



Chisago Soil & Water Conservation District

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August 9, 2011

REGULAR BOARD MEETING MINUTES

The August Board meeting of the Chisago SWCD was convened at the USDA Service Center, North Branch, MN on August 9, 2011. Chair Jim Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Board members present: Jim Birkholz, Roland Cleveland, and Justin Wilson

Board members absent: Craig Mold and David Tollberg

Staff present: Craig Mell and Susan Humble

Others present: Deb Hermel (NRCS) and Dave Copeland, NRCS Area III Assistant State Conservationist

AGENDA

Motion by Cleveland and seconded by Wilson to approve the agenda with the following additions/deletions to the agenda:

- remove SWCD Staff Report (Agenda item 6b)
- add discussion regarding a District Policy for Payment of Cost Share Funds on Board Approved Cost Share Contracts (Agenda item 7f).

Motion carried.

CONSENT AGENDA

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

CORRESPONDENCE

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

Motion by Cleveland and seconded by Wilson to approve payment of registration and expenses for Supervisors to attend the MASWCD Governance 101 Training in Alexandria on September 12-13, 2011. Motion carried.

DAVE COPELAND, NRCS AREA III ASSISTANT STATE CONSERVATIONIST

Dave Copeland shared with the Board his background and how his first few months as the Area III Assistant State Conservationist were going. He discussed some changes in the Minnesota NRCS structure with the elimination of an area office. Area 3 is gaining a few more counties. He also mentioned how impressed he has been with the partnership between NRCS and the Chisago SWCD. He discussed future funding opportunities through contribution agreements and the importance of keeping partnerships strong.

STAFF REPORTS

Deb Hermel distributed and reviewed a written report of the past months NRCS activities (*see attached).

COST SHARE PROGRAMS

Motion by Wilson and seconded by Cleveland to approve final payment of the following FY08 BWSR Native Buffer cost share contract:

Contract #	Name	Practice	Rate/NTE Amount
NB08-02	City of North Branch	580 & 643	75%/\$3,738.00

Motion carried.

Motion by Cleveland and seconded by Wilson to approve the FY08 BWSR Native Buffer Cost Share Program final financial report. Motion carried.

Motion by Wilson and seconded by Cleveland to encumber MN DNR Terrestrial Invasive Plant Management program funds to the following contracts:

Contract #	Name	Practice	Not To Exceed
TIS-CC-11-01	Mary Jane Sahl & Mark Forsberg	314, 315, 342 & 643	\$550.00
TIS-CC-11-02	R. James Gesell	314, 315, 342 & 643	\$820.00
TIS-CC-11-03	Ernest & Sarah Lehman	314, 315, 342 & 643	\$800.00

Motion carried.

Chisago Lakes Lake Improvement District (CLLID) BMP Matching Funds Cost Share Program. District Administrator Mell explained that the CLLID Board passed resolution # 11/0404-1 in April of 2011 providing \$66,000 in local match dollars for the two Clean Water Fund grants received by the SWCD in 2011 to install urban BMPs throughout the Chain of Lakes watershed. During the August CLLID board meeting the LID board passed resolution # 11/0801-3 to authorize matching payments to SWCD without the LID entering into separate contracts with the individual project/land owners. District Administrator Mell explained this will allow an applicant to have one contract with the SWCD; the SWCD will approve the contract, reimburse the landowner after the project has been completed and certified and then invoice the CLLID for their portion of the cost share project. This policy has been reviewed and approved by the Janet Reiter, Chisago County Attorney. Motion by Cleveland and seconded by Wilson to establish a policy that the SWCD will have one cost share assistance contract (utilizing both State Clean Water Fund grant dollars and local CLLID dollars) with a land occupier to install BMPs on their property and then will invoice the CLLID for their portion of the project after the project has been installed. Motion carried.

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

- Applicant: Rush City High School
- Contract #: WSBMP11-2
- Conservation Practices: Bioretention Basins & Vegetative Swales
- Total Project Cost: \$3,250
- Cost Share Amount: \$2,000 from FY11 Clean Water Fund Grant – Implementation of Water Smart BMPs

and to designate Shawn Tracy or Andy Schilling of the Metro Conservation Districts Landscape Restoration Program as the technical representative for this project, this project is to begin no later than May 31, 2012, and to be completed no later than July 31, 2012. Motion carried.

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

- Applicant: Chisago Lakes Middle School
- Contract #: WSBMP11-3
- Conservation Practices: Bioretention Basins & Vegetative Swales
- Total Project Cost: \$24,000

- Cost Share Amount: \$22,000
 - \$18,000 from FY11 Clean Water Fund Grant – Implementation of Water Smart BMPs
 - \$4,000 from the Chisago Lakes Lake Improvement District BMP matching funds program

and to designate Shawn Tracy or Andy Schilling of the Metro Conservation Districts Landscape Restoration Program as the technical representative for this project, this project is to begin no later than May 31, 2012, and to be completed no later than July 31, 2012. Motion carried.

