

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE COUNTY BOARD ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, OCTOBER 3, 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 (via phone)
	James Aasen	Forest Resource Specialist
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	Jolén Simon	Program Coordinator
	Kevin Adee	Koochiching County Commissioner
	Dale Krystosek	BWSR PRAP Coordinator
	Chad Severts	BWSR Board Conservationist

Chair Voigt called the meeting to order at 7:00 p.m.

**2016/10-1 Motion by Lewis, seconded by Aitchison to approve the agenda with additions.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2016/10-2 Motion by Lewis, seconded Dreher to approve the minutes dated September 12, 2016 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2016/10-3 Motion by Lewis, seconded by Dreher to approve the Treasurer's Report ending August 31, 2016 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**2016/10-4 Motion by Lewis, seconded by Dreher to approve Accounts Payable in the amount of \$9,238.26 (details on file).  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**Guest Introductions**

Dale Krystosek and Chad Severts of BWSR introduced themselves and discussed the Performance Review and Assistance Program (PRAP) draft report. Responses and results were very positive. Discussion included progress on the Koochiching County Local Water Plan, survey responses from employees, supervisors, and partners. General conclusions showed that both Koochiching County and Koochiching SWCD have strong partnerships. Krystosek reviewed joint and individual organization recommendations.

**2016/10-5 Motion by Voigt, seconded by Lewis to accepting the PRAP report as presented and authorizing the district administrator to write a joint response letter with Dale Olson of Koochiching County Environmental Services.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Discussion also included 2017 BWSR Local Capacity Funding and County annual allocation.

### **Supervisor Reports:**

Dreher reported on his attendance at the Area VIII Tour and meeting. Discussion included various stops on the tour.

Aitchison also reported on his attendance at the Area VIII Tour. Discussion included high water effects during the flooding of 2014. It was suggested that we send Lake of the Woods SWCD a thank you letter or card.

Voigt reported on his attendance at the MASWCD Forestry Association Meeting in McGregor. Crow Wing SWCD might partner with the tree farm system for a field day. Discussion also included the LOW TMDL.

**2016/10-6 Motion by Voigt, seconded by Lewis authorizing all Supervisors to attend the LOW TMDL public meeting in International Falls, MN on October 24.**

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

Voigt and Lewis will attend the October 24<sup>th</sup> meeting. Adee suggested that SWCD Board Members attend the County Board Meeting to give an update on the LOW TMDL upcoming public meetings.

### **NRCS Report:**

See attached.

**2016/10-7 Motion by Lewis, seconded by Dreher to authorizing the board members' signatures on the NRCS Civil Rights Responsibilities for Partners.**

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

### **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:**

#### **Forest Stewardship Plan Writing Rates:**

Discussed the time involved in updating existing forest stewardship plans vs. writing new plans. The Board reviewed proposed rates as presented in September.

**2016/10-8 Motion by Lewis, seconded by Voigt approving one rate of \$250 per plan/\$6.50 per acre for District forest stewardship plan writing services for both new plans and plan updates.**

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

### **NEW BUSINESS:**

#### **Buffer Law Implementation Grant:**

**2016/10-9 Motion by Voigt, seconded by Lewis authorizing the district administrator's signature to execute the BWSR Buffer Law Implementation Grant.**

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

**Buffer Compliance Inventory:**

The forest resource specialist reported that there is a buffer tracking deadline January 1, 2017. Discussion included the process involved and partnership with Koochiching County.

**Upcoming Meetings:**

Discussion included attendance at the following meetings:

- Linder, Dreher, resource conservationist, and program coordinator to attend the 3<sup>rd</sup> quarter wood ash meeting on October 12<sup>th</sup> in International Falls
- Linder, Aitchison, and all staff to attend the Little Fork/Rat Root River Board meeting on October 12<sup>th</sup> in International Falls

**2016/10-10 Motion by Lewis, seconded by Linder authorizing all Board Members and the district administrator to attend the 2016 MASWCD Annual Convention December 4-6 in Bloomington.**

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

**Permits:**

The Board reviewed and discussed DNR Waters Permit #2016-1713.

**General Business:**

Discussion included field staff attending board meetings.

**Confirm Next Meeting Date:**

The next regular meeting of the Koochiching SWCD will be held on Monday, November 7, 2016 at 6:00 p.m. in the courthouse board meeting room.

**Adjourn Meeting:**

**2016/10-11 Motion by Lewis, seconded by Linder to adjourn the meeting at 8:44 p.m.**

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

**Submitted by:**

\_\_\_\_\_  
**Board Secretary, Al Linder**

\_\_\_\_\_  
**Date**

**Approved:**

\_\_\_\_\_  
**Board Chairman, Eldon Voigt**

\_\_\_\_\_  
**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 October 3<sup>rd</sup>, 2016**

### **Conservation Stewardship Program (CSP)**

Payment season has begun! There are 53 active CSP contracts in Koochiching County. We were just recently notified that we will have to verify all applied 2016 enhancements prior to payment. With that in mind – it will take between 3 to 3.5 hours per contract to complete all the steps required prior to issuing a payment. Payments will need to be completed by December 15<sup>th</sup> (for those choosing payment in 2016).

CSP renewals have been submitted for Quality Assurance Review. Once they are reviewed, contract documents will need to be signed and funds obligated by December 2<sup>nd</sup>.

### **Environmental Quality Incentives Program (EQIP)**

By the end of November, all EQIP applications also need to have planning completed and be ready for QAR. There are 9 EQIP applications in Koochiching County – 1 tree planting, 1 organic transition, and 7 forest management plans.

There are 5 active EQIP contracts in Koochiching County – 1 tree planting (PlantSkydd applications remain), 1 forest management plan, 1 seasonal high tunnel and 2 grazing systems.

