

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM January 9, 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 (arrived at 9:10 am)

Others present: Crystal Mathisrud, District Manager
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

Motion was made by Supervisor Iles to accept the agenda as presented. Seconded by Supervisor Goodrich. Affirmative: Noyes, Rettinger, Iles and Goodrich. Opposed: None. Supervisor Sells absent. Motion carried.

Supervisor Goodrich moved to approve the minutes as presented. Seconded by Supervisor Rettinger. Affirmative: Noyes, Rettinger, Iles and Goodrich. Opposed: None. Supervisor Sells absent. Motion carried.

TREASURER'S REPORT

Treasurer Iles asked for staff to explain the shortfall in December. Staff explained the reason for the last payroll hitting in December with the holiday and answered other questions from the supervisors on the financial reports. Supervisor Iles presented the treasurer's report to the board, subject to the auditor's review.

OLD BUSINESS

- **Grazing Workshop update:** Staff updated progress for event and asked who would be attending. Supervisor Goodrich will bring in his extra signs to post at various spots.
- **Edgewood Estates:** Staff was not able to make contact with Bill Westerberg to get an update. **Supervisor Goodrich moved to table until next month. Supervisor Iles seconded. Affirmative: Noyes, Rettinger, Iles and Goodrich. Opposed: None. Supervisor Sells absent. Motion carried.**

- **Strategic Meeting Reminder:** Staff reminded supervisors of our upcoming meeting on January 13th @ 10:00am and will hand out the agenda before everyone leaves today. Staff will also email out packets by Friday.
- **Approve 2020 Work Plan & Annual Report narrative items:** Staff asked for corrections and additions for the annual plan and report. Staff will make requested changes. **Supervisor Goodrich moved to accept as amended. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Iles and Goodrich. Opposed: None. Supervisor Sells absent. Motion carried.**
- **Forest Stewardship updates:** Staff made updates as recommended from our independent foresters. District manager approved updates and now are requesting board approval. **Supervisor Goodrich moved to approve the Hubbard County Soil and Water Conservation District Forest Stewardship Policy as presented. Supervisor Iles seconded. Affirmative: Noyes, Rettinger, Iles and Goodrich. Opposed: None. Supervisor Sells absent. Motion carried.** **Supervisor Goodrich moved to approve the Contractual Services Agreement for the forest stewardship plans as presented, including the Plan Application and letter. Supervisor Iles seconded. Affirmative: Noyes, Rettinger, Iles and Goodrich. Opposed: None. Supervisor Sells absent. Motion carried.**
- **Part-time 1W1P & SWCD WQRS/Technician positions:** Staff presented a job description for both the ‘Water Quality Resource, Research and Easement Specialist’ and ‘Water Quality Resource Technician’ positions and requested edits and additions. Staff presented the anticipated ‘2020 billable rate draft’ to show anticipated costs. Discussion covered the quarter-time position first.

(Supervisor Sells arrived at 9:10am and was updated with needed information to continue.)

- **Supervisor Iles moved to approve the quarter-time position description as amended. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.** Discussion covered the full-time technician position and updated Supervisor Sells on earlier information. **Supervisor Noyes moved to approve the full-time technician position description as amended. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.** Staff will make suggested corrections to both items. Anticipated hire for the full-time technician would be late March and the quarter-time position to start in April.
- **Declare the bank and newspaper:** We have been using both Northview Bank and Citizens National Bank. We have been using the Park Rapids Enterprise Newspaper for our legal notices. **Supervisor Goodrich moved to continue with our two existing banking institutions and the Enterprise for our legal notices. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**

NEW BUSINESS

- **MN Campaign Finance Board-public recertification:** Staff reminded supervisors to submit needed paperwork for elected public officials before January 27, 2020.
- **Review 2020 Calendar of Events:** Staff requested edits and mentioned the updates for Area 8 meeting dates/times/hosts. Strategic Meeting date was changed to January 15th. Because of a supervisor scheduling conflict, the date is rescheduled to January 13th at 10:00am.

