

Red River Valley Conservation Area Meeting
June 10, 2010
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 1:10 a.m., on Thursday, June 10, at the VFW meeting room at Ada, MN.

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
Lyle Dittman, East Otter Tail SWCD
Linda Hanson, Pennington SWCD
Ron Thorsrud, Norman SWCD
David Miller, Red Lake SWCD
Scott Balstad, East Polk SWCD
Odell Christenson, Grant SWCD
Carol Johnson, Traverse SWCD
Greg Hoppe, Traverse SWCD

Others Present:

Jeff Haverland – Technician, RRVCSA
Jim Hest, Engineer, RRVCSA
Kevin Kassenborg – District Administrator, Clay SWCD
Sara Gronfeld, District Manager, Traverse SWCD
Brad Grant, District Administrator, Becker SWCD
Ginger Flynn, Secretary, Becker SWCD
Joe Montonye, Grant SWCD

Motion by Carol Schoff, seconded by Dave Rinke to approve the minutes of the February 24, 2010 meeting as sent out and reviewed by the RRVCSA board members. Affirmative: Unanimous. Motion carried.

The financial reports and bills payable for February, March, April, and May, 2010 were presented.

Motion by Odell Christenson, second Julian Sjostrom to approve the financial reports for February, March, April and May, 2010 as presented. Affirmative: Unanimous. Motion carried.

The Becker SWCD's voucher was presented for payment for their Host District expenses for fiscal year ending June 30, 2010. This was for the administrative, accounting and secretarial support for the RRVCSA. The voucher amount was \$12,000.45.

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Motion by Dave Rinke, seconded by Scott Balstad to approve payment to the Becker SWCD in the amount of \$12,000.45 for their administrative, accounting and secretarial support to the RRVCSA for fiscal year 2010. Affirmative: Unanimous. Motion carried.

Jerome Flottesch reviewed the minutes of the Officers' Meeting of the RRVCSA held April 7, 2010, at the Red Apple Café in Mahanomen. These minutes had already been sent out to all members and their offices. Jerome reported it was decided that the engineer would be working out of his home on a one year trial period. Pennington and East Polk SWCD had expressed an interest in becoming a secondary host. Duties expected of the secondary host would be communicating with the engineer on projects, scheduling coordination, time management and other concerns that may arise. Periodic meetings with the technician, host districts and the engineer to review and discuss projects in Area I to assure engineering and technical needs of the Districts are being met. Pennington indicated they would withdraw their proposal to be secondary host district and that it be given to East Polk SWCD. East Polk SWCD was appointed as secondary host district for the RRVCSA.

Motion by Lyle Dittman, seconded by Scott Balstad to approve the officers' committee report as sent out and reviewed by the board members. Affirmative: Unanimous. Motion carried.

Lease agreements for reimbursements for phone, cell and internet charges with Engineer Jim Hest and Engineering Technician Jeff Haverland were presented. Each Lease Agreement was in the amount of \$150.00 per month.

Motion by Carol Schoff, second by Lyle Dittman to approve the Lease Agreements for the Engineer and Engineering Technician in the amount of \$150.00 per month. Affirmative: Unanimous. Motion carried.

The RRVCSA 2011 budget was presented for discussion.

The following was discussed: Salaries for engineer and engineering technician, health insurance benefits, workload of engineer and engineering technician. Also, discussed if a personnel committee should be formed.

Engineering Technician Jeff Haverland presented his salary proposal for 2011. Jeff handed out a sheet of his accomplishments for 2009. He nearly matched the total work output that he and Engineer Al Broyles did in their busiest year of 2001. So far in 2010, he feels that he will exceed all previous years. See attachment. He felt that his workload and his ability to get projects on the ground would justify a wage adjustment. His request was for a 3% merit increase, which would amount to an increase of \$1,476.80 per year.

Engineer Jim Hest requested for an increase of \$150 a month more in health insurance benefits.

It was noted that health insurance is a benefit and has to be offered equally to all employees. Presently they receive \$700 per month and be used to purchase health insurance or a deferred annuity.

Motion by Pete Revier, second by Julian Sjostrom, to form a personnel committee and that the committee meet before September 30, 2010. Affirmative: Unanimous. Motion carried.

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Personnel Committee members appointed: Host District Manager Brad Grant, Secondary Host District Manager Gary Lee, Peter Revier-Mahnomen SWCD Supervisor, Scott Balstad, East Polk SWCD Supervisor and Carol Schoff, Clay SWCD Supervisor.

Motion by Scott Balstad, seconded by Carol Schoff to increase the employees' health insurance or deferred annuity benefit by \$100 per month for fiscal year 2011, which will start July 1, 2010. Total benefit for health insurance or deferred annuity benefit will now be \$800 per month. Affirmative: Unanimous. Motion carried.

Motion by Linda Hanson, second by Scott to approve the tentative budget (see attachment). Affirmative: Unanimous. Motion carried.

Motion by Scott Balstad, second by Carol Schoff to set the limit for the Capital Assets List to \$1000.00. Affirmative: Unanimous. Motion carried.

VRS survey – Cell phone was decided not to do anything at this time.

Website for the RRVCSA was discussed. It is not required by BWSR at this time for the TSAs.

Motion by Odell Christensen, seconded by Linda not to have a website for the RRVCSA at this time. Affirmative: Unanimous. Motion carried.

Engineering and Engineering Technician Reports: Engineer Jim Hest reported construction in Red Lake County and water sediment basin sites in East Polk SWCD. He has done several surveys this year. Red Lake County has received \$200,000 in emergency flood protection funds.

Engineering Technician Jeff Haverland so far has 21 Engineering requests, done 18 surveys, 14 designs, 5 projects constructed and 10 requests satisfied.

Clarification of Use of Comp Time and Annual Leave is needed. It is contradictory in the Personnel Policy. It was decided that this could be the duty of the personnel committee when they met and bring it back to the next board meeting.

Next meetings were discussed. December and June. It was indicated that the Executive Committee should meet in September and March or as needed.

The next meeting will be after the Area I meeting, which is scheduled for November 18, 2010.

Motion by Carol Schoff, second by Linda Hanson to adjourn the meeting. Affirmative: Unanimous. Motion carried.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary-Treasurer