



North St. Louis Soil and Water Conservation District

Meeting Minutes

April 13, 2015

Northland Office Building

307 First St S, Suite 118

Virginia MN 55792

Supervisors Present: Peggy Pearson, Chuck Bainter, Mark Peterson, Gary Rantala

Others Present: Anita Provinzino, District Administrator; Pam Tomevi, Koochichng SWCD District Administrator; Marge Sella, NRCS, and Ryan Hughes, BWSR

Guests: none present

The meeting was called to order by Chair, Peggy Pearson at 10:42 a.m.

Agenda - Motion to approve agenda by Gary Rantala, seconded by Chuck Bainter to amend agenda to include Reorganizational Business and TEP. Motion Carried Unanimously.

Minutes - Motion to approve the minutes dated March 9, 2015 by Mark Peterson, seconded by Chuck Bainter. Motion Carried Unanimously.

Treasurer's Report – Motion by Mark Peterson, supported by Gary Rantala to approve the Treasurer's Report ending March 31, 2015. Motion Carried Unanimously.

Accounts Payable & Accounts Receivable – Motion by Gary Rantala seconded by Chuck Bainter to approve the accounts payable and accounts receivable. Motion Carried Unanimously.

Guests: No guests present

REPORTS:

Supervisor & Committee Reports

Mark Peterson reported that the comment period for SLC Aquatic Invasive Species plan ended on March 31. Earth Fest will be held on April 18 in Mt. Iron. He is volunteering there.

Peggy Pearson reported on the Laurentian Resource Conservation & Development committee meeting she attended on March 23rd in Duluth.

Gary Rantala indicated he will be able to attend future Technical Service Area III meetings as his other commitments are now complete.

NRCS District Conservationist Report – A copy of the written report is on file.

District Administrator Report – Anita indicated she attended the TSA Area III meeting in Duluth to learn about its function and meet people. She continues to learn her role and balance tasks with time available.

OLD BUSINESS:

District Staffing

Resource Conservationist – Motion to approve hiring Kristopher Larson upon successful background check by Gary Rantala supported by Mark Peterson.

Motion Carried Unanimously.

Tree Sale Update/Review – Chuck, Mark and Peggy volunteered to be present for the tree sale. Pre-orders are coming in.

Board Vacancy Update – Anita indicated she has spoken with three County Commissioners for suggestions on potential supervisors. A press release was also sent out to media sources in/near the district.

MASWCD – Chuck Bainter will write a letter to Leann Buck at MASWCD requesting that MASWCD review the rate structure for St. Louis County. It was suggested she be invited to a meeting.

NEW BUSINESS:

APHIS Contract – CPL Orr Treat Stream. Motion by Gary Rantala seconded by Chuck Bainter to authorize Pam to use electronic signature to sign contract for \$47,000 CPL grant.

Annual Memorandum of Understanding with USDA NRCS – Marge indicated the existing MOU is in process of being updated. She will bring the new model forward when it is ready. A draft was distributed.

Vehicle Parking Space - \$35/month, no overnight parking. No action was taken pending hire of a Resource Conservationist.

District Administrator Spending Limit Authority & Credit Card Authorization – Motion by Gary Rantala seconded by Mark Peterson authorizing Anita Provinzino to spend \$500 without Board approval and to use company credit card. Motion Carried Unanimously

Upcoming Meetings and Training

- Quickbooks training for Anita, May 12, Duluth \$109 – Motion by Chuck Bainter seconded by Mark Peterson approving this training. Motion Carried Unanimously
- Spring Admin Training June 17 & 18 Duluth – motion by Mark Peterson seconded by Chuck Bainter approving Anita's attendance at this training. Motion Carried Unanimously.
- Other - None

Committee Appointment Review – Motion by Chuck Bainter seconded by Gary Rantala to appoint Chuck Bainter to TSA III committee.

Employee Handbook & Policies – Motion by Chuck Bainter seconded by Mark Peterson to rescind all references to employee insurance retroactive to January 1, 2015. Motion Carried Unanimously

Electronic Equipment Inventory – Motion by Chuck Bainter seconded by Gary Rantala to purchase two computers at a cost of up to \$2000. Motion Carried Unanimously

General Business

Reorganizational Business Update – Motion by Mark Peterson supported by Gary Rantala to approve the following items for 2015. Motion Carried Unanimously

Monthly Meeting was set as 2nd Monday of each month at 10:30 a.m.

Supervisor compensation rate - \$70 per day for official/authorized business meetings

Mileage rate – current IRS allowable rate.

Official Depository is Frandsen Bank

Official Newspapers are Mesabi Daily News and Timberjay

Check Signing Authority – Gary Rantala, Mark Peterson, Anita Provinzino

TEP – The Board received an email requesting input on the Highway 53 relocation. Anita was directed to send a response indicating the agency is currently without technical staff so it will decline to comment.

Next Meeting Date: Monday, May 11, 2015 at 10:30 a.m.

Motion to adjourn at 1:03 p.m. by Chuck Bainter seconded by Mark Peterson.