

# Hubbard County Soil & Water Conservation District

Wednesday, September 13th, 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  
Lynn Goodrich, Secretary  
Don Sells, Treasurer  
Marcel Noyes, PR&I  
Don Rettinger, Vice-Chair

Others present: Crystal Mathisrud, District Manager  
Brandon Spain-Brist, Forest Resource Specialist  
Claire Hansen, Community Conservationist  
Jake Shaughnessy, Water Resource Technician  
Dan Pazdernik, District Conservationist  
Tom Krueger, Hubbard County Commissioner  
Darren Mayers, Board Conservationist

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

## AGENDA

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

## MINUTES

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

## PUBLIC INPUT

**Tom Krueger, Hubbard County Commissioner:** There is a new county Commissioner Steve Keranen. There was a public hearing for a proposed cannabis ordinance. That was tabled until there is more clarification of state guidelines. Hubbard County changed the shoreland ordinance to allow considerations for the CUP in the second tier of a natural environment lake. Updated changes to the allowance of a CUP setback on an environment lake going from 1000 ft to the length of 1st tier, being the 400 ft. Budget meetings to set the preliminary budget for 6.8%. Tom is attending the AMC policy conference this afternoon with the environmental committee. Suggestions, from SWCD Board, for PFA's testing, AIS funding, road salt use reduction, wake enhancement restrictions, and forestry funding.

## DISTRICT CONSERVATIONIST

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

## TREASURER'S REPORT

**July and August Financial Reports:** Kim has been working on doing an actual versus adopted budget comparison on a quarterly basis. Most grants are on a reimbursement basis meaning we pay upfront for projects. There is a state contract for SWAG that reduces some fees. After a review of 6 invoices, RMB has overcharged the SWCD, and reimbursement has been requested. Project construction bills and additional unearned revenue arrived in July. Maturing CDs will be reinvested. The plan forward is that the new administrative assistant should be able to do monthly and quarterly invoicing. July and August financials were submitted to the board for filing.

**Consent Agenda:** QuickBooks is ending their relationship with Bill.com. We will transition to the new QuickBooks offering. Kim will share the VISA statement with Don, if it is not in the mail. The VISA statement is lower than recorded. Without objection, the consent agenda was adopted.

**2022 Year-End Financial Reports Formatted for Annual Report:** As the Annual Report is due prior to the Year-End Financial report it is titled as unaudited. Kim is working on finalizing the capital assets, and budget line items. A sub-title will be added to the report noting that the audited version of the financials will be available on our website once completed and approved. Audit completion expected in November. All invoices will be entered through QuickBooks and all bank statements will be uploaded to Google Drive for ease of access for future audits.

**Approve 2024 Budget: A motion to approve proposed 2024 the budget was made by Supervisor Anderson-Thomas. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

### **OLD BUSINESS**

**Area 8 Fall Tour Planning:** Brandon has been working on planning the fall tour. He has put together an agenda, a map showing all stops on, as well as catering options for lunch and dinner. Minor adjustments may be needed for the Brokl stop depending on Mr. Brokl's availability.

**WCA Update:** There have been several reported WCA violations as well as one mitigation of a violation. They include several fills of wetlands and a corduroy road. Staff will update the Supervisors individually on violations in their district.

**Priority Lakes Update - MN Water Conference Presentation:** An abstract was submitted to the UofM Water Conference, it was selected for presentation. Registration will be open soon. The conference will be in-person in St Paul.

#### **Action:**

**Annual Report and Work Plan - Approval to Print with Edits:** Line edits need to be made to the pages. District Manager Mathisrud sent out an updated list of Priorities, by re-grouping them to Resources, to the HCSWCD Team, and Community. Crystal will be sending out requests for edits. **A motion was made to publish with edits and review by the Board Chair by Supervisor Goodrich. Seconded by Supervisor Anderson-Thompson. Affirmative: All. Opposed: None. Motion carried.**

### **NEW BUSINESS**

**Tree Sale 2024 Draft Order Form and Planning:** Tara with the U of M extension is working with the Master Gardeners to create a specialized plant kit for sale. Brandon put together a draft Tree Sale Order Form that he will be sending out to supervisors to review. There are changes in the species available to us and a potential for price changes to individual bundles, based upon our cost, rather than a standard set price for all.

**Fall 2023 Newsletter Topics:** Requests to include information on the fall tour, updates on the Water Conference Presentation/ Priority Lakes, and tree sales.

**Personnel Committee's Recommendation on Admin/Bookkeeping Assistant:** Supervisor Goodrich stated that the personnel committee, along with the Supervisors included in the interview process, would like to recommend hiring Racheal Rudquist as our new Administrative Assistant. In the event Rachel does not accept the position, the personnel committee would then recommend hiring Jodi Ericksrud.

#### **Action:**

**Approve Administrative/Bookkeeping Assistant New Hire and Rate:** Supervisor Goodrich made the motion to officially hire Racheal Rudquist as our new Administrative Assistant starting October 1, 2023, as a probationary full-time employee. Setting her starting hourly wage of \$22.00 an hour along with the standard fringe benefit package. She would be evaluated after 6 months of employment on or about March 31, 2024. **Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

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

**Board Chair's Report:** Supervisor Anderson-Thomas attended the Crow Wing LSP meeting, Nevis School Forest open house, HCSWCD Interviews, the Hubbard County Budget meeting, she also shared an article on Nitrates in our ground water.

**Supervisor Rettinger:** Attended the Personnel Committee Interviews

**Supervisor Sells:** Attended the LSP meeting, the Budget Meeting, presented budget to the Hubbard County Board, and attended the Urban Gardening Meeting.

**Supervisor Goodrich:** Facilitated the personnel committee interviews and pre interview discussion meeting, budget committee meetings, MNCOLA for water quality and enhanced wake discussion with legislators, attended the Badoura and White Oak Township Meetings

**Supervisor Noyes:** Attended the MHB board meeting, the Steamboat Lake Association meeting with Crystal, participated in the interview process.

**Supervisor's Reports:** District Manager Mathisrud's notes are available upon request.

**A break was called at 11:30 am and resumed at 11:35 am.**

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

**Board Conservationist:** Darren Mayers gave updates on the Conservation Contract Program and the Cost Share Program.

**CORRESPONDENCE**

DNR Rare Data GIS Access License, upcoming Mississippi River Headwaters 1w1p Policy committee 2024 Budget meeting FYI, Crow Wing R1W1P Planning Survey Results, Draft Issue Statements and Update

**NEXT MEETING**

October 4th, 2023; Agenda Items:

**ADJOURNMENT**

**A motion was made to adjourn by Supervisor Goodrich at 12:06 pm. Meeting adjourned by Chair.**

APPROVED: October 4, 2023  
Date

SECRETARY   
Lynn Goodrich, Secretary