

Hubbard County Soil & Water Conservation District

Wednesday, September 14th, 2022, at 8:30 am

Hubbard County Soil & Water Conservation District Board of Supervisors met at the office with a Zoom option available.
Office Address: 603 Central Avenue North, Suite 100, Park Rapids, MN 56470.

Members present: Marcel Noyes, Chair
Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer

Members absent: Heidi Anderson-Thomas, PR&I

Others present: Crystal Mathisrud, District Manager
Jake Shaughnessy, Water Resource Technician
Tom Krueger, County Commissioner
Dan Pazdernik, District Conservationist
Chris Pence, BWSR Board Conservationist

Chair Noyes opened the meeting at 8:35 a.m. and led the Pledge of Allegiance.

AGENDA

A motion was made by Supervisor Goodrich to accept the agenda as modified with the addition of 2023 capacity and buffer under new business. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Supervisor Rettinger to accept the minutes as presented; seconded by Board Chair Noyes. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

WCA 2021 funds will need to be used or may be granted an extension. The general ledger has changed due to the use of Bill.com, it will need to have more descriptive text. This service will need to be reviewed for irregularities with dual check signings. Kim has been on leave and a follow-up with Paro needs to be done. Supervisor Sells presented financials to the board for filing.

OLD BUSINESS

- **Consent Agenda for Monthly Recurring Bills:** Tabled for next month.
- **September 12 Budget Presentation to County Board of Commissioners:** District Manager Mathisrud and Supervisor Sells presented the work plan, budget, and highlights from work last year to the County Board of Commissioners. It was well received.
- **MCIT Response RE Coverages, Projects, and Delegation of Authority to Plan/Approve:** With the resolutions and board approval, MCIT has reassured HCSWCD that delegating authority to staff does not affect insurance.

Action:

- **Resolution 2022-05:** The resolution was edited for grammatical changes. **A motion was made by Supervisor Sells to approve resolution number 2022-05 as modified; seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**
- **Local Cost Share Landowner Agreement:** Jake updated the document with standards for landowner management of practices. It lays out the expected maintenance and timelines. This is in addition to the cost share contract. Edits will be made and additional ordinances added.
- **Authorize Jake authority for practices: Vegetative Stabilization, Coir Log Placement, and Shoreline Buffers; based on training/experience and model set by neighboring SWCDs:** **A motion was made by Supervisor Sells to authorize Jake Shaughnessy as the Hubbard County SWCD authority for non-structural vegetative practices to provide technical resources and design to projects. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

NEW BUSINESS

- **2021 Independent Audit Draft Review:** There was a difference in the projected and actual budget. This may be attributed to work for the Cass SWCD 1W1P work. By January 1st the new system should be fully in place. **A motion was made by Supervisor Sells to approve the 2021 independent audit draft review. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

Action:

- **Northview CD matures 9/13/22:** A motion was made by Supervisor Sells to renew the Northview CD that matures September 13th for the term with minimal rates. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.
- **Local Capacity and Buffer Review:** The local capacity changed from \$122,910 in 2022 to \$122,364 in 2023. The buffer funds remain the same at \$8,500. The 2023 funds will expire in 2025. **A motion was made by supervisor Sells to accept the Buffer Law and Local Capacity 2023 grant agreement from BWSR for the Hubbard County SWCD and to authorize the board chair for signature. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

PUBLIC INPUT

County Commissioner Tom Krueger reported that Lake Belle Taine rising water levels continue to be a concern of residents. He suggested that the lake improvement be done through Crow Wing One Watershed One Plan rather than through a lake improvement district. A representative would like to be appointed to the planning and implementation committee. Commissioner Krueger is attending an AMC Policy Committee in Alexandria. Budget work continues at the county and budget cuts continue to be in discussion.

DISTRICT CONSERVATIONIST

District Conservationist Pazdernik's report is available upon request.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Chair Noyes noted the Mississippi Headwaters Board meeting was canceled. The Chat About Interview was done by phone after covid cancellations. The Laporte bench will need to be donated to the City of Laporte.

Supervisor Sells: Supervisor Sells met with Hubbard County to present with District Manager Mathisrud. Supervisor Sells will be attending the forestry meeting in Proctor, MN via zoom.

Supervisor Goodrich: Supervisor Goodrich met with County Commissioner Candidates to introduce the Hubbard SWCD and the work that is done.

Supervisor Rettinger: Supervisor Rettinger attended the board meeting and will be attending the TSA8 meeting.

Supervisor Anderson-Thomas: Supervisor Anderson-Thomas attended the Board Meeting by zoom, the Shoreland Workshop, and attended Mantrap Lake Association Meeting with Libby.

District Managers' Report:-District Manager Mathisrud's notes are available upon request.

BWSR Board Conservationist, Chris Pence: The 2021 WCA funds would need to have an extension requested through the county. A senior legal and program advisor has been hired at BWSR who can assist with legal advice. Lindberg Ekola has been hired to fill a temporary 3yr position as Private Forested Watershed Protection Coordinator for the LLCMR. The competitive clean water fund just closed. There were 52 applicants for the funding. All districts have been provided funding for soil health. \$14,175 have been given to Hubbard for projects within the county. Registration for BWSR Academy is open and eLink Individual Development Plans need to be updated. Highlights should be sent to Chris for BWSR snapshots.

CORRESPONDENCE:

- Future board meetings will be held at 9am, and an announcement will be made in the local newspaper. **A motion was made by Supervisor Rettinger that board meetings will begin at 9am starting October 2022. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**
- MN Sales Tax Filing due Sept 30th – Kim is working on this for us
- MCIT Dividend Notice: \$1222
- HIPPA Compliance Poster Service Reminder


NEXT MEETING

October 12, 2022, Agenda Items: Consent Agenda

ADJOURNMENT

Supervisor Sells made a motion to adjourn. Meeting adjourned at 11:14am.

APPROVED: 10/12/2022
Date

SECRETARY 
Lynn Goodrich, Secretary