

Hubbard County Soil & Water Conservation District

Tuesday, July 22, 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
Darren Mayers, Board Conservationist
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 Anderson-Thomas to accept the agenda as presented. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

MINUTES

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

TREASURERS REPORT

Consent Agenda – The supervisors reviewed the consent agenda. The district manager explained about floating funds while waiting for reimbursements and that was why the amounts were withdrawn from the Tru Star and Citizens National Bank for the month of July. The consent agenda was adopted as presented.

Don Sells made a motion to approve Lynn Goodrich attending the LLR comprehensive planning meeting for payment as per diem. Second, by Supervisor Anderson Thomas. After discussion, **Don Sells rescinded the motion.**

Treasurer's Report – The District manager explained the Balance Sheet for all of 2025 and the Profit & Loss for the month of June. The manager mentioned that we transferred the Tru Star fund and Citizens funds. Tru Star should be at zero. We did leave a small amount in each to keep those accounts open. Remember that we are accrual based and that is why QBO thinks all the money is gone because as soon as you enter a bill QBO considers that money spent. Supervisor Sells presented the treasures report to the board for filing.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: County Commissioner Tom Krueger – After the County did a survey of the recent storm, the county had about 5,000 acres of damage. Approved the salvage sale on those properties. Revised the Emergency Operation Plan. The county commissioners completed necessary FEMA courses. The AMC Fall Policy Meeting will be held September 10-12 in Alexandria, MN. Tom will be gone during the August board meeting and Commissioner Ted Van Kampen will be filling in.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik presented his report. It is available upon request.

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers reported that Minnesota Agroforestry Institute is having their workshop in Baxter, MN in September 23-25, 2025. Registration is open for it now. Just a reminder that FY 24-25 Conservation Delivery and Conservation Contracts are set to end at the end of the year.

OLD BUSINESS

MyPay Update – Crystal gave an update of where we are at with contacting MyPay and having them fix the 2024 tax issue.

Tree Sale Summary – Rachel went over the 2025 recap of the tree sale and plans for the 2026 tree sale. Don sells suggested after the tree sale to make a public announcement for the remaining trees to be sold at a specific date and time. Hubbard SWCD set a goal for the number of trees they want to see sold for 2026.

OLD BUSINESS ACTION

Updated Cost Share Policy (Megan & Jake 12-24)

A motion was made by Supervisor Anderson-Thomas to approve the updated HCSWCD Cost Share Policy as of Today's date. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried. (add an update revision ID and adoption date to the bottom of the page(s)).

NEW BUSINESS

Fall Tree Order-Event – Through DNR Forestry Grant we are planning a fall tree order in October, this is not an open order that we will advertise for. We will order for projects we are going to be doing and possibly host an event with Cass SWCD where landowners can order trees at the event. We will have more information at the next board meeting.

NEW BUSINESS ACTION

Garfield Lake / Hart Lake Cost Share 20250722LLRGPR (Jake)

A motion was made by Supervisor Sells to approve the Hart Lake Township Cost share at 75% of \$15,600. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Tennessee Warning - This is a document that has become necessary for all contracts.

A motion was made by Supervisor Goodrich we accept and adopt the Tennessee Warning document to be used on all projects. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried. (add the adoption date on the bottom of the page)

2026 Budget - Crystal went over the 2026 draft budget and answered questions about it. After discussion by the Board. A motion was made by Supervisor Sells to approve the draft 2026 budget. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

2025 New Plat Book Cost – Discussed the new price and shipping cost to be what the current rate costs to ship the plat book. The shipping amount will be whatever the cost is to ship.

A motion was made by the Supervisor Sells to raise the price of the plat book to \$35 and that does not include tax or shipping. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

District Project Technician 6-month Review – tabled to next month's Board Meeting

Authority for Admin Review of Receipts for Cost Share Vouchers – The District Manager recommended giving the Administrative Assistant and the Grants Manager the authority to sign vouchers. This would be in addition to the District Manager.

