

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE BASEMENT CONFERENCE ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, MAY 5, 2014**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Al Linder	District V
Members Absent:	Eldon Voigt	District III
	Chris Pfeifer	District IV
Others Present:		
	Pam Tomevi	District Administrator
	Eric Olson	District Technician
	Jolen Simon	Program Coordinator
	Kelly Voigt	District Conservationist
	Kevin Adee	County Commissioner
	Ron Shelito	Northern Regional Supervisor

Chair Lewis called the meeting to order at 7:05 p.m.

- 2014/5-1 Motion by Linder, seconded by Aitchison to approve the agenda.  
Voting yes: Lewis, Aitchison, Linder. Motion carried.**
- 014/5-2 Motion by Aitchison, seconded by Linder to approve minutes dated April 7, 2014 as distributed.  
Voting yes: Lewis, Aitchison, Linder. Motion carried.**
- 2014/5-3 Motion by Linder, seconded by Aitchison to approve the Treasurer's Report ending March 31, 2014 as presented.  
Voting yes: Lewis, Aitchison, Linder. Motion carried.**
- 2014/5-4 Motion by Linder, seconded by Aitchison to approve Accounts Payable in the amount of \$38,704.20 (details on file).  
Voting yes: Lewis, Aitchison, Linder. Motion carried.**

**Guest Introduction:**

The Board welcomed BWSR Regional Supervisor Ron Shelito who provided background information on the request for services to North St. Louis SWCD.

- 2014/5-5 Motion by Aitchison, seconded by Linder to approve a contract for Koochiching SWCD District Administrator services to North St. Louis SWCD to create a recovery plan over 3 months, including travel and salary and to approve the District Administrator to sign and execute the contract.  
Voting yes: Lewis, Aitchison, Linder. Motion carried.**

**NRCS Report:**

See attached.

**District Administrator Report:**

Discussion included: vacation, BWSR contract discussions (N. St. Louis), email, payroll, QuickBooks, safety training, CPL spawning riffle invoice and signage, meeting with Representative candidate Eric Johnson, eLINK financial reports, and Biennial Budget Report.

**District Technician Report:**

See attached.

**Program Coordinator Report:**

See attached.

- 2014/5-6      **Motion by Lewis, seconded by Linder authorizing future Envirothon donations exceeding the Area VIII requested base amount be divided equally and passed directly through to participating teams within the County.**  
**Voting yes:   Lewis, Aitchison, Linder. Motion carried.**

**NEW BUSINESS:**

**Personnel Policy Handbook Update:**

- 2014/5-7      **Motion by Aitchison, seconded by Linder to approve the revised 2014 Personnel Policy Handbook as corrected.**  
**Voting yes:   Lewis, Aitchison, Linder. Motion carried.**

**CCM Apprentice Selection:**

Sam Soderman has been selected as the Conservation Corps Minnesota Apprentice for the Koochiching SWCD work site and will begin Tuesday, May 27.

**Supervisor Election Process:**

The election filing period is May 20-June 3. Those interested should file with the County Auditor at the Koochiching County Courthouse.

**Upcoming Meetings/Trainings:**

- 2014/5-8      **Motion by Linder, seconded by Aitchison to approve the following meeting attendance:**
- **Linder and Aitchison to the Little Fork/ Rat Root River Board Meeting on Wednesday, May 7, 2014 in Int'l Falls;**
  - **Program Coordinator to Environmental Education Days on Wednesday, May 21-Thursday, May 22 in Int'l Falls;**
  - **District Administrator to the Spring Administrative Session – Wednesday, June 25 – Thursday, June 26 in Brainerd.**
- Voting yes:   Lewis, Aitchison, Linder. Motion carried.**

**Permits:**

The Board reviewed DNR Waters permit #2014-2035 for the Shorewood Drive landing and erosion control. No additional comments.

**General Business:**

Discussion included the Rat Root River Enterprises project summary report on the erosion control sites, SWCD elections, donation to the Big Fork River Board, Area 8 Resolution meeting, Meyers' Farm Day (May 16), and

the Household Hazardous Waste Collection on June 4. Operational Handbook will be reviewed by Aitchison, Lewis, and District Administrator on June 2 at 6:00 p.m.

