

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, OCTOBER 7, 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
	Jody Peek	NRCS District Conservationist
	Kevin Adee	Koochiching County Commissioner
	Matt Gouin	Environmental Services Director

Chair Lewis called the meeting to order at 7:03 p.m.

- 2019/10-1 Motion by Voigt, seconded by Dreher to approve the agenda as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/10-2 Motion by Voigt, seconded by Linder to approve the minutes dated September 9, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/10-3 Motion by Voigt seconded by Dreher to ratify paid September 2019 bills, check numbers 10883 to 10899 including electronic transfers, in the total amount of \$34,612.93 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/10-4 Motion by Voigt, seconded by Aitchison to approve the Treasurer's reports ending September 30, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/10-5 Motion by Voigt, seconded by Dreher authorizing accounts payable in the amount of \$614.76 and allowing payment of ordinary and necessary bills between October 8, 2019 and November 4, 2019, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports

Dreher reported on his attendance at the Big Fork River Board. Discussion included DNR canoe landing maintenance.

Voigt reported on his attendance at the Area VIII Tour and Meeting and that he was elected Co-Director for the upcoming year. Discussions included tour sites and the newly elected Area VIII Treasurer. Voigt asked staff to look into certification for beaver dam control and requested Board authorization to attend the next MASWCD Awards Selection Meeting October 25th in St. Paul.

**2019/10-6 Motion by Lewis, seconded by Dreher authorizing Voigt to attend the MASWCD Awards Selection meeting on October 25th in St. Paul.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Lewis reported on his attendance at MN Geological Survey meeting in Baudette on September 10th.

NRCS District Conservationist Report

See attached.

District Administrator Report

See attached.

The District Administrator also passed out Little Fork NIPF project books.

Resource Conservationist Report

See attached.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Program Coordinator

See attached.

**2019/10-7 Motion by Voigt, seconded by Dreher authorizing all Supervisors to attend the Little Fork River Watershed event in either Little Fork on October 9th or Cook on October 10th.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

NEW BUSINESS

2019 MASWCD Resolutions:

The District Administrator reviewed each resolution with the Board and each Supervisor cast their vote.

FY20 BWSR Local Capacity and Buffer Law Grants:

**2019/10-8 Motion by Voigt, seconded by Dreher approving the work plans for the FY20 BWSR Local Capacity and Buffer Law grants, contingent upon Board Conservationist approval, and naming the District Administrator as the authorized representative for each grant.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Upcoming Meetings:

MASWCD Annual Convention

**2019/10-9 Motion by Voigt, seconded by Aitchison authorizing the District Administrator and all Supervisors to attend the MASWCD Annual Convention in Bloomington, December 8-10.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Permits: The Board reviewed DNR Permit #2019-2603. All Supervisors were in support.

General Business:

The Board reviewed a request from Indus School for support of the yearbook by purchasing a business card ad.

2019/10-10 Motion by Voigt, seconded by Dreher authorizing the purchase of a \$50 business card size ad in the Indus School yearbook to support school funding.

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

The Board discussed a request for financial support from the MN SWCD Forestry Committee for a full-time North Region Forester.

2019/10-11 Motion by Voigt, seconded by Aitchison authorizing a letter of notice be written in response to a funding request for a full-time North Region Forester with a vote of “no”.

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, November 4, 2019 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2019/10-12 Motion by Aitchison, seconded by Dreher to adjourn the meeting at 9:13 p.m.

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

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Board Chairman, Ralph Lewis

Date



NRCS District Conservationist Report

Prepared by: Jody Peek, CST Lead - DC Bemidji

10/07/2019

Happy New Year!

End of Year Report (FY2019) – NRCS started a new fiscal year on October 1st, 2019.

- CSP – NRCS obligated 2 new CSP contracts that totaled 203.1 ac and \$43,242.00.
- EQIP – NRCS obligated 8 new EQIP contracts in 2019 that totaled \$23,876.00.

Completed Work

- Finished QAR's on all CSP applications to get all applications to approved deadline. In total the team had 58 new CSP contracts which was 66% of the area's number of new contracts.
- CSP letters were prepared and mailed out to program participants. Contract holders who received letters are bringing in certification records and field checks of completed practices are being done by field staff. We hope to have funds later this month so some payment can start being made.
- End of year reporting in PRS to try and meet goals. Nutrient management was scheduled as applied on acres treated with wood ash.
- Working on end of years performance reviews with all staff. Met with staff and reviewed accomplishments.
- Assisting staff in completing IDP's through BWSR to get staff there required training needs. Deadline to have IDP's done is 10/11/2019.

