



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

Annual Meeting Minutes
January 14, 2026

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; Corey Denning; Resource Conservationist; Miranda Frenning, Accounting & Human Resources Specialist; and Kaela Veihsman, Watershed Conservationist.

Staff Present Online: Jake Bendel, Watershed Conservationist; Tristan Nelson, Supervisory Regional Farm Bill Forester; and Jon Utecht, AIS Program Coordinator were present online.

Others Present: Blake Bartz, NRCS was present in person; Allison Praet, NRCS was present online. Another person was present online identified by the name Michael.

The meeting was called to order at 10:37 a.m. by Chair, Peggy Pearson.

1. **Agenda** - Moved by Frank Modich/ Chuck Bainter to approve the agenda. Motion carried unanimously.
2. **Election of Officers**
 - a. Chair – Frank Modich nominated Peggy Pearson for the position of Chair. No other nominations were received after three calls for additional nominees. Jerry Hovi/Mark Peterson moved to close nominations and elect Peggy Pearson as chair. Motion carried unanimously.
 - b. Vice Chair – Mark Peterson nominated Frank Modich for the position of Vice Chair. No other nominations were received after three calls for additional nominees. Jerry Hovi/Mark Peterson moved to close nominations and elect Frank Modich as vice-chair. Motion carried unanimously.
 - c. Secretary – Frank Modich nominated Mark Peterson for the position of Secretary. No other nominations were received after three calls for additional nominees. Frank Modich/Chuck Bainter moved to close nominations and elect Mark Peterson as secretary. Motion carried unanimously.
 - d. Treasurer – Mark Peterson nominated Chuck Bainter for the position of Treasurer. No other nominations were received after three calls for additional nominees. Jerry Hovi/Frank Modich moved to close nominations and elect Chuck Bainter as treasurer. Motion carried unanimously.
3. **Minutes of Last Meeting** – Moved by Chuck Bainter/Mark Peterson to approve the minutes as written. Motion carried unanimously.
4. **Financial Reports & Program Summary** – Moved by Jerry Hovi/Chuck Bainter to accept the financial reports and program summary. Motion carried unanimously.
5. **Accounts Receivable and Payable** – Moved by Frank Modich/Chuck Bainter to approve the accounts payable and accounts receivable as updated 1/14/26. Motion carried unanimously.
6. **Guest Introductions and Comments** – Both Peggy Pearson and Anita Provinzino invited the online participant Michael to introduce himself with no response either time.

NEW BUSINESS:

7. **Annual Business**

Moved by Frank Modich/Mark Peterson to approve the same committee assignments as in 2025. Motion carried unanimously.

Moved by Frank Modich/Chuck Bainter to approve the annual business as presented. Motion carried unanimously.

8. **BWSR Funds**

a. **Authorized Representative Change & Board Resolution 2026-01** – Moved by Frank Modich/Mark Peterson to approve changing representatives on these current BWSR grants: C24-0208 24 Rainy Headwaters Vermilion 1st WBIF, P25-0809 25 Lake Superior Basin Implementation, P25-0552 25 Soil Health Delivery, P25-0642 25 Buffer Law, P26-0123 26 Buffer Law, P26-0373 2026/2027 Conservation Contracts, P26-0283 2026/2027 Conservation Delivery, and C26-0114 Strategic Planning. Motion carried unanimously.

b. **Facilitator Contract with unTapped LLC. from PRAP grant funds** – Moved by Jerry Hovi/Chuck Bainter to approve the contract with unTapped LLC for strategic planning facilitation services in the amount of \$9,000 from BWSR PRAP funding. Motion carried unanimously.

c. **Shoreline Restoration 75% Cost Share Contract 26-01-1 (WBIF-RHV)** – Moved by Frank Modich/Jerry Hovi to approve Contract 26-01-1 with a landowner and pay 75% of the total project cost up to a maximum of \$21,865.50 for a critical area planting project in Greenwood Township utilizing FY24 BWSR WBIF RHV funding. Motion carried unanimously.

d. **Soil Health Delivery Grant FY26 & Board Resolution 2026-02** – Moved by Frank Modich/Chuck Bainter to approve Board Resolution 2026-02 to accept the \$7,500 maximum funding for soil health delivery. Motion carried unanimously.

