



**JSDC Special Board of Directors Meeting  
September 30, 2019  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Ritchie Wolf, Kelly Rachel, Steve Cichos, Lorrie Pavlicek, Tory Hart, Mark Klose, CJ Janke (via phone), Gerald Horner (via phone), Pam Phillips (via phone), and Chris Rathjen (via phone).

**Members Absent:** Marlee Siewert, Bob Toso, Jason Rohr, Dwaine Heinrich, and Bill Lytle.

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

**Staff Absent:** none

**Guests Present:** Emily Bivens, Jamestown Chamber of Commerce; Mary Lou Urquhart, Chamber of Commerce; Steve Aldinger, Interstate Engineering; and Ben Aaseth, Interstate Engineering.

**Call to order:** 9:00 a.m. by Kelly Rachel.

**Tape recorder started:** 9:02 a.m. (recorder did not start)

**Conflict of Interest:** No conflicts of interest were declared.

**Approval of Agenda:** The September 30, 2019 JSDC Board of Directors Meeting was a special meeting therefore no changes can be made to the agenda. The agenda was approved as presented.

**Airport Park Change Order:** Steve Aldinger from Interstate Engineering was in attendance to explain the purpose of the change order request presented to the JSDC Board of Directors. Steve noted that he received word from Strata Corp that they do not have time to install the lighting on the Business Park, so they are subcontracting the work to Magnum Electric in town here. Steve informed the Board that he spoke to Strata and commented that he has no issue with the request as he trusts Magnum Electric however, Strata needs to understand that they are still the prime for the project so if they do not have a superintendent on-site, Magnum has complete authority to make decisions for Strata. Keith Wolter at Strata said he understands, and he is just going to let Magnum do the project without a Strata Superintendent on-site. All estimates will still go to Strata.

Steve noted that as of now the completion date for Strata is still June 15, 2019 and considering we did not give them the go ahead until well after that date we cannot really hold them to that date. Steve informed the Board that in talking to Magnum, the plan is to move in on Monday and start trenching the wire and installing the concrete bases for the lights weather permitting. They feel they can complete the project in about 2 weeks, barring any rain days, but feel they can be done no later than the end of October.

Therefore, today's request is for a no cost change order to change the completion date from June 15, 2019 to October 31, 2019.

Steve also informed the Board that his son Casey is the manager of Magnum's Jamestown office so if the Board felt in any way that was a conflict of interest then he could hand off supervision to someone else at Interstate Engineering. Ben Aaseth from Interstate Engineering was also in attendance and is in the loop on the project.

The Board discussed the request and made a few inquiries. Clarification was given to the Board that this is a no cost change order and the only thing changing is the date of completion for the electrical portion only.

Included in One Drive was also a signed Strata change order and the Strata Corporation Contract for the Board's review.

*Lorrie Pavlicek motioned to approve Strata Corporation subcontracting Magnum to complete the electrical portion at the Airport Park with approval of a change order changing the completion date for the electrical portion from June 15, 2019 to October 31, 2019, as well as a recommendation that supervision on the electrical piece be moved to another staff member, Ritchie Wolf seconded the motion, and the motion passed unanimously by voice vote.*

Tory Hart requested a punch list of the Border States items as well as the electrical items. Steve offered an update, Tory preferred something be put in writing and presented at the next Board of Directors meeting on October 14<sup>th</sup>. Corry commented he will make sure something is put together and included in One Drive for the next Board meeting.

**Action Items:**

- A punch list of Border States and electrical items for the Airport Park will be put together for the Board's review and included in One Drive for the October 14<sup>th</sup> JSDC Board of Directors Meeting.

**Adjourn:** The meeting was adjourned at 9:06 a.m. by Kelly Rachel.

**Tape Recorder stopped:** 9:06 a.m.

Respectfully submitted,  
By Beth Blumhardt: JSDC Administrative Assistant