

# Hubbard County Soil & Water Conservation District

Tuesday, August 27, 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  
Megan FitzGerald, Community Engagement & Grant Reporting Coordinator  
Dan Pazdernik, District Conservationist  
Tom Krueger, Hubbard County Commissioner

## AGENDA

Call to order and pledge of allegiance

### AGENDA

A motion was made by Supervisor Goodrich to accept the agenda as presented with the additions added in Red the evening before by Chrystal the District Manager. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

### MINUTES

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

### TREASURER'S REPORT / FINANCIAL SERVICES

#### **Bill Consensus**

A motion was made by Supervisor Rettinger to accept the consent agenda as presented. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

#### **Audit Update**

Crystal and Michael spoke last week about our 2024 bookkeeping in QuickBooks. Michael cannot finalize the 2023 audit and letter until he sees 2024 is getting entered correctly. He suggested Crystal come down to Michael's office and he will guide her as to how to enter these things correctly.

A motion was made by Supervisor Sells for Crystal to meet with our Auditor, Michael Peterson, as well as with Clausen & Schisel. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

- a. QuickBooks Ownership of Record Issues & Options – We have lost access to our credit card access within QBO. The credit card use was set up under a previous Hubbard Co SWCD Manager. We will not be able to regain access for that credit card account unless we open a whole new QBO account. Our only option is to use another credit card device alongside QuickBooks

online If we do not want to set up a whole new account. QuickBooks has said that we will not lose access to our bookkeeping account. It is separate from the credit card account.

- b. Treasurer's Report – Crystal will be working with Michael Peterson to get things in QuickBooks up to date for 2024.
- c. HCSWCD 2025 Updated Budget – The highlighted items are the categories that Crystal has made updates to. The CPL School Forest Grant will be expended by 2025 so will be removed so that the SWCD aid for 2024 is removed from the budget. The DNR implementation was removed, we expected it to be \$50,000 but it is \$250,000 for 2025-2026 so that has been updated. Eric from the County let us know the WCA and LWP amounts were changed for 2025. Crystal adjusted accordingly. Crystal is wondering if we should move the additional amount over to the expense side for reserve and carry over the rest for 2026 to balance.

**A motion was made by Supervisor Goodrich to adopt this proposed budget with the changes made today and present this to the County board. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

### **PUBLIC INPUT**

Tom Kruger Hubbard County Commissioner - The County approved a 5-year county road project. Included for 2025 are: resurfacing all of county road 13, urban construction (curb, sidewalks, infrastructure) for 1 mile of County Hwy 1 from State 34, and installing a roundabout in 7 and 40. The state is going to look at 71 corridors going north and the 11 and 226 meet the 34 intersections. Deep Lake Park will be getting oxygen samples. Construction was delayed for archaeology digs. Demo will start in Spring of 2025. Finished the wetland delineation. Approved property alert service if there is a recording on your property you will get a message that something had been recorded. You will need to register for that, and it will be noted on your property taxes. Approved the HC planning commission recommendation for an amendment to condition #9 of the CUP for the campground on Pickerel Lake. This amendment reduces septic sites from 2 to 1 that is greater than 400 ft from lake. Public meeting coming up three updates for alcohol, cannabis, and marijuana ordinances. Tom is on an ambulance service district committee - every place in MN needs to be included in an ambulance district. The Walker district, which includes a western portion of Hubbard County, is running out of money. There was a debate on what to do with a certain area by Badoura and White Oak. Will it be in the Park Rapids district or the Walker District? Garfield Beach Parks Board conditional use permit will be done for Garfield beach. Tom will look into the bait pond clean up near Akeley and report back.

### **DISTRICT CONSERVATIONIST**

District Conservationist Dan Pazdernik report available upon request.

### **BOARD CONSERVATIONIST**

Darren Meyers Board Conservationist - September 4<sup>th</sup> – 5<sup>th</sup> is the Bus Tour and area 8 meeting in Wadena. Woodland for wildlife in walker next week. BWSR academy is coming in October and registration will open mid-September.

### **OLD BUSINESS**

Legislative Water Tour Overview – Good things will have come from this. Very well attended. Lots of fun and just a great time all around. Will have a follow up booklet to get out through the LRS project.

Update our Q3 Strategic Planning date due to County Board Presentation Conflict  
It was agreed to change the date to Thursday, September 17<sup>th</sup> at 1:00 pm.

### **NEW BUSINESS**

Office Arrangement Update Bernie is making office space downstairs for two people. He will have a draft lease for Hubbard SWCD soon. There is an amount budgeted for rent.

## NEW BUSINESS ACTION

a. Amendment on VRI Cost Share Project 75% = \$74,400.00

**A motion was made by Supervisor Goodrich to accept the amendment to the VIR cost share project at the new value of \$74,400.00. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

b. Megan approved to get a company credit card and raise Rachel's credit card limit

