

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM January 9, 2019 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
Dan Pazdernik, District Conservationist
Tom Krueger, Hubbard County Commissioner

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

AGENDA AND MINUTES

Items added to the agenda – Supervisor Sells requested to add an item to New Business (non-action) – Overview Bylaws and include reorganize to the Supervisors oath and recognize item. Staff added Giziibii board membership to the New Business. Under New Business (action) – include decision on Internship job-posting item. Board inquired about adding NACDE Technical Assistant Grants. Staff will check further into this funding. **A motion was made by Supervisor Iles to accept the agenda as amended, seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

Minutes were presented with a short discussion about the 5 for \$25 radio spots for our photo contest. Staff discussed and District Manager decided that they were not needed. **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 questioned what the Asset-1 was on the Balance Sheet. This is the account for our Plantskydd® and our plat book inventory. Staff informed Board of journal entries that were approved through BWSR to do for our Program/Education/Implementation with the 2017, 2018 & 2019 Local Capacity Grants. Supervisor Iles presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Krueger: Mr. Krueger indicated that he was glad to be here and looks forward to learning more about what we do as a SWCD. He was invited to join the meeting scheduled with Char Christenson next week in our office to bring her up to speed on the Leech Lake 1W1P. Chair Goodrich handed out a letter that will be sent to all the commissioners addressing the County Board electing to withdraw from the program, and informing them of the public hearing to be held on February 15, 2019 at 9 am at the Cass County Courthouse in Walker, MN. Julie gave an overview on what Leech Lake River 1W1P is about and that the member counties in the watershed will be prioritizing, targeting, measuring and what needs to be done to keep our waters clean. She also covered some information on what we do as a SWCD and the grants we receive to help cover our costs. Supervisor Goodrich encouraged everyone to read the plan available on the Cass County website (www.co.cass.mn.us). Question on the transfer station – Mr. Krueger indicated that they anticipate that it should be up and running by March 2019 with 2 express lanes.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Program Update: No new information on the Conservation Stewardship Program (CSP), Regional Conservation Partnership Program (RCPP), or the Environmental Quality Incentives Program (EQIP). EQIP signup dates are January 18, 2019 and April 19, 2019.
- Current Activities: Alicia is still helping Clearwater County one day a week and Dan is still covering duties in Wadena until further notice.
- CSP payments are finishing up; EQIP signup outreach included news release in November 28th newspaper, notification to partner agencies, direct mailings and distribution of flyers to 6 businesses around town mid-December. Dan also dropped our Grazing Workshop flyers off to the same businesses.
- Accepting EQIP applications and completing planning, February 15th eligibility deadline.
- NRCS is open as usual until further notice despite the partial government shutdown. FSA staff was furloughed as of December 28th. The lapse in funding occurred on December 21st. NRCS is assisting customers who come in for FSA to the best of their abilities.

SWCD board supervisors requested additional EQIP and Grazing Workshop flyers to take with and distribute in their areas.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: The Leech Lake River 1W1P Comprehensive Plan is available to review and comment on through the Cass County website and he encouraged everyone to read it. Comments will be collected through January 28, 2019. Supervisor Noyes has applied for the MASWCD Finance Committee. Supervisor Rettinger has agreed to step up for the JBP Board. Giziibii Board is requesting a nomination for their board, from the Hubbard SWCD board of supervisors. COLA is planning a Fishing Fair with Pastor Chip from the Methodist Church in the spring, more information to follow. COLA has drafted a 'public comment' to send to the Commissioners to show their support for the Leech Lake River 1W1P.

Supervisor Sells: He plans to attend the Forestry meeting on January 17th and he is requesting that we reschedule the Strategic Meeting. He plans to attend the Mississippi Headwaters 1W1P on January 31st, as an alternate.

Supervisor Iles: He brought in an article from Outdoor News and gave a brief overview about it. Douglas County SWCD is getting a large Clean Water Fund Grant to work on the phosphorus loading in Lake Ida in Douglas County.

