

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM June 13, 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

Others absent: Ed Smith, Hubbard County Commissioner

Supervisor Goodrich opened the meeting at 8:32 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to the agenda – under Old Business-Action Item: add letter c. Letter from Bernie Gartner/Rent; under New Business Action Item: change letter c. to Crazy Days in Park Rapids, June 15th; add letter e. Mapping Solutions Extension to Agreement-New Plat Books; under Correspondence: add letter b. Berry Certificate of Appreciation for Rain Monitoring and letter c. Laporte Thank you notes from Fresh Water Festival event. **Supervisor Iles moved to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

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

TREASURER'S REPORT

Treasurer Iles asked for clarification on the Profit & Loss report for the Discounts Given. Clients that ordered 10 bundles of one tree species received the 10th bundle at no charge. Staff informed supervisors of an additional small expense when reconciling the VISA statement and the adjustments needed to the Profit & Loss, Balance Statement and Treasures Report with that correction. Supervisors requested that new reports be sent showing the adjustments. Treasurer Iles presented the updated treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith: Commissioner Smith was not present.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Conservation Stewardship Program – 7 forestry applications/moving forward, waiting for preapproval decisions at this time.
- Environmental Quality Incentives Program – no new information.
- Regional Conservation Partnership Program – preapprovals just announced – Park Rapids and Wadena area applications did not score high enough this year to be awarded.
- Current activities and other items – MN NRCS reorganization planning teleconference held on May 11th with Area/Town Hall Meeting on May 15th in Detroit Lakes-information presented on the proposed plan-a follow-up conference call is scheduled for June 21st to review comments submitted; Rainfall Simulator demonstrations at the Freshwater Festival on May 16th and the Wadena SWCD's 60th Anniversary on May 24th, both were very well received; Completed CSP interviews and evaluations and waiting for preapprovals; Site visits and planning for next EQIP signup; Park Rapids will not be getting an Ultma; MLRA Soil Survey Staff, Dani Evens (GIS support) may be stationed in our office permanently if approved; Area Soil Resource Scientist – Brandon Defoe is being reassigned to a different area and Jen Wollenweber will be covering Brandon's area as of June 25th; Alan Lepp was selected for the next Assistant Conservationist for old areas 1 & 2 and will begin his duties on August 5th; Troy Daniel comes to us from Texas and has been selected as our next NRCS MN State Conservationist and will start on July 22nd; Curtis Elke will be here until June 22nd and there will be another acting state conservationist in the interim; NRCS staff will be attending a cover crop training on June 20th in Erskine and will try to get new SWCD Water Quality Resource Specialist (WQRS) registered and take him with; There will be a local work group training in Thief River Falls on June 26th and Dan and Julie are registered to attend the session in Fergus Falls on June 27th.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: The Leech Lake 1W1P Advisory and Policy Committees will not meet June 15th. Attended the MN Aquatic Invasive Species Resource Center Meeting in Detroit Lakes – well attended and interesting information. Conducted interviews for the new WQRS position. Attended the Area 8 meeting, helped with the tree sales on Friday and Fresh Water Festival (FWF) on May 15th and 16th.

Supervisor Rettinger: Attended the Area 8 Meeting and the JPB meetings. Met with two of Tina Smith's staff and discussed the Farm Bill, CRP, Forestry and Young Farmer Bill. He also did interviews for the new WQRS position.

Supervisor Iles: Helped with tree distribution on Saturday morning and helped bag trees for the FWF students and helped with the festival. Attended the Area 8 Meeting. Had another budget meeting. He shared a two articles about AIS from the Letter to the Editor section of the Outdoor News newspaper.

Supervisor Sells: Attended the Area 8, FWF event, JBP meeting and reported on the Forestry meeting he attended in McGregor.

Supervisor Noyes: Reported that the June 11, 2018 Walker newspaper announced no one had filed for the SWCD Area 2, 4 and 5 supervisory positions. (All 3 filed on the last day!) Helped with the FWF days and thought it was fantastic. Attended the Area 8 Meeting and Hendrickson TWP Meeting. The residents showed concerns about a road upgrade and a septic smell from Kabekona Creek that occurs at different times, and they questioned the impact of the February's tanker truck spill. The fire was left to burn off after the spill, then the contaminated soil was removed and replaced. He plans to check further into what the impact was and report back to Hendrickson Township. Reminded the board of the Laporte Independence Celebration Days on July 7th.

Supervisor Goodrich and Julie reported the Mississippi Headwaters 1W1P last meeting reviewed the budget. Beltrami is now preparing to submit the application. We will need a representative on the policy committee if the planning grant gets approved.

