

**Red River Valley Conservation Service Area Executive Committee Meeting**  
**March 9, 2011**  
**Red Apple Café**  
**Mahnomen, MN**

The executive meeting of the Red River Valley Conservation Service Area (RRVCSA) was called to order by Chairman Jerome Flottemesch, at 11:00 a.m., on Thursday, March 9, 2011 at the Red Apple Café in Mahnomen, MN.

Those present at the meeting were:

Jerome Flottemesch – Becker SWCD  
Carol Schoff - Clay SWCD  
Pete Revier, Mahnomen SWCD  
Gary Lee, East Polk SWCD  
Scott Balstad, East Polk SWCD  
Tanya Hanson, Red Lake SWCD  
Brad Grant, Becker SWCD  
Ginger Flynn, Becker SWCD, Secretary

Executive Members absent:

Linda Hanson, Pennington SWCD

The financial reports and bills paid for November, December, 2010; January, February, 2011 were presented.

Motion by Pete Revier, seconded by Carol Schoff to approve the financial reports as presented.  
Affirmative: Unanimous. Motion carried.

Motion by Carol Schoff, seconded by Pete Revier to approve the November 18, 2010 RRVCSA minutes.  
Affirmative: Unanimous. Motion carried.

The Engineering Assistance Fee Schedule was discussed. The fee for side water inlets is out of proportion to fees for other projects. Also discussed a fee schedule for projects where districts have different levels of technical ability.

Motion by Pete Revier, seconded by Carol Schoff that the RRVCSA Engineer, Engineering Technician and Brad Grant re-evaluate the Engineering Assistance Fee Schedule and make recommendations to the full RRVCSA full board at their June 23rd meeting. Affirmative: Unanimous. Motion carried.

Motion by Gary Lee, seconded by Tanya Hanson that the Executive Committee and the Personnel Committee combine and have two at large supervisors. Affirmative: Unanimous. Motion carried.

Discussion was held on when election of officers should be held. Host District Secretary was instructed to clarify what is in the by-laws. (By-laws states in Section 5 RRVCSA Board of Directors 5.3: OFFICERS. At its first meeting of each calendar year the RRVCSA Board shall elect from its members a Chair, a Vice-Chair, and a Secretary/Treasurer, who shall serve until their successors are elected. The RRVCSA Board shall hold a special election to fill officer vacancies. There is no limit to the number of successive terms an officer may serve. The officers shall perform such duties and exercise such powers as shall be assigned to them by RRVCSA Board resolution or bylaws. Any officer may be removed from office for good cause by RRVCSA Board resolution.)

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Old business:

- Meeting place for RRVCSA Meeting. It was discussed that it is not an ideal situation to have the meeting in the same room where the other board members and staff are having lunch after the Area I meeting.
- GPS system
- 4-wheeler that is shared with Bemidji
- Engineering Technician Jeff Haverland had concern on the sign off on water and sediment control basins with the burying of tile in the ditch. Concerned with problems after sign off and errors and omissions. Engineer Jim Hest said that he would sign off as long as it met the NRCS specs. Engineer Jim Hest will discuss this at their engineering training to be held the end of March

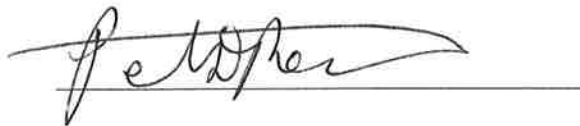
New business:

- Engineer and Engineering Tech will be attending BWSR/NRCS/NPEA training in Alexandria from 3/22 thru 3/24
- Workload

Motion by Gary Lee, seconded by Carol Schoff to adjourn the meeting. Affirmative: Unanimous.  
Motion carried.



Ginger Flynn  
Becker SWCD



Pete Revier  
RRVCSA Secretary-Treasurer

**Red River Valley Conservation Service Area Personnel Committee**  
**9:30 a.m., Wednesday March 9, 2011**  
**Red Apple Café, Mahnomen, Minnesota**

A meeting of the Red River Valley Conservation Service Area Joint Powers Board Personnel Committee (RRVCSA) was held at 9:30 a.m., at the Red Apple Café in Mahnomen, MN

Present: Jerome Flottesch, Tanya Hanson, Scott Balstad, Carol Schoff, Gary Lee, Pete Revier, Brad Grant, Ginger Flynn.

Jerome called the meeting to order.

Discussion was held on the employee evaluations that have been returned. Evaluations of personnel were sent out to personnel committee members prior to this meeting. Personnel committee members felt evaluations could be done once a year prior to doing the yearly budget.

Other topics discussed: Engineering of Ring Dikes, engineering fee schedule, scheduling of engineer and engineering tech's time, how the engineer and engineering tech are working together, Technical Approval Authority of SWCDs' district personnel (how each SWCDs technical authority varies from each district), training of district staff so they can earn technical approval authority for projects, fee for engineering sign off when a district has personnel with technical approval authority.

Personnel Committee will be making a recommendation to the RRVCSA whole board that the Personnel Committee and the Executive Committee Board Members be the same. Now the Personnel Committee members are Brad Grant, Gary Lee, Pete Revier, Scott Balstad, Carol Schoff and Jerome Flottesch. Executive Committee consists of Jerome, Linda Hanson, Pete Revier, Brad Grant, Gary, Lee, Carol Schoff, and Tanya Hanson.

10:15 a.m. Jim Hest, RRVCSA JPB Engineer and Jeff Haverland, RRVCSA JPB Engineering Technician were asked to join the meeting.

Jerome explained the purpose of the meeting and asked them how is their working relations. They both commented that is was functioning well.

Topics discussed with Engineer and Engineering Technician:

- It was discussed with Engineer Jim Hest if he would be comfortable on signing off on engineered projects that were designed by district technical staff that have proper job approval authority. Jim felt that if the personnel had the proper Technical Approval Authority he would feel comfortable signing off on those projects.
- Engineer and Engineering Tech to schedule training for the SWCDs technical staff
- Different fee schedule for districts having different levels of Technical Approval Authority

-Capital Improvements – 2012 NPEA Grant for RRVCSA JPB should receive an extra \$15,000 for capital improvements. Discussed cost of new or upgrading survey equipment and new cell phones

-Personnel committee should meet again with personnel before the next regular RRVCSA Board meeting to handle the compensation and benefit adjustments for upcoming year. Personnel committee will present recommendations to the whole RRVCSA Board and these adjustments can then be integrated into the 2012 budget.

RRVCSA Engineer Jim Hest and Host District Administrator Brad Grant were instructed to come up with a fee for engineer sign off for projects and send this out to all RRVCSA member districts before the next meeting. Also, make a new fee schedule policy; develop a plan for training in a usable form.

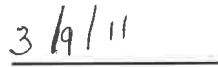
Pete Revier thanked the Engineer and the Engineering Tech for their accomplishments.

Next Personnel Committee Meeting is scheduled for April 6<sup>th</sup> at 9:30 a.m. at the Red Apple Café. Personnel committee will then make their recommendation to the full RRVCSA Board.

The Personnel Committee was adjourned at 11:00.



Ginger Flynn, Host District Secretary



Date