



Chisago Soil & Water Conservation District

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November 10, 2020 REGULAR BOARD MEETING MINUTES

The November Board meeting of the Chisago Soil and Water Conservation District was convened via an audio and video conference call on November 10, 2020. Vice Chair Cleveland called the meeting to order at 8:00 a.m.

ATTENDANCE

Supervisors present: Jim Birkholz (arrived at 8:02), Roland Cleveland, Craig Mold (arrived at 8:02), David Tollberg (left at 9:10) and Justin Wilson
Staff present: Administrator Craig Mell

AGENDA

Motion by Wilson and seconded by Tollberg to approve the agenda as printed.
Roll call vote: Cleveland, Yes; Mold, Absent; Tollberg, Yes; Wilson, Yes; Birkholz, Absent. Motion carried.

Supervisors Birkholz and Mold joined the meeting at 8:02.

CONSENT AGENDA

Motion by Cleveland 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.

Motion by Cleveland and seconded by Wilson to approve Supervisors attendance at the MACD Fall Meeting on November 16th and the MASWCD Annual Convention on December 8th.

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

STAFF/SUPERVISOR REPORTS

District Administrator Mell reviewed the past months office activities. No Board action taken.

COST SHARE PROGRAMS

Motion by Wilson and seconded by Tollberg to approve the following two cost share contract amendment request.

- 1) Applicant: Dean Bondeson
 - Contract #: GCW 17-16
 - Conservation Practice: 638 Water and Sediment Control Basin & 362 Diversion
 - Project Completion Date: ~~November 30, 2020~~ May 15, 2021
 - Technical Representative: NRCS

- 2) Applicant: Frank Carlson
 - Contract #: GCW 17-17
 - Conservation Practice: 600 Terrace
 - Project Completion Date: ~~November 30, 2020~~ May 15, 2021
 - Technical Representative: NRCS

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

Motion by Cleveland and seconded by Mold to approve the following six cost share practice certification and payment request contracts.

- 1) Applicant: Dale Fredrickson, Chisago Lakes Township, Cover Crop Planting
 - Cover Crop Incentives Program
 - Contract #: CC-01
 - Total Acres: 20
 - Flat Rate Incentive Payment: \$25/acre
 - Total Flat Payment Rate Requested: \$500 – SWCD Local Cost Share Funds
 - Technical Representative: Shane Hultman, Technician, Chisago SWCD

 - 2) Applicant: Jay Flodquist, Sunrise Township, Cover Crop Planting
 - Cover Crop Incentives Program
 - Contract #: CC-03
 - Total Acres: 20
 - Flat Rate Incentive Payment: \$25/acre
 - Total Flat Payment Rate Requested: \$500 – SWCD Local Cost Share Funds
 - Technical Representative: Shane Hultman, Technician, Chisago SWCD

 - 3) Applicant: Mallery Jerseys, Inc, Franconia Township, Cover Crop Planting
 - Cover Crop Incentives Program
 - Contract #: CC-04
 - Total Acres: 20
 - Flat Rate Incentive Payment: \$25/acre
 - Total Flat Payment Rate Requested: \$500 – SWCD Local Cost Share Funds
 - Technical Representative: Shane Hultman, Technician, Chisago SWCD

 - 4) Applicant: Byron Dahlheimer, Chisago Lakes Township, Cover Crop Planting
 - Cover Crop Incentives Program
 - Contract #: CC-05
 - Total Acres: 20
 - Flat Rate Incentive Payment: \$25/acre
 - Total Flat Payment Rate Requested: \$500 – SWCD Local Cost Share Funds
 - Technical Representative: Shane Hultman, Technician, Chisago SWCD

 - 5) Applicant: Brenda Green
 - Contract #: GCW 17-18
 - Conservation Practice: 468 Lined Waterway – Vegetated Swale
 - Total Project Cost: \$10,020.50
 - Approved Cost-Share Amount: \$10,020.50 FY17 CWF Goose Creek Watershed TMDL WRAPS Implementation Funds
 - Technical Representative: Rebecca Nestingen, PE, Washington Conservation District

 - 6) Applicant: Paul & Sandy Fladeboe
 - Contract #: CLW-19-02
 - Conservation Practice: 468 Lined Waterway
 - 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.

OLD BUSINESS

Lower St. Croix One Watershed One Plan

Motion by Wilson and seconded by Mold to approve resolution 2020-11-1

Resolution 2020-11-1

Adopt the Lower St. Croix Comprehensive Watershed Management Plan
And Enter Into a Joint Powers Agreement for the Implementation of the
Lower St. Croix Comprehensive Watershed Management Plan

WHEREAS, the Chisago Soil and Water Conservation District (SWCD) entered into the Lower St. Croix Watershed Memorandum of Agreement as a collaborative partner with 14 other political subdivisions and watershed management organizations to develop a comprehensive watershed management plan for the Lower St. Croix Watershed and the collaborative submitted a draft Lower St. Croix Comprehensive Watershed Management Plan to the Minnesota Board of Soil and Water Resources (BSWR) for State approval.

WHEREAS, on October 28, 2020, BWSR announced its approval of the Lower St. Croix Comprehensive Watershed Management Plan, requiring the governing boards of the partnering organizations to make additional authorizations and approvals to move forward the important work of implementing Lower St. Croix Comprehensive Watershed Management Plan.

