

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM April 10, 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

Chair Noyes 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: e. Volunteers needed for Freshwater Festival; under New Business/Action: c. Letter of Support for Lessard-Sams Application for Pine and Leech Lake River 1W1P Easements; d. Outboard Motor/Boat/Trailer; under Correspondence: d. 2018 NACD Annual Report. **A motion was made by Supervisor Iles to accept the agenda as amended, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

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

TREASURER'S REPORT

Treasurer Iles had no concerns or questions. Supervisor Rettinger questioned the 2018 grant funds on the Balance Sheet. Staff explained that the grant funds were collected, and we need to show on report as unearned revenue until they are spent on projects. Treasurer Iles presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner: Mr. Krueger attended a leadership conference and mentioned that we may be interested in what the Root River Watershed was doing for implementation of their 1W1P funds. He mentioned that the Bolton RV Campsite plans to apply for a variance to reduce the required sq ft area per camp site from 3,000 sq ft down to 2,400 sq ft and if approved then it will come

before the Planning Commission for a Conditional Use Permit (CUP), and then come to the County Board for approval or denial. Commissioner Krueger mentioned Governor Walz wants to raise the tax on gas \$.20/gallon over the next 2 years and would like every county to pass a resolution indicating they would support adequate funding for our roads.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- **Program Update:** the new Conservation Stewardship Program (CSP) signup deadline is May 10, 2019; the second Environmental Quality Incentives Program (EQIP) signup deadline is April 19, 2019 and the Regional Conservation Partnership Program (RCPP) is also April 19, 2019.
- **Current Activities:** Hubbard County has preapproved 6 of 9 eligible EQIP applications; staff is in the process of getting signatures for EQIP contracts. Dan is still covering Beltrami, Lake of the Woods and Koochiching Counties. The new NRCS team lead was announced – Jody Peek will be starting May 13, 2019. Dan and Alicia, with Will and Julie, attended the UMN Extension Nitrogen Smart training on March 25th at the Courthouse basement – low attendance but the program had some good information. Dan and Alicia did the “Ag in the Classroom” on April 5th and presented on soils in the Century School. Dan is completing mid-year performance reviews. The Local Work Group meetings are due by May 1st. The NRCS Customer Service Team training will be scheduled after Jody Peek starts.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Attended the Area 8 Meeting; and visited with Commissioner Stacey to reinforce what the One Watershed One Plans are doing. He also attended the Mississippi River Headwaters 1W1P Meeting where they elected officers and selected the advisory committee members. Next Mississippi Headwaters 1W1P meeting will be a joint meeting with the policy and advisory committees on April 25th. He substitute taught at Laporte School and mentioned that Nicole Kovar did a presentation on the impact AIS has on our lakes for the 4th graders.

Supervisor Sells: Attended the Nitrogen Smart Workshop and started a discussion on how to get more to attend and then passed out information received at the event. He received a letter from Eleanor Burkett, from the Nature Conservancy of Minnesota, North Dakota and South Dakota, requesting input. He did the Chatabout interview with Will at the Bemidji radio station. He attended the forestry meeting and shared Mitch Lundeen’s report and the ‘Sustainable Forestry’ booklet. Supervisor Sells also shared that the DNR sent out a power point for awareness on Chronic wasting and indicated that it was very informative. Staff will forward the power point on to the supervisors and commissioner.

Supervisor Rettinger: Attended the Area 8 meeting.

Supervisor Iles: Attended the LWMP Task Force meeting on March 15th where they agreed to pay for the two new brochures ‘Decks, Docks & Flip Flops’ and ‘Your Yard’. He discussed the future 1W1P will be replacing the current LWMP. He also shared a letter from the ‘Outdoor

News' regarding Wright County and incorrect information coming from some boat inspectors regarding AIS.

Supervisor Goodrich: Attended the Irrigation Management Assistant Tool training in Wadena and suggested that all the supervisors take a look at the online program so they we can all discuss the information with producers. The online program is free, but if they want the Irrigation Scheduler's advice/assistance there is a \$200 fee per field or \$175 if they have multiple fields enrolled in the program. Staff indicated that we hope to have our new intern do an outreach project for Hubbard County producers to have them become aware of the program. Staff also mentioned that this new tool is tied to our weather stations and is being upgraded to give the producer more information and capabilities.

