



# Chisago Soil & Water Conservation District

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**January 9, 2018**

## **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 9, 2018. Chair Birkholz called the meeting to order at 8:00 a.m.

### **ATTENDANCE**

Board members present: Jim Birkholz, Roland Cleveland, Craig Mold, David Tollberg and Justin Wilson  
Staff present: Craig Mell and Susan Humble

### **AGENDA**

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

### **ANNUAL BUSINESS MEETING ITEMS**

District Administrator Mell called for nominations for District Chair.  
Wilson nominated Birkholz for Chair.

Motion by Cleveland and seconded by Wilson to cast a white ballot for Birkholz to serve as Board Chair for 2018. Motion carried.

Chair Birkholz accepted his appointment as chair, resumed the meeting and asked for nominations for the remaining officer positions.

Motion by Mold and seconded by Wilson to cast a white ballot for Cleveland to serve as Board Vice-Chair for 2018. Motion carried.

Motion by Wilson and seconded by Tollberg to cast a white ballot for Mold to serve as Treasurer for 2018. Motion carried.

Motion by Tollberg and seconded by Mold to cast a white ballot for Wilson to serve as Secretary for 2018. Motion carried.

Motion by Cleveland and seconded by Wilson to cast a white ballot to set committee assignments for 2018 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 2018 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.

*Bringing Conservation to Chisago County*

- Set the mileage reimbursement rate to follow the current IRS approved rate (the 2018 IRS rate is \$0.545/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 2018 Board Operating Rules

Motion carried.

### **CONSENT AGENDA**

Motion by Mold and seconded by Tollberg to approve the Consent Agenda as listed after removing the Financial Reports for review. Motion carried.

Motion by Mold and seconded by Wilson to accept the Financial Reports as presented. Motion carried.

### **CORRESPONDENCE**

Recent correspondence were reviewed by the board.

### **STAFF/SUPERVISOR REPORTS**

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

### **COST SHARE PROGRAMS**

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

- Applicant: City of Center City
- Contract #: TW SRA 15-12
- Conservation Practice: 587 Structure for Water Control
- Total Project Cost: \$51,158.11
- Approved Cost Share Payment:\$37,894.50
  - \$28,894.50 FY15 Targeted Watershed Grant
  - \$9,000 Chisago Lakes Lake Improvement District

Motion carried.

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

- Applicant: City of Lindstrom
- Contract #: CWF TW NS 15-2
- Conservation Practice: Enhanced Street Sweeping
- Approved Cost Share Payment: \$2,000
  - \$1,500 – FY15 CWF Targeted Watershed Grant
  - \$500 – Chisago Lakes Lake Improvement District

Motion carried.

**OLD BUSINESS**

**State Buffer Program**

District Administrator Mell updated the Board on the status of the State Buffer Law. Motion by Cleveland and seconded by Wilson to delegate the authority to review and approve cost-share contracts under the 2018 Buffer Cost Share Program to District Administrator Mell. Motion carried.

**NEW BUSINESS**

**Lower St. Croix Watershed One Watershed One Plan**

The Board reviewed the draft Lower St. Croix Watershed One Watershed One Plan Work Plan, Budget, Timeline, and Memorandum of Agreement. No Board action was taken.

**Contract for Services – RMB Environmental Laboratories, Inc.**

Motion by Wilson and seconded by Cleveland to approve the RMB Environmental Laboratories, Inc. Scope of Work Proposal for the Chisago County Targeted Township Nitrate-Nitrogen Testing Program and to designate District Administrator Mell as the District’s Authorized Representative to sign all documents related to this agreement. Motion carried.

**Comfort Lake Forest Lake Watershed District Professional Technical Services Contract**

Motion by Mold and seconded by Wilson to approve the Professional/Technical Services Contract (Contract #2018-1) by and between the Chisago Soil and Water Conservation District and the Comfort Lake – Forest Lake Watershed District. Motion carried.

**Personnel Committee Recommendation – District Administrator Annual Review**

Motion by Birkholz and seconded by Wilson to commend District Administrator Mell for his performance in 2017 and recommend that he be eligible for any pay raises related to his performance and because the size and scope of the SWCD program continue to evolve, we also recommend that his position be reviewed to assure that it is classified appropriately with regard to compensation. Motion carried.

**Finance Committee Recommendation**

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

- Increase the employee compensated absences as listed on the SWCD balance sheet from \$44,000 to \$46,500.
- Approve the revised 2018 budget as presented.

Motion carried.

**COMMITTEE REPORTS**

No action taken.

**UPCOMING BOARD MEETING**

The next regular Board meeting is scheduled for Tuesday, February 13, 2018, at 8:00 a.m.

**ADJOURNMENT**

Motion by Mold and seconded by Wilson to adjourn the meeting at 9:30 a.m.

  
\_\_\_\_\_  
Secretary

2-13-18  
\_\_\_\_\_  
Date

\*Attachments available at SWCD office.