

# Hubbard County Soil & Water Conservation District

Wednesday, February 8th, 2023, 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: Heidi Anderson-Thomas, Chair  
Don Rettinger, Vice-Chair  
Lynn Goodrich, Secretary  
Don Sells, Treasurer  
Marcel Noyes, PR&I

Others present: Jake Shaughnessy, Water Resource Technician  
Brandon Spain-Brist, Forest Resource Specialist  
Claire Hansen, Community Conservationist  
Tom Krueger, County Commissioner  
Tim Terrell, Mississippi Headwaters Board  
Kim Valentine, Bookkeeping

Absent: Crystal Mathisrud, District Manager

Chair Anderson-Thomas opened the meeting at 9:08 a.m. and led the Pledge of Allegiance.

## AGENDA

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

## PUBLIC INPUT

**Guest Presentation Tim Terrill, Mississippi Headwaters Board:** Tim gave an overview of MHB and met new board members and staff. He gave an overview of their programs and impacts. They are working to preserve and protect the Headwaters of the Mississippi. They will be holding an annual event at Breezy Point.

**Tom Krueger, Hubbard County Commissioner:** Tom was elected board chair and library board chair. He will also be stepping off the Leech Lake 1W1P committee to assist with the Crow Wing 1W1P. Chip Lohmeier, Land Commissioner, submitted a letter of resignation. There will be a special election held for the County Commissioner position in District 4, applicants must live in the district to qualify. A landowner from Belle Taine is interested in being on the CWR1W1P advisory committee, which will be formed in the next month or so. They have been in contact with staff. The policy committee will be ready to submit the planning grant to BWSR soon and once approved Jake can begin forming the committees and setting dates.

## MINUTES

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

## TREASURER'S REPORT

**January Financial Reports:** Many of the grants require all payments to us be reimbursed after expended, Kim is going to check to see if she can set up an accrued income account to accommodate this. Staff is using QuickBooks Time to record what they are doing in real-time which will speed up invoicing and reporting. There is a loss of \$15,000 for staff wages that are going into non-grant-related expenses. Supervisor Sells submitted the financials to the board for filing. The filing was received and read as filed for audit.

**Consent Agenda/Schedule of Feb Expenses:** Adopted, as no questions or objections were made.

## OLD BUSINESS

**Strategic Planning:** Tabled for a later date. Supervisor Noyes can Zoom in any time between February 15 and March. Supervisor Anderson-Thomas is not available from February 18<sup>th</sup> through the 24<sup>th</sup>.

**Grazing Workshop Updates:** Grazing workshop planning is going well. Claire and Alicia will formalize the agenda this week. Slots are filling well after postcards, media, and word-of-mouth advertisements.

**2022 HCSWCD Highlights List Update:** Changes were made to the formatting to improve the readability.

### **Action:**

**2023 Budget Update:** After the budget meeting, a revised budget was created and shared with the Board. **Supervisor Noyes made a motion to approve the revised budget. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

**Quote from Gladen for Kabekona R Project Completion:** There has been a change in contractors. Gladen Construction Inc. offered a lower bid with additional maintenance capacity. They estimate they will be done in May. This is another good connection with a local contractor. **Supervisor Goodrich made a motion to accept the change in contractors and grant District Manager Mathisrud authority to sign. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**Crow Wing River 1w1p Planning Grant Package:** The package is going to be sent to BWSR. Crystal needs authorization from HCSWCD Board to sign the grant execution document when we receive it from BWSR this month. An example document was provided. The CWR1W1P will look the same except the award amount will match our total budget and our expiration date will be June 20, 2025.

**A motion was made by Supervisor Goodrich to authorize the district manager to sign the CWR1W1P Planning. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

## NEW BUSINESS

**Federal Mileage Rate Increase:** The federal mileage was increased to 65 cents/mile.

**2023 Envirothon Update:** Brandon is looking for volunteers for the Envirothon event in Bemidji, on May 3<sup>rd</sup>.

