

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM February 10, 2021 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

Members absent: District 3 Supervisor

Others present: Crystal Mathisrud, District Manager  
Annette Olson, Administrative Assistant  
Peter Jacobson, WQR&E Specialist (part of meeting)  
Jake Shaughnessy, Outreach Technician (part of meeting)  
Jody Peek, District Conservationist  
Tom Krueger, Hubbard County Commissioner

Chair Noyes opened the Zoom meeting at 8:32 a.m. and led the Pledge of Allegiance.

### AGENDA AND MINUTES

**A motion was made by Supervisor Goodrich to accept the agenda as presented, seconded by Supervisor Rettinger. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

**January 13<sup>th</sup> Regular Board Minutes: Supervisor Goodrich moved to approve the January 13, 2021 board minutes as presented. Supervisor Rettinger seconded the motion. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

**January 21<sup>st</sup> Strategic Meeting Minutes: It was noted to staff that Bob Iles needed to be removed and add Don Rettinger for attendees. Supervisor Sells moved to approve the strategic meeting minutes as amended. Supervisor Goodrich seconded the motion. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

**February 1<sup>st</sup> Special Meeting Minutes: Supervisor Goodrich moved to approve February 1, 2021 board minutes as presented. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

## TREASURER'S REPORT

Staff indicated the quarterly report will be forwarded to everyone with the VISA statement and noted the deficit for January's profit and loss was due to several grants not received yet (*also the majority of our dues and insurance fees are due in January*). Treasurer Sells presented the treasurer's report to the board, subject to the auditor's review.

## OLD BUSINESS

- Quarterly Report, Year-end Reporting & eLINK Reporting: Staff reported that all the eLINK reports were complete by February 1<sup>st</sup> and we are now waiting to hear back from Chad for any additional information that might be needed. Staff also indicated the quarterly report will be sent out and the year-end report is not complete due to lack of time to work on it.
- 2021 FWF – Virtual or In Person: Jake Shaughnessy highlighted plans for a virtual freshwater festival to be presented through Zoom for area teachers and students in their homes or classrooms. Supervisors discussed options for this year's event and suggested to provide the event virtually for sixth grade classes in Hubbard County and to also include St. Phillips school. Staff will check with the DNR to see if they will be providing trees for the students. The DNR did not order trees for 2021 FWF so SWCD will provide trees to the classes attending. Jake will provide the virtual lab web link to supervisors to distribute as they meet with their townships as well as other interested groups and residents.

*(8:53 am - Supervisor Sells was having technical difficulty and logged out. He tried to join the meeting again at 9:15am without luck.)*

Peter Jacobson joined the meeting.

- Virtual Lab Roll-out: Jake Shaughnessy gave a short summary on the roll-out and information about the BSU student that will help with our virtual lab, during spring semester for credit as he missed his summer internship needed to graduate.
- Urban Ag Grant Application & Resolution: Crystal gave an update on the grant proposal for federal funds that is due by the end of the week and reviewed the proposed budget. The grant will cover outreach materials, education, training and construction of five sample gardens located throughout Hubbard County with access to educational materials on-site of the garden. Staff is asking for approval of the resolution presented to show their support for the grant proposal and approve submitting the grant application. **Supervisor Goodrich made a motion to adopt Resolution 2021-01 supporting the Community Driven Urban Agriculture to Address Local Food Insecurity Grant Proposal to NACD. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich. Opposed: None. Absent: District 3 Supervisor, Sells. Motion carried.** Staff will update the resolution and send to Chair Noyes, via email, to sign and send to Crystal for submission along with the complete grant proposal by the deadline.

Jake Shaughnessy left the board meeting.

- Consumer Price Index/COLA thru FedSmith website: Supervisors discussed to follow the federal guidelines as done in the past. **Supervisor Goodrich made a motion to adopt the federal employees 2021 pay raise as found on FedSmith.gov, as our COLA**

**for 2021 year at the rate of 1%. Supervisor Noyes seconded. Affirmative: Noyes, Rettinger, Goodrich. Opposed: None. Absent: District 3 Supervisor, Sells. Motion carried.**

## **NEW BUSINESS**

- **Forestry Association Update/Summary:** Peter Jacobson reported that the past Forestry Association chairman lost his supervisor seat and they are looking for nominations to fill this position. Contact Lindberg Ekola with thoughts. Pete reported they had Forester Sawyer, UPM Blandin, do a presentation about carbon credits and the differences between the larger business vs. a small landowner. Supervisors indicated that they would like to have a presentation at a future board meeting. Staff will check into scheduling a meeting with them.
- **National Fish Habitat Board:** Peter Jacobson was requesting approval from the Board to be able to apply for a local government seat/position on the National Fish Habitat Board. This would be great to be associated with this organization and he could represent SWCD. He anticipates donating his time for this position and would not include it in his part-time hours with SWCD. The SWCD Board unanimously supports his application for this position.

