

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING HELD VIA TELECONFERENCE
MONDAY, FEBRUARY 6, 2023 at 6:00 P.M.**

MEMBERS PRESENT IN PERSON: Supervisors Voigt, Lewis, Aitchison, Dreher, Reller.

MEMBERS PRESENT VIA TELECONFERENCE: None.

MEMBERS ABSENT: None.

OTHERS PRESENT IN PERSON: Jolen Simon, Pam Tomevi

OTHERS PRESENT VIA TELECONFERENCE:, Whitney Sims, James Aasen, Sam Soderman, Jody Peek (NRCS)

Chair Lewis called the meeting to order at 6:04 p.m.

**2023/2-1 Motion by Voigt, seconded by Dreher to approve the agenda as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/2-2 Motion by Voigt, seconded by Reller to approve the minutes dated January 9,
2023 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/2-3 Motion by Dreher, seconded by Voigt to ratify paid bills, check numbers 11375 to
11383 including electronic transfers, in the total amount of \$58,801.31. (details on
file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/2-4 Motion by Voigt, seconded by Dreher to approve accounts payable in the amount of
\$225 (details on file), and authorize payment of ordinary and necessary bills
between February 7, 2023 and March 6, 2023, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

Guest Introductions

Ricky Roche introduced himself as the new District 2 Koochiching County Commissioner.

REPORTS

Supervisor Reports:

Voigt reported on his attendance at the SWCD MN Forestry Association meeting.

NRCS District Conservationist Report:

Jody Peek provided a verbal update on NRCS activities over the past month.

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.

OLD BUSINESS

None.

NEW BUSINESS**Audit Engagement Letter**

2023/2-5 Motion by Voigt, seconded by Dreher to accept the bid from Peterson Company, LTD for the 2022 financial audit in the amount of \$3,500 and authorize the signatures of the Chair and District Administrator on the bid engagement letter. Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.

Conservation Corps of Minnesota Summer Intern

2023/2-6 Motion by Voigt, seconded by Aitchison authorizing the District Administrator to sign the contract between the Conservation Corps of Minnesota and the Koochiching SWCD to host a Clean Water Corpsmember for the upcoming summer. Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.

Upcoming Meetings

Informational:

1. TSA8 Board Meeting – Wednesday, March 29 in Bemidji
2. Livestock Workshop – Wednesday, March 29 in Baudette
3. 1W1P Policy and Steering Committee meetings – TBD in February

Permits

None.

General Business

Voigt reported that he will call state Representatives rather than travel to St. Paul due to scheduling conflicts.

Aasen reported that the SWCD had the opportunity to purchase nearly 13,000 additional white spruce trees. A proposal was made by staff that we offer these trees at a lower price than regular stock for large plantings.

2023/2-7 **Motion by Voigt, seconded by Aitchison authorizing the District Administrator to determine a separate price point for white spruce stock sold at a volume of 1,000 or more.**
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.

Public Comment:

None.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on **Monday, March 6, 2023, at 6:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

Adjournment:

2023/2-8 **Motion by Lewis, seconded by Voigt to adjourn the meeting at 7:21 p.m.**
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.

Approved:

Chair, Ralph Lewis

Date

Koochiching SWCD District Administrator Report

January 2023

- **AIS**
 - Expense tracking/invoicing
- **BWSR Conservation Delivery**
 - eLINK updates; 1W1P discussions with BWSR; EPA 319 plan spreadsheet and MPCA communications; federal registration for System for Award Management (SAM); MFRC partner meeting re: new contract
- **BWSR Local Capacity**
 - Staff oversight/assistance; IJC/IRLWWB/WLC meetings re: post-flood report and prep for pre-spring engagement and upcoming public meeting
- **County/District**
 - Computer security training; Legislative updates; staff meetings/workload updates; Board Meeting; Budget and Personnel Committee reports; year-end financial reports; W-2/1099 filings/distributions; 2022 Sales & Use Tax filing and payment; Tree and Native Plant program documents; 4th qtr 2022 payroll tax reporting; meeting with Moore Engineering re: TSA 8 lost services/replacement options; 2023 billing rates
- **DNR/CPL**
 - Contractor/partner communications re: Hybrid Cattail Removal and Water Flow Enhancement
- **MPCA Contracts**
 - Expense tracking/invoicing; partner communications
- **Natural Resource Block Grant**
 - eLINK updates; 319 NKE discussions with MPCA
- **Wood Ash**
 - Expense tracking/invoicing

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

Koochiching SWCD Resource Conservationist Report

January 2023

WCA

- Working with landowners on WCA rules and regulations
- Compiled and submitted the WCA Annual Report
- Continued work on WCA tasks and updating Koochiching ESD on in-progress projects.
- WCA Online Training by BWSR – February 6th and 7th

Wood Ash

- Assisting new and current landowners with the wood ash process
- Working with DH contracting on permits
- Permitting new fields
- Planning partner meeting with PCA – Date to be set for February 8th
- Ash production is on average 3 loads per day
- Eric came in to approve permits
- Mailed out/gave out soil sample kits
- Landowner Outreach

CPL Grants

- Cattail removal project is underway and expected to begin in 2023 as permits, plans, and contracts are finalized. Grant funds are good until 6/30/2025 and partners have confirmed their prior commitments. We accepted the one bid proposal from Lakes Aquatic Weed Removal.

