

**Carlton County Soil and Water Conservation District
Annual Reorganizational Meeting Minutes
January 13, 2026 – Carlton SWCD Office, Carlton MN**

The Reorganizational Meeting was called to order at 10:00 am by Alyssa Bloss, District Manager

The Pledge of Allegiance

Nominations and Elections of Board Officers:

Chair Nominations: Bob Fox nominated Julianne Motis, Barb Dahl nominated Gary Peterson.

M/S Fox/Dahl to close nominations.

M/S Hurd/Dahl to approve Gary Peterson as Board Chair for 2026. Motion carried

Manager Bloss turned the meeting over to Chair Gary Peterson. Peterson appointed the following:

Vice Chair - Julianne Motis

Treasurer - Bob Fox

Secretary - Barb Dahl

Public Relations - Roger Hurd

Approval of Agenda: M/S Fox/Motis to approve the agenda. Motion carried.

2026 Assignments appointed by Chair Peterson

- ❖ Tech Service Area 3: Fox
- ❖ RC&D – Peterson
- ❖ Big Sandy and Tamarack Watershed – Dahl (Peterson alternate)
- ❖ SWCD Forestry – Hurd (Fox alternate)
- ❖ EQIP Local Work Group – Motis

Committee Assignments:

- ❖ Personnel Committee – Fox/Dahl
- ❖ Finance – Peterson/Fox
- ❖ Education and Awards – Motis/Hurd
- ❖ Policy – Motis/Dahl
- ❖ Legislative – Hurd/Peterson

1W1P Assignments:

- Nemadji - Hurd
- Kettle River/Upper St. Croix - Peterson
- St. Louis - Motis
- Upper Mississippi/Grand Rapids - Dahl
- Alternate - Fox

Meeting Rules: M/S Fox/Motis to adopt Robert's Rules of Order to govern SWCD Board Meetings. Motion carried.

Adoption of Policies: M/S Motis/Fox to adopt the Equal Opportunity policy, the ADA and Reasonable Accommodation policy, the Commitment to Diversity policy, and the Non-Discrimination policy. M/S Motion carried.

SWCD Policy Reaffirmation: M/S Fox/Hurd 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. Motion carried.

Depository of Funds: M/S Dahl/Motis to use Cornerstone Bank in Cloquet MN. Motion carried

Official Newspaper: M/S Fox/Motis to use the Cloquet Pine Knot. Motion carried.

Payment of Bills: M/S Hurd/Dahl to approve the following for 2026:

- ❖ Authorize Alyssa Bloss, Julie Radovich, Robert Fox and Gary Peterson 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.

Motion carried.

Authorized signatory on bank accounts: M/S Dahl/Fox to approve the following – Robert Fox, Gary Peterson, Alyssa Bloss, Julie Radovich as signatories on bank account. Motion carried.

Authorization: M/S Dahl/Fox to retain Robert Fox and Gary Peterson on bank accounts before minutes are officially approved at the February board meeting. Motion carried.

Regular Monthly Board Meeting Schedule: M/SMotis/Fox to approve the board meeting schedule of the second Tuesday of each month, starting at 12:30 PM. Motion carried.

The 2026 Board meeting schedule

January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8.

Mileage Rate: M/S Motis/Dahl to set the 2026 mileage rate at the official IRS rate of 72.5 cents per mile. Motion carried.

Meal Allowances: M/S Fox/Dahl to adopt 2026 meal allowances to the following: Breakfast - \$20.00, Lunch - \$25.00, Dinner - \$35.00. Motion carried.

Service Rates:

- M/S Hurd/Motis to approve Woodland Stewardship Plan rate at \$10 per acre and base rate of \$300. Motion carried.
- SWCD Staff Billing rates set using grant specific billing rate calculators and adjusted as needed by manager. M/S Dahl/Peterson Motion carried.
- M/S Motis/Hurdto set SWCD monthly office space rate of \$300 for workstation seat. Motion carried.
- Seeder rates:

- Great Plains no till drill - \$12/acre
- Brillion seeder - \$10/acre
- Minimum rental fee - \$150
- Out of county rental fee - \$50
- Cleaning fee - \$60
- Rental's longer than 3 days - \$50/day unless mutually agreed upon between SWCD and renter

Supervisor Reimbursement Rate: M/S Fox/Dahl to set daily per diem rate for any SWCD business meeting to perform official duties to \$125. Motion carried.

Supervisor Election Options: M/S Peterson/Fox to stay with the current "at large by nominating districts" election. Motion carried.

Land Value for Match: M/S Peterson/Dahl 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. Motion carried.

SWCD State Cost Share Program: M/S Hurd/Fox to approve state cost share program policy for 2025. Motion carried.

SWCD Record Retention: M/S Peterson/Dahl to retain records in accordance with the Carlton SWCD Records Retention Schedule on file at the Carlton SWCD office. Motion carried.

Resolution of Annual Guidelines for SWCD Aid: M/S Motis/Petersonto approve the Resolution for 2025 Guidelines on use of SWCD Aid Payments. Motion carried.

Other Reorganizational Business: None presented.

Adjourn: M/S Hurd/Fox to adjourn at 11:38 a.m. Motion approved.

Date February 10, 2026

Barbara M. Dahl

SWCD Board Secretary

Gary E. Peterson

SWCD Board Chair