

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE BASEMENT CONFERENCE ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, MAY 4, 2015**

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	District Technician
	Jolén Simon	Program Coordinator
	Kelly Voigt	District Conservationist
	Kevin Adee	County Commissioner

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

- 2015/5-1 Motion by Lewis, seconded by Dreher to approve the agenda.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, and Linder. Motion carried.**
- 2015/5-2 Motion by Voigt, seconded by Dreher to approve the minutes dated April 6, 2015 as distributed.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, and Linder. Motion carried.**
- 2015/5-3 Motion by Voigt, seconded by Linder to approve the Treasurer's Reports ending February 28, 2015 and March 31, 2015 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, and Linder. Motion carried.**
- 2015/5-4 Motion by Voigt, seconded by Lewis to approve Accounts Payable in the amount of \$34,890.46 (details on file).  
Voting yes: Lewis, Aitchison, Voigt, Dreher, and Linder. Motion carried.**

**Supervisor Reports:**

Dreher reported on his attendance at the quarterly wood ash meeting at Boise on 4/15/15 and his attendance at the Big Fork River Board meeting on 4/27/15.

Voigt discussed the report from the American Bird Conservancy on the Golden Winged Warbler with the district conservationist and the possibility of a public presentation.

Aitchison reported on his attendance at the Big Fork River Board meeting; discussion included AIS work.

**NRCS Report:**

See attached.

**District Administrator Report:**

See attached.

**District Technician Report:**

See attached.

**District Technician Assistant Report:**

See attached.

**Program Coordinator Report:**

See attached.

**NEW BUSINESS:**

**MPCA Contracts:**

Discussion included the wrap-up of current contracts and the status of new contracts. The Budget Committee will meet to review updated budget once the final 2015 Koochiching SWCD WRAPS Support in Rainy Basin Watersheds grant is executed.

**2015/5-5 Motion by Voigt, seconded by Lewis to authorize the district administrator to sign and execute the 2015 Koochiching SWCD WRAPS Support in Rainy Basin Watersheds grant. Voting yes: Lewis, Aitchison, Voigt, Dreher, and Linder. Motion carried.**

**Upcoming Meetings/Trainings:**

Discussed and reviewed the following upcoming event attendance:

- ) Little Fork River Board Meeting – May 6 in International Falls
- ) Household Hazardous Waste Collection – May 13 in International Falls
- ) IWAC Conference Call – May 15
- ) Environmental Education Days – May 21-22 in International Falls

**General Business:**

Discussion included the Governor’s report on varying water quality throughout the state, where it was emphasized that prevention is less expensive than repair.

**Confirm Next Meeting Date:**

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

**Adjourn Meeting:**

**2015/5-6 Motion by Lewis, seconded by Dreher to adjourn the meeting at 8:25 p.m. Voting yes: Lewis, Aitchison, Voigt, Dreher, and Linder. Motion carried.**

**Submitted by:**

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

\_\_\_\_\_   
 Date

**Approved:**

\_\_\_\_\_   
 Board Chairman, George Aitchison

\_\_\_\_\_   
 Date



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**District Conservationist Report  
Koochiching SWCD board meeting  
May 4<sup>th</sup>, 2015**

**Conservation Stewardship Program (CSP)**

We received 8 out of 9 renewal applications. These contracts will not have to be obligated until Oct. 1<sup>st</sup> - December 31<sup>st</sup> with ranking and field checks completed this summer.

Five out of six general CSP application inventories are entered into Protracts. There is one remaining interview scheduled for this Thursday.

Payment rates for forestry contracts decreased significantly this year.

Dave Jones continues to be the Acting Area Conservationist.

Cathee Pullman was selected as the new State Conservationist.

Cathee Pullman began her career with the United States Department of Agriculture's (USDA) Soil Conservation Service, now named the Natural Resources Conservation Service (NRCS), in 1987. She has worked across the country partnering with private land owners helping them to protect their natural resources in Oklahoma, Colorado, Iowa, Georgia, Maine, New Hampshire, Vermont, the National Headquarters Office and now Minnesota. Throughout the course of her career, Pullman has served at all levels of the agency and in multiple capacities including Soil Conservationist, District Conservationist, Resource Conservation and Development Coordinator, Assistant State Conservationist for Field Operations, Area Conservationist, State Administrative Officer, Management Analyst and State Resource Conservationist.

Pullman provided additional assistance and expertise to NRCS in her 28 year career by serving on several national teams, participating in six national pilots and completing multiple detail assignments. Most recently, she served as the Acting State Conservationist for Maine NRCS for 9 months. As the Minnesota State Conservationist, Pullman looks forward to establishing relationships with conservation partners, private landowners and organizations as well as facilitating technical support to field office staffs and providing technical and financial assistance to landowners and operators in Minnesota.

Pullman is a native of Illinois. She earned a Bachelor of Science degree in Agricultural Economics and Ranch/Farm Management from Oklahoma State University in 1984.

Pullman has three children attending college. She enjoys snow skiing, kayaking and traveling.

