



# Chisago Soil & Water Conservation District

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Phone (651) 674-2333 [www.chisagoswcd.org](http://www.chisagoswcd.org)

July 18, 2023

## REGULAR BOARD MEETING MINUTES

The July Board meeting of the Chisago Soil and Water Conservation District was convened on July 18, 2023 at the North Branch Area Library, 6355 379th Street, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:05 AM.

### ATTENDANCE

Supervisors present: Jim Birkholz, Lance Petersen, David Tollberg and Justin Wilson

Staff: SWCD Administrator Craig Mell and NRCS District Conservationist Megan Lindberg

### AGENDA

Administrator Mell provided an updated Bills to be Paid list that included an invoice from Keystone Waters, LLC for services related to the Lower St. Croix Watershed Partnership in the amount of \$1,762.50.

Motion by Wilson and seconded by Petersen to approve the agenda with the updated Bills to be Paid listed under the Consent Agenda as presented by Administrator Mell. Motion carried.

### CONSENT AGENDA

Motion by Wilson and seconded by Tollberg to approve the Consent Agenda. Motion carried.

### CORRESPONDENCE

Motion by Birkholz and seconded by Petersen to approve supervisors or staff to attend the Lower St. Croix Watershed Partnership "Workshop on the Water" on July 25<sup>th</sup> in Stillwater and the Chisago Lakes Lake Improvement District Tour on July 31<sup>st</sup> in Center City. Motion carried.

### STAFF/SUPERVISOR REPORTS

NRCS District Conservationist Megan Lindberg and Administrator Mell reviewed the NRCS and SWCD activities of the past month. No board action taken at this time.

### COST SHARE PROGRAMS

#### Project Certification – CWF Soil Health Grant

Administrator Mell provided an update regarding Cost Share Contract #: LSC WBIF AGNS 21-03.

Per the Chisago SWCD Board Approved Cost Share Policies Handbook (approved March 28, 2023):

*All reimbursement payments for nonstructural land management practices will be issued according to the following schedule and after the practice has been certified and approved by the Districts technical representative:*

- *Implemented year 1 of grant – annual payments.*
- *Implemented year 2 of grant – annual payment year 1 and a single lump sum payment for year's 2 and 3 payments.*
- *Implemented year 3 of grant – a single lump sum payment for all three years.*

Contract #: LSC WBIF AGNS 21-03 is in the third and final year of the grant and a single lump sum payment should have been issued instead of a single annual payment on June 13, 2023.

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

1) Contract #: LSC WBIF AGNS 21-03

- Conservation Practice: 329 Residue and Tillage Management Strip-Till
- Total Acres: 100
- Flat Rate Payment Requested: \$2,000 \* 2 years = 4,000 FY21 Lower St. Croix Watershed Based Implementation Funds
- Payment #: two and three of three (payment #1 was approved on June 13, 2023)
- Technical Representative: Jennifer Hahn, Lower St. Croix Watershed Partnership

Motion carried.

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

1) Contract #: CWF SH C 23-05

- Conservation Practice: 327 Conservation Cover (Pollinator Species)
- Total Acres: 4.9 acres
- Flat Rate Payment Requested: \$2,450 FY22 LSC Soil Health Grant (C22-7318)
- Payment #: one of one
- Technical Representative: Mary Jo Youngbauer, Chisago SWCD

Motion carried.

### **Cost Share Request – CWF Direct Drainage to the St. Croix River Watershed**

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

1) Contract #: DDStC 21-12

- Conservation Practice: water and sediment control basin
- Project Completion Date: November 30, 2023
- Total Project Cost: \$25,000
- Approved Cost-Share Amount: \$20,000
  - 10,000 FY21 CWF Direct Drainage to the St. Croix grant funds
  - 10,000 FY23 CWF Direct Drainage to the St. Croix grant funds
- Technical Representative: NRCS

Motion carried.

### **OLD BUSINESS**

No Board action taken at this time.

