

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE COUNTY BOARD ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, DECEMBER 12, 2016**

Members Present:	Ralph Lewis	District I
	Eldon Voigt	District III
	Richard Dreher	District IV
	Al Linder	District V
Members Absent:	George Aitchison	District II
Others Present:	Pam Tomevi	District Administrator
	James Aasen	Forest Resource Specialist
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	Jolén Simon	Program Coordinator
	Kevin Adee	Koochiching County Commissioner

Chair Voigt called the meeting to order at 6:00 p.m.

- 2016/12-1 Motion by Linder, seconded by Dreher to approve the agenda with additions.  
Voting yes: Voigt, Dreher, Linder. Absent: Lewis. Motion carried.**
- 2016/12-2 Motion by Dreher, seconded Linder to approve the minutes dated November 7, 2016 as presented.  
Voting yes: Voigt, Dreher, Linder. Absent: Lewis. Motion carried.**
- 2016/12-3 Motion by Lewis, seconded by Dreher to approve the Treasurer's Report ending October 31, and November 30, 2016 as presented.  
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2016/12-4 Motion by Lewis, seconded by Linder authorizing the National Association of Conservation Districts (NACD) annual dues in the amount of \$775.  
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**
- 2016/12-5 Motion by Lewis, seconded by Dreher to approve Accounts Payable in the amount of \$7,028.81, (details on file).  
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

**Guest Introductions:**

Mike Kennedy introduced himself and Amy Mustonen as MPCA Project Managers for the Rainy River/Rainy Lake watersheds in our area. Mustonen will be training in under the guidance of Kennedy while beginning the WRAPS process on the Rainy River/Rainy Lake watershed.

Discussion included upcoming/potential projects in the Rainy River/Rainy Lake watershed and Second Creek.

**Supervisor Reports:**

Linder reported on his attendance at the 2016 MASWCD State Convention. Discussion included buffer law and compliance.

Voigt reported on his attendance at the 2016 MASWCD State Convention. Discussion included a presentation by Dan Steward; possible workshop and grant projects for the future; goal setting for future and how Koochiching SWCD can become an SWCD of the Year; and the request for all districts that pay dues to MN SWCD Forestry Association in Areas III and VIII to provide matching funds in 2017 and 2018 to support the SWCD Regional Forester's position including the benefits of having this position available to the two areas, and what the contributed funds will provide.

Lewis reported on a newspaper article regarding Koochiching SWCD's involvement in the Indus School's outdoor education magnet program.

**District Administrator Report:**

See attached.

**Resource Conservationist Report:**

See attached.

**Water Resource Specialist Report:**

See attached.

**Forest Resource Specialist Report:**

See attached.

**Program Coordinator Report:**

See attached.

**NEW BUSINESS:**

**State Cost Share:**

**2016/12-6 Motion by Voigt, seconded by Lewis authorizing Trent Nicholson as the technical representative on the CS16-1 Cost Share Voucher & Practice Certification form and authorizing final payment on CS16-1 in the amount of \$16,822.50 with the cost share payments of \$3123.50 from FY14, \$8114.00 from FY15, and \$5585.00 from FY16 on the basis of 75% of the total eligible project cost of \$22,430.00.  
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

**Designated Fund Balance:**

**2016/12-7 Motion by Lewis, seconded by Linder authorizing the revised designated fund balance to be \$5,000 for equipment plus the value of the long term liability for staff severance as of 12/31/16.  
Voting yes: Lewis, Voigt, Dreher, Linder. Motion carried.**

**Grant/Work Plan Authorization:**

**2016/12-8 Motion by Lewis, seconded by Dreher authorizing the district administrator to sign the following grants:**

- FY17 Buffer Implementation**
- FY17 Local Capacity**
- FY17 Koochiching County**
- 2017 Wood Ash Contract**

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

**Upcoming Meetings:**

**2016/12-9 Motion by Lewis, seconded by Linder authorizing the district administrator and Dreher to attend the Manager/Chair Meeting on January 4<sup>th</sup> in Bemidji.**

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

**General Business:**

Discussion included 2017 board meeting dates and the MASWCD Committee Volunteer Form.

**Confirm Next Meeting Date:**

The next regular meeting of the Koochiching SWCD will be held on Monday, January 9, 2017 at 6:00 p.m. in the courthouse board meeting room.

