KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, OCTOBER 3, 2016

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 (via phone)
James Aasen Forest Resource Specialist
Eric Olson Resource Conservationist
Sam Soderman Water Resource Specialist
Jolën Simon Program Coordinator
Kevin Adee Koochiching County Commissioner
Dale Krystosek BWSR PRAP Coordinator
Chad Severts BWSR Board Conservationist

Chair Voigt called the meeting to order at 7:00 p.m.

2016/10-1 Motion by Lewis, seconded by Aitchison to approve the agenda with additions.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

2016/10-2 Motion by Lewis, seconded by Dreher to approve the minutes dated September 12, 2016 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

2016/10-3 Motion by Lewis, seconded by Dreher to approve the Treasurer’s Report ending August 31, 2016 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

2016/10-4 Motion by Lewis, seconded by Dreher to approve Accounts Payable in the amount of $9,238.26 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Guest Introductions
Dale Krystosek and Chad Severts of BWSR introduced themselves and discussed the Performance Review and Assistance Program (PRAP) draft report. Responses and results were very positive. Discussion included progress on the Koochiching County Local Water Plan, survey responses from employees, supervisors, and partners. General conclusions showed that both Koochiching County and Koochiching SWCD have strong partnerships. Krystosek reviewed joint and individual organization recommendations.

2016/10-5 Motion by Voigt, seconded by Lewis to accepting the PRAP report as presented and authorizing the district administrator to write a joint response letter with Dale Olson of Koochiching County Environmental Services.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Discussion also included 2017 BWSR Local Capacity Funding and County annual allocation.
**Supervisor Reports:**
Dreher reported on his attendance at the Area VIII Tour and meeting. Discussion included various stops on the tour.

Aitchison also reported on his attendance at the Area VIII Tour. Discussion included high water effects during the flooding of 2014. It was suggested that we send Lake of the Woods SWCD a thank you letter or card.

Voigt reported on his attendance at the MASCWCD Forestry Association Meeting in McGregor. Crow Wing SWCD might partner with the tree farm system for a field day. Discussion also included the LOW TMDL.

2016/10-6 Motion by Voigt, seconded by Lewis authorizing all Supervisors to attend the LOW TMDL public meeting in International Falls, MN on October 24.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Voigt and Lewis will attend the October 24th meeting. Adee suggested that SWCD Board Members attend the County Board Meeting to give an update on the LOW TMDL upcoming public meetings.

**NRCS Report:**
See attached.

2016/10-7 Motion by Lewis, seconded by Dreher to authorizing the board members’ signatures on the NRCS Civil Rights Responsibilities for Partners.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**District Administrator Report:**
See attached.

**Resource Conservationist Report:**
See attached.

**Water Resource Specialist Report:**
See attached. Discussion also included water sampling in Popple River and AIS meeting attendance.

**Forest Resource Specialist Report:**
See attached.

**Program Coordinator Report:**
See attached.

**OLD BUSINESS:**
**Forest Stewardship Plan Writing Rates:**
Discussed the time involved in updating existing forest stewardship plans vs. writing new plans. The Board reviewed proposed rates as presented in September.

2016/10-8 Motion by Lewis, seconded by Voigt approving one rate of $250 per plan/$6.50 per acre for District forest stewardship plan writing services for both new plans and plan updates.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

**NEW BUSINESS:**
**Buffer Law Implementation Grant:**
2016/10-9 Motion by Voigt, seconded by Lewis authorizing the district administrator’s signature to execute the BWSR Buffer Law Implementation Grant.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.
Buffer Compliance Inventory:
The forest resource specialist reported that there is a buffer tracking deadline January 1, 2017. Discussion included the process involved and partnership with Koochiching County.

Upcoming Meetings:
Discussion included attendance at the following meetings:
- Linder, Dreher, resource conservationist, and program coordinator to attend the 3rd quarter wood ash meeting on October 12th in International Falls
- Linder, Aitchison, and all staff to attend the Little Fork/Rat Root River Board meeting on October 12th in International Falls

2016/10-10 Motion by Lewis, seconded by Linder authorizing all Board Members and the district administrator to attend the 2016 MASWCD Annual Convention December 4-6 in Bloomington.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Permits:
The Board reviewed and discussed DNR Waters Permit #2016-1713.

