



Chisago Soil & Water Conservation District

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February 10, 2009

REGULAR BOARD MEETING MINUTES

The February Board meeting of the Chisago Soil & Water Conservation District was convened in the AG Service Center, North Branch, MN on February 10, 2009. SWCD Chair Jim Birkholz called the meeting to order at 8:05 a.m.

ATTENDANCE

Board Members Present: Jim Birkholz, Roland Cleveland, and Justin Wilson.

Board Members Absent: Mary Ann Jay and Craig Mold.

Staff present: Craig Mell, Susan Humble, Casey Thiel, and Deb Hermel (NRCS).

AGENDA

Motion by Cleveland and seconded by Wilson to approve the agenda as printed, after adding an additional bill to be paid after the consent agenda. Motion carried.

CONSENT AGENDA

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

Motion by Cleveland and seconded by Wilson to approve paying North Branch Printing for a bill to complete a North Branch of the Sunrise River newsletter, the bill was received after the consent agenda was completed (invoice #8652 for \$988.32). Motion carried.

CORRESPONDENCE

The Board reviewed recently received correspondence.

Motion by Wilson and seconded by Cleveland to approve paying registration to have a booth at the April 4, 2009 North Branch Community Connections Expo. Motion carried.

COST SHARE PROGRAMS

No action taken.

STAFF REPORTS

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

Craig Mell distributed and reviewed a written report of the past months SWCD activities (see attached*).

Casey Thiel gave an update on several District activities that she has completed. Projects included the: PICKM Rain Garden & Shoreline Restoration Tour booklet, the Chisago County Volunteer Lake Monitoring Program – 2008 Monitoring Results, and the 2009 Surface Water Monitoring locations and contracts.

OLD BUSINESS

No action taken.

NEW BUSINESS

Motion by Cleveland and seconded by Wilson to approve and sign the letter of agreement between the Chisago Soil and Water Conservation District and the Chisago Lakes Lake Improvement District (see attached*). Motion carried.

Motion by Wilson and seconded by Cleveland to authorize the District Administrator to sign the 2009 MN Pollution Control Agency (MPCA) Surface Water Assessment Grant Contract when finalized and received from the MPCA. Motion carried.

Motion by Cleveland and seconded by Wilson to approve the FY08 Year End Financial Report as presented (see attached*). Motion carried.

Motion by Wilson and seconded by Cleveland to approve the FY09 Annual Plan as presented (see attached*). Motion carried.

Motion by Wilson and seconded by Cleveland to accept the personnel committees recommendation and approve employee step increases as follows:

	From	To
District Administrator	G28, S4	G28, S5
District Technicians	G22, S3	G22, S4
Administrative Assistant	G18, S6	G18, S7

all step increases will be retroactive to January 1, 2009. Motion carried.

Motion by Cleveland and seconded by Wilson to approve the updated position descriptions as presented by the District Administrator:

District Administrator – Craig Mell
Water Resource Specialist – Casey Thiel
Resource Conservationist – Jason Rehn
Administrative Assistant – Susan Humble
Motion carried.

Motion by Wilson and seconded by Cleveland to accept the personnel committees recommendation to approve the reclassification of the following employee's grade levels as it relates to the District pay scale, effective the pay period beginning February 1, 2009.

	From	To
District Administrator	G28, S5	G29, S4
Water Resource Specialist	G22, S4	G24, S2

Motion carried.

COMMITTEE REPORTS

Brief committee reports were given.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for March 10, 2009 at 8:00 a.m. at the North Branch Ag Service Center.

ADJOURNMENT

Motion by Wilson and seconded by Cleveland to adjourn the meeting at 10:15 a.m. Motion carried.

Secretary

Date

*Attachments available at SWCD office.

DRAFT