



North St. Louis Soil and Water Conservation District
505 3rd St N, Ste A
Virginia MN 55792

Regular Meeting Minutes
December 13, 2023

The meeting was held in person at the District office. A virtual link was available.

Supervisors Present at Roll Call: Chuck Bainter, Frank Modich, Peggy Pearson, Mark Peterson and Gary Rantala were present in-person.

Staff Present: Anita Provinzino, District Administrator; Kelsey Cooke, Conservation Corps Member; Miranda Frenning, Accounting & Human Resources Specialist; John McCormick, Regional Farm Bill Forester; Tristan Nelson, District Forester; Becca Reiss, Community Conservationist; and Jon Utecht, AIS Program Coordinator were present in-person; Zach Evans, Regional Farm Bill Forester and Phil Norvitch, Resource Conservationist were present online.

Others Present for parts of the meeting: Jeff Hrubes, Board of Water & Soil Resources, Paul Radomski, Department of Natural Resources, and Nick Rainey, Natural Resources Conservation Service were present online.

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

1. Agenda - Moved by Chuck Bainter/Gary Rantala to approve the agenda. Motion carried.
2. Minutes of Last Meeting – Moved by Gary Rantala/Frank Modich to approve the minutes from November 8, 2023. Motion carried.
3. Financial Reports & Program Summary for Last Month - Moved by Gary Rantala/Mark Peterson to approve the financial report and program summary. Motion carried.
4. Accounts Receivable and Payable – Moved by Chuck Bainter/Frank Modich to approve accounts payable and accounts receivable as updated 12/13/23. Motion carried.
5. Guest Introductions and Comments – None at this time

NEW BUSINESS:

6. AIS Staffing Contract Award – Moved by Frank Modich/Chuck Bainter to award the staffing contract to Always There Staffing Inc.
7. Financial
 - a. 23 Budget Revision #2 & Board Resolution 2023-19 – Moved by Chuck Bainter/Gary Rantala to approve Board Resolution 2023-19. Motion Carried.
 - b. Operating Reserve Contribution – Moved by Gary Rantala/Mark Peterson to purchase a \$100,000 certificate of deposit and put \$100,000 into the operating reserve. Motion carried.
 - c. Wage, Stipend, & Longevity Review – Moved by Gary Rantala/Chuck Bainter to approve Option B which consists of a 4% wage increase on each employee's anniversary date, a \$200 increase to the monthly stipend – now \$1,200, and a \$4,000 longevity increase for each four years of service. Motion carried.
 - d. 24 Budget & Board Resolution 2023-20 – Moved by Chuck Bainter/Frank Modich to approve Board Resolution 2023-20. Motion carried.
8. Human Resources
 - a. Excess Vacation Carryover Request – Moved by Chuck Bainter/Gary Rantala to allow Phil Norvitch to carry over up to 80 hours of vacation and Anita Provinzino to carry over up to 70 hours exceeding the 40-hour cap in the policy. Motion carried.
 - b. FMLA/Medical Leave – Moved by Chuck Bainter/Frank Modich to offer FMLA coverage to employees who qualify. Motion carried.

- c. Leave Policies – Moved by Gary Rantala/Mark Peterson to approve the leave policies as written. Motion carried.
- d. Vacation/Sick or PTO Options – Moved by Frank Modich/Chuck Bainter to convert from vacation/sick leave to paid time off accruals. Motion carried.
- 9. Watershed Based Implementation Funding Agreement with South St Louis SWCD & Board Resolution 2023-21 – Moved by Frank Modich/Mark Peterson to approve Board Resolution 2023-21. Motion carried.
- 10. Upcoming Supervisor Meetings and/or Trainings
 - a. Other – None known.
- 11. Rainy Headwaters/Vermilion Shoreland Conversion Presentation at 11:45 a.m. by Jeff Hrubes, BWSR and Paul Radomski, DNR – A presentation was given virtually that explained the amount of shoreland that has been converted by human development, its impact, and ideas to preserve natural lakeshores.