A motion was made by Supervisor Noyes to authorize Crystal to delegate authorized signatures for checking off receipts toward projects to the Administrative Assistant and the Grants Manager. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich upon approval of the LLRCWMP Policy committee, pre-authorizing Heidi Anderson-Thomas to sign the updated Policy Committee Bylaws of the Leech Lake River Comprehensive Watershed Management Plan Implementation Agreement Partnership. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

10-minute break at 10:18 am
reopened meeting b at 10: 33 am

REPORTS ON MEETINGS AND PROJECTS:

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

Supervisor Rettinger: nothing to report

Supervisor Goodrich: reviewed the board minutes

Supervisor Sells: Hubbard County Fair Nitrate Testing, attended the Forestry meeting (DNR Megan O'Neil talked about the status of infestations).

Supervisor Noyes: Laporte Nitrate Testing Days, happy to report that the Leach Lake Band of Ojibway conducted testing at the Steamboat Lake landing and there is no e coli, Hubbard Co Fair Nitrate Testing, attended Kabakona Lake Association with Brandon

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

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

CORRESPONDENCE

**MASWCD Stewardship Summit SWCD Governance & Leadership
Training Essentials Sept 10-11**

Changes to remote Open Meeting Law were adopted by the Legislature
Recording individual votes under open meeting law
Using public AI

NEXT MEETING

Tuesday August 26, 2025

ADJOURNMENT

The meeting was adjourned at 11:13 am

APPROVED: 8/26/25
Date

SECRETARY


Lynn Goodrich, Secretary

Bill Consensus
Hubbard County Soil and Water Conservation District
June 20-July 18, 2025

Bill number	Vendor	Amount	Due date
swag	RMB Environmental Laboratories Inc.	105.00	08/15/2025
165	Cass County SWCD	5,823.88	08/14/2025
July Fuel	Hubbard County Highway Dept	803.99	08/14/2025
swag	RMB Environmental Laboratories Inc.	189.00	08/13/2025
25-035-01	Karvakko	2,500.00	08/08/2025
Jan - June 2025	Minnesota Land Trust	11,334.50	08/08/2025
CPL	Shell River Clearing & Grading LLC	850.00	08/06/2025
July Phone Bill	ARVIG		08/05/2025
CW1W1P Planning	Houston Engineering Inc	645.00	08/04/2025
DNR Implementation	Steward, Daniel	3,150.30	07/01/2025
August Rent	Gartner-Johnson Construction, Inc.	928.20	07/01/2025
2025 Lakes	RMB Environmental Laboratories Inc.	1,300.00	07/31/2025
swag	RMB Environmental Laboratories Inc.	183.00	07/27/2025
CW1W1P Planning	Houston Engineering Inc	5,561.00	07/25/2025
Rim Easement	Hubbard County Abstract		07/25/2025
Nitrate Testing	Hach Company	181.90	07/25/2025
Swag	RMB Environmental Laboratories Inc.	252.00	07/20/2025

Payroll 6-27-25

Wages	14815.03
Taxes	5425.07
Pera EE & ER	2581.73

Payroll 7-11-25

Wages	18210.82
Stipend	5600
Taxes	7426.31
Pera EE & E	2581.73

Payroll 7-15-25 S

Supervisors Q2	
Wages	3895.99
Taxes	497.22

Monthly Subscriptions

A T & T cell phones	272.03
Arvig phone/Internet	190.56
Adobe	235.7
Google Storage	9.99
Google Earth	135.8
Intuit QBO	449
Marco - copy machine	165.17
bill.com	45
Microsoft	93.94
My Pay	186.45
June Visa	8383.19

Non Regular Supervisor Stipend Request

Upcoming to be Considered

PROJECT APPROVALS

CSC-			
20250529CWRMPC	waste facility closure (Jake)	5869.00	
20241126LLRSBL	shoreline Leech Lake (Jake)	13773.75	
	non structural shoreline restoration		
20250529MRHLBT	following NRCS 342 (Jake)	5700.00	
FSP 241118LLRTHO	Leech Lake FSP KT (Brandon)	680.25	08/08/2025
FSP 250218LLROBA	Leech Lake FSP DO (Brandon)	1,132.50	08/08/2025
FSP 241107LLRROE	Leech Lake FSP GR (Brandon)	999.00	08/08/2025
FSP 240106LLREMB	Leech Lake FSP DE (Brandon)	1,000.00	08/08/2025
FSP 250623CWBRO	Crow Wing FSP TB (Brandon) amount up to	2062.5	
FSP250623MRHMEY	Mississippi FSP JM (Brandon) amount up to	1909.88	
FSP241118MRHSKA	Mississippi FSP LS (Brandon) amount up to	391.88	
250424MRHWAM	Mississippi FSP GW (Brandon) amount up to	143.50	
250612MRHEDW	Mississippi FSP DE (Brandon) amount up to	819.23	
250612MRHDIE	Mississippi FSP GR (Brandon) amount up to	1320	
250328LLRTL	Leech Lake FSP DO (Brandon) amount up to	1584	
250721LLRHIC	Leech Lake FSP KT (Brandon) amount up to	1204.5	

