



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

Annual Meeting Minutes  
January 13, 2021

**Supervisors Present at Roll Call:** Chuck Bainter, Frank Modich, Peggy Pearson, and Mark Peterson

**Staff Present:** Anita Provinzino, District Administrator; Becca Reiss, Community Conservationist; Lauren Soergel, Forester; Beth Kleinke, Regional Farm Bill Forester; and Phil Norvitch, Resource Conservationist;

**Others Present:** Erin Loeffler, MN Board of Water & Soil Resources; Gail Bong, USDA Natural Resources Conservation Service

*The oath of office was taken by recently elected board supervisors Chuck Bainter and Mark Peterson prior to the start of the meeting.*

The meeting was called to order at 10:33 a.m. by Chair, Peggy Pearson.

1. Agenda - Moved by Frank Modich/Mark Peterson to approve the agenda.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye

Motion Carried

2. Minutes of December 9, 2020 Regular Meeting – Moved by Chuck Bainter/Mark Peterson to approve the minutes as written.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye

Motion Carried

*Gary Rantala joined the meeting and took the Oath of Office.*

3. Financial Reports & Program Summary for December – Moved by Gary Rantala/Chuck Bainter to approve the financial report and program summary for December.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

4. Accounts Payable & Accounts Receivable – Moved by Gary Rantala/Frank Modich to approve the accounts payable and accounts receivable.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

5. Guest Introductions and Comments – Gail Bong, NRCS Duluth introduced herself. Erin Loeffler indicated some staff from BWSR are being redeployed to other key positions within state agencies due to the state hiring freeze. These are expected to be temporary assignments of up to one year.

#### NEW BUSINESS

6. AIS Intern Posting – Moved by Frank Modich/Chuck Bainter to approve posting for two interns for the 2021 aquatic invasive species prevention program.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

7. Annual Meeting Business –  
*Officers:*

Peggy called for nominations for Chair of the North St. Louis Soil & Water Conservation District Board of Supervisors. Frank Modich supported by Gary Rantala nominated Peggy Pearson to serve as Chair. After no further nominations were received, Chuck Bainter moved to elect Peggy Pearson as Chair supported by Frank Modich.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

Peggy called for nominations for Vice-Chair of the North St. Louis Soil & Water Conservation District Board of Supervisors. Chuck Bainter supported by Mark Peterson nominated Gary Rantala to serve as Vice-Chair. After no further nominations were received, Mark Peterson moved to elect Gary Rantala as Vice-Chair supported by Frank Modich.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

Peggy called for nominations for Secretary of the North St. Louis Soil & Water Conservation District Board of Supervisors. Chuck Bainter supported by Gary Rantala nominated Mark Peterson to serve as Secretary. After no further nominations were received, Gary Rantala moved to elect Mark Peterson as Secretary supported by Chuck Bainter.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried



Peggy called for nominations for Treasurer of the North St. Louis Soil & Water Conservation District Board of Supervisors. Frank Modich supported by Gary Rantala nominated Chuck Bainter to serve as Treasurer. After no further nominations were received, Mark Peterson moved to elect Chuck Bainter as Treasurer supported by Gary Rantala.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

*Committee Appointments* – Motion by Frank Moidch supported by Gary Rantala to keep committee assignments the same in 2021:

Education	Frank Modich Gary Rantala
Laurentian Resource Conservation & Development Board	Peggy Pearson Chuck Bainter, alt.
Legislative	Chuck Bainter Mark Peterson
MASWCD Forestry	Mark Peterson Chuck Bainter, alt.
Personnel	Chuck Bainter Gary Rantala
Technical Service Area 3 Board	Gary Rantala Chuck Bainter, alt.
USDA Environmental Quality Incentives Program – Local Work Group	Peggy Pearson Chuck Bainter
Water Advisory	Gary Rantala Chuck Bainter
St. Louis River 1W1P Policy Committee	Chuck Bainter Frank Modich, alt.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

*Annual Business:* Moved by Frank Modich/Gary Rantala to approve the following items.

