

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM March 14, 2018 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

Others absent: Jamin Carlson, Water Quality/Resource Specialist
Dan Pazdernik, District Conservationist
Ed Smith, Hubbard County Commissioner

Supervisor Goodrich opened the meeting at 8:31 am and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to the agenda – under New Business-non action: letter b should read Buffer Enforcement with County (MOA); add letter d-MASWCD Resolutions.

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

Monthly Board Meeting Minutes: Supervisor Sells asked to correct first paragraph on page 3-second full sentence: replace township with Prairie Lakes Coop, and replace permit with Conditional Use Permit (CUP). **Supervisor Rettinger moved to approve the minutes as amended. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

Strategic Planning Meeting Minutes: Item 3 should conclude with the following statement: *Resolution to this issue needs to be completed by July 10, 2018.* **Supervisor Iles moved to approve the amended February 23rd Strategic Planning Meeting minutes. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER'S REPORT

Treasurer Iles questioned the plat book line amount. The amount shown is the actual amount collected per book for a regular sale without the tax included. Treasurer Iles had no other questions and presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith was not present for report.

DISTRICT CONSERVATIONIST

Dan Pazdernik was not present for report.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Attended the Strategic Planning Meeting, the County Work Session along with Julie and Jamin, and the Area 8 Meeting.

Supervisor Sells: Attended the Strategic Planning Meeting, the Prairie Lakes Coop Meeting where they approved the transfer of land from agricultural to commercial and commented that they will be filing a Conditional Use Permit (CUP) next. He plans to attend the Forestry Meeting on March 15th and announced what is on the agenda. He also attended the Area 8 Meeting.

Supervisor Noyes: He was not able to attend several meetings due to a family emergency. He attended the Strategic Planning Meeting and was able to attend the Farden and Guthrie Township meetings and plans to attend Steamboat, Hendricks, Hart Lake and Lake Port Township meetings. He was able to attend the Hart Lake Annual Meeting, the Mississippi River Headwaters Meeting, and Leech Lake 1W1P meeting. The Farden Spring Clean-up and Laporte Celebration Days would like to have nitrate testing again this year at their events. Supervisor Noyes suggested that we should consider doing nitrate testing at the Grazing Workshop and possibly at 'Rubies Pantry' that will start in Laporte on May 23rd.

Supervisor Iles: Attended the Strategic Planning Meeting and the Area 8 Meeting.

Supervisor Rettinger: Attended the Strategic Planning Meeting.

Water Quality/Resource Specialist's Report: Jamin was not available for report, Julie gave highlights from his notes.

- WCA – many meetings and correspondences for upcoming site visits in spring for Hubbard, Henrietta, Guthrie, Clover, Lake Emma and Mantrap Townships.
- Obwells – readings completed mid February.
- MARC&D – multiple meetings with Henrietta Township and engineer to finalize plans and work on pricing and then getting bids.
- Buffers – two responses from buffer letters sent and plan to set up site visits in spring.
- General – meetings on Clean Water Funding, updates to website for Pine Haven Project, attended hydrology training in Brainerd, working with client to renew a longer covenant for his property, Strategic Planning Meeting.
- Upcoming Projects – Deerview Road project with MARC&D, WCA, buffer compliance, work on Clean Water Fund grant for Long Lake, attend final part of soil health classroom training, side inlet training in Detroit Lakes (part of JAA training).

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

- Meetings – Strategic Planning Meeting; first state wide District Manager's Meeting- another to follow; Area 8 Meeting; Irrigation Scheduler meeting; conference call on NRCS new grants with MASWCD, NRCS & BWSR; Groundwater and Agriculture meeting; Todd Township meeting on CHS move and expansion; Hubbard County Board Work Session Meeting; BWSR present on Governance to whole board; present 2017 SWCD Annual Review and 2018 Work Plan; Lakeport Township meeting-present Leech Lake 1W1P.
- Crow Wing Healthy Waters, The Natures Conservancy (TNC) – meeting reviewed criteria/framework for easements, job description and funding for staff.
- Leech Lake River 1W1P – Advisory Committee meeting-filling in gaps in data information under 4 priorities, Policy Committee meeting-BWSR presented on Governance and examples from 1W1P Pilot projects, planning committee conference call.
- Nitrate Testing – 10 samples tested in-house clinic, 3 tested over 10ppm.
- Pineland Sands Aquifer-Pollinators/trees – received a request from a possible client to put pollinator plantings in his field corners.
- WCA – replacement credits finally approved and certificate of completion issued, several spring site visit requests for wetland work received.
- Upcoming Events – Association of Townships meeting at Hart Lake Township-will present about Leech Lake 1W1P and upcoming Mississippi Headwaters Planning proposal; NRCS Work Group Meeting; TNC Crow Wing River Healthy Waters Meeting; Mississippi Headwaters 1W1P formation/informational meeting.

