



**CHISAGO SOIL & WATER CONSERVATION DISTRICT**  
38500 TANGER DR STE 206 - NORTH BRANCH, MN 55056  
651/674-2333 | CHISAGOSWCD.ORG

**January 13, 2026**  
***REGULAR BOARD MEETING MINUTES***

The January Board meeting of the Chisago Soil and Water Conservation District was convened on January 13, 2026, at the Chisago Soil and Water Conservation District office, 38500 Tanger Dr. Suite 206, North Branch, MN 55056. Chair Cedergren called the meeting to order at 8:00 AM.

**ATTENDANCE**

Supervisors: Rick Cedergren, Matt Hardy, Lance Petersen, David Tollberg (virtually) and Justin Wilson  
SWCD/NRCS Staff: Craig Mell, Ben Harker (partial attendance), Casey Thiel (partial attendance), Jacquelynn Olson (partial attendance), NRCS Melissa McCann (partial attendance), NRCS John Brezinka (partial attendance), and NRCS Jacob Furst (partial attendance)  
Others: MN DNR Wes Saunders-Pearce (partial attendance, virtually), MN DNR Craig Wills (partial attendance, virtually), and MN DNR Katie Thoreson (partial attendance, virtually)

**AGENDA**

Motion by Wilson and seconded by Petersen to approve the agenda as printed with the addition of item 10c) 2025 Financial Audit Contract. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

**ANNUAL BUSINESS MEETING ITEMS**

**Election of Officers**

Administrator Mell called for nominations for District Chair. Supervisor Wilson nominated Supervisor Cedergren, this nomination was seconded by Supervisor Hardy. Upon multiple calls, there were no other nominations for District Chair. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. The nomination of Supervisor Cedergren as District Chair was approved by a unanimous vote of the full board.

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, this nomination was seconded by Supervisor Hardy. Upon multiple calls, there were no other nominations for District Vice Chair. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. The nomination of Supervisor Wilson as District Vice Chair was approved by a unanimous vote of the full board.

Chair Cedergren called for nominations for District Treasurer. Supervisor Wilson nominated Supervisor Tollberg, this nomination was seconded by Supervisor Hardy. Upon multiple calls, there were no other nominations for District Treasurer. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. The nomination of Supervisor Wilson as District Treasurer was approved by a unanimous vote of the full board.

Chair Cedergren called for nominations for District Secretary. Supervisor Wilson nominated Supervisor Petersen, this nomination was seconded by Supervisor Hardy. Upon multiple calls, there were no other nominations for District Treasurer. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. The nomination of Supervisor Wilson as District Treasurer was approved by a unanimous vote of the full board.

**BRINGING CONSERVATION TO CHISAGO COUNTY**

### **Committee Assignments**

Motion by Petersen and seconded by Wilson to set committee assignments for 2026 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)

Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

### **District Policy Items**

Motion by Wilson and seconded by Peterson to adopt the following District policy items for 2026:

- Set Supervisor meeting allowances at \$80 per approved meeting per day with a maximum allowance of \$125 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 and the 4M Fund account 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
  - office rent and utilities
  - 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.
- Delegate the District Administrator the authority to approve and sign all nonstructural land management practice cost share applications according to the policies and procedures established in the current Chisago SWCD Cost Share Policies Handbook for project requests up to \$10,000/year/contract.
- Adopt the 2026 Board Operating Rules

Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

New SWCD employee Ben Harker was introduced to the Board. Ben will serve as an Engineering Technician providing assistance to the SWCDs in the Lower St. Croix watershed. The Board welcomed Ben to the Chisago SWCD.

### **MN DNR Public Water Inventory Update**

Wes Saunders-Pearce, Lead Hydrologist Public Waters Inventory Update Project along with Area Hydrologist Craig Wills and Hydrologist Specialist Katie Thoreson give the Board an overview of the DNR PWI update process in Chisago County. No Board action taken at this time.

### **CONSENT AGENDA**

Administrator Mell requested to remove the Financial Reports from the consent agenda.

Motion by Petersen and seconded by Wilson to approve the Consent Agenda. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

Motion by Petersen and seconded by Tollberg to approve the financial reports as presented. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

## **STAFF/SUPERVISOR REPORTS**

Melissa (Mel) McCann introduced herself to the Board. She is currently serving as the Acting NRCS Team Lead for our NRCS area team. The Board welcomed her to the Chisago SWCD.

NRCS District Conservationist John Brezinka 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 Tollberg to acknowledge the review of the USDA NRCS Section 1619 Compliance document and the USDA NRCS Civil Rights and Equal Opportunity document. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

## **CORRESPONDENCE/PUBLIC COMMENT**

No Board action taken at this time.

## **COST SHARE PROGRAMS**

### **Cost Share Request 2026 Soil Health Practices Grant**

Supervisor Petersen informed the board that he has a financial interest in one of the contracts listed below and he requested that he be excused from any discussion regarding this agenda item. The board excuses Supervisor Petersen from discussion and debate on this issue. Supervisor Petersen did not participate in the discussion and abstained from voting.

