

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, JULY 1, 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
	Jody Peek	NRCS District Conservationist

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

**2019/7-1 Motion by Aitchison, seconded by Dreher to approve the agenda with additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2019/7-2 Motion by Voigt, seconded by Linder to approve the minutes dated June 3, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Board reviewed May 2019 ratification report in combination with the May 2019 Treasurer Report.

**2019/7-3 Motion by Voigt, seconded by Aitchison to approve the Treasurer's report ending May 31, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2019/7-4 Motion by Voigt, seconded by Dreher authorizing accounts payable in the amount of \$403.67 and allowing payment of ordinary and necessary bills between July 2, 2019 and August 5, 2019, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Guest Introductions:

Jody Peek, NRCS District Conservationist and Customer Service Team Leader introduced herself, giving education and work background information.

See attached report.

Supervisor Reports

Linder reported on his attendance at the quarterly Beneficial Reuse of Wood Ash meeting where discussion included the contracted hauler has added two additional spreaders and ash production, currently at 2-3 loads per day, is expected to increase this fall. The Program Coordinator commented that outreach to other areas will be pursued to ensure enough permitted sites for the future.

Voigt reported on his attendance at the Area VIII meeting where resolutions were discussed.

Committee Reports

The Budget Committee will meet before the next Koochiching SWCD board meeting on August 5, 2019.

District Administrator Report

See attached.

Resource Conservationist Report

See attached.

Discussion also included an upcoming audit (field verification) of all projects completed on the Rat Root River through the CPL grant contracts.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Program Coordinator

See attached.

NEW BUSINESS

Buffer Cost Share

The District Administrator reviewed Voucher and Practice Certification forms for BCS 18-1 and BCS 18-2.

2019/7-5 Motion by Voigt, seconded by Dreher approving payment of FY18 Buffer Cost Share funds on two buffer cost share contracts as follows: \$351.23 on BCS 18-1 on the basis of 75% of project costs totaling \$468.30 and \$270.75 on BCS 18-2 on the basis of 75% of project costs totaling \$361.00 and authorizing James Aasen as the technical representative and Pam Tomevi as the administrative sign-off for each voucher and practice certification form. Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.

Upcoming Meetings:

IRLWWB Basin Meetings – August 12-15 in Baudette

2019/7-6 Motion by Voigt, seconded by Dreher authorizing the District Administrator to attend the International Rainy-Lake of the Woods Watershed Board basin meetings in Baudette, August 12-15. Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.

Rainy Basin International Watershed Coordination Working Agreement

The Board reviewed a working agreement between Lake of the Woods Watershed Sustainability Foundation (LOWWSF) and Koochiching SWCD for subcontracted work on a newly executed MPCA grant.

2019/7-7 Motion by Voigt, seconded by Linder approving the Rainy Basin International Watershed Coordination working agreement with the Lake of the Woods Watershed Sustainability Foundation and authorizing the District Administrator's signature. Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.

General Business:

The District Administrator presented service award pins to Linder recognizing 25 years of service and Lewis recognizing 50 years of service as board members with Koochiching SWCD.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, August 5, 2019 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2019/7-8 Motion by Dreher, seconded by Linder to adjourn the meeting at 8:40 p.m.

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

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Board Chairman, Ralph Lewis

Date



July 2019 DC Report

7/01/2019

Report completed by Jody Peek, CST DC.

Staffing

- ❖ **Customer Service Team Lead - District Conservationist** – The Team Lead will supervise and manage workload for USDA/NRCS employees in 5 counties (Beltrami, Clearwater, Hubbard, Koochiching and Lake of the Woods). Jody Peek was hired as the Team Lead DC for this area and began working in the Bemidji Field Office on May 13th. The Team Lead is responsible for ensuring district support and will attend SWCD Board meetings in all these counties. My contact information is listed below:

Bemidji Service Center | 3217 Bemidji Ave N | Bemidji, MN 56601
cell. 218-340-4589 | office. 218-751-1942 x112 | E-mail: jody.peek@usda.gov

- ❖ **Vacancies** – Two vacancies in the Bemidji Team opened. One was a Soil Conservation Technician in Bagley and another was a Soil Conservationist in Baudette. Should be interviewing for those soon.

Programs

- ❖ **CSP (Conservation Stewardship Program)** – Application signup ended May 10th. A total of 3 applications were received from Koochiching.
 - The field offices are currently working on obtaining eligibility information, completing interviews, data entry, mapping and rankings for these applications. Deadline to have this information completed is July 5th.
 - Pre-approvals will be selected by July 9th. At this time field reviews and further planning will be initiated. Applications must be approved by August 16th.
- ❖ **EQIP (Environmental Quality Incentives Program)** – Currently a sign-up until July 12th for prevented plant cover crops. If fields were not planted due to wet conditions, then cover crops could be planted and cost share provided through this program.

Trainings/Meetings/Outreach

- ❖ **Customer Service Team Training** – The training was called “The Dynamics of the remote Team Environment”. All NRCS employees from all 5 counties attended training in Bemidji on May 23rd & 24th. An outside trainer from Skill Path was hired to come and teach the course.
- ❖ **Team Leader Training** – All team leads hired (7 total) attended to go over what management expects out of the team leads and feedback was provided to NRCS management on how the new system was working. Training was held in Alexandria, MN on June 24th & 25th.
- ❖ **MASWCD Meeting** – Attended the North Central Area VIII Resolution Meeting in Park Rapids on 06/07/19.

Koochiching SWCD District Administrator Report

June 2019

) **Buffer**

- Cost share invoices/voucher prep

) **BWSR Conservation Delivery**

- Committee review of BWSR Operational Handbook draft update

) **BWSR Local Capacity**

- Water Levels Committee WebEx meetings and conference calls (weekly) to review basin conditions and direct dam operators on rule curve targets; Wild Rice Workshop prep and attendance in Kenora, Ontario with Grand Council Treaty 3; attendance at Lake of the Woods Control Board meeting in Kenora, Ontario; Handouts and presentation to Rainy Lake Property Owners Association; document review/participation in IRLWWB meeting (conference call)

) **Cost Share**

- Program review with BWSR/Resource Conservationist

) **County/District**

- Plat Book proof review/edits/order confirmation; BWSR Academy presentation prep; Area VIII resolution meeting prep/attendance in Park Rapids; 4th of July float/T-shirt design/create

) **CPL-RRR**

- Expense tracking and prep for final invoice/final report

) **LF NIPF**

- Forester/landowner invoices; prep on book creation for Phase 1/Phase 2

) **MPCA Contracts**

- Document/work plan review; expense tracking; invoice prep

) **Natural Resource Block Grant**

- 1W1P meeting with BWSR/ESD; develop/print handouts for LCCMR presentation on Rainy Lake Non-native Hybridized Cattail Removal project; discussions on possible forest stewardship projects on the Big Fork River (NIPF Phase 3); discussion with Red Lake Watershed District re: partnership on development of a management plan for Bartlett Lake

) **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

June 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.
- 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.
- 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

- Presented the Rainy Lake non-native hybrid cattail removal project plans and details to LCCMR committee in St. Paul in hopes of funding.

Submitted by: Eric Olson

Water Resource Specialist Report

June 2019

AIS

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

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

June 2019

Local Capacity:

-) Preparation for, attend, and meeting summary for June Northern Landscape Committee Meeting
-) MASWCD awards nomination discussion with NRCS

Rainy Basin Watershed Grant

-) Communication with core teams

Rainy Basin International Grant

-) Continued transcribing and coding interview
-) Began invoicing

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
-) Landowner calls for spreading progress
-) Partner meeting on June 20, PCA and SWCD staff to attend fairs for program promotion

NRBG Grants

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

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; credit card tracking; bank deposit; Area VIII meeting and type meeting summary.

Submitted by:

Jolén Simon

Program Coordinator