



Chisago Soil & Water Conservation District

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January 10, 2017 REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil and Water Conservation District was convened at the USDA Ag. Service Center in North Branch on January 10, 2017. Chair Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Board members present: Jim Birkholz, Roland Cleveland, Dave Tollberg, and Justin Wilson
Absent: Craig Mold
Staff present: Craig Mell and Sue Humble

AGENDA

Motion by Wilson and seconded by Tollberg to approve the agenda as printed. Motion carried.

CONSENT AGENDA

Consent Agenda items were reviewed individually.

Motion by Wilson and seconded Tollberg to approve the December Board minutes. Motion carried.

Motion by Tollberg and seconded by Wilson to approve the bills to be paid and the financial reports as presented. Motion carried.

CORRESPONDENCE

Recent correspondence was reviewed. No Board action was taken.

STAFF REPORTS

SWCD District Administrator Craig Mell reviewed the past months SWCD activities.

COST SHARE PROGRAMS

No action taken.

OLD BUSINESS

State Buffer Program

District Administrator Mell provided an update to the Board on the past months activities related to the State Buffer Program. No Board action was taken.

Roland Cleveland arrived at 8:25 a.m.

ADMINISTER OATH OF OFFICE

Oaths of Office were administered to Supervisors James Birkholz, Roland Cleveland and Justin Wilson by Supervisor David Tollberg.

ANNUAL BUSINESS MEETING ITEMS

District Administrator Mell called for nominations for District Chair.

Motion by Cleveland and seconded by Tollberg to cast a white ballot to continue officers assignments for 2017 as follows:

- Chair: James Birkholz
- Vice Chair: Roland Cleveland
- Treasurer: Craig Mold
- Secretary: Justin Wilson

Motion carried.

Chair Jim Birkholz accepted his appointment as chair and resumed the meeting.

Motion by Tollberg and seconded by Cleveland to cast a white ballot to continue committee assignments for 2017 as follows:

- Personnel: Birkholz and Wilson
- Budget and Finance: Mold and Cleveland
- Chisago County Water Plan Policy Team: Mold
- Metropolitan Association of Conservation Districts: Cleveland (alternate: Birkholz)

Motion Carried.

Motion by Wilson and seconded by Tollberg to set Chisago SWCD policy items for 2017 as follows:

- Set meeting dates and times for the second Tuesday of each month at 8:00 a.m. at the USDA Ag. Service Center in North Branch.
- Set Supervisor meeting allowances at \$55 per approved meeting per day with a maximum allowance of \$75 per day if two or more meetings are attended on the same day.
- Set the mileage reimbursement rate to follow the current IRS approve rate. The 2017 IRS rate is \$0.535/mile.
- Designate the Post Review and the Chisago County Press as the official newspapers for the SWCD.
- Designate Associated Bank, Stearns Bank, Neighborhood National Bank, and Lake State Credit Union as the SWCDs official depositories.
- Authorize the District Administrator the authority to approve payment of the following items:
 - staff salaries and insurances
 - gas and maintenance on District owned equipment
 - bills where the SWCD receives full reimbursement for the expense
 - emergency repairs to SWCD approved BMP projects needed between board meetings
 - all board approved cost share contracts
- Authorize the District Administrator the authority to sign all Board approved contracts on behalf of the SWCD.
- Adopt the 2017 Board Operating Rules

Motion carried.

NEW BUSINESS

Personnel Committee Recommendation

Motion by Wilson and seconded by Tollberg to accept the Personnel Committee recommendations to:

- Approve a one-step increase in pay effective January 1, 2017, for the following SWCD staff: Casey Thiel, Mary Jo Youngbauer, and Shane Hultman (Sue Humble and Craig Mell have reached the top step of their pay scale).
- Approve the reclassification of the following employee's grade level as it relates to the District pay scale, effective the pay period beginning January 1, 2017. Water Resource Specialist Casey Thiel,

from: G24 S9, to G25 S8, and Conservation Technician Mary Jo Youngbauer, from: G22 S8, to G23 S7.

Motion carried.

Finance Committee Recommendation

Motion by Cleveland and seconded by Tollberg to accept the Finance Committee recommendations to:

- Increase the employee compensated absences as listed on the SWCD balance sheet from \$41,000 to \$44,000.
- Utilize up to 100% of the FY17 state cost share base grant for increased technical assistance.
- Approve the revised 2017 budget as presented.

Motion carried

2017 BWSR Clean Water Fund Competitive Grants Agreement

Motion by Wilson and seconded by Tollberg to approve the 2017 BWSR Clean Water Fund Competitive Grant Agreement with the MN Board of Water and Soil Resources, pending review by the District Administrator, and to authorize District Administrator Mell to be the grantee's authorized representative, which includes signing all documents related to this grant. Motion carried.

2017 SWCD Local Capacity Services Grant Agreement

Motion by Cleveland and seconded by Wilson to approve utilizing the 2017 SWCD Local Capacity Services Grant funds to install BMPs and promote soil health programs and native grass/pollinator plantings in areas of the County where we currently do not have other state/local cost share programs and to approve the FY17 BWSR Local Capacity Service Grant Agreement with the MN Board of Water and Soil Resources pending review by the District Administrator and to designate District Administrator Mell as the SWCD authorized representative to sign the agreement.

- Budget Breakdown: \$167,500 (\$137,500 in State funds and \$30,000 in County funds)
 - \$117,500 – Staff time
 - \$5,000 – Education/outreach programs
 - \$5,000 – Office/field equipment
 - \$40,000 – Cost share/incentive payments

Motion carried.

2015 Final Financial Audit

Motion by Tollberg and seconded by Wilson to accept the FY15 Final Financial Audit as presented. Motion carried.

COMMITTEE REPORTS

No action taken.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, February 14, 2017, at 8:00 a.m.

ADJOURNMENT

Motion by Tollberg and seconded by Wilson to adjourn the meeting at 9:15 a.m.



Secretary

2-14-17

Date

*Attachments available at SWCD office.