**014/5-9 Motion by Linder, seconded by Aitchison authorizing a \$250 donation to the Big Fork River Board for water sampling supplies.**  
**Voting yes: Lewis, Aitchison, Linder. Motion carried.**

**Confirm Next Meeting Date:**

The next regular meeting of the Koochiching SWCD will be held on Monday, June 2, 2014 at 7:00 p.m. in the courthouse board meeting room.

**Adjourn Meeting:**

**2014/5-10 Motion by Lewis, seconded by Linder to adjourn the meeting at 9:58 pm.**  
**Voting yes: Lewis, Aitchison, Linder. Motion carried.**

**Submitted by:** Al Linder 6/2/14  
**Board Secretary** **Date**

**Approved:** Ralph Lewis 6/2/14  
**Board Chairman** **Date**



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

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

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**District Conservationist Report  
Koochiching SWCD board meeting  
May 5<sup>th</sup>, 2014**

**Conservation Stewardship Program (CSP) and Environmental Quality Incentives Program (EQIP)**

Processing new applications is still on hold. More details have been released. However, we are unable to complete CSP plans in the new Toolkit software until May 29<sup>th</sup>. We are conducting CSP interviews to complete existing resource inventory this week. Cost lists and ranking worksheets have not been issued for EQIP. In addition, ranking is still disabled in Protracts.

**Other:**

I will be visiting the Grand Mound site with the engineers and MHS representatives on May 9<sup>th</sup>.

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

Performance Summary - Field Measures	Fiscal Year Goal	Total Progress	Progress Percent
0.10 - Conservation plans written (Ac.)		891	
0.20 - Watershed or area-wide conservation plans developed (No.)			
0.30 - Stewardship plans written (Ac.)		438	
1.10 - Cropland with conservation applied to improve soil quality (Ac.)	800	1,015	127
1.11 - Cropland with conservation applied to improve soil health and sustainability (Ac.)		104	
1.13 - Cropland with an applied Soil Health Management System (SHMS) (Ac.)			
2.10 - Land with conservation applied to improve water quality (Ac.)	1,300	2,984	230
2.11 - CNMP written (No.)			
2.12 - CNMP applied (No.)			
2.20 - Land with conservation applied to improve irrigation efficiency (Ac.)	0		
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.)	540	576	107
3.12 - Grazing land with a conservation system applied to achieve a sustainable forage-animal balance (Ac.)		423	
3.21 - Non-Federal land with conservation applied to improve fish and wildlife habitat quality (Ac.)		554	
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.)	4,000	1,396	35
6.15 - Stewardship activities applied that improve environmental quality (Ac.)		41,278	

## District 1 - All planned practices 2005-2012

date\_repor

(All)

Count of practice_n Row Labels	Column Labels			Grand Total
	CStwP	CTA-GENRL	EQIP	
Apply enhanced efficiency fertilizer products	1			1
Conifer Crop Tree Release	1			1
Conservation Crop Rotation	13	3		16
Creating forest openings to improve hardwood stands	20			20
Early Successional Habitat Development/Management		2		2
Establish pollinator habitat	1			1
Fence		5	5	10
Forage and Biomass Planting		2		2
Forage Harvest Management		4		4
Forest Stand Improvement		4		4
Forest Wildlife Structures	3			3
GPS, targeted spray application (SmartSprayer), or other chemical application electronic control tec	2			2
Harvest hay in a manner that allows wildlife to flush and escape	2			2
Herbaceous Weed Control			4	4
Integrated Pest Management (IPM)		2		2
Leave standing grain crops un-harvested to benefit wildlife	2			2
Livestock Pipeline		2	4	6
Locally grown and marketed farm products	4			4
Monitor key grazing areas to improve grazing management	4			4
Nutrient Management		9		9
Prescribed Grazing			49	49
Recycle 100% of farm lubricants	3			3
Residue Management, Mulch Till			20	20
Restoration and Management of Rare or Declining Habitats	1			1
Riparian forest buffer, terrestrial and aquatic wildlife habitat	2			2
Tree/Shrub Establishment		6		6
Upland Wildlife Habitat Management		1		1
Use deep rooted crops to breakup soil compaction	1			1
Use drift reducing nozzles, low pressures, lower boom height and adjuvants to reduce pesticide drift	1			1
Use of legume cover crops as a nitrogen source	1			1
Wetland Restoration		1		1
Wetland Wildlife Habitat Management		1		1
Wildlife corridors	1			1
Wildlife Friendly Fencing	1			1
<b>Grand Total</b>	<b>64</b>	<b>42</b>	<b>82</b>	<b>188</b>

