



## Red River Valley Conservation Service Area

### Joint Powers Board Regular Meeting Tuesday, January 26, 2016

Mahnomen County Courthouse, 311 N Main St, Mahnomen

The regular meeting of the RRVCSA – TSA 1 was held on Tuesday, January 26, 2016. Those in attendance were Peter Mead-Becker Manager; Jen Wentz-Becker Assistant; Jim Hest-TSA Engineer; Lyle Dittmann-EOT Supervisor; Darren Newville-EOT Manager; Brad Mergens-WOT Manager; Julian Sjostrom-WOT Supervisor; Jeff Haverland-TSA Eng Technician; David Miller-Red Lake Supervisor; Joe Montonye-Grant Manager; Kevin Kassenborg-Clay Manager; Carol Schoff-Clay Supervisor; Jerome Flottesch-Becker Supervisor; Scott Balstad-East Polk Supervisor; Odell Christenson-Grant Supervisor; Jonah Olson-East Polk-Technician; Lori Thronson-Norman Manager; Tanya Hanson-Red Lake Manager; Mary Steinlicht-Shared Services Water Quality Specialist; Aaron Habermehl-West Polk Technician; Bryan Malone-Pennington Manager; Dusty Jasken-Mahnomen NRCS; Aaron Neubert-Mahnomen Manager; Pete Revier-Mahnomen Supervisor and Brett Arne-BWSR BC.

#### **Call to Order**

Meeting was called to order at 9:35 a.m.

#### **Approval of June Meeting Minutes**

Motion (Balstad, Schoff) to approve meeting minutes as written. Affirmative: Unanimous. Carried.

#### **Reorganization of the Board**

As our last meeting was held in June 2015 and at that time we held nominations for FY15, we must hold nominations for FY16 during this meeting.

#### **Nominations for Chair – Jerome Flottesch**

Motion (Dittmann, Schoff) to approve Jerome Flottesch as Chairman. Affirmative: Unanimous. Carried.

#### **Nominations for Vice Chair – Linda Hanson**

Motion (Schoff, Balstad) to approve Linda Hanson as Vice Chair. Affirmative: Unanimous. Carried.

#### **Nominations for Treasurer – Pete Revier**

Motion (Hanson, Balstad) to approve Pete Revier as Treasurer. Affirmative: Unanimous. Carried.

#### **Financial Reports**

Motion (Dittmann, Hanson) to approve December 2015 financial statements. Affirmative: Unanimous. Carried.

#### **Program Reports**

##### **CY 2015 NPEAP Accomplishment Report**

NPEA Accomplishment reports were received from Jeff, Jim and Mary. 137 projects were completed during 2015. Reports are due to BWSR by February 1<sup>st</sup>.

#### **Engineer's Report**

Jim Hest reported on the following:

Construction season was busy from July to December; projects were completed December 11<sup>th</sup>

- Water & Sediment Control Basins
  - Installed 61

- Designed 39
- Surveyed 8 with 5 remaining
- Grade Stabilizations
  - Installed 49
  - Designed 6
  - 19 remaining to survey
- Grassed Waterways
  - Surveyed 1 site
- Streambank Stabilization
  - Designed 100 feet
  - Surveyed 1 site
- Ag Banking
  - Installed 46 acres

### **Technician's Report**

Jeff Haverland reported on the following:

- Provided assistance to 64 landowners
- 83 WSCBS – 46 installed, 14 designed, 11 to design this winter, 12 dropped
- Installed 200' diversion
- 4,383 feet of shoreland protection – 163' installed, 1,165' designed, 200' to be designed this winter, remaining had funding issues or were dropped
- Installed one rain garden
- 10 grade stabilizations – 1 installed, 2 possible designs, 7 dropped due to funding or not feasible
- 1 acre grassed waterway designed, to be installed next summer
- 94 acres wetland restoration – 91 acres to design, 3 acres dropped

### **Shared Services**

Mary Steinlicht reported on the following:

- Wilkin, Clay buffers complete – East Polk is set up with layers – will start soon
- 5 ArcGIS collector apps
- Beltrami proposed school watershed map
- Itasca watershed maps - 6
- Hubbard LWP maps - 8
- Wadena LWP maps -16
- Attended GIS/LIS
- Attended BWSR Academy
- Crow Wing phosphorous loading subwatershed map
- Red Lake GIS training
- Attribute table/shps John Voz
- PTM app exploration

Peter announced that Melissa Barrick with Crow Wing SWCD has taken over Shared Services TSA 8. She hired Water Specialist Mitch Brinks to assist with TSA 8 projects. He is a contracted worker for Area 8; however, until her maternity leave is complete, TSA 1 will process his invoices from Shared Services TSA 8 grant funds.