Water Quality/Resource Specialist's Report: No report.

Administrative Assistant: Annette Olson reported on the following:

- Tree Sales: We sold 14,500+ trees (500+ bundles) for a total of over \$16,000 including seeds, plant plugs, Plantskydd, tree tubes, bud caps and the 11 bundles we had as discounts for bulk orders. We also donated 45 trees to a previous grant sponsored project that needed trees removed to complete the enhancement, and 35 trees to Camp Wilderness. Additional information discussed for future tree sales.
- Forest Stewardship: Worked with several clients that were interested in getting involved with our forest stewardship program to renew their plan or start the process to acquire one. As of the beginning of June we have received 1,852 estimated acres in requests. To date, we have paid out approximately ¼ of these acre fees for completed plans. Our 3 foresters are busy working on completing many requests.
- Pineland Sands: Completed report and sent on to Ann in Wadena
- Nitrate Clinics: June 1st in-house nitrate clinic had 19 clients who brought in 33 samples from 28 different wells. Grace Lake Association collected 13 samples from private wells for testing on June 4th. Information was shared with the board on what townships showed high-test results.

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

- Interviews for WQR Specialist position – William Lee will be starting June 18, 2018 as full time, after board approval.
- Attended Area 8 meeting in Bemidji.
- Budget meeting – committee met to update dollar amounts in some of the expenses. Julie included information received from the JPB meeting in regards to budgeting with GASB. BWSR knows about the issue and will try to find help for all SWCD's and JPB entities.
- Buffer Law – had a compliance check in Akeley TWP, and reported that it looked good. Just need to complete the paperwork and send out a certificate of compliance.

- Deerview Road Project – had a meeting to open bids from contractors. The engineer needed to verify items before awarding the contract, also had a utilities meeting with some concerns about utilities already in place. There will be a meeting on June 14th to approve the contract for the project; supplies should start coming in about 2 weeks after the bid is awarded. Engineer indicated target completion date of July 25, 2018.
- Freshwater Festival – Event went well, weather was great. Packed trees on Tuesday, set up and worked the event on Wednesday. We had 215 students from the Park Rapids, Nevis, Laporte and St. Phillips schools. Hope to see Walker attend next year.
- Kabekona River Sampling – June 12th was the first E.coli sampling for the final year. Trained Bob Gack on how to do the sampling.
- Leech Lake 1W1P – there was a township/city meeting to update 1W1P asking for culvert locations on map, not well attended; also had the advisory and planning committee meetings on May 18th in Hackensack at the Fire Hall; planning committee conference calls scheduled for May 29th and June 7th.
- Mississippi Headwaters 1W1P, Nitrate Testing & Pineland Sands Aquafer-Pollinators/trees – all covered earlier.
- Seasonal Technician – Bob Gack started work in May and completed this year’s contracted Obwell readings then uploaded all the information with Coltin’s help from the DNR. Started collection of lake water samples on Lake George and Lake Alice on Tuesday and will do Hart Lake and Lake Benedict today (Wednesday) for more data.
- The Nature Conservancy-Crow Wing Healthy Waters – May 29th meeting planned and there is one easement application from Becker County. Hubbard County has four applications that need ranking.
- Tree Sales – covered earlier.
- WCA – did 2 site visits, one in Hendrickson and one in Henrietta.
- Upcoming Events: Leech Lake 1W1P advisory meeting is canceled, next meeting will be July 20th and the policy meeting is rescheduled for June 20th at 1:00 pm at Cass County Board Room; Bob will do more water quality testing; Nitrate Testing clinic at Paul Bunyan Days on June 23rd (9am-3pm); Local Work Group training on June 27th in Fergus Falls; SWCD Board Meeting on July 11th.

OLD BUSINESS

- Area 8 Meeting – covered earlier.
- 2019 Budget Draft and County Allocation – Treasurer Iles informed every one of the updates on the draft. Discussion included if we should request more money for the 2019 County Allocation. Recommend that we prove what we are using these dollars for when we go to them for our request and request additional funds at a different meeting than our budget presentation. **Treasurer Iles moved to accept the proposed 2019 Budget as presented to the board. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.**
- Order SWCD and Forestry Brochures through Dain (graphic artist) – information presented to board for cost of brochures. Discussion about handing these out to whom and when as well as possibly a 2-sided sheet of paper for student contacts. **Supervisor Goodrich moved to order 500 of each customized brochure after thoroughly verified and spell checked. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**

- Letter from Bernie/rent agreement – Julie reported to board about the meeting she had with Bernie (landlord). We would like to have a separate lease contract from the USDA (FSA and NRCS) contract for our rent agreement so we can directly pay our rent to him. Lengthy discussion on information that needs to be included in this letter. The board would like to see a new letter that will address all our needs for the remainder of the current 10-year lease. Chair Goodrich updated the Lease Negotiation Committee to consist of Treasurer Iles, Supervisor Noyes and Julie Kingsley. Further action on this will be tabled until next month.

