

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM July 8, 2020 REGULAR BOARD MEETING

Hubbard County Soil and Water Conservation District
Board of Supervisors meeting held via Zoom.

Members present: Marcel Noyes, Chair
Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer/PR&I

Others present: Crystal Mathisrud, District Manager
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Tom Krueger, Hubbard County Commissioner
Candy Malm, Guest/Nominee for District 3

Chair Noyes opened the Zoom meeting at 8:30 a.m. and led the Pledge of Allegiance.
Chair Noyes welcomed Candy Malm and introductions were made for our guest.

AGENDA AND MINUTES

A motion was made by Supervisor Goodrich to accept the agenda as submitted, seconded by Supervisor Rettinger. Affirmative: All. Goodrich, Rettinger, Sells, Noyes: Opposed: None. Motion carried.

Supervisor Rettinger moved to approve the regular minutes for June 10th and the Special/Emergency meetings as presented. Supervisor Sells seconded the motion. Affirmative: Goodrich, Rettinger, Sells, Noyes. Opposed: None. Motion passed.

TREASURER'S REPORT

Treasurer Sells requested staff to highlight the grant balances. Crystal highlighted grant-funding projects available to us this year with surrounding districts. With no other questions Treasurer Sells presented the treasurer's report to the board, subject to the auditor's review.

OLD BUSINESS

- LWMP Task Force Meeting Review: Crystal gave a brief review of items covered at the annual meeting on June 25th. We will be starting the 5-year update to the LWM Plan with minimal updates as the Crow Wing 1W1P will not be up and running for 2-3 years. The LWMP Board passed the proposed 2020 Budget to reflect 2019 budget with the \$700 administrative amount to go towards Obwell billable hours expense. There was a lot of good background discussion about items within the plan that new staff didn't know about.

- 2020 Work Plan and Annual Report: Staff will have a hard copy of the 2020 Work Plan and 2019 Annual Report available for supervisors when they come through town the next time. Crystal reported that the commissioners each received a hard copy of the Work Plan/Annual Report and presented to the County Board yesterday (July 7th). Her presentation went well along with the 2021 proposed budget. Mr. Krueger indicated that the additional request for county support is uncertain at this time with everything happening due to COVID-19.
- New Resolution for Sustainable Grazing: Supervisor Goodrich drafted a resolution to submit to MASWCD and asked if there were any suggestions for edits/changes. After discussion, the Board decided to vote on the draft as presented. **Supervisor Sells moved to approve the resolution regarding sustainable grazing incentive act as presented. Supervisor Rettinger seconded. Affirmative: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion passed.**
- New Resolution for DNR Obwells: Supervisor Goodrich drafted a resolution to MASWCD and asked for edits or corrections. Discussion covered to add a dollar amount to the financial implications section similar to the previous resolution presented. **Supervisor Sells moved to present the resolution for the DNR observation well monitoring to the state association as presented with recommended edit. Supervisor Rettinger seconded. Affirmative: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion passed.** Staff will update the financial implications portion on this resolution to read the same as the grazing resolution.
- Approval of Westfield Cost Share Amendment: Staff presented the update for the cost-share amendment, with client and contractor signatures, to cover the remaining funds owed for project maintenance to come from the 2019 and 2020 Cost Share grants. **Supervisor Goodrich moved to approve the charges to the Westfield amendment for the cost-share maintenance contract as presented. Supervisor Rettinger seconded. Affirmative: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion passed.**

NEW BUSINESS

- MOU with Crow Wing County: Crystal highlighted the MOU that we are expecting to receive from Crow Wing County SWCD soon. Phase 3 of the Lessard-Sams Grant has funding to do 16 easements in the Leech Lake and Pine River 1W1P combined areas. Crow Wing is requesting Hubbard SWCD to help with easements they will have difficulty covering due to staff limitations. Hubbard SWCD would be granted \$25,000 for billable and outreach expenses to cover half of the easements (8) in the northern part of their county to help lighten their load. These easements will probably be started in August after the funds come through.
- Cost Share Spot Checks: Crystal updated the Board on the recent cost-share project completed and the intent to do site visits for the other two projects in process by next week. Staff will take video of project nearing completion to preview at next month's meeting highlighting new products and practices. Supervisor Goodrich inquired about the District possibly getting a drone to help with upcoming projects including collecting data for our electronic educational items in the future, checking buffers or WCA issues and inferred for ground water flowing into streams. After much discussion, staff was

asked to check into feasibility to having a drone, cost and quality of drones available as time allowed.

