



**JSDC Board of Directors Meeting
October 9, 2017
Lower Level Conference Room
Official Minutes**

Members Present: Chris Rathjen, Katie Andersen, Kelly Rachel, CJ Janke, Mark Klose, Ritchie Wolf, Lorrie Pavlicek, Tom Hausmann, Marlee Siewert, Gerald Horner, Jason Rohr, and Bill Lytle (entered at 12:00).

Members Absent: Dale Marks, Ramone Gumke, and Bob Toso.

Staff Present: Connie Ova, Corry Shevlin, Tracey Pringle and Beth Blumhardt.

Guests Present: Keith Norman, Jamestown Sun; Searle Swedlund, Jamestown Tourism; Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Jim Boyd, Jamestown Regional Airport; Scott Austin, ND Soy Processors; and Matt Willard, ND Soy Processors.

Call to order: 11:45 a.m. by Chris Rathjen.

Tape recorder started: 11:45 am

Conflict of Interest: None declared.

Approval of Agenda: The October 9, 2017 agenda was approved as modified with the removal of agenda item: Review Precision Results Preferred Stock. Kent Paulson with Precision Results was unable to attend the meeting therefore the agenda item will be moved to the November JSDC Board of Directors Meeting Agenda.

President's Report: Chris Rathjen noted she did not have much to report at this time. She did comment that she recently attended the Harold Newman Arena dedication at the University of Jamestown.

Minutes: *Lorrie Pavlicek moved to approve the minutes of the September 11, 2017 Board of Directors Meeting as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Tracey presented the September financial report to the Board of Directors; the reports were in the dropbox for review.

Ritchie Wolf moved to approve the September financial report as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.

Review Precision Results Preferred Stock: The Review Precision Results Preferred Stock agenda item was moved to the November JSDC Board of Directors agenda.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Mark, Ramone, Katie, Bob, Curt, Bill, Corry, and Connie)

- The JSDC Business Attraction Committee has not met since the last Board of Directors meeting. Corry reported the committee is still working on the airport business park and traffic studies. The committee will meet again when there are items to discuss.

Existing Business Outreach Committee-

(Committee members consist of: Lorrie, Chris, Ritchie, Jason, Marlee, Dale, Corry, and Connie)

- The JSDC Existing Business Outreach Committee met on Tuesday, September 19th. Corry reported the committee reviewed goals and deadlines and are going to be focusing on BR&E visits. The committee will also be discussing the Partners Forum for 2018 sometime in the ongoing future. The committee will meet again in January.

Organizational Excellence Committee –

(Committee members consist of: Bob, Katie, Bill, Lorrie, Kelly, Connie, Tracey, and Beth)

- The JSDC Organizational Excellence Committee met on Tuesday, September 19th and Monday, October 9th. Tracey reported the committee meet to discuss and review legal document revisions made to the FlexPACE Interest Buydown Loan Agreement and to review the newly created Project Annual Report form for reporting requirements. Tracey highlighted the following changes were made to the FlexPACE Interest Buydown Loan Agreement:

(1) Change the definition of Full-time Equivalent from 40 hours per week to 32 hours per week:

“Under this Agreement, a full-time equivalent (FTE) position equals one staff person working thirty-two (32) hours per week or greater. The exception is when a single position is filled by two people. In this instance, each person must work 20 hours per week or greater to be considered a FTE. Job numbers shall be rounded to the nearest 0.5 FTE.”

2.) Add the following reporting requirements:

- ❖ a. average hourly wages, salaries, bonuses, and commissions paid;
- ❖ b. average hourly benefits, including health, disability, life, and retirement benefits or insurance premiums paid;
- ❖ c. employees' share of payroll taxes paid by the employer;
- ❖ d. other fringe benefits, including but not limited to housing allowances and transportation expenses paid;
- ❖ e. average hourly compensation (wages plus benefits);
- ❖ f. total value of business assets.

The Board of Directors reviewed the revisions made to the Flex-PACE Interest Buydown Agreement.

Kelly Rachel motioned to approve the revisions made to the FlexPACE Interest Buydown Loan Agreement as presented, CJ Janke seconded the motion, and the motion passed unanimously by voice vote.

Tracey also reviewed the newly created Project Annual Report form in the dropbox with the Board. Katie commented she would abstain from the vote as her business is subject to the Project Annual Report Form.

Kelly Rachel motioned to approve the newly created Project Annual Report form as presented, Marlee Siewert seconded the motion, and the motion passed unanimously by voice vote with Katie Andersen abstaining from the vote.

Corry reported the committee also meet to discuss Employee benefits including short-term and long-term disability, life insurance, employer health insurance and retirement pension.

A recommendation was made by the committee to the Board of Directors to approve changes to the short-term, long-term and life insurance policies as per Tracey's memo, and agree with the 2% wage increase along with leaving the retirement pension at the current percentage; in addition, a recommendation to give the decision on an increase to the employer health insurance contribution to be decided at a joint meeting of the finance and organizational excellence committees.

Katie Andersen moved to approve the recommendation from the Organizational Excellence Committee to approve changes to the short-term, long-term and life insurance policies per Tracey's memo, approve the 2% wage increase along with leaving the retirement pension at the current percentage of 5.12% and give authority to a joint meeting of the Finance and Organizational Excellence Committee to make a final decision on the employer health insurance contribution, Gerald Horner seconded the motion, and the motion passed unanimously. Roll Call: Kelly-aye, Katie-aye, Mark-aye, CJ-aye, Lorrie-aye, Gerald-aye, Tom-aye, Ritchie-aye, Marlee-aye, Jason-aye, Bill-aye, and Chris-aye. Motion passed 12-0 with Bob Toso, Dale Marks and Ramone Gumke absent.

The next scheduled monthly meeting date for the Organizational Excellence Committee will be on Tuesday, November 21st at 9:00 am at the JSDC.

Finance Committee-

(Committee members consist of: Chris, Katie, Bill, Tracey, and Connie)

- No report was given.

Action Items: None at this time.

Other: Connie invited ND Soy Processors to give a brief update to the JSDC Board of Directors. Scott Austin and Matt Willard both from ND Soy Processors were present and gave a progress update on ND Soy as well as answered any questions the Board had.

Staff Reports:

CEO: Connie reviewed her report; her full report was in the dropbox.

Business Development: Corry gave a brief staff report; his report was in the dropbox.

Administrative Assistant: Beth's full report was in the dropbox.

Office Manager: Tracey's full report was in the dropbox.

Ex-Officio Reports:

City of Jamestown: Katie Andersen was present and reported on the City.

Stutsman County: Mark Klose was present and reported on the County.

ND Job Service: Danica Chaput was present and reported on ND Job Service.

South Central Dakota Regional Council: Brenda Moritz was present and reported on South Central Dakota Regional Council.

Jamestown Tourism: Searle Swedlund was present and reported on Jamestown Tourism.

Jamestown Regional Airport: Jim Boyd was present and reported on the Jamestown Regional Airport.

Adjourn: The meeting was adjourned at 12:52 p.m.

Tape Recorder stopped: 12:52 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant