



Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056
Phone (651)674-2333 www.chisagoswcd.org

November 14, 2017

REGULAR BOARD MEETING MINUTES

The November Board meeting of the Chisago Soil and Water Conservation District was convened at the USDA Ag. Service Center in North Branch on November 14, 2017. Chair Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Board members present: Jim Birkholz, Roland Cleveland, David Tollberg and Justin Wilson
Board members absent: Craig Mold
Staff present: Craig Mell, Susan Humble and Casey Thiel
Others: Deb Hermel, NRCS District Conservationist

AGENDA

Motion by Cleveland and seconded by Tollberg to approve the Agenda as printed. Motion carried.

CONSENT AGENDA

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

CORRESPONDENCE

Recent correspondence were reviewed by the board.

STAFF/SUPERVISOR REPORTS

NRCS District Conservationist Deb Hermel reviewed the past months NRCS activities (see attached).
SWCD District Administrator Craig Mell reviewed the past months SWCD activities (see attached).

COST SHARE PROGRAMS

Motion by Tollberg and seconded by Wilson to approve the following project certification and cost-share payment:

- Applicant: City of Taylors Falls Lapinski Project
- Contract #: SCRE 16-2
- Conservation Practice: Trench Drain, Underground Outlet
- Total Project Cost: \$ 17,876.37
- Approved Cost Share:
 - \$12,876.37 – FY16 CWF St. Croix Escarpment Taylors Falls Gully Stabilization
 - \$5,000.00 – FY16 St. Croix River Association Grant

Motion carried.

Motion by Birkholz and seconded by Wilson to approve the following project certification and cost-share payment:

- Applicant: Bob Johnson
- Contract #: SWCD LC 17-2
- Conservation Practice: Lined Waterway
- Total Project Cost: \$19,456.19
- Approved Cost Share:
 - \$10,000.00 – FY17 SWCD Local Capacity Services Grant
 - \$8,456.19 – Chisago County Public Works Funds

Motion carried.

Motion by Cleveland and seconded by Tollberg to approve the following project certification and cost-share payment:

- Applicant: Don and LuAnn Novotny
- Contract #: TW SRA 15-11
- Conservation Practice: Rock Lined Channel
- Total Project Cost: \$22,125.35
- Approved Cost Share:
 - \$17,625.35 – FY15 Targeted Watershed Grant
 - \$4,500.00 – Chisago Lakes Lake Improvement District

Motion carried.

Motion by Tollberg and seconded by Cleveland to approve the following project certification and cost-share payment:

- Applicant: Frank Salava
- Conservation Practice: Lakeshore Restoration and Hillside Erosion Control
- Total Project Cost: \$9,775.00
- Approved Cost Share: \$1,500.00 – Chisago Lakes Lake Improvement District

Motion carried.

Motion by Wilson and seconded by Tollberg to approve the following project certification and cost-share payment:

- Applicant: Mallery Jersey's Inc.
- Contract #: CWF WQIMJ 17-1
- Conservation Practice: Grade Stabilization Structure
- Total Project Cost: \$19,939.65
- Approved Cost Share: \$10,447.15 – CWF Water Quality Improvements on the Mallery Jersey Dairy Farm

Motion carried.

OLD BUSINESS

State Buffer Program

District Administrator Mell updated the Board on the status of the State Buffer Law.

No Board action was taken.

NEW BUSINESS

Chisago Lakes Lake Improvement District Professional/Technical Services Contract

Motion by Wilson and seconded by Tollberg to approve the Professional/Technical Services Contract (Contract #2018-1) by and between Chisago County on behalf of the Chisago Lakes Lake Improvement District and the Chisago Soil and Water Conservation District. Motion carried.

Personnel Committee Recommendations

Motion by Tollberg and seconded by Wilson to approve the personnel committees recommendations as presented:

- Adopt the Chisago County 2018 Master Wage Schedule for all SWCD employees effective January 1, 2018.
- Set the 2018 employee benefit package for all full time regular employees at 971.19/month/employee. An employee may use their benefit package for insurance premiums or invested into the state deferred compensation program or request a prorated amount (90%) as cash.
- Approve a one-step increase in pay effective January 1, 2018, for all SWCD staff who receive an overall positive annual review rating for 2017 by District Administrator Mell and are currently not at step 10 on the 2017 Chisago SWCD Master Wage Schedule.
- Approve adjustment of work hours for District Administrator Mell to volunteer as a basketball coach at the Rush City High School.

Motion carried.

COMMITTEE REPORTS

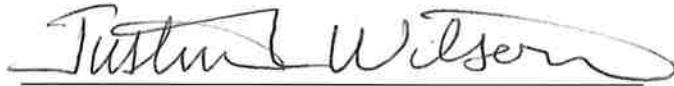
No action taken.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, December 12, 2017, at 8:00 a.m.

ADJOURNMENT

Motion by Wilson and seconded by Tollberg to adjourn the meeting at 10:20 a.m.



Secretary

12-12-17

Date

*Attachments available at SWCD office.

