

Hubbard County Soil & Water Conservation District

Wednesday, July 28, 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: Marcel Noyes, Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer
Don Rettinger, Vice-Chair

Others present: Jake Shaughnessy – Co- Administrator
Megan FitzGerald, Co-Administrator
Rachel Rudquist, Office & Finance Manager
Tom Kruger, County Commissioner
Dan Pazdernik, District Conservationist

Interactive Technology: Brett Arney, Board Conservationist

Other: Lynn Swaggert
Mark Johnson

Chair Noyes 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 stated (9b was added). Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Supervisor Sells to approve last month's minutes. Second by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

TREASURERS REPORT

Consent Agenda – Questions about Hubbard Co Abstract bill, Houston bill and the cost of Google subscription, Marco copier.

Treasurer's Report - Explained the reason behind the new report that was included in the financials. The supervisors appreciated seeing what grant invoices were billed and paid. It will continue to be included in the packet. Talked about the P & L and Balance Sheet – **Supervisor Sells submitted the treasurer's report to the Board for filing.**

A motion was made by Supervisor Rettinger to approve the consent agenda. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: The county approved a five-year road construction plan for county roads and the continuation of the local sales tax options for road construction. It is ½ of 1%. The county usually raises about 1.2 million. The county received a grant of \$11,783 from MN Dept of Ag. to control brown knapweed on county roads. Approved quotes for construction to begin on the new reuse building. The current reuse building will be used for organics. July timber sales were \$129,479. Hubbard County adopted an ADA policy for out transit buses. They also began the conversation on the county taking over all property assessments for determining taxable value. Townships have been responsible for that in the past and they have a hard time finding replacement assessors. The townships would still be responsible for their annual Board of Equalization, which would come before the county.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik- Report is available upon request

BOARD CONSERVATIONIST

Board Conservationist Brett Arney – attended remotely – Brett held a contracting training session. Sent out a mid-summer update last week which included a roll out of some new RIM processes. Starting in January BWSR will be requiring all new RIM easements to have formal surveys completed. There were a few other updates in the easement program, such as easement alteration policies and forms. Changes to Buffer program – some revisions to ordinance program – watch for email on this. There have been questions about forest stewardship plans or woodland stewardship plans and private foresters not wanting to share their information. When those things are shared with state funds, we need to make sure that the SWCD gets a copy of those. WCA rule making went to legislature this year and didn't make it past the floor vote, so nothing has changed as of now. Upcoming Listening Session on August 4 in Grand Rapids, MN for IWIP program review if interested in attending. In person option only.

OLD BUSINESS

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OLD BUSINESS ACTION

Lake Belle Taine Proposal Selection- Hubbard SWCD received three proposals from Houston Engineering, Midwest Wetland, PE Services. There were comments submitted by the Lake Belle Taine Lake Association. Jake had discussions with the Supervisors and answered questions about the proposal selections. It has been suggested that Hubbard SWCD attends the County Board meeting to request an additional 5 thousand to fully cover this phase. Let the county know what needs to pare down to allow the project to fit into the budget.

A motion was made by Supervisor Goodrich to approve Houston Engineer subject to the county committing to the additional 5 thousand dollars. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Amend date for FSP Contract 250328LLRTIL – Request is to extend the implementation window. No change in cost just extending the date.

A motion was made by Supervisor Goodrich to adopt the amendment to the Conservation contact no: 250328LLRTIL. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

Fall Newsletter – Megan recommended that the district would like to mail out the fall newsletter and have the cover page announce that the district is going to only be doing e newsletters after the fall newsletter is sent out. The cost of newsletters and postage is getting very high. The supervisors agreed. No motion needed.

WCA Fees for the County and Townships – In 2025 we waved \$1,400.00 in WCA and township fees. We want to know if we should continue to wave these fees in the future. The supervisors agree to wave the fees.

A motion was made by Supervisor Sells to wave the WCA fees for public entities subject to annual review. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS ACTION

Cost Share Percentage Discussion (Request Form) – Hubbard SWCD has been defaulting to 75% on cost share. Moving forward, Hubbard SWCD will be using the 50% share rate unless approved by the Board. This document is for landowners to submit when requesting a cost share to be at 75%.

A motion was made by Supervisor Goodrich to adopt the updated Hubbard County SWCD Cost Share policy with the addition of the Cost Share Rate Increase Justification Form. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Updated Soil Health Cost Share – (included in the motion above)

Updated Cost Share Policy – Jake went over the policy and explained the updates

A motion was made by Supervisor Goodrich to adopt the updated Soil Health Cost Share Program Policy

and Contract. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Revior Creek Project Hydraulic Calculations – MRH Funding - \$1,000

A motion was made by Supervisor Sells to approve the Limited Professional Services Contract from Karvakko for 1,000 for Revior Creek. Second by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

FSP Approval Contract 20260728LLRBUR: 40 acres \$265 Cost Share total \$530 – LL1W1P Funding.

