



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

Annual Meeting Minutes
January 11, 2023

The meeting was held in person at the District office. A zoom 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 and Becca Reiss, Community Conservationist; were present in-person; Zach Evans, Regional Farm Bill Forester; Jon Utecht, AIS Program Coordinator; and Natalya Walker, Forester joined via zoom.

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

Following the Oath of Office given by Anita Provinzino and taken by Frank Modich and Peggy Pearson, the meeting was called to order at 10:39 a.m. by Chair, Peggy Pearson.

1. Agenda - Moved by Gary Rantala/Frank Modich to approve the agenda. Motion carried.
2. Election of Officers – Moved by Gary Rantala/Frank Modich to continue with the same officers. Motion carried.
3. Minutes of December 20, 2022 Special Meeting – Moved by Frank Modich/Chuck Bainter to approve the minutes. Motion carried.
4. Financial Reports & Program Summary – Moved by Chuck Bainter/Gary Rantala to accept the financial reports and program summary. Motion carried.
5. Accounts Receivable and Payable – Moved by Gary Rantala/Chuck Bainter to approve accounts payable and accounts receivable as updated 1/11/23. Motion carried.
6. Guest Introductions and Comments – None present

NEW BUSINESS

7. Accounting/HR Specialist Job Description, Salary Range and Approval to Hire – Moved by Frank Modich/Chuck Bainter to approve the job description, salary and hire a full-time accounting and human resources specialist. Motion carried.
8. Annual Business Meeting –
 - Moved by Gary Rantala/Mark Peterson to keep same committee assignments, noting that the St. Louis River 1W1P Policy Committee will be transitioning from a planning to an implementation committee, pending BWSR's formal plan approval. Motion carried.
 - Moved by Gary Rantala/Chuck Bainter to approve all other items of business the same as last year unless otherwise requested. Motion carried. See attached
9. Audit 2021 – Moved by Chuck Bainter/Frank Modich to approve the final audit for 2021. Motion carried.
10. County Aquatic Invasive Species Prevention Grant & Board Resolution 2023-01 – Moved by Frank Modich/Mark Peterson to approve Board Resolution 2023-01. Motion carried.
11. Staffing
 - a. Personnel Committee's Report of Annual Performance Review of Anita Provinzino & Salary Adjustment effective 2/2/2023 – Moved by Gary Rantala/Chuck Bainter to approve a 5% increase effective 2/2/2023. Motion carried. Anita was thanked for nearly 8 years of service.
 - b. Remove Jon Utecht from Probationary Status effective 12/30/22 – Moved by Gary Rantala/Chuck Bainter to place Jon Utecht on regular employment status. Motion carried. Jon was thanked for 6 months of service.

12. Technology Contract Approval & Board Resolution 2023-02 – Moved by Chuck Bainter/Gary Rantala to approve Board Resolution 2023-02. Motion carried.
13. Upcoming Supervisor Meetings and/or Trainings
 - a. Laurentian Resource Conservation & Development – January 23
 - b. SWCD Forestry Association – January 19
 - c. Supervisor Statement of Economic Interest – deadline 1/30/23
 - d. Technical Service Area III – January 25
 - e. Other – MASWCD Legislative Briefing was just announced and will be held on January 25

REPORTS

Alison Praet joined

14. District Administrator Report – See report on file
 - a. Outstanding District Employee nomination – Anita thanked the board and staff for the nomination for the Outstanding District Employee of 2022 given by the Minnesota Board of Water and Soil Resources.

Zach Evans joined

15. AIS Program Coordinator Report – See report on file.
16. Community Conservationist Report – See report on file.
17. Forester Report – See report on file. Forty tree orders were received on the first day of the sale – 105 of 738 bundles were sold.
18. Regional Farm Bill Forester – See report on file.
19. Resource Conservationist Report – See report on file.
20. NRCS District Conservationist Report – See report on file.
21. Supervisor & Committee Reports
 - a. Peggy indicated she and Gary received an email from Troy Salzer, U of M Extension Service asking the District to consider purchasing a no-till drill/inter-seeder as there is a grant that would pay for half the cost. No action was taken.
 - b. Peggy also stated Paul Sandstrom would be willing to make a presentation to the board about the Laurentian Resource Conservation & Development's programs.
 - c. Mark suggested asking County Commissioners to attend the meetings in-person or via zoom.
 - d. Mark stated MASWCD Legislative Days will be held March 7 & 8. He also indicated he would like to see the state association visit.
 - e. Anita reminded the board of the importance of attending the March 1st and 22nd meetings for the approval of the St. Louis River Comprehensive Watershed Management Plan expected by the Minnesota Board of Water and Soil Resources. Locations will be announced.

CLOSING

22. Next Meeting Date – The next meeting was confirmed for Wednesday, February 8, 2023 at 10:30 a.m.
23. Adjourn – Moved by Frank Modich/Chuck Bainter to adjourn the meeting at 12:01 p.m. Motion carried.



Mark Peterson, Secretary
February 8, 2023

Resolution 2023-01



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

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

WHEREAS, North St. Louis Soil & Water Conservation District has been recommended for \$478,500 in Aquatic Invasive Species Prevention funding for 2023 from St. Louis County.

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

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

Motion Made by: *Modrich*
Seconded by: *Peterson*

Affirmative: *Modrich, Pearson, Peterson, Rantala, Sauter*

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 11th day of January 2023; and that I am duly authorized to execute this certificate.

Mark Peterson, Board Secretary



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

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WHEREAS, the North St. Louis Soil & Water Conservation District requested quotes for technology services in November 2022.

AND WHEREAS, quotes were received from two vendors after interviews.

AND WHEREAS, staff recommend Citon Computer Corp for migration to Microsoft 365 Business Standard, managed service and SaaS Protection as the best fit for the District's technology needs at this time.

AND WHEREAS, this project fulfills an action step in the 2023-2025 Strategic Plan of "Identifying systems needed to manage new projects".

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 the contracted technology services with Citon Computer Corp.

Motion Made by: *Baxter*
Seconded by: *Rantala*

Affirmative: *Baxter Modrich Pearson Peterson Rantala*

Opposed: *none*

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