

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE COUNTY BOARD ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, OCTOBER 2, 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 Conservation Specialist
	Sam Soderman	Water Resources Specialist
	James Aasen	Forest Resource Specialist
	Jolén Simon	Program Coordinator
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner
	Kelly Voigt	NRCS District Conservationist

Chair Dreher called the meeting to order at 7:06 p.m.

- 2017/10-1 Motion by Lewis, seconded by Voigt to approve the agenda with changes.  
Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.**
- 2017/10-2 Motion by Linder, seconded by Lewis to approve the minutes dated September 11, 2017 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/10-3 Motion by Lewis, seconded by Voigt allowing payment of ordinary and necessary bills between October 3, 2017 and November 6, 2017, not to exceed budget.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/10-4 Motion by Lewis, seconded by Linder to ratify paid bills, check numbers 10223 to 10242 including electronic transfers, in the total amount of \$33,730.59 (details on file).  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**Supervisor Reports**

Supervisors reported on their attendance at the SWCD Area VIII Tour, highlighting positive feedback from other SWCDs.

**NRCS Report:**

See attached.

**District Administrator Report:**

See attached.

**Resource Conservationist Report:**

See attached.

**Water Resource Specialist Report:**

See attached.

**Forest Resource Specialist Report:**

See attached.

**Program Coordinator Report:**

See attached.

**OLD BUSINESS:**

**2017 MASWCD Resolution Packet**

Board members reviewed and voted on all resolutions and signed the ballot to be submitted to the MASWCD.

**NEW BUSINESS:**

**Tree Farm Recertification Services**

The forest resource specialist informed the Board that a representative from the Minnesota Tree Farm Program has requested assistance with recertification of local tree farms. Compensation for the SWCD to perform this work would be approximately \$100 per certification. Board members supported the request, contingent on work load priorities as directed by the district administrator.

**Upcoming Meetings:**

**Board Approval:**

**2017/10-5 Motion by Voigt, seconded by Lewis authorizing all Supervisors and the district administrator to attend the 2017 MASWCD Annual Convention – December 3-5 in Bloomington.**

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

**Informational:**

- Koochiching County Local Water Management Plan Public Hearing – October 10 in the County Board Room (11:00)
- Wood Ash 3<sup>rd</sup> Quarter Meeting – October 16 in International Falls (2:00)
- Rainy River Watershed Kick-off Meeting – October 23 in Ranier (4:30-6:30)
- Rapid River/Lower Rainy River Watershed Kick-off Meeting – October 24 in Birchdale (4:30-6:30)

**Confirm Next Meeting Date:**

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

**Adjourn Meeting:**

**2017/10-6 Motion by Voigt, seconded by Lewis to adjourn the meeting at 8:25 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 October 2<sup>nd</sup>, 2017**

### **Conservation Stewardship Program (CSP)**

This week I am working on CSP renewals. There are 5 contracts renewing. One was ineligible for renewal and one cancelled. Renewals will need to be fully completed by the end of November.

Next week, I will begin processing annual payments and verifying documentation that all enhancements have been completed. Payments will need to be completed by December 15<sup>th</sup>.

There are 58 active CSP contracts for Koochiching County. Payments this year will total \$216,855 for Koochiching County participants.

### **Environmental Quality Incentives Program (EQIP)**

We received seven new EQIP applications for Koochiching County – six forest management plans and a tree planting plan.

There are 7 active EQIP contracts for Koochiching County – 3 forest management plans, 1 pollinator habitat plan and 3 prescribed grazing systems. Two forest management plans were completed and paid since the last meeting. Tom Gervais certified prescribed grazing on one of the prescribed grazing contracts and that was also paid.

So far in 2017, 7 contracts were completed. 8 contracts have received payments totaling \$21,932.56.

