

Red River Valley Conservation Area Meeting
Wednesday, February 24, 2010
Red Apple Café
Mahnomen, MN

The meeting of the Red River Valley Conservation Service Area (RRVCSA) was called to order by Chairman Jerome Flottesch, at 10:40 a.m., on Wednesday, February 24, 2010, in the meeting room of the Red Apple Café.

Those present at the meeting were:

Supervisors:

Jerome Flottesch – Becker SWCD
Carol Schoff - Clay SWCD
Dave Rinke, Traverse SWCD
Pete Revier, Mahnomen SWCD
Julian Sjostrom, West Otter Tail SWCD
Lyle Dittman, East Otter Tail SWCD
Linda Hanson, Pennington SWCD
John Gaukerud, Roseau SWCD
Ron Thorsrud, Norman SWCD
Ken Pederson, East Polk SWCD
David Miller, Red Lake 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, Manager, East Polk SWCD
Aaron Neubert, District Manager, Mahnomen SWCD
Tanya Hanson, District Manager, Red Lake SWCD
Dusty Jasken, NRCS, Mahnomen
Sara Gronfeld, District Manager, Traverse SWCD
Chad Severts, BWSR Board Representative
Brad Grant, District Administrator, Becker SWCD
Ginger Flynn, Secretary, Becker SWCD
Danny Thorstad, District Manager, Marshall SWCD
Brad Mergens, District Manager, West Otter Tail SWCD
Bryan Malone, Program Coordinator, Pennington SWCD

Chairman Jerome Flottesch explained why the executive committee moved the regular board meeting up one week. - A certified letter was sent to the Chairman and Brad Grant, host district administrator, from Marshall-Beltrami SWCD stating that they will be closing their office as of March 31, 2010. They stated that they will be terminating their host district agreement with the RRVCSA as of March 31, 2010. Chairman Flottesch also explained that he called an Executive Committee Meeting of the Board on February 4, which consisted of Pete Revier, Mahnomen SWCD; Linda Hanson, Pennington SWCD; Brad Grant and Jerome Flottesch, Becker SWCD, to view the office space that is currently rented for the RRVCSA engineer.

Red River Valley Conservation Service Area Minutes
February 24, 2010
Page 2

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

Motion by Lyle Dittman, second by Carol Schoff to approve the minutes of the December 2, 2009 meeting as sent out and reviewed by the RRVCSA members. Affirmative: Unanimous. Motion carried.

The financial reports and bills payable for December, 2009 and January, 2010 were presented.

Motion by Dave Miller, second John Gaukerud, to accept the financial reports for December, 2009 and January, 2010. Affirmative: Unanimous. Motion carried.

The final audits of the West Central Minnesota Joint Powers Board and The SWCD Technical Service Area I, prepared by James Maiser, Accountant and Consultant Firm were presented for review.

Motion by Ken Pederson, seconded by Carol Schoff to accept the 2009 Fiscal Year End Audits for the West Central Mn. Joint Powers Board and the SWCD Technical Service Area I as prepared by James Maiser, Accountant and Consultant Firm. Affirmative: Unanimous. Motion carried.

The executive committee reported on their meeting at Grygla, on February 4. They met with the landlord of the building that is now being rented to the Marshall-Beltrami SWCD and the RRVCSA. The landlord is willing to rent at the current rental rate of \$400 per month for several months without a lease. He would rent that way until he got a permanent renter for the whole building or until spring. It is more space than the engineer would need. RRVCSA Engineer indicated to the Executive Committee that he would like to work out of his home as does the Engineering Technician. Executive Committee discussed chain of command and if the RRVCSA would receive the \$5,000 for the second host district if he worked out of his home.

Discussion followed on some of the options:

- Renting the current office space, which is more than what is needed. Negotiating a new lease with current landowner
- Engineer to work out of home
- Locate Engineer in another SWCD office
- Receiving the funds for two host districts
- Concerns on garage rental for vehicle and ATV
- Concerns were mentioned on previous productivity of the Engineer

It was suggested that if the Engineer was allowed to work out of his home, that maybe another SWCD with a Manager act as host district and meet periodically with the Engineer to review projects, progress and workload.

