



## North St. Louis Soil and Water Conservation District

Regular Meeting Minutes  
**October 11, 2017**  
Northland Office Building  
307 First St S, Suite 118  
Virginia MN 55792

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

**Staff Present:** Anita Provinzino, District Administrator

**Others Present:** Marge Sella, USDA NRCS; Erin Loeffler, BWSR; Mitch Lundeen, Area 3 Regional Forester; Matthew Schmitt, Ely resident

The meeting was called to order by Chair Peggy Pearson at 10:34 a.m. A quorum was present.

1. Agenda - Motion by Chuck Bainter/Gary Rantala to remove item 17 and approve agenda.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
2. Minutes – Motion by Gary Rantala/Chuck Bainter to approve the minutes as written.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
3. Treasurer's Report – Motion by Gary Rantala/Mark Peterson to approve the Treasurer's Report as of 9/30/17.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
4. Accounts Payable & Accounts Receivable – Motion by Mark Peterson/Chuck Bainter to approve accounts payable and accounts receivable.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
5. Guest Introductions & Comments
  - a. Erin Loeffler – Erin provided a recent memo from Doug Thomas, BWSR explaining the 2018 Capacity Matching Grants. This district is eligible for up to \$18,200. Erin has not yet approved 2018 Capacity Workplans as she is waiting on clarification from BWSR.
  - b. Mitch Lundeen – Mitch distributed a one-page report summarizing work over the past couple of months. He also asked the Board to consider a contribution (cash or in-kind) to use a match for the regional clean water forester grant. Erin reminded Board Supervisors that the Area 3 and 8 Supervisors wanted this position, Aitkin SWCD applied and got an accelerated implementation grant. She stated area SWCD's should be coming up with the match – as it was their supervisors who determined the need for the position.
  - c. Matthew Schmitt – Matthew explained he recently moved to Ely from Alaska. He worked for Alaskan SWCD's and NRCS. He is taking a year off and wants to



volunteer. He decided to attend this meeting and completed an application for supervisor, even though the opening is not for his area.

## REPORTS:

6. Supervisor & Committee Reports
  - a. Mark attended the Forestry Field Day on September 16 in Britt. This was sponsored by the East Range Forestry group of which Beth is the chair. Mark also attended the Area 3 Forestry Meeting and reported on MNSTAC's proposed funding request to cover emerald ash borer destruction/urban planning and tree farm certification.
  - b. Gary attended the TSA 3 meeting on 9/27/17.
  - c. Peggy attended the RC & D meeting on 9/25/17 in Duluth. They will host a stream restoration symposium October 23-25, 2018 at Superior Shores.
  - d. Personnel Committee Report – Gary and Chuck met with Anita prior to this meeting to provide direction on revisions to the employee handbook and 2018 salary and benefit package recommendations (the process not the numbers). They received information from area districts to compare with our district. They also discussed a salary increase for Emily Nelson based on her one-year of service. Anita has conducted a performance review.
7. NRCS District Conservationist Report – See report on file.
8. Regional MAWQCP Report – See report on file. This report will be forwarded to the Board upon receipt in the future. No discussion will be held.
9. District Administrator Report – See report on file, plus reported on:
  - a. Anita attended the last TSA meeting and the subsequent TSA staff meeting with SWCD managers. Managers and TSA staff spoke about how projects are prioritized and how to improve communication. A conference call will occur in late November with the next in-person meeting following the January TSA meeting.
  - b. Beth attended training to become certified as a tree farm inspector. She needs to complete one inspection to be certified. The District will be compensated at \$100 for each inspection and \$25 for each de-certification.
  - c. CPL \$50,000 grant application – we have received word that the Orr Trout Stream II application has been partially funded. The DNR did not agree to fund any beaver control in the amount of \$16,000. Anita is in process of negotiating a new budget and workplan. Final amount is to be determined.
10. Resource Conservationist - See report on file.
11. Water Resources Specialist Report - See report on file.
12. Forester Report – See report on file.

## OLD BUSINESS:

13. Board Supervisor from Hibbing/Chisholm/Balkan – No new applicants – Discussion about a press release or targeted mailing to encourage applicants.
14. Forester - Shared Services Agreement Hourly Rate Increase – No new info

## NEW BUSINESS:

15. Annual Wage Increase for Emily Nelson – Motion by Gary Rantala/Chuck Bainter to approve an increase of \$1.50 per hour for Emily Nelson effective on 10/13/17 which is her one-year anniversary date. Emily was thanked for her year of service to the District.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None



Motion Carried

16. Area 3 Annual Meeting Host and Ideas (2018 or 2019?) – Anita indicated that Pine County SWCD is willing to host in 2019 if NSL SWCD is willing to host in 2018. This will allow the meeting to alternate from south to north in the area, rather than two years in the south followed by two years in the north. Discussion was held about ideas for a tour as well as how to revitalize the meeting. A one-day meeting will be planned.
17. Removed from agenda
18. 2016 Audit Draft and Management Letter – Motion by Chuck Bainter/Gary Rantala to approve the 2016 audit draft and management letter. It will be submitted to the Office of the State Auditor for comments before finalization.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
19. 2017 Budget Revision – Motion by Chuck Bainter/Mark Peterson to approve the 2017 Proposed Budget Revision.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
20. 2018 Budget Planning – Anita requested Board members and staff provide her with ideas and needs for the 2018 yearly budget.
21. 2018 Tree Stock Order – Anita distributed a handout showing 2017 actual tree orders and 2018 proposed tree order. Motion by Mark Peterson/Gary Rantala to spend up to \$9,000 in tree stock not including shipping costs and to consider adding chokeberry and beaked hazel to the inventory.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
22. Upcoming Meetings and Trainings
  - a. BWSR Academy – Brainerd - November 1-3
  - b. Other Meetings
    - i. Forestry Meeting – November 16 in McGregor
    - ii. Landmark Forum – MSP – December 15-17 & 19  
Motion by Chuck Bainter/Gary Rantala to pay hotel, conference and meals for Emily Nelson to attend.  
Affirmative: Bainter, Pearson, Peterson, Rantala  
Opposed: None  
Motion Carried
23. Confirm Next Meeting Date – Wednesday, November 8, at 10:30 a.m.
24. Adjourn – Motion to adjourn at 12:45 p.m. by Chuck Bainter.

  
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Mark Peterson, Secretary

November 8, 2017  
Date