



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

Regular Meeting Minutes  
July 13, 2022

*The meeting was held in person at the SWCD offices. A zoom link was available.*

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

**Staff Present:** Anita Provinzino, District Administrator, Jon Utecht, AIS Program Coordinator and Natalya Walker, District Forester were present in-person. Becca Reiss, Community Conservationist and Zach Evans, Regional Farm Bill Forester joined via zoom.

**Others Present:** Allison Praet, USDA Natural Resources Conservation Service joined via zoom.

The meeting was called to order at 10:31 a.m. by Chair, Peggy Pearson.

1. Agenda - Moved by Chuck Bainter/Gary Rantala to approve the agenda. Motion carried.
2. Minutes of June 8, 2022 Regular Meeting – Moved by Gary Rantala/Chuck Bainter to approve the minutes. Motion carried.
3. Financial Reports & Program Summary – Anita Provinzino reviewed the May and June financial statements. Moved by Chuck Bainter/Mark Peterson to accept them. Motion carried.
4. Accounts Payable & Accounts Receivable – Moved by Gary Rantala/Chuck Bainter to approve the accounts payable and accounts receivable dated 7/12/22. Motion carried
5. Guest Introductions and Comments – Jon Utecht was introduced as the Aquatic Invasive Species Program Coordinator. Jon gave a brief overview of his prior work experience. Jon was welcomed to the District by board supervisors.

#### NEW BUSINESS

6. Bill from Landowner – Joanne Minnetti – Moved by Mark Peterson/Gary Rantala to table this item of business pending further information from MCIT. Motion carried.
7. Mileage Rate Increase from \$0.585 to \$0.625 effective July 1 – Moved by Mark Peterson/Gary Rantala to increase mileage to follow IRS rate of \$.0625 effective July 1. Motion carried.
8. 1W1P RRHW/VR Consultant Contract with Houston Engineering & Board Resolution 2022-15 – Moved by Mark Peterson/Chuck Bainter to table to allow staff time to negotiate. Motion carried.
9. Staffing
  - a. Annual Salary Adjustment – Natalya Walker – 3 years – Moved by Frank Modich/Mark Peterson to approve a 3.5% increase effective August 5, 2022. Motion carried.
  - b. Credit Card w/\$5000 limit for Jon Utecht – Moved by Gary Rantala/Chuck Bainter to authorize a business credit card with a \$5000 limit for Jon Utecht. Motion carried.
10. Upcoming Supervisor Meetings and/or Trainings
  - a. St Louis River 1W1P Policy Committee – July 28
  - b. Laurentian Resource Conservation & Development – July 18 – Duluth
  - c. SWCD Forestry Association – July 21 - Marcell
  - d. Area 3 Fall Meeting & Tour – Sept 8 & 9 - Palisade
  - e. Other

#### REPORTS

11. District Administrator Report – See report on file
12. Community Conservationist Report – See report on file
13. Forester Report – See report on file
  - a. Tree Sale Report – See report on file

14. Regional Farm Bill Forester – See report on file.
15. Resource Conservationist Report – See report on file.
16. NRCS District Conservationist Report - See report on file.
17. Supervisor & Committee Reports
  - a. Area 3 Resolutions Meeting – June 10 – Carlton – Chuck and Anita reported on the presentations and one resolution presented at the meeting.
  - b. Rainy/Vermilion 1W1P Policy Committee – July 1 – Chuck reported on the Policy Committee meeting.
  - c. Technical Service Area 3 – June 22 – Duluth – Gary reported on the TSA 3 meeting.
  - d. USDA NRCS Local Work Group Meeting – June 24 – Chuck and Alison reported on the meeting. A cross-section of people ranked fire management as high priority.
  - e. Other - none

CLOSING

18. Next Meeting Date – The next meeting was confirmed for Wednesday, August 10, 2022 at 10:30 a.m. at the District office.
19. Adjourn – Moved by Gary Rantala/Mark Peterson to adjourn the meeting at 11:55 a.m. Motion carried.



Mark Peterson, Secretary  
July 13, 2022





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

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

**WHEREAS**, the North St. Louis Soil & Water Conservation District has received a One Watershed, One Plan planning grant for the Rainy River Headwaters/Vermilion River Watershed Planning Area from the Minnesota Board of Water and Soil Resources and will match that grant with County funds, and

**WHEREAS**, the North St. Louis SWCD's solicited Requests for Qualifications for strategic planning/financial forecasting and received no proposals; and

**WHEREAS**, Houston Engineering wrote a letter indicating they did not respond as they could not complete the work on the initial timeline, and

**WHEREAS**, the RRHW/VR steering and policy committees have met with Houston Engineering and believe a new timeline will still allow the plan to be completed on time, and

**WHEREAS**, the North St Louis Soil & Water Conservation District Board desires to utilize up to \$118,800 of these funds to award a contract for these services from Houston Engineering, Inc.

**NOW THERE BE IT RESOLVED**, the North St. Louis Soil & Water Conservation District Board of Supervisors hereby authorizes the District Administrator or Board Chair to sign all documents related to said contract.

Motion Made by: *Bainter*

Seconded by: *Peterson*

Affirmative: *Bainter, 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 10<sup>th</sup> day of August, 2022; and that I am duly authorized to execute this certificate.*

Mark Peterson, Board Secretary