



North St. Louis Soil and Water Conservation District

Special Meeting Minutes

October 19, 2018

Northland Office Building, Suite 118

307 First St S. Virginia MN 55792

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

Staff Present: Beth Kleinke, Forester; Phil Norvitch, Resource Conservationist; Anita Provinzino, District Administrator; and Becca Reiss, Community Conservationist

Others Present: None

The meeting was called to order by Chair Peggy Pearson at 10:36 a.m. A quorum was present.

1. Agenda – Motion by Gary Rantala/Mark Peterson to approve the agenda.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
2. Minutes – Motion by Frank Modich/Gary Rantala to approve the minutes as written.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
3. Treasurer's Report – Motion by Chuck Bainter/Frank Modich to approve the September 2018 Treasurer's Report.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
4. Accounts Payable & Accounts Receivable – Motion by Gary Rantala/Chuck Bainter to approve accounts payable and accounts receivable as updated 10/19/18.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
5. Guest Introductions & Comments –None

REPORTS:

6. Supervisor & Committee Reports
 - a. Area 3 Annual Meeting review – discussion was held about the feedback received.
 - b. Forestry – Mark indicated there was a speaker at the meeting who spoke on birds including the golden wing warbler, there will be a vote on the forestry resolution at the MASWCD convention, and plans are to have a booth at the convention on emerald ash borer. The DNR has named Amber Jungworth as Roger Nelson's replacement. She will be based out of Hibbing.
 - c. Laurentian RC & D – Peggy reported the stream restoration conference in late October has a lot of registrations. RC& D received a grant to plan and host the conference. Paul Ojanen was the fiscal manager for Enbridge ecofootprint grants made to various qualifying groups and agencies.
 - d. Technical Service Area 3 – Gary indicated that R.C. made the meeting available via Skype and that Jerry Hiniker of Cook County participated from his home via the internet. Gary and Anita asked R.C. to comply with the open meeting law notice requirements for public meetings.
 - e. Personnel Committee – Chuck and Gary reported they attended a committee meeting earlier today to review proposed edits on the employee handbook draft and discuss a salary increase for Emily Nelson.

- f. Collect MASWCD Resolution Ballots – Supervisor ballots were collected, Anita will collate and submit.
 - g. Replaced posts on “Entering NSLSWCD Sign” – Mark and Chuck spoke about replacing sign posts on the District’s sign near Keewatin earlier this month.
 - h. Other – Mark attended the Family Forest Field day hosted by the East Range Private Forest Management group. He spoke of the three blowdown plots that were toured: one with no work, another where a logger had come in and a third where the DNR hand cut trees. Mark indicated Becca’s presentation “Healthy Forest, Healthy Water” was very good. Beth and Becca did much of the planning for the event.
7. NRCS District Conservationist Report – See report on file.
 8. District Administrator Report – See report on file; plus Anita attended the St. Louis County Draft Comprehensive Land Use Plan Public Hearing with the Planning Commission yesterday. A hearing with the County Board is expected in December, with adoption thereafter.
 9. Resource Conservationist – See report on file.
 10. Water Resources Specialist Report – See report on file.
 11. Forester Report – See report on file. Beth reviewed the possibility of submitting a grant for terrestrial invasive species through the DNR CPL program in November.
 12. Community Conservationist Report – See report on file.

OLD BUSINESS:

13. New Office Space – Anita updated the board on both building possibilities. She has heard nothing back from the 1st St S. building owner. She and staff have toured the building on 3rd St. N and await floor plan design.

NEW BUSINESS:

14. Buffer Compliance Tracking Plan – Phil reviewed the plan for tracking compliance with the buffer law. He will review about 1/3rd of the district annually. Motion to approve by Frank Modich/Gary Rantala.
 Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
 Opposed: None
 Motion Carried
15. Cost Share Amendment for FY18-1 CP – Vermilion Dam Lodge – Phil explained the land occupier wants to add on to the contract in order to remove a road near the shoreline and restore it to its natural state. Motion by Chuck Bainter/Gary Rantala to approve a cost share amendment authorizing up to \$30,282 or 75% of project cost, whichever is less and to extend contract to 11/30/2019 to allow for additional construction and planting: \$25,000 from 16 Community Partners and \$5282 from 17 Capacity Cost Share.
 Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
 Opposed: None
 Motion Carried
16. 2019 Tree Order – Motion by Frank Modich/Mark Peterson to authorize spending up to \$9000 not including shipping for tree stock for the tree sale and planting for the Orr area trout streams DNR CPL grant.
 Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
 Opposed: None
 Motion Carried

17. Annual Salary Increase for Emily Nelson – Motion by Chuck Bainter/Gary Rantala to approve a 1% salary increase effective October 13, 2018 for Emily Nelson as she has satisfactorily completed two years of employment.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
18. Legal Review for Draft Employee Handbook – Discussion was held about getting a legal review of the draft employee handbook due to the extended length of time it has taken the county attorney's office to review small policies, the length of the handbook, and the desire to have an employment law attorney review it. The board asked Anita to get quotes for a legal review.
19. 2019 Budget Development Committee Appointment – Peggy appointed Chuck Bainter and Mark Peterson to an ad-hoc committee to work with Anita on drafting the 2019 budget.
20. 2017 Draft Audit – Motion by Chuck Bainter/Gary Rantala to approve the 2017 draft audit.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
21. Upcoming Supervisor Meetings and Trainings
- a. MASWCD Conference – Dec 9-11, Bloomington
 - b. Today's training topic... Slips, Trips and Falls – Anita will email handouts developed by MCIT to board and staff.
 - c. Other – Chuck will attend the November 26th RC & D meeting.
22. Confirm Next Meeting – Wednesday, December 12 at 10:30 a.m.
23. Meeting Adjourned by Chuck Bainter at 12:25 p.m.



Mark Peterson, Secretary

November 14, 2018
Date