

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, MARCH 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
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	Jolén Simon	Program Coordinator
	Kelly Voigt	NRCS District Conservationist
	Dan Weber	NRCS Assistant State Conservationist
	Kevin Adee	Koochiching County Commissioner
Wayne Skoe	Koochiching County Commissioner	

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

- 2016/3-1 Motion by Lewis, seconded by Aitchison to approve the agenda with changes.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2016/3-2 Motion by Aitchison, seconded Lewis to approve the minutes dated February 1, 2016 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2016/3-3 Motion by Lewis, seconded by Aitchison to approve Accounts Payable in the amount of \$23,506.79 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Guest Introduction:

Dan Weber introduced himself as the NRCS Assistant State Conservationist of Area 1.

Supervisor Reports:

Voigt reported on a future attendance to the SFEC/U of M Extension Forest Resources webinar entitled “Forest Management Effects on Water” on March 15th. He also reported that he has been asked to give a presentation on District programs at the Deer Hunter’s Association Banquet on April 1st and received verbal authorization from other board members to attend as a Board activity.

Lewis reported in his attendance at the Koochiching SWCD Annual Board/Staff Retreat on February 23rd and at the Area VIII meeting in Bemidji on March 4th.

NRCS Report:

See attached.

District Administrator Report:

See attached. Discussion also included local capacity funding; the addition of a new forester position by July 1; Northern Landscape Committee funding and contract work.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached. Discussion expanded on AIS work-a special page of the new website will be dedicated to AIS work in the County.

Program Coordinator Report:

See attached. Discussion also included upcoming work in the Big Fork River Watershed. The program coordinator will work with NRCS district conservationist on possible projects that would restore brush areas to forest instead of agricultural land.

NEW BUSINESS:

BWSR Cost Share Program

**2016/3-4 Motion by Voigt, seconded by Lewis to approve FY2014 cost share fund use on contract #CS14-2 pending landowner signature on the basis of 75%, not to exceed \$2,000 plus technical and administrative costs for District staff. Motion further authorizes NRCS district conservationist, Kelly Voigt to serve as the technical representative, Koochiching SWCD district administrator to serve as the administrative representative (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

MAWQCP

A discussion was held on how Minnesota Agricultural Water Quality Certification Program (MAWQCP) funds should be utilized. Suggestions included public workshops held in the Birchdale and Littlefork to be advertised via newspaper articles and mailings.

Clothing Policy:

The district administrator passed around the BWSR clothing policy for review. The Board instructed the district administrator to research local vendors who could apply the new District logo to clothing, including price lists, and report back to the Board at the April 4 meeting.

Upcoming Meetings/Training:

**2016/3-5 Motion by Lewis, seconded by Dreher authorizing the district administrator to attend the International Joint Commission Semi-Annual Meeting in Washington DC April 18-22 where IJC pays for travel expenses excluding staff time.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

General Business:

Supervisor Business Cards:

The district administrator will gather information from each Supervisor for business cards to be made in the new format.

Terrestrial Invasive Species

The Koochiching County Land Commissioner, Nathan Heibel, is researching possible projects available for reducing/eradicating terrestrial invasive species.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, April 4, 2016 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2016/3-6 Motion by Aitchison, seconded by Lewis to adjourn the meeting at 7:53 p.m.

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

Submitted by:

Board Secretary, Al Linder

Date

Approved:

Board Chairman, Eldon Voigt

Date



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**District Conservationist Report
Koochiching SWCD board meeting
March 7th, 2016**

Conservation Stewardship Program (CSP)

There are currently 3 new CSP applications for FY2016. There will also be 12 contract renewals processed this year. The application deadline is March 31st, 2016.

3 contracts were selected for 10% spot checks this year.

There are 50 active CSP contracts for Koochiching County.

Environmental Quality Incentives Program (EQIP)

3 out of the four EQIP applications screened as “high” priority and are currently undergoing area office Quality Assurance Review (QAR)

There are currently 9 active EQIP contracts.

Performance Summary - Field Measures Minnesota - Koochiching – March 2016

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.)		756	
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.)		477	
3.12 - Grazing land with a conservation system applied to achieve a sustainable forage-animal balance (Ac.)		477	
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.)		279	
6.90 - Conservation Applied to improve Environmental Quality (Ac.)		756	

Koochiching SWCD District Administrator Report

February 2016

District Programs:

-) Board meeting prep/follow-up items; Board/Staff retreat; Board minutes/agenda; website maintenance; staff meetings/training

General Administration:

-) W2/1099 creation/distribution; PERA Exclusion Report; 2016 billing rates; calendar update/time tracking; new business cards; meeting registrations; 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

MAWQC Program:

-) Met with East Polk County SWCD staff member to discuss the grant and possible outreach.

