



Chisago Soil & Water Conservation District

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November 13, 2018 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 13, 2018. Chair Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

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

AGENDA

Motion by Cleveland and seconded by Mold to approve the Agenda as presented after removing the bills to be paid and the financial reports for review. Motion carried.

CONSENT AGENDA

Motion by Mold and seconded by Cleveland to approve the September board meeting minutes as presented. Motion carried.

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

CORRESPONDENCE

Motion by Mold and seconded by Cleveland to approve Supervisors, Staff and the 2018 Outstanding Conservationists attendance at the MASWCD Annual Convention on December 9-11, 2018, and pay all necessary expenses (travel, lodging, and meals) related to the convention. Motion carried.

STAFF/SUPERVISOR REPORTS

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

COST SHARE PROGRAMS

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

- Applicant: Randy Carlson
- Contract #: GCW 17-3
- Conservation Practice: Stream crossing and a critical area shaping and planting
- Total Project Cost: \$10,689.39
- Approved Cost Share Amount: \$9,550.18 FY17 CWF Rush Lake/Goose Lake TMDL Implementation Grant

Motion carried.

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

- Applicant: City of Taylors Falls
- Contract #: SCRE 16-3
- Conservation Practice: Streambank and Shoreline Protection
- Total Project Cost: \$81,000
- Cost Share Amount Approved: \$81,000
 - \$15,500 – St. Croix River Association 319 grant
 - \$65,500 – CWF16 St. Croix River Escarpment Taylors Falls Gully Stabilization grant

Motion carried.

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

- Applicant: City of Center City
- Contract #: TW SRA 15-14
- Conservation Practice: 570 Stormwater Runoff Control
- Total Project Cost: \$9,548
- Approved Cost Share Amount: \$9,548
 - \$5,205.65 FY17 SWCD Local Capacity Services Grant
 - \$1,342.35 FY15 Targeted Watershed Grant
 - \$3,000 Chisago Lakes Lake Improvement District Grant

Motion carried.

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

- Jeff Stanway, East Rush Lake: \$498.67 Chisago SWCD Plant Grant Program
- Tom Muellner, West Rush Lake: \$336.91 Chisago SWCD Plant Grant Program
- Brenda Green, East Rush Lake: \$245.81 Chisago SWCD Plant Grant Program
- Ray Oliver, West Rush Lake: \$149.46 Chisago SWCD Plant Grant Program

Motion carried.

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

- Dan Lydon, Chisago Lake, Chisago Lakes Township: \$362.50 Chisago Lakes Lake Improvement District Landowner Cost Share Program
- Rebecca Ervasti, North Center Lake, Lindstrom: \$500.00 Chisago Lakes Lake Improvement District Landowner Cost Share Program

Motion carried.

Motion by Cleveland and seconded by Mold to approve the following cost share request:

- Applicant: City of Lindstrom
- Contract #: TW SRA 15-15
- Conservation Practice: 570 – Stormwater Runoff Control
- Project Completion Date: December 1, 2019
- Total Project Cost: \$13,000

- Approved Cost-Share Amount: \$13,000
 - \$6,500 FY15 TW CWF Grant
 - \$6,500 Chisago Lakes Lake Improvement District
- Technical Representative: Michael Mayer, PE, MM Engineering LLC and/or Rebecca Nestingen, PE, Washington Conservation District

Motion carried.

Motion by Tollberg and seconded by Mold to approve the following cost share request:

- Applicant: Steven and Deborah Dock
- Contract #: CWF GCW 17-6
- Conservation Practice: 410 – Grade Stabilization Structure
- Project Completion Date: December 1, 2019
- Total Project Cost: \$17,000
- Approved Cost-Share Amount: \$17,000
 - \$12,750 FY17 CWF Goose Creek Watershed Implementation Grant
 - \$4,250 Rush Lake Improvement Association Funds
- Technical Representative: Michael Mayer, PE, MM Engineering LLC and/or Rebecca Nestingen, PE, Washington Conservation District

Motion carried.

Motion by Mold and seconded by Cleveland to approve the following cost share request:

- Ted & Kelley Garvey, North Lindstrom Lake, Lindstrom: \$1,500 Chisago Lakes Lake Improvement District Landowner Cost Share Program

Motion carried.

OLD BUSINESS

State Buffer Program

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

NEW BUSINESS

Chisago County/Chisago Lakes Lake Improvement District

Motion by Tollberg and seconded by Mold to approve the Professional/Technical Services Contract (Contract #2019-1) by and between Chisago County on behalf of the Chisago Lakes Lake Improvement District and the Chisago Soil and Water Conservation District. Motion carried.

Washington Conservation District

Motion by Cleveland and seconded by Tollberg to approve the 2019 Letter of Agreement between the Washington Conservation District and the Chisago Soil and Water Conservation District for Washington Conservation District provided Technical and Engineering Services not to exceed \$30,000. Motion carried.

Lower St. Croix Watershed Conservation Planner Initiative

Motion by Mold and seconded by Tollberg to approve individual Letters of Agreement between the SWCDs in Anoka, Isanti, Pine and Washington counties and the Chisago Soil and Water Conservation District to implement the requirements of the BWSR/NRCS Lower St. Croix Watershed Conservation Planner Initiative Program. Motion carried.

Personnel Committee Recommendations

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

- Approve the reclassification of Mary Jo Youngbauer from Conservation Technician to Lower St. Croix Watershed Conservation Planner, grade 25 on the Chisago SWCD pay scale, effective October 29, 2018.
- Approve the reclassification of the District Technician position from a grade 22 to a grade 23 effective the pay period beginning November 17, 2018.
- Adopt the Chisago County 2019 Master Wage Schedule for all SWCD employees effective January 1, 2019.
- Set the 2019 employee benefit package for all full time regular employees at \$1,013/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 of 90% of their balance as a cash option.
- Approve a one-step increase in pay effective January 1, 2019, for all SWCD staff who receive an overall positive annual review rating for 2018 by District Administrator Mell and are currently not at step 10 on the Chisago SWCD Master Wage Schedule.
- Approve the SWCD office being closed on New Year’s Eve day if all SWCD staff choose to utilize annual leave on this date.
- Approve adjustment of work hours for District Administrator Mell to volunteer as a basketball coach at the Rush City High School.

Motion carried.

December SWCD Board Meeting Date

Motion by Birkholz and seconded by Tollberg to approve changing the date of the December Chisago SWCD Board meeting from Tuesday, December 11th, to Wednesday, December 12th at 8:00 a.m. Motion carried.

Lower St. Croix One Watershed One Plan Update

Supervisor Birkholz and Administrator Mell updated the board on the development of the Issue Statements related to the Lower St. Croix One Watershed One Plan and the concerns of the Policy Committee related to the issues listed regarding agricultural lands. Discussion item only, no motion was made by the board.

COMMITTEE REPORTS

No action taken.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Wednesday, December 12, 2018 at 8:00 a.m.

ADJOURNMENT

Motion by Cleveland and seconded by Tollberg to adjourn the meeting at 10:00 a.m.


Secretary

12-12-18
Date

*Attachments available at SWCD office.