

Draft Minutes

**Regular meeting minutes of Swift County RDA
Monday, August 23, 2010 @ 4:30 PM @ LEC, Benson, MN**

Members Present: Ed Ulmaniec, Dorothy Rosemeier, Aaron Vadnais, Dick Hanson, Renee LeFever, Randy Simmonds,

Members Excused: Allen Smith, Corey Claussen

Staff Present: Jennifer Gruis

Others Present: Rob Wolfington, Reed Anfinson

100 Call to Order

200 Agenda Changes

Items 402 Levy and 403 Evaluation were added to the Agenda by Dick.

200 Minutes

The **Minutes of the 8-23-10 RDA Board Meeting** were reviewed. **MOTION** made by Renee, 2nd by Randy to approve the **Minutes of the 8-23-10 RDA Board Meeting**. Motion carried.

300 Financial Reports

The Board reviewed the **June 2010 financial statements** but these were for review, not approval, as Jen did not have time to fully review them prior to the meeting.

400 Decision Items & Discussion Items

401 Discussion - Joint Board Meeting with Commissioners

The board discussed that the purpose of the Joint meeting with the commissioners was to hear from the commissioners how they wanted the process to work and then document it going forward.

402 Levy - Dick informed the Board that the RDA levy request will need to be in by September 7th to the Commissioners. Due to the timing it was decided that the Executive Committee would meet to determine the levy request for the RDA for 2011.

403 Evaluation - Dick questioned the status of the evaluation of the RDA Director. The evaluation process stopped when Jen left after the June meeting. The executive committee was to determine a self-evaluation form for Jen to use and she will complete the self-evaluation and then the Executive Committee will set a time to meet and review Jen within the next

month.

500 Committee and Director's Reports

501 Iron Chef Report - Jen briefly discussed the activities and outcome of the Swift County Iron Chef competition sponsored by the RDA.

502 Energy Efficiency Loan with the State- Jen reviewed the contract for the Energy Efficiency Loan Fund with the State. Ed asked about the project requirement of an audit by someone qualified to perform a CIP audit. Jen explained this meant the local utility had to recommend the project as one that would save energy under their Conservation Improvement Program. The contract has not been signed but Jen hopes to execute it by 9-13-10.

600 Information Items

601 Significant Correspondence / Calendar Items - The significant correspondence file was circulated to members

602 YES! Youth Energy Summit Letter of Encouragement - Dorothy recently attended a presentation on the YES! Program and noted that both Benson and KMS do not participate, but both had energy related projects that might be a great fit. Dorothy suggested the RDA put together a letter of encouragement to the schools to participate in the YES! Program for 2010-2011 and volunteered to write it.

700 Adjournment - MOTION made by Aaron, 2nd by Dorothy to Adjourn.

Next Meeting Dates:

September 27, 2010 4:30 pm in the LEC