

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, FEBRUARY 3, 2020**

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
 Eric Olson Resource Conservationist
 Sam Soderman Water Resource Specialist
 James Aasen Forest Resource Specialist
 Kevin Adee Koochiching County Commissioner
 Wayne Skoe Koochiching County Commissioner
 Matt Gouin Environmental Services Director

Chair Aitchison called the meeting to order at 6:02 p.m.

**2020/2-1 Motion by Dreher, seconded by Linder to approve the agenda as presented.
Voting yes: Aitchison, Voigt, Dreher, Linder. Absent for Vote: Lewis. Motion carried.**

**2020/2-2 Motion by Linder, seconded by Dreher to approve the minutes dated January 6, 2020
as presented.
Voting yes: Aitchison, Voigt, Dreher, Linder. Absent for Vote: Lewis. Motion carried.**

**2020/2-3 Motion by Voigt seconded by Lewis to ratify paid bills, check numbers 10976 to
11011 including electronic transfers, in the total amount of \$50,171.28 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2020/2-4 Motion by Lewis, seconded by Dreher to approve the Treasurer's report ending
January 31, 2020 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2020/2-5 Motion by Voigt, seconded by Linder to approve accounts payable in the amount of
\$766.25 and to allow payment of ordinary and necessary bills between February 4,
2020 and March 2, 2020, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports

Voigt reported on his attendance at the “Paris to Pittsburgh” educational event where a possible Earth Day event was also discussed. Discussion also included his attendance at the Deer Management Meeting at RRCC on January 29, 2020, and a “Lunch and Learn” meeting with Sen. Bakk and Rep. Ecklund on January 28, 2020.

2020/2-6 Motion by Lewis, seconded by Dreher to retroactively approve Voigt’s attendance at the MN DNR Deer Management Meeting at Rainy River Community College on January 29, 2020 and the “Lunch and Learn” meeting with Sen. Bakk and Rep. Ecklund on January 28, 2020.

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

Voigt also discussed his attendance at the SWCD Forestry meeting. The MN Deer Hunter’s Association has asked if the SWCD can assist with sponsorship of a speaker on Chronic Wasting Disease. Voigt will contact the speaker to get a quote of the speaker cost and report back to the District Administrator.

NRCS District Conservationist Report

See attached.

District Administrator Report

See attached.

Resource Conservationist Report

See attached.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Program Coordinator

See attached.

NEW BUSINESS

Approve Authorized Representative for MPCA Big Fork Surface Water Assessment Grant (SWAG) and the BWSR Koochiching County Cooperative Weed Management Area Partnership Project.

2020/2-7 Motion by Lewis, seconded by Linder authorizing the District Administrator’s signature for execution of the MPCA Big Fork Surface Water Assessment Grant (SWAG) and the BWSR Koochiching County Cooperative Weed Management Area Partnership Project.

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

Upcoming Meetings:

Informational only:

- **Bartlett Lake Management Planning Meeting on February 20 at 10:00 a.m.**

2020/2-8 ▪ Wood Ash Quarterly Meeting at PCA in International Falls at 10:00 a.m.
Motion by Linder, seconded by Lewis authorizing all staff and supervisors to attend the Area VIII Meeting on March 6 in Bemidji at 9:00 a.m. (Koochiching is hosting).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

General Business:

Attendance confirmation for the International Watershed Forum.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, March 2, 2020 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2020/2-9 Motion by Lewis, seconded by Linder to adjourn the meeting at 7:25 p.m.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Chair, George Aitchison

Date

Koochiching SWCD District Administrator Report

January 2020

- **AIS**
 - Expense tracking/invoice invoicing
- **BWSR Conservation Delivery**
 - Assist landowner with NRCS contracts; meeting with BWSR staff; NIPF report; prepare Area VIII meeting registration/host district schedule for March 6th meeting
- **BWSR Local Capacity**
 - International Rainy-Lake of the Woods Watershed Board Water Levels Committee meetings – prep for spring rule curve targets, pre-spring engagement webinar, PCA water intake study
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- **County/District**
 - 2020 Tree and Native Plant brochures; 2019 PERA Exclusion report/filing; asset inventory update; SWCD financial dashboard update with monthly and year end balances; 2020 budget updates in QuickBooks; 2020 local sales tax setup; 4th quarter tax reporting; W-2/1099 distribution and filing; 2020 billing rates; MCIT payroll audit; discussions with landlord re: proposed rental rate increase effective 4/1/2020
- **MPCA Contracts**
 - Grant tracking; expense tracking and invoicing; project leader meetings/discussions; change orders; new contract development
- **Natural Resource Block Grant**
 - Draft 2020 service agreement with County; eLink updates;
- **Wood Ash**
 - Expense tracking and invoicing

