

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, SEPTEMBER 12, 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
	Jolén Simon	Program Coordinator
	Kelly Voigt	NRCS District Conservationist (via phone)
	Kevin Adee	Koochiching County Commissioner

Chair Voigt called the meeting to order at 6:10 p.m.

- 2016/9-1 **Motion by Lewis, seconded by Dreher to approve the agenda with corrections.**
Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.
- 2016/9-2 **Motion by Lewis, seconded Dreher to approve the minutes dated August 1, 2016 with corrections.**
Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.
- 2016/9-3 **Motion by Linder, seconded by Lewis to approve the Treasurer's Report ending July 31, 2016 as presented.**
Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.
- 2016/9-4 **Motion by Lewis, seconded by Dreher to approve Accounts Payable in the amount of \$27,607.47 (details on file).**
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Supervisor Reports:

Dreher reported on his attendance at the Big Fork River Board Meeting. The city of Big Falls was granted park status and is working to close off the spillway. Big Fork Walking Trail is now complete.

Voigt reported on his attendance at the Rainy-Lake of the Woods Watershed Board in Kenora. Discussion included the Lake of the Woods TMDL and where allocations of phosphorous reductions would come from re: U.S. and Canada. Voigt also attended the Island View Sewer Project meeting in International Falls. Discussion included the cost to landowners, considered to be lower than expected. It was noted that public meetings for the Lake of the Woods TMDL will begin in late October.

Aitchison reported on his discussion with Commissioner Ron Norby re: the Little Fork/Rat Root River Board.

NRCS Report:

See attached.

District Administrator Report:

See attached.

Discussion also included a future IWAC meeting and CPL Second Creek grant – on hold until 2017.

2016/9-5 Motion by Lewis, seconded by Aitchison authorizing the district administrator to enter into a contract for bid selection and award the contract for rifle installation.
Voting yes: Lewis, Aitchison, Voigt, Dreher.
Voting no: Linder. Motion carried.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

Discussion also included attendance at the MN SWCD Forestry Association Meeting next week; Voigt requested permission to purchase lunch for the Boise representative; buffer mapping and education/outreach on water quality.

Program Coordinator Report:

See attached.

Discussion also included Lake of the Woods TMDL and future contracting in the Rainy River/Rainy Lake Watershed.

OLD BUSINESS:

MASWCD Awards Nomination:

2016/9-6 Motion by Lewis, seconded by Voigt authorizing the Chair's signature on the MASWCD Forest Steward Award and to submit the MASWCD Conservationist Award.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

NEW BUSINESS:

Data Practices Policy:

2016/9-7 Motion by Voigt, seconded by Lewis approving the data practices policies as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Forest Stewardship Plan Writing Rates:

2016/9-8 Motion by Voigt, seconded by Lewis to adopt the Forest Stewardship Plan Writing Rates as presented: \$250 /plan+ \$6.50/acre for new plans.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Upcoming Meetings:

2016/9-9 Motion by Voigt, seconded by Lewis authorizing all SWCD staff members to attend BWSR Academy in Brainerd, MN, October 24-26.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Permits:

The Board discussed DNR Waters Permit #2016-1385

General Business:

Discussion included the City of Littlefork and City of Big Falls wellhead protection program for public wells within the city limits.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, October 3, 2016 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2016/9-10 Motion by Lewis, seconded by Linder to adjourn the meeting at 8:54 p.m.

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

Submitted by:

Al Linder
Board Secretary, Al Linder

9/3/16
Date

Approved:

Eldon Voigt
Board Chairman, Eldon Voigt

10/3/16
Date



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**District Conservationist Report
Koochiching SWCD board meeting
September 12th, 2016**

Conservation Stewardship Program (CSP)

All renewal field verifications and preapprovals for renewals are due this Friday.

10% spot checks are due by the end of the month.

There are 9 applicants for 2017 CSP so far.

Training on the entirely new CSP process will begin in October.

Environmental Quality Incentives Program (EQIP)

There are 9 EQIP applications for 2017 – 7 of these are for Forest Management Plans, 1 is for an organic transition plan and 1 is for tree planting.

I wrote two contracts for renewing CRP riparian buffers in Koochiching County this past month.

The Soil Conservation Technician position will now be posted as a Soil Conservationist.

Performance Summary - Field Measures

Minnesota - Koochiching – September 2016

Performance Summary - Field Measures	Fiscal Year Goal	Total Progress	Progress Percent
0.10 - Conservation plans written (Ac.)		935	
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.)		4319	
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.)		5470	
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.)		527	
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.)		157	
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.)		831	
6.90 - Conservation Applied to improve Environmental Quality (Ac.)		5676	

Koochiching SWCD District Administrator Report

August 2016

Grants/Contracts:

- **BWSR Cost Share:**
 - Project cost/contract review with staff;
- **BWSR Local Capacity:**
 - PRAP contact lists, water plan implementation report; 10-year expense report; eLink budget and work plan amendment;
- **CPL Projects:**
 - Rat Root River: Contract review with Conservation Corps of MN; partner meetings re: contract review, budget, RFP for riffle installation, and wood removal contracts/schedule
 - Reedy Flats:
- **Littlefork NIPF2:**
 - Budget set-up and review; program overview email to professional foresters; contracts with foresters and landowners;
- **MPCA Big Fork River WRAPS:**
 - Final invoice documentation, final retainage invoice and final report submitted to MPCA – contract complete
- **MPCA Rainy Basin WRAPS:**
 - Contract amendment;
- **MPCA WPLMN:**
 - Final contract invoice/reporting-contract complete
- **MPCA Other:**
 - Teleconference re: upcoming contracts in the Lower Rainy/Rapid River/Rainy River watersheds
- **Northern Landscape Committee:**
 - Final invoice documentation/submission
- **NRBG:**
 - Second Creek Restoration Project: Several meetings/phone calls/emails with local citizens to develop project; met with County Board to request funding support; drafted online CPL application; collaborative decision to wait on grant submission until next funding cycle pending DNR fish data reports and MPCA sediment core analysis
 - Rainy-Namakan Lake Rule Curve Study Board: Multiple teleconferences/document prep and review; 3-day meetings in Kenora, Ontario with International-Rainy Lake of the Woods Watershed Board (IRLWWB) and follow-up; citizen assistance with fact sheets
 - Terrestrial Invasive Species: meeting with Asst. Land Commissioner re: possible grants/work plans to address invasive weeds

