

Snake River Watershed Plan Partnership

Steering Committee

Meeting MINUTES [approved 11.03.2025](#)

October 6, 2025, 2:00pm-4:00 pm (immediately following TAC meeting)



Steering Committee (*Indicates Voting Members):

- *Pending Hiring, Aitkin County
- *Janet Smude, Aitkin County SWCD-absent
- Barb Peichel, BWSR-absent
- Zach Guttormson, BWSR-present
- *Ryan Carda, Kanabec County-absent
- Emily Larsen, Kanabec SWCD-present
- *Jaren Peplinski, Kanabec SWCD-present
- Mary Poelman, Kanabec SWCD-present
- *Siena Storm, Mille Lacs SWCD-present
- Susan Shaw, Mille Lacs SWCD-absent
- *Kelly Schroeder, Pine County-absent
- Erin Hoxsie, Pine County SWCD-present
- Heather Donoho, Pine County SWCD-absent
- Krista Arne, Pine County SWCD-absent
- Nick Foss, Pine County SWCD/Kanabec SWCD-present
- *Paul Swanson, Pine County SWCD-present

Location:

In-person meeting at: Kanabec County Courthouse 317 E Maple Ave, Mora, MN 55051 Basement Rooms 3 and 4

HYBRID: Snake River Watershed Steering Committee Meeting/ TAC Meeting

Video call link: <https://meet.google.com/bam-qgik-hjw>

Or dial: (US) +1 502-667-4238 PIN: 479 537 515#

More phone numbers: <https://tel.meet/bam-qgik-hjw?pin=2761399208395>

Purpose:

	Topics	Assigned	Time
A	Approve Agenda/Minutes/Introductions <ul style="list-style-type: none"> a. Minutes Link to Minutes Peplinski moved to approve the meeting minutes as presented. Affirmative: Peplinski, Storm, Swanson Opposed: None <li style="text-align: center;">Motion approved b. Agenda 	Mary Poelman Vote to Approve Informational	5 min

	<p>Link to Agenda</p> <p>Peplinski moved to approve the meeting agenda as presented. Affirmative: Peplinski, Storm, Swanson Opposed: None</p> <p style="text-align: center;">Motion approved</p> <p>6 Month Reminder: Steering Committee Working Agreement Steering Committee Working Agreement</p> <ul style="list-style-type: none"> - Reviewed wording on present members setting the quorum required for approvals (simple majority of parties present) - Noted possible need for clarification of titles in working agreement 		
1	<p>Budget Review</p> <p>1. Grant Agreement Amendment (updates) Link to proposal</p> <p>Discussion was held. No major updates on the grant agreement proposal</p> <p>2. Q3 Quarterly Invoices Due (July-Sept) Requested invoices be submitted for Q3</p>	Erin Hoxsie Informational	5 min
	<p>Administrative</p> <p>1. Audits for Joint powers Entity -discussion of requirements (legal opinion) and execution of audits</p> <p>Reference: Joint Powers Agreement Reference: Pine County Legal Services Agreement</p> <p>Discussion was held. Including the potential need for an audit and potential timing. Further guidance was suggested from BWSR and Rum River Watershed.</p> <p>Discussion noted that with the audit the recommendation by insurer MCIT for the fiscal agent to hold funds and interest on funds in a separate bank account for the partnership. KSWCD and PSWCD to continue discussion with PCounty.</p>	Mary Poelman Get SC feedback on bringing this to JPE for discussion	5 min
2	<p>Policy</p> <p>1. Decision on Eligibility:</p> <p>WSP Plan funding for Participants already enrolled in a Protection Plan (aka RIM)</p> <p>Decision: WSP plan with a landowner already enrolled in RIM would be considered WBIF eligible if it meets an action goal (aka makes progress</p>	Nick Foss Decision	10 min

	<p>towards a goal) in the plan, and was in a priority area.</p> <p>Other considerations were offered including potential for alternate rates and requirements for implementation of a BMP.</p>		
3	<p>Projects</p> <p>Project Eligibility</p> <ol style="list-style-type: none"> 1. Updating Ranking Sheet with 4 questions - coordinator will send around draft <p>Link to Updated Ranking Sheet Draft</p> <p>Swanson moved to recommend to the board the updates to the Ranking Sheet as presented.</p> <p>Affirmative: Peplinski, Storm, Swanson Opposed: None</p> <p style="text-align: center;">Motion approved</p>	<p>Mary Poelman</p> <p>Decision</p>	10 min
4	<p>Work Plan 2026-2027</p> <ol style="list-style-type: none"> 1. Review of Biannual Work Plan - Draft <ol style="list-style-type: none"> a. Surveys are due 9/26/2025 b. Draft of work plan to be sent to partners 10/1/2025 c. Requesting Edits to Work Plan Draft by 10/20/2025 <p>Brief discussion. Coordinator requested that comments/ recommendation be sent to coordinator before the next SC meeting, preferably by October 27th.</p>	<p>Mary Poelman</p> <p>Action by Partners</p>	5 min
5	<p>Future Meeting Times</p> <p>JPE Do we want an October 27, 2025 meeting? No meeting. Recommendation is for the Nov 24 meeting to be held as scheduled.</p> <p>SC Nov 3, Dec 1-might conflict with statewide meeting (Tues/Wed)</p> <p>TAC Oct 6 during Steering Committee Meeting (1-2x per year)- thoughts on length of meeting?</p> <p>General note of the lack of agency participation in the TAC meeting. Suggestions offered that additional scheduling might use tools like Doodle Poll or similar and sending a letter to groups who missed the meeting was recommended.</p>	<p>Mary Poelman</p> <p>Decision</p>	5 min