

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, AUGUST 5, 2019**

Members Present:	Ralph Lewis	District I
	Eldon Voigt	District III
	Richard Dreher	District IV
	Al Linder	District V
Members Absent:	George Aitchison	District II
Others Present:	Pam Tomevi	District Administrator
	Jolen Simon	Program Coordinator
	James Aasen	Forest Resource Specialist
	Jody Peek	NRCS District Conservationist
	Jason Sjoblom	Koochiching County Commissioner
	Matt Gouin	Koochiching ESD Director

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

- 2019/8-1 Motion by Voigt, seconded by Linder to approve the agenda as presented.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2019/8-2 Motion by Voigt, seconded by Dreher to approve the minutes dated July 1, 2019 as presented.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2019/8-3 Motion by Voigt seconded by Dreher to ratify paid June 2019 bills, check numbers 10793 to 10813 including electronic transfers, in the total amount of \$32,944.49 (details on file).
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2019/8-4 Motion by Voigt seconded by Dreher to ratify paid July 2019 bills, check numbers 10814 to 10843 including electronic transfers, in the total amount of \$37,622.59 (details on file).
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2019/8-5 Motion by Voigt, seconded by Dreher to approve the Treasurer's reports ending June 30, 2019 as presented.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2019/8-6 Motion by Voigt, seconded by Dreher to approve the Treasurer's reports ending July 31, 2019 as presented.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2019/8-7 Motion by Voigt, seconded by Dreher authorizing accounts payable in the amount of \$53.36 and allowing payment of ordinary and necessary bills between August 6, 2019 and September 9, 2019, not to exceed budget.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

Guest Introductions:

The Board welcomed Commissioner Jason Sjoblom and the District Administrator provided him with a brief overview of SWCD operations.

Supervisor Reports:

Dreher reported on his attendance at the Northome Wellhead Protection Plan meeting.

Voigt reported on his attendance at the MN SWCD Forestry Association Meeting and their tour of APi Distribution, Inc..

Committee Reports:

The Budget Committee reported that they met with the District Administrator to review the draft 2020 operating budget including the 2020 request for County support, presented as the same level as the 2019 allocation.

**2019/8-8 Motion by Voigt, seconded by Lewis authorizing the 2020 County budget request to be submitted as presented including authorization of the Chair's signature.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

NRCS District Conservationist Report:

See attached.

Discussion also included One Watershed One Plan and the County Water Plan.

District Administrator Report:

See attached.

Resource Conservationist Report:

See attached.

Water Resources Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

Discussion also included a potential 2020 native plant event.

Program Coordinator:

See attached.

NEW BUSINESS**2019 MASWCD Award Nominees:**

The Board discussed local nominations for the MN Association of Soil and Water Conservation District (MASWCD) awards. The Forest Resource Specialist reviewed his prior discussions with NRCS.

**2019/8-9 Motion by Voigt, seconded by Dreher approving Ken Hendrickson as the 2019 MASWCD Conservationist of the year for Koochiching County.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

**2019/8-10 Motion by Voigt, seconded by Dreher approving Trails End Chapter of the Minnesota Deer Hunter's Association as the 2019 MASWCD Community Conservationist of the year for Koochiching County.
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

Contractor Selection for Rainy River-Rainy Lake and Lower Rainy River WRAPS/TMDLs:

The Program Coordinator reviewed notes from contractor phone calls and discussed recommendations.

2019/8-11 Motion by Voigt, seconded by Linder authorizing the selection of Emmons & Olivier Resources (EOR) as the WRAPS/TMDL contractor for Lower Rainy River and Rainy River-Rainy Lake Watersheds.

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

2019/8-12 Motion by Voigt, seconded by Dreher authorizing Koochiching SWCD to administer the contract for the WRAPS/TMDL contractor, EOR and authorize the District Administrators signature.

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

Upcoming Meetings:

2019/8-13 Motion by Voigt, seconded by Dreher authorizing Voigt, Lewis, District Administrator and Forest Resource Specialist to attend the Area VIII Fall Tour and Meeting at Itasca State Park, September 12-13.

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

2019/8-14 Motion by Voigt, seconded by Linder authorizing all staff to attend the 2019 BWSR Academy at Breezy Point, October 29-31.

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

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, September 9, 2019 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2019/8-15 Motion by Dreher, seconded by Linder to adjourn the meeting at 8:59 p.m.

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

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Board Chairman, Ralph Lewis

Date



July 2019 DC Report

8/05/2019

Report completed by Jody Peek, CST DC.

Staffing

- ❖ NRCS is in the process of hiring a 2nd Soil Conservationist in Baudette. The vacancy has been advertised and management is reviewing applicants. A decision should be made soon. A start date for a new employee is unknown.

Programs

- ❖ **CSP (Conservation Stewardship Program)** – Pre-approval list was received and pre-approval letters have been sent out. The team had 42 pre-approved out of 66 submitted. Koochiching had 2 of those preapprovals. The field offices are currently working on field reviews, maps and plans. Applications must be approved by August 16th.

Trainings/Meetings/Outreach

- ❖ **Pollinator Training** – Attended BWSR Pollinator Habitat Training in Bagley. Listened to XERCES Pollinator expert Karin Jokela. After classroom discussion a couple site visits were completed.
- ❖ **Grygla Soil Health Field Day** – On July 31st Beltrami SWCD and NRCS staff demonstrated the rainfall simulator and the wind erosion simulator. A total of 18 landowners/operators attended.
- ❖ **1W1P** – Trying to get involved with each 1W1P in all 5 of my counties.
 - Participated in the Mississippi River Headwaters 1W1P Bus Tour on Aug 6th. During the tour we looked at Clearwater SWCD No-Till Drill, viewed both the Knutson Dam with USFS and Winnie Dam with ACOE and discussed Forest Management with USFS in the Chippewa National Forest.