Chair Goodrich called for a break at 10:50 am. Meeting reconvened at 11:30 am.

NEW BUSINESS

- Fair booth with Nitrate Clinic – Staff will update display board and we plan to hand out our remaining seed packets at the fair, to anyone bringing in a water sample or visiting with us. Other suggestions and discussion about having a raffle for either a cap with our new logo on it or a rain gauge to spark interest in rain monitoring. We will try to work our new employee into nitrate clinic schedules. Reviewed staffing for Friday and Saturday clinics.
- Hosting Annual MSWCD Convention, duties, attend, etc – Hubbard will be co-sponsoring this years convention and we will need one staff and one supervisor to be on the planning committee. Supervisors also need to think about who will attend the event December 9-11, 2018. Supervisor Sells and Annette Olson will be on the committee, and Supervisor Goodrich will plan to attend the event.
- WQR Specialist position and MASWCD Leadership Training – Staff announced the selection process for this position and starting date. **Chair Goodrich moved to hire William Lee as the Water Quality Resource Specialist with a starting date of June 18, 2018 and a salary rate of \$19/hour. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.** Staff presented information to have William attend the MASWCD Leadership Training sessions over the next 12 months. Registration is due mid July. The Board decided to wait on this for now.
- QBO monthly fees – staff informed the Board that QuickBooks Online monthly fees will be \$60/month starting July 2018.
- Additional Training Sessions for Administrative Assistant: staff presented information about the Excel classes attended and would like to continue with more trainings. Board will table this request until the July meeting when specifics can be presented before making a decision.
- District Manager “Side Step Risks” seminar through MCIT – Julie would like to attend session on July 18th at St. Cloud – fee of \$65. **Chair Goodrich moved to allow Julie to attend the session. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- Crazy Days in Park Rapids – board is not interested in having a table set up for this event.
- Park Rapids Enterprise renewal – Staff presented information for the cost of the Enterprise as well as the other newspapers we have subscriptions to. Discussion included that we continue to submit articles to the other papers and the board authorized a subscription to the Enterprise only.

- Mapping Solutions Extension Agreement for 2019 Plat Book – they are looking for verification of our intent to have them process our next plat book issue so we get on their printing schedule. They suggest that we use the last issue contract with additions we would like. The board decided to include the North Country Hiking Trails, Biking Trails, Parks and Swimming Beaches, Watersheds in Hubbard County as part of the 4 free additional double sided pages. Staff will ask to include maps for two northern lakes that show depths and public accesses. Supervisors would like staff to return confirmation to Mapping Solutions with a request of clarification on their shipping terms for the ‘initial shipment’ and send out a new contract. Chair Goodrich would like staff to create a letter to townships with specific information for townships to purchase their individual wall maps when the plat book is printed. **Supervisor Sells moved to enter into a contract with Mapping Solutions to print 600 - 2019 plat books. Supervisor Noyes seconded. Discussion continued. Chair Goodrich presented the motion, with a second, to authorize the extension of the contract with Mapping Solutions. Affirmative: All. Opposed: None. Motion carried.**

CORRESPONDENCE: A thank you note from Marcel Noyes and thank you notes from the Laporte 6th graders for the Fresh Water Festival were passed around. Supervisors requested the FWF thank you notes be scanned and filed. Staff passed information around about a project on Big Trout Lake from Crow Wing. Lynn and Marilyn Berry announced that they would no longer be able to monitor rainfall after 34 years. Staff will prepare a certificate of appreciation and notify Supervisor Sells and Goodrich to present it to them and see if they would like an announcement in the paper.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, July 11, 2018, at 8:30 a.m. in the office at 603 Central Avenue N, Suite 100, Park Rapids, MN. Items on the agenda: Budget due to the County, Cost-Share spot checks, Admin. Asst. performance review, prepare tree order forms for COLA & SWCD, National Envirothon, supervisors vouchers are due, Akeley and Laporte event review and refreshments by Supervisor Goodrich.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:46 pm.

APPROVED: 7-11-2018 SECRETARY: Don Rettinger
 Date Don Rettinger, Secretary