



North St. Louis Soil and Water Conservation District

Regular Meeting Minutes
December 13, 2017
Northland Office Building
307 First St S, Suite 118
Virginia MN 55792

Supervisors Present: Chuck Bainter, Mark Peterson, Gary Rantala
Staff Present: Anita Provinzino, District Administrator; Phil Norvitch, Resource Conservationist; Beth Peterson, Forester
Others Present: Marge Sella, USDA NRCS; Bill Everett; Frank Modich

The meeting was called to order by Vice-Chair Gary Rantala at 10:30 a.m. A quorum was present.

1. Agenda – The meeting agenda was approved as presented by the Vice-Chair.
2. Minutes – Motion by Chuck Bainter/Mark Peterson to approve the minutes as written.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
3. Corrected Treasurer's Report – Motion by Gary Rantala/Chuck Bainter to approve the corrected October 2017 Treasurer's Report dated 12/6/17.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
4. Treasurer's Report – Motion by Chuck Bainter/Gary Rantala to approve the November 2017 Treasurer's report.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
5. Accounts Payable & Accounts Receivable – Motion by Gary Rantala/Mark Peterson to approve accounts payable and accounts receivable.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
6. Guest Introductions & Comments – Introductions were held. No comments were made.

REPORTS:

7. Supervisor & Committee Reports
 - a. Mark attended the November Forestry Meeting where there was a presentation on the feasibility of restoring an elk herd to the Fond du Lac area. The next meeting will be January 18 in McGregor.
 - b. Chuck attended the November Resource Conservation & Development meeting in Duluth. They are planning a stream restoration conference for October 2018. There was discussion of the recap project moving to California.
 - c. Personnel Committee met today. Discussion on agenda items 23 and 24.
8. NRCS District Conservationist Report – Marge Sella stated that Curtis Elke is acting statewide director beginning 12/21 as Cathee Pullman will be on leave. Marge distributed materials on job approval authority (JAA) and reported on MASWCD conference. See report on file.

- a. Motion by Mark Peterson/Chuck Bainter to renew conservation plan 62-21 for 26.9 acres with Mike & Gina Plaisted and execute signatures.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

- b. Marge provided training on Civil Rights and Anti-harassment.

9. District Administrator Report – See report on file,

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

- a. William “Bill” Everett

- b. Frank Modich

The Board heard from each candidate about their interest in and qualifications for the vacant supervisor position. Motion by Chuck Bainter/Mark Peterson to appoint Frank Modich to the position and should Frank decline, then appoint Bill Everett.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

14. Forester - Shared Services Agreement Hourly Rate Increase – Motion by Chuck Bainter/Gary Rantala to approve the forester hourly rate of \$33.03 effective retroactive to 10/1/2017.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

NEW BUSINESS:

15. 2017 Year-end Financials Engagement Letter – Motion by Gary Rantala/Mark Peterson to hire Peterson Co, Ltd to complete 2017 year end financials as required by BWSR.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

16. 2018 Tree Sale – Set Prices – Motion by Chuck Bainter/Gary Rantala to set the tree sale prices as presented.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

17. Job Approval Authority Request for Phil – Motion by Gary Rantala/Mark Peterson to request USDA NRCS to work with Phil Norvitch to attain Job Approval Authority.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

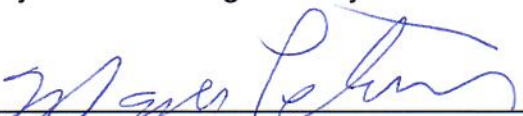
18. Grant Application to National Association of Conservation Districts to provide technical assistance for NRCS EQIP recipients & Board Resolution 2017-10 – Motion by Chuck Bainter/Mark Peterson to approve Board Resolution 2017-10.

Affirmative: Bainter, Peterson, Rantala

Opposed: None

Motion Carried

19. Community Partners Cost Share Contract with Landowner on Burntside Lake – Motion by Chuck Bainter/Mark Peterson to approve contract CP17-02 with YMCA-Minneapolis, Camp du Nord in the amount not to exceed \$9474.75 or 75% of actual cost, whichever is less from 2016 Community Partners grant.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
20. Partnership Agreement - Initiative Foundation Grant with Itasca & Cass SWCDs, VLA, BLA & Board Resolution 2017-11 – Motion by Mark Peterson/Chuck Bainter to approve Board Resolution 2017-11.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
21. Expiration of 16 Capacity Cost Share Contract FY16-02 with \$4,978.54 unspent – Anita indicated the above contract with landowner expired. While there is seeding and planting work that remains to be done, the landowner will not be reimbursed for those required expenditures as the work has not been complete and the contract date has expired. Phil has been in contact with the landowner urging project completion since spring, to no avail. The unspent funds will be made available to other landowners.
22. 2018 Budget – Motion by Chuck Bainter/Mark Peterson to approve the 2018 budget.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
23. 2018 Competitive Salary Adjustments – Phil & Emily – Chuck and Gary reported on the Board Personnel Committee meeting of 12/13/17 which reviewed SWCD technician wages in the area. Motion by Mark Peterson/Chuck Bainter to approve a baseline salary increase for both Phil and Emily to \$21.50 per hour beginning 1/1/18.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
Motion by Mark Peterson/Chuck Bainter to award no 2018 annual increase to Phil & Emily.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
24. 2018 Employee Stipend Adjustment – Motion by Gary Rantala/Chuck Bainter to increase each employee stipend from \$300 to \$600 per month beginning 1/1/18.
Affirmative: Bainter, Peterson, Rantala
Opposed: None
Motion Carried
25. Upcoming Meetings and Trainings
a. 12/14/17 – Initiative Foundation Grant Partner Meeting – Anita & Emily in Little Falls
b. Other Meetings
26. Confirm Next Meeting Date – Wednesday, January 10, 2018, at 10:30 a.m.
27. Adjourn – Meeting was adjourned at 1:17 p.m.



Mark Peterson, Secretary

January 10, 2018
Date