Supervisor Noyes: He attended the December Mississippi Headwaters board meeting and reported a transition in the board with 3 new members. Many years of 'tribal knowledge' will be missed. He will be out of town for the January 31st Mississippi Headwater 1W1P Meeting and supervisors Sells and Goodrich will be attending in his place. He plans to attend the Mississippi Headwaters Steering Committee Meeting on January 10th. The Steamboat Lake Association will meet on May 4th with the DNR reporting on lake sampling they did last summer.

Supervisor Rettinger: He will be attending the JPB meeting tomorrow, January 10th and the Area 8 Planning Meeting on January 11th, both in Bemidji.

Water Quality/Resource Specialist's Report: Will Lee reported on the following:

- General – attended a hydrology training in St. Cloud at Stearns SWCD; created a Facebook Page for the district; assisted clients with photo contests and water samples; announced that we didn't receive funding from the Clean Water Fund competitive funds that was applied for the Long Lake projects; prepped for federal shutdown; created several documents for items on agenda; will be taking vacation January 14th-17th. Board indicated that staff could search for audio program to edit our videos to add audio for our Facebook and website postings.
- WCA – He issued a Notice of Decision (No-Loss) in Lake Emma Township; checked on a possible violation in Arago Township; issued a Notice of Decision (Denying Request) in Clover Township; working with client to improve part of parcel to improve farm land in Farden & Helga Townships; visited with client from Steamboat River Township about adding new buildings on property; and updated maps in files for WCA reporting to BWSR.
- Buffer – Uploaded Buffer monitoring plan to website and updated BuffCat for all parcels; inspected final buffer parcel and will be starting the new Buffer Monitoring Plan this spring. Commissioner Krueger questioned a resident with a runoff issue and staff responded with information, and indicated that staff is aware of the issue and we hope to work with these clients in spring.
- Cost Share – He is starting training with Beth Hippert from Crow Wing SWCD and has put together preliminary plans for a client's project, from Nevis Township, to correct an issue that the landowner acquired when the parcel was purchased. Client is working with us to find out how to fix the problems. His parcel also has several shoreline violations that are being worked on.
- Fees for Services – Mantrap Township requested a quote for veliger sampling for three lakes in their township.

- Crow Wing Healthy Waters – Will and District Manager met with Phil Doll from Becker County SWCD to discuss easements and landowner contacting methods for the Crow Wing Healthy Waters easement program.
- He is working on a new supervisor district map that will be handed out next month.

Administrative Assistant's Report: Annette Olson reported on the following:

- 2019 Plat Books – A winner for the photo contest will be selected at today's meeting and will forward on to Mapping Solutions. Invoices have been sent out to townships for wall maps they've ordered. Mapping Solutions indicated that they would include the 911 numbers for the wall maps and plat books at no additional charge.
- 2016 Local Capacity Grant completed and entered into eLINK.
- Nitrate Clinics – January 4th clinic had 7 clients and 12 tests, one sample from Henrietta tested over 15, one sample in Osage tested over 10 and 3 samples tested over 5.
- Forest Stewardship – Payment was made on 3 more stewardship plans and we've received 2 new requests for plans in December. We've paid for over 3,500 acres in 2018 for stewardship plans. With the additional 2019 Local Capacity Grant we will be able to cover approximately 7,000 more acres. Contracts for 1,600 of these acres are already in place.
- Website - Posted the 2017 Audit along with other website updates. Paid the hosting \$100 and domain \$20.14 fees.
- Trees - We have 50+ orders so far.
- Grazing Workshop – Flyers went out already and have 3 signed up so far. We would like to have a couple of door prizes for the workshop.
- Rain Monitoring sheets – As of December, we have 19 monitors reporting for the winter.

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

- General – She reported the dates she took off in December and is working on setting up a March date for a Geologic Atlas presentation in Cass County in the morning and one in Park Rapids in the afternoon. (March 6, 2019 from 1pm - 3:30pm in the Northwoods Bank Community Room)
- Leech Lake 1W1P – December 18th Hubbard County unanimously made a resolution to withdraw from the LL 1W1P. Question if that will change the borders – no. More discussion on what happens next.
- Nature Conservancy-Crow Wing Healthy Waters Easements – December 14th staff sent out letters to 9 selected landowners, received one response, and plan to make follow-up calls to the others. Last meeting was on January 8th; Will attended and reported on information.
- WCA – City of Park Rapids requested determination for 9.46 acres by intersection of State Hwy 34 and County Hwy 107 for a RV Park re-development; received application and wanted determination for demolition and rebuild of boathouse on Fish Hook River that covers 2 parcels.
- Upcoming Events – noted upcoming meetings and mentioned that the commissioners work session is changed to February 12, 2019 and we will reset our Strategic Meeting for January 18, 2019.

