

Hubbard County Soil & Water Conservation District

Wednesday, October 12th, 2022, at 9:00 am

Hubbard County Soil & Water Conservation District Board of Supervisors will meet 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
Heidi Anderson-Thomas, PR&I

Others present: Crystal Mathisrud, District Manager
Jake Shaughnessy, Water Resource Technician
Brandon Spain-Brist, Forest Resource Specialist
Claire Hansen, Community Conservationist
Dan Pazdernik, District Conservationist
Tom Krueger, County Commissioner
Chris Pence, BWSR Board Conservationist

Chair Noyes opened the meeting at 9:05 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 supervisor compensation discussion under new business F. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Supervisor Rettinger to accept the minutes as latest modified. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Kim assisted with disseminating line items from Profit and Loss. Hubbard SWCD has two state tax IDs listed under the federal tax ID. One is sales tax and the other is payroll withholding. These will be consolidated into one. The HCSWCD was formerly annually filing and will be quarterly filing in accordance with the MN Department of Revenue. No motion will be needed to adjust. Quickbooks deposit of \$24,392.50 is being investigated, but may be from tree sales. A CD expired and was rolled into a new CD, this will need to be updated. Supervisor Sells submitted the report to the board for filing.

Consent Agenda for Monthly Recurring Bills: Supervisor Sells noted that if the bills change, the board will be notified. Claire's reimbursement will be paid at a rate of \$806.50 from the NACD reimbursement with the remainder returned to the HCSWCD for hotel costs. **Chair Noyes made a motion to accept the consent agenda. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

OLD BUSINESS

- **2023 Tree Order Updates:** Brandon shared the draft tree order form and the new website order abilities. There will be a 3% charge for online sales. Online orders will be tracked, printed, and automatically removed from the totals available. Orders may also be placed over the phone by card. This will reduce staff labor tremendously.
- **PARO contract updates/Kim's summary of work/goals and engagement letter Oct 2022-forward:** Kim has left PARO and PARO ended the contract with Hubbard SWCD. Without the security net of PARO, a manual will be made for circumstances in which Kim is unable to be present which the District Manager will be able to fill in. The manual will be included in Kim's current fixed fee expenses. A formal contract will be drafted with the input of an attorney. **A motion was made by Supervisor Goodrich to**

approve a short-term contract with Kim from October 1st through November 30th. The motion was seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

- State Sales Tax Update - Account Access: See above. Kim will request an abatement of the penalty of \$500. With Kim filing quarterly they will likely be agreeable.

Action:

- Bookkeeping Contract Updates: See above.
- Local Technical Assistance Agreement: Jake resubmitted the document for corrections and review. The updated contract has more information on maintenance and information. Edits and notes were given, and an updated document will be sent for review.

NEW BUSINESS

- **Tree Sale Date Change:** The tree sale distribution date may need to be changed. Staff will decide and update the board with the decision.
- **Small Acre FSP Pricing:** Staff will decide and update the board with the decision on the fee needed. The fee schedule will be updated and brought to the board.
- **TSA8 Workload Analysis Report and Options:** The Hubbard SWCD will create a unified statement. TSA8 provides great data and design support, but continues to be a concern with the reimbursement process and engineering timelines. Allowing the use of county and local experts gives the ability to build local relationships. To address those concerns, staff indicated that Scenario 1 was considered a priority followed by Scenario 6 with no other suitable options.
- **Unified statement of support for TSA8 options HCSWCD would support:** District Manager Mathisrud will draft a letter and send it to the board with the findings above.
- **Landscape Scale Restoration (LSR) Proposal Submitted & October 10th Presentation to State Committee:** Protecting Priority Lakes in the Upper Mississippi Basin: Managing Forests for Water Quality Protection: District Manager Mathisrud noted the details of the proposal and drafted a letter of support. The Crow Wing lakes will not be added until the Crow Wing 1W1P planning is complete. If supported, a lake plan will be created for each lake with assistance from the lake associations. The total funding request from the State is and from Lessard-Sams \$38million and \$285,000 at the federal level this round. Any comments and additions will be sent to District Manager Mathisrud before being sent out.
- **Supervisor Compensation:** Tabled for next month.

Action:

- **Authorize HCSWCD Letter of Support for LSR Proposal:** This was addressed above.
- **FY 23 Soil Health Grant Agreement: A motion was made by Supervisor Sells to authorize District Manager Mathisrud to sign the Soil Health Grant through BWSR at an amount of \$14,175. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**
- **Review Resolution Packet and Complete Ballot:** Votes were tallied for all supervisors and given to the district manager to be sent out.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: County Commissioner Krueger reported that he will be attending another labor negotiation this afternoon. They reallocated another 1.4 million APR funds to the Heritage Campus and leaves \$600,000 from the 4.1 million total. Of the \$600,000 leftover, the majority will be needed to supplement the budget for labor negotiations and COLA increases. The board agreed with a 3-2 vote to relist the Heritage Campus for sale for 6 months. Commissioner Krueger did not vote for it because he would like to see it sold to a non-profit. The preliminary budget increase is set at 19%. Of the 19%, 10% is recapturing improvements from Enbridge and that will go to a capital improvement fund. Some wishes for uses are for the expansion of the jail and inmate processing, and for more funding for the Deep Lake Park Project. Commissioner Krueger also noted there is a high rate of DUI and drug-related charges: over 1,000 fentanyl pills were found in one arrest.

DISTRICT CONSERVATIONIST

District Conservationist Pazdernik's report is available upon request.

A break was called by Chair Noyes at 11:15am. The meeting was reconvened at 11:28am.

Board Conservationist Pence: Board Conservationist Chris Pence reported that BWSR Academy will be happening October 26th- 28th. Soil Health Grants need to be signed as was completed today.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: Chair Noyes attended the board meeting and has been working on contract documents. He will be on vacation from October 31st through December 16th.

Supervisor Rettinger: Supervisor Rettinger attended the last meeting.

Supervisor Sells Supervisor Sells attended the forestry association meeting online where the Northshore Forest Collaborative spoke on the restoration of native plans. Supervisor Sells presented the resolution which was very well received.

Supervisor Anderson-Thomas: Supervisor Anderson-Thomas was on vacation.

Supervisor Goodrich: Supervisor Goodrich noted that we should be prepared for a lack of support for water protection efforts next year, as a result of the upcoming election.

District Manager Mathisrud: Her report is available upon request. District Manager Mathisrud requests a small group of people to work on the EPA 319 goals for the Steamboat Watershed.

CORRESPONDENCE:

- Confirmation of Notice–HCSWCD Monthly meeting start time change to 9am - Enterprise

NEXT MEETING

November 9th, 2022 **Agenda Items:**

ADJOURNMENT

Supervisor Goodrich made a motion to adjourn at 12:25pm by Supervisor Goodrich.

APPROVED: 11/09/2022
Date

SECRETARY 
Lynn Goodrich, Secretary