

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING HELD VIA TELECONFERENCE
MONDAY, OCTOBER 5, 2020 at 7:00 P.M.**

MEMBERS PRESENT IN COUNTY BOARDROOM: None

MEMBERS PRESENT VIA TELECONFERENCE: Supervisors Lewis, Aitchison, Voigt, Dreher, Linder

OTHERS PRESENT IN COUNTY BOARDROOM: None

OTHERS PRESENT VIA TELECONFERENCE: Pam Tomevi, Jolen Simon, Eric Olson, Sam Soderman, James Aasen, Kevin Adee (Koochiching County Commissioner), Wayne Skoe (Koochiching County Commissioner), Matt Gouin (Koochiching ESD)

Vice-Chair Voigt called the meeting to order at 7:00 p.m.

- 2020/10-1** Motion by Lewis, seconded by Aitchison to approve the agenda as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.
- 2020/10-2** Motion by Voigt, seconded by Lewis to approve the minutes from the September 14, 2020 regular meeting as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.
- 2020/10-3** Motion by Lewis, seconded by Aitchison to ratify paid bills, check numbers 11085 to 11092 including electronic transfers, in the total amount of \$49,257.96 (details on file).
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.
- 2020/10-4** Motion by Lewis, seconded by Linder to approve the Treasurer's report ending August 31, 2020 as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.
- 2020/10-5** Motion by Linder seconded by Voigt to allow payment of ordinary and necessary bills between October 6, 2020 and November 2, 2020, not to exceed budget.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Guest Introductions

None

REPORTS

Supervisor Reports:

None.

NRCS District Conservationist Report:

None.

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.

In addition, the Program Coordinator asked to be allowed to set up a YouTube account in order to share recorded meetings and to track the number of views for grant reporting purposes.

2020/10-6 Motion by Lewis, seconded by Aitchison authorizing the Program Coordinator to create a YouTube account and Instagram account for the District, while following BWSR social media guidance.

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

NEW BUSINESS

COVID-19 Update

The District Administrator updated the Board on the State of MN COVID-19 status and weekly changes in positive cases throughout the County.

2019 Financial Audit Management Letter

2020/10-7 Motion by Aitchison, seconded by Linder approving the management representation letter to the CPA and authorizing the Chair and District Administrator signatures.

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

FY2021 BWSR Local Capacity/Buffer Law Grant Agreement

The District Administrator discussed changes in Buffer Law amount and that the Local Capacity funding has remained approximately the same as FY2020.

2020/10-8 Motion by Lewis, seconded by Aitchison authorizing the District to enter into the FY 2021 BWSR Local Capacity and Buffer Law Grant Agreement and the District Administrator's signature for contract execution.

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

Office Carpet Cleaning

The District Administrator discussed the need for carpet cleaning in the office. A quote of \$246 was given by Service Master.

2020/10-9 Motion by Lewis, seconded by Voigt authorizing the District Administrator to hire Service Master for office carpet cleaning.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Upcoming Meetings:

The Forest Resource Specialist discussed an upcoming in-person forestry partner meeting in Itasca County upon BWSR approval with 6 participants, following COVID-19 guidelines.

2020/10-10 Motion by Lewis, seconded by Voigt authorizing the Forest Resource Specialist to attend an in-person forestry partner meeting in Itasca County.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Permits

None

General Business

The District Administrator discussed a request from Indus School regarding an advertising space promotion to help fund their yearbook.

2020/10-11 Motion by Lewis, seconded by Voigt authorizing the District to place a business card sized ad, not to exceed \$50, in the Indus School yearbook.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Public Comment:

None.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on **Monday, November 2nd at 6:00* p.m. via teleconference.** *Note time change due to daylight savings.

Adjournment:

2020/10-12 Motion by Linder, seconded by Lewis to adjourn the meeting at 7:50 p.m.
Voting yes by roll call: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Chair, George Aitchison

Date

Koochiching SWCD District Administrator Report

September 2020

- **BWSR Conservation Delivery**
 - Board meeting, Itasca SWCD administrative/QuickBooks assistance, New website transition and tutorial; call with NRCS re: MOA; BWSR request for budget PPT and supporting documents
- **BWSR Cost Share**
 - Amendment/final payment voucher for CS 2019-2
- **BWSR Local Capacity**
 - Shorewood Drive slumping discussions/correspondence; water level communications with landowners; IRLWWB webex/materials; staff oversight/assistance
- **County/District**
 - COVID-19/Legislative updates; staff work load updates; FY 2020 Section 319 communications; Rainy Lake Sportfishing Club re: project support/new deposit; 2019 financial audit info to CPA and Management Letter revisions
- **CWMA**
 - Landowner contracts/payments
- **Loons Lunkers and Logs LSP Project**
 - LSP contractor call/discussion on contract; RFP/bid scoring development; RFP revisions and upload to website; LSP bid opening email to proposers/selection team; bid reviews/selections; service contract development/awards
- **MPCA Contracts**
 - Grant /time & expense tracking
- **Natural Resource Block Grant**
 - Shorewood Drive discussion with City Administrator/Landowners; Surface water grant teleconference/work plan/budget proposal development and submission; eLINK updates; Koochiching County Planning Team meeting #1 registration/document review; Teleconference with MPCA/EOR re: Rat Root River monitoring
- **Non-Industrial Private Forests - Phase 2 (NIPF 2)**
 - Final invoice/new contract framework

General Administration

- Board meeting prep/follow-up items; Board minutes/agenda; 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; file/record maintenance; general phone/mail/email

Submitted by:

Pam Tomevi, District Administrator

Resource Conservationist Report

September 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.