### **NEW BUSINESS**

#### **Lower St. Croix Watershed Partnership**

Administrator Mell reviewed recent activities related to the LSC WP. No Board action taken at this time.

#### **Chisago SWCD District #2 Supervisor Vacancy**

Motion by Birkholz and seconded by Wilson to adopt resolution 2023-07-01 to Declare Vacancy in the District #2 Supervisor Seat. Motion carried.

**Resolution No. 2023-07-01**  
**A Resolution To**  
**Declare Vacancy in the District #2 Supervisor Seat**

WHEREAS, on June 8, 2023, Chisago SWCD Board Supervisor Roland Cleveland for District #2 passed away; and

WHEREAS, the current term of the seat for the District 2 Supervisor on the Chisago SWCD Board will expire on December 31, 2024 and the subsequent term of office will commence on January 1, 2025 with the District #2 seat being filled for that subsequent term by the general election held on November 5, 2024; and

WHEREAS, by application of Minnesota Statutes section 103C.305, Subd. 6, the Chisago SWCD Board of Supervisors is required to fill the vacancy in the District #2 seat by appointment and the supervisor so appointed will hold office until January 1, 2025.

WHEREAS, District #2 represents the following areas in Chisago County:

- Harris: Township 36N, Range 21W, Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 27, 28, 29, 30, 31, 32, 33, 34.
- North Branch: Township 35N, Range 21W, Sections 1-36.
- Lent: Township 34N, Range 21W, Sections 1-36.

NOW THEREFORE BE IT RESOLVED that the Chisago Soil and Water District Board of Supervisors declares a vacancy in the District #2 seat on the Board effective with the passage of this resolution.

BE IT FURTHER RESOLVED that the Chisago Soil and Water District Board of Supervisors directs the District Administrator to advertise the vacancy and to conduct an application process to allow for the Board to select and to appoint a person to the seat of District #2 Supervisor for remainder of the term which expires December 31, 2024

**Contracts – DNR Groundwater Level Monitoring**

Motion by Tollberg and seconded by Wilson to approve the DNR FY24 Groundwater Level Monitoring Agreement and to designate District Administrator Mell to be the grantee's authorized representative, which includes signing all documents related to this contract. Motion carried.

**Contracts – National Fish and Wildlife Foundation**

Motion by Wilson and seconded by Tollberg to approve the National Fish and Wildlife Foundation contract and to designate District Administrator Mell to be the grantee's authorized representative, which includes signing all documents related to this contract. Motion carried.

**Contracts – DNR Farm Bill Assistance**

Motion by Petersen and seconded by Wilson to approve the DNR FY24 Farm Bill Assistance Contract and to designate District Administrator Mell to be the grantee's authorized representative, which includes signing all documents related to this contract. Motion carried.

**MN SWCD Aid Guidelines**

Motion by Tollberg and seconded by Petersen to approve the Chisago SWCD 2023 Guidelines on the use of SWCD Aid Payments as presented. Motion carried.

**CHISAGO SOIL AND WATER CONSERVATION DISTRICT (SWCD)  
2023 GUIDELINES ON USE OF SWCD AID PAYMENTS**

**Minn. Stat. § 477A.23, subd. 4(b)**

*(adopted July 18, 2023)*

**State SWCD Aid payments will be used by the district board and staff to carry out the following duties as outlined in Minn. Stat. § 103C.332, subd. 1:**

