

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, SEPTEMBER 14, 2015**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Richard Dreher	District IV
Members Absent:	Eldon Voigt	District III
	Al Linder	District V
Others Present:	Pam Tomevi	District Administrator
	Eric Olson	District Technician
	Jolén Simon	Program Coordinator
	Sam Soderman	District Technician Assistant
	Kelly Voigt	NRCS District Conservationist

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

- 2015/9-1 Motion by Lewis, seconded by Dreher to approve the agenda.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**
- 2015/9-2 Motion by Lewis, seconded by Dreher to approve the minutes dated August 3, 2015 with corrections.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**
- 2015/9-3 Motion by Dreher, seconded by Lewis to approve the Treasurer's Reports ending July 31, 2015 as presented.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**
- 2015/9-4 Motion by Lewis, seconded by Dreher to approve Accounts Payable in the amount of \$18,240.17 (details on file).
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Supervisor Reports:

Dreher reported on his attendance at the Big Fork River Board Meeting in Bigfork on August 24th.

NRCS Report:

Discussion included Conservation Stewardship renewals (20 between Lake of the Woods and Koochiching Counties), 150 CSP contracts between the 2 counties, and the Assistant State Conservationist for Field Operations is now back part-time and would like to visit an SWC D board meeting when he is able.

District Administrator Report:

See attached. Discussion also included the MASWCD Outstanding Conservationist and Outstanding Forester.

- 2015/9-5 Motion by Lewis, seconded by Dreher to amend previous board motions 2015/8-7 and 2014/8-8 to specify that the nominees for the Outstanding Forest Steward and the Outstanding Conservationist are for the 2016 calendar year.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

District Technician Report:

See attached.

District Technician Assistant Report:

See attached.

Program Coordinator Report:

See attached.

NEW BUSINESS:

Buffer Implementation/Ag Water WQCP Grants:

**2015/9-6 Motion by Dreher, seconded by Aitchison to authorize the development of a work plan for the Buffer Implementation and Ag Water Grants by the next board meeting.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Website Redesign:

**2015/9-7 Motion by Dreher, seconded by Lewis authorizing the district administrator to contract for website development services using a WordPress platform.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Change Credit Card:

The district administrator reported that the current credit card does not have an annual fee but also does not offer any membership benefits and suggested switching to a different business credit card that would provide cash back rewards with no annual fee.

**2015/9-8 Motion by Lewis, seconded by Dreher authorizing the district administrator to cancel the current District credit card with Bremer and apply for a new business credit card with no annual fee and cash back rewards.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Orr Trout Stream Restoration Bid Selection:

The North St. Louis SWCD Board of Supervisors authorized the Koochiching SWCD Board of Supervisors to award contracts for work associated with the Orr Area Trout Stream Restoration project funded through a Conservation Partners Legacy (CPL) grant.

**2015/9-9 Motion by Dreher, seconded by Lewis to award the Bulldog Hanson Trout Stream contract to Up North Builders and the Lost River contract to Gladen Construction.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

BWSR Grant Agreements:

**2015/9-10 Motion by Dreher, seconded by Lewis to authorize the district administrator as the representative to sign the 2015 Minnesota Flood Relief Grant Phase 2 and 2016 Conservation Delivery/State Cost-Share Fund Grants.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

CPL Applications:

**2015/9-11 Motion by Lewis, seconded by Dreher to authorize the district administrator to submit two Conservation Partners Legacy (CPL) grants, one for Reedy Flats Habitat Protection/Public Access and one for Rat Root River Habitat Enhancement.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Island View Sanitary Sewer Project Funding Support Letter

**2015/9-12 Motion by Lewis, seconded by Dreher supporting the project and authorizing the chair to sign the letter of support as presented with changes as discussed.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Upcoming Meetings/Trainings:

Discussed and reviewed the following upcoming event attendance:

-) Little Fork River Board Meeting October 7 in International Falls
-) Big Fork River Watershed Civic Engagement Meeting October 23 in Marcell

**2015/9-13 Motion by Lewis, seconded by Dreher authorizing all staff to attend the 2015 BWSR Academy in Breezy Point October 27-29.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

General Business:

Dreher discussed the expansion of the Big Fall park area.

