



# Special Board of Director's Meeting Minutes

April 14, 2023

MCIT Building, Room 312 (3<sup>rd</sup> Floor)

St. Paul, Minnesota

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## Attendance:

Ron Antony, Trust Chair, Yellow Medicine County  
Don Wachal, Vice Chair, Jackson County  
Randy Schreifels, Secretary/Treasurer, Stearns County  
Marcia Ward, Winona County  
Kirk Peysar, Aitkin County  
Jack Swanson, Roseau County  
Kurt Mortenson, Otter Tail County  
Brett Skyles, Itasca County  
Todd Patzer, Lac qui Parle County

Ondara Nyang'au, Finance Manager  
Eric Nerness, Director of Claims  
Zahir Siddiqui, PC Claim Manager  
Dawn Hinkley, Staff Counsel for Risk Control  
Kevin Balfanz, Director of Field Services  
Kevin Coleman, Facilities Manager  
Michaela McCue, Graphic Designer  
Heather Larson-Blakestad, Communications Manager  
Sonya Guggemos, Staff Counsel for Risk Control

## MCIT Staff:

Gerd Clabaugh, Executive Director  
Steve Nelson, Deputy Director  
Gary Severson, Underwriting Manager

## Service Providers:

Peter Bergstrom, General Counsel

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## CALL TO ORDER

**000** Chair Antony called the MCIT Board of Directors' Meeting to order at 11:00 a.m. on April 14, 2023 in room 312 at the MCIT Building in St. Paul, Minnesota.

## APPROVE THE AGENDA

**23-04-01** Motion by Swanson, seconded by Peysar to approve the agenda. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Peysar, Swanson, Mortenson, Skyles and Patzer.

## APPROVE THE MINUTES

**23-04-02** Motion by Ward, seconded by Schreifels to approve the minutes of the March 9, 2023 Special Meeting of the MCIT Board of Directors. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Peysar, Swanson, Mortenson, Skyles and Patzer.

## MEMBER ISSUES

**000** Director of Field Services Kevin Balfanz presented Des Moines River Watershed Partnership (One Watershed One Plan) Joint Powers Board for membership to be sponsored by Nobles County.

**23-04-03** Motion by Schreifels, seconded by Wachal to approve membership for Des Moines River Watershed Partnership Joint Powers Board sponsored by Nobles County effective May 2023 with a specific date determined based on the entity executing a grant agreement to be

established at their April 20, 2023 board meeting. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Peysar, Swanson, Mortonson, Skyles and Patzer.

## **FINANCIAL REPORT**

**000** The board reviewed the Executive Summary of the unaudited financial statement for the period ending February 28, 2023 as presented by Finance Manager Ondara Nyang'au. Nyang'au was available for questions.

**23-04-04** Motion by Peysar, seconded by Mortonson to accept the MCIT unaudited financial statement for the period ending February 28, 2023. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Peysar, Swanson, Mortonson, Skyles and Patzer.

## **2022 PERFORMANCE REPORT – COMMUNICATIONS**

**000** MCIT Communications Manager, Heather Larson-Blakestad, presented a report outlining 2022 member services, products and initiatives. In addition to the core responsibilities of the communications department, project initiatives in 2022 include:

- Coordinated three in-person statewide seminars on the topics of human resources, land use and data practices
- Provided webinars and tutorials for the 2022 Coverage Review and provided recorded sessions for on-demand use with in depth information in the areas of property and liability, and information related to agricultural societies and SWCDs
- Provided risk management workshops via webinar consisting of seven individual sessions delivered by MCIT staff and two by Sand Creek, MCIT's employee assistance program partner. Sessions were recorded providing on demand availability.
- Created promotional materials for EAP and the Step Wisely / Type Like a T-Rex campaigns
- Design, layout and edit 2021 annual report
- Designed and edited multiple program resources including the Guide to a Comfortable Workstation pamphlet, Protect Your Property resource used by risk management team, and a variety of Important Announcement email blasts to members on specific, targeted issues
- Published seven editions of the MCIT Bulletin newsletter
- Worked with staff to advance the development and design of a new website that will launch in 2023

## **BUILDING EXTERIOR UPDATE – BRAUN INTERTEC PROPOSAL**

**000** Executive Director Gerd Clabaugh and Deputy Director Steve Nelson presented an update on the MCIT exterior project. Recent activities have focused on working with Wold and Braun Intertec to develop an environmental evaluation plan for MPCA consideration in response to the 2003 covenants placed on the MCIT property after contaminants were discovered in the ground soils during initial building construction. Braun Intertec, an environmental consulting firm first engaged during initial construction has provided a cost estimate designed to provide budget-level costs for the identification, handling and removal of impacted/debris-bearing materials that may be necessary for the discussed redevelopment of front entry plaza area. Nelson explained that because of several unknowns concerning the property and MPCA's assessment, Braun Intertec's cost-estimate is truly an estimate based on their experience with our property and with similar projects. The intent is to estimate the related costs necessary to position MCIT to initiate construction work while honoring the provisions of the covenant.

**23-04-05** Motion by Patzer, seconded by Swanson authorizing staff to enter into an agreement with Braun Intertec to conduct the proposed environmental assessment work, to

include required MPCA environmental remediation work, in an amount not to exceed \$80,000. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Peysar, Swanson, Mortenson, Skyles and Patzer.

#### **OTHER BUSINESS**

- Next Board Meeting: May 12, 2023
- Next Claims Committee Meeting: May 12, 2023
- PRIMA Conference – Long Beach, CA: June 4 - 7, 2023
- CRL Pool Board Governance Conference: July 11 – 13, 2023

#### **ADJOURN**

**000** Chair Antony adjourned the April 14, 2023 special meeting of the MCIT Board of Directors at 12:15 p.m.

Respectfully submitted by:

Randy Schreifels  
MCIT Secretary/Treasurer