



December 19, 2024
REGULAR BOARD MEETING MINUTES

The December Board meeting of the Chisago Soil and Water Conservation District was convened on December 19, 2024, at the Chisago SWCD office. Chair Birkholz called the meeting to order at 8:30 a.m.

ATTENDANCE

Supervisors: Jim Birkholz, Rick Cedergren, Lance Petersen, David Tollberg, and Justin Wilson.
Staff: Craig Mell
Others: Matt Hardy

AGENDA

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

CONSENT AGENDA

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

CORRESPONDENCE/PUBLIC COMMENT

No Board action taken at this time.

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

Contract Amendments

Motion by Tollberg and seconded by Cedergren to approve the following three contract amendment request:

- 1) Contract #: GCW 21-13
 - Conservation Practice: 340 Cover Crops
 - Total Acres: 80 acres
 - Cost Share Requested: \$12,000 FY21 Goose Creek Watershed TMDL Implementation (C21-6961)
 - Contract Expiration Date: December 31, ~~2024~~ 2025
 - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 2) Contract #: GCW 21-14
 - Conservation Practice: 340 Cover Crops
 - Total Acres: 80 acres
 - Cost Share Requested: \$12,000 FY21 Goose Creek Watershed TMDL Implementation (C21-6961)
 - Contract Expiration Date: December 31, ~~2024~~ 2025
 - Technical Representative: Jacquelynn Olson, Chisago SWCD

- 3) 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~~ \$14,609.14 CWF 2024 GCW TMDL Implementation grant funds (C24-0064)
 - Technical Representative: USDA NRCS

Motion carried.

Project Certification – Nonstructural Land Management Practices

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

- 1) Contract #: NFWF 24 C4
 - Conservation Practice: Pollinator Planting (327)
 - Flat Rate Payment: \$500.00 FY24 National Fish and Wildlife Foundation Grant (2007.24.080874)
 - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 2) Contract #: NFWF 24 C9
 - Conservation Practice: Pollinator Planting (327)
 - Flat Rate Payment: \$4,000.00 FY24 National Fish and Wildlife Foundation Grant (2007.24.080874)
 - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 3) Contract #: CLW 23-05
 - Conservation Practice: Pollinator Planting (327)
 - Flat Rate Payment: \$3,000.00
 - \$1,000.00 FY24 National Fish and Wildlife Foundation Grant (2007.24.080874)
 - \$2,000.00 CWF 2023 Continued Implementation of BMPs in the Chisago Lakes Chain of Lakes Watershed (C23-4274)
 - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 4) Contract #: CWF SH C 23-12
 - Conservation Practice: Pollinator Planting (327)
 - Flat Rate Payment: \$3,850.00 FY22 LSC Soil Health Grant (C22-7318)
 - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 5) Contract #: DDSStC 23-02
 - Conservation Practice: Conservation Crop Rotation (328)
 - Approve Flat Rate Payment: \$555.00 CWF 2023 Priority BMP Implementation Targeting Lawrence Creek, Dry Creek, and Direct Drainage to the St. Croix River Phase II (C23-4644)
 - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 6) Contract #: NFWF 24 C10
 - Conservation Practice: Pollinator Planting (327)
 - Flat Rate Payment: \$300.00 FY24 National Fish and Wildlife Foundation Grant (2007.24.080874)
 - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 7) Contract #: GCW 21-13
 - Conservation Practice: Cover Crops (340)
 - Total Acres: 80 acres

- Payment: one of three
 - Flat Rate Payment: \$4,000 FY21 Goose Creek Watershed TMDL Implementation (C21-6961)
 - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 8) Contract #: GCW 21-14
- Conservation Practice: 340 Cover Crops
 - Total Acres: 80 acres
 - Payment: one of three
 - Flat Rate Payment: \$4,000 FY21 Goose Creek Watershed TMDL Implementation (C21-6961)
 - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 9) Contract #: GCW 24-10
- Conservation Practice: 340 Cover Crops
 - Total Acres: 80 acres
 - Payment: one of three
 - Flat Rate Payment: \$2,000 FY24 GCW TMDL Implementation (C24-0064)
 - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 10) Contract #: LSC WBIF NS Urban 23-01
- Conservation Practice: Enhanced Street Sweeping
 - Payment: two of three
 - Flat Rate Payment: \$5,000 FY23 Lower St. Croix Watershed Based Implementation Funds
 - Technical Representative: Casey Thiel, Chisago SWCD
- 11) Contract #: SR 21-02
- Conservation Practice: Enhanced Street Sweeping
 - Payment: one of one
 - Flat Rate Payment: \$21,000 CWF FY21 Sunrise River Phase II Lower St. Croix CWMP Implementation Grant (C21-1088)
 - Technical Representative: Casey Thiel, Chisago SWCD
- 12) Contract #: LID Residential Cost Share
- Conservation Practice: Shoreline Restoration
 - Cost Share Payment: \$789.48 Chisago Lakes Lake Improvement District Landowner Cost Share Program
 - Technical Representative: Casey Thiel, Chisago SWCD
- 13) Contract #: LID Residential Cost Share
- Conservation Practice: Gully Stabilization/Erosion Control
 - Cost Share Payment: \$2,203.13 Chisago Lakes Lake Improvement District Landowner Cost Share Program
 - Technical Representative: Casey Thiel, Chisago SWCD
- Motion carried.

