

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, NOVEMBER 5, 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
	James Aasen	Forest Resource Specialist
	Wayne Skoe	Koochiching County Commissioner

Chair Linder called the meeting to order at 6:02 p.m.

- 2018/11-1 Motion by Dreher, seconded by Aitchison to approve the agenda with additions.
Voting yes: Aitchison, Voigt, Dreher, Linder. Absent for Vote: Lewis. Motion carried.**
- 2018/11-2 Motion by Dreher, seconded by Voigt to approve the minutes dated October 1, 2018 with corrections.
Voting yes: Aitchison, Voigt, Dreher, Linder. Absent for Vote: Lewis. Motion carried.**
- 2018/11-3 Motion by Voigt, seconded by Lewis to approve the Treasurer's reports ending October 31, 2018 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/11-4 Motion by Voigt, seconded by Lewis allowing accounts payable in the amount of \$387.50 and payment of ordinary and necessary bills between November 6, 2018 and December 3, 2018, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/11-5 Motion by Voigt seconded by Lewis to ratify paid bills, check numbers 10578 to 10608 including electronic transfers, in the total amount of \$51,390.11 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports

Dreher and Linder reported on their attendance at the PCA Beneficial Reuse quarterly meeting. Voigt reported on his attendance at the MASWCD Outstanding Conservationist of the Year and Forest Steward Awards planning meeting. The committee will consider what's been done by the landowners over the last year or two rather than over a lifetime. He also reported that he will not be able to attend the upcoming SWCD Forestry Meeting.

District Administrator Report

See attached.

Discussion also included the International Watershed Initiative (IWI) workshop held in Ottawa during the International Joint Commission (IJC) semi-annual meeting.

Resource Conservationist Report

See attached.

Discussion also included questions from Supervisors regarding the hospital erosion project as well as the length of time allowed to spread wood ash.

Water Resources Specialist Report

See attached.

Discussion included sampling on the Rat Root River.

Forest Resource Specialist Report

See attached.

The Littlefork Non-Industrial Private Forestry (LF NIPF) project will end in August of 2019. Future discussions will be held regarding a future grant application targeting a watershed with an environmental concern that may be addressed through forest stewardship.

Discussion also included potential future grants and services for landowners as well as native pollinator species for the 2019 tree sale.

Program Coordinator

See attached.

NEW BUSINESS

Koochiching SWCD Monitoring Plan for Buffer Compliance Tracking

The Forest Resource Specialist described the purpose of the monitoring plan and reviewed with the Board. Minor wording changes were made.

2018/11-6 Motion by Voigt seconded by Lewis approving the Koochiching SWCD Monitoring Plan for Buffer Compliance Tracking with changes.

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

BWSR FY16 and FY17 Request for Cost Share Extension:

A request was made to BWSR to extend the deadline for FY16 and FY17 Cost Share funds due to construction delays.

2018/11-7 Motion by Voigt seconded by Dreher to accept the extension and approve the changes (extension through 12/31/2019) and authorize the Chair's signature.

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

Rat Root Riffle Bid Selection

Two bids were received; one from Up North Builders and one from J And J Contracting. There was a public bid opening on November 1st at 3:30 p.m.

2018/11-8 Motion by Aitchison seconded by Dreher accepting the low bid of Up North Builders.

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

District Vehicle Repairs

The District Administrator reported that the SWCD's 2012 Dodge Ram needs transmission repair. Two quotes were received – one to replace the transmission, and one to repair it. It was decided to have the transmission repaired through Wherley Motors.

2018/11-9 Motion by Voigt seconded by Dreher authorizing transmission repairs on the 2012 Dodge Ram at Wherley Motors and to move funds to the appropriate budget line item.

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

2018 MASWCD Resolutions

The District Administrator reviewed each resolution with the Board and each Supervisor cast their vote.

Upcoming Meetings:

Board Approval: None

Informational Only:

The District Administrator, Forest Resource Specialist, and Program Coordinator will attend the Northern Landscape Committee meeting on December 5 in International Falls.

Permits:

#2018-3370 regarding dredging for boat slip maintenance at the Camp Koochiching Camping and Education Foundation.