**Adjourn Meeting:**

**2016/12-10 Motion by Lewis, seconded by Linder to adjourn the meeting at 7:35 p.m.**

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

**Submitted by:**

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

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

**Approved:**

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

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

## Koochiching SWCD District Administrator Report

December 2016

### Grants/Contracts:

- ) **AIS:**
  - Grant tracking and 3<sup>rd</sup>/4<sup>th</sup> quarter invoicing to County
- ) **Boise Wood Ash:**
  -
- ) **BWSR Conservation Delivery:**
  - General district administration and Board support, staff work plan updates, MASWCD State Convention, County work agreement for local capacity match, FY17 BWSR match fund request, partner meetings re: Second Creek project, meeting with BWSR Grants Compliance staff,
- ) **BWSR Cost Share:**
  -
- ) **BWSR Local Capacity:**
  - Northern Landscape Committee support
- ) **BWSR White Cedar Preservation:**
  -
- ) **CPL Projects:**
  - Rat Root River: grant tracking and invoice/documentation for request for payment, meeting with Bob Lessard/Rainy Lake Sportfishing Club
- ) **Littlefork NIPF2:**
  - Landowner contract/payments; contract forester payments; work plan/budget reviews
- ) **MPCA Rainy Basin WRAPS:**
  -
- ) **MPCA WPLMN:**
  -
- ) **Northern Landscape Committee:**
  -
- ) **NRBG:**
  - Rainy-Namakan Lake Rule Curve Study Board: Multiple teleconferences/webex/document prep and review; public workshops with PAG/RAG and Study Board
  - Partner meetings and prep timeline re: water plan update/WRAPS

### General Administration:

- ) 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: 12/19-12/26

Submitted by: Pam Tomevi, District Administrator

# Resource Conservationist Report

## December 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 on getting information for 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.
- Attended various meetings and conference calls for Great Northern Transmission Line route and impact plans regarding different parcels.

### 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 with current 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.

### Local Water Management

- Worked with citizens, DNR, MPCA, and other county offices on restoration ideas for Second Creek.

### Miscellaneous

- Attended meeting with other county staff and FEMA for a floodplain update for the county in Birchdale.
- Finalize Rat Root River annual report.

Submitted by: Eric Olson

# **Water Resource Specialist Report**

## **December 2016**

### MPCA NSL CE

- Evaluate CE plan
- Bio stressors work with North St. Louis (NSL) SWCD
- CE presentation development
- CE presentation meeting with NSL SWCD (12/16/16)
- Invoicing and Semi-annual report

### AIS

- Inspection program
- Plan inspection program with Environmental Services
- Aquatic Invasive Species (AIS) Committee meeting (12/5/16)
- Decontamination unit location(s)

### SWAG

- Final reporting billing
- Final report put together

### BWSR eLink

- Koochiching Surface Water Assessment (SWAG) contract work
- SWAG conference calls
- FEMA Flood meeting (12/12/16)

### Rainy Basin

- Culvert meeting in Virginia (12/6/16)
- Culvert document review
- Check with county for Culvert inventory work

### WPLMN

- Sampling with Resource Con (12/20/16)

### Miscellaneous

- Emails

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

December 2016

## Local Capacity-Forestry

- 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 Continued the collection of field data and writing the first of five forest stewardship plans on our district list.
- J Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- J Coordinating future cost-share projects with the DNR PFM Representative.
- J Contacted and coordinated a speaker for the SWCD Forestry Association Meeting in January.

## 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 Seven contracts for forest stewardship plans in 2017 year, surpassing project goal (Totaling 1048 Stewardship Plan acres).

## MN Buffer Initiative

- J Used BWSR's tracking tool to comply with Koochiching SWCD's tracking and monitoring role in the buffer initiative.
- J Finished final review for 2016 buffer compliance.

## Tree Program

- J Revised 2017 Tree Order Form.

## BWSR White Cedar Restoration Project

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

Submitted by: James Aasen

Forest Resource Specialist

# **Koochiching SWCD Program Coordinator Report**

## **December 2016**

### **AIS**

- 4<sup>th</sup> Quarter invoicing

### **Local Capacity:**

- Prepped for and attended Northern Landscape Committee (NLC) meeting 12/7/16
- Typed meeting summary for NLC meeting

### **Local Water Management**

- Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
- Board meeting items
- MASWCD Awards article
- Attended Social Services Provider meeting 12/1/16
- Begin work on Local Work Plan, draft survey

### **Rainy Basin MPCA**

- Reviewed Little Fork (LF) River WRAPS study and met with MPCA and Itasca SWCD
- Meet with both MPCA Project Managers for Rainy River Watershed WRAPS planning and discussion
- Meet with local resource professionals for the Rainy River/Rainy Lake watershed projects, Second Creek possible project discussion
- Begin 4<sup>th</sup> Quarter invoicing
- Civic engagement planning meeting with LOWWSF
  - Worked on distribution list for calendar and sticky notes

### **MPCA WPLMN**

- Begin 4<sup>th</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
- Meet with contractor periodically to discuss hauling/spreading progress
- 4<sup>th</sup> Quarter invoicing

### **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; finish Program Coordinator job description; 2017 timesheet update; new printer training; eLINK data entry; vacation time, sick time, holiday time.

Submitted by:

Jolén Simon

Program Coordinator