

**Red River Valley Conservation Service Area**  
**Regular Board Meeting**  
**November 3, 2011**  
**VFW Meeting Room**  
**Ada, MN**

The regular meeting of the Red River Valley Conservation Service Area (RRVCSA) was held on Thursday, November 3, 2011, at 12:30 p.m., at the VFW Meeting Room in Ada, MN

Those present at the meeting were:

**Board Members:** Jerome Flottesmesch, Becker SWCD; Carol Schoff, Clay SWCD; Pete Revier, Mahnomen SWCD; Linda Hanson, Pennington SWCD; Ron Thorsrud, Norman SWCD; Julian Sjostrom, West Otter Tail SWCD; David Rinke, Traverse SWCD; Don Dally, Grant SWCD; Denny Reynolds, East Otter Tail SWCD; John Gaukerud, Roseau SWCD.

**Others Present:** Mary Jenson, WOT SWCD; Jeff Haverland, RRVCSA Engineering Technician; Jim Hest, RRVCSA Engineer; Aaron Neubert, Mahnomen SWCD; Chad Severts, BWSR Representative; Gary Lee, East Polk SWCD; Kevin Kassenborg, Clay SWCD; Darren Newville, EOT SWCD; Nicole Berend, West Polk SWCD; Bryan Malone, Pennington SWCD; Tanya Hanson, Red Lake SWCD; Richard Viger, West Otter Tail SWCD; Ginger Flynn and Brad Grant, Becker SWCD;

**Absent Members:** West Polk SWCD, Marshall SWCD, Wilkin SWCD, Kittson SWCD, East Polk SWCD, Red Lake SWCD.

The meeting was called to order by Chairman Flottesmesch.

**The following consent agenda items were brought before the RRVCSA Board:** Minutes of the: June 23<sup>rd</sup> Meeting, August 3<sup>rd</sup> Special Meeting, September 28<sup>th</sup> Executive Committee meeting. Financial Statements for June, July, August and September, 2011. The Fiscal Year 2011 Year End Financial Statement. These had all previously been approved by the Executive Committee. Brad also reviewed the October, 2011 financial report.

Hearing no comments, a motion by Carol Schoff, seconded by Ron Thorsrud to approve the consent agenda items as sent out and received by the RRVCSA Board Members and the October, 2011 financial statement as presented. Affirmative: Unanimous. Motion carried.

It was noted there are extra Fiscal Year 2011 Year End Financial Statements if anyone would like a copy.

Chairman Flottesmesch explained to the Board that the RRVCSA would be receiving an extra \$20,000 in their grant award this year for capital outlay expenditures. Every four years, if funds are available, the RRVCSA should receive this for capital outlay expenditures.

**County Attorney's Opinion on membership on Joint Powers Board** – Brad Grant contacted the Becker County Attorney to see if employees could be appointed to the RRVCSA and have the authority to vote. Brad had sent him a copy of the RRVCSA By-Laws. The County Attorney responded that by our by-laws, employees could not be appointed to the RRVCSA Board or have voting privileges.

Brad e-mailed him back and asked if the Board would do an amendment to the by-laws, then would it be legal. We are waiting for his response. It was also suggested that we contact the Minnesota County Insurance Trust.

## Red River Valley Conservation Service Area Executive Minutes

November 3, 2011

Page 2

Discussion followed on these items: Fee Schedule for Clean Water Legacy Projects, What is the saturation point of work for the Engineer and Engineering Technician, jobs being lost in the shuffle, setting priority for jobs.

Chad Severts reviewed concerns: RRVCSA need to work on prioritization, organizational chart –define roles and responsibilities, update position descriptions, develop consistence in reporting, employees evaluations, update the fee schedule so when applying for grants that each district is using the same amount for engineer and engineering technician's service and addressing CWF direct costs, put all info in a policy manual, and do a workload assessment-looking for additional staff.

It was discussed that all districts should be using the same dollar amount for grant application. It was noted that both Becker and East Polk SWCD were using \$40-41 an hour for the engineering technician's hours.

Motion by Pete Revier, seconded by Linda Hanson to form a committee consisting of Jim Hest, Jeff Haverland, Brad Grant, Gary Lee, Darren Newville and Chad Severts to establish a fee schedule for the engineer and engineering technician compensation plus expenses for Clean Water Legacy Grant projects and that all districts use these figures when applying for grants. Affirmative: Unanimous. Motion carried.

Workload was discussed: Maybe hire additional staff, training district staff for technical projects, sharing of technical services across district lines. Jim and Jeff indicated that an employee can do hands on training along with the engineer or engineering technician.

The Districts decided that they could meet to see which districts have technical ability and if they could share their expertise with other districts.

Prioritization of projects was discussed.

Engineering Technician was wondering how to handle a district, when they have an engineering request that hasn't used their technical services in a while. Wonder if they should do their's first or be put on a list in the order received.

Discussion followed:

- Each District is to fill out a Request for Assistance and submit to the Engineer and the Engineering Technician, and then be put on the priority list by date received.
- Leave prioritization up to the engineering staff
- Sharing expertise across county lines
- Staff can be trained
- Can't afford to hire another technician now
- Contract with someone, who has technical approval authority.

It was the consensus of the board to leave prioritization the same as before, which was by date received.

Board Conservationist Chad Severts reported on the meeting with him, Board Conservationist Brian Dwight, Gary Lee and Brad Grant.

**Red River Valley Conservation Service Area Executive Minutes**

**November 3, 2011**

**Page 3**

- Organizational Chart
- Update employee evaluation process
- Maybe Area I might have additional engineering help
- Use of total station equipment

**Equipment Update**

Engineering Technician Jeff Haverland reported on upgrading of equipment. He reported that his GPS system went down and would cost around \$400 to fix. He has sent it to the company to have repaired.

Jeff reported on the cost of converting the GPS system to a VRS system, which would allow both him and the engineer to use the system. For everything the total cost would be \$9,568.00.

Upgrading of the ATV was also discussed. Jeff checked on prices of various machines and sizes. He handed out a price list for the ATVs.

Motion by Linda Hanson, seconded by Carol Schoff to purchase the surveying equipment and the cell phone package that he needs. Affirmative: Unanimous. Motion carried.

Motion by Carol Schoff, seconded by Ron Thorsrud to purchase an ATV for \$6,000 not including the tax and license. Affirmative: Unanimous. Motion carried.

Discussion followed on:

- Training for the Civil 3D, AutoCad. Chad will check with Al Kean, BWSR Engineer, to schedule training when they have their Engineers' Meeting.
- Making a policy for use of RRVCSA equipment.
- Next meeting

Motion by Dave Rinke, seconded by Ron Thorsrud to have the next RRVCSA meeting following the Area I Meeting, on March 8, 2012.

The meeting was adjourned by Chairman Flottemesch.



Ginger Flynn  
Becker SWCD



Pete Revier  
RRVCSA Secretary-Treasurer