- (1) respond to and provide technical and financial assistance to landowners to maintain and improve the quality, quantity, distribution, and sustainability of natural resources, including surface water, groundwater, soil, and ecological resources;
- (2) provide technical assistance in implementing the soil erosion law under sections 103F.401 to 103F.48;
- (3) arrange for employees to serve on technical evaluation panels to implement the wetland laws as required under section 103G.2242;
- (4) locally administer the reinvest in Minnesota reserve program under section 103F.515 and rules adopted thereunder, using knowledge of local resources to manage each easement to maximize environmental benefits;
- (5) participate in administering the Wetland Conservation Act as provided under sections 103G.221 to 103G.2375, either in an advisory capacity or as the designated local government unit administering the program;
- (6) participate in the local water management program under chapter 103B, either in an advisory capacity or as the designated local government unit administering the program;
- (7) participate, as appropriate, in the comprehensive watershed management planning program under section 103B.801;
- (8) participate in disaster response efforts as provided in chapter 12A;
- (9) provide technical recommendations to the Department of Natural Resources on general permit applications under section 103G.301;
- (10) provide technical assistance and local administration of the agricultural water quality certification program under sections 17.9891 to 17.993;
- (11) provide technical assistance for the agricultural land preservation program under chapter 40A, where applicable;
- (12) maintain compliance with section 15.99 for deadlines for agency action;
- (13) coordinate with appropriate county officials on matters related to electing soil and water conservation district supervisors; and
- (14) cooperate to the extent possible with federal, state, and local agencies and with private organizations to avoid duplicating and to enhance implementing public and private conservation initiatives within the jurisdiction of the district.

**In carrying out the above duties, the district board and staff will use state aid payments to deliver the following services as outlined in Minn. Stat. § 103C.332, subd. 2:**

- (1) performing administrative services, including comprehensive and annual work planning, administering grants, leveraging outside funding, establishing fiscal accountability measures, reporting accomplishments, human resources management, and staff and supervisor development;
- (2) entering into cooperative agreements with the United States Department of Agriculture, Natural Resources Conservation Service, and other United States Department of Agriculture agencies to leverage federal technical and financial assistance;
- (3) providing technical expertise, including knowledge of local resources, performing technical evaluations and certifications, assessing concerns, and providing oversight in surveying, designing, and constructing conservation practices;

(4) providing information and education outreach, including increasing landowner awareness and knowledge of soil and water conservation program opportunities to protect soil and water resources and publicizing the benefits of soil and water conservation to the general public;

(5) facilitating regulatory processes for impacted landowners and providing technical review and comment on regulatory permits and development plans for regulations relating to soil and water conservation;

(6) administering projects and programs, including but not limited to the nonpoint source pollution abatement program; reinvest in Minnesota reserve conservation easements program; disaster response; local water management and comprehensive watershed management planning programs; and projects related to floodplains, lakes, streams and ditches, wetlands, upland resources, and groundwater resources, to maintain and improve the quality, quantity, distribution, and sustainability of natural resources, including surface water, groundwater, soil, and ecological resources;

(7) monitoring and inventorying to collect data that provide a baseline understanding of resource conditions and changes to the resources over time and analyzing and interpreting the data to support program implementation; and

(8) maintaining a modern technology infrastructure that facilitates planning and projects, including geographic information systems, modeling software, mobile workstations, survey and design equipment and software, and other technology for linking landowners with conservation plans.

#### **SWCD Committee Assignments**

Motion by Birkholz and seconded by Tollberg to appoint Supervisor Petersen to the budget and finance committee and Supervisor Petersen to the Metropolitan Association of Conservation Districts Joint Powers Board. Motion carried

#### **BWSR Strategic Plan Update**

The Board reviewed the list of questions received from BWSR related to the BWSR Strategic Plan update. Supervisors provided input towards several of the questions, which will be submitted by Administrator Mell. No Board action taken at this time.

#### **Honoring Supervisor Cleveland**

The Board discussed an interest in honoring longtime SWCD Supervisor Cleveland. Several ideas were discussed with no Board action taken at this time.

#### **COMMITTEE REPORTS**

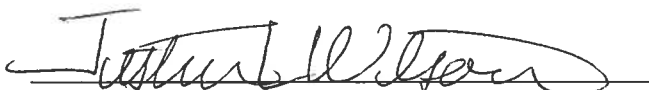
No Board action taken at this time.

#### **UPCOMING BOARD MEETING**

The next regular Board meeting is scheduled for Tuesday, August 8, 2023, at 8:00 AM the North Branch Area Library.

#### **ADJOURNMENT**

Motion by Tollberg and seconded by Petersen to adjourn the meeting at 10:15 AM.

  
Secretary

8-8-23  
Date