



# Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056  
Phone (651) 674-2333 [www.chisagoswcd.org](http://www.chisagoswcd.org)

## January 9, 2024 REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil and Water Conservation District was convened on January 9, 2024, at the Chisago Soil and Water Conservation District office, 38814 Third Ave, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:15 AM.

### ATTENDANCE

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

### AGENDA

Motion by Wilson and seconded by Tollberg to approve the agenda as presented with the addition of the following item under 4b) Bills to be Paid – MASWCD Area IV Dues: \$350. Motion carried.

### ANNUAL BUSINESS MEETING ITEMS

#### Election of Officers

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

Administrator Mell called for nominations for District Vice Chair. Supervisor Wilson nominated Supervisor Tollberg. Supervisor Tollberg withdrew his name from consideration for Vice Chair. Supervisor Tollberg nominated Supervisor Wilson. 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 Petersen nominated Supervisor Cedergren. Upon multiple calls, there were no other nominations for District Secretary.

Administrator Mell called for a vote to set the 2024 SWCD Officers as follows:

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

A unanimous vote was cast by the full board to set the 2024 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 2024 as follows:

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

Motion carried.

**District Policy Items**

Motion by Cedergren and seconded by Petersen to adopt the following District policy items for 2024:

- 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](http://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.

Motion carried.

Motion by Wilson and seconded by Cedergren to adopt the 2024 Board Operating Rules as presented.

Motion carried.

**CONSENT AGENDA**

Motion by Tollberg and seconded by Petersen to approve the Consent Agenda as presented with the addition of the MASWCD Area IV Dues (\$350) under Bills to be Paid. Motion carried.

**CORRESPONDENCE/PUBLIC COMMENT**

No Board action taken at this time.

**STAFF/SUPERVISOR REPORTS**

NRCS Area Program Specialist Debra Hermel 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 and the USDA NRCS Civil Rights and Equal Opportunity document. Motion carried.

## **COST SHARE PROGRAMS**

### **Project Certification – CWF Direct Drainage to the St. Croix River Watershed**

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

- Contract #: DDStC 23-01
- Conservation Practice: water and sediment control basin
- Total Project Cost: \$26,640
- Approved Cost-Share Amount: \$19,635.50
  - 10,000.00 FY21 CWF Direct Drainage to the St. Croix grant funds
  - 9,635.50 FY23 CWF Direct Drainage to the St. Croix grant funds
- Technical Representative: NRCS

Motion carried.

### **Project Certification – Non-Structural Ag BMPs**

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

- Contract #: LSC WBIF AGNS 21-02
- Conservation Practice: 340 Cover Crops
- Total Acres: 40 acres per year (years 2 & 3 payment)
- Approved Flat Rate Payment: \$4,000 FY21 Lower St. Croix Watershed Based Implementation Funds (C21-4732)
- Technical Representative: Jacquelyn Kelzenberg, Chisago SWCD

Motion carried.

## **OLD BUSINESS**

No Board action taken at this time.

## **NEW BUSINESS**

### **Lower St. Croix Watershed Partnership – CMSWCD Oak St. Project Contract Amendment**

Motion by Wilson and seconded by Petersen to authorize Administrator Mell to finalize an amendment to the Lower St. Croix One Watershed, One Plan 2023 Watershed Based Implementation Funding (BWSR Grant Agreement C23-0735) Statement of Work between the Chisago Soil and Water Conservation District and the Carnelian Marine St. Croix Watershed District for the Oak Street Bioretention Basin as recommended by the Lower St. Croix Steering Committee on December 14, 2023. Motion carried.

### **BWSR Grant Programs – 2024 Clean Water Fund Competitive Grants Agreement**

Motion by Petersen and seconded by Cedergren to approve the FY24 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.

### **BWSR Grant Programs – Soil Health Grants Update**

Administrator Mell provided the Board with an update on the BWSR 2024 Soil Health Grants. No Board action taken at this time.

**Finance Committee Recommendation**

Motion by Tollberg and seconded by Cedergren to approve the 2024 revised budget as presented by the Finance Committee. Motion carried.

**SWCD Planning Session**

Motion by Cedergren and seconded by Petersen to schedule a Chisago SWCD Strategic Planning Session for Tuesday, March 12, 2024, starting at 9:00 AM the North Branch Public Library. Motion carried.

**Office Building Update**

Administrator Mell provided the Board with an update on the status of the sale of our office building. 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, February 13, 2024, at 8:00 AM.

**ADJOURNMENT**

Motion by Tollberg and seconded by Cleveland to adjourn the meeting at 9:50 AM.

Raymond J. Cleveland  
Secretary

2/13/24  
Date