

## Hubbard County Soil & Water Conservation District

**Tuesday, October 28th, 2025, at 9:00 am**

Hubbard County Soil & Water Conservation District Board of Supervisors met at alternate site with a Zoom option available.

Office Address: 603 Central Avenue North, Suite 100, Park Rapids, MN 56470.

October meeting was held at Hubbard Co Public Works - 101 Crocus Hill St, Park Rapids MN 56470

Members present: Don Rettinger, Vice-Chair (Acting Chair for this meeting)  
Don Sells, Treasurer  
Marcel Noyes, PR&I  
Others present: Crystal Mathisrud, District Manager  
Rachel Rudquist, Administrative and Bookkeeping Assistant  
Darren Mayers, Board Conservationist  
Interactive Tech.: Lynn Goodrich, Secretary - medical condition

Chair Rettinger 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 Noyes. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

### **MINUTES**

**A motion was made by Supervisor Rettinger to approve last meeting minutes. Second by Supervisor Sells. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

### **TREASURERS REPORT**

**Bill Consensus** – It was brought to the Managers attention that we are still paying for bill.com. Now that the Audit report is done, we can remove it. Project approvals were typed on the back on the consent agenda. Supervisor Sells asked questions on the second Marco printer. **There were no objections to the consent agenda.**

**Treasurer's Report** – Crystal explained the YTD Profit and Loss report. Crystal explained again how so many of our grants are on a reimbursement basis. The Balance Sheet – Crystal pointed out that our current fund balance is \$122,693.14 and we are working on growing that to \$500,000 and expect that will take a few years. **Supervisor Sells presented to the treasurer's report to the board for filing.**

### **PUBLIC INPUT**

**Tom Krueger, Hubbard County Commissioner: Absent**

### **DISTRICT CONSERVATIONIST**

**District Conservationist Dan Pazdernik: Absent**

### **BOARD CONSERVATIONIST**

**Board Conservationist Darren Mayers**

Buffer Law funds allocations are expected to be the same as last year. RFI to open on Oct. 9.

Forest Erosion and Reduce Nutrient tool (FERN) to be introduced and released during this time.

The Minnesota Board of Water and Soil Resources (BWSR) has selected six organizations to receive \$1.07 million in Clean Water Funds through the [Clean Water Legacy Partners Grant Program](#). The program seeks to protect, enhance and restore water quality throughout the state. Tribal Governments, nongovernmental organizations and watershed districts were eligible for grant funding.

Awarded applicants:

- Fond du Lac Band of Lake Superior Chippewa
- Leech Lake Band of Ojibwe (2 awards)
- Lower Phalen Creek
- Red Lake Nation
- Upper Red Lake Area Association
- Upper Sioux Community

BWSR is accepting grant applications for the **Keep it Clean Program**, a new initiative which aims to protect Minnesota's lakes by preventing water pollution from garbage and other waste left on the ice of state waters during winter use activities such as ice fishing. The grants will support activities that help prevent pollution such as ice cleanup events and education and outreach efforts. Individual awards will range from \$10,000 to \$40,000. Applications will be accepted via elink through Oct. 29.

**Local Government Road Wetland Replacement Program (LGRWRP)** - easement sign-up period and Request for Proposals (RFP) is seeking assistance from local staff to identify high-quality restoration opportunities. Eligible landowners in targeted watersheds — referred to as Wetland Bank Service Areas (BSAs) are encouraged to participate. The targeted BSAs are illustrated in the figure at the bottom of this message. **Application Deadline:** All applications must be submitted by **4:30 PM on November 13, 2025**

#### **OLD BUSINESS**

Office use update - Federal shut-down impacts and FYIs – NRCS is not back, or in the office and Hubbard SWCD staff is not able to be in the NRCS office. FSA will be in the office throughout the week, but we do not know their exact schedule.

#### **OLD BUSINESS ACTION**

Clarity Amendment for the July Bill Consensus - The projects were to be under payment approval section and not under the project approval section. They had already had project approval. Before payment can be issued, it was requested that the board make a motion to approve and accept the amended consent agenda from July.

**A motion was made by Supervisor Noyes to approve the clarity adjustment for the bill consensus for July 2025. Second by Supervisor Goodrich. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

PFMLA Policy Approval – The district manager is looking for approval to use this PFMLA ShelterPoint policy and upload it to the state portal.

