

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, DECEMBER 3, 2018**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Eldon Voigt (via phone)	District III
	Richard Dreher	District IV
	Al Linder	District V
Others Present:	Jolen Simon	Program Coordinator
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	James Aasen	Forest Resource Specialist
	Matt Gouin	Environmental Services

Chair Linder called the meeting to order at 6:00 p.m.

2018/12-1 Motion by Dreher, seconded by Lewis to approve the agenda with changes (remove ratification and treasurer's report).

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

2018/12-2 Motion by Aitchison, seconded by Lewis to approve the minutes dated November 5, 2018 as presented.

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

2018/12-3 Motion by Lewis, seconded by Aitchison authorizing accounts payable in the amount of \$775 and allowing payment of ordinary and necessary bills between December 4, 2018 and January 7, 2019, not to exceed budget.

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

Supervisor Reports

Dreher discussed the Red Lake Watershed District taxes and their benefit to Koochiching County. Dreher will attend the next Red Lake Watershed District meeting on 12/13/18 as a citizen.

District Administrator Report

See attached.

Resource Conservationist Report

See attached.

Discussion also included: Wood ash hauling/spreading in other counties; upcoming bridge removal as part of the Rat Root River Habitat Enhancement project under the current Conservation Partners Legacy (CPL) grant; concerns with turbid river stretches in the East Branch of the Rat Root River and possible consideration for future grant applications.

Water Resources Specialist Report

See attached.

Discussion included the AIS program and the change in County program contact.

Lake of the Woods Rainy/Rapid SWAG sampling is complete, and continued SWCD sampling will begin through an upcoming MPCA grant while the Monitoring and Assessment Report is compiled.

Forest Resource Specialist Report

See attached.

Discussion included a change in shipping for the tree program – trees will be shipped to the Littlefork DNR office for storage the week before the sale. Buffers are beginning to be installed where needed and the program has been running smoothly.

Program Coordinator

See attached.

NEW BUSINESS

2019 Meeting Schedule

2018/12-4 Motion by Lewis seconded by Aitchison approving the 2019 meeting schedule as presented (first Monday of each month at 6:00 p.m. from November to April and 7:00 p.m. from May to October).

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

2018/12-5 Motion by Lewis seconded by Aitchison authorizing the designated fund balance of \$5,000 for office equipment plus the value of the long-term liability for staff severance as of 12/31/18.

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

Upcoming Meetings:

Board Approval:

2018/12-6 Motion by Lewis seconded by Dreher authorizing the following meeting attendance:

- **Linder to attend the TSA8 JPB Meeting on Thursday, January 10, 2019 in Bemidji**
- **Voigt, Lewis, and district administrator to attend the Annual Area VIII Manager/Chair Meeting on Friday, January 11, 2019 in Bemidji.**

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

General Business:

Aitchison inquired on the status of a stand-up desk for the water resource specialist.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, January 7, 2019 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2018/12-7 Motion by Dreher, seconded by Aitchison to adjourn the meeting at 7:07 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

November 2018

) BWSR Local Capacity

- Pre-Spring Engagement contact list and invitation finished/sent to WLC; Adaptive Management Workshop in Fort Frances per International Rainy-Lake of the Woods Watershed Board (IRLWWB)

) County/District

- 2001-2018 financial dashboard updates from BWSR Academy; Minnesota Association of Soil and Water Conservation Districts (MASWCD) convention planning and auction volunteer list update; Data request per SmartProcure; 2019 time tracker template updates; Community Engagement Committee (CAG) report on Water Levels Committee (WLC) and conference call; WLC pre-spring engagement contact list and invitation letter draft; QB updates per auditor; TSA 8 online document coordination; 2019 District calendar; 2019 operating budget updates

) County Buffer

- Buffer expense breakdown per Environmental Services Director; updates to time tracker

) CPL-RRR

- Riffle project bid opening; contractor selection and contract; work plan/budget update with Rainy Lake Sportfishing Club/DNR

) Natural Resource Block Grant

- Jim Palm site visit summary report updates with DNR

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

November 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.
- 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.
- Awarded contract 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.

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.

Submitted by: Eric Olson

Water Resource Specialist Report

November 2018

AIS

- Inspection program wrap up
- Final reporting
- Budget review
- 2019 inspection program planning/brainstorming

SWAG

- Budget review
- Pre-sampling call w/ MPCA and LOW SWCD
- 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
- Budget changes to RR SWAG
- Interim Reporting for LF SWAG

Local Capacity

- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping

WPLMN

- Sampling
- WebEx trainings

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

November 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.
- J Picked up the new and improved tree planter after updates and repairs
- J Finished additional NRCS TSP Certification Requirements

Kooch CWMA

- J Worked with partners to receive outstanding MOU agreements.

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 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

December 2018

Rainy Basin International & Watershed Coordinator

-) Partner meetings
-) Updated stakeholder list and planned the first 5 interviews to be done the first week in January

PCA Wood Ash

-) Updated permits, and spreading
-) Update summary, hauling reports and spreading reports, permit coversheets
-) Processed and sent end user letters
-) Updated brochures
-) Landowner assistance

Local Capacity

-) eLINK entry
-) Updated website education page
-) Public participation planning meeting with Lake of the Woods SWCD and MPCA
-) Northern Landscape Committee

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS
-) eLINK data entry reporting
-) Met with Environmental Services for reporting
-) Attended and assisted with the 2018 MASWCD

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; 2019 timesheet updates

Submitted by:

Jolén Simon

Program Coordinator