



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

Regular Meeting Minutes  
December 10, 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 In Person:** Anita Provinzino, District Administrator; Miranda Frenning, Accounting & Human Resources Specialist; and Phil Norvitch, Conservation Manager

**Staff Present Online:** Ben Kielar; Program Technician; Corey Denning; Resource Conservationist; Jake Bendel, Watershed Conservationist; John McCormick, Regional Farm Bill Forester; Jon Utecht, AIS Program Coordinator; and Rachel Poppe, District Forester; and Tristan Nelson, Supervisory Regional Farm Bill Forester were present online.

**Others Present:** Blake Bartz, NRCS was present in person; Allison Praet, NRCS was present online; and Melanie Bomier, BWSR was present online.

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

1. **Agenda** - Moved by Chuck Bainter/Frank Modich 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 Chuck Bainter/Frank Modich to accept the financial reports and program summary. Motion carried unanimously.
4. **Accounts Receivable and Payable** – Moved by Chuck Bainter/Mark Peterson to approve the accounts payable and accounts receivable as updated 12/10/25. Motion carried unanimously.
5. **Guest Introductions and Comments** – Melanie indicated that January is the month that BWSR requires reports on all grants.

OLD BUSINESS:

6. **Digital Information Accessibility Policy** – Moved by Jerry Hovi/Frank Modich to approve the Digital Information Accessibility Policy now that it has been reviewed by the attorney. Motion carried unanimously.

NEW BUSINESS:

7. **BWSR Funds - Critical Area Planting 75% Cost Share with Landowner** – Moved by Frank Modich/Mark Peterson to approve cost share contract ConsCont26-02 for critical area planting at a rate of 75% up to \$7,009.25 utilizing 2025 Soil Health funding. Motion carried unanimously.
8. **County Funding & Board Resolution 2025-19 (General, NRBG, WCA)** – Moved by Frank Modich/Mark Peterson to approve Board Resolution 2025-19 accepting county funding and authorizing signers. Motion carried unanimously.
9. **Financial**

- a. **2025 Budget Revisions (Main and RHV)** – Moved by Jerry Hovi/Chuck Bainter to approve the main budget revision. Motion carried unanimously. Moved by Chuck Bainter/Mark Peterson to approve the RHV budget. Motion carried unanimously.
- b. **2026 Budgets (Main and RHV)** – Moved by Frank Modich/Chuck Bainter to approve both budgets as presented. Motion carried unanimously.

#### 10. Human Resources

- a. **January 1<sup>st</sup> Wage Increase of .0295%** - Moved by Chuck Bainter/Frank Modich to approve a wage increase of .0295% for all employees as of January 1<sup>st</sup> to allow for ease of accounting due to PFML premiums covered at 100%. Motion carried unanimously.
- b. **Anniversary Date Wage Increase Maximum (3.5%)** – Moved by Chuck Bainter/Jerry Hovi to approve a maximum wage increase of 3.5% for each employee on their anniversary date pending satisfactory performance evaluation.
- c. **Stipend Increase (\$200)** – Moved by Jerry Hovi/Chuck Bainter to approve a \$200 increase from \$1,200 to \$1,400 per employee per month. Motion carried unanimously.
- d. **Change Stipend Frequency from Monthly to Per Pay Period** – Moved by Frank Modich/Jerry Hovi to approve changing the frequency of stipend payments from monthly to every pay period beginning in the new year. Motion carried unanimously.

#### 11. Upcoming Supervisor Meetings and/or Trainings

- a. **St. Louis River Policy Committee Meeting – December 18** – Anita reported this meeting was cancelled earlier today as the steering team has not reached an agreement on the next biennium's budget allocation.

#### 12. Other –

- a. **City of Virginia – Waive Contract Item 7, Minimum Contribution Amount** – Anita informed the board that the city did the labor themselves rather than hire a contractor so the cost they contributed is expected to be less than \$19,000 stated in the contract. The work is done; the cost is less than anticipated. Staff await final cost of Virginia's staff to determine the exact contribution. Moved by Chuck Bainter/Jerry Hovi to waive contract item 7 requiring a minimum contribution of \$19,000. Motion carried unanimously.
- b. **Payment to City of Virginia for \$12,990.00** – Moved by Frank Modich/Mark Peterson to authorize payment to the city of Virginia in the amount of \$12,990 for critical area planting at the Iron Trail Motors Event Center, pending receipt of all documentation. Motion carried unanimously.

#### REPORTS:

- 13. **Aquatic Invasive Species Program Update** - Jon Utecht gave a presentation on the 2025 watercraft inspection season.
- 14. **Monthly Progress Report** – See report on file
  - a. **Technical Services Area 3 – 3Q25 Contribution** – See report on file
- 15. **Natural Resources Conservation Service Report** – See report on file. Allison and Blake shared a map of the work being done in the county. Steve Cole is retiring at the end of the year.
- 16. **Supervisor & Committee Reports** –

- a. **SWCD Forestry Association – November 20** – Mark reported that the last meeting had two speakers: Freeborn County SWCD is modifying their tree sale for ash tree replacement due to the impact of Emerald Ash Borer. Another speaker spoke on forestry for birds since their populations have declined since the 1970's.
- b. **Laurentian Resource Conservation & Development – November 24** – An update on the carbon credit program is that one owner lost 50% of their tree planting due to drought, so that will delay their payment. The annual meeting was set for August 13 and will be focused on wildfire prevention.
- c. **MASWCD Annual Convention – December 1-3** – Mark indicated the SWCD Forestry Association had a brochure made to distribute at their booth at the MASWCD convention. Two of 12 resolutions failed: prevailing wage exemption and resolution committee votes. Mark did not attend the pre-conference meeting for supervisors.

CLOSING:

17. **Confirm Next Meeting** – January 14, 2026, at 10:30 a.m. It is the annual meeting.

18. **Adjourn** – Moved by Frank Modich/Chuck Bainter to adjourn the meeting at 12:05 p.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  
January 14, 2025



**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 St. Louis County is expected to award the North St. Louis Soil & Water Conservation District the estimated funding amounts for 2026:

\$80,000.00	General Services
\$9,003.00	Wetland Conservation Act (pass-thru)
\$9,000.00	Natural Resources Block Grant (pass-thru)
<del>\$96,749.50</del>	TOTAL
\$98,003.50	

**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 and hereby authorizes the District Administrator or Board Chair to sign all documents related to said funding.

Motion Made by: *Madica*  
Seconded by: *Peterson*

Affirmative: *Bainter, Hovi, Madica, 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 on the 10<sup>th</sup> day of December 2025; and that I am duly authorized to execute this certificate.*

*Mark Peters*  
\_\_\_\_\_  
Board Secretary