

Hubbard County Soil & Water Conservation District

Tuesday, January 27th, 2026, 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: Don Rettinger, Vice-Chair
Don Sells, Treasurer
Marcel Noyes, PR & I

Others present: Crystal Mathisrud, District Manager
Rachel Rudquist, Office Manager
Dan Pazdernik, District Conservationist
Darren Mayers, Board Conservationist

Interactive Technology: Lynn Goodrich, Secretary

Vice-Chair Rettinger opened the meeting at 9 am and led the Pledge of Allegiance.

AGENDA

A motion was made by Supervisor Noyes to accept the agenda as presented. 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.

MINUTES

A motion was made by Supervisor Noyes to approve the minutes from last month's board meeting. 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.

TREASURER'S REPORT

Consent Agenda – It was noted to have both Marco bills moved over under dues and subscriptions.

Treasurer's Report – Supervisor Sells asked the District Manager to explain the County Allocation money. Supervisor Sells submitted the treasures report to the board for filling.

A motion was made by Supervisor Sells, to approve the consent agenda. 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.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: was not present at the meeting

DISTRICT CONSERVATIONIST

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

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers: This was Darren's last board meeting. He is moving into the easement programs and forestry coordinator position within BWSR. Starting next month Brett Arney will be our new area Board Conservationist. February 1st is the reporting deadline. There is a new grant that will be coming out March 26. It will have money to be used for cooperative weed management; we will see more on that in the upcoming weeks. Darren handed out an informational sheet on Clarifying Intended Eligibility for Class 2c Managed Forest Lands Tax Classification.

OLD BUSINESS

Grazing Workshop - February 6th is the date of the event. We need RSVPs for the grazing workshop. Sign up Supervisor Don Rettinger for 2 spots

OLD BUSINESS ACTION

FSP Contract No: 260127CWRBSC - 1,979 acres in CWRW - \$9,647.63

A motion was made by Supervisor Goodrich to approve the FSP contract for the 1,979 acres in the CW watershed up to \$9,647.63 but not more than 75% of actual cost. 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.

NEW BUSINESS

Record keeping for ACH payments – Talked about how the ACH payments work and are currently being handled. The office manager sends an email to the district manager and the treasurer for approval, and they both email their approvals back. The office manager keeps records of that email. The Supervisors said that this method is sufficient. Supervisor Sells said to add this to our policies that we are updating.

A motion was made by Supervisor Sells to approve ACH payments and this requires two signatures to be procured either in person or by email. 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.

PRAP Grant – Hubbard SWCD was awarded the PRAP grant. The grant funds will be used to update all the HCSWCD policies and BYLAWS in 2026. We will be revising and updating what we have and what needs to be added and ensure we reduce our risk. Hubbard SWCD will request quotes from multiple sources to evaluate and select from. Known examples: Morrison SWCD used Houston Engineering, Crow Wing SWCD used an attorney from the cities.

NEW BUSINESS ACTION

New payroll provider – ADP – The district manager explained that we switched to a new payroll provider. ADP was recommended by our Auditor. We will receive the 29.75% discount on processing charges for the life of staying with ADP. The ADP contract was approved by email since we needed to switch so fast.

NO MOTION WAS NEEDED

District Manager Resignation – Crystal sent the Supervisors her resignation letter before the board meeting. Her last day in the office will be February 11, 2026. She is willing to be available to stay on for transitioning. **A motion was made by Supervisor Sells make a motion to accept Crystal's resignation effective February 11. Second, by Supervisor Rettinger. Roll call vote: Dist. 1 -Y, Dist. 2-Obstain, Dist. 4 -Y, Dist. 5-Y. Affirmative: Three. Opposed: None. Motion carried.**

Citizen Bank letter to add Office Manager to account for communications and updates (should also update TruStar and Northview) – ensuring that the Office Manager has access to the bank accounts.

A motion was made by Supervisor Sells that we currently add the Office Manager, currently Rachel Rudquist, to the following accounts, Citizens Nation Bank, TruStar Federal Credit Union, and Northview Bank. 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.

Authorize new staff signer authority for second signature on checks etc.