Trainings & Meetings Attended

- Attended the A8 MASWCD Fall Tour on Sept 12th & 13th at Itasca State Park.
- Toured LOW, Koochiching, Beltrami & Clearwater Counties with NRCS State Conservationist Troy Daniell and NRCS ASTC-FO Steve Cole on Sept. 17th & 18th. We visited David Elhard's farm in SW Koochiching County to look at a recently installed EQIP grazing system.
- Attended Area NE all employee meeting in Mora MN on 09/24/2019.
- Traveled to Brainerd MN on 10/03/2019 for CAP 106 – Forestry Management Plan training. Here NRCS met Celie Borndal, MN NRCS State Forester. She provided information on CAP Policy and CAP development as well as provided a review of CAP guides, checklists and templates.
- Attended Conservation Desktop (CD) Training in Bemidji on 10/04/2019. Class was taught by John Crellin, Area Resource Conservationist, Jason Sickmann, Area Program Specialist and Kristy Baross, GIS Specialist. CD will be the new "toolkit". Toolkit is what NRCS currently uses as there GIS program and is where

Koochiching SWCD District Administrator Report

September 2019

) **Buffer**

- Cooperative Weed Management Area grant application information

) **BWSR Conservation Delivery**

- Supervisor Campaign Finance updates; letter of support for Big Fork River watershed project; prep on BWSR Academy presentation

) **BWSR Local Capacity**

- Water Levels Committee: conference calls/emails/meetings; work to resolve issues on Second Creek related to low water levels; review and edit proposed changes to IJC Order/Directives to WLC; Staff updates and work plan reviews; grant info for proposed work in the Big Fork River watershed; IRLWWB board meeting and prep for IJC Semi Annual presentation in Ottawa; Review Objectives and Alerts IWI project; communications with landowners re: water level operations and outflow changes; MFRC operations review with staff

) **Cost Share**

- x

) **County/District**

- Landowner assistance with GIS/ownership clarifications in Plat Book; Plat Book sales

) **MPCA Contracts**

- Invoice prep/expense and time tracking; review of Rainy River Update report; WRAPS/1W1P discussions with project manager

) **Natural Resource Block Grant**

- Participate in verification for Rat Root River projects from FY11, FY12, and FY16; Review Bartlett Lake Management Plan documents; landowner assistance with shoreland/low water issues; landowner information re: shoreland water jurisdiction; landowner assistance re: wetland questions on possible disposal site for airport project material

) **Wood Ash**

- Landowner assistance (soil testing, site maps)

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

September 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.
- Attended yearly regional training in Cloquet.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Ash production is lower than average currently (1-2 loads/day)
- Working with DH contracting on permits and areas to dump/spread with current conditions.

CPL – Rat Root River

- Field review of all CPL projects.
- 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.

Cost Share

- Work with JPB and landowners on installation plans for Bigfork River bank stabilization.
- Visit other properties for potential projects.

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.
- Attended state wide annual training in Brainerd.

Miscellaneous

- Rat Root geomorphology work with DNR/MPCA.
- Attended meeting for Bartlett Lake management plan.

Submitted by: Eric Olson

Water Resource Specialist Report

September 2019

AIS

- Budget review
- 2019 inspection program
- Inspector check
- Invoicing

SWAG

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

RBW

- Sampling prep
- Sampling
- Geomorph work w/ DNR MPCA
- Field work assistance
- Invoicing
- Rat Root stage measurements
- Sediment fingerprinting work
- Little Fork Cycle 2 meeting
- Lake Association event
- Rapid/Lower Rainy WRAPS

Local Capacity

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

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

September 2019

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Processed contracts for several upcoming Forest Stewardship Plans.
- J Completed a forest stewardship plan and began another.
- J Helped many landowners with new SFIA, FSP, and CAP requirements.
- J Conducted field work for an FSP.
- J Worked with staff to interview and submit Cons. and Comm. Cons. O' the Year applications.
- J Attended the SWCD Area 8 tour and took minutes at the business meeting.
- J Attended the MN SWCD Forestry Association Meeting in McGregor.

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.
- J Helped staff organize a community buckthorn awareness day for October 23rd at Rainier CC-times to be announced.
- J Wrote the BWSR CWMA grant application.

Northern Landscape Committee

- J Brainstorming projects with NLC members.
- J Continued research and development of a Big fork major watershed stewardship project grant including writing letter of support.
- J Continued with coordination of on-going committee issues
- J Led the Northern Landscape Committee meeting.

NIPF 2

- J Continued final document wrap-up and report.

MN Buffer Initiative

- J Reviewed BWSR and MN DNR Buffer Law updates and guidance as they became available.
- J Reviewed and updated buffer affected parcels via web map and field checks.
- J Conducted compliance follow-ups with landowners.
- J Participated in BWSR staff visit including buffer documentation and field progress review.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

October 2019

Local Capacity:

-) eLINK data entry
-) Website updates
-) Buckthorn workshop planning
-) Attend sessions for BWSR Academy
-) Grant writing for CWMA and

MPCA WPLMN Grant

-) Meeting in Brainerd for program review
-) Invoicing

MPCA Rainy Basin International Watershed Coordinator Grant

-) Create tracking/invoice and submit

MPCA Rainy Basin Watershed Grant

-) Participated in Public Participation Team meetings for Rapid/Lower Rainy
-) Little Fork River events:
 - o October 9th: Littlefork Community Building 5:00 p.m.
 - o October 10th: LaCroix Ranger District 5:00 p.m. (planned but could not attend)
-) Little Fork event promotion
-) Planning for future Big Fork meetings
-) Interview planning
-) 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
-) Invoicing

County

-) Buckthorn planning, meet with Ranier City Council, promote event

NRBG Grants

-) eLINK data entry
-) climatology data entry and send winterizing letters

General Administration

Customer walk-in general assistance; board meeting prep; minutes; minutes book updating; reporting; website maintenance; credit card tracking; Assist with weed control workshop: bank deposit; plat book sales and shipping

Submitted by:

Jolén Simon

Program Coordinator