

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, APRIL 3, 2017**

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
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	James Aasen	Forest Resource Specialist
	Jolén Simon	Program Coordinator
	Ron Norby	Koochiching County Commissioner
	Kelly Voigt (phone)	NRCS District Conservationist

Chair Dreher called the meeting to order at 6:04 p.m.

- 2017/4-1 Motion by Voigt, seconded by Linder to approve the agenda with corrections/additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/4-2 Motion by Lewis, seconded by Voigt to approve the minutes dated March 6, 2017 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/4-3 Motion by Voigt, seconded by Lewis to approve the Treasurer's report ending January 31, 2017 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/4-4 Motion by Voigt, seconded by Lewis to approve Accounts Payable in the amount of \$2171.28 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports:

Aitchison reported on his attendance at the Area VIII meeting in Bemidji on March 10.

Voigt reported on his attendance at the MASWCD Forestry Association Meeting in McGregor on March 16. Discussion included levy authority and local capacity funding.

The Board gave verbal approval to reimburse Voigt's hotel expenses for MASWCD Legislative Briefing and Day at the Capitol.

NRCS Report:

See attached.

Discussion also included NRCS office personnel.

District Administrator Report:

See attached.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

Discussion also included invoicing for a forest stewardship plan. Verbal approval was given for credit given to a landowner due to administrative error.

Program Coordinator Report:

See attached.

NEW BUSINESS:

2016 Annual Reports:

Staff distributed and presented the details of two annual reports.

BWSR Year End Financial Report:

The district administrator explained the audit process and report details including a decrease in expenditures and a decrease in reimbursable revenue.

District Activity Report:

Discussion included funding sources and office location.

2016 Financial Audit:

Koochiching SWCD often works with the same auditor due to previous years of only receiving one bid. This year a bid was received from Peterson Company, LTD for the 2016 financial audit.

2017/4-5 Motion by Voigt, seconded by Lewis to authorize the district administrator's signature on the bid from Peterson Company, LTD for the 2016 audit.

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

2017 Poster Contest:

2017/4-6 Motion by Voigt, seconded by Linder authorizing \$75, \$50, and \$25 as 1st-3rd place prizes respectively for the 2017 Poster Contest.

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

Upcoming Meetings:

The Board reviewed the following meeting reminder:

- Aitchison and Dreher to attend the Big Fork River Board Meeting on April 24 in Big Falls (5:30 p.m.)

2017/4-7 Motion by Voigt, seconded by Linder authorizing the following meeting attendance as a Board activity:

- All Board and staff to attend Watershed Public Comment Informational Meetings
 - Big Fork River Watershed: April 10 (Bigfork) and April 24 (Big Falls)
 - Little Fork River Watershed: April 11 (Littlefork) and April 25 (Cook)

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

2017/4-8 Motion by Voigt, seconded by Lewis authorizing the District administrator to attend the IJC Semi-Annual Meeting, May 1-5 in Washington, D.C.

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

Permits:

The board review permit numbers # 2017-0473 and #2017-0472. No additional comments.

General Business:

The Board reviewed the Northome Wellhead Protection Plan; peat bog mining over 840 acres in western Koochiching County; and the MASWCD Legislative Update.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, May 1, 2017 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2017/4-9 Motion by Voigt, seconded by Lewis to adjourn the meeting at 7:52 p.m.

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

Submitted by:

Board Secretary, Ralph Lewis

Date

Approved:

Board Chairman, Richard Dreher

Date



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**District Conservationist Report
Koochiching SWCD board meeting
April 3rd, 2017**

Conservation Stewardship Program (CSP)

NRCS will conduct interviews with the 9 applicants, do the CAET evaluations and AERT evaluations by June 9th.

Letters for 2013 renewal applications will go out this week. There are 8 contracts in Koochiching County that are eligible for renewal.

Environmental Quality Incentives Program (EQIP)

NRCS delayed EQIP funding decisions until today. We are waiting to hear how many of the 9 Koochiching applications were funded. Contract documents will need to be signed. Contracts will need to be obligated by May 26th.

There are 3 active EQIP contracts in Koochiching County – 1 tree planting (1 PlantSkydd applications remains) and 2 grazing systems.

**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

FRS 5.13

Performance Summary - Field Measures	Fiscal Year Goal	Total Progress	Progress Percent
0.10 - Conservation plans written (Ac.)		840	
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.)		513	
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.)		771	
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.)		730	

Koochiching SWCD District Administrator Report

March 2017

) **BWSR Conservation Delivery:**

- General district administration and Board support, staff work plan updates, 2016 year-end financial report, legislative updates with MASWCD, 2016 Annual Activity Report, website compliance; prep and attend legislative event in St. Paul March 20-21

) **BWSR Local Capacity:**

- Northern Landscape Committee support

) **BWSR White Cedar Preservation:**

- Contractor discussions, budget updates, and payments

) **CPL Projects:**

- Rat Root River: grant tracking and invoice/documentation for request for payment, contract for wood removal, contractor payments

) **Littlefork NIPF2:**

- Landowner contracts/payments; contract forester payments; work plan/budget reviews

) **Natural Resource Block Grant:**

- Ongoing work with the Rainy-Namakan Lake Rule Curve Study Board including multiple teleconferences/webex, rule curve evaluation scenarios, final report prep/comment/review – upcoming: IJC Semi-Annual presentation in Washington DC May 1-5
- Begin Water plan update process including timeline, public meeting prep, survey results, maps, meeting with Water Plan Advisory Committee, and draft Priority Concerns Scoping Document

General Administration:

-) Board meeting prep/follow-up items; Board minutes/agenda; 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

Submitted by:

Pam Tomevi, District Administrator

Resource Conservationist Report

March 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.
- Work with conservation officers on possible wetland violations/reviewing and sending information on old violations for new WREO.
- 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.
- Attended quarterly ash meeting on 3/13/17.

