

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, NOVEMBER 7, 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
	James Aasen	Forest Resource Specialist
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	Jolén Simon	Program Coordinator

Chair Voigt called the meeting to order at 6:03 p.m.

- 2016/11-1 Motion by Lewis, seconded by Aitchison to approve the agenda as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2016/11-2 Motion by Lewis, seconded Dreher to approve the minutes dated October 3, 2016 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2016/11-3 Motion by Lewis, seconded by Dreher to approve the Treasurer's Report ending September 30, 2016 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2016/11-4 Motion by Lewis, seconded by Dreher to approve the ratification of 2016 staff wages as per the updated Koochiching County union contract effective January 1, 2016.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2016/11-5 Motion by Linder, seconded by Aitchison to approve Accounts Payable in the amount of \$10,141.29 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports:

Dreher reported on his attendance at the Lake of the Woods TMDL meeting in International Falls.

Linder reported on his attendance at the Little Fork/Rat Root River Board meeting. Discussion included spawning riffles that were constructed on the west branch of the Rat Root.

Voigt reported on his attendance at the LOW TMDL meeting in International Falls.

NRCS Report:

Discussion included temporary staff placement in the Baudette NRCS office while the regular District Conservationist is on personal leave until January 17th and the status of active contracts.

District Administrator Report:

See attached.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached.

Discussion also included water sampling in Popple River and AIS meeting attendance.

Forest Resource Specialist Report:

See attached.

Program Coordinator Report:

See attached.

OLD BUSINESS:

MASWCD Convention (Outstanding Conservationist):

**2016/11-6 Motion by Voigt, seconded by Linder authorizing the Dreher family to attend the Outstanding Conservationist Luncheon and Awards at the 2016 MASWCD Convention including one night lodging, mileage reimbursement and \$100 for food.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

NEW BUSINESS:

Printer Solutions:

**2016/11-7 Motion by Voigt, seconded by Aitchison authorizing the district administrator to enter into a 60 month lease agreement with Marco Technologies LLC for use of a multi-function printer (MFP) as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

MPCA SWAG Contract:

**2016/11-8 Motion by Lewis, seconded by Linder authorizing the district administrator to sign and submit the new MPCA SWAG Contract.
Voting yes: Lewis, Aitchison, Dreher, Linder.
Voting no: Voigt. Motion carried.**

Upcoming Meetings:

The Board acknowledged staff attendance at the Northern Landscape Committee Meeting on December 7th in International Falls.

Permits:

The Board reviewed and discussed DNR Waters Permit #2016-1827.

General Business:

Confirm Next Meeting Date:

Due to staff and supervisor attendance at the MASWCD state convention on Monday, December 5th, the next regular meeting of the Koochiching SWCD will be held on Monday, December 12, 2016 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

**2016/11-9 Motion by Aitchison, seconded by Voigt to adjourn the meeting at 7:54 p.m.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Submitted by:

Board Secretary, Al Linder

Date

Approved:

Board Chairman, Eldon Voigt

Date

Koochiching SWCD District Administrator Report

November 2016

Grants/Contracts:

-) **AIS:**
 -
-) **Boise Wood Ash:**
 -
-) **BWSR Conservation Delivery:**
 - County GIS needs survey, woodland stewardship cost share info from DNR re: FS plan eligibility, SWCD W&B survey data, email, staff work plan updates
-) **BWSR Cost Share:**
 -
-) **BWSR Local Capacity:**
 - Conference calls re: DNR/County pilot project for terrestrial invasive species; Buffer Implementation survey (BWSR)
-) **BWSR White Cedar Preservation:**
 -
-) **CPL Projects:**
 - Rat Root River: log jam removal invoice paid-CCM; spawning riffle bid opening/score/contract award and execution; work plan review/budget
-) **Littlefork NIPF2:**
 - Landowner contract/payments; contract forester payments; work plan/budget reviews
-) **MPCA Rainy Basin WRAPS:**
 - Budget review; grant tracking; LOW TMDL meetings/discussion; meetings with Metis First Nations; partner coordination re: civic engagement/non-electronic education materials
-) **MPCA WPLMN:**
 -
-) **Northern Landscape Committee:**
 - Email, partner coordination
-) **NRBG:**
 - Rainy-Namakan Lake Rule Curve Study Board: Multiple teleconferences/webex/document prep and review; public workshops with PAG/RAG and Study Board on draft decision/WOE/SVM models; citizen meetings re: rule curve updates; SWAG contract prep

General Administration:

-) MFP lease contract; staff job description updates (ongoing); 2017 budget and county funding request meetings with L&F/ESD; timesheet template update for 2017; 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/updates; Treasurer Report; Accounts Receivable; Accounts Payable, budget updates; bank deposits/online banking; staff meetings; file/record maintenance; general phone/mail/email; Leave: 11/21-11/23

Submitted by: Pam Tomevi, District Administrator

Resource Conservationist Report

November 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.