OLD BUSINESS

- Area 8 Meeting – Vice Chair Ken Laporte stepped up as Chair for the Area 8 meetings after the passing of Chair Bob Albrecht. New Acting State Conservationist, Curtis Elke, from Idaho NRCS, gave a nice presentation. Some of the supervisors, Dan and Julie were able to visit after the meeting in regards to our rent issues. Mr. Elke would like to set up a phone visit to work further on our issue and would like to attend one of our future meetings.

NEW BUSINESS

- Summer Nitrate Clinics – Staff will work on setting up clinics for the Farden Cleanup Days, Laporte Celebration Days, Blueberry Festival and other township events. Some suggestions were for Guthrie, Akeley, Becida Days or Llama & Wool Days. The Hubbard County Fair Nitrate Clinic schedule has been turned in for this summer's fair. A \$10 fee will be paid to the Laporte Lions for a table at the Laporte Celebration Days.
- Buffer Enforcement with County (MOA) – Tom Giles is heading up the Buffer Law and suggests that we have a Memorandum of Agreement or Memorandum of Understanding with the County on the ins and outs of buffer ordinance. Staff will set up a meeting with Eric Buitenwerf to figure out what will be acceptable and needed if there would be any issues with a property.
- Spring Newsletter – staff is working on the newsletter and would like to include any articles from supervisors. All articles need to be turned in this week so that it can be completed and sent out before the end of the month.

- MASWCD – resolutions will need to be ready to submit by the end of May, so if we have any resolutions, we should be working on them and discuss at our April meeting.
- Review/Approve Annual Report – supervisors would like to add a statement for the Net Position to explain the deficit. (*The negative Net Position is due to unearned revenue from grant dollars earmarked for special projects that have not yet been completed.*) Staff will check with BWSR for additional ideas. **Supervisor Iles moved to accept the Annual Report as amended. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.** Staff will update the Net Position with above statement and send copies out as required.
- Notary/Application and register fees and stamp – **Supervisor Noyes moved to allow Annette Olson to become a Notary and pay the associated fees. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**
- Consult with Catherine Donat with numerous emails and phone calls to help with annual reporting. Request of \$80 for 2 hours of consultation. Board previously approved additional fees if needed with her original contract, but was appreciative of letting them know.
- Fixed Asset Threshold – **Supervisor Goodrich moved to change our Fixed Asset Threshold dollar amount to \$1,500. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- Bid letters for Audit – Letters to request bids for our required audit will be sent out to HVH, CPA and Michael Peterson, CPA. Bids will be brought back to the board for approval once received.
- Bank Statement Policy, update Policy #12, Other Accounting Policy – staff recommended to add “*All written checks require 2 signatures before sending out to payee, the appointed Board Treasurer, or alternate (back-up) signatory, if appointed Board Treasurer is not available, and the District Manager.*” to Policy #12. Staff also suggests to add Policy #15 – *All Hubbard County SWCD Bank Statements, received from USPS delivery, will be held for the appointed Board Treasurer to open each month.*; and Policy #16 – *Hubbard SWCD follows BWSR’s set accounting policies and procedures as stated in Section 2 of our Annual Report Narrative titled ‘Basic Financial Statements’.* **Supervisor Iles moved to accept the policy update for #12 and to adopt the new Policies #15 and #16 as presented. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**

CORRESPONDENCE

- Supervisor Goodrich received a letter from the Duck Lake Association in regard to their AIS problems and funding. Supervisor Goodrich will respond with a letter indicating that we understand their situation and will keep them in mind if we come across any programs that could help with their issues.
- Supervisor Noyes thanked the staff and supervisors for the card and donation to Alzheimer’s Research.
- Thoughts for future Crow Wing 1W1P – Supervisor Goodrich recommended we reach out to the other SWCD’s to form a relationship with them before it starts and we could talk about the Leech Lake 1W1P. (Mississippi would include Clearwater, Beltrami, Becker, Itasca and Cass. Crow Wing would include Wadena, Crow Wing, Becker, Cass, Clearwater, Morrison, Ottertail, Todd and Hubbard.) **Supervisor Sells moved to**

authorize our supervisors to visit other SWCD District Meetings in Area 8, to reach out and encourage the cooperation among the supervisors. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

- Donations received from MN Deer Hunters Association for the Envirothon and Freshwater Festival. Other 2018 donations: Grazing Workshop = Prairie Lakes Coop, Prudential Financial Services, East Ottertail-MAWQCP, Lakes Area Coop Feed, Bemidji Coop Assn, Rhode's Feed & Garden, Bagley Livestock, Coca Cola Bottling, Raphael's. Freshwater Festival = Bad Axe Lake Assn, Don Sells, Citizen Nat'l Bank, Lamb-Weston Frozen Foods, Northview Bank, Northwoods Bank, Tall Pine Toms, Otto Hendrickson Post #212, HC COLA, Eagle Lake Assoc, Lynn and Theora Goodrich.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, April 11, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: Awareness Articles for local paper, Strategic Meeting (schedule in February for future), nitrate clinics for summer.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 10:50 am!

APPROVED: 4-10-2018 SECRETARY Donald Rettinger
Date Don Rettinger, Secretary

