

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
ANNUAL REORGANIZATIONAL BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, JANUARY 9, 2017**

Members Present: Ralph Lewis District I
 George Aitchison District II
 Eldon Voigt District III
 Richard Dreher District IV

Members Absent: Al Linder District V

Others Present: Pam Tomevi District Administrator
 Eric Olson Resource Conservationist
 Sam Soderman Water Resource Specialist
 Jolén Simon Program Coordinator
 Kevin Adee Koochiching County Commissioner
 Wayne Skoe Koochiching County Commissioner

Re-elected supervisor Eldon Voigt took the Oath of Office, witnessed by Ralph Lewis and Richard Dreher.

As per District policy to elect the chairman and vice chairman on a rotational basis, Supervisor Richard Dreher was elected Chair and Supervisor Al Linder was elected Vice Chair for the calendar year 2017. Supervisor Eldon Voigt accepted the office of Treasurer and Supervisor Ralph Lewis accepted the office of Secretary for the calendar year 2017.

Chair Dreher called the meeting to order at 6:12 p.m.

**2017/1-1 Motion by Lewis, seconded by Voigt to approve the agenda with corrections.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.**

**2017/1-2 Motion by Lewis, seconded by Voigt to authorize committee member(s) and/or alternate(s)
to attend scheduled committee meetings up to a maximum of 2 board members per meeting
and approve committee assignments as follows:**

- Budget Committee: Ralph Lewis/Eldon Voigt and Administrator
- Personnel Committee: Ralph Lewis/George Aitchison and Administrator
- Education/Public Relations Committee: Al Linder/Richard Dreher and Administrator
- North Central MN JPB: Al Linder (Eldon Voigt – Alternate)
- Laurentian RC&D: Al Linder (Eldon Voigt – Alternate)
- MN SWCD Forestry Association: Eldon Voigt (Ralph Lewis – Alternate)
- Big Fork River Board: Richard Dreher/ George Aitchison
- Little Fork/Rat Root River Board: Al Linder/George Aitchison
- Int'l Watershed Advisory Committee: Eldon Voigt/Ralph Lewis
- Wood Ash Committee: Richard Dreher/Al Linder
- Others (As deemed necessary and approved by the Board)

Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.

The Board approved the following reorganizational business:

- 2017/1-3** Motion by Lewis, seconded by Voigt to keep monthly meeting date and time as the first Monday of each month at 6:00 p.m. for November-April meetings and 7:00 p.m. for May-October meetings.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-4** Motion by Lewis, seconded by Voigt to keep supervisor compensation rates as \$75 for in county meetings and out of county meetings.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-5** Motion by Lewis, seconded by Voigt to adopt the 2017 mileage reimbursement rate set by the IRS.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-6** Motion by Lewis, seconded by Voigt designating Bremer Bank and Border State Bank as official depositories of the Koochiching SWCD (see MN Statute 118A.002).
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-7** Motion by Lewis, seconded by Voigt keeping The Journal as the official newspaper.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-8** Motion by Voigt, seconded by Lewis granting district check signing authority to Pam Tomevi, Jolén Simon, Ralph Lewis, and Eldon Voigt.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-9** Motion by Lewis, seconded by Voigt to approve the minutes dated December 12, 2016 as presented.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-10** Motion by Voigt, seconded by Lewis to approve the Treasurer's Report dated December 31, 2016 as presented.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-11** Motion by Lewis, seconded by Voigt to approve Accounts Payable in the amount of \$14,571.44 (details on file).
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.

Re-elected supervisor George Aitchison took the Oath of Office, witnessed by Ralph Lewis, Eldon Voigt, and Richard Dreher.

Supervisor Reports:

Voigt discussed the upcoming 2017 MASWCD Legislative Briefing & Day at the Capitol.

Dreher discussed his attendance at the Area VIII meeting. Koochiching will host the Area VIII Fall Tour, September 21-22, 2017. Speakers at the business meeting will discuss One Watershed One Plan.

Committee Reports:

- 2017/1-12** Motion by Voigt, seconded by Lewis to approve the 2017 operating budget as presented (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.

2017/1-13 Motion by Aitchison, seconded by Lewis to approve PC 2017-1 staff wages and benefits as presented (details on file).

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

District Administrator Report:

See attached.

Discussion also included that USDA-NRCS District Conservationist will be back from leave in January.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

Program Coordinator Report:

See attached.

NEW BUSINESS:

PERA Exclusion Report:

2017/1-14 Motion by Lewis, seconded by Voigt authorizing the district administrator's signature on the 2016 PERA Exclusion Report.

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

Upcoming Meetings/Trainings:

2017/1-15 Motion by Lewis, seconded by Aitchison authorizing the following meeting attendance:

- District administrator to attend the Rainy-Namakan Lakes Rule Curve Study Board meetings – February 6-9, 2017 in Ottawa;
- District administrator and Voigt to attend the 2017 MASWCD Legislative Briefing & Day at the Capitol – March 20-21 in St Paul;
- All Board and staff members to attend the 2017 International Rainy-Lake of the Woods Watershed Forum, March 8-9 in International Falls.

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

Discussion also included the 2017 Board/Staff Retreat dates and topics. Possible dates and times are Feb. 15-16 (Wednesday/Thursday), 3:00-7:00

Confirm Next Meeting Date:

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

Adjourn Meeting:

2016/1-16 Motion by Voigt, seconded by Aitchison to adjourn the meeting at 7:25 p.m.

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

Submitted by:

Board Secretary, Ralph Lewis

Date

Approved:

Board Chairman, Richard Dreher

Date



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

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

District Conservationist Report Koochiching SWCD board meeting February 6th, 2017

Conservation Stewardship Program (CSP)

All CSP payments were made for FY 2016. There were 53 payments made totaling \$221,620.

