

Hubbard County Soil & Water Conservation District

Friday December 15, 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
Tom Krueger, Hubbard County Commissioner
Dana Gutzman, Cass SWCD Conservation Manager
Scott Wold, Cass County Planner
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 Rettinger to approve the minutes. One word to be changed under public input to be changed to conversion. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: Scheduled public meeting for January 16 for ordinance amendment to allow educational facilities in tier 2, 3 and 4 of recreational and general development lakes. Hubbard County Planning Commission has on their agenda to vote on a Conditional Use Permit for Pickerel Lake. Three applicants will be interviewing for the County Engineer position next week. The hazardous building on Broadway Street in Akeley is on the agenda to discuss on Tuesday, December 19. Solid waste fees were approved for households to go from \$200 to \$210 a year. A 5.8% levy increase was approved. The Assessor and Recorder's office will be combined into one department. It will be called the Land and Record Department.

DISTRICT CONSERVATIONIST

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

BOARD CONSERVATIONIST

Darren Mayers: Soil Health Applications will be open until September 8th. Funding is available to our office to hire new staff for soil health for a 4 year period. Alliance for Advance Climate-Smart Agricultural Pilot Grant coming up. Darren will be holding a Supervisor Orientation/Refresher Training Tuesday, February 13, 2023 at DNR Building in Brainerd, MN. Anyone wanting to attend will need to RSVP and Zoom attendance may be an option as well.

TREASURER'S REPORT

Financial Reports:

A motion was made by Supervisor Sells to table financials report until January. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Consent Agenda:

There are no questions or objections to the consent agenda.

LLR1W1P records for Reimbursement (Cass SWCD & BWSR): Crystal Mathisrud pulled QuickBooks Time App to show how Hubbard County SWCD is tracking billable time. Crystal did discuss the time tracking process with the Hubbard County Attorney, and he did not see a problem sending a copy if originals are kept at Hubbard SWCD office. Scott Wold from Cass County spoke on the reasoning behind storing the documentation of hours worked for every employee. Cass indicated billing time for reporting is an allowed use of 1W1P funds.

A motion was made by Supervisor Sells to share employee time records for the purpose of grant reimbursement as discussed today. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Bill Consensus: Rachel and Crystal have been documenting incoming bills. There were no questions or objections to the consent agenda. Approval to go ahead to pay the bills listed on the consensus with the exception to wait to pay the most recent Houston Engineering bill until January.

Letter to Accept Kim Valentine's Resignation: Crystal has been working on getting Kim removed from all the accounts and emails. We are still waiting to receive the Financial Operations Manual from Kim.

A motion was made by Supervisor Goodrich to accept Kim Valentine's resignation letter effective November 30, 2023. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried. A letter to that effect will be drafted and sent to Kim.

Letter for Banks to remove Kim Valentine's Viewing Access: Crystal sent each of our banks an email to remove Kim Valentine from all account access. The banks requested a copy of the latest Board Minutes and a signed letter from at least two of the Board members.

Letter to add Rachel to Bank Accounts for viewing and Account to Account transfers has been drafted. It includes a request to issue an HCSWCD Visa Card for Rachel's business use.

A motion was made by Supervisor Goodrich to approve the letters to the banks for removal of Kim Valentine from both banks and to add Rachel Rudquist. It also requests the bank to issue a HCSWCD business credit card to Rachel Rudquist with a credit card limit of \$2,000. Seconded by Supervisor Sells Affirmative: All. Opposed: None. Motion carried.

OLD BUSINESS

Action:

Audit Update: Our Accountant, Michael, has been making many journal entries to our QuickBooks to fix errors for 2022. Our Audit will be completed late, which may impact our receipt of the MN State SWCD Aid funding for 2024. The goal is to have the audit completed by the January Board Meeting. The 2023 audit documents are due to the auditors by June of 2023. Crystal requested we table accepting/approving our Financials Reports until the January 2024 Board Meeting to ensure their accuracy and completeness.

The Motion was made to table financial reports until January by Supervisor Sells. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Observation Wells (Obwells) FY2025 Contract: The MNDNR has requested we consider accepting a contract to observe and record the wells in Hubbard County for the June 2024-2025 contract year. We had stopped due to the low payment rates they offered (\$30.00 per nest) last year. They are now offering \$60.00 per nest, as we had requested.

A motion was made by Supervisor Sells to approve the contract with the DNR for Obwells at the rate of \$60/per nest for FY2025. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None.

NEW BUSINESS

Tree sales : Brandon discussed the process and requirements that will be expected of the "Free Kit" packets. There will be a contract required for each person to sign to keep documentation and photos of their progress. The trailer may be at the Fairgrounds for the tree sales. Board members expressed the importance of the trailer being at Hubbard SWCD office if possible, and fairgrounds be used only as a last resort. Claire is going to write an article about the free kits and that will lead to getting tree sales information in the newspaper and we will try to get something on the radio. The tree sale information was also printed in the current HCSWCD Newsletter.

Newsletter: Good job - well done it looks very professional.

Action:

New Bookkeeping Contract Selection/Approval: Three bookkeepers were interviewed. Two were recommended by our Auditor. The first one is Josie Myhre who is currently working for three other SWCD organizations. She is not a CPA but she is a bookkeeper. The second option is SOTA Bookkeeping and was recommended by some of the Engineering companies that we work with. SOTA Bookkeeping could not start until March so we are not going to consider SOTA bookkeeping at this time because of the immediate need. The third option is JMSC, PLLC Casey Mattson, CPA and is with an organization out of the cities that does HUD audits, contracts with CFO work and full-time bookkeeping. We will send our attorney the final contract to review when the decision has been made on who to hire.

A motion was made to authorize Crystal, the district manager, to go through the procedures to develop a contract for Josie Myhre as Hubbard County SWCD bookkeeper beginning as soon as possible by Supervisor Goodrich . Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Anderson-Thomas was out of town and not able to attend the one meeting she had scheduled.

Supervisor Rettinger: Supervisor Rettinger did not attend any meetings this month.

Supervisor Goodrich: Supervisor Goodrich attended a Leech Lake 1W1P Policy Committee Meeting.

Supervisor Sells: Supervisor Sells attended the SWCD Forest Association Meeting virtually where Crystal presented on the Priority Lakes and gave updates on SWCD AID and consulting forester MOA's.

Supervisor Noyes: Supervisor Noyes and The Steamboat Lake Association have been looking at better control of erosion for Steamboat Lake, Supervisor Noyes and a neighbor's shoreline is eroding and they had Jake S. from Hubbard SWCD come out to see what can be done. Laporte Lions placed an order for over 400 trees.

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

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

CORRESPONDENCE none

NEXT MEETING

Wednesday, January 10, 2023; Agenda Items: Talk about soil health grant.

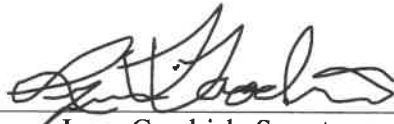
ADJOURNMENT

A motion was made by Supervisor Sells to adjourn at 12:25 pm.

APPROVED: 1/10/2024

Date

SECRETARY


Lynn Goodrich, Secretary