



Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056
Phone (651)674-2333, Fax (651)674-8828
www.chisagoswcd.org

JANUARY 11, 2011 REGULAR BOARD MEETING MINUTES

The January Board meeting of the Chisago Soil & Water Conservation District was convened at the North Branch Ag Service Center, North Branch, MN on January 11, 2011. Chair Jim Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Board members present: Jim Birkholz, David Tollberg, Craig Mold, Justin Wilson, and Roland Cleveland.
Absent: None
Staff present: Craig Mell and Susan Humble.

SUPERVISORS OATH OF OFFICE

Oaths of office were administered by Chair Birkholz to Supervisors Craig Mold (District 1) and David Tollberg (District 3).

AGENDA

Motion by Cleveland and seconded by Mold to approve the agenda as printed after adding Stormwater Retrofit Assessment Cost Share Projects review to New Business (item 9 j) and moving NRCS/SWCD Update to follow New Business. Motion carried.

ANNUAL BUSSINESS MEETING ITEMS

District Administrator Craig Mell assumed control of the meeting and asked for nominations for District Chair.

Motion by Mold and seconded by Wilson to cast a white ballot to continue all 2010 Officer Assignments through 2011 as follows:

Chair – Jim Birkholz
Vice Chair – Roland Cleveland
Treasurer – Craig Mold
Secretary – Justin Wilson
Motion carried.

Chair Jim Birkholz assumed control of the meeting.

2010 Committee Assignments were reviewed.

Motion by Tollberg and seconded by Mold to continue all 2010 committee assignments through 2011 as follows:

Personnel/Policy – Birkholz & Wilson
Finance/Budget – Cleveland & Mold
Planning/Marketing – Birkholz & Wilson
Water Plan Policy Team – Mold
MCD JPB – Roland Cleveland (alternate – Jim Birkholz)
Onanegozie RC&D – Roland Cleveland
MNSWCD Forestry – Justin Wilson

Motion carried.

Motion by Wilson and seconded by Tollberg to approve the following policy items for 2011:

- To set meeting dates and times for the second Tuesday of each month at 8:00 a.m. at the USDA Ag Service Center in North Branch.
- To set Supervisor meeting allowances at \$50.00 for one meeting attended with a maximum allowance of \$75.00 per day if two or meetings are attended on the same day.
- To set mileage reimbursement rate to follow the current IRS Rates, current rate effective 1/1/2011 is .51 cents/mile.
- To designate the Post Review and the Chisago County Press as the official newspapers for the District.
- To designate the Associated Bank and Stearns Bank, both located in North Branch, as the Districts official depositories.
- To pre-approve payment of the following items: salaries, insurance, gas and maintenance on District owned equipment and bills where the District receives full reimbursement for the expense.
- To approve the 2011 Chisago SWCD District Board Operating Rules as presented (see attached*).
- To authorize the District Administrator the authority to sign all Board approved contracts on behalf of the Chisago SWCD.

Motion carried.

CONSENT AGENDA

Motion by Cleveland and seconded by Wilson to approve the Consent Agenda as listed. Motion carried.

CORRESPONDENCE

The Board reviewed recently received correspondence, including a calendar of upcoming meetings.

COST SHARE PROGRAMS

No action taken.

OLD BUSINESS

The Chisago SWCD has been awarded four FY11 Clean Water Fund (CWF) grants from the Board of Water and Soil Resources (BWSR). District Administrator Mell reviewed the funded projects with the board. All total the District has been awarded \$389,474 to complete the following projects:

- St. Croix River escarpment gully stabilization inventory and outreach program;
- Implementation of Water-Smart Best Management Practices at Schools and Libraries;
- Chain of Lakes Stormwater Retrofit Assessment Best Management Practices; and
- Stabilization of erosion concerns adjacent to public roads and rivers.

District staff is required to complete work plans in *elink* no later than March 31st, 2011. No action was taken at this time.

NEW BUSINESS

Motion by Wilson and seconded by Cleveland to accept and sign the 2011-2013 MNDNR Four Corners Technical Assistance Contract (\$60,000) number B51849 (see attached*). Motion carried.