### Performance Summary - Field Measures Minnesota - Koochiching – May 2015

Performance Summary - Field Measures	Fiscal Year Goal	Total Progress	Progress Percent
0.10 - Conservation plans written (Ac.)		2604	
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.)		846	
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.)		538	
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.)		322	
6.90 - Conservation Applied to improve Environmental Quality (Ac.)		897	

## **Koochiching SWCD District Administrator Report**

**April 1 – April 30, 2015**

### **BWSR White Cedar Preservation:**

- ) Contractor meetings, final grant execution, grant tracking setup, invoice prep and submit

### **County Projects:**

- ) Grant prep with Lands & Forests; landowner assistance GIS/mapping/ordinance setbacks; watershed coordination; VSO meeting re: office space; Land Commissioner meeting re: erosion projects; AIS contract tracking/invoice

### **CPL Rat Root River:**

- ) RRR project budget update; grant tracking/invoice prep and submission; partner update; project verification/contractor bills;

### **District Programs:**

- ) Board meeting prep/attendance/follow-up items; Board minutes/agenda; software updates; Farm Bill assistance to landowner; GIS mapping assistance for landowners; website maintenance; BWSR year-end financial report assistance to Dodge SWCD; inventory update/MCIT reporting; plat book sales; tree sales/program updates

### **Financial/Administration:**

- ) Calendar update/time tracking; Payroll; PERA; FWT/SWT; bank statement reconciliation; quarterly tax reports 941/MW6/MDES; MCIT payroll estimates 2016; timesheet template coding; QB transactions; Treasurer Reports; Accounts Receivable; Accounts Payable, budget updates; bank deposits/online banking; staff meetings; file/record maintenance; general phone/mail/email

### **MPCA Contracts:**

- ) BF/LF watershed meeting prep and review; grant updates/tracking/invoicing for all contracts

### **NRBG:**

- ) IJC/MPCA future contract coordination; Rainy Basin WRAPS support contract prep/submission; GIS/story map revisions on Rat Root River; story map prep for Rainy Basin watersheds; NRCS office day

### **NSL CPL Conifer Enhancement:**

- ) Grant tracking and invoice prep/submission; Contractor bids/invoices, site selection updates; communications with DNR/contractors, budget reviews and updates

### **NSL CPL Orr Area Trout Stream:**

- ) Grant tracking and invoice prep/submission; in-kind meeting/review with Broznowski

### **NSL SWCD:**

- ) Staff training and support; new hire support/coordination; email; financial reports; board meeting prep/attendance/follow-up; quarterly tax report assistance; grant/contract invoicing;

Submitted by:

Pam Tomevi

District Administrator

# District Technician Report

## April 2015

### 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 possible wetland violation status and getting information on permits and actual project implementation.

### Wood Ash

- Writing permits and 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

- Continued sampling and yearly training.
- Met with PCA and DNR staff at sampling locations to assess new site equipment and yearly changes and corrections.
- Data entering and revisions to PCA.

### Cost Share

- Looking at potential projects and timing along with current budget.

### LWM

- Working with Northome citizens and members on grant guidance/collaboration for Bartlett Lake nutrient reduction plans.
- Talking with Lands and Forests about Reedy Flats land acquisition and grant applications.

### Rat Root River Project

- Final inspection and site assessment with tech. assistant and continue to work with landowner and contractor on final clean up and payment.

### Miscellaneous

- Attended meeting BWSR white cedar project phase 2 planning and site descriptions.
- Tree program sales and wrap up.
- AIS training with ESD in Baudette.
- Assist lands and Forests with grant applications and planning for continuing projects.
- Binational webex meeting for story map plans.

Submitted by: Eric Olson

# District Technician Assistant Report

## April 2015

### Water Quality

- WPLMN pre sample prep
- WebEx for training

### LWM

- Climatology data entry.
- Summer sampling schedule
- SWAG monitoring sites review

### RRR

- RRR Visit
- Web Mapping

### MPCA CE

- Binational Mapping meeting/review

### NSL SWAG

- Lake and stream sites overview
- Get Sampling equipment ready
- Plan sampling
- Pre monitoring meeting in Duluth

### MPCA NSL CE

- Set up/plan meetings for watersheds
- Recruit volunteers for monitoring
- St. Louis watershed planning talk with MPCA project manager
- Vermilion Core team meeting

### AIS

- AIS Volunteer training with DNR April 7
- Map generation
- AIS Brochure development and printing
- Continued to update and tweak AIS map for Kooch county
- Outdoor Expo April 10-11

### Miscellaneous

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

Submitted by: Sam Soderman

# Koochiching SWCD Program Coordinator Report

April 2015

## Local Water Management

- ) Climatology data entry and mail forms to U of M/report hours to NRCS
- ) Board meeting
- ) Planning/coordinating Environmental Education days (May 20-21)
- ) Processing Envirothon donations and team registrations/roster/nametags, conference call

## MPCA Civic Engagement

- ) Phone conferences for planning with MPCA Project Manager
- ) Prep demographics for reporting
- ) Review Little Fork River TMDL and provide input
- ) Review future project planning
- ) Work on organizing and wrapping up some reporting and evaluation

## Boise Wood Ash

- ) End User Forms sent, and up to date
- ) Customer assistance
- ) Update summary, hauling reports and spreading reports
- ) Update quarterly reports
- ) Quarterly meeting with Boise April 15
- ) Make calls to landowners for spreading
- ) Contractor meeting with DH

## District Programs

Customer walk-in general assistance, team meetings, update daily diary, plat book customer assistance and mailings, invoicing, board meeting prep, minutes, board meeting, timesheet updating, email cleanup, assist with tree program, website maintenance, office cleaning

Submitted by:

Jolén Simon

Program Coordinator