**TSA8 Liquidation Auction:** Supervisor Rettinger will look at the enclosed trailer. Claire will look at the desks. Both will take photos to share.

**SWCD Legislative Days March 7-8:** Crystal and Supervisor Anderson-Thomas are planning on attending. Supervisor Anderson-Thomas is awaiting a response from representatives for a meeting.

**Freshwater Festival Presenters:** The board is okay with having two presentations from the Headwaters science center. Supervisor Goodrich is on the Joint Powers Board for the Eastern Hubbard County Fire District. He learned that they are planning to use gaming funds to bring Hubbard County students to the Headwaters Science Center. He will request a donation to the Freshwater Festival to fund the science center presentations.

### **Action:**

**Change March HCSWCD Board Meeting Date:** Supervisor Anderson-Thomas and Crystal will be at the legislative days. Supervisor Noyes will not be available on March 15<sup>th</sup>. The first option will be Friday, March 10<sup>th</sup>. The backup date will be Thursday, March 9<sup>th</sup>. **A motion was made by Supervisor Goodrich to move the meeting from March 7th to Friday, March 10th. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**Peterson Audit Engagement - FY2022 Audit. Peterson Company Ltd.** The cost will be \$3,500 for the audit. **A motion was made by Supervisor Sells to contract with Peterson and Company Ltd. for the 2022 audit in the amount of \$3,500. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

A break was taken at 10:30 am. The meeting resumed at 10:41 am.

**2023 Cost of Living Increases:** 2023 employee cost of living increases will be 8.7%. They will be applied according to SWCD policy.

**Annual Reviews, Forest Resources Technician and Water Quality Technician**

Forest Resources Technician: Brandon Spain-Brist was asked to continue in his position. He accepted.

Water Quality Technician: Jake Shaughnessy was asked to continue in his position. He accepted.

**Recommendation:** Jake and Brandon showed great professional growth this past year. Their efforts expanded the ability of HC SWCD to fulfill its mission and provide expertise, guidance, and support to landowners in Hubbard County. It is our hope they will continue to seek new areas and new missions for the SWCD. Therefore it is the personnel committee's recommendation they each be given a \$2.26 cost of living raise and an additional \$1.12 for a merit increase. Combined for a total of 13% putting Brandon and Jake at \$29.38/hr.

The full Board agreed with and supported the recommendation.

Supervisors Rettinger and Goodrich will be signing their evaluation paperwork. Their increases will take place in the next payroll cycle.

**DISTRICT CONSERVATIONIST**

District Conservationist Dan Pasternak's report is available upon request.

**REPORTS ON MEETINGS AND PROJECTS**

**Board Chair's Report:** Supervisor Anderson-Thomas attended the climate webinar, all three sessions of the pollinator series, and will be attending the legislative days.

**Supervisor Sells:** Supervisor Sells attended the SWCD Forestry Association Meeting, the climate adaptation webinar, and the budget meeting.

**Supervisor Noyes:** Supervisor Noyes attended the MHB meeting, and contacted the BWSR board conservationist, and plans to attend township meetings for the 319 grant.

**Supervisor Rettinger:** Supervisor Rettinger attended the board meeting and the personnel committee meeting.

**Supervisor Goodrich:** Supervisor Goodrich attended the board meeting, SWCD Forestry Association Meeting virtually, the personnel committee meeting with Crystal, the SWCD Aid webinar, the climate forest webinar, the budget meeting, is receiving communications for the county meetings and minutes, and watched the county commissioners meeting. He will update the staff as to actions that will affect the SWCD.

**District Staff Reports:** Staff's reports are available upon request.

**CORRESPONDANCE:**

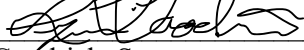
**NEXT MEETING**

**Friday, March 10th, 2023, Agenda Items:**

**ADJOURNMENT**

**Motion to adjourn by Supervisor Goodrich at 11:29 am.**

APPROVED: 3/10/2023  
Date

SECRETARY   
Lynn Goodrich, Secretary