

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE COUNTY BOARD ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, DECEMBER 11, 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
	Jolen Simon	Program Coordinator
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	James Aasen	Forest Resource Specialist
	Kelly Voigt	NRCS District Conservationist
	Kevin Adee	Koochiching County Commissioner

Chair Dreher called the meeting to order at 6:06 p.m.

- 2017/12-1 Motion by Lewis, seconded by Linder to approve the agenda as presented.  
Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.**
- 2017/12-2 Motion by Voigt, seconded by Lewis to approve the minutes dated November 6, 2017 as presented.  
Voting yes: Lewis, Voigt, Dreher, Linder. Absent for Vote: Aitchison. Motion carried.**
- 2017/12-3 Motion by Linder, seconded by Lewis to amend the Treasurer's Report ending 10/31/17 and to approve the Treasurer's report ending November 30, 2017 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/12-4 Motion by Lewis, seconded by Voigt allowing payment of ordinary and necessary bills between December 12, 2017 and January 8, 2018, not to exceed budget.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/12-5 Motion by Lewis, seconded by Aitchison to ratify paid bills, check numbers 10243 to 10303 including electronic transfers, in the total amount of \$115,878.28 (details on file for October and November 2017).  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/12-6 Motion by Voigt, seconded by Linder authorizing payment of the following additional expenses: NACD dues for \$775, nursery dealer certificate renewal up to \$500, renewal of the Conservation Volunteer and Outdoor News subscriptions up to \$140, and the district administrator's employee expense report for \$640.34.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

### **Supervisor Reports**

Voigt reported on his attendance at the MASWCD Annual Convention. Discussion included alternative practices such as grass waterways, no till, and cover crops for buffer compliance. Palmer amaranth is a noxious weed that is now a problem within Minnesota due to a contaminated conservation seed source. The MN SWCD Forestry Association is considering asking each District in Area III and VIII to consider donating \$4,000 toward the salary of the Area III and VIII SWCD Forester position. There was discussion that having a dedicated forester has been helpful to districts and could assist the Koochiching SWCD District in setting up seminars for landowners. There is also a possibility of RIM for forestry in Koochiching County. The district administrator noted that Kelly Voigt will be training the forest resource specialist on tree planting to do conservation practice spot checks.

Linder reported on his attendance at the buffer meeting and reported that some counties have stated that they will not be accepting jurisdiction of the buffer law. Koochiching County elected to accept jurisdiction in an effort to ensuring that local landowners will be able to work with local government.

### **NRCS Report**

See attached.

The Civil Rights Responsibilities for Partners was reviewed and signed by the Board.

**2017/12-7 Motion by Voigt, seconded by Lewis accepting the NRCS/USDA Civil Rights Responsibilities for Partners and authorizing signatures by all Board members.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

### **District Administrator Report**

See attached.

Discussion also included three County/SWCD Contract Service Agreements: 2017-2018 Buffer Compliance, 2018 Natural Resources Block Grant (NRBG), and 2018 General Allocation.

The district administrator presented a request by the IJC to be appointed to a seat on the International Rainy-Lake of the Woods Watershed Board. The Board gave verbal support for the district administrator to accept the appointment pending her approval.

### **Resource Conservationist Report**

See attached.

Discussion also included questions regarding recent wetland reviews, upcoming road construction, and the most recent Rat Root River riffle construction.

### **Water Resources Specialist Report**

See attached.

### **Forest Resource Specialist Report**

See attached.

### **Program Coordinator**

See attached.

### **NEW BUSINESS**

The Koochiching SWCD will partner with North St. Louis and Itasca SWCDs to complete surface water monitoring throughout the Little Fork River Watershed. Koochiching SWCD will act as the fiscal agent of the grant.

**2017/12-8** Motion by Voigt, seconded by Lewis authorizing the district administrator as the authorized representative and signer for the FY18 Little Fork River Watershed Surface Water Assessment Grant (SWAG).  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**2017/12-9** Motion by Lewis, seconded by Voigt authorizing the revised designated fund balance of \$5,000 for equipment plus the value of the long-term liability for staff severance as of 12/31/17.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**Upcoming Meetings:**

**Board Approval:**

**2017/12-10** Motion by Voigt, seconded by Lewis authorizing Linder and the district administrator to attend the Annual Area VIII Manager/Chair Meeting in Bemidji on January 3..  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**GENERAL BUSINESS**

The district administrator presented Linder with a 20-year service pin, Voigt with a 10-year service pin, and Aitchison with a 5-year service pin.

**Confirm Next Meeting Date:**

The next reorganizational board meeting of the Koochiching SWCD will be held on Monday, January 8, 2018 at 6:00 p.m. in the courthouse board meeting room.

**Adjourn Meeting:**

**2017/12-11** Motion by Lewis, seconded by Aitchison to adjourn the meeting at 7:34 p.m.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**Submitted by:**

\_\_\_\_\_  
Board Secretary, Ralph Lewis

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Board Chairman, Richard Dreher

\_\_\_\_\_  
Date



Natural Resources Conservation Service  
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**District Conservationist Report  
Koochiching SWCD board meeting  
December 11<sup>th</sup>, 2017**

**Conservation Stewardship Program (CSP)**

The renewal contracts have been signed and obligated. Three out of eight contracts renewed. The annual base payment for the three contracts will be \$7266. The new CSP has payments for each enhancement applied in addition to the base payment.

