



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

Regular Meeting Minutes
June 11, 2025

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

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

Staff Present: Anita Provinzino, District Administrator was present in-person. Jake Bendel, Watershed Conservationist; Miranda Frenning, Accounting & Human Resources Specialist; Ben Kielar, Program Technician; Tristan Nelson, Forester; Phil, Norvitch, Conservation Manager; and Jon Utecht, Aquatic Invasive Species Program Coordinator were present online.

Others Present: Melanie Bomier, MN Board of Water & Soil Resources was present in person. Blake Bartz and Allison Praet from Natural Resources Conservation Service were present online

The meeting was called to order at 10:30 a.m. by Chair, Peggy Pearson.

1. Agenda - Moved by Frank Modich/Chuck Bainter to approve the agenda. Motion carried unanimously.
2. Minutes of Last Meeting – Moved by Jerry Hovi/Mark Peterson to approve the minutes as written. Motion carried unanimously.
3. Approval of May 22, 2005, payment to City of Chisholm – Moved by Frank Modich/Chuck Bainter to approve the payment. Motion carried unanimously.
4. Financial Reports & Program Summary – Moved by Chuck Bainter/Frank Modich to accept the financial reports and program summary. Motion carried unanimously.
5. Accounts Receivable and Payable – Moved by Jerry Hovi/Frank Modich to approve the accounts payable and accounts receivable as updated 06/11/25. Motion carried unanimously.
6. Guest Introductions and Comments –Melanie indicated the MN SWCD Area 3 meeting was well attended. She indicated she presented on Board Roles & Responsibilities at the supervisor session.

NEW BUSINESS:

7. BWSR Watershed Based Implementation Funding for Rainy Headwaters/Vermilion
 - a. Woodland Stewardship Plan Cost Share Application from Landowner – Moved by Mark Peterson/Frank Modich to approve a cost share contract with John Loven for renewal of a woodland stewardship plan on 160 acres in the Ash River watershed at a maximum of 50% of the DNR Rate or \$950, whichever is less. Motion carried unanimously.
8. DNR Groundwater Contract & Board Resolution 2025-09 – Moved by Frank Modich/Chuck Bainter to approve Board Resolution 2025-09 for groundwater monitoring in the upcoming year. Motion carried unanimously.
9. Financial
 - a. \$103,315 Certificate of Deposit #11 matures 6/12/25 - Recommend purchasing \$55,000 Certificate at best available rate and term. - Moved by Frank Modich/Jerry Hovi to approve purchase of a \$55,000 certificate of deposit at

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the best available rate and term and deposit the remaining funds plus interest in the checking account. Motion carried unanimously.

- b. Review Actual vs. Budget January-May (42% thru the year) – Moved by Jerry Hovi/Mark Peterson to accept the review of the budget versus actual reports. Motion carried unanimously.
- c. Timely Payment Authorization Without Prior Approval & Board Resolution 2025-08 – Moved by Chuck Bainter/Mark Peterson to approve Board Resolution 2025-08 authorizing timely payment without prior board approval. Motion carried unanimously.

10. Human Resources

- a. District Administrator Job Description Update – Moved by Frank Modich/Chuck Bainter to approve the updated job description for the District Administrator position. Motion carried unanimously.
- b. Organizational Chart Update – Moved by Frank Modich/Chuck Bainter to approve the organization chart as presented. Motion carried unanimously.

11. Upcoming Supervisor Meetings and/or Trainings

- a. Little Fork River Policy Committee – June 12 at 10:00
- b. Local Work Group – June 11 at 1:00
- c. Technical Service Area 3 – June 25 at 10:00
- d. Other

12. Other

REPORTS:

13. Monthly Progress Report – See report on file

14. Audit Update from June 10 Auditor's visit – Anita indicated that Michael Peterson and Samantha Hoskins of Peterson Company Ltd were at the office yesterday to review the 2024 accounting records. While the audit is not yet complete, they did not have any questions of Miranda or herself. The draft audit will be available no later than October as it due to the state by 10/31/25.

15. Compliment from BWSR's Assistant Director of Regional Operations – See compliment on file.

16. Tree Sale Report– Tristan reviewed the report with the board indicating that 14,100 trees were sold and 1900 were donated, plus plants and seed mixes. See report on file.

