

# Hubbard County Soil & Water Conservation District

Wednesday, December 14th, 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: 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

Board Chair Noyes opened the meeting at 9:02 a.m. and led the Pledge of Allegiance.

## AGENDA

**A motion was made by Supervisor Goodrich to accept the agenda. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

## MINUTES

**A motion was made by Supervisor Noyes to accept the minutes as presented. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

## TREASURER'S REPORT

- **Bookkeeping contract has been executed for a 6-month term:** Kim signed the contract, the general service agreement, and the SOW. They will be signed by Supervisor Sells on behalf of the board. **A motion was made by Supervisor Goodrich that for this meeting, Supervisor Sells has the authority to sign all necessary documentation for this meeting. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**
- **Consent Agenda:** Bills for the new cell phones have changed. AT&T also provided a new tablet for staff use. The new bill is \$160 a month. The beach Drive project will be paid from Enbridge and State Cost Share. This will close out the expiring cost share funds. Up to \$31,500 will need to be paid out for the project from the contract with the remaining being paid from the Enbridge funds of \$17,551.47. **Consent agenda was adopted without objection.**
- **Nov Financial Reports Billing Rate:** The billing rate needs to be corrected. On the treasury report, there is a negative balance due to funds that need to be reimbursed for money spent on grants. The profit and loss and district operations are reporting a slightly different number and will be tabled. Any questions can be sent to Kim when the report is corrected. **A motion was made by Supervisor Goodrich to table the financial report until the January meeting giving staff the time to do the year-end. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**
- **NACD FY23 membership-support level:** All Supervisors are in agreement to continue at the Gold membership level. **A motion was made by Supervisor Sells to pay the NACD 2023 membership at the gold level of \$775. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

## OLD BUSINESS

- a. **TSA8 Restructuring - What it means for HCSWCD:** The engineering department was shut down. Dain and Mitch remain for mapping and design purposes. Each member SWCD will pay \$4,300 to meet the match requirement. Each SWCD will have between \$25,000 and \$35,000 to use for engineering. This could be used to pay staff, outside engineers, or other outside organizations. Crystal is requesting it be available upfront instead of on a reimbursable basis. For 2023 Jake will do as much as he can and have work sign-off by authorized engineers with structural engineering being outsourced. The TSA8 offices are being rented through March in Beltrami due to lease contracts and currently is being used for storage.
- b. **CPL School Forest Project Updates:** Brandon and Claire have been meeting with schools to develop student-led plans for school forest enhancements. Nevis and Park Rapids are in communication or have completed plans. Nevis also applied for a school forest grant in addition to building a forest classroom. The summer intern will be able to assist with implementation. This could be paired with the pinecone collection in collaboration with Badoura Nursery.
- c. **2023 Budget Updates:** Manager Mathisrud sent out budget increases of funds available that are noted in red. HCSWCD will be the fiscal agent for the local forestry project to work on the LSP. Mississippi Headwaters Board provided outreach funds for HCSWCD to hold outreach events. WCA funds that were not used will be added to next year. NWLT received \$20,000 for further work. Enbridge is providing \$100,000 for work. Those increases in income will require a revision of expenses. A budget meeting will be held to address this.

**Action:**

- a. **CWR1w1p Updated MOA for Approval:** The MOA was signed for the resolution. We received approval and the MOA needs to be signed before funds are released. The MOA has been approved by the county lawyer and will be sent to partners for approval. **A motion was made by Supervisor Anderson-Thomas to approve the new MOA for the Crow Wing River One Watershed One Plan. Supervisor Sells seconded the motion. Affirmative: All. Opposed: None. Motion carried.**
- b. **New HCSWCD Cover Crop Incentive Program/Policy funded by Soil Health Grant:** HCSWCD received a soil health grant which can be used to implement a cover crop program ~~for~~ a forested buffer program. Local capacity funds may be used to assist the implementation of AgBMPs. The project funds and the staff time funds will need to be used independently.

**NEW BUSINESS**

- a. **Strategic Planning:** District Manager Mathisrud would like to hold the strategic planning meeting in January 2023. Crystal will meet with staff first and have staff present their plans to the group in January. Crystal will schedule the meeting.
- b. **MASWCD Convention:** Brandon attended the manager's meeting for Crystal. They spoke on the 4 Disciplines of Execution which he will present to the team. Tracking tools for comprehensive management implementation and communicating success as we go watersheds and local groups.
- c. **Tree sale update:** Trees are continuing to come in. Receipts will need to be generated and sent to everyone who orders over the phone or by check.