OLD BUSINESS

- Upcoming Meetings – JPB on 1/10/19 at 9:30, AREA 8 on 1/11/19 at 9:30, meet with Char Christianson on 1/16/19, Strategic Planning Meeting on 1/18/19 at 9:00, Grazing Workshop 1/30/19, DNR Round Table on 1/22/19 to discuss issues for funding and programs at the Brainerd Office, and the Commissioners Work Session on 2/12/19 (LL1W1P information update for commissioners).
- Public Admin Training – MASWCD will be offering administration training (3 sessions) for new administration, no new information is available yet. District Manager suggests sending Will. Chair requested staff to forward information when it comes in.

NEW BUSINESS

- Bylaws – Supervisor Sells would like everyone to review the Bylaws-Vacancies-Article I-2 (page 1) and clarify what the bylaw article states. Supervisor Sells would also like to clarify the Actual Attendance Required-Article I-4.D (page 3) at our upcoming Strategic Meeting.
- Supervisors Oath and Reorganize the Board – Supervisor's Goodrich, Sells and Noyes each read the oath and signed their forms. Staff notarized and will send the certificates back to Kay Rave's office for recording.
Reorganize the Board – **Chair Goodrich called for nominations for Chair. Supervisor Sells nominated Supervisor Noyes for chair. Discussion. Supervisor Noyes accepted the nomination. Chair Goodrich called for further nominations 3 times. With no more nominations, he called for a vote for the Chair position. Approved: Goodrich, Sells, Iles, and Rettinger. Abstained: Noyes.**

Supervisor Noyes took over as Chair.

Chair Noyes called for nominations for Vice Chair. Supervisor Iles nominated Supervisor Rettinger for Vice Chair. Chair Noyes called for further nominations 3 times. With no more nominations, he called for a vote for the Vice-Chair position. Approved: Noyes, Sells, Iles, and Goodrich. Abstained: Rettinger.

Chair Noyes called for nominations for Treasurer. Supervisor Goodrich nominated Supervisor Iles for Treasurer. Discussion. Chair Noyes called for further nominations. With no more nominations, he called for a vote for the Treasurer position. Approved: Noyes, Sells, Goodrich, and Rettinger. Abstained: Iles.

Chair Noyes called for nominations for Secretary. Supervisor Iles nominated Supervisor Goodrich for Secretary. Chair Noyes called for further nominations 3 times. With no more nominations, he called for a vote for the Secretary position. Approved: All. Opposed: None.

Chair Noyes called for nominations for Public Relations & Information. Supervisor Sells was remaining candidate. Chair Noyes called for further nominations 3 times. With no more nominations, he called for a vote for the PR & I position. Approved: Noyes, Rettinger, Iles and Goodrich. Abstained: Sells.

The Board will complete reorganization later on in the meeting and moved on to the action items so Will can attend another meeting.

- Internship Job Posting and Decision – Staff had prepared a ‘Seasonal Employee Agreement’ and ‘Position Announcement’ for 2019 summer employment. Staff requested suggestion for any corrections or additions to presented documents. Discussion to decide if we wanted to hire a college student or recent grad that has computer and technical skills as an intern with or without hiring Bob Gack as a backup. Chair Noyes asked for a motion to hire an intern. **Supervisor Iles moved to go ahead with the hiring a seasonal intern for the summer. Supervisor Goodrich seconded. Approved: All. Opposed: None. Motion passed.** Will covered the specifics of the announcement and contract draft submitted. Updates/corrections will be on the documents as needed, by the staff, and then move forward with the process to hire a seasonal intern.
- 2019 Fee Schedule and Fees for Service Agreements – Will updated what we had for our ‘Fees for Services’ document to ‘2019 Fee Schedule’. Staff discussed points that were different from the past schedule and highlighted new items for the new schedule. Chair Noyes recommended tabling this item until the next meeting so that it can be addressed in the upcoming Strategic Planning Meeting.

