

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
ANNUAL REORGANIZATIONAL BOARD MEETING
COURTHOUSE BASEMENT CONFERENCE ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, JANUARY 9, 2017**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Eldon Voigt	District III
	Richard Dreher	District IV

Members Absent:	Al Linder	District V
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Others Present:	Pam Tomevi	District Administrator
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	Jolén Simon	Program Coordinator
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner

Re-elected supervisor Eldon Voigt took the Oath of Office, witnessed by Ralph Lewis and Richard Dreher.

As per District policy to elect the chairman and vice chairman on a rotational basis, Supervisor Richard Dreher was elected Chair and Supervisor Al Linder was elected Vice Chair for the calendar year 2017. Supervisor Eldon Voigt accepted the office of Treasurer and Supervisor Ralph Lewis accepted the office of Secretary for the calendar year 2017.

Chair Dreher called the meeting to order at 6:12 p.m.

**2017/1-1 Motion by Lewis, seconded by Voigt to approve the agenda with corrections.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.**

2017/1-2 Motion by Lewis, seconded by Voigt to authorize committee member(s) and/or alternate(s) to attend scheduled committee meetings up to a maximum of 2 board members per meeting and approve committee assignments as follows:

- Budget Committee: Ralph Lewis/Eldon Voigt and Administrator
- Personnel Committee: Ralph Lewis/George Aitchison and Administrator
- Education/Public Relations Committee: Al Linder/Richard Dreher and Administrator
- North Central MN JPB: Al Linder (Eldon Voigt – Alternate)
- Laurentian RC&D: Al Linder (Eldon Voigt – Alternate)
- MN SWCD Forestry Association: Eldon Voigt (Ralph Lewis – Alternate)
- Big Fork River Board: Richard Dreher/ George Aitchison
- Little Fork/Rat Root River Board: Al Linder/George Aitchison
- Int'l Watershed Advisory Committee: Eldon Voigt/Ralph Lewis
- Wood Ash Committee: Richard Dreher/Al Linder
- Others (As deemed necessary and approved by the Board)

Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.

The Board approved the following reorganizational business:

- 2017/1-3** Motion by Lewis, seconded by Voigt to keep monthly meeting date and time as the first Monday of each month at 6:00 p.m. for November-April meetings and 7:00 p.m. for May-October meetings.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-4** Motion by Lewis, seconded by Voigt to keep supervisor compensation rates as \$75 for in county meetings and out of county meetings.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-5** Motion by Lewis, seconded by Voigt to adopt the 2017 mileage reimbursement rate set by the IRS.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-6** Motion by Lewis, seconded by Voigt designating Bremer Bank and Border State Bank as official depositories of the Koochiching SWCD (see MN Statute 118A.002).
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-7** Motion by Lewis, seconded by Voigt keeping The Journal as the official newspaper.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-8** Motion by Voigt, seconded by Lewis granting district check signing authority to Pam Tomevi, Jolén Simon, Ralph Lewis, and Eldon Voigt.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-9** Motion by Lewis, seconded by Voigt to approve the minutes dated December 12, 2016 as presented.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-10** Motion by Voigt, seconded by Lewis to approve the Treasurer's Report dated December 31, 2016 as presented.
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.
- 2017/1-11** Motion by Lewis, seconded by Voigt to approve Accounts Payable in the amount of \$14,571.44 (details on file).
Voting yes: Lewis, Voigt, Dreher. Absent for Vote: Aitchison. Motion carried.

Re-elected supervisor George Aitchison took the Oath of Office, witnessed by Ralph Lewis, Eldon Voigt, and Richard Dreher.

Supervisor Reports:

Voigt discussed the upcoming 2017 MASWCD Legislative Briefing & Day at the Capitol.

Dreher discussed his attendance at the Area VIII meeting. Koochiching will host the Area VIII Fall Tour, September 21-22, 2017. Speakers at the business meeting will discuss One Watershed One Plan.

