

Red River Valley Conservation Area Meeting
Wednesday, June 25, 2009
Mahnomen, Minnesota

The meeting of the Red River Valley Conservation Service Area (RRVCSA) was called to order by Chairman Jerome Flottesch, at 10:00 a.m., on Wednesday, June 25, 2009, in the Basement Meeting Room of the Mahnomen County Courthouse in Mahnomen, Minnesota.

Those present at the meeting were:

Supervisors:

Jerome Flottesch – Becker SWCD
Ron Thorsrud – Norman SWCD
Carol Schoff - Clay SWCD
Dave Rinke, Traverse SWCD
Pete Revier, Mahnomen SWCD
Julian Sjostrom, West Otter Tail SWCD
David Miller, Red Lake SWCD
Linda Hanson, Pennington SWCD
Gary Zeise, East Otter Tail SWCD
Wallace Byklum, Marshall-Beltrami SWCD
Scott Balstad, East Polk SWCD

Others Present:

Jeff Haverland – Technician, RRVCSA
Kevin Kassenborg – District Administrator, Clay SWCD
Darren Newville – District Administrator, East Otter Tail SWCD
Brad Mergens – District Manager, West Otter Tail SWCD
Tanya Hanson, District Manager, Red Lake SWCD
Cheryl Sistad, District Manager, Marshall-Beltrami SWCD
Brad Grant - District Administrator, Becker SWCD
Ginger Flynn – Secretary, Becker SWCD

Minutes from the April 7, 2009 were presented for approval. It was noted on page 6, second paragraph that it stated that the SWCD TSA 1 was left up to the individual SWCDs to pay. This was incorrect. SWCD TSA 1 did reimburse the member attending the CTAC meetings.

Motion by Carol Schoff, seconded by Dave Rinke to approve the April 7, 2009 meeting minutes as corrected. Motion carried.

Brad Grant presented the West Central Minnesota Joint Powers Board (WCMJPB) Treasurer Reports and Program Records for March, April, and May. Brad felt that the WCMJPB would have at least \$126,000 fund balance to bring to the RRVCSA at fiscal year end, June 30, 2009. SWCD TSA 1 felt they would have around \$70,000 to bring to the RRVCSA at fiscal year end. SWCD Area 1 will have their financial reports at the next meeting.

Motion by Gary Ziese, seconded by Dave Rinke to approve the Treasurer Reports for March, April and May, 2009 as presented. Motion carried.

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Reimbursements to host districts were discussed. Presently, the Becker SWCD is paid yearly, at the end of the fiscal year for hours worked; and, the Marshall-Beltrami SWCD was paid monthly. Each District would like to continue the way they have been paid in the past.

Discussion was held on how supervisors are paid if they attend the CTAC meetings.

Motion by Gary Zeise, seconded by Wallace Byklum to pay the supervisors that attend CTAC meetings from the RRVCSA funds. Motion carried.

The Becker SWCD presented their voucher for Host District expenses for the fiscal year ending June 30, 2009 for their administrative and secretarial support given to the WCMJPB. The voucher amount is \$10,474.82.

Motion by Dave Rinke, seconded by Carol Schoff to approve payment to the Becker SWCD for their administrative and secretarial support to the WCMJPB for fiscal year 2009 in the amount of \$10,474.82. Motion carried.

Arrangements for payments to the two host districts were discussed.

Motion by Gary Zeise, seconded by Carol Schoff to pay the host district, Marshall-Beltrami SWCD, monthly and to pay host district, Becker SWCD, yearly for their actual hours worked. Motion carried.

Ginger Flynn reviewed the Personnel Policy that the personnel committee recommended. The Personnel Policy was sent out to all RRVCSA members and member districts prior to this meeting. Discussion followed. The following changes were made:

Article VII, Overtime and Compensatory Time, cross out June 30th and add August 1 of the following fiscal year. Comp Time will be used prior to Annual Leave.

Article XII, Leaves of Absence, Section A, second paragraph, add spouses' parents.

Article XX, Vehicle Use and Travel, first paragraph, cross off time sheet and add monthly report.

Motion by David Miller, seconded by Ron Thorsrud to accept the Employee's Handbook with the changes noted above. Motion carried.

Discussion followed on the Job Descriptions for the Engineer and the Engineering Technician. Brad Grant will check with Al Kean at BWSR to see if they have job descriptions that we can use or go by.

Pete Revier, Secretary-Treasurer, presented the RRVCSA tentative budget. See attachment.

Motion by Pete Revier, seconded by Carol Schoff to approve and submit to BWSR the RRVCSA budget as presented. Motion carried.

Chairman Flottesch reported to the Board of the Personnel Committees' recommendation of salaries and benefit. The RRVCSA employees were offered \$700 for Health Insurance or in Deferred Annuity.

Both employees agreed to work for the same total salaries and benefits as last year. Jim Hest requested that we pay everything the same until September 1, 2009 so that he is covered with insurance until he has his new health insurance coverage in place.

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Motion by Gary Zeise, seconded by Pete Revier to approve the salaries for the Engineer and the Engineering Technician at the recommendation of the Personnel Committee as presented in the 2010 budget. Motion carried.

The agreement with the Red River Regional Council was discussed.

Motion by Wallace Byklum, seconded by Gary Zeise to approve the agreement with the Red River Regional Council. Motion carried.

Discussion was held on Charging for Services.

Motion by Scott Balstad, seconded by Ron Thorsrud to start charging for service today, June 25. Motion carried.

The Board reviewed the WCMJPB fee schedule that they used.

Motion by David Miller, seconded by Pete Revier to have two charges for survey – Simple/Complex, \$200/\$400; and, the size and complexity is to be determined by the engineer and the engineering technician. Motion carried.

Certification of Elevation will fit into Other Engineering dollar amount.

Motion by Linda Hanson, seconded by Carol Schoff to approve the Charges for Services Fee Schedule (see attached). Motion carried.

Priority setting of workload was discussed. Both Engineer and Engineering Technician use the Request for Services form and thought that should work for now. It was also discussed that the Engineer and Engineering Tech use the Request for Services forms also when they are requesting their services

Darren Newville and Gary Zeise left at 12:10 p.m.

Priority setting will be put on the agenda for the next meeting also.

The Engineer and Engineering Technician's Monthly Engineering and Activity Reports were handed out.

Distribution of these reports were discussed. It was decided that the Engineer and Engineering Technician should e-mail these reports to each of the offices and the office can distribute them to their supervisors.

Brad handed out a sheet of what is requested by the Secretary of State in order to change our name.

Requested was:

1. A resolution from each District resolving their desire to join the Red River Valley Conservation Service Area.
2. Act on the resolution and provide a copy of the minutes where the action was approved.

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3. A letter from each member district stating their approval at such and such meeting to join the Red River Valley Conservation Area.

The next RRVCSA meeting was set for 10:00 a.m., Wednesday, September 2, 2009 at the Mahnomon County Courthouse Basement meeting room.

Motion by Carol Schoff, seconded by Pete Revier to adjourn the meeting. Motion carried.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary-Treasurer