

Red River Valley Conservation Service Area – TSA 1
Executive Committee Meeting
March 17, 2014

The RRVCSA Executive Committee meeting was held at the Red Apple Café in Mahanomen, MN. Those in attendance were Jerome Flottesmesch, Becker Supervisor and RRVCSA Committee Chair; Peter Mead, Becker District Administrator; Jennifer Wentz, Becker District Administrative Assistant; Jeff Haverland, TSA 1 Engineering Technician; Jim Hest, TSA 1 Engineer; Carol Schoff, Clay Supervisor; Tanya Billberg, Red Lake Office Manager; Gary Lee, East Polk Administrator; Pete Revier, Mahanomen Supervisor; Scott Balstad, East Polk Supervisor; Lyle Dittmann, East Otter Tail Supervisor; Linda Hanson, Pennington Supervisor; Gabe Dretsch East Otter Tail Shoreland Specialist; Aaron Neubert, Mahanomen Administrator; Aaron Larsen, West Otter Tail Farm Bill Technician; and Ron Thorsrud, Norman Supervisor.

Call to Order – the meeting was called to order at 9:49 a.m. by Chairman Flottesmesch.

Financial Report – the February 2014 Treasurer’s Report was presented to the Board and reviewed by Peter Mead.

Motion (Balstad, Schoff) to approve the February financial report as presented. Affirmative: Unanimous. Carried.

CWL Shared Services Grant Agreement – Peter announced the \$250,000 funds that were received for this grant. There were eight grants awarded throughout the entire state with an even spread of money to all areas. The work plan has been entered into eLINK, and the project is ready to move forward. Extensive discussion.

Motion (Hanson, Balstad) to accept the TSA 1 grant agreement and authorize execution. Affirmative: Unanimous. Carried.

TSA 1 & 8 Shared Services Joint Powers Agreement –

- Peter has been working with Chad Severts to propose hiring one specialist to be housed in Perham with Darren Neville and two other assistants to work out of Bemidji.
- The agreement has been signed by staff and supervisors from TSA 8 and once we agree, they will need our signatures as well.
- Becker SWCD will act as host District of both grants just as they do for the NPEA grant for RRVCSA.
- The work plan and grant agreement needs to be signed.
- Our committee will need to agree on this joint powers venture with TSA 8 and hire one full-time and 2 part-time permanent positions.

Questions arose as to the new staff responsibility, office space, equipment needs, etc. Lengthy discussion continued with respect to grant writing and grant funding within each District of the TSA. It has been and continues to be a concern that many Districts aren’t skilled to write their grants in order to fund the projects that need to be put in place, and suggested that these new employees need to be trained in this area to provide much needed assistance to each District.

Motion (Schoff, Hanson) to approve the joint powers agreement between TSA 1 and TSA 8 and to approve the hiring of three employees for the cooperative effort to meet the mission of the Shared Services grant agreed upon above. Affirmative: Unanimous. Carried.

Approve Shared Services Position Descriptions – Peter presented the draft position descriptions to the Board. After discussion, it was noted to have the following statement reflected in the job description: *Provided that these new employees will offer technical assistance in preparing grants for each District within the TSA.* Also add: *Other duties as assigned* in order to cover more general assistance.

Motion (Billberg, Schoff) to approve the Shared Services position descriptions with the additions noted. Affirmative: Unanimous. Carried.

Approve Fee Schedule – Peter reviewed the new fee schedule that was discussed and decided upon in January by the special committee. Discussion continued regarding the new employees through the Shared Services grant and whether we need a separate fee schedule specifically for their duties and charges.

Motion (Revier, Balstad) to approve the fee schedule as written. Affirmative: Unanimous. Carried.

Discussion on FY15 Budget – a rough proposal has been established based on the new compensation percentages for each employee. This will be confirmed at the next regular meeting.

Motion (Balstad, Billberg) to accept the proposed budget for FY2015. Affirmative: Unanimous. Carried.

Employee Evaluations – Peter presented the evaluations of both Jim Hest and Jeff Haverland for the Board to review and discuss. He covered the main categories and the scoring process.

Jeff Haverland made his proposal to the Board regarding compensation. He asked for a 3% increase.

Jim Hest made his proposal of a 5% increase in order to cover additional payroll taxes toward his monthly medical benefit.

Employee Compensation –Jeff and Jim opted to exit the meeting while the committee considered compensations. Discussion.

Motion (Revier, Schoff) to approve a 3% increase to compensation for both employees of the TSA 1 for fiscal year 2015. Affirmative: Unanimous. Carried.

Other –

It was requested that two Managers' and one Supervisor come forward to participate in an Administrative Committee regarding the new Shared Services contract and joint powers agreement with TSA 8. TSA 8 will provide the same.

The next meeting date was discussed and suggested to hold it separate from the Area I meeting date.

Motion (Schoff, Billberg) to conduct the TSA 1 Board meeting separate from the Area I meeting. Affirmative: Unanimous. Carried.

Approved: Pete Revier, RRVCSA TSA-1 Secretary

Date: June 24, 2015