

**Red River Valley Conservation Service Area
Executive Committee Meeting
September 28, 2011
Red Apple Café
Mahnomen, MN**

The executive meeting of the Red River Valley Conservation Service Area (RRVCSA) was held on Wednesday, September 28, 2011, at 9:30 a.m., at the Red Apple Café in Mahnomen, MN.

Those present at the meeting were:

Jerome Flottesmesch, Becker SWCD
Carol Schoff, Clay SWCD
Pete Revier, Mahnomen SWCD
Gary Lee, East Polk SWCD
Brad Grant, Becker SWCD
Jim Hest, Engineer
Jeff Haverland, Engineering Technician
Chad Severts, BWSR, Board Conservationist
Dusty Jasken, NRCS, Mahnomen
Tanya Hanson, Red Lake SWCD
Ginger Flynn, Becker SWCD, Secretary

Executive Members absent:

Scott Balstad, East Polk SWCD
Linda Hanson, Pennington SWCD

The meeting was called to order by Chairman Flottesmesch.

Motion by Carol Schoff, second by Tanya Hanson to approve the minutes of the June 23, 2011 Regular RRVCSA Meeting as sent out and received by the committee members with the addition of Gary Lee in attendance. Affirmative: Unanimous. Motion carried.

Motion by Carol Schoff, second by Tanya Hanson to approve the August 3, 2011 Special Meeting Minutes of the RRVCSA as sent out and received by the committee members with the addition of Gary Lee in attendance of the meeting. Affirmative: Unanimous. Motion carried.

The financial reports for July, 2011 were presented for approval.

Motion by Carol Schoff, second by Pete Revier to approve the July, 2011 financial reports as presented. Affirmative: Unanimous. Motion carried.

The Fiscal Year 2011 Year End Financial Reports, Notes to the Financial Statement and the Management Discussion Analysis were presented and reviewed. Ginger noted that these documents were sent in as they were due August 30, 2011.

Motion by Gary Lee, seconded by Carol Schoff to approve the 2011 Year End Financial Reports, Notes to the Financial Statement and the Management Discussion Analysis were approved as presented and sent in to BWSR. Affirmative: Unanimous. Motion carried.

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Chairman Flottemesch asked District Conservationist Dusty Jasken if he had some concerns with the RRVCSA. Dusty indicated that he was interested in the RRVCSA and wanted to learn more about them.

Brad and Gary reported on the meeting with the Jim Hest, Engineer, and Jeff Haverland, Engineering Technician, that was held September 1, 2011 at Jim's office in Grygla. It was originally recommended by the Grievance Committee that they should meet once a month for six months. After their first meeting, they felt that this could be done on a need basis and have a teleconference once a month. Things that were discussed and reviewed at this meeting were: inventory of equipment, engineering requests that need engineering sign off and not to have engineering jobs lost in the shuffle, Districts need to contact the engineer or engineer technician to see how their projects are progressing, BWSR will have a new reporting system for the Technical Service Area Projects, communication, job approval authority with districts and technical training for district personnel.

Discussion followed on teleconferences for the two host district managers, engineer and the engineering technician once a month and to meet on a as need basis. The Executive Committee felt that this could be an administrative decision.

Motion by Tanya Hanson, second by Carol Schoff to let it be an administrative decision on how often the Host District managers, engineer and engineering technician meet and use a teleconference for the monthly meetings. Affirmative: Unanimous: Motion carried.

Chad Severts, BWSR Board Conservationist, reported on the August 23rd Meeting with Brian Dwight, BWSR; Brad Grant, Gary Lee and himself regarding an operational and employees manual. Some things discussed at that meeting - Area I too large and technical training of district employees, different levels of technical capabilities with district employees in Area I, attendance by members at meetings and employees being able to be a member and vote. **(See attached sheet.)**

Brad indicated that he will contact the Becker County Attorney to see if an employee can be appointed as a member to the RRVCSA Board with voting privileges.

The Executive Committee accepted the report and for them to carry this forward with an Operational Procedure Manual.

Fee Schedule for engineered projects with Clean Water Legacy Grant Funds and when payments for engineering practices are due were discussed.

The executive committee recommends that payment is due when the plans are delivered to the districts.

Carol left at 12:00 p.m.

It was decided to have the committee of Gary, Brad, Brian Dwight, and Chad Severts come up with a recommendation on a fee schedule for projects funded with Clean Water Legacy Grant Funds and bring back to the full board.

It was noted that the RRVCSA TSA 1 will be receiving the \$20,000 extra in NPEA funds for upgrading equipment.

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Equipment needs for the RRVCSA was reviewed.

Jeff was instructed to contact TSA 8 in Bemidji on splitting up the 4-wheeler and the 4-wheeler trailer, which TSA 1 and TSA 8 own together. The RRVCSA would like to have the 4-wheeler trailer and TSA 8 could have the 4-wheeler. It was recommended that Jeff get a quote on a new 4-wheeler.

Motion by Gary, second by Tanya to authorize Jim and Jeff to come up with the equipment needs list, prioritize the needs, and make recommendations to the next full board meeting.

Motion by Tanya, second by Gary to approve the salary package that was recommended to the full board on June 23, 2011 and have it retroactive to July 1, 2011. Affirmative: Unanimous. Motion carried.

The next regular RRVCSA Board Meeting is scheduled for Thursday, November 3, 2011 after the Area 1 meeting in Ada.

Motion by Tanya, second by Pete to adjourn the meeting. Affirmative: Unanimous. Motion carried.


Ginger Flynn, Host District Secretary


Pete Revier, RRVCSA Secretary-Treasurer