

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, MAY 6, 2019**

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
	James Aasen	Forest Resource Specialist
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner
	Dave Fikejs	Local Landowner
	Matt Gouin	Environmental Services Director

Chair Lewis called the meeting to order at 7:00 p.m.

- 2019/5-1 Motion by Dreher, seconded by Linder to approve the agenda with an addition.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/5-2 Motion by Aitchison, seconded by Dreher to approve the minutes dated April 1, 2019 with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/5-3 Motion by Lewis, seconded by Voigt to amend motion 2019/2-6 as follows:
Motion by Lewis seconded by Aitchison to approve the Rainy Lake Medical Center streambank and shoreline protection cost share contract (CS2016-2), encumbering \$2529 in FY16 state cost-share funds, \$8,114 in FY17 state cost share funds, and \$8,114 in FY18 state cost share funds for a combined total not to exceed \$18,757 on the basis of 75% of the total eligible costs included in the total project estimate of \$224,321.92 and authorizing A J Pirkl, AMI consulting engineer as the technical representative.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/5-4 Motion by Voigt seconded by Lewis to ratify paid bills, check numbers 10729 to 10761 including electronic transfers, in the total amount of \$88,440.64 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/5-5 Motion by Voigt, seconded by Dreher to approve the Treasurer's reports ending April 30, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/5-6 Motion by Voigt, seconded by Aitchison authorizing accounts payable in the amount of \$375.00 and allowing payment of ordinary and necessary bills between May 7, 2019 and June 3, 2019, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Guest Introductions:

Dave Fikejs was introduced to the group as a local landowner who works closely with the SWCD and joined the meeting to learn more about what the SWCD does and the various programs available.

Supervisor Reports

Voigt reported on Emerald Ash Borer mitigation funding and tree sales/nurseries. He will not be able to attend the upcoming SWCD Forestry Association meeting on May 16th. He also reported that there is a need to replace the Area VIII Secretary position.

District Administrator Report

See attached.

Resource Conservationist Report

See attached.

Gouin reported on a recent TEP meeting.

Water Resources Specialist Report

See attached.

In addition, a Zebra Mussel larva was reported to be found near Winnipeg.

Forest Resource Specialist Report

See attached.

Staff reported on their participation in the Outdoor Expo. Discussion also included possible solutions regarding tree delivery from nurseries, and the possibility of SWCD staff picking up trees from nurseries. Staff reported that the SWCD North Region Forester has moved on to a new position.

Program Coordinator

See attached.

NEW BUSINESS

Rainy Basin International Watershed Coordinator

**2019/5-7 Motion by Voigt, seconded by Dreher authorizing the district administrator's signature on the Rainy Basin International Watershed Coordination Grant.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

MASWCD Call for Resolutions

Discussed as a reminder.

Upcoming Meetings:

The district administrator discussed the purpose of the Wild Rice Workshop to be held with Grand Council Treaty #3 communities on Kenora.

Board Approval:

**2019/5-8 Motion by Lewis seconded by Dreher authorizing all Supervisors and staff to attend the Area VIII meeting on June 7th in Park Rapids, MN and authorizing the district administrator to attend the Wild Rice Workshop between June 10-12 in Kenora, Ontario.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Other Reminders:

May 13: Big Fork River Board Meeting in Big Falls at 5:30

May 16th is the Rainy/Rapid River Board Meeting in Birchdale at 6:30

General Business:

The district administrator discussed the possibility of a public event/open house based on a mailing that was sent out as a possible future event to try.

Aitchison discussed the progress on the bog walk construction.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, June 3, 2019 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2019/5-9 **Motion by Dreher, seconded by Lewis to adjourn the meeting at 8:15 p.m.**

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

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Board Chairman, Ralph Lewis

Date

Koochiching SWCD District Administrator Report

April 2019

) **AIS**

- Grant tracking, expenditure documentation, and reimbursement request/invoice sent

) **BWSR Conservation Delivery**

- Local Working Group (LWG) meeting; LWG priority concern ranking and attendance list to NRCS

) **BWSR Local Capacity**

- Water Levels Committee webex meetings and conference calls (weekly) to review basin conditions and direct dam operators on rule curve targets; stakeholder questions re: Kabetogama lake levels; Forest Stewardship assistance to landowners re: SFIA

