

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
MONDAY, NOVEMBER 6, 2023 at 6:00 P.M.**

**MEMBERS PRESENT IN PERSON:** Supervisors Aitchison, Voigt, Dreher, Reller

**MEMBERS PRESENT VIA TELECONFERENCE:** Lewis

**MEMBERS ABSENT:** None.

**OTHERS PRESENT IN PERSON:** Jolen Simon, Pam Tomevi, Sam Soderman, Marcie Peeters

**OTHERS PRESENT VIA TELECONFERENCE:** Jody Peek (NRCS), Destry Hell (Koochiching County Commissioner)

Chair Lewis called the meeting to order at 6:00 p.m.

**2023/11-1      Motion by Voigt, seconded by Dreher to approve the agenda as presented.**

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

**2023/11-2      Motion by Voigt, seconded by Aitchison to approve the minutes dated October 2, 2023 as presented.**

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

**2023/11-3      Motion by Voigt, seconded by Dreher to ratify paid bills for September, check numbers 11447 to 11460 including electronic transfers, in the total amount of \$49,658.03. (details on file).**

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

**2023/11-4      Motion by Aitchison, seconded by Voigt to approve the Treasurer's reports ending September 30, 2023 as presented.**

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

**2023/11-5      Motion by Voigt, seconded by Reller to approve accounts payable in the amount of \$1030.45 (details on file), and authorize payment of ordinary and necessary bills between November 7, 2023 and December 4, 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 Area VIII meeting and tour in Hubbard County that included a tour of Badoura Nursery as well as an erosion control project and pine tree plantation; Voigt also passed around a copy of the new bylaws;
- attendance at the MASWCD awards meeting and a State Convention meeting.

Voigt also expressed interest in attending the upcoming Water Quality Level and Alerts for IJC/IWI project meeting.

**2023/11-6 Motion by Dreher, seconded by Reller to approve Supervisor Voigt to attend the Water Quality Level and Alerts for IJC/IWI project meeting in November, date to be determined.**

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

**Committee Reports:**

None.

**NRCS District Conservationist Report:**

Jody Peek reported on events and trainings she has recently attended and the potential government shutdowns. Partnership opportunities were also discussed. Field visits and contract reviews have been done for CSP payments recently as well as renewals. Peek will be attending the MASWCD Convention, and will send a staff member to the 1W1P Advisory Committee Meeting.

**Resource Conservationist:**

See attached.

**Program Coordinator:**

See attached.

**District Administrator Report:**

See attached.

**Water Resources Specialist Report:**

See attached.

**Forest Resource Specialist Report:**

See attached.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Notice of Rent Increase**

The District Administrator reviewed a notice letter received describing the increase in office rent proposed by the building owners to be effective as of 1/1/2024.

**2023/11-7 Motion by Voigt, seconded by Dreher recognizing that office rent will increase from \$700 to \$770 effective 1/1/2024.**

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

**Certificate of Deposits**

The District Administrator reviewed action taken on the Certificate of Deposits to meet the renewal deadline for the three Certificate of Deposits at Border State Bank.

**2023/11-8 Motion by Voigt, seconded by Reller to ratify the renewal of three Certificate of Deposits at 5%.**

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

### **Conservation Corps**

The District Administrator discussed the opportunity to apply as an Individual Placement host site for a 2024 Conservation Corps of Minnesota and Iowa member. The application will be much the same as was done for 2023 and is due on December 15<sup>th</sup>.

**2023/11-9 Motion by Voigt, seconded by Dreher authorizing staff to apply as an Individual Placement host site for a 2024 Conservation Corps of Minnesota and Iowa member.**  
**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **2023 MASWCD Award Plaques**

**2023/11-10 Motion by Voigt, seconded by Dreher to approve the purchase of one plaque for the 2023 winner of the MASWCD Forest Steward of the Year for Koochiching County.**  
**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **Upcoming Meetings and Trainings:**

**2023 MASWCD State Convention in Bloomington, December 11-13:**

**2023/11-11 Motion by Voigt, seconded by Dreher authorizing any Supervisor to attend the 2023 MASWCD State Convention in Bloomington, December 11-13.**  
**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

### **Permits**

None.

### **General Business**

The District Administrator presented a letter of support for Hubbard County SWCD for Environmental Education Local Grants Program for Region 5, EPA-EE-23-05.

**2023/11-12 Motion by Voigt, seconded by Reller authorizing a letter of support for Hubbard County SWCD for Environmental Education Local Grants Program for Region 5, EPA-EE-23-05 as presented.**  
**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, December 4, 2023, at 6:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

### **Adjournment:**

**2023/11-13 Motion by Voigt, seconded by Aitchison to adjourn the meeting at 6:58 p.m.**  
**Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Approved:**

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**Chair Ralph Lewis**

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**Date**

# Koochiching SWCD Resource Conservationist Report

## October 2023

### WCA

- Joint Application reviews and TEP meetings,
- Met with ESD to clarify roles and responsibilities,
- Organized plans for future TEP meetings,
- Restoration follow-up,
- Received MWPCP Wetland Delineation Certificate

### Wood Ash

- Assisted landowners with wood ash permitting process,
- Prepared landowner materials and mailing,
- GIS and wood ash permits - doubled the number of permits for 2023!

