

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING HELD VIA TELECONFERENCE
MONDAY, JUNE 5, 2023 at 7:00 P.M.**

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

MEMBERS PRESENT VIA TELECONFERENCE: None.

MEMBERS ABSENT: None.

OTHERS PRESENT IN PERSON: Jolen Simon, Pam Tomevi, James Aasen, Sam Soderman

OTHERS PRESENT VIA TELECONFERENCE: Jody Peek

Chair Lewis called the meeting to order at 7:02 p.m.

2023/6-1 Motion by Voigt, seconded by Reller to approve the agenda as presented.

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

2023/6-2 Motion by Aitchison, seconded by Reller to approve the minutes dated May 1, 2023 as presented.

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

2023/6-3 Motion by Aitchison, seconded by Reller to ratify paid bills, check numbers 11394 to 11402 including electronic transfers, in the total amount of \$31,629.72. (details on file).

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

2023/6-4 Motion by Reller, seconded by Dreher to approve the Treasurer's report ending April 30, 2023 as presented.

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

2023/6-5 Motion by Reller, seconded by Aitchison to approve accounts payable in the amount of \$130.74 (details on file), and authorize payment of ordinary and necessary bills between June 6, 2023 and July 3, 2023, not to exceed budget.

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

Guest Introductions

None.

REPORTS

Supervisor Reports:

Voigt reported on his attendance at the MN SWCD Forestry Meeting where projects from around the state were presented. Discussion also included Traverse SWCDs tree tube program. Staff will look into the possibility of running a tree tube program in Koochiching County.

Staff reported there is a growing need for equipment storage space and will research pricing and local availability and report back to the Board.

Committee Reports:

The District Administrator reviewed PC2023-2 describing Juneteenth as a state-recognized holiday which was also recently added to the County list of paid holidays.

**2023/6-6 Motion by Reller, seconded by Aitchison approving PC2023-2 to recognize Juneteenth (June 19th) as a paid holiday for Koochiching SWCD staff.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

NRCS District Conservationist Report:

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

Workshop on July 5th: Soil Health Workshop in Lake of the Woods (Williams) teaches landowners how to take soil health tests. SWCD will share flyer.

District Administrator Report:

See attached.

Highlights included the hiring of Houston Engineering as the consultant for the Rainy River-Rainy Lake One Watershed One Plan and the hiring of the new Resource Conservationist.

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 the Resource Conservationist position has been filled and the new employee is expected to officially begin on June 19th, with onboarding to begin June 20th.

Voigt suggested the possibility of Supervisors attending a staff meeting.

NEW BUSINESS**Upcoming Meetings**

**2023/6-7 Motion by Voigt, seconded by Aitchison authorizing all staff and Supervisors to attend the Area VIII Resolution Meeting on Friday, June 23, 2023 at 9:00 a.m. at the Beltrami County Administrative Building.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

Permits

None.

General Business

The District Administrator reviewed a 2023 legislative summary from BWSR.

Public Comment:

None.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on **Monday, July 3, 2023, at 7:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

Adjournment:

2023/6-8 Motion by Reller, seconded by Dreher to adjourn the meeting at 8:21 p.m.

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

Approved:

Chair Ralph Lewis

Date

Koochiching SWCD District Administrator Report

May 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; RFQ
- **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

May 2023

AIS

- Inspection program management
- NSL and VNP collaboration
- AIS call-in
- Equipment prep
- AIS online workshops
- Supervising inspectors, site visit
- Decon prep, fill, deploy
- AIS training for inspectors

LCCMR

- Sample collection
- Sample prep with USGS, LOTW SWCD
- Site prep, equipment prep
- Sample filter, syphon, analyze

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, spring and rain event
- WPLMN call-in
- Hydrograph analysis

Miscellaneous

- Emails
- Staff meeting

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

May 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 many forest planning discussions and coordinated plan writing
- Continued assisting several landowners with spring tree planting plans
- Coordinated tree planter use with two landowners and gave instruction
- Conducted 3 tree hand plantings for private landowners
- Assisted program coordinator in presenting to area school kids during environmental ed. days

Koochiching County Assistance

- Helped with hazardous waste management at the transfer station
- Conducted tree distribution and plantings for private landowners affected by tree removals during the Island view sewer project

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
- Compiled and organized comments from planning meeting in a document for stakeholder review
- Organized and held meetings with potential plan writing contractors

Cooperative Weed Management Area

- Discussed leafy spurge encroachment on snowmobile trail outside Northome with DNR, attempted landowner outreach.

SWCD Tree and Native Plant Sale

- Coordinated storage, received, and moved trees upon their delivery from nurseries.
- Coordinated and held the Spring Tree Sale
- Coordinated and held the Native Plant Sale

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

May 2023

Local Capacity:

- eLINK data entry
- travel to and attend RSDP meeting, approved FY2023 project proposal budget

MPCA BF WRAPS Cycle 2

- Monthly call-in

BWSR Conservation Delivery:

- Update tree mailing list

PCA Wood Ash

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

MFRC-Northern Landscape Committee

- Planning meeting online for plan update and data needs discussions
- Steering Committee Meeting and minutes

County Buffer

- Contact and deliver trees to Island View Sewer line landowners over 2 days.

NRBG Grants

- Customer service for walk-ins
- eLINK data entry and submit final reporting
- Envirothon planning and event: 53 students from 4 schools. Northome seniors took 4th place but were able to go to state since Grand Rapids (3rd) were unable to go.
- Review 319 plan
- Local Working Group update email list and send out notice and documents

General Administration

Board meeting prep; minutes; website maintenance; credit card tracking; eLINK reporting; board meeting follow up; tree order customer assistance; timesheet coding; staff report; assist with tree customers and with garage during tree sale.

Submitted by:

Jolén Simon

Program Coordinator