Koochiching SWCD District Administrator Report

July 2019

) **AIS**

- Expense tracking and documentation for 2nd qtr invoice

) **Buffer**

- Buffer cost share payments;

) **BWSR Conservation Delivery**

- Partner update with NRCS District Conservationist; RRR final invoice/report to DNR; prep for RRR audit on FY11, FY12, FY16 CPL grants; meeting with U of M re: partnerships/seed money available for projects; article/photo on Dobb Family 100-year ownership to Journal

) **BWSR Local Capacity**

- Water Levels Committee conference calls/emails to discuss basin conditions and address property owner concerns re: impact of storm/follow-up with landowners; schedule interview with KGHS/KSDM re: public meetings of International Rainy-Lake of the Woods Watershed Board; review hydrographs and upcoming flow changes for Rainy/Namakan Lakes; prep water levels presentation for Border Lakes Association

) **Cost Share**

- CS19-2 engineering plans/JPB invoices for survey services

) **County/District**

- Truck lettering/4th of July float finishes; financial audit documentation/audit with Peterson Company; plat book sales;

) **CPL-RRR**

- Expense tracking and documentation for final invoice/final report;

) **LF NIPF**

- Forester/landowner invoices; NIPF project book/annual report prep;

) **MPCA Contracts**

- Document/work plan review; expense tracking; invoice prep; review LF TMDL/WRAPS for potential 319 grant opportunities

) **Natural Resource Block Grant**

- RBI working agreement with LOWWSF; office visit with Water Plan Advisory Committee member;

) **Wood Ash**

- Expense tracking and documentation for 2nd qtr invoice

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

July 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.
- Work with various landowners and conservation officers on violations, potential violations, restoration orders, and regulations.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Ash production has slightly lowered after maintenance shut down.
- Working with DH contracting on permits and areas to dump/spread with current conditions.

CPL – Rat Root River

- Annual report for grant finalization.
- Talking with RLSFC, DNR, contractors, and staff on how to proceed with next years plans if any or what can be done in years to come.
- 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 and contractor selections/timelines.

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.
- Flux 32 analyte calculations for the Littlefork and Big Fork River major sites.

Miscellaneous

- The Rainy Lake non-native hybrid cattail removal project plans and details presented to LCCMR committee in St. Paul was denied funding.
- Vacation used

Submitted by: Eric Olson

Water Resource Specialist Report

July 2019

AIS

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

SWAG

- Budget review
- Sampling prep
- Sampling
- Billing
- Budget planning for SWAG Contracts
- Invoicing

RBW

- Sampling prep
- Sampling
- Rat Root summer field work plan
- Field work assistance
- Invoicing
- Rat Root stage measurements

Local Capacity

- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping
- U of M Meeting

Miscellaneous

- Emails
- GIS Meeting

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

July 2019

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Processed contracts for several upcoming Forest Stewardship Plans.
- J Completed a CAP plan, forest stewardship plan, and began another.
- J Helped many landowners with new SFIA, FSP, and CAP requirements.
- J Conducted field work for two FSP's.
- J Worked with a NRCS TSP coordinator on CAP writing and requirements.
- J Participated in a meeting with U of MN Sustainability Extension
- J Attended the SWCD Forestry Association Meeting in McGregor.
- J Decorated and drove district "float" in local 4th of July parade.

Kooch CWMA

- J Researched grant opportunities with US Fish and Wildlife and BWSR.
- J Discussed private property weed control opportunities with partners at DNR parks and trails and MNDOT.

Northern Landscape Committee

- J Worked with MFRC Coordinator transition and NLC budget for the remainder of the year.
- J Brainstorming projects with NLC members.
- J Continued research and development of a Big fork major watershed stewardship project grant.

NIPF 2

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Processed final invoices and survey results.
- J Wrote narrative and developed project book.

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 via web map and field checks.
- J Conducted compliance follow-ups with landowners.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

July 2019

Local Capacity:

-) eLINK data entry
-) Meet with NRCS and board meeting items
-) Updates to tree web page
-) Met with the University of Minnesota regarding the Northeast Regional Sustainable Development Partnership regarding potential partnerships and landowner assistance
-) Updates to watershed website pages: Added article series written by the Lake of the Woods Watershed Sustainability Foundation

WPLMN

-) 2nd Quarter invoicing

Rainy Basin Watershed Grant

-) Booked Public Participation Team meeting for August 12, Grand Rapids
-) Drain stencil video – started
-) Participated in contractor interview calls with 4 potential WRAPS/TMDL contractors
-) 2nd Quarter invoice
-) Semi-annual report completed and submitted

Rainy Basin International Grant

-) Finalized transcription of first interview
-) Final invoice and retainage invoice completed and submitted
-) Final report completed and submitted

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
-) Fair planning: did not attend LOW County fair, will attend Beltrami County fair August 7-8
-) Wood ash sample packets and informational handouts prepared
-) 2nd Quarter Invoice

NRBG Grants

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

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; credit card tracking; bank deposit; 4TH of July parade planning and participation, plat book sales and shipping

Submitted by:

Jolén Simon

Program Coordinator