21 total customers

## District 2 - All Planned Practices - 2005 - 2012

date\_repor

(All)

Count of practice_n Row Labels	Column Labels			Grand Total
	CStwP	CTA-GENRL	EQIP	
Access Control		2		2
Conservation Crop Rotation		6		6
Fence		4		4
Forage and Biomass Planting		1		1
Heavy Use Area Protection		1		1
Incorporate native grasses and/or legumes into 15% or more of the forage base	1			1
Integrated Pest Management (IPM)		1		1
Livestock Pipeline		1		1
Managing Calving to Coincide with Forage Availability	1			1
Nutrient Management		16	5	21
Prescribed Grazing		2		2
Pumping Plant		1		1
Recycle 100% of farm lubricants	1			1
Rotation of supplement and feeding areas	1			1
Stockpiling Forages to Extend the Grazing Season	1			1
Tree/Shrub Establishment		2		2
Tree/Shrub Site Preparation		1		1
Watering Facility		2		2
Windbreak/Shelterbelt Establishment		1		1
<b>Grand Total</b>	<b>5</b>	<b>41</b>	<b>5</b>	<b>51</b>

15 total customers

## District 3 - All planned practices - 2005 -2012

date\_repor

(All)

Count of practice_n Row Labels	Column Labels		
	CTA-GENRL	EQIP	Grand Total
Integrated Pest Management (IPM)	2	1	3
Nutrient Management	3		3
Tree/Shrub Site Preparation	1		1
Windbreak/Shelterbelt Establishment	1		1
<b>Grand Total</b>	<b>7</b>	<b>1</b>	<b>8</b>

5 total customers



## District 4 - All planned practices - 2005-2012

date\_repor

(All)

Count of practice\_n

Row Labels

Column Labels

CStwP

CTA-GENRL

EQIP

Grand Total

Row Labels	CStwP	CTA-GENRL	EQIP	Grand Total
Conservation Completion Incentive Second Year			9	9
Conservation Crop Rotation	1	1		2
Forest stand improvement for habitat and soil quality	1			1
Forest Wildlife Structures	5			5
Harvest hay in a manner that allows wildlife to flush and escape	1			1
Integrated Pest Management (IPM)		2		2
Livestock Pipeline		1		1
Nutrient Management		2	1	3
Prescribed Burning			1	1
Prescribed Grazing			1	1
Riparian buffer, terrestrial and aquatic wildlife habitat	1			1
TA Application		3		3
TA Check-Out		3		3
TA Design		3		3
Tree/Shrub Establishment		1	1	2
Tree/Shrub Site Preparation		1		1
Upland Wildlife Habitat Management			2	2
Use drift reducing nozzles, low pressures, lower boom height and adjuvants to reduce pesticide drift	1			1
Watering Facility		1		1
Windbreak/Shelterbelt Establishment		1		1
<b>Grand Total</b>	<b>10</b>	<b>19</b>	<b>15</b>	<b>44</b>

12 total customers

## District 5 - All planned practices - 2005-2012

date\_repor

(All)

Count of practice\_n

Column Labels

Row Labels

CStwP

CTA-GENRL

EQIP

Grand Total

Row Labels	CStwP	CTA-GENRL	EQIP	Grand Total
Apply controlled release nitrogen fertilizer	1			1
Apply nutrients no more than 30 days prior to planned planting date	1			1
Conservation Crop Rotation	1	1		2
Early Successional Habitat Development/Management			4	4
Forage Harvest Management			1	1
Forest stand improvement for habitat and soil quality	2			2
Forest Wildlife Structures	6			6
Fuel use reduction for field operations	1			1
Harvest hay in a manner that allows wildlife to flush and escape	9			9
Integrated Pest Management (IPM)		7		7
Invasive Plant Species Control			2	2
Managing livestock access to water bodies/courses	2			2
Nitrogen stabilizers for air emissions control	1			1
Nutrient Management		10		10
Pasture Grazing Bundle #1	1			1
Precision application technology to apply nutrients	1			1
Prescribed Grazing		1		1
Recycle 100% of farm lubricants	1			1
Residue and Tillage Management, Reduced Till		1		1
Rotation of supplement and feeding areas	7			7
Shallow water habitat	1			1
Tree/Shrub Establishment			1	1
Tree/Shrub Site Preparation			1	1
Upland Wildlife Habitat Management			1	1
Use drift reducing nozzles, low pressures, lower boom height and adjuvants to reduce pesticide drift	2			2
Wildlife corridors	3			3
Windbreak/Shelterbelt Establishment			2	2
<b>Grand Total</b>	<b>40</b>	<b>20</b>	<b>12</b>	<b>72</b>

