

**Red River Valley Conservation Service Area  
Special Board Meeting  
March 8, 2012  
VFW Meeting Room  
Ada, MN**

A special meeting of the Red River Valley Conservation Service Area (RRVCSA) was held on Thursday, March 8, 2011, at 1:30 p.m., at the VFW Meeting Room in Ada, MN. The special meeting was to replace the Executive meeting that was to be held.

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; David Rinke, Traverse SWCD; Odell Christenson, Grant SWCD; Lyle Dittman, East Otter Tail SWCD; Scott Balstad, East Polk SWCD; David Miller, Red Lake SWCD; Ron Viger, West Otter Tail SWCD.

**Others Present:** Brad Mergens, West Otter Tail SWCD; Jeff Haverland, RRVCSA Engineering Technician; Jim Hest, RRVCSA Engineer; 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; Ginger Flynn and Brad Grant, Becker SWCD; Mary Jo Knutson, Grant SWCD; Jeff Hrubes, BWSR; Pete Waller, BWSR Representative; Brian Dwight, BWSR Representative.

**Absent Members:** West Polk SWCD, Marshall SWCD, Wilkin SWCD; Roseau SWCD, Kittson SWCD

The meeting was called to order by Chairman Flottesmesch.

Due to time constraints the Chairman changed the order of the agenda items.

The topic of the Accelerated Implementation Grant (AIG) was discussed. The AIG is a grant that can be used to get additional staff for a Water Quality Priority Areas. Jeff Hrubes, Clean Water Specialist, explained the AIG to the RRVCSA Board Members. This is only a three year grant, it will not be permanent funding for additional personnel. There is a 25% cash or in-kind match for this grant.

The following was discussed on applying for the AIG for extra staff for the RRVCSA:

- Whether or not the board felt there is a need for additional staff.
- Is the workload going to grow and are the 12 other districts going to us the TSA?
- What is the TSA's needs and new technology?
- Who would write the grant?
- TSAs will also have to do Biennial Budget Requests (BBR)
- Area 8 will be applying and they will be using match from local organizations.

Motion by Scott Balstad, seconded by Carol Schoff to pursue applying for the AIG grant and report back at the June meeting. Affirmative: Unanimous. Motion carried.

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The board appointed the following committee to work on the feasibility of applying for the AIG:

Darren Newville, East Otter Tail SWCD  
Bryan Malone, Pennington SWCD  
Brad Grant, Becker SWCD

The Fee Schedule for Clean Water Legacy Grants Committee Report was given. The Fee Schedule was handed out for review.

Jeff Hrubes explained how the fee schedule was arrived at for the engineer and engineering technician's total costs. All budget costs were taken into consideration with an inflationary and equipment replacement costs included. The RRVCSA may need to have a simple agreement with each district for CWL grants when fees are due.

Discussion followed.

Linda Hanson, Pennington SWCD, left at this time 2:00 p.m.

Motion by Pete Revier, seconded by Odell Christenson to approve the Fee Schedule as presented for the Clean Water Legacy Funds. These rates are to be used by all member districts of the RRVCSA when applying for Clean Water Funds and utilizing the RRVCSA staff. Affirmative: Schoff, Revier, Christenson, Thorsrud, Rinke, Dittman, Miller, Viger. Opposed: Balstad. Motion Carried.  
Pete Revier left 2:15 p.m.

Motion by Carol Schoff, seconded by David Miller to leave the Regular Fee schedule the same with the inclusion of the wording of Engineering Design/Construction/Supervision/Stakeout and add the Payment of fees are due: When the practice plan is delivered to the requesting SWCD office. (See attachment.) Affirmative: Unanimous. Motion carried.

Consent Agenda Items: Minutes of the November 3<sup>rd</sup> Meeting and the Financial Statements for November, December, January.

Brad reviewed the February, 2012 Treasurer's Report

Motion by Carol Schoff, seconded by Scott Balstad to approve the consent agenda items and the February, 2012 Treasurer's Report. Affirmative: Unanimous. Motion carried.

### Engineer and Technician Reports

Jeff Haverland reported that he has purchased the GPS for \$9,339.00 and the 4-wheeler for \$6,431.00, which was previously approved for purchase.

Jeff discussed his workload. He is saturated and won't be able to take on any more projects. He didn't know if he could get all that is on his list done.

Odell Christenson left 2:25 p.m.

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Jim Hest said that in November, December and January he was still doing construction. He is at his limit with projects for this year, also. Jeff will be training Jim on the new GPS.

Jim stated that he is in need of a computer upgrade.

Motion by Scott Balstad, seconded by David Miller that Jim and administration upgrade his computer system with a limit of \$3,000 for computer and software. Affirmative: Unanimous. Motion carried.

Other items discussed:

- Executive Committee will have to meet prior to the June meeting to prepare 2013 budget
- Election of officer to be held at next regular board meeting
- A power point presentation by the Engineer and Engineering Technician of recent projects installed will be made at the next Area I meeting.
- Next Regular Board Meeting.

Motion by Dave Miller, seconded by Scott Balstad to schedule the RRVCSA Regular Board Meeting after the Area I Meeting in June.

The next RRVCSA Executive Meeting will be in April.

Chairman Flottemesch adjourned the meeting.



Ginger Flynn  
Becker SWCD



Pete Revier  
RRVCSA Secretary-Treasurer