

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT  
MINUTES FROM June 12, 2019 REGULAR BOARD MEETING**

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  
Jodi Peek, Bemidji Team Lead  
Aria Kapsner, SWCD Intern

Others absent: Tom Krueger, Hubbard County Commissioner

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

**AGENDA AND MINUTES**

No items added to the agenda. **A motion was made by Supervisor Iles to accept the agenda as presented, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Sells made a request to not include the SWCD staff updates to their reports in the minutes unless they are an action item. Recommendation to just note "see attach report". The only staff information to be included should be items that go into a motion by the Board. The board was in agreement to give this a try. **Supervisor Goodrich moved to approve the minutes as presented. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.** Staff will submit everyone's written notes as attachments starting with June's minutes.

**TREASURER'S REPORT**

Staff answered several questions from the board about transactions in May. Treasurer Iles presented the treasurer's report to the board, subject to the auditor's review.

**PUBLIC INPUT**

Commissioner Krueger: Absent.

## **DISTRICT CONSERVATIONIST**

Dan Pazdernik: Mr. Pazdernik introduced his new Team Lead, Jody Peek, for the Bemidji area and presented his report. *See attached report.*

Jody Peek: Ms. Peek introduced herself and gave her report. *See attached report.*

## **REPORTS ON PROJECTS AND MEETINGS**

Chair Noyes: reviewed Tail's Up Dime Project; packed trees and helped with the FWF event; attended the Area 8 Meeting; mentioned lake shore erosion issues becoming present on Garfield and Steamboat Lake; talked about the upcoming Laporte Independence Celebration Days and that advertising will be done on Chatabout and several short radio spots.

Supervisor Goodrich: attended the LL1W1P Policy Committee meeting on June 3<sup>rd</sup> to work on organization/MOA and possible LLR projects to be ready when the money becomes available in January, the Policy committee, Char Christianson, Chris Pence from BWSR and HCSWCD staff (Julie, Will, Aria) were present (Supervisor Goodrich was elected Chair of the committee); packed trees and helped with the FWF event; attended the Area 8 meeting; plans to attend the Lake-shore Restoration Workshop on June 13<sup>th</sup>; plans to attend a workshop on June 19<sup>th</sup> in Alexandria about the issue of chloride use on MN roads and will report next month; plans to attend the 2 day MN COLA meeting on June 17<sup>th</sup> and 18<sup>th</sup>, the new DNR Commissioner will be speaking and spots are still available if anyone is interested; and attended the Badoura and White Oak Township meetings.

Supervisor Iles: packed trees and helped with the FWF event; attended a Finance Committee Meeting on May 30<sup>th</sup>; attended the Area 8 Meeting; went to 3 township meetings in Arago, Lake Emma, and Mantrap – they all indicated they would like to see a map of Hubbard County showing townships and what watersheds they are in. Will has a map started and will update as requested to include lakes and main roads.

Supervisor Sells: packed trees and helped with the FWF event, attended the finance meeting; attended the Area 8 Meeting, went to the Soil and Water Forestry Meeting in McGregor where there was a presentation on peat and its environmental impact. In an outreach perspective, a farmer from Roseau County had issues with the SWCD buffer rules and regulations.

Supervisor Rettinger: packed trees; helped with the FWF event; and attended Area 8 Meeting.

District Manager's Report: *see attached report.*

Summer Intern: *see attached report.*

Water Quality/Resource Specialist's Report: *see attached report.*

Chair Noyes signed the General Service Agreement with Long Lake Area Association to do requested Fees for Services on Dissolved Oxygen/Temperature as we have done in past years.

Administrative Assistant's Report: *see attached report.*

Chair Noyes recommended that we include an item on our April Agenda to get on the Garfield Ice Racers Board Meeting in May for possible matching funds for future cost-share projects.

### **OLD BUSINESS**

- Freshwater Festival Review – This was covered earlier. Sam Ting will be available to come back the next 2 years.
- Area 8 Meeting review – the May meeting should be for resolutions only; they plan to have one meeting each year located at a different county, and they are looking for a new secretary to start with the next meeting.
- Graphics update – staff reviewed the need to redo or replace our grazing banners and the display board banner is ready to go; the building sign will be updated soon; new Decks, Docks & Flip Flops and Urban Property brochures are in. Staff asked about updating our name badges and will bring options to the July board meeting.
- Joint Grant application w/Leech Lake River & Pine River Lessard-Sams update – staff passed the Crow Wing SWCD application around, to view along with graphics that our graphic artist, Dain Erickson, put together.
- SWCD Supervisor pamphlet – supervisor pamphlet will be updated as recommended by supervisors.
- Fair – photo contest/challenge for adults & children – prize will be plat book or wall map for adults and a hat with our logo art and 2019 Hubbard County Fair on it.
- Lake Association Facebook Drive – staff presented a flyer to the board to use on our Facebook page as a competition between the county's lake associations. The associations will be informed through the COLA President and will be open the month of July. The association with the highest activity ratio will win a free lake chemistry sampling to be done this summer on their lake.

