

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MONDAY, SEPTEMBER 11, 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

OTHERS PRESENT VIA TELECONFERENCE: None.

Chair Lewis called the meeting to order at 7:11 p.m.

**2023/9-1 Motion by Aitchison, seconded by Reller to approve the agenda with changes (remove Treasurer Report and Ratification and add Area VIII Meeting).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/9-2 Motion by Voigt, seconded by Reller to approve the minutes dated August 7, 2023 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2023/9-3 Motion by Voigt, seconded by Reller to approve accounts payable in the amount of \$450.49 (details on file), and authorize payment of ordinary and necessary bills between August 12, 2023 and October 2, 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:

- Ask the Expert online session on climate change in the Rainy-Lake of the Woods Basin was interesting; it was reported that there are warmer and wetter winters, but little change in the spring and fall.
- The MN SWCD Forestry Association will be meeting soon.
- The One Watershed, One Plan Public Kickoff meeting was held Thursday, September 7th. Although citizen turnout was low, the information was received well.

Committee Reports:

The Administrator reported that she invited the Personnel Committee to attend a recent staff meeting as well as at least one additional staff meeting in the near future.

NRCS District Conservationist Report:

None.

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.

Discussion also included a possible amendment to the cattail removal contract for the Hybrid Cattail Removal and Waterflow Enhancement Project.

OLD BUSINESS**BWSR State Cost Share:**

The District Administrator reported that the engineered plans are underway for CS2023-1 and that the cost estimate was provided today in preparation of the cost share application.

**2023/9-4 Motion by Voigt, seconded by Dreher approving cost share application CS2023-1 and authorizing the utilization of \$8,114 in FY2022 and \$8,114 in FY2023 state cost share funds totaling \$16,228, contingent upon technical and landowner signatures, and authorizing Karvakko Engineering, Inc. as the technical representative.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

NEW BUSINESS**Management Representation Letter regarding 2022 Financial Audit**

**2023/9-5 Motion by Voigt, seconded by Aitchison to approve the proposed Management Representation Letter for the 2022 Financial Audit.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Upcoming Meetings and Trainings:**Area VIII Fall Tour and Meeting:**

**2023/9-6 Motion by Voigt, seconded by Reller authorizing all Supervisors and staff to attend the Area VIII meeting on October 12-13.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

Permits

The Board reviewed Permits:

1. 2023-1881 Riprap (100' of shoreline along the Rainy River)
2. 2023-0327 Bridge Construction/Modification/Replacement

General Business

Discussion on 2023 MASWCD Outstanding Conservationist.

2023/9-6 Motion by Voigt, seconded by Reller to correct Motion 2023/4-6 as follows:

*2023/4-6 Motion by Voigt, seconded by Dreher to nominate Wayne Skoe as the
2023 MASWCD ~~Outstanding Conservationist~~ Outstanding Forest Steward and the
Rainy Lake Property Owners Association as the 2023 Community Conservationists.
Voting yes: Aitchison, Voigt, Dreher, Reller. Motion carried.*

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, October 2, 2023, at 7:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

Adjournment:

2023/9-7 Motion by Reller, seconded by Dreher to adjourn the meeting at 8:45 p.m.

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

Approved:

Chair Ralph Lewis

Date

Koochiching SWCD Program Coordinator Report

August 2023

Local Capacity:

- eLINK data entry
- Planning for MFRC meetings
- Biochar Planning Discussion

MPCA BF WRAPS Cycle 2

- Monthly call-in
- Outreach planning meeting
- Complete posters for public participation, in preparation for the Koochiching County Fair and other events
- Setup at District Fair in Northome

MPCA LF WRAPS Cycle 2

- Communication with Project Manager regarding historical data on the Little Fork River

BWSR 1W1P

- Attend Policy Committee meeting, take notes
- Create flyer for public meeting
- Create web pages

PCA Wood Ash

- Customer assistance
- Process hauling report items
- Landowner spreading calls, update reporting
- Hauling sheets processed
- New effective neutralizing power test being taken, 5-year rolling average to be used

MFRC-Northern Landscape Committee

- Economic Planning meeting August 16.