Supervisor Sells rejoined the board meeting and was updated with items discussed when he was not connected to our Zoom meeting. Supervisor Sells indicated that he was in agreement with the actions taken.

Chair Noyes called for a break at 9:31 am.

Meeting reconvened at 9:38 am.

- **MASWCD Legislative Briefing & Day at the Capital:** No interest shown to attend this year's event by the supervisors.
- **Strategic Meeting Items Reviewed:**
  - Mapping Solutions Option to renew again in 2 to 4 years of the 2022 edition:
  - Personnel Policy Handbook updates (page 15)
  - By-Laws edit (page 8) and SWCD Policies addition (#17)
  - Telework-Telecommuting Policy revision (stipend for staff working from home)

**Supervisor Sells made a motion to approve the items from the Strategic Meeting (as listed above). Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

- **Targeted RIM Easement Program for the Pine and Leech Watersheds Phase 1 Agreement with Crow Wing:** Crystal gave a brief review of the grant BWSR just approved and staff is requesting the approval of the agreement presented to provide direction if either Melissa or Crystal would not be available for direction. **Supervisor Rettinger made a motion to adopt the Memorandum of Understanding between Crow Wing SWCD and Hubbard SWCD for the Targeted RIM Easement Program: Pine and Leech Watersheds-Phase 1. Supervisor Goodrich seconded. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**
- **USDA/NRCS MOA with Hubbard SWCD:** District Conservationist, Jody Peek, gave a short update on the MOA presented for the Board to approve. Crystal asked about getting

help/direction with requesting/attending JAA approval trainings. **Supervisor Goodrich made a motion to give Chair Noyes the authority to sign the agreement between the USDA/NRCS the SWCD. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

- **BSU Student Intern for College Credits:** Crystal reported that BSU has an undergraduate student who is a senior, is needing intern credits and is interested in working on our virtual lab during spring semester to complete his degree requirements. This would be a non-paid position and requires us (Crystal) to fill out the intern form/contract with BSU. The Board agrees to allow Crystal to work with Miriam Rios-Sanchez and complete the agreement, then forward to BSU. **Supervisor Goodrich made a motion to authorize Crystal to set up and sign the agreement to have a BSU student intern for the spring semester. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried.**

## **PUBLIC INPUT**

Commissioner Krueger: Mr. Krueger reported that he is on the Heartland Trails Extension Committee and they had a meeting before last month's board meeting and gave an update. The state approved a 2 million bonding bill for Phase I of the trail's development that will include a tunnel under Hwy 71 near Itasca State Park that will allow trail grooming to go through. Once the final specs are complete and submitted, they hope to start construction this fall when park traffic slows down. The phase after the tunnel will make the final connection from Heartland Park to Itasca Park via the Heartland Trail.

The county will be busy next week with interviews for the county assessor this next Tuesday and the county administrator interviews the following week.

Supervisors had questions on the brine for the roads and outfitting of a truck to apply the new brine for winter road care. He included that Hubbard County could purchase the new brine through Cass County as they are capable of creating the new brine mix.

## **DISTRICT CONSERVATIONIST**

Jody Peek gave report for NRCS and notes are available upon request.

## **REPORTS ON PROJECTS AND MEETINGS**

Chair Noyes: Chair Noyes attended a Zoom meeting with the Kabekona Lake Association and Foundation regarding the water passage beyond Hwy. 200 and options for improvements. He attended Candy Malm's funeral and indicated that he made the memorial donation from the supervisors and staff donations as requested. He sent a check to the ADK Scholarship from SWCD in memory of Candy. He attended the Garfield Racers meeting and indicated that they plan to start racing again soon and that would make funds available along with their pull tabs, to distribute again. He attended a conference call with Crystal and the commissioners regarding the LLR and MHR 1W1Ps regarding information on the progress of both projects and help them to understand what we are doing. Noyes is requesting comments to be directed to him regarding Mississippi River 1W1P so he can submit them to the team by the end of the month. He plans to attend the Hendrickson and Heart Lake Twp. meetings this month.

