

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
ANNUAL REORGANIZATIONAL BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
WEDNESDAY, JANUARY 8, 2014**

Members Present:	Ralph Lewis George Aitchison Eldon Voigt Al Linder	District I District II District III District V
Members Absent:	Chris Pfeifer	District IV
Others Present:	Pam Tomevi Eric Olson Jolén Simon	District Administrator District Technician Program Coordinator

Chair Linder called the meeting to order at 6:44 p.m.

**2014/1-1 Motion by Voigt, seconded by Aitchison to approve the agenda with corrections.
Voting yes: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2014/1-2 Motion by Aitchison, seconded by Voigt to elect Supervisor Lewis as Chair.
Voting yes: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2014/1-3 Motion by Lewis, seconded by Linder to elect Aitchison as Vice Chair.
Voting yes: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2014/1-4 Motion by Voigt, seconded by Aitchison to elect Linder as Secretary.
Voting yes: Lewis, Aitchison, Voigt, Linder. Motion carried.**

**2014/1-5 Motion by Lewis, seconded by Linder to elect Voigt as Treasurer.
Voting yes: Lewis, Aitchison, Voigt, Linder. Motion carried.**

2014/1-6 Motion by Lewis, seconded by Linder to approve committee recommendations as follows:

- Budget Committee: Ralph Lewis/Eldon Voigt plus Administrator
- Personnel Committee: Ralph Lewis/George Aitchison plus Administrator
- Education/Public Relations Committee: Al Linder/George Aitchison plus Administrator
- North Central MN JPB: Al Linder (George Aitchison – Alternate)
- Laurentian RC&D: Al Linder (Eldon Voigt – Alternate)
- MN SWCD Forestry Association: Eldon Voigt (Ralph Lewis – Alternate)
- Big Fork River Board: George Aitchison (Ralph Lewis – Alternate)
- Little Fork/Rat Root River Board: Al Linder/George Aitchison (Eldon Voigt – Alternate)
- Int'l Watershed Advisory Committee: Eldon Voigt/Ralph Lewis (Al Linder – Alternate)
- Others (As deemed necessary and approved by the Board)

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

2014/1-7 Motion by Lewis, seconded by Voigt to:

- change monthly meeting date and time to the first Monday of each month at 6:00 p.m. for November-April meetings and 7:00 p.m. for May-October meetings;
- change supervisor compensation rates to \$75 for in county meetings and out of county meetings;
- adopt the 2014 mileage reimbursement rate set by the IRS;
- set hourly service delivery rate at \$50 per hour and approve individual staff billing rates for 2014 as presented;
- designate Bremer Bank and Border State Bank as official depositories of the Koochiching SWCD (see MN Statute 118A.002);
- keep The Journal as the official newspaper;
- grant district check signing authority to Pam Tomevi, Jolén Simon, Ralph Lewis, and Eldon Voigt.

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

2014/1-8 Motion by Lewis, seconded by Voigt to approve the fixed asset list as presented and remove items valued at less than the \$250 insurance deductible.

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

2014/1-9 Motion by Lewis, seconded by Voigt to:

- approve the current Cooperative Working Agreement with the USDA-NRCS;
- approve the current MOU with the U.S. Forest Service, BWSR, and the District;
- acknowledge and approve the USDA Civil Rights Statement as read by the District Conservationist.

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

2014/1-10 Motion by Voigt, seconded by Aitchison to approve minutes dated December 9, 2013 as distributed.

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

2014/1-11 Motion by Voigt, seconded by Aitchison to approve the Treasurer's report ending November 30, 2013 as presented.

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

2014/1-12 Motion by Voigt, seconded by Aitchison to approve Accounts Payable in the amount of \$12,783.24 (details on file).

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

Supervisor Reports:

Linder reported on his attendance at JPB meeting in Bemidji on December 12, 2013.

Voigt reported that he will attend the MN SWCD Forestry Association meeting on Thursday, January 16, 2014.

Committee Reports:

The Personnel Committee reported that they have made edits to the Personnel Handbook to be discussed in the March 2014 Board Meeting.

NRCS Report:

See attached.

District Administrator Report:

See attached.

District Technician Report:

See attached.

Program Coordinator Report:

See attached.

OLD BUSINESS:

Boise Wood Program:

Discussion included MCIT information needed for the Boise Wood Ash Program as presented by the District Administrator.