Will then presented the updated General Rental Service Agreement that will be used for the TrafX. Discussion covered that it will be used mainly for TrafX units, but could be updated for other equipment that we might have in the future. Chair Noyes called for a motion. **Supervisor Sells moved to approve the General Rental Service Agreement. Supervisor Goodrich seconded. Approved: All. Opposed: None. Motion passed.**

Will then presented the General Service Agreement for our Fees for Services. Discussion covered that this was created to use for all our fees for services to assure all clients are treated with consistency. Staff will update corrections as discussed. Chair Noyes called for a motion. **Supervisor Iles moved to accept the General Service Agreement as amended. Supervisor Sells seconded.** Discussion covered the timeline for invoicing and timeline for payment (Net 30 or Net 60). Suggestions to bill for full amount agreed upon upfront, and make the due date upon receipt of invoice up to 60 days (Net 60). This would require payment up front, with the understanding that if more services were required they would be agreed upon with client and SWCD Board then invoiced separately. **Chair Noyes called for a vote to accept the General Service Agreement as amended and modified as discussed in this meeting. Approved: All. Opposed: None. Motion passed.** Sample of quote will be attached with agreement as noted with sample.

Will then presented the Cost-Share Rate Policy. Corrections were recommended and staff will update and bring back to the board in February for approval.

Chair Noyes called for a break at 11:31 am. Meeting reconvened at 12:01 pm and moved back to remainder of New Business – non-action items.

- Grazing Workshop – Information was covered earlier and Supervisor Sells indicated he will attend. Supervisor Noyes and Rettinger will drop flyers off in their areas. Staff asked if we would be having door prizes at the workshop. A Plantskydd® item and 2019 Plat Book certificate will be given as door prizes.
- Newspaper Awareness Articles – Staff will contact the paper about the photo contest winner and set up a time for a photo and article at the February or March meeting. Staff

will notify Shannon to see if someone can attend the Grazing Workshop for coverage or post workshop article.

- Giziibii RC&D Board Membership – Staff reported that they sent an email requesting someone from our board to sit on their board. We are still waiting for information back, on financial standing & projects in last 2 years, to make a decision.
- Declare Bank – Board would like to continue banking with Northview Bank for 2019-2020. **Chair Noyes called for a vote to continue with Northview Bank. Approve: All. Opposed: None. Motion passed.**
- Photo Contest – Board previewed the top 31 of 51 photos submitted for contest and picked Duane Goeden’s “Pensenske Sunrise”.
- Complete Board Reorganization – Supervisors agreed that they would continue with their current committees and meetings for 2019 with the possibility of future changes if needed.

CORRESPONDENCE

- Nitrate Maps – a set of maps for each township were handed out including a county map.
- District Manager reported that Mitch Brinks position with Area 8 JPB will continue as GIS Specialist with additional Clean Water Grant Funding and that they might be able to pay for ESRI Arcmap license with remaining funds from his current grant funds. Discussion. **Supervisor Goodrich moved to request they use some of the leftover funds from TSA for Mitch Brinks Area 8 GIS Mapping from Clean Water Fund Accelerated Implementation Grant, to purchase an ESRI Arcmap license for Area 8. The license will be maintained by the SWCD to which it is assigned. Supervisor Sells seconded the motion. Motion was amended to include: unless there is a better use of funds presented at the January 10th JPB Meeting.** Chair Noyes called for a vote. **Approved: All. Opposed: None. Motion passed.**
- Other Items – MASWCD Legislative Briefing Day at the Capitol on March 5th and 6th; had a couple letters regarding 1W1P including the Brian Cornell letter, if they wanted to read them; DNR Spotlight had information on new tools and climate stories on climate change.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, February 13, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda include: Consumer Price Index and Supervisor Rettinger will have refreshments.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:55 pm.

APPROVED: 2-13-19
Date

SECRETARY


Lynn Goodrich, Secretary