



North St. Louis Soil and Water Conservation District

Regular Meeting Minutes

February 13, 2019

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; Emily Nelson, AIS Program Coordinator; Phil Norvitch, Resource Conservationist; Anita Provinzino, District Administrator; and Becca Reiss, Community Conservationist
Others Present: Erin Loeffler, MN Board of Water & Soil Resources; Jon Sellnow, USDA Natural Resources Conservation Service

The meeting was called to order by Chair Peggy Pearson at 10:32 a.m. A quorum was present.

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

REPORTS:

6. Supervisor & Committee Reports
 - a. Peggy attended the Laurentian Resource Conservation & Development Meeting in January. They discussed the Knife River Watershed project and steelhead salmon; NE Regional Landscape Committee of the MN Forest Resource Council; and potentially raising buffalo in Grand Portage.
 - b. Gary indicated the January meeting of the Technical Service Area 3 did not have a quorum. Attending supervisors listened to project presentations from District staff.
 - c. Frank reported on the Arrowhead Farm Bureau meeting in Meadowlands held on Tuesday January 15 regarding non-working drainage ditches. This is a complex issue involving many entities. It appears that authority for these ditches are delegated to the county. Farmers would need to petition the county to clean the drainage ditches. Cost for doing so would be split by the farmers.
7. NRCS District Conservationist Report – See report on file. Jon Sellnow is officially covering our District. NRCS will hire a soil conservationist for the Virginia office in the next batch of hiring. This area has 10% of EQIP apps in the state with over a million in existing contracts.

8. District Administrator Report – See report on file.
 - St. Louis County Board, yesterday, approved \$378,000 in AIS funding for 2019 without inspections on Lake Kabetogama.
 - Technical Service Area 3 staff contributed \$8,941.66 in in-kind hours in the 4th quarter of 2018.
9. Resource Conservationist – See report on file.
10. Water Resources Specialist Report – See report on file.
11. Forester Report – See report on file.
12. Community Conservationist Report – Becca distributed the 2018 Annual Report. See report on file.

OLD BUSINESS:

13. New Office Space – Lease revisions and negotiations continue.
14. Employee Cafeteria Plan and Health Insurance Quotes – Motion by Gary Rantala/Chuck Bainter to allow District Administrator to go forward with research and implementation of employee insurance and cafeteria plan options. This will allow employees to purchase medical, dental and life insurances and/or have access to cafeteria plan options for the \$600 stipend they receive monthly. Anticipated maximum cost to district is \$600 annually.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried

NEW BUSINESS:

1. AIS Field Supply Order – Motion by Chuck Bainter/Mark Peterson to approve up to \$6,000 for field supplies contingent upon AIS funding from St. Louis County.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
2. Audit Engagement Letter for 2018 - Motion by Chuck Bainter/Frank Modich to approve the Peterson Company Limited's 2018 audit quote in the amount of \$2,650 plus \$100-\$125 for the SAFES reporting. This is a reduced fee due to no BWSR requirement to file annual financial statements in March. Prior quote was \$2200 for the audit, \$100-\$125 for SAFES and \$900 for the annual financial report.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
3. Forester Shared Services Agreement – Motion by Chuck Bainter/Frank Modich to approve the Shared Services Agreement through March 31, 2023 with South St. Louis SWCD. Current shared staff is a forester at .4 FTE.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
4. MPCA 2019 Surface Water Assessment Grant for St. Louis River Watershed & Board Resolution 2019-1 – Motion by Gary Rantala/Mark Peterson approve the grant and Board Resolution 2019-1.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried

5. Operating Reserve – Motion by Chuck Bainter/Mark Peterson to authorize creation of an operating reserve retained earnings account and transfer \$70,000 into it.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
 6. Resource Conservationist Annual Salary Increase – Motion by Chuck Bainter/Gary Rantala to approve a 5% increase effective on 2/22/19 for Phil Norvitch based on the performance review conducted by the District Administrator.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
 7. Vehicle Purchase and Board Resolution 2019-2 – Motion by Chuck Bainter/Gary Rantala to approve Board Resolution 2019-2 authorizing District Administrator to purchase a 2019 Dodge 4-door 4x4 pickup, for \$24,323 plus tax, title and license, as quoted from Waschke Family Chrysler Dodge Jeep Ram and a 100,000 mile bumper-to-bumper warranty.
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
 8. Approve Nomination for Wilson Stewardship Award – Motion by Mark Peterson/Gary Rantala to approve nominating the Vermilion Lake Association for the Wilson Stewardship Award. The Wilson Stewardship Award is presented annually by the Foundation to individuals, groups, or projects that have made significant contributions to environmental stewardship in the Rainy-Lake of the Woods watershed
Affirmative: Bainter, Modich, Pearson, Peterson, Rantala
Opposed: None
Motion Carried
- Peggy Pearson and Gary Rantala left the meeting at 12:06.
9. Upcoming Supervisor Meetings and Trainings
 - a. Today's Training – Supervisor Roles & Responsibilities with Erin Loeffler, BWSR. Erin presented a power point highlighting SWCD Supervisor Roles & Responsibilities.
 - b. MASWCD Day at the Capitol, March 5 & 6
 - c. Other
 10. Confirm Next Meeting and Annual Planning Session – The next meeting will be held on March 13, 2019.
 11. Adjourn – Motion by Chuck Bainter/Frank Modich to adjourn at 12:47 p.m.



