**February 8th, 2024 10:00am**

 **Cass County Courthouse, 211 9 St S, Fargo, ND Commission Room 105W**

Remote access via Teams meeting:

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NGYyYWUyMDYtZGEzNi00ZTc2LWFkMmQtODk1Y2Q5YTIwN2Y4%40thread.v2/0?context=%7b%22Tid%22%3a%22a6abdc2f-f188-4dd8-9960-394975250edb%22%2c%22Oid%22%3a%221a9ccb53-1ed2-4bc2-b6d4-add6dc282a2b%22%7d)

ID: 273 926 361 10 Code: tCAWH6

**Audio only** +1 701-526-4298, 315591109#   Conference ID: 315 591 109#

**Present:**

Clay Commissioner Dave Ebinger - **Chair**

Clay Co Commissioner Kevin Campbell

West Fargo Commission President Bernie Dardis Cass Co Commissioner Mary Scherling

Fargo Mayor Tim Mahoney

Fargo Commissioner Denise Kolpack – Virtual

RRRDC Interim Director Amanda Glasoe

**Others in attendance:**

SEH Chad Bowman

RRRDC Radio Coordinator Brian Zastoupil

RRRDC Supervisor Chelaine Anderson

Cass County Administrator Robert Wilson

Fargo IS Todd Keel

SEH Daniel Taylor – Virtual

SEH Coral Nolan – Virtual

Valley News Live – Virtual

1. Call to order 1000hrs by Ebinger
2. Approval of agenda 1st - **Motion by Dardis, 2nd by Campbell, motion passed.**
3. Approval of January 11th, 2024 Authority Board meeting minutes – **Motion by Scherling, 2nd by Mahoney, motion passed.**
4. Facility Update – SEH Chad Bowman
	1. Entry update - Moved server room to where locker room and employee entrance was previously and moved employee entrance and locker room to where the server room was previously. Looked at different options to make employee entrance more functional and this was best plan as there was no more cost increase with this plan. Now entering the “busy season” of the project – a lot of discussions and meetings on construction things and digging into details. Ebinger – appropriate to let issues that don’t impact cost to let it be worked out with planning committee, architects and RRRDC. If it needs to be an agenda item it can be made but may not require that. March meeting will have more updates and final update in April (99% complete?). Design meetings may start next week. Will be easier if there is someone appointed for SEH to contact – has been Amanda previously. Want to be efficient. Ebinger - Wilson has been very integral as well and can be contact. Wilson – does the board have a process for those design element questions that do require a financial decision but require a quick turnaround time. Mahoney – saved a lot to have someone appointed to make decisions unless it’s a major money decision. Would trust Wilson to be in that role. Would be efficient as we need this built quickly. Campbell – don’t want to get in the way of progress as delays can be costly. On Clay building projects these reps were given the chance to approve up to a certain price limit, anything above requires board approval. Dardis – agree and did same thing with fire hall recently built. Need to be on the same page on what is consider a “significant price increase” as it means a different number to all members. Ebinger – all things still come before the commission. Campbell – full commission has given a select few the decision-making ability.
	2. General Schedule –March update will be virtual, April will be a delivery of “final product” and May will likely be bid results. Anticipated ground break would be late May (site prep). Concrete and rebar will be the first steps that need to start. Once the walls get in (precast) you’ll go from nothing to a building very quick. Visible progress by June. Completion date would be 10-12 months. A lot of things based on electrical items with lead times nearing a year. Will really look at this when considering bids. Wilson – will it be enclosed by winter so work can continue? SEH – yes. That’s the perk of the pre-fab walls and windows. Dardis – is it in the JPA or finance or Authority Board, when bids come in how do we determine where the difference is in the money – Clay/Moorhead have a total number they can commit, unknown how the ND agencies divide the rest of the expense. Wilson – there’s a mechanism in the JPA to determine that.
	3. Consoles & Furniture purchase - If included in bid you can say you competitively bid. Downside is contract will mark up 10%. If purchased directly you get exactly what you want, can tour and test what’s out there. SEH then designs around them. SEH Daniel – easier on design side that the owner direct purchase console – getting exactly what you want and SEH can coordinate with one manufacturer. If done thru bids you can compare 3 or 4 manufacturers and can put specifications into the bid so they’re all basing on same requirements. Not a lot of manufacturers out there (maybe 6-12) that can meet the requirements. Benefits of bid package route is that the best possible cost will likely be met. Downside is that you have to be okay with any manufacturers. All offer similar options but not all exactly the same. Direct purchase route deals with one vendor – cost might be higher but you know exactly what you’re getting. Design side this is easier and may actually save money on design side. Mahoney – would like to find our own consoles. Would there be an opportunity for grants or other funding for some of this? Wants team to pick consoles they want to work on so it works best. Also seems like a cost savings. Ebinger – replaced consoles in 2009 or 2010 and the team did that internally so they have experience. Believed they received a grant or some funding for this. Zastoupil - yes, some in regards to technology. Ebinger thinks we can approach some agencies and look for grant money for a portion of this. Campbell – what kind of numbers in the budget was designated for consoles? $350,000, 14 consoles at $25k each and that’s a higher end number, depending on manufacturer and functionality that number could actually come down. Even if bids aren’t done by multiple people, you can still look at different manufactures to get a feel and they’ll want to sell you and put their best foot forward. This is not the same as general furniture where there’s a huge fluctuation. Most will be close in cost but will still vary. Zastoupil – “consoles” means furniture and then there will be technologies that will be added in later. Having been involved in last console upgrade there was an RFP at the time. No problems with letting RRRDC looking and picking manufacturers. This will have long term benefit in working relationships with these manufacturers once the build is over and done. SEH puts timeline to select on their own at longer that the bid process so that the technology portion can be adapted. Meetings would start next week or week after with manufacturer. Ebinger believes a motion should be done now to not do bid process and let staff select consoles. **Motion made by Mahoney, 2nd by Scherling. All in favor, motion passed.**
5. Director Search update
	1. Interviewed 2 of the 3 candidates, had been 3 finalists but one dropped out. With advice from Fargo city attorney it was recommended to have 3 finalists so will review the last 3 applicants who met the qualifications and will select the 3rd finalist from there. Process needs to get done in a timely matter but needs to be done correctly. Fargo HR team has been good to work with and is on top of things.
6. Committee Reports
	1. Budget and Finance Committee report – met February 7th, 2024, Madrigga had conflict, presented by Glasoe - No action taken, no quorum. For 2023, 92% expended. Updates on January financials. Campbell - Some discussion on 2025 budget which comes before board in June. Will need to have understanding on when new building will be open and what those costs will be to add to that budget. Scherling - What direction and where will we land with personnel – will other positions need to be formed or rearranged with a new facility? Do we have all the info we need to present an appropriate budget? Campbell - A lot of budget work will need to be in process before a new Direction is approved otherwise a very short window for them to prepare.
	2. Executive Committee report – Did not meet
7. Other Business
	1. March meeting date – scheduled for 14th but Amanda Glasoe will be out of the office. Would March 21st work? Would be day after the new budget meeting date of March 20th. ND proposed time change for that day and then will work. Thursday, March 21st at 12:00pm was agreed on.
8. Adjournment **motion by Scherling, 2nd by Mahoney**. Adjourned @ 1046

Meeting minutes by Chelaine Anderson