

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
MONDAY, AUGUST 7, 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, Sam Soderman, James Aasen, Marcie Peeters

**OTHERS PRESENT VIA TELECONFERENCE:** Jody Peek

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

**2023/8-1      Motion by Aitchison, seconded by Reller to approve the agenda as presented.**

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

**2023/8-2      Motion by Voigt, seconded by Reller to approve the minutes dated July 3,**

**2023 as presented.**

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

**2023/8-3      Motion by Voigt, seconded by Aitchison to ratify paid bills, check numbers 11419 to 11430 including electronic transfers, in the total amount of \$34,953.76. (details on file).**

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

**2023/8-4      Motion by Voigt, seconded by Reller to approve the Treasurer's report ending June 30, 2023 as presented.**

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

**2023/8-5      Motion by Dreher, seconded by Aitchison to approve accounts payable in the amount of \$65.50 (details on file), and authorize payment of ordinary and necessary bills between August 8, 2023 and September 11, 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 following:

- One Watershed, One Plan policy committee meeting on 7/17 where holding a public kickoff meeting at the Ranier Community Building on September 7<sup>th</sup> was decided; erosion issues along Rainy River was also discussed.

- MN SWCD Forestry Meeting, where the possibility of more RIM easements in the north was discussed.

Voigt also commented that he had received unsolicited land value and purchase agreements in the mail and inquired if other supervisors had received the same.

Reller reported on her attendance at the Laurentian RC&D meeting where they reviewed biochar uses and discussed fires in Canada.

#### **Committee Reports:**

None.

#### **NRCS District Conservationist Report:**

Discussion included the hire of a new forester, an opening for an administrator, and two technician vacancies. Other discussion included CSP and EQIP approvals, training, and meetings.

#### **Program Coordinator:**

See attached.

#### **Forest Resource Specialist Report:**

See attached.

#### **Water Resources Specialist Report:**

See attached.

#### **Resource Conservationist:**

See attached.

#### **District Administrator Report:**

See attached.

Additional discussion regarding water levels.

### **OLD BUSINESS**

#### **BWSR State Cost Share:**

The District Administrator reported that bid proposals were solicited for engineering services to address the erosion affecting approximately 1200 linear feet around Sportsmans Dock landing. Two proposals were received, one from Karvakko Engineering, Inc. and one from Moore Engineering, both from the Bemidji area. The board reviewed both proposals and motioned to accept low bid.

**2023/8-6 Motion by Voigt, seconded by Dreher accepting low bid from Karvakko Engineering, Inc. and authorizing the District Administrator to enter into a contract for engineering services as outlined in the bid, not to exceed 11,500; Sportsmans Dock Association will be responsible for \$500 of the engineering service fees. Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

## **NEW BUSINESS**

### **2024 County Budget Request**

The District Administrator reviewed the draft 2024 County Budget Request which reflects no increase over the 2023 allocation.

- 2023/8-7      Motion by Voigt, seconded by Reller authorizing the Chair's signature and the District Administrator's signature on the 2024 County Budget Request.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **Storage Needs**

The District Administrator presented a request from staff to rent additional storage space and shared the offer from Kantor Electric, located directly behind the SWCD office, to rent approximately 100 sq ft of indoor heated space including access to electricity to the District on a month to month basis at the rate of \$100 per month.

- 2023/8-8      Motion by Voigt, seconded by Aitchison authorizing the District Administrator to enter into a month-to-month rental agreement with Kantor Electric in the amount of \$100 per month for approximately 100 square feet of indoor, heated storage space.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **Contract for Services**

The District Administrator requested a budget to hire drone services to document several current and future projects with aerial photo/video support.

- 2023/8-9      Motion by Voigt, seconded by Aitchison authorizing the District Administrator to spend up to \$1000 to hire drone flight photo/video services.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **Upcoming Meetings**

- 2023/8-10      Motion by Voigt, seconded by Reller authorizing the District Administrator to attend the SWCD Managers Joint Meeting September 27-28 in Baxter.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **Permits**

None.

### **General Business**

Area VIII Fall Tour and meeting is scheduled for October 12-13 in Park Rapids.

### **Public Comment:**

None.

**Confirm Next Meeting Date:**

The next regular board meeting of the Koochiching SWCD will be held on **Monday, September 11, 2023, at 7:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

**Adjournment:**

**2023/8-11      Motion by Reller, seconded by Dreher to adjourn the meeting at 8:51 p.m.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Approved:**

\_\_\_\_\_  
**Chair Ralph Lewis**

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

# **Koochiching SWCD Program Coordinator Report**

## **July 2023**

### **Local Capacity:**

- eLINK data entry
- Planning for MFRC meetings
- Attend RSDP Retreat in Cloquet

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

- Monthly call-in
- Outreach planning meeting
- Invoicing
- Semi-annual report
- Create posters for public participation, in preparation for the Koochiching County Fair and other events

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

- Invoicing
- Semi-annual report

### **MPCA WPLMN**

- Invoicing

### **BWSR 1W1P**

- Attend Policy Committee meeting, take notes

### **BWSR Conservation Delivery:**

- Assist with newspaper article in Littlefork Times and Rainy Lake Gazette regarding Wild Parsnip identification and control

