

Carlton County Soil and Water Conservation District

Reorganization Board Meeting Minutes

Date: Monday, January 8, 2018

Location: SWCD office at 808 3RD Street, Carlton MN

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

Present

James Nynas
Joe Lambert
Kim Samuelson
Barb Dahl
Mark Thell

Staff Present

Brad Matlack
Julie Radovich

County Rep

Susan Zmyslony

NRCS

Jonathan Sellnow

Call Meeting to Order – Manager

The Pledge of Allegiance

Reorganization Meeting

Election of Officers

Personnel Committee Recommendation:

Chair – Barb Dahl
Vice Chair – Mark Thell
Secretary – Joe Lambert
Treasurer – Jim Nynas
PR Officer – Kim Samuelson
Chair Dahl took over meeting.

M/S Thell/Nynas to approve as presented
Motion carried

Approval of Agenda
M/S Nynas/Thell to approve agenda.
Motion carried

Committee Assignments

Chair Dahl Reviewed SWCD Committee Assignments.
M/S Nynas/Thell to accept Chair committee assignments for 2018
Motion carried

Chair Dahl reviewed outside SWCD committee assignments.

Depository of Funds
M/S Nynas/Samuelson to approve Cornerstone State Bank in Cloquet as the Depository of funds.
Motion carried.

Official Newspaper
M/S Thell/Samuelson to approve Pine Journal as the Official Newspaper.
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 in an amount over \$3,000. Online payment of payroll liabilities exempt.

M/S Thell/Samuelsen to approve payment of bills as presented.

Motion carried

Authorized signatory on bank accounts

M/S Nynas/Samuelsen to authorize the following as signatories:

Manager, Brad Matlack

Chair, Barb Dahl

Treasurer, Jim Nynas

Motion carried

Meeting Schedule

Second Monday of each Month for Regular Monthly Board Meeting, meeting to start at 9:00 a.m.

2018 Second Monday Schedule

JANUARY 8

FEBRUARY 12

MARCH 12

APRIL 9

MAY 14

JUNE 11

JULY 9

AUGUST 13

SEPTEMBER 10

OCTOBER 9 (Tuesday)

NOVEMBER 12

DECEMBER 10

The meeting schedule will be discussed at the February 12th meeting at 9:00 a.m.

M./S Nynas/Thell Accept schedule but will discuss meeting starting time at the February meeting.

Motion carried

M/S Thell/Samuelsen to set mileage rate to 2018 IRS rate of \$.545

Motion carried

M/S Sameulson/Thell to set 2018 meal allowances same as 2017 and refer to policy committee for recommendation:

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

Motion carried

Set Services Rates:

Staff	2017	2018
Forestry Technician	\$62.74	\$59.97
Manager	\$80.21	\$94.18
Admin Assist	\$49.40	\$51.83
Water Resource Technician	\$47.37	\$48.73
Ag Technician	\$51.65	\$55.62

M/S Nynas/Thell to accept services rates as presented.

Motion carried

Conservation Practice Plans Recommend \$200

M/S Thell/Samuelsen to approve recommended conservation practice plan rate of \$200

Motion carried

Forest Stewardship Plan – base price for an approved Forest Stewardship Plan is \$200. An additional fee of \$6.50/acre will be charged for the field work portion of the plan. The rate for updating an existing stewardship plan is the same as a new plan.

M/S Nynas/Thell to approve recommended forest stewardship plan rate as presented

Motion carried

Wetland Conservation Act (WCA) – Minimum site visit charge is \$200. Projects exceeding 4 hours incur additional expenses at the approved hourly rate.

M/S Nynas/Samuelsen to approve recommended WCA rate as presented.

Motion carried

M/S Nynas/Thell to Set Supervisor Reimbursement Rate:

Recommend \$65 per meeting in 2018 for all District authorized business.

Motion carried

M/S Thell/Samuelsen to set Supervisor Election Options:

Currently at large by nominating districts

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.

M/S Nynas/Thell to use Carlton Counties GIS information web tool to estimate land value and seek specific values for parcels under consideration from Carlton County Assessor as needed.

Motion carried

Erosion Control and Water Management Program, (ECWMP, formerly State Cost Share Program)

Carlton County SWCD Erosion Control and Water Management Program Policy

(approved January 16, 2014)

- a) District ECWMP policy shall be reviewed annually for updates at the January board meeting.
- b) Current District staff qualifications to manage ECWMP:

Conservation Technician, Kelly Smith

Training: Various technical trainings in 1997 – present

Technical Approval Authority, via NRCS, 2007, on file.

