



Providing Engineering and Technical Assistance to North Central MN SWCDs

**Regular Minutes of the North Central Joint Powers Board (NCJPB) Beltrami County
Admin Building, Bemidji, MN for January 10, 2019.**

Meeting Called to Order 9:32 a.m.

Members Present:

Beltrami: Ruth Trask, Brent Rud, Zach Gutknecht

Clearwater: Chester Powell

Crow Wing: Leonard Koering, Melissa Barrick

Hubbard: Don Rettinger, Julie Kingsley, William Lee

Itasca: Ted Lovdahl and Andy Ahrens

Lake of the Woods: Frank Sindelir and Josh Stromlund

Koochiching: Al Linder

Wadena: Tom Schulz and Anne Oldakowski

Others Present: Bill Westerberg, Dylan Nistler, Brad Kennedy, Chris Pence, Chad Severts, and Sara Zimmerman.

I. Welcome and Introduction.

1. Reorganization Board

a. Chair:

There was a motion by Leonard Koering seconded by Ted Lovdahl, nominate Tom Schulz as chair of the board and cast a majority ballot.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Opposed: None Abstain: Wadena Motion Carried.

b. Vice Chair

There was a motion by Ted Lovdahl seconded by Ruth Trask, nominate Don Rettinger as vice chair of the board and cast a majority ballot.

Affirmative: Beltrami, Clearwater, Crow Wing, Wadena, Itasca, Koochiching, Lake of Woods Opposed: None Abstain: Hubbard Motion Carried.

c. Secretary:

There was a motion by Ted Lovdahl seconded by Al Linder, nominate Ruth Trask as secretary of the board and cast a majority ballot.

Affirmative: Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Abstain: Beltrami Motion Carried.

d. Treasurer:

There was a motion by Ted Lovdahl seconded by Al Linder, nominate Leonard Koering as treasurer of the board and cast a majority ballot.

Affirmative: Beltrami, Clearwater, Hubbard, Wadena, Itasca, Koochiching, Lake of Woods.

Opposed: None Abstain: Crow Wing Motion Carried.

2. Secretary's Report 06.11.18

There was a motion by Ted Lovdahl seconded by Al Linder, to approve the June 11, 2018 Secretary's Report as presented.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena. Opposed: None Motion Carried.

3. Agenda Approval:

There was a motion by Ted Lovdahl seconded by Frank Sindelir, to approve the agenda as presented.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

4. Treasurer's Report and Grant Status

There was a motion by Ted Lovdahl seconded by Frank Sindelir, to approve treasurer's report as presented.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

II. New Business

1. Planning Meeting Outcomes 10.26.18: Discussed the meeting notes and 2019 Goals for the JPB as the following:

Goal 1. Increase JAA for TSA8 engineering technician staff and district technician (Base this off 1W1P and what is needed).

Priority:

1. Obtain job approval authority (JAA) for TSA8 engineering technician staff for side water inlets.

Goal 2. Improve communication, collaborate to share technical skills and resources.

Priorities:

1. Develop a website for Area VIII to share information among districts.
2. Share Dain's designs, signs, and brochures, via intranet site for districts.
3. Share district staff expertise and knowledge through website directory.
4. Provide project checklist for engineering services.
5. Host the online request for assistance database.

Goal 3. Increase TSA8 Engineering capacity by adding a Project Facilitator.

Priorities:

1. Project Facilitator will assist district technician with initial site assessment, communication, and project management.
2. Prescreen projects for engineering services.
3. Assist district technician in developing skills to create stormwater/lakeshore project plans.
4. Mentor district technician staff to gain experience with small site designs for JAA certification.

2. TSA8 District Feedback Results: Reviewed the survey response from the districts on the TSA8 GIS, Communications/Marketing, and Engineered Services.

3. Contract Renewals

a. Crow Wing SWCD Host District Contract

There was a motion by Ted Lovdahl seconded by Ruth Trask, to authorize and sign the 2019 contract for Host District for \$ 30,000.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

b. Amendment to Project Facilitator Contract

There was a motion by Ted Lovdahl seconded by Leonard Koering, to approve amended contract for \$ 45,000 for Project Facilitator duties.

**Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Wadena
Opposed: Lake of the Woods Motion Carried.**

c. GIS Grant 2019 \$150,000

There was a motion by Ted Lovdahl seconded by Ruth Trask, to authorize Leonard Koering or Tom Schulz to sign the BWSR grant agreement on behalf of the board for \$150,000 2019 Accelerated Implementation Grant.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None ABSTAIN: Crow Wing Motion Carried.

i. GIS Contract Renewal

There was a motion by Leonard Koering seconded by Ruth Trask, to authorize renew GIS contract with Mitch Brinks to provide GIS services to the TSA8.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

ii. 2015 GIS Funds

There was a motion by Ted Lovdahl seconded by Julie Kinsley, to authorize up to \$10,000 of the 2015 GIS Grant to purchase Arc GIS license for one license per district for reimbursement up to \$ 1,500.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

4. 2019 Budget (Decision)

There was a motion by Leonard Koering seconded by Al Linder, to approve the 2019 TSA8 Budget as presented.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

a. Employee Salaries:

There was a motion by Julie Kinsley seconded by Ted Lovdahl, to have the personnel committee meet and make recommendations on the 2019 salaries.

**Affirmative: Beltrami, Clearwater, Hubbard, Itasca, Koochiching, Lake of Woods,
Opposed: Crow Wing and Wadena Motion Carried.**

b. 2019 NPEA JPB \$ 145,000 and 2019 Shared Services Grant \$240,000

There was a motion by Leonard Koering seconded by Ruth Trask, to authorize and sign the 2019 NPEA JPB and 2019 Enhanced Shared Services Grant.

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of Woods, Wadena Opposed: None Motion Carried.

5. Personnel Committee: The Chair appointed Tom Schulz, Ruth Trask, and Josh Stromlund to serve on the committee.

6. Policy on Telecommuting:

There was a motion by Leonard Koering seconded by Ted Lovdahl, to adopt the following policy for telecommuting:

SCOPE: This section applies to all systems owned by NC Joint Powers Board and Beltrami County, connecting to the internet, all activity generated, and all information accessed and created.

A. TELECOMMUTING: If an employee is authorized to work remotely, the area must have up to code electrical wiring, unobstructed walkways, aisles and doorways, working smoke detector in workspace, more than one exit available, and paper and electronic data are secure. Private data and nonpublic data are destroyed in a secure manner (shredding). Materials and equipment must be in a secure place that can be protected from damage or misuse. Host District Manager can allow employees with good standing to telecommute one day per week (Monday-Friday). At any time, District manager can revoke telecommuting privilege based off employee performance or other issues.

**Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Itasca, Lake of Woods, Wadena
Opposed: None Motion Carried.**

7. BWSR TSA Workgroup: BWSR created an internal team to provide support to TSA's state wide. BWSR hosted a meeting with the TSA host managers to discuss potential opportunities and current challenges.

8. Next Meeting Date: JPB Board will meet at the March 1, 2019 as part of the Area VIII Meeting.

III. Reports:

1. Work Report Engineer: Reviewed 2018 projects, activities, and trainings.
2. Host District Report: Host District Manager provided updates on Area III Training Team, GIS Minor Watershed Mapping, and Media Specialist

Meeting adjourned at 12:30 p.m.