Chair Noyes called for a break at 10:15 am. A short presentation on our 2019 Freshwater Festival was given by our summer intern during break. Meeting reconvened at 10:40 am.

### **NEW BUSINESS**

- Legislative Update – the Local Capacity Grant will be \$100,000 for the next 2 years and the additional funds are not yet determined. We need to continue to work on a sustainable source of funding for SWCD's future.
- Hubbard SWCD 50<sup>th</sup> Year Anniversary – A referendum was done in October 1969. BWSR will provide a plaque and Julie will get information to the paper and will also check with Clearwater SWCD to see if we can do something at this years Area 8 Fall Tour meeting to celebrate our 50 years as a district.
- NRCS Conservation Innovations Grant – information from Wadena/EOT District Manager, Darren Newville, to offer precision irrigation technology working with Keith Olander from Central Lakes College in Staples, MN. This will involve federal grant monies over a three-year period. Supervisors agree that our district should fill out the application.

- Shoreland Improvements pamphlet – a pamphlet from Sterns County Website was updated and presented by our summer intern with Hubbard SWCD information and photos. Additional updates will be completed as suggested by supervisors.
- 2020 Budget Draft – the Finance Committee met after the legislature approved the Local Capacity Funds and made a few minor updates. Supervisors discussed doing a comparison report. Staff will be receiving a template to use to put the last 3 to 5 years together. Staff asked if we should go to the county to request more funds that would help us get additional matching funds from State. Discussion indicated that unless we can specifically show the request benefits, we should wait on this. **Supervisor Goodrich moved to approve the 2020 Budget Draft as presented. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**
- Discussion to move extra checking money into CD accounts – staff presented information about the interest rates through our local institutions with yearly CD’s rotating maturity dates on a quarterly basis. Discussion covered options with the highest interest rates available. **Chair Noyes made a motion to open a \$50,000 CD’s with Citizens National Bank as well as a checking account with the minimum balance needed to get the additional .25% interest rate on the CD, and to then on a quarterly basis for the next 2 quarters add an additional \$50,000 CD. Supervisor Sells seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- Park Rapids Enterprise renewal – staff presented the renewal subscription for the paper and supervisors asked to check to see if we could get the past advertised discount, but to still renew our subscription.
- Staff Evaluation Forms – Supervisor Goodrich submitted the WQRS draft with recommended updates from last month’s meetings. Discussion covered additional updates. **Supervisor Sells moved to approve the revised Water Quality Resource Specialist Evaluation FORM and use it as a template for other staff reviews. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- Tails Up Dime Erosion Control Project – Cost Share Authorization – staff gave a brief update on the project with a new quote of approximately \$57,000 but will be closer to \$40,000 with the client doing most of the labor. He would like the board to give Chair Noyes the authority to sign off on a final contract with our share of cost up to \$22,500 so our client wouldn’t have to wait until the next board meeting for approval. **Supervisor Goodrich moved to proceed with the Tail’s Up Dime Erosion Control Project authorizing Chair Noyes to sign the contract when it is formally completed, up to the amount of \$22,500 for the Districts portion of project expenses. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**
- WCA Delegation of LGU for City of Akeley – staff presented a resolution to become the LGU for the City of Akeley. **Supervisor Iles moved to accept the City of Akeley’s resolution to become their WCA authority. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**
- WQRS Annual Performance Review (closed session) – staff did not receive evaluation from supervisor to complete, need to bring back to July meeting. **Supervisor Goodrich moved to table the WQRS annual performance review until the July 10, 2019 meeting. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**

**CORRESPONDENCE**

- Email notice of PERA Aid ending – staff received notice that PERA will no longer be sending the “PERA Rate Increase Aide” starting 2020.
- BWSR Academy will be October 29-31, 2019 at Breezy Point.
- MASWCD Governance 101 will be September 12-13, 2019.
- Staff just received an electronic version of the updated resolutions from Jim Ballenthin and handed a paper copy to each supervisor.
- Julie updated everyone with a recent email received on sun-setting resolutions. Supervisor Goodrich would like to add resolutions to next year’s agenda to cover the sun-setting resolutions for the current year’s session.
- Leadership – supervisors attended township meetings; contact with commissioners; Freshwater Festival; Julie interviewed with Northwoods Press; 50<sup>th</sup> Anniversary for write up in paper.
- Financial Management – move dollars from checking into CD’s to get better interest rates, additional donations (2019 FWF was fully funded with donations).