A motion was made by Supervisor Sells contract 20260728LLRBUR in the amount of \$265.00. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

FSP Approval Contract 20260728MRHNSC: 275 acres \$3,384.75 Cost Share total \$4,513.00 - MR1W1P Funding.

A motion was made by Supervisor Noyes to approve 20260728MRHNSC for \$3,384.75. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Restructuring - Co-Administrators Megan and Jake explained to the supervisors the situation Hubbard SWCD is in and how the district is not financially able to keep two foresters. Grant funds will not allow it in the budget. There was discussion regarding restructuring positions within the SWCD.

A motion was made by Supervisor Noyes to proceed with the restructuring by eliminating one of the positions, that position being District Forester held by Brandon to bring financials back in line. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Noyes due to restructuring process we are eliminating the position for Kari Tomperi effective today. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

2027 Budget Approval – Megan explained why there are the three budget options. This was depending on what was decided for (11g) Restructuring above.

A motion was made by Supervisor Sells to approve the revised budget option 2 as presented. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report Supervisor Noyes: attended June Board meeting, attended nitrate testing at the Fair, Mississippi Headwaters Board Meeting was cancelled. Laporte Days Nitrate testing

Supervisor Rettinger: attended June Board meeting, personnel zoom meeting,

Supervisor Goodrich: attended June Board meeting, personnel zoom meeting

Supervisor Sells: attended June Board meeting, the nitrate testing at the fair, attended the forestry association meeting remotely

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

CORRESPONDENCE

MCIT 2025 Worker's Compensation Payroll Audit

NEXT MEETING

Next Meeting Tuesday, August 25, 2026: Agenda Items

ADJURNMENT

The meeting adjourned at 10:39 am

APPROVED

8-25-26
Date

SECRETARY


Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus June 18, 2026 - July 24, 2026

Bill number	Vendor	Amount	Due date
Request #6	Minnesota Land Trust	\$ 29,482.46	09/14/2026
3443	Ratwick, Roszak & Maloney	\$ 171.50	08/21/2026
Invoice # 3	Itasca SWCD	\$ 6,554.44	08/16/2026
FSP	20260127CWRR2J	\$ 2,576.25	08/15/2026
FSP	20260127CWRBRO T.B.	\$ 2,872.13	08/15/2026
25-035-08	Karvako	\$ 1,000.00	08/15/2026
FSP	20260428CWRGRI J.G.	\$ 717.00	08/15/2026
FSP	20251001LLRLEY M.L.	\$ 1,125.00	08/15/2026
FSP	20260324MRHPET J.P	\$ 1,125.00	08/15/2026
Invoice 202	Hubbard County Abstract	\$ 863.00	08/06/2026
Q2 Invoice	ShelterPoint	\$ 810.49	07/31/2026
August Rent	Gartner - Johnson Const,	\$ 928.20	07/31/2026
SO-4951995	Innovative Office Supply	\$ 25.68	07/31/2026
15067325	Hach Company	\$ 205.30	07/31/2026
inv 189	Hubbard County Abstract	\$ 1,143.50	07/23/2026
June Fuel	Hubbard County Hwy Dept	\$ 170.54	07/16/2026
82922	Houston Engineering	\$ 29,032.64	8/17/2026
FSP	20260324LLRMEN J.M.	\$ 1,207.50	8/23/2026
Visa	July Visa Statement	\$ 1,676.53	07/25/26

Non-Regular Supervisor Stipend Request

Upcoming to be Considered

Payroll 6-26-26

Wages	\$ 19,094.10
Taxes	\$ 5,289.20
Pera EE & ER	\$ 2,663.45

Payroll 07-10-26

Wages	\$ 19,024.80
Taxes	\$ 5,243.59
Pera EE & ER	\$ 2,633.46
Stipend	\$ 5,600.00
Taxes	\$ 1,177.95

Payroll 7-24-26

Wages	\$ 19,024.80
Taxes	\$ 5,243.61
Pera EE & ER	\$ 2,663.46
AT&T Cell Phones	\$ 334.11
Arvig	\$ 194.16
Adobe	\$ 167.93
Google Storage	\$ 180.00
Intuit QBO	\$ 295.00
Marco Copy Machines	\$ 261.29
Microsoft	\$ 118.17
ADP Payroll	\$ 264.62