REPORTS

- 12. District Administrator Report – See report on file.
- 13. Accounting & Human Resources Specialist Report – See reports on file.
- 12:26 p.m. Frank Modich left
- 14. AIS Program Coordinator Report – See report on file.
- 15. Community Conservationist Report – See report on file. Becca also indicated a video is being developed for promotion of the Rainy Headwaters - Vermilion watershed plan.
 - a. Conservation Corps Member – Kelsey Cooke gave an update on the education and outreach work she is doing.
- 16. District Forester – See report on file.
 - a. Job Approval Authority – See report on file.
 - b. NRCS 3Q23 Reimbursement - \$16,600 earned!
- 17. Regional Farm Bill Forester – John - See report on file.
- 18. Regional Farm Bill Forester – Zach - See report on file.
- 19. Resource Conservationist Report – See report on file.
- 20. NRCS District Conservationist Report – See report on file. There is a new program of high tunnels and socially/economically disadvantaged or underserved populations that requires a 30-day turnaround time.
- 21. Supervisor & Committee Reports
 - a. Ad-hoc Budget Committee – Peggy and Chuck met with Anita and Miranda last week to review the budget.
 - b. Laurentian Resource Conservation & Development –November 27 – See Chuck's notes that were emailed.
 - c. MN SWCD Forestry Association – November 16 – Mark reported on the presentation by Hubbard SWCD on forestland protection, private forester concerns, and discussions on future operation of association. Our proposal for membership and treasurer support was tabled to allow other SWCD's opportunity to contribute.
 - d. Other

CLOSING

- 22. Next Meeting Date – The next meeting was set for Wednesday, January 10, 2024, at 10:30 a.m. It is the board's annual meeting.
- 23. Adjourn – Moved by Gary Rantala/Mark Peterson to adjourn the meeting at 12:46 p.m. Motion carried.



Mark Peterson, Secretary
January 10, 2024

Resolution 2023-19



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

505 3rd St N, Ste A
Virginia MN 55792
(218) 749-2000

WHEREAS, the North St. Louis Soil & Water Conservation District Board of Supervisors is responsible to set the annual budget and approve revisions for the District; and

WHEREAS, the budget revision was prepared based on anticipated revenues and expenditures for the 2023 calendar year; and

WHEREAS, the board has reviewed the budget revision and believes it to be reasonable.

NOW THERE BE IT RESOLVED, the North St. Louis Soil & Water Conservation District Board of Supervisors hereby adopts the proposed budget revision as its budget for 2023.

Motion Made by: *Baird*

Seconded by: *Rantala*

Affirmative: *Baird, Madich, 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 SWCD Board on the 13th day of December, 2023 and that I am duly authorized to execute this certificate.

Mark Peterson

Mark Peterson, Board Secretary

Resolution 2023-20



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

505 3rd St N, Ste A
Virginia MN 55792
(218) 749-2000

WHEREAS, the North St. Louis Soil & Water Conservation District Board of Supervisors is responsible to set the annual budget for the District; and

WHEREAS, the budget was prepared utilizing the current year's budget and forecasts for the 2024 calendar year; and

WHEREAS, the ad-hoc budget committee met with to review the proposed budget, and

WHEREAS, the budget according to the committee's recommendations; and

WHEREAS, the board has reviewed it and believes it to be a reasonable budget.

NOW THERE BE IT RESOLVED, the North St. Louis Soil & Water Conservation District Board of Supervisors hereby adopts the proposed budget for 2024.

Motion Made by: *Bainter*

Seconded by: *Malich*

Affirmative: *Bainter, Malich, 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 SWCD Board on the 13th day of December, 2023 and that I am duly authorized to execute this certificate.

Mark Peterson
Mark Peterson, Board Secretary



Resolution 2023-21

North St. Louis
Soil and Water Conservation District
505 3rd St N, Ste A
Virginia MN 55792
(218) 749-2000
www.nslswcd.org

Resolution to Accept Funding to Implement the St. Louis River Comprehensive Watershed Management Plan

Whereas, the North St. Louis Soil & Water Conservation District is a member of the St. Louis River Watershed Plan Partnership; and

Whereas, watershed based implementation funding is available to implement the St. Louis River Comprehensive Watershed Management Plan; and

Whereas, the South St. Louis Soil & Water Conservation District is the fiscal agent for the implementation funding; and

Whereas, the North St. Louis Soil & Water Conservation District Board approved the budget for FY24-25 on September 13, 2023, and

Whereas, the North St. Louis Soil & Water Conservation District desires to accept this funding to complete the work identified in the Plan.

Now; Therefore, Be it Resolved, the North St. Louis Soil & Water Conservation District authorizes the District Administrator or Board Chair to sign all documents related to this funding

Motion Made by: *Madrich*

Seconded by: *Peterson*

Affirmative: *Bamler, Madrich, Pearson, Peterson, Ratala*

Opposed: *none*

Certification of Recording Officer

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Mark Peterson

Mark Peterson, Board Secretary