



Chisago Soil & Water Conservation District

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

December 14, 2023 REGULAR BOARD MEETING MINUTES

The December Board meeting of the Chisago Soil and Water Conservation District was convened on December 14, 2023 at the North Branch Area Library, 6355 379th Street, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:06 AM.

ATTENDANCE

Supervisors: Jim Birkholz, Rick Cedergren, Lance Petersen, David Tollberg, and Justin Wilson
Staff: SWCD Administrator Craig Mell

AGENDA

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

CONSENT AGENDA

Motion by Wilson and seconded by Cedergren to approve the consent agenda. Motion carried.

CORRESPONDENCE

No Board action taken at this time.

STAFF/SUPERVISOR REPORTS

Supervisors Cedergren and Petersen and Administrator Mell reviewed the events of the MASWCD Annual Convention that was held on December 12-13. No Board action taken at this time.

COST SHARE PROGRAMS

Roland Cleveland Cost Share Program

Motion by Wilson and seconded by Petersen to utilize the Roland Cleveland Cost Share Program funds to provide up to 50% match, not to exceed \$4,500, with the Chisago County Public Works Department towards the purchase of two (2) scales and calibration systems that will be available to all Chisago County (City, Township, County) Public Works Departments to calibrate their salt application rate on their snowplow and snow removal equipment. Motion carried.

Project Certification

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

- Contract #: DDStC 21-11
- Conservation Practice: water and sediment control basin
- Total Project Cost: \$11,599
- Approved Payment Amount: \$11,599 FY21 CWF Direct Drainage to the St. Croix grant funds
- Technical Representative: NRCS

Motion carried.

Motion by Petersen and seconded by Tollberg to approve the following project certification:

- Contract #: SR 21-01
- Conservation Practice: 570 Stormwater Runoff Control
- Total Project Cost: \$162,755
- Approved Cost-Share Amount: \$112,755 FY21 CWF Sunrise River Phase II Lower St. Croix CWMP Implementation grant funds
- Technical Representative: Rebecca Nestingen, Washington Conservation District Engineer

Motion carried.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership Consulting Agreement

Motion by Wilson and seconded by Cedergren 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 \$7,312.50 to continue to serve as the Lower St. Croix Watershed Partnership grant and progress reporting coordinator for a period of February 1, 2024 through January 31, 2025, pending a recommendation for approval by the Lower St. Croix Watershed Partners Steering Committee on December 14, 2023. Motion carried.

Lower St. Croix Watershed Partnership Supplemental Funding Request

Motion by Tollberg and seconded by Cedergren to authorize Administrator Mell to work with the Lower St. Croix Watershed Partnership Steering Committee to develop and submit to BWSR a funding request for the supplemental FY22-23 Watershed Based Implementation Fund grant funds. Motion carried.

Partner Contract – Wright SWCD

Motion by Petersen 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 the Wright Conservation District provided Technical and Engineering Services not to exceed \$15,000. Motion carried.

BWSR Soil Health Grant

Motion by Tollberg and seconded by Cedergren to authorize Administrator Mell to submit a Phase 1 Soil Health Staffing grant application to BWSR for a full-time staff position in partnership with neighboring SWCDs. Motion carried.

SWCD Planning Session

Motion by Tollberg and seconded by Petersen to authorize Administrator Mell to finalize an Agreement with BWSR Board Conservationist Jason Weinerman to lead the Chisago SWCD in a Strategic Planning Session in 2024. Motion carried.

January 2024 Board Meeting Date and Location

Motion by Wilson and seconded by Tollberg to schedule the January 2024 Board meeting of the Chisago Soil and Water Conservation District for Tuesday, January 9, 2024, with a meeting start time of 8:00 AM and meeting location at the Chisago SWCD office conference room at 38814 Third Avenue, North Branch. Motion carried.

Personnel Committee Recommendation: District Administrator Annual Performance Review
Motion by Tollberg and seconded by Cedergren to commend District Administrator Mell for his performance in 2023 and approve a one-step increase in pay effective January 1, 2024. Motion carried.

Personnel Committee Recommendation: Employee Handbook – Earned Sick and Safe Time
Motion by Cedergren and seconded by Petersen to adopt effective January 1, 2024, the Earned Sick and Safe Time Leave Policy as presented, this policy will replace our current Employee Handbook sick leave policy. Motion carried.

COMMITTEE REPORTS

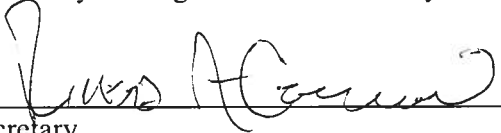
No Board action taken at this time.

UPCOMING BOARD MEETING

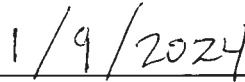
The next regular Board meeting is scheduled for Tuesday, January 9, 2024, at 8:00 AM at the Chisago SWCD Office.

ADJOURNMENT

Motion by Cedergren and seconded by Petersen to adjourn the Board meeting at 10:02 AM.



Secretary



Date