Water Quality

- Ongoing sampling for 2 sites on a monthly basis until rivers open up.
- 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.

CPL Grant – Rat Root River

- Work with contractors on log removal project and contract and riffle installation project.
- Work with DNR divisions on riffle installation which was completed on 3/23/17. Seeding and mulching on landowners property will be completed soon.

Local Water Management

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

Miscellaneous

- Attended workshop in Bemidji with joint powers board members for training on surety work and plan writing.
- Work with county staff and SWCD staff for water plan updates. Attended public meeting and advisory meetings for plan update.

Submitted by: Eric Olson

Water Resource Specialist Report

March 2017

AIS

- Inspection program
- Plan inspection program with Koochiching Environmental Services Department
- Work with Always There Staffing for job descriptions
- Decontamination unit contract signed with Roadhouse owner
- AIS brochure update and development for lands and forest
- AIS webpage updates
- AIS spring fishing inspectors work with Lake of the Woods
- Outdoor Expo planning
- Delegation Agreement

BWSR eLink

- Koochiching Surface Water Assessment (SWAG) contract work

Rainy Basin

- Story map work with Lake of the Woods Sustainability Foundation
- Sampling planning with MPCA Project Manager
- Amendment work with MPCA Project Manager
- Culvert mapping
- Culvert document review
- Partner Monitor Training (Duluth)

WPLMN

- Sampling with Resource Conservationist (2/27/17)
- WPLMN Training (2/7/17)

SWAG

- QAPP

Local Capacity

- Water plan
- Upcoming Sampling locations in Koochiching county
- LOW Watershed Forum (3/8-3/9)
- Landowner questions/walk-in
- County Mapping
- Water Plan mapping
- Water Plan public comment meeting (3/22/17)
- Rat Root Site visit

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

March 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 a forest stewardship.
- 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 district, Koochiching County, SWCD Area 8, and BWSR staff on County Water Plan Strategies.
- J Worked with staff on drafting the Water Plan Priority Concerns Scoping Document.
- J Attended the Water Plan Public Meeting
- J Attended the Northern Landscape Committee meeting.
- J Attended the Forestry Association Meeting in McGregor.

NIPF 2

- 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 Processed Final invoices and survey results.
- J Planned further efforts to increase participation and targeting of priority stewardship areas.
- J Compiled a 2017 project end of year report.

BWSR White Cedar Restoration

- J Attending the project wrap-up meeting and discussed further site evaluation efforts with contractor.
- J Worked with County Assistant Land commissioner to obtain shapefiles of cedar sites

MN Buffer Initiative

- J Reviewed BWSR and MN DNR Buffer Law updates as they came available
- J Koochiching accessed as 95% buffer compliant.

Tree Program

- J Processed and inventoried orders as they come in.
- J Addressed questions about 2017 tree orders with interested landowners.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

March 2017

Aquatic Invasive Species (AIS)

-) Edited and formatted AIS information for the 2016 Koochiching SWCD Annual Activity Report
-) Worked with Water Resource Specialist to update AIS page on Koochiching SWCD website for position announcement

Local Capacity:

-) Prepared for March 1 Northern Landscape Committee (NLC) meeting attend and follow up
-) Send updates to NLC as needed
-) Update timesheets with FY2017 hours and grant tasks

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
-) Board meeting items
-) Added 3 climatology rain gauge volunteers, worked with U of M to set up, created forms and answered volunteer questions
-) Envirothon conference call March 27 and donation thank you notes and processing
-) Created presentation and present to Indus classroom regarding Envirothon on March 31
-) Updated poster contest brochure and teacher information, sent to all Koochiching County schools
-) Worked with the Koochiching Environmental Services Department (ESD) on planning the upcoming public priority concerns meeting, March 22nd in Littlefork; assist with recruiting the Water Plan Advisory Committee (WPAC)
-) Assist in writing the Priority Concerns Document
-) Plan for and attend the first Water Plan Advisory Committee meeting on March 29.
-) Board retreat prep and attend

Rainy Basin MPCA

-) Continued working with DNR staff and MPCA towards crowd source hydrology station for spring 2017, planning kiosk building with contractor
-) Planned and delivered civic engagement presentation and workshop at the LOWWSF Forum
-) Attend and network at the 2017 International Rainy-Lake of the Woods Watershed Forum
-) Update information for the 2016 Koochiching SWCD Annual Activity Report
-) Drain stencil planning for International Falls and Fort Frances schools

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
-) Prepared for and attended quarterly meeting with PCA and DH Contracting on March 13 in International Falls

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; board meeting; staff report; reporting; website maintenance; complete BWSR website compliance and submit; plat book and tree program customer assistance; 2017 timesheet updates; board retreat planning; sick time.

Submitted by:

Jolén Simon

Program Coordinator