

Red River Valley Conservation Area Meeting
Wednesday, December 2, 2009
Mahnomen County Courthouse Meeting Room Basement
Mahnomen, MN

The meeting of the Red River Valley Conservation Service Area (RRVCSA) was called to order by Chairman Jerome Flottemesch, at 10:00 a.m., on Wednesday, December 2, 2009, in the Lower Meeting Room of the Mahnomen County Courthouse in Mahnomen, Minnesota.

Those present at the meeting were:

Supervisors:

Jerome Flottemesch – Becker SWCD
Carol Schoff - Clay SWCD
Carol Johnson, Traverse SWCD
Pete Revier, Mahnomen SWCD
Julian Sjostrom, West Otter Tail SWCD
Wallace Byklum, Marshall-Beltrami SWCD
Lyle Dittman, East Otter Tail SWCD
Linda Mickelson, Red Lake SWCD
John Gaukerud, Roseau SWCD
Ross Aigner, Wilkin 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
Cheryl Sistad, District Manager, Marshall-Beltrami SWCD
Gary Lee, East Polk SWCD
Aaron Neubert, Mahnomen SWCD
Tanya Hanson, Red Lake SWCD
Bruce Johnson, Traverse SWCD
Dusty Jasken, NRCS, Mahnomen
Brad Grant - District Administrator, Becker SWCD
Ginger Flynn – Secretary, Becker SWCD

Motion by Carol Schoff, seconded by Linda Mickelson to approve the agenda as presented. Affirmative: Unanimous. Motion carried.

Motion by Julian Sjostrom, second by Carol Schoff to approve the minutes of the June 25th meeting as sent out and received by the RRVCSA members. Affirmative: Unanimous. Motion carried.

Motion by Carol Schoff, second by Pete Revier to approve the minutes of the September 2 meeting as sent out and received by the RRVCSA members. Affirmative: Unanimous. Motion carried.

The financial reports and bills payable for September, October and November, 2009 were presented.

Motion by Lyle Dittman, second Wallace Byklum, to accept the financial reports for September, October and November, 2009 as presented. Affirmative: Unanimous. Motion carried.

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Cheryl Sistad, Marshall-Beltrami SWCD, reviewed the draft yearend financial audit for the Soil and Water Conservation District Technical Service Area I, which was prepared by the James Maiser, Accountant and Consultant Firm.

Motion by John Gaukerud, second by Ross Aigner to accept the Fiscal Year End Audit as prepared by James Maiser, Accountant and Consultant Firm. Affirmative: Unanimous. Motion carried.

The West Central Mn. Joint Powers Board should be receiving their audit in the next few days. It was mailed on Sunday.

The Minnesota Counties Insurance Trust regarding Workmen's Compensation for the RRVCSA Board members was discussed.

Motion by Carol Schoff, second by Julian Sjostrom that the RRVCSA not consider the recommendation that MCIT is proposing on Workmen's Compensation for RRVCSA members. They indicated that each Board Member is appointed from their local Soil and Water Conservation Board and not the Joint Powers Board. RRVCSA members are also compensated from their local Soil and Water Conservation District. They felt each RRVCSA board member should be covered by their local Soil and Water Conservation District. Affirmative: Unanimous. Motion carried.

Status of organizational changes with the Secretary of State and Federal IRS was discussed. All documentation from the IRS has been received and the name has been changed. The Host District has not received from the following districts their copy from the Secretary of State with stamp and number. Kittson, West Polk, Roseau, Red Lake.

The Annual Agreement for reimbursement for cell phone, land phone and the internet with Engineering Technician Jeff Haverland was presented for approval for the amount of \$118.00 per month.

Engineer Jim Hest would prefer to have just one cell phone.

Motion by Lyle Dittman, seconded by Linda Mickelson to approve the Annual Agreement for reimbursement for the cell phone, land phone and the internet with Jeff Haverland as presented and that the Administrator make a decision on the cell phone for the engineer. Affirmative: Unanimous. Motion carried.

Credit Card for the RRVCSA was discussed.

Motion by Pete Revier, seconded by Ross Aigner to approve applying for a credit card for the RRVCSA staff. Affirmative: Unanimous. Motion carried.

Computer for the RRVCSA Engineering Technician was discussed. This was also discussed at the previous meeting and was also approved at a West Central Mn. JPB meeting. The Technician was waiting for the new Windows Version.

Motion by John Gaukerud, seconded by Julian Sjostrom to approve the purchase of the computer for the RRVCSA Engineering Technician. Affirmative: Unanimous. Motion carried.

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AutoCAD subscription was discussed and it is now cheaper to subscribe to annual upgrades than to purchase outright over a 3 year period. The engineer and the engineering technician both will need a seat and be upgraded for the subscription

Motion by Wallace Byklum, seconded by Carol Schoff to approve the annual subscription for the AutoCAD subscription for both the engineer and the engineering technician. Affirmative: Unanimous. Motion carried.

Discussion was held on large, time consuming engineering projects. Examples are: Wildrice Watershed District 400 acre wetland, Becker Dam, stream back projects in Red Lake, WRP project in West Otter Tail County, JPB contracting with BWSR. These requests would have to come from the Districts.

The Board felt this could be accomplished with the current RRVCSA Engineering Assistance Fee Schedule to the Soil and Water Conservation District. The Board felt it could be accomplished with the Note on the bottom of the Fee Schedule, which states: Higher fees may be charged for unusually large or complex projects, based upon a determination by the engineering staff after the initial site investigation.

Engineering Technician Jeff Haverland and Engineer Jim Hest reviewed their November reports.

Next meeting date will be Wednesday, March 3rd, 2010 in Mahnomon.

It was noted that the RRVCSA does not have to have a website at this time.

Motion by Linda Mickelson, seconded by Carol Schoff to adjourn the meeting. Affirmative: Unanimous. Motion carried. Meeting adjourned at 11:10 a.m.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary-Treasurer