

# **Carlton County Soil and Water Conservation District**

## **Reorganization Board Meeting Minutes**

**Date: Monday, January 9, 2023**

**Location: SWCD Board Room**

Matlack called the meeting to order: 9:00 a.m.

Board Members Present: Bob Fox, Barb Dahl, Kim Samuelson, Tim Michaelson

Staff Present: Brad Matlack

Supervisors Bob Fox and Tim Michealson received oath of office from Carlton County Auditor Kevin DeVriendt.

### **Election of Officers**

Personnel Committee presents this slate of officers for 2023:

Chair - Fox

Vice Chair - Michaelson

Treasurer - Dahl

Secretary - Samuelson

Public Relations -

M/S Fox/Dahl to approve officers as presented. Motion carried.

Chair Fox takes over the meeting

Approval of Agenda

M/S Samuelson/Michaelson to approve the amended agenda as presented. Motion carried.

District 5 Board Seat Appointment - Bruce Heikes

M/S Michaelson/Dahl to approve Bruce Heikes appointment to District 5 board seat.

Oath of Office was issued to Bruce Heikes by the Carlton County Auditor Kevin DeVriendt.

Appoint Heikes to Public Relations Officer

M/S Dahl/Samuelson to appoint Bruce Heikes to Public Relations Officer

Committee Assignments: By Chair - Personnel Committee Recommendation

Finance - Fox/Dahl

Personnel - Fox/Dahl

Policy - Samuelson/Heikes

Education/Awards - Samuelson/Michaelson

Legislative - Michaelson/Heikes

M/S Samuelson/Michaelson to approve committee assignments as presented. Motion carried.

Committee Inside SWCD: By Chair - Personnel Committee Recommendation

Management Team (Chair, Manager, Office Admin, Assist Managers) - Fox

TSA3 - Fox

RC&D - Samuelson

Big Sandy Watershed/Tamarack Watershed - Dahl

SWCD Forestry - Michaelson

EQIP Local Workgroup - Heikes

M/S Dahl/Dalen to approve outside committee assignments as presented. Motion carried.

Meeting Rules: Adopt Roberts Rules of Order to govern SWCD Board Meetings

M/S Dahl/Michaelson to adopt Roberts Rules of Order as presented. Motion carried

Depository Funds: Recommend Cornerstone State Bank, Cloquet.

M/S Samuelson/Dahl to approve Cornerstone State Bank as depository of funds. Motion carried.

Official Newspaper: Recommend Cloquet Pine Knot

M/S Michaelson/Dahl to approve Pine Knot as the official newspaper of the Carlton SWCD.

Motion carried.

Payment of Bills

Recommend authorization for Manager (Brad Matlack) or Office Administrator (Julie Radovich) to pay bills up to \$3,000. Prior Board authorization required on amounts over \$3,000. Two signatures on checks for amounts over \$3,000.

Prior Board authorization exemptions:

- Payroll liabilities
- Payments to partners/contractors to reimburse their expenses in cooperative work under board approved grant projects.
- Cost share payments approved by board action.

M/S Michaelson/Heikes to approve payment of bills as presented. Motion carried.

Authorized signatory on bank accounts: Recommend Chair, Treasurer, Manager

M/S Samuelson/Dahl to approve Chair, Treasurer and Manager as authorized signatories on bank accounts. Motion carried.

M/S Samuelson/Dahl to authorization to set up Treasurer Barb Dahl and Chair Robert Fox.

Motion carried.

M/S Dahl/Samuelson to authorize Treasurer Barb Dahl and Chairperson Robert Fox on bank accounts prior to official approval of minutes at February meeting. Motion carried.

2023 Regular Monthly Board Meeting Schedule

January 9

February 13

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 10 (Tuesday due to observance of Holiday)

November 13

December 11

M/S Dahl/Samuelson to approve the monthly board meeting schedule as presented. Motion carried.

2023 Mileage Rate Recommendation: 65.5 cents/mile

M/S Michaelson/Samuelson to approve 2023 mileage rate as presented. Motion carried.

2022 Meal Allowances:

Breakfast - \$10

Lunch - \$15

Dinner - \$25

M/S Michaelson/Dahl to approve 2023 meal allowances as presented. Motion carried

Set Service Rates

Woodland Stewardship Plan rate - 2022 rate \$7.00/ac. and base rate of \$200. Recommend increasing rate to match surrounding SWCDs and typical rate of \$7.00/acre and base rate of \$300.

SWCD staff billing rates set using grant specific billing rate calculators and adjusted as needed by the manager. M/S Samuelson/Michaelson to approve service rates as presented. Motion carried.

#### **Set Supervisor Reimbursement Rate**

2022 Rate - \$70, Board Packet Review Rate - \$30

M/S Michaelson/Dahl to set 2023 Supervisor Reimbursement rates.

Confirm the 2023 per diem rate approved at the March 2022 Regular Board meeting; set per diem at \$125 (maximum daily amount)

\$90 rate for meetings under 4 hours

\$30 board packet review

Motion carried.

#### **Supervisor Election Options:**

Currently at large by nominating districts. Recommend staying with current "at large by nominating districts" - roughly geographically equal district.

M/S Samuelson/Heikes to approve election options as presented. Motion carried.

**Land Value for Match** *Allows for land for conservation practices to be valued for use as match*  
Use Carlton County parcel data online. An estimate from the county GIS data can be used and confirmed with County Assessor as needed.

#### **Carlton SWCD Combined Erosion Control and Water Management Program (ECWMP) policy and Nonstructural Land Management Practices (NLMP) policy-FY 2021**

*The District ECWMP and NLMP policy shall be reviewed annually for updates at the January SWCD board reorganization meeting.*

**2023 addition:**

**Kaysie Maleski**

- **MN DNR Approved Woodland Stewardship Plan Writer**
- **Various field experience in forestry, wildlife habitat, and wildlife management disciplines.**

- **Certifications: South Dakota Pesticide Applicator, Firefighter Type 2, MN DNR ATV, Snowmobile, and Hunters Safety, First Aid**
- **Education: 2018, Bachelors in Wildlife Biology Bemidji State University, Minor in Wetland Ecology.**

M/S Michaelson/Samuelson to approve Land Value Match, ECWMP and NLMP as presented. Motion carried.

Record Retention

M/S Michaelson/Samuelson to approve record retention as presented. Motion carried.

Motion to Adjourn

M/S Michaelson/Heikes to adjourn meeting.