Bill Consensus
Hubbard County Soil and Water Conservation District
June 20-July 18, 2025

Bill number	Vendor	Amount	Due date
swag	RMB Environmental Laboratories Inc.	105.00	08/15/2025
165	Cass County SWCD	5,823.88	08/14/2025
July Fuel	Hubbard County Highway Dept	803.99	08/14/2025
swag	RMB Environmental Laboratories Inc.	189.00	08/13/2025
25-035-01	Karvako	2,500.00	08/08/2025
Jan - June 2025	Minnesota Land Trust	11,334.50	08/08/2025
CPL	Shell River Clearing & Grading LLC	850.00	08/06/2025
July Phone Bill	ARVIG	190.56	08/05/2025
CW1W1P Planning	Houston Engineering Inc	645.00	08/04/2025
DNR Implementation	Steward, Daniel	3,150.30	08/01/2025
August Rent	Gartner-Johnson Construction, Inc	928.20	08/01/2025
2025 Lakes	RMB Environmental Laboratories Inc.	1,300.00	07/31/2025
swag	RMB Environmental Laboratories Inc.	183.00	07/27/2025
CW1W1P Planning	Houston Engineering Inc	5,561.00	07/25/2025
Rim Easement	Hubbard County Abstract	1,010.25	07/25/2025
Nitrate Testing	Hach Company	181.90	07/25/2025
Swag	RMB Environmental Laboratories Inc.	252.00	07/20/2025
20250529CWRMPC	Waste Facility Closure Project	5869	
20241126LLRSBL	Shoreline Project LLR	13773.75	
20250529MRHLBT	Shoreline Project CWR	5700	

Payroll 6-27-25

Wages	14815.03
Taxes	5425.07
Pera EE & ER	2581.73

Payroll 7-11-25

Wages	18210.82
Stipend	5600
Taxes	7426.31
Pera EE & E	2581.73

Payroll 7-15-25 S

Supervisors Q2	
Wages	3895.99
Taxes	497.22

Monthly Subscriptions

A T & T cell phones	272.03
Arvig Phone/Internet	190.56
Adobe	235.7
Google Storage	9.99
Google G Suite	135.8
Intuit QBO	449
Marco - copy machine	165.17
bill.com	45
Microsoft	93.94
My Pay	186.45
June Visa	8383.19

Non Regular Supervisor Stipend Request

Upcoming to be Considered

PROJECT APPROVALS

CSC-			
20250529CWRMPC	waste facility closure (Jake)	5869.00	
20241125LLRSBL	shoreline Leech Lake (Jake)	13773.75	
20250529MRHLBT	non structural shoreline restoration following NRCS 342 (Jake)	5700.00	
FSP 241118LLRTHO	Leech Lake FSP KT (Brandon)	680.25	08/08/2025
FSP 250218LLROBA	Leech Lake FSP DO (Brandon)	1,132.50	08/08/2025
FSP 241107LLRROE	Leech Lake FSP GR (Brandon)	999.00	08/08/2025
FSP 240106LLREMB	Leech Lake FSP DE (Brandon)	1,000.00	08/08/2025
FSP 250623CWBRO	Crow Wing FSP TB (Brandon) amount up to	2062.5	
FSP250623MRHMEY	Mississippi FSP JM (Brandon) amount up to	1909.88	
FSP241118MRHKA	Mississippi FSP LS (Brandon) amount up to	391.88	
250424MRHWAM	Mississippi FSP GW (Brandon) amount up to	1435.5	
250612MRHEDW	Mississippi FSP WE (Brandon) amount up to	819.23	
250612MRHDIE	Mississippi FSP DT(Brandon) amount up to	1320	
250328LLRTL	Leech Lake FSP TT (Brandon) amount up to	1584	
250721LLRHIC	Leech Lake FSP MH (Brandon) amount up to	1204.5	