

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

Date: Monday, July 11, 2011

Location: SWCD office at 115 5th St. South, Carlton

Chair called the meeting to order at 4:00 p.m.

Roll Call:		Staff	
Present	Absent	Present	County Rep
Mark Thell		Brad Matlack	Bob Olean
Barb Dahl		Kelly Smith	
Merrill Loy		Julie Radovich	
James Nynas		Daniel Weber	
Pam Hall		Karola Dalen	

The pledge of allegiance was said.

Thell asked for approval of Agenda, Nynas added RC&D update, Matlack added staff reports, draft policy on cell phone use and 2012 budget under New Business.

M/S Nynas/Loy to approve agenda.

Motion carried

Thell asked for approval of minutes.

M/S Loy/Dahl to approve the minutes of June 13, 2011.

Motion carried

Thell asked for approval of Treasurer's Report. Nynas noted the report not 100% up to date, interest not reflected accurately. Nynas will meet with new Admin Asst., Julie Radovich to go over report so it matches banking statement for next board meeting.

M/S Nynas/Hall to approve Treasurer's report for June 30, 2011.

Motion carried

Guests & Visitors: None.

NRCS. Weber went over NRCS report. He stressed moving to a cleaner contracting system and that contract management will be more rigid. There are 5 GLRI EQIP apps that are being looked at for funding.. The next local EQIP work group meeting is scheduled for July 27th. NRCS striving to make work groups more locally driven. Paul Sandstrom will retire July 29th and Weber will take over the MN LaMP duties until a replacement is named.

Staff Reports: Dalen – NRCS Technician - introduced herself and explained her role to the board. She stressed the importance of educating the community on the services the NRCS provides. Smith mentioned how helpful it has been having Dalen in the office.

Matlack introduced the new Administrative Assistant, Julie Radovich. Radovich's first day was June 28th, her hours are Tues, Wed and Thurs from 8:00 – 3:00.

Matlack reported that due to the state shutdown Stutzman will be on layoff status as of 7/12/11. Widner's last day will be 7/15/11 unless the shutdown is resolved. Widner has been happy with her experience and has been very helpful in the office.

Cost Share Contracts: Smith presented a voucher for Kyle Holmes tree planting project.

M/S Loy/Dahl to approve Kyle Holmes payment of \$323.53.

Motion carried.

Cooperators Agreements: None

Correspondence: Matlack informed the board of the SWCD Boot Camp training name change to SWCD Governance 101 training. The next training is scheduled for Sept. 12th.

Old Business:

GLRI Project SWCD/Laurentian RC&D Contract Revision – some funds were not used. South St. Louis County had funds left over, the funds were moved to our contract, timeframe to spend the money is Sept. 30th. Brad will get Ted's signature.

M/S Nynas/Hall to approve revised contract.

Motion carried

Nynas reported on RC&D – as of June 23rd, 9 projects are completed. The next Onanegozie RC&D meeting will be in Sept. at the Transportation Bldg.

New Business: Matlack went over increase in IRS mileage rate from 51 cents/mile to 55.5 cents/mile.

M/S Nynas/Hall to approve mileage rate change.

Motion carried

Matlack went over staff cell phone policy. Policy committee decided on a flat fee reimbursement of \$8/month if staff are using personal cell phones for business use. Staff will need to submit expense report for reimbursement.

M/S Loy/Dahl to approve cell phone policy.

Motion carried

Budget/Finance committee met, budget request due July 25th. Nynas noted the budget request will be less this year than last year because of the vehicle purchase.

M/S Nynas/Loy to accept proposed budget.

Motion carried

Outside Organization: None

Other Business:

Thell mentioned the Grassland Council annual bus trip, would like someone to go. Thell, Hall, Olean all interested in attending, will check schedules. Loy mentioned that we should send at least one person and asked if there was money in the training budget.

M/S Loy/Nynas to approve sending at least one person to Grassland Council bus trip.

Motion carried

Matlack will not be at August board meeting due to a family vacation. Board packets will go out as usual.

Having no further business,

M/S Loy/Hall to adjourn.

Motion carried

Meeting adjourned at 5:45 p.m.

Submitted by: Julie Radovich

Date Approved:

Chair: Mark Thell

Secretary: Barb Dahl

