

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM March 13, 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: Marcel Noyes, Chair
Don Rettinger, Vice-Chair
Bob Iles, Treasurer
Lynn Goodrich, Secretary
Don Sells, 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
Enbridge – Jennifer Maleitzke, Phil LaFlemme & Jill Beaupre

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

AGENDA AND MINUTES

Items added to the agenda – Julie asked to add to the New Business - non-action: d. Irrigation Scheduler Program; under New Business-action: h. Intern Approval and after the next month's Agenda Items: Closed Session for Personnel. **A motion was made by Supervisor Goodrich to approve the agenda as amended, seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

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

Will Lee needed to leave early for Mississippi Headwaters 1W1P meeting, so Chair Noyes asked Will to report next.

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

- General /Administration: created a Cost Share Rate Policy to present and request input; final edits on 2019 Fee Schedule, 2019 Fees for Services & Internship Agreement; worked with IT and NRCS to complete his TookKit and GIS tools on new computer; checked in with the several colleges and Indeed (received 11 candidates) regarding our internship postings as well as other sources; met with Jeff Hrubes, Darrin Hoverson and Chad Severts about the Clean Water Fund grant awarding and what we need to do to get ranked higher in the future; attended Irrigation & Nutrient Management Clinic at Thumper Pond in Ottertail County; at the staff meeting we discussed Fees for Service updates; sent

Kabekona River Project articles to the Walker, Bemidji, and Park Rapids Enterprise papers; had truck checked for error code that popped up during Obwell measurements and will have the shop look into it again when we have oil change this month; attended an all-day training in Bemidji to get JAA for Shoreland Restoration and Critical Area Planning.

- Obwells: measured all but two that he couldn't get to because of all the deep snow and did spend some time shoveling down to find a cluster of 3 wells in the snow.
- WCA: worked on City of Nevis, Crow Wing Lake Township, Lake Emma Township cases, and several requests for information leading to sale/purchase of properties in Lakeport, Lake George and Lake Alice Townships.
- Cost Share: visited with several clients regarding possible future projects in Henrietta, Hubbard and Nevis Townships.
- Fees for Services: created quotes for Long Lake Assn and HCCOLA requests.
- Mississippi Headwaters 1W1P: met with Hubbard County Board about signing the MOA for the 1W1P, will meet today and one more meeting at the end of the month. Today's meeting will be to discuss the forestry priorities. A second policy committee meeting was on February 28th, and a third policy meeting will be on March 28th for approval of the by-laws and request or propose a facilitator will be coming up soon. Still looking for 4 more candidates for the advisory committee as stakeholders.
- Buffer: working with the last non-compliant landowner to gain compliance in Arago Township; working with Darrin Mayer from BWSR to check the BuffCat inaccuracies and get them corrected.

Items on agenda needing discussion/approval before Will leaves for his meeting:

- General Request for Assistance: looking for recommendations/updates and will revise for next board meeting.
- Resolution for the City of Nevis: Nevis contacted the District Manager to discuss delegating WCA authority to our District – Will created two resolutions for this case, one for the City of Nevis and one for Hubbard SWCD to sign. Our BWSR Wetland Specialist, Matt Johnson, approved both resolutions and Nevis signed their copy. **Supervisor Goodrich moved to accept #2019-03 Resolution as an agreement with the City of Nevis. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.** Board agreed that letters be drafted and sent to other Hubbard County municipalities indicating that we are accepting the duties for delegation of WCA authority and let them know we are available to help them if needed. Will agreed to draft and send these letters.
- Will indicated that he agrees with the Personnel Committee on the summer intern hiring and indicated that he agrees that we should update our logos on the vehicles and building.
- Fees for Service Policy: Will created a standardized Fees Policy that covers lake sampling and will be the basis for future requests for service. He requested recommendations and/or updates and will revise for next board meeting.
- Nitrogen Smart Clinic: a presentation for producers will be held on March 25th in the Law Enforcement Center basement from 1:00-4:00 pm. Staff discussed with District Manager and approved a \$30 Facebook Boost to run before the event. (over 1,000 people had already been reached and will run until the \$30 runs out)
- LGU for the Crow Wing: Will is looking for approval for Hubbard SWCD to become the lead LGU for the upcoming Crow Wing 1W1P. All supervisors are interested and agreed.

