



NORTH CENTRAL MINNESOTA JOINT POWERS BOARD

SWCD TECHNICAL SERVICES AREA 8

3217 BEMIDJI AVENUE NORTH / SUITE 3 • BEMIDJI, MINNESOTA 56601

OFFICE: (218) 755-4341

Minutes

- **North Central Minnesota Joint Powers Board Executive Committee**
- **January 25th, 2016**
- **Environmental Services Office: Beltrami County Courthouse Bemidji, MN 56601**

Attendees

Executive Committee Board: Robert Albrecht, Allen Linder, William Patnaude, Don Simons, Ruth Trask

Other: Beth Hippert, Crow Wing SWCD Technician, JPB Engineer Bill Westerberg

1. **Meeting called to Order by Chairman Don Simons at 9:00 a.m.**
2. **Agenda Approval**

Motion by Bob Albrecht to approve January 25th agenda with following amendment:

Addition of item 7 to discuss scheduling Area 8 and JPB meetings on same date

Second: Ruth Trask **Opposed:** None **Motion carried.**

3. **Engineer Technician Position Location**

Discussion: Board considered concerns received from Lake of the Woods SWCD and after much discussion determined that at this time Bemidji not Baudette to be the best location for the new technician. The Board will consider hiring a third Technician for the Baudette office if demands for JPB services in Northern reach are sustained or increase to the point the area cannot be properly served.

The following benefits of the Bemidji location were cited:

- a. Direct training and expertise of Engineer Tech, Brad Kennedy
- b. Location will allow assignment of projects that align with entry-level technical skills.
- c. The projects in LOW will be better served by Brad Kennedy, who is more experienced

Motion: by Ruth Trask to recommend the JPB house the new Engineering Tech in the Bemidji location.

Second: Bob Albrecht. **Opposed:** None **Motion carried.**

4. Engineer Technician Position Job Description and Announcement

Discussion: Timelines for accepting applications were discussed; all agreed applications would be accepted until Feb. 16, 2016. The Committee will meet on 2-25-16 to rank and review Don Simons requested and all agreed that the committee should not review applicants that do not meet minimum qualifications. Committee directed JPB Engineer Bill Westerberg to preview all applications prior to committee review and remove those that do not meet the minimum qualifications.

Motion: by Bob Albrecht to approve the job description and announcement with the addition of job location and closing date 2/16/16.

Second: Ruth Trask **Opposed:** None **Motion carried.**

5. Technician Position Advertising Budget

Discussion: Beth estimated advertising cost in the newspaper at \$1,000. This would cover the cost of a display ad in the Sunday paper of four regional papers.

- **Paper:** Bemidji Pioneer, St Cloud Times, Bemidji Pioneer, Grand Rapids Herald: Sunday paper
- **Digital:** St Cloud Technical College, MASWCD website, JPB website, District Website

Committee suggestions included International Falls and Grand Forks papers.

Motion: by Don Simons to approve an advertising budget of \$1,500.00.

Second: Allen Linder **Opposed:** None **Motion carried.**

6. Credit Card Policy for JPB Staff

Discussion: Policy and Payment options were discussed. Beth told the committee SWCD receives and pays statements by mail. Don Simons indicated JPB credit cards be set up the same.

Motion: by Bob Albrecht recommended approval of the Credit Card Policy, striking #3, and adding "Minnesota" after Central, of the first line, for credit cards to be issued to JPB Engineer and Technician at a \$500.00 limit with Melissa Barrick, District Manager as signatory.

Second: Ruth Trask **Opposed:** None **Motion carried.**

7. Incorporate JPB meeting into Area 8 Meetings

Discussion: Bob Albrecht suggested pairing the meetings would improve participation, communication and efficiency of the JPB. Ruth added that all Board Members be notified of Executive Committee meetings and the purpose of the meeting, as well as draft minutes from the meeting. Supervisors should be encouraged to assign another Supervisor to attend when they cannot attend. (Only Supervisors assigned by their Board are voting members). A tentative schedule was agreed: Area VIII: 9:30-12:00, JPB 12:30 – 2:00.

Motion: by Bob Albrecht to recommend incorporating JPB meetings into Area VIII meetings beginning March 4th, 2016.

Second: Ruth Trask **Opposed:** None **Motion carried.**

8. Other Topics.

- a. **March Board Meeting:** JPB Engineer Bill Westerberg asked to prepare 20-minute presentation on priority list, how new requests will be prioritized and new Engineering Technician.
- b. **Engineering Budget to handle current backlog.**

Discussion: Currently there is no protocol for allocation and over-site of the dollars budgeted towards contracting to catch up on high priority projects. Bill Westerberg, said hiring the firm awarded the retainer would be the most efficient way to choose a firm to outsource this time-sensitive work. The Board directed him to draft a Request for Proposal for the March 4th meeting when it will be finalized.

Motion: by Bob Albrecht that JPB Engineer to draft scope of services for RFP

Second: Ruth Trask **Opposed:** None **Motion carried**

- c. **Vehicle Purchase:** A new ½ ton 4-wheel drive truck will be purchased for the Bemidji office. The new truck will be GMC, Chevrolet, or Ford and priced through the State of Minnesota Cooperative (via Crow Wing County). Don Simons will price comparable models in Itasca County. The existing 2006 vehicle will be moved from Bemidji to Brainerd for the engineer when the new vehicle arrives. The new vehicle will then be located at the Bemidji office for use by the technicians.
- d. **Loaning equipment:** Not feasible due to insurance risk, suggested instead SWCDs utilize JPB Technician to verify surveys for easements; equipment is expensive and technology changing, JPB equipment is better and more accurate than the quality most SWCDs could afford.

Motion: by Ruth Trask to adjourn

Second: Allen Linder **Opposed:** None **Motion carried**

Meeting adjourned at 11:15 a.m.

Approved: _____
Name

Date