) **County/District**

- Tree and native plant sales; MCIT 2020 payroll estimate reports; eLINK reporting; Plat book ad designs and revised informational pages; website updates; FY17 Local Capacity grant verification final documents to BWSR; MCIT EDP inventory report

) **CPL-RRR**

- Grant tracking, expenditure documentation, and reimbursement request/invoice sent

) **LF NIPF**

- Grant tracking, expenditure documentation, and reimbursement request/invoice sent

) **MPCA Contracts**

- Grant tracking, expenditure documentation, and reimbursement request/invoice sent

) **Natural Resource Block Grant**

- Revisions to draft proposal and final application submitted for LCCMR Rainy Lake Cattail Removal project

) **Wood Ash**

- Grant tracking, expenditure documentation, and reimbursement request/invoice sent

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

April 2019

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.
- Site visit various parcels with conservation officers on potential violations, check old violations, and work with landowners on properties/plans.

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.
- Working with landowner on seeding/turf restoration that will happen later this month.
- Talking with RLSFC, DNR, contractors, and staff on how to proceed with next years plans if any or what can be done due to the unfortunate circumstances.

Cost Share

- Work with JPB and landowners on preliminary design plans for Bigfork River bank stabilization and work with landowner on terms of contract.

Water Quality

- Checking river conditions daily and communicating with DNR and other areas districts.
- 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

- Submit LCCMR grant application for work with RLPOA and VNP for hybrid cattail removal.

Submitted by: Eric Olson

Water Resource Specialist Report

April 2019

AIS

- Budget review
- 2019 inspection program planning/brainstorming
- Outdoor Expo

SWAG

- Budget review
- Sampling prep for 2019 season
- Billing
- Budget planning for SWAG Contracts

RBW

- Sampling prep
- Sampling
- Rat Root summer field work plan
- Rainy Lake Watershed forum
- Protection workshop
- River check
- PJG Meeting

Local Capacity

- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping
- Plat book data check
- Maplogic and GIS Work
- Rainy River WRAPS Meeting
- Plat Book

Miscellaneous

- Emails
- Drone Demo from SC Recon/Drone
- Map Logic meeting w/ Mary Jean
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Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

April 2019

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 Participated in some natural resource partner meetings.
- J Helped many landowners with new SFIA and FSP requirements.
- J Participated in the Northern Landscape Committee meeting.
- J Continued organizing tree spring plantings including planting plans and cost-share.
- J Completed a conservation tree planting.

Kooch CWMA

- J Researched grant opportunities.
- J Led a partner organizational and brainstorming meeting on April 17th.
- J Participated in a BWSR CWMA webinar.

2019 Tree Sale

- J Worked with many landowners about 2019 tree and native plant sales.
- J Updated inventory and taking in tree and native plant orders for 2019 sale.
- J Worked through tree nursery issues.
- J Processed and bundled tree orders and manned the pickup point at the highway garage.

NIPF 2

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Processed final invoices and survey results.
- J Worked on brainstorming a potential new forest service grant following this project.

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 Completed end of the year review and update of Koochiching parcels.
- J Planned and organized tree'd buffer plantings using reserved buffer cost-share.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

April 2019

Local Capacity:

-) eLINK data entry

Rainy Basin Watershed Grant

-) Attended Profession Judgement Group (PJG) meetings for: Rainy River-Rainy Lake; Rapid River; Lower Rainy River Watersheds. Reviewed and assessed monitoring and assessment preliminary results.
-) Prepared for two drain stencil painting events: May 21st in International Falls/Ranier (6th grade); May 29th in Fort Frances (8th grade)
-) Design and order materials for drain stencil events
-) Presented to Ranier City Council and Koochiching County Board for drain stencil painting approval to expand into Ranier.
-) Worked on planning of public meetings for Big Fork River Watershed but decided to postpone until fall
-) 1st quarter invoicing

Rainy Basin International Grant

-) Continued transcribing interviews
-) 1st quarter invoicing and reimbursement request coding

PCA Wood Ash

-) End User Forms sent, and up to date
-) Updated permits, and spreading
-) Updated summary, hauling reports and spreading reports, permit coversheets
-) Met with contractor periodically to discuss hauling/spreading progress
-) 1st quarter invoicing

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
-) eLINK data entry
-) Envirothon planning and preparation
-) Local Working Group meeting and follow up
-) Environmental Education Days planning

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; credit card tracking; website updating; assist with tree program

Submitted by:

Jolén Simon

Program Coordinator