Twelve 2012 contracts were completed. Of those twelve, 7 contracts were renewed. Renewals were obligated in December.

The deadline for applications for 2017 CSP contracts was last Friday (Feb 3rd). We received 9 applications for Koochiching County – 7 forestry and 2 agricultural. The application evaluation process has entirely changed for CSP this year. The eligibility deadline for these applications will be March 10th. The CAET/AERT evaluations will need to be completed by June 9th.

Environmental Quality Incentives Program (EQIP)

There are 9 EQIP applications in Koochiching County – 1 tree planting, 1 pollinator habitat plan, and 7 forest management plans. They are currently being reviewed through a program QAR process. We will be notified of funding decisions on March 21st.

There are 3 active EQIP contracts in Koochiching County – 1 tree planting (PlantSkydd applications remain) and 2 grazing systems. 1 seasonal high tunnel and 1 forest management plan were completed since October – two payments totaling \$10,012.

Workforce Planning/Personnel Updates

Upcoming trainings and events:

EEO and Reasonable Accommodation Training – Feb 13th and 14th, Thief River Falls

President's Day Holiday – February 20th

Area 1/Area 2 Joint Employee Meeting – March 1st – Detroit Lakes

**Performance Summary - Field Measures
Minnesota - None Selected - Koochiching - FY 2017**

Goals data is displayed based on the selected service area for data input, either county or service center.

HRSL10

Performance Summary - Field Measures	Fiscal Year Goal	Total Progress	Progress Percent
0.10 - Conservation plans written (Ac.)			
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.)			
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.)		203	
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.)			
3.12 - Grazing land with a conservation system applied to achieve a sustainable forage-animal balance (Ac.)			
3.21 - Non-Federal land with conservation applied to improve fish and wildlife habitat quality (Ac.)			
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.)		203	
6.00 - Conservation Applied to improve Environmental Quality (Ac.)		213	

Resource Conservationist Report

January 2017

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 ACOE and BWSR staff.
- Complete year end reporting for BWSR WCA.
- Work with landowners and different project leaders on project form revisions.

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 and attend MPCA led trainings/phone conferences.
- Work with Jolen and other PMCA staff on interim progress report for WPLMN program.

Local Water Management

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

Miscellaneous

- Year-end reporting on various projects and programs, assist where needed with other staff.

Submitted by: Eric Olson

Koochiching SWCD Forest Resource Specialist's Report

January 2017

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Studied incoming forest stewardship plans for organization, format, and writing techniques.
- J Processed contracts for several upcoming Forest Stewardship Plans.
- J Continued the collection of field data and completed 2 forest stewardship plans and began a 3rd.
- 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 Collaborated with other staff to create Koochiching Water Plan Survey.
- J Began drafting of Water Plan's Priority Concerns Scoping Document.
- J Began drafting article for 2017 SWCD Newsletter.
- J Attended SWCD Forestry Association meeting in McGregor.
- J Attended U of M Extension/MNDNR Forestry and Wildlife Review in Cloquet.

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 Processed several completed Forest Stewardship Plans and corresponding invoices.
- J Sent participating landowners satisfaction surveys and final invoices.
- 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 Updated parcels where DNR Map was amended.

Tree Program

- J Revised 2017 Tree Order Form.
- J Addressed questions about 2017 tree orders with interested landowners.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

January 2017

Local Capacity:

- Invoiced Northern Landscape Committee and submit

NRBG Grants

- Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
- Board meeting items
- Finalized and distributed priority concerns survey in conjunction with ESD
- eLINK data entry and submittal
- Wrote and submitted draft work plan for FY17
- Draft newsletter and Annual Activity report

Rainy Basin MPCA

- Reviewed Little Fork (LF) River WRAPS study and met with MPCA and Itasca SWCD
- Worked towards crowd source hydrology station for spring 2017
- Second meeting with local resource professionals and stakeholders for the Rainy River/Rainy Lake watershed projects, Second Creek possible project discussion
- Finalized and submit 4th Quarter invoicing
- Distributed calendars and sticky notes
- Semi-annual reporting compile and submit
- Planned for possible civic engagement activity and session at the LOWWSF Forum

MPCA WPLMN

- Finalized and submitted 4th Quarter Invoicing
- Assist with semi-annual reporting

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
- 4th Quarter invoice submit

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; board meeting; staff report; reporting; website maintenance; plat book and tree program customer assistance; 2017 timesheet update; board retreat planning; eLINK data entry; vacation time, sick time, holiday time.

Submitted by:

Jolén Simon

Program Coordinator

Water Resource Specialist Report

January 2017

MPCA NSL CE

- Evaluate CE plan
- Bio stressors work with North St. Louis (NSL) SWCD
- CE presentation development W NSL (1/17/17)
- CE presentation in Ely w/ Ely Area Invasive Team (1/19/17)
- Invoicing and Semi-annual report

AIS

- Inspection program
- Plan inspection program with Environmental Services
- Decontamination unit location(s)
- Order decontamination unit
- Set up contract with staffing agency
- IMA-TAC AIS subcommittee conference call (1/11/17)
- Talk w/ owner of roadhouse for decontamination unit location

BWSR eLink

- Koochiching Surface Water Assessment (SWAG) contract work

Rainy Basin

- Story map work w/ Kelli Saunders

WPLMN

- Sampling with Resource Conservationist (1/25/17)

Local Capacity

- Assist Forest Resource Specialist with field work

Miscellaneous

- Emails

Submitted by: Sam Soderman