

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, OCTOBER 10, 2018**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Eldon Voigt	District III
	Richard Dreher	District IV
	Al Linder	District V
Others Present:	Pam Tomevi	District Administrator
	Jolen Simon	Program Coordinator
	Sam Soderman	Water Resource Specialist
	Eric Olson	Resource Conservationist
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner

Chair Linder called the meeting to order at 7:04 p.m.

- 2018/10-1 Motion by Dreher, seconded by Aitchison to approve the agenda as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/10-2 Motion by Aitchison, seconded by Dreher to approve the minutes dated September 10, 2018 with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/10-3 Motion by Voigt, seconded by Lewis to approve the Treasurer's reports ending August 31, 2018 and September 30, 2018 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/10-4 Motion by Voigt, seconded by Lewis to approve accounts payable in the amount of \$214.73 and authorizing the payment of ordinary and necessary bills between October 2, 2018 and November 5, 2018, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/10-5 Motion by Voigt seconded by Lewis to ratify paid bills, check numbers 10554 to 10577 including electronic transfers, in the total amount of \$39,137.89 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports

Voigt reported on his attendance at the MASWCD Area VIII meeting where he was elected Co-Director of Area VIII. Voigt and the district administrator will also assist with the planning of the MASWCD Annual Convention. He also reported that the Northern Landscape Committee Legislative Tour was canceled due to low registration numbers, likely due to multiple events during that same time period; Discussion also included the consideration of future SWCD equipment such as a no-till drill, based on the services offered by other districts.

Lewis also reported on his attendance at the Area VIII meeting – related discussion included dues, the MASWCD poster contest, and the new acting NRCS District Conservationist.

District Administrator Report

See attached.

Resource Conservationist Report

See attached.

Discussions also included other potential cost-share projects.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Program Coordinator

See attached.

NEW BUSINESS

Upcoming Meetings:

Board Approval:

2018/10-6 Motion by Voigt, seconded by Lewis authoring the following meeting attendance:

) **District Administrator to attend the IJC Semi-Annual Meeting, October 22-25 in Ottawa, Ontario**

) **All staff and Supervisors to attend the 2018 MASWCD Annual Convention and Trade Show, December 9-11 in Bloomington**

Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, November 5, 2018 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2018/10-7 Motion by Dreher, seconded by Voigt to adjourn the meeting at 8:33 p.m.

Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Submitted by:

Board Secretary, George Aitchison

Date

Approved:

Board Chairman, Al Linder

Date

Koochiching SWCD District Administrator Report

August-September 2018

) BWSR Conservation Delivery

- BWSR Project Spotlight interview on NIPF2 project

) BWSR Local Capacity

- Binational coordination including meetings with dam operators, Rainy Basin meetings with IJC in Kenora, Grand Council Treaty 3 meeting re: wild rice protocol; presentation to Youth Stewardship Rangers in Fort Frances; address water level concerns from Kabetogama resident; landowner assistance re: forestry planting questions; Rule Curve presentation to Border Lakes Association

) County/District

- 2019 budget request to County; site visit to Black River w/landowner and USACOE; summary report on Black River site visit; FY17 Local Capacity reconciliation audit; budget review with Rainy Lake Property Owners re: potential cattail mat project; 2017 financial audit review with CPA

) LF NIPF

- NIPF2 tour review prep; landowner survey compilation

) MPCA Contracts

- Grant tracking

) Natural Resource Block Grant

- Landowner communications re: flood warnings and outflow changes to Rainy Lake; conference call with IRLWWB Water Levels Committee

) Wood Ash

- Landowner assistance; historic permit info for PCA

General Administration

-) Board meeting prep/follow-up items; Board minutes/agenda; staff meetings/training; calendar update/time tracking; Payroll; PERA; FWT/SWT; bank statement reconciliation; QB transactions/updates; Treasurer Report; Accounts Receivable; Accounts Payable, budget updates; bank deposits/online banking; staff meetings; file/record maintenance; general phone/mail/email

Submitted by:

Pam Tomevi, District Administrator

Resource Conservationist Report

September 2018

WCA

- Talking to ESD on notices for upcoming projects and decisions with other agencies.
- Assisting landowners with permit process and identifying areas of wetlands on possible wetland properties in the area.
- Working with DNR, BWSR, and ACOE on getting information for permits and actual project implementation.
- Continued work on WCA tasks and updating Koochiching ESD on in progress projects.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Currently switching over to receiving and permitting more long permits due to the amount of consistency and catch up the program has made.
- Working with DH contracting on permits and areas to dump/spread with current conditions.