**A motion was made by Supervisor Goodrich to adopt the Shelter Policy PFMN56852 for the 2026. Second by Supervisor Noyes. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

#### **NEW BUSINESS**

**Frost Seeding Projects** – Making the supervisors aware that with the remaining Soil Health Funds that expire in December, Hubbard SWCD is going to use the funds for frost seeding projects in November. We will have a couple of one pager that we can share with landowners. The intended use is to work in Ag lands, but some may also be shoreland lawn conversions that will respond to this grant. This grant

can be used for both. This November outreach will be smaller projects we will get done fast. Hubbard SWCD will do these projects along with the help of the landowners.

**Tick Study Testing Kits** - Hubbard SWCD was contacted and asked if they would be willing to be a location that people can pick up the Tick Kits? We agreed and we will have packets that people can come into the office and pick up. They will also be available at the Sanford Clinic in town.

#### **NEW BUSINESS ACTION**

**Delegate Signing Authority to Crystal for CPL Bender Creek Grant Agreement and Associated Paperwork** – Jake wrote a proposal to The Conservation Partners Legacy Grant for additional funding for culverts on Bender Creek. Jake will be receiving multiple documents that will need signatures, and the request is to allow the manager to have authority to sign them to help this move forward.

**A motion was made by Supervisor Noyes to authorize Crystal to proceed in executing the agreement for the Bender Creek Grant. Second by Supervisor Sells. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

**Tree sale order form** – the green highlighted species were added to the form after this form was submitted. Looking for approval for the form and approval on the costs of the trees. Supervisor Noyes made a recommendation to put a date on the form so we can identify the correct version.

**A motion was made by Supervisor Goodrich to adopt and use the 2026 tree order form the most recently updated with the additional trees. Second by Supervisor Sells. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

2026 Spring Newsletter – The supervisors will send us comments for any changes by the end of the day. Supervisors felt no motion was needed.

NACD Dues Amount for FY26 – past two years we made the \$775.00 gold investment

**A motion was made by Supervisor Noyes for the approval to select the gold option for NACD dues. Second by Supervisor Sells. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

Delegate/verify signing authority for projects under \$2000

**A motion was made by Supervisor Goodrich to delegate signing authority on ALL Hubbard SWCD projects under \$2,000 to the district manager. Second by Supervisor Rettinger. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

**Authorization to submit NACD TA Proposal** – This had been due on November 6 but has been pushed back to December because of the shutdown. We need board records to show that the board authorizes staff to submit the proposal. This grant is to help SWCD's, and watershed districts increase their capacity for different kinds of projects. The funding would be used to do projects and go through the JAA or Conservation Planner process for our staff.

**A motion was made by Supervisor Sells to authorize the NACD TA grant proposal. Second by Supervisor Noyes. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.**

Authorization to submit Keep It Clean Proposal – Supervisors feel we should request at least \$20,000. We will wait for information from Darren before we decide on the amount we will request.

A motion was made by Supervisor Sells to authorize the submission of the Keep it Clean Proposal. Second by Supervisor Goodrich. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4-Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

2024 Audit Approval – There was discussion over the Audit findings. Supervisor Rettinger had questions about page 30.

**\*\*A motion was made by Supervisor Noyes to approve the draft Audit and to authorize the execution of the letter by Crystal and Don Rettinger. Second by Supervisor Goodrich. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried**

**Went into closed session 10:15 am**

**A motion was made by Supervisor Goodrich to suspend the open meeting and go into a closed session to discuss the annual evaluation of the administration assistant. Seconded by Rettinger. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4-Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried**

**A motion was made by Supervisor Goodrich to open the closed session and resume the regular meeting open session. Second, by Supervisor Sells. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 4-Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried**

**Opened back up at 10:37 am**

**Administration Assistant Annual Review**

**A motion was made by Supervisor Goodrich to change the administration bookkeeping assistant title to office manager and extend her employment and offer her a new salary rate of \$32.50 an hour, which is a 15.54% increase and these changes be made retroactive to the first pay period after her anniversary date. Second by Supervisor Rettinger. Roll call vote: Dist. 1 -Y, Dist. 2-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 – not present

**Supervisor Rettinger:** Attended the September board meeting, Administrative Assistant Review and will be attending, TSA 8 meeting Thursday of this week.

