

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING HELD VIA TELECONFERENCE  
MONDAY, OCTOBER 3, 2022 at 7:00 P.M.**

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

**MEMBERS PRESENT VIA TELECONFERENCE:** None.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT IN PERSON:** Jolen Simon

**OTHERS PRESENT VIA TELECONFERENCE:** Pam Tomevi, Whitney Sims, Sam Soderman, Wayne Skoe (Koochiching County Commissioner); Mike Hirst (Lake of the Woods SWCD); Will Lee (NRCS); Chad Severts (BWSR Board Conservationist)

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

**2022/10-1      Motion by Lewis, seconded by Voigt to approve the agenda with subtractions (remove treasurers report and ratification).**

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

**2022/10-2      Motion by Lewis, seconded by Voigt to approve the minutes dated September 12, 2022 as presented.**

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

**2022/10-3      Motion by Aitchison, seconded by Lewis to authorize payment of ordinary and necessary bills between October 3, 2022 and November 7, 2022, not to exceed budget.**

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

**Guest Introductions**

Mike Hirst of the Lake of the Woods SWCD introduced himself and reviewed the status and governance structure for the Rainy-Rapid One Watershed, One Plan. Hirst explained that the plan is nearing completion and asked the Board if they had interest in partnering on implementation through a formal structured agreement.

**2022/10-4      Motion by Voigt, seconded by Lewis to decline signing on as a governing agency for the Rainy-Rapid One Watershed One Plan implementation phase.**

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

**REPORTS**

Supervisor Reports:

Linder reported on his attendance at the Buckthorn and Emerald Ash Borer Workshop in Ranier on September 21<sup>st</sup> and Littlefork Sediment Fingerprinting Meeting on September 28<sup>th</sup>.

Voigt reported on his attendance at the MN SWCD Forestry Association Meeting where discussion included balsam and birch diseases and insect die-off as well as replacement species.

**NRCS District Conservationist Report:**

See attached.

**District Administrator Report:**

See attached. Discussion also included SWCD furniture and equipment no longer needed in the new office space and a request to work remotely during the next 2 months for family needs.

**2022/10-5 Motion by Voigt, seconded by Lewis to authorize the District Administrator to work remote as needed over the next two months and to sell one (1) Hon desk with return and hutch and two (2) black 4-drawer file cabinets, with funds from the sale deposited into the District's Bremer account.**

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

**Resource Conservationist Report:**

See attached.

**Water Resources Specialist Report:**

See attached.

**Forest Resource Specialist Report:**

See attached.

**Program Coordinator:**

See attached.

**OLD BUSINESS**

None.

**NEW BUSINESS****FY2023 BWSR Grants**

**2022/10-6 Motion by Voigt, seconded by Lewis to authorize the District Administrator's signature to execute the 2023 Buffer Law and 2023 Local Capacity Services grants and to administer the work plans.**

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

**2022/10-7 Motion by Voigt, seconded by Aitchison to authorize the District Administrator's signature to execute the 2023 Soil Health Cost Share grant and to administer the work plan.**

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

**Management Representation Letter for 2021 Financial Audit**

**2022/10-8 Motion by Voigt, seconded by Lewis to approve the proposed Management Representation Letter for the 2021 Financial Audit.**

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

**Koochiching SWCD Clothing Allowance Policy (Amendment to Personnel Policy Handbook)**

**2022/10-9** Motion by Voigt, seconded by Lewis to amend the Koochiching SWCD Personnel Policy Handbook to include the following: “Clothing Allowance - Subject to annual Board approval as an included expense in the operating budget, \$100 maximum will be provided each year, per employee or supervisor, to purchase District-approved apparel with embroidered or screen-printed District logo; All costs above this amount will be paid by the employee or supervisor.”  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**2022 MASWCD Resolutions**

The staff and board discussed the 14 proposed MASWCD resolutions for 2022 and voted on each.

**Upcoming Meetings**

None.

**Permits**

The Board reviewed DNR Permit Number 2022-2982, there were not comments or concerns.

**General Business**

None.

**Public Comment:**

None.

**Confirm Next Meeting Date:**

The next regular board meeting of the Koochiching SWCD will be held on **Monday, November 7, 2022, at 6:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

**Adjournment:**

**2022/10-10** Motion by Voigt, seconded by Lewis to adjourn the meeting at 8:39 p.m.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**Approved:**

