



# Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056  
Phone (651) 674-2333 [www.chisagoswcd.org](http://www.chisagoswcd.org)

## January 8, 2019 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 8, 2019.

### **SUPERVISORS OATH OF OFFICE**

Oaths of Office were administered by Supervisor Birkholz to Supervisors Tollberg and Mold.

Chair Birkholz called the meeting to order at 8:10 a.m.

### **ATTENDANCE**

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

Board members absent: None

Staff present: Craig Mell, Susan Humble and Deb Hermel, NRCS.

### **AGENDA**

Motion by Wilson and seconded by Mold to approve the Agenda as presented after adding item USDA NRCS MRBI Goose Creek Watershed Contract under New Business. Motion carried.

### **ANNUAL BUSINESS MEETING ITEMS**

District Administrator Craig Mell assumed control of the meeting and called for nominations for District Chair.

Supervisor Mold nominated Supervisor Birkholz. Upon call, there were no other nominations for District Chair. District Administrator Mell called for a vote for Birkholz as Chair. A unanimous vote for Birkholz as Chair was cast by the full board of the Chisago SWCD Supervisors.

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

Supervisor Wilson nominated Supervisor Cleveland for Vice-Chair. Upon call, there were no other nominations for District Vice-Chair. District Supervisor Birkholz called for a vote for Cleveland as Vice-Chair. A unanimous vote for Cleveland as Vice-Chair was cast by the full board of the Chisago SWCD Supervisors.

Supervisor Cleveland nominated Supervisor Mold for Treasurer. Upon call, there were no other nominations for District Treasurer. District Supervisor Birkholz called for a vote for Mold as Treasurer. A unanimous vote for Mold as Treasurer was cast by the full board of the Chisago SWCD Supervisors.

Supervisor Tollberg nominated Supervisor Wilson as District Secretary. Upon call, there were no other nominations for District Secretary. District Supervisor Birkholz called for a vote for Wilson as District Secretary. A unanimous vote for Wilson as District Secretary was cast by the full board of the Chisago SWCD Supervisors.

Motion by Cleveland and seconded by Wilson to cast a white ballot to set committee assignments for 2019 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, second alternate: Wilson)
- Lower St. Croix One Watershed One Plan Policy Committee Birkholz (alternate: Tollberg, second alternate: Wilson)

Motion carried.

Motion by Wilson and seconded by Tollberg to set Chisago SWCD policy items for 2019 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 approved rate (the 2019 IRS rate is \$0.58/mile, the 2018 rate was \$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 2019 Board Operating Rules

Motion carried.

## **CONSENT AGENDA**

Motion by Cleveland and seconded by Mold to approve the Consent Agenda as presented. Motion carried.

## **CORRESPONDENCE**

Recent correspondence was reviewed by the board.

Motion by Wilson and seconded by Tollberg to approve paying registration and expenses for Supervisors and Staff to attend the 2019 MASWCD Legislative Briefing and Day at the Capitol in St. Paul on March 5-6, 2019. Motion carried.

## **STAFF/SUPERVISOR REPORTS**

NRCS District Conservationist Deb Hermel reviewed the past months NRCS activities.

Deb Hermel reviewed the Annual Civil Rights and Equal Opportunity responsibilities and Acknowledgement of Section 1619 Compliance with the SWCD Board and staff, all SWCD Board members signed the "Affirmation of Review".

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

## **COST SHARE PROGRAMS**

Motion by Mold and seconded by Wilson to approve the following flat rate project certification and payment request:

- Applicant: Ray Kennen
- Contract #: Buffer 18-3
- Conservation Practice: Filter Strip and Forage/Biomass Planting
- Approved Cost Share Amount: \$72.00 SWCD Cost Share Funds

Motion carried.

Motion by Wilson and seconded by Tollberg to approve the following project certification and payment request:

- Applicant: Chisago Lakes School District
- Contract #: TW SRA 15-13
- Conservation Practice: 587 – Structure for Water Control
- Total Project Cost: \$300,000
- Approved Cost Share Amount: \$3,000
  - \$2,000 FY15 Targeted Watershed Grant
  - \$1,000 Chisago Lakes Lake Improvement District
- Technical Representative: Dave Rey, PE, Anderson-Johnson Associates, Inc.

Motion carried.

## **OLD BUSINESS**

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

District Administrator Mell updated the board on the status of the Lower St. Croix One Watershed One Plan process.

Supervisor Tollberg left the meeting

## **NEW BUSINESS**

### **Finance Committee Recommendations**

Motion by Mold and seconded by Wilson to increase the employee compensated absences as listed on the SWCD balance sheet from \$46,500 to \$48,000. Motion carried.

Motion by Wilson and seconded by Cleveland approve the revised 2019 budget as presented. Motion carried.

### **2019 BWSR Clean Water Fund Competitive Grants Agreement**

Motion by Mold and seconded by Wilson to approve the 2019 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.

### **2019 USDA NRCS MRBI Goose Creek Contract**

Motion by Wilson and seconded by Mold to approve the USDA NRCS MRBI Goose Creek Watershed Agreement with the USDA Natural Resources Conservation Service 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.

**SWCD Comprehensive Plan**

Motion by Mold and seconded by Cleveland to approve resolution #2019-01-01 adopting the Chisago County Comprehensive Local Water Management Plan as the Comprehensive Plan for the Chisago SWCD for calendar years 2019 - 2023. Motion carried.

**2018 SWCD Annual Report Presentation**

District Administrator Mell shared a year-end report with the Supervisors. No action taken.

**COMMITTEE REPORTS**

No action taken.

**UPCOMING BOARD MEETING**

The next regular Board meeting is scheduled for Tuesday, February 12, 2019 at 8:00 a.m.

**ADJOURNMENT**

Motion by Wilson and seconded by Mold to adjourn the meeting at 10:25 a.m.



Secretary

2-12-19

Date

\*Attachments available at SWCD office.