



Red River Valley Conservation Service Area

Joint Powers Board Regular Meeting Wednesday, November 2, 2016

Red Apple Cafe, 116 N Main St, Mahnomen

Meeting Minutes

Call to Order

Flottesmesch called the meeting to order at 9:46 a.m. As there are only 6 supervisors in attendance, we do not meet quorum and will make recommendations only. A special meeting will be called in order to approve all recommendations. Attendance sheet is filed separately and a copy is available upon request.

Approval of June 8th & June 21st Meeting Minutes

Flottesmesch recommended approval.

Financial Reports

Program Summary & October Treasurer's Report was reviewed.

Flottesmesch recommended approval.

TSA Reports

Engineer's Report, Jim Hest

- Installed 27 WASBs; designed 37; surveyed 5 sites with 2 yet to be surveyed
- Installed 1 Streambank in TRF; designed 1 at TRF golf course; surveyed 3 sites with 1 yet to be surveyed
- Installed 15 Grade Stabilizations; designed 33; surveyed 1 site with 6 yet to be surveyed
- Busy October between survey and construction
- Has had some telephone and/or email issues from his home office; he asks everyone to be persistent in trying to reach him

Technician's Report, Jeff Haverland

- Installed 3 WASBs; 14 are ready for construction; 15 yet to be designed
- Currently constructing 1 Shoreline Protection; 4 ready to be constructed and 4 yet to be designed
- One Wetland Restoration is ready for construction
- Four Side Water Inlets to be designed
- There has been some Mahnomen jobs dropped due to NRCS Area office staff transitions

GIS Specialist's Report, Mary Steinlicht

- iPad distributions continued all summer; ArcGIS Collector training for field collection
- Ongoing ArcGIS Online training with individual offices
- 3 ArcGIS Desktop installs and desktop training
- Distribution of Buffer Tracking Tool - waiting on parcels for Traverse and Mahnomen

- Attended GIS/LIS conference in Duluth 10/26 - 10/28
- New computer setup today

RRVCSA Reorganization

Resolution to Amend JPA Establishing the RRVCSA

Approximately half of all boards have signed the resolution; held a managers meeting a few weeks back and made some adjustments to the resolution. Current copy captures all changes and reflects what each board had supported this past summer. Marshall-Beltrami was stricken from the list of Districts.

We would like to start 2017 with a completed resolution. Once again, boards need to unanimously approve the agreement and have the TSA board member sign and return.

Flottesmesch mentioned that anyone wishing to serve on the Executive Committee should submit their name to our office.

TSA / SWCD Technology Framework

Lakes Country Service Cooperative Proposal

Setting the budget for our next round of Enhanced SS funding with technology solutions for the 16 Districts of the TSA. Darren, Brad, Bryan and Peter have met a number of times. Bryan Norman from LCSC is looking at centralized back-up for files, IT support and server storage options. The key component is security. A firewall system had to be built in order for this to happen.

LCSC is a governmental non-profit which provides support and solutions for schools and other government facilities. They have the best internet service to cover our area. The proposal provides for a central data center – manage email for domain housing within one framework, remote VPN for mobile staff, virtual private network called Tunnel, help desk, centralized software licensing for software updates and enhancements and other duties as agreed upon. Includes all hardware needed. Everyone has access to the central data center.

We will not be able to use MASWCD non-profit status. RC&D is an option but not likely given Federal technology limitations. Implementing the physical part of this will cost \$178,144 which will utilize a good portion of the Enhanced SS funding. Some offices may opt out. The figure assumes all-in. Server and framework are set costs; wide area network can offer opt-outs with price reductions. We can pass a portion of these costs onto participating Districts. Per office cost for support and licensing is \$4,275 and per office cost for network support is \$216 with another \$281 per employee per year to assure software and technical support. Additional maintenance costs after 5 years are minimal at approximately \$12,000 - \$18,000.