### **Trainings/Meetings Attended**

Area VIII fall tour

### **Upcoming**

Oct 6<sup>th</sup> – Leave  
Oct 9<sup>th</sup> – Holiday  
Oct 19<sup>th</sup>-20<sup>th</sup> –Leave  
Oct 24<sup>th</sup> – Area Meeting in Detroit Lakes

**Personnel Updates:** No news

## Koochiching SWCD District Administrator Report

September 2017

- ) **Boise Wood Ash:**
  - Landowner sampling assistance
- ) **Buffer Law:**
  - Staff presentation for tour
- ) **BWSR Conservation Delivery:**
  - Board meeting prep/follow-up items; Area 8 tour planning; Area 8 set-up and tour/meeting; travel to Brainerd as per BWSR request (BC interviews)
- ) **Natural Resource Block Grant:**
  - Water Plan update-ongoing; water plan review with County Commissioner; public hearing notice and final draft water plan uploaded for public review

### **General Administration:**

- ) 2016 financial audit review/approval; year-end template review/comment for BWSR; Grant tracking; 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

## September 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 and EPA on potential and existing WCA violations.
- Work with county staff on cartway info./wetland banking info.

### 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

- Sampling mainly on rain event basis now.
- 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.
- Conference calls with MPCA staff on continued sampling.

### Rainy Basin

- Work with Sam on culvert assessment.

### Flood Relief – Cost Share

- Work with Koochiching County Highway Department and BWSR on contacts for project installation/project completion near Littlefork.

### Miscellaneous

- Work with County staff and SWCD staff for water plan updates.
- Area 8 tour

Submitted by: Eric Olson

# Water Resource Specialist Report

## September 2017

### AIS

- Inspection program
- Work with Always There Staffing
- AIS Budget for 2018
- Decon unit fill
- Decon Winterization

### Rainy Basin

- Sampling planning with MPCA Project Manager
- Rainy River Sampling/review with MPCA
- National Lakes Assessment review W/ MPCA staff
- Culvert assessment work
- BANCS work with MPCA staff

### SWAG

- Sampling
- Sampling prep
- Pre-sampling call w/ MPCA and LOW SWCD

### Local Capacity

- Water plan
- Landowner questions/walk-in
- County Mapping
- Water Plan mapping
- Rat Root Site work
- Area 8 Meeting Prep/Planning
- Area 8 Meeting

### Miscellaneous

- Emails

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

September 2017

## Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Processed contracts for several upcoming Forest Stewardship Plans and began field work.
- J Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- J Worked with staff with mapping and writing the County Water Plan.
- J Worked with staff on organization of the Area 8 Tour.
- J Coordinating and organizing Tree Farm recertifications.
- J Discussed coordination between District and MN DNR with new PFM Forester in Littlefork.
- J Attended the last Water Plan Advisory Committee meeting.

## NIPF 2

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Sent 336 Little Fork Watershed landowners invitation letters throughout Koochiching, St. Louis and Itasca Counties.
- J Signed & coordinated the writing of 2 new Forest Stewardship Plans.
- J Processed final invoices and survey results.

## MN Buffer Initiative

- J Reviewed BWSR and MN DNR Buffer Law updates and guidance as they became available
- J Coordinating with the County Buffer Committee in establishing local jurisdiction and processes.
- J Determined that Koochiching County is much higher than the assessed 95% buffer compliance.
- J Sent Landowner Buffer Law Contact Letter to landowners who may be affected.
- J Addressed responses to the buffer letter and discussed landowner options.
- J Continued field "roadside" checks of buffer law affected parcels.
- J Continued thorough review of buffer mapping affected parcels.

Submitted by: James Aasen

Forest Resource Specialist

# Koochiching SWCD Program Coordinator Report

## September 2017

### AIS

- ) Trail's End Youth Day

### Local Capacity:

- ) eLINK data entry
- ) continued assisting with planning education component of the water plan
- ) Attended September 6 NLC meeting
- ) Area VIII Fall SWCD Tour and meeting
- ) Water Plan Advisory Committee (WPAC) on 9/5/17

### NRBG Grants

- ) Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
- ) Assisted in writing water plan
- ) eLINK data entry reporting
- ) Water Plan writing

### Rainy Basin MPCA

- ) Presented to the Area VIII Fall Tour about the Watson Landing project
- ) Prep for October 23 and October 24 civic engagement kick-off events

### 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
- ) 3<sup>rd</sup> Quarter Partner Meeting: October 16<sup>th</sup>, PCA, 2:00

### General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; reporting; website maintenance; holiday; Area VIII meeting prep

Submitted by:

Jolén Simon

Program Coordinator