

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM August 8, 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
William Lee, Water Quality Resource Specialist
Annette Olson, Administrative Assistant
Ed Smith, Hubbard County Commissioner

Others Absent: Dan Pazdernik, District Conservationist

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

AGENDA AND MINUTES

Items added to the agenda include: Under New Business Action Item: item e-Supervisor Meeting Discussion; item f-Forest Stewardship. Under Correspondence: item d-Ag & Energy Field Day; item e-MCIT Dividend Notice; f-Horton Tree Planter; item g-U of M Letter; item h-Matt Johnson. Under New Business Non Action: item c-Social Media; item d-MOA Buffer. **A motion was made by Supervisor Iles to accept the agenda as amended, seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Iles asked for name correction on page 5, under Correspondence, last item: name should be Hoverson. Supervisor Sells asked for additional word insertion: add 'was' in Supervisor Goodrich's report. In Supervisor Iles's report, 'landlord' should be one word, and 'He' was added to second sentence. **Sells moved to approve the minutes as amended. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER'S REPORT

Check book register will be reconciled and a new report will be sent via email to show items reconciled. Noted 2 of our CD's are maturing in September. Treasurer Iles had no questions and presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith reported that they are working on the budget and the voting preparation has started at the courthouse. He reported on the progress of the transfer station, the Highway 71

roundabout storm water containment issue and other road projects. The county personnel transitions are all going well.

DISTRICT CONSERVATIONIST

Dan Pazdernik absent, no report:

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: He worked a shift at the Hubbard County Fair and the Lake George Nitrate Clinics. The supervisors will reconsider having future clinics at Lake George and Akeley water sample collection at township meetings. He requested staff to make township and county maps for this year's nitrate clinic results and present at township meetings. He attended and reported on the Association of Cass County Lakes (ACCL) meeting in Hackensack. Mike Tauber spoke on the impact of RDO and their expansion of potato fields. His work has resulted in the DNR agreeing to do an environmental assessment worksheet. Supervisor Goodrich also reported that MN Coalition of Lake Assoc. is working closer with MN Lakes and Rivers Advocates to find a new approach to working with local governments and agencies.

Supervisor Rettinger: no report.

Supervisor Iles: He worked a shift at the Hubbard County Fair Nitrate Clinic and attended the July 17th County Board Meeting to present the SWCD budget. There was discussion on shortening the fair nitrate clinic hours for next year.

Supervisor Sells: He worked a shift at the Hubbard County Fair Nitrate Clinic and attended the July 17th County Board Meeting to present the SWCD budget. He attended and reported on the Forestry Meeting. Discussion covering the role of Mitch Lundeen and the Forestry Association to work with local loggers and timber companies to let area landowners with forest stewardship plans know who is out there and their offerings. Supervisor Sells also attended and reported on the Public Hearing for the Department of Agriculture Nitrogen Rule.

Supervisor Noyes: He turned in monthly rainfall data. He noted the Laporte Lions were contacted to donate to a possible buffer project in the Laporte area, and wanted more information. He suggested that we contact Beltrami and Mantrap Electric for their Round Up Program. He also asked if there was more information on the Kabekona River fish kill. Nothing was resolved with this incident because of the lack of samples and the lapse in time before the DNR got out to the area. Anyone can contact the State Trooper Dispatch or Duty Officer if something like this should happen again. He attended and reported on the Mississippi Headwaters Meeting. Dan Steward, BWSR Forestry and Chris Pence, BWSR District Conservationist, were presenters at the meeting. Results from the GEO Fencing project were presented. More information will be presented at a future meeting. He also volunteered to help the DNR do their fish sampling on Steamboat Lake. He mentioned that we should consider having the local public television media attend our Fresh Water Festival, Grazing Workshop and nitrate events for coverage, get on Chat-About or even create short YouTube videos to post.

Supervisor Iles mentioned EOT SWCD sent out information on the new Irrigation Management Assistance Tool.

Administrative Assistant's Report: Annette Olson's notes covered:

- 2019 Plat Book – plan to put article in newspaper for photo contest this November, have release form and still need a list of townships that need to be contacted with wall map information.
- 2017 WCA Grant is expended and need to update eLink.
- MARC&D project is completed and will get final bills by August 10th to process.
- SWCD & Forestry Booklets have all come in and we are starting to hand out.
- Nitrate Clinics – presented result information from the County Fair, Lake George and in-house clinics.
- Forest Stewardship Plans – update on number of completed plans received for payout.
- Attended an Advanced Excel class the July 20th.
- Just received an email on the possible State Convention sessions with a request for any additional suggestions and will be asking for decisions on which ones to go with soon.

Water Quality/Resource Specialist's Report: William Lee's notes covered:

- WCA – had many phone calls and site visits over the past month in Lake Emma, Arago, Fern, Guthrie, Lakeport, Mantrap, Farden, Nevis, Steamboat and Akeley townships.
- Buffers – had several buffer visits in Helga, Hubbard and Laporte townships. Also met with BWSR and County about Laporte client on buffer issue. Several questions from the Board were fielded on buffers.
- Water Chemistry Monitoring – 4 lakes were sampled in July – the last time in Hart Lake was with canoe because of lake plant growth. We welcome future lake monitoring volunteers to take lake samples for their lakes.
- General – worked on sonde and needed to send out for repair; site visits to Deerview Road for final work on project; visits to sites for potential cost share projects in Hubbard and Hattie townships; helped set up and work 3 shifts at county fair nitrate testing; attended Hubbard County Coalition of townships; registered for eLink access; set to get computer LincPass card after filling out the USDA questionnaire for background check and spent several hours with computer issues to install software with up-dates; was able to use comp time.
- CWF Grant – working on potential Long Lake grant projects.
- Veliger Sampling – samples taken on July 5th and 24th – sample results were all clear.
- Kabekona E. coli – samples taken on July 10th, 23rd, and resampled on the 24th due to lab error.
- Long Lake DO readings – readings on July 3rd and 23rd with the DNR probe.

District Manager's Report: Julie Kingsley notes covered:

- Meetings attended – Association of Townships Meeting; meeting with County Commissioners to review budget; training with BWSR and MCIT on 'Sidestepping Risk' when doing contracts; Managers meeting in Clearwater, MN; consulting on erosion project with a county resident who chose not to use past grant money to fix erosion issues on property;
- Buffer Law – site visit with client in Lakeport Township covered earlier; met with County on Buffer Law implementation using Pennington's example.
- Deerview Road – covered earlier.
- Kabekona River Sampling – covered earlier.

- Leech Lake 1W1P – conference call on July 12 and Advisory committee meeting on July 20. Next Advisory & Policy Meetings are on August 17th at 9:00am and 1:00pm at the US Forest Service Center in Walker, MN. Attendance is required by member or alternate; they will be making decisions during the policy meeting.
- Nature Conservancy-Crow Wing Healthy Waters – reviewed and now ranking parcels. They will have a part time person to work on this soon.
- WCA – site visit in Lake Emma Township and one at Lakeport Township-client wants to remove a completed 10-year cost-share project on his property. Hubbard SWCD plans to address future WCA issues/violations by first giving the client a verbal warning, then will issue a written voluntary compliance request (VCR) and then if the client chooses not to comply, the Conservation Officer will write up a violation.
- Upcoming events – Leech Lake 1W1P covered earlier.

