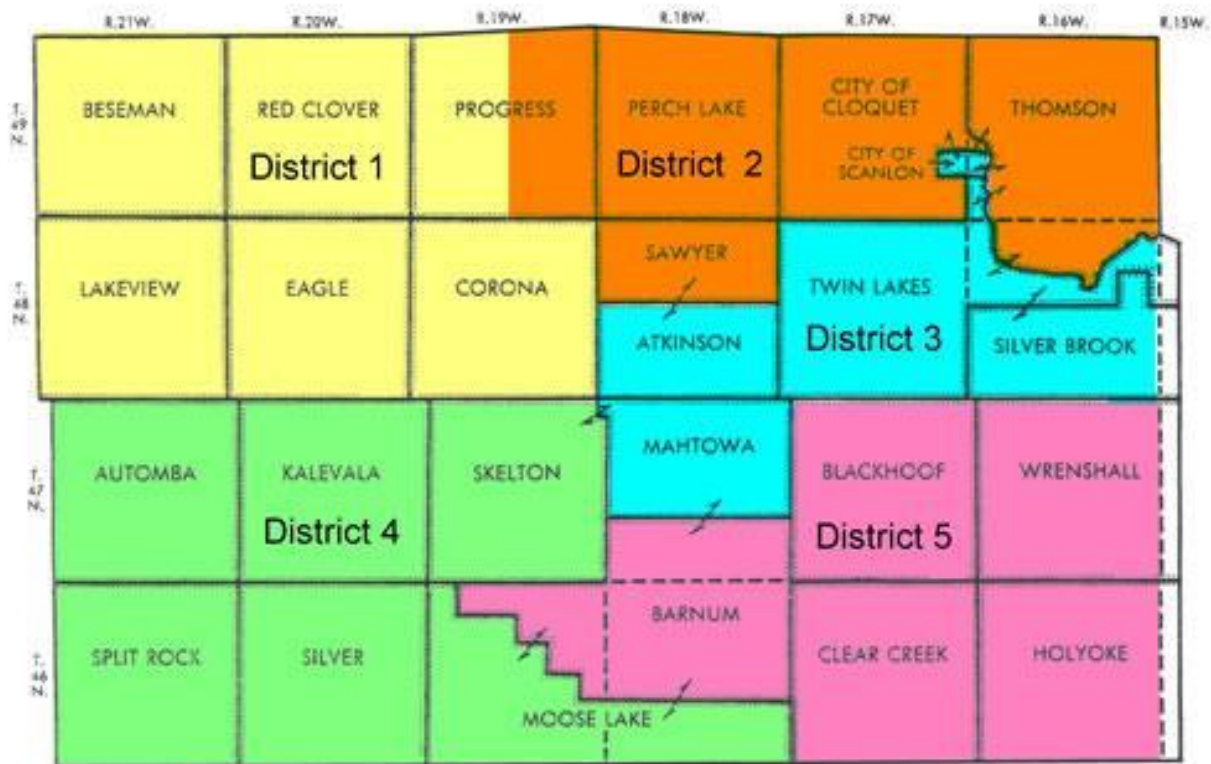




The Soil and Water Conservation District (SWCD) is a subdivision of state government governed by Chapter 103C of state statute. The Carlton County SWCD was created in 1961. The mission of the SWCD is to “assist land users in protecting and enhancing the natural resources of Carlton County”. A five member board of supervisors governs the SWCD. Each supervisor is elected to represent a district within the county by the county at large in the general election. A supervisor’s term is four years.



The MN Board of Soil and Water Resources(BWSR) is a state agency that works with local units of government to implement some state conservation programs. Legislative funding comes through BWSR to SWCDs and BWSR has an important role in the organization of SWCDs. The BWSR publishes a Supervisor Handbook that outlines many aspects of SWCD boards. One important piece of information is the following roles of SWCD supervisors.

There are four main aspects to the role of a SWCD Supervisor.

1. **Policy Development:** The SWCD Board is a policy board. Its primary role is to set overall policy and long term objectives. Day-to-day operation of the District is left up to the staff.

2. **Planning:** The SWCD is required to develop several plans that define short term and long term operations. Overall direction is important to this planning process. Also key is funding to accomplish the goals identified in these plans. Often there is not enough funding to do all the things the SWCD wants to do so budgeting is essential.
3. **Working with lawmakers:** As elected officials, Supervisors play a key role in working with county commissioners, state and federal legislators, and sometimes agencies in securing adequate funding to implement the goals of the SWCD.
4. **Working with landowners:** Supervisors make funding decisions for cost share to landowners to assist in conservation practice implementation.

**SWCD Operational Handbook:** <https://bwsr.state.mn.us/swcd-operational-handbook>

### **SWCD Board Meetings**

The SWCD Board meets monthly (currently the second Monday at 9:00am). Attendance at regular monthly board meetings is important to maintaining consistency, keeping current on issues, and to assure business can be conducted as needed.

The Carlton SWCD is part of a state and area association. As a supervisor, you will be expected to attend up to 5 area and state association meetings throughout the year. Some meetings are all day while a couple are overnight.

Supervisors are expected to serve on some of the SWCD's standing committees. Some of these committees meet periodically throughout the year as needed to complete their work while others may only meet once per year.

Supervisors may also be asked to serve on at least one outside organization committees or board as a representative of the Carlton SWCD. Verbal reports are given at the monthly board meeting to keep the board updated on outside organization activities.

