Hubbard County Soil & Water Conservation District

Tuesday, September 22nd, 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 Dan Pazdernik, District Conservationist Tom Krueger, Hubbard County Commissioner
Guests:	Tim Terrill, MHB Mark Johnson

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 Sells. Affirmative: All. Opposed: None. Motion carried.

MINUTES

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

TREASURERS REPORT

Consent Agenda – Questions and discussions on the Cover Crop payment, Marco copy machines, and the Northern Harbor Construction payment.

Treasurer's Report – Megan explained that the negative number is because we are waiting for invoice payments to come in. Megan also went over the A/R Summary Report. Supervisor Sells presented the treasurer's report to the board for filing

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

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: Hubbard Co approved matching funds for playground equipment for Garfield Park. Approved a quote of $23,082 for fencing for a dog park at Hartland Park that should be done by December 1. Approved 13 tracks for October 5 timber auction estimated at $167, 720. Approved a three-year extension for providing a county deputy for the City of Nevis. First year's cost is $109,179; the city of Nevis will pay the county with an approx. 5% increase raise over the next two years. Hubbard Co. approved a 1 year Medica contract for county employees that was a 39.9% increase over this year. Set preliminary levy at 9.9 % increase for 2027 over 2026. Attended AMC policy conference in Bemidji. Tom went on to list multiple takeaways from this conference.

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

BOARD CONSERVATIONIST
Board Conservationist Brett Arne – not in attendance

OLD BUSINESS
Strategic Planning – Agenda Items
MASWCD 2026 Resolution Packet and District 3 opening.

OLD BUSINESS ACTION
Left blank intentionally

NEW BUSINESS
MHB Presentation Tim Terrill attended the board meeting and gave an informative presentation about MHB.

Annual Report Fiscal Year 2026 Report – Megan and Jake went over the 2026 Annual Report. Jake talked about how nice it was to look back and see all the impacts Hubbard SWCD is having and we can gather that data/information with our tracker.

Review Memo on Data Privacy, Public Records, and Private Forester Invoicing under SWCD Cost-Share Programs – Jake and Megan discussed the document that Cass SWCD provided. We may want to possibly adopt it at a later date. Supervisor Noyes suggested we have this document reviewed by the Hubbard Co Attorney.

NEW BUSINESS ACTION
FSP Approval Contract 20260922CWRSFP: 47 acres, $185 cost share, $247 total project cost - CWR1W1P Funding
A motion was made by Supervisor Goodrich to approve the contract 20260922CWRSFP in the amount of $185. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

CSC Approval Contract 20260929CWROSP: $2,544.53 cost share, $3,392.70 total project Cost - CWR1W1P Funding
A motion was made by Supervisor Sells to approve the contract 20260929CWROSP in the amount of $2,544.53. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

CSC Approval Contract 20260922MRHRMP: $1,875.00 cost share, $2,500.00 total project Cost - 25% Funding National Wild Turkey Federation grant, 50% funding from Conservation Contracts
A motion was made by Supervisor Goodrich to approve the contract 20260922MRHRMP in the amount of $1,875.00. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Well Sealing CSC Approval Contract 20260922MRHRWS: $862.50 cost share, $1,725.00 total project cost- MRH1W1P Funding
A motion was made by Supervisor Goodrich to approve the contract 20260922MRHRWS in the amount of $862.50. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried, with Supervisor Rettinger abstaining.

CSC Approval Contract 20260922LLRBSC: $1,548.00 cost share, - LLR1W1P Funding
A motion was made by Supervisor Sells to approve the contract 20260922LLRBSC in the amount of $1,548.00. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

CSC Approval Contract 20260922LLRSPF: $4,410.00 cost share, $5,880.00 total project cost- LLR1W1P Funding
A motion was made by Supervisor Sells to approve the contract 20260922LLRSPF in the amount of $4,410. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Payment assistance request for CSC Cont. No 20260922LLRSPF
A motion was made by Supervisor Noyes to approve the contract 20260922LLRSPF payment assistance request to cover the amount $4410.00 for this project. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Co-Administrator 6-month check in - Megan- move to October Board Meeting

Co-Administrator 6-month check in - Jake – move to October Board Meeting

REPORTS ON MEETINGS AND PROJECTS:
Board Chair's Report: Supervisor Noyes attended last month's board meeting, area 8 tour and area 8 meeting, and MRH1W1P meeting
Supervisor Rettinger: Supervisor Rettinger last month's board meeting
Supervisor Goodrich: Supervisor Goodrich last month's board meeting
Supervisor Sells: Supervisor Sells attended last month's board meeting, attended the Forestry meeting in Grand Rapids.
District Staff Reports: District staff reports are available upon request.

CORRESPONDENCE
MASWCD 90th Annual Conference – Jake should go
IMPLAN Joint Memo 2026 – Supervisor recommended we pass along this information to the two area newspapers (Pilot and Enterprise)
IMPLAN Fact Sheet

NEXT MEETING
Next Meeting Tuesday, October 27; Agenda Items:

ADJOURNMENT

A motion was made by Supervisor Goodrich to adjourn at 10:40 am .

APPROVED: 10/27/2026 SECRETARY _____
Date Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus August 20, 2026 - September 18, 2026

Bill number	Vendor	Amount	Due date
1576 pmnt #2	Northern Harbor Construction	$ 75,000.00	10/09/2026
October rent	Gartner-Johnson Construction, Inc	$ 928.20	10/08/2026
944458 & 944451	BWSR - BWSR Academy	$ 190.00	10/08/2026
15164713	Hach Company	$ 205.30	10/08/2026
20260526CWRTRI	FSP R.T.	$ 516.00	10/04/2026
D094679	RMB Labratories Inc.	$ 75.00	10/02/2026
25-035-09	Karvakko	$ 500.00	09/26/2026
inv 3829	Ratwik, Roszak & Maloney, P.A.	$ 441.00	09/23/2026
20260623CWRPDC	Cover Crop P.D.	$ 1,140.00	09/20/2026
sept rent	Gartner-Johnson Construction, Inc	$ 928.20	09/10/2026
Area VIII Fall Tour	Itasca SWCD - Area 8	$ 102.00	09/10/2026
Inv 83728	Houston Engineering Inc	$ 24,659.00	10/14/2026
inv August	Hubbard County Highway Dept	$ 408.08	10/14/2026
Sept Bill	ARVIG	$ 194.16	10/6/2026
Community Room Rent	Northwoods Bank	$ 50.00	9/25/2026
20260623CWRJSC	Cover Crop J.S.	$ 830.00	10/19/2026
	August Visa Statement	$1,784.28	8/25/2026

Payroll 9-4-26

Wages *	$	15,965.11
Taxes	$	5,658.60
*Pera EE & ER	$	2,270.34
*Stipend	$	4,800.00

Payroll 9-18-26

Wages *	$	11,772.73
Taxes	$	4,630.60
*Pera EE & ER	$	2,270.34
AT & T cell phones	$	334.25
Arvig	$	194.16
Adobe	$	167.93
Google Storage	$	180.00
Intuit QBO	$	283.00
Marco copy machines	$	273.68
Microsoft		118.17
ADP Payroll		176.51

Upcoming to be Considered

Non-Regular Supervisor Stipend Request