

Hubbard County Soil & Water Conservation District

Tuesday, August 26th, 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
Marcel Noyes, PR&I
Don Rettinger, Vice-Chair

Others present: Crystal Mathisrud, District Manager
Rachel Rudquist, Administrative and Bookkeeping Assistant
Dan Pazdernik, District Conservationist
Jodi Peek, District Conservationist/Team Lead
Darren Mayers, Board Conservationist
Ted VanKempen, 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 agenda as amended Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried. (added 11 J.)

MINUTES

A motion was made by Supervisor Anderson-Thomas to approve the board minutes. Second by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

TREASURERS REPORT

Consent Agenda – A motion was made by Supervisor Sells to approve the stipend for the Fall Forest Event in Laporte on September 8, for those Supervisors wanting to attend. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried. **The consent agenda was adopted as presented.**

Treasurer's Report – The District manager explained the Balance Sheet and Profit & Loss. Crystal also reiterated how the reimbursable grants work. **Don Sells submitted the treasurer's report to the board for filing.**

PUBLIC INPUT

Ted VanKempen, Hubbard County Commissioner: Hubbard County is in the process of going over the budget right now.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik's report is available upon request. Jody Peek updated the Board on NRCS activities in the state and region.

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers: SWCD Governance 101 is September 10 & 11 in St Cloud, The Agri Forestry Institute is in Baxter is September 23-25, BWSR Academy registration will open on September 8th and

the academy is October 21-23 at Cragun's in Brainerd, Area VIII coming September 18 & 19 in Bemidi, and lastly, MASWCD conference coming on December 1-3.

OLD BUSINESS

Fall Tree Order Event in Laporte – Bare root trees being sold and provided from Bandoura Nursery. The trees will be pulled mid-October. The radio station is announcing this event, a postcard was sent out inviting specific townships to this event. This event will be September 8th at the Popple Bar & Grill from 1-7 pm.

OLD BUSINESS ACTION

District Project Technician 6-month review (recommend closed session and move to 11 K.)

A motion was made by Supervisor Goodrich; he recommends that we move this to the end of the meeting before reports. Second Anderson-Thomas, by Supervisor. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

New 2025 Plat books arrived – Rachel explained what was new in the 2025 plat book, where it was distributed to and talked about the price being \$35.00 plus tax.

NEW BUSINESS ACTION

Shelter Point PFML (3 documents) This was about the new Paid Medical Family Leave that is needing to be put in place by January 1, 2026. This private company is offering SWCD's state-approved private plan. We don't have a quote yet.

A motion was made by Supervisor Noyes to enable Crystal to proceed with Share Point. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Marco Copy Machine – Rachel talked about the tonner cost that is being paid out for 2 small printers and proposed the idea of getting another large printer from Marco like the one that USDA is using. It was also discussed about changing the terms noted by the Marco Representative. **A motion was made by Supervisor Goodrich to contract with Marco to add the second printer to our account. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

Purchase Tree Planter – Jack came in and talked about the tree planter options for reforestation Ag Land. We would like to get a tree planter that does not need to be pulled by a tractor. We would like to purchase the planter by April 2026 with the LCCMR grant. It was recommended that staff go look at this tree planter in person at the closest SWCD prior to purchase.

A motion was made by Supervisor Noyes to proceed forward on purchasing a tree planter from Miller Equipment and Manufacturing. Second, by Supervisor Anderson Thomas. Affirmative: All. Opposed: None. Motion carried.

Approval to submit Federal Wild Turkey Federation (RFP) for projects. This would complement what we are doing with DNR Forestry.

A motion was made by Supervisor Goodrich, to go ahead and submit a proposal to this RFP in September of this year for a value between \$15,000-\$20,000. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

250630CWRTURH project approval for hardship payment (Brandon) – Landowner would have trouble paying the contractor who is writing the plan and waiting for the reimbursement.

A motion was made by Supervisor Goodrich to approve the hardship approval for project 250630CWRTURH Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

CSC-20250826MRHGLS Project Application Approval (Jake) This project is in Farden Township for shoreline restoration. Total commitment for Hubbard SWCD would not exceed \$16,642.50.

A motion was made by Supervisor Noyes to approve project 20250826MRHGLS. Second, by Supervisor Anderson Thomas. Affirmative: All. Opposed: None. Motion carried.

Community Engagement & Grant Reporting Coordinator annual review
Tabled to September Board meeting at Crystals request

Cost Share Policy update – It was brought to Crystal’s attention by the technicians that there are some carve outs that they are wanting to do for allowing smaller value projects for buffer and forestry and projects that you can get a lot of planting done without structural components. The changes are in the practices, and which practices are excluded from the \$1,000 minimum cost share value projects. We want there to be an exclusion for well-sealing, private forest management plans and planting plans that follow a streamline plan. NOTE: Put in definition for BMP (Best management Practices)

A motion was made by Supervisor Goodrich to adopt the changes to the HCSWCD cost share policy as recommended. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Ag Flat Rate Policy – This is being requested for use with the soil health cost share, and we would want to review it again after Jack Slipy gets JAA.

A motion was made by Supervisor Sells to approve the soil health cost share program Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Project plan approval authority – Request being made is to expand Jakes project plan and implementation approval for ground cover practices from just shoreland to upland practices. He currently already has authority to approve ground cover establishment and improvement in the shoreland context. To effectively implement some of the project funds we have, we need Jake to be able to approve similar projects in the upland context not just the shoreland.

A motion was made by Supervisor Sells expand Jakes approval authority for ground cover establishment and improvement from the shoreland area to include shoreland and upland projects. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None Motion carried.

Brandon currently has authority and certification through DNR Forestry for signing off on forestry planting plans and project implementation and that they have been completed as required. Crystal would like to request that we expand his authority to approve forestry project plans and project sign offs with the soil health BWSR funds when there is a fit to use those funds.

A motion was made by Supervisor Goodrich to expand Brandon’s authority for approving forestry project plans and project sign offs with the soil health BWSR funds when there is a fit to use those funds. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None Motion carried.

5-minute break at 10:43am back in session at 10:49am

A motion was made by Supervisor Goodrich to suspend the open session and go into closed session for discussion on the personnel review before us today. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

Closed session began at 10:50am

End Closed session and Reopen regular session at 11:31am

A motion was made by Supervisor Goodrich to continue Jack Slipy employment with a raise of \$2.77 (10%) \$30.45 retroactive to July 6, 2025, starting the first full pay period after his anniversary date. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Anderson-Thomas - nothing to report for this month

Supervisor Rettinger: nothing to report

Supervisor Goodrich: HCCOLA is working with MAISC on field study on develop EDNA field testing process for invasive species. The hope this will allow quick on the spot determination on infestations by trained local volunteers. Met with Crystal and Don on Jacks review.

Supervisor Sells: nothing to report

Supervisor Noyes: nothing to report this month

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

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

CORRESPONDENCE

MCIT 2025 Dividend Notice

Enterprise Article - Northern Waters Land Trust

MCIT 2026 Estimated Contribution Notice

2025 Area VIII Tour & Meeting - Beltrami Co.

NEXT MEETING

Tuesday, September 23, 2025

ADJOURNMENT

The meeting adjourned at 11:47 am.

APPROVED: 9-23-2025
Date

SECRETARY


Lynn Goodrich, Secretary