



Chisago Soil & Water Conservation District

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October 10, 2023

REGULAR BOARD MEETING MINUTES

The October Board meeting of the Chisago Soil and Water Conservation District was convened on October 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 present: Jim Birkholz, Rick Cedergren, Lance Petersen, David Tollberg (attended remotely), and Justin Wilson
Staff: SWCD Administrator Craig Mell

AGENDA

Motion by Wilson and seconded by Petersen to approve the agenda as presented.
Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

CONSENT AGENDA

Motion by Birkholz and seconded by Wilson to approve the consent agenda.
Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

CORRESPONDENCE

Motion by Petersen and seconded by Cedergren to approve Supervisors, Staff and this year's Outstanding Conservationists attendance at the MASWCD Annual Convention on December 11-13 and pay all necessary expenses (travel, lodging, and meals) related to the convention.
Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

STAFF/SUPERVISOR REPORTS

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

COST SHARE PROGRAMS

Cost Share Request – CWF Chisago Lakes Chain of Lakes Watershed

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

- 1) Contract #: CLW 23-01
 - Conservation Practice: Bioretention basin, underground outlet and a lined waterway/outlet
 - Project Completion Date: November 30, 2024
 - Total Project Cost: \$36,000
 - Approved Cost-Share Amount: \$36,000
 - \$27,000 FY23 CWF Chisago Lakes Chain of Lakes Watershed Grant (C23-4274)

- \$9,000 Chisago Lakes Lake Improvement District Funds

- Technical Representative: Rebecca Nestingen, PE, Washington Conservation District

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.

Motion carried.

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

2) Contract #: CLW 23-02

- Conservation Practice: Vegetated swale
- Project Completion Date: November 30, 2024
- Total Project Cost: \$24,000
- Approved Cost-Share Amount: \$24,000
 - \$16,000 FY23 CWF Chisago Lakes Chain of Lakes Watershed Grant (C23-4274)
 - \$8,000 Chisago Lakes Lake Improvement District
- Technical Representative: Rebecca Nestingen, PE, Washington Conservation District

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.

Motion carried.

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

3) Contract #: CLW 23-03

- Conservation Practice: Bioretention basin, underground outlet and a lined waterway/outlet
- Project Completion Date: November 30, 2024
- Total Project Cost: \$22,000
- Approved Cost-Share Amount: \$22,000
 - \$15,000 FY23 CWF Chisago Lakes Chain of Lakes Watershed Grant (C23-4274)
 - \$7,000 Chisago Lakes Lake Improvement District
- Technical Representative: Rebecca Nestingen, PE, Washington Conservation District

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.

Motion carried.

Upcoming Project Review

Administrator Mell reviewed a potential large agricultural project east of Harris. The consensus from the Board was to work with the landowner on a combination of ecological soil health practices and structural engineering practices to stabilize the erosion prone areas on the property. No Board action taken at this time.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership

Motion by Birkholz and seconded by Wilson to authorize Administrator Mell to finalize an extension to the Lower St. Croix One Watershed, One Plan 2021 Watershed Based Implementation Funding (BWSR Grant Agreement C21-4732) sub-agreement (#2022-10-01) between the Chisago Soil and Water Conservation District and the South Washington Watershed District as follows:

II. TERM

- A. Effective Date: This Amendment 2 of the Sub-Agreement shall be effective on October 11, 2022, or the day on which both parties have signed this Amendment 2 of the Sub-Agreement, and the Sub-Recipient has provided acceptable documentation to the MN

Board of Water and Soil Resources of their commitment of local funds for repairs and maintenance of the Trout Brook Project.

- B. Expiration Date: This Sub-Agreement shall expire on ~~December 31, 2023~~ **November 30, 2024**, or when all obligations have been satisfactorily fulfilled, whichever comes first.

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

Personnel Handbook Update

Motion by Birkholz and seconded by Wilson to authorize Administrator Mell to enter into an agreement for up to \$5,000 with MRA to review and provide recommended updates to the current Chisago SWCD Personnel Handbook. Motion and second were withdrawn by Birkholz and Wilson.

Motion by Tollberg and seconded by Wilson to authorize Administrator Mell to enter into an agreement with MRA to review and provide recommended updates to the current Chisago SWCD Personnel Handbook.

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

USDA NRCS On-Farm Demonstration Grant

Motion by Wilson and seconded by Tollberg to authorize Administrator Mell to provide a letter of support to Dennis Busch for his USDA NRCS On-Farm Demonstration Grant application, which will include a soil health management systems demonstration site in the Minnesota portion of the Lower St. Croix watershed.

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

December Board Meeting Date

Motion by Tollberg and seconded by Cedergren to approve changing the date of the December 2023 Chisago SWCD Board meeting from Tuesday, December 12th, to Thursday, December 14th.

Roll call vote: Birkholz, Yes; Cedergren, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes.
Motion carried.

MASWCD Resolutions Packet

Administrator Mell discussed the MASWCD 2023 Resolution Packet. Board members were reminded to submit their votes to Administrator Mell no later than November 1st. No Board action was 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, November 14, 2023, at 8:00 AM at the North Branch Area Library.

ADJOURNMENT

Hearing no objection, Chair Birkholz adjourned the Board meeting at 9:25 AM.



Secretary

11-14-23

Date

