

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING HELD VIA TELECONFERENCE  
MONDAY, MARCH 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:**, Sam Soderman, Jody Peek (NRCS)

Chair Lewis called the meeting to order at 6:00 p.m.

**2023/3-1      Motion by Voigt, seconded by Dreher to approve the agenda with an addition.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/3-2      Motion by Voigt, seconded by Reller to approve the minutes dated February 6,  
2023 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/3-3      Motion by Aitchison, seconded by Dreher to approve the Treasurer's reports ending  
January 31, 2023 as presented (noting that the ratification was approved last  
month).  
Voting yes:    Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/3-4      Motion by Aitchison, seconded by Reller to authorize payment of ordinary and  
necessary bills between March 7, 2023 and April 3, 2023, not to exceed budget.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Guest Introductions**

None.

**REPORTS**

Supervisor Reports:

Voigt reported that he will not be able to attend the Water Quality Forum.

**NRCS District Conservationist Report:**

Discussion included staff and vacancies, 2 positions currently open and one soon to be open.

A second EQIP and CRP application period is open now until March 10th and is tied to Incentive Reduction Act (IRA) funding. Additional funding is being sought for the area specifically targeting livestock. CSP classic application screenings have happened, 75 were high-ranking and must be completed by May 17<sup>th</sup>. Trainings: Staff attended a nitrogen management conference virtually, winter tree identification. A grazing workshop will be held on March 29<sup>th</sup> in Baudette for livestock producers. NRCS all-employee meeting will be held April 10-14 in Brainerd.

Local Working Group Meetings can be done any time of the year, however, June 5-16 looks to be the best timeframe for NRCS staff. SWCD staff and Board Members will discuss and schedule this at the April meeting.

**District Administrator Report:**

Discussion also included landowner interest in a no-till drill program.

**Water Resources Specialist Report:**

See attached.

**Forest Resource Specialist Report:**

See attached.

**Program Coordinator:**

See attached.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Rainy River-Rainy Lake/Lower Rainy River 1W1P**

The District Administrator reviewed the Memorandum of Agreement with the Supervisors, noting that it lists the Koochiching SWCD as the grant lead and fiscal agent.

**2023/3-5 Motion by Voigt, seconded by Aitchison authorizing the District to serve as the fiscal agent and grant administrator for the Rainy River-Rainy Lake/Lower Rainy River 1W1P and approve as presented the Memorandum of Agreement; motion reaffirms appointing Eldon Voigt as the main member, George Aitchison as the alternate, and Pam Tomevi as the Steering Committee Member.**

**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Staff Vacancy**

Staff and board discussed the vacancy of the Resource Conservationist and discussed a draft job advertisement.

**2023/3-6 Motion by Voigt, seconded by Aitchison authorizing the District Administrator to sign post the Resource Conservationist job announcement.**

**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Upcoming Meetings**

Area VIII Manager/Chair Meeting: March 29<sup>th</sup> in Bemidji

**2023/3-7 Motion by Voigt, seconded by Reller authorizing Lewis and the District Administrator to attend the Area VIII Manager/Chair meeting and for Reller to attend the TSA 8 Meeting.**

**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Permits**

None.

**General Business**

Advertisement of cone collection workshop:

**2023/3-8 Motion by Reller, seconded by Aitchison authorizing staff to place advertisements in the Littlefork Times and Rainy Lake Gazette to promote the upcoming cone collection workshop on April 1.**

**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, April 3, 2023, at 6:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

**Adjournment:**

**2023/3-9 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:**

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**Chair, Ralph Lewis**

\_\_\_\_\_  
**Date**

## **Koochiching SWCD District Administrator Report**

**February 2023**

- **AIS**
- **BWSR Conservation Delivery**
  - eLINK updates; 1W1P discussions with BWSR/Partners/County Attorney; 1W1P document development (MOA, Work Plan, Budget, Timeline, By-Laws) and partner meeting attendance (County/City of Ranier); EPA 319 plan spreadsheet and MPCA communications; USGS Request for Bids submittal; MFRC draft contract/budget
- **BWSR Local Capacity**
  - Staff oversight/assistance; IJC/IRLWWB/WLC meetings re: post-flood report and prep for pre-spring engagement and upcoming public meetings
- **County/District**
  - Legislative updates; staff meetings/workload updates; Board Meeting; year-end financial reports; staff turnover discussions; updated 2023 billing rates; update excel templates for 2023
- **DNR/CPL**
  - Contractor/partner communications re: Hybrid Cattail Removal and Water Flow Enhancement
- **MPCA Contracts**
  - Expense tracking; 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

