



North St. Louis Soil and Water Conservation District

Regular Meeting Minutes
December 12, 2016
Northland Office Building
307 First St S, Suite 118
Virginia MN 55792

Supervisors Present: Chuck Bainter, Peggy Pearson, Mark Peterson & Gary Rantala
Staff Present: Phil Norvitch, Resource Conservationist; Beth Peterson, Forester; Emily Nelson, Water Resources Specialist, Anita Provinzino, District Administrator
Others Present: Marge Sella, USDA Natural Resources Conservation Service and Erin Loeffler, MN Board of Water & Soil Resources

The meeting was called to order by Vice-Chair Gary Rantala at 10:32 a.m. A quorum was present.

1. Agenda - Motion by Chuck Bainter/Mark Peterson to approve the agenda.
Affirmative: Bainter, Peterson, Rantala.
Opposed: None
Motion Carried
2. Minutes – Motion by Mark Peterson/Chuck Bainter to approve the minutes as written.
Affirmative: Bainter, Peterson, Rantala.
Opposed: None
Motion Carried

Peggy Pearson arrived at the meeting at 10:35 a.m.

3. Treasurer's Report – Motion by Gary Rantala /Chuck Bainter to approve the Treasurer's Report.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
4. Accounts Payable & Accounts Receivable – Motion by Mark Peterson/Chuck Bainter to approve the accounts payable and accounts receivable.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
5. Ratify Email Votes – Motion by Chuck Bainter/Gary Rantala to ratify email votes:
 - a. SLC Aquatic Invasive Species Grant Application Submittal
 - b. Board Resolution 2016-4 (AIS Grant)
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried

6. Guest Introductions & Comments – Erin Loeffler spoke of Buffer Law requirements by January 1; One Watershed One Plan, Local Government Water Roundtable and the Clean Water Council.

REPORTS:

7. Supervisor & Committee Reports
 - a. Chuck submitted a written report on the RC & D meeting.
 - b. Gary attended MASWCD's convention in December in St. Paul. He provided copies of materials for Anita to distribute to the Board on Priority Setting, gave a report on the resolutions vote and other workshops he attended.
 - c. Mark indicated he attended the forestry meeting in November. He requested Anita provide the Board with the report she recently submitted to BWSR on how capacity money was spent.
8. NRCS District Conservationist Report – See report on file
9. District Administrator Report – See report on file
 - a. 2016 YTD Budget versus Actual – Anita distributed and discussed a spreadsheet with current information.
 - b. Auditor selection process – Anita indicated the agency will be subject to an audit for 2016 and inquired about the process. She will seek further information from BWSR.
10. Resource Conservationist - See report on file
11. Water Resources Specialist Report - See report on file
12. Forester Report – See report on file

NEW BUSINESS:

13. NRCS Memorandum of Understanding & Civil Rights Compliance – Marge Sella presented a power point presentation and provided handouts on Civil Rights Compliance. The Memorandum of Understanding is not yet ready.
14. General Business
 - a. St. Louis County Contracts
 - i. Board Resolution 2016-5 (General Services \$60,000) – Motion by Chuck Bainter/Gary Rantala to approve Board Resolution 2016-5.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
 - ii. Board Resolution 2016-6 (NRBG/WCA \$9,000) – Motion by Chuck Bainter/Mark Peterson to approve Board Resolution 2016-6.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
 - b. Area 3 & 8 Forestry Contribution Request (non-state funds) – Motion by Gary Rantala/Mark Peterson to table this request pending further information.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
 - c. 2017 Tree Prices – Motion by Gary Rantala/Chuck Bainter to approve 2017 tree sale prices as presented.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried

- d. Bookkeeper/Grant Support Position – Motion by Chuck Bainter/Gary Rantala to approve contracting with Always There Staffing Service for a part-time bookkeeper/grant support position at a rate of \$20.70 per hour with a minimum of 640 hours before ability to hire directly.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
- e. District Administrator Time Increase – Motion by Chuck Bainter/Mark Peterson to authorize District Administrator time increase to .8 FTE as of January 1, 2017.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
- f. 2017 Budget – Motion by Gary Rantala/Chuck Bainter to approve budget removing \$3000 from District Administrator wage and placing \$1500 each in fuel and audit costs.
Affirmative: Bainter, Pearson, Peterson, Rantala.
Opposed: None
Motion Carried
- g. Other – Peggy reminded Board Supervisors who were re-elected to complete and return the election certificate.

15. Upcoming Meetings and Trainings - None

16. The next meeting will be the annual meeting and will be held on January 9, 2017 at 10:30 a.m.

17. The meeting was adjourned by Chuck Bainter at 12:37 p.m.



Chuck Bainter, Board Secretary

February 15, 2017
Date