- **Review By-Laws for Annual Strategic Meeting:** Staff will hand out copies of agenda at break and email out electronic files of items to be covered.
- **Awareness Articles for local papers:** Gary Roerick article in December and Grazing Workshop articles should hit all area newspapers by this week or next week. Pre-registration before January 24, 2020.
- **2020 Mileage Rate & Cost of Living Increase:** Staff had information showing the federal rate for mileage reimbursement. **Supervisor Iles moved to follow the federal guidelines for mileage reimbursement of \$0.575/mile. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.** Staff had information about the pay rate increase, nothing on the cost of living increase.
- **Mantrap Township Veliger Lake Monitoring contract:** Staff presented contract prepared for veliger testing for the Mantrap Township in 2020. Suggested we keep the billable rate at \$45 and change the term to boat usage on future contracts but keep their contract as presented. **Supervisor Sells moved to approve the agreement for Mantrap Township for water testing. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.**
- **Giziibii Resource Conservation & Development Association request for 2020:** Supervisors are not interested in supporting at this time.
- **Engagement Letter and Contract for 2019 Audit:** Staff presented the letter from Peterson Company, LTD with contract. **Supervisor Sells moved to approve the Peterson Company Ltd. biannual audit. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.** District Manager and Board Chair signed the contract.
- **Standing Desktop for Staff:** Staff presented several choices to discuss. The board requested staff to look at other options and bring back to board next month.

Chair Noyes called for a break at 9:50 am.

Meeting reconvened at 10:07 am.

PUBLIC INPUT

Commissioner Krueger: Mr. Krueger reported on Association of Minnesota Counties (AMC) Annual Conference he attended. He is part of the Environmental Resource Committee and they discussed priorities and information on the DNR changing the ordinary water level. The County is discussing a change in their form of government - from Coordinator to Administrative or they might add on to their Coordinator's duties slowly. Brian Ophus started January 6th as their new Director of Social Services. Tom Krueger will continue to be liaison to Hubbard SWCD for 2020. They also declared the Enterprise as their newspaper for 2020. They have recently had a timber sale and indicated the prices seem to be stabilizing.

DISTRICT CONSERVATIONIST *(complete notes are available upon request)*

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Supervisor Noyes reported that he will reset his meeting with Dan Stacey so he can attend the Strategic Meeting on Monday; he distributed/posted Grazing Workshop flyers; he commented on the paper article about Gary Roerick and attended the Mississippi Headwaters River 1W1P where they are discussing the governance and how projects are needing to come to the county for approval.

Supervisor Goodrich: No report.

Supervisor Iles: No Report.

Supervisor Rettinger: Supervisor Rettinger attended the Area8/TSA8 meeting January 7 with much discussion regarding outsourcing for project engineer services, the TSA8 engineer's evaluation and his yearly pay increase. Supervisors suggest that staff should document incidences as they happen for tracking and then report to the district manager who will apprise the TSA8 personnel committee and Bill's supervisor as necessary. Better communication is needed.

Supervisor Sells: Supervisor Sells reported that he plans to attend the January 16th Area 8 Forestry Meeting and plans to attend the Trestle Bridge meeting scheduled January 29th.

District Manager's Report: *(complete notes are available upon request)*

Administrative Assistant's Report: *(complete notes are available upon request)*

CORRESPONDENCE

Correspondence included the MASWCD Wrap-up, MASWCD Legislative Briefing and Day at the Capitol, MASWCD Letter & Accomplishments, MCIT Outstanding Loss Ratio/Excellence Certificate, Financial Statement from Jeremy Olson, BWSR, 2019 Year End Reporting & Wellhead grant, MASWCD 2019 info and invoice and the Regional and State Envirothon Flyers.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, 12, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: Grazing Workshop Review, Approve Strategic Meeting items, Edgewood Estate and Refreshments by Don Rettinger.

WORKING LIST OF PRIORITIES:

Leadership: Gary Roerick article and Grazing Workshop article.

Financial Management: None. (year end report)

ADJOURNMENT

Motion by Supervisor Goodrich to adjourn the meeting; meeting adjourned at 11:23am.

APPROVED: 2-12-2020
Date

SECRETARY


Lynn Goodrich, Secretary