## **BSWR 2013 Grant Verification**

### **Results and Findings**

Peter noted the one finding: *eLINK reporting is not an accurate representation of expenditure of grant funds. Timesheets do not reflect actual hours for the grant and activity (time was tracked by project and not by the grant).* Various discussion regarding this. Brett will contact Jeannette Austin for clarification. Once received, a corrective action plan will follow.

### **Corrective Measures**

Peter reviewed the observations and the board discussed corrective measures.

## **Reorganization**

### **BWSR Correspondence**

Copies of the letter sent to John Jaschke were circulated. BWSRs initial response was reviewed; they will look at options over the next several months. Whatever the outcome, the process will be lengthy.

Peter reviewed all options laid out in the letter. RRVCSA managers feel that the best options are:

- 2B – Divide into two separate Technical Service Areas  
Form two separate Technical Service Areas, each governed by a Joint Powers Organization comprised of nominated managers from member Districts.
- 3D – Restructuring Existing Joint Powers Organization  
Form a governing board comprised of delegated District Managers or elected District Supervisors, along with a northern and southern region executive committee comprised of 3 district managers from each region. Committee members would be elected from the TSA Board and serve 2 year terms.

Questions arose regarding future grant funding for the TSA if a split would occur. Brett noted that base funding wouldn't change; if a split would happen, funding would be adjusted appropriately. He mentioned the following logical BWSR possibilities:

- Find another full amount of NPEA funding
- Redistribute funding at the current rate
- Cut current funding in half

Motion (Balstad, Miller) to advise District boards to review options 1, 2 and 3 in their entirety and remove the remaining with the exception of falling back on option 5 – Petition BWSR to provide Non-Point Engineering Assistance and dissolve TSA1. The TSA managers and board recommend options 2B or 3D. Affirmative: Unanimous. Carried.

## **Grants and Agreements**

Approval of Enhanced Shared Services Part 1, \$125,000 with no match.

Approval of Enhanced Shared Services Part 2, \$115,000 with 25% match of which 10% must be local cash match.

Grant funding should be available in April. Work plan ideas were shared with board members and include the following capacity enhancements:

- 16 iPads, cases and Garmin GLO
- 10 floating CAD subscriptions; 16 latest version of ArcGIS, ArcGIS Online Credits, extensions and maintenance
- Various training sessions – VRS, CAD, ArcGIS and iPad

- Contracted services
- Administrative fees

Motion (Balstad, Hanson) to approve the Enhanced Shared Services work plan as detailed above. Affirmative: Unanimous. Carried.

### **2016 Finance and Operations**

#### **Training and Capital Investments**

VRS unit purchases with training to supplement were added to FY16 budget.

#### **Approval of Budget Revisions**

Peter reviewed FY16 updates and forecasted projections for FY17 and FY18. Without additional funding from legislation, the TSA will have completely spent its fund balance by June 30, 2018.

Motion (Hanson, Schoff) to approve FY16 budget revisions. Affirmative: Unanimous. Carried.

#### **Other / Additions**

Designation of authorized representative to sign all grant agreements and similar documents.

Motion (Balstad, Schoff) to approve Peter Mead as authorized signer for grant agreements and related materials of the TSA 1. Affirmative: Unanimous. Carried.

#### **Next Meeting**

The executive committee meeting and regular board meeting will be held on Tuesday, April 5<sup>th</sup> 2016 in Mahnomen.

#### **Adjourn**

Chairman Flottesmesch adjourned the meeting at 11:28 a.m.

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

**Date: April 5, 2016**