

# Hubbard County Soil & Water Conservation District

Wednesday, May 8, 2024 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  
Rachel Rudquist, Administrative and Bookkeeping Assistant  
Tom Krueger, Hubbard County Commissioner  
Daniel, Pazdernick, District Conservationist  
Darren Mayers, Board Conservationist  
Nick Budde, MN DNR Hydrologist

## Call to order and pledge of allegiance 9:02

### Agenda

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

### Minutes

**A motion was made to approve the Board minutes as presented by Supervisor Goodrich. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

### Treasurer's Report / Financial Services

**Bill Consensus** – After Board Discussion and without objection, the consent agenda is adopted.

**A motion was made by Supervisor Noyes to authorize Supervisor Sells to review and approve payment of the Visa Credit Card bill prior to Board meetings and report charges to the Board. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

**Treasurer's Report** - A Balance Sheet was printed from QuickBooks for review in place of the Treasurer's report for this Board Meeting.

### Public Input

**Tom Krueger County Commissioner** – Reported there was a timber auction on tax forfeited land on April 8<sup>th</sup>. The value of bids went higher than estimated. That means more money is being distributed across many different department budgets. The County Board denied a request by Michael Solen of Pickerel Lake. He wanted to modify condition 9 on the COP that was previously granted. Mr. Solen must install both septic systems prior to getting his license to operate. There is a land exchange with the DNR for lot near the access of Lake Benedict for land by Heartland Park. That needs to go through Legislative approval. The County Board approved a resolution by the Park Rapids Arts and Culture Advisory Commission to install 22 Signs scattered around the area of the Courthouse and Heartland Park. The signs will have a QR code with information and directions to the next sign. The expansion of the HC Jail and remodel of the County Government Center was approved. The cost will be around 9 million dollars. There will be discussions held in June about the bonding options for the expansion / remodel project. There should be no increase in tax rates, as the old bonds are being retired and replaced by the new funding bonds which would extend the term on the bonds. The County Board has

approved the contact with ICS to be construction manager for the Jail expansion. They are currently working on the Park Rapids School.

### **District Conservationist**

**District Conservationist Dan Pazdernik** - Report is available upon request.  
The NRCS is getting new tabletop rain simulators that will be available to partners.

### **Board Conservationist**

**Board Conservationist Darren Meyers** - The Leech Lake supplemental funding was recently approved. Darren had a great time at Envirothon. He inquired about the cost of the Envirothon per class. The average seems to be about \$1,000. Only 3 schools attended. He is wondering if there can be a way to help with cost because class participation is dwindling. Two dates need to be set up for BWSR training for Hubbard SWCD. Darren and Jason will set up one date for Staff and one date for Supervisors.

Darren confirmed that the next payment of funds for the CWR1W1P Planning Grant will be released by BWSR.

### **Old Business**

**Update on Soil Health Capacity joint project with Becker SWCD** - Brian is completing the workplan and is submitting it through E-link. Crystal has the draft agreement with Becker SWCD for review. She will be asking Jonathan, Hubbard County Attorney, to review it and will present a final contract at the next Board meeting for the Supervisors review and for approval. Becker SWCD will be the fiscal agent so the funds will be going through them. Becker SWCD will hire the full-time Soil Health person who will be shared between Hubbard SWCD and Becker SWCD. The person hired will be on Beckers' payroll and Becker SWCD will be handling all the funds.

**Local Work Group Date** Set May 21, 2024, at 1pm at Hubbard Co. SWCD. There will be a virtual option and will have a link sent out later today along with a question-and-answer sheet.

### **Old Business Action**

#### **Acceptance 2022 Final Audit**

**A motion was made by Supervisor Goodrich to accept and approve the year-end 2022 financial audit for presentation to the County. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

#### **New Board Meeting Date**

**A motion was made by Supervisor Sells to change the Board Meeting to the fourth Tuesday of each month for the remainder of 2024 and will post the date change in the required places. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

### **New Business**

**Election Filing Period** - (May 21- June 4th) - Supervisors received paperwork to follow through with how to file for re-election.

**Resolution Deadline July 21 MASWCD** – discussion if Hubbard SWCD is going to work on any resolutions in 2024.

### **New Business Action**

**Citizen CD Maturity Date 5/19/24** (Recommendation: Keep as cash in checking this time)

**A motion was made by Supervisor Sells to roll the CD from Citizens National Bank in the amount of \$53,224.94 into the checking account on the maturity date of 5/19/2024. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**BWSR Spot Check Letter** (response outline/update) – Hubbard SWCD is currently implementing all the corrective actions BWSR has made and will continue to work on bringing all those to completion.

\$800 State Cost Share request to return to BWSR due to using the word “maintenance” in our eLINK reports. The activity was “establishment care” and should have been reported as such to be considered an eligible activity.

**A motion was made by Supervisor Noyes to reimburse BWSR the \$800 for cost share due to the wording for billing on the invoice. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

**2023 Audit Engagement Letter - expect letter in mail by Wednesday & need to sign ASAP. A motion was made by Supervisor Goodrich to sign the 2023 Engagement Letter when it arrives. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**Jim Etzel NACD forest garden demo project installation- A motion was made by Supervisor Sells to approve the General Service Agreement for Jim Etzel for the Forest Garden with the recommended changes to reimbursement of expenses in #10. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

**A motion was made to approve the estimated 2025 budget as presented to the Board today by Supervisor Goodrich. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**Nick Budde New Ground Water Atlas for Hubbard Co. presentation**

**Reports on Meetings and Projects**

- a. **Board Chair’s Report:** Supervisor Anderson-Thomas attended the April Board Meeting, Tree Sale, Q2 Strategic Planning Meeting, one meeting with Crystal.
- b. **Supervisor Rettinger:** Supervisor Rettinger attended the April Board meeting, Tree Sale, Zoom Q2 Strategic Planning Meeting.
- c. **Supervisor Goodrich:** Supervisor Goodrich attended the April board meeting, Q2 Strategic Planning Meeting, multiple phone conversations with Crystal, attended the Budget Committee Meeting.
- d. **Supervisor Sells:** Supervisor Sells attended Q2 Strategic Planning Meeting, Budget Meeting, Tree Sale, CW1W1P Aril 24<sup>th</sup> policy meeting, and will be attending the Forestry Meeting next week.
- e. **Supervisor Noyes:** Supervisor Noyes attended the April Board Meeting, Q2 Strategic Planning Meeting, Tree Sale, and attended the Steamboat Lake Association meeting on May 7th.
- f. **District Manager’s Reports:** District Manager Mathisrud’s report is available upon request.
- g. **District Staff Reports:** District staff reports are available upon request.

**Correspondence: MCIT Correspondence, Spring Home & Garden, Claire SWCD Enterprise Article, Jake SWCD Enterprise Article, Twin Lakes Correspondence**

**Next Meeting Tuesday June 25th; Agenda Items:**

**Adjourn. Meeting adjourned at 11:22 pm**

APPROVED: June 25, 2024 SECRETARY  
DATE

  
Lynn Goodrich, Secretary

**Upcoming Meetings and Dates:** May 15<sup>th</sup> Freshwater Festival, May 27<sup>th</sup> Office Closed, June 7<sup>th</sup> MASWCD Meeting Bemidji, Office Closed June 19<sup>th</sup> for “Juneteenth”, July 9<sup>th</sup> BWSR HCSWCD Supervisor Training

*Mission Statement:*

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