

# Hubbard County Soil & Water Conservation District

Wednesday, April 10, 2024, at 9:00 am

Hubbard County Soil & Water Conservation District Board of Supervisors 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  
Rachel Rudquist, Administrative and Bookkeeping Assistant  
Tom Krueger, Hubbard County Commissioner  
Daniel, Pazdernick, District Conservationist  
Darren Mayers, Board Conservationist

## AGENDA

**Call to order and pledge of allegiance: 9:00 am**

### AGENDA

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

### MINUTES

**A motion was made by Supervisor Noyes to approve last month's Board minutes as presented. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

### TREASURER'S REPORT / FINANCIAL SERVICES

Bill Consensus adopted without objection.

Treasurer's Report – Crystal printed a report from QuickBooks for supervisors to look at.

### PUBLIC INPUT

Tom Krueger - A group of concerned citizens came to the County Board and asked for a resolution for the Federal Government to de-list the grey wolf. The County Board felt that the DNR had a good management plan in place so they will support what the DNR guidelines on hunting if the grey wolf is delisted. There were 14 Timber sales approved to be put up for auction on April 8th. In addition, on April 5th TFL properties were auctioned. Their hope is to transition them back on the tax role. Several were requested by LGUs, (City of Park Rapids, City of Akeley) which the county accommodated the transfer. Two high value properties did not sell. The county is required sell by auction. Economic Development Authority (EDA) could develop them and sell under normal methods. The County Board approved forming an Economic Development Authority (EDA) steering committee to develop a plan on how a county wide EDA would function and who will make up the EDA board. They will present their recommendations to the Board within 30 days. Deep Lake Park (DLP) demolition work should be coming later this summer. The existing cost quote will need to be updated. Some of the structures that will need to be removed. Hubbard SWCD may be able to help with some restoration projects in DLP. The assessor updated the Board on assessed property values. The assessed value rate will increase by

10% on buildings. During a work session, the Commissioners had a tour of the Park Rapids School and the new construction that is underway.

### **DISTRICT CONSERVATIONIST**

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

### **BOARD CONSERVATIONIST**

Board Conservationist Darren Meyer's report - Darren and Jason came to Hubbard SWCD back in March to do a spot check on 5 different grants. They found a few discrepancies that we will need to be addressed. Ryan will be attending the May Board meeting to talk about the results and how to move forward. He will be advising training for Hubbard SWCD supervisors and staff about roles and responsibilities and the fiscal side of the grants along with GAM training for staff. Darren and Jeannette from BWSR came to Hubbard SWCD and did a grant reconciliation visit. Darren said that turned out very well. The Soil Health Grants have been awarded and there will be 37 new people hired in MN, through the Soil Health Grants. BWSR will be setting up training for those being hired.

### **OLD BUSINESS**

**MCIT annual risk assessment complete** – This is employee info that we must update annually. It is used to determine our new rates for employee-based risks.

**ESRI Renewal & Annual Grant Application Status** – This software is what we use for our GIS online, hub, and surveys. This is a grant we apply for every year, and it allows us to have multiple ESRI seats at a very affordable rate.

### **OLD BUSINESS ACTION**

**2024 Spring Home and Garden ¼ page ad draft for approval**

**A motion was made by Supervisor Goodrich to purchase a ¼ page ad in the Spring Home and Garden section in the Park Rapids Enterprise and will incorporate the edits recommended to Claire by the Board today, as it needs to be submitted by tomorrow. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**HCSWCD Spring Newsletter Proof for Printing – Board Members shared their edits.**

### **NEW BUSINESS**

#### **New Grant updates and in-process items**

MGLP culvert project/ training grant revision - Federal Funds. MGLP 50% and 1W1P funds will be used as 50% match for the Culvert Improvement Project. There was a request to replace 2 culverts. and identify improvements that need to be made. There will be a 2-day in-person training for those that will follow the project through its completion. We were asked to lead the Bender Creek Culvert Project.

Soil Health Capacity grant was selected for funding – Becker SWCD and Hubbard SWCD will be working together. A formal agreement with Becker SWCD needs to be developed and signed within the next month or two. The agreement will be sent to county attorney for review prior to executing.

