



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 07, 2020.**

Meeting Called to Order 9:30 a.m.

Members Present:

Beltrami: Ruth Trask, Brent Rud,

Clearwater: Lori Buell

Crow Wing: Leonard Koering, Melissa Barrick

Hubbard: Don Rettinger,

Lake of the Woods: Josh Stromlund

Wadena: Nancy Benson and Darren Newville

Koochiching: Pam Tomevi

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

I. Welcome and Introduction.

1. Reorganization Board

There was a motion by Ruth Trask seconded by Leonard Koering, to appoint the following people as officers:

- a. **Chair: Tom Schulz**
- b. **Vice Chair: Don Rettinger**
- c. **Treasure: Leonard Koering**
- d. **Secretary: Ruth Trask**

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Lake of Woods, Wadena.

Opposed: None Motion Carried.

There was a motion by Nancy Benson seconded by Lori Bruell, to appoint the personnel committee as the following Tom Schulz, Ruth Trask, and Josh Stromlund:

Affirmative: Beltrami, Clearwater, Crow Wing, Hubbard, Lake of Woods, Wadena.

Opposed: None Motion Carried.

2. Consent Agenda:

There was a motion by Ruth Trask seconded by Leonard Koering, to approve the following Consent Agenda:

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

- a. **Secretary’s Report 06.25.19**
Approve as presented
- b. **Agenda 01.07.2020**
Approve as presented
- c. **Treasure’s Report 12.31.19**
Approve as presented
- d. **2018 EST Final Financial:**
Authorize board Chair to sign form and submit to Board of Water and Soil Resources.
- e. **2018 NPEA Final financial form:**
Authorize Leonard Koering to sign the final financial form on behalf of the board once the money is 100 percent spent.
- f. **2020 NPEA & EST BWSR Grant Agreement:**
Authorize board chair to sign the 2020 Board of Water Soil Resources NPEA EST Grant agreement for total amount \$370,000
- g. **Crow Wing County SWCD Host District Contract:**
Authorize board chair to sign contract for Host District/fiscal agent in the amount \$35,000 from January 15, 2020-January 30, 2021.
- h. **GIS Contract Name Change Amendment:**
Authorize Board Chair to sign contract Amendment 04 for GIS services to amendment contract to change Mitch Brinks Services from LLC to Inc
- i. **Project Facilitator Contract:**
Authorize Board Chair to sign Amendment 2 for additional \$40,000 to Crow Wing SWCD to assist NCMN JPB/SWCD with Project Facilitation with prescreen projects for engineering services with a contract end date of January 31, 2021.
- j. **Beltrami County Lease Agreement:**
Authorize lease agreement between NCMN JPB and Beltrami with following terms:

Lease Period	Rent Yearly
01/1/2020-12/31/2020	\$8,000
01/1/2021-12/31/20201	\$8,000
01/1/2022-12/31/2022	\$8,500
Total	\$24,500

II. New Business

1. **2019 Year End Report: Review and Discussed Year End report.**
There was a motion by Nancy Benson seconded by Lori Bruell, to approve one-year IT agreement with Beltrami County in the amount 1,800 and authorize chair to sign agreement.
Affirmative: Beltrami, Clearwater, Crow Wing, Koochiching, Hubbard, Lake of Woods, Wadena. Opposed: None Motion Carried.
2. **Personnel Committee Recommendations:**
There was a motion by Ruth Trask seconded by Nancy Benson, to approve North Central Joint Powers Board Personnel Policy (Crow Wing SWCD personnel policy updated with the Central Joint Powers Board Name on it).

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

There was a motion by Nancy Benson seconded by Josh Stromlund, to approve the presented personnel committee recommendations for 2020 salaries and health saving contribution amount to the engineer and technicians and authorize host district manager to develop an improvement plan for the engineer.

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

3. 2019 Budget:

There was a motion by Ruth Trask seconded by Pam Tomevi, to adopt the 2020 budget as presented.

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

4. Next Meeting Date: Host District coordinate next meeting date

III. Adjourn 12:20 pm

DRAFT