

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
COURTHOUSE COUNTY BOARD ROOM  
715 4<sup>TH</sup> STREET \* INTERNATIONAL FALLS \* MN \* 56649  
MONDAY, NOVEMBER 6, 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
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner
	Kelly Voigt	NRCS District Conservationist

Chair Dreher called the meeting to order at 6:00 p.m.

- 2017/11-1 Motion by Lewis, seconded by Voigt to approve the agenda with corrections.  
Voting yes: Lewis, Aitchison, Voigt, Dreher. Absent for vote: Linder. Motion carried.**
- 2017/11-2 Motion by Lewis, seconded by Aitchison to approve the minutes dated October 2, 2017 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher. Absent for vote: Linder. Motion carried.**
- 2017/11-3 Motion by Voigt, seconded by Lewis to approve the treasurer's reports ending August 31, September 30, and October 31, 2017 as presented.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2017/11-4 Motion by Lewis, seconded by Voigt allowing payment of ordinary and necessary bills between November 7, 2017 and December 11, 2017, not to exceed budget.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**Supervisor Reports**

Lewis reported on his attendance at the Rapid River and Lower Rainy River Watershed Open House Event, held in Birchdale on October 24<sup>th</sup> to inform the public about water monitoring progress over the summer of 2017 and of the next steps in the Watershed Restoration and Protection Strategy (WRAPS) process in these watersheds. There were 8 people from the general public and a total of 16 in attendance including agency representatives and presenters.

**Committee Reports**

Dreher and Linder reported on the quarterly wood ash meeting held on October 16<sup>th</sup>. The wood ash capture rate is currently at 100%. The current hauling priority is to complete older permits and soil samples. An evaluation on progress will be done before taking additional new permits for fields located outside of 50 miles from Packaging Corporation of America. Spreading rates have improved during the 2017 summer and fall seasons.

**NRCS Report**

See attached.

**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.

The program coordinator updated the board on the DNR’s report of zebra mussels having been found in the Big Fork River Watershed and upcoming MPCA WRAPS grant contracts, including a Surface Water Assessment Grant (SWAG) for the Little Fork River. The announcement will be forwarded to Commissioner Skoe in order to inform the County Board.

**NEW BUSINESS**

**Upcoming Meetings:**

**Informational:**

- Program coordinator, forest resource specialist and district administrator to attend the Northern Landscape Committee Meeting on December 6 in International Falls.

**GENERAL BUSINESS**

The district administrator presented a letter from the MN DNR regarding land for sale in Koochiching County. This property is being offered first to city, county, town, school districts, or other public body corporations for public purposes before being offered to the general public. The SWCD Board verbally agreed not to take action on purchasing this property.

The district administrator also presented the MASWCD 2017-2018 proposed budget for review before it is voted upon at the MASWCD Annual Convention on December 5<sup>th</sup>.

**Confirm Next Meeting Date:**

The next regular board meeting of the Koochiching SWCD will be held on Monday, December 11, 2017 at 6:00 p.m. in the courthouse board meeting room.

**Adjourn Meeting:**

**2017/11-5 Motion by Lewis, seconded by Voigt to adjourn the meeting at 7:07 p.m.  
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

**Submitted by:**

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

\_\_\_\_\_  
**Date**

**Approved:**

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

\_\_\_\_\_  
**Date**



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**District Conservationist Report  
Koochiching SWCD board meeting  
November 6<sup>th</sup>, 2017**

**Conservation Stewardship Program (CSP)**

Renewal contracts are in process. Planning documents and Environmental Evaluations still need to be completed for all applications. We are also waiting for funds to be allocated from the national office so that the contracts can be approved and contract documents can be printed for signature. Agricultural contracts are averaging lower payments under the new evaluation system. Forestry contracts are averaging higher payments - about \$2400 per contract.

CSP payment processing is progressing. 89 of 119 payment forms mailed out have been returned to our office. For those, we are waiting on the national bulletin to begin approving the payments. Twelve payments for new 2017 contracts are delayed while our software is being updated to accommodate the new payment format. Seven contracts require modification prior to payment. Modifications cannot be completed until 2018 CSP funds are made available.

There are 58 active CSP contracts for Koochiching County. Payments this year will total \$216,855 for Koochiching County participants.

**Environmental Quality Incentives Program (EQIP)**

The seven new EQIP applications will be processed after January 1<sup>st</sup>.