A motion was made by Supervisor Noyes authorizing Megan FitzGerald to be added as a third signer. 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.

Peterson Company Ltd Audit Letter - received the annual Audit engagement letter to be approved and signed

A motion was made by Supervisor Sells to proceed with Peterson Company Ltd as the auditor. 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.

FSP Contract No: 250623CWRBRO - 283 acres in CWRW - \$3,408.75

A motion was made by Supervisor Goodrich to approve FSP contract No. 250623CWRBRO - 283 acres in CWRW for a maximum contract value of \$3,408.75, but not more than 75% of the actual project cost. 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.

FSP Contract No: 20260127CWRR2J - 240 acres in CWRW - \$2,925.00

A motion was made by Supervisor Goodrich to approve FSP contract 20260127CWRR2J - 240 acres in CWRW for a maximum contract value of \$2,925.00, but not more than 75% of the actual project cost. 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.

FSP Contract No: 20260127CWRRREN - 147 acres in CWRW - \$1,327.50

A motion was made by Supervisor Goodrich to approve FSP contract No 20260127CWRRREN - 147 acres in CWRW for a maximum contract value of \$1,327.50, but not more than 75% of the actual project cost. 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.

Break at 10:27 am and back in session at 10:35 am

Bernick Grant - needs electronic signature authorization – Megan, Jack, and Crystal submitted Bernick Grant. We were awarded \$30,000. Megan explained how the \$30,000 will be divided up. All the information is online so we will need a board member to sign for this grant. Supervisor Noyes will sign. Supervisor Sells will be the supervisor available for the photo opt when they want to present the check.

A motion was made by Supervisor Noyes to accept the Bernick 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.

Authorization to submit a general letter of support for Seed Procurement LCCMR proposal in partnership with DNR Forestry & Badoura Nursery (Crystal) – They would like to partner with us and will try to get funding from LCCMR to expand it and the way they would like to do that is, LCCMR would be the lead agency so they will submit the proposal and manage the grant and we would have a contract to do some of the work on it and that would expand out from our current area to include more counties and districts.

A motion was made by Supervisor Noyes to make a proposal to move forward with a letter of support. 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.

New Technician Position Announcement (Crystal) – The District manager has put together an announcement for a technician. The district manager is looking for approval to post this and decide if we should hire one or two out of the responses.

A motion was made by Supervisor Sells to proceed with the New Technician Position Announcement. 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.

Appointing a supervisor as acting chair

A motion was made by Supervisor Goodrich to accept Supervisor Noyes as Chair and Supervisor Rettinger will be Vice Chair. 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.

Necktie River Engineering Contract Review Update (Jake) – Houston Engineering was the Contract approved. Hubbard County Attorney cannot make a judgment on the contract since there are conflicting interests. Hubbard SWCD is looking for a way to proceed with the project but cannot do that without language being approved. Hubbard SWCD is looking for legal review.

A motion was made by Supervisor Noyes to approve Houston Engineering contract pending our attorneys review and approval. Further Jake Shaughnessy is authorized to proceed with a third-party attorney rather than the county attorney to get contract review done quickly at a reasonable price. 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. Supervisor Goodrich recommended contacting Attorney Greg Larson to see if he is available. He is a former County Commissioner and has experience in this area.

Lake Belle Taine Community Facilitation Contracting – The contract is not ready yet. They are working to write out the plan according to the District Manger’s ideas. We should expect to see that plan and contract at the next board meeting.

No action currently, this is tabled until the February Board Meeting.

Break at 11:08 am and back at 11:14am

went to Agenda item # 12 (reports) some reports need to provide more details. District Forester needs to provide/expand more information.

Went into closed session for employee reviews and District Manager resignation 11:35 am

A motion was made by Supervisor Rettinger to go into closed session for reason stated above. 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.

A motion was made by Supervisor Goodrich to end the closed session and go back into 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.

Back into open session at 1:21 pm

Conservation Project Technician Annual Review

A motion was made by Supervisor Sells to continue employment of Jack Slipy and give him a raise to \$31.97 effective the first full pay period after his anniversary date. 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.