CPL – Rat Root River

- Working with DNR fisheries office, stream habitat specialists, MPCA, and RLSFC on how/where the best place to spend remaining dollars would be before the grant closes.
- Attended RLSFC monthly meeting.
- Worked with DNR on surveying additional riffle site and presentation to RLSFC.

Cost Share

- Awaiting final plan decisions for hospital river bank shoreline restoration.
- Met with NRCS and JPB with giddings probe and to take soil borings and check soil conditions for a potential project on the Big Fork River. Awaiting JPB design plans.

Water Quality

- Sampling 9 total sites now on a regular basis.
- Calls to project manager and other agencies to check status on other river conditions and entering data.
- Data recording/updating and attend MPCA led trainings/phone conferences.

Miscellaneous

- Work/plan projects with RLPOA and VNP for invasive cattail removal and effectiveness which may lead to a grant proposal once more research is completed.
- Attended regional wetland training in Thief River Falls.

Submitted by: Eric Olson

Water Resource Specialist Report

September 2018

AIS

- Inspection program wrap up
- Decon unit check/winterize
- Talk/plan inspection program with Always There Staffing
- Billing

SWAG

- Pre-sampling prep
- Budget review
- Pre-sampling call w/ MPCA and LOW SWCD
- QAPP and EQUIS site establishment forms
- Little Fork Sampling
- Rat Root Sampling prep
- Billing
- Check-in calls for LF and RR SWAG Contract
- Budget planning for SWAG Contracts

Local Capacity

- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping
- Rat Root sampling/field work prep
- Flow measurements with MPCA on Rat Root

WPLMN

- Sampling
- WebEx trainings

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

September 2018

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Processed contracts for several upcoming Forest Stewardship Plans and began field work.
- J Completed a forest stewardship plans and began another.
- J Attended SWCD Forestry Association meeting in McGregor.
- J Attended the Northern Landscape Committee meeting.
- J Conducted a Pine Bud Capping Project.

2019 Tree Sale

- J Developed a Survey to judge interest in new species for 2019 and help staff send to past participants.

NIPF 2

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Processed final invoices and survey results.
- J Mapped further eligible participants.
- J Created Contracts and Coordinated Plan Writing for project participants.
- J Continued planning and organization of legislative tour.
- J Attended and Presented at the 2019 Wood Fiber Council Tour.

MN Buffer Initiative

- J Reviewed BWSR and MN DNR Buffer Law updates and guidance as they became available.
- J Discussed Compliance Status with BWSR buffer staff, submitted updates.
- J Conducted buffer compliance checks on landowners who signed waiver/agreements last year.
- J Addressed responses to the buffer letter and discussed landowner options.
- J Continued thorough review and updating of buffer mapping affected parcels.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

September 2018

Rainy Basin International & Watershed Coordinator

-) Prep for mock interview

PCA Wood Ash

-) Updated permits, and spreading
-) Update summary, hauling reports and spreading reports, permit coversheets
-) Processed and sent end user letters
-) Work with PCA on old ash spreading

Local Capacity

-) eLINK entry
-) Assisted with and attended the Northern Landscape Committee Meeting (9/5/18)
-) Attended Lake Association event in Fort Frances
-) Updated website education page

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS
-) eLINK data entry reporting
-) Assisted with the Island View Sanitary Sewer District Brochure
-) Met with MPCA regarding upcoming sampling

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; website maintenance; credit card tracking; staff report; eLINK data entry; holiday

Submitted by:

Jolén Simon

Program Coordinator