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**

NRCS Area Meeting in Detroit Lakes

**Upcoming**

Nov 9<sup>th</sup> – Leave  
Nov 10<sup>th</sup> – Holiday  
Nov 23<sup>rd</sup> – Holiday  
Nov 24<sup>th</sup> – Leave

NRCS DCs have been told to reserve the dates of the MASWCD convention on their calendars.

**Personnel Updates:** Silvia Chamberlain started full time on October 23<sup>rd</sup>. ☺

## **Koochiching SWCD District Administrator Report**

**October 2017**

### **) AIS**

- Invoicing

### **) Conservation Delivery**

- Board meeting and follow-up; Local Capacity program reconciliation with BWSR staff; RMB Lab staff assistance with water sample drop-off

### **) MPCA Contracts:**

- WPLMN invoicing and in-person program review with agency staff

### **) Natural Resource Block Grant:**

- Water Plan update-ongoing; public hearing with County Board and public;

### **General Administration:**

- ) Budget review with County Board; 2018-2019 BWSR grant agreements; 3<sup>rd</sup> quarter 941/UIMN/MW6 reporting; Grant tracking; 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; file/record maintenance; general phone/mail/email

- ) Annual Leave: 10/19-10/27

Submitted by:

Pam Tomevi, District Administrator

# Resource Conservationist Report

## October 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./wetland banking 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

- Float from hwy. 217 to Ericksburg with DNR to assess log jams and survey 2 potential riffle locations.

### Water Quality

- Sampling mainly on rain event basis now.
- Calls to project manager and other agencies to check status on other river conditions and entering data.
- Use flux program to estimate pollutant loads in rivers.
- Data recording/updating and attend MPCA led trainings/phone conferences.
- Conference calls with MPCA staff on continued sampling.
- Interim progress report with MPCA on current WPLMN grant.
- Wrap up minor watershed sampling sites, order equipment for sampling.

### Rainy Basin

- Work with Sam on culvert assessment.

### Miscellaneous

- Work with County staff and SWCD staff for water plan updates.

Submitted by: Eric Olson

# Water Resource Specialist Report

## October 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
- Invoicing

### SWAG

- Sampling
- Sampling prep
- Pre-sampling call w/ MPCA and LOW SWCD
- EQUIS data entry
- Photolog entry

### Local Capacity

- Water plan
- Landowner questions/walk-in
- County Mapping
- Public hearing

### WPLMN

- Sampling planning/meeting
- FLUX review, catchup

### Miscellaneous

- Emails
- COMP time used

Submitted by: Sam Soderman

# Koochiching SWCD Forest Resource Specialist's Report

October 2017

## 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 Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- J Coordinating and conducted three Tree Farm recertifications.
- J Completed two forest stewardship plans and began a third.

## NIPF 2

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Sent 336 Little Fork Watershed landowners invitation letters throughout Koochiching, St. Louis and Itasca Counties.
- J Signed & coordinated the writing of 1 new Forest Stewardship Plans.
- J Processed final invoices and survey results.

## 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 Contacted several landowners that may be affected by the up-coming Nov. 1<sup>st</sup> 2017 deadline.
- J Conducted several landowner field visits to determine buffer law compliance and advise landowners on actions.
- 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 trees from state and private nurseries.

Submitted by: James Aasen

Forest Resource Specialist

# Koochiching SWCD Program Coordinator Report

## October 2017

### Local Capacity:

- ) eLINK data entry
- ) continued assisting with planning education component of the water plan
- ) Financial Audit with BWSR

### MPCA WPLMN

- ) Mid-project review

### MPCA Rainy Basin International Grant

- ) Met with LOWWSF, MPCA, and U of M to begin planning citizen interview process

### Rainy Basin MPCA

- ) 3<sup>rd</sup> Quarter Invoicing
- ) Cycle 2 meeting for Little Fork
- ) Create, print, deliver flyers for open house events, promotion emails/calls
- ) Rainy River-Rainy Lake Open House Watershed Event: 10/23/17
- ) Rapid River/Lower Rainy River Open House Watershed Event: 10/24/17

### 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
- ) Met with contractor periodically to discuss hauling/spreading progress
- ) 3<sup>rd</sup> Quarter Partner Meeting: October 16<sup>th</sup>

### NRBG Grants

- ) Climatology data entry and mail forms to U of M, submit to NRCS, mail forms to volunteers
- ) Assisted in writing water plan
- ) eLINK data entry reporting
- ) Water Plan public hearing: 10/10/17

### General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; updated minutes book reporting; reporting; website maintenance and troubleshooting; travel to BWSR Academy

Submitted by:

Jolén Simon

Program Coordinator