

# Hubbard County Soil & Water Conservation District

Tuesday, October 22, 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  
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 Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

## MINUTES

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

## TREASURER'S REPORT

### **October Financial Reports:**

**Consent Agenda:** The board would like to remove the Clasen & Schiessl amount from the bill consensus and address it later in the meeting under 9 d. The supervisors accept the consent agenda with the noted change.

**Treasurer's Report:** (balance sheet) waiting for reimbursements from many agencies to come into bank account. A transaction report and profit and loss report were also sent to supervisors to look over and have as a comparison for next month after some of the categories are cleaned up.

**Supervisor Stipend Activity Review:** It was discussed that two categories will be made on the bill consensus for the supervisors to put questionable past activities and upcoming activities on there for discussion at the board meetings and will be decided if they are allowed for reimbursement on the supervisor's vouchers.

## PUBLIC INPUT

**Tom Krueger, Hubbard County Commissioner:** There were 31 parcels that were put up for sale. Four of the properties will be held for EDA HRA. Solid waste grand total February – September had 335 tons of waste that has been reused. For example, in May 120 tons came into the landfill and only 17 tons had to be returned to waste. It is a very good program. The county approved a conditional use permit for Lake Park on Garfield Lake. It was approved many years ago but had to come back as a conditional use permit. There is an ambulance committee meeting tomorrow. The purpose of the meeting is to establish a business plan with Cass County to approve a proposal for a tax levy upon that district (\$650,000 supplemental to North memorial Ambulance). Current policy is that they only get paid if the person is taken to the hospital. If they respond to a call and the person refuses to go, then they do not get paid for the trip. This is an important service that we need to maintain.

## DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik was not present, his report is available upon request.

## BOARD CONSERVATIONIST

Board Conservationist Darren Meyers – BWSR Academy is coming up next week spots are limited. Dan and Pete did a great job presenting at the Clearwater Council Meeting. It went well and Darren received a lot of praise for Crystal's hard work. Tom Schulz, who is a Wadena supervisor, will take on another role and be on the BWSR board starting next month. The Governor has appointed Tom for a 2-year term to replace the deceased Kurt Beckstrom. BWSR grant agreements will be a little longer from here on out as the applicable BWSR policies will be included within the agreements.

## OLD BUSINESS

**Storage and office space update:** NRCS has stopped by and measured the office and would like to put in matching cubical style workstations and replace all desks to be uniform. NRCS will be purchasing the desks. Hubbard SWCD could reuse the desks that they own in the area that Bernie is making available next spring/summer. NRCS and SWCD will be looking at the lease agreement that will be updated by 2026. NRCS will be getting a new person that has been hired to be in the current office. The bookshelves will be gone through and moved, and the copy machine will be moved as well. The storage room needs to be cleaned and re-organized.

## OLD BUSINESS ACTION

**Confirm the December Board Meeting Date to December 17<sup>th</sup>:**

**A motion was made by Supervisor Goodrich to move the December regular Board Meeting to December 17<sup>th</sup> at 9 am at HCSWCD office. Seconded by Supervisor Noyes.**

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

**Indicate specific amounts for Crystal, Rachel, and Megan's Visa Card:**

**A motion was made by Supervisor Noyes to divide up the credit card amount as follows -Megan \$2,000, Rachel \$6,000 and Crystal \$6,000. Seconded by Supervisor Rettinger.**

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

**Lake Belle Taine AECOM Contract for Engineering Services:** It was decided that this would be added as an addendum to this contract. If they are willing to sign the addendum, we will be willing to sign the contract. We will work on the stakeholder letter and bring it back in November.

**A motion was made by Supervisor Sells to approve the underwriting of the engineering survey for Lake Belle Taine with a lump sum payment up to \$20,000, this includes AECOM doing a public presentation.**

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

**Clasen & Schiessl:**

**A motion was made by Supervisor Noyes to issue the letter and wait for a response before paying the bill.**

**Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried**

## NEW BUSINESS

**Tree sale form** – Brandon proposed the new tree order form for the public and for COLA. We should be ready to start taking orders in November. The tree sales will be promoted in the fall newsletter.

