPONDENCE A thank you note was received from Russ Johnsrud for the 2017 donation to the Environmental Ed Building. Copier will be here for installation tomorrow, October 12, 2017. A reminder to supervisors to register for the MASWCD Annual Convention & Trade Show on December 3-5, 2017 in Bloomington, Supervisor Sells will consider attending. Registration deadline is November 20th. Enbridge has been sending out many emails on recent

activity. Visit to the Pine Haven Christian Assembly Camp will happen after today's meeting and refreshments.

Remaining ditch inventory video-taping inquiries made and several were requested to submit estimates. Two quotes have been received. Supervisors gave authorization to staff to hire Shelly Carol unless a better quote comes in. A salesman stopped by to see if we would like to order our next plat books through Farm & Home Publishers (FHP), supervisors are not interested in this product.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, November 8, 2017, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items to cover: Renew our Nursery Stock Dealer Certificate and Annual Work Plan Draft. Supervisor Sells will have refreshments.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:00 am.

APPROVED: 11-8-2017 SECRETARY: Donald Rettinger
Date Don Rettinger, Secretary