

# Hubbard County Soil & Water Conservation District

Wednesday, January 11th, 2022, at 9:00 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: 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

Members Absent: Marcel Noyes, Chair

Vice Chair Rettinger opened the meeting at 9:04 a.m. and led the Pledge of Allegiance.

## AGENDA

The oath of office was added to the agenda. **A motion was made by Supervisor Sells to administer the oath of office to the newly reelected board supervisors. Seconded by Supervisor Goodrich.**

**Affirmative: All. Opposed: None. Motion carried.**

Supervisor Goodrich, Supervisor Anderson-Thomas, and Supervisor Sells took the oath of office.

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

## MINUTES

**A motion was made by Supervisor Goodrich to accept the minutes as presented with the correction of a typo. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

## TREASURER'S REPORT

### **Nov and December Reports Financial, and Summary of Pending Invoices:**

A new time-tracking system was implemented to help reduce the tracking necessary for reporting. The financial reports are correct but will need to be completed. The billable rates are being retroactively updated and corrected. District Manager Mathisrud is currently completing the invoicing for January. She will be invoicing Cass SWCD, Beltrami SWCD, Crow Wing SWCD, and the MGLP grants for staff time. Irrigation Scheduler, DNR PFM, MPCA, Crow Wing River Modeling Project, CPL, and Obwells will be invoiced next. The summary will be sent out following completion. Supervisor Sells noted the changes have corrected the negative balances and addressed his concerns. The report is acceptable and is presented to the board for filing.

**Consent Agenda/Schedule of January Expenses: Adopted** As no questions or objections were made.

## OLD BUSINESS

**Strategic Planning - Additional Possible Dates & Info Packets:** Crystal will distribute a packet of information for supervisors to review and prepare for the strategic meeting. The next regular board meeting will be held on February 8<sup>th</sup>. Additional SP dates have been added to the doodle poll for mid to late February.

**Grazing Workshop Feb 15 – Guthrie:** The grazing workshop will be held at Guthrie Township Hall. Sponsors and caterers are being contacted. Flyers will be handed out for outreach and local papers will be contacted for coverage of the event.

**2023 Budget Updates – Not Completed/Revisit in Feb:** A Budget meeting will need to be scheduled and updated 2023 budget brought forward to the February Board meeting.

**Action:**

**Grazing Workshop Food and Catering Options:** CK Dudley’s, Keg and Cork, and Minnesota Nice. No estimates have been received. The quote will be sent to board supervisors for their approval.

**New HCSWCD Cover Crop Incentive Program/Policy funded by Soil Health Grant:** The Hubbard SWCD is not eligible to do a flat rate so it will be adjusted to a cost share percentage. Dan noted that the percent-based cost share will make it more challenging to sell to producers. The cost share can be presented at the Grazing Workshop. Jake noted that the nutrient reduction for cover crops is high in comparison to the cost of the practice. The documents will be updated for general outreach. **A motion was made by Supervisor Sells to approve the Soil Health Policy and Implementation Plan for Cover Crops. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

**NEW BUSINESS**

**Calendar of Events - Updates to Working Doc:** Edits will be made to update documents.

**HCSWCD Custom Thank You Cards:** A custom thank you card will be created to send out following events.

**1st Draft 2022 HCSWCD Highlights 1 pager:** Edits will be made and a final draft will be sent out.

**Action:**

**Resolution to adopt the Hubbard County Local Water Plan as the HCSWCD comprehensive plan:** The Hubbard SWCD should adopt the Local Water Plan which will need to be revised by 2026. The plan will be adopted for the same period. The Local Water Plan will be used in conjunction with the One Watershed One Plans. **Supervisor Goodrich made a motion to adopt Resolution #2023-01 accepting Hubbard County Local Water Plan as the HCSWCD comprehensive plan. Seconded by Supervisor Sells.**

**Affirmative: All. Opposed: None. Motion carried.**

**FY23-24 LLR SWAG MPCA Work plan and Contract:** The budget was sent to the Minnesota Pollution Control Agency (MPCA) and the documents will be sent to District Manager Mathisrud through DocuSign after reviews from the County Attorney. A new monitoring device will be ordered through MPCA. **A motion was made by Supervisor Goodrich to accept and initiate the contract for the FY23-24 LLR SWAG MPCA Work plan and Contract giving District Manager Crystal Mathisrud the authorization to sign, after review by the County Attorney and authorize of purchase of the new monitoring device. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**New monitoring device order & MPCA funds available for purchase:** Addressed above.