NRBG Grants

- Customer service for walk-ins
- eLINK data entry
- Climatology data entry
- Household Hazardous Waste

General Administration

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

Submitted by:

Jolén Simon

Program Coordinator

Koochiching SWCD Forest Resource Specialist's Report

August 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.
- Attended the Laurentian RC&D meeting in Carlton County.
- Presented to MASWCD on SWCD forestry service delivery and needs.
- Conducted several conversations related to tree health and disease issues.
- Assisted County ESD during hazardous waste collection day.

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 Economic Meeting with Committee and other planning participants
- Worked with MFRC Landscape Coordinator and various state agency folks to capture metrics to inform goals setting.
- Began working on coordinating the next meeting on October 5th focused on the social needs 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 two invasive species control cost-share projects, one in Ray and one near Pelland Junction
- Conducted a site visit to help a landowner identify and remove buckthorn.

SWCD Tree and Native Plant Sale

- Began 2024 tree sale inventory preorder planning and worked with a couple landowners on tree species selection.

Submitted by: James Aasen

Forest Resource Specialist

Water Resource Specialist Report

Aug 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

LWM/Local Capacity

- GIS User Group Meeting
- Grant budgets
- DNR assistance for Rat Root
- Mapping, Arc Pro utilize
- Cattail site visit with VNP

WPLMN

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

Miscellaneous

- Emails
- Staff meeting
- Cattail project site visits, landowner talks, project review

Submitted by: Sam Soderman

Koochiching SWCD Resource Conservationist Report

August 2023

WCA

- Landowner inquiries,
- Joint Application reviews and TEP meetings,
- Fergus Falls Regional Wetland Training (2 days)

Wood Ash

- Assisting landowners with wood ash permitting process,
- Preparing landowner materials and mailing,
- GIS and creating wood ash permits,
- Implementing field site slope calculations,
- Discussing program success and marketing opportunities,
- Partner meetings and review of Ash Management Plan,
- Quarterly Partner Meeting

Cost Share

- Sportsman's Dock Association meeting with engineering,
- Discussion on program mechanics

CPL Grants

- Cattail biomass and wild rice seeding research,
- Cutting and hauling site visits,
- Tour of VNP cattail projects

Other Business

- Staff meetings,
- Native Plant ID training hosted by Pheasants Forever

Upcoming Work/Training

- Brainerd Wetland Delineation Training (5 days)

Submitted by
Marcie Peeters
Resource Conservationist

Koochiching SWCD District Administrator Report

August 2023

- **BWSR Conservation Delivery**
 - Board Meeting; Discussions/site visits with landowners/engineers re: potential cost share projects; DNR discussion re: General Permit; pesticide application assistance for landowner
- **BWSR Cost Share**
 - Meetings/communications with landowners/engineering firms/DNR Waters for potential projects; two requests for engineering proposals (Karvakko/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 Cooperative Weed Management Grant**
 - Form updates; cost share payments
- **BWSR Local Capacity**
 - Staff oversight/meetings/assistance; IJC/IRLWWB/WLC Basin meetings in Baudette/meeting with Manitou Rainy River First Nations Tribal Council; Water Levels presentation with Army Corps of Engineers to Border Lakes Association
- **County/District**
 - Staff meetings/workload updates; meeting registrations; board meeting reports; 2024 County Budget request final and submit; Campaign Finance certification for Board members; Storage Rental agreement and MCIT insurance updates for secondary contents location
- **DNR/CPL**
 - CPL Cattail project partner/contractor updates; Gopher State One call re: buried utilities on site; coordination on biomass disposal site/MN Power lines at project site; communications with CPL Grants Coordinator; newspaper article; Wild Rice seed source inquiries (Tribal/VNP/DNR); native wetland seed mix review with project partners; troubleshooting biomass stockpile/disposal site issues with contractor/county engineer; call/follow-up with landowner re: project background/status update
- **Rainy River-Rainy Lake 1W1P**
 - Policy Committee meeting/support; communications with Consultant; Public Kickoff Meeting planning/public notice and press release, setup, attendance, and follow-up; website content/updates; budget updates

- **MPCA/Other Reimbursable Contracts (AIS, Wood Ash, USGS, MDA, MFRC/NLC/DNR)**
 - Partner meetings (WA); project manager discussions (MFRC/NLC/DNR)
- **Natural Resource Block Grant**
 - eLINK updates; Wetland follow-up with landowner/ESD; Call/emails with resident re: Shorewood Drive; landowner assistance for City of International Falls wetlands/Web Soil Survey

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