

Carlton County Soil and Water Conservation District Reorganization Board Meeting Minutes

Date: Monday, January 11, 2016

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

Matlack called the meeting to order at 2:00 p.m.

Roll Call

Present	Absent	Staff Present	County Rep
James Nynas		Brad Matlack	Susan Zmyslony
Merrill Loy		Julie Radovich	
Kim Samuelson		Kelly Smith	
Barb Dahl		Ryan Clark	NRCS
Mark Thell			Will Bomier

The pledge of allegiance was said.

Oath of Office

None

Reorganization Meeting

Manager Brad Matlack called the annual reorganization meeting to order.

M/S Thell/Dahl to approve agenda.

Motion carried

Personnel Committee Recommendation for SWCD officer positions for 2016.

Nynas, Chair; Thell, Vice Chair; Loy, Secretary; Dahl, Treasurer; Samuelson, Public Relations Officer;

M/S Loy/Dahl to approve officers as listed and presented

Motion carried

Chair Nynas took over meeting.

Chair Nynas Reviewed SWCD Committee Assignments and Outside committee assignments.

M/S Loy/Thell approve committee assignments as listed and presented

Motion carried

M/S Loy/Thell to approve Cornerstone State Bank in Cloquet as the Depository of funds.

Motion carried.

M/S Samuelson/Thell to approve Pine Journal as the Official Newspaper.

Motion carried.

M/S Loy/Thell approve Authorization for Manager to pay bills up to \$3,000.00. Two signatures are required for checks in an amount over \$3000.

Motion carried

**M/S Loy/Samuelson to approve 2016 schedule – Second Monday of each Month for Regular Monthly Board Meeting, meeting to start at 2:00 p.m.
Motion carried.**

2016 Second Monday Schedule

JANUARY 11
FEBRUARY 8
MARCH 14
APRIL 11
MAY 9
JUNE 13
JULY 11
AUGUST 8
SEPTEMBER 12
OCTOBER 10 (Tuesday)
NOVEMBER 14
DECEMBER 12

**M/S Thell/Dahl to Set Mileage Rate to 2016 IRS rate of \$.54
Motion carried**

M/S Loy/Samuelson to Set Meal Allowances same as 2015 and refer to policy committee for recommendation:

Breakfast - \$10.00
Lunch - \$12.00
Dinner - \$22.00

Motion carried

Set Services Rates

M/S Loy/Dahl approve staff service rates

Motion carried

Manager - \$64.53/hr
Technician - \$50.32/hr
Water Resources Technician - \$34.63/hr
Administrative Assistant - \$35.89/hr

Motion carried

Conservation Practice Plans Recommend \$200

M/S Loy/Dahl 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.

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

M/S Loy/Dahl to approve the recommended rates for Conservation Practice Plans, Forest Stewardship Plans and Wetland Conservation Act work.

Motion carried

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

Recommend \$65 per meeting in 2016 for all District authorized business

Motion carried

M/S Thell/Samuelson 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.*

With parcel data online an estimate from the county GIS data can be used and confirmed with County Assessor as needed.

M/S Thell/Loy 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-present

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 training

Education: BS 1989, BSU

Administrative and HR experience 1993 – 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 Dahl/Thell to approval as presented.

Motion carried

M/S Loy/Dahl to Adjourn

Meeting adjourn at 2:45 p.m.

Motion carried

Carlton County Soil and Water Conservation District Regular Monthly Board Meeting Minutes

Chair called the meeting to order at 2:45 p.m.

Roll Call:

Ryan Clark – New Ag Water Quality Certification Program Specialist was introduced.

**M/S Thell/Dahl to approve amended agenda.
Motion carried**

**M/S Dahl/Loy to approve the minutes of December 2015.
Motion carried**

Treasurer's Report

**M/S Loy/Dahl to approve Treasurer's report for December 31, 2015.
Motion carried**

New Business

2016 Budget

**M/S Thell/Samuelson to approve and send to Finance Committee for minor changes.
Motion carried**

Schedule MASWCD Meeting/Schedule Legislative Committee Meeting

**M/S Loy/Samuelson to set meeting for 2/10/16.
Motion carried**

Office Open House is set for Friday, 2/12/16 from 1:00 – 3:00.

District Capacity Grant Agreement

**M/S Loy/Samuelson to approve District Capacity Grant as presented.
Motion carried**

Correspondence

Golden-winged Warbler Initiative Thank You

4-H Trophy Sponsorship Thank You.

State Erosion Control and Water Management Program

Status Report

TSA Projects Status

Cooperators Agreements

Stephen Yanda, District 2, Shoreline buffer

**M/S Samuelson/Dahl approve Cooperator Agreement for Stephen Yanda
Motion carried**

SWCD Staff

Manager

Conservation Technician

Water Resources Technician

NRCS Staff

Report

Conservation Plans

M/S Dahl/Samuelson to approve NRCS conservation plan 01-11-16-01 as presented.

Motion carried

M/S Samuelson/Loy to approve NRCS conservation plan 01-11-16-02 as presented.

Motion carried

M/S Thell/Samuelson to approve NRCS conservation plan 01-11-16-03 as presented.

Motion carried

M/S Thell/Dahl to approve NRCS conservation plan 01-11-16-04 as presented

Motion carried

Reports:

Outside Organizations:

MN SWCD Forestry Association: No December Meeting

Big Sandy Lakes Area Watershed Management Project: No December Meeting

Laurentian RC&D: November Agenda, July Minutes

TSA3: December meeting cancelled due to weather

Having no further business,

M/S Samuelson/Loy to adjourn.

Motion carried

Meeting adjourned at 4:50 p.m.

Submitted by: Kelly Smith and Julie Radovich

Date Approved:

Chair: James Nynas

Secretary: Merrill Loy