

Red River Valley Conservation Service Area Special Meeting
August 3, 2011
Red Apple Café
Mahnomen, Mn

The special meeting of the Red River Valley Conservation Service Area (RRVCSA) was called to order by Chairman Jerome Flottesch, at 9:35 a.m., on Wednesday, August 3, 2011, at the Red Apple Café in Mahnomen, MN.

Those present at the meeting were:

Board Members: Jerome Flottesch – Becker SWCD, Carol Schoff - Clay SWCD, Dave Rinke - Traverse SWCD, Pete Revier - Mahnomen SWCD, Julian Sjostrom - West Otter Tail SWCD, Linda Hanson - Pennington SWCD, Ron Thorsrud - Norman SWCD, David Miller - Red Lake SWCD, Scott Balstad - East Polk SWCD, Marion Gill - Otter Tail SWCD.

Others Present: Host District Staff -Brad Grant and Ginger Flynn; Darren Newville, EOT SWCD.

Absent Board Members: Grant SWCD, Marshall SWCD, West Polk SWCD, Wilkin SWCD, Kittson SWCD, Roseau SWCD.

Chairman Flottesch noted of the five SWCDs not present only Marshall SWCD called to notify us that they would not be able to attend the meeting.

Motion by Schoff, seconded by Hanson to have the RRVCSA pay for the coffee and rolls for the meeting. Affirmative: Unanimous. Motion carried.

Chairman Flottesch explained the reason for the Special Meeting of the RRVCSA was to hear the Findings of the Grievance Review Committee. He explained that once the Grievance Committee Meeting is done he will reconvene the Special Board Meeting of the RRVCSA and report on the RRVCSA Grievance Committee's Recommendations.

Chairman Flottesch closed the meeting. (Darren Newville – EOT SWCD left the meeting.)

Chairman Flottesch reconvened the special meeting of the RRVCSA at 11:45 a.m.

Others joining the meeting at this time were: Engineer Jim Hest, Engineering Technician Jeff Haverland, BWSR Board Conservationist Chad Severts, Tanya Hanson – Red Lake, Kevin Kassenborg – Clay SWCD, Darren Newville - EOT SWCD, Gary Lee, East Polk SWCD.

Chairman Flottesch explained that the Grievance Committee minutes are sealed as it involves personnel and this information is restricted in Minnesota.

Pete Revier reviewed the RRVCSA Grievance Committee Recommendations.

Committee Recommendations:

1. All RRVCSA engineering requests should be sent to the Engineer or the Engineering Technician and they (Engineer and Engineering Technician) should send a copy of that request to the Primary Host District.
2. Bring together the Host District, Secondary Host District, Engineer and the Engineering Technician monthly for 6 months and then as needed after that.
3. Grievance Review Committee to meet every 2 – 3 months until issues are resolved and keep the same committee members. Carol Schoff, David Miller, and Pete Revier.
4. Meet with BWSR Representatives to review personnel policy and update the operating procedures for the RRVCSA.
5. Continue to work on upgrading the engineering equipment. Especially if we receive the additional equipment funds this year from BWSR.
6. Develop a consistent reporting system to be used by both the Engineer and the Engineering Technician.
7. A side issue was that the same fee collection procedure be used by all SWCDs. It is the District's responsibility to pay the RRVCSA for the engineering services rendered to them by the RRVCSA, whether the practices are installed or not.

Motion by Miller, seconded by Schoff to approve the Grievance Committee Recommendations as presented. Affirmative: Unanimous. Motion carried.

Chairman Flottesmesch asked if there were other items to add to the agenda.

It was stated that the RRVCSA is working for the Districts and it is the responsibility of a District to pay for the engineering procedures done in their District.

Motion by Schoff, seconded by Rinke to have the RRVCSA staff send approved projects to the Host District for billings once survey and design are completed and the Host District will bill the said Districts for those projects whether they are installed or not. Affirmative: Unanimous. Motion carried.

At the previous meeting, a motion was made that the RRVCSA pay members of the Grievance Review Committee for their per diem and expenses. Members of committee are: David Miller, Red Lake SWCD; Pete Revier, Mahnomen SWCD; and Carol Schoff, Clay SWCD. It was suggested that these members submit their meeting expenses to their own district and the district's bill the RRVCSA for those expenditures. It would make it easier for the RRVCSA with not having to establish those members for payroll and issue them W-2s, etc.

These districts indicated that they would bill the RRVCSA for those meetings.

Discussed an hourly fee schedule for Clean Water Legacy funded projects – hourly rate.

It was also discussed about a year ago there was a motion that the Host District should be receiving a copy of the Engineering Assistance Requests and it was to be noted on the request if engineering assistance or sign off is needed. If needed – then the Host District will schedule a review with Engineer and Engineering Technician to see that the project is scheduled and not set aside.

The Personnel Committee recommendation for employees' salaries and benefits, which was tabled at the June 23rd meeting, was brought before the board. Chairman Flottesch explained how tabling could be handled. You can either do nothing and it goes back to the original salary or take it off the table and act on it.

Motion by Balstad, seconded by Rinke to take the salary and benefits item off the table and recommend that the Executive Committee make a recommendation after they meet in September and that if approval is recommended by the committee it would be retroactive to July 1, 2011. Affirmative: Balstad, Rinke, Gill, Revier, Schoff, Miller, Sjostrom. Opposed: Thorsrud, Miller. Motion carried.

The next Executive Meeting was scheduled for Wednesday, September 28th.

The next Regular Meeting of the RRVCSA is November 17th after the Area I meeting.

Motion by Hanson, seconded by Revier to adjourn the meeting. Affirmative: Unanimous. Opposed: None. Motion carried.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary