



Red River Valley Conservation Service Area Manager's Teleconference

Wednesday, August 23, 2017 – Meeting Minutes

Teleconference began at 9:00 am. Managers were on the line from the Following SWCDs:

Norman
Red Lake
West Polk
Clay
Traverse
Pennington
Roseau
Grant
Marshall
Becker
West Otter Tail

- BWSR Board Conservationists Matt Fisher and Pete Waller also joined the group. Brett Arne was unable to attend due to a meeting conflict.
- Manager Peter Mead provided a general overview of the intent of the meeting, namely addressing 2017 grant amendments and 2018 workplan. The primary reason for the meeting was developing workplan activities so a workplan can be submitted and approved for the 2018 Enhanced Shared Services grants as the NPEA grant and Shared services grants were once again combined into one grant agreement. As with last year, we are in dire need of securing the NPEA dollars.
- Peter discussed the existing 2016 enhanced shared Services Part 1 & 2 Work plans, spending to date and the \$30,000 slated for "Contracted Services" that to date remains untouched.
- Peter explained that 2016's work plans were copied and approved as 2017's for purposes of securing the NPEA funds, which were tied up in the same grant agreement.
- Discussed Boards approval of utilizing \$70,000 in 2017 ESS Part 1 funds for RRVCSA Operations, as well as approval of the \$50,484 in LCSC Startup costs (i.e. the shared computer environment for participating offices).
- Though the Board approved taking the 50,484 from 2017 ESS part 1, the group agreed with Peter's suggestion it should come from part 2, as local match would fulfill the match requirements of Part 2 (Part 1 requires no match, part 2 requires a 25% match), and both work plans had activities that fit the spending.
- After these changes, \$71,776 remains in 2017 ESS Budget (10,260 in Part 1 and 61,516 in part 2)

- Peter overviewed funding needs for administration, Mary's position and TSA Operations from 2018 Shared Services. After these costs \$77,260.00 remains in 2018 ESS funds (10,260 in part 1 & 67,000 in Part 2)
- Three proposals were made by the group for using remaining 2017 funds, and for the 2018 workplans:
 - Grant SWCD proposed funding development of the PTM app for the Bois de Sioux/Mustinka Watershed(s) as they are embarking on the 1W1P process and no AIG funds are currently available. Estimated Cost: 71,764.
 - Pennington SWCD proposed partially funding additional technical capacity to serve 7 northern districts, with participating districts providing remaining costs of employment. Estimated Funding Needed: 60-70K / year.
 - Becker Proposed funding media development for districts such as common communication, outreach, and promotion materials. Estimated cost: +/- \$30,000. East Otter Tail also furnished the same suggestion via email; Peter shared a proposal furnished to Wadena SWCD as part of similar activities in Area 8. Matt Fisher mentioned there could likely be some savings or other opportunities that could be achieved by working with Area 8 or their media consultant as well.
- Following discussion and general consensus among the group, Peter suggested the following:
 - Utilizing the \$30,000 marked for contracted services in 2016s work plan and the \$30,000 marked for contracted services in 2017s work plan to provide \$60,000 for Bois de Sioux/Mustinka PTM App development. Encouraged working to get costs down or utilize Mary as much as possible for processing to reduce costs of completion.
 - Providing +/- 50,000 from 2017 funds and +/- 50,000 from 2018 to fund additional technical capacity in the North region, relying on participating Districts to cover remaining position costs.
 - Utilizing remaining funds for media development activities.
- The group unanimously agreed with the recommendations, Peter explained he'd get the math penciled out and sent to the group.
- The group discussed potential dates for an executive committee meeting to get the approval to submit the 2018 workplan and submit proposed 2017 amendments to BWSR for consideration and approval. Nothing seemed to be a great fit, Peter will poll the group and the supervisors on the committee to get a meeting arranged as soon as possible.
- Next Scheduled Regular Board Meeting: Wed, November 8 @ Mahnomen County Courthouse, 311 N Main St.

The call concluded at 9:56 a.m.