Project Certification – Structural Practices

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

- 1) Contract #: GCW 24-06
- Conservation Practice: water and sediment control basin, underground outlet, and a lined waterway outlet.
 - Total Project Cost: \$17,986.00
 - 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.
 - Total Project Cost: \$19,587.00
 - Approved Cost-Share Amount: \$14,609.14 CWF 2024 GCW TMDL Implementation grant funds (C24-0064)
 - Technical Representative: USDA NRCS
- 3) Contract #: GCW 21-09
- Conservation Practice: water and sediment control basins, diversion, underground outlet, and lined waterway outlets.
 - Total Project Cost: \$30,660.00
 - Approved Cost-Share Amount: \$13,105.34 CWF 2021 Goose Creek Watershed TMDL Implementation grant funds (C21-6961)
 - Technical Representative: USDA NRCS
- Motion carried.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership Consulting Agreement

Motion by Cedergren and seconded by Wilson 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 \$7,449.00 to continue to serve as the Lower St. Croix Watershed Partnership grant and progress reporting coordinator for a period of January 1, 2025 through January 31, 2026. Motion carried.

Lower St. Croix Watershed Partnership Partner Statement of Work

Motion by Petersen and seconded by Tollberg to approve the project list recommended by the Lower St. Croix Watershed Partnership Steering Committee on November 20th 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 member:

- 1) Washington Conservation District
- Activity: 10 Administration/Coordination
 - Description of Project: LSC WP Implementation Tracking Database
 - Grant Funds Requested: \$8,000

Motion carried.

Lower St. Croix Watershed Partnership FY25 Watershed Based Implementation Funds Grant Agreement

Motion by Wilson and seconded by Cedergren to approve the 2025 Watershed Based Implementation Funds Lower St. Croix Watershed Partners 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.

Chisago County Professional and Technical Assistance Contracts

Motion by Cedergren and seconded by Petersen to authorize Administrator Mell to finalize a Professional/Technical Services Contract between Chisago County and the Chisago Soil and Water Conservation District for:

1. University of Minnesota Extension office located in Chisago County office space and staff support.
2. Chisago Lakes Lake Improvement District (Contract #2025-1) water quality projects partnership
3. Chisago County Environmental Services for development of the 2024 Surface Water Monitoring Report

Motion carried.

Personnel Committee Recommendation – District Administrator Annual Performance Review

Motion by Tollberg and seconded by Wilson to commend District Administrator Mell for his performance in 2024 and approve a one-step increase in pay effective January 1, 2025. Motion carried.

Personnel Committee Recommendation – SWCD Personnel Handbook

Motion by Wilson and seconded by Cedergren to adopt the comprehensively revised Chisago SWCD Personnel Handbook dated December 19, 2024, as recommended by the Personnel Committee. Motion carried.

January Board Meeting Date and Location

Motion by Petersen and seconded by Tollberg to schedule the January 2025 Board meeting of the Chisago Soil and Water Conservation District for Thursday, January 9, 2025, with a meeting start time of 8:00 AM and meeting location at the Chisago SWCD office. Motion carried.

Draft Chisago SWCD Strategic Plan

No Board action taken at this time.

COMMITTEE REPORTS

No Board action taken at this time.

SUPERVISOR BIRKHOLZ

The Board and Administrator Mell thanked Jim for his 18+ years of service and leadership to the Chisago SWCD.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Thursday, January 9th at 8:00 AM at the Chisago SWCD office. Motion carried.

ADJOURNMENT

Motion by Wilson and seconded by Cedergren to adjourn the meeting at 10:05 a.m.



Secretary

1-9-25

Date