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

Koochiching SWCD Forest Resource Specialist's Report

January 2020

Local Capacity-Forestry

- Researched general forestry and forest health topics.
- Completed a CAP plan and began an FSP.
- Worked on developing NRCS EQUIP Practice Plans
- Attended a 1 Watershed 1 Plan/Landscape Stewardship Plan Organizational Meeting in Pine River.
- Worked with staff to plan an Earth Day Event.
- Began presentation for WRAPS/Forest Stewardship Workshops for Kooch and LOW.
- Discussion and planning with BWSR stewardship coordinator for landscape stewardship grant in big fork and little fork watersheds.
- Wrote an article for the 2020 newsletter.
- Began organizing Northern Landscape Committee Meeting and secure presentations.
- Many landowner discussions involving Lawns to Legumes program, FSP's, SFIA, tree planting, hemp production etc...

Kooch CWMA

- Awarded BWSR CWMA grant, reviewed workplan and began coordinating with CWMA partners.
- Began planning spring partner meeting, coordination emails, and sent poll for scheduling.
- Discussed coordinating weed control on private lands with County Lands and Forests.

2020 Tree Sale/Native Plant Sale

- Discussed sales with many interested landowners.
- Finalize 2020 order forms and distribute via mail and email.
- Processed orders and update inventory.

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

January 2020

Local Capacity:

- eLINK data entry and reporting requirements for 2/1/20
- Website updates

MPCA Rainy Basin Watershed Grant

- Conducted 3 interviews
- Event planning for Lower Rainy and Rapid River Watersheds
- Attended Environmental Ed workshop in Bemidji on 1/7/20 hosted by MPCA
- Planning for Forestry event - March
- 4th Quarter Invoice
- Meet with Big Fork Watershed Project Manager – discussed upcoming plans in the Big Fork River in coordination with Itasca SWCD

MPCA WPLMN

- 4th Quarter Invoice
- Change Order calculations
- Assist with interim report

PCA Wood Ash

- End User Forms sent, and up to date
- Updated permits, and spreading
- Updated summary, hauling reports and spreading reports, permit coversheets
- Partner meeting on Feb. 26th at 10:00 a.m. (PCA Office)
- 4th Quarter Invoice

NRBG Grants

- eLINK data entry and reporting requirements for 2/1/20
- climatology data entry
- Envirothon planning meeting and follow up. Local donations are starting to come in.

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; holiday

Submitted by:

Jolén Simon

Program Coordinator

Water Resource Specialist Report

January 2020

AIS

- Budget review
- Invoicing
- Final Reporting
- Spiny Waterflea webinar
- 2020 Inspection program planning

SWAG

- Budget review
- Final Reporting
- Billing
- Budget planning for BF SWAG
- Invoicing
- EQUIS Data review, photolog, field notes
- Lab data errors/issues
- Big Fork SWAG budget review, workplan

RBW

- Geomorph work w/ DNR MPCA
- Invoicing
- Sediment fingerprinting work
- EQUIS Data entry, photolog, field notes
- Rat Root Call w/ MPCA
- BF watershed work planning, emails with MPCA staff
- BF Meeting w/ MPCA staff in house

Local Capacity

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

WPLMN

- Sampling

Miscellaneous

- Emails

Submitted by: Sam Soderman

Resource Conservationist Report

January 2020

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.
- Annual report.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Ash production is remaining stable (~3 loads/day)
- Working with DH contracting on permits and areas to dump/spread with current conditions.
- Biosolids vs. industrial biproduct sites and applications to fields.

Cost Share

- Working with TSA 8 project facilitator for new process on requesting assistance and visiting sites for potential/ongoing 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.
- Hydrograph analysis on sites.
- Change order on grant in order to best utilize funds remaining.
- Run flux 32 application on sampling sites to estimate concentrations of phosphorus, nitrates, suspended solids, orthophosphates, and total kjeldahl nitrogen between sampling days.

Miscellaneous

- Attended Bartlett Lake meeting in Northome.
- Vacation/holiday

Submitted by: Eric Olson