

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MONDAY, DECEMBER 4, 2023 at 6:00 P.M.**

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

MEMBERS PRESENT VIA TELECONFERENCE: None.

MEMBERS ABSENT: None.

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

OTHERS PRESENT VIA TELECONFERENCE: Jody Peek, NRCS

Chair Lewis called the meeting to order at 6:09 p.m.

- 2023/12-1 Motion by Voigt, seconded by Dreher to approve the agenda with corrected date.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**
- 2023/12-2 Motion by Voigt, seconded by Reller to approve the minutes dated November 6,
2023 as with correction.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**
- 2023/12-3 Motion by Voigt, seconded by Reller to ratify paid bills for October, check numbers
11461 to 11466 including electronic transfers, in the total amount of \$37,218.23.
(details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**
- 2023/12-4 Motion by Voigt, seconded by Aitchison to approve the Treasurer's report ending
October 31, 2023 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**
- 2023/12-5 Motion by Dreher, seconded by Reller to authorize payment of ordinary and
necessary bills between December 5, 2023 and January 8, 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 MASWCD Forestry Committee meeting where a representative from the Association of Private Foresters attended and expressed concerns regarding SWCDs writing forest stewardship plans. Discussions are ongoing regarding the role SWCDs play in forest management planning and the prices SWCDs charge to write the plans.

Committee Reports:

None.

NRCS District Conservationist Report:

Peek reported that Soil Conservationist William Lee has accepted a new position and will be leaving the Baudette field office on December 15th; CSP payments are being processed and renewals are moving forward with 24 having been selected for funding; she will be attending the MASWCD Convention.

Resource Conservationist:

See attached.

Program Coordinator:

See attached.

District Administrator Report:

See attached.

Additional discussion: The District Administrator reported that Resource Conservationist will successfully complete her 6-month mandatory probation period on December 18 and recommended her status be changed to permanent full-time as of 12-18-2023.

2023/12-6 Motion by Voigt, seconded by Reller approving the change in employment status of the Resource Conservationist from probationary to permanent full-time as of December 18, 2024.

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

Water Resources Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

OLD BUSINESS

None.

NEW BUSINESS**DNR Lidar Project**

2023/12-7 Motion by Dreher, seconded by Aitchison authorizing the District Administrator to enter into a contract for the DNR Lidar Project and serve as the authorized representative.

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

2024 Board Meeting Schedule

2023/12-8 Motion by Voigt, seconded by Reller to approve the proposed 2024 Board Meeting Schedule as presented.

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

Upcoming Meetings and Trainings:

None.

Permits

None.

General Business

None.

Public Comment:

None.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on **Monday, January 8, 2024, at 6:00 pm in the Koochiching County Courthouse Boardroom** with teleconference option available for guest attendance.

Adjournment:

**2023/12-9 Motion by Reller, seconded by Aitchison to adjourn the meeting at 6:53 p.m.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

Approved:

Chair Ralph Lewis

Date

Koochiching SWCD Resource Conservationist Report

November 2023

WCA

- Joint Application reviews and TEP meetings,
- Prepared and reviewed NOA and NODs,
- Restoration site visit,
- Wrote Voluntary Restoration Order,
- Prepared maps in GIS,
- Performed online delineations for inquiring current and potential landowners.

Wood Ash

- Assisted landowners with wood ash permitting process,
- Prepared landowner materials and mailing,
- Completed GIS data and wood ash permits,
- Completed all active Wood Ash applications to date,
- Quarterly Wood Ash Meeting.

Cost Share

- Sportsman's Dock Assn. - potential spring start sample area

CPL Grants

- Monitored site cleanup and public access resurfacing,
- Met with LAWR Contractor to wrap up contract and discuss actuals,
- Met with concerned landowners about ice road access,
- Coordinated additional rock material at access and placed cones.

Other Business

- Attended staff meetings,
- Reviewed and updated the Native Seed and Plug sale information.

Upcoming Work/Training

- Meeting with all partners involved in Cattail Removal - follow up and next steps,
- Online study and training on Critical Area Planting,
- Call inactive Wood Ash applicants.

