

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
MONDAY, NOVEMBER 4, 2024**

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

**MEMBERS PRESENT VIA TELECONFERENCE:**

**MEMBERS ABSENT:** None.

**OTHERS PRESENT IN PERSON:** Pam Tomevi, Jolen Simon, James Aasen, Sam Soderman, Austin Wallin, Dale Erickson (County Commissioner)

**OTHERS PRESENT VIA TELECONFERENCE:** Michael Steinhauer (NRCS)

Chair Aitchison called the meeting to order at 5:57 p.m.

**2024/11-1 Motion by Voigt, seconded by Lewis to approve the agenda as with the addition of the Board and Staff Retreat to be scheduled under Upcoming Meetings.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2024/11-2 Motion by Voigt, seconded Dreher to approve the minutes dated October 7, 2024 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2024/11-3 Motion by Lewis, seconded by Reller to ratify paid bills, check numbers 11594 to 11604 including electronic transfers, in the total amount of \$188,992.98 for September 2024 (details on file) and to approve the Treasurer's reports ending September 30, 2024 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**2024/11-4 Motion by Voigt, seconded by Lewis authorizing payment of accounts payable as presented totaling \$1,199.55 (details on file), and to allow payment of ordinary and necessary bills between November 5, 2024 and December 9, 2024, not to exceed budget.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Reller. Motion carried.**

**Guest Introductions**

None.

**Supervisor Reports**

Voigt reported on his attendance at the Rainy River-Rainy Lake One Watershed, One Plan public open house. Discussion also included DNR flood maps.

**Committee Reports**

None.

**NRCS District Conservationist Report**

Steinhauer reported on CSP contracts, renewals, and payments. The next application deadline is November 15<sup>th</sup>; EQIP application deadline was in September; Soil Technician positions have closed; A Coffee Shop Talk will be held on November 19<sup>th</sup>, from 9-11 a.m. in Williams, MN.

**Water Resources Specialist Report**

See attached.

**Forest Resource Specialist Report**

See attached.

Discussion also included an application for a U.S. Forest Service grant.

**Resource Conservationist Report**

See attached.

**Program Coordinator**

See attached.

**District Administrator Report**

See attached.

Discussion also included revised Treasurer’s reports for January 2024 through August 2024 to adjust beginning balances for unearned and earned revenue. As per the 2023 financial audit, a journal entry was made on 12-31-2023 to move SWCD Aid funds received from Unearned Revenue to Earned Revenue.

**2024/11-5 Motion by Lewis, seconded by Reller to approve the revised Treasurer’s reports ending January 31, 2024 through August 31, 2024 as presented.**

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

**OLD BUSINESS**

None.

**NEW BUSINESS:**

**Upcoming Meetings:**

**2024/11-6 Motion by Lewis, seconded by Reller authorizing Supervisor Voigt and the District Administrator to attend the 2024 MASWCD Convention in Bloomington, MN, December 2-4.**

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

**2024/11-7 Motion by Lewis, seconded by Reller authorizing all Supervisors to attend either Little Fork Sediment Fingerprinting Results Presentation in Littlefork on December 10<sup>th</sup> or in Cook on December 12<sup>th</sup>.**

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

**2024/11-8 Motion by Lewis, seconded by Reller to approve a Board/Staff retreat on Monday, December 16<sup>th</sup>, with time and location to be determined.**

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

**2024/11-9 Motion by Voigt, seconded by Lewis authorizing all Supervisors to attend the “Ask the Expert Series” online events.**

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

**Permits:**

None.

**General Business:**

**2024/11-10 Motion by Lewis, seconded by Reller to approve a business card size ad in the Littlefork/Big Falls yearbook for \$50.**

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

**Confirm Next Meeting Date:**

The next regular board meeting of the Koochiching SWCD will be held on **Monday, December 9, 2024 at 6:00 p.m.** in the courthouse board meeting room.

**Adjourn Meeting:**

**2024/11-11 Motion by Lewis, seconded by Dreher to adjourn the meeting at 7:26 p.m.**

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

**Approved:**

\_\_\_\_\_  
**Chair, George Aitchison**

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

## **Water Resource Specialist Report**

**October 2024**

AIS

- Inspection program management
- NSL and VNP collaboration
- Always There Staffing 2024 meeting
- Inspector check

LCCMR

- Sample collection
- budget review, monitoring plan
- Data review for equis
- Equipment drop off/pull

LF WRAPS/BF WRAPS

- Sediment fingerprinting proceedings paper review
- Watershed document review
- Final reporting for LF
- BF monthly meeting
- Bear River e. coli sampling

