

Red River Valley Conservation Area Meeting
Wednesday, September 2, 2009
Red Apple Café
Mahnomen, MN

The meeting of the Red River Valley Conservation Service Area (RRVCSA) was called to order by Chairman Jerome Flottemesch, at 10:15 a.m., on Wednesday, September 2, 2009, in the Meeting Room of the Red Apple Café in Mahnomen, Minnesota. There was not a quorum present; therefore, no action could be taken on items presented

Those present at the meeting were:

Supervisors:

Jerome Flottemesch – Becker SWCD
Carol Schoff - Clay SWCD
Dave Rinke, Traverse SWCD
Pete Revier, Mahnomen SWCD
Julian Sjostrom, West Otter Tail SWCD

Others Present:

Jeff Haverland – Technician, RRVCSA
Jim Hest, Engineer, RRVCSA
Kevin Kassenborg – District Administrator, Clay SWCD
Darren Newville – District Administrator, East Otter Tail SWCD
Brad Mergens – District Manager, West Otter Tail SWCD
Cheryl Sistad, District Manager, Marshall-Beltrami SWCD
Bryan Malone, Pennington SWCD
Gary Lee, East Polk SWCD
Aaron Neubert, Mahnomen SWCD
Sara Gronfeld, Traverse SWCD
Danny Thorstad, Marshall SWCD
Brad Grant - District Administrator, Becker SWCD
Ginger Flynn – Secretary, Becker SWCD

Minutes from the June 25, 2009 were presented. There were no comments or correction from the board members present. No action was taken as there wasn't a quorum.

Cheryl Sistad presented the SWCD – Technical Service Area 1 Fiscal Year End 2009 Financial Statements. Ginger Flynn presented the West Central Joint Powers Board FY Year End 2009 Financial Statements. No action was taken as there wasn't a quorum.

The SWCD – Technical Service Area I has scheduled an audit for the Fiscal Year End with James Maiser, Certified Public Accountant & Consultant. The West Central Minnesota Joint Powers Board has also scheduled an audit for Fiscal Year End with James Maiser, Certified Public Accountant and Consultant. Costs are \$1,600 and \$1,400 respectively. It was previously approved at the April 7th, 2009 meeting to conduct a final audit on both the old JPBs.

The financial statements for the RRVCSA were presented for July and August.

It was the consensus of the board members present to accept the financial reports as presented.

Red River Valley Conservation Service Area Minutes

September 2, 2009

Page 2

Signature card was presented for signatures. Signatures on the card for the bank were, Treasurer-Pete Revier, Chairman – Flottemesch, host district staff – Brad Grant and Ginger Flynn.

It was noted that the Host District should check around with different banks to see if they could get a better interest rate on the RRVCSA monies.

Credit card for RRVCSA staff and Host District was discussed. It was felt that only the staff would need a credit card. The Host District felt that the employees could use the credit card for most of their purchases even their gas. This would eliminate some check writing and they could keep track of funds spent on each account. It was also noted that the employees would keep copies of their receipts and turn them into the Host District.

Status was given on the name change requirements with the Secretary of State and the IRS. RRVCSA is still waiting to hear from the IRS before they can order checks, etc. Most other requirements have taken place. Host District has not received from the following Districts their copy from the Secretary of State with stamp and number. East Polk SWCD, Kittson SWCD, Mahnomen SWCD, Red Lake SWCD, Roseau SWCD, Traverse SWCD, West Polk SWCD.

Priority setting was discussed. The way they have been handling it has been working. Staff thought job requests were down.

The fee schedule was discussed.

District should be sending their requests for services based on their locations to either Jim or Jeff.

It was noted that the Districts' requests and projects would be considered before the North Dakota projects.

Engineers Report:

Jim Hest, Engineer, handed out his report for August.

Jeff Haverland, Engineering Technician, handed out his report for August.

They will be mailing these reports to the Districts, also.

The board members present felt they would prefer a power point presentation on projects completed, etc. in the winter months instead of them reviewing their reports.

Jeff Haverland requested to purchase a new computer with the new windows version. This was previously authorized by the West Central Mn Joint Powers Board to purchase, but Jeff wanted to wait until the new window's program became available. The cost would be approximately \$2,500 for computer and software.

It was the consensus of the board members present that he was previously approved to purchase the computer and software and that he should go ahead with purchase when Windows 7 is available.

Red River Valley Conservation Service Area Minutes
September 2, 2009
Page 3

Jeff reported that he had inquiries of the availability of using the RRVCSA survey equipment. It was the policy of the old West Central Mn. JPB that this equipment would not be lent out, but technical services with the equipment could be scheduled at the rate of \$400 a day plus all expenses.

It was the consensus of the board members present to continue with this policy.

The Personnel Policy was presented for the Engineer and the Engineering Tech to sign.

Dave Rinke, Traverse SWCD, expressed concern on not having a quorum present. He had traveled two and half hours one way to get to the meeting and then no action could be taken. Discussion followed on attendance and having a quorum for the RRVCSA meetings - RSVP the Host District if they are going to be able to attend or not. It was also suggested that the Chairman send out a letter to the Board Members pertaining to this. Bryan Malone suggested that we combine these meetings with the Area I Meetings.

Next meeting is scheduled for Wednesday, December 2, 2009.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary-Treasurer