

Carlton County Soil and Water Conservation District

Reorganization Board Meeting Minutes

Date: Monday, January 10, 2022

Location: SWCD Board Room

Matlack called the meeting to order: 9:02 a.m.

Board Members Present: Box Fox, Rick Dalen, Barb Dahl, Kim Samuelson

Staff Present: Brad Matlack, Julie Radovich

Others:

Election of Officers

Personnel Committee presents this slate of officers for 2022:

Chair - Fox

Vice Chair - Dahl

Treasurer - Dalen

Secretary - Samuelson

Public Relation -

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

Chair Fox takes over the meeting

Approval of Agenda

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

Committee Assignments

By Chair - Personnel Committee Recommendation

Finance - Fox/Dalen

Personnel - Fox/Dahl

Policy - Samuelson

Education/Awards - Samuelson/Dalen

Legislative -

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

Committee Outside SWCD

By Chair - Personnel Committee Recommendation

TSA3 - Fox

RC&D - Samuelson

MN SWCD Forestry Association -

EQIP Local Workgroup - Dalen

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 Dalen/Samuelson to adopt Roberts Rules of Order as presented. Motion carried

Depository Funds: Recommend Cornerstone State Bank, Cloquet.

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

Official Newspaper: Recommend Cloquet Pine Knot
M/S Dahl/Samuels on to approve Pine Knot as the official newspaper of the Carlton SWCD.
Motion carried.

Payment of Bills

Recommend authorization for manager 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 Dalen/Samuels on to approve payment of bills as presented. Motion carried.

Authorized signatory on bank accounts: Recommend Chair, Treasurer, Manager
M/S to approve Chair, Treasurer and Manager as authorized signatories on bank accounts.
Motion carried.

M/S Samuels on/Dalen to authorization to set up Treasurer Richard Dalen and Chair Robert Fox.
Motion carried.

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

2022 Regular Monthly Board Meeting Schedule

January 10
February 14
March 14
April 11
May 9
June 13
July 11
August 8
September 12
October 11 (Tuesday due to observance of Holiday)
November 14
December 12

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

2022 Mileage Rate Recommendation: 58.5 cents/mile

M/S Dalen/Dahl to approve 2022 mileage rate as presented. Motion carried.

2022 Meal Allowances:

Breakfast - \$10
Lunch - \$15
Dinner - \$25

M/S Dalen/Samuels on to approve 2022 meal allowances as presented. Motion carried

Set Service Rates

Woodland Stewardship Plan rate - 2021 rate \$7.00/ac. and base rate of \$200. Recommend maintaining rate of \$7.00/ac. and base rate of \$200.

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

2022 Supervisor Reimbursement Rate

\$70 per meeting rate

\$30 board packet review rate

M/S Dahl/Dalen to approve 2022 reimbursement rate as presented. Motion carried.

For 2023 budgeting, discuss increase as per 2021 legislation raising limit to \$125

MN 103C, Subd. 4. Compensation. A supervisor shall receive compensation for services up to \$125 per day, and may be reimbursed for expenses, including traveling expenses, necessarily incurred in the discharge of duties. A supervisor may be reimbursed for the use of the supervisor's own automobile in the performance of official duties at a rate up to the maximum tax-deductible mileage rate permitted under the federal Internal Revenue Code.

Supervisor Election Options:

Currently at large by nominating districts. Recommend staying with roughly geographically equal districts.

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

Carlton SWCD Comp Time Policy

Staff reviewed current policy and recommends approval.

M/S Dalen/Dahl to approve Carlton SWCD Comp Time Policy 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.

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

Carlton SWCD Technical and Financial Assistance Policies Review

M/S Dahl/Dalen to approve Carlton SWCD Technical and Financial Assistance Policies as presented. Motion carried.

Record Retention

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

Motion to Adjourn

M/S Samuelson/Dalen to adjourn meeting at 9:43 a.m.