**NEXT MEETING:** The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, July 10<sup>th</sup>, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda include: awareness article, nitrate clinics, fair update, budget due to County, start work on tree order, information for new name badges, WQRS & Admin. Asst. reviews, National Envirothon-July 28 through August 2 in Raleigh, NC and refreshments by Lynn Goodrich.

**ADJOURNMENT:** Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:07 pm.

APPROVED: 7/10/19  
Date

SECRETARY:   
Lynn Goodrich, Secretary

Attachments: See staff reports.



## June 2019 NRCS Report

### -Program Update

- Conservation Stewardship Program
  - FY2019 signup deadline was May 10<sup>th</sup>, 2019
  - Evaluation and eligibility deadline is June 21<sup>st</sup>
- Environmental Quality Incentives Program
  - FY2019 signup 2 deadline was April 19<sup>th</sup>
    - Planning and eligibility deadline was May 17<sup>th</sup>
- Regional Conservation Partnership Program
  - FY2019 signup deadline was April 19<sup>th</sup>, 2019
    - Planning and eligibility deadline was May 17<sup>th</sup>

### - Current activities and other items

- Finalized EQIP plans for eligible applications prior to May 17<sup>th</sup> deadline
- Currently completing CSP evaluations
- Field certifications coming up
- Attended the NE area DC meeting on May 15
- Alicia and Jen Smith worked the Rain Fall Simulator at the FWF on May 15<sup>th</sup>
- Customer Service Team training was held on May 23<sup>rd</sup> and 24<sup>th</sup>
- Attended the Irrigation Water Management Training on June 4<sup>th</sup>
- Attended the Area 8 MASWCD meeting on June 7<sup>th</sup>

Respectfully,

Dan Pazdernik  
District Conservationist  
Hubbard County



## June 2019 DC Report

6/11/2019

Report completed by Jody Peek, CST DC.

### Staffing

- ❖ Jody Peek started May 13<sup>th</sup> as the new Customer Service Team Lead - District Conservationist. She will supervise USDA/NRCS employees in Beltrami, Clearwater, Hubbard, Koochiching and Lake of the Woods counties. Her goal is to try to attend all SWCD meetings in all 5 of her counties. Her contact information is listed below:

**Bemidji Service Center | 3217 Bemidji Ave N | Bemidji, MN 56601**

**cell. 218-340-4589 | office. 218-751-1942 x112 | E-mail: [jody.peek@usda.gov](mailto:jody.peek@usda.gov)**

- ❖ Expecting two vacancies in the Bemidji Team to open in the next week. One will be a Soil Conservation Technician in Bagley and another will be a Soil Conservationist in Baudette. If you know of interested individuals have them watch the USA Jobs website or give them Jody's contact info and she can discuss the employment process/job descriptions to them.

### Programs

- ❖ **CSP** – Application signup ended May 10<sup>th</sup>. Hubbard county received 29 applications. The field office is currently working on obtaining eligibility information, completing interviews, data entry, mapping and rankings for these applications. Deadline to have this information completed is June 21<sup>st</sup>.



## **District Managers Report**

**June 12, 2019**

- May 13, 2019: Aria Kapsner started as summer intern.
- May 21, 2019: Hubbard County Board meeting, they will write a letter of support for joint Pine River/Leech Lake River Lessard Sams Outdoor Heritage Council Request for Proposal (RFP) from Crow Wing SWCD.
- May 30, 2019: Budget committee meeting at 1:00 pm at the office.
- June 7, 2019: Area 8 Resolution meeting, Northwoods Bank Park Rapids MN 9:00 – 2:00 pm.
- June 13, 2019: Shoreline restoration workshop at Crow Wing Crest Resort 11<sup>th</sup> Crow Wing lake 9:15 am

### **Envirothon:**

- May 10, 2019: conference call for Envirothon debrief.