RCPP forestry proposal progress. HCSWCD needs to draft a resolution for May Board meeting. Brandon has been attending those meetings. Schedule a forestry team meeting with NRCS. Board member (Don Sells) will lead resolution drafting. The deadline will be in July.

Contracts needed for EPA, LSR and LCCMR Priority Lakes Projects  
We wrote in line items for partnership with MN Land Trust.  
Crystal will develop contracts for the following partners:  
Pete Jacobson, Dan Steward, Mitch Brinks, Minnesota Land Trust - Ruurd Schoolderman,  
and Jim Etzel – Earth is Our Home.  
She will present them to the Board for approval at our May 2024 meeting.

### **NEW BUSINESS ACTION**

**Accountant** - Classen and Schiessel CPAs engagement letter & progress – will continue working with Classen and Schiessel and will bring a contract at the next Board meeting.

**Board meeting date** - Move HCSWCD regular board meeting to 3rd or 4th week of month, to accommodate timely financial reporting. Board approval, Bylaw change, and public notifications required. Tabled to May by acclimation. Proposed is 4 Tuesday of month beginning on June 25, 2024.

**A motion was made by Supervisor Noyes to send a letter rescinding the contract proposal to Josie Myhre. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

**Intern new hire and rate recommendation** (Crystal, Don R & Lynn)

**A motion was made by Supervisor Goodrich to offer the intern position to Jack Slippy at the rate of \$18.00 hour starting May 1 through December 31, 2024 (full time in summer and part time during the school year). Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**MN Lakes and Rivers Donation**

**A motion was made by Supervisor Goodrich to donate to Minnesota Lakes and River Advocates \$125.00. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

**Irrigation State Cost Share Contract** – Hubbard County contract \$67,000 quote Mitchel  
Irrigation specialist coming out of another source of funds.

**A motion was made by Supervisor Sells to authorize the Paul Johanning contract for a low-pressure irrigation system. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**New irrigation RCPP Letter of Support & In-Kind Commitment**

**A motion was made by Supervisor Sells to direct Crystal to write a letter of support for the second phase of the RCPP irrigation project. The support letter would state our general support and In-Kind Match of our Obwell contract for the period time of the grant. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**2024 Local Work Group**

**A motion was made by Supervisor Anderson-Thomas to set the 2024 local work group NRCS meeting for Tuesday, May 21 from 1-3 pm. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

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

**Board Chair's Report:** Supervisor Anderson-Thomas attended the Grazing Workshop in March

and attended the Crow Wing 1W1P meeting.

**Supervisor Rettinger:** Supervisor Rettinger attended the Grazing workshop and a personnel interview.

**Supervisor Goodrich:** Supervisor Goodrich secured the East fire donation for FWF, Discussion and Interview with Crystal and Don R for the 2024 intern position.

**Supervisor Sells:** Supervisor Sells attended CW1W1P plan, he also attended the NACD food forest grant on the March 28<sup>th</sup> and on April 21<sup>st</sup> virtually attended the MN SWCD Forestry meeting.

**Supervisor Noyes:** Supervisor Noyes attended the Board meeting (remotely) last month, the Grazing Workshop, the Steamboat Lake plan lake association. Comment by multiple lakeshore owners “water is way down”. What impact will this have? Sanford Health is funding a project (Lions project) changing all the woodchips in the LaPorte school playground.

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

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

**CORRESPONDENCE**

2023 Rainfall Report  
Envirothon Donations - request letter  
Water Connects Us All Newsletter – MNLRA


**ADJOURNMENT**

A motion was made to adjourn the meeting by Supervisor Noyes.

**Adjourn at 11:38 am by Chairperson Anderson-thomas**

**Next Meeting Wednesday, May 8th; Agenda Items: Action Items; vote to move the board meeting to the 4<sup>th</sup> Tuesday of the month starting June 25, 2024.**

APPROVED: May 8, 2024  
DATE

SECRETARY   
Lynn Goodrich, Secretary

*Mission Statement:*

The purpose of the Hubbard County Soil and Water Conservation District it to conserve, protect, and enhance the soil and water resources of Hubbard County by providing leadership, education, and assistance.

Upcoming Meetings and Dates

Envirothon - May 1st  
Tree Sale - May 3rd- 4<sup>th</sup>  
Laporte Days - July 5<sup>th</sup> -6<sup>th</sup>