Committee Reports:

- 2017/1-12** Motion by Voigt, seconded by Lewis to approve the 2017 operating budget as presented (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.

**2017/1-13 Motion by Aitchison, seconded by Lewis to approve PC 2017-1 staff wages and benefits as presented (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**

District Administrator Report:

See attached.

Discussion also included that USDA-NRCS District Conservationist will be back from leave in January.

Resource Conservationist Report:

See attached.

Water Resource Specialist Report:

See attached.

Forest Resource Specialist Report:

See attached.

Program Coordinator Report:

See attached.

NEW BUSINESS:

PERA Exclusion Report:

**2017/1-14 Motion by Lewis, seconded by Voigt authorizing the district administrator's signature on the 2016 PERA Exclusion Report.
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**

Upcoming Meetings/Trainings:

2017/1-15 Motion by Lewis, seconded by Aitchison authorizing the following meeting attendance:

- District administrator to attend the Rainy-Namakan Lakes Rule Curve Study Board meetings – February 6-9, 2017 in Ottawa;
- District administrator and Voigt to attend the 2017 MASWCD Legislative Briefing & Day at the Capitol – March 20-21 in St Paul;
- All Board and staff members to attend the 2017 International Rainy-Lake of the Woods Watershed Forum, March 8-9 in International Falls.

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

Discussion also included the 2017 Board/Staff Retreat dates and topics. Possible dates and times are Feb. 15-16 (Wednesday/Thursday), 3:00-7:00

Confirm Next Meeting Date:

The next regular meeting of the Koochiching SWCD will be held on Monday, February 6, 2017 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

**2016/1-16 Motion by Voigt, seconded by Aitchison to adjourn the meeting at 7:25 p.m.
Voting yes: Lewis, Aitchison, Voigt, Dreher. Motion carried.**

Submitted by:

Board Secretary, Ralph Lewis

Date

Approved:

Board Chairman, Richard Dreher

Date

Koochiching SWCD District Administrator Report

December 2016

Grants/Contracts:

-) **AIS:**
 - Grant tracking and 3rd/4th quarter invoicing to County
-) **Boise Wood Ash:**
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-) **BWSR Conservation Delivery:**
 - General district administration and Board support, staff work plan updates, MASWCD State Convention, County work agreement for local capacity match, FY17 BWSR match fund request, partner meetings re: Second Creek project, meeting with BWSR Grants Compliance staff,
-) **BWSR Cost Share:**
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-) **BWSR Local Capacity:**
 - Northern Landscape Committee support
-) **BWSR White Cedar Preservation:**
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-) **CPL Projects:**
 - Rat Root River: grant tracking and invoice/documentation for request for payment, meeting with Bob Lessard/Rainy Lake Sportfishing Club
-) **Littlefork NIPF2:**
 - Landowner contract/payments; contract forester payments; work plan/budget reviews
-) **MPCA Rainy Basin WRAPS:**
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-) **MPCA WPLMN:**
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-) **Northern Landscape Committee:**
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-) **NRBG:**
 - Rainy-Namakan Lake Rule Curve Study Board: Multiple teleconferences/webex/document prep and review; public workshops with PAG/RAG and Study Board
 - Partner meetings and prep timeline re: water plan update/WRAPS

General Administration:

-) Board meeting prep/follow-up items; Board minutes/agenda; website maintenance; 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; Leave: 12/19-12/26

Submitted by: Pam Tomevi, District Administrator

Resource Conservationist Report

December 2016

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.
- Wrapping up/starting new project forms with old/new staff since ACOE and BWSR staff we've been working with in the past are now turning over positions.
- Attended various meetings and conference calls for Great Northern Transmission Line route and impact plans regarding different parcels.

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

- Ongoing sampling for 2 sites on a monthly basis.
- Calls to project manager and other agencies to check status on other river conditions and entering data.
- Data recording/updating.

