

Carlton County Soil and Water Conservation District
Annual Reorganizational Meeting
January 8, 2024 – Carlton SWCD Office, Carlton MN

The Reorganizational Meeting was called to order at 9:03 am by Brad Matlack, District Manager.

The Pledge of Allegiance was said.

Oath of Office: not needed due to no elections this year.

Elections of Board Officers: The slate of officers for 2024, presented by the Personnel Committee, included:

- ❖ Chair – Bob Fox;
- ❖ Vice Chair – Tim Michaelson;
- ❖ Secretary – Kim Samuelson;
- ❖ Treasurer – Barb Dahl;
- ❖ Public Relations Officer – Bruce Heikes.

A motion was made to elect these officers for 2024. M/S Dahl/Michaelson. Motion carried.

Manager Matlack turned the meeting over to Chair Bob Fox.

Approval of Agenda: A motion was made to approve the agenda. M/S Michaelson/Heikes. Motion carried.

Committee Assignments for 2024:

The Personnel Committee presented the following assignments to external SWCD Committees:

- ❖ Management Team – Bob Fox;
- ❖ Tech Service Area 3: Bob Fox;
- ❖ RC&D – Kim Samuelson;
- ❖ Big Sandy and Tamarack Watershed – Barb Dahl;
- ❖ SWCD Forestry – Tim Michaelson;
- ❖ EQIP Local Work Group – Bruce Heikes.

A motion was made to approve these committee assignments. M/S Dahl/Heikes. Motion carried.

The Personnel Committee presented the following assignments for internal SWCD Committees:

- ❖ Personnel Committee – Bob Fox and Barb Dahl;
- ❖ Finance – Bob Fox and Barb Dahl;
- ❖ Education and Awards – Kim Samuelson and Tim Michaelson;
- ❖ Policy – Kim Samuelson and Bruce Heikes;
- ❖ Legislative – Bruce Heikes.

A motion was made to approve these committee assignments. M/S Dahl/Heikes. Motion carried.

Meeting Rules: A motion was made to adopt Robert's Rules of Order to govern SWCD Board Meetings. M/S Heikes/Michaelson. Motion carried.

Adoption of Policies: A motion was made to adopt the Equal Opportunity policy, the ADA and Reasonable Accommodation policy, the Commitment to Diversity policy, and the Non-Discrimination policy. M/S Dahl/Michaelson. Motion carried.

SWCD Policy Reaffirmation: A motion was made to adopt the No Harassment Policy, the Drug and Alcohol Policy, the Computers/Internet Access/E-mail Policy, the Cell Phone Policy, and the Code of Conduct. M/S Michaelson/Heikes. Motion carried. The Board members signed their individual policy reaffirmation sheets.

Depository of Funds: A motion was made to continue using Cornerstone Bank in Cloquet MN. M/S Dahl/Heikes. Motion carried

Official Newspaper: A motion was made to continue using the Cloquet Pine Knot. M/S Dahl/Samuelson. Motion carried.

Payment of Bills: A motion was made to approve the following for 2024:

- ❖ Authorize Matlack (Manager), Radovich (Office Administrator), Dahl (Supervisor) or Fox (Supervisor) to pay bills up to \$3,000;
- ❖ Require prior Board authorization on amounts over \$3,000'
- ❖ Require two signatures on checks over \$3,000;
- ❖ Exempt the following from prior Board authorization (but still require 2 signatures):
 - Online payment of 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 Heikes/Michaelson. Motion carried.

Authorized signatory on bank accounts: A motion was made to approve the following – Fox (Board chair), Dahl (Supervisor), and Matlack (District Manager). M/S Dahl/Heikes. Motion carried.

Authorization: A motion was made to retain Barb Dahl (Treasurer) and Bob Fox (Chair) on bank accounts before minutes are officially approved at the February board meeting. M/S Heikes/Michaelson. Motion carried.

Regular Monthly Board Meeting Schedule: A motion was made to approve the board meeting schedule of the second Monday of each month, starting at 9:00 am, except in certain circumstances. M/S Dahl/Heikes. Motion carried.

The 2024 Board meetings will be held on:

January 8	July 8
February 12	August 12
March 11	September 9
April 8	October 15 (Tuesday – moved for Columbus Day holiday)
May 13	November 12 (Tuesday – moved for Veterans Day holiday)
June 10	December 2 (moved to accommodate MASWCD Convention)

Mileage Rate: A motion was made to set the 2024 mileage rate at the official IRS rate of 67 cents per mile. M/S Michaelson/Dahl. Motion carried.

Meal Allowances: A motion was made to increase the 2024 meal allowances to the following: Breakfast - \$15.00, Lunch - \$20.00, Dinner - \$30.00. M/S Michaelson/Samuelson. Motion carried.

Service Rates: A motion was made to set the following rates:

- ❖ Woodland Stewardship Plan rate at \$7.00 per acre and base rate of \$300.
- ❖ SWCD Staff Billing rates set using grant specific billing rate calculators and adjusted as needed by manager.
- ❖ SWCD Monthly Office Space rate of \$300 for workstation seat.

M/S Michaelson/Heikes. Motion carried.

Supervisor Reimbursement Rate: A motion was made to set the rate for any SWCD business meeting to perform official duties. M/S Dahl/Heikes. Motion carried.

Supervisor Election Options: A motion was made to stay with the current “at large by nominating districts” election. M/S Heikes/Michaelson. Motion carried.

Land Value for Match: A motion was made to use the Carlton County online parcel data and/or an estimate from the county GIS data, with confirmation from the County Assessor as needed. M/S Heikes/Michaelson. Motion carried.

SWCD State Cost Share Program: A motion was made to table this decision until the February 2024 Board Meeting. M/S Michaelson/Heikes. Motion carried.

SWCD Record Retention: A motion was made to retain records in accordance with the Carlton SWCD Records Retention Schedule on file at the Carlton SWCD office. M/S Michaelson/Heikes. Motion carried.

Other Reorganizational Business: None presented.

Adjourn: Motion to adjourn at 9:26 am. M/S Michaelson/Heikes. Motion approved.

Date _____

SWCD Board Secretary

SWCD Board Chair