

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM January 12th, 2022 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
Annette Olson, Administrative Assistant
Jody Peek, NRCS Area Lead
Dan Pazdernik, District Conservationist
Claire Hansen, Conservation and Outreach Technician
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

Agenda was amended to add Mantrap Monitoring Agreement, 2022 Federal Mileage Rate, update on new hire process, and Tchotchkes to New Business. **A motion was made by Supervisor Anderson-Thomas to accept the agenda as modified, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

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

TREASURER'S REPORT

Clarified what the Saint Paul Minnesota Foundation (www.spmcf.org) is. Presented to the board for filing.

1. Old Business:

- a. 2022 Calendar of Events DRAFT: present at February board meeting for approval
- b. MASWCD Annual Convention/Silent Auction Report: All items were auctioned, meeting went well
- c. 2022 Work Plan – Strategic meeting and organizational meeting to be held February 23rd zoom 9am-2pm

Action:

Verify the 2020 Audit for formal approval: **A motion was made by Supervisor Goodrich to accept the audit, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

2. New Business:

- a. Supervisors: MN Campaign Finance Board Request to complete: all but Supervisor Rettinger have completed.
- b. Val Chatel Property: Supervisor Anderson-Thomas: Educational opportunities, gardens, lakes, shoreline restoration. Potentially EPA phase D grant opening. Property will be transferred in February. County Admin Jeff Cadwell is the best contact for the project. Currently seeking grants, potential for roundup funds.
- c. MASWCD Annual Meeting & Materials: (touched base already)
- d. New Hire Status: Still taking applications and will close January 31st. Interviews will be held on Friday, February 4th from 9-12 pm with potential to extend into the afternoon. The intent is to select a candidate to recommend to the full board at the February board meeting. Two complete applications and 6 partial applications have been submitted via Facebook.
- e. Outsourcing of accounting: The bid has been emailed. An outsourced accountant can work remotely and attend meetings etc. Marcel noted that Ace has hired an external accountant. Options to look to the local community for accountants as well.

Action:

- a. 2022 MASWCD Dues: **Supervisor Sells made a motion to approve the payment of the 2022 MASWCD dues, seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**
- b. 2022 MCIT Insurance Due: **Supervisor Sells made a motion to approve the 2022 MCIT Insurance payment seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**
- c. 2022 Plat Books donated/purchased for artists: 12 copies given to the artists that submitted photos used in the 2022 edition as a thank you. **A motion for the District to cover the plat books at cost was made by Supervisor Goodrich seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.** Will discuss procedures for future edition photo submission standards prior to deadline for next edition of plat books.
- d. Giziibii Request for support: Request of funds was declined.
- e. Annette's proposal request for reduced time in 2022: Annette sent a proposal request ~~out~~ to the District Manager and Supervisors asking for reduced working hours in 2022. The Board is good with the proposal and staff will investigate getting an additional printer for staff laptop computers at the office if the present Brother laser printer is to be used by Annette at home for her proposed work assignment.
- f. Mantrap Township Lake Monitoring Agreement: Amount is over \$2000 and needs to be approved by the board. Mantrap Township will be adding an additional lake for Jake to sample. **A motion was made by Supervisor Goodrich to accept the Mantrap Township Agreement, seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

Motion for Crystal to sign agreement presented by Supervisor Goodrich, second by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

- g. 2022 Federal Mileage Rate: Supervisors approved 2022 mileage at a rate, retroactive to 1/01/2022, of \$0.585/mile as indicated in an email from MASWCD.

Public Input

Tom Krueger reported on Deep Lake Regional Park:

Plans to develop an ATV zone, up to 4 camper cabins, restroom, warming house, six primitive sites around deep lake, car camping site, developing walking and ski trails, overlook, and bike trails, and electric charging stations. No cutting of trees, unless needed for the protection of the forest and to protect safe trail access; no hunting, unless needed for the protection of the deer herd; artificial lighting allowed only as necessary for public safety and must comply to principles set forth in <https://www.darksky.org/our-work/lighting/lighting-principles/>; dogs only allowed in camping areas and on leash; no motorized vehicles except car campers and ATV zone and no motorized watercraft on park lakes. Would like to acquire two 80-acre parcels in addition to the 270-acres to fully encompass a second lake within the park.

The land was privately acquired and donated to Hubbard County by an anonymous donor. The Park will be under the jurisdiction of the Hubbard County Park and Recreation Board for operation and staffing. A map of the proposed park to be sent to Supervisors and staff by email.

DISTRICT CONSERVATIONIST

Dan Pazdernik's report:

Covid Update: The Park Rapids USDA Service Center has been upgraded to 75% staffing, people may come into the building if they are screened and masked. Will continue to use the vestibule due to temperatures.

Dan's notes are available upon request.

REPORTS ON PROJECTS AND MEETINGS

Supervisor Noyes: Supervisor Noyes announced taking a new full-time teaching position with the understanding that he would be able to attend pre planned monthly and occasional special SWCD meetings. Attended the Mississippi 1W1P meeting, progress being made on the 2022-2023 workplan and Budget.

Supervisor Rettinger: MACDE attended the speaker presentation and enjoyed. Takeaway: Change is best; we have to do it.

Supervisor Sells: Soil and Water Forestry meeting will be January 20th in McGregor and plans to join remotely.

Supervisor Goodrich: Completed annual report to the state. Planning to attend the upcoming LLR1W1P/LLRCWMP meeting. Shared that BSU is now offering, under its Environmental studies program, a water science minor led by Carl Issacson.

Supervisor Anderson-Thomas: Attended MASWCD conference in person. Went to Mantrap Township meeting, they approved the 2022 lake monitoring agreement as estimated and plan to add a 4th lake to monitor. Will try to attend Clover and Clay Township meetings.

District Manager's Report: Crystal Mathisrud reported on the following: Reporting season and proposal season taking up much of her time. Crystal is supporting the multistate forest collaboration meeting with multiparter collaboration. Looking to reschedule Local Forestry Team meeting to end of February. Relationship with TSA8 engineers and staff, TSA8 committees are meeting to up contracts for staff members that Hubbard works closely with. Potential for hosting an engineering technician in office. Crystal will get a quote to fix her old vehicle for potential donation to our district. Crystal's notes are available upon request.

Annette's Report: Waiting to see what interest rates are for new CD's. SWCD car is no longer running, battery issue. Will need Lynn's, Don's, and Crystal's signatures. Annette'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: Crystal and Supervisor Anderson-Thomas stepping forward and offering support to the county. Supervisor Noyes talking with county Commissioner. Supervisor Anderson-Thomas attended township meetings, and Supervisor Goodrich attended the Badoura township meeting. Crystal and Supervisor Anderson-Thomas attended MASWCD State Convention. Supervisor Rettinger and Crystal also attended MACDE meeting.
- Financial Management: Annette moving funds from a CD and opening another. Outsourcing accounting work.

NEXT MEETING

Next meeting of the Hubbard County Board of Supervisors will be Wednesday, February 9th, 2022, at 8:30 a.m. via ZOOM. Items to cover at the February meeting include: 2022 Work Plan Approval, 2022 Calendar of Events Approval, 2021 Audit Engagement Letter from Peterson, Resolution for MRH 1W1P Budget & Workplan, Mississippi River Headwaters Comprehensive Plan MOA & Budget, MRHW Resolution, Declare Bank, Declare Newspaper, Strategic Meeting Agenda, Year End Report & eLINK Reporting, Tchotchkes, and New Staff Position decision.

ADJOURNMENT

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

APPROVED: 2/9/2022
Date

SECRETARY 
Lynn Goodrich, Secretary