

Hubbard County Soil & Water Conservation District

Wednesday, November 8th, 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
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
Rachel Rudquist, Administrative and Bookkeeping Assistant
Jody Peek, NRCS Area Lead
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 Rettinger. Affirmative: All. Opposed: None. Motion carried.

MINUTES

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

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner:

A grant was received in the amount of \$1,181,500.00 for the Deep Lake Park project, along with the match this will be enough to start the first phase which will include the electrical services, building removal, amphitheater tear down, and conversion of the maintenance of the buildings, restoration of the shoreland, parking, driveway, entry sign, and electrical. The money will be received, and the project will begin around July 1, 2024. The County Engineer is resigning effective December 28, 2023. There are several people interested in the position. The job opening will be posted shortly. They are still working on the 2024 budget. It is expected to be in the 5.8 -6.0 percent increase; the current preliminary is at 6.8%. AMC conference coming up December 3-6, 2023. A firm was approved to start the design and planning phase of the jail remodel. Lastly, There has been a request for an ordinance amendment to allow for an educational facility within 1000ft of a lake. On Pickerel Lake, there has been a variance approved to have two recreational sites.

DISTRICT CONSERVATIONIST

NRCS Lead Jody Peek reported on CSP contracts. Her report is available upon request.

BOARD CONSERVATIONIST

Darren Mayer reported on soil health programs. His report is available upon request.

TREASURER'S REPORT

October Financial Reports: Staff requested to have the reports Tabled until December due to audit, staff, and software changes. Treasurer Sells is in favor of this action. The Board discussed of the current financials.

A motion was made by Supervisor Anderson-Thomas to table the financial reports until December.

Seconded by Supervisor Sells.

Affirmative: All. Opposed: None. Motion carried.

Consent Agenda: A motion to approve recurring payments in the consent agenda by Supervisor Sells.

Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried. Credit Card statement not available yet. There will be two Enbridge project payments made before the end of the year for the Hinds Lake and Beach Drive projects. Hellkamp project is complete.

Bookkeeper's Notice: Kim is not keeping up with texts or emails very well. Kim took a full-time job and will be leaving Hubbard SWCD at the end of November. Kim is working the transition with staff and on getting us copies of instructions to fully access our QuickBooks accounting.

Audit Extension - Approve Peterson Audit Additional Engagement: We have an additional audit engagement as some information was not entered as needed. For example: Billable rates are not getting entered correctly, and that will be looked at closely. The audit is estimated to be finished by the end of December.

QuickBooks Upgrade for Monthly Reconciliation and Reports Service (+\$200 for a total QBO monthly subscription of \$487.50): We are looking at getting an additional service added to QB at the cost of \$200 more per month to help take the place of Kim. We will be looking for a replacement for Kim's position. Going forward we are waiting to see who the Auditor will recommend.

A motion was made by Supervisor Anderson-Thomas for an audit extension with additional engagement.

Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich to upgrade our QuickBooks services at an increase of \$200/month. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

OLD BUSINESS

PFAS Potential Projects Update: The Graduate Student PFAS project grant didn't get funded. MPCA is seeking additional funds for testing in the future. The student has shifted her project to focusing on mining impact on ground water, instead of PFAS. The Board is considering writing a MASWCD resolution to encourage funding the PFAS monitoring in the future. There is a possibility of a WCA violation due to a structure fire in Akeley, MN. Brandon is going to check with Linda regarding this matter and prepare a buffer proposal for the landowner. Supervisor Goodrich made Commissioner Kruger aware of the situation for possible Hubbard County action.

NEW BUSINESS

Recognition of Team Growth and Accomplishments: Crystal and the Board acknowledged the staff's dedication and work, especially on the successful Fall Tour and Area 8 meeting.

Reschedule the December HCSWCD Board Meeting Due to other staff time commitments we are asked to move the December meeting. Crystal has another meeting to attend on December 10-12 and a Forestry Meeting on December 13th that both Crystal and Brandon will be attending.

A motion was made by Supervisor Goodrich to move the meeting to December 15th @ 9am. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Anderson-Thomas attended The Fall Bus Tour and meeting, The Crow Wing LSP meeting by Zoom.

Supervisor Rettinger: Supervisor Rettinger attended Fall Bus Tour, TSA8

Supervisor Goodrich: Supervisor Goodrich attended The Area 8 Meeting.

Supervisor Sells: Supervisor Sells was not able to attend CW1W1P meeting, Landscape Stewardship Meeting by Zoom, Met with Rachel and Crystal vis Zoom

Supervisor Noyes: Supervisor Noyes attended Fall Bus Tour

District Manager's Reports: District Manager Mathisrud's report is available upon request.

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

CORRESPONDENCE

ESST (Earned Sick and Safe Time) informational document.
Bus Tour Thank You letter.
MCIT Cyber Security Awareness Email VPNs and Ransomware.
Conservation Volunteer Annual Gift for Subscription Notice.
MN Lakes and Rivers Annual Membership Notice.

NEXT MEETING

December 15th, 2023; Agenda Items: Letter to address adding Rachel to bank accounts.

ADJOURNMENT

Supervisor Goodrich made a motion to adjourn.
Meeting adjourned by Chairperson Anderson-Thomas at 11:25 am.

APPROVED: 12/15/2023
Date

SECRETARY


Lynn Goodrich, Secretary