

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING HELD VIA TELECONFERENCE
MONDAY, NOVEMBER 2, 2020 at 6:00 P.M.**

MEMBERS PRESENT IN COUNTY BOARDROOM: None

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

MEMBERS ABSENT: Dreher

OTHERS PRESENT IN COUNTY BOARDROOM: None

OTHERS PRESENT VIA TELECONFERENCE: Pam Tomevi, Jolen Simon, Eric Olson, Sam Soderman, James Aasen, Wayne Skoe (Koochiching County Commissioner), Jody Peek (NRCS)

Vice-Chair Voigt called the meeting to order at 6:00 p.m.

**2020/11-1 Motion by Lewis, seconded by Aitchison to approve the agenda as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2020/11-2 Motion by Aitchison, seconded by Lewis to approve the minutes from the October 5, 2020 regular meeting as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2020/11-3 Motion by Lewis, seconded by Aitchison to ratify paid bills, check numbers 11093 to 11104 including electronic transfers, in the total amount of \$45,405.20 (details on file).
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2020/11-4 Motion by Aitchison, seconded by Linder to approve the Treasurer's report ending September 30, 2020 as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2020/11-5 Motion by Lewis seconded by Linder to approve payment of Accounts Payable in the amount of \$775 for NACD dues and ordinary and necessary bills between November 3, 2020 and December 14, 2020, not to exceed budget.
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

Guest Introductions

None

REPORTS

Supervisor Reports:

Voigt reported on his attendance at the Rapid, Lower Rainy River, Rainy River-Rainy Lake Public Meetings.

Committee Report:

The Budget Committee presented a revised 2020 Koochiching SWCD Operating Budget for Board action.

**2020/11-6 Motion by Voigt, seconded by Lewis approving the 2020 Koochiching SWCD Revised Operating Budget as presented.
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

NRCS District Conservationist Report:

Peek reported on Conservation Stewardship Program (CSP) contract work and payments. Signatures have been received electronically due to COVID-19. There is an Environmental Quality Incentives Program (EQIP) signup approaching with an application deadline of November 20th.

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

COVID-19 Update

The District Administrator reviewed current COVID-19 data by various Koochiching County zip codes. Discussion also included a request by technical staff to re-open the office to walk-in customers with the understanding that safety protocols would be followed including mandatory masks and social distancing. Supervisor Voigt stated he would support the reopening with restrictions of one customer at a time for 10 minutes maximum and surfaces to be wiped down between customers. The District Administrator confirmed that disposable masks and hand sanitizer are available to customers if needed. Supervisor Aitchison inquired about the purchase of a digital no-touch thermometer.

**2020/11-7 Motion by Voigt seconded by Lewis authorizing staff to re-open the office to the public contingent on all COVID safety protocols being followed and restricting the number of customers to one at a time not to exceed 10 minutes; authorizing the purchase of a digital no-touch thermometer.
Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.**

Shorewood Drive Erosion/Slumping

The Resource Conservationist reviewed two quotes for geotechnical engineering services to assess slope stability issues along portions of Shorewood Drive / Rainy River where slumping and erosion is of most concern. The TSA & Engineer recommended accepting the quote from WSB Engineering which was the lower of the two bids at \$19,000. The City of International Falls has pledged \$2,000 to

help offset the cost and Koochiching County will discuss contributing financial support at their next County Board meeting. The District Administrator asked the Board to contribute \$2,000 and stated that TSA 8 has funding available to cover the remaining cost of these professional services.

2020/11-8 Motion by Voigt, seconded by Lewis authorizing the District Administrator to enter into a contract with WSB Engineering to perform geotechnical engineering services along designated portions of Shorewood Drive/Rainy River; authorizing Koochiching SWCD to contribute \$2,000 toward engineering services; directing the District Administrator to issue a request to the TSA 8 Board asking them to allocate 2021 TSA 8 Technical Assistance Program funding to the Koochiching SWCD to cover the balance of WSB consultant costs after local contributions. Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.

2020 MASWCD Resolutions

The District Administrator reviewed each of the 14 resolutions and completed the voting ballot as each Supervisor voted.

Upcoming Meetings:

- Wood Ash partner meeting - Wednesday, November 4 at 10:30 via teleconference
- Big Fork River Watershed Public Meeting - December 15th at 12:00 p.m. via teleconference

2020/11-9 Motion by Lewis, seconded by Aitchison authorizing all Supervisors to attend the Big Fork River Public meeting on December 15th at 12:00 p.m. Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried.

Permits

None

General Business

The City of Littlefork has approved their Wellhead Protection Plan.

Public Comment:

None.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, December 14 at 6:00 p.m. via teleconference.

