

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, MARCH 5, 2018**

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
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner

Chair Linder called the meeting to order at 6:02 p.m.

- 2018/3-1 Motion by Dreher, seconded by Lewis to approve the agenda with additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/3-2 Motion by Lewis, seconded by Aitchison to approve the minutes dated February 5, 2018 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/3-3 Motion by Lewis, seconded by Dreher to approve the Treasurer's report ending February 28, 2018 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/3-4 Motion by Lewis, seconded by Aitchison to approve Accounts Payable in the amount of \$359.70 (details on file) and to allow payment of ordinary and necessary bills between March 6, 2018 and April 2, 2018, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/3-5 Motion by Lewis, seconded by Dreher to ratify paid bills, check numbers 10358 to 10382 including electronic transfers, in the total amount of \$28,346.23 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Supervisor Reports

Dreher reported on his attendance at the Area VIII meeting in Bemidji and at the wood ash quarterly partner meeting.

Aitchison reported on his attendance at the Area VIII meeting and asked that agendas be sent in advance for these meetings in the future.

NRCS Report

The SWCD district administrator reported that NRCS District Conservationist, Kelly Voigt, has vacated her position as of Friday, March 2nd. Updates will be given as more information on her replacement is available.

District Administrator Report

See attached.

Resource Conservationist Report

See attached.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

Program Coordinator

See attached.

NEW BUSINESS

FY2018 Local Capacity Amendment

2018/3-6 Motion by Lewis, seconded by Aitchison authorizing the district administrator’s signature on the FY2018 Local Capacity amendment.

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

Local Work Group

2018/3-7 Motion by Lewis, seconded by Aitchison authorizing the Local Work Group to be held on April 2nd, 2018 at 6:00, preceding the regular SWCD Board Meeting.

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

2018 AIS Inspector Program:

2018/3-8 Motion by Lewis, seconded by Aitchison authorizing the district administrator’s signature on the contract with Always There Staffing for the hiring of 2018 Seasonal AIS Watercraft Inspectors.

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

Upcoming Meetings:

2018/3-9 Motion by Lewis, seconded by Aitchison to table the 2018 Board/Staff Retreat until fall.

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

Informational:

Aitchison and Dreher to attend the Big Fork River Board Meeting in Big Falls on April 23rd, at 5:30 p.m.
Program coordinator to attend the Area VIII Envirothon in Bemidji on May 2nd.

General Business: Staff shared a project map, to be included in the 2017 Annual Report, highlighting 2016-2018 projects that were enhanced or made possible by the Local Capacity Funding.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, April 2, 2018 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2018/3-10 Motion by Dreher, seconded by Aitchison to adjourn the meeting at 7:32 p.m.

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

Submitted by:

Board Secretary, George Aitchison

Date

Approved:

Board Chairman, Al Linder

Date

Koochiching SWCD District Administrator Report

February 2018

- **BWSR/County Buffer:**
 - Buffer cost share review and landowner calculations; returned funds form/payment to BWSR
- **CPL-Rat Root River:**
 - Contracts and permit applications for riffle construction;
- **Conservation Delivery**
 - Exit meeting with NRCS District Conservationist/final day March 2;
- **LF-NIPF2:**
 - Landowner FS contracts; grant tracking/update to invoices; work plan/budget review; PFM matrix/goal review with MFRC
- **Local Capacity**
 - Administration/staff coordination; Forest Stewardship contracts/invoices;
- **MPCA Contracts**
 - WPLMN amendment; watershed updates to website; updated GIS maps;
- **Natural Resource Block Grant:**
 - eLink reporting; partner meetings on wetland bog walk project/LCCMR grant draft; response document to address state agency comments and final revisions to the water plan; water plan presentation outline for the March 7th Northern Regional Committee review; discussion with graphic designer on water plan summary materials;

General Administration:

- Prep for BWSR year-end financial report; 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

February 2018

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 local organization on submitting grant application documents regarding proposed projects and impacts.
- Year end tasks with county and highway project applications.

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.
- Quarterly meeting with PCA/DH contracting.

CPL – RRR

- Permitting, working with DNR on project planning/details, award bids, contacting landowners, general logistics and tasks for project.

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.
- Switching over to amended contracts for additional sampling and grant changes with MPCA.

Miscellaneous

- Work/plan projects with RLPOA and VNP for invasive cattail removal and effectiveness.
- Meet with Polar Polers ski club for potential LCCMR plans and grant proposals.

Submitted by: Eric Olson

Water Resource Specialist Report

February 2018

AIS

- Inspection program
- AIS invoicing
- 2018 Inspection program planning
- 4th quarter billing

Rainy Basin

- Contract amendments/changes
- LF sampling contract writeup changes
- Sampling planning with MPCA staff
- Culvert inventory review

SWAG

- Contract Changes
- Budget review
- Pre-sampling call w/ MPCA and LOW SWCD

Local Capacity

- Water plan
- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping
- MapLogic download and review for plat book

WPLMN

- Sampling
- FLUX review, catchup

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

February 2018

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.
- Continued NRCS Technical Service Provider Application and registered for Ag Learn Training.

Cooperative Weed Management Area

Collected management templates, previous partner agreements, invited new agencies and partners to participate, and continued establishment process with the MN DNR Northeast Planner.

NIPF 2

- Discussed and promoted the project as landowners respond to the invitation letters.
- Processed final invoices and survey results.
- Worked on creation of the project book.

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.
- Continued thorough review and updating of buffer mapping affected parcels.
- Attended and answered questions at the county buffer ordinance public comment meeting.
- Called all currently affected landowners to offer cost-share while it's available.
- Designed buffers in area's requiring installation and created estimates for project costs.

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 including trees for buffer strip installation.
- Tracked tree orders as they came in.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

February 2018

Local Capacity:

- Assist with water plan state comments updates and responses
- Envirothon volunteer recruitment
- Revamp tree pages on website
- Distributed tree forms throughout Koochiching County
- Prepared the 2017 Annual Activity Report

Rainy Basin MPCA

- Updated watershed website – new map representing current watershed boundaries

Rainy Basin International & Watershed Coordinator

- Met with Lake of the Woods Sustainability Foundation (LOWWSF), U of M, and MPCA to establish a baseline plan for training on interviews
- Initial training on civic engagement interviews planning for March

PCA Wood Ash

- End User Forms sent, and up to date
- Updated permits, and spreading
- Update summary, hauling reports and spreading reports, permit coversheets
- Met with contractor periodically to discuss hauling/spreading progress
- Participated in quarterly partner meeting
- Called list of landowners responsible for spreading own ash, reduced list by almost 30%

NRBG Grants

- Climatology data entry and mail forms to U of M, submit to NRCS
- eLINK data entry reporting

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; credit card tracking; holiday; vacation

Submitted by:

Jolén Simon

Program Coordinator