Motion by Mold and seconded by Wilson to accept and sign the 2011 CLLID/SWCD contract for services (\$42,000) (see attached*). Motion carried.

Motion by Wilson and seconded by Tollberg to accept and sign the 2011 CLFLWD/SWCD contract for services (\$17,500) (see attached*). Motion carried.

Motion by Wilson and seconded by Cleveland to sign the 2011 Metro WCA Enforcement grant agreement (\$14,000) and to designate Administrator Craig Mell as the authorized representative for the District (see attached*). Motion carried.

Motion by Wilson and seconded by Tollberg to accept and sign the 2011 Chisago County (UM Extension Service) / SWCD Agreement for Services (\$23,500) (see attached*). Motion carried.

Motion by Wilson and seconded by Tollberg to amend the Districts Personnel Policy as follows: Section III Employment Process, subpart F Hours of Work, paragraph four: "Compensation payments are to be made on a bi-weekly basis, unless special circumstances require another compensation basis. Paychecks will be issued the ~~Monday~~ Friday following the end of the pay period." Motion carried

Motion by Cleveland and seconded by Mold to:

- approve a new lease agreement, effective February 1, 2011, for office space with RB Land Developers at a rate of \$982.04/ month. A new lease is need to accommodate additional space needed by the UM Extension staff person collocating in the SWCD office; and
- approve the proposal from Graphic Homes, Inc in the amount of \$1,351.62 for minor remodeling to the interior of our leased space.

Motion carried.

Motion by Wilson and seconded by Mold to accept the personnel committee's recommendations to (all recommendations are effective January 1, 2011):

- adopt the Chisago County 2011 Master Wage schedule for all SWCD employees;
- approve a one step increase in pay for Susan Humble, Craig Mell, Jason Rehn and Casey Thiel;
- set the 2011 employee benefit package for all full time regular employees at \$653.50/month {an employee may use their benefit package for insurance premiums, or request a prorated amount (90%) to be invested into the state deferred compensation program or taken as cash};
- provide Susan Humble an employee benefit package equal to a full time regular employee; and
- appoint Mary Jo Youngbauer, Water Resource Technician, as a full time regular employee and to set her pay at grade 22, step 2, with a six (6) month probationary period.

Motion carried.

Motion by Mold and seconded by Tollberg to accept the budget committees recommendations as follows:

- utilize \$8,564.00 of FY 2011 State Cost Share Base Grant as increased technical assistance.
- accept the FY 2011 Final Budget as presented (see attached*).

Motion carried.

Motion by Mold and seconded by Cleveland to adopt the Chisago County Comprehensive Local Water Management Plan as the 2011 and 2012 Chisago SWCD Comprehensive Plan (see attached resolution 01-01*). Motion carried.

Motion by Cleveland and seconded by Mold to table discussion regarding the 2011 Annual Plan until the February 8, 2011 Board Meeting. Motion carried.

The Board reviewed potential upcoming cost share applications to implement best management practices associated with the Lindstrom Stormwater Retrofit Assessment. No action was taken as this time (see attached*).

STAFF REPORTS

Motion by Cleveland and seconded by Mold to table discussion regarding the review of the USDA Privacy Act Factsheet 120-11-3 and the USDA Acknowledgment of Section 1619 Compliance until the February 8, 2011 Board meeting. Motion carried.

SWCD Staff gave a Power Point presentation on the SWCD/NRCS 2010 activities.

COMMITTEE REPORTS

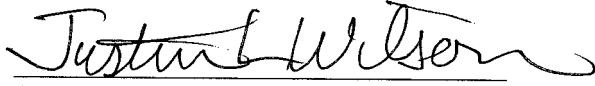
No committee reports were given.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, February 8, 2011 at 8:00 a.m. at the North Branch Ag Service Center, North Branch, MN.

ADJOURNMENT

Motion by Wilson and seconded by Mold to adjourn the meeting at 11:15 a.m. Motion carried.



Secretary

2-8-11

Date

*Attachments available at SWCD office.