e. **Well Sealing 50% Cost Share Contract 26-01-2 (26 Conservation Contracts)** – Moved by Frank Modich/Mark Peterson to approve Contract 26-01-2 with a landowner in Cook and pay 50% of the \$1,500 cost or \$750. Motion carried unanimously.

f. **Woodland Stewardship Plan Renewal 50% Cost-Share Contract 26-01-3 (WBIF-RHV)**- Moved by Jerry Hovi/Mark Peterson to approve Contract 26-01-3 with a landowner for a 40-acre woodland stewardship plan renewal in Kugler Township covering 50% of the \$700 cost or \$350. Motion carried unanimously.

9. **Email Migration and Microsoft Defender Contract – ACP Professional Services** – Moved by Chuck Bainter/Frank Modich to approve a contract with ACP Professional Services in the amount of \$16,520 for services to migrate email to Microsoft and integrate Microsoft Defender. Motion carried unanimously.

a. **If awarded, approve downpayment to ACP Professional Services** – Moved by Mark Peterson/Chuck Bainter to approve 50% of the contract amount or \$8,260 which is due at the time of contract award. Motion carried unanimously.

10. **Financial**

a. **AIS Initial Program Expense Authorization for 2026, up to \$34,000** – Moved by Jerry Hovi/Chuck Bainter to approve initial program expenses of up to \$34,000 for the AIS program. Motion carried unanimously.

b. **\$250,000 Certificate of Deposit (RHV) maturing 1/22/26 – Reinvest \$100,000** – Moved by Frank Modich/Chuck Bainter to redeposit the original certificate of

deposit and purchase a new certificate of deposit at the best term available, anticipated to be 3.71% for 5 months. Motion carried unanimously.

- c. **Guidelines for the use of SWCD Aid & Board Resolution 2026-03** – Moved by Jerry Hovi/Mark Peterson to approve the Board Resolution 2026-03 approving the guidelines for using SWCD Aid from 7/1/25-7/1/26. Motion carried unanimously.

11. Human Resources

- a. **Cannabis, Cannabis Products, Drug & Alcohol Use Policy update** – Moved by Mark Peterson/Chuck Bainter to approve the updated Cannabis, Cannabis Products, Drug & Alcohol Use policy. Motion carried unanimously.
- b. **Change the 1/1/26 PFML .295% Wage Increase to a Benefit Increase as of 1/1/26** – Anita explained that she learned Paid Family Medical Leave premiums are considered an added benefit rather than an wage increase. Moved by Chuck Bainter/Jerry Hovi to authorize the .295% increase to benefits, not wages as of 1/1/26. Motion carried unanimously.
- c. **Salary Adjustment for Anita Provinzino Effective 2/2/26** – Frank and Chuck reported they completed a performance evaluation on Anita today. Moved by Frank Modich/Chuck Bainter to approve a 3.5% increase to her salary as of 2/2/26. Motion carried unanimously. Anita was thanked for her work during the last year.
- d. **Sick and Safe Leave Policy for Temporary and Seasonal Employees** – Moved by Jerry Hovi/Frank Modich to approve the updated Sick and Safe Leave Policy for Temporary and Seasonal Employees. Motion carried unanimously.

12. Upcoming Supervisor Meetings and/or Trainings

- a. Laurentian Resource Conservation & Development – January 26
- b. Policy Committee – Little Fork River – January 29
- c. Policy Committee – St. Louis River -
- d. Technical Service Area III – January 28
- e. Upcoming Retreat - February 24 from 10:30-3:30

13. Other – There was no other business.

REPORTS:

14. **St. Louis River Watershed Update** – Kaela Veihman gave a presentation on the work she and other staff have completed to date and how it compares to the watershed plan goals.
15. **Monthly Progress Report** – See report on file
 - a. **Technical Services Area 3 – 4Q25 Contribution** – See report on file
16. **Natural Resources Conservation Service Report** – Blake reported that Lance Smith is the acting staff person taking Steve Cole's responsibilities. NRCS is awaiting program changes. They will have a booth at the upcoming powwow at the Fond du Lac reservation. Allison indicated they are working on ranking questions for both CSP and EQIP programs. There is a new focus on regenerative agriculture, more details will be shared as they are learned. It appears that USDA/NRCS is not impacted by the Secretary of Agriculture's mandate that no money go to Minnesota.
17. **Supervisor & Committee Reports** –
No meetings were held other than the Personnel Committee, which reported earlier.