The SWCD reimburses Board members for meeting attendance plus mileage at the current IRS rate.

### **Board Meetings Information**

Carlton SWCD Board members are provided with an iPad with cellular capability. The plan is through AT&T so where you have AT&T coverage you have internet and email access on the tablet.

The board packet is easily accessed using the tablet and the Quickbase app.

1. The board packet starts with the agenda and proceeds with documents specific to each agenda item as needed.
2. Staff reports - Each staff member puts together a monthly activity report to keep the board informed on projects and programs they are working on. Technical staff generally don't come to the monthly board meetings unless they have a specific agenda item to discuss (usually indicated in parentheses on the agenda). If technical staff are in the office they can be asked into the boardroom to answer questions as needed.

3. NRCS staff report. The Natural Resources Conservation Service is a federal “sister” agency to the SWCD and the lead staff for Carlton County provides a report of the past months activity.

There may be other pdf documents in the board meeting monthly folder as needed to give the board the information they need to be informed at the meeting.

It is the expectation that board members read through these monthly materials in preparation for the meeting. Since this information is of significant volume and can take some time to review the board enacted a ½ meeting per diem (\$30) for packet review each month.

### **Tablets/Ipads**

The SWCD iPads are for official use only. You are given a Carlton SWCD email address. This should be the **only** email you use for **any/all** SWCD business, it is published on our website and state directory. This is for your own protection from malicious emails and separation of SWCD business from your personal home computing environment.

### **SWCD Database:**

In early 2021, the SWCD implemented a database system that serves several functions across both staff and board members.

Projects: Tracking of landowners and their projects, outreach campaigns, key impacts of completed projects (soil saved, habitat created, water storage created, ect...). Pertinent parts of project tracking data is available to board members from their database dashboard.

Time Keeping: separate systems apply for staff and board members. On the board side any meetings, travel, and other expenses are logged through a form in the database for reimbursement quarterly in April, July, October, and December.

Strategic Plan Goal Accomplishments: This feature tracks annual accomplishments towards the SWCD Strategic Plan.

The SWCD tablets are to be used for official use only. You are given a Carlton SWCD email address. This should be the **only** email you use for **any/all** SWCD business, it is published on our website and state directory. This is for your own protection from malicious emails and separation of SWCD business from your personal home computing environment.

### **Meeting Pay:**

Meeting per diem for 2021 is \$70. This includes SWCD board meetings and any other committee or outside organization meetings you attend on behalf of the SWCD. Expenses are by reimbursement and require receipts. Mileage is reimbursed at the current IRS rate. SWCD Vehicles are sometimes available for meeting travel and can be reserved by calling the office.

You are eligible for enrollment in PERA (Public Employees Retirement Association). Enrollment is optional with a 6% contribution rate that is matched by the SWCD. Additional PERA information can be found on the PERA website <https://mnpera.org/>

### **Contact Information:**

Office # 218-384-3891 (same for all staff)

SWCD Staff:

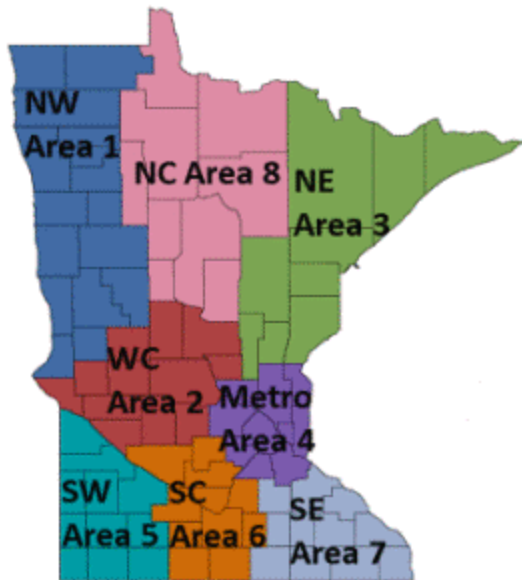
Manager, Brad Matlack

Office Administrator, Julie Radovich

Conservation Technician (forestry), Kelly Smith  
Conservation Specialist (ag and Urban), Alyssa Bloss  
MDA Ag Water Quality Program Area Certification Specialist, Ryan Clark  
Assistant Manager (Water Resources), Melanie Bomier  
Conservation Technician, Sam Horner  
Easement and Wildlife Habitat Specialist Jacob Granfors – office in Aitkin SWCD

## Area and State SWCD Associations

Minnesota Association of Soil and Water Conservation Districts



- ❖ Annual Convention first Sunday –Tuesday in December
  - Board made up of 8 Area Directors, Vice President and President
  - Many good mini sessions for SWCD Supervisors
  - Business meeting to address Resolutions
  - Includes an Outstanding Conservationist luncheon recognizing Outstanding Conservationist from all SWCD around the state
  - All Supervisors attend depending on availability
  
- ❖ Legislative Day at the Capital (usually in February or March)
  - First Day briefing with MASWCD President and legislators
  - Second day scheduled visits with our legislators and others
  - Usually two member Legislative Committee attend with option for other Board members

NE Area 3 Association of SWCDs

- Fall (September) business meeting – elect officers - Tour of host SWCD
- Spring (First Friday in June) resolution meeting – take up resolutions from area SWCDs