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

- Updated on new summer intern position – staff offered position to Aria Kapsner from Little Falls, MN and will be working May 13 – August 23.
- Meetings: webinar on Carbon Cycle offered by NACD; met with city planner, Andrew Mack and HRDC on the new housing development by Wal-Mart to control storm water and for guidance on plantings; webinar on Lawns of the Future by Scott's; her new computer was installed and is working great; presented our Annual Report & Work Plan to the County Board on 4/2/19; attended the training on Irrigation Management Assistant Tool at Wadena.
- LWMP: Held the LWMP Task Force on March 15th and reviewed where we are in the plan –the 5-year review and update is due in 2020. She reviewed both 1W1Ps and how this will affect the LWMP. The budget was presented as requested by staff, including needing funds for the Envirothon event if donations don't come through to cover what was requested. Staff also revised amounts for projects in the plan and requested funds to cover the 'Your Yard' and 'Deck, Docks & Flip Flops' booklets we would like printed for handouts. Envirothon is scheduled for May 1st at the Bemidji Lake State Park. There are 8 teams registered at this time: 1 senior & 3 junior teams from Nevis, 1 senior & 4 junior teams from Park Rapids, and no teams from Laporte.
- Leech Lake 1W1P: BWSR board accepted the plan on March 27, 2019. A conference call with Melissa Barrick, Crow Wing County about a joint application for easement work with the Pine River & Leech Lake River 1W1P groups. Crow Wing County is requesting a letter of support, from Hubbard SWCD and Hubbard County boards, indicating that we support Crow Wing County to apply for the Lessard-Sams Grant monies for these easements. Staff indicated to Melissa that we should be able to work 3 easements per year for 3 years and the 4th year would be to wrap up everything.
- Nature Conservancy–Crow Wing Healthy Waters: meetings on March 25th with TNC group and March 28th with Phil Doll and landowner on Straight River, who is interested in an easement.
- WCA: Pipeline safety meeting in Bemidji.
- Upcoming Events: NRCS local work group meeting postponed to April 16th; NACD Pollinator webinar on April 18th; Cass County and Chippewa National Forest on stream crossing inventory on April 19th; meeting with Cass County and Mitch Brinks for land stewardship on April 24th at 9:30 in Cass County Courthouse.; next board meeting May 8th.

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

- Plat book: sales are going well, just ordered the second batch. NRCS staff did the honors of drawing Bob Gack for the SmartMap Application and Norris Martin for the wall map and staff plans to submit to newspaper.
- Forest Stewardship: paid out 9 more plans in March for 758 acres (\$6,378) and received 4 new contracts. We should be able to cover about 1,400 more acres in new contracts.
- Donation letters: letters for the Envirothon and Fresh Water Festival were sent out to clients in March and have already received several responses.
- Tree orders: the 100th order was placed the end of March and many of our species are sold out. Several bundles available in the River Birch, Sugar Maple, Jack Pine, Elderberry and Common Purple Lilac species.
- Rain monitoring sheets: late sheets were just turned in from client and we are again at 17 active monitors for January through March.
- Yearend reports: staff presented report to the County Commissioners on 3/28/19 and handed out to SWCD supervisors on 4/10/19.
- Brochures: final editing for the 'Decks, Docks & Flip Flops' and 'Your Yard' was just sent to graphic designer and orders will be placed soon.
- Financial reports: started working on the quarterly report and 2020 budget draft.
- Nitrate Clinics: our inhouse clinic on 4/1/19 had 4 clients and 5 tests with 1 < 1.0 ppm, 2 < 5 ppm, and 2 < 10 ppm results. Working on final arrangements for the summer nitrate testing sites and information will be sent out by end of month for advertising these clinics.
- Website & Social Media: continue to update both sites as needed for general information, reports and tree order updates.
- MCIT: will be submitting needed information for insurance purposes.
- Spring Newsletters are ready to go out this week or next.

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

- General/ Administration: created Fee Policy and finished updates for Request of Assistance Form and made edits to the temporary hourly employee job postings on common questions asked at recent interviews. Interviewed intern candidates. Made Nitrogen Smart Clinic flyer and sent to area papers and SWCD's, created boost on Facebook and mentioned on radio interview. Attended Geologic Atlas Meeting-Part A, Nitrogen Smart Clinic, Local Management Plan Meeting and took the minutes, watched the TSA 9 Engineering Assistance power point, and did radio 'Chatabout' with Don Sells and Todd Haugen in Bemidji for KB101 Radio. Staff will check into getting an audio file of the broadcast and will plan to do a quarterly interview. He gave a presentation at the HCCOLA meeting on: services we offer, Terrestrial Invasive Species including newly arrived species, full plant profiles on buckthorn, wild parsnip, noxious weeds and secondary noxious weeds in Hubbard County. He has registered for and reviewed the new TSA 8 website and gave suggestions for edits, registered for a free ESRI online mapping course, and submitted articles for the Spring Newsletter on the Laporte buffer project and the Mississippi River Headwaters 1W1P (MRH 1W1P). Staff met to review and discuss the summer schedule for water sampling.
- Obwells: entered February data into the DNR database.