**Supervisor Goodrich:** Attended the September board meeting, Administrative Assistant Review

**Supervisor Sells:** Attended the September Board meeting, came to the SWCD office to sign documents

**Supervisor Noyes:** Attended September Board Meeting, Pickerel Lake project has been addressed. Hart Lake made the investment; Marcel showed a picture. He will be attending the MHB Biannual Meeting at Breezy Point on Friday Oct 31.

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

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

#### **CORRESPONDENCE**

NACD Newsletter

#### **NEXT MEETING**

Next Meeting Tuesday, Nov 25th

#### **ADJOURNMENT**

Meeting was adjourned at 11:16 am

APPROVED: \_\_\_\_\_

Date

SECRETARY \_\_\_\_\_

Lynn Goodrich, Secretary

**\*\*The above highlighted was left off of the minutes when they were approved at the November Board Meeting. It was noticed at the December Meeting and the amended Board Minutes were approved at December Board Meeting.**

## CONSENT AGENDA

### Hubbard County Soil and Water Conservation District

**Bill Consensus      September 20 - October 24, 2025**

Bill number	Vendor	Amount	Date Due	Payroll 10.3.25	Wages	\$	13,569.61
2024 audit	Peterson Company, LTD	\$ 3,000.00	11/23/2025		Stipend	\$	5,600.00
20250910LLRCCS	Brandon Supalla - Soil health	\$ 2,515.00	11/23/2025		Taxes	\$	7,865.88
tree protection	Browse Blocker	\$ 437.50	11/20/2025		Pera EE & ER	\$	2,657.55
9-16-25 to 9-30-25	Lindberg Ekola	\$ 225.00	11/16/2025				
9-1-25 to 9-15-25	Lindberg Ekola	\$ 1,112.20	11/16/2025	<b>Payroll 10.17.25</b>			
LCCMR	Houston Engineering Inc	\$ 2,000.00	11/13/2025		Wages	\$	15,212.52
Oct Bill	ARVIG	\$ 194.19	11/05/2025		Taxes	\$	2,636.51
sept fuel charges	Hubbard County Highway Dept	\$ 351.68	11/05/2025		Pera EE & ER	\$	2,635.15
swag	RMB Environmental Laboratories Inc.	\$ 183.00	11/02/2025				
Con Inv FY26	NACD	\$ -	10/31/2025	<b>Monthly Subscriptions</b>			
MR1W1P FSP	Lee Skajewski	\$ 356.25	10/31/2025	AT&T cell phones	\$	329.89	
swag	RMB Environmental Laboratories Inc.	\$ 183.00	10/30/2025	Arvig phone/internet	\$	194.19	
swag	RMB Environmental Laboratories Inc.	\$ 162.00	10/30/2025	Adobe	\$	258.14	
24112CWRLOF	Lof, Dustin - FSP	\$ 750.00	10/30/2025	Google Storage	\$	9.99	
Nov rent	Gartner-Johnson Construction, Inc	\$ 928.20	10/30/2025	Google G Suite	\$	148.00	
payback	Beltrami SWCD	\$ 5,700.00	10/30/2025	Intuit QBO	\$	489.00	
LSR	Brinks Wetlands Services LLC	\$ 1,840.00	10/30/2025	Marco copier	\$	165.17	
tree advertising	De La Hunt Media -KDKK FM 97.5	\$ 176.00	10/29/2025	Bill.com	\$	45.00	
swag	RMB Environmental Laboratories Inc.	\$ 273.00	10/24/2025	Microsoft	\$	93.94	
8.26.25 -9.16.25	Peter Jacobson	\$ 1,980.00	10/23/2025	MYPAY	\$	128.31	
241121CWRSAN	Sandra Lof FSP	\$ 1,514.40	10/30/2025				
LCCMR	Houston Engineering Inc	\$ 3,000.00	10/30/2025				
20250826MRHGLS	Vikki Glodek (Jake)	\$16,642.50	11/17/2025	Oct Visa	\$	7,295.06	

### Non Regular Supervisor Stipend Request

Project Approvals on back of sheet

### Upcoming to be Considered

### **PROJECT APPROVALS**

241121CWRLOF	FSP D.L. 54 acres CW (Brandon)	\$ 750.00
241121CWRSAN	FSP S. L. 151.6 acres CW (Brandon)	\$ 1,514.40
20251028LLRSTI	FSP P & N S. LLRW (Brandon)	\$ 2,227.50
241118MRHKA	FSP L.S 22 acres (Brandon)	\$ 356.25