

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, JUNE 3, 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
	James Aasen	Forest Resource Specialist
	Eric Olson	Resource Conservationist
	Kevin Adee	Koochiching County Commissioner
	Chad Severts	BWSR Board Conservationist

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

**2019/6-1 Motion by Aitchison, seconded by Dreher to approve the agenda with additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2019/6-2 Motion by Dreher, seconded by Voigt to approve the minutes dated May 6, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2019/6-3 Motion by Voigt seconded by Dreher to ratify paid bills, check numbers 10762 to 10792 including electronic transfers, in the total amount of \$50,890.24 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2019/6-4 Motion by Voigt, seconded by Aitchison authorizing accounts payable in the amount of \$170.52 and allowing payment of ordinary and necessary bills between June 7, 2019 and July 1, 2019, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Guest Introductions: Chad Severts, BWSR Board Conservationist, discussed a meeting with the Koochiching SWCD District Administrator and the Environmental Services Director regarding a potential One Watershed One Plan (1W1P) in coordination with Lake of the Woods SWCD. Benefits of 1W1P discussed were the potential to overlap the 1W1P and the WRAPS processes, dedicated funding attached to this process/plan, and that a consultant could be hired to write the plan with input and document review by local governments. Lake of the Woods SWCD will be pursuing a 1W1P for the Rapid River and would like to partner with Koochiching County and/or SWCD. Future steps may include a presentation to County Commissioners and SWCD Board Members to give more detail about the process. Additional discussion included a potential team building presentation by the district administrator.

Supervisor Reports

Dreher and Aitchison reported on the Big Fork River Board meeting, highlighting the Big Falls Campground renovation. Work on this renovation has been slowed due to historical artifacts found during excavation.

District Administrator Report

See attached.

Additional discussion included a potential community development project sponsored by the Rainy Lake Sportfishing Club.

2019/6-5 Motion by Voigt, seconded by Aitchison authorizing the district administrator to deposit a check from the Rainy Lake Sportfishing Club in the amount of \$1,262.30 to be earmarked as “RLSC Community Project”.

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

Resource Conservationist Report

See attached.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

In addition, the forest resource specialist is being considered for the Northern Landscape Committee Chair. The Board is supportive of this position.

Program Coordinator

See attached.

NRCS

Civil Rights Responsibilities for Partners Checklist

The district administrator reviewed the civil rights listed in this document and passed around for Board member signatures.

NEW BUSINESS

2019 Plat Map Book

The district administrator reviewed the current plat book quote along with information on previous edition orders and cost.

2019/6-6 Motion by Voigt, seconded by Aitchison authorizing the district administrator to order 1,000 prints of the 2019 Koochiching County Plat Map Book as per the quote from Big Fish Print Solutions, to be sold at a price of \$35 (including tax), and authorizing a 15% discount for authorized resellers with valid ST3 forms on bulk purchases of ten or more books at one time.

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

2019/6-7 Motion by Voigt, seconded by Aitchison authorizing a line item transfer of \$11,000 from Professional Services (expense account) to Plat Book (expense account).

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

2019/6-8 Motion by Dreher, seconded by Linder authorizing a 10% discount for general sales on bulk purchases of ten or more plat books at one time.

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

Upcoming Meetings:

PCA Wood Ash quarterly meeting will be held on June 20th at 2:00 p.m. at the PCA office.

General Business:

Aitchison discussed the SWCD funding analysis graphs provided by the district administrator and passed them around for Board review.

Commissioner Adee asked the Board if they would like to have a float in the July 4th parade.