LWM/Local Capacity

- Grant budgets
- Mapping, Arc Pro utilize
- Project planning
- Landowner assistance
- MDA sampling
- Attended Water Resource Conference

WPLMN

- Sampling
- WPLMN call-in
- Hydrograph analysis

Miscellaneous

- Emails
- Staff meeting
- landowner talks, project review, watershed planning
- Vacation

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

*October 2024*

## **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...
- Completed a forest stewardship plan and conducted fieldwork for another
- Attended RR-RL 1W1P Open house
- Asked to advise on City of l'Falls community tree ordinance, reviewed document, and attended virtual meeting
- Outreach to partners to discuss potential forestry grants
- Coordination with BWSR on Little Fork landscape stewardship planning for 1W1P

## **Tree and Native Plant Sales**

- Purchased trees for 2025 Spring Tree sale
- Worked on upcoming sale coordination between nurseries, partners, and landowner and project plantings

## **MFRC Northern Landscape Committee**

- Weekly planning team meetings and editing of Northern Landscape Committee Management Plan draft
- Attended MFRC's Landscape Subcommittee organizational meeting in Bloomington as Chair of the NLC

## **Soil Health Cost-Share**

- Helped develop a plan and cost-share for a septic field native planting

Submitted by: James Aasen

*Forest Resource Specialist*

# Koochiching SWCD Resource Conservationist Report

## October 2024

### WCA

- Possible violation checks
- Landowner assistance
- TEP meeting
- WCA violation tip process discussion

### Wood Ash

- Answered landowners' questions about wood ash permitting process
- Permitted and mailed landowners permitting information
- Completed GIS mapping
- Prepared landowner soil kits and informational guides

### CPL

- Landowner email follow up
- Meeting with RLPOA member

### Erosion

- Followed up with Riverview erosion- Critical Area Planting
- Followed up with approved project to begin work

### Other Business

- Attended staff meetings
- Onboarding
- Online trainings
- Native Planting preparation
- BWSR academy
- Frontier Precision Tremble training
- Cost-share checks
  - Nelson Park
  - Rainy Lake Medical Center
  - Otto
- Attended 1W1P open house
  - Assisted in making posters

Submitted by  
Austin Wallin  
Resource Conservationist

# **Koochiching SWCD Program Coordinator Report**

## **October 2024**

### **Local Capacity:**

- eLINK data entry

### **MPCA Big Fork WRAPS**

- Monthly meeting
- Invoicing

### **MPCA WPLMN**

- Invoicing

### **Rainy River-Rainy Lake 1W1P**

- 60-Day Public preparation and attend public meeting

### **PCA Wood Ash**

- Customer assistance
- Process permit coversheets
- Meet with hauling contractor
- Invoicing

### **Conservation Delivery**

- Research on well testing

### **NRBG Grants**

- Customer service for walk-ins
- Climatology data entry and volunteer hour reporting
- Worked with N. St. Louis SWCD, Itasca SWCD and MPCA on upcoming Littlefork Sediment Fingerprinting project meetings (Dec. 10<sup>th</sup> and 12<sup>th</sup>), preparation and meetings
- eLINK data entry

### **General Administration**

Board meeting prep, attend, followup; minutes; website maintenance; credit card tracking; bank deposit; sick; vacation; grant tracker updating; eLINK data entry; computer updates; security training; staff meetings

Submitted by:

Jolén Simon

Program Coordinator

# **Koochiching SWCD District Administrator Report**

**October 2024**

- **BWSR Conservation Delivery**
  - Board Meeting; Office day with Kelly Voigt (BWSR)re: JAA for Austin, TSA8 Manager’s meeting,
- **BWSR Cost Share**
  - x
- **County/District**
  - Staff meetings/workload updates; 2025 County Budget meeting/2023 Annual Report review with County Board
- **DNR/CPL**
  - Invoice payment, troubleshooting debris collection issues along shoreline
- **MPCA/Other Reimbursable Contracts (AIS, Wood Ash, USGS, MDA, MFRC/NLC/DNR)**
  - Invoicing for all reimbursable contracts; Wood Ash program discussions with staff/DH;
- **Rainy River-Rainy Lake 1W1P**
  - 1W1P document prep / follow-up and Consultant updates; expense tracking and budget update; eLink update, expenditure report, 60-day review and comment letter finalized and distributed, 10/22/2024 Public Open House planning, setup, attendance, map poster creations/printing;
- **Natural Resource Block Grant**
  - eLINK updates; IRLWWB Semi Annual Webex/WLC meetings; 1W1P draft plan review; WCA complaints/email search re: past violations

## **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