Education: MS, 1991, U of MN, Forest Hydrology

Experience: Managed Carlton County SWCD State Cost Share Program 1997-2016

Water Resources Technician, Melanie Bomier

Training: ARC GIS 2000 FDL College fall 2015

Various lab safety and procedure trainings 2011 – present

Education: BS 2006, U of WI Lacrosse

District Manager, Brad Matlack

Training: MASWCD Leadership Cohort 2006

Various technical trainings in WI and MN 1984 – present

Conservation practice planning, implementation, and construction observation experience 1984-2000

Grant writing and administration experience 2000-present

Administrative Assistant, Julie Radovich

Training: SWCD administrative trainings 2011-present

Various Excel and Database training 1993-present

Human Resources trainings

Education: BS 1989, BSU

Administrative and HR experience 1993 – present

5) Conservation Technician (Ag), Laura Christensen

Training: Various technical trainings 2014-present

Technical Approval Authority, evaluation in progress.

Education: BS. 2013, Bemidji State University, Science.

Experience: Watershed Technician for Middle Fork Crow River Watershed 2014-2016.

Technical Service Area 3 Engineering Staff. Licensed professional engineer and technical staff

- c) District cost share maximum rates shall be equal to rates set by the State BWSR Board.
- d) Maximum flat rates for in-kind services and materials provided by land occupiers.
 - 1. Labor: \$25/hour
 - 2. Machinery use, with operator: \$90/hour
 - 3. Used materials, temporary or permanent use: No payment
 - 4. Earth Fill, not including movement of: \$2/cubic yard
- e) Practice standards for design, construction, operation, and maintenance shall follow the NRCS Field Office Technical Guide, or professionally accepted engineering or ecological practices. Design standards for all practices shall include specifications for operation and maintenance for the life of the given practice, including an inspection schedule and procedure. Practices where runoff or sediment from the contributing watershed prevents the practice from achieving the intended purpose with normal operation and maintenance are ineligible. Vegetative practices shall follow the BWSR Native Vegetation Guidelines.
- f) Project selection. Criteria shall be set by the Board to maximize the conservation benefit with the available funds.
- g) Signing of contracts and supporting program documents is delegated to the District Manager.
- h) Contract noncompliance. Within 10 working days of discovery of noncompliance district staff shall notify the contract landowner and land occupier by certified mail of the steps to be taken to bring the contract back into compliance, and a schedule as to when steps need to be taken. If the schedule is not met district staff shall bill, net 30 days, the contract land occupier for up to 150% of the cost share amount. The BWSR Board Conservationist shall be kept abreast of the status of contract non compliances.
- i) Record keeping shall follow the BWSR record keeping policy, on file.

Staff reviewed and Recommends approval as presented

M/S Nynas/Thell to approval as presented.

Motion carried

M/S Thell/Samuelson to Adjourn

Meeting adjourn at 9:37 a.m.

Motion carried

Carlton County Soil and Water Conservation District

Regular Monthly Board Meeting Minutes

Chair called the meeting to order at 9:37 a.m..

Roll Call:

M/S Nynas/Samuelson to approve amended agenda.
Motion carried

M/S Samuelson/Thell to approve December minutes.
Motion carried

Treasurer's Report

M/S Nynas/Samuelson to approve December Treasurer's report.
Motion carried

SWCD Financial Report

M/S Nynas/Thell to accept financial report
Motion carried

SWCD Committee Reports

TSA update - Nynas

Old Business

Attendance at Forest Management Day, Jan 20th – Thell attending, Lambert may attend.

EAB – Thell

M/S Nynas/Thell to direct staff and forestry committee to look into EAB outreach.
Motion carried

New Business

MASWCD Dues

M/S Nynas/Samuelson to pay MASWCD dues as presented for \$3,669.90.
Motion carried

Discuss Lease Renewal – Building committee will work with Inter-Faith and start discussion on a long term lease for the office space. Nynas and Thell selected to Building Committee.

Minnesota Lake Superior Coastal Grant for \$5879 – Matlack

M/S Nynas/Thell to approve Minnesota Lake Superior Coastal Grant as presented.
Motion carried

Correspondence

Legislative Days set for March 12-13.

2016 Audit Report

State Erosion Control and Water Management Program

Status Spreadsheet

Cooperators Agreements

None

SWCD Staff Reports

NRCS Staff Report

Reports:

Outside Organizations:

Big Sandy Lakes Watershed: January Agenda, November Minutes

Having no further business,

M/S Thell/Samuelson to adjourn.

Motion carried

Meeting adjourned at 10:37 a.m.

Submitted by: Julie Radovich

Date Approved:

Chair: Barb Dahl

Secretary: Joe Lambert