

Hubbard County Soil & Water Conservation District

Wednesday, April 12th, 2023, 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: Heidi Anderson-Thomas, Chair
Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer
Marcel Noyes, PR&I

Others present: Crystal Mathisrud, District Manager
Jake Shaughnessy, Water Resource Technician
Brandon Spain-Brist, Forest Resource Specialist
Claire Hansen, Community Conservationist
Tom Krueger, County Commissioner
Kim Valentine, Bookkeeping
Brad Kennedy, Karvakko Engineering Technician

Chair Anderson-Thomas opened the meeting at 9 am. and led the Pledge of Allegiance.

AGENDA

Brad Kennedy was added to the agenda under public input.

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

MINUTES

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

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: The League of Women Voters had their forum for the District 4 candidates; the video is on their website. Deep Lake received its status as a designated regional park. Their application for the fiscal year 2025 needs to be submitted by July. The county applied for grants for Heartland Park playground, ADA-compliant paths to a 6-foot-wide dock. The county approved the acceptance of 1,840 acres of formerly Potlatch Lands from the Northern Waters Land Trust. The county board is developing a 5-year capital improvement plan. This includes a 7-phase Deep Lake Park regional park development plan. The capital improvement plan also included a remodel of the Hubbard County jail. Tom will be attending a jail facility tour to better understand their needs, prior to considering the decision. The proposed remodel is a \$7 million bonding request. Proposed changes include increasing the cell pod number and reformatting the check-in area. The County is about 4 years from paying off the existing jail debt and this would add to it. Supervisor Noyes asked about alternative road amendments to keep the dust down, without adding additional salt. Supervisor Goodrich noted that Badoura Township elected the county's option of DuraBlend.

Brad Kennedy, Engineering Technician: Karvakko is working with the Beltrami SWCD and Straight River Township on local projects. He will be surveying and designing the Hinds Lake Project. They will be attending a meeting with Hinds Lake to address landowner concerns about the project. Their turnaround times have improved. They have 3 engineers, 4 technicians, a licensed surveyor, and a licensed landscape architect on staff.

The Karvakko staff would be able to attend site visits for potential projects with a few days' notice and not charge extra for the consultation prior to providing the bid. There is no minimum size required for a project or contract.

TREASURER'S REPORT

March Financial Reports: Cash flow has been a continued issue, this month in the amount of \$45,000 due to the reimbursement process. Crystal continues to submit the invoices for reimbursement of work done. Presently there are numerous contracts and grants that are reimbursement-based, requiring payment upfront. We expect this to increase over time. Most 1W1P work is also reimbursement based. This will be an ongoing concern to be addressed. The most cost-effective and time-efficient way to submit invoices is by doing it quarterly. Kim noted that we are closely tracking the costs of each project, time, and expenses. This quarter it is getting easier to pull information with the new system, but some projects/grants are still requiring invoices and substantiation from old spreadsheets in 2022. Invoicing was completed for both MHB and MPCA reimbursement. We should consider how grants are paid when applying as foundation and industry grants are usually paid upfront rather than requesting reimbursement after the money is spent. Crystal needs Board authorization to remove former employees from various HCSWCD account titles. Crystal noted that accounts opened as individual accounts with personal social security numbers rather than business accounts. This means that when employees leave it is challenging to access the district accounts. All HCSWCD accounts need our Master Administrator to be the account holder. Backups of account information, emails, and passwords need to be centrally located. Employee onboarding and offboarding packets are being created for future staff changes to prevent access issues in the future. Crystal and Brandon are working to cancel Century Link now that Arvig is installed. Supervisor Sells has a question about per diem and will be putting it on the agenda for the Strategic Planning meeting. Supervisor Sells presented the financials to the Board for filing. The motion for consent agenda is addressed below.

OLD BUSINESS

Crow Wing 1W1P Update: Jake got the planning grant all updated in Elink. He will be sending the 60-day notice for the Crow Wing 1W1P to those who are involved including cities, townships, and tribes. They will also be conducting a survey of stakeholders for the watershed to address the issues and concerns. They are looking to get over 200 respondents. Jake requested that it is shared with all forms of interest groups. It will be offered online and/or in person.

Lobo's Event Update: The event went well, and many projects came from it. About 8-10 participants attended.

Freshwater Festival Update: Freshwater Festival planning is going well. Claire requested contact information if supervisors know of others who would like to volunteer.

Envirothon Update: Brandon There are 13 teams. Brandon is requesting volunteers, Supervisor Anderson-Thomas will attend. The event is on May 3rd at Bemidji State Park. Registration is at 8:45 am.

NEW BUSINESS

New BC Announcement: Darren Mayers will be our new Board Conservationist. He will be starting May 27th. Pete Waller will continue representing the Crow Wing 1W1P.

Action:

LCCMR: Crystal noted that resolutions and letters of support for the application can be submitted by May 1st. Crystal is looking for a resolution to show Board support of the project. This project includes the EPA 319 watershed including the Steamboat and Kabekona work areas and will provide a match for the work. **Supervisor Anderson Thomas offered LLCMR Resolution #2023-03 to be adopted. Supervisor Sells made a motion to approve the resolution. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried. A motion was made by Supervisor Goodrich to authorize a letter of support of the proposal to the LLCMR for priority lakes signed by the Board Chair. Seconded by Supervisor Noyes.**

Affirmative: All. Opposed: None. Motion carried.

Consent Agenda: The consent agenda has been adopted. **A motion was made by Supervisor Goodrich to authorize the bookkeeper to hold the position of Master Admin under the supervision of the District**

Manager in QuickBooks. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair’s Report: Supervisor Anderson- Thomas attended the wetland workshop and the Lobo’s forestry workshop.

Supervisor Sells: Supervisor Sells shared an article on incorporating fruit trees in agriculture. He attended the MNSWCD Forestry Association Meeting, the Straight River Township meeting, and the Hubbard Township meeting. He will be attending the Hinds Lake Association meeting.

Supervisor Goodrich: Supervisor Goodrich assisted with intern onboarding and shared a Lakeland news report, suggesting utilizing LPTV for outreach. He worked with Crystal and attended the White Oak Township meeting and Badoura Township annual meeting.

Supervisor Rettinger: Attended the TSA 8 meeting where he assisted with bids on equipment.

Supervisor Noyes: Supervisor Noyes noted that the nitrate clinic for Laporte Days needs more signage as the booth has moved locations. He is also in communication about a WCA violation.

District Staff Reports: Staff reports are available upon request.

Board Conservationist: Not available.

CORRESPONDENCE

CRP Seed Mix

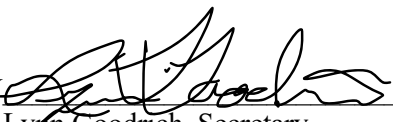
NEXT MEETING

May 10th, 2023, Agenda Items:

ADJOURNMENT

A motion to adjourn Supervisor Goodrich at 11:02am, seconded by Supervisor Noyes.

APPROVED: May 10, 2023
Date

SECRETARY 
Lynn Goodrich, Secretary