

Snake River Watershed Plan Partnership

Steering Committee

Meeting Agenda [Amended Minutes](#)

April 6, 2026 2:00pm-4:00pm



Steering Committee

Voting Members:

Pending Hiring, Aitkin County

Janet Smude, Aitkin County SWCD- [Present](#)

Ryan Carda, Kanabec County

Jaren Peplinski, Kanabec SWCD- [Present](#)

Siena Storm, Mille Lacs SWCD- [Present](#)

Aaron Gustafson, Pine County- [Present](#)

[Krista Arne](#), Pine County SWCD - [Present](#)

Partners and Staff:

Barb Peichel, BWSR

Zach Guttormson, BWSR- [Present](#)

Emily Larsen, Kanabec SWCD- [Present](#)

Susan Shaw, Mille Lacs SWCD

Heather Donoho, Pine County SWCD

Nick Foss, Pine County SWCD/Kanabec SWCD- [Present](#)

Paul Swanson, Pine County SWCD

[Eddie Johnson](#), Pine County SWCD- [Present](#)

Fiscal:

Erin Hoxsie, Pine County SWCD- [Present](#)

Coordinator:

Mary Poelman, Kanabec SWCD [Present](#)

Other Present: [Kelly Condiff](#) DNR

[Shayna Vendela](#)-Phesants Forever

Location:

In-person meeting at Kanabec SWCD office: 2008 Mahogany St, Ste 3, Mora, MN 55051

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://meet.google.com/tel/bam-qgik-hjw?pin=2761399208395&hs=1>

Purpose:

Topics	Assigned	Attachments	Time
<p>Administrative</p> <p>1. Approve Agenda</p> <ul style="list-style-type: none"> - Assigned: Mary - Attachments: 4.06.2026 SC Agenda <p>Addition of 2 agenda items. Vote to approve</p> <p>2. Approve Minutes</p> <ul style="list-style-type: none"> - Assigned: Mary - Attachments: Minutes SC 3.02.2026 <p>Agenda approved with 2 additions Yes: 5, No: 0, Absent:2 Minutes approved Yes: 5, No: 0, Absent:2</p>			<p>DECIDE 5 min</p>
<p>Fiscal/ Reporting</p> <p>1. Budget Q1 2026</p> <p>2. Invoicing Q1 2026 (Due) Requested Q1 invoices be submitted by the 17th Requested Billable Rates to be submitted by all partners Note that the first 50% of funds are expected to be expended with Q1 invoicing. It will be time for us to request that next 40%.</p> <p>BWSR noted the process to request funds in Elink requiring an interim progress report and request through the Elink system.</p> <p>3. Status Update FY26 WBIF Funds</p> <ul style="list-style-type: none"> - Discussion of Drafting/ Signing FY26 Grant Agreements <p>Noted grant agreement signed, work plan edits in process, coordinator will meet with BWSR to finalize</p> <p>4. Need current Flat Rate Cost share Agreement from all SWCD's Requested Flat Rate Cost Share Policy to be submitted by all partners</p>			<p>INFORMATION 15 min</p> <ul style="list-style-type: none"> 1. Erin 2. Erin 3. Mary 4. Mary

Projects

1. PSWCD_NativePlantBuffer_Pokegama24_FY24WBIF_2026
- Attachments: [SOW](#), [Ranking Sheet](#)

Total Project Cost: \$7,446.88

Requesting: \$5585.16

Non-State Match: \$1861.72

All those in favor of funding PSWCD_NativePlantBuffer_Pokegama24_FY24WBIF_2026 at \$5585.16 from Stream and Shoreland protection category.

Approved 5, Absent 2

Jaren KSWCD, Janet ASWCD, Krista PSWCD, Sienna MLSWCD, Aaron PCo

2. PSWCD_NativePlantBuffer_ChengwantanaSec29_FY24WBIF_2026
- Attachments: [SOW](#), [Ranking Sheet](#)

Total Project Cost: \$ 12,292

Requesting: \$9219

Non-State Match: \$3073

Contingent on providing proof that the installation of Solar Panels was not a violation of Pine County Policy concerning Bluffs which would make the project ineligible for WBIF funding:

All those in favor of funding PSWCD_NativePlantBuffer_ChengwantanaSec29_FY24WBIF_2026 at \$9219.00 from Stream and Shoreland protection category.

Approved 5, Absent 2

Jaren KSWCD, Janet ASWCD, Krista PSWCD, Sienna MLSWCD, Aaron PCo

3. ASWCD_Outreach_FY24WBIF_2026
- Attachments: [SOW](#), Ranking Sheet-N/A

Total Project Cost: \$660

Requesting: \$660

Non-State Match: \$0

BWSR requested a grant amendment to fix the priority area (McGrath Area) to ensure clarity.

All those in favor of funding ASWCD_Outreach_FY24WBIF_2026 at \$660 from the Education/ Outreach category.