**2023 Cost of Living Increases:** The established federal rate is generally implemented on February first and will be tabled until the February Board Meeting.

**Supervisor roles and committee assignments for 2023:** HCSWCD Offices are restructured as follows: Supervisor Anderson-Thomas Chair, Supervisor Rettinger Vice Chair, Supervisor Sells Treasurer, Supervisor Goodrich Secretary, Supervisor Noyes PR&I

HCSWCD Committees are restructured as follows:

WCA Appeals: Noyes and Goodrich. Finance: Sells and Goodrich. Local Water Plan: Anderson-Thomas and Goodrich. Personnel: Rettinger and Goodrich. Forestry Association: Sells with Anderson-Thomas as an alternate. LFT: Anderson-Thomas with Sells as an alternate. Mississippi 1W1P: Noyes with Rettinger as an alternate. Leech 1W1P: Goodrich with Sells as an alternate. Crow Wing 1W1P: Sells with Anderson-Thomas as an alternate.

**A motion was made by Supervisor Rettinger to accept the roles and committee assignments as discussed. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**PUBLIC INPUT**

**Tom Krueger, Hubbard County Commissioner:** The December meeting approved union contracts and the 2023 budget and levy. The January organization meeting was held for oaths of office and making committee assignments. Tom Krueger will continue as liaison to the SWCD. On the agenda was THC regulation which will be postponed for the full board. Work sessions were held to talk about 2 more apartment buildings near Walmart. The county has an affordable housing shortage and new housing is needed. The Heartland Regional Development Commission is requesting \$300,000 from the Hubbard County economic development fund and a 15-year tax abatement to assist with funding.

**DISTRICT CONSERVATIONIST**

District Conservationist Dan Pazdernik’s report is available upon request.

Vice Chair Rettinger called for a break at 11:07 am. The meeting reconvened at 11:23 am.

**REPORTS ON MEETINGS AND PROJECTS**

**Board Chair’s Report:** Not in attendance.

**Supervisor Rettinger:** He attended a local water plan meeting, a personnel meeting, chair of the TSA 8 meeting, and attended the SWCD meeting.

**Supervisor Sells:** Supervisor Sells attended a County Board meeting, Crow Wing River 1W1P MOA and he assisted Crystal as treasurer. He also will be attending the SWCD Forestry meeting in McGregor.

**Supervisor Anderson-Thomas:** She attended the December meeting and mailed outreach packets to each of the townships in her District.

**Supervisor Goodrich:** Supervisor Goodrich attended the SWCD board meeting, The Local Water Plan meeting, Personnel Committee meeting

**District Staff Reports:** District Manager Mathisrud reported on the QuickBooks Time app. Jake and Crystal noted the upcoming work on the Kabekona to complete the project in 2023.

**CORRESPONDANCE:**

Hubbard Co Residents Guide Update Request From Park Rapids Enterprise

FWF Donations

EPA Issues New Rules to Strengthen Water Quality Protection (News Article)

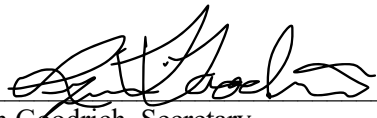
**NEXT MEETING**

**Wednesday, February 8th, 2023, Agenda Items:**

**ADJOURNMENT**

**Supervisor Sells made the motion and Vice Chair Rettinger adjourned the meeting at 12:35 pm.**

APPROVED: February 8, 2023  
Date

SECRETARY   
Lynn Goodrich, Secretary