OLD BUSINESS

- Review/update Administrative Assistant job description – tabled until next meeting.
- Administrative Assistant Review (July 18) – Julie updated supervisors about the review and recommends to continue employment and give the step increase. Future goals and comments were discussed in open session as the employee elected not to have closed meeting. **Supervisor Iles made a motion to continue the Administrative Assistant’s employment and give the annual step increase. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**

NEW BUSINESS

- Administrative Assistant request/proposal to come in or stay late to organize files – covered in review discussion. Board stated as time permits, and at bottom of our priority list.
- 2019 tree order form – update board on what items we hope to have in our next years’ list. Staff was given authority to update as covered and present at next meeting.
- Social Media – staff suggested that we make our own social media presence on what we are doing to make our facts known. Board would like staff to compile information to discuss at future date.
- MOA for Buffers – covered earlier.
- Buffer Project for Pierce – SWCD needs to find a match for the expenses for her project. Suggestions were to check with the Beltrami Round-up program and the Home Depot Community Impact Grants. Other discussion covered project issues, expected costs and what the match would need to be.
- Computer Warranty on WQRS and Dist. Mgr. computers – Warranty for WQRS expired May 2017 and the Dist. Mgr. warranty will expire March 2019. Staff recommended we update both laptops while we have funds available. Board gave staff authority to check into what would be best for our office needs and purchase one or two computers if this is the best remedy.
- Administrative Assistant – Advanced Excel Class reimbursement request – Annette attended this class on July 20th and would like reimbursement for \$199 for the cost of this class that was covered through the Prior Plus Plan purchased with her own personal funds. **Supervisor Noyes moved to reimburse Annette for the \$199 cost to attend the Advanced Microsoft Excel Class. Supervisor Iles seconded. Affirmative: Supervisor Goodrich, Rettinger, Iles and Noyes. No vote: Supervisor Sells. Motion passed.**

- BWSR Regional Wetland Training for WQRS & Dist. Mgr. – wetland information will not be covered at the BWSR Academy and they would like to attend the session offered at Thief River Falls on September 17th. Board approved staff training for both, with a \$25 per person registration fee.
- Supervisor Meeting Attendance Discussion – Supervisor Sells presented thoughts on when they might choose not to attend assigned meeting. Discussion included possible future attendance by telecommunicate, FaceTime with computer or Webex, and should check with the Forestry Board Committee. The SWCD Board decided to continue the practice already in place and at the supervisor’s discretion attend all meetings assigned and find a replacement or alternate if representative cannot attend.
- Forest Stewardship – a question came up if a client could combine an expiring Forest Stewardship Plan with one that still had a couple years to go before expiring. After discussion, the Board agreed that Hubbard SWCD should follow the existing DNR policies or guidelines for Forest Stewardship Plans.

CORRESPONDENCE

- Hubbard SWCD passed our Annual Local Government Pay Equity Compliance.
- The Berry rain-monitoring article was published on August 4th in the Enterprise Newspaper.
- A thank you note was passed around from Russ Johnsrud for our Educational Environment Building donation.
- Ag & Energy Field Day will be on August 24th from 9-2:30pm in Staples, MN. Supervisors were encouraged to attend.
- MCIT sent notice of our dividend planned to be disbursed mid-November.
- Tree planter from Dakota SWCD/Turkeys Forever – a tree planter is available, and the Board suggested that staff check with other area SWCD and the DNR Forestry to see if they would like to share the planter.
- U of M Letter – notice came to announce that the Hubbard Geologic Atlas is complete. Paper copies will be available, and they are working on an electronic copy. They will have training on how to use it, if interested. Staff should check into available and alternative dates for our area to make it more convenient for county employees & commissioners to attend.
- Matt Johnson – BWSR/WCA specialist wrote a letter to congratulate Hubbard SWCD on a great job in handling a WCA violation for the best, acceptable outcome.
- ‘Fresh View of the Lake’ brochure from Becker County was passed around.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, September 12, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: Area 8 Tour in Wadena on September 27 & 28; Fall Newsletter & Tree Order Form; Job Descriptions and Evaluations review; and Supervisor Noyes will have refreshments.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:46 am.

APPROVED: 9-12-2018 SECRETARY Don Rettinger
Date Don Rettinger, Secretary