**2019/6-9 Motion by Lewis, seconded by Aitchison authorizing the district to have a float in the International Falls Fourth of July parade in honor of the 65th anniversary of the District.
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, July 1, 2019 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

**2019/6-10 Motion by Voigt, seconded by Aitchison to adjourn the meeting at 8:45 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

May 2019

) **AIS**

) **BWSR Conservation Delivery**

) **BWSR Local Capacity**

- Water Levels Committee webex meetings and conference calls (weekly) to review basin conditions and direct dam operators on rule curve targets;

) **County/District**

- Tree and native plant sales; Plat book ad designs, informational pages, GIS edits, and draft print copies; website updates; MCIT consultation re: non-disclosure agreement; processed data request by SmartProcure; computer system updates; meetings with Big Fish Print Solutions on 2019 Plat Book print cost/delivery date; assist with Area VIII agenda development and distribution.

) **CPL-RRR**

) **LF NIPF**

) **MPCA Contracts**

) **Natural Resource Block Grant**

- Landowner wetland questions; discussions with BWSR/MPCA re: 1W1P;

) **Wood Ash**

- Permit review with DH

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

May 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.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Ash production has slightly lowered after maintenance shut down, upcoming meeting may clarify details and long-term consistency.
- Working with DH contracting on permits and areas to dump/spread with current conditions.

CPL – Rat Root River

- Wrapping up grant process and final details on projects before the grant ends.
- Seeding/turf restoration for landowner that allowed access for 1 riffle.
- 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.
- Planning for grant verification that will happen later in the year of all grant accomplishments.

Cost Share

- Work with JPB and landowners on 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

- Tree program sales and assisting with landowner and county sewer project planting plans.
- Vacation time.

Submitted by: Eric Olson

Water Resource Specialist Report

May 2019

AIS

- Budget review
- 2019 inspection program
- Inspector check
- Decon prep and deploy

SWAG

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

RBW

- Sampling prep
- Sampling
- Rat Root summer field work plan
- Field work assistance
- River check
- Rainy/Rapid citizen advisory committee
- Rapid and Lower Rainy WRAPS geomorph call in
- Rainy River Rainy Lake Core Team Web-ex

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
- GIS Meeting

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

June 2019

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Processed contracts for several upcoming Forest Stewardship Plans.
- J Completed two forest stewardship plans and began another.
- J Helped many landowners with new SFIA, FSP, and CAP requirements.
- J Finalized and finished an FSP.
- J Conducted field work and began writing a CAP plan.
- J Worked with a NRCS TSP coordinator on CAP writing and requirements.
- J Researched grant opportunities.

NIPF 2

- J Attended the Northern Landscape Committee meeting
- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Processed final invoices and survey results.
- J Continued researched and development of a Big fork major watershed stewardship project grant.
- J Accepted chair position of the committee.

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 Reviewed and updated buffer affected parcels.
- J Met with landowners for follow-up and signing of buffer cost-share docs.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

May 2019

Local Capacity:

-) eLINK data entry
-) Preparation for June Northern Landscape Committee Meeting
-) Discussed the We Are Water display with U of M coordinator
-) Taught at Voyageurs National Park for the Lake of the Woods 6th graders – water science

Rainy Basin Watershed Grant

-) Attended Rainy River-Rainy Lake Core Team Meeting
-) Completed two drain stencil painting events: May 21st in International Falls/Ranier (6th grade); May 29th in Fort Frances (8th grade). Approximately 40 stencils painted in International Falls/Ranier
-) Presented to City of International Falls for drain stencil painting approval to expand to the downtown area.
-) Big Fork River Board Meeting – Next meeting scheduled for August 26 in Big Fork at 5:30 p.m.

Rainy Basin International Grant

-) Continued transcribing interviews

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

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
-) eLINK data entry
-) Envirothon event and follow-up (May 1 event) Northome Senior Team: 4th Place (of 9)
-) Environmental Education Days planning and event day
-) Envirothon wrap-up conference call with Area VIII planning team
-) Household Hazardous Waste event (May 22)
-) Outdoor Education Days (May 22-23)

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; created tree planting highlight video; credit card tracking; assist with tree program; tree planting; bank deposit; reorder office supplies

Submitted by:

Jolén Simon

Program Coordinator