

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>

September 18, 2024 Meeting Minutes

1. **Call to Order** **2:06 PM**
 - A. **Attendance:**
 - I. **Chair:** Norma Heggernes, **Treasurer:** Kim Johnson, Jon Sanford
 1. Supervisors absent: **Vice-Chair:** Kevin Belkholm, Gene Carda
 - II. Others Present: Jaren Peplinski, Jerah Mattson, Emily Larsen, Mary Poelman, Nick Foss, Shannon Bodle, Stephanie Paulsen, *Brian Steffen
***Remote attendee**
2. **Pledge of Allegiance to the Flag**
3. **Review and Approval of Agenda (Action Item)**
 - A. Sanford moved to approve the agenda. The motion was seconded by Johnson. 3 in favor/0 opposed. Motion carried.
4. **Review and Approval of Minutes (Action Item)**
 - A. *Regular Board Meeting Minutes 08/21/2024* (Meeting Minutes). Supervisor Johnson moved to approve the Meeting Minutes with the addition of Mary Poelman being present. The motion was seconded Sanford by. 3 in favor/0 opposed. Motion carried.
5. **Guest Presentation**
 - A. None.
6. **Reports of Partners**
 - A. NRCS (Brian Steffen, Shannon Bodle, Stephanie Paulsen) – A verbal report was provided.

- EQIP FY25 has received 24 applications, 11 new
- CSP has 2 applications for FY25 that are being reviewed
- RCPP has 1 Golden Winged Warbler project being funded this year
- Shannon and Jaren are working on partnering practices
- October 4th there will be a site visit with SWCD and the DNR
- Wildlife tour at a farm in Hinckley will take place tomorrow, 9/19/24
- October 9-10 there will be a training in Baxter on Selling Sustainable Future
- The tentative job offer for the new Admin position has been sent out.
- East Central Landscape Committee will be held October 2nd.

A question was asked on the Golden Winged Warbler project results. This project is helping manage the ground for not only the warblers but also deer and other animals/species.

- 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. *08/31/2024 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. Sanford moved to accept the Financial Report. The motion was seconded by Heggernes. 3 in favor/0 opposed. Motion carried.

8. Action Items

- A. *Staff Billable Rates*. Discussion: Sanford moved to approve the Staff Billable Rates on behalf of the Board. The motion was seconded by Johnson. 3 in favor/0 opposed. Motion carried.
- B. *Remove former employee Deanna Pomije from District bank accounts*. Sanford moved to remove former employee Deanna Pomije from the District bank accounts on behalf of the Board. The motion was seconded by Heggernes. 3 in favor/0 opposed. Motion carried.

A discussion was had regarding the CD account. It will be verified that Deanna Pomije is removed from that account. Jaren will follow up at our October meeting.

- C. *Adding a termination date to Contract for Agricultural Services*. Heggernes moved to add a termination date of December 1, 2024 to terminate the Contract for Agricultural Services. The motion was seconded Sanford by. 3 in favor/0 opposed. Motion carried.

A discussion was had on the district land. There is no date on the previous contract. It is advised to finish out this year then a new contract may be considered. The land was given to be used for agricultural research purposes. Going forward we are going to come up with a management plan. The Forester has visited the site and would like to write up a forest stewardship plan. The quitclaim deed on the land has certain requirements which are not happening. One being the agriculture land be used for demonstration purposes. If the land is going to be open to the public for hunting we need a sign posted stating so. The land is an asset that we want to utilize with a vision in mind for the land.

- D. *Adoption of a Draft Cost Share Policy.* Johnson moved to adopt the Draft Cost Share Policy as presented. The motion was seconded by Heggernes. 3 in favor/0 opposed. Motion carried. Next month Jaren will add an action item to the agenda and come back to the Board with a final policy.

