

**Red River Valley Conservation Service Area  
Regular Board Meeting  
March 13, 2013**

The regular meeting of the JPB for the Red River Valley Conservation Service Area – TSA 1 was held at 9:30 a.m. on Wednesday, March 13, 2013 at the Red Apple Café in Mahnomen, Minnesota.

Those present were Board members Ron Thorsrud – Norman supervisor, Pete Revier – Mahnomen supervisor, Jerome Flottesmesch – Becker supervisor, David Miller – Red Lake supervisor, Lyle Dittmann – East Ottertail supervisor, Julian Sjostrom – West Ottertail supervisor, Carol Schoff – Clay supervisor, Scott Balstad – East Polk supervisor, and Odell Christenson – Grant supervisor.

Others present: Ginger Flynn – Becker District Admin Assistant, Jen Wentz – Becker District Admin Assistant, Tanya Billberg – Red Lake District Manager, Jeff Haverland – TSA 1 Civil Engineering Technican, Darren Newville – East Ottertail District Manager, Jim Hest – TSA 1 Engineer, Gary Lee – East Polk Manager, Brad Grant – Becker District Administrator, Brad Kennedy – TSA 8 Civil Engineering Technican, Bill Westerberg – TSA 8 Engineer, Brad Mergens – West Ottertail District Manager, Kevin Kassenborg – Clay District Manager, Nicole Bernd – West Polk District Manager, and Bryan Malone – Pennington Program Coordinator.

The meeting was called to order @ 9:45 am by Chairman Flottesmesch.

Jerome announced that Ginger Flynn, Becker SWCD Host Dist. Administrative Assistant will be retiring next week and introduced Jennifer Wentz as the new Becker SWCD Administrative Assistant. Jerome also noted that Becker SWCD Dist. Administrator will be retiring at the end of May.

It was noted that the 1<sup>st</sup> meeting of the year is also time for election of officers for the RRVCSA Board. The chair was turned over to supervisor Pete Revier. Pete called for nominations for the position of Chairman.

Carol Schoff nominated Jerome Flottesmesch for Chairman.

Motion (Dittman, Christenson) that nominations cease and a unanimous ballot be cast for Jerome Flottesmesch for Chairman. Affirmative: Unanimous. Carried.

The chair was turned over to Chairman Flottesmesch.

Nominations were opened for the position of Vice Chairman. Linda Hanson was nominated for Vice Chairman. Motion (Miller, Schoff) that nominations cease and a unanimous ballot be cast for Linda Hanson as Vice Chairman. Affirmative: Unanimous. Carried.

Nominations were opened for Secretary-Treasurer. Pete Revier was nominated for Secretary-Treasurer. Motion (Miller, Thorsrud) that nominations cease and a unanimous ballot be cast for Pete Revier as Secretary-Treasurer. Affirmative: Unanimous. Carried.

**Introductions** – For the benefit of those attending Chairman Flottesch asked that those in attendance introduce themselves.

**Consent Agenda Items** – The following items were on the consent agenda:

- October 25, 2012 Minutes
- October 2012 – January 2013 financial statements

Motion (Schoff, Christenson) to approve the Consent Agenda items as presented. Affirmative: Unanimous. Carried.

**February 2013 Financial Reports** – Brad presented the February 2013 financial statement. He discussed program summaries as well as the budget to date comparisons. Ginger explained the capital asset dollar amount changes for 2013 and noted that budget increases should be made for the audit of host districts and the JPB. District audits and JPB audits should go hand-in-hand. Discussion.

Motion (Miller, Schoff) to approve the February 2013 report and financial statements. Affirmative: Unanimous. Carried.

It was noted by Flottesch as a reminder that he and Pete are to sign new bank cards that will give Jennifer authority to write checks for the RRVCSA. This was completed at the adjournment of the meeting.

Ginger Flynn reported and discussed the recent audit. Handouts were given to all. No discrepancies were found in the audit.