2018/11-10 Motion by Dreher, seconded by Voigt to approve with no comments.

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, December 3, 2018 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2018/11-11 Motion by Dreher, seconded by Lewis to adjourn the meeting at 7:41 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

October 2018

) AIS

- Expense tracking/invoice prep; create staff activity report for invoicing

) BWSR Conservation Delivery

- BWSR Academy training in Brainerd

) BWSR Local Capacity

- Binational coordination meeting with dam operators/Flood Forecasting Group in preparation for new rule curves; International Joint Commission (IJC) Semi-Annual Meeting attendance and presentation of International Rainy-Lake of the Woods Watershed Board (IRLWWB) report in Ottawa;

) County/District

- 2001-2018 financial dashboard update with monthly and year end balances; MASWCD convention planning conference calls/registration; 2019 budget meeting with County Board; Security Awareness Training; NRCS coordination for landowner contracts; QuickBooks account updates and review/implementation of financial audit notes

) CPL-RRR

- Riffle project review with technical staff and grant tracking update; RFP review for media release;

) LF NIPF

- NIPF2 activity update with Lindberg; activity/expense tracking; invoicing

) MPCA Contracts

- Grant tracking; RMB Lab coordination; invoicing; subcontractor coordination and reimbursement template reviews;

) Natural Resource Block Grant

) Wood Ash

- Activity/expense report; Partner meeting with Packaging Corporation of America (PCA), Commissioner Skoe, SWCD supervisors, DH Contracting, and National Council for Air and Stream Improvement (NCASI)

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

October 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.
- Attended quarterly meeting.

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.
- Received bids on 1 riffle project.
- Site visit to various sites and planning for projects to be completed prior to end of grant. Talk with different members involved with the grant for thoughts, plans, and estimates.

Cost Share

- Awaiting final plan decisions for hospital river bank shoreline restoration.
- Awaiting JPB design plans for Bigfork River bank stabilization.

Water Quality

- Sampling 3 total sites now on a event or monthly basis now.
- 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.
- Flux 32 work to estimate annual loads for sites in 2016.

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 BWSR training.
- Attend TSA 8 technical training meeting in Bemidji.

Submitted by: Eric Olson

Water Resource Specialist Report

October 2018

AIS

- Inspection program wrap up
- Decon unit check/winterize
- Billing
- Final reporting
- Budget review

SWAG

- Budget review
- Pre-sampling call w/ MPCA and LOW SWCD
- QAPP and EQUIS site establishment forms
- Billing
- Check-in calls for LF and RR SWAG Contract
- Budget planning for SWAG Contracts
- Compile and send in data for LF and RR 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
- Vacation for hunting trip
- BWSR Academy

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

October 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 the SWCD forestry association meeting in McGregor.
- J Began coordinated several tree plantings for 2019.

Kooch CWMA

- J Worked with partners to receive outstanding MOU agreements.
- J Discussed next steps and planning for cooperative weed management areas with partners at BWSR academy.

2019 Tree Sale

- J Researched and Ordered Trees for 2019 tree sale.
- J Contacted several interested landowners about 2019 tree sales.
- J Researching pollinator/prairie species for seeding kits.
- J Updated inventory and tree planting documents for 2019

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 Coordinated the writing of several plans with landowners and contract foresters.

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.
- J Conducted field visits for buffer seeding and plantings for next spring.
- J Planned tree'd buffer plantings using reserved buffer cost-share.

Submitted by: James Aasen
Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

October 2018

Rainy Basin International & Watershed Coordinator

-) Partner meeting and finalization
-) Invoicing

PCA Wood Ash

-) Updated permits, and spreading
-) Update summary, hauling reports and spreading reports, permit coversheets
-) Processed and sent end user letters
-) Quarterly meeting: 10/16/18
-) Invoicing

MPCA WPLMN

-) Invoicing

Local Capacity

-) eLINK entry
-) Updated website education page
-) BWSR Academy Sessions
-) Peer to Peer planning meeting

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS
-) eLINK data entry reporting

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

Submitted by:

Jolén Simon

Program Coordinator