### **Leech Lake One Watershed One Plan:**

- June 3, 2019: Leech Lake 1W1P Policy meeting at Cass Courthouse in Walker at 1:00 pm

### **Local Water Management Plan:**

- May 14, 2019: pack trees for Freshwater festival and basic set up of camp.
- May 15, 2019: Freshwater Festival. All presenters showed up. Schools – Park Rapids (6 classes); Nevis (2 classes); Laporte (2 classes); St. Philips Bemidji (2 classes) approximately 286 students.

### **Nature Conservancy – Crow Wing Healthy Waters:**

- Nature Conservancy – Crow Wing Healthy Waters. Phil Doll is meeting with one landowner on Straight river to get paper work going for easement. Crow Wing SWCD has remaining Pine River 1W1P money and they are doing a pilot project on having an informed farmer do outreach for BMP practices for grazing/hay land. Told them about grazing easements that last for 3 years. Also said that we would be interested in expanding their pilot project. Also suggestion made to contact crop consultants for being “the person” for outreach.
- 

### **Upcoming Events**

- **NEXT BOARD MEETING:** Wed. June 12, 2019 at 8:30 am.
- June 25, 2019: JPB/TSA 8 meeting 9:30 – 12:30 at Beltrami Admin Bldg.
- June 28, 2019: Akeley Paul Bunyan Days Nitrate testing 4-7 pm.



Intern's Report: Aria Kapsner reported on the following:

- Learned how to take water samples to send to RMB Lab. Got to write down observations of the lake and weather to be sent in with the samples. I also got to use the 2-meter integrated sampling tool to take in the water and put it into the plastic bottles and amber jars. Another tool I got to use was a secchi disk which I really like to use. I also got a 'crash' course on how to drive the boat, load it onto the trailer, and back the trailer into the water.
- Attended the 1W1P meeting in Bemidji and saw how collaborations at a professional level work. I was able to provide input on what a little portion of the plan should include which is the fact that the youth volunteer at the Chippewa National Forest and Itasca State Park with bud-capping and tree planting. This part of the plan will show that the youth are the next generation to continue to preserve the resources in this watershed.
- I had a chance to do some creations of public materials such as a pamphlet about how to become a SWCD Supervisor. Used a template from Lake of the Woods County but formatted it to fit Hubbard County. Will also gave me the task of creating a poster for a photo contest. The best photos will be put into the new 1W1P for the Mississippi River Watershed.
- Created a county fair photo contest
- Took pictures for Lynn at the Freshwater Festival and later created a PowerPoint of the stations and pictures from each station that Julie wanted me to present at the Area 8 Meeting.
- Will taught me about WCA and I had the chance to go on a couple site visits
- I got the chance to spend all day out of the office doing obwell visits. Will went over what obwells are, why they get tested, and how to test them using the long tape measure and a tablet. We drove all over the county Monday and Tuesday and by the end of the morning on Tuesday, I felt as though I had a pretty good idea on what to do and could maybe do some on my own.
- Attended a nitrate testing clinic near Grace Lake
- Spent a day with the DNR Foresters
- Got a chance to see what lake monitoring is all about
- Went to some lakeshore site visits and learned about how SWCD helps landowners deal with erosion problems
- Attended Area 8 meeting



## WQRS Board Meeting Report for the June 12, 2019 Meeting Reporting on activities in May (1 – 31) 2019

### General/Admin:

- Staff Meeting with District Manager & Administrative Assistant on 5/7/2019
- Begin working on a presentation for lakeshore restoration that I will give at Crow Wing Crest Lodge on June 13, 2019
- Assist in tree packing and other prep activities for the Freshwater Festival on 5/14/2019
- Work at the Freshwater Festival all day on 5/15/2019
- Administrative Holiday in observance of Memorial Day on 5/27/2019
- Finance Committee Meeting with District Manager, Administrative Assistance, Supervisor Sells and Supervisor Iles on 5/30/2019
- Staff Meeting with District Manager, Administrative Assistant and District Intern on 5/31/2019

### Trees Sales:

- Picked up trees from Badoura Nursery on 5/1/2019
- Sort, organize, inventory tree orders etc. Worked trees sales barn full days on 5/3/2018 and 5/4/2019.

