

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM July 14, 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
District 3 Supervisor – Vacant

Members absent: District 3 Supervisor

Others present: Crystal Mathisrud, District Manager
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist (8:54)
Tom Krueger, Hubbard County Commissioner
Jake Shaughnessy, Water Quality Technician
Claire Hansen, Technician

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

AGENDA AND MINUTES

Items added to the agenda: Crystal asked that we allow Jake to give report early so that he could leave the meeting to do lake testing and move the annual review for staff to the end of the meeting to do a closed session. **A motion was made by Supervisor Goodrich to accept the agenda as amended. Chair Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Goodrich moved to approve the minutes as presented. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Treasurer Sells indicated he had no comments. Treasurer Sells presented the treasurer's report to the board, subject to the auditor's review.

OLD BUSINESS

- **Community Nitrate Clinics Review:** Staff reported on the number of samples brought into each of the recent clinics and indicated the specifics are reported in the summer interns report.
- **Thank You Notes:** Staff reported that we have not been able to do thankyou notes for the FWF event speakers and supporters or for other events and speakers we had this year.

All supervisors introduced themselves to Claire and had her tell us about her background.

- **2022 Budget Approval:** Treasurer Sells reported that the Finance Committee met, and a draft budget was presented to the Board of Supervisors to approve. **Supervisor Goodrich made a motion to approve the 2022 Budget as presented. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**
- **Annual Report:** Supervisor Goodrich made a motion to adopt the Annual Report as presented with the inclusion of the LLR 1W1P Comprehensive Watershed Management Plan 2020 Progress Summary page to the back of the report. **Supervisor Sells seconded.** Supervisor Noyes recommended staff edit the spacing on top of page 20. **Affirmative: All. Opposed: None. Motion carried.** Staff will update the spacing on page 20 and print off the annual reports for all board supervisors and county commissioners.

NEW BUSINESS

- **Awareness Article - COLA Article:** Jake was asked to prepare a presentation on gardening, landscaping, and shoreline protection for HC-COLA on July 29th (*rescheduled to August 24th*) and will prepare an article to coincide with his presentation for their newsletter as well. A similar article will be submitted to the surrounding newspapers around the same time. This article will help get information out about our Urban Ag Gardens project.
- **Cost-Share Project in LLR Watershed:** Jake presented an update on a cost-share project we are working on with Bill Westerberg in the LLR Watershed that has an extreme stormwater runoff issue. Plans for a ‘treatment train’ is in process for this project. This project will eliminate extreme washouts on their property during heavy rain events once completed. Staff hope to bring a contract to the August board meeting. This high priority project will be covered through the LLR 1W1P Implementation funds.
- **Kabekona River Project in LLR Watershed:** A second cost-share project is moving forward on Kabekona River that will help reduce e-Coli count in the river by improving the buffer, reducing the time cattle spend in the river crossing and provide a water source for cattle while penned in the paddock. Shade options are also being explored for when the cattle are confined to the paddock. Staff plan to meet with client again and hope to bring a cost-share contract to the board soon to allow work to be done yet this year. This project will also be covered through the LLR 1W1P Implementation funds. The match percent for cost-share funding was discussed.

Jake left meeting to do lake sampling.

- **Shredding of Documents Over 7 Years Old:** Staff gave an update on files over 7 years old being scanned for permanent storage records are planned to be shredded. A list of records will be brought to the board upon completion. This follows our record retention policy.
- **Fair Booth & Nitrate Schedule:** The display board has been updated by our summer intern and office staff for the fair. A work schedule was provided for the nitrate clinic workers. Discussion on a game for children to play while waiting and prizes for child participants and adults that bring in water samples.

Supervisor Goodrich announced that Marcel Noyes has been nominated for the Hubbard County Outstanding Senior Volunteer for 2021. The recipients will represent Hubbard County at the state competition. The award will be presented at the fair on Friday during the Senior Citizens Luncheon.

