

Hubbard County Soil & Water Conservation District

Tuesday, June 24th, 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
Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer
Marcel Noyes, PR&I

Others present: Crystal Mathisrud, District Manager
Rachel Rudquist, Administrative 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 changed Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried. (13.c was added to correspondence)

MINUTES

A motion was made by Supervisor Noyes to accept the minutes as presented with the modification (correcting the spelling of Supervisor Anderson-Thomas' last name) Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

TREASURERS REPORT / FINANCIAL SERVICES

Bill Consensus – Project approvals were added to the bottom of the Consent Agenda. It was decided that only Don Sells will get paid for attending the NRCS Local Work Group. All supervisors who helped with the FWF will be on a volunteer basis only. The consent agenda was adopted as presented.

Treasurer's Report - Crystal explained the May Balance Sheet and talked about the invoices that we are waiting for reimbursement from as well as the invoices that we still need to send out.

Profit and Loss – Crystal went over the May P&L -

Supervisor Don Sells submitted the Treasurers report to the board for filing.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner - There was an update made to the five-year capital improvement plan. Updated administrators' contract - severance pay was extended from 3 months to 6 months. Reviewed and approved 15 tracts of timber sales. Approved the amendment to improve the resolution for the county wide image fly over that will be taking place in 2026 and 2029. The images that will be on the website will be clearer when zooming in. Hubbard Co is in the 2026 budget process. Department heads will need to get their submission by July. Discussion at the parks board meeting about the possibility of 4 more pickle ball courts and deciding where to put them and how many to install. Concrete has been poured, and fencing is in at the Garfield Lake Project.

DISTRICT CONSERVATIONIST

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

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers Board Conservationist Darren Mayers - Reminded staff of the FY 24-25 general fund grants (conservation delivery and conservation contracts) are set to expire at the end of year. Open Meeting Laws for policy committee meetings for 1W1P – BWSR will be sending out some guidance, but it was determined that in a joint powers collaboration, which Hubbard SWCD is in, open meeting laws are not required. It is not the law, but it is still good practice to follow those laws. If we were a joint entity, then that would require that we follow the open meeting laws. Competitive grants money is limited and, starting next year, it will be available every other year. Clean Waters Legacy Partners Grant – members that are eligible are Tribal, NGOs and Nonprofits. It is open until August 5 there is a 10% match and \$250,000.00 per applicant. FY 25 1W1P will go before the BWSR board in July and the money should be eligible in August. The Forest Estimated for Runoff and Nutrient (FERN) the new nutrient reduction calculator for forestry. Upper Mississippi Grand Rapids help develop that along with Houston Engineering. It is coming out soon and will be on the BWSR website. Darren said we should be able to use 1W1P monies soon for forestry practices on all these practices that will be eligible within there that have been questioned in the past.

OLD BUSINESS

2024 audit in process – still in process. Michael and Samantha are waiting for our Policies to be sent. We want to review/update our policies as we are in the process of going over them or possibly hear back from the Auditor where we should be updating our current policies.

MyPay Corrections -spoke to MCIT to see if there is coverage through them. We will be emailing/speaking with MyPay soon.

OLD BUSINESS ACTION

Reimbursement for Cost Share Project 20250529CWRBTS & approval to use financial hardship reimbursement process (landowner application included for reference)

A motion was made by Supervisor Sells to pay the amount of \$17,330 to the landowner and the contractor for the project 20250529CWRBTS as part of the cost share assistance. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich to issue to the landowner the payment of \$3,167.50 contingent upon the completion of contractor/landowner payment of \$17,330 for the project 20250529CWRBTS. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

New Grant Agreement for LCCMR due to Amendment (will be sent to Heidi by email to sign) –the change is so that the easement dollars for Minnesota Land trusts' easements can be used outside of Hubbard County. This is just a correction to the language in the amendment.

NEW BUSINESS ACTION

Credit Card for Grant - Forestry Tech \$500 Limit

A motion was made by Supervisor Noyes to authorize a credit card for Grant Hegelstad in the amount of \$500. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion

carried.