### WCA:

- **New Case.** Landowners would like to build a large stall garage/shop, basically as big as they can. They wanted to fill in some wetland area to make it as big as possible but after our conversations about the WCA process and discussing multiple options it sounds like they will stay in an upland area of their yard and not be in a wetland area. I recommended that they still apply for a No-Loss decision regardless – **Todd Township**
- **Old Case Update** – Beach area on Potato Lake – I issued a Notice of Decision (No-Loss) to this landowner. I did openly discuss other applicable regulation with the County (Shoreland Management Ordinance) SMO. Section 901.2 of Hubbard County's SMO allows for one shoreline recreational use area up to twenty feet in width and fifteen feet in depth per residential lot on Recreational Development lakes. Shoreline recreational use areas may be removed of trees and shrubs by permit provided a ground layer of native vegetation is preserved, maintained or established within the shoreline recreational use area. The proposed beach would require variance approval from this requirement of maintaining a ground layer of vegetation (Section 901.2.C of the SMO). The county is aware of these conversations and was given a heads up of this landowner going to contact the ESD office. – **Lake Emma Township**
- **New Case** – Landowner would like to install a boardwalk through a wetland to reach the lake, he also wants to have a dock and potentially boardwalk past the OHW level, I referred those questions to the DNR, waiting for his no-loss application for the area in a wetland landward of the OHW. – **Lake Emma Township**
- **New Case** – A homeowner association wants to extend their boardwalk 16 feet lakeward from where it currently ends. Boardwalks that are designed with vertical supports and do not impact wetlands are exempt from WCA. I still recommended they fill an application out for a No-Loss Decision, if in fact it is our jurisdiction. I recommended that they get a OHW level finding done by the County ESD office to determine if we have any stake in the game or if the entire project would occur lakeward of the OHW, in





which case the County (conservation easement holder with this association) and the DNR would have jurisdiction. – **Arago Township**

- **Old Case Update** – A potential violation from last year where someone cut a path through a wetland to drive snowmobiles through to access a lake. A neighbor called this landowner in. A conservation officer was out on-site last fall. The District Intern and I went out to look at the site, the vegetation management performed on this parcel was not in violation. – **Arago Township**
- **New Case** – Potential violation of excavation in a wetland, was from a neighbor compliant – no violations were found – **Arago Township**
- **New Case** – Landowners would like to build a garage near their cabin and a large pole shed to store equipment and other items on another area of their parcel. During the site visit it was discovered that most of the parcel has hydric vegetation and hydric soils throughout. Even in areas of high elevation dozens of feet above OHW, wetland indicators were still present. I recommended that the landowners hire a certified delineator and submit that report, for concurrence, to us. At that point we will better know how to move forward. – **Steamboat Township**
- **Old Case Update** – A violation from 2017 where a landowner filled areas of a wetland to create islands is now complete. The District Intern and I were out on site to confirm this. Last summer in July he was granted an extension on his Restoration Order, he could not complete the work to circumstances out of his control. He has since completed the full restoration order and replacement plans by the due date assigned on the Letter of Extension – Certificate of Satisfactory Completion has been issued – **Lakeport Township**

*Had multiple other minor or soft WCA contacts in May as well - Assist MN DNR forestry staff with case regarding harvesting timber near a wetland area – no violations were found - **Henrietta Township**. City of Akeley had a campsite owner want to remove emergent vegetation, refer to Bob Ekstrom with MN DNR – **Akeley Township**. Went to a client's residence for a predetermined appointment for a WCA visit to discuss soil moving and building a storage building, landowners were not home and has not answered or returned multiple contact attempts – **Fern Township**. Multiple prospective landowners researching wetland laws before purchasing parcels – **Throughout the County***

**Cost share (all other current projects have no new updates – waiting for TSA 8 or landowners to proceed):**

- **Current Project-** Tail's up Dime Project – Planning and working with TSA 8 on the plans & agreements – Agreement meeting on 5/9/2019 with TSA 8 project Facilitator, Civil Engineer and District Manager - many minor changes were made to the agreement. Edits were made and sent back to me, all parties have signed agreement and the final plans and designs are due by July 31, 2019. – **White Oak Township**
- **Current Project** - Project on Belle Taine Lake send flow charts and ideas for practices to TSA 8 – **Nevis Township**
- **New project** - Site has erosion issues and areas void of any vegetation allowing the lakeshore to slump into the lake. They have hired Prairie Restoration to design a plan and implement a native buffer on a large slope, coir logs near the lakeshore and native vegetation throughout. They will develop the plans we are planning to submit this case to the board for cost share at the July meeting. **Hart Lake/Lakeport Township border**





### **Technical Assistance Visits:**

- The District Intern and I went out to a site for a landowner that wanted to do a lakeshore restoration project on his own, he just wanted technical assistance, I printed some good information and plant lists for him. We went out on site and discussed work areas and suggestions for what he could do. He plans on placing an order for our plant sales next year, he will call back if he needs more help or wants to hire us to make a conservation plan. – Lake Emma Township