## **Water Resource Specialist Report**

**Feb 2023**

### **AIS**

- Inspection program management
- NSL and VNP collaboration
- AIS call-in
- Equipment prep
- 2023 meeting set up, inspection program overview, goals
- AIS online workshops

### **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
- LF cycle 2 wraps meeting and planning

### **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
- Spring fishing meeting

### **WPLMN**

- Sampling
- WPLMN call-in
- Hydrograph analysis

### **Miscellaneous**

- Emails
- Staff meeting

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

*February 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...
- Finished developing an FSP.
- Began working with several other landowners on forest planning.
- Assisted city of Ranier with a DNR EAB grant and presented inventory results to the city council.
- Began developing a draft of the Ranier City Tree and EAB Management Plan with guidance from the City Tree board.
- Worked with District, DNR, UMN, and County L&F staff to organize a public tree cone collection training for April 1<sup>st</sup> at RRCC.
- Attended the MFRC Landscape Advisory Committee Meeting and presented NLC planning and coordination proposed budget.
- Attended the Littlefork WRAPS meeting in Virginia with District staff to give a forestry perspective.
- Worked with District, DNR, County L&F staff to organize cone collection events for Littlefork, Indus, and Homeschool area students.
- Finalized Coordination and led the March NLC meeting.
- Continued assisting several landowners with spring tree planting plans.
- Wrote conservation article for the 2023 Newsletter.
- Worked with BWSR staff on protocol and requirements of the Soil Health Cost-Share
- Attended a quarterly meeting of the Women's woodland network to discuss workshop coordination and potential group participation.

## **SWCD Tree and Native Plant Sale**

- Conducted annual landowner special tree order coordination and processed regular tree orders for 2023 spring sale.
- Finalized the 2023 Native Plant Sale brochure and price updates, coordination with native plant nursery.

Submitted by: James Aasen

*Forest Resource Specialist*

# **Koochiching SWCD Program Coordinator Report**

## **February 2023**

### **Local Capacity:**

- eLINK data entry
- Coordinate with the Women's Woodland Network, Littlefork School, Indus School and homeschool group for cone collection events
- RSDP planning for showcase event NE region hosting
- Newsletter preparation
- Create flyer for April 1<sup>st</sup> Cone Collection Workshop

### **MPCA BF WRAPS Cycle 2**

- Monthly call-in

### **MPCA LF WRAPS Cycle 2**

- Discussion with project manager regarding upcoming WRAPS work
- Travel to Virginia SWCD office for partner meeting

### **MPCA WPLMN**

- Spring training

### **BWSR Conservation Delivery:**

- Walk-in and phone customer assistance
- Update tree and native plant website pages
- Attend MN Women's Woodland Network Board Meeting to discuss future workshop

### **PCA Wood Ash**

- Permit coversheets
- Customer assistance
- End user forms create and send
- Met with hauling contractor periodically as needed
- Updated hauling and spreading reports
- Quarterly meeting Feb. 21<sup>st</sup>. Updated on all reports. Follow up will include outreach plan.

### **NRBG Grants**

- Begin website compliance
- Assist with CCM workplan review
- Climatology data entry
- Customer service for walk-ins
- 319 workplan
- eLINK data entry
- Envirothon donation request letters
- 1W1P discussion and planning

### **General Administration**

Board meeting prep; minutes; website maintenance; credit card tracking; eLINK reporting; board meeting followup; minutes book updating; laptop maintenance; tree order customer assistance; plat book customer assistance; update grant trackers in timesheets; staff report; supply order; personal appointments (sick).

Submitted by:

Jolén SimonProgram Coordinator