

# Hubbard County Soil & Water Conservation District

Wednesday, June 25, 2024 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  
Dan Pazdernik, District Conservationist  
Jack Slippy, Hubbard SWCD Intern

## 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 Rettinger. Affirmative: All. Opposed: None. Motion carried.**

### MINUTES

**A motion was made by Supervisor Noyes to approve last month's board minutes as modified. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

### TREASURER'S REPORT/ BILL CONSENSUS

a. Bill Consensus - Concern with the price of the Zoom Subscription. - was suggested to explore benefits, if any, of switching to Teams in place of Zoom and cancel Zoom.

**Hearing no objection, Supervisor Anderson-Thomas accepted the Bill Consensus (consent agenda) with the removal of Zoom and Employee pay out. These will be dealt with later in the meeting.**

b. Treasurer's Report - YTD Balance Sheet was used. Crystal, the District Manager, went over the Balance Sheet to ensure 2023 is paid up and is working with Michael Peterson, Dusty, Annette, and Rachel to make sure grants are being tracked accurately and to ensure we are where we should be for 2024. Dusty has created a form for Hubbard SWCD to use to

track our grant funds and use it to maintain accurate information that will be going into QuickBooks.

### **PUBLIC INPUT**

- a. Tom Krueger was not in attendance at the July Board Meeting.

### **DISTRICT CONSERVATIONIST**

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

### **BOARD CONSERVATIONIST**

- a. Darren Meyers - Board Conservationist was not in attendance.  
Notes available upon request.

### **OLD BUSINESS ACTION**

- a. Becker-Hubbard Soil Health Capacity Partner Agreement – The agreement needs to be signed to proceed. HC Attorney reviewed and approved it.

**A motion was made by Supervisor Noyes to proceed as well as have Supervisor Anderson-Thomas sign the agreement. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

- b. Brandon gave the board an update showing the financials from the 2024 Tree Sale. Suggestions for improvements for 2025 Tree Sale.

### **NEW BUSINESS**

- a. September 2024 Grazing Workshop Sponsorship - U of MN Extension sent information about sponsorship for people to attend the Grazing workshop held in Verndale by the Forage Council Grazing School. The cost to attend for an SFA member is \$280.00 and \$300.00 for a non-member. After discussion, it was decided that Hubbard SWCD will decline.

b. EPA ENVIRONMENTAL ED Announcement: Addressing Rural Environmental Education Capacity as Part of the Forest Regeneration for Water Quality, Climate Resiliency Curriculum: Solving multiple problems and Empowering Local Environmental Education - \$98,000 - Three modules: one of those modules is being collected over a 2-year period and is designed for grades K-12. Jim Etzel is interested in being the Contractor. It was already approved, and the Board is fine with moving forward. The Board continues to support these efforts.

c. MGLP Announcement: Local partners are collaborating to solve fish passage issues in Priority Lakes and train local teams, Hubbard County Soil and Water Conservation District - \$35,621 The District Manager is looking for approval on one of the culvert projects and training. Bender Creek or Sucker Branch Culvert and Training. The acceptance needs to be signed by June 26, 2024.

**A motion was made by Supervisor Sells to direct Crystal to sign the appropriate forms for the MGLP Grant. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

d. LCCMR Priority Lakes, work plan approved by state/committee - \$1,890,000 Primary focus will be with Steamboat and Kabekona with easement funds being available. The easements will be placed with MN Land Trust as a partner. A large part of the funds will go towards easements, but also includes staff work and projects. There are 36 priority lakes identified as of right now. This has been passed into Law and Hubbard SWCD has received confirmation to start the work and spend the funds.

e. Forestry Survey - Dues will be changing to \$318.00 per organization per year. Hubbard SWCD Board completed the survey together and submitted the results.

