

EXHIBIT A: Meeting Minutes



KANABEC SOIL AND WATER CONSERVATION DISTRICT BOARD OF SUPERVISORS MEETING

Kanabec SWCD Board Room
2008 Mahogany Street, Suite 3
Mora, MN 55051
(320) 679-1391

Purpose Statement: *This Board of Supervisors meets regularly, utilizing civic standards to organize ourselves and build capacity and infrastructure as needed to support our goals of achieving better soil and water quality outcomes throughout Kanabec County.*

The public is welcome to attend monthly Board meetings in person at the Kanabec SWCD office (address listed above).

Note: Meeting material, including agendas and minutes, is posted on the District website at www.kanabecswcd.org.

Remote Google Meet joining info:

Video call link: <https://meet.google.com/wqm-npaf-xnc>

Or dial: (US) +1 636-498-4352 PIN: 977 678 251#

More phone numbers: <https://tel.meet/wqm-npaf-xnc?pin=6649306027834>

January 21, 2026 Meeting Minutes

1. Call to Order

1:01 PM

The meeting was called to order by District Manager Jaren Peplinski.

A. Attendance:

- I. **Chair:** Norma Heggernes; **Vice Chair:** Kevin Belkholm; **Treasurer:** Kim Johnson; Jon Sanford, Marv Stutz

Supervisors absent:

Others Present: Jaren Peplinski, Jerah Mattson, Emily Larsen, Mary Poelman, Nick Foss, Stephanie Paulsen, Peter Ripka, Melissa McCann

***Remote attendee**

2. Pledge of Allegiance to the Flag

3. Election of Officers (Action Item)

- A. **Chair.** Peplinski called for nominations for the office of Chair. Sanford nominated Heggernes for the office of Chair. Motion by Sanford to appoint Norma Heggernes as Chair.

Affirmative: Heggernes, Sanford, Johnson, Stutz

Opposed:

Motion carried.

Peplinski turned the meeting over to Chair Heggernes.

- B. *Vice Chair*. Heggernes called for nominations for the office of Vice Chair. Sanford nominated Belkholm for the office of Vice Chair. Motion by Sanford to appoint Belkholm as Vice Chair.
 Affirmative: Heggernes, Sanford, Johnson, Stutz
 Opposed:
Motion carried.
- C. *Treasurer (Finance Committee responsibility)*. Heggernes called for nominations for the office of Treasurer, noting there is an expectation that the Treasurer serve on the Finance Committee. Sanford nominated Johnson for the office of Treasurer. Motion by Sanford to appoint Johnson as Treasurer.
 Affirmative: Heggernes, Sanford, Johnson, Stutz
 Opposed:
Motion carried.
- D. *Subcommittee Assignments*. Heggernes reviewed the agenda item and referenced agenda item **12.B. – Annual subcommittee organization**. Motion by Sanford to continue operating with current subcommittee assignments in the interim until the board can conduct further strategic planning at a later date, with the exception that Stutz is to fulfill the interim responsibilities of the assignments previously held by former supervisor Gene Carda.
 Affirmative: Heggernes, Sanford, Johnson, Stutz
 Opposed:
Motion carried.

4. **Review and Approval of Agenda (Action Item)**

- A. Motion by Sanford to approve the agenda as amended.

Additions:

- Modified cost-share amount in item 9.B.
- Modified language on items 9.G., 9.H., 9.I.
- Aquatic Invasive Species Prevention Delegation Agreement (added as item 9.K.)
- Professional Services Agreement with Kevin Belkholm for Conservation Services – Food Plot Planting on District Land (added as item 9.L.)
- Inclusion of ‘Liaison to the County’ on Subcommittee Assignments (omitted from list of subcommittees on agenda – corrected item 10.A. to include this subcommittee assignment)
- Board meeting location suitability (added as item 11.F.)
- October regular meeting date change (added as item 11.G.)
- Discussion on postage strategy and options (added as item 11.H.)
- Discussion on the addition of ‘Township Engagement Representative’ to be included in the list of Subcommittee Assignments (added to item 12.B.)

Deletions:

- Partial payment language in item 9.B.

Affirmative: Heggernes, Sanford, Johnson, Stutz

Opposed:

Motion carried.

5. **Review and Approval of Minutes (Action Item)**

- A. *Regular Board Meeting Minutes 12/17/2025*. Motion by Sanford to approve the meeting minutes.
Affirmative: Heggernes, Sanford, Johnson, Stutz
Opposed:
Motion carried.

6. **Reports of Partners**

- A. NRCS (Stephanie Paulsen, Melissa McCann) – A written report was provided and reviewed.
- B. BWSR (Zach Guttormson) – No report was provided.
- C. Kanabec County (Peter Ripka) – A verbal report was provided.

7. **Public Comment** - No public comment was made.

8. **Financial Report (Action Item)**

- A. *12/31/2025 Year-to-Date Financial Report* (Financial Report). The Financial Report was detailed by Jerah Mattson and reviewed by the board. Motion by Sanford to accept the December 2025 financial report.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Motion carried.
- B. *December 2025 Treasurer's Report*. Motion by Sanford to accept the December 2025 Treasurer's Report.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Motion carried.

