



Chisago Soil & Water Conservation District

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December 6, 2022 REGULAR BOARD MEETING MINUTES

The December Board meeting of the Chisago Soil and Water Conservation District was convened on December 6, 2022 at the North Branch Area Library, 6355 379th Street, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:30 AM.

ATTENDANCE

Supervisors present: Jim Birkholz, Roland Cleveland, David Tollberg and Justin Wilson
Supervisors absent: Craig Mold
Staff: SWCD Administrator Craig Mell and NRCS District Conservationist Megan Lindberg

AGENDA

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

CONSENT AGENDA

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

CORRESPONDENCE/PUBLIC COMMENT

No Board action taken at this time.

STAFF/SUPERVISOR REPORTS

Administrator Mell reviewed the SWCD office activities of the past month. No Board action taken at this time.

The Board acknowledged and thanked Supervisor Mold, who is retiring from the Board effective December 31, 2022, for his 20 years of dedicated service and contribution to the Chisago SWCD.

COST SHARE PROGRAMS

Project Certification

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

- 1) Applicant: Carol Hawkinson
 - Contract #: DDStC 21-08
 - Conservation Practice: 638 Water and Sediment Control Basin & 362 Diversion
 - Total Project Cost: \$29,994
 - Approved Cost-Share Amount: \$10,694.67 – 2021 Direct Drainage to the St. Croix CWF grant
 - Technical Representative: NRCS

Motion carried.

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

- 1) Applicant: Cramaur Farm, LLC
 - Contract #: LSC WBIF AGNS 21-01
 - Conservation Practice: 340 Cover Crops (year 1 payment)
 - Approved Flat Rate Payment: \$2,000 FY21 Lower St. Croix Watershed Based Implementation Funds
 - Technical Representative: Jacquelynn Kelzenberg, Chisago SWCD
- 2) Applicant: Jason May
 - Contract #: LSC WBIF AGNS 21-02
 - Conservation Practice: 340 Cover Crops (year 1 payment)
 - Approved Flat Rate Payment: \$2,000 FY21 Lower St. Croix Watershed Based Implementation Funds
 - Technical Representative: Jacquelynn Kelzenberg, Chisago SWCD

Motion carried.

Lawns to Legumes Program

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

- 1) Applicant: Gary Ledford, Lindstrom
 - Contract #: L2L 20-34
 - Conservation Practice: Pollinator Meadow
 - Total Project Cost: \$2,301.63
 - Approved Cost Share Amount: \$500 Lawns to Legumes Demonstration Neighborhood
 - Technical Representative: Jacquelynn Kelzenberg, Chisago SWCD
- 2) Applicant: Emily Turgeon, North Center Lake
 - Contract #: L2L 20-29
 - Conservation Practice: Shoreline Buffer
 - Total Project Cost: \$11,595
 - Approved Cost Share Amount: \$3,000
 - \$1,500 Lawns to Legumes Demonstration Neighborhood Program
 - \$1,500 Chisago Lakes Lake Improvement District
 - Technical Representative: Casey Thiel, Chisago SWCD

Motion carried.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership

The Board reviewed the Sunrise River WMO letter and resolution to leave the Joint Powers Agreement for the implementation of the Lower St. Croix Comprehensive Watershed Management Plan. No Board action was taken at this time.

Partners Agreement – Wright SWCD

Motion by Tollberg and seconded by Wilson to authorize Administrator Mell to finalize an Agreement for Engineering and Technical Assistance Contract By and Between the Wright Soil and Water Conservation District and the Chisago Soil and Water Conservation District for Washington Conservation District provided Technical and Engineering Services not to exceed \$15,000. Motion carried.

SWCD No-Till Drill Program

Motion by Tollberg and seconded by Wilson to discontinue the SWCD no-till drill rental program. Motion carried.

Motion by Wilson and seconded by Tollberg to authorize the District Administrator to enter into and carry-out a sales agreement to sell the No-Till Drill to MN DNR or a local sportsman’s club who will donate the drill to the MN DNR for a price not less than \$20,000, with such sale contingent upon MN DNR receiving sufficient cash donations from the local sportsman’s club for such purchase. Motion carried.

Personnel Committee Recommendation

Motion by Tollberg and seconded by Wilson to authorize District Administrator Mell to work with the Chisago County Human Resources Director to complete a job evaluation study of all SWCD employees utilizing the Chisago County Bakertilly Systematic Analysis and Factor Evaluation (SAFE) point system. Motion carried.

Motion by Birkholz and seconded by Tollberg to continue utilizing the Chisago County 2022 Master Wage Schedule for all SWCD employees effective January 1, 2023 with a 6% Cost-Of-Living Adjustment factor and a step 11 added, and approve a one-step increase in pay effective January 1, 2023 for all SWCD staff who have received an overall positive annual review rating for 2022 by District Administrator Mell.

Motion by Wilson and seconded by Cleveland to amend the motion to a 5% Cost-Of-Living Adjustment. No vote was taken at this time. Both Wilson and Cleveland agreed to withdraw their motion and second to amend the Cost-Of-Living Adjustment to 5%.

The original motion by Birkholz and seconded by Tollberg to continue utilizing the Chisago County 2022 Master Wage Schedule carried with Board members Birkholz, Tollberg and Wilson voting in favor, and Board member Cleveland voting against.

COMMITTEE REPORTS

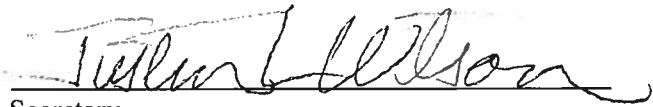
No Board action taken at this time.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, January 10, 2023, at 8:00 AM.

ADJOURNMENT

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


Secretary

1-10-23
Date

