



Chisago Soil & Water Conservation District

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January 14, 2020

REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil and Water Conservation District was convened at the Chisago SWCD office in North Branch on January 14, 2020. Chair Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Supervisors present: Jim Birkholz, Roland Cleveland, Craig Mold, David Tollberg and Justin Wilson
Staff: SWCD District Administrator Craig Mell and NRCS District Conservationist Debra Hermel

AGENDA

Motion by Cleveland and seconded by Mold to approve the agenda as listed. Motion carried.

ANNUAL BUSINESS MEETING ITEMS

District Administrator Mell called for nominations for District Chair.

Motion by Cleveland and seconded by Wilson to cast a white ballot to set the 2020 SWCD Officers as follows:

- Chair – Supervisor Birkholz
- Vice Chair – Supervisor Cleveland
- Treasurer – Supervisor Mold
- Secretary – Supervisor Wilson

Motion carried.

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

Motion by Tollberg and seconded by Mold to cast a white ballot to set committee assignments for 2020 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)
- Lower St. Croix One Watershed One Plan Policy Committee Birkholz (alternate: Tollberg)

Motion carried.

Motion by Cleveland and seconded by Wilson to adopt the following District policy items for 2020:

- Set meeting dates and times for the second Tuesday of each month at 8:00 a.m. at the Chisago SWCD office 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 (currently the 2020 IRS rate is \$0.575/mile).
- All official SWCD notices will be posted on the SWCD website, www.chisagoswcd.org, and on the SWCD front counter.

- 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 and associate documents such as, but not limited to financial statements, change orders and amendments on behalf of the SWCD.
- Adopt the 2020 Board Operating Rules

Motion carried.

CONSENT AGENDA

The SWCD Board and Administrator Mell reviewed the 2019 Profit and Loss vs Budget financial report.

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

CORRESPONDENCE

Recent correspondence was reviewed by the Board.

Motion by Tollberg and seconded by Cleveland to approve paying registration and expenses for Supervisors and staff to attend the 2020 MASWCD Legislative Briefing and Day at the Capitol in St. Paul on March 24-25, 2020. Motion carried.

STAFF/SUPERVISOR REPORTS

Deb Hermel reviewed the Annual Civil Rights and Equal Opportunity responsibilities document and the Acknowledgement of Section 1619 Compliance document with the SWCD Board and staff.

Motion by Cleveland and seconded by Mold to acknowledge review by the Board of the USDA NRCS Section 1619 Compliance document. Motion carried.

Motion by Wilson and seconded by Mold to acknowledge review by the Board of the USDA NRCS Civil Rights and Equal Opportunity document and authorize all supervisors to sign the "Affirmation of Review". Motion carried.

COST SHARE PROGRAMS

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

- Applicant: City of Chisago City
- Contract #: CLW 19-01
- Conservation Practice: Enhanced Street Sweeping
- Requested Cost Share Amount: \$2,500
 - \$1,875 – FY19 CWF Chisago Lakes Chain of Lakes Watershed BMP Implementation
 - \$625 – Chisago Lakes Lake Improvement District
- Technical Representative: Casey Thiel, Chisago Soil and Water Conservation District

Motion carried.

OLD BUSINESS

Lower St. Croix One Watershed One Plan Implementation Table Review

The Board reviewed the Lower St. Croix Comprehensive Watershed Management Plan (One Watershed One Plan) Implementation Program Summary and Draft Implementation Table. No Board action taken.

NEW BUSINESS

FY19 Financial Audit

Motion by Wilson and seconded by Mold to approve a contract for \$2,675 with Peterson Company, LTD, to complete the 2019 financial audit of the Chisago SWCD. Motion carried.

SWCD Staff Job Approval Authority Update Request to NRCS

Motion by Mold and seconded by Cleveland to request USDA-NRCS to review and update the Job Approval Authority for Ecological and Engineering Practices for SWCD employees Craig Mell, Casey Thiel, Jacquelynn Kelzenberg, Mary Jo Youngbauer and Shane Hultman. Motion carried.

Chisago SWCD 2019 Annual Report and 2020 Annual Plan of Work

Motion by Wilson and seconded by Tollberg to move this agenda topic to the February 11, 2020 Board meeting. Motion carried.

Chisago SWCD Soil Health Program Discussion

The Board and staff discussed options for a local soil health program.

Motion by Tollberg and seconded by Cleveland to form a Soil Health Committee of Tollberg, Mell, and Hermel to develop a draft soil health program policy for the SWCD Board to consider at a future meeting. Motion carried.

Supervisor Tollberg left the meeting at 10:15 a.m.

COMMITTEE REPORTS

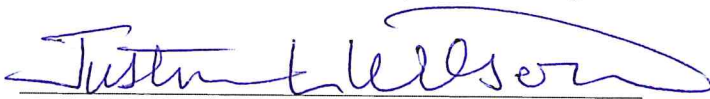
No action taken.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, February 11, 2020, at 8:00 a.m.

ADJOURNMENT

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



Secretary

Feb 11th, 2020
Date

