



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

Regular Meeting Minutes
November 12, 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, Peggy Pearson, and Mark Peterson were present in person.

Staff Present: Anita Provinzino, District Administrator; and Ben Kielar; Program Technician; were present in person. Corey Denning; Resource Conservationist; Jake Bendel, Watershed Conservationist; Kaela Veihman, Watershed Conservationist; Jon Utecht, AIS Program Coordinator; Phil Norvitch, Conservation Manager; and Rachel Poppe, District Forester; and Tristan Nelson, Supervisory Regional Farm Bill Forester were present online.

Others Present: none

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

1. **Agenda** - Moved by Chuck Bainter/Mark Peterson 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. **Financial Reports & Program Summary** – Moved by Jerry Hovi/Mark Peterson to accept the financial reports and program summary. Motion carried unanimously.
4. **Accounts Receivable and Payable** – Moved by Jerry Hovi/Chuck Bainter to approve the accounts payable and accounts receivable as updated 11/12/25. Motion carried unanimously.
5. **Guest Introductions and Comments** – None present

NEW BUSINESS: Frank

6. BWSR

- a. **Brush Management Contract, if available** – Moved by Mark Peterson/Chuck Bainter to approve a 75% cost share contract (26ConsCon01) for up to \$2,297.88 for brush management in Fayal Township. Motion carried unanimously.
- b. **Cooperative Weed Management Contract (24CWMA-02) Amendment 1** – Moved by Chuck Bainter/Mark Peterson to approve Amendment 1 to this contract adding \$34 to the contract for brush management in the Ely area. Motion carried unanimously.
- i. **If approved, authorize additional payment of \$34.00** – Moved by Jerry Hovi/Chuck Bainter to authorize the additional payment of \$34.00. Motion carried unanimously.
- c. **Cooperative Weed Management Contract (24CWMA-04) Amendment 1** -Moved by Mark Peterson/Jerry Hovi to approve Amendment 1 to this contract adding \$270.57 to the contract for brush management in the Zim area. Motion carried unanimously.

Frank Modich joined virtually at 10:36 a.m.

- i. **If approved, authorize additional payment of \$270.57** – Moved by Chuck Bainter/Mark Peterson to approve additional payment of \$270.57. Motion carried unanimously.
- d. **Performance Review & Assistance Program Grant Application & Board Resolution 2025-18** – Moved by Chuck Bainter/Mark Peterson to approve Board Resolution 2025-18 authorizing application to and signers for a \$10,000 BWSR Performance Review and Assessment Program grant. Motion carried unanimously.
- e. **Soil Health Cost Share Contract (25SH02)** – Moved by Jerry Hovi/Mark Peterson to approve a 75% soil health conservation contract for up to \$2,871 for conservation cover in Fayal Township. Motion carried unanimously.
- f. **Streambank Restoration Cost Share Contract (CC24-01) Amendment 1** - Moved by Chuck Bainter/Mark Peterson to approve Amendment 1 to this shoreline restoration project extending the end date one year to November 20, 2026. Motion carried unanimously.
- g. **Woodland Stewardship Plan Renewal 50% Cost Share Contract (SLR25-WSP-3)** – Moved by Jerry Hovi/Mark Peterson to approve a 50% cost share for a renewed woodland stewardship plan expected to cover 188 acres in Cherry Township in the amount of \$1,090. Motion carried unanimously.
- h. **Woodland Stewardship Plan 75% Cost Share Contract (SLR25-WSP-4)** – Moved by Mark Peterson/Frank Modich to approve a 75% cost share contract for a new woodland stewardship plan expected to cover 80 acres in Cherry Township in the amount of \$825. Motion carried unanimously.
7. **Digital Information Accessibility Policy** – Moved to table this pending legal review by Mark Peterson/Frank Modich. Motion carried unanimously.
8. **Financial Update** - Year-to-date budget vs. actual – Anita presented the budget to actual comparison as of September 30, 2025. While the current year shows a deficit of just over \$37,000, it is because several grants have incurred expenses, but reimbursements have not been requested (most of these are only billed annually). We also anticipate receiving the second SWCD Aid payment in late December. We expect to end the year with a small profit.
9. **Human Resources**
 - a. **Job Description Updates**
 - i. Accounting & Human Resources Specialist
 - ii. Aquatic Invasive Species Program Coordinator – Moved by Chuck Bainter/Mark Peterson to approve the updated job descriptions as presented. Motion carried unanimously.
 - b. **Paid Family Leave Act** - Moved by Jerry Hovi/Mark Peterson to approve the Minnesota Paid Family and Medical Leave policy as updated. Motion carried unanimously.
10. **Privacy Notices/Tennessee Warnings** – Moved by Chuck Bainter/Mark Peterson to approve privacy notices/Tennessee warnings for 1) Employees & Board Supervisors, 2) Persons and Entities Quoting/Bidding on and/or Receiving Funding; and 3) Persons Applying for Cost Share Funding. Motion carried unanimously.
11. **Upcoming Supervisor Meetings and/or Trainings**
 - a. **Budget Committee Meeting**
 - b. **MASWCD Annual Conference December 1-3 in Bloomington** – Mark plans to attend. Tristan will attend as Anita is unable to do so this year.

