

Hubbard County Soil & Water Conservation District

Tuesday, May 29th, 2025, 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
Don Rettinger, Vice-Chair

Others present: Crystal Mathisrud, District Manager
Rachel Rudquist, Administrative and Bookkeeping Assistant
Jake Shaughnessy, Watershed Planner/Coordinator
Dan Pazdernik, District Conservationist
Don Bajumpaa, P Rap Coordinator for BWSR

Interactive Tech.: Marcel Noyes, PR&I
Tom Krueger, Hubbard County Commissioner

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 presented. Second, by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Supervisor Rettinger to approve the minutes as presented. Second, by Supervisor Anderson-Thomas. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

PRAP Report - Guest Speaker Don Bajumpaa, P Rap Coordinator for BWSR. (Performance Review and Assistance Coordinator) Sharing his Draft Report for the P Rap. BWSR's cycle of review is approximately once every 10 years. This review was for Hubbard Co SWCD and Hubbard County Environmental Services.

Some actions Hubbard SWCD needs to accomplish – Locate the resolution for WCA.

Recommendations –

1. Work to strengthen communication internally and with your partners.
2. Continue to gather and compile data about implementation efforts your organization in making toward comprehensive watershed management plans.
3. Spend time with your watershed-based partners to compare work activities versus activities that were planned.
4. Remember to communicate regularly to the public and stakeholders about accomplishments you're making towards watershed management work.
5. BWSR encourages your organization to conduct a workload assessment.
6. Conduct a Workload Assessment - Continue to update and develop operational guidelines/policies so they remain current and relevant.
7. Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

TREASURER'S REPORT/FINANCIAL SERVICES ACTION ITEMS

Bill Consensus – Supervisor Anderson-Thomas adopted the consent agenda as presented.

Treasurer's Report- VISA Statement Questions

Crystal went over the Balance Sheet and P & L Sheet printed for April from QBO. We have the Billable Rate Calculator updated and ready for approval from BWSR so we can start using the updated amounts going forward for invoicing. Supervisor Sells submitted to the Board for filing.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: Tom Krueger County Commissioner – Heartland Park is being mulched and seeded. A fence will be installed next year. There are new basketball nets being installed and the county is looking into the possibility of adding 4 more pickle ball courts. The Deep Lake Park archaeological survey has been done and nothing was found. The request for demolition bids has been put out and they hope the demo will start in July. Hired internally for the new County Auditor-Treasurer position. Marie Knutson. The county remodel of the 2nd floor is almost finished, and the first floor will begin next week. The jail expansion work has begun. Mike Studanski was appointed to serve as District 5 member on the Planning-Commission Board of Adjustment. A two-year contract with North Memorial was approved. Applied to the State of MN to get the license transferred from the City of Walker to the District. We approved the budget for 2026 of \$528,000 which is less than what was originally thought. Those assessments will appear as a line item on the tax statements in 2026 for those who are in the district.

DISTRICT CONSERVATIONIST

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

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers report is available upon request – Darren was not in attendance.

OLD BUSINESS

2025 New Hires

Grant Helgestad - Forestry Technician Intro
Ray Anderson - Water Quality Intern Intro

OLD BUSINESS ACTION

SWCD AID Annual Resolution and Posting to Website – Hubbard Co SWCD used the MASWCD template suggestions on how the SWCD Aid can be used.

A motion was made by Supervisor Anderson-Thomas to approve the 2025 guidelines on the use of SWCD aid payments and post to our website. Second, by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

Koochiching SWCD EPA Contract

A motion was made by Supervisor Goodrich to approve the Koochiching SWCD EPA Contract. Second, by Supervisor Anderson-Thomas. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

Forest Stewardship Plan Application Update – Brandon updated the FSP form with updated plan writers on the back of the form.

A motion was made by Supervisor Goodrich to adopt this updated Forest Stewardship Plan Application. Second, by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

Health Stipend MyPay Tax Correction – Crystal explained that the Auditors found out that our Health Stipend was not set up correctly for 2024 from MyPay for tax to be taken out. Crystal explained the steps Hubbard SWCD will be taking to move forward in amending 941's and W2's for the 2024 stipend taxes.

10-minute break at 10:45 am. Started back up at 10:55 am

NEW BUSINESS ACTION

Cost Share Contract Approval CSC-20250529CWRMPC - (CWR WBIF Funds) A pit closure in an agriculture priority zone and a ground water priority zone for the CW1W1P.

A motion was made by Supervisor Goodrich to approve and accept the CSC-20250529CWRMPC contract in the amount of \$6,000. Second, by Supervisor Anderson-Thomas. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

Cost Share Contract Approval CSC-20250529CWRBTS - (CWR WBIF Funds) This contract needed to be re approved and void the old one because of the timeline.

This is a small resort on Lake Belle Taine with a shoreline that is failing, and a retaining wall needs to be replaced with natural shoreline of core log installation.

A motion was made by Supervisor Sells made to approve the CSC-20250529CWRBTS contract in the amount of \$20,497.50. Second, by Supervisor Anderson-Thomas. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

Bender Creek Culvert Replacement Engineer Proposal - (TSA 8 Engineering Funds) Project to fix two culverts at one time.

A motion was made by Supervisor Anderson-Thomas to approve the Bender Creek Culvert Replacement Engineer Proposal in the amount of \$ 13,500.00 from TSA8 funds. Second, by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

Cost Share Contract Approval 20250529MRHWLBT - (MRHW WBIF Funds) Ice push damage that affected part of the planting project.

A motion was made by Supervisor Goodrich made a motion to adopt and sign the 20250529MRHWLBT contract in the amount of \$5,700.00. Second, by Supervisor Anderson-Thomas. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

Crow Wing River Watershed Implementation Fiscal Agent Agreement and Leech Lake River Watershed Implementation Fiscal Agent Agreement

A motion was made by Supervisor Anderson-Thomas to authorize the update to the Crow Wing River Watershed Implementation Fiscal Agent Agreement and Leech Lake River Watershed Implementation Fiscal Agent Agreement upon approval by the county attorney to review it, approve it, or provide changes needed. Second, by Supervisor Sells. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4-Y, Dist. 5-Y Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Anderson-Thomas attended the April board meeting, strategic planning meeting, LWV presentation, Tree Sale, Belle Taine County meeting, Hubbard Local workgroup with NRCS, FWF set up and FWF event

Supervisor Rettinger: attended April board meeting, Local workgroup with NRCS, FWF set up, TSA 8, FWF event

Supervisor Goodrich: attended April board meeting

Supervisor Sells: attended the April board meeting, Tree Sale, Forestry Association meeting was cancelled for this month.

Supervisor Noyes: attended the April board meeting, strategic planning meeting, Lions tree hand out at the township hall, Kabekona Lake Association may be having multiple get togethers that Hubbard SWCD could possibly attend and have a table and or time to present information.

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

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

CORRESPONDENCE

Freshwater Festival "Enterprise" Article

NEXT MEETING

Tuesday, June 24, 2025 @ 9 am

ADJOURNMENT

A motion was made by Chairperson Anderson-Thomas to adjourn at 11:55AM.

APPROVED: 6/24/2025 SECRETARY: 
Date Lynn Goodrich, Secretary