### Cost Share

- Confirmed Sportsman's Dock Association Final Plans,
- Site visit with engineer for project staking,
- Discussion on sample area and construction start,
- Site visit to inquiring landowners

### CPL Grants

- Monitored site and removal progress
- Met with Jeff Hardwig and contractor to discuss project wrap-up details
- Met with Hwy Dep. to discuss project wrap-up details
- Recruited James to assist with directing contractors

### Other Business

- Staff meetings
- Buffer law checks
- BWSR Academy (Oct 24-26)
  - ArcGIS Pro workshops
  - Restoration for shoreline and stream bank erosion
  - Networking and collected information training opportunities

### Upcoming Work/Training

- Quarterly Wood Ash Meeting

Submitted by  
Marcie Peeters  
Resource Conservationist

# **Koochiching SWCD Program Coordinator Report**

## **October 2023**

### **Local Capacity:**

- eLINK data entry
- Planning for MFRC meeting – October 6 Social Meeting
- Coordination of Public Buckthorn/EAB Workshop: October 23<sup>rd</sup> at 6:00 p.m., Northome City Hall.

### **MPCA Big Fork WRAPS**

- Invoicing
- Team meeting

### **MPCA Little Fork WRAPS**

- Invoicing

### **MPCA WRAPS**

- Invoicing

### **BWSR 1W1P**

- Attend Policy Committee Meeting and process minutes

### **PCA Wood Ash**

- Customer assistance
- Process hauling report items
- Hauling sheets processed
- End user letters
- Process coversheets with new ENP: 943 (5-year rolling average now in effect)

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

- Planning for, attending, and taking minutes for Social meeting, October 5<sup>th</sup>
- Planning for Ecological meeting – Set for December 19<sup>th</sup>

### **NRBG Grants**

- Customer service for walk-ins
- eLINK data entry
- Attended RSDP meeting assisting to determine biochar intern job description
- Climatology data entry
- Added new climatology volunteer near Birchdale
- 1W1P Policy Committee meeting prep and attend

### **General Administration**

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

Submitted by:

Jolén Simon

Program Coordinator

## **Koochiching SWCD District Administrator Report**

**October 2023**

- **BWSR Conservation Delivery**
  - Board Meeting
- **BWSR Cost Share**
  - Meetings/communications with landowners, Karvakko Engineering, and DNR Waters re: final engineer plans/permits; County and DNR project permits
- **BWSR Cooperative Weed Management Grant**
- **BWSR Local Capacity**
  - Staff oversight/assistance; Personnel/Staff meetings; IRLWWB/WLC/FEMA meetings
- **County/District**
  - Board meeting reports; 3<sup>rd</sup> Qtr tax reports; Tree program planning; reimbursement request for TSA8 engineering support
- **DNR/CPL**
  - CPL Cattail project partner/contractor updates; Discussions with Grand Council Treaty 3 re: wild rice seed source options; communications with Commissioner Sjoblom and Land Commissioner re: remaining cattail debris at public landing near CR 134
- **Rainy River-Rainy Lake 1W1P**
  - Policy Committee meeting preparation and expense report; Communications with consultant; budget updates/eLink; Advisory Committee welcome email and meeting schedule
- **MPCA/Other Reimbursable Contracts (AIS, Wood Ash, USGS, MDA, MFRC/NLC/DNR)**
  - Partner meetings (WA/WPLMN); invoice prep and submittal
- **Natural Resource Block Grant**
  - WCA program /service agreement review and 2024 budget discussion with ESD

### **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 Forest Resource Specialist's Report

*October 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.
- Completed a forest plan and submitted for DNR review
- Helped with new staff training.
- Assisted Forest Hill Cemetery Board with tree selection, layout, and staking.
- Held meetings with DNR on assisting with LIDAR forest inventory project private landowner coordination
- Participated in staff meetings.
- Assisted with coordination of contractor and sites for cattail debris as part of the jackfish bay project.
- Created bud caps out of district waste paper.
- Worked with landowners to design and map tree plantings and select tree species.

## **MFRC-Northern Landscape Committee**

- Continued to identify regional stakeholders and extend invites for NLC management plan update
- Led NLC Management plan update social focus meeting at the Cobblestone.
- Worked with MFRC Landscape Coordinator and various state agency folks to capture metrics to inform goals setting.
- Conducted a presentation about the Northern Committee and plan update and sought input from loggers at the MLEP logger roundtable meeting in Birchdale.

## **Cooperative Weed Management Area**

- Helped organize a public buckthorn/EAB awareness workshop and presented in Northome.

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

- Calculated and compared pricing and placed 2024 tree orders.
- Took customer special orders and worked on pricing.

Submitted by: James Aasen

*Forest Resource Specialist*