

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM September 11, 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
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist

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

Items added to the agenda – under Old Business-Action Items: d. District Manager Position update (closed session) and add under Correspondence: b. Other. **A motion was made by Supervisor Sells to accept the agenda as amended, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

Regular Board Minutes (8/14/19): **Supervisor Goodrich moved to approve the regular meeting minutes as presented. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

Special Board Minutes (8/28/19): Supervisor Sells asked to change the adjournment time to 3:55 pm. **Supervisor Goodrich moved to approve special meeting minutes as amended. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER'S REPORT

Supervisor Noyes questioned the 2 CD's maturing this month. Staff is getting signatures today to transfer them into our checking account until it's time to start our second quarter CD with Citizen's Bank. Treasurer Iles had no questions and presented the treasurer's report to the board, subject to auditor's review. Staff will print future checkbook transaction in landscape for easier reading. (On 9/12/19 and 9/16/19, staff moved the CD monies into the Northview savings account to earn a higher interest rate until transferring into new CD's.)

PUBLIC INPUT

Commissioner Krueger: Commissioner Krueger was not present.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- 27 CSP applications preapproved and obligated in Hubbard County. There were 55 preapproved CSP applications in entire Bemidji Service Team.
- 1 second round EQIP application preapproved and obligated.
- Current activities and other items: spent most of August putting CSP contract documents together and collecting signatures, file uploads, reviews, etc. to meet the obligation deadline of 9/6/19; Technical Training IDP tool teleconference training on 9/11/19 and everyone will be using eLINK to request and track trainings; end of year performance reporting; NRCS Area NE meeting in Mora on 9/24/19. Staff update includes: Bemidji office has 2 staff moving on to different positions within the agency, the Baudette open position has been offered and Bagley technician position will be filled.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: helped with interview for the new District Manager (DM); visited with Commissioner Stacey; visited with Commissioner Krueger at the Mississippi Headwaters 1W1P board meeting; recommended that we submit a candidate from our area for the Outstanding Forest Steward Award this year. Staff will work on getting information together and submitted by Friday.

Supervisor Rettinger: interviewed with Personnel Committee for DM position and attended the Becida Days to collect water samples then brought to office on 9/3/19 for nitrate testing.

The Board discussed offering the nitrate clinic every other year at the Becida Days because of the low number of interested clients.

Supervisor Sells: attended the special meeting for the DM selection and plans to attend the Area VIII Forestry meeting next week.

Supervisor Iles: attended the special meeting for the DM selection and attended the Akeley township meeting.

Supervisor Goodrich: interviewed with the Personnel Committee for DM position; attended the LL1W1P meeting; reviewed the updated by-laws for LL1W1P for the upcoming meeting on 9/23/19; put information together for the Laporte storm-water project to use leftover planning monies from the Leech Lake 1W1P grant.

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

- Activities: worked with the Personnel Committee on interviews for the DM position; met with Stearns SWCD for a regional application on irrigation; special meeting for DM

selection; met with residents on Edgewood Estates to discuss plans from Bill Westerberg; met with White Oak Township on Firefly Drive road plans.

- Cost Share: site visits by Garfield Lake in Laporte Township for a possible project on prairie restoration and met with client about final plans on Tails Up Dime Storm project.
- Leech Lake 1W1P: MOA was signed in August by Hubbard County and Hubbard SWCD; attended the Leech Lake Implementation Policy meeting to review the By-laws and made updates.
- WCA: site visits in Lakeport Township for wetland determination for a client interested in purchasing land and on Grey Goose Drive for possible violation (no violation found).
- Upcoming Events: Area 8 Fall Tour on 9/12/19 and 9/13/19; Mississippi River 1W1P Advisory meeting in Grand Rapids on 9/18/19; TNC meeting on 9/20/19 at Northwoods Bank; Leech Lake River Implementation Policy meeting at Cass County Courthouse on 9/23/19 and next board meeting 10/9/19.

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

- Forest Stewardship contracts: received 6 new contracts, paid out 1,190 acres in contracts and will be able to contract out about 1,500 more acres with remaining grant money not being used by the WQRS position.
- MASWCD application for Outstanding Forest Steward Award: started to work on gathering information for chosen nominee.
- Tree Order Form: waiting for confirmation from nurseries before sending out with fall newsletter.
- Rain Monitoring: 29 monitors turned in information for July.
- Financial: opened a new (3rd quarter) CD at Citizens National Bank, in July, and will be transferring maturing CD's into new CD in October for better interest rates; verified with board to continue checking with current bank and worked on figures for staffing with new DM position and new health insurance stipend.
- Nitrate Clinics: Becida Days had 5 samples all tested under 5.0 ppm; September in-house clinic had 8 clients and ran 9 tests with 3 testing under 1.0 ppm, 3 under 5.0 ppm 1 under 10.0 and 1 tested over 10.0 ppm. Staff will be ordering a replacement probe soon because ours is not calibrating normally.
- Website & Facebook: posted updates as needed for open position, nitrate clinics and board minutes.
- Fall Newsletter: started working on articles from NRCS and tree sale information, will add other articles as received and plan to mail out by the end of September or first week of October along with tree order form.
- Plat book donation: MN Deer Hunters requested a plat book for their Annual Banquet.

