



CHISAGO SOIL & WATER CONSERVATION DISTRICT
38814 THIRD AVENUE - NORTH BRANCH, MN 55056
651/674-2333 | WWW.CHISAGOSWCD.ORG

January 9, 2025
REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil and Water Conservation District was convened on January 9, 2025, at the Chisago Soil and Water Conservation District office, 38814 Third Ave, North Branch, MN 55056. Vice Chair Wilson called the meeting to order at 8:00 AM.

ATTENDANCE

Supervisors present: Rick Cedergren, Matt Hardy, Lance Petersen, and Justin Wilson
Supervisors absent: David Tollberg
Staff: District Administrator Craig Mell

OATH OF OFFICE

District Administrator Mell administered the oath of office to Supervisors Cedergren, Hardy, and Wilson.

AGENDA

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

ANNUAL BUSINESS MEETING ITEMS

Election of Officers

District Administrator Mell called for nominations for District Chair. Supervisor Wilson nominated Supervisor Cedergren. Upon multiple calls, there were no other nominations for District Chair. The nomination of Supervisor Cedergren as Board Chair was approved by a unanimous vote of the full Board. Nomination carried.

Chair Cedergren accepted his appointment as chair and resumed the meeting.

Chair Cedergren called for nominations for District Vice Chair. Supervisor Petersen nominated Supervisor Wilson. Upon multiple calls, there were no other nominations for District Vice Chair. The nomination of Supervisor Wilson as Board Vice Chair was approved by a unanimous vote of the full Board. Nomination carried.

Chair Cedergren called for nominations for District Treasurer. Supervisor Wilson nominated Supervisor Tollberg. Upon multiple calls, there were no other nominations for District Treasurer. The nomination of Supervisor Tollberg as Board Treasurer was approved by a unanimous vote of the full Board. Nomination carried.

Chair Cedergren called for nominations for District Secretary. Supervisor Wilson nominated Supervisor Petersen. Upon multiple calls, there were no other nominations for District Secretary. The nomination of Supervisor Petersen as Board Secretary was approved by a unanimous vote of the full Board. Nomination carried.

BRINGING CONSERVATION TO CHISAGO COUNTY

Committee Assignments

Motion by Wilson and seconded by Petersen to set committee assignments for 2025 as follows:

- Personnel: Hardy 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: Cedergren (alternate: Petersen)
- Lower St. Croix One Watershed One Plan Policy Committee: Tollberg (alternate: Wilson)

Motion carried.

District Policy Items

Motion by Wilson and seconded by Hardy to adopt the following District policy items for 2025:

- Set meeting dates and times as follows:
 - February 3rd at 8:00 AM at the North Branch Area Library Conference Room
 - March 18th at 8:00 AM at the Chisago SWCD office
 - April 8th at 8:00 AM at the Chisago SWCD office
 - May 13th at 8:00 AM at the Chisago SWCD office
 - June 10th at 8:00 AM at the Chisago SWCD office
 - July 8th at 8:00 AM at the Chisago SWCD office
 - August 12th at 8:00 AM at the Chisago SWCD office
 - September 9th at 8:00 AM at the Chisago SWCD office
 - October 14th at 8:00 AM at the Chisago SWCD office
 - November Date TBD
 - December 9th at 8:00 AM at the Chisago SWCD office
- Set Supervisor meeting allowances at \$80 per approved meeting per day with a maximum allowance of \$110 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, 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 Petersen and seconded by Wilson to adopt the 2025 Board Operating Rules as presented.

Motion carried.

CONSENT AGENDA

Motion by Wilson and seconded by Hardy to approve the Consent Agenda. Motion carried.

CORRESPONDENCE/PUBLIC COMMENT

No Board action taken at this time.

STAFF/SUPERVISOR REPORTS

NRCS Team Lead Brian Steffen attended virtually via Microsoft Teams to review 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.

Susan Humble, Administrative Assistant was recognized and thanked by the Board for her 25+ years of service with the SWCD.

Ellen Badger Hanson, newly hired Ag. Outreach Specialist was introduced and welcomed to the SWCD team by the Board.

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

COST SHARE PROGRAMS

Project Certification Non-Structural Practices

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

- Contract #: CWF SH C 23-15
- Conservation Practice: 327 Conservation Cover (Pollinator Species)
- Total Acres: 1.0 acres
- Cost Share Requested: \$500 FY22 LSC Soil Health Grant (C22-7318)
- Technical Representative: Jacquelynn Olson, Chisago SWCD

Motion carried.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership

District Administrator Mell provided the Board with an update on the status of all three LSC WBIF grants. No Board action taken at this time.

BWSR 2025 Clean Water Fund Competitive Grants Agreement

Motion by Hardy and seconded by Wilson to approve the FY25 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.

Washington Conservation District Engineering Assistance Contract

Motion by Wilson and seconded by Petersen to authorize District Administrator Mell to finalize an agreement with the Washington Conservation District for up to \$15,000 in Engineering assistance provided by the Washington Conservation District to the Chisago SWCD.

Finance Committee Recommendation

Motion by Petersen and seconded by Hardy to approve the 2025 revised budget as presented by the Finance Committee. Motion carried.

COMMITTEE REPORTS

No Board action taken at this time.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Monday, February 3, 2025, at 8:00 AM.

ADJOURNMENT

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



2-3-25

Secretary

Date