### **NEW BUSINESS ACTION**

a. TruStar Credit Card and Checks - Hubbard SWCD district manager is requesting to apply for all staff to get a TruStar Credit Card. The TruStar credit card will be able to import all our transactions into our QuickBooks. This will ensure all items are being tracked and simplify the process for the accountant. The limit amount per credit card will be determined once the card line of credit has been approved. The Board is concerned that we retain our oversight of all charges.

The request for ordering checks for our TruStar Account is to be able to have checks available if needed for CW1W1P funds if necessary.

**A motion was made by Supervisor Sells to order checks for the TruStar Bank Account and to proceed with the credit card application for Tru Star credit cards. Supervisor Sells, Supervisor Goodrich, and the District Manager, Crystal Mathisrud are the individuals that have lending authority. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

b. Lake Plantagenet Shoreline Cost Share (20240626MRHLPT) will be paid through MRH1W1P and will use up the rest of our shoreland funds through this grant period. Beltrami SWCD will be sending over some of their funds to do this project. and has already been approved through the MRH1W1P group. The approximate project cost is \$12,120.00. Jake will be able to do the design on this project.

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

**A motion was made by Supervisor Rettinger to suspend the “open session” go into “closed session” for the purpose of future staff planning, resignation payout, and future facilities expansion at 11:03 am. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

c. Closed Session -

**A motion was made by Supervisor Sells to end the “closed session” at 11:38 am. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**A motion was made by Supervisor Anderson-Thomas reopen the “open meeting” at 11:39 am. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

d. Position Announcement – Community Engagement and Grant Reporting Coordinator  
Position open through July 8<sup>th</sup> and interviews proceeding after July 8<sup>th</sup>.

**A motion was made by Supervisor Noyes to proceed with posting Community Engagement and Grant Reporting Coordinator Position immediately through July 8<sup>th</sup>. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

e. Claire’s Payout of Sick and Vacation Time -

**A motion was made by Supervisor Noyes to compensate Claire for her departure as calculated for both vacation time and sick time. The ten-day notice departure is being waived. Seconded by Supervisor Anderson - Thomas. Affirmative: All. Opposed: None. Motion carried.**

**REPORTS ON MEETINGS AND PROJECTS**

**a. Board Chair’s Report:** Supervisor Anderson-Thomas attended the Forestry meeting, CW1W1P meeting in Staples, also attended the workgroup meeting with NRCS.

**b. Supervisor Rettinger:** attended the Area 8 meeting.

**c. Supervisor Goodrich:** worked on the May Board meeting minutes, attended the NRCS meeting, and attended Local work Group meeting.

**d. Supervisor Sells:** the Forestry Association meeting, CW1W1P meeting, attended workgroup meeting with NRCS.

**e. Supervisor Noyes:** attended the workgroup meeting with NRCS, Steamboat Lake Association meeting, did outreach for Nitrate testing for the Laporte Independence Days.

**f. District Manager’s Reports:** available upon request.

**g. District Staff Reports:** available upon request.

**CORRESPONDENCE**

- a. Affidavit of meeting date change
- b. Edible Forest Garden - Enterprise Article
- c. Freshwater Festival - Enterprise Article
- d. Kabekona Lake - Enterprise Article

**ADJOURNMENT**

**A motion was made by Supervisor Goodrich to adjourn the meeting at 11:58 am.**

**Next Meeting Tuesday July 23; Agenda Items:**

APPROVED: July 23, 2024

Date

SECRETARY



Lynn Goodrich, Secretary

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.

Upcoming Meetings and Dates: Akeley Days June 28th 5-6 pm nitrate testing,

Hubbard Co SWCD closed July 4th for Independence Day

Laporte Independence Celebration Days July 6th 9am-12 pm nitrate testing,

Hubbard Co. Fair 19th & 20th nitrate testing 11am - 4 pm,

Supervisor BWSR Training @ HCSWCD July 9th @ 9 am,

Staff BWSR Training @ HCSWCD July 22nd @ 9:30 am