Set Monthly Meeting Date and Time	2 <sup>nd</sup> Wednesday at 10:30 a.m.
Designate Depository Agency	Frandsen Bank & Trust
Check Signing/Money Transfer Authority	Chuck Bainter Anita Provinzino Gary Rantala
District Administrator Spending Limit	\$5,000
Designate Official Newspaper for Public Notices	Hometown Focus
Supervisor Compensation (Max \$75)	\$75
Mileage Rate for personal vehicle taken when company vehicle is available.	\$0.20

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

**Mileage:** Moved by Frank Modich/Chuck Bainter to set the 2021 mileage rate at the IRS allowable rate. Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

**Authorized Credit Card Holders:** Moved by Frank Modich/Chuck Bainter to authorize existing credit card holders and to add Lauren Soergel to the authorized credit card holders with a \$1500 limit.

Authorized Credit Card Holders and Card Limits	Mark Peterson \$26,280 Anita Provinzino \$5,000 Natalya Walker \$5,000 Phil Norvitch \$1,500 Beth Kleinke \$1,500 Becca Reiss \$1,500 Lauren Soergel \$1,500
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Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

8. **Audit Bid & Engagement Letter for FY2020** – Moved by Gary Rantala/Chuck Bainter to contract with Peterson CPA's Ltd to conduct the 2020 audit and authorize Chuck Bainter and Anita Provinzino to sign the engagement letter.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

9. **COVID-19 Impacts Update, if any** – None
10. **Staffing**

- a. **Anita Provinzino – Report of Annual Performance Review & Salary Adjustment** – Gary Rantala reported on the Personnel Committee's review of Anita's performance. Moved by Chuck Bainter/Gary Rantala to approve a 3.5% increase beginning February 2, 2021. Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

- b. **Beth Kleinke – Completed probationary period** – Moved by Chuck Bainter/Frank Modich to change Beth from a probationary employee to a regular employee as recommended by Anita.

Roll Call Vote:

Bainter	Aye
Modich	Aye



Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

# 11. Upcoming Supervisor Meetings and/or Trainings

- Laurentian Resource Conservation & Development – January 25
- SWCD Forestry Association – January 21- Mark asked that Beth & Lauren get added to the distribution list, if they are not already receiving those emails.
- Technical Service Area 3 – January 27

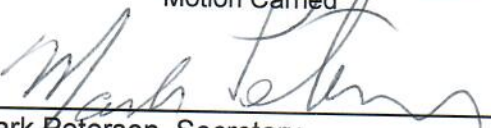
## REPORTS

- District Administrator Report – See report on file – Mark asked that Anita email state legislators the Winter Newsletter within two weeks, so it is available to them when supervisors speak with legislators.
  - 2021 Employee Insurance Rates – The cost to employees rose by about 10%
  - Supervisor Statement of Economic Interest deadline is 1/25/21
- Aquatic Invasive Species Program Coordinator Report – See report on file – Mark asked that Natalya email the board the articles she wrote for lake associations.
- Community Conservationist Report – See report on file – Mark asked that Becca send septic contractors notification of the availability of the septic mound seed mix in this year's tree sale.
- Forester Report– See report on file
- Regional Farm Bill Forester Report– See report on file
- Resource Conservationist Report– See report on file
- NRCS District Conservationist Report- Gail Bong stated she was filling in for Allison Praet. Gail reported that Kelly Birch has been hired as the new NRCS State Forester. NRCS is advertising in USA Jobs using a direct hire process that is anticipated to be faster. Soon there will be a posting for a soil conservationist in the Virginia office. A job offer has been made for a soil conservation technician in Virginia. Hopefully that office will soon be fully staffed. North St. Louis has 22 Environmental Quality Incentives Program (EQIP) applications that ranked as high and 5 as medium. Those selected to be on the pre-approved list will be identified shortly. In past years, only a portion of the highest-rated applications have been funded. Generally unfunded applications from the current year will be ranked high in the next year.
- Supervisor & Committee Reports – None
- Next Meeting Date – The next meeting will be on Wednesday, February 10, 2021 at 10:30 a.m.
- Adjourn – Moved by Gary Rantala/Chuck Bainter to adjourn the meeting at 11:33 a.m.

Roll Call Vote:

Bainter	Aye
Modich	Aye
Pearson	Aye
Peterson	Aye
Rantala	Aye

Motion Carried

  
Mark Peterson, Secretary

2/15/21  
Date