- **2022 Tree Sale Prep:** Staff will start organizing the tree selection and start paperwork for next year's tree sales. Staff asked supervisors for tree species requests.
- **Cost-Share Spot Checks:** Staff will be doing spot checks on past project. Chippewa Loop boat landings were completed recently, and Brandon was able to take photos at the first landing that was worked on but was busy when the second landing was worked on. Dylan, from the Area 8 Engineer's Office said he would pass his photos on to us if needed. Staff will reach out to Hubbard Township to see if they need help with compiling their receipts for reimbursement.
- **Quarterly Financial Reports:** Staff provided a profit & loss report for the first two quarters of 2021.
- **Resolution to Pay Cost-Share Contractor/Client Jointly:** Staff presented a sample resolution from Todd SWCD to allow the District to pay contractors directly with the client as co-pay. Supervisor Goodrich recommended to change the fourth Whereas statement to 'written notice' instead of 'written letter'. Supervisor Goodrich and Chair Noyes also recommended that we add another Whereas statement to state: "Whereas, HC SWCD Board of Supervisors must approve the use of this payment process on a case-by-case basis". Staff was asked to prepare a draft for our district to use and send on to our county attorney to approve. After receiving approval from the county attorney, staff will forward on to Cass SWCD and the LLR 1W1P Chair, Lynn Goodrich, and bring back to our Board for approval at our next meeting.
- **Resolution to Waive LWMP Revision/Amendment:** With our district heavily involved in the LLRCWMP's implementation, the MHW1W1P draft plan submission, and the Crow Wing 1W1P plan writing and submission starting this fall, Hubbard SWCD staff checked with the Hubbard County LWMP Task Force Group at the 2020 meeting and they unanimously agreed to forgo doing the 5-year amendment/revision on the 2016-2025 Local Watershed Management Plan. Staff prepared the BWSR recommended 5-year waiver resolution and presented it to the Board for their consideration and approval. **Supervisor Sells moved to approve the waiver for the HCLWMP 5-year resolution/update. Supervisor Goodrich seconded.** Discussion: Chair Noyes requested that we add the Pine Watershed percent to our resolution. **Affirmative: All. Opposed: None. Motion carried.** Crystal will plan to bring the approved resolution to the County Commissioners when she presents the 2022 Budget.
- **Estimates to Fix Car Blower Motor & Dashboard Electronics:** Staff presented estimates for the fan blower and dashboard repair. Crystal will check with county and city to see if they are trading vehicles anytime soon and visit with NRCS to see if their vehicle(s) would be available to use at times. Supervisors indicated staff should get the fan blower fixed and due to cost, wait on the dashboard until later.
- **Administrative Assistant Yearly Review:** This item will be covered in closed session at the end of the meeting.

Chair Noyes called for a break at 10:05 am.

Meeting reconvened at 10:17 am.

PUBLIC INPUT

Commissioner Krueger: Mr. Krueger reported that they have been working on a proposal to create a campground and park at the old Val Chatel ski area and they have a donor that will put up the full amount for the project. They are now working on specifics to keep the campground in a natural state and not allow motorized watercraft on the lake. They have plans for RV sites, grass camp sites and primitive camp sites as well. They are planning to include a mountain bike trail and a trail for ATV access to the campground area. They also are planning to put the grounds into a forest management plan that would include some harvest to keep the forest healthy. They would have funds to cover 50% through the Legacy Grant if their donor would happen to back out. The Board of Commissioners made a few minor changes to the STR (Short Term Rental) ordinance at their last work session and will be determining if they need to set another public meeting or not. They were made aware of a major violation on 3rd Crow Wing Lake shoreline. The landowner was issued a fine and will need to restore the damaged shoreline. Mr. Krueger announced that they are now able to live stream and record their meetings for public viewing up to 90 days later. They will keep their written minutes for long-term retention. He then fielded several questions from the supervisors and Crystal.

