

Snake River Watershed Plan Partnership

JPE Board Meeting

Meeting MINUTES approved 2.23.2026



December 22, 2025 9:30 am-11:30 am

IN-PERSON

Kanabec County Courthouse
Basement Rm 3 and 4
317 Maple Avenue East, Mora, MN 55051

VIRTUAL

Video call link: <https://meet.google.com/ybi-uzdv-yhz>
Or dial: (US) +1 937-696-9474 PIN: 149 734 749#
More phone numbers: <https://tel.meet/ybi-uzdv-yhz?pin=4021771821790>

Board Members

Aitkin County Board of Commissioners	Travis Leiviska-absent
Aitkin County Soil and Water Conservation District	Dan Gravley (Vice Chair)-present
Kanabec County Board of Commissioners	Tom Roeschlein-present
Kanabec County Soil and Water Conservation District	Kevin Belkholm/ Alternate Jon Sanford-present
Mille Lacs County Soil and Water Conservation District	Robert Hoefert-absent
Pine County Board of Commissioners	Joshua Mohr (Chair)-present
Pine County Soil and Water Conservation District	Michael Cummins-present
Board Secretary/ Watershed Coordinator	Mary Poelman Kanabec SWCD-present
Board Treasurer	Erin Hoxsie Pine County -present

Others present- Zach Guttormson (BWSR), Jaren Peplinski (KSWCD), Susan Shaw (MLSWCD), Emily Larsen (KSWCD), Dave Gabbard (Fish Lake Improvement Association), Doug Sabinash (Knife Lake Improvement District), Ed Hamlin (Knife Lake Sportsmans Club), Kathy Nielsen (Pokegama Lake Association), Kelly Schroder (Pine County), Aaron Gustafson (Pine County), Krista Arne (PSWCD), Nick Foss (Shared Services Forester), Paul Swanson (PSWCD), Chase Murphy (ML County), Don Deutsch (Cross Lake Association)

Purpose:

To Approve FY 26 Work Plan, To Approve FY24 Work Plan Revisions, 2 Policy Updates, Review Calendar of Meetings 2026

	Topics	Assigned	Time
	Call to order/Pledge of Allegiance Meeting was called to order 9:35am after some minor technical issues	Joshua Mohr Chair	5 min
	Introductions/Attendance Introductions were completed in the room and virtually	Joshua Mohr Chair	5 min
	Meeting Agenda Meeting Agenda Motion 1st by Jon Sanford , 2nd Dan Gravley to approve Agenda with no changes Approved 5, Absent 2 Minutes from previous meeting 8.25.2025 Meeting Minutes Motion 1st by Mike Cummins, 2nd Dan Gravley to approve Agenda with no changes Approved 5, Absent 2 Note from Coordinator- wrong minutes were attached 9.22.2025 minutes will be added to the next meeting agenda for approval.	Joshua Mohr Chair <u>Purpose</u> Vote to Approve Agenda: Vote to Approve Minutes:	5 min
Agenda			
	Public Forum: (Guidelines are found at the end of the agenda*) <ol style="list-style-type: none">1. Fish Lake Association2. Knife Lake Improvement District	Joshua Mohr (Chair) <u>Purpose</u> Invite the public to provide comment	Up to 30 min

1. Dave Gabbert President Fish Lake Improvement Association. Requested the board think about instituting a pro-rata type system for helping to incentivize or fund septic replacement due to the high level of non-compliance and overall price of septic replacement that is a limiting factor for residents to update their systems. To ask to look at potential programs to see if we can't move more money to (septics) areas, to do more projects.
Comment was addressed by Chair and Kelly Schroeder of Pine County to discuss Pine County's program through MPCA that would be good to look into for Kanabec County.
2. Doug Sabinash Knife Lake Improvement District. Noted the (Comprehensive Watershed Management Plan) plan calls for a Feasibility Study on Knife Lake as well as other SWQual-goal objectives. Noted that the feasibility study was potentially scheduled to be done 23-2024 and wanted to know when a potential feasibility study would be completed, and voice the support and interest by the Knife Lake Improvement District to move forward with a feasibility study of the lake. Brief discussion followed on potential timing of feasibility study possibly before 2028 depending upon grant funding.

1	In-the works Project Updates: <ol style="list-style-type: none"> 1. Septic Installation (Pictures) 2. Manure Pit Closure (Pictures) 	PowerPoint- Slides	10 min
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Mary Poelman (Coordinator) presented a picture slide show of 2 manure pit closures in process and a septic upgrade. Brief discussion / questions from the board followed to clarify different aspects of the projects including overall cost and project design.

2	Future Implementation Work Plan FY26 (Jan 2026-Dec 2028) <ol style="list-style-type: none"> 1. Vote to Approve Work Plan for FY26 DRAFT WORK PLAN WBIF Funding FY26: \$1,030,147.00 	1. DECISION Mary Poelman Coordinator	20 min
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Mary Poelman (Coordinator) Presented the FY 26 work plan for the Snake River Watershed Plan Partnership Including the WBIF Workplan, and offered the potential for a 1 month review by the board or to vote on the Work Plan as it is written.

Motion to Adopt the FY 2026 Work plan and authorize the Chair to sign the FY 26 WBIF Grant agreement in the amount of \$1,030,147.00

1st Mike Cummins; 2nd Jon Sanford

Brief Discussion- Board member Mike Cummins noting his understanding that this work plan had gone through multiple rounds of revisions with staff and partners and the Staff had finalized and recommended this version of the Work Plan to the Board. He also noted the assurance he got from his staff that this met the goals of the partnership.

Approve 4: Josh Mohr, Mike Cummins, Dan Gravley, Jon Sanford

Opposed 1: Tom Rocheline

Absent 2: Travis Leiviska , Robert Hoefert

Motion Adopted

Note from Mike Cummins: Thank you for all the hard work that staff has done on this (work plan).

3	<p>Current Budget</p> <ol style="list-style-type: none"> 1. Budget Review: Q3 Budget Review Q3 Financials 2. Staff Funding Reallocation Budget Reallocation 3. Work Plan Revision(FY24) Work Plan Revision 	<ol style="list-style-type: none"> 1. VOTE TO RECEIVE REPORT Informational Erin Hoxsie Fiscal Agent 2. DECISION Mary Poelman Coordinator 3. DECISION Mary Poelman Coordinator 	20 min
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1. Budget Review: Erin Hoxsie(Fiscal Agent) presented the Q3 financials to the board. Jon Sanford (KSWCD) asked to clarify if the money that had not been spent was collecting interest and what was done with that interest money. Erin noted that currently in our account we have approximately \$158,000 (from the first disbursement) and asked Kelly (Pine County) to address the interest question. Kelly noted that funds are within Pine County's operational accounts and there is no interest being allocated to the funds. Kelly also noted that monitoring of interest is not currently part of their scope of work but that could be considered in future conversations.
2. Staff Funding Reallocation: Mary Presented the proposal to reallocate the Coordinator's Salary to match current usage.

Motion 1st Cummins, 2nd Sanford

Resolve that the SOW and budget supporting the Watershed Coordinator’s Salary be readjusted to reflect 60% Coordination (20%Admin, 40% Project Development-Coordination), 20% Education/Information; and 20% Project Development retroactively as of 10/1/2025.

Brief discussion followed- noting that this does not change dollar amounts but just what category those dollars are applied to. Mohr noted that this reflected the entity learning as we go forward from our original estimates.

Approved 5, Absent 2
Passed.

3. Work Plan Revision (FY24)

Motion 1st Cummins, 2nd Gravley to approve FY24 work plan revisions as presented.

Brief Discussion to clarify as previously discussed that the original budget was a best guess of projects and where those funds would be allocated and that this work plan revision was correcting that with our next best guess.


Approved 5, Absent 2
Passed.

4	<p>New Projects (Approved by Steering Committee since last Board meeting)</p> <p>1. Arthur Twp Shoreline Restoration Total Project Cost: \$18607.00 Requested: \$13,955.25 Non-State Match: \$4,651.75 Pictures</p>	<p>Emily Larsen KSWCD</p> <p><u>Purpose</u> Informational - update on projects approved by SC under \$20,000</p>	10 min
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Emily Larsen presented briefly on the details of the project that was approved by the Steering Committee. There was a brief discussion on Rip Rap on how it is sometimes recommended by engineers on a project due to site specific aspects of erosion taking place on a case by case basis. Staff noted that the project has a 10 year lifespan with monitoring of the project throughout that time and that any removal by the landowner or future landowners would require the grant be paid back.

Informational -No Action needed

5	<p>Project List Review:</p> <ol style="list-style-type: none"> 1. SRWPP Project Tracker December 2025 <p>Coordinator presented list to board- Informational -No Action Needed</p>	1. INFORMATIONAL	5 min
6	<p>Policy Updates</p> <ol style="list-style-type: none"> 1. Updates to the Ranking Sheet Ranking Sheet Update 2. Update to the Woodland Stewardship Planning Policy WSP Policy Update 	<ol style="list-style-type: none"> 1. DECISION Mary Poelman Coordinator 2. DECISION Nick Foss Forester 	20 min
<p>1. Updates to the Ranking Sheet</p> <p>Ranking sheet edits were presented to the board by Coordinator, who explained the addition of the 4 questions as a clarification regarding eligibility for staff clarity.</p> <p>Motion 1st Mohr, 2nd Cummins to approve the presented updates to the ranking sheet. Brief discussion to clarify that “eg. Goal 2” was referring to the goals in the Comprehensive Watershed Management Plan</p> <p>Approved 5, Absent 2 Passed.</p> <p>2. Update to the Woodland Stewardship Planning Policy</p> <p>Motion 1st Cummins , 2nd Sanford to approve the update to the Woodland Stewardship Planning Policy</p> <p>Discussion on the intent of the policy to be able to write plans for property owners that are already enrolled in a Protection and need a WSP renewal that the SRWPP would be able to provide cost-share incentive for that plan.</p> <p>Approved 5, Absent 2 Passed.</p>			
7	<p>(Proposed) Meeting Times for 2026</p> <ol style="list-style-type: none"> 1. JPE Meeting Calendar <p>Coordinator presented list to board- Informational -No Action Needed- Noted that this does not line up with the meeting dates in the Snake River Watershed Partnership Policy but noted they lined up with the intent of that policy and that should be updated. Also noted that meetings can be called when needed by the Chair or the Coordinator.</p>	1. DECISION Mary Poelman Coordinator	10 min

8	 HAPPY HOLIDAYS! 🎁 2026! 🎁 Next Meeting Time February 23, 2026 9:30am Kanabec County Courthouse Basement conference room 3 317 Maple Ave E, Mora MN 55051	1. INFORMATIONAL	5 min
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Motion to Adjourn: 1st Cummins/ 2nd Gravley - Approved

***Public Forum Guidelines:** Members of the public are invited to speak. After being recognized by the Chair, speakers should approach the podium and speak into the microphone. Speakers should state their name, County, Township or City, and limit comments to three (3) minutes. Speakers may not share minutes with other speakers.”