



Chisago Soil & Water Conservation District

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January 10, 2023 REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil and Water Conservation District was convened on January 10, 2023 at the North Branch Area Library, 6355 379th Street, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:00 AM.

ATTENDANCE

Supervisors: Jim Birkholz, Roland Cleveland, Lance Petersen, David Tollberg and Justin Wilson
Staff: SWCD Administrator Craig Mell and NRCS District Conservationist Megan Lindberg (partial attendance)

SUPERVISORS OATH OF OFFICE

Chair Birkholz administered the oath of office to Supervisors Petersen and Tollberg.

AGENDA

Motion by Cleveland and seconded by Wilson to approve the agenda as presented. Motion carried.

ANNUAL BUSINESS MEETING ITEMS

Election of Officers

Administrator Mell called for nominations for District Chair. Supervisor Cleveland nominated Supervisor Birkholz. Upon multiple calls, there were no other nominations for District Chair.

Administrator Mell called for nominations for District Vice Chair. Supervisor Tollberg nominated Supervisor Cleveland. Upon multiple calls, there were no other nominations for District Vice Chair.

Administrator Mell called for nominations for District Treasurer. Supervisor Wilson nominated Supervisor Tollberg. Upon multiple calls, there were no other nominations for District Treasurer.

Administrator Mell called for nominations for District Secretary. Supervisor Cleveland nominated Supervisor Wilson. Upon multiple calls, there were no other nominations for District Secretary.

Administrator Mell called for a vote to set the 2023 SWCD Officers as follows:

- Chair – Birkholz
- Vice Chair – Cleveland
- Treasurer – Tollberg
- Secretary – Wilson

A unanimous vote was cast by the full board to set the 2023 SWCD Officers as nominated. Motion carried.

Chair Birkholz accepted his appointment as chair and resumed the meeting.

Committee Assignments

Motion by Tollberg and seconded by Wilson to set committee assignments for 2023 as follows:

- Personnel: Birkholz and Wilson

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

Motion carried.

District Policy Items

Motion by Tollberg and seconded by Cleveland to adopt the following District policy items for 2023:

- Set meeting dates and times for the second Tuesday of each month at 8:00 a.m. at the North Branch Public Library.
- Set Supervisor meeting allowances at \$75 per approved meeting per day with a maximum allowance of \$105 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.
- All official SWCD notices will be posted on the SWCD website, www.chisagoswcd.org, and on the SWCD office front door.
- Designate Associated Bank, Neighborhood National Bank, and Members Cooperative Credit Union as the SWCDs official depositories.
- Authorize the District Administrator the authority to approve payment of the following items:
 - staff salaries and insurances and Supervisor expense reports
 - 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 2023 Board Operating Rules

Motion carried.

Motion by Tollberg and seconded by Wilson to close our bank account at Stearns Bank and to transfer all funds to Associated Bank in North Branch. Motion carried.

CONSENT AGENDA

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

CORRESPONDENCE/PUBLIC COMMENT

No Board action taken at this time.

STAFF/SUPERVISOR REPORTS

NRCS District Conservationist Megan Lindberg reviewed the Annual Civil Rights and Equal Opportunity responsibilities document and the Acknowledgement of Section 1619 Compliance document with the SWCD Board.

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

NRCS District Conservationist Megan Lindberg left the meeting at 9:00 AM.

COST SHARE PROGRAMS

Project Certification

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

- Applicant: Richard Prah
- Contract #: CLW 19-09
- Conservation Practice: water and sediment control basin
- Total Project Cost: \$8,646.55
- Approved Cost-Share Amount: \$5,040.39 FY19 CWF Chisago Lakes SRA
- Technical Representative: NRCS

Motion carried.

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

- Applicant: Kim Anderson
- Contract #: GCW 21-07
- Conservation Practice: water and sediment control basin
- Total Project Cost: \$9,983.58
- Approved Cost-Share Amount: \$6,909.58 FY21 CWF Goose Creek Watershed TMDL Implementation grant funds.
- Technical Representative: USDA NRCS

Motion carried.

Lawns to Legumes Program

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

- 1) Applicant: Larry Corrigan, Center City
 - Contract #: L2L 22-09
 - Conservation Practice: Pollinator Meadow
 - Total Project Cost: \$2,530.36
 - Approved Cost Share Amount: \$1,415.46 Lawns to Legumes Demonstration Neighborhood
 - Technical Representative: Jacquelynn Kelzenberg, Chisago SWCD
- 2) Applicant: Matt Zbylut, Center City
 - Contract #: L2L 22-10
 - Conservation Practice: Pollinator Meadow
 - Total Project Cost: \$2,040.46
 - Approved Cost Share Amount: \$1,415.46 Lawns to Legumes Demonstration Neighborhood
 - Technical Representative: Jacquelynn Kelzenberg, Chisago SWCD

Motion carried.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership

Motion by Wilson and seconded by Tollberg to authorize Administrator Mell to finalize a Lower St. Croix One Watershed, One Plan 2021 Watershed Based Implementation Funding (BWSR Grant Agreement C21-4732) sub-agreement amendment with the Washington CD for up to an additional \$30,000 of Non-Structural Ag BMP Lower St. Croix One Watershed, One Plan 2021 Watershed Based Implementation Funds. Motion carried.

Motion by Cleveland and seconded by Wilson to authorize Administrator Mell to finalize a Lower St. Croix One Watershed, One Plan Watershed Based Implementation Funding Consulting Agreement with Keystone Waters, LLC for \$9,750 to serve as the Lower St. Croix Watershed Partnership grant and progress reporting coordinator pending a recommendation for approval by the Lower St. Croix Watershed Partners Steering Committee on January 10, 2023. Motion carried.

BWSR Clean Water Fund Grants

Motion by Petersen and seconded by Cleveland to adopt the FY2022-2023 Lower St. Croix Clean Water Fund Soil Health Grant Cost Share Policy, dated January 10, 2023, as presented. Motion carried.

Motion by Cleveland and seconded by Petersen to authorize Administrator Mell to finalize sub-agreements to implement the Lower St. Croix Clean Water Fund Soil Health Grant with the four partnering Soil and Water Conservation Districts: Anoka CD: \$10,000, Isanti SWCD: \$15,000, Pine SWCD: \$20,000, and Washington CD: \$65,100. Motion carried.

Motion by Tollberg and seconded by Petersen to approve the FY23 Clean Water Fund Competitive Grant Agreement with the MN Board of Water and Soil Resources and to authorize District Administrator Mell to be the grantee’s authorized representative, which includes signing all documents related to this grant agreement. Motion carried.

Partners Contract – Chisago County University of MN Extension Service

Motion by Tollberg and seconded by Petersen to authorize Administrator Mell to finalize a Professional/Technical Services Contract for calendar years 2023 and 2024 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. Motion carried.

2021 Final Financial Audit

Motion by Tollberg and seconded by Petersen to accept the FY21 Final Financial Audit as completed by Peterson Company Ltd. Motion carried.

Personnel Committee Recommendation

Motion by Birkholz and seconded by Wilson to accept the Personnel Committee’s written annual review of Administrator Mell. Motion carried.

Finance Committee Recommendation

Motion by Cleveland and seconded by Wilson to approve the 2023 revised budget as presented by the Finance Committee. Motion carried.

COMMITTEE REPORTS

No Board action taken at this time.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, February 14, 2023, at 8:00 AM.

ADJOURNMENT

Motion by Tollberg and seconded by Cleveland to adjourn the meeting at 10:00 AM.



Secretary

2-14-23

Date