

# **Carlton County Soil and Water Conservation District Reorganization Board Meeting Minutes**

**Date: Monday, January 11, 2016**

**Location: SWCD office at 808 3<sup>RD</sup> Street, Carlton MN**

Matlack called the meeting to order at 9:00 a.m.

**Present**

James Nynas  
Merrill Loy  
Kim Samuelson  
Barb Dahl  
Mark Thell

**Staff Present**

Brad Matlack  
Julie Radovich

**County Rep**

Susan Zmyslony

**NRCS**

Call Meeting to Order – Manager

The Pledge of Allegiance

**Oath of Office**

Barb Dahl  
Kim Samuelson  
Mark Thell

**Reorganization Meeting**

**Approval of Agenda**

**M/S Thell/Loy to approve agenda.**

**Motion carried**

**Election of Officers**

**Personnel Committee Recommendation:**

**Chair – Barb Dahl**

**Vice Chair – Merrill Loy**

**Secretary – Jim Nynas**

**Treasurer – Mark Thell**

**PR Officer – Kim Samuelson**

**M/S Loy/Thell to approve officers as presented**

**Motion, motion failed. 3/2 vote**

Nynas suggested election of officers individually

**M/S Nynas/Samuelson to elect Bard Dahl as 2017 Chair**

**Motion carried**

**Chair Dahl took over the meeting.**

**M/S Nynas/Samuelson to election Merrill Loy as 2017 Vice Chair. No other nominations made.**

**Motion carried**

**M/S Nynas/Thell to elect Kim Samuelson as 2017 Secretary. No other nominations made.**

**Motion carried**

Treasurer –

Samuelson nominated Nynas for 2017 Treasurer

Loy nominate Thell for 2017 Treasurer

Chair Dahl called for a vote

Thell received 2 votes  
Nynas received 3 votes

Nynas was voted in as 2017 Treasurer.

Public Relations

**M/S Samuelson/Nynas to elect Thell for PR officer. No other nominations made.  
Motion carried**

**Chair Dahl Reviewed SWCD Committee Assignments.**

**Chair Dahl reviewed outside SWCD committee assignments.**

**Depository of Funds**

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

**Official Newspaper**

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

**Payment of Bills**

Recommend authorization for manager to pay bills up to \$3,000. Prior Board Authorization required on amounts over \$3,000. Two signatures on checks in an amount over \$3,000. Online payment of payroll liabilities exempt.

M/S Thell/Loy to amend the \$3,000 to \$4,000 for manager authorization.  
Motion failed.

M/S Nynas/Loy to revise motion to keep current language in place with committee review in the near future.

Motion carried

**M/S Nynas/Samuelson approve Authorization for Manager to pay bills up to \$3,000.00.** Prior Board Authorization required on amounts over \$3,000. Two signatures on checks in an amount over \$3,000. Online payment of payroll liabilities exempt until committee recommendations are made.

**Motion carried**

**Authorized signatory on bank accounts**

**M/S Nynas/Samuelson to authorize the following as signatories:**

**Manager, Brad Matlack**

**Chair, Barb Dahl**

**Treasurer, Jim Nynas**

**Motion carried by 3/2 vote**

Manager instructed to complete Entity Authorization form to be filled at Cornerstone Bank.

**M/S Nynas/Samuelson to approve 2017 schedule as presented –  
Second Monday of each Month for Regular Monthly Board Meeting, meeting to start at 9:30 a.m.**

**Thell asked to amended the start time for June, July, August to 9:00 a.m.  
Motion carried**

**2017 Second Monday Schedule**

JANUARY 9

FEBRUARY 13

MARCH 13

APRIL 10

MAY 8

JUNE 12 - 9:00 a.m. start

JULY 10 - 9:00 a.m. start

AUGUST 14 - 9:00 a.m.start

SEPTEMBER 11

OCTOBER 10 (Tuesday)

NOVEMBER 13

DECEMBER 11

**M/S Loy/Samuelson to Set Mileage Rate to 2017 IRS rate of \$.535  
Motion carried**

**M/S Loy/Thell to set 2017 meal allowances same as 2016 and refer to policy committee for  
recommendation:**

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

**Motion carried**

**Set Services Rates**

Manager is still working with BWSR to finalize method of calculating billing rates for 2017.

