

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, NOVEMBER 2, 2015**

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	District Technician
	Jolén Simon	Program Coordinator
	Kelly Voigt	NRCS District Conservationist
	Brian McBride	Koochiching County Commissioner

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

- 2015/11-1 Motion by Lewis, seconded by Voigt to approve the agenda with additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**
- 2015/11-2 Motion by Lewis, seconded by Dreher to approve the minutes dated October 5, 2015 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**
- 2015/11-3 Motion by Voigt, seconded by Dreher to approve the Treasurer's Reports ending September 30, 2015 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**
- 2015/11-4 Motion by Voigt, seconded by Dreher to approve Accounts Payable in the amount of \$22,663.46 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**

Introductions:

The Board welcomed Commissioner McBride. McBride reported that the Rainy Lake Property Owners Association is seeking a grant from the Koochiching Development Authority (KDA) to hire Barr Engineering to complete a lake levels study. Discussion also included the Veteran's Services office moving from the 3rd floor to the 1st floor office currently occupied by the SWCD and various options for moving the SWCD office to the courthouse basement or offsite location with information provided by McBride and the district administrator.

Supervisor Reports:

Dreher reported on his attendance at the Boise wood ash meeting on October 20th.

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:

Office Space

2015/11-5 Motion by Lewis, seconded by Aitchison authorizing the district administrator to relocate the district office to 501 3rd St., Suite 201 and continue working with Koochiching County to keep district phones and computers connected to the County server system.

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

Upcoming Meetings/Trainings:

Discussed and reviewed the following upcoming event attendance:

) Voigt to attend the Northern Landscape Committee Meeting in International Falls on December 2nd.

General Business:

Discussion included the Conservation Partners Legacy (CPL) Grant.

2015/11-6 Motion by Voigt, seconded by Dreher authorizing the completion date for the Bulldog Hanson project being extended to December 31, 2015.

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

Discussion also included attendance and registration for the 2015 MASWCD Annual Convention.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, December 14, 2015 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2015/11-7 Motion by Dreher, seconded by Aitchison to adjourn the meeting at 7:40 p.m.

Voting yes: Lewis, Aitchison, Voigt, Dreher.

Submitted by:

Board Secretary, Al Linder

Date

Approved:

Board Chairman, George Aitchison

Date



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**District Conservationist Report
Koochiching SWCD board meeting
November 2nd, 2015**

Conservation Stewardship Program (CSP)

Renewal applications are being processed toward obligation of funds. 7 of the 9 applications have been mailed out for signature. 1 signed contract has been returned. Of the remaining two, one needs eligibility documents and one needs a correction to the CMT.

There are 54 Koochiching County contracts for payment for FY2015. Three have not returned their self-certification forms. 44 have requested payment be made in calendar year 2015. Of those, 28 have been paid. Overall, we have 75% of the payments for CY2015 submitted to the Area Office.

Environmental Quality Incentives Program (EQIP)

Sign up will end November 20th. All applicants on the list have been sent new eligibility documents for 2016. There are 5 applications in the system right now for Koochiching County – 4 forest management plans and 1 seasonal high tunnel system.

Vacancy information attached.

Koochiching SWCD District Administrator Report

October 2015

BWSR Conservation Delivery:

-) Buffer implementation/Mn Ag Water Quality Certification program applications; capacity funding discussions w/BWSR; BWSR Academy presentation conference call/preparation; BWSR Academy training/presentation

County Programs:

-) Office space discussions re: VSO relocation;

District Programs:

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

Financial/Administration:

-) 2014 Draft Financial Audit review/comment; 2015 budget updates; 3rd Qtr 2015 941/MW6/MDES submissions; calendar update/time tracking; 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

MPCA Contracts:

-) Invoicing/deliverables; partner meetings; website designer meeting; new contract conference calls/work plan/budget reviews; grant tracking

NRBG:

-) Rainy-Namakan Lake Rule Curve Study Board conference calls/public meetings/draft methodology report; 2016 WPLMN contract work plan and budget

NSL CPL Orr Area Trout Stream:

-) Landowner meetings; contractor coordination/insurance documentation

Submitted by:

Pam Tomevi

District Administrator

District Technician Assistant Report

October 2015

Rainy Basin WRAPS

- Sampling sites, planning/review

WPLMN

- Sampling W/ District Technician
- Assisted District Technician in FLUX32 calculations

NSL SWAG

- EQUIS data entry for submittal to MPCA
- Organized Photolog for submittal to MPCA
- Invoicing for 3rd quarter

MPCA NSL CE

- Recruit volunteers for monitoring
- Biological Stressor identification work
- Sampling prep
- Sampling W/ NSL Resource Conservationist
- Data Entry for EQUIS
- YSI problems/fixing
- Photolog
- Meeting w/ MPCA and NSL
- CE sampling in Vermilion watershed planning

AIS

- Emails, invoice

LWM

- RRR Story map update, refresh pictures

Miscellaneous

- Emails, office work, meeting prep, walk-ins
- BWSR Academy

Submitted by: Sam Soderman

District Technician Assistant Report October 2015

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Submitted by: Sam Soderman

Koochiching SWCD Program Coordinator Report

October 2015

Local Water Management

-) Climatology data entry and mail forms to U of M/report hours to NRCS
-) Drafted and sent winterizing letters to climatology volunteers
-) Board meeting items
-) Update eLink
-) Assist with writing 2016 WPLMN grant application

BWSR Conservation Delivery

-) Newsletter prep
-) Website updating

MPCA Rainy Basin WRAPS

-) Communicated with RESPEC, MPCA, and Itasca SWCD regarding reporting and Core Team Meeting.
-) Reviewed technical documents regarding Big Fork River Watershed
-) Planning for future projects in Rainy River/Rainy Lake Watershed and other watersheds
-) In person meeting with Mike Kennedy 10/21/15
-) Attended Core Team Meeting 10/23/15
-) 3rd Quarter Invoicing
-) Website research and planning, meet with web designer, begin page planning
-) Attended Little Fork/Rat Root River Board meeting to update on new grant work

Boise Wood Ash

-) End User Forms sent, and up to date
-) Customer assistance on new permits, re-permitting, and spreading
-) Update summary, hauling reports and spreading reports
-) Meet with contractor for reporting updates
-) Update quarterly reports
-) Attend and follow-up 3rd Quarter meeting on 10/20/15

District Programs

Customer walk-in general assistance; plat book customer assistance; board meeting prep; minutes; board meeting; timesheet updating; meeting, and minutes; staff report; email cleanup; reporting; website maintenance; assist with invoicing for WPLMN; CPL Orr Trout Stream grant, and NSL Civic Engagement grant, BWSR Academy training in Breezy Point.

Submitted by:

Jolén Simon

Program Coordinator