General Business:
Discussion included field staff attending board meetings.

Confirm Next Meeting Date:
The next regular meeting of the Koochiching SWCD will be held on Monday, November 7, 2016 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:
2016/10-11 Motion by Lewis, seconded by Linder to adjourn the meeting at 8:44 p.m.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Submitted by: Board Secretary, Al Linder
Approved: Board Chairman, Eldon Voigt
District Conservationist Report
Koochiching SWCD board meeting
October 3rd, 2016

Conservation Stewardship Program (CSP)

Payment season has begun! There are 53 active CSP contracts in Koochiching County. We were just recently notified that we will have to verify all applied 2016 enhancements prior to payment. With that in mind – it will take between 3 to 3.5 hours per contract to complete all the steps required prior to issuing a payment. Payments will need to be completed by December 15th (for those choosing payment in 2016).

CSP renewals have been submitted for Quality Assurance Review. Once they are reviewed, contract documents will need to be signed and funds obligated by December 2nd.

Environmental Quality Incentives Program (EQIP)

By the end of November, all EQIP applications also need to have planning completed and be ready for QAR. There are 9 EQIP applications in Koochiching County – 1 tree planting, 1 organic transition, and 7 forest management plans.

There are 5 active EQIP contracts in Koochiching County – 1 tree planting (PlantSkydd applications remain), 1 forest management plan, 1 seasonal high tunnel and 2 grazing systems.

Annual Civil Rights review

Please review the packet of information. We can discuss this information further at the next meeting or let me know if you have any questions.

Upcoming trainings and events:
New Toolkit – October 5th and 6th – Thief River Falls
New CSP – October 17th and 18th – Thief River Falls
Columbus Day Holiday – October 10th
Leave – October 21st and 24th
Koochiching SWCD District Administrator Report
September 2016

Grants/Contracts:

- AIS:
  -
- Boise Wood Ash:
  -
- BWSR Buffer:
  -
- BWSR Conservation Delivery:
  -
- BWSR Cost Share:
  -
- BWSR Local Capacity:
  - NIPF2 match work on contracts/maps for 9/7 meeting, CRP plan review/signature; landowner visit re: wildlife habitat/possible donation of land for easement; Area VIII meeting-Baudette
- BWSR White Cedar Preservation:
  - Budget review/update with contractor
- CPL Projects:
  - Reedy Flats: final payment request/documentation
- Littlefork NIPF2:
  - DNR forester coordination/project review; landowner contracts for forest stewardship plan writing
- MPCA Rainy Basin WRAPS:
  -
- MPCA WPLMN:
  -
- Northern Landscape Committee:
  - 9/7 meeting/follow-up
- NRBG:
  - PRAP LWM implementation report/Draft PRAP review with BWSR/County; LOW TMDL public meeting discussion;
  - Second Creek mapping/partner meetings
  - Rainy-Namakan Lake Rule Curve Study Board: Multiple teleconferences/document prep and review; 9/29 meeting with Treaty 3 in Nigigoonsiminikaaning, Ontario
  - SWAG contract/site selection meeting in Baudette with MPCA/DNR

General Administration:

- Printer maintenance/fix; equipment/supply purchases; Data Request Policy; 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; Treasurer Report; Accounts Receivable; Accounts Payable, budget updates; bank deposits/online banking; staff meetings; file/record maintenance; general phone/mail/email; Leave: September 30

Submitted by: Pam Tomevi, District Administrator
Resource Conservationist Report
September 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 wetland violation status and getting information on 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.
➢ Held TEP meeting to discuss projects and next steps to proceed before positions and documents turn over.

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.

Water Quality
➢ Ongoing sampling for 6 sites on a rain event basis.
➢ Calls to project manager and other agencies to check status on other river conditions and entering data/wrapping up 2014 contract and officially starting the 2016 grant.
➢ Flux verifications and data compiling.
➢ Data recording/updating.