CSP payment processing is nearly complete. 99 out of 131 payments have been approved. The remaining contracts will be paid in January. Payments will total \$216,855 for Koochiching County participants.

We have 10 new CSP applications for Koochiching County.

There are now 53 active CSP contracts for Koochiching County.

**Environmental Quality Incentives Program (EQIP)**

The seven new EQIP applications will be processed starting next week.

There are 7 active EQIP contracts for Koochiching County – 3 forest management plans, 1 pollinator habitat plan and 3 prescribed grazing systems. Fence for one of the grazing systems is pending a field check.

**Trainings/Meetings Attended**

MASWCD convention

**Upcoming**

Dec 18<sup>th</sup>-19<sup>th</sup> – Annual Leave  
Dec 25<sup>th</sup>, Jan 1<sup>st</sup> – Holidays

**Personnel Updates:** The new Soil Conservationist – Matt Rose - will start January 7<sup>th</sup>. 😊!!

# **Koochiching SWCD District Administrator Report**

**November 2017**

- **Aquatic Invasive Species:**
- **Boise Wood Ash:**
  - Landowner assistance with soil samples
- **Buffer Law:**
  - County ordinance; County Buffer Compliance Service Agreement 2017-2018
- **BWSR Flood Cost Share:**
  - Final project review; contract file review/complete; eLINK
- **District and County:**
  - 2018 time tracker/treasurer report form updates; new computer/program install for forest resource specialist; NRBG/General Allocation Service Agreements with County; MASWCD Convention presentation
- **LF-NIPF2:**
  - Landowner FS contracts; grant tracking/update to invoices; work plan/budget review; legislative tour discussion
- **Local Capacity**
  - Administration/staff coordination; FY18 work plan
- **MPCA Contracts**
  - WPLMN WebEx on amendment/new contract; LF WRAPS review with Commissioner Adee;
- **Natural Resource Block Grant:**

## **General Administration:**

- Grant tracking; Board meeting prep/follow-up items; 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

## November 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 county staff on cartway 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.

### CPL – RRR

- Work with DNR/hwy. department on riffle locations/surveying results and data compiling.

### Water Quality

- Sampling mainly on monthly 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.
- Sampling major sites only for winter months.

### Rainy Basin

- Work with Sam on culvert assessment.

### Miscellaneous

- BWSR Academy
- Vacation

Submitted by: Eric Olson

# Water Resource Specialist Report

## November 2017

### AIS

- Inspection program
- AIS invoicing

### Rainy Basin

- Rainy River Sampling review with MPCA
- National Lakes Assessment review W/ MPCA staff
- Culvert assessment work in Littlefork watershed
- BANCS work with MPCA staff

### SWAG

- Sampling end of year
- Pre-sampling call w/ MPCA and LOW SWCD

### Local Capacity

- Water plan
- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping
- Public hearing
- BWSR Academy

### WPLMN

- Sampling planning/meeting
- FLUX review, catchup

### Miscellaneous

- Emails
- COMP time used

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

*December 2017*

## **Local Capacity-Forestry**

- Researched general forestry and forest health topics.
- Processed contracts for several upcoming Forest Stewardship Plans and began field work.
- Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- Completed a forest stewardship plans and began another.
- Completed NRCS Tree Planting Plan Training
- Participated in the Northern Landscape Committee Meeting
- Organized the discussion of a legislative forestry tour for the Northern Landscape Committee with several local partners.
- Made amendments to the Koochiching Water Plan Draft.

## **Cooperative Weed Management Area**

Coordinated and organized a renewed conversation about the establishment of a local CWMA.

## **NIPF 2**

- Discussed and promoted the project as landowners respond to the invitation letters.
- Processed final invoices and survey results.

## **MN Buffer Initiative**

- Reviewed BWSR and MN DNR Buffer Law updates and guidance as they became available
- Coordinating with the County Buffer Committee in establishing local jurisdiction and processes.
- Addressed responses to the buffer letter and discussed landowner options.
- Helped the county ESD draft the county buffer ordinance and prepare for public comment meeting.
- Continued thorough review and updating of buffer mapping affected parcels.

## **District Tree Program**

- Inventoried last year's tree orders and determined tree order amounts for 2018.
- Ordered trees and coordinated with several landowners on special orders.

Submitted by: James Aasen

*Forest Resource Specialist*



# **Koochiching SWCD Program Coordinator Report**

## **November 2017**

### **Local Capacity:**

- eLINK data entry
- BWSR Academy Sessions
- FY18 Work Plan and Budget
- Northern Landscape Committee Meeting Planning
- Reviewed draft water plan for final updates

### **Rainy Basin MPCA**

- Amendment-move staff hours and update tasks
- Worked with Lake of the Woods Sustainability Foundation on an international calendar

### **PCA 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
- Met with contractor periodically to discuss hauling/spreading progress

### **NRBG Grants**

- Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
- Final edits water plan
- eLINK data entry reporting

### **General Administration**

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; attend sessions and travel home from BWSR Academy; create 2018 timesheet; credit card tracking; holiday (Veteran's Day); vacation

Submitted by:

Jolén Simon

Program Coordinator