

EXHIBIT A1: 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 building 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/qaj-aafx-ruq>

Or dial: (US) +1 505-738-3067 PIN: 922 739 424#

More phone numbers: <https://tel.meet/qaj-aafx-ruq?pin=6566792966442>

May 21, 2025
Meeting Minutes

1. **Call to Order** **2:01 PM**

A. **Attendance:**

- I. **Chair:** Norma Heggernes, **Vice-Chair:** Kevin Belkholm, **Treasurer:** Kim Johnson, Jon Sanford
 - 1. Supervisors absent: Gene Carda
- II. Others Present: Jaren Peplinski, Jerah Mattson, Emily Larsen, Mary Poelman, Nick Foss, Shannon Bodle
 - *Remote attendee

2. **Pledge of Allegiance to the Flag**

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

- A. Sanford moved to approve the agenda as presented with an addition being a discussion on the upcoming resolution submission (action item i). Another addition (11e) a discussion of rain barrels. The motion was seconded by Belkholm.

Discussion: Resolution discussion. The document Belkholm submitted last board meeting needed some verbiage based on missing information.

Affirmative: Belkholm, Sanford, Heggernes, Johnson

Opposed: None

Motion carried.

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

- A. *Regular Board Meeting Minutes 4/16/2025* (“Regular Meeting Minutes”). Belkholm moved to approve the Regular Meeting Minutes as presented. The motion was seconded by Sanford.

Affirmative: Heggernes, Johnson, Sanford, Belkholm

Opposed: None

Motion carried.

5. **Reports of Partners**

- A. NRCS (Shannon Bodle) – Some EQIP funding has become available. 2-CSP applications have been approved, 1-RCPP application has been approved. There is word that the deferred retirement offer may happen again.
- B. BWSR (Zach Guttormson) – No report was provided.
- C. Kanabec County (Ryan Carda) – No report was provided.

6. **Public Comment**

- A. None

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

- A. *4/30/2025 Year-to-Date Financial Report* (Financial Report). The Financial Report was detailed by Jerah Mattson and reviewed by the Board of Supervisors. Treasurer Johnson recommended acceptance of the Financial Report on behalf of the Finance Committee. Sanford moved to accept the Financial Report. The motion was seconded by Belkholm.

Discussion: It is requested to schedule a quarterly meeting with the finance committee

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

Motion carried.

- B. Belkholm moved to approve the Treasurer's Report. The motion was seconded by Sanford.

Discussion: Johnson would like to see the proof of the 2 additional COD accounts set up.

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

8. **Closed Session.** The Board entered a closed session pursuant to Minnesota Statute §13D.05 to discuss a personnel matter.

9. **Action Items**

- A. *Authorization for the District Manager to secure legal review services from an employment law office for the updated draft Personnel Policies Handbook, with an estimated cost of \$4,000.* Johnson moved to approve the District Manager to contract with whomever he chooses to provide legal service and to try and keep the cost under \$4,000. The motion was seconded by Heggernes.

Discussion: Personnel Committee will be involved if needed. Peplinski will provide/present a quote upon receiving

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

Motion carried.

- B. *Approval of temporal modification to non-structural cost-share policies (Hay and Pasture Planting - modifying from 3 to 5 years to align with NRCS practice standard).* Sanford moved to approve changing the non-structural policy from three to five years to align with the NRCS policy. The motion was seconded by Johnson.

Discussion: Looking further into the last discussion it was noticed that to align with NRCS being at 5 years.

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed:

Motion carried.

- C. *Approval of Draft Kanabec SWCD Board Subcommittee Guidance.* Item tabled until next month so Board can have time to review the document provided.

Discussion: Having subcommittee meetings on a quarterly basis will ensure more communication with the Board.

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

- D. *Authorization to Proceed with Contract for Tree Planting Project.* Sanford moved to authorize the proceeding of the contract for the tree planting project . The motion was seconded by Belkholm.

Discussion: 6 acres will be planted. 8 thousand will come out of WBIF funding and 2 thousand will be the cost share the landowner will pay.

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

- E. *Authorization to Proceed with Contract for Buckthorn Removal Project.* Johnson moved to approve the authorization to proceed with the Buckthorn Removal Project. The motion was seconded by Sanford.

Discussion: \$1460 WBIF, \$486 cost share funding the landowner will be responsible for.

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

- F. *Authorization for staff to reach out to the state NFIP coordinator to discuss initiating a Risk MAP process.* Johnson moved to approve staff to reach out to the state NFIP coordinator to discuss initiating a FEMA Risk MAP process. The motion was seconded by Sanford.

Discussion: It would be helpful to have the county involved.

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

- G. *Approval of Well Sealing Procedure.* Discussion of the item was postponed in the interest of time.

- H. *Authorization of Conditional Offer of Employment to Watercraft Inspectors.* Sanford moved to approve the Authorization of Conditional Offer of Employment. The motion was seconded by Heggernes.

Discussion: The Board may wish to delegate this authorization

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

- I. *Resolution Submission.* Belkholm moved to approve the Board support for a resolution to be drafted and be submitted for consideration on June 6th at the resolutions committee meeting. The motion was seconded by Sanford.

Discussion: Belkholm and Sanford will work with Poelman to write up and submit by the May 23rd deadline

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

10. Other Reports/Discussion

- A. *Subcommittee reports.*

Personnel Committee. Nothing new to report

Finance Committee. Nothing new to report

Kanabec Coalition of Lake Associations. Nothing new to report.

Kettle/Upper St. Croix Watershed Partnership. Nothing new to report

Rum River Watershed Partnership. Nothing new to report

Snake River Watershed Plan Partnership. The meeting was held at the Public Health Building.

Area III Forestry Association. The meeting was cancelled due to lack of attendees.

TSA Area III Board. No meeting will be held until June.

District Land. Belkholm will be doing the hay cropping this year. Corn has been planted by Belkholm. The committee will allow more time to come up with a better plan for next year.

MASWCD Area III Annual Meetings Committee. The date for the meeting has been set to September 8th.

B. *Meeting and Event Announcements.*

Foss is prepping the district land for the Buckthorn event being held on June 21st.

C. *Funding Opportunities.*

11. Other Business

A. Discussion: Google Workspace Price Increases

B. Presentation: Snake River Watershed Plan Partnership Annual Report. Mary will send the presentation to the Board.

C. Discussion: Update on County Pay Grid findings.

D. Discussion: Update on Tree Sale.

E. Discussion: Rain Barrel. Johnson Hardware has agreed to display and help us sell.

12. Consent Agenda Action Items.

Adjournment Sanford moved to adjourn at 4:57pm, seconded by Johnson.

4:57 PM

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

Motion carried.

Submitted by: Jerah Mattson