

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
ANNUAL REORGANIZATIONAL BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, JANUARY 4, 2016**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Eldon Voigt	District III
	Richard Dreher	District IV
	Al Linder	District V

Others Present:	Pam Tomevi	District Administrator
	Eric Olson	District Technician
	Jolén Simon	Program Coordinator
	Kelly Voigt	NRCS District Conservationist
	Wayne Skoe	Koochiching County Commissioner

Chair Aitchison called the meeting to order at 6:06 p.m.

**2016/1-1 Motion by Lewis, seconded by Dreher to approve the agenda with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

As per District policy to elect the chairman and vice chairman on a rotational basis, Supervisor Eldon Voigt accepted the office of Chair and Supervisor Richard Dreher accepted the office of Vice Chair for the calendar year 2016. Supervisor Ralph Lewis accepted the office of Treasurer and Supervisor Al Linder accepted the office of Secretary for the calendar year 2016.

Aitchison turned the meeting over to new Chair Voigt.

2016/1-2 Motion by Lewis, seconded by Aitchison to authorize committee member(s) and/or alternate(s) to attend scheduled committee meetings up to a maximum of 2 board members per meeting and approve committee assignments as follows:

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

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

2016/1-3 Motion by Lewis, seconded by Linder to approve the following reorganizational meeting business:

J **keep monthly meeting date and time as the first Monday of each month at 6:00 p.m. for November-April meetings and 7:00 p.m. for May-October meetings;**

- J keep supervisor compensation rates as \$75 for in county meetings and out of county meetings;
 - J adopt the 2016 mileage reimbursement rate set by the IRS;
 - J set hourly service delivery rate as determined by BWSR guidance;
 - J designate Bremer Bank and Border State Bank as official depositories of the Koochiching SWCD (see MN Statute 118A.002);
 - J keep The Journal as the official newspaper;
 - J grant district check signing authority to Pam Tomevi, Jolén Simon, Ralph Lewis, and Eldon Voigt.
 - J approve the fixed asset list as presented;
 - J approve the current Cooperative Working Agreement with the USDA-NRCS;
- Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

2016/1-4 Motion by Dreher, seconded by Lewis to approve the minutes dated December 14, 2015 as presented.
 Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

2016/1-5 Motion by Lewis, seconded by Aitchison to approve Accounts Payable in the amount of \$22,737.34 (details on file).
 Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Committee Reports:

2016/1-6 Motion by Lewis, seconded by Dreher to approve the updated 2016 budget (details on file).
 Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

2016/1-7 Motion by Aitchison, seconded by Lewis to approve PC 2016-1 staff wages and benefits (details on file).
 Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

NRCS Report:

See attached.
 Discussion also included the anti-harassment policy and Earth Team volunteer hours reporting.

District Administrator Report:

See attached.
 Discussion also included vacation time in January and February.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached.

Program Coordinator Report:

See attached.
 Discussion also included 2016 MASWCD Poster Contest.

NEW BUSINESS:

2016 Board/Staff Retreat

Board and staff will review possible dates at the February 1, 2016 meeting.

PERA Exclusion Report:

2016/1-8 Motion by Dreher, seconded by Lewis authorizing the district administrator's signature on the 2015 PERA Exclusion Report.

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

2016 Boise Wood Ash Service Proposal:

2016/1-9 Motion by Lewis, seconded by Dreher approving the 2016 proposal (same amount as 2015).

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

Upcoming Meetings/Trainings:

Discussion included attendance at the Big Fork River Watershed Public Events.

2016/1-10 Motion by Aitchison, seconded by Dreher authorizing all Board and staff members to attend the 2016 International Rainy-Lake of the Woods Watershed Forum.

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

Permits:

The Board reviewed Permit #2015-2932.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, February 1, 2016 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2016/1-11 Motion by Dreher, seconded by Lewis to adjourn the meeting at 7:55 p.m.

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

Submitted by:

Board Secretary, Al Linder

Date

Approved:

Board Chairman, Eldon Voigt

Date



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**District Conservationist Report
Koochiching SWCD board meeting
January 4th, 2016**

HAPPY NEW YEAR!!!

Conservation Stewardship Program (CSP)

Payment forms for all participants requesting payment in 2016 have been submitted to the Area Office. They should be paid within the next two weeks.

There are currently 3 new CSP applications for FY2016. There has been no news on application and ranking deadlines.

There are 52 active CSP contracts for Koochiching County.

Environmental Quality Incentives Program (EQIP)

There are 5 eligible new EQIP applications for FY2016 – 4 forest management plans and 1 prescribed grazing plan. The ranking deadline for these applications is February 26th.

There are currently 9 active EQIP contracts.