Also discussed whether the Executive Committee was to make these decisions or have another meeting of all the Board Members.

Motion by Lyle Dittman, second by Ken Pederson to give the neighboring districts time to take this information back to their offices to discuss and decide if they would be interested in being a host district for the northern part of the RRVCSA. Affirmative: Unanimous. Motion carried.

Red River Valley Conservation Service Area Minutes
February 24, 2010
Page 3

Motion by Ken Pederson, seconded by Dave Rinke to have the Committee, consisting of Jerome Flottesch, Linda Hanson, and Pete Revier, make the decisions on solving location of the northern host district and placement of the Engineer; and, have the host district send out letters to the member districts asking if they are interested in serving as host district for the northern RRVCSA in either capacity of housing the Engineer or as a supervisory position to coordinate and track periodically the engineer's projects, progress and workload. If they are interested they should respond by March 31st. Affirmative: Unanimous. Motion carried.

No decision was made on the cell phone for the engineer at this time.

NACDE Area I SWCD employee's dues were presented.

Motion by Ken Pederson, second by Ron Thorsrud to pay the NACDE Area I dues and the MASWCDE dues for a total of \$30. Affirmative: Unanimous. Motion carried.

Upgrade of cell phones for VRS survey was discussed.

Motion by Lyle to table the upgrade of the cell phones for the VRS survey until staff can bring back information on costs, etc. to the next meeting in June. Motion dropped for lack of a second.

Chairman instructed staff to bring more information back to the next RRVCSA meeting on cell phones for the VRS.

The 1619- Freedom of Information- Compliance Acknowledge Agreement between the RRVCSA and NRCS was presented. This deals with Freedom of Information Act issues that may be shared with the RRVCSA in carrying out program responsibilities.

Motion by David Miller, seconded by Lyle Dittman to approve the 1619 Compliance Acknowledge Agreement and authorize the Chairman to sign. Affirmative: Unanimous. Motion carried.

Engineer and Engineering Technician Report: Engineering Technician Jeff Haverland handed out his February Engineering Assistance Report for the South portion of the RRVCSA. Engineer Jim Hest handed out his January Engineering Assistance Report for the North portion of the RRVCSA. The Engineer and Engineering Tech will be at Engineering training March 1-3.

Other:

- Charging for services was discussed. Engineer and Engineering Technician should be coordinating their work and working together, in cases where one has more work than they can handle. A copy of the Engineering requests should be sent to the Host District.

Motion by Carol Schoff, seconded by Dave Miller that engineering requests should be submitted to the engineer or engineering technician and a copy be sent to the host district. Affirmative: Unanimous. Motion carried.

- Meeting schedules for the next year for the RRVCSA was discussed. Should they meet twice a year, quarterly, have executive committee make operational decisions, should they meet after Area meetings, etc.

Red River Valley Conservation Service Area Minutes
February 24, 2010
Page 4

Motion by Lyle Dittman, seconded by Ken Pederson to meet twice a year in June and December; and, have the executive committee make the operational decisions for the RRVCSA. Affirmative: Unanimous. Motion carried.

Next meeting was scheduled for Wednesday, June 2, 2010.

The Executive Committee will continue as previously appointed. Cheryl Sistas, Marsahll-Beltrami SWCD Manager and Host SWCD Manager of the north portion RRVCSA, will be removed from the committee as their office will be closing the end of March.

Executive Committee members are as follows:

- Jerome Flottesch, Becker SWCD Supervisor and Chairman of RRVCSA
- Linda Hanson, Pennington SWCD Supervisor and Vice Chair of RRVCSA
- Pete Revier, Mahnomen SWCD Supervisor and Secretary/Treasurer of RRVCSA
- Brad Grant, Becker SWCD District Administrator and Host Manager south portion RRVCSA
- Carol Schoff, Clay SWCD Supervisor
- Tanya Hanson, Red Lake SWCD Manager

Motion by Dave Rinke, seconded by Lyle Dittman to schedule our June RRVCSA meeting after the Area I Meeting. Affirmative: Unanimous. Motion carried.

Motion by Lyle Dittman, seconded by Carol Schoff to adjourn the meeting. Affirmative: Unanimous. Motion carried.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary-Treasurer