



Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056
Phone (651) 674-2333 www.chisagoswcd.org

January 12, 2021 REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil and Water Conservation District was convened via an audio and video conference call on January 12, 2021. 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 Wilson and seconded by Mold to approve the agenda as listed.

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

ANNUAL BUSINESS MEETING ITEMS

Motion by Cleveland and seconded by Wilson to cast a white ballot to set the 2021 SWCD Officers as follows:

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

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

Motion by Cleveland and seconded by Mold to set committee assignments for 2021 as follows:

- Personnel: Birkholz and Wilson
- Budget and Finance: Mold and Cleveland
- Chisago County Water Plan Policy Team: District Administrator Mell
- Soil Health: Mold and Tollberg
- Metropolitan Association of Conservation Districts: Cleveland (alternate: Birkholz)
- Lower St. Croix One Watershed One Plan Policy Committee Birkholz (alternate: Tollberg)

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

Motion by Wilson and seconded by Tollberg to adopt the following District policy items for 2021:

- 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 (the 2021 IRS rate is \$0.56/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 2021 Board Operating Rules
- Roll call vote: Cleveland, Yes; Mold, Yes; Tollberg, Yes; Wilson, Yes; Birkholz, Yes. Motion carried.

CONSENT AGENDA

The SWCD Board and Administrator Mell reviewed the 2020 Profit and Loss vs Budget financial report.

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

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

CORRESPONDENCE

No board action taken.

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.

Motion by Cleveland and seconded by Wilson to acknowledge review by the Board of the USDA NRCS Section 1619 Compliance document of the USDA NRCS Civil Rights and Equal Opportunity document.

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

COST SHARE PROGRAMS

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

- 1) Applicant: Dean Bondeson
 - Contract #: GCW 17-16
 - Conservation Practice: water and sediment control basin and diversion
 - Total Project Cost: \$19,472
 - Approved Cost-Share Amount: \$11,417.53 FY17 Goose Creek Watershed TMDL WRAPS Implementation CWF
 - Technical Representative: NRCS
- 2) Applicant: Robert Maloney
 - Contract #: CLW-19-07
 - Conservation Practice: water and sediment control basin and diversion
 - Total Project Cost: \$40,411
 - Approved Cost-Share Amount: \$24,812.61
 - \$18,000 FY19 Chisago Lakes SRA CWF
 - \$6,812.61 Chisago Lakes Lake Improvement District
 - Technical Representative: NRCS

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

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

1. Applicant: Gayle Prest – Village of Franconia
 - Pocket Garden
 - Cost Share Request: \$500
 - Technical Representative: Jacquelynn Kelzenberg, Technician, Chisago SWCD
2. Applicant: Jean Kubitschek – Village of Franconia
 - Pocket Garden
 - Cost Share Request: \$500
 - Technical Representative: Jacquelynn Kelzenberg, Technician, Chisago SWCD

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

OLD BUSINESS

No board action taken.

NEW BUSINESS

Personnel Committee Recommendation

Motion by Wilson and seconded by Tollberg to continue with the following office policies in 2021 during the COVID-19 pandemic:

- 1) Adopt the Chisago County “Utilization of Paid Leave during a Public Health Emergency Policy” for all Chisago SWCD employees.
 - An employee who has exhausted all paid leave would be allowed to receive an advance of the equivalent of up to 10 days of paid sick leave (up to a maximum of 80 hours, unless a greater amount is approved at the discretion of the District Board) for absence from work due to infection of the public health emergency; and
 - An employee may use any available paid leave, in the event where a family member’s school or place of care has been closed due to public health emergency and their presence is required to provide care for a family member
- 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.

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

Motion by Wilson and seconded by Tollberg to commend District Administrator Mell for his performance in 2020 and recommend that his position be reviewed to assure that it is classified appropriately with regard to the position’s compensation.

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

Finance Committee Recommendation

Motion by Mold and seconded by Cleveland to approve the finance committee’s recommendations as presented:

- Utilize up to 100% (\$8,844) of the FY21 state cost share base grant for increased technical assistance and to authorize District Administrator Mell to be the grantee’s authorized representative, which includes signing all documents related to this grant.
- Approve the revised 2021 budget as presented.

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 Tuesday, February 9, 2021, at 8:00 a.m.

ADJOURNMENT

Hearing no objection, Chair Birkholz adjourned the Board meeting at 9:02 a.m.

Craig Melle
Secretary

2-9-2021
Date