

# Hubbard County Soil & Water Conservation District

Monday, August 7th, 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  
Lynn Goodrich, Secretary  
Don Sells, Treasurer  
Marcel Noyes, PR&I

Members Absent: Don Rettinger, Vice-Chair

Others present: Crystal Mathisrud, District Manager  
Brandon Spain-Brist, Forest Resource Specialist  
Claire Hansen, Community Conservationist  
Jody Peek, NRCS Team Lead (via Zoom)  
Dan Pazdernik, District Conservationist  
Tom Krueger, Hubbard County Commissioner  
Chloe Smith, HCSWCD Intern  
Rose Moore, HCSWCD Intern

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 Sells to approve the minutes as modified to update the date. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

## PUBLIC INPUT

**Tom Krueger, Hubbard County Commissioner:** Hubbard County is improving the parking lot along 204<sup>th</sup> Street near the Heartland Trail to improve parking and visibility. They approved the housing and trust fund, administered by the County Board of Commissioners. Maria Shepard was approved as the new County Assessor. They also approved a detour for Highway 71 for tunnel construction. Christina Hill's position was changed to hire her on as a county employee. She will oversee education and outreach. To do so, the county will eliminate a vacant non-certified position so there the no increase in staff. They approved the new management firm for website improvement. Tuesday is election day for Commissioner District 4. County Auditor's office will be converting compromised ballots, using witnesses, to oversee the transfer voter information. The first draft of the 2024 budget is drafted and the SWCD is currently budgeted for \$36,000.

## DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik's report is available upon request. Jody Peek (NRCS) joined and gave her report.

## TREASURER'S REPORT

**July Financial Reports:** The audit was due. Crystal reported that all the tests have been completed, except for the remaining two she needs assistance with. The final treasurer's report will be tabled until next month to provide an updated and edited financial packet.

**Consent Agenda:** Crystal pulled billing information. She noted that TSA 8 project engineering costs were reduced by half to account for their inability to follow up after they engineered the design of 2<sup>nd</sup> Crow Wing Lake project.

There are no additional questions. Agenda items approved.

## **OLD BUSINESS**

**Area 8 Fall Tour Planning:** The fall tour will be held on October 12<sup>th</sup> and 13<sup>th</sup>. The potential routes have been identified and the bus has been booked. Vacationaire Resort has been booked for the meeting and tour with dinner at Clancy's. The Save the Date has been sent out and registration will follow.

### **Action:**

**LCCMR Priority Lakes Project** - request authorization to update the project budget and work plan to partner with either BWSR RIM or MLT. Updated work plan due to LCCMR Aug 14: The project has two components, easements and shifting from acquiring protection to long-term management. Steamboat and Kabekona Lakes will be included in the priority lakes. It was funded at 86% of the total ask at an amount of 1.68 million dollars. Crystal will be meeting with BWSR RIM and MLT to assess who will be best suited to hold the easements. **A motion was made by Supervisor Goodrich to authorize District Manager Mathisrud to evaluate the information and develop a recommendation to proceed with either BWSR RIM or MLT for the Priority Lakes Project. Then after receiving agreement and authorization from the HCSWCD Board Chair, will commit to the project. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**Beach Drive Project Funded by Enbridge** – Staff requested amendment to the Project Agreement authorizing the implementation team to extend the ditch to improve the effectiveness of managing water flow based on recommendations of the project engineer. Enbridge authorized up to \$55,000 for this project. Staff requested using up to the full amount to complete the project with the engineer's recommendations. **A motion was made by Supervisor Sells to approve the Beach Drive Project modification. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

**2024 Budget Updates** - SWCD Aid Year 1 funding set at \$162,068.58: The initial half of the 2023 SWCD AID funds have been received. Staff will double-check projected the 2024 funding amounts. Crystal has updated line items that have changed in the 2023 budget. The goal is to be stable and have diverse income sources. The budget committee meeting to set the initial 2024 budget will be held on September 5<sup>th</sup> and will be presented to the County Board on September 12<sup>th</sup>.

## **NEW BUSINESS**

**Potential PFAS Student Project in 2024:** Crystal connected with a student whose family has a cabin on Long Lake. She is attending graduate school at Yale University and would like to do a PFAS project. She plans to study PFAS presence and levels in, and impact to Hubbard County lakes. She would like to partner with Hubbard SWCD and seek out Hubbard County COLA for volunteers, and funding assistance. She will be working out of her family's cabin.

**General Letter of Support for Expanded Forest Management Projects and Tree Planting Cost-Share RCPP.** The proposal is not completed yet, but DNR partners are looking to pilot the project in Pine and Crow Wing River Watersheds. The DNR is seeing funds for cost share and collaboration. The proposal will be submitted to the DNR by the SWCD.

### **Action:**

**Office/Admin Assistant Position Announcement & Discussion:** The position description was drafted to assist Crystal and the technicians with organization and administrative duties. The limits in space do not allow for more desks so one person may need to be housed in Crystal's office. They would be in direct contact with the accountant to assist her with bookkeeping duties. The position's duties should be listed in order of importance. Bookkeeping skills should be high priority. **A motion was made by Supervisor Noyes to authorize Crystal to proceed with editing the job description and creating a posting for the office admin position as soon as possible. The initial posting should run for two weeks. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**Resolution RE SWCD Aid Use of Funds (Template Provided -Discuss and Approve with Edits):** The resolution needs to be signed to spend the SWCD Aid funds. **A motion was made by Supervisor Noyes to**

approve the resolution for SWCD Aid Minn. Stat. 477A .23, subd. 4(b) effective July 20<sup>th</sup>. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

**REPORTS ON MEETINGS AND PROJECTS:**

**Board Chair's Report:** Supervisor Anderson-Thomas attended the SWCD forestry meeting; she also noted the urban and shade tree program.

**Supervisor Sells:** Supervisor Sells attended the Crow Wing 1W1P planning tour, and he will be attending upcoming Crow Wing and Urban Forestry Meetings.

**Supervisor Goodrich:** Supervisor Goodrich has been dealing with HCCOLA and MNCOLA for boating safety and wake guidelines, He updated the board about incoming federal and state funds for community programs.

**Supervisor Rettinger:** Not available.

**Supervisor Noyes:** Supervisor Noyes engaged with the Steamboat Lake Association to kick off a lake plan on August 25<sup>th</sup>, he will also be teaching again this fall at Cass Lake.

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

**Board Conservationist:** Not present at the Board meeting.

**Chloe and Rose presented on their internship experience (10 min each):** Presentations are available upon request.

**CORRESPONDENCE**

Forest Diversity Article, Crow Wing 1w1p Issue Statement & Overview Drafts Prepared

**NEXT MEETING**

**September 13th, 2023, Agenda Items:**

**ADJOURNMENT**

**A motion was made to adjourn by Supervisor Goodrich at 12:13 am.**

APPROVED: September 13, 2023  
Date

SECRETARY

  
Lynn Goodrich, Secretary