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

- Applicant: Center City
- Contract #: CWFSRA11-1
- Conservation Practices: Bioretention Basins & Vegetative Swales
- Total Project Cost: \$34,000
- Cost Share Amount: \$33,500
 - \$25,125 from FY11 Clean Water Fund Grant – Lindstrom/Center Lakes stormwater retrofit assessment implementation funds
 - \$8,375 from the Chisago Lakes Lake Improvement District BMP matching funds program

and to designate Shawn Tracy or Andy Schilling of the Metro Conservation Districts Landscape Restoration Program as the technical representative for this project, this project is to begin no later than May 31, 2012, and to be completed no later than July 31, 2012. Motion carried.

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

- Applicant: Lakes Free Church
- Contract #: CWFSRA11-2
- Conservation Practices: Bioretention Basins & Vegetative Swales
- Total Project Cost: \$19,000
- Cost Share Amount: \$17,000
 - \$12,750 from FY11 Clean Water Fund Grant – Lindstrom/Center Lakes stormwater retrofit assessment implementation funds
 - \$4,250 from the Chisago Lakes Lake Improvement District BMP matching funds program

and to designate Shawn Tracy or Andy Schilling of the Metro Conservation Districts Landscape Restoration Program as the technical representative for this project, this project is to begin no later than May 31, 2012, and to be completed no later than July 31, 2012. Motion carried.

Motion by Wilson and seconded by Cleveland to approve the following cost share amendment request:

- Applicant: Olinda Green Townhome Association
- Contract #: MCD11-02
- Conservation Practices: Bioretention Basins & Vegetative Swales
- Total Project Cost: \$22,000
- Cost Share Amount: \$20,000
 - \$15,000 from Anoka Conservation District stormwater retrofit assessment implementation funds
 - \$3,750 from FY11 Clean Water Fund Grant – Lindstrom/Center Lakes stormwater retrofit assessment implementation funds
 - \$1,250 from the Chisago Lakes Lake Improvement District BMP matching funds program

and to designate Shawn Tracy or Andy Schilling of the Metro Conservation Districts Landscape Restoration Program as the technical representative for this project, this project is to be completed no later than October 31, 2011. Motion carried.

Motion by Cleveland and seconded by Wilson to establish a SWCD policy that District Administrator Mell may authorize payment on all Board approved cost share projects once the project has been installed and certified by the SWCD approved technical representative. Motion Carried.

OLD BUSINESS

District Administrator Mell gave the Board an update on the four FY11 Clean Water Fund Grants:

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

No Board action was taken at this time.

NEW BUSINESS

Motion by Cleveland and seconded by Wilson to authorize up to \$500.00 of SWCD funds towards the MASWCD State Convention on December 4-6, 2011. Motion carried.

The SWCD Board reviewed the work done to date regarding signage of conservation projects. District staff presented four different sign concepts developed by Margo Gulbranson of Goldstar Printworks. At a minimum the SWCD is required to sign all Clean Water Funded projects. Motion by Wilson and seconded by Cleveland to authorize staff to work with Ms. Gulbranson on finalizing a design utilizing template "C" (*see attached) as the draft sign concept and to set a policy that the SWCD will pay for 75% of the cost associated with the installation of signs on projects. Motion carried.

The SWCD Board and staff reviewed the upcoming FY12 Clean Water Fund (CWF) grant application process. District staff and board discussed numerous potential grant applications. Motion by Wilson and seconded by Cleveland to authorize staff to submit FY12 CWF grant applications that accomplish projects identified in the SWCD's annual and/or comprehensive plans. Motion carried.

Motion by Cleveland and seconded by Wilson to cancel the September 13, 2011 SWCD Board of Supervisors meeting. The next regularly scheduled SWCD Board of Supervisors meeting is scheduled for 8:00 a.m. on October 11, 2011. Motion carried.

COMMITTEE REPORTS

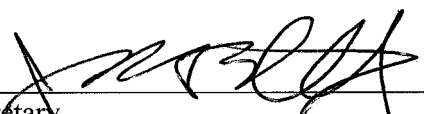
No committee reports were given.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for Tuesday, October 11, 2011 at 8:00 a.m. at the North Branch Ag Service Center, North Branch, MN.

ADJOURNMENT

Motion by Cleveland and seconded by Wilson to adjourn the meeting at 10:55 a.m. Motion carried.



Secretary
*Attachments available at SWCD office.

9/8/11
Date