

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM April 11, 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
Dan Pazdernik, District Conservationist
Ed Smith, Hubbard County Commissioner

Supervisor Goodrich opened the meeting at 8:30 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to the agenda – Under New Business-non action: letter b) Tree Distribution Schedule; under action: add to item c) – Jamin’s insurance stipend for April; Correspondence items to add: c) Freshwater Society Report, d) Thank you from Marcel, e) Donations, f) hand out copies of the 2017 Annual Report & 2018 Annual Work Plan. **A motion was made by Supervisor Goodrich to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Iles noted page 4, under Fixed Asset Threshold item, the supervisor who made the motion was omitted. (Supervisor Goodrich made the motion.) Staff will verify and update. **Supervisor Iles moved to approve the minutes with the correction indicated. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER’S REPORT

Treasurer Iles questioned the rent amount. This amount is for the monthly copier maintenance used towards our rent. Treasurer Iles presented the treasurer’s report to the board, subject to the auditor’s review.

PUBLIC INPUT

Commissioner Smith: Questions for county business – was the AIS position was filled. This position has been filled? Deb Thompson will phase into retirement starting May 1st. Jed Nordin has filled the Engineer position and Jeff Adolphson was hired back as the Assistant Engineer. Josh Holte is the new Solid Waste Administrator. The new transfer station is in the design stage

and construction is scheduled for June through December of this year. There will be 2 drive through lanes with an overflow lane around the outside for the larger trucks. The old building will be used for storage or repair. He received the information for the Leech Lake 1W1P. Taxpayers are starting to send in their payments. The county is working on upgrading their security at the courthouse with doors, swipe cards, and security monitors, full security at the main entrance is being discussed.

Mr. Smith highlighted a few construction projects that will be happening this summer and there should be a construction projects list on their website soon if not already there.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Conservation Stewardship Program (CSP) – 10 new applications were received by the March 2nd deadline and the CSP renewal deadline is April 13th, no renewals in Hubbard County.
- Environmental Quality Incentives Program (EQIP) – All Hubbard’s eligible applications received have been approved. Certain Funding Pools for Other Practices haven’t been announced yet.
- Regional Conservation Partnership Program (RCPP) – Eligibility deadline is April 13th and Hubbard has received 1 Golden Wing Warbler application. We don’t have any Minnesota Ag Water Quality Certification Program applicants.

Discussion and explanation on what funds are used for these programs. Funding comes from federal dollars (Farm Bill Funds) unless in a partnership with another entity.

- Current Activities – Dan will do mid-year performance review for staff soon. Conservation Planning Partnership IDP’s are due April 13th, they turn in types of trainings they would like; local work group meeting was on March 21st; presidential photos are received and in place; Soil Health Training was on March 14th; most of the workload is currently on EQIP and CSP applications; NCPP listening session was postponed until April 18th and will attend; Integrated Erosion Tool (IET) training is scheduled for April 18th and 19th, plans to attend on the 19th-this training will cover tools to use when figuring the amount of soil loss and more trainings will be coming in the future; Curtis Elke is scheduled to attend the May 9th SWCD Board meeting when he visits the field office and would like to see some of the Hubbard County projects.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: An exit interview with Jamin, Julie and Don R on April 2nd.

Supervisor Rettinger: Exit interview for Jamin.

Supervisor Iles: No activity.

Supervisor Sells: Attended the Local Work Group Meeting on March 21st, thought it was a very good meeting. Was not able to attend the Forestry Meeting on March 15th but plans to attend the next meeting. Commented that Supervisor Iles’s the ‘Importance of Vernal Ponds’ Article in the newsletter was very good.

Supervisor Noyes: Attended the Mississippi Headwaters Meeting and the Mississippi River 1W1P Meeting in the afternoon. The afternoon meeting was good and commented that Commissioner Cal Johannsen was the only commissioner in attendance. Application/grant writing will be next on the agenda. He attended the Hart Lake and Lakeport Township meetings with good interaction at both meetings about the nitrate testing, tree sales and verbal frustration noted about the calcium chloride application on the roads. Commented that our table at the Laporte Independence Celebration Days is the premiere spot for the event with twice the area for our testing and display under a tent, tables and chairs with regard to \$10.00 fee for having a booth.

There was more discussion on the pros and cons of calcium chloride application on roads in our county. The new county engineer plans to explore options for future applications.

Water Quality/Resource Specialist's Report: Julie highlighted Jamin's notes...

- Bob Gack will help with the tree sales, cover water testing (veliger and dissolved oxygen, and lake chemistry tests), Obwells, and TrafX (2 on Long Lake and 1 on Garfield Lake) part of Jamin's job.
- WCA notes as presented.
- Bill Westerberg, Area 8 Engineer, is updating changes for the plans for the Deerview Road Project. We are the fiscal agent for the project and need to be sure things are done appropriately.
- Buffers – 4 of the 7 clients have contacted us to discuss setting a site visit this spring.
- Trainings and Upcoming Projects notes as presented.

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

- Meetings attended: CHS & Todd Township meeting regarding steps and permitting for their project; County Board Meeting to submit our 2017 Annual Report and 2018 Annual Work Plan; Jamin's exit interview; Irrigation Management tool training in East Ottertail. The new software program is linked to the weather station, just south of the town of Hubbard. This software is user friendly and available for any producer to use to figure their irrigation needs for their crops and soil types. Hope to hold some training sessions for irrigators in the near future.
- Crow Wing River Healthy Waters Project: meeting redefined area of consideration and reviewed easement scoring sheet. Todd Holman, Nature Conservancy, has applied for a grant to fund SWCD leg work to get the program up and running.
- Leech Lake River 1W1P: attended Assoc. of Township Meeting in Hart Lake to cover information on what 1W1P was all about; advisory meeting the following week covered more detailed information and will attend the advisory meeting after our 4/11/18 Board meeting at the Hackensack Fire Hall. There will be another advisory meeting in the morning and policy meeting on 4/20/18 at the US Fish & Wildlife Office in Walker.
- Mississippi Headwaters 1W1P: initial meeting deemed enough support to go for the application which Beltrami SWCD will apply for.
- Nitrate Testing: 17 walk-ins with a total of 24 tests ran last Friday. High values were found in Henrietta, Todd, and Hubbard Townships and one from Becker County.