## NEW BUSINESS ACTION

**MASWCD 2024 Resolution Packet** – Supervisors voted on the resolutions. Staff recorded the vote and will submit to MASWCD on the Boards behalf.

**WCA** there was a violation for missing a deadline. Wetland credits still need to be purchased through BWSR. or a variance could be issued from the county. Brandon has a process for eliminating things that get missed. Have it on the Google calendar ten days before the decision needs to be made as well as send an email to all staff so everyone is aware the deadline is near. Brandon indicated that Lynda, a wetland specialist from

BWSR, mentioned it might be worth looking into whether staff can decide on WCA issues, or if it needs to be a Board decision. This will be reviewed in January 2025. The missing of this WCA NOD deadline was a mistake and is not an acceptable standard for our staff. The Hubbard SWCD Supervisors and Supervisor Goodrich stated this unfortunate circumstance that fell through the cracks and should not be used as a precedent when addressing future WCA violations.

**Education Assistance Contracts for the EPA EE project:** Kari Tomperi will be the education assistant for Menahga, Park Rapids and Creators Place in White Earth and Jim Etzel will be the education assistant for Nevis, (W-H-A) Walker, Hackensack, Akeley, and Laporte.

**A motion was made by Supervisor Sells for funding up to \$2,000 each to begin the EPA EE project until contracts are in place. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried**

**Lake Plan Project - Priority Lakes:** Contract for the landscape scale restoration grant priority lakes project. We would like to have a plan writing contractor help build out a Steamboat Lake plan and create a template that can simplify future contract/plan writing. Bethany Chaplin is available and can start at the beginning of November, she is requesting \$2,000 limit until the contract is written. The full contract for the winter will be presented at the next Board meeting. This will be a 5-year project. Approx \$25,000 funded project with LSR.

**A motion was made by Supervisor Sells for funding up to \$2,000 to begin the Lake plan project for priority lakes until a contract is in place. Seconded by Supervisor Noyes.**

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

**A motion was made by Supervisor Anderson -Thomas to suspend the open meeting and move to a closed session to discuss the Administrative Assistant Review at 12:05 pm. Seconded by Supervisor Sells.**

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

**A motion was made by Supervisor Goodrich to end the closed session and resume the suspended open meeting at 12:20. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried**

**A motion was made by Supervisor Goodrich to offer our thanks and appreciation to Rachel Rudquist for her dedication and exemplary work during her first year with HCSWCD. In addition, increase her hourly wage by 12% to \$27.44/hr retroactive to the first full pay period after her anniversary date. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried**

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

**Board Chair's Report:** Supervisor Anderson-Thomas attended the September board meeting, CW1W1P public meeting

**Supervisor Rettinger:** attended the September board meeting and will be attending 2 events this week TSA&8, La Salle meet and greet

**Supervisor Goodrich:** attended the September board meeting and the Badoura and White Oak township meetings, reviewed the administrative assistant review, and edited the September board minutes

**Supervisor Sells:** attended the CW1W1P public hearing, attended the September board meeting

**Supervisor Noyes:** attended September board meeting, attended a township meeting and had discussions with folks about Pickerel Road on Garfield Lake, (LaSalle meet and greet this week)

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

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

#### **CORRESPONDENCE**

Northwoods Bank Letter from the CEO

MN Deer Hunters Association - Thank You

#### **NEXT MEETING**

Tuesday, November 26, 2024

#### **UPCOMING**

October 21st - Clean Water Council presentation

October 24th - Legislative Subcommittee on Water Policy presentation, Lake LaSalle

October 29-31 -BWSR Academy days, staff will be out

**ADJOURNMENT**

**The meeting was adjourned at 12:35 pm.**

APPROVED: 11-26-2024  
Date

SECRETARY   
Lynn Goodrich, Secretary