- **Cost Share – Larson:** Staff updated the Board about a project we hoped would be available to move forward for the Long Lake area. Our clients were able to check information they needed and are now ready to visit with the TSA8 engineer and SWCD to decide the best plans for their project. We hope to bring their request to the August board meeting.
- **2021 Tree Sale Update:** Staff presented a review of what tree species, plant plugs and seeds we have sold over the past several years with a list of probable species for the 2021 sale. Staff was asked to check with NRCS to see what might be needed to help fill upcoming projects for their programs, check into selling an appropriate variety of apple trees for our area and visit with our vendor(s) on choices of seeds to offer for our area that would work with NRCS projects. Dan indicated that next year's NRCS need for trees will be down from last year's requests because there are not any newly approved projects in our area. Staff will plan to bring a final suggestion the next board meeting.
- **TSA8 Board Meeting Review:** Crystal gave a brief report on the recent meeting regarding a monthly request to complete a monthly evaluation regarding how things are going with services through the TSA8 services. It was suggested that staff need to only give a brief response each month unless there is a need to go into greater detail.
- **Admin. Asst. Annual Review (hire date 7/18/16):** Staff has scheduled the review for July 15th and will bring to the Board in August.

Chair Noyes called for a break at 10:02 am. Crystal presented what she had put together for our Instagram Page. The Board encouraged her to continue her work to establish a SWCD presence on Instagram. Meeting reconvened at 10:15 am.

- **District 3 Nomination/Appointment:** Candy Malm joined our board meeting with interest in being part of the Hubbard SWCD Board. **Supervisor Goodrich nominated Ms. Malm as District 3 Supervisor position. Supervisor Sells seconded.** When asked, Candy Malm accepted the nomination. **Affirmative: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion passed.** Supervisor Sells recommended that Supervisor Malm take over the PR&I (Public Relations & Information) duties and be on the LWMP (Local Water Management Plan) Tack Force Committee. **Supervisor Goodrich moved to assign Candy to be the PR&I and be the Hubbard SWCD representative to the LWMP committee. Supervisor Rettinger seconded. Affirmative: Goodrich, Noyes, Rettinger, Sells and Malm. Opposed: None. Motion passed.** Candy Malm will now act as District 3 Supervisor and have voting rights. Supervisor Sells commented on items Supervisor Malm should be aware of for the November elections, as a write-in for the 2020 ballot.
- **TSA8 Amended & Restated Joint Powers Agreement:** Crystal reported and recommended that the Board needed to vote to approve the Amended and Restated Joint Powers Agreement. She also highlighted the benefits of the graphic arts, mapping specialist and professional engineering we have been getting for our small yearly fee. After some discussion, **Supervisor Goodrich moved to sign the Amended and Restated Joint Powers Agreement with TSA8. Supervisor Sells seconded the**

motion. Affirmative: Goodrich, Noyes, Rettinger, Sells and Malm. Opposed: None. Motion passed.

- PFM (Private Forest Management) Outreach - FY 2021 Hubbard SWCD & Leech Lake LSP-Exhibit A: Crystal presented the Exhibit A document that Lindberg Ekola had written and was asking the Board to give prior approval to allow her to sign the contract when the official document comes through so that she doesn't have to wait until the August meeting to sign. This contract needs to be acted upon as soon as can so that we are not passed over. **Supervisor Sells moved to participate in the Leech Lake Forest Stewardship outreach agreement with the DNR. (Hubbard SWCD - Leach Lake Watershed LSP/1W1P Forest Coordination) Supervisor Goodrich seconded the motion. Affirmative: Goodrich, Noyes, Rettinger, Sells and Malm. Opposed: None. Motion passed.** If the DNR contract comes back with different information than what was presented Crystal will forward to the Board for individual approvals before signing.
- Cost-Share for Chippewa Loop: Staff presented the cost-share contract, signed by the Hubbard Township Board and Bill Westerberg (TSA8 Engineer) to the Board for the amount of \$31,377.50 to improve the indicated north and south public accesses to help fix the amount of sedimentation going into Long Lake. Information regarding this contract includes that the Long Lake Association and the Long Lake Association Foundation will match funds of \$5,000 and Hubbard Twp will cover the remaining funds up to \$5,688.75 to complete the match. Staff is unsure if Hubbard Township understands their role in this project, to act as contractor and pay all expenses up front and submit a request for reimbursement with all receipts. **Supervisor Sells moved to approve the Chippewa Loop Cost-Share on the condition that the township accepts the responsibility of paying the contractors. (fiscal agent for the project) Supervisor Noyes seconded. Affirmative: Goodrich, Noyes, Rettinger, Sells and Malm. Opposed: None. Motion passed.** Staff was asked to compose and send a letter to the township board outlining the required financial responsibilities they need to follow throughout the project because of the established rules for the use of state grant funds.
- MN Conservation Volunteer Annual Contribution: Staff reported \$100 has been donated yearly since 2017. **Supervisor Sells moved to approve the contribute to the MN Conservation Volunteer in the amount of \$100. Supervisor Goodrich seconded. Affirmative: Goodrich, Noyes, Rettinger, Sells and Malm. Opposed: None. Motion passed.**