Mark Peterson, Secretary

March 13, 2019
Date



**North St. Louis
Soil and Water Conservation District**

Northland Office Building
307 First St S, Suite 114
Virginia MN 55792
(218) 749-2000
www.nslswcd.org

WHEREAS, the North St. Louis Soil & Water Conservation District has need for a new vehicle to enable staff to conduct district business, and

WHEREAS, the North St Louis Soil & Water Conservation District has budgeted \$10,000 from 2017 MN Board of Water & Soil Resources (BWSR) Local Capacity funds and \$20,000 from 2018 BWSR Local Capacity funds to cover the cost of the vehicle; and

WHEREAS, the cost of the vehicle will be less than the \$30,000 budgeted; and

WHEREAS, the District desires to expend 2017 Capacity funds before utilizing 2018 funds; and

WHEREAS, BWSR requires workplan revisions of the 2017 and 2018 Local Capacity Funds in order to allocate the entire purchase price to the 2017 Local Capacity Funds grant, and

WHEREAS, District staff have solicited quotes using the Minnesota State Purchasing Pool pricing, and

WHEREAS, the North St Louis Soil & Water Conservation District Board desires to accept the bid for a quad cab pickup from:

NOW THERE BE IT RESOLVED, the North St. Louis Soil & Water Conservation District Board of Supervisors authorizes the District Administrator to develop new work plans for the 2017 & 2018 Local Capacity Funds and get those work plans approved by MN Board of Water & Soil Resources.

AND BE IT ALSO RESOLVED, the North St Louis Soil & Water Conservation District accepts the \$ 24,323.⁰⁰ bid plus tax, title and license and hereby authorizes the District Administrator to purchase said vehicle and sign all documents related to such purchase, utilizing 2017 Local Capacity Funds.
\$100,000 mile bumper to bumper warranty

Motion Made by: *Bainter*

Seconded by: *Rantala*

Affirmative: *Bainter, Moore, Pearson, Peterson, Rantala*

Opposed: *none*

Certification of Recording Officer

I, the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the North St Louis Soil & Water Conservation District Board on the 13th day of February, 2019 and that I am duly authorized to execute this resolution.

Mark Peterson
Mark Peterson, Board Secretary

2/13/19
February 13, 2019

Resolution 2019-1



**North St. Louis
Soil and Water Conservation District**

Northland Office Building
307 First St S, Suite 114
Virginia MN 55792
(218) 749-2000
www.nslswcd.org

WHEREAS, the Minnesota Pollution Control Agency has Surface Water Assessment Grant funding of \$ \$83,141.62 for the North St. Louis Soil & Water Conservation District to provide services in the St. Louis River Watersheds, and

WHEREAS, the work will be done in Itasca and St. Louis Counties beginning March 4, 2019 and ending January 15, 2021; and

WHEREAS, the District will subcontract with Itasca County SWCD, Natural Resources Research Institute and RMB Labs to assist with the work in this contract, and

WHEREAS, this contract will further the mission of the District, and

WHEREAS, the North St Louis Soil & Water Conservation District Board desires to accept this funding to provide additional services related to its mission.

NOW THERE BE IT RESOLVED, the North St. Louis Soil & Water Conservation District Board of Supervisors accepts an \$83,141.62 Surface Water Assessment Grant with Minnesota Pollution Control Agency and authorizes the District Administrator secure the contract, sign all documents related to such funding, and modify the workplan & budget throughout the life of the contract.

Motion Made by: *Rantala*
Seconded by: *Peterson*

Affirmative: *Bainter, Pearson, Peterson, Modich, Rantala*

Opposed: *none*

Certification of Recording Officer

I, the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the North St Louis Soil & Water Conservation District Board on the 13th day of February, 2019 and that I am duly authorized to execute this resolution.

Mark Peterson

Mark Peterson, Board Secretary

2/13/19

February 13, 2019