

**Red River Valley Conservation Service Area  
Executive Committee Meeting  
April 11, 2012  
Red Apple Café  
Mahnomen, MN**

The executive meeting of the Red River Valley Conservation Service Area (RRVCSA) was held on Wednesday, April 11, at 9:30 a.m., 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  
Brad Grant, Becker SWCD  
Jim Hest, Engineer  
Jeff Haverland, Engineering Technician  
Ginger Flynn, Becker SWCD, Secretary

Executive Members absent:

Scott Balstad, East Polk SWCD  
Linda Hanson, Pennington SWCD  
Gary Lee, East Polk SWCD  
Tanya Hanson, Red Lake SWCD

The meeting was called to order by Chairman Flottemesch.

Jerome commented that the next RRVCSA Regular meeting will be Thursday, June 21, 2012, following the Area I Meeting. Jerome noted that he will not be able to attend that meeting.

The Executive Committee reviewed the March 8, 2012 Special Board Meeting minutes that was handed out. There was one correction.

The March financial statements were presented.

Motion by Revier, second by Schoff to approve the March financial statements as presented. Affirmative: Unanimous. Carried.

Jeff and Jim updated the committee on equipment and costs.

-Jim is looking at purchasing a laptop computer

-Jeff reported on the Wi-Fi packages needed to operate the VRS survey equipment.

There are two VRS survey systems. Each system will require a Wi-Fi package.

Cost for each Wi-Fi unit is \$99.99 plus tax. (There is a \$50.00 rebate for each unit.)

There is a \$35.00 one time activation fee for each unit.

Monthly access charges for each unit are \$50.00 plus taxes and fees.

They will still need their regular cell phones.

Jim and Jeff were asked by the committee where they are at with the use of technology – AutoCAD-Eagle Point, ARC GIS? They indicated time constraints and that there isn't any training from BWSR for the new software.

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The 4-wheeler and trailer that is co-owned with NPEA- Joint Powers Area in Bemidji was discussed. The committee felt we should have the trailer and they could have the 4-wheeler. They figured our possession should be two thirds and theirs one third. Brad will contact the Bemidji office pertaining to this equipment.

At the March 8, 2012 RRVCSA Meeting, the RRVCSA Board recommended that an AIG Committee be formed to look at applying for an AIG grant for additional technical staff. The AIG committee consists of Byran Malone, Pennington SWCD; Darren Newville, East Otter SWCD; Brad Grant, Becker SWCD; Pete Waller, BWSR; and Chad Severts, BWSR. Brad indicated that this committee met on April 5, 2012. The committee discussed what type of position is needed in the TSA Area and how it would help Jim and Jeff.

- Technician that is well versed in ArcView/GIS
- Individual may not currently have much experience in earth moving such as stakeout, construction supervision, etc., but would be expected to learn by working with Jim and Jeff.
- Would be able to bring design technology of practice design, such as WASCOD
- Would be expected to take some design workload responsibility off Jeff and Jim so more of their time could be spent on different engineering practices rather than all on WSCODs.
- Could allow Jim more time to concentrate on engineering practices, rather than practices that can be carried out by a technician position. Jim could possibly assist TSA Districts in preparing cost estimates when applying for CWL grants.
- Discussed possible location for the position to work from
- Discussed contacting the Red River Management Board for possible matching funds.
- Discussed budget needed, salary, benefits, vehicle, rent, etc.
- Total of three year grant request could approach \$200,000.

Pete Revier felt we should look at applying for the grant.

Jim and Jeff were asked if there is a need for additional technical staff. Jim felt there is a need for construction supervision and inspection. Jeff was wondering about their productivity with time in training new staff. The Executive Committee thought this would be true at first, but once staff is trained this position would be beneficial.

It was noted that the application is due by the end of September and will not be approved until sometime in December.

Priority setting was again discussed.

The Executive Committee made recommendation that the AIG Committee put together a firm budget for this position and bring the proposal back to the full RRVCSA Board in June.

Motion by Carol Schoff, seconded by Pete Revier to progress with the proposal and bring it back to the full board in June. Affirmative: Unanimous. Motion carried.

The preliminary budget for 2013 was worked on.

Engineer Jim Hest presented his salary proposal to the executive committee. He indicated that his health insurance went up 12%. Jim requested a \$100 increase in his health insurance and a 3% increase in

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salary. This would be \$2,265 increase in salary and \$1,200 increase in health insurance for fiscal year 2013.

Engineer Technician Jeff Haverland requested the same dollar amount in salary - \$2,265 and the \$1,200 for health insurance.

Jim and Jeff left the meeting at this time 12:15 p.m.

The Executive Committee reviewed the evaluations that were received from some of the member SWCDs.

The Executive Committee made recommendation for the employees' compensation to increase 2% and an additional \$50 for their health insurance benefit. This would bring their health insurance package to \$850 per employee.


Motion by Carol Schoff, seconded by Pete Revier to approve the salary increase of 2% and increase their health insurance for the additional \$50 per month and present to full RRVCSA Board for their consideration at their June 21, 2012 meeting. Affirmative: Unanimously. Motion carried.

The committee then completed the 2013 RRVCSA budget. (See attached.)

Motion by Carol Schoff, second by Pete Revier to approve the 2013 RRVCSA budget and present it to the full RRVSCA Board at their June meeting for their consideration. Affirmative: Unanimous. Motion carried.

Chairman Flottesmesch adjourned the meeting.

  
Ginger Flynn, District Secretary  
Becker SWCD – Host District

  
Pete Revier, Secretary-Treasurer  
Red River Valley Conservation Service