NOW, THEREFORE, BE IT RESOLVED that the Chisago SWCD Board hereby adopts the Lower St. Croix Comprehensive Watershed Management Plan and such plan shall replace the Chisago County Water Plan for SWCD purposes for the area of Chisago County identified within the Lower St. Croix Comprehensive Watershed Management Plan.

BE IT FURTHER RESOLVED that the Chisago SWCD Board authorizes the implementation of the Lower St. Croix Comprehensive Watershed Management Plan for the area of Chisago County identified within said plan and directs the Chisago SWCD Administrator to administer the implementation of such portion of the plan on behalf of Chisago SWCD.

BE IT FURTHER RESOLVED that, on behalf the Chisago SWCD, the Chisago SWCD withdraws from the Lower St. Croix Watershed Memorandum of Agreement and directs the Chisago SWCD Administrator to take all steps necessary to terminate and wind down the rights and obligations of Chisago SWCD, including, but not limited to, giving notice of withdrawal to the partner organizations within 30-days of this resolution.

BE IT FURTHER RESOLVED that, pursuant to Minnesota Statute Section 471.59, the Chisago SWCD Board authorizes and agrees to enter into the Joint Powers Agreement, attached hereto and incorporated herein, for the collaborative implementation of the Lower St. Croix Comprehensive Watershed Management Plan.

BE IT FURTHER RESOLVED that, pursuant to the terms of said Joint Powers Agreement, the Chisago SWCD Board appoints Jim Birkholz, Board Supervisor, to serve as standing representative of Chisago SWCD on the Policy Committee as provided in the Joint Powers Agreement and the length of such appointment shall be for a term of 15 months, commencing on November 10, 2020 and lapsing on January, 31, 2022.

BE IT FURTHER RESOLVED that, pursuant to the terms of said Joint Powers Agreement, the Chisago SWCD Board appoints David Tollberg, Board Supervisor, to serve as alternate representative of Chisago SWCD on the Policy Committee as provided in the Joint Powers Agreement and the length of such appointment shall be for term of 15 months, commencing on November 10, 2020 and lapsing on January, 31, 2022.

BE IT FURTHER RESOLVED that the Chisago SWCD Board authorizes and directs the Chisago SWCD Administrator to carry-out all duties and obligations required of Chisago SWCD under the Joint Powers Agreement, including, but not limited to, designating Chisago SWCD staff to serve on the Advisory Committee under the Joint Powers Agreement.

BE IT FURTHER RESOLVED that the Chisago SWCD authorizes the Chisago SWCD to serve as the initial Administrative Coordinator in coordination with the Washington Conservation District and directs the Chisago SWCD Administrator to carry out all functions required of the initial Administrative Coordinator under the Joint Powers Agreement.

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

NEW BUSINESS

2021 Partner Contracts/Agreements

Motion by Tollberg and seconded by Wilson to approve the following five partner contracts and/or agreements.

- 1) 2021-2022 Agreement between Chisago County and the Chisago Soil and Water Conservation District.
- 2) Professional/Technical Services Contract (Contract #2021-1) by and between Chisago County on behalf of the Chisago Lakes Lake Improvement District and the Chisago Soil and Water Conservation District.
- 3) Professional/Technical Services Contract for calendar years 2021 and 2022 between Chisago County and the Chisago Soil and Water Conservation District for assistance to the Chisago County Public Works Department.
- 4) Professional/Technical Services Contract for calendar year 2021 between Chisago County and the Chisago Soil and Water Conservation District for office rent and staff support for the University of Minnesota Extension office located in Chisago County.
- 5) 2021 Professional/Technical Services Contract By and 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.

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

2019 Chisago SWCD Audit

Motion by Cleveland and seconded by Tollberg to accept the FY19 Final Financial Audit as completed by Peterson Company Ltd.

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

Personnel Committee Recommendations

Motion by Wilson and seconded by Tollberg to approve the personnel committee's recommendations as presented:

- 1) Set the 2021 employee benefit package for all full-time regular employees at \$1,028.93/month/employee. An employee may use their benefit package for insurance premiums or invested into the Minnesota State Retirement System deferred compensation program or request a prorated amount of 90% of their balance as a cash option.
- 2) Adopt the Chisago County 2021 Master Wage Schedule for all SWCD employees effective January 1, 2021.
- 3) Approve a one-step increase in pay effective January 1, 2021, for all SWCD staff who receive an overall positive annual review rating for 2020 by District Administrator Mell and are currently not at step 10 on the Chisago SWCD Master Wage Schedule.

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

Personnel Committee COVID-19 Office Policies Review

Motion by Tollberg and seconded by Cleveland to continue the following policies until the next regular Board meeting of the Chisago SWCD.

- 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
- 3) Extend the local stay at home order for all Chisago SWCD employees.
- 4) 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.

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

Supervisor Tollberg left the meeting at 9:10

MASWCD 2020 Resolutions Packet

Supervisors were reminded to complete their resolutions ballot and return it to Administrator Mell prior to the November 12th deadline. No Board action taken.

December Board Meeting Date

Motion by Cleveland and seconded by Wilson to change the date of the December 2020 Chisago SWCD Board meeting from Tuesday, December 8th, to Wednesday, December 9th.

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

COMMITTEE REPORTS

No Board action taken.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Wednesday, December 9, 2020, at 8:00 a.m.

ADJOURNMENT

Hearing no objection, Chair Birkholz adjourned the Board meeting at 9:17 a.m.

Craig Mell
Secretary

12-9-2020
Date