Submitted by
Marcie Peeters
Resource Conservationist

Koochiching SWCD Program Coordinator Report

November 2023

Local Capacity:

- Planning for MFRC meeting – December 19 Ecological Meeting
- Planning for 1W1P Advisory Committee Meeting
- Survey graphic and posting online
- RSDP Annual All Gathering meeting
- Upload Dobb Memoir to website

MPCA Big Fork WRAPS

- Team meeting

MPCA Little Fork WRAPS

- Watershed Forum meeting with partners – Forum presentation planning

MPCA WPLMN

- Mid-Project Review

BWSR 1W1P

- Attend Advisory Committee Meeting and process minutes

PCA Wood Ash

- Customer assistance
- Process hauling report items
- Hauling sheets processed
- Spreading reports updated
- Quarterly report with partners
- Process coversheets
- Create audit report for hauling and spreading

NRBG Grants

- Customer service for walk-ins
- Climatology data entry and mail annual packets and winterizing letters
- Create and order 2024 calendar
- Begin writing Conservation Corps Individual Placement Grant

General Administration

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

Submitted by:

Jolén Simon

Program Coordinator

Koochiching SWCD District Administrator Report

November 2023

- **BWSR Conservation Delivery**
 - Board Meeting; SWCD/BWSR/MPCA planning meeting for presentation at International Rainy-Lake of the Woods Watershed Forum
- **BWSR Cost Share**
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- **BWSR Cooperative Weed Management Grant**
- **BWSR Local Capacity**
 - Staff oversight/assistance; Personnel/Staff meetings; Water Levels Committee meetings
- **County/District**
 - Tree program planning; reimbursement request for TSA8 engineering support finalized/submitted; Hubbard SWCD grant proposal review/Letter of Support; SAMs identification renewal; 2024 calendar photos
- **DNR/CPL**
 - CPL Cattail project updates, invoice review/vendor payments, and reimbursement request; communications with contractor, staff, landowners, partners, and CPL grant coordinator
- **Rainy River-Rainy Lake 1W1P**
 - Communications with consultant; budget updates/eLink; Advisory Committee meeting organization and follow-up;
- **MPCA/Other Reimbursable Contracts (AIS, Wood Ash, USGS, MDA, MFRC/NLC/DNR)**
 - WPLMN mid project review
- **Natural Resource Block Grant**
 - 1W1P Advisory Committee meeting

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

Nov 2023

AIS

- Inspection program management
- NSL and VNP collaboration
- Inspection program wrap-up
- Data review
- End of year reporting for DNR and next year
- Final billing for NSL
- 2024 program planning

LCCMR

- Sample collection
- Passive Sampler pull/clean
- Sample prep with USGS, LOTW SWCD
- Sample drop off and equipment pick-up
- Planning for 2024, budget review

LF WRAPS/BF WRAPS

- Geomorph data review
- Sediment fingerprinting proceedings paper review
- Watershed document review

LWM/Local Capacity

- Grant budgets
- DNR assistance for Rat Root
- Mapping, Arc Pro utilize

WPLMN

- Sampling, rain event
- WPLMN call-in
- Hydrograph analysis
- Midproject review
- Field day with Kelli N (MPCA)

Miscellaneous

- Emails
- Staff meeting
- Cattail project site visits, landowner talks, project review
- 1W1P meeting
- Vacation

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

November 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 for an FSP.
- Helped with new staff training.
- Participated in staff meetings.
- Participated in a forestry field day with NRCS staff and new regional forester.
- Assisted a landowner with bud capping.
- Attended a web meeting on forest stewardship plans between district and DNR.
- Participated in a TSA 8 Training team meeting.
- Worked with landowners to design and map tree plantings and select tree species.
- Worked with staff and county offices to rectify a complaint about the CR 134 county boat landing related to the cattail removal.
- Continued work on soil health cost share details and program.

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.
- Lots of coordination for upcoming climate change and ecological meetings for the NLC planning update.
- Sent invitations for meetings and worked on ensuring participation.

Cooperative Weed Management Area

- Began brainstorming potential projects for 2024.

SWCD Tree and Native Plant Sale

- Calculated and compared pricing and placed 2024 tree orders.
- Took customer special orders and worked on pricing.
- Worked with resource conservationist on native plant program operation and ordering.

Submitted by: James Aasen

Forest Resource Specialist