

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM March 9th, 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
Brandon Spain-Brist, Forestry Resource Technician
Claire Hansen, Community Conservationist
Char Christenson, County Commissioner (in for Tom Krueger)
Dan Pazdernik, District Conservationist
Nathan Weise, Irrigation Nutrient Management Specialist
Jeff Cadwell, Hubbard County Administrator

Chair Noyes opened the Zoom meeting at 9:30 a.m. and led the Pledge of Allegiance.

AGENDA

Staff requested to include the strategic minutes with the regular board minutes for approval and add in the New Business action item, only address the FSP application and move the other forms to April Board Meeting.

A motion was made by Supervisor Noyes to accept the agenda as amended. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Public Information: Nathan Wiese, EOT SWCD Irrigation/Nutrient Mgmt. Spec., presented on nitrates in Hubbard County. Mr. Wiese is the irrigation specialist in a five-county area. Mr. Wiese presented on the analysis and review of the ground water services in the area. The groundwater protection grants through MDA determined that the southern part of county had the highest susceptibility for groundwater pollution. Nitrate nitrogen, arsenic, radium, and disinfectant biproducts are the biggest concern in Hubbard County. The Park Rapids DWSMA (Drinking Water Management Supply Area) is considered high susceptibility to pollutants. Township Testing for Hubbard County result reports are available on the MDA website and indicate how many wells were tested and the results. Arsenic is present in 26% of wells and 2.5% are above standards. SWCD Guided Programs include the Regional Conservation Partnership Program, Irrigation Technology Grant, Nutrient Management Assistant, and Ag Weather Network. Producers can use NDAWN (North Dakota Agricultural Weather Network) for real time weather updates.

MINUTES

Supervisor Goodrich made a motion to approve the board and strategic meeting minutes as presented. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

The board briefly discussed the costs of the grazing workshop. Treasurer Sells presented the treasurer's report to the board, subject to the auditor's review.

OLD BUSINESS

- **Area 8 Meeting – March 18th Review:** Reminder. Jeff Cadwell joined the meeting.

Action:

- **Full-service Bookkeeper Decision:** District Manager Crystal reiterated the details of the proposal from PARO bookkeeping. There has not been a viable local professional for the position. **Supervisor Goodrich moved to contract with PARO to handle bookkeeping services under the terms of the of contract and quote given. Supervisor Anderson-Thomas seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- **Technician's Annual Review:** (Reviews conducted with Brandon on February 28 & with Jake on March 3. Their anniversary date was February 16th. This item was moved to end of meeting for closed session discussion.

NEW BUSINESS

- **Jeff Cadwell & Kay Rave:** Redistricting to match County/SWCD Boundaries - Mr. Cadwell presented as County Auditor Rave was unable to attend. The Hubbard SWCD districts do not currently align with the County Commissioners. Mr. Cadwell requested that for the next 10 years the SWCD adopt these boundaries for ease. The Board discussed concerns about redistricting and would like more information prior to decision. The board will seek advice from MASWCD and BWSR. March 29th is the deadline for cities to get precinct data in. Mr. Cadwell will share more information for discussion. April 26th is the final deadline. Jeff Cadwell and Char Christenson left the meeting.
- **Grazing Workshop Review:** Brandon reported that the video is completed and was presented to the board. The video will be updated with suggestions and uploaded to YouTube.
- **LFT Meeting Review:** Supervisor Anderson-Thomas found it informative. They spoke on the importance of target marketing to landowner land-use interest specifically.
- **Set Finance Committee Meeting Date (3/30, 4/20):** Date set for March 30th at for 9am via Zoom.
- **Spring Newsletter:** Call for information for the spring newsletter. The board requested an article on nitrates with interview from residents written by Claire.
- **Schedule Off-Site Nitrate Clinics:** Clinics need to be scheduled thoughtfully with more outreach to increase participation. Clinics with no participation may be changed to drop-

offs. National night out will be cancelled. Becida Days and Lake George will likely be a drop-off. Staff will update supervisors before each nitrate clinic with outreach materials.

- **Equipment Check for Lake Monitoring:** Jake will check equipment.
- **SWCD Legislative Days March 9-10:** Crystal decided to talk with LeAnn Buck for outreach instead of going to the meeting this year. Crystal is hoping to attend the meeting next year.
- **SWCD Managers Meeting - March 30-31:** Meeting is not offered virtually or recorded. Meeting will not be attended.
- **Reminder to Review Sunsetting Resolutions:** Next month Supervisors Goodrich and Sells will be sent resolutions to review. Last year's resolutions will be sent to Supervisor Anderson-Thomas as examples. Request for forestry resolutions.

Chair Noyes called for a break at 11:10am. Meeting reconvened at 11:20am.

