

Carlton County Soil and Water Conservation District Reorganization Board Meeting Minutes

Date: Monday, January 14, 2019

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

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

Present

Bob Fox
Russ Kurhajetz
Kim Samuelson
Barb Dahl

Staff Present

Brad Matlack
Julie Radovich

County Rep

Mark Thell

NRCS

Call Meeting to Order – Manager

The Pledge of Allegiance

Reorganization Meeting

Election of Officers

Personnel Committee Recommendation:

Chair – Dahl
Vice Chair – Kurhajetz
Secretary – Vacant
Treasurer – Samuelson
PR Officer – Fox
Chair Dahl took over meeting.

**M/S Fox/Dahl to approve as presented
Motion carried**

Chair Dahl took over the meeting

Authorization to set up new treasurer on bank accounts before minutes are officially approved at February meeting.

M/S Fox/Samuelson to approved authorization for new treasurer as presented. Motion carried.

Approval of Agenda

**M/S Kurhajetz/Samuelson to approve agenda.
Motion carried**

Committee Assignments

Chair Dahl Reviewed SWCD Committee Assignments.

**M/S Fox/Dahl to accept Chair committee assignments for 2019
Motion carried**

Chair Dahl reviewed outside SWCD committee assignments.

Depository of Funds

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

Official Newspaper

M/S Fox/Kurhajetz to approve Pine Knot 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.

Prior Board Authorization Exemptions: (Still requires 2 signatures)

1. Online payments of payroll liabilities
2. Payments to partners/contactors to reimburse their expenses in cooperative work/board approved grant projects.
3. Cost share payments approved by board action.

M/S Kurhajetz/Fox to approve payment of bills as presented.

Motion carried

Authorized signatory on bank accounts

M/S Kurhajetz/Fox to authorize the following as signatories:

Manager, Brad Matlack

Chair, Barb Dahl

Treasurer, Kim Samuelson

Motion carried

Meeting Schedule

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

2019 Second Monday Schedule

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 15 (Tuesday)

November 12 (Tuesday)

December 9

M/S Samuelson/Kurhajetz to accept 2019 regular board meeting schedule. Motion carried

M/S Kurhajetz/Samuelson to set mileage rate to 2018 IRS rate of \$.58

Motion carried

M/S Kurhajetz/Fox to set 2019 meal allowances

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

Motion carried

Conservation Practice Plans Recommend \$200

M/S Kurhajetz/Fox 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 Kurhajetz/Samuelson 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 Fox/Samuelson to approve recommended WCA rate as presented.

Motion carried

Set Supervisor Reimbursement Rate:

Recommend \$70 per meeting in 2019 for all District authorized business.

Recommend \$30 for board packet review rate

M/S Kurhajetz/Samuelson to set Board Packet review rates and Board Reimbursement rate as presented. Motion carried

Set Supervisor Election Options:

Currently at large by nominating districts

M/S Kurhajetz/Fox to set Supervisor 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.

M/S Fox/Samuelson 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

Experience: project management 2015-present

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 via NRCS 2017 on file.

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

Experience: Managed Carlton Co SWCD State Cost Share Program 2016-present, project management, 2015-present

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 Kurhajetz/Fox to approval as presented.

Motion carried

Carlton SWCD Comp Time Policy

In May of 2018, the SWCD board adopted the following Comp Time Policy:

ARTICLE VI

Compensatory Time (*policy adopted May 2018*)

Overtime is not authorized by the SWCD for any Employee. Comp time will be allowed according to the following process. With exception for an employee on flex time, Employees will manage their time to not exceed 40 hours in a work week (or the normal hours for employees on flex time). If daily time management for any work week requires hours to be worked in excess of the normal flex time hours, the employee will manage those hours with the 2 week pay period. If comp time cannot be managed with the pay period, the employee will request in writing to the manager, prior to working the extra time, to extend the use period to the calendar year. The request must be on the SWCD Comp Time Form and include expected number of extra hours, project being worked on, time extent of project, anticipated use week. Form must be signed by Manager. The rate for comp time is 1 hour off for each hour worked in accordance with the Federal Office of Personnel Management – Fair Labor Standards Act.

The Fair Labor Standards Act requires annual review and approval of this policy by employees and the Board. Staff reviewed the policy at the January Staff meeting and recommend approval.

M/S Kurhajetz/Samuelsen to approve Compensatory Time Policy as presented. Motion carried.

Nonstructural Land Management Practices Policy for BWSR Cost share

Passed at December Board meeting. On File in E Link

Other Reorganization Business:

Policy document is now available on the SWCD Board Members Team Drive.

M/S Kurhajetz/Fox to Adjourn

Meeting adjourn at 9:38 a.m.

Motion carried

Submitted by: Julie Radovich

Date Approved: February 11, 2019

Chair: Bard Dahl

Secretary: Rick Dalen