

**Red River Valley Conservation Service Area
Regular Board Meeting
June 26, 2013**

The regular meeting of the JPB for the Red River Valley Conservation Service Area – TSA 1 was held at the McCollum Hunting Preserve in Bejou, Minnesota.

Those present were Board members Ron Thorsrud – Norman supervisor, Pete Revier – Mahnomen supervisor, Jerome Flottemesch – Becker supervisor, David Miller – Red Lake supervisor, Julian Sjostrom – West Ottertail supervisor, Carol Schoff – Clay supervisor, Ben Larson – West Polk supervisor, Denny Reynolds – East Ottertail supervisor, Alan Bruce – Traverse supervisor, and Odell Christenson – Grant supervisor.

Others present were Peter Mead – Becker District Administrator, Jim Hest – TSA 1 Engineer, Jeff Haverland – TSA 1 Civil Engineering Technician, Darren Newville – East Ottertail District Manager, Bryan Malone – Pennington Program Coordinator, Sara Gronfeld – Traverse District Manager, Kevin Kassenborg – Clay District Manager, and Jen Wentz – Becker District Admin Assistant.

The meeting was called to order at 2:00 p.m. by Chairman Flottemesch.

Approval of March and April Minutes – these meeting minutes were previously emailed or mailed to all Supervisors and District staff for their review.

Motion (Schoff, Christenson) to approve the March and April minutes as previously presented. Affirmative: Unanimous. Carried.

Financial Reports – Peter presented the April and May financial reports. Peter, Jen, and Jerome discussed the main points.

Motion (Miller, Schoff) to approve the April and May financial statements. Affirmative: Unanimous. Carried.

FY2014 Budget – the FY2014 budget was presented for review by the Board and compared with FY2013. The Executive Committee previously approved this new FY2014 budget and presents it to the entire Board for review and approval. One small area was noted as needing correction.

Jerome gave an explanation of the RRVCSA Fund Balance and how it is affected by the budget.

Motion (Miller, Larson) to approve the FY2014 budget as presented and corrected. Affirmative: Unanimous. Carried.

FY2014 Re-Elected Officers

- Jerome noted the current officers and the process for election of Board members
- Present members will serve until this time next year

Reports – Jim Hest, TSA 1 Engineer

- Busy with surveying projects

Reports – Jeff Haverland, TSA 1 Civil Engineering Technician

- Busy spring with some rain delays
- Several projects completed in Becker

Reports – Use of Engineer and Engineering Tech from TSA 8, Bemidji

- Peter noted that Becker SWCD just received completed plans from TSA8 for one project.
- Jerome clarified the use of the TSA 8 engineer and technician from Bemidji for additional project assistance

Reports – Peter Mead, Becker District Administrator

- There continues to be a need for a GIS person on staff
- He asked the Board to proceed with the application for an engineering technician who is qualified in GPS, ArcGIS and LiDar

There is a consensus from the Board to apply for the position of a GIS technical person.

CWL grants – Fee Schedule and Billable Hours

- Peter discussed the fee schedule which clarifies what other Districts are doing to account for their billable hours
- Darren Newville spoke about his views on the project with regards to notifying Jeff and Jim on any new projects moving forward

The document presented was reviewed by the Board and all agreed to use the new format of accounting for Jeff and Jim's billable hours.

Other

- Capital purchases were mentioned with timeframe for purchasing a new pickup truck. If the budget allows, we will look at that in the future.
- Jeff spoke of the overtime/comp time he has earned for the current year. The Board needs to decide how to disburse this to him with the end of year approaching. With his current back problems and possible surgery in the future, Jeff has a sufficient amount of sick leave banked. Jerome confirmed that we don't have an engineering technician to help when Jeff is out. Jeff clarified that he will work through the current season before the ground freezes.

There was additional discussion regarding comp time disbursements in other Districts.

Motion (Schoff, Reynolds) to pay Jeff Haverland for the comp time he has earned of 60 hours. Affirmative: Unanimous. Carried.

Being no further business, motion (Schoff, Miller) to adjourn at 2:41 p.m. Affirmative: Unanimous. Carried.

Approved: Pete Revier, RRVCSA-TSA 1 Secretary

Date: November 19, 2013