Will can report to Chad Severts (BWSR) and Jeff Hrubes when he meets with them today, that we are interested in becoming the lead.

- Chatabout – Will and Supervisor Sells will be interviewed on March 20th with the Bemidji Radio 95.5 to cover what our SWCD does.

TREASURER'S REPORT

Treasurer Iles inquired about the \$100 bad debt and staff indicated that this client hoped to donate to the Grazing Workshop but had not paid before the event and was not able to attend the workshop because of the weather. The client requested that his invoice be canceled so staff wrote it off as a bad debt in QuickBooks. Supervisor Rettinger inquired about doing mini-audits. The Budget Committee will be meeting in April and will incorporate it in that meeting and will discuss plans for quarterly mini-audits. Treasurer Iles presented the treasurer's report to the board, subject to the auditor's review. Supervisor Goodrich inquired about the bills for the Leech Lake River 1W1P Public Hearing announcements into two local papers as the difference between them was significant.

PUBLIC INPUT

Enbridge: Jennifer Maleitzke, Phil LaFlemme and Jill Beaupre presented information on the proposed upcoming construction of Line 3 replacement. Additional permits are still needed prior to any construction in MN. They also described the process for abandoning and leaving in place the old Line 3 with construction of the replacement, higher capacity, pipeline in a different corridor.

Commissioner Krueger: Mr. Krueger reported that the County recently voted to rescind the December resolution for the Leech Lake River 1W1P with a 5/0 vote and he will serve on the policy committee. He started reviewing the county forest management plan and that he noticed at the last county timber sale that the sale tracts were small in size, and wondered why, particularly when a natural ecosystem tends towards larger patches.

Question about paying back taxes to Enbridge. His understanding is that Enbridge would be delaying the settlement payback of taxes until the counties are receiving additional payments from the completed line 3 to help with the financial burden of the payback.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- March is Women's History Month.
- Conservation Stewardship Program (CSP): no new information
- Environmental Quality Incentives Program (EQIP): signup deadlines - the first one was January 18th with the eligibility and planning deadline of March 1st, and the second deadline is April 19th.
- Regional Conservation Partnership Program (RCPP): the next sign up deadline is April 19, 2019.
- Current Activities: Hubbard County has 9 EQIP applications that met the March 1st deadline, but the preapprovals are on hold due to the transition with the new Farm Bill;

they will be sending out practice reminder letters for all contracts; as of March 3rd Dan is covering the DC duties in the Park Rapids, Bemidji and Baudette Field Offices until the team lead is hired. He will periodically spend time in both field offices. At this time, no announcements have been made regarding the team lead position. He is no longer covering the Wadena Office as Russ Kleinschmidt from Todd County is covering Wadena. UMN Extension Nitrogen Smart training is scheduled for March 25th from 1-4pm in the Law Enforcement basement and both NRCS and SWCD did some outreach for this event. The Local Work Group meetings are due by May 1st and Hubbard County's is set up for April 10th at 2:00 pm. Dan also mentioned that our office was set up for 2 NRCS, 3 SWCD and 1 FSA staff. An internship won't be an issue, but if more fulltime staff were to be hired they would have to go through proper channels for approval first.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Supervisor Noyes attended the Hart Lake and Lakeport township meetings and sold 7 plat books. He attended Area 8 Meeting and the Geologic Survey Part A presentation and is handing out the map packets at the township meeting to those interested. He also attended the Mississippi Headwaters board meeting and the Mississippi Headwaters 1W1P meetings. He visited with Commissioner Dan Stacey. He sent messages off to local township representatives regarding SWCD funding.

Supervisor Sells: He attended the Area 8 meeting, is scheduled to be interviewed along with Will on the Chatabout program on the Bemidji Radio Station and plans to attend the Forestry meeting on March 21st, 2019.