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.
- Working with DH contracting on permits and areas to dump/spread ash with wet conditions.

Water Quality

- Ongoing sampling for 2 sites on a monthly basis.
- Calls to project manager and other agencies to check status on other river conditions and entering data.
- Data recording/updating.
- Finalizing/compiling all data collected up until November 1st and submitted to MPCA.

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.
- C.R. 97 cost share project completed and final sign off on project from highway engineer.

Local Water Management

- Worked with citizens, DNR, and other county offices on restoration ideas for Second Creek.
- Talk to MPCA on the volatile organic solids samples that were taken and submit data.

Miscellaneous

- Sent/receive RFP for Rat Root River walleye spawning construction, held pre bid meeting, and awarded bid to contractor after consulting with other agencies.

Submitted by: Eric Olson

Water Resource Specialist Report November 2016

MPCA NSL CE

- Evaluate CE plan
- Bio stressors work with NSL
- Landowner contact info
- Project planning for 4th quarter

AIS

- Inspection program
- Plan inspection program with Dale
- Zebra trap retrieval

SWAG

- Final reporting billing
- Final report put together

BWSR eLink

- Kooch SWAG contract work
- SWAG meeting

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

November 2016

Local Capacity-Forestry

- J Worked with office staff on general training and procedures.
- J Researched general forestry and forest health topics.
- J Studied incoming forest stewardship plans for organization, format, and writing techniques.
- J Sent out contracts for several upcoming Forest Stewardship Plans.
- J Collected field data and began writing another forest stewardship plan near Ray, MN.
- J Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- J Attended the SWCD Forestry Association Meeting in McGregor.
- J Outreach to potential meeting places for the Northern Landscape Committee and worked on setup.

NIPF 2

- J Helped coordinate with professional foresters.
- J Created and continued to expand a landowner data base to monitor project interest.
- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Added to the NIPF 2 mapping project as it progresses.
- J Prepared and sent out another contract to an interested landowner.
- J Six contracts for forest stewardship plans this year, surpassing project goal (Totaling 760 Stewardship Plan acres).
- J Prepared a project report for the Northern Landscape Committee.

MN Buffer Initiative

- J Used BWSR's tracking tool to comply with Koochiching SWCD's tracking and monitoring role in the buffer initiative.
- J Reviewed the updated DNR buffer map with our suggested revisions.

Tree Program

- J Began 2017 Tree Order Form revisions.

BWSR White Cedar Restoration Project

- J Reviewed grant and project materials.
- J Contacted and began coordinating with contracted forestry consultant for upcoming support opportunities.

Cooperative Weed Management Area

- J Began looking into the process of management area formation and opportunities.

Submitted by: James Aasen
Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

November 2016

Local Capacity:

-) Assist MFRC with planning for workshop notification and prep
-) Interim reporting

Local Water Management

-) Climatology data entry and mail forms to U of M, submit to NRCS
-) Board meeting items
-) MASWCD Awards article
-) Write and submit 2016 final report in eLINK
-) 2017 Envirothon planning – May 3rd at Lake Bemidji State Park

Rainy Basin MPCA

-) Reviewed Big Fork (BF) River WRAPS study and met with MPCA and Itasca SWCD
-) Report on BF WRAPS progress to SWCD Board
-) Finalize 3rd quarter invoicing
-) Civic engagement planning meeting with LOWWSF, LOW SWCD and MPCA
 - o Created a 2017 Rainy/Lake of the Woods Basin Calendar and Sticky Notes. Available after 12/17

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

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; board meeting; staff report; email cleanup; reporting; website maintenance; plat book customer assistance; job description updates; 2017 timesheet update; eLINK data entry; vacation time used, comp time used; sick time used.

Submitted by:

Jolén Simon

Program Coordinator