21 total customers

# Koochiching 2014 EQIP Applications

Sum of AMOUNT Row Labels	Column Labels ACRES	EACH FEET
<b>DISTRICT 1</b>		
FOREST MGT PLAN	219	
SEASONAL HIGH TUNNEL		1
TREE PLANTING	4	
WELL DECOMMISSIONING		1
<b>DISTRICT 2</b>		
FOREST MGT PLAN	59	
TREE PLANTING	7.3	
<b>DISTRICT 3</b>		
FENCE LINE		3272
PIPELINE		6107
PRESCRIBED GRAZING PLAN	124	
TANKS		4
TREE PLANTING	3	
WELL		1
SITE PREPARATION	3	
<b>DISTRICT 4</b>		
FOREST MGT PLAN	2267.46	
TREE PLANTING	7.8	

14 total applicants

# District Technician Report

## April 2014

### WCA

- Work with BWSR, ACOE, Arro surveying, and Svoboda ecological resources on city wetland planning and development. Met with DNR and PCA to review and get comments on plan, revisions and progress is being made by Arro.
- New delineation reports to review and comment on for highway department for projects.
- TEP met to discuss future projects and plans for summer construction.

### Wood Ash

- Writing permits and assisting landowners with process/working with DII contracting.
- Went to biosolids training for type 4 operator certification.

### Water Quality

- Continued sampling on all sites. Going well.
- Met with DNR on new Rat Root River site to discuss procedures, more field meeting will be made to review each site and procedures.
- Talking to RMB Labs and PCA on sampling second creek. Grant was completed and finalized on 5/5/2014. We can begin sampling and site checking.

### LWM

- Attended Big Fork River board meeting and reported on water sampling.
- Sat in on conference call for new Federal definition on waters of the U.S. Clarification on what the rule says for jurisdiction.

### Rat Root River Project

- Web mapping complete for project and working with DNR on project wrap up and media event with signage and project completion.
- Working on payment and final wrap up of site stabilization with DNR and Up North Builders.
- Planting trees on erosion sites on 5/6/2014.

### Miscellaneous

- Tree program finishing up and dealing with extra trees.
- Attended climatology luncheon for volunteers.

Submitted by: Eric Olson

# Koochiching SWCD Program Coordinator Report

April 2014

## Local Water Management

- Processed Envirothon donations
- Phone conference with Envirothon planning team and follow up
- Climatology data entry and mail forms to U of M/report hours to NRCS
- Plan/attend volunteer appreciation luncheon
- Prep and mail newsletter
- Assist with the creation of the Rat Root River riffle sign
- Plan and schedule Environmental Education Days at FCC

## MPCA Civic Engagement

- Correspondence regarding Basin website
- Phone conferences with MPCA Project Manager/Itasca SWCD/LOW SWCD
- Review of water plans and build on similarities for BBR (this work is in conjunction with LOW SWCD)
- Draft and send correspondence regarding Rainy Basin organizations
- Work with Arc GIS story maps/discussion with BWSR Conservation
- Meet with MPCA Project Manager and Itasca SWCD staff for planning meeting in Grand Rapids
- Prepare for and attend civic engagement event in Carpenter Township (create documents and maps)
- Prepare BBR

## MPCA Watershed Pollutant Load Monitoring Network

- Invoicing and budget tracking sheet development
- Weekly conference call with MPCA Project Manager
- Assist in sampling on both major and minor watersheds
- Update Equis data spreadsheet
- Upload and name photos
- Invoice training

## Boise 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
- Prepare quarterly reports and work with landowners on spreading report
- Attend quarterly meeting

## BWSR Conservation Delivery

SWCD Board meeting, eLINK, Newsletter label/send/deliver to local businesses, website/social media updating, BBR updating

## District Programs

Assist tree customers and process orders, customer walk-in general assistance, staff meetings, update daily diary and 2014 timesheet template, plat book customer assistance, attend Annual Safety Training, purchase supplies, invoicing

**Financial/Admin:** Type meeting minutes, board meeting prep, order supplies

Submitted by:

Jolén Simon

Program Coordinator