\_\_\_\_\_  
Chair, Richard Dreher

\_\_\_\_\_  
Date

## **Koochiching SWCD District Administrator Report**

**September 2023**

- **BWSR Conservation Delivery**
  - Board Meeting; AgBMP Loan program discussions/info
- **BWSR Cost Share**
  - Cost Share contract CS2023-1 and send out for signatures; Meetings/communications with landowners, Karvakko Engineering, and DNR Waters re: draft engineer plans/permits;
- **BWSR Cooperative Weed Management Grant**
  - Form updates; cost share payments
- **BWSR Local Capacity**
  - Staff oversight/assistance; Personnel/Staff meetings; IRLWWB/WLC meetings and IWI proposal review
- **County/District**
  - Meeting/training registrations; board meeting reports; 2022 financial audit review; draft edits for Personnel/Operational Handbooks
- **DNR/CPL**
  - CPL Cattail project partner/contractor updates; contract amendment to extend end date; article for Rainy Lake Gazette
- **Rainy River-Rainy Lake 1W1P**
  - Public Kickoff Meeting, expense tracking, website content/updates; budget updates, and Policy Committee meeting preparation
- **MPCA/Other Reimbursable Contracts (AIS, Wood Ash, USGS, MDA, MFRC/NLC/DNR)**
  - Partner meetings (WA); invoice prep/submit (USGS/MDA)
- **Natural Resource Block Grant**
  - eLINK updates; 2024 budget discussion with ESD; Visit with resident re: Shorewood Drive;

### **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

# Koochiching SWCD Resource Conservationist Report

## September 2023

### WCA

- Landowner inquiries,
- Joint Application reviews and TEP meetings,
- Brainerd MWPCP Basic Wetland Delineation Training (5 days),
  - In training exam
- Organizing plans for future TEP meetings,
- Restoration follow-up

### Wood Ash

- Assisting landowners with wood ash permitting process,
- Preparing landowner materials and mailing,
- Converted to ArcGIS Pro,
- GIS and wood ash permits,
- Updated mailing documents and liability forms

### Cost Share

- Sportsman's Dock Association Preliminary Plans meeting,
- Discussion on program direction
  - Landowners seeking information on native planting options

### CPL Grants

- Discussion on extending removal contract and seeding plans

### Other Business

- Staff meetings
- 1W1P Public Kickoff Meeting

### Upcoming Work/Training

- BWSR Academy (Oct 24-26)
  - Restoring & Protecting Minnesota's Natural Shorelines: Resources & Partnerships
  - Becoming a Pro at ArcGIS Pro
  - Doubling Conservation Implementation (Engaging women landowners)

Submitted by  
Marcie Peeters  
Resource Conservationist

## **Water Resource Specialist Report**

**Sept 2023**

### **AIS**

- Inspection program management
- NSL and VNP collaboration
- Supervising inspectors, site visit
- Scheduling and collaboration with Always There Staffing
- Inspection program wrap-up
- Data review

### **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
- Watershed document review
- Bowstring lake field day

### **LWM/Local Capacity**

- 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
- Vacation to Alaska

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

*September 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 developing a forest stewardship plan.
- Attended the MFRC meeting in Cloquet to support the proposed landscape program budget.
- Helped with new staff training.
- Went on a field visit to a black spruce Christmas tree harvest near Loman.
- Conducted fieldwork and developed a small acreage forest stewardship plan for Camp Idlewood.
- Participated in staff meetings.
- Conducted interview for district forest steward of the year, wrote application, and submitted to MASWCD.
- Participated in the 1W1P kickoff meeting in Ranier.
- Led the Ranier Tree Board meeting and discussed their EAB grant and deliverables.

## **MFRC-Northern Landscape Committee**

- Continued to identify regional stakeholders and extend invites for NLC management plan update
- Worked on coordinating NLC Planning Social Meeting with Committee and other participants
- Worked with MFRC Landscape Coordinator and various state agency folks to capture metrics to inform goals setting.
- Had a meeting to coordinate climate change planning sessions with USFS staff.

## **Cooperative Weed Management Area**

- Discussed parsnip control and other invasive plant conversations with several landowners, exploring cost-share options.

## **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*

# **Koochiching SWCD Program Coordinator Report**

## **September 2023**

### **Local Capacity:**

- eLINK data entry
- Planning for MFRC meeting – October 6 Social Meeting
- NERSDP Board meeting-Two Harbors
- Complete CPL Pages on SWCD Website: <https://koochichingswcd.org/conservation-partners-legacy-grant-cpl-program/>
- Reviewed MASWCD write up
- Coordination of Public Buckthorn/EAB Workshop: October 23<sup>rd</sup> at 6:00 p.m., Northome City Hall.

### **BWSR 1W1P**

- Attend Public Kickoff Meeting

### **PCA Wood Ash**

- Customer assistance
- Process hauling report items
- Hauling sheets processed
- End user letters

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

- Planning for Social meeting happening October 5<sup>th</sup>

### **NRBG Grants**

- Customer service for walk-ins
- eLINK data entry
- Climatology data entry
- 1W1P Meeting prep and attend
- Assist landowner with Dept. of Ag. BMP loan

### **General Administration**

Board meeting prep; minutes; website maintenance; credit card tracking; eLINK reporting; board meeting follow up; Labor Day; Personnel Committee Meetings; staff meetings

Submitted by:

Jolén Simon

Program Coordinator