

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, DECEMBER 2, 2019**

Members Present:	George Aitchison	District II
	Eldon Voigt (via phone)	District III
	Richard Dreher	District IV
	Al Linder	District V
Members Absent:	Ralph Lewis	District I
Others Present:	Pam Tomevi	District Administrator
	Jolen Simon	Program Coordinator
	James Aasen	Forest Resource Specialist
	Sam Soderman	Water Resource Specialist
	Eric Olson	Resource Conservationist
	Wayne Skoe	Koochiching County Commissioner
	Kevin Adee	Koochiching County Commissioner

Vice-Chair Aitchison called the meeting to order at 6:05 p.m.

- 2019/12-1 Motion by Dreher, seconded by Linder to approve the agenda as presented.
Voting yes: Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/12-2 Motion by Dreher, seconded by Linder to approve the minutes dated November 4, 2019 as presented.
Voting yes: Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/12-3 Motion by Dreher seconded by Linder to ratify paid October 2019 bills, check numbers 10900 to 10930 including electronic transfers, in the total amount of \$43,494.14; and November 2019 bills, check numbers 10931 to 10954 including electronic transfers, in the total amount of \$67,688.27 (details on file).
Voting yes: Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/12-4 Motion by Linder, seconded by Dreher to approve the Treasurer's reports ending October 31 and November 30, 2019 as presented.
Voting yes: Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/12-5 Motion by Voigt, seconded by Aitchison authorizing accounts payable in the amount of \$1,239.60 and allowing payment of ordinary and necessary bills between December 3, 2019 and January 6, 2020, not to exceed budget.
Voting yes: Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports

Dreher reported on his attendance at the PCA quarterly wood ash partners meeting.

NRCS District Conservationist Report

See attached.

District Administrator Report

See attached.

Discussion also included an article and YouTube video about the Little Fork NIPF project.

Resource Conservationist Report

See attached.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Program Coordinator

See attached.

NEW BUSINESS

Authorize Direct Deposit for Payroll and Change in Payday

2019/12-6 Motion by Dreher, seconded by Aitchison authorizing direct deposit for any supervisors or staff who wish to participate and approving a change in payroll day from every other Monday to every other Wednesday.

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

2020 Meeting Schedule

2019/12-7 Motion by Dreher, seconded by Aitchison approving the 2020 Koochiching SWCD Board Meeting schedule as presented.

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

2020 Designated Fund Balance

2019/12-8 Motion by Linder, seconded by Dreher authorizing the designated fund balance of \$5,000 for office equipment plus \$30,000 in estimated long-term liabilities for staff severance as of 12/31/19 for a total amount of \$35,000.

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

Upcoming Meetings

2019/12-9 Motion by Dreher, seconded by Linder authorizing all staff and supervisors to attend the following public meetings:

-) Upper/Lower Red Lake Public Meeting, 4:00 pm on December 12th at the North Beltrami Community Center in Bemidji**
-) Northern Landscape Committee Meeting, 9:00 am on December 13th at Koochiching County Courthouse**
-) Draft 2020 Impaired Waters List- North Public Meeting, 1:00 pm on December 17th at Falls International Airport**

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

Confirm Next Meeting Date

The reorganizational board meeting of the Koochiching SWCD will be held on Monday, January 6, 2020 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting

2019/12-10 Motion by Voigt, seconded by Linder to adjourn the meeting at 6:58 p.m.

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

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Board Chairman, Ralph Lewis

Date



NRCS District Conservationist Report

12/02/2019

Prepared by: Jody Peek, CST Lead - DC Bemidji

Programs:

- ❖ Conservation Stewardship Program (CSP) – Taking new applications (no batching date yet). We are waiting to make 15, 16, 17, & 18 year payments. MN has not received funds to make these payments yet.
- ❖ Conservation Reserve Program (CRP) – A new general sign-up will be coming sometime in December. If you have anyone interested, you can send them to NRCS office for additional details. We are not in a priority area so it will be tough to get people into the program.
- ❖ Environmental Quality Incentives Program (EQIP) – Taking new applications (no batching date yet) and making a few payments on existing contracts.