Action:

- **Consent Agenda:** There are no objections to the agenda as presented. No motion necessary. Staff will complete the updates as indicated and new documents will be sent out to the Board and District Manager.
- **Crow Wing Watershed MOA & Resolution:** March 1st a meeting was held to move forward with great attendance from Hubbard County. Hubbard SWCD will lead as fiscal agent and organize throughout the process and prepare to submit proposals. **Supervisor Goodrich moved to adopt the Crow Wing One Watershed One Plan memorandum of agreement and resolution to support. Supervisor Anderson-Thomas seconded the motion. Affirmative: All. Opposed: None.**
- **Approve Updated Forest Stewardship Policy, Application & Contract Documents:** The FSP Application was approved at the November meeting to start January 1st. Staff updated recommended edits and will continue to use this application form until the new FSP materials are updated and approved. This will be tabled for this meeting and will be an action item for next month.
- **NWLT Carbon Sequestration Project – Contract/Intern:** The proposed intern would be working 20hrs per week with NWLT and 20hrs per week with Hubbard SWCD duties. The intern will be housed in the HCSWCD office. **Supervisor Anderson-Thomas moved to go forward with the NWLT proposal to work with carbon sequestration project and to hire a joint Hubbard SWCD intern. Supervisor Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

PUBLIC INPUT

See above. No public input was given by Hubbard County Commissioners. Commissioner Christianson joined for Commissioner Krueger. Neither provided a report. Christenson left the meeting at about 10:40am.

DISTRICT CONSERVATIONIST

Dan Pazdernik gave his report. His notes are available upon request.

As of last Friday, all NRCS offices may be staffed at 50%. This includes SWCD board members in the total count of staff. Doors will remain locked to the public. TSA 8 JAA training will be held in Bemidji on April 18th. Bemidji will also be hiring a technician to assist with clerical duties.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Supervisor Noyes attended the Strategic Meeting in February. He met to work on securing a table for the SWCD at Laporte Days. Supervisor Noyes was able to speak with legislative representatives about redistricting. Supervisor Noyes suggested contacting the Lutheran Church for their pollinator gardening.

Supervisor Sells: Supervisor Sells attended the MASWCD legislative seminar. Supervisor Sells attended the Strategic Meeting in February He also attended the grazing workshop both virtually and in person. Supervisor Sells participated in the Crow Wing 1W1P meeting. Supervisor Sells will be attending the SWCD forestry meeting in McGregor.

Supervisor Anderson-Thomas: Supervisor Anderson-Thomas attended the Crow Wing 1W1P meeting. Supervisor Anderson-Thomas went to the Strategic Meeting, grazing workshop, SWCD meeting, and February LFT meeting. She signed up for the upcoming FWS (Fish and Wildlife Service) webinar. She will be attending the Area 8 meeting and will sign up for Fridays with a Forester meeting.

Supervisor Rettinger: Supervisor Rettinger attended the strategy meeting, personnel meeting and attended the TSA8 meeting as well. Supervisor Rettinger delivered a letter of support for TSA8 which was well received and thanked for the support. He reported that \$12,750 was allocated to each Area 8 SWCD as a short-term substitution for TSA8 engineering.

Supervisor Goodrich: Supervisor Goodrich attended the board meeting, strategic meeting, personnel meeting with Supervisor Rettinger, virtually attended the TSA8 meeting, and edited the TSA8 support letter. He spoke with commissioners on several occasions. Supervisor Goodrich would like to increase attendance at township meetings to improve nitrate collections and talk about concerns. The next County Township Association meeting is the 21st of march.

District Manager's Report: Crystal Mathisrud reported on the following: Crystal requested that if supervisors and staff see forested parcels for sale to let her know. There is a landowner looking to protect forests in Hubbard County to conserve them. Meeting on Friday the 11th for Leech 1W1P for upcoming projects. Her notes are available upon request.

District Staff's Report: Staff reports are available upon request.

CORRESPONDENCE

There has been communication with schools about coordinating for Envirothon.

WORKING LIST OF PRIORITIES

Leadership - Participating in carbon sequestration grant, leading Crow Wing 1W1P leadership role, Supervisors Goodrich, Noyes, and Rettinger corresponded or met with their commissioners. Supervisor Noyes attended Hart Lake Township and Supervisor Goodrich attended Badoura Township Meeting.

Financial Management - Participation in carbon sequestration grant and internship, Crow Wing 1W1P financial management, and making a financial decision to go with PARO to provide bookkeeping services as Annette is retiring.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, April 6th, 2022, at 8:30 a.m. via ZOOM. Items on the agenda include: Area 8 Meeting Review, Managers Meeting Review, Legislative Days Review, Sunsetting Resolutions Review, Awareness Articles, Budget Committee Meeting Update, Prepare for Tree Disbursement, Nitrate Clinic Update, Develop New Resolutions, redistricting decision, and forest stewardship policy. Review draft-work plan and report for the year. Note Supervisor’s pay will be changing the second quarter, April 2022.

Chairman Noyes recommended that we close the regular meeting and move into closed session to discuss staff annual review, *per Statute 13D.05 Subd 3.(a)*.

Supervisor Sells moved to suspend the regular meeting and to go into a closed session meeting. Supervisor Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion carried.

Chair Noyes re-opened the regular board meeting at 12:45 pm.

Supervisor Goodrich moved to end the closed session and reopen the regular meeting. Supervisor Sells seconded the motion. Affirmative: All. Opposed: None. Motion carried.

The personnel committee recommended a raise for staff members Jake and Brandon. The raise includes a 7% annual raise from COLA of \$1.47 and an additional merit-based raise of \$3.53 in total amounting to \$26 dollars per hour salary. **Supervisor Goodrich moved to increase pay for Brandon and Jake the first pay period after their anniversary date, that they be raised to \$26/hr and continue their employment. Supervisor Sells seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

ADJOURNMENT

Motion by Supervisor Goodrich to adjourn the meeting; meeting adjourned at 2pm.

APPROVED: April 13, 2022
Date

SECRETARY 
Lynn Goodrich, Secretary