



# Chisago Soil & Water Conservation District

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May 12, 2020

## REGULAR BOARD MEETING MINUTES

Due to the State of Minnesota's "Stay at Home" order the May Board meeting of the Chisago Soil and Water Conservation District was convened via an audio and video conference call on May 12, 2020. Chair Birkholz called the meeting to order at 8:05 a.m.

### ATTENDANCE

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

### AGENDA

Motion by Wilson and seconded by Cleveland to approve the agenda as listed with the additional material related to agenda item 8b.

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

### CONSENT AGENDA

Motion by Cleveland and seconded by Mold 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 cancel the following cost share contract:

- Applicant: Cramaur Farms, LLC
- Contract #: SWCD LC 18-3
- Conservation Practice: water and sediment control basin, lined waterway or outlet, underground outlet, mulching, and critical area planting
- Project Completion Date: November 30, 2019
- Total Project Cost: \$20,000
- Approved Cost Share Amount: \$12,500 FY18 SWCD Local Capacity Services Grant funds
- Technical Representative: NRCS

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

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

- Applicant: Cramaur Farms, LLC
- Contract #: SWCD LC 19-1
- Conservation Practice: water and sediment control basin, lined waterway or outlet, underground outlet, mulching, and critical area planting
- Project Completion Date: December 30, 2020

- Total Project Cost: \$20,000
  - Approved Cost Share Amount: \$12,500 FY18 SWCD Local Capacity Services Grant funds
  - Technical Representative: NRCS
- Roll call vote: Cleveland, Yes; Mold, Abstain; 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**

**Personnel Committee Recommendations**

District Administrator Mell presented the recommendations of the Personnel Committee and requested their approval until the next Chisago SWCD Board of Supervisors meeting. The recommendations are as follows:

1. Adopt the Chisago County “Utilization of Paid Leave during a Public Health Emergency Policy” for all Chisago SWCD employees.
2. Authorize SWCD employees to work remotely during a Federal, State or local stay at home or similar order or as authorized by the SWCD Board and to authorize the Personnel Committee to develop a draft Remote Work Policy for consideration by the full board at a future Board meeting.
3. Authorize employees who are eligible for emergency leave under the Federal Families First Coronavirus Response Act (FFCRA) to work remotely if healthy and able to work.

Motion by Wilson and seconded by Cleveland to adopt policies #1, #2, and #3 and extend the local stay at home order for all Chisago SWCD staff until the next Board meeting of the Chisago SWCD. Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

**2020/2021 Budget Discussion**

Motion by Tollberg and seconded by Cleveland to freeze all SWCD discretionary unencumbered cost share program funds, including, but not limited to: State Cost Share Funds, Local Capacity Grant Cost Share Funds, and SWCD Local Cost Share Funds until further notice; and to authorize Administrator Mell to work with the SWCD Budget and Finance committee on an as-needed basis to develop an amended 2020 budget and proposed 2021 budget for consideration by the Board as we learn more about the potential reduction in funding from our local, state and federal programs due to the COVID-19 pandemic. 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, June 9, 2020, at 8:00 a.m.

**ADJOURNMENT**

Hearing no objection, Chair Birkholz adjourned the Board meeting at 8:39 a.m.

  
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 Secretary

  
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 Date