9. **Action Items**

- A. *Resolution to update staff billable rates*. Motion by Sanford to adopt the resolution.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Motion carried.
- B. *Manure pit closure – Contract # SR_WBIF_01-KSWCD-2024*. Motion by Johnson to authorize increased project cost-share payment of \$48,120.40, or 56.8% of the actual project costs, contingent on final authorization by the Snake River Watershed Plan Partnership JPE board using WBIF grant.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Motion carried.
- C. *Approve update to mileage reimbursement rate*. Motion by Sanford to approve updated mileage reimbursement rate for work-related use of personal vehicle, \$0.725 per mile (2026 IRS rate).
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Motion carried.
- D. *Non-Structural Practice Policy and Flat-Rate Cost-Share Payments Policy*. Motion by Johnson to approve the updated policy.
Affirmative: Johnson, Heggernes, Sanford, Stutz, Belkholm
Opposed:
Motion carried.

Belkholm arrived at 2:05 PM.

- E. *Statement of work: low-income septic system upgrade – Contract # FY25KanabecSSTS1.* Motion by Johnson to authorize the statement of work agreement with Pine County for a \$21,500 project in the Kettle/Upper St. Croix Watershed with 100 percent WBIF funding.
Affirmative: Johnson, Heggernes, Sanford, Belkholm, Stutz
Opposed:
Motion carried.
- F. *MASWCD Dues.* Motion by Sanford to authorize payment of \$7,231.73 for 2026 dues.
Affirmative: Heggernes, Johnson, Sanford, Belkholm, Stutz
Opposed:
Motion carried.
- G. *Professional services agreement – management of agricultural fields on District Land.* No motion was made.
- H. *Professional services agreement – winter storage of no-till drill.* Motion by Sanford to authorize PSA with contractor Kevin Belkholm, with the modification of the rental storage rate.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Abstained: Belkholm
Motion carried.
- I. *Professional services agreement – winter storage of tree planter.* Motion by Sanford to authorize PSA with contractor Kevin Belkholm.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Abstained: Belkholm
Motion carried.
- J. *Payment to MCIT for 2026 coverage renewal in the amount of \$4,777.00.* Motion by Sanford to authorize payment.
Affirmative: Johnson, Heggernes, Sanford, Belkholm, Stutz
Opposed:
Motion carried.
- K. *Aquatic Invasive Species Prevention Delegation Agreement.* Motion by Sanford to authorize the Chair to sign the delegation agreement on behalf of the board.
Affirmative: Johnson, Heggernes, Sanford, Belkholm, Stutz
Opposed:
Motion carried.
- L. *Professional Services Agreement for Conservation Services - Food Plot Planting on District Land.* Motion by Johnson to authorize PSA with contractor Kevin Belkholm.
Affirmative: Johnson, Heggernes, Sanford, Stutz
Opposed:
Abstained: Belkholm
Motion carried.

10. **Other Reports/Discussion**

- A. *Subcommittee reports.*

Personnel Committee.

Finance Committee.

Kanabec Coalition of Lake Associations.

Kettle/Upper St. Croix Watershed Partnership.

Rum River Watershed Partnership.

Snake River Watershed Plan Partnership.

Area III Forestry Association.

TSA Area III Board.

District Land.

Liaison to the County.

- B. *Meeting and Event Announcements*
- C. *Funding Opportunities*
- D. *MAWQCP December Report*
- E. *TNC grant update*
- F. *Emerald Ash Borer workshop update*
- G. *2025 Forest Health Annual Report*
- H. *2025 Year-End Report and 2026 Budget*

11. Other Business

- A. *Annual open meeting policy review.*
- B. *Returned Buffer Law grant funds and 2026 grant agreement. Motion by Sanford to authorize the chair to retroactively sign the 2026 buffer law grant agreement on behalf of the board.*
Affirmative: Johnson, Heggernes, Sanford, Stutz, Belkholm
Opposed:
Motion carried.
- C. *Annual renewal of supervisor oaths of office and appointment requirements.*
- D. *Annual review of the Memorandum of Agreement between NRCS and SWCD.*
- E. *Healthcare coverage memorandum.*
- F. *SWCD board meeting location. Discuss the suitability of the current board meeting location.*
- G. *October meeting change. The new date is October 14th.*
- H. *Postage options discussion.*

12. Consent Agenda

- A. *SWCD elections.*
- B. *Annual subcommittee organization. Discuss strategic organization retreat and whether the Board would like to proactively add a Township Engagement Representative to the roster of Subcommittee Assignments.*
- C. *Supervisor per diem rates.*

D. Presentation - Conservation Investment in Context.

E. 2025 Q4 TSA3 hours report.

Adjournment. Motion by Sanford to adjourn the meeting.

4:30 PM

Affirmative: Johnson, Heggernes, Sanford, Belkholm, Stutz

Opposed:

Motion carried.

Submitted by: Jerah Mattson