NEW BUSINESS:

CD at Bremer Bank:

Discussion concluded in agreement to allow the SWCD CD to roll into another term of 24 months.

CCM Apprenticeship Academy:

2014/1-13 Motion by Voigt, seconded by Linder to approve the 2013 PERA Exclusion Report.

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

2014 Boise Wood Ash Service Proposal:

2014/1-14 Motion by Voigt, seconded by Aitchison approving the 2014 proposal as presented.

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

Staff Leave Requests:

2014/1-15 Motion by Voigt, seconded by Aitchison to approve staff leave requests as follows.

- District Administrator – 1/27-2/7
- Program Coordinator – 1/9-1/10

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

Upcoming Meetings/Trainings:

2014/1-16 Motion by Voigt, seconded by Linder to approve the following meeting attendance:

- District Administrator to the 2014 Year-end session 2/17-2/18 in Walker, MN
- Lewis, Aitchison, Voigt, Linder, and District Administrator to attend SWCD Board Retreat on either 1/21 or 1/22 (TBD)
- Voigt and District Administrator to Legislative days in St. Paul (Date TBD)
- Lewis, Aitchison, Linder, Voigt, District Administrator, District Technician, and Program Coordinator to the International Rainy Lake of the Woods Watershed Forum in International Falls, MN on March 12-13

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

General Business:

General discussion regarding cost-share policies. To be further discussed at the Board Retreat.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, February 3 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2014/1-17 Motion by Linder, seconded by Voigt to adjourn the meeting at 8:37 p.m.

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

Submitted by:

Al Linder
Board Secretary

2/3/14
Date

Approved:

Ralph Lewis
Board Chairman

2/3/14
Date

Koochiching SWCD District Administrator Report

December 2013

Local Water Management

- FY2014 WPLMN Grant work plan and budget completion – submitted to MPCA
- CCM application completion – submitted to CCM
- Rat Root River project book creation and production
- 2014 DNR Roundtable presentation partner meeting and prep

MPCA Civic Engagement

- Phone conference with basin partners-accountability act

CPL Rat Root River

- Project update meetings with Bob Lessard and Rainy Lake Sportfishing Club

Wood Ash

- Info and correspondence with MCIT re: liability questions

District Operations & Programs

- **General Programming:**
- **Financial, clerical, and administrative:** staff meetings, review/revise draft minutes, website maintenance, mail/email, daily diary and timesheet update, accounts receivable/payable, plat book customer assistance, office cleanup, grant tracking management, office supply purchases, treasurer's report, financial management, monthly activity report, board meeting prep and supervisor assistance
- **Social Service Providers meeting**
- **Vacation**

Submitted by:

Pam Tomevi

District Administrator

District Technician Report

December 2013

WCA

- Working on restoration orders for wetland violations and working with state and county counterparts along with ACOE, WCA, and DNR. Waiting to deliver restoration plan.
- Work with BWSR, ACOE, and Arro surveying, and Svoboda ecological resources on city wetland planning and development.
- Corresponding with BWSR and ACOE to discuss wetland banking site credits and also new projects being finalized.

Wood Ash

- Writing permits and assisting landowners with process/working with DH contracting.

Water Quality

- Go to Detroit Lakes for water quality equipment maintenance check and cleaning/ordered water testing calibration equipment.
- Call in for Watershed Restoration and Planning Strategy and listen to future idea/plans and recap what has been accomplished already with Pam and Jolen.

BWSR White Cedar Project

- Site visiting numerous cedar stands and assessing restoration priority for possible banking sites.

Rat Root River Project

- On site with DNR and Up North Builders to check ice and water conditions on 12/16, and explain the project and area to Up North Builders.

Miscellaneous

- Worked on tree program and order form.
- Inquiry on possible cost share opportunity with a landowner on well sealing.

