



Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056

Phone (651)674-2333, Fax (651)674-8828

www.chisagoswcd.org

JULY 14, 2009

REGULAR BOARD MEETING MINUTES

The July Board meeting of the Chisago Soil & Water Conservation District was convened in the AG Service Center, North Branch, MN on July 14, 2009. SWCD Chair Jim Birkholz called the meeting to order at 8:00 a.m.

ATTENDANCE

Board Members Present: Jim Birkholz, Roland Cleveland, Mary Ann Jay, Craig Mold and Justin Wilson; Board Members Absent: None

Staff present: Craig Mell, Susan Humble, and Deb Hermel (NRCS);

Others present: Melissa Lewis, Board of Water & Soil Resources (BWSR) Board Conservationist.

AGENDA

Motion by Mold and seconded by Wilson to approve the agenda as printed. Motion carried.

CONSENT AGENDA

Motion by Cleveland and seconded by Jay to remove the Financial Reports from the Consent Agenda for review. Motion carried.

Motion by Mold and seconded by Cleveland to approve the Consent Agenda as presented after removing the financial reports. Motion carried.

Motion by Cleveland and seconded by Jay to accept the Financial Reports as presented. Motion carried.

MELISSA LEWIS, BWSR BOARD CONSERVATIONIST

Melissa Lewis presented an overview of the BWSR Legislative Summary to the Board (*see attached)

CORRESPONDENCE

The Board reviewed recently received correspondence.

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*).

OLD BUSINESS

Motion by Wilson and seconded by Mold to approve the Chisago SWCD to:

- sign an agreement with the MN Department of Agriculture (MDA) for the District to administer the Agriculture Best Management Practices (AgBMP) Loan Program in Chisago County,
- pass resolution #2009-7-1 designating District Administrator Craig Mell as the Authorized Representative for the Chisago SWCD (*see attached resolution),
- and sign the FY2009 contract with the MDA for \$100,000.00 in loan funds available.

Motion carried.

The District Board reviewed the preliminary FY 2010 District budget and discussed potential cuts from the State and County. No action was taken.

NEW BUSINESS

Motion by Wilson and seconded by Jay to designate Roland Cleveland as the primary representative and James Birkholz as the alternate for the Metropolitan SWCD Technical Service Area Joint Powers Board. Motion carried.

Motion by Cleveland and seconded by Mold to amend the Districts Personnel Policy; Section V – Benefits, Subpart D – Leaves of Absence, # 4 - Family and Medical Leave of Absence, paragraph 5, replacing the word “must” with “are not required to”. The policy shall read as follows:

*“Employees utilizing a Family and Medical Leave ~~must~~ **are not required to** exhaust all appropriate paid leave benefits (vacation, compensatory time, and sick leave when appropriate) before converting to an unpaid leave. During the leave, the District will maintain the employee’s group health benefits so long as the employee continues to make any required premium co-payments in a timely manner.”*

Motion carried.

Motion by Wilson and seconded by Jay to request the Chisago County Attorneys office and the MN Counties Insurance Trust office to review the District Personnel Handbook to determine if the District has any non conforming policies. Motion carried.

Motion by Mold and seconded by Cleveland to approve the District Administrator to sign the 2009 USDA Contribution Agreement when finalized. Motion carried.

Motion by Cleveland and seconded by Jay for the District to purchase two laptop computers with docking stations and monitors at an approximate cost of \$1,650 each through the USDA computer purchase contract with the National Association of Conservation Districts. Motion carried.

Birkholz relinquished the Chair to Cleveland

Motion by Birkholz and seconded by Mold to nominate Jon & Nu Gamble, Shafer Township, as the 2009 Chisago County Outstanding Conservationist. Motion carried.

Cleveland relinquished the Chair to Birkholz

COMMITTEE REPORTS

Brief committee reports were given.

UPCOMING BOARD MEETING

The next regular Board meeting is scheduled for August 11, 2009 at 8:00 a.m. at the North Branch Ag Service Center.

ADJOURNMENT

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

Secretary

Date

*Attachments available at SWCD office.