Other Updates:

- ❖ Annie's Project – Spoke with 20 women landowners about NRCS, conservation compliance and programs with at Blackduck School on 11/11/19. As a result, 1 EQIP application for a high tunnel has been taken.
- ❖ New Hire – Wade Jackson was hired as the new Soil Conservation Technician in Bagley. He started working on 11/25/19. Due to workload in Bemidji he has been asked to work full-time in the Bemidji Field Office until we are able to hire additional staff.
- ❖ Team Lead Engineering Meeting – Met with area staff on 11/26/19 to determine how future engineering projects would be dispersed. As requests are sent in, a CET on the Area NE team will be assigned to the project. Travel will be authorized based on location.
- ❖ MNSWCD State Convention – Plan to attend State Convention on Dec 8th – 10th.

Koochiching SWCD District Administrator Report

November 2019

-) **Buffer**
 - x
-) **BWSR Conservation Delivery**
 - Buckthorn workshop assistance;
-) **BWSR Local Capacity**
 - 2020 calendar creation,
-) **Cost Share**
 - Cost share vouchers/payments;
-) **County/District**
 - Plat Book sales; new computer setup/software install
-) **MPCA Contracts**
 - Invoice prep/expense/time tracking/invoice submittal; RMB Labs discussion re: invoicing; WPLMN project review with MPCA Project Manager; contract change order;
-) **Natural Resource Block Grant**
 - X
-) **Wood Ash**
 - X

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

November 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 is picking up again and should remain stable (~3 loads/day)
- Working with DH contracting on permits and areas to dump/spread with current conditions.
- Attended quarterly meeting with partners.

CPL – Rat Root River

- 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 finalizing vouchers and payments for installation on Bigfork River bank stabilization and also RLMC project and remaining work.
- 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.
- Attended mid project review with project managers.
- Flux calculations and webex meetings for hydrograph analysis on stream sites.

Submitted by: Eric Olson

Water Resource Specialist Report

November 2019

AIS

- Budget review
- Invoicing

SWAG

- Budget review
- Sampling prep
- Billing
- Budget planning for SWAG Contracts
- Invoicing
- EQUIS Data entry, photolog, field notes
- Big Fork SWAG budget review, workplan

RBW

- Geomorph work w/ DNR MPCA
- Field work assistance
- Invoicing
- Sediment fingerprinting work
- Site recon for sediment fingerprinting
- Little Fork Cycle 2 meeting
- EQUIS Data entry, photolog, field notes
- Rat Root Call w/ MPCA

Local Capacity

- Landowner questions/walk-in
- County Mapping
- GIS Meeting/imagery

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

November 2019

Local Capacity-Forestry-Conservation Delivery

- 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 Worked on writing a CAP plan.
- J Held discussions with several landowners about forest stewardship planning.

Kooch CWMA

- J Researched grant opportunities with US Fish and Wildlife and BWSR.
- J Held a community buckthorn awareness day for November 6th at the Ranier Hall.

Northern Landscape Committee

- J Brainstorming projects with NLC members.
- J Continued with MFRC staff contact and coordination of on-going committee issues.
- J Began organizing the December NLC meeting.

NIPF 2

- J Worked with BWSR Journalist to finalize "snapshots" article.

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.

2020 Tree and Native Plant Sale

- J Continued researching prices, availability, and ordering trees for 2020 sale.
- J Began updated inventory and order forms for 2020 sale.
- J Worked with native seed supply company on a new seed mix for 2020 sale.

Koochiching SWCD Program Coordinator Report

November 2019

Local Capacity:

-) eLINK data entry
-) Website updates
-) eLINK workplans
-) Calendar
-) Assist with Bartlett Lake Flyer

MPCA WPLMN Grant

-) Project review meeting with MPCA staff

MPCA Rainy Basin Watershed Grant

-) Contract writing for upcoming EOR work
-) Prepare for upcoming TMDL

PCA Wood Ash

-) End User Forms sent, and up to date
-) Updated permits, and spreading
-) Updated summary, hauling reports and spreading reports, permit coversheets
-) Quarterly wood ash meeting

County

-) Buckthorn Awareness Workshop

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; bank deposits; plat book sales and shipping; vacation time; holiday

Submitted by:

Jolén Simon

Program Coordinator