

**Red River Valley Conservation Service Area
Executive Committee Meeting
April 10, 2013**

The special Executive Committee meeting of the JPB for the Red River Valley Conservation Service Area – TSA 1 was held at 9:30 a.m. on Wednesday, April 10, 2013 at the Red Apple Café in Mahnomen, MN.

Those present were Board members Jerome Flottemesch, Becker Supervisor; Carol Schoff, Clay Supervisor; Pete Revier, Mahnomen Supervisor, Tanya Billberg, Red Lake District Manager; Gary Lee, East Polk Manager; and Brad Grant, Becker District Administrator.

Others present were Peter Mead, newly hired Becker District Administrator; Jeff Haverland, TSA 1 Civil Engineering Technician; Jim Hest, TSA 1 Engineer; and Jennifer Wentz, Becker District Administrative Assistant.

The meeting was called to order @ 9:56 a.m. by Chairman Flottemesch.

March Financial Report –

Brad presented the March 2013 financial statement along with the Profit & Loss v. Actual budget comparisons. These were reviewed by all and figures were discussed.

Motion (Schoff, Flottemesch) to approve the March 2013 financial reports. Affirmative: Unanimous. Carried.

As newly hired Becker District Administrator, Peter Mead was introduced to all committee members present.

The recent 2012 Audit was discussed. In the past, this was completed each year based on revenues of the host district. Becker SWCD is audited based on revenues of \$500,000 annually or every 3 years, whichever comes first. It was noted that the Becker SWCD was informed that an annual audit of the RRVCSA will not be needed until they reach the revenue threshold. It appears that the RRVCSA – TSA 1 will be audited every three years.

Host District Agreement – A flat fee for Host District services was discussed and announced at last month's regular JPB Board meeting regarding administrative, clerical, and accounting tasks that the host District performs for the RRVCSA. At the April meeting, the full board approved a flat rate of \$12,000 for FY 2013 and 2014. Brad presented the agreement to all committee members and clarified some key points. The agreement is for FY 2013 and FY 2014 for a flat rate of \$12,000 per year. Discussion: Schoff questioned whether the contract should be for one or two years.

Brad presented a voucher for FY 2013 in the amount of \$12,000 for host district services. Gary Lee will voucher the JPB for \$1,000 for FY 2013 as secondary host and prepare an agreement for FY 2014.

Motion (Schoff, Revier) to approve the current voucher for the Host and Secondary Districts administrative, clerical, and accounting services, and supervisory services. Affirmative: Unanimous. Carried.

The new contract shall be for the next fiscal year of 2014. Flottesch noted that the Host and Secondary Districts shall have their own contract. The contract shall be written and signed by Chairman Flottesch.

Motion (Revier, Schoff) to approve the RRVCSA – TSA 1 contract for the Host and Secondary Districts for their administrative, clerical, and accounting services, and supervisory services for the next fiscal year of 2014. Affirmative: Unanimous. Carried.

Employee Evaluations and Compensation – Evaluation forms should have been received by all members. Flottesch noted that the meeting be opened to the employees for comments on benefits and compensation. Engineer Jim Hest requested no increase in health insurance benefits but asked for a 3% increase in compensation. Technician Jeff Haverland commented on his recent doctor appointments and reported that he'll need back surgery in the fall of 2013. He will remain active throughout the summer months with construction projects; however, concerns were noted on the possibility of injuring himself further and to be aware of that possibility. Jeff also requested a 3% increase in compensation.

Haverland and Hest left the meeting at this time.

Discussion followed on the compensation request.

Fiscal Year 2014 Budget – The FY 2014 budget was discussed. Brad, Jen, and Ginger had prepared a preliminary budget for FY 2014 but left the employees compensation out until this meeting. Figures presented were discussed and tentatively updated based on a 2% salary increase for both Haverland and Hest along with the proper increases for FICA, Medicare, and PERA. These were adjusted into the FY14 budget and resulted in an increase of just under \$3,000 in the overall budget. This was balanced with the budget by lowering the 2012 Fund Balance and increasing Contractual Services based on figures presented by the Secondary District. All other budget items remained as prepared in the preliminary budget.

Jim Hest returned to the meeting, Jeff Haverland left. Pete Revier presented the decision by the Board to Hest. As discussed, a 2% salary increase was figured into the FY14 budget with no changes to the health benefit.

Motion (Schoff, Revier) to approve the compensation increase of 2% for engineer and technician and the FY14 budget as adjusted. Affirmative: Unanimous. Carried.

Other items – Hest discussed the status of the equipment used by both him and the Jeff. A question was posed whether an older printer/copier should be repaired or replaced for newer models. Vehicles were discussed as well. Upgrades will be necessary in the next couple years.

It was noted that the JPB credit card was updated to include Jennifer as an account representative giving her the ability to make changes and updates for the future.

Brad noted that this will be his last meeting with the JPB. The committee thanked him for his years of service. Grant noted Dean Hendrickson's retirement as well and invited all to a retirement celebration for both, to be held in Detroit Lakes on May 23.

Being no further business, a motion (Billberg, Lee) to adjourn at 11:17 a.m. Affirmative: Unanimous. Carried.

Approved: Pete Revier, RRVCSA TSA-1 Secretary

Date: June 26, 2013