Cost Share
➢ Talking with Koochiching Highway Department and BWSR staff to discuss different plans for the projects that are getting funded through either the both flood damage repair or cost share funds.

Local Water Management
➢ Worked with citizens, DNR, and other county offices on restoration ideas for Second Creek.

Miscellaneous
➢ Assist where possible with MASWCD awards and obtain info. from nominees.

Submitted by: Eric Olson
Water Resource Specialist Report
September 2016

Rainy Basin WRAPS
- DO monitoring plan
- Popple River Sonde retrieval
- Popple River probe calibration
- Rainy River sampling w/ Jesse A
- Data entry

MPCA NSL CE
- Biological Stressor identification work/ mapping
- CE sampling in Vermilion watershed
- Sampling talk with MPCA for assistance
- Stressor ID review
- RRHW Vermilion St Louis River watersheds review
- Sampling assistance to Ash/Blackduck River

AIS
- Emails
- Research education materials
- Advertising, billboard options
- Gas station advertising up
- Talk w/ dale about inspector program
- Inspector program
- AIS meeting in Brainerd

SWAG
- Sampling prep
- Site review
- Calibration
- Lake Sampling
- Stream Sampling
- Data entry

BWSR eLink
- 10X site selection meeting in Baudette

Miscellaneous
- Emails, office work, meeting prep, walk-ins

Submitted by: Sam Soderman
Koochiching SWCD Forest Resource Specialist’s Report

September 2016

Local Capacity-Forestry

- Worked with office staff on general training and procedures.
- Researched general forestry and forest health topics.
- Studied existing forest stewardship plans for organization, format, and writing techniques.
- Collected field data and began writing a forest stewardship plan.
- Continued introductions and networking with SWCD partners, various agency staff, and landowners.
- Attended the SWCD Forestry Association Meeting in McGregor.
- Interviewed, wrote, and submitted the MASWCD Forest Steward of the Year Application.
- Attended the 2016 SWCD Area 8 Tour in Lake of the Woods County.

NIPF 2

- Helped coordinate with professional foresters.
- Attended the Northern Landscape Committee Meeting and presented an update of the NIPF 2 Project.
- Created and continue to expand a landowner data base to monitor project interest.
- Discussed and promoted the project as landowners respond to the invitation letters.
- Added to the NIPF 2 mapping project as it progresses.
- Reached our goal of 5 plans written for this year (Totaling 671 Stewardship Plan acres).

MN Buffer Initiative

- Continued to comply with Koochiching SWCD’s tracking and monitoring role in the buffer initiative.

Tree Program

- Prepared for the 2017 tree order.

Submitted by: James Aasen
Forest Resource Specialist
Koochiching SWCD Program Coordinator Report
September 2016

Local Capacity:
• PRAP preparation and finalization
• Assist with planning for the Northern Landscape Committee meeting, attend, and follow-up including finalizing meeting summary
• Ordered office supplies and staff clothing

Local Water Management
• Climatology data entry and mail forms to U of M
• Board meeting items
• eLINK Data entry
• Plan with Indus teachers for upcoming school informational visit – due to happen in November
• Work with NRCS and landowners on Outstanding Conservationist and Outstanding Forester of the Year and submit nominations

Rainy Basin MPCA
• Reviewed Big Fork (BF) River WRAPS study and met with MPCA and Itasca SWCD on 9/1, 9/21, and 9/30
• Distributed restaurant placemats locally
• Report on BF WRAPS progress to SWCD Board
• Update evaluations summaries from BF civic engagement meetings and plan for Rainy River upcoming work with MPCA Project Manager (PM)
• Civic engagement planning with partners via email
• Develop a watershed page template
• Begin 3rd 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
• No quarterly meeting has yet been planned by Boise – anticipated for October
• Begin 3rd Quarter invoicing

General Administration
Customer walk-in general assistance; grant tracking updates in timesheet; board meeting prep; minutes and agenda; board meeting; staff report; email cleanup; reporting; website maintenance; review PRAP report; vacation time used, holiday (Labor Day); begin 3rd quarter invoicing.

Submitted by:
Jolén Simon
Program Coordinator