PUBLIC INPUT

Commissioner Krueger reported on the following:

- Forest industries have slowed down in the area. The county's timber sales auction prices are down from the past. They recently harvested trees and reported two tracts of their aspen didn't sell. Pine and oak are preferred at this time. The county will be converting some forest plats to preferred species.
- The governor will be releasing "Cares Funds" of 2.6 million for the county but is only good for certain items.
- The fireworks went over well again, and the people were practicing social distancing in the park and around town.

- They will be adding more parking area in the park to help accommodate the additional interest in the new pickle ball courts that were converted from the old tennis courts.

Supervisor Goodrich mentioned the County Commissioners stepped up to get the AIS Decon Unit going for the season. The level 2 inspectors still need to complete their DNR training when available to receive full certification.

Supervisor Goodrich asked if there were a list of information explaining who would receive the “Cares Funds” and what it could be good for. Commissioner Krueger will send out the document he has to the Board.

DISTRICT CONSERVATIONIST

Dan Pazdernik’s report is available upon request.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Supervisor Noyes attended the LWMP meeting. The Mississippi River Headwaters 1W1P Policy Committee did not meet. They are working on individual edits for the plan to be ready to present by September. Ruby’s Pantry will be collecting samples at a Drop-off Nitrate Clinic on July 22nd and they will have a separate drop-off point for Hubbard County residents not using Ruby’s Pantry, down the street from the school. He is working on a flyer to post and will provide information for us to post on Facebook.

Supervisor Sells: The July forestry meeting was cancelled and will try again in September. Supervisor quarterly vouchers are due for payroll.

Supervisor Goodrich: Supervisor Goodrich attended the virtual LWMP meeting. He worked on the sustainable grazing and the DNR Obwell resolutions and attended a couple of township meetings from home.

Supervisor Rettinger: Supervisor Rettinger attended the virtual Local Workgroup and the TSA8 meetings. He indicated that he felt the monthly TSA8 review is not needed unless you have something to report as staff is busy.

District Manager’s Report: Crystal Mathisrud report is available upon request and gave additional information on items questioned.

- Mississippi Headwaters Board (MHB), Paula West is drafting a MOA covering the Mississippi Headwaters Corridor expansion and Crystal will reach out to Clearwater SWCD to see if they might want some assistance to do an outreach on prioritized parcels as well as check into using some of their equipment for projects we hope to work on.
- The Nevis School is requesting technical support and possible cost-share support for their grounds to help with the storm runoff issues.
- The Headwaters Science Center has been reaching out to collaborate with the Bush Foundation and others for the outreach needed for the Mississippi Headwaters River 1W1P.

Administrative Assistant's Report: Annette Olson report is available upon request and highlighted the following:

- Our RIM easement has been completed and submitted to BWSR for final approval.
- The drop-off nitrate clinic showed close to half of our clients used the form posted to our website.
- TSA8's graphic arts Dain Erickson has several items posted regarding buffer information that will be shared to our Facebook page over the next several weeks to bring buffer awareness out to the public.
- Our first quarterly CD is maturing and will roll over into another year.

CORRESPONDENCE

- MCIT insurance sent out their audit for our comprehensive and compensation showing a very minimal adjustment. Staff will submit the \$66.15 invoice for payment.
- Staff shared a couple flyers Dain had created earlier regarding buffers and irrigation.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, August 12, 2019, at 8:30 a.m. via Zoom. Items on the agenda are: Admin. Asst. annual review, MOU with Crow Wing SWCD, Larson Cost-Share, 2021 tree sale species and update on the Tails up Dime cost-share project. Crystal plans to write an awareness article for the Enterprise on buffers.

WORKING LIST OF PRIORITIES:

- Leadership: attending virtual meetings, videotaping for future electronic education, connecting with other area units for collaboration, staff continues to do site visits with social distancing practices.
- Financial Management: reaching out for more grant activity with the grants we have and searching for new funding to help our district grow.

ADJOURNMENT

Motion by Supervisor Goodrich to adjourn the meeting; meeting adjourned at 12:03 pm.

APPROVED: 8-12-2020 SECRETARY
Date


Lynn Goodrich, Secretary