General Administration:

- Financial Audit with Michael Peterson; 2015 Special District Report (SAFES); On the Job Training final invoice for Forest Resource Specialist training contract; Clothing order/logo update; meeting/training registrations; Board meeting prep/follow-up items; Board minutes/agenda; website maintenance; staff meetings/training; 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; Leave: August 5, 12, 19, 26

Submitted by: Pam Tomevi, District Administrator

Resource Conservationist Report

August 2016

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.
- Wrapping up/starting new project forms with old/new staff since ACOE and BWSR staff we've been working with in the past are now turning over positions.
- Coordinating TEP meeting before positions and project documentation turns over.

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

- Ongoing sampling for 6 sites on a rain event basis.
- Calls to project manager and other agencies to check status on other river conditions and entering data/wrapping up 2014 contract and officially starting the 2016 grant.
- Flux verifications and data compiling.

Cost Share

- Talking with Koochiching Highway Department and BWSR staff to discuss different plans for the projects that are getting funded through either the both flood damage repair or cost share funds.

Local Water Management

- Worked with citizens, DNR, and other county offices on preparing to submit a grant application for the restoration of Second Creek. Application is decided to be submitted in 2017 and projects plans/ideas need to be finalized.

Miscellaneous

- GIS training and data overview with Mitch Brinks.
- Tree form modifications and program talk with James.
- Attended Big Fork River Board meeting in Big Fork.

Submitted by: Eric Olson

Water Resource Specialist Report

August 2016

Rainy Basin WRAPS

- DO monitoring plan
- Popple River Site check
- Popple River probe calibration
- Rainy River sampling w/ Jesse A

MPCA NSL CE

- Biological Stressor identification work/ mapping
- CE sampling in Vermilion watershed
- Sampling talk with MPCA for assistance
- Stressor ID review
- RRHW Vermilion St Louis River watersheds review

AIS

- Emails
- Research education materials
- Advertising, billboard options
- Gas station advertising up
- AIS learning session in Brainerd

SWAG

- Sampling prep
- Site review
- Calibration
- Lake Sampling
- Stream Sampling

Miscellaneous

- Emails, office work, meeting prep, walk-ins
- GIS training day

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

August 2016

Local Capacity-Forestry

- Worked with office staff on general training and procedures.
- Researched general forestry and forest health topics.
- Discussed tree diseases and urban forestry with a local landowner.
- Studied existing forest stewardship plans for organization, format, and writing techniques.
- Continued introductions and networking with SWCD partners, various agency staff, and landowners.

NIPF 2

- Helped coordinate with professional foresters.
- Created and continue to expand a landowner data base to monitor project interest.
- Discussed and promoted the project as landowners respond to the invitation letters.
- Added to the NIPF 2 mapping project as it progresses.
- Finalized 4 landowner contracts, sent out 6 (Goal of 5 plans written this year of the project).
- Drafted a landowner project participation letter.

MN Buffer Initiative

- Helped coordinate a county buffer committee and participated in a meeting and discussion.
- Added to the preliminary Koochiching county implementation map.
- Identified public waters and ditches to be altered on the DNR buffer map and made comments.

Tree Program

- Compiled tree order data from the past five years.
- Began comparing 2017 tree prices and filling out order forms.

Submitted by: James Aasen
Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

August 2016

Local Capacity:

- Grant reporting
- PRAP preparation
- Assist with planning for the Northern Landscape Committee meeting
- Update workplan and staff hours and submit to BWSR

Local Water Management

- Climatology data entry and mail forms to U of M
- Board meeting items
- eLINK Data entry
- Plan for and meet teachers at Indus school to discuss environmental education opportunities
- Work with NRCS and landowners on Outstanding Conservationist and Outstanding Forester of the Year

Rainy Basin MPCA

- Reviewed technical documents regarding Big Fork River Watershed
- Worked with MPCA, LOWWSF and LOW SWCD on basin-wide civic engagement planning, meeting on 8/18/16
- Begin reviewing Big Fork River Watershed WRAPS document with Itasca SWCD and MPCA
- Assist with reporting
- Distribute restaurant placemats locally
- Attended Big Fork River Board Meeting on 8/22/16 (reported on BF WRAPS progress)
- Assist with the creation of Island View Sanitary Sewer Project brochure for public meeting

Boise Wood Ash

- End User Forms sent, and up to date
- Customer assistance on soil testing, updated permits, and spreading
- Update summary, hauling reports and spreading reports, permit coversheets
- Invoicing
- No quarterly meeting has yet been planned by Boise

General Administration

Customer walk-in general assistance; grant tracking updates in timesheet; board meeting prep; minutes and agenda; board meeting; staff report; email cleanup; reporting; website maintenance; finalize PRAP prep; financial audit prep; assist with NSL grant tracking; comp time used; vacation time used.

Submitted by:

Jolén Simon

Program Coordinator