

## 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](http://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>

---

### August 21, 2024 Meeting Minutes

1. **Call to Order** 2:02 PM
  - A. **Attendance:**
    - I. **Chair:** Norma Heggernes (arrived at 2:12), **Vice-Chair:** Kevin Belkholm, **Treasurer:** Kim Johnson, Gene Carda
      1. Supervisors absent: Jon Sanford
    - II. Others Present: Deanna Pomije, Jaren Peplinski, Jerah Mattson, Emily Larsen, Austin Lee, Shannon Bodle, \*Mary Krueger  
**\*Remote attendee**
2. **Pledge of Allegiance to the Flag**
3. **Review and Approval of Agenda (Action Item)**
  - A. Johnson moved to approve the agenda, with the additions of clothing allowances for the District Manager and Watershed Coordinator and funding for the McVay Field Day. The motion was seconded by Carda. 4 in favor/0 opposed/0 abstain. Motion carried.
4. **Review and Approval of Minutes (Action Item)**
  - A. *Regular Board Meeting Minutes 07/17/2024* (Meeting Minutes). Supervisor Belkholm moved to approve the Meeting Minutes. The motion was seconded by Carda. 4 in favor/0 opposed/0 abstain. Motion carried.
5. **Guest Presentation**
  - A. None.
6. **Reports of Partners**

- A. NRCS (Shannon Bodle, Stephanie Paulsen) – A written report was provided and reviewed.
  - EQIP deadline is September 6<sup>th</sup> which is earlier than prior years. Around 20 applications have been received. Certifying for Fence, Pasture and Hay Plantings, Cover Crops and High Tunnel Systems will take place.
  - CSP-GCI is returning for FY2025
  - An Administrative Coordinator Assistant and a Soil Conservationist will be added to the area.
- B. BWSR (Zach Guttormson) – No report was provided.
- C. Technical Service Area III, BWSR (No primary point of contact listed) – No report was provided.
- D. Kanabec County (Ryan Carda) – No report was provided.
- E. PCA (No primary point of contact listed) – No report was provided.
- F. MN DNR (Craig Wills) – No report was provided.
- G. MnDOT (No primary point of contact listed) – No report was provided.

## 7. Financial Report (Action Item)

- A. *07/31/2024 Year-to-Date Financial Report* (Financial Report). This Financial Report also includes the Treasurer's 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. Carda moved to accept the Financial Report. The motion was seconded by Belkholm. 4 in favor/0 opposed/0 abstain. Motion carried.

## 8. Action Items

- A. *Amendment to Contract SRW.2024.6*. Discussion: The additional costs need to be calculated so he is still in the 25% match. Johnson moved to authorize the Chair to sign Contract SRW.2024.6, as amended. The motion was seconded by Heggernes. 4 in favor/0 opposed/0 abstain. Motion carried.
- B. *Contract 2024.CCFY24.01*. Belkholm moved to authorize the Board Chair to sign Contract 2024.CCFY24.01 and extend the contract for one year and to authorize the District Manager to sign the project date amendment on behalf of the Board. The motion was seconded by Johnson. 4 in favor/0 opposed/0 abstain. Motion carried.
- C. *Master Project Agreement Between Pine County and Kanabec Soil & Water Conservation District*. Johnson moved to authorize the Board Chair to sign the agreement on behalf of the Board. The motion was seconded by Belkholm. 4 in favor/0 opposed/0 abstain. Motion carried.
- D. *Authorization for the new District Manager, Jaren Peplinski to be added as an accounts manager and Check signing authority for the Neighborhood National Bank account and the Blaze Credit Union account held by the SWCD*. Johnson moved to authorize the District Manager to be added as an accounts manager for the bank accounts. The motion was seconded by Belkholm. 4 in favor/0 opposed/0 abstain. Motion carried.
- E. *Clothing Allowance for the District Manager, Watershed Coordinator and all new staff to not exceed the annual amount of \$75.00*  
\*No motion was required nor taken
- F. *Authorization for Supervisors and Staff to attend the MASWCD Annual Meeting*. Heggernes moved to authorize Board Supervisors and Staff to attend the MASWCD Annual Meeting in December. The motion was seconded by Johnson. 4 in favor/0 opposed/0 abstain. Motion carried.
- G. *Authorization for McVay Soil Health Field Day meal costs*. Johnson moved to authorize payment up to \$300 to cover meal costs for the McVay Farms soil health field day and funnel the meal costs, to be reimbursed by Carlton SWCD using MAWQCP funding. The motion was seconded by Belkholm. 4 in favor/0 opposed/0 abstain. Motion carried.

## 9. Other Reports/Discussion

- A. Funding Opportunities

- I. Deadline for Conservation Stewardship Program (CSP-GCI) Grassland Conservation Initiative obligations is 8/30 for the 2024 funding.
- II. Deadline for 2025 Environmental Quality Incentive Program (EQIP) is 9/6

**10. Other Business**

A. Structure of Board Meeting Packet

- I. Staff Report and Consent Agenda documents will be provided to Board Members before regular Board Meetings. The Staff Report will also be hyperlinked in the Consent Agenda.

**11. Consent Agenda Action Items**

**Adjourned** Belkholm moved to adjourn, Carda seconded. 4 in favor/0 opposed. Motion carried. **3:35 PM**

**Submitted by:** Jerah Mattson