**M/S Nynas/Samuelson to approve as a tentative staff service rates as presented, the board will  
review rates as additional information from BWSR comes in throughout the year.**

**Moton carried**

Recommend Tentative Staff Billing Rates for 2017 as follows:

Forestry Technician \$62.74/hr

Manager \$80.21/hr

Secretary \$49.40/hr

Water Resources Tech \$47.37/hr

Ag Technician \$51.65/hr

**Motion carried**

**Conservation Practice Plans Recommend \$200**

**M/S Loy/Samuelson 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.

**M/S Nynas/Loy to approve recommended forest stewardship plan rate as presented**  
**Motion carried**

**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/Samuelson to approve recommended WCA rate as presented.**  
**Motion carried**

**M/S Loy/Thell to Set Supervisor Reimbursement Rate:**  
Recommend \$65 per meeting in 2017 for all District authorized business.  
**Motion carried**

**M/S Thell/Samuelson for finance committee to review per diem for board packet review.**  
**Motion carried**

**M/S Loy/Thell 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 Nynas/Thell** 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

5) Conservation Technician (Ag), Laura Christensen

Training: Various technical trainings 2014-present

Technical Approval Authority, evaluation in progress.

Education: BS. 2013, Bemidji State University, Science.

Experience: Watershed Technician for Middle Fork Crow River Watershed 2014-2016.

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 Loy/Thell to approval as presented.**

**Motion carried**

**M/S Nynas/Loy to Adjourn**

Meeting adjourn at 10:28 a.m.

**Motion carried**

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

Chair called the meeting to order at 10:28 a.m..

### **Roll Call:**

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

**M/S Loy/Nynas to approve the minutes of December 2016.**  
**Motion carried**

**M/S Loy/Samuelson to approve minutes from December emergency board meeting**  
**Motion carried**

### **Treasurer's Report**

**M/S Dahl/Nynas to approve Treasurer's report for December 31, 2016.**  
**Motion carried**

### **Old Business**

Discussion of 2017 MASWCD Dues

**M/S Thell/Loy to table until February meeting**  
**Motion carried**

Legislative Issues – Thell gave update/overview.

Area III Dues – Samuelson, Dues will be \$225/year for Area III.  
**M/S Loy/Thell to approve paying \$225 Area III dues for 2017.**  
**Motion carried**

### **New Business**

Ecofootprint Grant Application Approval (Bomier)

**M/S Nynas/Loy to authorize Ecofootprint grant application as presented**  
**Motion carried**

FY 17 Buffer Law Implementation Grant Contract (Matlack)

**M/S Thell/Samuelson to approve FY 17 Buffer Law Implementation Grant as presented**  
**Motion carried**

Clean Water Council FY 18-19 Funding Recommendations (Matlack)

Table of Funding Recommendations Enclosed - Copy of Full Report at Meeting

BWSR Capacity Grant – Matlack

**M/S Nynas/Loy to approve 2017 BWSR Capacity Grant for \$118,000**  
**Motion carried**

Pending Committee work:

- Education/Awards Committee - January to Plan 2017 Awards Event
- Policy Committee - January to Review/Update Policy Document
- Finance Committee - Tentatively January, Pending BWSR Information to Finalize Billing Rates and 2017 Budget
- Water Plan Committee - February to Strategize 2017 Water Plan Activities

- Retreat Planning - Chair and Manager

**Correspondence**

- MASWCD Dues
- Office of the MN State Auditor - Review of 2015 Draft Audit Report from Hugh Heinecke, CPA
- Email from BWSR's Bill Eisele concerning submission of final audit documents.
- Email from MN Department of Ag, MN Ag Water Quality Certification Program (MAWQCP)
- Thank you

**State Erosion Control and Water Management Program**

Status Spreadsheet

**Cooperators Agreements**

None

**SWCD Staff**

Manager  
Conservation Technician - Forestry  
Conservation Technician - Ag  
Water Resources Technician  
AWQCP Specialist

**NRCS Staff**

Report  
Civil Rights Policy reviewed

**Reports:**

Outside Organizations:

Big Sandy Lakes Area Watershed Management Project: January 2017 Agenda, November 2016 Minutes

Having no further business,

**M/S Nynas/Loy to adjourn.**

**Motion carried**

Meeting adjourned at 11:43 a.m.

Submitted by: Julie Radovich

Date Approved:

Chair: Barb Dahl

Secretary: Kim Samuelson