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

- c. **SWCD Forestry Association** – November 20 in McGregor
 - d. **Other** – Resource Conservation & Development meeting is November 24.
12. **Other** – No other business was conducted.

(Note – inadvertently, there were no items numbered 13-15 on the agenda)

REPORTS:

16. **Terrestrial Invasives Presentation** – **Ben Kielar** – Ben showed the board the handouts that he and Amina created during the federal government shutdown. They followed a format that the District uses to create handouts on purple loosestrife, spotted knapweed, Siberian peashrub, garden valerian, buckthorn, garlic mustard, wild parsnip, Japanese barberry and Japanese, giant & Bohemian Knotweed. These handouts will be available for use by SWCD staff and our partners in the Arrowhead Forest Partnership.
17. **Monthly Progress Report** – See report on file
- a. **Technical Services Area 3 – 3Q25 Contribution** – See report on file
18. **Natural Resources Conservation Service Report, if available** – The government is shutdown, no report available.
19. **Supervisor & Committee Reports** – None

CLOSING:

20. **Confirm Next Meeting** – December 10, 2025, at 10:30 a.m.
21. **Adjourn** – Moved by Jerry Hovi/Chuck Bainter to adjourn the meeting at 11:29 a.m. Motion carried unanimously.

Frank Modich left.

Moved by Chuck Bainter/Mark Peterson to reopen the meeting at 11:34 a.m. Motion carried unanimously.

Moved by Mark Peterson/Jerry Hovi to approve the corrected payment of \$38.00 not \$34.00 as stated in item 6.b.i. and to authorize payment of \$873.53 to Carlton SWCD that was missing from accounts payable list. Motion carried unanimously.

Moved by Mark Peterson/Jerry Hovi to close the meeting at 11:35 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

December 10, 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 Approve Application for BWSR PRAP Grant

WHEREAS, the Minnesota Board of Water & Soil Resources (BWSR) has funding available in their Performance Review and Assistance Program (PRAP) and is requesting applications; and

WHEREAS, the funding can be used for organizational development and strategic planning; and

WHEREAS, last updated its three-year strategic plan in 2022; and

WHEREAS, the North St. Louis Soil & Water Conservation District has grown its staff and revenues considerably since that time; and

WHEREAS, a BWSR Performance Review and Assistance Program grant to update the strategic plan followed by succession planning would position the District for the future;

NOW THEREFORE BE IT RESOLVED that the North St. Louis Soil & Water Conservation District Board of Supervisors supports an application of up to \$10,000 for a BWSR PRAP grant, would enter into an agreement with the BWSR if selected, and authorizes the District Administrator or Board Chair to sign all documents related to such.

Motion Made by: *Bainter*

Seconded by: *Peterson*

Affirmative: *Bainter, Hovi, Modrich, 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 12th day of November 2025 and that I am duly authorized to execute this certificate.


Mark Peterson, Board Secretary