Doug Thomas had concerns over utilizing Enhanced SS funding for a project like this. The proposal above now answers some of his questions/concerns for furthering conservation and providing for the objectives of the grant. Shared Service funds have been reserved in the current work plan. We are waiting for approval by BWSR staff to move forward once we have approval from TSA Districts.

The Technology Committee has recommended approval. Flottesmesch has recommended that the committee establish a proposal by Late March or early April when the TSA meets again.

MASWCD / MMB Technology Survey

This year's Leadership Training course is focusing on technology and solutions to problems with partnerships, hardware, etc. Models from other states have been reviewed. We need technology but are looking at the best options. LeAnn Buck and Doug Thomas have offered \$18,000 to contract with Minnesota Management & Budget to administer a statewide technology survey. Time constraints are

pushing this along quickly. Letters will be mailed to all District Managers very soon to analyze workable options, specific needs and accommodations more effectively. The contract is signed. A committee has been formed and consists of Peter Mead, LeAnn Buck, Bryan Malone, Darren Newville and Erin Loeffler, BC in Duluth. The grant provides \$16,000 for MMB to provide and conduct the survey and another \$2,000 to recover costs of committee members. The survey should be wrapped up by March 31, 2017.

Enhanced Shared Services

2016 ESS Accomplishments

Purchased iPads for all Districts, GPS receiver, access to ArcGIS Online and Desktop, and the license agreement with ESRI. Mary has been providing support and training as well as contractual services for much of this. We would still like to see GPS and GIS refresher trainings and practical design improvements and trainings.

2016 ESS Training Opportunities

Mead encouraged managers to submit training needs within their districts that go beyond the planned survey training, GIS/GPS training, and training for the design and installation of engineered practices such as WSCBs, Grade Stabilizations, and Side Water Inlets. EOT, WOT and Becker have partnered to hire an engineer. Wes Drake from NRCS Area 2 has joined our team and will be providing several of the trainings identified in our ESS workplan. There are also numerous training opportunities offered through BWSR, DNR, the U of M and other partners.

2017 ESS Budget

As directed at the last meeting, the Tech committee continues to explore available technology solutions to meet the needs of member districts. Preliminary cost estimates have been acquired, and a tentative workplan for the second round of ESS funding has been submitted. As mentioned in the technology framework discussion, a proposal will be developed to satisfy BWSR's concerns relating to the use of ESS funds appropriated from the Accelerated Implementation Grant portion of the Clean Water Fund.

Flottesch recommended that the plan and budget be approved (pending BWSR approval).

Other / Additions

Shared Services – TSA 8

With TSA 8's managerial duties passed to Melissa Barrick @ Crow Wing SWCD there no longer is a need for our TSA to manage their GIS Staff (Mitch Brinks) or to manage grant administration & reporting. Melissa has volunteered to assume associated duties, meaning we can dissolve our current Joint Powers Agreement to provide Technical GIS Services, grant administration and personnel to Area 8. We would anticipate the changes to take place after the New Year.

Flottesch recommended dissolving the JPA between RRVCSA and TSA 8, and returning remaining grant funds to their TSA in January.

Health Care

With increased health insurance costs and many providers pulling out of the state, Peter and Jen met with an agent for a breakdown of costs and group options. We are waiting to hear back from a tax consultant to verify certain tax implications and restrictions. An initial plan for premium costs and coverage options has been submitted to Jim, Jeff and Mary. A taxable fringe benefit will still be paid to each, but how that could affect their income taxes is yet to be known.

Next Meeting

As quorum was not met and actions were not taken today, a special meeting will be called at the MASWCD Area 1 meeting in Crookston on November 15th at 9:00 a.m. We will take time prior to that meeting to approve the recommendations made today. More information will follow.

Our next regular meeting date will be Wednesday, April 5, 2017 at Mahnommen County Courthouse. Agenda items will follow.

Adjourn

As there is no further business, the meeting was adjourned by Chairman Flottesch at 10:47 a.m.

Approved: Peter Revier, RRVCSA TSA-1 Secretary

Date: April 5, 2017