OLD BUSINESS

- Tree Order Form Update: copy of order form given to everyone and requested to look over for possible edits needed while we wait for nursery confirmations; staff will meet with COLA on 9/12/19 to go through the information.
- Fall Newsletter: covered earlier.
- Fall Tour & Area 8 Meeting: information handed out to supervisors for tour and meeting.

- PEIP-Group Insurance Information: staff review information gathered from Public Employee Insurance Program (PEIP) and Lakes Co-op Insurance. The board voted to offer the new DM \$800 insurance stipend to be effective October 1st for all SWCD staff.
- Hauser Cost Share Project: Staff presented information on the plans from Bill Westerberg that were not what client wanted. Client will be working with a new contractor and plans. Some parts of the new plan are eligible for cost share and staff will update as needed.
- Forest Stewardship Policy: Staff wanted clarification on the policy previously presented by WQRS for our future forest stewardship plan grant monies. Supervisors suggested to add an administrative fee of \$50; include information about the initial \$200 fee that the landowner will pay directly to the forester, and is not part of the reimbursable amount; add 50% to letter G of the General Provision; include information about the \$50 fee to register their completed plan with DNR that is also covered by the client and completely remove item I. Staff will update the policy and bring back to the next board meeting. Staff was also directed to send out updated information to contracted foresters.
- Tails Up Dime Cost Share project: Staff highlighted and sent the last plan from Bill Westerberg around for supervisors to view and requested approval for our client. **Supervisor Sells moved to authorize up to \$25,000 for the Tails Up Dime Stormwater Management project. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.** Staff will get needed signatures on a new cost share contract with appropriate figures and then have Chair Noyes sign.
- Checking Account: staff needs to order more checks soon and wanted the board to verify that we would continue our checking with Northview Bank. The board agreed to continue our checking with Northview Bank. Staff will order checks and deposit slips.

Chair Noyes called for a break at 10:15 am.

Meeting reconvened at 10:30 am.

- District Manager Position update: personnel committee recapped what happened with the DM interviews and prospective candidates.

Chair Noyes moved the meeting to closed session at 10:32 am to discuss the DM position hiring. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.

Motion made at 10:51 am to end closed session and reopen the meeting by Supervisor Sells, seconded by Chair Noyes. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

- MASWCD Award Applications-Outstanding Forest Steward Award: staff will look into getting information from candidate choice to submit by Friday after checking with Sheila Vanney on what the award is.
- Budget Comparison Reports: supervisors requested that staff update the 2020 budget to show the new insurance stipend of \$800/month, the new DM position at \$34/hour, only a half year for the WQRS position at \$20/hour, and increase the Admin. Asst. by \$1/hour and send out when updated. The Budget Committee will consider meeting to formally update the budget after the local capacity grant amount is known.
- Westfield Lakeshore Restoration Cost Share: Staff passed around photos of the project that has been completed. We are waiting for a paid receipt to be able to reimburse client.

- Grace Lake Association-reduction of phosphorus in the lake: Zach from Beltrami sent out email requesting financial help for a 'bathtub' study for Grace Lake. Supervisor Goodrich read the response he sent to Zach. Supervisors prefer to help the residents with better practices to protect their property and reduce the phosphorus that runs into their lake instead of financing part of the study. Supervisor suggested that staff send a letter to Grace Lake Association, copy Zach, indicating the variety of ways to stop phosphorus from going into the lake along with the link to the RMB site with this information.
- MN Lakes & Rivers Advocates funding request: Supervisors didn't want to send a donation this year. Supervisor Goodrich decided to make a personal donation through Hubbard SWCD to go directly to MN Lakes & Rivers Advocates to support the lobbying they do for SWCD's.
- Area 8 Regional Forester Funding: A letter was received asking for funding for the new North Region Forester hire. Supervisor Sells will relay the board consensus of not wanting to have to pay funds for this position but would consider matching in-kind funds like was done last time. Hubbard County really didn't receive sufficient help through the last forester to justify continuing funding this position.
- Staff Training: staff updated sessions registered through MCIT in September and October, Fred Prior Seminars in October and BWSR Academy in October. **Chair Noyes moved to reimburse Annette for the \$199 Pryor Plus fee and present a request to the board each year for the annual renewal subscription fee. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**

CORRESPONDENCE

- Silvopasture Workshop/Camp on September 16 & 17, 2019; MCIT Annual Report; thank you card from Aria; thank you card from Annette; email thank you from Crow Wing SWCD for the Lessard-Sams Outdoor Heritage Council Grant; letter from Enbridge Energy and Supervisor Goodrich asked if everyone could look through the by-laws for the LL 1W1P policy committee if sent as an email.

WORKING LIST OF PRIORITIES

- Watershed involvements, met with commissioners, attend township meetings, and attend forestry meetings.
- Forest Stewardship admin fees, budget comparison, and increase compensation for staff.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, October 9, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: boat/trailer & motor storage, awareness articles, start annual work plan and report review, DM annual performance review, resolutions voting and refreshments by Bob Iles.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:45 pm.

APPROVED: 10-9-2019
Date

SECRETARY


Lynn Goodrich, Secretary