



Chisago Soil & Water Conservation District

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September 10, 2024 REGULAR BOARD MEETING MINUTES

The September Board meeting of the Chisago Soil and Water Conservation District was convened on September 10, 2024, at Pleasant Valley Orchard, 17325 Pleasant Valley Road, Shafer, MN 55074. Chair Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Supervisors: Jim Birkholz, Rick Cedergren, Lance Petersen, David Tollberg, and Justin Wilson.
Staff: Craig Mell (SWCD), Barbara Heitkamp (Lower St. Croix Watershed Partnership, partial attendance)

AGENDA

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

CONSENT AGENDA

Motion by Cedergren and seconded by Petersen to approve the Consent Agenda. Motion carried.

CORRESPONDENCE/PUBLIC COMMENT

Motion by Wilson and seconded by Tollberg to approve Supervisor and staff attendance at the MASWCD 88th Annual Convention, December 2-4, 2024 at the DoubleTree by Hilton in Bloomington. Motion carried.

STAFF/SUPERVISOR REPORTS

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

COST SHARE PROGRAMS

Cost Share Request – Nonstructural Practices

Motion by Petersen and seconded by Tollberg to approve the following conservation practice assistance contract:

1) Contract #: NFWF 24 C11

- Conservation Practice: Prescribed Burn
- Cost Share Requested: \$800 FY24 National Fish and Wildlife Foundation Grant (2007.24.080874)
- Contract Expiration Date: November 30, 2025
- Technical Representative: Jason Anderson, Pheasants Forever

Motion carried.

Cost Share Request – Structural Practices

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

1) Contract #: GCW 24-06

- Conservation Practice: water and sediment control basin, underground outlet, and a lined waterway outlet.
- Project Completion Date: November 30, 2026
- Total Project Cost: \$20,000
- Approved Cost-Share Amount: \$7,000 CWF 2024 GCW TMDL Implementation grant funds (C24-0064)
- Technical Representative: USDA NRCS

2) Contract #: GCW 24-07

- Conservation Practice: water and sediment control basin, diversion, underground outlet, and a lined waterway outlet.
- Project Completion Date: November 30, 2026
- Total Project Cost: \$20,000
- Approved Cost-Share Amount: \$11,000 CWF 2024 GCW TMDL Implementation grant funds (C24-0064)
- Technical Representative: USDA NRCS

Motion carried.

2024 Cost Share Policy

Administrator Mell discussed with the Board the option to exceed the \$4,000 per year contract maximums for certain practices as listed in our current Cost Share Policy. The consensus of the Board was for staff to bring request that exceed \$4,000 per year to the Board for consideration. No Board action taken at this time.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership Soil Health Grant Partner Amendments

Motion by Wilson and seconded by Tollberg to authorize Administrator Mell to finalize an amendment to the Lower St. Croix a Clean Water Fund Soil Health grant (BWSR Grant Agreement C22-7318) Statement of Work between the Chisago Soil and Water Conservation District and the Pine Soil and Water Conservation District as follows:

II. ALLOCATION OF GRANT FUNDS

Sub-Recipient will be compensated in an amount not to exceed ~~\$20,000.00~~ \$15,225 in reimbursement of costs incurred in delivering all Statement of Work activities. Sub-recipient must provide Chisago SWCD an itemized invoice and staff time must be billed consistent with billing rate as provided for under appropriate grant administration provisions.

Motion carried.

Motion by Cedergren and seconded by Petersen to authorize Administrator Mell to finalize an amendment to the Lower St. Croix a Clean Water Fund Soil Health grant (BWSR Grant Agreement C22-7318) Statement of Work between the Chisago Soil and Water Conservation District and the Isanti Soil and Water Conservation District as follows:

- **ALLOCATION OF GRANT FUNDS**

Sub-Recipient will be compensated in an amount not to exceed ~~\$15,000.00~~ \$19,775 in reimbursement of costs incurred in delivering all Statement of Work activities. Sub-recipient must provide Chisago SWCD an itemized invoice and staff time must be billed consistent with billing rate as provided for under appropriate grant administration provisions.

Motion carried.

Lower St. Croix Watershed Partnership Master Grant Sub-Recipient Agreement Statement of Work

Motion by Wilson and seconded by Cedergren to approve the project list recommended by the Lower St. Croix Watershed Partnership Policy Committee on August 28th and to authorize Administrator Mell to finalize and sign a Master Grant Sub-Recipient Agreement Statement of Work with the following Lower St. Croix Watershed Partnership members:

- a) Anoka Conservation District
 1. Activity: 9 Targeting Analysis
 2. Description of Project: Ditch 13 Multipurpose Drainage Management Plan
 3. Grant Funds Requested: \$7,000
- b) Pine Soil and Water Conservation District
 1. Activity: 1 Structural Ag BMP Implementation
 2. Description of Project: Hesselroth WASCOS
 3. Grant Funds Requested: \$4,000

Motion carried

BWSR Soil Health Grant

Motion by Tollberg and seconded by Wilson to approve the FY25 Soil Health Delivery Grant Agreement with the MN Board of Water and Soil Resources for \$40,000 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.

Building Lease

Motion by Birkholz and seconded by Tollberg to authorize Administrator Mell to finalize a multi-year lease agreement for office space with North Branch Retail, LLC. Motion carried.

SWCD Logo

Barbara Heitkamp presented several Chisago SWCD logo ideas for the Board to consider. The Board provided feedback regarding the logo ideas and requested staff to make a few changes to the logos as discussed and present them to the Board at a future meeting. No Board action taken at this time.

FY23 Financial Audit

Motion by Tollberg and seconded by Petersen to accept the 2023 Financial Audit Report completed by Peterson Companies LTD Certified Public Accountants. Motion carried

COMMITTEE REPORTS

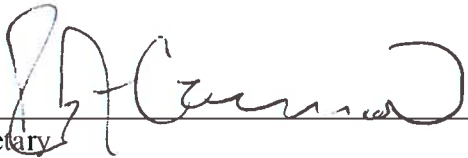
No Board action taken at this time.

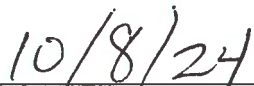
UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, October 8, 2024, at 8:00 a.m.

ADJOURNMENT

Motion by Wilson and seconded by Petersen to adjourn the meeting at 9:50 a.m.


Secretary


Date