17. Natural Resources Conservation Service Report– Blake indicated they are in the process of obligating funds to and meeting with new landowners. He invited everyone to an evacuation planning workshop at Hugo's Bar in Brimson tomorrow evening at 5:30 p.m. Allison indicated their staffing levels are steady at this time.

18. Supervisor & Committee Reports

- a. Area 3 Resolutions Meeting – June 6 in Cloquet – Chuck reported the forestry resolution passed. The nanobubbles resolution did not receive a second as there are currently no standards for application in place and BWSR funds can not be used for non-standard treatments. Anita indicated that the preliminary results of having separate board and staff meetings were well received. Well over ¾ of the staff attending had been with their SWCD for less than two years. A survey will be sent out to determine training needs if a staff session is held at the fall meeting to be held on in Mora.

- b. Laurentian Resource Conservation & Development – June 2 in Duluth – Peggy indicated the carbon credits for 3 landowners in Wadena County will take longer than originally thought. She also indicated there will be a summer meeting focused on forests on August 7 at Iron Range Resources & Rehabilitation in Eveleth.

CLOSING:

19. Confirm Next Meeting – July 9, 2025, at 10:30 a.m.

20. Adjourn - Moved by Frank Modich/Chuck Bainter to adjourn the meeting at 11:44 a.m.

Motion carried unanimously.

Certification of Recording Officer

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of the meeting minutes approved by the North St Louis SWCD Board and that I am duly authorized to make this certification.



Mark Peterson, Secretary
July 9, 2025



**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 Authorize Timely Payment Without Prior Approval

WHEREAS the North St. Louis SWCD is obligated to pay its bills within 35 days of receipt and verification; and

WHEREAS bills are normally approved, and checks signed at the monthly board meeting; and

WHEREAS there are occasions when the District would not meet its 35-day payment obligation if the payment waited until the next board meeting; and

WHEREAS these payments may be more than the District Administrator's spending limit;

WHEREAS two signatures are required on each check; and

WHEREAS check signers are not authorized to sign a check made out to themselves; and

WHEREAS, the Board believes that this is sufficient internal control to warrant authorization to exceed the spending limit.

NOW THERE BE IT RESOLVED; the North St. Louis Soil & Water Conservation District Board of Supervisors hereby authorizes Anita Provinzino to issue a payment exceeding her funding limit in situations such as, but not limited to:

1. A payment is due on a board-approved contract, and the resulting payment does not exceed the total contract amount.
2. An invoice for an expense is misdirected, and the expense is within the parameters of the current board-approved budget.

BE IT FURTHER RESOLVED; this authorization does not automatically transfer to her successor.

Motion Made by: *Bainter*
Seconded by: *Peterson*
Affirmative: *Bainter, Hovi, McDich, Pearson + Peterson*
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 held on the 11th day of June 2025, and that I am duly authorized to execute this certification.

Mark Peterson

Mark Peterson, Board Secretary

6/11/25

Date

The mission of the North St Louis Soil & Water Conservation District is to encourage sustainable use of our natural resources by engaging people in soil and water conservation in northern St. Louis County.



Resolution 2025-09

North St. Louis Soil and Water Conservation District

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Resolution to Approve FY26 DNR Groundwater Contract

WHEREAS, the Minnesota Department of Natural Resources has four observation wells they desire to be monitored within the District boundaries; and

WHEREAS, the North St Louis Soil & Water Conservation District's 2023-2025 Strategic Plan identified "Create a work plan that capitalizes on staff strengths and optimizes funding opportunities" as a priority; and

WHEREAS, Chuck Bainter, Frank Modich, and Mark Peterson volunteer to take the measurements and may use district vehicles to do so; and

WHEREAS, the Minnesota DNR has authorized these members of the Board of Supervisors to take the readings eight times per year at \$60 per reading at four wells for a maximum of \$1,920; and

WHEREAS, if additional wells are to be read the maximum additional payment would be \$1,440.

NOW THEREFORE BE IT RESOLVED that the North St Louis Soil & Water Conservation District Board of Supervisors supports DNR Groundwater measurements and authorizes the District Administrator or Board Chair to sign all documents related to such funding.

Motion Made by: *Modich*

Seconded by: *Bainter*

Affirmative: *Bainter, Hovi, Modich, Pearson & Peterson*

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 held on the 11th day of June 2025 and that I am duly authorized to execute this certificate.

A handwritten signature in black ink, appearing to read "Mark Peterson".

Mark Peterson, Board Secretary