Supervisor Iles: He attended the Area 8 meeting and reported on his meeting with Commissioner David DeLaHunt.

Commissioner Krueger questioned the SWCD funding options (capacity funding and levy authority) in the Governor's budget proposal and what it would be used for. The funding would be used to keep our doors open, to cover the day to day operations that isn't covered through grants, if the Local Capacity Grant goes away. We have very limited funding through our county and state grants that isn't directly used on projects and is very hard to receive competitive grants.

Supervisor Goodrich: He attended the Leech Lake River 1W1P and reported that the northern committee accepted the comprehensive plan and will be presented to the BWSR Board on March 27th, 2019. Once approved and adopted by the LGU's it will move into the implementation phase. There have been several 1W1P 'restoration plans' before, but this will be the first 'full protection plan' in Minnesota. They hope to start the next steps yet this year. He attended the Geologic Atlas presentation and will be handing the packets out to his townships when he attends their meetings. Supervisor Goodrich visited with HC COLA members about contacting their Representatives and the Governor about their concerns for SWCD funding. He did internship interviews. Mentioned that HC COLA entered this year's Chili Challenge again and reported that donation dollars were down from previous years, but it was still a good event for our local food shelf.

Supervisor Rettinger: Supervisor Rettinger attended the Area 8 meeting and reported that the TSA 8 salary schedule, with increases, for 2019 was adopted. The engineer had proposed a greater increase. He also interviewed candidates for the summer intern, and mentioned that the committee and Will were pleased with the 4 they interviewed.

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

- Meetings attended: MPCA meeting about the 2020 Crow Wing River SWAG monitoring; Northern Waters Land Trust Meeting to review applications for easements and re-categorize; Area 8 and JPB meetings in Bemidji; Geologic Survey Part A presentation; Irrigation Scheduler program and the new software; and interviews for new intern.
- SWCD Managers Meeting in St. Cloud: MCIT presented on safety and social media use and risks; MASWCD Legislative Committee had discussion on future funding from state and what will need to be done in the future.
- Leech Lake 1W1P: Public Hearing at Cass Courthouse in Walker; Hubbard County rescinded their resolution to withdraw from the LLR1W1P at their regular board meeting; he helped present the plan to BWR North Central Committee.
- Upcoming Events: Local Water Management Plan Task Force meeting; scheduled to meet with the TNC Crow Wing River meeting; UM Extension Nitrogen Smart workshop on March 25th; Birds, Bees, & Butterflies, out of Bemidji want to meet to find out information about low impact development for the upcoming Meadowview Development by Wal-Mart in Park Rapids.

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

- Plat Books: update on new book and maps sold to date; all the remaining old plat books and maps have been donated/delivered to county fire departments and schools.
- Chatabout: set up an interview with the Bemidji radio station (KKZY 95.5) for Will and Supervisor Sells to discuss what our SWCD does.
- Forest Stewardship: paid out 2 more plans and received 7 more contracts, we have funds for about 2,600 more acres to contract.
- Donation request letters sent out for the Environthon and Freshwater Festival; tree orders are still coming in; we had 16 monitors turn in snowfall amounts; year-end reporting completed and waiting for approval to forward on to BWSR and post to website.
- BWSR - 2017 Local Capacity: Jeannette just completed our required reconciling for the grant and everything checked out other than 1 invoice needed more tracking information
- Copier: updated our contract to better suit our needs.
- New brochures: Decks, Docks & Flip Flops and Your Yard are available to purchase after a couple edits.
- Nitrate Clinics: our in-house clinic this month was low in March with only 3 samples to test, also made first contact for outside clinics for this summer's schedule.

Chair Noyes called for a break at 12:10 pm.

Meeting reconvened at 12:36 am.