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.

Cost Share

- Working with TSA 8 project facilitator for new process on requesting assistance and visiting sites for potential/ongoing projects.
- Visit properties with JPB for remainder of work at Mike Barnes property along with agreements and vouchers.
- Shorewood landowners bank/houses problems and strategies with ACOE, BWSR, and other agencies. JPB to get quotes from geotechnical engineer and provide recommendations and feedback for slope issues.

Water Quality

- Calls to project manager and other agencies to check river level status.
- Ongoing sampling.
- New contract and discussion for program.

Miscellaneous

- Various meeting cancellations, program changes, office coverage, last month mainly dealing with covid-19 responses to programs.
- Big Fork River bank survey work with Sam.
- Assistance with hwy. staff and landowners for potential beaver removal and blasting due to excess water, culvert directions, and bank erosion.

Submitted by: Eric Olson

Water Resource Specialist Report

September 2020

AIS

- Budget review
- Invoicing
- 2020 Inspection program data review
- Calls/emails w/ Always There Staffing
- Check on inspectors

SWAG

- 2020 lab forms
- BF SWAG Project establishment form
- Lab data errors/issues
- Sampling

RBW

- Geomorph work w/ DNR MPCA
- Sediment fingerprinting field work
- Sediment fingerprinting conference call w/ MPCA, USGS
- Field work prep
- EQUIS Data entry, photolog, field notes
- BF watershed work planning, emails with MPCA staff
- BF call w/ MPCA, Itasca
- BF Erosion Survey float
- Little Fork Professional Judgement Group
- Rat Root River conversation with MPCA
- Rat Root River document review

Local Capacity

LWM

- Lower Rainy WRAPS conversations
- SSTS info
- Staff meeting
- Watershed field work planning
- Water plan watershed work

WPLMN

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

September 2020

Local Capacity-Forestry

- Researched general forestry and forest health topics.
- Conducted Forestry Field Work
- Completed a Forest Stewardship Plan and begun another
- Many landowner discussions involving native plant programs, FSP's, CAP's, SFIA, 2C tax designation, tree planting etc...
- Rescheduling and adapting logistics for everything due to pandemic and quarantine.
- Discussed a tree planting/climate change project led by UMD
- Completed mandatory training to maintain TSP certification
- Worked on developing training plan with BWSR IDP.

Landscape Stewardship Planning

- Compiled a list of partners for invitation to advisory team as part of upcoming Landscape Stewardship Planning Activities for the Big Fork River Watershed.

NIPF Wrap-up Grant

- Discussion and planning with BWSR stewardship coordinator on existing and future grants.
- Began Advanced Access class through central lakes college.

Northern Landscape Committee

- Discussions with MFRC staff regarding NLC Plan Update.

County Buffer

- Continued ongoing monitoring in field and web photo review.
- Discussed control options and BMPs with landowners with concerns about invasive species in buffer areas.

MN Buffer Initiative

- Updated BuffCAT compliance tracking page and BWSR staff on county compliance progress.
- Discussed buffer restrictions associated with landings and boat access areas with a landowner.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

September 2020

Local Capacity:

- eLINK entry
- Northeast Regional Sustainable Development Partnerships Board Member Training
- Forest Assisted Migration discussion with U of M

MPCA Rainy Basin Watershed Grant

- Lower Rainy and Rapid River Watersheds with LOW and EOR, planning for Public Participation Meetings including making flyers, meeting with partners to plan dates, content, email list and advertising
- Running weekly series of "Ask An Expert" Online seminars, each Wednesday through Sept. 9 in partnership with other organizations
- Big Fork Charter doc updates review
- Big Fork public participation meetings with MPCA and Itasca SWCD
- Rat Root stressor ID discussion with MPCA
- Online update for Rapid, Lower Rainy and Rainy River-Rainy Lake on October 20th
- Online info gathering session for Rapid, Lower Rainy and Rainy River-Rainy Lake on October 27th

MPCA WPLMN

- Work with MPCA and SWCD staff on updated contract language and budget for new

PCA Wood Ash

- Landowner assistance
- Updated summary, hauling reports and spreading reports
- Wood Ash meeting on November 4th at 10:30 a.m. online. Login details will be sent out.

NRBG Grants

- eLINK data entry
- Northern Landscape Committee prep/attend/minutes
- website work
- Work with Environmental Services weekly (as able) - knowledge sharing

General Administration

Board meeting prep; minutes; website maintenance; credit card tracking; weekly staff meetings and email cleanup

Submitted by:

Jolén Simon

Program Coordinator