### **PCA Wood Ash**

- Customer assistance
- Process hauling report items
- Assist in mapping and landowner communication for permitting
- End user letters sent to landowners for completed fields
- New effective neutralizing power results confirmed: 1295 lbs/ton

### **MFRC-Northern Landscape Committee**

- Kickoff Planning meeting July 20<sup>th</sup>.
- Planning for August 16<sup>th</sup> meeting: Economic Section Meeting

### **NRBG Grants**

- Customer service for walk-ins
- eLINK data entry
- Climatology data entry

### **General Administration**

Board meeting prep; minutes; assist in staff training; website maintenance; credit card tracking; eLINK reporting; board meeting follow up; holiday; staff meetings

Submitted by:

Jolén Simon

Program Coordinator

# Koochiching SWCD Forest Resource Specialist's Report

*July 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.
- Conducted fieldwork on a property and began developing forest stewardship plans.
- Attended the MFRC meeting online.
- Helped with new staff training.
- Conducted a site visit and additional meetings to assess project at Sportsman's Dock Association and worked with staff to coordinate engineering services.
- Held conversations with MASWCD on SWCD forestry service delivery and needs. Helped coordinate a discussion and started work on a presentation.
- Wrote invasive species outreach articles for social media and local papers.

## **MFRC-Northern Landscape Committee**

- Continued to identify regional stakeholders and extend invites for NLC management plan update
- Helped facilitate and setup NLC Planning Introduction Meeting at Cobblestone in I'Falls
- Led NLC Planning Intro meeting with Committee and other planning participants
- Drafted two data needs documents for the planning effort.
- Began working on coordinating the next meeting on August 16<sup>th</sup> focused on the economy of the northern landscape region

## **Cooperative Weed Management Area**

- Discussed parsnip control and other invasive plant conversations with several landowners, exploring cost-share options.
- Worked on adapting cost-share program to allow for landowner herbicide self-application.
- Worked with a landowner and cost-shared a parsnip control project near Little Fork.
- Completed an invasive species identification and control guide for the Oberholtzer Foundation.

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

- Worked with a landowner on tree selection and future tree order

Submitted by: James Aasen

*Forest Resource Specialist*

## **Water Resource Specialist Report**

**July 2023**

### **AIS**

- Inspection program management
- NSL and VNP collaboration
- AIS call-in
- AIS online workshops
- Supervising inspectors, site visit
- Scheduling and collaboration with Always There Staffing

### **LCCMR**

- Sample collection
- Passive Sampler pull/clean
- Sample prep with USGS, LOTW SWCD
- Site prep, equipment prep
- Sample filter, syphon, analyze
- Sample drop off and equipment pickup

### **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**

- GIS User Group Meeting
- Grant budgets
- DNR assistance for Rat Root
- Mapping, Arc Pro utilize

### **WPLMN**

- Sampling, rain event
- WPLMN call-in
- Hydrograph analysis

### **Miscellaneous**

- Emails
- Staff meeting

Submitted by: Sam Soderman

# **Koochiching SWCD Resource Conservationist Report**

## **August 2023**

### **WCA**

- Discussed current Joint Applications, planning for site visits
- Familiarization of online resources and tools

### **Wood Ash**

- Assisting landowners with the wood ash process
- Training on GIS use and permitting process with Whitney Sims
- Completing permitting forms for qualified landowners
- Discussing program success and marketing opportunities

### **Cost Share**

- Sportsman's Dock Association project meetings
- Discussion on program mechanics
- Site visits for potential projects
- Visit from Chad Severts

### **CPL Grants**

- Introduction to Cattail Removal Project

### **Buffer Law**

- Buffer training – touring county
- Practicing BuffCAT
- Training day with Ethan Dahl

### **Other Business**

- Staff meetings

### **Upcoming Work/Training**

- WCA site visits with Lynda Ponting and Whitney
- Fergus Regional Training – two-day wetland training
- Native Plant ID in Swift County

Submitted by  
Marcie Peeters



## **Koochiching SWCD District Administrator Report**

**July 2023**

- **BWSR Conservation Delivery**
  - Board Meeting; MN Dept of Ag contract/invoicing; updates with landowners re: potential cost share projects; forestry discussions re: SWCD goals;
- **BWSR Cost Share**
  - Meetings/communications with landowners/engineering firms/DNR Waters for potential projects; two requests for engineering proposals (Karvako/Moore out of Bemidji) for large-scale erosion project/potential cost share project; two site visits on non cost-shared erosion sites/DNR coordination
- **BWSR Local Capacity**
  - Staff oversight/meetings/assistance; IJC/IRLWWB/WLC meetings; Post flood report updates;; new staff onboarding/training;
- **County/District**
  - Staff meetings/workload updates; new staff onboarding/training; County computer security training
- **DNR/CPL**
  - CPL Cattail project partner/contractor updates; coordination on biomass disposal site and signage/contractor assistance at project site; communications with CPL Grants Coordinator
- **MPCA/Other Reimbursable Contracts (AIS, Wood Ash, USGS, MDA, MFRC/NLC/DNR)**
  - Invoice prep/submission/deliverable reporting
- **Natural Resource Block Grant**
  - eLINK updates; 1W1P Policy Committee meetings / document prep / follow-up and Consultant updates; Wetland application/coordination with landowner/ESD; Visit with Congressman Stauber's staff re: Shorewood Drive/Forestry

### **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