

**Red River Valley Conservation Service Area
Regular Board Meeting
June 21, 2012**

The regular meeting of the Red River Valley Conservation Service Area (RRVCSA) was held on Thursday, June 21, 2012, at 12:15 p.m., at the American Legion Meeting Room in Detroit Lakes, Minnesota.

Those present at the meeting were:

Board Members: 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; Denny Reynolds, East Otter Tail SWCD; Scott Balstad, East Polk SWCD; David Miller, Red Lake SWCD; Odell Christenson, Grant SWCD; Tony Beck, Becker SWCD

Others Present: Jeff Haverland, RRVCSA Engineering Technician; Jim Hest, RRVCSA Engineer; Chad Severts, BWSR Representative; Tanya Hanson, Red Lake SWCD; Duane Steinbrink, West Polk SWCD; Ed Clem, Ginger Flynn and Brad Grant, Becker SWCD; Marion Gill, East Otter Tail SWCD

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

The meeting was called to order by Vice-Chairman Linda Hanson.

The first item of business was reorganization of the Red River Valley Conservation Area Board.

Vice-Chairman Linda Hanson called for nomination for Chairman. Board Member Carol Schoff nominated Jerome Flottesch for Chairman.

Motion by Pete Revier, seconded by Scott Balstad that nomination cease and a unanimous ballot be cast for Flottesch. Unanimous. Carried.

Board Member Pete Revier nominated Linda Hanson for Vice-Chairperson.

Motion by Scott Balstad, seconded by Dave Rinke that nomination cease and a unanimous ballot be cast for Linda Hanson. Unanimous. Carried.

Board Member Carol Schoff nominated Pete Revier for Secretary-Treasurer.

Motion by Scott Balstad, seconded by Dave Miller that nomination cease and a unanimous ballot be cast for Pete Revier. Unanimous. Carried.

Motion by Scott Balstad, seconded by Tony Beck to designate Bremer Bank as the main depository for the RRVCSA for 2012. Unanimous. Carried.

The following consent agenda items were brought before the RRVCSA Board:

- Special Board Meeting Minutes of March 8, 2012
- Financial Statement for March, 2012
- Executive Committee Meeting Minutes for April 11, 2012

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Motion by Carol Schoff, seconded by Ron Thorsrud to approve the above consent agenda items as sent out and received by the RRVCSA Board Members. Unanimous. Carried.

The April and May, 2012 financial reports were presented.

It was also brought to the RRVCSA Board members' attention that the current Bank Credit Card for RRVCSA has bonus points that can be redeemed for items, cash, or apply to the balance of the statement.

Motion by Dave Miller, seconded by Carol Schoff to set a policy to redeem the points for cash or apply it to the outstanding balance on the bank card. Unanimous. Carried.

Motion by Scott Balstad, seconded by Dave Rinke to approve the April and May, 2012 financial statements as presented. Unanimous. Carried.

FY 2012 Host District Voucher

Becker SWCD presented a voucher for their Host District expenses for fiscal year ending June 30, 2012 for review. The voucher represented their services for administrative, accounting and secretarial support to the RRVCSA for FY 2012.

Motion by Scott Balstad, seconded by Ron Thorsrud to approve payment to the Becker SWCD for their administrative, accounting and secretarial support to the RRVCSA for fiscal year ending June 30, 2012 in the amount of \$12,003.86. Unanimous. Carried.

Executive Committee recommendations on Employees Compensation and Benefits for 2013

The Executive Committee's recommendation on employees' compensation and benefits for FY 2013 was reviewed. Recommendations were for employees to receive a 2% increase in salary and an additional \$50 per month for health insurance or deferred annuity. Total health insurance or deferred annuity benefit with the increase of \$50 will be \$850 per month.

Motion by Denny Reynolds, seconded by Dave Miller to approve the compensation and benefits' package as recommended by the Executive Committee. Unanimous. Carried.

The 2013 RRVCSA budget was reviewed.

Motion by Pete Revier, seconded by Carol Schoff to accept the 2013 RRVCSA Budget as presented. Unanimous. Carried.

The Lease Agreements with Jim Hest, Engineer and Jeff Haverland, Engineering Technician, were reviewed. The lease agreement is for reimbursement of cell phone, land phone and DSL computer line in lieu of rent. The amount is \$150 per month per employee.

Motion by Dave Rinke, seconded by Scott Balstad to approve the Lease Agreements as presented. Unanimous. Carried.

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Brad Grant reported on the 4-wheeler and trailer that is shared with TSA 8. Brad contacted TSA 8 and made recommendations that TSA 1 keep the trailer and TSA 8 having the 4-wheeler. TSA 8 has not responded to our request. Brad will try to get this resolved.

BBR-AIG Application

Brad Grant reviewed the AIG Committee's recommendations for applying for the Biennial Budget Request (BBR) for additional technical staff.

Board Conservationist Chad Severts and Brad presented an overview of a draft BBR that was prepared for the RRVCSA technical needs. The BBR is for approximately \$300,000 for three years beginning in FY2014. This BBR is due June 29th. Brad explained that this is just a request and the final application will be due in the fall of 2013 if the preliminary application is approved.

Also if the Board wishes to apply for an Accelerated Implementation Grant (AIG) that will be prepared in August for funding that would come in January for FY2013. Concern was expressed over the match portion requirement of the grant. Chad indicated that it can be matched by District Staffs time.

Motion by Scott Balstad, seconded by Dave Miller that we apply for the BBR and the AIG for additional technical staff. Unanimous. Carried.

Engineer and Engineering Technicians Reports.

Jeff Haverland reported that he had 17 projects designed and 13 completed. Jeff reported that he received two \$50 debit cards when he signed up for the new Wi-Fi package. Board consensus was to use these debit cards to purchase gas for the RRVCSA vehicles.

Jim Hest reported he is learning the new technology and has 8 sites surveyed.

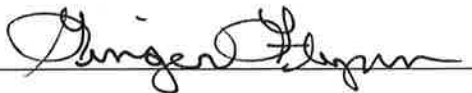
Financial Audit

Ginger Flynn reported that the RRVCSA will have to be audited for FY 2012. She received an audit proposal from James Maiser, Certified Public Accountant and Consultant. Mr. Maiser's quote was \$1,800.00.

Motion by Carol Schoff, seconded by Julian Sjostrom to accept the audit proposal from James Maiser as presented. Unanimous. Carried.

Next Meeting: The next Regular RRVCSA Meeting will be scheduled after the next MASWCD Area I Meeting.

Motion by Carol Schoff, seconded by Denny Reynolds to adjourn the meeting. Unanimous. Carried.



Ginger Flynn, District Secretary
Becker SWCD-Host District



Pete Revier, Secretary-Treasurer
Red River Valley Conservation Service Area