

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, APRIL 2, 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
	Kathy Fillmore	NRCS District Conservationist
	Matt Gouin	Environmental Services Director

The regular SWCD Board meeting was preceded by the 2019 NRCS Local Work Group Meeting (see attached).

Chair Linder called the meeting to order at 7:08 p.m.

- 2018/4-1 Motion by Dreher, seconded by Aitchison to approve the agenda with additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/4-2 Motion by Voigt, seconded by Dreher to approve the minutes dated March 5, 2018 with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/4-3 Motion by Voigt, seconded by Dreher to approve the Treasurer's report ending March 31, 2018 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/4-4 Motion by Voigt, seconded by Lewis to approve Accounts Payable in the amount of \$855.00 (details on file) and to allow payment of ordinary and necessary bills between April 3, 2018 and May 7, 2018, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2018/4-5 Motion by Voigt, seconded by Lewis to ratify paid bills, check numbers 10383 to 10405 including electronic transfers, in the total amount of \$28,508.39 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Guest Introductions

Matt Gouin introduced himself as the new Environmental Services Director, replacing Dale Olson who retired in March. Gouin stated he looks forward to working with the SWCD.

Supervisor Reports

Voigt reported on his attendance at Legislative Days, including meetings with Representative Rob Ecklund, Senator Tom Bakk and Senator David Tomassoni. A thank you note will be sent to each of them for meeting with us during Legislative Days. Highlights involved taxing authority and Conservation Reserve and Enhancement Program (CREP).

Voigt also discussed his review of the MPCA's Little Fork River Watershed Total Maximum Daily Load (TMDL) and the 2018-2028 Koochiching County Comprehensive Local Water Management Plan focusing on how they work together.

Voigt informed the Board about upcoming meetings by the Department of Transportation and asked for permission to attend.

2018/4-6 Motion by Aitchison, seconded by Lewis authorizing Voigt to attend the following Department of Transportation meetings:

- **April 3rd: Highway 11 bridge replacement meeting in Ranier**
 - **April 5th: 2018 Trunk Highway 53 Public Open House in International Falls**
- Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Linder discussed the possibility of publishing the SWCD minutes in the local newspaper. The Education/Outreach Committee will meet with the Program Coordinator to discuss options for SWCD promotion.

NRCS

Kathy Fillmore, District Conservationist for Roseau County, introduced herself and discussed her assistance to Lake of the Woods and Koochiching County during the current absence of a District Conservationist in the Baudette field office.

District Administrator Report

See attached.

Resource Conservationist Report

Discussion included status updates on current Highway projects and the Rat Root River riffle project.

Water Resources Specialist Report

See attached.

Forest Resource Specialist Report

See attached.

2018/4-7 Motion by Aitchison, seconded by Lewis authorizing the Board to attend the Cooperative Weed Management meeting on April 17th in Littlefork.

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

Program Coordinator

See attached.

NEW BUSINESS

Big Fork River Board Donation

2018/4-8 Motion by Lewis, seconded by Voigt authorizing a donation to the Big Fork River Board in the amount of \$250.00 for monitoring assistance.

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

Discussion also included a change in the next regular meeting date: The Big Fork River Board Meeting will now be held on April 30th.

Resolution to Waive BWSR WCA Funds Transfer Requirement

2018/4-9 Motion by Voigt, seconded by Aitchison adopting Resolution No. 2018-04-02-2 *Waiving the BWSR 120-Day Transfer Of WCA Funds Requirement.*

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

Resolution to Adopt the 2018-2028 Koochiching County Comprehensive Local Water Management Plan

2018/4-10 Motion by Voigt, seconded by Lewis adopting Resolution No. 2018-04-02-1 *Adopting the Koochiching County Comprehensive Local Water Management Plan as the Comprehensive Plan of the Koochiching SWCD.*

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

Upcoming Meetings:

2018/4-11 Motion by Voigt, seconded by Lewis authorizing the following meeting attendance:

- District Administrator - IRLWWB appearance/meetings with International Joint Commission (IJC), April 23-27, Washington D.C.
- Program Coordinator and Board - Upper/Lower Red Lake WRAPS Meeting, April 24, Kelliher (4:00 p.m.)

