

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM April 14, 2021 REGULAR BOARD MEETING

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

Members present: Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer

Members absent: Marcel Noyes, Chair (electronic issues)
District 3 Supervisor

Others present: Crystal Mathisrud, District Manager
Annette Olson, Administrative Assistant
Peter Jacobson, WQR&E Specialist
Brandon Spain-Brist, Forest Resource Technician
Jake Shaughnessy, Water Quality Resource Technician
Dan Pazdernik, District Conservationist
Tom Krueger, Hubbard County Commissioner

Guests: guest speaker, Sawyer Scherer, a Forest Ecologist with UPM & Blandin Paper Company with his presentation on carbon sequestration markets.

Others attending for presentation: Cass SWCD: Kelly Condiff & John Ringle; BWSR: Jeff Hrubes; and from Northern Waters Land Trust: John Sumption & Annie Johnson

Vice-Chair Rettinger opened the Zoom meeting at 8:34 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

A motion was made by Supervisor Goodrich to approve the agenda as presented, seconded by Supervisor Sells. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.

Vice-Chair had staff introduce Guest Speaker, Sawyer Scherer to give his presentation on "Forest Management and Carbon Offsets: How does it work?". There was time for questions following his thought provoking and informative presentation. Speaker and guests excused themselves around 9:30am after the presentation and questions/answers.

Hubbard SWCD Board of Supervisors resumed the normal business meeting.

Supervisor Goodrich moved to accept the minutes as presented. Supervisor Sells seconded the motion. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.

TREASURER'S REPORT

Treasurer Sells asked for clarification on a few items of the financial reports. Staff answered and informed the Board of a final year-end entry that needed to be done before completing the final draft for our Annual Report. Staff will send out updated reports to the Board as soon as possible for their records. With no other questions or comments, Treasurer Sells presented the treasurer's report to the board, subject to the auditor's review.

OLD BUSINESS

- Spring Newsletter Update: Staff reported that the newsletter is complete and due to be mailed out by the end of the week.
- New CD Update: Staff reported that the Northview Bank was able to give a higher interest rate for a 6-month CD if put into one CD instead of two for 6 months. When it matures, we can split out into what is needed.
- Century Link Phone Service/Wireless Update: Staff reported that the new modem was installed, and the wireless seems to be working well.
- Tree Sale Update: Staff reported that most our tree stock has been sold and we are holding back enough Norway Pine for our 6th graders attending our FWF event and a bundle of trees for each school to do a tree planting. We are working to complete the preparation for clients to choose a time slot for picking up their trees at the Poultry Barn at the fairgrounds this year. Crystal mentioned that we could announce that clients could bring their private well water sample in to be tested. This could help us connect with more residents in the county.
- FSP for Gamehaven Sanctuary, Inc. Update: Staff checked with BWSR and the DNR and was told that there would be no reason why these parcels would not qualify for grant funding for a forest stewardship cost-share program. Multiple owners would have the same guidelines as a single owner would have. Staff indicated that these parcels would be good ones to protect.
- RoundUp Grant Applications: Staff helped submit 1 application to the Itasca-Mantrap Coop (Friends of the Forest) and 3 applications to the Beltrami Coop (1st - supplement the NACD Urban grant, 2nd - supplement the stream sampling on the Kabekona River, 3rd - do additional work on the Spearhead Center). We hope to hear if we are awarded these grants in the next week or so.
- NACD Urban Ag Grant Update: We were awarded the NACD Urban Ag Grant that Jake and Crystal completed, and staff helped edit. Crystal will complete needed paperwork to execute the grant and we will be looking at suggested places to incorporate 5 gardens in Hubbard County. A rain garden, pollinator garden, layered food plot garden, raised bed fruit garden & a mixed garden, along with educational and technical information at each site and incorporate information on our virtual lab as well. We will be contacting interested parties as we work towards implementation
- Hats w/Logo for Supervisors/Staff/Prizes/Sales: Staff reviewed researched information on a couple styles of hats that we are interested in purchasing and have a local business apply our logo. Staff will complete research and plan to order supplies soon.
- Irrigation Scheduler Staff Funding: Crystal reviewed information and proposed that we keep \$3,000 of the proposed \$5,000 funds for our staff to learn the program and do outreach within our county and send \$2,000 on to Wadena SWCD to help cover the anticipated January workshop, outreach and training needed. The Board suggested that

we send \$1,000 now and we can reevaluate the progress in fall and send another \$1,000. **Supervisor Goodrich made a motion for the \$5,000 irrigation staff funding; to retain \$3,000 for HCSWCD use and send \$1,000 to Wadena SWCD now and reserve \$1,000 for later in the year with board approval following reevaluation. Supervisor Sells seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.** We will continue to support the software updates as needed/directed in 2021.

