

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MONDAY, DECEMBER 16, 2024**

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

MEMBERS PRESENT VIA TELECONFERENCE: None.

MEMBERS ABSENT: Dreher.

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 4:08 p.m.

- 2024/12-1 Motion by Lewis, seconded by Reller to approve the agenda as presented.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**
- 2024/12-2 Motion by Lewis, seconded Reller to approve the minutes dated November 4, 2024 as
presented.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**
- 2024/12-3 Motion by Lewis, seconded by Voigt to ratify paid bills, check numbers 11605 to
11618 including electronic transfers, in the total amount of \$98,021.81 for October 31,
2024 (details on file) and to approve the Treasurer's reports ending October 31, 2024
as presented.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**
- 2024/12-4 Motion by Voigt, seconded by Lewis authorizing payment for National Association of
Conservation Districts memberships in the amount of \$775.00 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**
- 2024/12-5 Motion by Voigt, seconded by Lewis authorizing District Administrator mileage in
the amount of \$435.88, and to allow payment of ordinary and necessary bills between
December 10, 2024 and January 6, 2025, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**

Guest Introductions

None.

Supervisor Reports

Voigt reported on his attendance at the MASWCD Annual Convention meeting where LIDAR was discussed as well as votes on resolutions. Additional reporting on the MASWCD Forestry meeting.

- 2024/12-6 Motion by Lewis, seconded by Reller authorizing Supervisor Voigt to attend an
MPCA Nitrogen Treatment/Nitrogen Removal webinar meeting on December 11th.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**

Committee Reports

None. Discussion included a need for the Budget and Personnel Committees to meet before the January Reorganizational Meeting.

NRCS District Conservationist Report

Steinhauer reported on CSP payments, 66 in progress. Renewal application deadline was December 13th, there were 5. The ranking deadline for EQIP is mid-January. A Soil Conservation Technician will be starting today in Bemidji.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Resource Conservationist Report

See attached.

Program Coordinator

See attached.

District Administrator Report

Discussion included general administration, 2025 SWCD calendar photo contest, and progress on the new plat book.

OLD BUSINESS

None.

NEW BUSINESS:

2025 Pay Equity Report

This will be brought back in January after final December 2024 payroll.

Plat Map Book

The District Administrator discussed the inventory remaining of the 2019 Koochiching County Plat Map Book as well as the

**2024/12-7 Motion by Voigt, seconded by Lewis authorizing the disposal of the 2019 Koochiching County Plat Map Book once the 2025 Plat Map Books are finalized for sale.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**

Cost Share

**2024/12-8 Motion by Voigt, seconded by Lewis approving final payment for CS2303-1 in the amount of \$16,228 on the basis of 75% of the total project cost of \$58,279.18 pending final bill copies, landowner signature, and Karvakko engineer technical certification with disbursement as follows: \$8,114 from FY22 Cost Share and \$8,114 from FY23 Cost Share. (details on file).
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**

2025 Reorganizational Meeting

**2024/12-9 Motion by Voigt, seconded by Lewis to set the January 2025 Reorganizational meeting for Monday, January 6, 2025 at 8:30 a.m. at the Koochiching County Courthouse Boardroom.
Voting yes: Lewis, Aitchison, Voigt, Reller. Motion carried.**

Upcoming Meetings:

None.

Permits:

None.

General Business:

Dividend payment received from MCIT in the amount of \$722.00.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on **Monday, January 6, 2025 at 8:30 a.m.** in the courthouse board meeting room.

Adjourn Meeting:

2024/12-10 Motion by Lewis, seconded by Voigt to adjourn the meeting at 5:25 p.m.

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

Approved:

Chair, George Aitchison

Date

Water Resource Specialist Report

Nov 2024

AIS

- Inspection program management
- End of season documents
- Always There Staffing collaboration
- Invoice

LCCMR

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

LF WRAPS/BF WRAPS

- Sediment fingerprinting proceedings paper review
- Watershed document review
- Final reporting for LF
- BF monthly meeting
- Bear River e. coli sampling data review
- Culvert final report
- Spring final report
- Invoice

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
- Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

November 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
- Attended the SWCD Forestry Association Meeting in McGregor and presented on pond levelers
- Discuss potential forestry grants with County L&F, DNR, and BWSR.
- Coordination with BWSR on Little Fork landscape stewardship planning for 1W1P
- Assist Ranier with EAB grant update and accomplishment mapping
- Provided tree protection outreach for several landowners.
- Collaborated with staff on 2024 calendar pic contest

North Jackfish Bay Cattail Removal Project

- Developed a presentation on the completed project and gave at the RLPOA meeting.

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
- Present on the plan update to the SWCD forestry association
- Attended MFRC quarterly meeting online.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Resource Conservationist Report

November 2024

WCA

- Possible violation checks
- Landowner assistance
- TEP meeting
- Voluntary restoration completion check

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
- Improved mapping process

CPL

- Reviewed letters
- Gathered project information and pictures
- Meeting with RLPOA member

Conservation Contracts

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

Other Business

- Attended staff meetings
- Onboarding
- Online trainings
- Native planting preparation
- South Jackfish assistance
- Learned water sampling process with Water Resource Specialist
- Hung up Little Fork watershed meeting posters
- Reviewed and commented on 1W1P
- Painted office
- Climatology reports

Submitted by
Austin Wallin
Resource Conservationist

Koochiching SWCD Program Coordinator Report

November 2024

Local Capacity:

- eLINK data entry

MPCA Big Fork WRAPS

- Monthly meeting
- Outreach planning meeting

PCA Wood Ash

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

Conservation Delivery

- Final reporting in eLINK

NRBG Grants

- Customer service for walk-ins
- Climatology data entry and volunteer hour reporting
- Wrote and sent winterizing letters for climatology
- RSDP Goal setting meeting in Duluth
- Fingerprinting project meetings (Dec. 10th and 12th), preparation and meetings
- eLINK data entry
- Create, distribute, organize, judge first annual photo contest (see 3 attached winning photos)
 - 10 people entered 92 photos!
- Worked with ESD on time tracking

General Administration

Board meeting prep, attend, followup; minutes; website maintenance; plat book sales; credit card tracking; bank deposit; sick; vacation; holiday; eLINK data entry; office painting; computer updates; staff meetings

Submitted by:

Jolén Simon

Program Coordinator

Sami Rice



Mac Schafer



Kallie Kantos

