

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM December 8th, 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  
Heidi Anderson-Thomas, PR&I

Others present: Crystal Mathisrud, District Manager  
Brandon Spain-Brist, Forestry Technician  
Dan Pazdernik, District Conservationist  
Claire Hansen, Conservation and Outreach Technician

Others absent: 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

Commissioner Krueger was unable to attend and removed from the agenda. **A motion was made by Supervisor Goodrich to accept the agenda as modified, seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

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

### TREASURER'S REPORT

Treasurer Sells and Chair Noyes questioned several items on the financial reports. Questions asked about the submitted financial reports were addressed and Annette will update with more information on items in question via a separate email upon return from vacation. Treasurer Sells submitted the financial reports to the board, subject to auditor review.

### OLD BUSINESS

- **2021 MASWCD 85<sup>th</sup> Annual Convention:** District Manager Crystal and Supervisor Anderson-Thomas plan to attend. Crystal is now unsure of attendance. Heidi will attend entirety of convention. Silent auction items arrived. Heidi has everything she needs to attend.
- **2022 Work Plan:** District Manager Crystal requests list of priorities for 2022 from board. Work plan needs to be set up immediately after holidays to prioritize. Need to schedule a 2022 work plan meeting in January. Meeting to be scheduled January 12<sup>th</sup> at 1:30pm.

- **LFT Presentation-Crystal:** Crystal presented. Dan Steward coming on, with funds. Gary Michaek, DNR, working to get SWCD's money to get cost shares for tree plantings etc. Proposing to have a member for an LFT committee to demonstrate support. Brandon presented Access Database for tracking forest stewardship outreach and RAQ scoring maps. Potential for intern to do data entry on access. Staff sent out 182 post cards to priority parcels scoring between 3 and 8 RAQ.
- **LFT Supervisor Representative:** Request for someone in the room and advocating for opportunities. Creation of a formal assignment to ensure support and representation at meetings. Don Sells regional SWCD Forestry Association representative, Heidi as alternate. Heidi as representative for LFT, Don Sells as alternate.  
**Motion by Supervisor Goodrich to appoint a supervisor to the LFT group as a formal supervisor's assignment. Amended to include an alternate. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**  
**Motion by Supervisor Noyes to proceed forward with assignment of Supervisor Anderson-Thomas as the primary representative for LFT and alternate for regional SWCD Forestry Association and vice versa with Supervisor Sells. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

#### NEW BUISNESS

- **December Work Session Review:** N/A
- **2022 Calendar Events:** Tabled for next month
- **Audit for Formal Approval:** Reviewed individually, no changes necessary.  
**Motion to approve the final draft of the audit document by Supervisor Goodrich and seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**
- **2022 Federal Holiday Schedule:** Federal holiday schedule with Juneteenth June 19<sup>th</sup>. SWCD follows the holidays, and this is not an exception. No motion necessary to accept proposed holiday.
- **New Position Posting:** Crystal sent a position description and grants that can be used to support staff time. Difficult to balance what funds are coming each year. Currently on the books enough for next year and almost following year with Crow Wing 1W1P funding still unknown. Crystal is concerned about the current workload, with more coming in 2022. Marcel noted that some tasks are covering what Annette was previously doing. Crystal requested information from firms for contracted bookkeeper and accounting.  
**Motion to approve position description and job posting by Supervisor Rettinger. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

#### DISTRICT CONSERVATIONIST

- Dan Pazdernik report Hubbard County is still at 25% staffing capacity. No visitors allowed. Vaccination mandate by November 22<sup>nd</sup>
- Renewal applications for CSP were assessed 3 in Hubbard County, 7 in Beltrami, 0 in Clearwater and 3 in Lake of the Woods/Koochiching. Payment December 17<sup>th</sup>
- EQUIP applications; 14 in Hubbard, 25 in Beltrami 16 in Clearwater, and 20 in Lake of the Woods/Koochiching.
- RCPP, deadline to apply is December 17<sup>th</sup>. ABC forester hired in Grand Rapids.

- All vehicles getting telematic GPS units by May

## **REPORTS ON PROJECTS AND MEETINGS**

Supervisor Noyes: Looking to get plan ready for Mississippi 1W1P for meeting. Need to approve workplan to get started on funds. Hoping to get dates for meetings.

Supervisor Rettinger: Rettinger was active chair last month, article, no new business.

Supervisor Sells: Article out to share. Sells attended the MNSWCD Forestry Association on November 18<sup>th</sup>. Crystal and Heidi attended as well.

Supervisor Goodrich: Attended LFT meeting. MNCOLA meeting with a presentation from extension on cattail removal.

Supervisor Anderson-Thomas: Working on getting ready for conference, curious about what each township has as primary income. Suggested to attend a Hubbard County Township Meeting in the future. Supervisor Anderson-Thomas was interviewed by the Enterprise and her article will be forwarded.

District Manager's Report: Crystal Mathisrud reported on the following:

- Crystal set date for grazing workshop February 15. Faith bridge church has space for hybrid meetings to choose meeting space 45 for the day or 85 for half day in big room.
- Invited by NACD to go to national convention in Florida to present Feb 16<sup>th</sup>. Potentially sending Jake for the whole meeting and Crystal for the day. Need to create contacts for upcoming proposals.
- Dan Steward hiring for contracting. DNR contacts on board with funding for February. Crystal will write a short contract for January to cover the cost of meetings \$500
- Pete Jacobson is busy with Great Lakes Tri-state Development of Forestry and Water Quality of MN, MI, and WI. He cannot have more income, so he prefers to volunteer
- Upcoming work with Badoura Nursery for seed and cone picking. Good community fundraiser looking to Blandin Foundation for support on this.

Crystal's notes are available upon request.

## **CORRESPONDENCE**

- Updated 2022 fee schedule sent out
- MCIT Dividend deposited 11/16/2021
- Beessential Gift Box
- District Contract
- Truck Brining Upgrade
- Included in emails contract for receipt of RIM easement funds

## **WORKING LIST OF PRIORITIES**

- Leadership: Initiative to hire, Heidi joining LFT committee, and staff presenting nationally represents leadership, Crystal's nomination for BWSR outstanding employee of the year, Heidi representing at the state convention

- Financial Management: Crystal planning where funds are coming from the next few years.

**NEXT MEETING**

Items listed for the next board meeting of the Hubbard County SWCD Board of Supervisors on Wednesday, January 12, 2022 include: 2022 Work Plan Approval, 2022 Calendar of Events Approval, Declare Bank, Strategic Meeting (January 12<sup>th</sup> pm), Year End Report & eLINK Reporting and Grazing Workshop update.

**ADJOURNMENT**

Motion by Supervisor Noyes to adjourn the meeting; meeting adjourned at 10:54 am.

APPROVED: 1/12/22 SECRETARY   
Date Lynn Goodrich, Secretary