CLOSING:

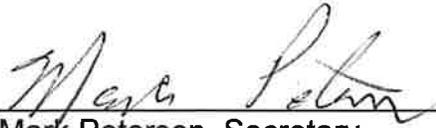
17. **Confirm Next Meeting** – February 11, 2026, at 10:30 a.m.

18. **Adjourn** – Moved by Frank Modich/Mark Peterson to adjourn the meeting at 11:55 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

February 11, 2026

North St. Louis Soil & Water Conservation District Board of Supervisors Annual Business

Officers	2026
Chair	Peggy Pearson
Vice Chair	Frank Modich
Secretary	Mark Peterson
Treasurer	Chuck Bainter

Committee Appointments 2026

Education	Frank Modich Jerry Hovi
Laurentian Resource Conservation & Development Board	Peggy Pearson Chuck Bainter, alt.
Legislative	Chuck Bainter Mark Peterson
MN SWCD Forestry Association	Mark Peterson Jerry Hovi, alt.
Personnel	Chuck Bainter Frank Modich
St. Louis & Rainy/Vermilion River WBIF Policy Committees	Chuck Bainter Frank Modich, alt.
Little Fork River Planning 1W1P Policy Committee	Chuck Bainter Peggy Pearson, alt.
Technical Service Area 3 Board	Chuck Bainter Mark Peterson, alt.
USDA NRCS EQIP Local Work Group	Peggy Pearson Chuck Bainter
Water Advisory (County)	Mark Peterson Chuck Bainter

ITEM	2026
Authorized to Complete Payroll	Accounting & Human Resources Specialist or District Administrator
Authorized Credit Card Holders and Card Limits on first account District credit limit is \$36,700	Mark Peterson \$36,700 Anita Provinzino \$5,000 Corey Denning \$1,500 Jake Bendel \$1,500 Jon Utecht \$5,000 John McCormick \$1,500 Kaela Veihman \$1,500 Miranda Frenning \$1,500 Phil Norvitch \$1,500 Tristan Nelson \$1,500
Authorized Credit Card Holders and Card Limits on second account District credit limit is \$38,000	Chuck Bainter \$38,000 Amina Kovacevic \$1500 Benjamin Kielar \$1500 Rachel Poppe \$1500

Board of Supervisors Annual Business

ITEM	2026
Authorized Signers for Contracts	Board Chair or District Administrator
Bank Signatory/Money Transfer Authority	Chuck Bainter Frank Modich Anita Provinzino
Canoe/Kayak Use Rate	MPCA SWAG rate (\$35/day)
Designated Depository Agency	Frandsen Bank & Trust
District Administrator Spending Limit without Board Approval	\$5,000
Meal Allowances	U.S. General Services Administration (GSA) rates
Meeting Date and Time (Monthly)	2 nd Wednesday at 10:30 a.m.
Mileage Rate	IRS allowable (\$0.725)
Mileage Rate for personal vehicle taken when company vehicle is available	\$.25/mile
Motorized Watercraft Use Rate	MPCA SWAG rate (\$59.40/day)
Official Newspaper for Public Notices	Hometown Focus
Official Source for Postings	www.nslswcd.org
Supervisor Per Diem (Max \$125)	\$125
Woodland Stewardship New Plan Rate	Up to DNR Standard Rate (\$300 plus \$10/acre)
Woodland Stewardship Plan Rate for Renewals	½ of DNR Standard Rate (50% of (\$300 plus \$10/acre))

Amounts in parentheses are the rates as of January. If rates change mid-year, the SWCD rates automatically change.