Shoreland

- Nothing to report

Other Business

- Reviewed old cds
- Assisting ESD on the Well index Project again, my portion has been completed.
- Worked with BWSR on RIM Payment Rates/Coordinating with County assessor.
- Winter Sampling with Sam

Upcoming Work/Training

- Basic Hydrology Training – January 10th
- Signed up for sonde training – water quality instrument training on February 14th in Brainard

Miscellaneous

- Emails
- Staff meetings

Submitted by: Whitney Sims

Water Resource Specialist Report

Jan 2023

AIS

- Inspection program management
- NSL and VNP collaboration
- AIS call-in
- Equipment prep
- 2023 meeting set up, inspection program overview, goals
- End of year reporting

LF WRAPS/BF WRAPS

- Geomorph data review
- Sediment fingerprinting end of year wrap-up
- Sediment fingerprinting results meeting
- Site review for sediment fingerprinting field work, USGS meetings and collab
- Spring survey work and BF watershed planning
- Spring survey field day with Itasca, MPCA staff
- Watershed document review
- BF Watershed field work plan
- Passive sample review

LWM/Local Capacity

- Rapid River WRAPS conversations
- GIS User Group Meeting
- LCCMR grant planning, field work plan, feasibility
- LCCMR document finalization
- LCCMR meetings
- 319 grant document review, project planning, conference calls w/ MPCA
- Grant budgets

WPLMN

- Sampling
- WPLMN call-in
- Hydrograph analysis

Miscellaneous

- Emails
- Staff meeting

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

January 2023

Local Capacity-Forestry

- Researched general forestry and forest health topics.
- Many landowner discussions involving native plant programs, FSP's, CAP's, SFIA, 2C tax designation, tree planting etc...
- Conducted fieldwork and developed an FSP.
- Began working with several other landowners on forest planning.
- Assisted city of Ranier with a DNR EAB grant tasks and contractor communication.
- Completed training and recertification for NRCS TSP.
- Worked with district, DNR, UMN, and County L&F staff to organize a public tree cone collection training for April 1st at RRCC.
- Worked with district, DNR, County L&F staff to organize cone collection events for Littlefork, Indus, and Homeschool area students.
- Began planning and coordinating speakers for March NLC meeting.
- Attended the MFRC quarterly and SWCD Forestry Association meetings online.
- Worked with other staff on continued development of the EPA 319 workplan and presented draft to MPCA staff for review and next steps.
- Continued assisting several landowners with spring tree planting plans.
- Wrote conservation awards articles for area news outlets.
- Attended a meeting in Grand Rapids and several online meetings with MFRC to coordinate NLC plan update and establish budget.
- Drafted a NLC Plan Update/Committee Facilitation Budget Proposal to be presented to MFRC.

SWCD Tree and Native Plant Sale

- Helped establish prices, updated inventory, and developed the 2023 Spring Tree Sale brochures.
- Conducted annual landowner special tree order coordination and processed regular tree orders for 2023 spring sale.
- Began Native Plant Sale brochure and price updates, coordination with native plant nursery.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

January 2023

Local Capacity:

- eLINK data entry and year-end reporting
- Coordinate with the Women's Woodland Network, Littlefork School, Indus School and homeschool group for cone collection events
- MASWCD Award newspaper article review and submitted to Rainy Lake Gazette and the Littlefork Times
- NERSD meetings to plan 2023 priorities-biochar, board meeting
- Update website pages and social media

MPCA BF WRAPS Cycle 2

- Invoice prep and submit
- Semi-annual reporting

MPCA LF WRAPS Cycle 2

- Invoice prep and submit
- Semi-annual reporting

MPCA WPLMN

- Invoice prep and submit
- Assist with change order
- Semi-annual reporting

BWSR Conservation Delivery:

- Walk-in and phone customer assistance
- DNR award article
- eLINK data entry

PCA Wood Ash

- Permit coversheets
- Customer assistance
- Met with hauling contractor via phone
- Updated hauling and spreading reports

NRBG Grants

- Envirothon update
- Climatology data entry
- Customer service for walk-ins
- 319 workplan
- eLINK data entry, and final reporting

General Administration

Board meeting prep; minutes; website maintenance; credit card tracking; eLINK reporting; board meeting followup; minutes book updating; staff report; supply order; personal appointments (sick); holiday.

Submitted by:

Jolén Simon

Program Coordinator