Local Water Management

- Worked with citizens, DNR, MPCA, and other county offices on restoration ideas for Second Creek.

Miscellaneous

- Attended meeting with other county staff and FEMA for a floodplain update for the county in Birchdale.
- Finalize Rat Root River annual report.

Submitted by: Eric Olson

Water Resource Specialist Report

December 2016

MPCA NSL CE

- Evaluate CE plan
- Bio stressors work with North St. Louis (NSL) SWCD
- CE presentation development
- CE presentation meeting with NSL SWCD (12/16/16)
- Invoicing and Semi-annual report

AIS

- Inspection program
- Plan inspection program with Environmental Services
- Aquatic Invasive Species (AIS) Committee meeting (12/5/16)
- Decontamination unit location(s)

SWAG

- Final reporting billing
- Final report put together

BWSR eLink

- Koochiching Surface Water Assessment (SWAG) contract work
- SWAG conference calls
- FEMA Flood meeting (12/12/16)

Rainy Basin

- Culvert meeting in Virginia (12/6/16)
- Culvert document review
- Check with county for Culvert inventory work

WPLMN

- Sampling with Resource Con (12/20/16)

Miscellaneous

- Emails

Submitted by: Sam Soderman

Koochiching SWCD Program Coordinator Report

December 2016

ALS

-) 4th Quarter invoicing

Local Capacity:

-) Prepped for and attended Northern Landscape Committee (NLC) meeting 12/7/16
-) Typed meeting summary for NLC meeting

Local Water Management

-) Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
-) Board meeting items
-) MASWCD Awards article
-) Attended Social Services Provider meeting 12/1/16
-) Begin work on Local Work Plan, draft survey

Rainy Basin MPCA

-) Reviewed Little Fork (LF) River WRAPS study and met with MPCA and Itasca SWCD
-) Meet with both MPCA Project Managers for Rainy River Watershed WRAPS planning and discussion
-) Meet with local resource professionals for the Rainy River/Rainy Lake watershed projects, Second Creek possible project discussion
-) Begin 4th Quarter invoicing
-) Civic engagement planning meeting with LOWWSF
 - o Worked on distribution list for calendar and sticky notes

MPCA WPLMN

-) Begin 4th Quarter invoicing

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
-) 4th Quarter invoicing

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; board meeting; staff report; email cleanup; reporting; website maintenance; plat book customer assistance; finish Program Coordinator job description; 2017 timesheet update; new printer training; eLINK data entry; vacation time, sick time, holiday time.

Submitted by:

Jolén Simon

Program Coordinator

Koochiching SWCD Forest Resource Specialist's Report

December 2016

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Studied incoming forest stewardship plans for organization, format, and writing techniques.
- J Sent out contracts for several upcoming Forest Stewardship Plans.
- J Continued the collection of field data and writing the first of five forest stewardship plans on our district list.
- J Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- J Coordinating future cost-share projects with the DNR PFM Representative.
- J Contacted and coordinated a speaker for the SWCD Forestry Association Meeting in January.

NIPF 2

- J Helped coordinate with professional foresters.
- J Created and continued to expand a landowner data base to monitor project interest.
- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Added to the NIPF 2 mapping project as it progresses.
- J Prepared and sent out another contract to an interested landowner.
- J Seven contracts for forest stewardship plans in 2017 year, surpassing project goal (Totaling 1048 Stewardship Plan acres).

MN Buffer Initiative

- J Used BWSR's tracking tool to comply with Koochiching SWCD's tracking and monitoring role in the buffer initiative.
- J Finished final review for 2016 buffer compliance.

Tree Program

- J Revised 2017 Tree Order Form.

BWSR White Cedar Restoration Project

- J Reviewed grant and project materials.
- J Contacted and began coordinating with contracted forestry consultant for upcoming support opportunities.

Submitted by: James Aasen

Forest Resource Specialist