Watersheds Coordinator Annual Review

A motion was made by Supervisor Sells to continue employment of Jake Shaughnessy and give him a raise to \$38.75 effective the first full pay period after his anniversary date. 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.

District Forester Annual Review

A motion was made by Supervisor Noyes to continue employment of Brandon Spain-Brist and give him a raise to \$34.14 effective the first full pay period after his anniversary date. 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.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair’s Report: Supervisor Rettinger: December board meeting, employee reviews

Supervisor Goodrich: December board meeting, discussion on reviews and district mangers resignation

Supervisor Sells: December board meeting attended the Local Water Plan meeting as an alternate.

Supervisor Noyes: December board meeting, talked about July Laporte Days for nitrate testing, wondering if fall simulator would be available to have on site at the same time?

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

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

CORRESPONDENCE

NACD Newsletter

MACDE Brochure

MASWCD Dues Letter

2026 SWCD Legislative Event 3-17-26

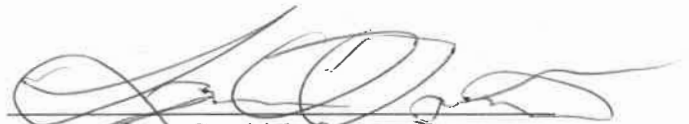
NEXT MEETING

Next Meeting Tuesday February 24, 2026; Agenda Items:

ADJOURNMENT

Supervisor Goodrich made a motion to adjourn at 1:24 pm.

APPROVED: 2-24-2026 SECRETARY
Date


Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus December 12, 2025 - January 22, 2026

Bill number	Vendor	Amount	Due date
Inv 190	Cass County SWCD	\$ 3,011.05	02/20/2026
2026 Area VIII Dues	MASWCD Area VIII	\$ 275.00	02/19/2026
22904	Cold Stream Farm LLC	\$ 1,783.59	02/15/2026
25-025-03	Karvakkko	\$ 3,750.00	02/12/2026
2026 Membership	MACDE Treasurer	\$ 175.00	02/08/2026
1.9.26	Minnesota Land Trust	\$ 24,112.66	02/08/2026
December	ARVIG	\$ 193.99	02/05/2026
damage deposit	Helga Township	\$ 100.00	02/04/2026
2941	Brinks Wetlands Services LLC	\$ 373.75	02/01/2026
February Rent	Gartner-Johnson Construction, Inc	\$ 928.20	01/31/2026
Invoice # 2	Itasca SWCD	\$ 7,962.74	01/31/2026
Dec Fuel	Hubbard County Highway Dept	\$ 136.77	01/31/2026
WC/PC Renewal	MCIT	\$ 14,750.00	01/31/2026
2026 Dues	MASWCD	\$ 7,654.49	01/31/2026
25120476	De La Hunt Media -KDKK FM 97.5	\$ 150.00	01/27/2026
FSP	250612MRHEDW	\$ 479.62	01/26/2026
32134	Peterson Company, LTD	\$ 325.00	01/18/2026
FSP	20251028LLRSTI	\$ 2,017.50	01/15/2026
40836977	Marco 2nd office	\$ 79.00	01/12/2026
20250912LLRGSL	tree planting project	\$ 1,381.75	1/29/2026

Payroll 12-26-25

Wages	\$	15,606.10
Supervisor vouchers	\$	4,140.47
Taxes	\$	4,403.55
Pera EE & ER	\$	2,723.29

Payroll 1-9-26

Wages	\$	21,642.17
Stipend	\$	5,600.00
Taxes	\$	6,683.74
Pera EE & ER	\$	2,723.26

Payroll 1-23-26

Wages	\$	15,853.24
Taxes	\$	5,603.42
Pera EE & ER	\$	2,723.26

Monthly Subscriptions

AT&T cell phones	\$	334.33
Arvig phone/internet	\$	193.99
Adobe	\$	221.11
Google Storage	\$	9.99
Google G Suite	\$	148.00
Intuit QBO	\$	489.00
Intuit 1099's	\$	123.92
Marco copier #1	\$	173.10
microsoft -1x a yr	\$	139.58
microsoft	\$	126.90

Non Regular Supervisor Stipend Request

Upcoming to be Considered