Motion by Tollberg and seconded by Hardy to approve the following four conservation practice assistance contracts:

- 1) Contract: 13-4-4
  - Conservation Practice: 512 Pasture and Hay Planting
  - Total Acres: 61.3
  - Contract Length: 5 years
  - Flat Rate Payment: \$200/acre
    - \$12,250 FY26 Soil Health Practices Grant
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 2) Contract: 13-4-5
  - Conservation Practice: 512 Pasture and Hay Planting
  - Total Acres: 16.8
  - Contract Length: 5 years
  - Flat Rate Payment: \$200/acre
    - \$3,360 FY26 Soil Health Practices Grant
  - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 3) Contract: 13-4-6
  - Conservation Practice: 327 Conservation Cover
  - Total Acres: 0.8
  - Contract Length: 10 years
  - Flat Rate Payment: \$500/acre
    - \$400 FY26 Soil Health Practices Grant
  - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 4) Contract: 13-4-7

- Conservation Practice: 329 Strip till
- Total Acres: 640
- Contract Length: 1 year
- Flat Rate Payment: \$35/acre/year
  - \$22,400 FY26 Soil Health Practices Grant
- Technical Representative: Jacquelynn Olson, Chisago SWCD

Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Absent; Tollberg, Yes; Wilson, Yes. Motion carried.

Supervisor Petersen rejoins the meeting.

### **Cost Share Request Non-Structural BMPs**

Motion by Wilson and seconded by Hardy to approve the following conservation practice assistance contract:

- 1) Contract: NFWF 24 C34
  - Conservation Practice: Conservation Cover (327)
  - Total Acres: 4.0
  - Flat Rate Payment: \$500/acre
    - \$2,000 NFWF Monarch Grant
  - Technical Representative: Mary Jo Youngbauer, Chisago SWCD

Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

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

Supervisor Tollberg informed the board that he has a financial interest in one of the contracts listed below and he requested that he be excused from any discussion regarding this agenda item. The board excuses Supervisor Tollberg from discussion and debate on this issue. Supervisor Tollberg did not participate in the discussion and abstained from voting.

Motion by Petersen and seconded by Hardy to approve the certification of the following seven project certifications:

- 1) Contract: GCW 24-10
  - Conservation Practice: Cover Crops (340)
  - Total Acres: 80
  - Payment: Two of three
  - Payment Certified: \$2,000 FY24 GCW TMDL Implementation (C24-0064)
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 2) Contract: CWF SH C 23-03
  - Conservation Practice: Cover Crops (340)
  - Total Acres: 80
  - Payment: Three of three
  - Payment Certified: \$4,000 FY22 LSC SH Grant (C22-7318)
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 3) Contract: 13-1-1
  - Conservation Practice: Cover Crops (340)
  - Total Acres: 260
  - Payment: one of three
  - Payment Certified: \$13,000 FY26 Soil Health Practices (P26-0008)
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 4) Contract: 13-1-2
  - Conservation Practice: Cover Crops (340 )

- Total Acres: 86
  - Payment: one of three
  - Payment Certified: \$4,300 FY26 Soil Health Practices (P26-0008)
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 5) Contract: SHD 25-01
- Conservation Practice: Conservation Crop Rotation (328)
  - Total Acres:31
  - Payment: one of one
  - Payment Certified: \$1,240 FY25 Soil Health Delivery Grant (P25-0492)
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 6) Contract: NFWF 24 C14
- Conservation Practice: Conservation Cover (327)
  - Total Acres: 1.2
  - Payment: one of one
  - Payment Certified: \$600 NFWF Monarch Grant
  - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 7) Contract: CLW 23-04
- Conservation Practice: Enhanced Street Sweeping
  - Total Miles: 31.2
  - Payment: two of three
  - Payment Certified: \$3,120
    - \$2,340 CWF 2023 Continued Implementation of BMPs in the Chisago Lakes Chain of Lakes Watershed (C23-4274)
    - \$780 Chisago Lakes Lake Improvement District
  - Technical Representative: Casey Thiel, Chisago SWCD
- Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Absent; Wilson, Yes. Motion carried.

Supervisor Tollberg rejoins the meeting.

**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.

**Finance Committee Recommendation**

**FY2024 Financial Audit**

Motion by Cedergren and seconded by Tollberg accepting the 2024 Financial Audit Report completed by Peterson Companies LTD Certified Public Accountants. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

**Amended 2026 SWCD Budget**

Motion by Wilson and seconded by Petersen to approve the 2026 revised budget as presented by the Finance Committee. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

**2025 Financial Audit Contract**

Motion by Cedergren and seconded by Tollberg to approve a contract with Peterson Company, LTD, to complete the 2025 financial audit of the Chisago SWCD. Roll call vote: Cedergren, Yes; Hardy, Yes; Petersen, Yes; Tollberg, Yes; Wilson, Yes. Motion carried.

**COMMITTEE REPORTS**

No Board action taken at this time.

**UPCOMING BOARD MEETING**

The next regular Board meeting is scheduled for Tuesday, February 10, 2026, at 8:00 AM.

**ADJOURNMENT**

Motion by Wilson and seconded by Petersen to adjourn the meeting at 10:32 AM.

  
\_\_\_\_\_  
Secretary

2-10-26  
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Date