



Chisago Soil & Water Conservation District

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April 14, 2020 REGULAR BOARD MEETING MINUTES

Due to the State of Minnesota's "Stay at Home" order the April Board meeting of the Chisago Soil and Water Conservation District was convened via an audio and video conference call on April 14, 2020. Chair Birkholz called the meeting to order at 8:10 a.m.

ATTENDANCE

Supervisors present: Jim Birkholz, Roland Cleveland, Craig Mold, David Tollberg and Justin Wilson
Staff: Administrator Craig Mell

AGENDA

Motion by Cleveland and seconded by Tollberg to approve the agenda as listed with the following additions under the Consent Agenda:

- Approve District Administrator Mell as Acting District Secretary during remote meetings and authorize him to sign all approved Board minutes.
- Add two recently received invoices/expense reports to the list of Bills to be Paid
 - Washington Conservation District, 2020 1st Qtr. One Watershed One Plan, \$1,495.56
 - Susan Humble, office expenses – postage for 2020 spring tree/shrub distribution, \$330

Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

CONSENT AGENDA

Motion by Wilson and seconded by Tollberg to approve the Consent Agenda as presented. Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

CORRESPONDENCE

Recent correspondence was reviewed by the Board.

STAFF/SUPERVISOR REPORTS

District Administrator Mell gave a verbal report of the past month's office activities.

COST SHARE PROGRAMS

Motion by Wilson and seconded by Tollberg to approve the following Conservation Practice Assistance Contract:

- Applicant: City of Lindstrom
- Contract #: CLLID 20-1
- Conservation Practice: Enhanced Street Sweeping
- Project Completion Date: November 30, 2020
- Approved Cost Share Amount: \$2,500 Chisago SWCD Local Cost Share Funds
- Technical Representative: Casey Thiel, Chisago Soil and Water Conservation District

Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

Motion by Mold and seconded by Cleveland to approve the following Conservation Practice Assistance Contract:

- Applicant: Paul and Sandy Fladeboe
- Contract #: CLW 19-02
- Conservation Practice: 468 Lined Waterway
- Project Completion Date: December 30, 2020
- Total Project Cost: \$16,000
- Approved Cost-Share Amount: 16,000
 - \$12,000 FY19 Clean Water Funds
 - \$4,000 Chisago Lakes Lake Improvement District
- Technical Representative: Rebecca Nestingen, PE, Washington Conservation District

Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

Motion by Tollberg and seconded by Wilson to approve the following Conservation Practice Assistance Contract:

- Applicant: Melvin Grell
- Contract #: GCW 17-15
- Conservation Practice: 638 Water and Sediment Control Basin
- Project Completion Date: November 30, 2020
- Total Project Cost: \$12,000
- Approved Cost-Share Amount: \$12,000
 - \$8,000 FY17 Goose Creek Watershed TMDL WRAPS Implementation CWF
 - \$4,000 Local Cost Share Funds
- Technical Representative: NRCS

Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

Motion by Mold and seconded by Tollberg to approve the following Conservation Practice Assistance Contract:

- Applicant: Dean Bondeson
- Contract #: GCW 17-16
- Conservation Practice: 638 Water and Sediment Control Basin & 362 Diversion
- Project Completion Date: November 30, 2020
- Total Project Cost: \$22,000
- Approved Cost-Share Amount: \$22,000
 - \$14,000 FY17 Goose Creek Watershed TMDL WRAPS Implementation CWF
 - \$8,000 Local Cost Share Funds
- Technical Representative: NRCS

Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

Motion by Wilson and seconded by Cleveland to approve the following Conservation Practice Assistance Contract:

- Applicant: Frank Carlson
- Contract #: GCW 17-17
- Conservation Practice: 600 Terrace
- Project Completion Date: November 30, 2020
- Total Project Cost: \$16,000
- Approved Cost-Share Amount: \$16,000
 - \$9,000 FY17 Goose Creek Watershed TMDL WRAPS Implementation CWF
 - \$7,000 Local Cost Share Funds
- Technical Representative: NRCS

Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

OLD BUSINESS

Lower St. Croix One Watershed One Plan

Supervisor Birkholz and Administrator Mell updated the Board on recent activities of the Lower St. Croix One Watershed, One Plan Policy Committee. No Board action taken.

NEW BUSINESS

COVID 19 Office Policy

District Administrator Mell discussed with the Board the temporary office policies that have been implemented by staff since the March 10, 2020, Chisago SWCD Board meeting. Three draft policies were presented and discussed to be implemented through December 31, 2020:

1. Adopt the Chisago County “*Utilization of Paid Leave during a Public Health Emergency Policy*” for all Chisago SWCD employees.
2. Subject to approval by the District Administrator, authorize SWCD employees to work remotely during a Federal, State or local “*Stay at Home*” or similar order or at the discretion of the District Administrator.
3. Subject to approval by the District Administrator, authorize employees who are eligible for emergency leave under the *Federal Families First Coronavirus Response Act* to work remotely if healthy and able to work.

Motion by Wilson to adopt draft policy #1, motion died for lack of second.

Motion by Cleveland to adopt policies #1, #2, and #3 through December 31, 2020, motion died for lack of second.

Motion by Wilson and seconded by Tollberg to adopt policies #1, #2, and #3 until the next Chisago SWCD Board meeting and to authorize the Personnel Committee to meet prior to the next Board meeting and provide a COVID 19 Office Policy recommendation to the full Board. Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

2020 Spring Tree/Shrub Distribution

District Administrator Mell updated the Board on the changes to our spring tree and shrub distribution program due to the COVID 19 pandemic. This year staff will be delivering tree and shrub orders to all Chisago County residents and only non-Chisago County residents will pickup their trees on Saturday, May 2nd through a curbside pickup method. No Board action taken.

USDA NRCS/Chisago SWCD Memorandum of Agreement

Motion by Mold and seconded by Cleveland to approve the Memorandum of Agreement between the USDA NRCS and the Chisago SWCD and to authorize District Chair Birkholz to sign the MOA on behalf of the Chisago SWCD. Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

COMMITTEE REPORTS

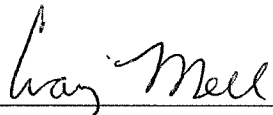
No action taken.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, May 12, 2020, at 8:00 a.m.

ADJOURNMENT

Hearing no objection, Chair Birkholz adjourned the Board meeting at 9:12 a.m.


Secretary

5-12-2020
Date