Approved 4, Absent 2, Abstain 1

Jaren KSWCD, Krista PSWCD, Sienna MLSWCD, Aaron PCo

Abstained: Janet ASWCD

4. KSWCD_Banner_Outreach_FY24WBIF_2026
- Attachments: [SOW](#), Ranking Sheet-N/A

DECIDE

60 min

1. Krista
2. Shayna PF
3. Janet
4. Mary
5. Heather
6. Jaren

Topics	Assigned	Attachments	Time
<p>Total Project Cost: \$300 Requesting: \$0 Non-State Match: \$0</p> <p>The Steering Committee requested some changes to the banner, potentially a blue background and more pictures on the upright banner. Coordinator will share proofs for virtual approval before purchases. All those in favor of funding KSWCD_Banner_Outreach_FY24WBIF_2026 at \$660 from the Education/ Outreach category.</p> <p>Approved 4, Absent 3 Jaren KSWCD, Krista PSWCD, Sienna MLSWCD, Janet ASWCD</p> <p>5. PSWCD_CNMP_Royalton22_2025_Amendment 1 - Attachments: SOW Amendment: Project Extension to 12/31/2026 Discussion only, noted extension of deadline to 12/31/2026. Recommended that future projects have a deadline of 11/31 of the year of expiration to give partners time to process invoices before grants expire.</p> <p>Non-WBIF Projects</p> <p>6. Clean Water Land and Legacy Amendment/ Partnership Tumblers - Attachment: Project Proposal Discussion only, noted that this project was not eligible for WBIF funding but that it could be potential use of Funds from interest earned on WBIF dollars. Potential request to Fiscal agent alternatively potentially a request to individual partners or neighboring watershed partnerships.</p> <p>7. Letter of Support</p> <p>Coordinator provided a Draft letter of Support for the partnership with University on grant application. All those in favor of recommending a letter of support to the JPE board.</p> <p>Approved 5, Absent 2 Jaren KSWCD, Janet ASWCD, Krista PSWCD, Sienna MLSWCD, Aaron PCo</p>			
<p>Policy</p> <p>1. Ranking Sheet has been updated and in use (Ranking Sheet) - Comments? Use, Readability Brief discussion on impressions with the new Ranking Sheet Layout. MLSWCD indicated they would be using soon and would have comments, PSWCD didn't find it too complicated. Coordinator noted some minor edits might be needed.</p>			<p>DISCUSSION</p> <p>5 min</p>

<p>Strategic Direction</p> <p>1. Extension of FY24 Funding Discussion and Recommendation FY24 Extension Request (Draft)</p> <p>Presented a memo draft recommending that the FY24 funds be extended by 1 year (WorkPlan amendment). Discussion.</p> <p>Approved 5, Absent 2 Jaren KSWCD, Janet ASWCD, Krista PSWCD, Sienna MLSWCD, Aaron PCo</p> <p>2. Newsletter Discussion</p> <p>a. What’s working , what's not working, ideas for improvements Link to latest Newsletter: March 2026</p> <p>Liked- not too much information “Wanted to read” Acquainted with staff and events happening in the area.</p> <p>Issues- email-havent opened yet (engagement/too much)</p> <p>3. Outreach Discussion- Tracking Outreach outcomes (Linking E-Link, Invoicing, and on the ground outcomes) Initiated discussion on ideas or ways that would be light weight ways of tracking that would not cause excess burden on partners. Suggestions / Ideas In use- Excel spreadsheets(ML), forms (CRM-Carlton) Potential to have a quarterly reporting</p> <p>4. 12 Week Goals (March-May)</p> <ul style="list-style-type: none"> a. Ag Practices b. Shoreline c. Forestry- Scheduled for April 1 2026 d. Groundwater-March 20, 2026 e. Livestock Waste f. Non-Structural g. SSTS h. Urban i. Wetland <p>Brief discussion of meetings that happened so far with groundwater and forestry groups and upcoming group meetings. Notes: Meeting went well, really got different ideas flowing, different resources from different organizations, In person went well for forestry ideas on who to reach out to.</p>	<p>DISCUSSION</p> <p>20 min</p> <p>Mary</p>
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Topics	Assigned	Attachments	Time
<p style="color: purple;">5. Conversation on setting the direction for the Grant Application Policy</p> <p>Discussion Context: Coordinator: there are these grants that pop up that may have a pretty short timeline on the application, but it's a little unclear what the policy of the snake would be on applying for those grants without having formal approval from the steering committee and the JPE We can potentially lose these opportunities for engagement/applications with the time it takes for approvals.</p> <p>How can we be more flexible as a partnership in working towards using our partnership to leverage external funding such as grant opportunities that come up.</p> <p>Considerations: Who is the fiscal agent for other grants, staff time for doing the work , staff time for coordinator to apply for external funding, making sure staff are able to fulfill current roles. Staff express a good idea to bring additional funds as not everything in the CWMP is WBIF eligible.</p>			
<p>Future Meeting Times JPE April 27, 2026 SC May 4, 2026 SC Meeting Calendar 2026 TAC Last: Oct 6 2025 , Next May 2026</p> <p>Newsletter Content Suggestions? Please send to Coordinator</p>			INFORMATION
<p>Sub Committee Reports</p> <p>1. Ag Cost-Share Review / Subcommittee</p>			Not-Scheduled