

Hubbard County Soil & Water Conservation District

Tuesday, August 25th, 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 Schaughnessy, Co-Administrator
Megan FitzGerald, Co-Administrator
Rachel Rudquist, Office and Finance Manager
Jody Peek, Team Lead
Brett Arney, Board Conservationist
Ted Van Kampen, Hubbard County Commissioner

Guests: Mark Johnson
Lynn Swaggert

Chair Noyes 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 Rettinger. Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Supervisor Rettinger to approve the minutes. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Consent Agenda – There was an addition to the consent agenda under the Non-Regular Supervisor Stipend Request to allow two supervisors to put in their time from a meeting held in August about the restructuring and guidelines after employees leave.

Treasurer's Report – Supervisor Sells submitted the treasurer's report to the Board for filing.

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

PUBLIC INPUT

Ted Van Kampen, County Commissioner: Ted Van Kampen was filling in for Commissioner Tom Kruger. Ted mentioned that there will be a change in County Commissioner for District 3 in January of 2027, as Tom Kruger is retiring. It hasn't been decided which Commissioner will take over HCSWCD committee. Ted would like the position. Ted is up for re-election and running unopposed once again. The first 2.2 miles of the bike trail has been approved from the tunnel on Hwy 71. Supervisor Goodrich

asked that the SWCD be kept in the loop on this since we hold the responsibility for the Wetland Conservation Act. It is currently budget season at the county right now. The SWCD will present our budget and requests to the county in September.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik: Dan was not in attendance. Team Lead, Jody Peek presented the NRCS report. A summary report is available upon request.

BOARD CONSERVATIONIST

Board Conservationist Brett Arney: Funding through The Nature Conservancy was available to apply for. BWSR is handling the funds. There were 11 applications received, Hubbard SWCD being one of them. Hubbard SWCD applied for \$40,000. BWSR will be working on ranking those applications. We will be notified whether we were chosen to receive funding. Every month there is an email sent to staff called "Train Tracks" that highlights upcoming BWSR training events. There are a lot of different conservation cohorts who provide on the job training toward JAA certification. Some of the practices they are working on right now should interest our staff, such as Conservation Cover and Shoreline Practices. BWSR Academy is set for Oct. 21-22 and will open for registration on September 1.

OLD BUSINESS

Lake Belle Taine Update – Jake requested that the county provide Hubbard SWCD with \$5,000 in additional funds for the project. The county has agreed to the request. We will need to send them an invoice and they will reimburse the district.

OLD BUSINESS ACTION

Amend January Board Minutes to fix incorrect cost share contract numbers. Update incorrect cost share number from 250623CWRBRO to the correct number from the contract 20260127CWRBRO.

A motion was made by Supervisor Sells to amend January 2026 minutes to correct the cost share contract numbers 250623CWRBRO to 20260127CWRBRO. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

Restructuring Update – Megan reported Jake has taken over the existing FSP's and easements for now. Eventually Grant will be taking over the new FSP's. Jake will be handing over the new incoming easements and WCA violations to the appropriate technicians.

NEW BUSINESS ACTION

Date for next Strategic Planning meeting – the strategic meeting date was set for October 13, 2026 @ 9 am. (no motion is needed for this)

Approve funding of FSP Renewal assistance Contract 20260825CWRJLT: 267 acres, \$614 cost share, total project cost \$1,228. This FSP is in a priority area in the CWR watershed and will be funded out of the CWR WBIF Phase 1 funding.

A motion was made by Supervisor Goodrich to approve the renewal contract 20260825CWRJLT in the amount of \$614. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Approve funding of FSP Renewal Contract 20260825CWRMHP: 250 acres, \$425 cost share, total project cost \$850, CWR1W1P funds.

A motion was made by Supervisor Sells to approve the renewal contract 20260825CWRMHP in the amount of \$425. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Cover Crop Contract 20260728CWRLBC: 173.2 acres, \$40/acre, \$6,928 cost share, CWR1W1P funds.

A motion was made by Supervisor Rettinger to approve the contract 20260728CWRLBC at \$40 an acre for a total cost of \$6,928. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Noyes attended last month's Board meeting, a meeting held with some of the SWCD staff about restructuring and moving forward, and the Steamboat Lake Association meeting

Supervisor Rettinger: Supervisor Rettinger attended last month's Board meeting, a meeting held with some of the SWCD staff about restructuring and moving forward

Supervisor Goodrich: Supervisor Goodrich attended last month's Board meeting, a meeting held with some of the SWCD staff about restructuring and moving forward

Supervisor Sells: Supervisor Sells attended last month Board meeting

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

CORRESPONDENCE

MCIT 2026 Dividend Notice

NACD Thank You

MCIT 2027 Renewal Notice

Area VIII Fall Tour Information

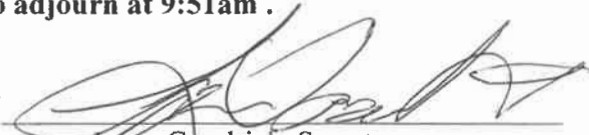
NEXT MEETING

Tuesday, September 22, 2026

ADJOURNMENT

A motion was made by Supervisor Goodrich to adjourn at 9:51am .

APPROVED: 9-22-2026 SECRETARY
Date


Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus July 24, 2026 - August 19, 2026

Bill number	Vendor	Amount	Due date
FSP 78 acres	20260526CWRAND	\$450.00	09/10/2026
D092880	RMB Inc.	\$75.00	09/10/2026
July Fuel	Hubbard County Highway Dept	\$286.20	09/10/2026
25-025-100	Karvakko	\$1,000.00	08/29/2026
INS168584	Innovative Office Solutions, LLC	\$121.09	08/29/2026
2024 Q1, & Q4	IRS	\$193.50	08/13/2026
Request # 6	MN Land Trust	\$29,482.46	8/16/2026
20250722LLRGPR	sandbar willow cost share	\$1,337.69	9/18/2026
20260127CWRREN	FSP	\$1,275.00	9/18/2026
20260623CWEJWS	Well service cost share	\$225.00	9/18/2026
Bender Creek	Northern Harbor Construction	\$132,670.00	3 grants
20260623CWRPDC	Cover crop flat rate	\$1,140.00	9/20/2026
	July Visa Statement	\$1,990.93	8/25/2026

Upcoming to be Considered

Payroll 8-7-26

Wages *	\$	28,599.20
Taxes	\$	10,600.51
*Pera EE & ER	\$	2,545.52
*Stipend	\$	4,800.00
*Brandon Payout	\$	10,773.95
*Q2 vouchers	\$	3,683.71

Payroll 8-21-26

Wages	\$	11,772.71
Taxes	\$	4,630.60
Pera EE & ER	\$	2,270.34
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	\$	178.93

Non-Regular Supervisor Stipend Request

Supervisor Rettinger and Supervisor Noyes meeting with staff about restructuring and moving forward