

**TSA 1 - Red River Valley Conservation Service Area
Regular Board Meeting
November 19, 2013**

The regular meeting of the JPB for the Red River Valley Conservation Service Area – TSA 1 was held at Tubby's Tavern in Ada, Minnesota.

Those present were Board members Ron Thorsrud – Norman supervisor, Jerome Flottesmesch – Becker supervisor, Carol Schoff – Clay supervisor, David Rinke – Traverse supervisor, Odell Christenson – Grant supervisor, Lyle Dittmann – East Ottertail supervisor, Richard Viger – West Ottertail supervisor, and Linda Hanson – Pennington 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 District Manager, Kevin Kassenborg – Clay District Manager, Gary Lee – East Polk District Manager, Joe Montonye – Grant District Manager, Tanya Billberg – Red Lake, District Manager, Katie Engelmann – East Polk WCA Coordinator/Technician, Denny Reynolds – East Ottertail supervisor, Chad Severts – BWSR Board Conservationist, Matt Fisher – BWSR Board Conservationist, and Jen Wentz – Becker District Admin Assistant.

Call to Order – Chairman Flottesmesch called the meeting to order at 1:54 p.m.

Approval of June 26th Meeting Minutes – The June meeting minutes were revised to reflect the final motion to adjourn.

Motion (Thorsrud, Dittmann) to approve the June meeting minutes as revised and presented. Affirmative: Unanimous. Carried.

Financial Reports – Treasurer's reports for July – October and FY2013 Year-End Financials were distributed to all. Mead reviewed these with the Board and pointed out that the Engineer and Technician are working with Wentz to bring project revenues into the TSA for FY2014.

Motion (Christenson, Viger) to approve the Treasurer's reports for July – October and FY2013 Year-End Financials. Affirmative: Unanimous. Carried.

Reports –

Jim Hest, TSA 1 Engineer reported on the following:

- Busy with projects for East Polk
- In FY2013, he installed 56 water & sediment basins, designed 58 and has 13 sites yet to design; he installed 3 stream banks, designed 2, and has yet to design 11 sites dependent on CWF dollars. Grade stabilizations are progressing with a rain garden project to design in Red Lake County.

Jeff Haverland, TSA 1 Civil Engineering Technician reported on the following:

- Reviewed his most recent report for October with the Board.
- In FY2013, he surveyed 35 basins, completed 2 shoreline protection projects, 1 grade stabilization, and 2 diversions.
- He designed 32 basins and 2 diversions.
- There are 19 basins constructed or under construction, 1 stream bank protection, and 1 wetland restoration.
- After his most recent doctor's visit and evaluation, previous leave decisions have been changed and he will no longer choose back surgery.

Peter Mead, Becker SWCD District Administrator reported on the following:

- Discussed the recent changes to the Engineering Assistance Requests. These reports have been updated to offer a more accurate snapshot of work completed, funds used, and payments received.

2014 CWL Shared Services Grant Application – The application was submitted and proposed at \$298,000 but it appears will be funded for \$250,000. These services may be shared between TSA 1 and TSA 8; both areas are working with Chad Severts to confirm this. One person could cover both areas and utilize the funds more effectively. Budgeting for this grant will be discussed in the near future for match requirements, operation allowances, etc.

Fee Schedule – Mead has asked Haverland and Hest to review their past fees and project hours to ensure that our current fee schedule meets certain time requirements. It seems that the TSA is losing billable hours for the rates that are presently charged. Once completed, this needs to be brought to Board for approval.

Project Billing Policy – With the recent changes to the Engineering Assistance Requests, all billable jobs should be organized and assembled for invoicing by the 10th of each month. In the past, project payouts have been taking place at the final completion of the project. We need to make a change to this in order to remain solvent. As stated on our Fee Schedule, the TSA should invoice for these funds when plans are in place and surveys are completed. Staying on top of this will ensure financial compliance for the TSA and a more appropriate match of revenues to expenses.

A lengthy discussion continued with some members of the TSA in agreement to these terms and others opposed. Also, some additional changes may be needed for the Engineering Assistance Requests to be an accurate indication of incoming project funds.

Chairman Flottesmesch suggested devising a committee to update the fee schedule and project billing policy, while giving the Executive Committee the authority to approve these changes in March or thereabouts.

Motion (Christenson, Viger) to approve the formation of a committee, made up of at least three District Managers that will review and approve a new fee schedule and project billing policy.

Once completed, those plans will be taken back to the Executive Committee for review and approval. Affirmative: Unanimous. Carried.

Volunteers for the committee are as follows: Bryan Malone – Pennington District Manager, Darren Newville – East Ottertail District Manager, and Gary Lee – East Polk District Manager, as well as Peter Mead – Becker District Manager.

Other –

Our future meetings schedule was discussed. Chairman Flottesmesch has asked the Board to continue with the annual Executive Committee meeting, normally held in March, to discuss wages and benefits as well as the upcoming year's budget. Any other meetings, besides the twice-annual regular board meetings, will be held at the discretion of the TSA Board.

Motion (Rinke, Schoff) to approve the above meeting schedule as mentioned. Affirmative: Unanimous. Carried.

The current Personnel Policy needs to be reviewed and updated, especially in regards to comp and overtime requirements and payments. The TSA Board decided to allow staff and administration to review, update, and make recommendations for approval at the next Board meeting.

A special note – the 2014 CWL Shared Services Grant agreement should be approved in January. After that time, the hiring of a GIS staff person will make a special board meeting necessary. A January or February meeting may need to be held. The District Manager volunteers shall meet before that time to review the current fee schedule and project billing policy. In addition, working with TSA 8 on the Shared Services Grant may need Board approval. Our next official meeting is the March Executive Committee meeting.

Haverland announced his equipment needs. The trailer he uses to haul his ATV has 30,000-40,000 miles of service. He could repair the old, replace with new, or purchase ramps and load the ATV into the bed of his truck. Currently, his truck has 69,000 miles; Becker SWCD has called for price quotes on a set of new tires. In addition, he will need to replace the battery in the controller he uses for field work. This should cost approximately \$235. Chair Flottesmesch noted that all of these expenses can be approved by administration and mentioned at the next Board meeting.

Being no further business, Chairman Flottesmesch adjourned the meeting at 3:01 p.m.
Affirmative: Unanimous. Carried.

Approved: Pete Revier, RRVCSA TSA-1 Secretary

Date: January 7, 2014