Submitted by: Eric Olson

Koochiching SWCD Program Coordinator Report

December 2013

Local Water Management

- Contributed to the MPCA WPLMN Grant workplan for submission on December 9th
- Envirothon Current Event topic: Sustainable Agriculture. Volunteers for oral presentation judge? Volunteers for any other area?
- Will have Envirothon meeting in January, sending out donation request letters, and school registration packets.
- Climatology data entry and mail forms to volunteers
- Contributed to CCM application for submission December 15th

MPCA Civic Engagement

- Phone conference with basin partners-accountability act
- Review stressor ID document for Little Fork River Watershed
- Review Monitoring and Assessment report for Big Fork River Watershed

Wood Ash

- Ongoing permits
- End User Forms sent, and up to date
- Customer assistance via phone and walk-ins
- Update hauling reports and spreading reports
- Meet with contractor periodically

District Operations & Programs

- **General, financial, clerical, and administrative:** Board meeting prep, type minutes, web maintenance, mail processing, update timesheets, create 2014 time sheets, 2014 office planning, staff meetings, email, plat book customer assistance, office cleanup, grant tracking management, eLINK data entry, assist with CPL photo book, create and mail calendar/cards to volunteers, set up year-end meeting details, funeral leave

Submitted by:
Jolén Simon
Program Coordinator



Natural Resources Conservation Service
119 1st Avenue NW, PO Box 217
Baudette, MN 56623-0217

Phone: (218) 634-2757
FAX: (218) 634-1726

**District Conservationist Report
Koochiching SWCD board meeting
January 6th, 2014**

Conservation Stewardship Program (CSP)

Payment processing for Conservation Stewardship Program participants is ongoing. 14 payment forms were mailed out Friday, January 3rd for Koochiching County participants. 34 payments have been made so far in fiscal year 2014 for a total of \$224,617. There are a few modifications that need to be made to contracts before payment can be completed. There are 51 active CSP contracts for Koochiching County participants.

The current signup has a deadline of January 17th, 2014. We have one application so far.

Environmental Quality Incentives Program (EQIP)

Five payments totaling \$15,909 have been made this fiscal year – 3 for prescribed grazing and 2 for browse protection on tree plantings. We have 9 active EQIP contracts.

The EQIP signup deadline has been extended to February 14th. We have 10 applications – 2 seasonal high tunnels, 2 forest management plans, 5 tree planting plans and 1 grazing system. The current funding levels are at approximately 75% of last year's allocation due to budget reductions.

Other

I attended an agricultural wetland mitigation banking webinar. A separate mitigation bank has been established for agricultural producers who may need to buy credits to replace farmed wetlands or wetlands in their fields that they want to drain. There are currently no available agricultural credits in our banking area.

**Performance Summary - Field Measures
Minnesota - Koochiching – January 2014**

Performance Summary - Field Measures	Fiscal Year Goal	Total Progress	Progress Percent
0.10 - Conservation plans written (Ac.)			
0.20 - Watershed or area-wide conservation plans developed (No.)			
0.30 - Stewardship plans written (Ac.)			
1.10 - Cropland with conservation applied to improve soil quality (Ac.)		330	
1.11 - Cropland with conservation applied to improve soil health and sustainability (Ac.)			
1.13 - Cropland with an applied Soil Health Management System (SHMS) (Ac.)			
2.10 - Land with conservation applied to improve water quality (Ac.)		1,106	
2.11 - CNMP written (No.)			
2.12 - CNMP applied (No.)			
2.20 - Land with conservation applied to improve irrigation efficiency (Ac.)			
2.26 - Land with conservation system applied to improve agricultural irrigation water management (Ac.)			
3.11 - Grazing land with conservation applied to protect and improve the resource base (Ac.)		573	
3.12 - Grazing land with a conservation system applied to achieve a sustainable forage-animal balance (Ac.)		420	
3.21 - Non-Federal land with conservation applied to improve fish and wildlife habitat quality (Ac.)		139	
3.30 - Wetlands created, restored or enhanced (Ac.)			
3.31 - Wetlands re-enhanced (Ac.)			
3.40 - Forest land with conservation applied to protect and improve vegetative condition (Ac.)		203	
6.15 - Stewardship activities applied that improve environmental quality (Ac.)		6,605	

Protected Information

An example of the type of information prohibited by disclosure under Section 1619 includes, but is **not limited to**, the following:

- State identification and county number (where reported and where located).
- Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
- Farm, tract, field, and contract numbers.
- Production shares and share of acres for each Farm Serial Number (FSN) field.
- Acreage information, including crop codes.
- All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
- Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
- Location of conservation practices.

Civil Rights Policy Statement:

It is NRCS' policy to treat all customers and employees equitably regardless of race, color, national origin, sex (including gender identity and expression), religion, age, disability, political beliefs, sexual orientation, marital or familial status, parental status, and protected genetic information. It is also our policy that customers and employees be free from reprisal or harassment in the pursuit of fairness and equal employment opportunities.