

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 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>

February 19, 2025 Meeting Minutes

1. Call to Order

2:07 PM

A. Attendance:

- I. **Chair:** Norma Heggernes, **Vice-Chair:** *Kevin Belkholm (arrived at 2:16pm), **Treasurer:** Kim Johnson, Jon Sanford, Gene Carda
 1. Supervisors absent:
- II. Others Present: Jaren Peplinski, Jerah Mattson, Emily Larsen, Mary Poelman, Nick Foss, Shannon Bodle, Brian Steffen (departed at 2:30pm)
***Remote attendee**

2. Pledge of Allegiance to the Flag

3. Supervisor Oaths of Office (Action Item)

Each Board Member took a verbal Oath of Office, signed, and dated a written copy of their Oath of Office.

4. Review and Approval of Agenda (Action Item)

- A. Sanford moved to approve the agenda as amended, presented with an addition under F, recommending to the Board to include an approval for the DM salary increase based on recent performance review. The motion was seconded by Heggernes.

Discussion. Johnson

Affirmative: Belkholm, Sanford, Carda, Heggernes, Johnson

Opposed: None

Motion carried.

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

- A. *Regular Board Meeting Minutes 1/15/2024* (“Regular Meeting Minutes”). Heggernes moved to approve the Regular Meeting Minutes as amended. The motion was seconded by Sanford.

Affirmative: Heggernes, Johnson, Sanford, Carda
Opposed: None

Motion carried.

6. **Reports of Partners**

- A. NRCS (Brian Steffen, Shannon Bodle, Shannon Bodle)
- Civil Rights Document(s) - holding off on discussion for now with changes at federal level
 - Review MOA - did not review MOA. Too many changes happening at the moment
- Discussion: 2,000 NRCS staff have been let go nationwide as of February 14th. One team member has taken the buy out offer. Regular funding programs have been frozen, hopefully temporarily. Grants and agreements are unknown at this time.
- B. BWSR (Zach Guttormson) – No report was provided.
- C. Kanabec County (Ryan Carda) – No report was provided.

7. **Public Comment**

- A. None

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

- A. *1/31/2025 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 Carda.

Affirmative: Heggernes, Belkholm, Johnson, Sanford, Carda
Opposed: None

Motion carried.

9. **Action Items**

- A. *Approval of the draft Remote Work Policy.*

Johnson moved to approve the Remote Work Policy on behalf of the Board. The motion was seconded by Carda.

Discussion: To offer the benefit to all staff was revisited to create a proposal to balance the benefit for staff to work from home one day per week. The proposed schedule will still allow all team members to gain full function of keeping the office staffed.

Affirmative: Heggernes, Belkholm, Johnson, Carda
Opposed: Sanford

Motion carried.

- B. *AIS campaign funding from Minnesota Traditions (\$500 from AIS Education and Outreach budget category).* Sanford moved to approve \$250 on the AIS outreach program on behalf of the Board. No second was made, motion fails, Johnson approves \$500, The motion was seconded by Carda.

Discussion: The question was brought up asking if the local folks will be informed on this type of outreach. A link will be provided to share on our website and social media where landowners are able to stay informed. The concern about the possible AIS cuts statewide should the money be used on this type of outreach. The money has been allocated.

Affirmative: Heggernes, Belkholm, Johnson, Sanford, Carda
Opposed: None

Motion carried.

- C. *Updated Contract #SR_WBIF_01-KSWCD-2024.*

Discussion: This contract was previously approved and no additional funding has been requested. No action was taken nor required.

- D. *Transfer \$100,000 in savings from NNB to BlazeCU.* Carda moved on behalf of the Board to contact NNB and inquire of negotiating a higher/matching interest rate from NNB to compete with BlazeCU. Sanford seconded the motion.

Affirmative: Heggernes, Belkholm, Johnson, Sanford, Carda
Opposed: None

Motion carried.

- E. *Acceptance of 2023 Audit of Financial Statements.* Johnson moved to approve on behalf of the Board the acceptance of the 2023 audit. The motion was seconded by Carda.

Affirmative: Heggernes, Belkholm, Johnson, Sanford, Carda
Opposed: None

Motion carried.

- F. *Recommendation on behalf of the personal committee to move the job holder over to the right on the wage scale that the County uses, with a value that most closely matches the \$40.34/hr that Kim and Kevin were recommending, with this adjustment effective retroactive as of February 8, 2025, or whatever date is most convenient for Jerah to use when running payroll and adjusting the billable rate for staff*

Johnson moved to approve on behalf of the Board. The motion was seconded by Carda.

Affirmative: Heggernes, Belkholm, Johnson, Sanford, Carda
Opposed: None

Motion carried.

10. Other Reports/Discussion

A. Subcommittee reports

Personnel Committee. PC has been working on the Employee Policy Handbook. SWCD has requested assistance from the County attorney. Found out after that SWCDs have the legal right to the County attorney. Don't have a date yet on when the County attorney will complete their review.

Finance Committee. Have a budget, what is the pleasure of the board? Do we want to do any preemptive re-budgeting based on uncertainty of funds, or do we want to plan with the assumption that funds will be available?

Kanabec Coalition of Lake Associations. The meeting last week had some of the budget finalization. Each association gave an update on how their associations are doing. 450 people attended the Fishing Contest held on January 31st. All lakes were unsuccessful in grant applications for IAPM. The Knife Lake public access road construction is set to be in the works. There will be a driveway removed to eliminate future accidents.

Kettle/Upper St. Croix Watershed Partnership. The Policy meeting was held last Thursday. Johnson was nominated as Board Chair. A manure storage project will take place after a minor setback. There are no pending projects at this time for Kanabec County.

Rum River Watershed Partnership. Sanford represented in place of Johnson. Jake Janske was nominated as Board Chair. The outreach has been outstanding.

Pheasants Forever has volunteered to help with any future food plots for the District Land.

Snake River Watershed Plan Partnership. The next meeting will be held on Monday at the Kanabec County Jail training room.

B. Meeting and Event Announcements

C. *Funding Opportunities*

11. **Other Business**

- A. Budget Update.
- B. Draft updates to Personnel Policies/Employee Handbook.
- C. Crop Plan Presentation. Option 3 (fall cover crop after corn harvest, (Cereal Rye) was chosen by the District Land Committee to implement on the District Land. Johnson made the motion to implement option 3 for 2025 and explore option 2 for 2026 planting., Sanford seconded.

Affirmative: Heggernes, Johnson, Sanford, Carda

Opposed: None

Abstained: Belkholm

Motion carried.

- D. ArcGIS needs, wants. The District has one license, Emily has one on her computer provided by NRCS. The device requires a license, a new one is around \$700. Mary will check on whether or not the Snake funding will cover another license. More information was requested to bring back to the next meeting
- E. County Fair Booth - no discussion
- F. Matrix of supervisor responsibilities and commitments - no discussion
- G. Area III planning - to be discussed at a future meeting
- H. Deed Correction Update - no discussion
- I. Local Work Group Update. Pine has one coming up. The Snake River Watershed Partnership is invited, so Mary plans to attend.
- J. Buckthorn event planning. Nick will be hosting on the District Land. Great River Greenery will be attending. Pinetown Services will also be attending. This event is tentatively scheduled for June 21st.
- K. CD renewal. More to come at the March Meeting.

12. **Consent Agenda Action Items** (none)

Adjournment Sanford moved to adjourn, seconded by Carda.

4:55PM

Affirmative: Heggernes, Belkholm, Johnson, Sanford

Opposed: None

Motion carried.

Submitted by: Jerah Mattson