

Hubbard County Soil & Water Conservation District

Tuesday, December 17th, 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
Rachel Rudquist, Administrative and Bookkeeping Assistant
Dan Pazdernik, District 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 approve the agenda as amended. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried

MINUTES

A motion was made by Supervisor Sells to approve the Board minutes for November. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried

TREASURER'S REPORT

Bill Consensus was adopted as presented – no objections

Treasurer's Report - The District Manager, Crystal Mathisrud, explained the amounts to the Board Supervisors regarding the Balance Report and the three Profit and Loss Reports that were printed out. Things are getting cleaned up and looking good. 2024 is ending with the biggest fund balance we have had from the past 5 years. Supervisor Sells submits for filing.

A motion was made by Supervisor Goodrich to authorize the transfer of unused CW1W1P funds from Citizens Bank Account into the TruStar Federal Account and create a letter to that effect, giving the finance committee the authority to determine the proper amount to transfer. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner did not attend the December Board meeting.

DISTRICT CONSERVATIONIST

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

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers did not attend the December Board meeting.

OLD BUSINESS

Tree Sale is active online. We have received both paper orders and orders online. We will be working on connecting PayPal with QuickBooks Online within the next few days.

OLD BUSINESS ACTION

Education Assistance Contracts for the EPA EE project - Table to the January Board meeting

NEW BUSINESS ACTION

Approve a credit card and amount for new employee Jack Slipy

A motion was made by Supervisor Noyes to get a credit card in place for new employee Jack Slipy to equal \$2,000. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried

Request to authorize 2025 Work Plan to be printed and distributed

A motion was made by Supervisor Sells to authorize the work plan be approved and printed following electronic review. Seconded by Supervisor Noyes . Affirmative: All. Opposed: None. Motion carried

Comp time and Pera Adjustments – no motion needed. Amounts were listed on the bill consensus. Total PERA amount was \$4,768.00 Comp time pay \$4,812.00

FSP cost share form updates –Changes recommended are to make another form to use for those that are outside the county having a place that can be filled in to write the specific county name, change formatting of the boxes that need to be checked. Add the words I/We and remove the word “own” in the sentence under the mailing address box. Add “approved foresters” on the back along with additional note stating these are not the only foresters available to use, but this is our list of approved foresters.

A motion was made by Supervisor Goodrich to adopt the Sept 30, 2024, edition of the FSP application with edits incorporated and discussed within this meeting. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried

Environmental education project sub award for Neilson Spearhead Center - Megan Fitzgerald came into the meeting to explain this document to the Supervisors and allowed them to ask any questions. This contract will be addressing rural environmental education capacity as part of the forest regeneration for water quality, resiliency curriculum: solving multiple problems and empowering local environmental education leaders through seed collecting. The goal is to be contracted with 5 sub awardees. This is an agreement for educational activities.

A motion was made by Supervisor Noyes to approve the template for use for education sub award contracts for 5 or more subcontracts. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried

A motion was made by Supervisor Noyes to approve utilizing this document for the Neilson Spear Head Center in the amount of \$4,900.00. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried

CW1W1P MOA -Jake came in and explained this memorandum of agreement and explained how this memorandum agreement has been reviewed by the Crow Wing Attorney. He went on to explain the roles of each entity involved. and answered any questions or concerns from the supervisors. Hubbard SWCD Jake will be the Plan Coordinator – to get projects going, reserve meeting spots, meeting reminders etc. Crow Wing Co SWCD will be the fiscal agent. Cass Co SWCD will ensure that all the records are there for grant reporting. A draft budget will be presented at the February CW1W1P meeting. Supervisor Anderson-Thomas asked that the document formatting be altered to include page numbering, logo inclusion, etc.

A motion was made by Supervisor Noyes to approve the Crow Wing 1W1P MOA. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried

Define Health Pay as Health Pay Stipend

A motion was made by Supervisor Sells to approve the definition of the health pay to “Health Pay Stipend” that is taxable when paid. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair’s Report: Supervisor Anderson-Thomas attended COLA zoom meeting, Q4 planning meeting, November and December Board Meeting.

Supervisor Rettinger: November and December Board meeting and Q4 strategic planning meeting

Supervisor Goodrich: November and December Board meeting, Q4 strategic planning meeting

Supervisor Sells: November and December Board meetings and Q4 strategic planning meeting

Supervisor Noyes: November and December Board meeting, Q4 Strategic planning meeting

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

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

CORRESPONDENCE

MCIT - award

NEXT MEETING

Next Meeting Tuesday January 28; Agenda Items: Oath of Office; policy updates

ADJOURNMENT

The meeting was adjourned at 10:46 am

APPROVED: 1/29/2025 SECRETARY 

Date

Lynn Goodrich, Secretary

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.