Supervisor Sells: Supervisor Sells indicated that we should pay out Candy's per diem to her family, for meetings she attended in January. Staff indicated that questions have been sent to our auditor requesting appropriated direction with this situation and will bring back recommendation once received.

Supervisor Goodrich: Supervisor Goodrich reviewed applications for the forestry technician as well as the WQR technician position and interviewed candidates that resulted in the new forestry hire on February 1<sup>st</sup> and the Personnel Committee will make recommendations for the new WQR technician hire later in the meeting. He has been working on a restoration project for the Shell and Necktie River area with Hubbard County COLA and Tom Stursa.

Supervisor Rettinger: He worked with Lynn and Crystal to review applications and interview candidates as part of the Personnel Committee.

### **LATE NEW BUSINESS ADDITION**

- Water Quality Resource Technician Position: The Personnel Committee reviewed the additional applications received and announced to the remaining forest resource technician candidates that they should submit a formal notice of interest for the new job posting for the WQR technician position. After posting the position for one week the committee reviewed all the interested candidates and chose to interview one candidate. Crystal included background information on the new candidate in the final selection. The Personnel Committee recommended that the position be offered to Jake Shaughnessy. **Supervisor Sells made a motion to hire Jacob Shaughnessy as the full-time Water Quality Resource Technician, to start February 16<sup>th</sup> with the understanding he will be part-time (30 hours/week) until his course work is completed in May, at the rate of \$20/hour. Chair Noyes seconded. Affirmative: Noyes, Rettinger, Goodrich, Sells. Opposed: None. Absent: District 3 Supervisor. Motion carried. (He will then convert to a fulltime, full benefit employee.)** Crystal will notify Jake and notify the other candidates next week.

District Manager's Report: Notes are available upon request and Crystal highlighted the following:

- Targeted RIM Easements prework has been covered with Crow Wing Healthy Waters funds through the Local Capacity funds, an organizational meeting is scheduled, and they estimate approximately 700 acres to be put into easements with this grant.
- More information discussed about the Base 1 brine as an option to be used on county, city and township roads.
- Cost-Share: Chippewa Loop project in Hubbard Twp has secured a contractor and plan to start work in June. We hope to have another cost-share contract for the Lake George project in place to bring to our next board meeting and hope to get one started for the Kabekona River as well.

Administrative Assistant's Report: Notes are available upon request and Annette highlighted the following:

- Mantrap Twp. had requested additional test be done for spiny waterflea and will be done along with veliger testing this summer. They have returned their signed agreement along with payment, I will forward their agreement to Marcel for signature.
- Century Link phone service: Reviewed our phone service and will verify with our rep, our services will be continued through the new option they are offering and get the better rate with the renewable 2-year contract.
- Verified the final payrolls for Alicia Gohmann with the use of her vacation and sick leave through February 19<sup>th</sup>.

Other Staff Reports: Pete Jacobson and Jake Shaughnessy reports are available upon request.

### **CORRESPONDENCE**

- Updated Calendar of Events
- Salt Impact in Hubbard County article
- USDA COVID Workplace Safety Memo
- LLR Comprehensive Management Plan Flyer
- Itasca Woodland Service Flyer

### **WORKING LIST OF PRIORITIES**

- Leadership: Urban Ag Grant Application and many contacts with city & county organizations. We connected with Nevis, Akeley and Park Rapids City Councils as well as schools and teachers regarding the urban grant proposal and our virtual lab. We are in a joint program with Crow Wing for the Targeted RIM Easements. We are also working on a partnership with a BSU student internship for their spring semester. We had a meeting with the Kabekona Lake Association and Foundation; Crystal, Supervisors Noyes and Goodrich met with Zach Gutknecht and the county commissioners regarding 1W1Ps supporting Pete to apply for a seat on the National Fish Habitat Board and BSU requesting information necessary for future internship needs.
- Financial Management: Same as above.

Chair Noyes mentioned the need to look into the replacement for District 3 Supervisor. Chair Noyes will reach out to suggested person and report back.

### **NEXT MEETING**

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, March 10, 2021, at 8:30 a.m. via ZOOM. Items on the agenda include: Review Annual Report and Financial Statements, Spring Newsletter, Nitrate Clinic Schedule, check lake testing equipment, Managers Meeting, Legislative Days, Look at Sunsetting Resolutions.

### **ADJOURNMENT**

Motion by Supervisor Sells to adjourn the meeting. Meeting adjourned at 11:25 am.

APPROVED: March 10, 2021  
Date

SECRETARY   
Lynn Goodrich, Secretary