

Red River Valley Conservation Service Area – TSA 1 Executive Committee Meeting - May 19, 2015

The special budget committee meeting of the RRVCSA-TSA 1 was held at the USDA Center in Detroit Lakes on Tuesday, May 19th. Those in attendance were Peter Mead-Becker Manager; Jen Wentz-Becker Assistant; Linda Hanson-Pennington Supervisor; Carol Schoff-Clay Supervisor; Jerome Flottesmesch-Becker Supervisor; Pete Revier-Mahnomen Supervisor; Lisa Newton-East Polk Manager; Scott Balstad-East Polk Supervisor and Brett Arne-BWSR BC.

Call to Order – Chairman Flottesmesch called the meeting to order at 9:03 a.m. He asked for introductions from all.

Financial Reports – Mead reviewed the financial reports from November 2014 – April 2015.

Motion (Balstad, Hanson) to approve the financials as listed and with small changes noted. Affirmative: Unanimous. Carried.

TSA Reports –

- *Engineer's Report, Jim Hest*
 - Peter reviewed Jim's accomplishment report for calendar year 2014
- *Engineering Technician, Jeff Haverland*
 - Peter reviewed Jeff's accomplishment report for calendar year 2014
- *Shared Services GIS-Water Quality Specialist, Mary Steinlicht*
 - Peter reviewed Mary's accomplishment report for calendar year 2014 & 2015

All of Mary's income is derived from the TSA 1 and TSA 8 Shared Services grant of \$250,000 each. We dismissed her previous assistant and will soon appoint a replacement.

Discussion continued regarding our partnership with TSA 8 and pooling our resources to obtain the proper match needed to fortify this grant. TSA 1 is concerned that they will be responsible for fulfilling both sides of this grant agreement. Brett Arne mentioned a couple options –

- Amending the current Joint Powers agreement to ensure that TSA 8 spends and reports their match.
- Amending the agreement to dissolve the partnership with TSA 8 completely and subsequently, forfeit the \$250,000 and return the portion already received.

Motion (Balstad, Schoff) to propose that administration and the Joint Powers Board draft an amendment to the Joint Powers agreement for the TSA 1 and TSA 8 to make both parties responsible for match separately. Affirmative: Unanimous. Carried.

Employee Evaluations – Mead emailed a survey monkey request to all TSA 1 Districts asking for evaluations of Jeff, Jim and Mary. He reviewed results with committee members. Responses were a bit low from expectations, but most committee members like this tool and wish that we utilize it in the future for consistency.

Accomplishment reports should be made easier and more efficient when our county and Scott County IT departments merge their ideas into a SharePoint package.

Employee Salary & Benefits – Mead reviewed the employee requests to committee members. Jeff is fine with whatever the board decides; Jim requests 4% increase to salary and \$100 per month increase to health reimbursement stipends. He has backed this up with additional comments. Mary has requested a 5% increase to salary and Mead reviewed her comments as well.

Committee discussion continued. Suggestions were made.

Motion (Schoff, Hanson) to increase wages of Jim and Jeff by \$2,000 annually and increase Mary's salary by \$2,250 annually. Affirmative: Unanimous. Carried.

Discussion.

Equipment Needs – Mead reviewed the truck needs noted in the past. Committee made discussion earlier. VRS equipment needs to be replaced also. Jeff's unit is in more disrepair than Jim's.

Our FY2015 budget has a large figure set-aside for vehicle and survey equipment needs. Committee discussion continued.

Motion (Balstad, Schoff) to authorize the purchase of one unit VRS equipment from remaining FY2015 capital outlay funds with overage taken from FY2016 capital outlay and with the consideration of purchasing a second unit in FY2016 with the proposed additional BWSR funding. Affirmative: Unanimous. Carried.

FY2016 Budget Discussion – Mead noted the comparison view of FY14 and FY15 final budget numbers.

Committee focused on revenues and expenditures currently and what is to be expected in the new fiscal year. Discussion.

Motion (Schoff, Balstad) to approve the draft budget figures and recommend the draft to the full TSA 1 board at our next regular meeting. Affirmative: Unanimous. Carried.

Reports –

Brett Arne commented on talks with the Governor's Clean Water budget. Shared Services requests have increased. Another round of funding should be available again.

A buffer bill has passed which is tied to SWCD capacity funding for implementation. There is money available; we just need to figure out ways to spend it. It has been understood that implementing the buffer bill is a necessity for any District base-grants as well. There has been proposal of \$100,000 to each District to implement the buffer bill program.

Project prioritization needs of our TSA and Districts – Board should establish priorities and make them policy for the future.

Being no further business, motion (Revier, Hanson) to adjourn meeting at 12:10 p.m. Affirmative: Unanimous. Carried.