

Shared Services – TSA 1 & TSA 8 Executive Committee Meeting - January 13, 2015

The executive committee meeting of the Shared Services partnership between TSA 1 & TSA 8 was held at the USDA Center in Perham on Tuesday, January 13th. Those in attendance were Peter Mead, Becker SWCD; Brett Arne, BWSR; Mary Steinlicht, Shared Services GIS/Water Quality Specialist; Chad Severts, BWSR; Darren Newville, EOT SWCD and Bill Patnaude, Beltrami SWCD.

Chad Severts: The vision of Area 8: update the water plans for the counties, based on Crow Wing's plan. To get everyone on the same page and same level, as well as storm water management. Go out and train the staff (LGU etc.) on the GIS data that they have.

Peter Mead Area 1: Foster the use of water quality and help others look at the data for their needs. Meet with the WD and LGUs to see their needs. Prelim designs and cost estimates on possible designs to better use the dollars. Newer tech makes it more accessible to people. People have gotten value and better apps with this project. Stay within the TSA and not fund/contract with people outside the TSA,

Area 8 has models to get this data out to the people where Area 1 had all the data but no good way to deliver the data. Aitkin and Morrison are outside the boundaries but are exceptions and are included. Aitkin might be willing to help with some funding on being included with TSA 8. As of right now, no defined way to decide who to include that is out of the area, possibly go with just professional opinion. If there is room to fit someone in on a short term basis and idea is to go with and help them.

Mary Steinlicht; GIS-Water Quality Specialist

Projects: work with WDSA, presentations, training with the different county, the data was dist to WDSA and counties, attended GIS/LIS and BWSR academy courses were beneficial, buffer, water pond request, 7 ongoing water plan modeling them after Crow Wing, analyze mayo creek and stock sampling for EOT, 4 districts with CWL funds applications to make them more competitive.

Data is the and how is it useful to each of the parties, it's all a matter of cartography.

A one size fits all templates for the county maps after the analysis is completed. See if you can base your project off of projects that are the same as other lakes just in different counties. There are two different tools (agriculture or lake based) to work on these plans and the transition counties are stuck which tool to use.

Job vacancy; Water Quality Technician

- Haven't advertised it yet, talked about advertising after the holidays.
- Don't have to advertise all jobs, do for diligence just post it, didn't post it in the paper focus on specific areas, job boards, college etc.
- In the interview have them complete remedial GIS tasks to show their abilities, beyond their personality.
- Where should we place this new hire; here in Perham, Bemidji or a different place

Northwest Foundation Grant application

- 10 percent cash match
- Part-time help from BSU
- Serving the count of the Northwest Foundation Starts are Beltrami and goes North and West
- Executing prescribed task working on hydro condition and LIDAR
- Tasks and Quality Control would come through Mary
- Unique individuals that we are looking for, different then general GIS skills

Assistance requests and workload prioritization

- A process to determine the request stands
- Make sure that LGUs don't start bumping others off the list, emergency situations are an exception.
- Most of the requests go to Mary and allows her to prioritize the jobs/tasks that are coming in for her help.
- Would be nice to have a standard form to log the requests that are coming in. Bill would do TSA 8 and Peter TSA 1.
- Managers would have a chance to determine priority of the tasks, creating a work plan and help her determine where her priorities would lie.
- Meeting with a Tech Committee (local technical professionals) to help with this. Use the tech Committee as a think tank and create templates for others to use; access to the cloud so others can access the templates.

Tracking the Match

- Mary's timesheet has been broke into each county so each county can see what they are getting out of this.
- Keeping pushing the LGUs and SWCDs to stay involved.
- Send out communication stating what Mary has been doing to keep everyone involved, Quarterly update on the match.
- Put a "highlight" project in each of the publications so others can see what we are doing, post this on the website (we have the domain just haven't done much with it)

Website

- We have the domain
- We could have more details with the "highlighted" project
- To get everyone involved in Arc online

Training the Districts

- Talk about providing training at different levels for different things.
- Getting everyone on the same page so we can get the most accomplished.
- Mary sitting down with all the Managers to do some training.
- BC should try to get some manager meetings together and find out how big of areas that they want to tackle.

Tech Committee

- Peter will contact the people for the committee
- Set up a time in February to meet

Meeting Adjourned at 11:30 a.m.