OLD BUSINESS

- Personnel Handbook – Weapons Policy: Staff updated policy as directed by board. Discussion on edits. **Supervisor Sells moved to accept the weapons policy as amended. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Sells, Goodrich. Opposed: Iles. Motion carried (4/1 votes).**

NEW BUSINESS

- Spring News Letter: Staff is looking for articles for the spring newsletter and should be sent to staff by the end of the week if possible.
- Social Media Policy: Staff updated policy as directed by board. Discussion on edits. **Supervisor Goodrich moved to accept the Social Media Policy as amended. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- MCIT-Info on Social Media: Staff reported to supervisors what MCIT covered on using social media with interviewing and what they published in their recent bulletin on ‘Risks of Using Personal E-mail for Government Business’ and the security of personal private information.
- Irrigation Scheduler Program: Staff attended recent meeting – the yearly fee is still \$5,000 to help cover the position, this had been discussed earlier with the 2019 Local Capacity Work Plan. An additional \$1,500 is requested to help cover the update for the Irrigation Management Tool. **Supervisor Goodrich moved to accept ‘our portion of the contract for the Irrigation Management Assistant Tool from Benton County for this one-time amount of \$1,500 for the 2019 season, and review if there are changes in the future. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**
- Consumer Price Index: The FedSmith.com published that federal government employees would receive a 1.9% increase for 2019. **Supervisor Iles moved to approve the 1.9% cost of living increase for staff starting with the next pay period. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**
- Annual Report & Financial Report: Staff completed the 2018-year end report and needs approval to send on to BWSR. Supervisors agreed to process as submitted.
- Walk-In Access Agreement with DNR: Staff reported that DNR asked us to help promote this program to Hubbard County land owners, to open their land to public hunting. Discussion covered information on what we need to do. **Supervisor Sells moved to sign the agreement to advocate the walk-in access program and authorize District Manager to sign off on it. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- New Logo’s: Staff presented samples of logos for the truck, car and building sign. Discussion covered if needed. **Supervisor Sells moved to replace the vehicles and building logos. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.**
- New Lake Shore & Urban Brochures: Staff presented 2 new brochures (Decks, Docks & Flip Flops & Your Yard) to promote awareness of our water sources. Discussion covered edits and means for paying for them. Staff will take the brochures to the LWMP task force meeting and request the LWMP grant purchase them, or a portion of them. **Supervisor Goodrich moved to have staff present the brochures to the Local Water Plan Task Committee to see if they will cover the cost for 500 copies of each**

brochure, or a portion of the cost. If they turn it down, then we will pay for them. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.

- Intern Approval: The personnel committee interviewed 4 applicants and has one more to interview on Thursday. They would like the approval of the board to offer the position to their first choice after the interviewing is complete. Supervisor Sells moved to give the Personnel Committee the authority to offer the position to the top applicant and formally hire. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.

CORRESPONDENCE:

Leadership:

- Will has done a great job working with the Mississippi Headwaters 1W1P.
- Both 1W1P - everyone did a good job in getting the county back on board.
- Several articles in local newspapers and upcoming interview on radio.
- Upcoming Nitrogen Smart training on March 25 from 1-4 pm at the Park Rapids Law Enforcement basement.

Financial Management:

- Mini in-house audits.
- Sign up for Walk-In Access.
- Request LWP financial assistance with new informational booklets.

Laporte Buffer Project in the news: Will submitted to 4 area newspapers.

MN Ag Water Quality Certification Program: information received from Jim Lahn, EOT.

Irrigation Management Tool: information from Nathan Wiese, EOT on event – Irrigation Management Assistant Training April 4th at the Wadena County Court House.

Minnesota Call Before You Cut: information from Minnesota Forestry Association was forwarded on to supervisors.

Forestry Association Letter: from Ted Lovdahl about Eastern Red Cedar reconsideration.

Lakeport Fire Department: thanked SWCD for the donation of 2016 plat books & map.

Finance Committee Meeting: next meeting is scheduled for April 17th at 9:00am.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, April 10, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: TrafX Subscription renewal and Don Sells has refreshments.

District Manager requested a closed meeting to discuss personnel.

Meeting closed at 12:40 pm.

Meeting reopened at 1:10 pm.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 1:12 pm.

APPROVED: 4/10/19
Date

SECRETARY: _____


Lynn Goodrich, Secretary