### **One Watershed One Plan:**

- Steering Team Meeting – Conference Call on 5/6/2019
- Advisory Committee Meeting on 5/22/2019 – I gave a presentation on the Land and Water Resource Narrative and Storymap/Crowdsourc – took comments and suggestions.
- Continue to work on the Land and Water Resource Narrative and start creating maps
- Start working with Mitch Brinks to design a Storymap & Crowdsourc for the MRH website

### **Lake Water Quality Sampling:**

- Lake water quality sampling in the new district boat with District Intern on lakes George and Benedict – 5/13/2019
- Lake water quality sampling in my canoe with District Intern on lakes Hart and Alice. We have switched to using a canoe on these lakes to cause less vegetation damage and reduce the potential to spread AIS. This change does not take us any more time to perform sampling. – 5/14/2019

### **Lake Water Quality Monitoring:**

- Monitored water chemistry on Long Lake with Sharon Natzel on 5/30/2019

### **ObWells:**

- Monitor the Northern and Eastern side ObWells on 5/20/2019
- Monitor the Southern and Western side ObWells on 5/21/2019

### **Nitrate Clinic Information:**

Grace Lake Association Nitrate Clinic was on June 1, 2019 at Bethany Bible Camp on Grace Lake. District Intern and I worked the clinic. We had a total of 24 clients with 27 tests. The highest test was just over 1 ppm. Majority were below 1 ppm. This was expected due to most landowners would be drawing from the same aquifers around the lake and we haven't had any red flag readings near Grace lake in the past. I also spoke for about 10 minutes briefly on the importance of well water testing and other services we offer and programs we have available. In my opinion this would work better as a drop off. It was slightly chaotic to start with having all the clients drop off samples at one time and trying to take in samples and forms while having people correct them, all in all we got the information and it worked out fine.





## Administrative Assistant Update



### June 2019 Meeting

- **Forest Stewardship** – Paid out 6 more plans in May for 955 acres (\$6,687.80) and received a contract for 1 more request. We have 1,325 acres in process and can contract approximately 1,000 more acres with the grant \$ we have tagged for Forest Stewardship Program.
- **Donations received** – Received an additional \$200 in donations from Spider Lake and Eagle Lake Associations. We received a total of \$3,100 for 2019 Freshwater Festival. Created and sent out thank you notes to Freshwater Festival sponsors, presenters and volunteers last week. Additional donation received from the Nevis Fire Department for the 2019 Envirothon and money has been forwarded on to Clearwater SWCD.
- **Tree sales/distribution** – Worked on completing the tree sale transaction needed for QuickBooks. Noted break down on treasurer's report. We sold over 13,250 trees this year (14,640 in 2018 - 2,750 of these were special orders). We also had several requests for extra trees after our tree sale was complete.
- **Rain monitoring sheets** – We had 27 monitors turn in April information, and several additional lake-ice out dates were turned in! Our climatologist said that this information will be displayed at the state fair this year and that our county should have the highest number of ice-out dates turned in.
- **SWCD Awareness** – our display header has been updated and will be used for summers clinics; the 2 banners used for Grazing Workshop should be replaced with a quoted price of \$75 \$45 each from Pat at Innovative Sign & Graffix.  
I've notified Dain that we would like a mock-up for the 'What is the VALUE of a tree?' for our website and Facebook page, will continue to work with him on this.
- **Brochures** – Forestry brochure has a new cover and 500 have been ordered.
- **Area 8 Meeting** – everything is arranged for June 7<sup>th</sup> at Northwoods Bank (rolls, lunch, beverages, name badges, etc.)
- **Financial Reports** – finance committee met on 5/30/19 and the draft is included in this month's packet. Committee requested that CD interest rate information be brought to the June board meeting. I've worked on and have a summary with each bank/institution's information in packet and have reached out to several to verify the larger amount CD rates. Still waiting on more information from Northview Bank.
- **Nitrate clinics** – Report for the June 7<sup>th</sup> in-house clinic will be presented at the board meeting. RMB visited with us about the Sherlock Homes Inspection company being able to drop off their tests frequently. They have supplied a temporary box to house these test kits and are planning to provide a big enough box in the future to put our lake testing coolers in if the courier is running late so we won't have to stay late.
- **Website & Social Media** – plan to post more info on upcoming nitrate clinics as needed.
- I was finally able to sort through one of my drawers in May...just 5 more to go and my shelves...