

Carlton County Soil and Water Conservation District

Regular Board Meeting Minutes

Date: Monday, December 12, 2016

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

Chair called the meeting to order at 9:01 a.m.

Present	Absent	Staff Present	Guests
James Nynas		Brad Matlack	Commissioner Zmyslony
Merrill Loy		Kelly Smith	Tom Gervais - NRCS
Kim Samuelson		Melanie Bomier	
Barb Dahl		Julie Radovich	Jennifer Maleitzke - Embridge
Mark Thell			

The pledge of allegiance

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

**M/S Dahl/Loy to approve amended November 2016 meeting minutes.
Motion carried**

**M/S Dahl/Loy accept November Treasurer's report.
Motion carried**

Old Business

Discussion of 2017 MASWCD Dues – discuss in January after the MASWCD Convention.

Buffer Program Update – Christensen submitted report, Matlack presented report to Board.

New Business

Policy Revisions and Updates - discuss purchase of utility building and SWCD vehicles.

Chair reminded board of policy regarding purchases over \$3000 and reviewed policy as written in the SWCD Supervisor Handbook. Chair, Treasurer and Manager will meet on December 14th at 9:30 to discuss and review policy regarding SWCD expenditures.

There will be an emergency board meeting on December 27, 2016 at 9:30 a.m. to discuss 2016 expenditures.

M/S Dahl/Samuelson to authorize checks written over \$3000 to be signed only by Manager, Chair and Treasurer.

**3/2 motion carried
(Nynas/Dahl/Samuelson)
(Loy/Thell)**

Board Retreat 2017 (Manager) – discussion.

M/S Loy/Dahl to approve 2017 board retreat. 2017 Chair and Manager will work on agenda, location and date to present to the Board.

Motion carried

Pay Equity Report approval

M/S Loy/Samuelson to approve Pay Equity Report as submitted.

Motion carried

Employee Deferred Comp Plan – Add Roth Option

M/S Loy/Dahl to offer a Roth option in the Deferred Comp Plan.

Motion carried

Personnel Committee Report

M/S Personnel Committee/Thell to approve moving Laura Christensen from probation status to regular FT status as of January 1, 2017.

Motion carried

Thell is requesting the SWCD Board send a letter of support for Commissioner Gary Peterson's appointment to the BWSR Board.

M/S Thell/Samuelson to send letter of support for Commissioner Peterson's appointment to the BWSR Board.

Motion carried

Correspondence

From MN SWCD Forestry Association to Area 3 and 8 SWCD's AIG Match – Matlack/Thell

State Erosion Control and Water Management Program

Status Report spreadsheet

Syd Dahlin Cost Share Voucher

M/S Dahl/Samuelson to approve Dahlin Cost Share Voucher \$2277.26, FY17 Cost Share.

Motion carried

Cost Share Contract Amendment for Tim Michaelson Stream Restoration

M/S Dahl/Loy to approve Michaelson Stream Restoration Contract Amendment

Motion carried

Tim Michaelson Stream Restoration Project Cost Share Voucher

M/S Thell/Loy to approve Project Cost Share Voucher \$139,519.58 as presented

Motion carried

Cooperators Agreements

None

SWCD Staff Reports

NRCS Report

Conservation Plans

12-12-16-01 pasture management plan in Moose Lake

M/S Samuelson/Thell to approve 12-12-16-01

Motion carried

12-12-16-02 early succ habitat conservation plan in Blackhoof Township

M/S Thell/Samuelson to approve 12-12-16-02

Motion carried

12-12-16-03 conservation cover in Holyoke Township

M/S Thell/Dahl to approve 12-12-16-03

Motion carried

12-12-16-04 Thomson Township, high tunnel

M/S Samuelson/Loy to approve 12-12-16-04

Motion carried

12-12-16-05 Barnum, early succ habitat, golden winged warbler habitat

M/S Loy/Samuelson to approve 12-12-16-05

Motion carried

12-12-16-06, Red Clover Township, early succ habitat, golden winded warbler habitat

M/S Dahl/Samuelson to approve 12-12-16-06

Motion carried

Other Business:

Set 2017 SWCD Reorganization Meeting and January Regular Board Meeting

M/S Samuelson/Thell to set 2017 SWCD Reorganization Meeting and regular January board meeting for Monday, January 9, 2017 at 9:30 a.m.

Motion carried

Reports:

Outside Organizations:

Laurentian RC&D: November Agenda, September Minutes

TSA3: September Minutes

Having no further business,

M/S Samuelson/Thell to adjourn.

Motion carried

Meeting adjourned at 11:21 a.m.

Submitted by: Julie Radovich

Date Approved:

Chair: James Nynas

Secretary: Merrill Loy