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

General Business:

The Big Falls Wellhead Protection plan was presented to Chair Linder for review.

Aitchison reported on his attendance at a presentation by the Polar Polers Ski Club regarding the bog walk project on Tilson Creek Ski Trail.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, May 7, 2018 at 7:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2018/4-12 Motion by Dreher, seconded by Aitchison to adjourn the meeting at 8:36 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

March 2018

) Local Capacity

- Administration/staff coordination; Forest Stewardship contracts/invoices; Legislative briefing in St Paul; work plan amendments; eLINK updates; landowner assistance on native pollinators; draft brochures on district capacity and forestry programs;

) MPCA Contracts

- Rainy Basin amendment; watershed updates to website; updated GIS maps; binational meeting on watershed coordination/education activities; Little Fork TMDL review

) Natural Resource Block Grant

- eLink reporting; Water Quality Forum; Rule Curve/International Rainy-Lake of the Woods Watershed Board/Water Levels Committee meetings; Water Plan presentation to the Northern Regional Committee in Bemidji; draft resolutions on Water Plan adoption and BWSR WCA funding transfer requirement waiver; RBA/Resolution/final Water Plan copies to County Board for Water Plan adoption process; begin BBR outline

General Administration

-) MCIT Risk Assessment; Completed 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

Water Resource Specialist Report

March 2018

AIS

- Inspection program
- 2018 Inspection program planning
- Work with county to get documents and inspection plan ready
- Aquatic invaders summits

Rainy Basin

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

SWAG

- Pre-sampling prep
- 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
- Watershed Forum

WPLMN

- Sampling
- WebEx trainings
- FLUX review, catchup

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

March 2018

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 Completed two forest stewardship plans and began another.
- J Completed NRCS Technical Service Provider Application and Ag Learn Training and sample training plan and submitted to the state TSP coordinator.
- J Helped plan, setup, and present district outreach information at the 2018 Outdoor Expo.

Cooperative Weed Management Area

- J Helped organize and participate in the Koochiching CWMA Public Meeting in Littlefork.
- J 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

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Processed final invoices and survey results.
- J Worked on creation of the project book.
- J Expanded Forest Plan Tracking for grants and collected data.

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 Addressed responses to the buffer letter and discussed landowner options.
- J Continued thorough review and updating of buffer mapping affected parcels.

District Tree Program

- J Inventoried last year's tree orders and determined tree order amounts for 2018.
- J Ordered additional trees and tree planting accessories as requests occurred.
- J Tracked tree orders as they came in.

Submitted by: James Aasen

Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

March 2018

AIS

-) Updated AIS website and social media with 2018 information and summer position announcement

Local Capacity:

-) Environmental Education Days volunteer recruitment
-) Finalized 2017 Annual Activity Report
-) Updated Northern Landscape Committee meeting notes
-) Presented at Indus to teachers in preparation for the upcoming We Run for Water event
-) Planning for International Falls school event for Earth Day – water quality activities

Rainy Basin MPCA

-) Participated in the 2018 Civic Engagement Workshop
-) Participated in the 2018 International Watershed Forum
-) Began planning with LOWWSF and schools for 2018 drain stencil project
-) Drain stencil planning for I. Falls and Fort Frances

Rainy Basin International & Watershed Coordinator

-) Participated in training for interviews via U of M
-) Participated in follow-up meetings with MPCA and LOWWSF for interview planning training

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

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS
-) eLINK data entry reporting
-) Planning for Environmental Education Days and Household Hazardous Waste
-) Envirothon coordination
-) Local Work Group planning

General Administration

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

Submitted by:

Jolén Simon

Program Coordinator