MPCA Contracts:

-) New website review; document review and comment; invoicing; change order; grant tracking

Northern Landscape Committee:

-) Outreach for contract assistance

NRBG:

-) Rainy-Namakan Lake Rule Curve Study Board conference calls/webex presentations; eLink work plans; NIPF2 work plan and budget;

PTO:

-) Personal time off (family emergency)

Submitted by:

Pam Tomevi

District Administrator

Resource Conservationist Report

February 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.

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.
- In contact with landowners who are re-permitting fields and getting those fields that expired to the top of the hauling list.

Water Quality

- Continued sampling on the two major river sites.
- Calls to project manager and other agencies to check status on ice out conditions and prepare for this spring.
- Attended three webinars for the WPLMN grant covering all aspects of sampling and reporting requirements.

MN Ag. Water Quality

- Met with East Polk County SWCD staff member dedicated to using the assessment tool and signing off on approved lands to make plans and talk about the grant to ensure project implementation and plans when contracts are approved.

CPL

- Working with DNR Fisheries, CCM, Rainy Lake Sportfishing Club, and other private parties to have a Conservation Corp. of Minnesota crew work on the Rat Root River grant and the Orr Trout Stream grant.

Miscellaneous

- Coordination with landowners, county board members, and highway department to try and install a shelterbelt with cost share funds.
- Attended meeting in Grand Rapids to discuss project plans for the White Cedar Grant. No specific places have been established in Koochiching County as of now.
- Attended Spring fishing meeting to cover aspects of parking, AIS, fishery concerns among other topics.

Submitted by: Eric Olson

Water Resource Specialist Report February 2016

Rainy Basin WRAPS

- Sampling sites, planning/review
- DO monitoring plan
- MPCA Monitoring plan review, make changes

WPLMN

- Sampling W/ District Technician
- WPLMN call-in trainings

MPCA NSL CE

- Biological Stressor identification work
- CE sampling in Vermilion watershed planning
- Talk with NSL Resource Con for 2016 summer
- Stressor ID review
- RRHW Vermilion watersheds review

AIS

- Emails
- Decontamination unit research, planning, options
- 2016 open water AIS plan
- Research education materials
- Research advertising, billboard options
- AIS Workshop
- IMA TAC AIS committee conference call
- SAF-AFS Conference
- AIS grant for watercraft inspectors
- Zebra mussel veliger testing plan/monitoring plan
- Rapid response plan
- Spring fishing meeting

SWAG

- Change order

Miscellaneous

- Emails, office work, meeting prep, walk-ins
- Tree program
- Board retreat

Submitted by: Sam Soderman

Koochiching SWCD Program Coordinator Report

February 2016

Local Water Management

- Climatology data entry and mail forms to U of M/report hours to NRCS
- Board meeting items
- Board Retreat items
- eLink data finalize and submit where needed
- Envirothon conference call
- Newsletter content and create

BWSR Conservation Delivery

- Assist in writing draft Local Capacity workplan
- Board retreat preparation and attend

MPCA Rainy Basin WRAPS

- Big Fork River Watershed Core Team Meeting Feb. 8th
- Big Fork River Watershed Stakeholder Meeting Feb. 10th
- Big Fork River WRAPS meeting with MPCA, RESPEC, and Itasca SWCD Feb. 10th
- Stakeholder calls with DNR and editing Big Fork River WRAPS
- Reviewed technical documents regarding Big Fork River Watershed
- Periodic correspondence with MPCA for Big Fork River WRAPS

Boise Wood Ash

- End User Forms sent, and up to date
- Customer assistance on new permits, updated permits, and spreading
- Update summary, hauling reports and spreading reports
- Meet with contractor and Koochiching County Commissioner for reporting updates

Northern Landscape Committee

- Preparation and coordination with MFRC and caterer for quarterly meeting to be held on 3/4/16

2014/2016 WPLMN

- Grant tracking

General Administration

Customer walk-in general assistance; grant tracking; plat book customer assistance; board meeting prep; minutes; board meeting; 2016 timesheet updating; meeting, and minutes; staff report; email cleanup; reporting; website maintenance; holiday leave, sick/doctor

Submitted by:

Jolén Simon

Program Coordinator