Other:

Review MOU, new statewide MOA, Anti-Harassment Policy, Non-Discrimination Statement, and Justice for All poster

Performance Summary - Field Measures Minnesota - Koochiching – January 2016

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.)			
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.)		756	
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.)		477	
3.12 - Grazing land with a conservation system applied to achieve a sustainable forage-animal balance (Ac.)		477	
3.21 - Non-Federal land with conservation applied to improve fish and wildlife habitat quality (Ac.)			
3.23 - Conservation applied on land being actively managed for wildlife habitat (Ac.)			
3.30 - Wetlands created, restored or enhanced (Ac.)			
3.40 - Forest land with conservation applied to protect and improve vegetative condition (Ac.)		279	
6.90 - Conservation Applied to improve Environmental Quality (Ac.)		756	

Koochiching SWCD District Administrator Report

December 2015

BWSR Conservation Delivery:

-) Buffer implementation/Mn Ag Water Quality Certification grant contract; SWCD Capacity grant contract; MASWCD presentation/Governance training at State Convention; Buffer Law discussions w/County staff and prep for COW on 1/5

BWSR White Cedar Preservation:

-) Meeting with BWSR Staff; work plan and budget review

County Programs:

-) Office space relocation (fiber cabling, phone system to VOIP, move and setup); County Board meeting re: Reedy Flats Acquisition

CPL Projects:

-) Work plan and budget revisions for Rat Root River; submit all documentation requirements for Reedy Flats and Rat Root River

District Programs:

-) Board meeting prep/attendance/follow-up items; Board minutes/agenda; website maintenance; staff meetings/training

Financial/Administration:

-) 2015/2016 budget updates; calendar update/time tracking; Payroll; PERA; FWT/SWT; bank statement reconciliation; QB transactions; Treasurer Report; Accounts Receivable; Accounts Payable, budget updates; bank deposits/online banking; staff meetings; file/record maintenance; general phone/mail/email

MPCA Contracts:

-) Partner meetings; website designer discussions re: new logo; RBW change order; document review and comment; grant tracking; new contract via SWIFT

Northern Landscape Committee:

-) Meeting on 12/2; NIPF 2 work plan and budget prep

NRBG:

-) Rainy-Namakan Lake Rule Curve Study Board conference calls; 2016 WPLMN contract work plan and budget review

NSL CPL Orr Area Trout Stream:

-) Landowner meetings; contractor coordination/payments; Annual Report; reimbursement request

Vacation:

-) 12/11; 12/18; 12/21-22; 12/31

Submitted by:

Pam Tomevi

District Administrator

District Technician Report

December 2015

WCA

- Talking to ESD on notices for upcoming projects and decisions with other agencies.
- Assisting landowners with permit process and identifying areas of wetlands on possible wetland properties in the area.
- Working with DNR, BWSR, and ACOE wetland violation status and getting information on permits and actual project implementation.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Holding/not receiving any more long permits due to the amount of permits that are already out there pending and amount of workload for the contractor. I will continue permitting long fields when improvements are made and fields are caught up on spreading and hauling.

Water Quality

- Continued sampling on the two major river sites.
- Calls to project manager and minor changes to timelines on grant.

Shoreland

- Worked with the JPB for DRAP sites and trying to assist landowners with funding and compliance to program.

MN Ag. Water Quality

- Attended training in McIntosh for interpretation and rules for the new grant. In depth training and usage of assessment tools to follow.

Miscellaneous

- Attended meeting to work with staff, Rainy Lake Sportfishing Club, and DNR on budget revisions on the new CPL grant for the Rat Root River projects.
- Look at buffer/water quality program for upcoming funding and plans.
- Ordered trees for spring tree sales.
- Moving to new office.

Submitted by: Eric Olson

District Technician Assistant Report December 2015

Rainy Basin WRAPS

- Sampling sites, planning/review
- DO monitoring plan

WPLMN

- Sampling W/ District Technician

MPCA NSL CE

- Biological Stressor identification work
- YSI problems/fixing
- CE sampling in Vermilion watershed planning
- Talk with NSL Resource Con for 2016 summer
- Stressor ID review

AIS

- Emails
- Decontamination unit research, planning, options
- 2016 open water AIS plan
- Research education materials
- Research advertising
- AIS meeting signup/prep for January
- Talk with ES for AIS county resolution
- Review SCLV AIS plan

SWAG

- Interim report

Miscellaneous

- Emails, office work, meeting prep, walk-ins
- Position description/title change
- Office move

Submitted by: Sam Soderman

Koochiching SWCD Program Coordinator Report

December 2015

Local Water Management

-) Climatology data entry and mail forms to U of M/report hours to NRCS
-) Board meeting items
-) Send calendar gifts to climatology volunteers
-) Envirothon planning call-Date set for Wednesday, May 4th, 2016 at Lake Bemidji State Park

MPCA Rainy Basin WRAPS

-) Communicated with RESPEC, MPCA, and Itasca SWCD regarding and January public CE events and Core Team Meeting Dec. 14th
-) Crowd Source Hydrology Meeting with MPCA Dec. 11th
-) Finishing press release, flyer, and handouts for January CE events, plus distribution
-) Reviewed technical documents regarding Big Fork River Watershed and Crowd Source Hydrology
-) Website planning

Boise Wood Ash

-) End User Forms sent, and up to date
-) Customer assistance on new permits, and spreading
-) Update summary, hauling reports and spreading reports
-) Meet with contractor for reporting updates

BWSR Conservation Delivery

-) Moving and configuration
-) Website updating

County Projects

-) Moving and configuration

Northern Landscape Committee

-) Prepped for and held NLC meeting December 2nd plus follow up

District Programs

Customer walk-in general assistance; plat book customer assistance; board meeting prep; minutes; board meeting; timesheet updating; meeting, and minutes; staff report; new computer and email configuration; email cleanup; reporting; website maintenance; move office; holiday leave

Submitted by:

Jolén Simon

Program Coordinator