

# Hubbard County Soil & Water Conservation District

Wednesday, June 14th, 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  
Dan Pazdernik, District Conservationist  
Kim Valentine, Bookkeeping  
Darren Mayers, Board Conservationist  
Lynda Ponting, BWSR Wetland Specialist  
Shane Ferrozzo, Landowner

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

## AGENDA

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

## MINUTES

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

## PUBLIC INPUT

**Moved Up From Action:** Big Sand Lake WCA Decision:

Shane Ferrozzo presented his wetland replacement plan application. He acquired the property from the DNR auction on Big Sand Lake. He has been working with Eco Solutions on delineation and project approval. He is seeking to utilize the high ground on the property. He would need a variance for moving more than 50 cubic yards within a steep slope. There will be a 12ft wide road to a high spot where he will place a day cabin or a trailer. There will be an access path 4ft wide boardwalk from the high point to the lake. There is 3.87 acres of wetland on the property with 0.2 acres of high ground in the wetland. He notes that a boardwalk to access the high ground is not his preferred alternative, that he would like to be able to drive through the wetland. Unless there is a WCA approval he cannot receive a variance.

Brandon reported on the Technical Evaluation Panel (TEP) findings reported in the board packet. The TEP attended a site visit on November 7<sup>th</sup> with the delineator. The TEP noted that there is buildable land outside the wetland that would avoid the wetland impact. The area hydrologist has noted in past that it would affect the hydrology on both sides on the road and that there is upland access available.

**After reviewing the Big Sand Lake Application by Mr. Ferrozzo, its supporting documents, listening to the input brought forward to the group today, and to ensure consistency throughout Hubbard County, Supervisor Goodrich presented a motion that the Board follow the recommendation of the Technical**

**Evaluation Panel (TEP) that the application be denied. The motion was seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

### **DISTRICT CONSERVATIONIST**

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

### **TREASURER'S REPORT**

**May Financial Reports:** Kim has been working to connect QuickBooks to the time tracking and reporting. Kim is working to list all grants and sub-grants so that Crystal can see exactly how much money is in each grant at any given time. This has also improved Crystal's ability to report on grants quickly and efficiently. Supervisor Sells submitted the financials for filing.

**Consent Agenda:** No additional comment.

### **OLD BUSINESS**

**Tree Sale Review:** Kim created a nursery inventory to calculate the cost per tree and per bundle. She calculated the shipping fee as well. The tree cost calculation included the cost of the bundle plus the employee cost including hourly wage and PERA calculated in. The remaining trees are to be used to complete additional grants. Kim has created a spreadsheet for Brandon to better track inventory next year.

### **NEW BUSINESS**

**Pay Period Update:** The current pay period structure causes employees to guess the number of hours they will need to work on weekends as the pay period ends on Saturday. District Manager Mathisrud proposed moving the pay period start day to Saturday to alleviate the comp time accrual and match with the online bookkeeping service. This will need to be updated in the employee handbook. **Supervisor Noyes made a motion that the pay period start on Saturday each week effective the first of July and that all administrative documents be updated accordingly. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

#### **Action:**

**Hellkamp Creek Contract Approval:** Jake brought forward the contract for Hellkamp Creek to address streambank erosion and passage. **A motion was made by Supervisor Goodrich to approve and authorize the signing of the Hellkamp Creek project at a payout by the HCSWCD of \$15,000. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

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

**Board Chair's Report:** Supervisor Anderson- Thomas attended the tree sale, the freshwater festival for two days, the SWCD Forestry meeting, the Crow Wing Planning meeting, the NRCS local workgroup meeting, the Crow Wing LSP meeting, the Mantrap Lake Association meeting, and Spider Lake Association meetings.

**Supervisor Sells:** Supervisor Sells attended the tree sale, the freshwater festival, the crow wing river 1WIP policy meeting in Staples, the SWCD forestry meeting in McGregor, the NRCS local workgroup meeting, and the landscape stewardship planning meeting.

**Supervisor Goodrich:** Supervisor Goodrich reviewed the WCA documents, attended a meeting with DNR Forestry, HCCOLA and MNCOLA Board and Executive meetings, and attended his township meetings.

**Supervisor Rettinger:** Supervisor Rettinger attended the tree sale, freshwater festival prep, and freshwater festival.

**Supervisor Noyes:** Supervisor Noyes will be attending the Laporte Days and would like to set up the promotion for nitrate testing. He also attended the Mississippi Headwaters Board meeting and the NRCS Local Workgroup meeting, the Steamboat Lake Association meeting, and the Freshwater Festival.

**A break was called by the Board Chair at 10:25 and the meeting was resumed at 10:30 am.**

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

**Board Conservationist:** Darren Mayers introduced himself to the HCSWCD as the new board conservationist. He oversees Hubbard, Crow Wing, Cass, Morrison, Aiken, and Todd County. He is also maintaining his previous counties until they fill his previous position. Darren spoke about the legislative report for the SWCD aid. This should increase our local capacity by about \$40,000 to the general fund. The Area 8 meeting is coming up and they will be addressing the resolution we will need to pass to access the money. Natural resource block grants are funded. Soil health grants will be increased. Changes to the law include habitat, energy reduction, water quality and quantity, climate resiliency, biodiversity, and more.

**CORRESPONDENCE**

SWCD Aid, Mississippi 1W1P Budget Update, Enterprise Renewal, Stamp Printing, Laporte Days Table Check Services

**NEXT MEETING**

**July 12, 2023, Agenda Items:**

**ADJOURNMENT**

**A motion was made to adjourn by Supervisor Sells at 11:24 am.**

APPROVED: 7/12/2023  
Date

SECRETARY   
Lynn Goodrich, Secretary