- Annual Report: Crystal did not have time to complete the draft and would like to meet with supervisors as needed for review/updates and then will complete edits and send out to everyone for final edit check and bring a final copy to next month's meeting.

NEW BUSINESS

- State Audit Response: Staff reported that the state auditor sent the bill for reviewing our 2019 annual financial audit. The 'suggestions' sent with our bill were sent on to our CPA and staff did not notice any updates to the final report. Staff processed the bill.
- Summer Nitrate Schedule: Staff requested thoughts on what nitrate clinics would be held this summer and what to schedule for the clinics. Staff will get information ready for scheduling the county fair for Friday and Saturday from 11am-4pm and check on the Laporte Independence Celebration Days with a possible drop off in Akeley and District 1, the north-west area of Hubbard County.
- Sunsetting Resolutions: Supervisors discussed the 07-2017 resolution that Waseca SWCD sponsored: Amending BWSR Clean Water Fund Policy to Allow Yearly Cover Crop Contracts. Supervisor Rettinger will check in with Waseca SWCD to see if they are planning to move forward with this resolution and will report back to the group. Crystal will check in with Crow Wing SWCD to see if they will be moving forward with the 14-2017 resolution: Forest Land Assistance Program and bring back information to the board. Staff requested information be sent to the office if there were interest in preparing a new resolution or revising the sunseting resolutions for December 2021.

Vice-chair Rettinger called for a break at 10:40am.

Meeting reconvened at 10:50am.

- MN Lakes & Rivers Membership: Staff is requesting approval for our annual donation of \$100 to MN Lakes & Rivers. **Supervisor Sells made a motion to approve payment of \$100 for annual membership. Supervisor Goodrich seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.**
- LLR 1W1P – Consulting Agreement w/Hubbard County Highway Department: Crystal discussed with Chris Pence and Jeff Hrubes the paperwork needed to cover the grant funding for engineering expenses for the City of Laporte Stormwater Project. Staff put together a resolution to pay the bill for engineering consulting and design for the City of Laporte stormwater project. **Supervisor Goodrich made a motion to adopt the Resolution 2021-02: Engineering for sediment reduction into Garfield Lake by Central Avenue North in City of Laporte. Supervisor Sells seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.**

- LLR 1W1P – City of Laporte Subgrant Agreement: Crystal discussed with Chris Pence and Jeff Hrubes the paperwork needed to cover the Subgrant Agreement between Hubbard SWCD and the City of Laporte. Staff created the needed document with guidance from Jed Nordin, to cover the cost of engineering and design for the City of Laporte stormwater project to reduce the sediment flowing into the wetland and Garfield Lake. This document will be part of the paper records for the project. **Supervisor Sells made a motion to approve the subgrant agreement with the City of Laporte regarding the Garfield sediment project. Supervisor Goodrich seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.**
- Summer Intern for Project(s): Crystal presented a draft of the job posting for a summer intern to cover about 30 hours per week. Beltrami will be awarding us funding to support billable hours for work needing to be completed between now and July 31, 2021. There are additional grants to cover the majority of these anticipated hours. Crystal is also requesting to hire a temporary/seasonal employee to help us work through summer duties and projects. **Supervisor Goodrich made a motion to authorize the District Manager to post an internship position for June 1st through September 1st at an hourly rate of \$13.00 - \$15.00 per hour and bring recommendations to the Board. Supervisor Sells seconded the motion. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.** Crystal requested that she bring candidates to the personnel committee and go through the process then bring recommendations to the Board. **Supervisor Goodrich made a motion to allow Crystal Mathisrud to recommend an intern candidate to the Personnel Committee for their review, and upon their recommendation hire that person while advising the full board of the decision. Supervisor Rettinger seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.** Crystal gave a short update to the board on Beltrami Private Forest Management (PRM) funds need to be used by July 31, 2021, and the need for an additional part time person to come on board to help us through the summer months. Supervisors suggested to write up a description for the temporary position. **Supervisor Sells moved to approve the hiring of a temporary position for summer 2021, up to 30 hours per week at the rate of \$15 - \$20 per hour. Supervisor Goodrich seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.**
- Brining Equipment Upgrade Quote from Bert’s Truck Equip – Resolution: Staff drafted a resolution to approve the estimate from Bert’s Truck Equipment to a county maintenance plow truck which could then apply an anti-icing winter brine formulation to county roads. **Supervisor Sells made a motion to approve the payment of \$15,000, per adoption of Resolution 2021-03, for the brining equipment update. Supervisor Goodrich seconded. Affirmative: Rettinger, Goodrich, Sells. Opposed: None. Absent: Noyes. Motion approved.** The County has agreed to pay the remaining \$1,370 and is looking forward to being able to use a more environmentally friendly method of winter road treatment on the Leech Lake watershed roads. They hope to expand covered areas that might lead to upgrades for a second truck with funds from the Mississippi Headwaters and Crow Wing river 1W1P’s.