**Host District Services Agreement** – The Becker SWCD has been charging TSA for the actual time spent by Brad and Ginger which has been hard to keep track of with local District issues versus the entire JPB areas. A flat rate was called for and \$12,000 was discussed. Comments were made that other Districts are contracting to provide host services. Flottesch notes that a few other items need to be approached – finalize the contract, decide on the dollar amount to be charged, and authorize the executive committee to establish a contract. Also, discuss year-end practices and give the Executive Committee of the Board the authority to set the budget and set salaries for the next fiscal year which will begin before the entire Board meets again. East Polk is the secondary host District and should probably be included in the set amount agreement. Discussion.

Motion (Balstad, Christenson) to give the Executive Committee the power to research a flat rate for the host Districts and to review and approve the budget and salaries for next year. Affirmative: Unanimous. Carried.

**Engineering Services from North Central JPB** – our current technical and engineering staff are reaching certain limits. We have applied to BWSR for additional personnel which they did not approve. Brad contacted Bemidji; they may be willing to provide some technical service to our JPB. The jobs that we would be contracting out would be ordinary engineering and sediment basins. Bill Westerberg, TSA 8 Engineer discussed the fee schedule, which is the same as what's currently being used in their area. The hourly rate for travel was discussed, noting that there is no charge for a site visit and estimate. All fees and project requirements will be clearly noted and approved prior to any work completed. Inspections should remain minimal; TSA 8 staff will work with local SWCD staff to check on project results periodically. If there are more complex projects or when CWL funds may be used, a higher fee may be negotiated. Discussion.

Districts will continue to have the ultimate decision and are able to check for other estimates as they choose. If Haverland and Hest cannot complete the project in a timely manner, TSA 8 may be called to assist. The first step of the Districts will be to send a request to Jeff Haverland and/or Jim Hest. If they cannot fulfill the request, then TSA 8 will be contacted or another engineering consultant of the Districts choosing. Discussion continued.

Motion (Dittman, Balstad) to authorize our Area 1 Districts to use TSA 8 for projects that cannot be fulfilled by Area 1 technical and engineering staff and to allow our Districts to request those services on a need available basis after an official request has been sent to the local District Technicians. Affirmative: Unanimous. Carried.

#### **Engineering and Technician Reports –**

*Jim Hest reported on the following:*

- Working on designs for the last few months with over 70 water and sediment control basins. There are about 30 more to complete for spring.
- Large project is underway for St. Joseph regarding rain gardens
- By early April, surveyed designs should be completed if the weather allows
- Upcoming Low Impact Development – rain garden training – Walker, MN
- No annual engineers meeting has been set
- Will be attending a webinar next week for water & sediment control basins using LiDAR
- Working with Gary to use ArcGIS and may need training on the program for future use

*Jeff Haverland reported on the following:*

- He has another doctor appointment on March 28
- Working on completing 53 water & sediment control basins, 6 rain gardens, and wetland restorations
- Area 8 discussion was brought about by Jeff's recent surgery and his inability of being able to work full time.
- Because of his recent medical problems, he's been instructed to let individual District's know his plans and whether he can complete projects in a timely manner
- He had major computer issues in July 2012 regarding his hard drive and at the end of January which led to the purchase of a new computer. Most items were backed up with minimal loss.

Grant reports that most Districts have been awarded CWL funds that need to be used in the next two years. All workloads should go up such as rain gardens, water & sediment control basins, and lakeshore projects.

**Vehicle Needs** – Jim Hest spoke of his 2005 vehicle with 90,000 miles. Jeff Haverland has a 2008 with 59,000 miles. At this point, only comments are being made. There's no need to move forward on replacing vehicles now. However, this will need to be decided in the future, possibly the next Board meeting.

**Other Items**

Upcoming meetings and/or trainings:

- Infiltrations and Rain Gardens meeting will be held in Walker on March 27
- The Executive meeting is scheduled for April 10 in Mahanomen

Being no further business, a motion (Schoff, Miller) to adjourn at 10:57 a.m. Affirmative: Unanimous. Carried.

**Approved: Pete Revier, RRVCSA-TSA 1 Secretary**

**Date: April 10, 2013**