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, October 5, 2015 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

**2015/9-14 Motion by Lewis, seconded by Dreher to adjourn the meeting at 8:45 p.m.
Voting yes: Lewis, Aitchison, Dreher. Motion carried.**

Submitted by:

Board Secretary, Al Linder

Date

Approved:

Board Chairman, George Aitchison

Date

Koochiching SWCD District Administrator Report

August 2015

Boise Wood Ash:

) Landowner letter

BWSR Conservation Delivery:

) Meeting with Chad Severts re: Flood Relief funding and project criteria

County Projects:

District Programs:

) Local Work Group meeting prep; Board meeting prep/attendance/follow-up items; Board minutes/agenda; website maintenance; software install on new laptop; complete data request from SmarProcure for 2010-current purchase orders; Leadership press release; staff meetings/training

Financial/Administration:

) 2015 budget updates; Audit prep and 2014 financial audit with Michael Peterson; 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

MFRC-Northern Landscape Committee:

) 9/2 meeting; Grant 7 work plan discussion; committee support; logger site level guideline training discussion

MPCA Contracts:

) Invoicing/deliverables; partner meetings; contract change orders; website design quotes

NRBG:

) CPL grant application prep for Reedy Flats (County) and Rat Root River (Rainy Lake Sportfishing Club); Rainy-Namakan Lake Rule Curve Study Board meetings/presentation; public meetings; Bi-national Lake Association Network event

NSL CPL Orr Area Trout Stream:

) RFP/newspaper announcements; Landowner info; contractor bid questions; bid collection/opening/review process

Vacation:

) August 31

Submitted by:

Pam Tomevi

District Administrator

District Technician Report

August 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.
- Held TEP meeting to cover many projects this summer also onsite for wetland bank review.

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.

Water Quality

- Continued sampling and yearly training.
- Data entering and revisions to PCA.
- Assist Sam with some sampling efforts due to NSL busy schedule.
- Running FLUX application on 4 sites and review process with MPCA.

Cost Share

- Looking at potential projects and timing along with current budget.
- Chad Severts was up to discuss DRAP program and assist with protocol and reimbursement for landowners affected by the flood.
- Assist with contract language and bids for Nelson Park West project.

Shoreland

- Working with local contractors and landowners on permitting process for different projects.

Miscellaneous

- Orr trout stream work with DNR fisheries, pre bid meeting, and bid review with different people/agencies. Official contractors to be decided on 9/15.
- Assist Lands and Forests with permitting for Point O' Pines project and bids for project.
- Work with staff, sportfishing club, and DNR on new CPL grant proposal for the Rat Root River projects.
- Work with Lands and Forests, staff, and other agency members on CPL application for the acquisition of the Reedy Flats parcel on the Big Fork River.

Submitted by: Eric Olson

District Technician Assistant Report August 2015

Rainy Basin WRAPS

- International story map
- Sampling sites, planning/review

WPLMN

- Sampling

NSL SWAG

- Sampling lakes (1 time) and streams (3 times)
- Get Sampling equipment ready

MPCA NSL CE

- Recruit volunteers for monitoring
- Watershed sampling schedule/locations
- Biological Stressor identification work
- Sampling prep
- Sampling
- Talk with Johnson lake boater
- YSI problems/fixing

AIS

- Emails, Research
- Zebra Mussel sampling plan
- Build Zebra Mussel traps
- Attend Big Fork River Board meeting

Miscellaneous

- Emails, office work, meeting prep, walk-ins
- Truck tires

Submitted by: Sam Soderman

Koochiching SWCD Program Coordinator Report

August 2015

Local Water Management

-) Climatology data entry and mail forms to U of M/report hours to NRCS
-) Board meeting items
-) Letter of Support for Island View Sanitary Sewer Project
-) Prep for, attend, and follow-up for Local Work Group Meeting
-) Update eLink
-) Assist with CPL grant applications

MPCA Rainy Basin WRAPS

-) Met with RESPEC, MPCA, and Itasca SWCD on multiple phone calls and emails to prep for Big Fork River Watershed TMDL process
-) Attended, assisted with August 21 civic engagement meeting in Marcell, MN
-) Planning for future projects in Little Fork River Watershed and other watersheds
-) Time tracking document update
-) Website research and planning

Boise Wood Ash

-) End User Forms sent, and up to date
-) Customer assistance
-) Letter to landowners outside 50 miles-moratorium
-) Update summary, hauling reports and spreading reports
-) Meet with contractor for reporting updates
-) Update quarterly reports

MFRC Northern Landscape Committee

-) Prepare materials and luncheon planning for NLC Meeting (to be on 9/2/15)

District Programs

Customer walk-in general assistance; plat book customer assistance and mailings; board meeting prep; minutes; board meeting; timesheet updating; meeting, and minutes; email cleanup; reporting; website maintenance; Leadership group project planning; Leadership event in Grand Rapids (8/12-8/13)

Submitted by:

Jolén Simon

Program Coordinator