PUBLIC INPUT

Commissioner Krueger reported that the County Planning Commission has been working on several ordinance updates through the winter months. They have been updating the sign and a rewrite of the SSTS ordinances and should be an agenda item by the May public meetings. They have also been working on the Shoreline Management Ordinance (SMO) and they hope to have a special meeting for the public to attend by the end of May. They have been working through recommendations on the short time rental ordinances as part of the new SMO. Crystal asked to be informed with information on the shoreline management ordinances and would like to be included in their discussions, so we know what to expect when residents come to us for our technical assistance. Mr. Krueger excused himself at 11:55 a.m. to attend another meeting.

DISTRICT CONSERVATIONIST

Dan Pazdernik's report is available upon request. Dan also mentioned the Board of Supervisors should plan to set the annual Local Work Group Meeting soon. Dan excused himself from the meeting.

REPORTS ON PROJECTS AND MEETINGS

District Staff Reports: Crystal asked for a second person to be available to be a class monitor for our Freshwater Festival. Annette reported on a double well sealing cost-share request. We did a stop payment for 2 lost checks (\$20 fee each). Staff requested Treasurer Sells' signature for the reissued check and the approved donation from today's meeting. Crystal recommended that we investigate making electronic payments in the future to eliminate lost checks. Crystal highlighted the student internship that Jake is supervising per supervisor's question. Reports for Crystal Mathisrud, Annette Olson, Peter Jacobson, Brandon Spain-Brist and Jake Shaughnessy are available upon request.

Chair Noyes: Not present.

Supervisor Sells: Supervisor Sells reported on the virtual forestry meeting covering landscape stewardship plans within each of the watersheds. Crystal gave a brief summary about working on planning watershed plans. Mr. Sells joined the Necktie River discussion, the Local Lead Conservation through the NRCS regarding the local work groups and indicated that he won't be able to attend the PFM meeting.

Supervisor Goodrich: Supervisor Goodrich has been working with the County on shoreland management, SDS and STS ordinances recently. He attended the Badoura Twp. and White Oak Twp. meetings.

Supervisor Rettinger: Supervisor Rettinger attended the Area 8 Meeting. He stayed for the JPB meeting that followed and reported that they renewed Dain Erickson's (Red Canoe) contract to continue as Area 8 graphic art specialist and covered the projects Bill Westerberg is working on.

CORRESPONDENCE

Staff sent out the spring newsletter, message about Candy’s memorial and the Pay Equity Report that confirms that we are in compliance for 2020. Suggestion to include the Necktie River update in May or June.

WORKING LIST OF PRIORITIES

Leadership: Supervisors and Staff attended numerous meetings as indicated in the minutes, township meetings, working on resolving the Laporte project, Necktie River meeting, move towards a summer intern and a temporary person to help with summer project loads.

Financial Management: staff will check into moving towards direct payments, opening a new CD, receiving outside/community grants to help fund projects, receiving donations towards cost-share projects and our local FWF.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, May 12, 2021, at 8:30 a.m. via ZOOM. Items on the agenda include new resolutions to present in December, tree pack/disbursement review, fair booth & nitrate clinic and Budget Committee Meeting. Suggestion to include the Necktie River update in May or June.

ADJOURNMENT

Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:37 p.m.

APPROVED: 5/12/2021
Date

SECRETARY 
Lynn Goodrich, Secretary