- WCA: created a new Wetland Informational Guide packet and created a Certificate of No Wetland to be used; sent out Nevis WCA delegation documents to the correct parties to validate; worked on a previous WCA case in Crow Wing Lake Township (Twp) trying to find a way to make an access for their property for service and emergency vehicles in if/when needed; worked on a Potato Lake case in Lake Emma Twp and planning a site visit with Matt Johnson, BWSR after the snow melts.
- Cost Share: attended Hubbard Twp meeting to present ideas to their board for 2 public access areas on Chippewa Loop Road; worked on Crow Wing Lake project in Nevis Twp with landowner and TSA 8 staff; visited with client from Todd Twp on potential project on the Fish Hook River; worked on Bell Taine Lake project in Nevis Twp previously reported on and submitted necessary documentation to TSA 8 project facilitator to start process.
- Fees For Services: created quote for Lake George to sample zebra mussel veligers.
- AgBMP loan program: assisted client with questions for the program. Staff will plan to have our summer intern promote this program sometime during this summer.
- One Watershed One Plan: recruited Advisory Committee members for the MRH 1W1P; visited with BWSR about being the lead LGU for the Crow Wing River Watershed 1W1P; attended the MRH Steering Team meeting on 3/8/19; reviewed and suggested edits suggested for the Mississippi River 1W1P request of proposal regarding a meeting facilitator for the MRH; attended the MRH Landscape Stewardship Plan Meeting on 3/13/19; created a power point covering the Leech Lake River Comprehensive Watershed Management Plan; gave a presentation on the LLRCWMP at the MRH Policy Committee Meeting #3 on 3/29/19.

The District Conservationist excused himself from the meeting at 10:00am.

OLD BUSINESS

- Newsletter – covered earlier.
- TrafX Subscription Renewal – our subscription expires April 28, 2019 and staff wants to know if the board wants us to renew another 5 years for \$500. We do have two clients interested in using their units this summer. **Chair Noyes moved to renew our TrafX Subscription for another 5 years and make it a service offering for our District. Supervisor Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- General Request for Assistance Form – Will updated the form as requested and would like to charge the \$100 fee for the client wanting to start the process after the first initial site visit. The board agreed that the addition was good.
- Fees Policy – Will updated as indicated at the March meeting. **Supervisor Goodrich moved to accept the General Request for Assistance Form and the Fees Policy dated on April 3, 2019. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- Wetland Information Guide – staff noticed that the wetland information and fees noted were no longer up to date. Will updated the guide and presented to the board. **Supervisor Sells moved to approve the Wetland Information Guide with Fee**

Schedule. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.

- Certificate of No Wetland – Will created a Certificate of No Wetland to complete for clients when needing a formal statement after site visit and determination of no wetland. Board indicated that we should add a document number at the top for tracking.
Supervisor Iles moved to approve the Certificate of No Wetland with the amended document case number. Supervisor Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

- Minnesota Conservation Volunteer: staff is requesting the board's decision to send an annual contribution in 2019, or not. **Supervisor Iles moved to donate \$100 to the Minnesota Conservation Volunteer. Supervisor Sells seconded the motion.** Discussion included the Board would like the issues set at the counter for clients to look through while they wait to see staff. Staff will check with the library or school libraries if they would like the past copies as the new ones come in. **Affirmative: All. Opposed: None. Motion carried.**
- RMB Lab Cost: staff was recently informed of increased pricing for RMB water quality monitoring and would like to adjust our fees for the lake chemistry, veliger and e-Coli services. The Board agreed that we will pass the information on to our contracted client this year and any new clients will be charged the new rates set by RMB Labs.
- Local Work Group meeting is scheduled for April 16th at 10:00am in the USDA Conference Room.
- Trinkets for the fair: staff presented information on a low-cost small flashlight as a possible fair hand out and mentioned that we have another wall map that we were given at no cost from Mapping Solutions that could be used for a drawing. Board passed on the trinket idea at this time and requested to bring back educational ideas for the wall map drawing for the next meeting – tabled for the May agenda.
- Volunteers for Freshwater Festival: staff indicated that we still need a few more volunteers for the event and mentioned to the supervisors to let us know if they knew of anyone that might be interested in volunteering for this event.