- WCA: Enbridge LGU meeting on Line 3 update. Enbridge is going for an utilities exemption for wetlands. The final EIS statement has been accepted and the Board of Water and Soils will be directing with the CORPS of Engineers what will happen in each of the counties the line goes through.
- Upcoming Events: Leech Lake 1W1P conference call, Advisory Committee and Policy Committee Meetings; TNC Crow Wing River Healthy Waters meeting at Northwoods Bank; Envirothon at Lake Bemidji State Park on May 2nd; Tree Sales begin on May 4th at noon and go through May 6th at 3pm; Curtis Elke scheduled to be at May 9th Board Meeting; Leech Lake River 1W1P Township & City meeting at the Walker Community Center from 10-12 noon on May 10th; pack trees for kids on May 15th and Freshwater Festival on May 16th at Boy Scout Camp Wilderness.

Curtis Elke will be on the agenda under Public Input with possible topics if needed, and an agenda will be sent to him, through his assistant, the week before.

OLD BUSINESS

- Nitrate Testing Clinics update: List of possible sites for clinics this summer with signup sent around and discussed.
- Awareness Articles for newspaper: No articles were submitted yet, will get one in soon on Forest Stewardship. Will try to get something put together on the Diffley's doing rain monitoring for almost 40 years in Rockwood Township.

NEW BUSINESS

- Call for Resolutions to Sunset December 2018: information sent out end of March and need any new or sun-setting resolutions, if want to update or keep, send to staff by May 1st so that staff can send out to everyone to review before the board meeting.
- Tree Distribution Schedule: signup sheet was sent around for the three days of tree distribution time slots.
- Audit Bid – Peterson Company Ltd.: 2 requests for bids were sent out to do the audit on our 2017 books. HVH, CPA decided not to submit a bid because of the high liability risk working with government audits. All supervisors were sent a copy of Peterson Company Ltd. Audit bid on 4/2/18. **Supervisor Iles moved to accept the Peterson Company Ltd. to do our 2017 audit for SWCD in 2018 for \$2,300 with a possible additional fee of \$150.00. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- Cost-Share Contract – Dahn: Request to seal a well at residence after a fire. A bid was submitted for \$475.00 along with the signed Cost-Share Contract. The burn and well sealing are scheduled in the near future. There was discussion about the proper procedures. **Supervisor Noyes moved to pay for 50% of the \$475.00 well sealing cost for Mr. Dahn. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- Jamin's Letter of Resignation & insurance stipend for April: Discussion on amount of insurance stipend to pay and how to pay out remaining vacation and sick leave. **Supervisor Goodrich moved to pay Jamin 1/5 of his health stipend with his end date being April 6th, all his vacation, and 1/2 of his sick leave will be paid out as lump**

sum without PERA. Supervisor Sells seconded the motion. Affirmative: All. Opposed: None. Motion carried.

Supervisor Sells moved to accept Jamin's letter of resignation. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.

All supervisors agreed that Jamin did a great job while working in our district.

- Job posting, job description, pay rates: Job description was updated and sent to supervisors before the meeting. Supervisor Sells moved to accept the job description for Water Quality Resource Specialist as presented. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.

Plan to post the position with MASWCD, MASWCDE, local paper-Enterprise that includes all their papers, area colleges and on our website, run the ad from April 18th – April 28th, and a closing date of May 4th, with reference to visit our website or contact our office for the complete job description. Asking for a bachelor degree or a 2-year degree with experience. Minimum starting rate at \$16.00/hour.

CORRESPONDENCE: Supervisors were reminded to register to run for board supervisor between May 22 and June 5th; request signatures for a thank you card for the Diffley's who had sent in rain monitoring amounts over the last 40 years; booklets were passed around from the Freshwater Society and NACD Report; thank you note from Marcel Noyes was passed around; staff shared a list of donations for the month of March; handed the 2017 Annual Report & 2018 Annual Work Plan out to the supervisors; showed samples for our pull-up banners that are being designed by Dain Erickson with Red Canoe Cre8tive.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, May 9, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: complete Area 8 Resolutions and submit; Curtis Elke visit; tree distribution; Regional Envirothon May 2nd and State Envirothon May 21, 2018; tree packing May 15th and Freshwater Festival May 16, 2018; plan fair booth activities – donation to the Environmental Education Building, decide on nitrate clinic dates over summer, Budget Committee Meeting update.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:15 am.

MEETING RECONVENED: Chair Goodrich reconvened the April 11th SWCD Board meeting at 11:37am to consider the Deerview Road Project. Julie gave update on the latest information received on the plans for the project, and preliminary cost estimate, from Engineer, Bill Westerberg. Julie wanted to clarify that we are the fiscal agent and if an easement is needed, it should be in place before any construction starts. The board approved the Deerview Road Project, through MARC&D, at the April 12, 2017 Board Meeting and they are now in agreement with making sure an easement, if needed, is in place before any construction starts.

Supervisor Noyes moved to adjourn the meeting again; meeting adjourned at 11:55 am.

APPROVED: 5-9-2018 SECRETARY 
Date Don Rettinger, Secretary