DISTRICT CONSERVATIONIST

Dan Pazdernik gave report. Dan's notes are available upon request.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Chair Noyes was busy with Lions Club activities in June and promoted SWCD activities at these activities, including promotions for the Laporte Independence Celebration Days nitrate clinic held during the first weekend of July.

Supervisor Goodrich: Supervisor Goodrich attended the virtual Finance Committee meeting to draft the 2022 Budget, the Area 8 meeting virtually to vote on the resolutions presented and reported that staff borrowed their canoe to do the water sampling on Mow Lake. He invited staff to stop out and transplant several of their trees to allow them to record footage on 'How to Plant a Seedling' for posting to the virtual lab.

Supervisor Sells: Supervisor Sells attended the Local Workgroup meeting with Crystal, the Finance Committee and Private Forest Team (PFM) Meeting. He plans to attend another PFM meeting after today's board meeting.

Crystal commented that we will be more active in watersheds to get things done before the grant expires and encourages us to investigate including fire management in our outreach information to help bring more federal funding our way in the future.

Supervisor Rettinger: Supervisor Rettinger attended the Area 8 (in person) meeting in Bemidji. They presented and passed a resolution supporting 1 million acres of forest protection.

District Manager's Report: Crystal Mathisrud reported that Peter Jacobson will be completing his hours this month and plans to take vacation. Claire will be working on more urban gardens and will be helping with RIM easements and FSP in the LLR Watershed area to help take advantage of the available grant funds. Our contracted staff consultants just submitted their first part of the endowment work and need to complete their work by July 30th, commenting that we hope to hire back our consultants for future work as needed. Crystal also updated possible future grant submissions. Chair Noyes asked that we try to track our virtual lab activity and mentioned that we should schedule a time with "Chat About" (radio program) in the fall to make people aware of what we are doing. Crystals complete notes are available upon request.

Mr. Krueger left our meeting to go to another meeting.

Administrative Assistant's Report: Annette Olson's highlighted the closing of a CD to make funds available if needed for expenses to be incurred before the large CD matures in September. Annette's notes are available upon request.

CORRESPONDENCE

Items presented: Letter to the City re: Urban Ag Garden, Obituary for Casey Gene Gwost from Benson SWCD, web links to the Mississippi River Headwaters Comprehensive Plan with program information and we received the MCIT payroll audit notice.

WORKING LIST OF PRIORITIES:

- Leadership: Having Pete work on the endowment project and Claire work on the Urban Ag Gardens, attending forestry meetings, contracting professionals for services to complete needed tasks on time, communications with commissioners.
- Financial Management: Using Pete and Claire to complete special projects, staying on top of our CD's, staff presenting quarterly report, working on a resolution to pay contractors used for cost-share projects when client's need additional help, and using technical teams for our endowment project to complete tasks on time.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, August 11, 2021, at 8:30 a.m. via ZOOM. Items on the agenda include: National Envirothon results, 6-month review for two new technicians, 2022 tree sale update, resolution to waive LWMP amendment.

Supervisor Goodrich moved to close meeting at 11:42am to discuss staff annual review, per Statute 13D.05 Subd 3.(a). Supervisor Rettinger seconded. The Board of Supervisors went into closed session.

Chair Noyes opened the meeting at 12:14pm.

District Manager, Crystal Mathisrud, recommended the Administrative Assistant's title be changed to reflect what her duties have been over the past year and grant an appropriate raise.

Supervisor Goodrich made a motion to change the Administrative Assistant title to Senior Administrative Specialist and award a \$2.50/hour raise starting the next full pay period (July 25, 2021). Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.

The Board congratulated Annette and thanked her for all her work with the district.

ADJOURNMENT

Motion by Supervisor Goodrich to adjourn the meeting. Meeting adjourned at 12:19 pm.

APPROVED: 8/11/2021
Date

SECRETARY 
Lynn Goodrich, Secretary