Chair Noyes called for a break at 10:40 am.

Meeting reconvened at 11:00 am.

- (NEW) TSA 8 Forms: (Prescreening Worksheet, Prescreening Info Check List, Agreement & Power Point) from the TSA 8 project facilitator who sent out a power point and new forms to cover past issues. Will walked through the information, forms, and timelines for future projects with our engineer. All projects already started will be grandfathered in and he will need to complete these new forms for each potential project already in process. Fish Hook River will be the first project to go through the full process. Will has requested edits to their forms and Beth has been very cooperative. The Board would like to include a disclaimer indicating that the engineer is responsible for the plan. Staff is looking ahead to be able to be responsible for the JAA duties in the future. Staff then highlighted the present two projects in process, from Nevis and Todd townships, and how the collection of fees would go if we keep the Request for Assistance for Phase II for

projects, so we are covered for the concept plan fees and if they want to go forward, there would be additional dollars to cover the cost share project.

- Cost Share Policy update: Will covered the new policy and added additions and edits as discussed with staff and Supervisor Goodrich. Staff is requesting approval for the updates as indicated and to go forward with working with the JAA requests. **Supervisor Goodrich moved to approve the TSA Documents and the Hubbard County SWCD Cost Share Policy dated April 3, 2019 with the understanding that it is a live document and it will have need for updates in the future. Supervisor Sells seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- Letter of Support: information was covered earlier, and Julie added that Melissa Barrick and Pine River 1W1P Policy Board are requesting a letter of support from the SWCD Board and the County Board, for them to apply for grants through Lessard-Sams for Pine River and Leech Lake River. Discussion covered staff should create a letter of support to apply for grant dollars. **Supervisor Goodrich moved to approve and support submitting an application to the LCCMR (Legislative-Citizen Commission on Minnesota Resources) for funds to address easements in both the Pine River and Leech Lake River Watersheds. Supervisor Rettinger seconded the motion.** The Board was concerned why we are just now hearing about this now with a short turnaround to send letter of support without having received any background or supporting information. support and had not heard anything earlier. **Affirmative: All. Opposed: None. Motion carried.**
- Outboard Motor/Boat/Trailer: staff updated where we are with acquiring a boat and what is needed to get it ready for our water sampling starting in May, and where to park it during the season. **Supervisor Rettinger moved to accept the 14' Star Craft boat with trailer as a donation to Hubbard County SWCD from Lynn and Theora Goodrich. Supervisor Sells seconded.** Discussion covered items needing fixing with the boat and who will do the upkeep/repair, where to get what size motor and where to store it. The boat should be stored on site after insurance coverage is activated. Supervisor Noyes indicated that staff should do what we need to get it done. **Affirmative: All. Opposed: None. Motion carried.**

CORRESPONDENCE

- Working List of Priorities – items for March include ‘Chatabout’ interview session; Supervisor Noyes met with Commissioner Stacey; further updates with our fees for services; Will’s presentation at HC COLA; financial statement shows a positive balance; Lynn attended the White Oak Twp meeting; articles in the local newspapers about HC COLA presentations and the legislative bills concerning SWCD funding.
- Items passed around included – supervisors received their Annual Report copies; greeting card from the MVCC with their donations; the NACD 2018 Annual Report.
- Letter from Chris Pence and Ryan Hughes: The North Central Committee for LLR1W1P, BWSR approved, and is requesting a resolution from Hubbard County SWCD and Hubbard County indicating we approve the Leech Lake River 1W1P Comprehensive Plan within 120 days of initial approval. Staff will prepare a resolution to bring before the Board for the May meeting.
Supervisor Sells moved to adopt and implement the Leech Lake River Comprehensive Watershed Management Plan as developed and approved by the

BWSR Board on March 27, 2019. Supervisor Goodrich indicated that he did not get information on this. **Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

- Chair Noyes indicated that Steamboat Township is looking for a speaker to present at their Saturday afternoon May 4th meeting. Any ideas are welcome because Nicole Kovar, DNR is not available.
- Staff requested the supervisors to sign up for the tree sale and summer nitrate clinics/collections open slots.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, May 8, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items for the May agenda: Area 8 Resolutions, Regional Envirothon review, State Envirothon, tree distribution review, Freshwater Festival, fair planning. Supervisor Iles will have refreshments.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:05 pm.

APPROVED: May 8 2019
Date

SECRETARY: 
Lynn Goodrich, Secretary