Resolution 2026-01

North St. Louis Soil and Water Conservation District

505 3rd St N, Ste A
Virginia MN 55792
(218) 288-6144
www.nslswcd.org

Resolution to Change Authorized Representatives for BWSR Grants

WHEREAS, the Minnesota Board of Water and Soil Resources recommends that authorized representatives for grants not be board supervisors

WHEREAS, the Minnesota Board of Water and Soil Resources recommends that all authorized representatives be listed by title rather than by name; and

WHEREAS, this North St. Louis Soil & Water Conservation District has traditionally listed the titles of one staff and one board supervisor; and

WHEREAS, changing authorized representatives to be two staff positions would allow reporting or revisions to continue in the event one of the positions is temporarily unable to complete the work.

NOW THEREFORE BE IT RESOLVED that the North St Louis Soil & Water Conservation District Board of Supervisors supports designating the District Administrator or Accounting & Human Resources Specialist as authorized representatives for the following grants:

- a) C24-0208 24 Rainy Headwaters Vermillion 1st WBIF
- b) P25-0809 25 Lake Superior Basin Implementation
- c) P25-0552 25 Soil Health Delivery
- d) P25-0642 25 Buffer Law
- e) P26-0123 26 Buffer Law
- f) P26-0373 2026/2027 Conservation Contracts
- g) P26-0283 2026/2027 Conservation Delivery
- h) C26-0114 Strategic Planning

Motion Made by: *Modich*

Seconded by: *Peterson*

Affirmative: *Bainter, Hovi, Pearson, Modich, 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 14th day of January 2026 and that I am duly authorized to execute this certificate.

A handwritten signature in cursive script, appearing to read "Mary Peterson".

Board Secretary



Resolution 2026-02

North St. Louis Soil and Water Conservation District

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Virginia MN 55792
(218) 288-6144
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Resolution to Authorize FY26 BWSR Soil Health Agreement

WHEREAS, the Minnesota Board of Water and Soil Resources has \$7,500 of fiscal year 2026 funding available for soil health delivery in northern St. Louis County; and

WHEREAS, this funding may be used broadly for financial assistance and technical support activities needed to promote and facilitate the enhanced adoption of soil health practices and systems to achieve water quality, drinking water, climate, or associated benefits consistent with Minnesota Statutes, section 103F.06; and

WHEREAS, this work fits within the North St Louis Soil & Water Conservation District's Strategic Plan and the comprehensive watershed management plans for both the Rainy-Headwaters /Vermilion and St. Louis River watershed planning areas, and the county's comprehensive management plan.

NOW THEREFORE BE IT RESOLVED that the North St Louis Soil & Water Conservation District Board of Supervisors supports obtaining soil health delivery funding and designates the District Administrator or Accounting & Human Resources Specialist as authorized representatives for the funding.

Motion Made by: *Modick*

Seconded by: *Bainter*

Affirmative: *Bainter, Hovi, Modick, Pearson, Peterson*

Opposed: *none*

Certification of Recording Officer

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A handwritten signature in cursive script, appearing to read "Mark Peterson".

Board Secretary



Resolution 2026-03

**North St. Louis
Soil and Water Conservation District**
505 3rd St N, Ste A
Virginia MN 55792
(218) 288-6144
www.nslswcd.org

Resolution Approving SWCD Aid Guidelines

WHEREAS, the Minnesota Legislature passed legislation, MN Statute 477A.23, authorizing the Board of Water and Soil Resources to distribute SWCD Aid via the Department of Revenue; and

WHEREAS, SWCD Aid may be used broadly according to duties outlined in MN Statute 103C and other duties and services prescribed by statute; and

WHEREAS, the board must establish annual guidelines for using SWCD Aid; and

WHEREAS, the current year guidelines and guidelines from the year immediately preceding it must be posted on the district website.

NOW THEREFORE BE IT RESOLVED that the North St Louis Soil & Water Conservation District Board of Supervisors approves the Guidelines on Use of SWCD Aid Payments effective July 20, 2025-July 19, 2026.

Motion Made by: *Hovi*

Seconded by: *Peterson*

Affirmative: *Baintev, Hovi, Modich, Pearson, Peterson*

Opposed: *None*

Certification of Recording Officer

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Mark Peterson

Board Secretary