### **Annual Civil Rights review**

Please review the packet of information. We can discuss this information further at the next meeting or let me know if you have any questions.

### **Upcoming trainings and events:**

New Toolkit – October 5<sup>th</sup> and 6<sup>th</sup> – Thief River Falls

New CSP – October 17<sup>th</sup> and 18<sup>th</sup> –Thief River Falls

Columbus Day Holiday – October 10<sup>th</sup>

Leave – October 21<sup>st</sup> and 24<sup>th</sup>

# Koochiching SWCD District Administrator Report

September 2016

## Grants/Contracts:

- ) **AIS:**
  -
- ) **Boise Wood Ash:**
  -
- ) **BWSR Buffer:**
  -
- ) **BWSR Conservation Delivery:**
  -
- ) **BWSR Cost Share:**
  -
- ) **BWSR Local Capacity:**
  - NIPF2 match work on contracts/maps for 9/7 meeting, CRP plan review/signature; landowner visit re: wildlife habitat/possible donation of land for easement; Area VIII meeting-Baudette
- ) **BWSR White Cedar Preservation:**
  - Budget review/update with contractor
- ) **CPL Projects:**
  - Reedy Flats: final payment request/documentation
- ) **Littlefork NIPF2:**
  - DNR forester coordination/project review; landowner contracts for forest stewardship plan writing
- ) **MPCA Rainy Basin WRAPS:**
  -
- ) **MPCA WPLMN:**
  -
- ) **Northern Landscape Committee:**
  - 9/7 meeting/follow-up
- ) **NRBG:**
  - PRAP LWM implementation report/Draft PRAP review with BWSR/County; LOW TMDL public meeting discussion;
  - Second Creek mapping/partner meetings
  - Rainy-Namakan Lake Rule Curve Study Board: Multiple teleconferences/document prep and review; 9/29 meeting with Treaty 3 in Nigigoonsiminikaaning, Ontario
  - SWAG contract/site selection meeting in Baudette with MPCA/DNR

## General Administration:

- ) Printer maintenance/fix; equipment/supply purchases; Data Request Policy; 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: September 30

Submitted by: Pam Tomevi, District Administrator

# Resource Conservationist Report

## September 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.
- Held TEP meeting to discuss projects and next steps to proceed before positions and documents turn 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.
- Data recording/updating.

### 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 restoration ideas for Second Creek.

### Miscellaneous

- Assist where possible with MASWCD awards and obtain info. from nominees.

Submitted by: Eric Olson

# **Water Resource Specialist Report**

## **September 2016**

### Rainy Basin WRAPS

- DO monitoring plan
- Popple River Sonde retrieval
- Popple River probe calibration
- Rainy River sampling w/ Jesse A
- Data entry

### 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
- Sampling assistance to Ash/Blackduck River

### AIS

- Emails
- Research education materials
- Advertising, billboard options
- Gas station advertising up
- Talk w/ dale about inspector program
- Inspector program
- AIS meeting in Brainerd

### SWAG

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

### BWSR eLink

- 10X site selection meeting in Baudette

### Miscellaneous

- Emails, office work, meeting prep, walk-ins

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

September 2016

## Local Capacity-Forestry

- J Worked with office staff on general training and procedures.
- J Researched general forestry and forest health topics.
- J Studied existing forest stewardship plans for organization, format, and writing techniques.
- J Collected field data and began writing a forest stewardship plan.
- J Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- J Attended the SWCD Forestry Association Meeting in McGregor.
- J Interviewed, wrote, and submitted the MASWCD Forest Steward of the Year Application.
- J Attended the 2016 SWCD Area 8 Tour in Lake of the Woods County.

## NIPF 2

- J Helped coordinate with professional foresters.
- J Attended the Northern Landscape Committee Meeting and presented an update of the NIPF 2 Project.
- J Created and continue 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 Reached our goal of 5 plans written for this year (Totaling 671 Stewardship Plan acres).

## MN Buffer Initiative

- J Continued to comply with Koochiching SWCD's tracking and monitoring role in the buffer initiative.

## Tree Program

- J Prepared for the 2017 tree order.

Submitted by: James Aasen  
Forest Resource Specialist



# Koochiching SWCD Program Coordinator Report

September 2016

## Local Capacity:

- ) PRAP preparation and finalization
- ) Assist with planning for the Northern Landscape Committee meeting, attend, and follow-up including finalizing meeting summary
- ) Ordered office supplies and staff clothing

## Local Water Management

- ) Climatology data entry and mail forms to U of M
- ) Board meeting items
- ) eLINK Data entry
- ) Plan with Indus teachers for upcoming school informational visit – due to happen in November
- ) Work with NRCS and landowners on Outstanding Conservationist and Outstanding Forester of the Year and submit nominations

## Rainy Basin MPCA

- ) Reviewed Big Fork (BF) River WRAPS study and met with MPCA and Itasca SWCD on 9/1, 9/21, and 9/30
- ) Distributed restaurant placemats locally
- ) Report on BF WRAPS progress to SWCD Board
- ) Update evaluations summaries from BF civic engagement meetings and plan for Rainy River upcoming work with MPCA Project Manager (PM)
- ) Civic engagement planning with partners via email
- ) Develop a watershed page template
- ) Begin 3<sup>rd</sup> quarter invoicing

## 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
- ) No quarterly meeting has yet been planned by Boise – anticipated for October
- ) Begin 3<sup>rd</sup> Quarter invoicing

## 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; review PRAP report; vacation time used, holiday (Labor Day); begin 3<sup>rd</sup> quarter invoicing.

Submitted by:

Jolén Simon

Program Coordinator