9. Other Reports/Discussion

A. Subcommittee reports

- Kim discussed the Rum River Watershed. A short meeting will be held on 9/26. After the meeting a tour will be conducted displaying projects that are finished or in place.
- The Kettle approved a large project being a Nutrient Storage Facility.
- The Forestry meeting Jon attended they discussed the north shore forest project. Grants and other services were provided.
- The McVay tour was interesting and had a great turnout.
- Jon attended the County Board meeting to promote the SWCD in hopes of receiving more funding for 2025.
- The COLA meeting went well. The different lake associations discussed spraying options.
- The nanobubbles presentation will take place tomorrow, 9/19 by the Pokegama Lake Assoc.
- The Area III meeting had a good turnout. Kanabec will be hosting next year.

B. Funding opportunities

- C. District vehicle update, Blaze Credit Union - 8/30/2024. There was an incident at the bank when the vehicle was backed into. Insurance information was exchanged but nothing was proceeded with.

- D. SWCD contributions from counties. It was requested at the last meeting to find out what surrounding SWCD's are receiving from their counties. All are receiving a substantial amount more than Kanabec.

I. Annual Contributions from Surrounding Counties to their local SWCDs (2024)

1. **Pine:** \$69,000 annually
2. **Mille Lacs:** \$115,000 annually
3. **Chisago:** \$200,000 in 2024
4. **Isanti:** \$194,804 in 2024. Asked for \$219,804 for 2025.
5. **Aitkin:** \$106,549 in 2024 which was a general allocation, a match for Water Planning, some Con Con (? conservation?) funding, and Ag Inspector support, which was a cut of \$25,000 from the previous year.

- E. Nick Foss: Introduction and special Forestry program report. Nick discussed information on the state's EAB issue. He went over how to prevent the spread, how to handle trees infected and the do's and don'ts if you have Ash trees on your property and what to look for to detect an infestation.

10. Other Business

- A. Discussion: Development of a Woodland Stewardship Plan and/or a Resource Management Plan for the District Land. **Heggernes moved to authorize SWCD staff to begin conducting outreach in support of a Resource Management Plan and to start by developing a Woodland**

Stewardship Plan. The motion was seconded by Sanford. 3 in favor/0 opposed. Motion carried.

- B. Purchase of a GPS/GNSS device for the District - \$2,635 base/\$4,005 with training for 5 staff. **Sanford to approve the purchase of a GPS/GNSS device. The motion was seconded by Johnson. 3 in favor/0 opposed. Motion carried.**

Discussion: Having a more up to date GPS will allow us to verify actual land boundaries. This can be used to place signs where needed, example RIM Easement boundaries. There are no recurring costs. GPS will function when no cell phone service is available via satellite.

11. Consent Agenda Action Items

1. A discussion was had about Mary and her staff time. Should she attend the SWCD Board meetings in the Snake Watershed? Jaren will add a Snake Partnership area to the staff reports.
 - a. The Snake Partnership meeting has been canceled so staff can get the next projects in line.
2. Jaren reviewed the new structure of the Consent Agenda.
3. Jaren asked to attend the 2024 Minnesota Water Resources Conference and requested to move the Board Meeting to a different date. **Sanford moved to approve Jaren's attendance at the 2024 Minnesota Water Resources Conference and to adjust the date of the next Board Meeting to the week before, September 9th. The motion was seconded by Johnson. 3 in favor/0 opposed. Motion carried.**
 - a. Discussion: Jaren will have hotel costs paid for.
4. A question was raised by Jaren about whether or not staff are permitted to purchase items without the board's approval and suggested a \$500 purchase threshold (with District Manager approval) for purchases under \$500 before board approval is needed. **Heggernes moved to authorize the District Manager to approve staff purchases up to \$500, with purchases over \$500 needing board approval. The motion was seconded by Sanford. 3 in favor/0 opposed. Motion carried.**
5. Columbus Day. Jaren asked why Columbus Day/Indigenous Peoples' Day is not observed by the SWCD. **Johnson moved to add Columbus Day/Indigenous Peoples' Day, a federally recognized holiday, to the list of observed KSWCD holidays. The motion was seconded by Heggernes. The current floating holiday will be eliminated after December 31, 2024.**

Adjourned Sanford moved to adjourn, seconded Johnson. 3 in favor/0 opposed. Motion carried. **4:47 PM**

Submitted by: Jerah Mattson