**Action**

- a. **2023 Grazing Workshop:** Staff will book a room and date for the Grazing Workshop on one of the requested dates.
- b. **MOU Hubbard Land Protection Outreach Project MHB/HCSWCD Partnership:** The \$4,000 grant will be used for outreach and staff time. **A motion to approve the MOU with updated dates for the first event was made by Supervisor Goodrich. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**
- c. **2023-24 LLR SWAG Plan:** A motion will not be needed today. It will be brought to the January meeting for approval. **A motion was made by Supervisor Anderson-Thomas to table the SWAG until the January meeting. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

- d. **2023 Internship Announcement:** The intern will be reporting to Jake for duty as he needs assistance for SWAG. The amount of sampling and distance traveled will be increased due to the waterbodies needed to be sampled. **A motion was made by Supervisor Goodrich to fly the position offering for an intern with increased pay to \$15-\$18/hr. The motion was seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**
- e. **District Manager Annual Review:** This was addressed in a closed meeting below.

### **PUBLIC INPUT**

**Tom Krueger, Hubbard County Commissioner:** The Crow Wing 1W1P MOA will be presented for the Tuesday meeting. They will also be passing the 2023 budget for the county. The truth and taxation meeting was held the previous week which was well attended. The Association of Minnesota Counties conference in Bloomington was held. Commissioner Krueger is on the environmental committee which added the AMC support for recreational harvesting and spawning protection for native rough fish and harvesting. They support statutory authority for local governments to review and object to the changes in the status of waters on public waters inventory regarding the reclassification and map revision of public waters. AMC supports drainage authority compliance with public notice and hearing requirements in Minnesota statutes and the 2022 MN Drainage Manual. Modernization should maintain the current integrity of local systems and not create additional county or system costs. He also reminded taxpayers that reimbursement can be filed for property taxes. Taxes that go up 12% or more, can be applied for an additional refund through the Department of Revenue website. Supervisor Goodrich noted a discrepancy in GIS data between systems. The public download data is not currently up to date.

### **DISTRICT CONSERVATIONIST**

Dan Pazdernik reported. His report is available upon request.

Chair Noyes called for a break at 10:51 am. The meeting reconvened at 11:07 am.

### **REPORTS ON PROJECTS AND MEETINGS**

**Chair Noyes:** Attended the Mississippi Headwaters Board meeting. They would like to pull together the area 1W1P 8 groups to discuss the impacts on the Mississippi. He provided assistance with the ongoing WCA restoration project.

**Supervisor Rettinger:** He attended the local water plan meeting, the personnel meeting with Lynn, and attended the TS 8 meeting.

**Supervisor Sells:** Attended the SWCD forestry meeting where they introduced the new state forester. Sarah from Badoura Nursery presented information about tree seed collection. He attended the Crow Wing 1W1P meeting with Jake.

**Supervisor Anderson-Thomas:** She attended the SWCD forestry meeting, and the Crow Wing 1W1P meeting. Local Water Plan meeting and the monthly climate webinar.

**Supervisor Goodrich:** Virtually attended the Local Water Plan and forestry meeting. He completed the District Manager's review. He has also been in contact with private loggers and foresters about county land acquisitions.

**District Manager Mathisrud:** Crystal reminded the supervisors that vouchers will be due before our next board meeting—pick up paper copies today if you prefer paper over electronic. They are due January 3<sup>rd</sup>. Her notes are available upon request.

**Supervisor Sells made a motion to close the regular meeting and move into a closed session to discuss District Manager's annual review. The motion was seconded by Supervisor Goodrich.**

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

Chair Noyes closed the meeting at 11:27 am, *per Statute 13D.05 Subd 3.(a)*. The meeting reconvened at 11:55 am.

**Crystal Annual Review:** The policy committee recommended continuing the employment of Crystal Mathisrud as District Manager and that she be given a retroactive increase to the first pay period of her annual review date to the amount of \$40.45. **A motion to was made to approve the employment and increase by Supervisor Rettinger and seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.** A COLA increase will be acted upon and take place in January 2023.

**CORRESPONDENCE:**

MCIT Certificate of excellence for outstanding loss ratio and the Conservation Volunteer order form to renew.

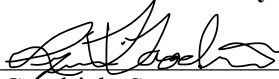
**NEXT MEETING:**

**January 11th, 2023 Agenda Items:**

**ADJOURNMENT**

**Supervisor Goodrich made a motion to adjourn at 11:57 am. Seconded by Supervisor Anderson-Thomas.**

APPROVED: 1/11/2023  
Date

SECRETARY   
Lynn Goodrich, Secretary