Adjournment:

2020/11-10 Motion by Aitchison, seconded by Lewis to adjourn the meeting at 7:55 p.m. Voting yes by roll call: Lewis, Aitchison, Voigt, Linder. Motion carried

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Chair, George Aitchison

Date

Koochiching SWCD District Administrator Report

October 2020

- **AIS**
 - Grant /time & expense tracking and 3rd quarter invoicing
- **BWSR Conservation Delivery**
 - eLINK grant analysis; FY2020 budget updates; TSA8 Zoom meeting; request to TSA8 for City of Ranier engineering plans from 2000 project
- **BWSR Local Capacity**
 - Shorewood Drive slumping discussions/correspondence; IRLWWB webex/materials; staff oversight/assistance
- **County/District**
 - COVID-19/Legislative updates; staff work load updates; 2021 funding projections/staff hour breakdown; Board Meeting; Carpet Cleaning quotes; County computer security training;
- **CWMA**
 - Contractor invoice review/payment;
- **MPCA Contracts**
 - Grant /time & expense tracking and 3rd quarter invoicing; partner/project manager updates; grant document prep/review/submission; timesheet coding for new grant tasks
- **Natural Resource Block Grant**
 - Shorewood Drive discussion with TSA8 engineer/City Administrator/County; Surface water grant development; eLINK updates; FY16WPLMN final report/submission;
- **Wood Ash**
 - Time & expense tracking and 3rd quarter invoicing; landowner assistance

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

October 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.
- 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.
- Attended Koochiching multi hazard mitigation plan meeting which mainly focused on shorewood issues.

Water Quality

- Calls to project manager and other agencies to check river level status.
- Ongoing sampling until Oct. 31st then switching to major watershed sites only.

Miscellaneous

- Various meeting cancellations, program changes, office coverage, last month mainly dealing with covid-19 responses to programs.
- Assistance with hwy. staff and landowners for potential beaver removal and blasting due to excess water, culvert directions, and bank erosion.
- Attended FEMA risk map presentation for plans and its relationship to current maps.

Submitted by: Eric Olson

Water Resource Specialist Report

October 2020

AIS

- Budget review
- Invoicing
- 2020 Inspection program data review
- Calls/emails w/ Always There Staffing
- Finalize inspection data
- Year end write-up

SWAG

- 2020 data entry
- Photolog, field sheets
- Lab data errors/issues
- Invoicing, change order for equipment

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
- Little Fork Professional Judgement Group
- Rat Root River conversation with MPCA
- Rat Root River document review
- MPCA report review, 2018-2019 report review from sampling

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

October 2020

Local Capacity-Forestry

- Researched general forestry and forest health topics.
- Completed a Forest Stewardship Plan.
- Many landowner discussions involving native plant programs, FSP's, CAP's, SFIA, 2C tax designation, tree planting etc...
- Assisted a landowner with a forest plan transfer.
- Rescheduling and adapting logistics for everything due to pandemic and quarantine.
- Researched stock, compared prices, and ordered seedlings for next spring's tree sale.
- Responded to a forest certification auditor about partnership with county L&F.
- Created stewardship Instagram articles for social media outreach programs.

Landscape Stewardship Planning

- Attended a Core team meeting for the Big Fork Watershed Landscape Stewardship Planning process.

NIPF Wrap-up Grant

- Discussion and planning with BWSR stewardship coordinator on existing and future grants.
- Attended weekly team meetings with BWSR and SWCD Staff, created forestry service delivery document.
- Continued Advanced Access class through central lakes college.

Northern Landscape Committee

- Began organizing and planning for December NLC meeting.

MN Buffer Initiative

- Updated BuffCAT compliance tracking page and BWSR staff on county compliance progress.
- Continued ongoing monitoring in field and web photo review.
- Discussed buffer plantings and maintenance with a landowner.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

October 2020

Local Capacity:

- eLINK entry
- Website page development
- NERSD Board planning meeting
- Setup Instagram and YouTube, post staff contributions, update website to show that we have these

MPCA Rainy Basin Watershed Grant

- Lower Rainy and Rapid River Watersheds with LOW and EOR, planning for Public Participation Meetings including making flyers, an online survey, meeting with partners to plan dates, content, email list and advertising
- Big Fork public participation meetings with MPCA and Itasca SWCD
- 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
- Invoice prep

MPCA Rainy Basin International Grant

- Invoicing

MPCA WPLMN

- Assist with invoice and final report

PCA Wood Ash

- 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.
- Invoice prep

NRBG Grants

- eLINK data entry
- website work
- Work with Environmental Services weekly (as able) - knowledge sharing

General Administration

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

Submitted by:

Jolén Simon

Program Coordinator