**A motion was made by Supervisor Goodrich to add Megan on the Citizen Visa credit card and make the credit card limit changes as is necessary and appropriate as discussed to increase Rachel's credit card limit and if needed, to decrease Crystal's card limit to not exceed the max amount of \$20,000 total. Seconded by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.**

c. US Forest Service DNR PFM proposal letter of support/commitment - need resolution next month  
**A motion was made by Supervisor Noyes to approve the use the letter of collaboration as per the activity. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

d. LCCMR Priority Lakes Work land funding execution - authorization for Heidi and Crystal to sign  
**A motion was made by Supervisor Noyes to approve Crystal Mathisrud and Heidi Anderson-Thomas to sign the grant contract once it arrives for the LCCMR. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

e. MLT/HCSWCD Partner Agreement for LCCMR Priority Lakes Project

**A motion was made by Supervisor Sells to approve the agreement between Hubbard County SWCD and MNLT between LCCMR Priority Lakes Grant. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

f. Soil Health Implementation 2025 grant contract

**A motion was made by Supervisor Noyes to proceed moving forward and to get a second signature added to the contract and if they can't, bring it back to the next meeting and we will have to amend the motion at that time. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

g. DNR PFM FY25-26 scope of work & authorization to sign contract \$250,000

**A motion was made by Supervisor Sells to authorize signing the contract DNR PFM FY2025-2026 making sure two signatures are on the contract. 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 July Board meeting, CW1W1P meeting, and attended water bus tour
- b. **Supervisor Rettinger:** attended July's board meeting
- c. **Supervisor Goodrich:** attended July's board meeting
- d. **Supervisor Sells:** attended July's board meeting, came into Hubbard Co SWCD office to sign and approve bills, water bus tour
- e. **Supervisor Noyes:** attended July's board meeting, attended Heart Lake township meeting, attended the water bus tour
- f. **District Manager's Reports:** report is available upon request.
- g. **Introduce Megan Fitzgerald Community Outreach and Grant Reporting Coordinator**
- h. **District Staff Reports:** District staff reports are available upon request.

**CORRESPONDENCE**

**MCIT 2024 Dividend Notice**

**MCIT 2025 Estimated Contribution Notice**

**MCIT Bulletin July – August**

**ADJOURNMENT**

**Meeting was adjourned at 11:53 am**

**APPROVED:**

9-24-2024

**Date**

**SECRETARY**

  
**Lynn Goodrich, Secretary**

**Next Meeting Tuesday September 24; Agenda Items:**

**Resolution for US Forest Service Proposal**

**Approve Annual Report and Workplan**

*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.

**Upcoming Meetings and Dates:** Hubbard Co Meeting to present Hubbard Co SWCD 2025 budget -September 10 @ 9 am, Groundwater Atlas workshop at Northwoods bank September 11 @ 12:30-3:30 pm, Q3 Strategic Planning Meeting September 17 @ 1 pm

**Bill Consensus**  
**Hubbard County Soil and Water Conservation Distric**  
**July 18-August 22, 2025**

Bill number	Vendor	Amount	Due date
postcards	Haas Printing Inc.	\$ 215.85	09/20/2025
plat books	Mapping Solutions	\$ 6,150.00	08/19/2025
522914	RMB Environmental Laboratories Inc.	\$ 640.00	09/18/2025
25-035-03	Karvakko	\$ 2,500.00	09/13/2025
swag	RMB Environmental Laboratories Inc.	\$ 237.00	09/13/2025
25-025-02	Karvakko	\$ 1,500.00	09/13/2025
August Phone Bill	ARVIG	\$ 190.56	09/05/2025
6-6 to 7-16 inv.	Peter Jacobson	\$ 1,980.00	09/03/2025
MWPCP Conf	BWSR	\$ 600.00	08/31/2025
September Rent	Gartner-Johnson Construction, Inc	\$ 928.20	08/31/2025
2025 Area VIII Tour	Beltrami SWCD	\$ 475.00	08/31/2025
MACDE Managers Mtg	MACDE	\$ 20.00	08/31/2025
July Fuel	Hubbard County Highway Dept	\$ 378.70	08/30/2025
swag	RMB Environmental Laboratories Inc.	\$ 111.00	08/30/2025
150	Cass County SWCD	\$ 4,077.09	08/29/2025
202505529MRHLBT	cost share project JT	\$ 5,700.00	08/28/2025
7.15.25 Inv.	Lindberg Ekola	\$ 1,712.20	08/24/2025
6.26.25 Inv	Lindberg Ekola	\$ 1,937.20	08/24/2025
swag	RMB Environmental Laboratories Inc.	\$ 640.00	08/22/2025
lapt top repair	MicroTech Computer Center	\$ 199.99	08/21/2025
swag	RMB Environmental Laboratories Inc.	\$ 360.00	08/10/2025
refund from tree sale	Lynn Timm	\$ 46.48	07/24/2025
VISA	VISA Statement	\$ 2,237.60	8/25/2025
<b><u>PROJECT APPROVALS</u></b>			
contract approval	20250826MRHGLS -	\$ 16,642.50	

**Payroll 7-25-25**

wages	\$	15,418.05
taxes	\$	5,597.72
pera EE & ER	\$	2,581.73

**Payroll 8-8-25**

wages	\$	19,037.52
stipend	\$	5,600.00
taxes	\$	7,733.88
pera EE & ER	\$	2,581.73

**Payroll 8-22-25**

wages	\$	15,024.44
taxes	\$	5,485.35
pera EE & ER	\$	2,581.73

**Monthly Subscriptions**

AT & T	\$	370.58
Arvig	\$	190.56
Adobe	\$	258.14
Google Storage	\$	9.99
Google G Suite	\$	148.00
Intuit QBO	\$	489.00
Marco	\$	165.17
Bill.com	\$	45.00
Microsoft	\$	93.94
MyPay	\$	196.05

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**Non Regular Supervisor Stipend Request**

Fall Forest Event Laporte 8-8-25

Area VIII Tour & Meeting 8-18-&19-25

**Upcoming to be considered**