

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING HELD VIA TELECONFERENCE
MONDAY, MAY 1, 2023 at 7:00 P.M.**

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

MEMBERS PRESENT VIA TELECONFERENCE: Dreher.

MEMBERS ABSENT: None.

OTHERS PRESENT IN PERSON: Jolen Simon, Pam Tomevi

OTHERS PRESENT VIA TELECONFERENCE: James Aasen, Sam Soderman, Jody Peek

Chair Lewis called the meeting to order at 7:01 p.m.

**2023/5-1 Motion by Reller, seconded by Aitchison to approve the agenda as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/5-2 Motion by Voigt, seconded by Reller to approve the minutes dated April 3,
2023 with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/5-3 Motion by Voigt, seconded by Aitchison to ratify paid bills, check numbers 11392 to
11393 including electronic transfers, in the total amount of \$29,515.63. (details on
file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/5-4 Motion by Voigt, seconded by Aitchison to approve the Treasurer's report ending
March 31, 2023 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/5-5 Motion by Voigt, seconded by Aitchison to approve accounts payable in the amount
of \$367 (details on file), and authorize payment of ordinary and necessary bills
between May 1, 2023 and June 5, 2023, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

Guest Introductions

None.

REPORTS

Voigt reported on his attendance at the

- One Watershed One Plan Policy Committee meeting for Rainy River-Rainy Lake where a consultant was discussed and an RFQ was sent out.
- Northern Landscape Committee Meeting Planning meeting for the landscape plan. Discussion included retaining all aspects of planning involved including social and economic.

NRCS District Conservationist Report:

Jody Peek provided a verbal update on NRCS activities over the past month including interviews and staffing, CSP and EQIP, workload, and training.

District Administrator Report:

See attached.

Water Resources Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

Program Coordinator:

See attached.

OLD BUSINESS**Staff Vacancy Update**

The District Administrator reported that no applications were received during the application period. It was suggested to renew the application notice until filled.

2023/5-9 Motion by Voigt, seconded by Reller authorizing the District Administrator to renew the position posting until filled.

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

NEW BUSINESS**Big Fork River Board – Request for Support**

2023/5-7 Motion by Aitchison, seconded by Reller authorizing a payment of \$250 to the Big Fork River Board.

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

Upcoming Meetings

Informational: Local Working Group on June 5, 2023 at 6:00 p.m. in the Courthouse Boardroom.

Permits

None.

General Business

The District Administrator read aloud an email she received questioning office compatibility of Supervisor Lewis to serve on both the SWCD board and Indus school board. Lewis reported that office compatibility was reviewed prior to his election to the school board and Tomevi reported that she reviewed the MN House Research Department's "Compatibility of Offices" document and found no conflict for a person to hold both positions. Tomevi stated that she communicated this information to the

email sender who thanked her for the clarification. The Board agreed no further action was required and considered the inquiry closed.

Public Comment:

None.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on **Monday, June 5, 2023, at 7:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

Adjournment:

2023/5-9 Motion by Reller, seconded by Lewis to adjourn the meeting at 8:26 p.m.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.

Approved:

Chair Ralph Lewis

Date

Koochiching SWCD District Administrator Report

March 2023

- **AIS**
 - Expense tracking / invoicing
- **BWSR Conservation Delivery**
 - BWSR Brainerd BC Interview; board meeting prep/documents
- **BWSR Local Capacity**
 - Staff oversight/assistance; IJC/IRLWWB/WLC meetings/document review/updates; NWS flood forecast webinar updates; eLink/Website Compliance; conversations with Grand Council Treaty 3 tribal staff; call from Congressman Stauber's staff; IJC Semi Annual in Washington DC 4/24 – 4/28
- **County/District**
 - Staff meetings/workload updates; Board Meeting; year-end financial reports; CCM intern paperwork/training; CPL Cattail project letters to landowners, partner meetings, prep for public meeting/presentation; MCIT 2024 payroll estimates / EDP inventory updates;
- **DNR/CPL**
- **MPCA/Other Contracts**
 - Expense tracking / invoicing; partner communications; US Treasury login signup for USGS contract; SWIFT updates for MDA contract
- **Natural Resource Block Grant**
 - eLINK updates; 1W1P Policy Committee meetings / document prep / follow-up; 1W1P Grant review/execution;
- **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

April 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
- Updating AIS county plan w/ Matt and Whitney

LCCMR

- Sample collection
- Sample prep with USGS, LOTW SWCD
- Ice out field work
- Site prep, equipment prep

LF WRAPS/BF WRAPS

- Geomorph data review
- Sediment fingerprinting proceedings paper review
- Spring survey work and BF watershed planning
- Watershed document review
- BF Watershed field work plan
- BF professional judgment meeting

LWM/Local Capacity

- Rapid River WRAPS conversations
- GIS User Group Meeting
- 319 grant document review, project planning, conference calls w/ MPCA
- Grant budgets
- Spring fishing meeting

WPLMN

- Sampling, ice out sampling
- WPLMN call-in
- Ice out prep and equipment review
- Hydrograph analysis

Miscellaneous

- Emails
- Staff meeting

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

April 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...
- Assisted landowners with SFIA transfer and program details
- Continued working with several other landowners on forest planning
- Led a Ranier Tree board meeting to discuss draft city tree management plan
- Attended a DNR spruce top harvest training
- Continued assisting several landowners with spring tree planting plans
- Organized and led public cone collection event at RRCC.
- Advised other districts on holding cone collection events and tree planting cost-share
- Discussed TSA 8 Training team meeting organization with Training team lead
- BWSR staff discussions on forestry funding and soil health cost-share

MFRC-Northern Landscape Committee

- Continued to identify regional stakeholders and extend invites for NLC management plan update
- Helped organize and led a NLC management plan update meeting with steering committee

Cooperative Weed Management Area

- Organized and led a spring partner meeting
- Began planning a Northome buckthorn workshop with Northland Progressive group

SWCD Tree and Native Plant Sale

- Processed incoming tree and native plant orders and discussed species selection and planting advice with landowners.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

April 2023

Local Capacity:

- eLINK data entry
- Held April 1st cone collecting Event at Minnesota North Rainy River College (30 participants!), plus landowner followup

MPCA BF WRAPS Cycle 2

- Monthly call-in
- Public participation
- Plan and prepare for Earth Day event (cancelled due to snowstorm)
- Invoicing
- Professional Judgement Group meeting-preliminary sampling results out. Will be available to the public in the next 2-3 months.

MPCA LF WRAPS Cycle 2

- Invoicing

MPCA WRAPS

- Invoicing

BWSR Conservation Delivery:

- Walk-in and phone customer assistance
- Update native plant web page

PCA Wood Ash

- Customer assistance
- Process hauling report items
- Review document to and from PCA
- Invoicing

MFRC-Northern Landscape Committee

- Planning meeting for plan update and discussions

NRBG Grants

- Review CCM applicants
- Customer service for walk-ins
- eLINK data entry and submit final reporting
- Envirothon planning
- 1W1P Policy Committee Meeting

General Administration

Board meeting prep; minutes; website maintenance; credit card tracking; eLINK reporting; board meeting follow up; tree order customer assistance; timesheet coding; online safety training; staff report.

Submitted by:

Jolén Simon

Program Coordinator