

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM August 11, 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  
Dan Pazdernik, District Conservationist  
Tom Krueger, Hubbard County Commissioner

Chair Noyes opened the Zoom meeting at 8:30 a.m. and led the Pledge of Allegiance.

### AGENDA AND MINUTES

A revised agenda was sent out on Tuesday, August 10<sup>th</sup>. **A motion was made by Supervisor Rettinger to accept the agenda as revised. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

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

### TREASURER'S REPORT

Treasurer Sells asked for questions or comments on the July reports. Supervisor Sells asked if the Red Canoe invoices to approve were from the video recorded and presented to staff and supervisors. Crystal gave report on the invoices and video recording as well as the recordings not completed at this time. Treasurer Sells presented the treasurer's report to the board, subject to the auditor's review.

### OLD BUSINESS

- **Brining Upgrade on County Truck:** Staff presented photos of the county truck upgrade and reported the invoice was submitted to Cass SWCD for reimbursement from the LLR Watershed funds. Crystal reported the County has two or three other trucks they are thinking upgrade in the future, to allow better coverage in the county.
- **Chippewa Loop Update:** Staff presented photos of the damage to the Chippewa Loop south landing the week after the project was completed. The contractor has fixed the damage and Crystal gave a complete report on the incident and indicated Bill Westerberg,

the township chair and the contractor have been discussing the billing expectations. We will wait to hear back from Bill W. and the township will submit their receipts upon agreement. At this time, we anticipate reimbursing up to the agreed upon amount of the signed cost-share contract.

- **Cost-Share Update & Spot Checks:** Staff has been extremely busy and plan to work the site visits in as we are able to.

## NEW BUSINESS

- **2022 Tree Selection:** Staff drafted a 2022 tree list and had Crystal edit before submitting. Supervisors indicated they are good with the draft and suggested that we prepare a second list to rotate every other year.

Marcel was having technical difficulties and tried reconnecting.

- **Kabekona River Project Cost-Share Contract:** The LLR 1W1P Policy Committee gave the approval to go ahead with this project with a \$51,000 budget to be funded through the AgBMP portion of the LLR 1W1P grant. The client requested a few changes or upgrades to the prepared plan that brought the total budget up to \$81,000. The LLR 1W1P Policy Committee would like the difference to be covered by other sources before going ahead. Staff is asking to either approve the cost-share application as presented or to wait to approve until more information is gathered for next month. Staff indicated that we have funds to cover the difference, but we would like to bring an additional request to the LLR 1W1P Policy Committee for additional funding from other areas of the LLR 1W1P grant. Another option is to approve the contract up to \$62,000 without the shade structure unless we have room to cover it within the \$62,000. (\$51,000 LLR 1W1P + \$7,000 donations + \$4,000 buffer) Staff feels it is important to move ahead so we can get everyone on board to start the project before the weather turns bad in late fall and the LLR 1W1P funds expire. Staff suggested we think about this a bit and come back after break to address a motion
- **Resolution to pay Cost-Share Contractor/Client Jointly:** Staff updated the resolution as discussed last month and sent to the county attorney for edits/approval. With the county attorney's approval, staff is requesting approval from the Board. **Supervisor Sells moved to approve the Resolution #2021-05 for Cost-Share Contractor/Client Payment. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.**
- **Culvert Repair C-S on Fordyce Road by Shingobee River Headwaters:** Staff is requesting approval of a cost-share contract to replace a perched culvert in White Oak Township that is in the Shingobee River chain. The original request was to be through the LLR 1W1P funds and now BWSR BCs are questioning the need/benefit to water quality. Kelly Condiff still feels that it is needed and to go ahead with the project. Staff would like the Board to approve this contract on the condition BWSR grants approval. **Supervisor Goodrich made a conditional motion to approve the project for the culvert on Fordyce Drive with the approval from BWSR that it is appropriate to use the LLW 1W1P funds. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**
- **Approve Invoices for Dain Erickson for Endowment Project Hours:** This was discussed earlier in the treasurer's report. Crystal added information. **Supervisor Goodrich made a motion to pay invoices. Supervisor Rettinger seconded.**

**Affirmative: All. Opposed: None. Motion carried.** Comment was made that the video is great, but very expensive and supervisors would like to see this done in-house. Suggestions to put the video on our website, Instagram, Facebook, and share with other partners like MN Lakes and Rivers, HCCOLA, and local lake associations. The second video is in the works now and two more are being planned/produced.

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

Meeting reconvened at 10:15 am.

- **Forestry Technician 6-Month Review:** Moved to end of meeting for a closed session.
- **Water Quality Resource Technician 6-Month Review:** Moved to end of meeting for a closed session.
- Chair Noyes requested we move back to the Kabekona project discussion and recommended that we leave the \$81,000 in the total cost of the project and if the LLR 1W1P funds don't cover the remaining \$17,000 we revisit the request. **Supervisor Noyes moved to proceed and sign off on the cost-share contract for the Kabekona River Project with the condition if the \$17,900 funds are not covered by the LLR Watershed funds, we revisit and potentially amend this proposal. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**

## **PUBLIC INPUT**

Commissioner Krueger: Mr. Krueger started with an answer for Marcel's question from last month's meeting about putting a shed in the shore impact zone. He stated that a structure, a deck, or a platform is allowed in the shore impact zone (only one of the three). Mr. Krueger reported they have several interviews scheduled for this afternoon, for a new county recorder. They had a trail meeting where they discussed the removal of the Tressel Bridge next week. The county has started to work on their budget, and they acknowledged our budget submission with an increase for the County Allocation request. Mr. Krueger responded to a question regarding the county meetings being recorded, they are available to watch after the fact and live streaming will be available soon. A question was asked when County Road 3 will be completed. Mr. Krueger understood it was completed and will check on this. Commissioner Krueger needed to leave for his other meeting.

