

Carlton County Soil and Water Conservation District
Annual Reorganizational Meeting Minutes
January 13, 2025 – Carlton SWCD Office, Carlton MN

The Reorganizational Meeting was called to order at 9:01 am by Alyssa Bloss, District Manager

The Pledge of Allegiance

Oath of Office - Barb Dahl, Roger Hurd and Gary Peterson

Elections of Board Officers: Officers for 2025, presented by the Personnel Committee:

- ❖ Chair – Tim Michaelson
- ❖ Vice Chair – Gary Peterson
- ❖ Secretary – Barb Dahl
- ❖ Treasurer – Robert Fox
- ❖ Public Relations Officer – Roger Hurd

A motion was made to elect 2025 officers. M/S Fox/Hurd. Motion carried.

Manager Bloss turned the meeting over to Chair Tim Michaelson.

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

2025 Committee Assignments

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

- ❖ Tech Service Area 3: Bob Fox
- ❖ RC&D –
- ❖ Big Sandy and Tamarack Watershed – Barb Dahl
- ❖ SWCD Forestry – Tim Michaelson
- ❖ EQIP Local Work Group – Roger Hurd

M/S Hurd/Fox to approve committee assignments. Motion carried.

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

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

M/S Fox/Dahl to approve internal committee assignments. Motion carried.

The Personnel Committee presented the following assignments for 1W1P Committees:

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

M/S Peterson/Dahl to approve the 1W1P Committees. Motion carried

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

Adoption of Policies: M/S Fox/Dahl 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/Dahl 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 Peterson/Fox to use Cornerstone Bank in Cloquet MN. Motion carried

Official Newspaper: M/S Hurd/Dahl to use the Cloquet Pine Knot. Motion carried.

Payment of Bills: M/S Dahl/Hurd to approve the following for 2025:

- ❖ Authorize Alyssa Bloss, Julie Radovich, Robert Fox and Tim Michaelson 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: A motion was made to approve the following – Robert Fox, Tim Michaelson, Alyssa Bloss, Julie Radovich as signatories on bank account. M/S Fox/Peterson. Motion carried.

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

Regular Monthly Board Meeting Schedule: M/S Dahl/Fox to approve the board meeting schedule of the second Tuesday of each month, starting at 10:00 am. Motion carried.

The 2025 Board meeting schedule

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

Mileage Rate: M/S Peterson/Fox to set the 2025 mileage rate at the official IRS rate of 70 cents per mile. Motion carried.

Meal Allowances: M/S Fox/Hurd to adopt 2025 meal allowances to the following: Breakfast - \$15.00, Lunch - \$20.00, Dinner - \$30.00. Motion carried.

Service Rates:

- Woodland Stewardship Plan rate at \$10 per acre and base rate of \$300. M/S Dahl/Hurd. Motion carried.
- SWCD Staff Billing rates set using grant specific billing rate calculators and adjusted as needed by manager. M/S Fox/Dahl. Motion carried.
- SWCD Monthly Office Space rate of \$300 for workstation seat. Motion carried. M/S Peterson/Hurd. Motion carried.

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

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

Land Value for Match: M/S Peterson/Fox 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 Fox/Dahl 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 Fox/Hurd to 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 10:35 a.m. M/S Hurd/Fox. Motion approved.

Date _____

SWCD Board Secretary

SWCD Board Chair