FSP Application Camp Wilderness Land & Financial Hardship Process Request (Brandon) – Camp Wilderness does NOT need to utilize the Financial Hardship Process Request

A motion was made by Supervisor Sells to approve the FSP plan for Camp Wilderness at the rate of 75% of \$12,863.50 leaving our cost at \$9,647.63. Second, by Supervisor Goodrich Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

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

Supervisor Rettinger: Area VIII Meeting

Supervisor Goodrich: In contact with Dana at LL1W1P on policy updates

Supervisor Sells: Area VIII Meeting

Supervisor Noyes: Area VIII Meeting, the tribe has been doing water testing at the Steamboat Lake landing and the test came back as having E-coli. There will need to be more information gathered on this.

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

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

CORRESPONDENCE

MACDE Grant Application

MACDE Brochure

Update for the LLR1W1P By Laws and Policy Update this will be going to the LLRCWML Policy Committee meeting before it comes to Hubbard SWCD for a vote – (this was added at the meeting)

NEXT MEETING

Next Meeting Tuesday, July 22; Agenda Items:

ADJOURNMENT

The meeting was Adjourned at 10:35 am

APPROVED: _____

7/22/2025
Date

SECRETARY _____


Lynn Goodrich, Secretary

Consent Agenda

Bill Consensus May 26-June 20, 2025

Hubbard County Soil and Water Conservation District

Bill number	Vendor	Amount	Due date
Swag	RMB Environmental Laboratories Inc.	183.00	07/19/2025
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EPA	Itasca SWCD	2,060.33	07/12/2025
RM Cost Share Proj.	R . Cost Share Proj (Jack)	2,110.16	07/11/2025
DNR Implementation	Lindberg Ekola	1,527.70	07/11/2025
DNR Implementation	Lindberg Ekola	1,712.20	07/10/2025
DNR Implementation	Lindberg Ekola	1,674.70	07/10/2025
DNR Implementation	Steward, Daniel	465.00	07/09/2025
EPA	Koochiching Soil & Water Cons. Dist.	4,900.00	07/09/2025
Phone / Internet	ARVIG	190.67	07/06/2025
DNR Implementation	Peter Jacobson	1,935.00	07/06/2025
July Rent	Gartner-Johnson Construction, Inc	928.20	07/05/2025
DNR Implementation	Steward, Daniel	1,535.70	07/04/2025
trailer rental tree sale	Polman Transfer Inc	950.62	07/04/2025
Office Supplies	Innovative Office Solutions, LLC	177.88	06/29/2025
14517428	Hach Company	279.25	06/28/2025
Office Supplies	Innovative Office Solutions, LLC	436.13	06/27/2025
May Fuel	Hubbard County Highway Dept	319.30	06/15/2025
MASWCD Area VIII	Crow Wing SWCD	16.00	06/09/2025
CH Cost Share Proj	C.H. Cost Share Proj. (Jack)	1,320.40	06/08/2025
MASWCD Area VI	Crow Wing SWCD	32.00	06/08/2025
Houston Engineering	Lakeshed Plan Template - Moriya R.	3,000.00	
TSA 8	Karvakko Professional Services	4,000.00	

PROJECT APPROVALS

20250529CWRBTS	Shoreline Restoration on Lake Belle Taine (Jake)	3,167.50
20250529CWRBTS	Shoreline Restoration on Lake Belle Taine (Jake)	17,330.00
Camp Wilderness FSP	Camp Wilderness FSP (Brandon)	9647.63
20250624CWRJWS	J.J. Cost Share (Jake)	287.50
250623 MRHMEY	J. M. Fern Township FSP (Brandon) amount up to	1909.88
250623CWRBRO	T. B. White oak Township FSP (Brandon) up to	2,062.50

Payroll 5-30-25

Wages	13844.33
Taxes	5076.48
Pera EE & ER	2346.53

Payroll 6-13-25

Wages	13345.04
Stipend	5600
Taxes	7655.88
Pera EE & ER	2558.21

Monthly Subscriptions

AT & T cell phones	\$	272.03
Arvig phone/internet	\$	190.67
Adobe	\$	195.35
Google Storage	\$	9.99
Google G Suite	\$	129.40
Intuit QBO	\$	439.00
Marco copy machine	\$	165.17
bill.com	\$	45.00
Microsoft	\$	93.94
MyPay	\$	130.70

May Visa \$5,484.73

Non Regular Supervisor Stipend Request

NRCS Local Workgroup (May)

packing tees & set up /clean up for FWF (May)

Upcoming to be Considered