## **DISTRICT CONSERVATIONIST**

Dan Pazdernik gave his report, and his notes are available upon request.

## **REPORTS ON PROJECTS AND MEETINGS**

Chair Noyes: Mr. Noyes attended the Mississippi watershed Planning meeting and indicated everyone has signed off on the project and the plan will be sent on to BWSR in September for approval. He worked the nitrate clinic at the fair. Mr. Noyes announced he accepted a full-time position as a building substitute at Cass Lake School as a substitute teacher for 2021-2022 school year. This will not interfere with the board meeting schedule.

Supervisor Goodrich: Mr. Goodrich facilitated Crystal attending the township association meeting and worked the nitrate clinic at the fair. He is planning to schedule a nitrate clinic drop

off for the Trip Lake Association and verified a date in September to bring in samples for about 10 private wells. MN COLA will be ordering more Shoreline Living books and suggested we also order enough for our future MGLP grant and Crow Wing outreach. These are at no cost to us. He then shared the Chinese Mystery snails brought to him for identification by a constituent at a meeting he attended.

Supervisor Rettinger: Nothing to report.

Supervisor Sells: Mr. Sells is interested in a couple of packets of the pollinator seeds Crystal indicated she ordered for outreach for the NACD grant. Staff will need to keep track of where they are distributed for grant tracking. He attended the Forestry Tracker Meeting and the Soil & Water Forestry Meeting that was held in Badoura at the nursery. Mr. Sells worked the fair nitrate clinic as well.

District Manager's Report: Crystal Mathisrud gave a short update on the following: she received a request for a summary of our LLR 1W1P activities done so far by all our staff; easements on Shell River, three in the Crow Wing watershed and one in the Mississippi watershed corridor easement program; two outreaches in the Shingobee River area; the work being done in the Leech Lake & Pine Watersheds Phase I & II funds; meetings and work sessions for PFM Tech Team funds; another outreach getting ready to send out to the Itasca and LaSalle area and working on our LLR 1W1P playbook. Crystal's notes are available upon request.

Senior Administrative Specialist: Annette indicated she will need to make a transfer from the saving account into checking soon. She also wanted to have the supervisors think about how to handle the \$100,000 CD coming due in September. Recommendation to put half into a yearly CD and have the other half available to cover expenses until next year's grants come in.

Other Staff Reports: Other staff notes are available upon request. Crystal covered a question on the Hines Lake activity from Jakes report. A client is looking for restoration on their shoreline.

Supervisor Sells shared a photo of a bag of tree seeds from his Badoura Nursey outing along with discussion.

## CORRESPONDENCE

- Staff shared the list of participating school groups in the Virtual National Envirothon.
- QBO subscription price increase will go from \$70 to \$80 in August.
- MCIT dividend notice came through indicating we will be receiving a dividend again.

**Supervisor Goodrich moved to go into closed session to discuss staff 6-month reviews per Statute 13D.05 Subd. 3.(a). Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**

**Supervisor Sells moved to close the closed session and reopen the open meeting. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.**

**Supervisor Goodrich made a motion after Crystal Mathisrud shared review summaries for Jake Shaughnessy and Brandon Spain-Brist, it is her recommendation, and we concur as a**

**committee that we continue the employment of Jake and Brandon in their present positions, end their new hire probation, and award each a \$1.00 per hour wage increase, starting August 22<sup>nd</sup> pay period.** He added a thank you for their service. **Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.** With their six-month review staff asked if they would authorize a credit card for needed purchases after verifying with Crystal. **Supervisor Goodrich made a motion to authorize Crystal to authorize a HCSWCD credit card for each of our employees, Jake and Brandon, with the usual staff credit limit. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**

Chair Noyes asked to go back to Correspondence to cover Mapping Solutions. Our last staff meeting covered how our 2019 plat book edit and production was held. Staff then asked for input on what pages to update or remove and if we should hold a photo contest or just request photo submissions to be featured in our 2022 plat book. Supervisors suggested we submit a short announcement in the paper to request photo submissions and not have as a contest this time. Staff indicated that we could put in as a hash tag for submissions. Staff will move forward with keeping pages and make edits needed and discuss with Mapping Solutions to possibly add a link (QR Code) to the DNR website for other Hubbard County lakes and a code to link to the DNR aquatic invasive species page as well.

#### **WORKING LIST OF PRIORITIES**

- Leadership: MHR endowment work, county fair nitrate clinic, National Night Out nitrate clinic, attending township meetings, staff reviews.
- Financial Management: Planning CD funds for future months, 6-month review raises, plans for Sr. Admin. Spec. retiring in 2022.


#### **NEXT MEETING**

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, September 8, 2020, at 8:30 a.m. via ZOOM. Items on the agenda: draft for the 2022 tree order form, fall newsletter, LLR Watershed Stormwater Erosion Cost-Share contract, RIM and cost-share project checks, discussion about Claire's position. Crystal also mentioned that we possibly pursue the Legislative-Citizen Commission on Minnesota Resources (LCCMR).

#### **ADJOURNMENT**

Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:05 pm.

APPROVED: September 8, 2021  
Date

SECRETARY:   
Lynn Goodrich, Secretary