



**Robert W. Wilson**  
**County Administrator**

Telephone: 701-241-5770  
wilsonro@casscountynynd.gov

**MEMO**

TO: County Commission  
FROM: Robert W. Wilson  
Date: May 31, 2024  
Subject: RRRDC Construction – Needed Authorization

---

On June 5, 2023, in accordance with the Red River Regional Dispatch Center (RRRDC) Joint Powers Agreement (JPA), the County Commission approved an Owner-Architect Agreement with SEH for design and construction management of the new dispatch center facility. Section 5.3 of the JPA specifies that an owner's representative shall be authorized to act on the owner's behalf. The agreement with SEH references former Director Mary Phillippi. Ms. Phillippi has now retired and Amanda Glasoe has been appointed Director of the RRRDC.

RRRDC Legal Counsel Mr. Erik Johnson has advised that a Commission motion authorizing Ms. Glasoe to act as an 'Agent of the County' in fulfilling the owner's representative role should be considered. This is consistent with RRRDC Authority Board direction that Ms. Glasoe and County Administrator Robert Wilson are authorized to consider and approve construction Change Orders up to \$10,000.

For Change Orders greater than \$10,000 the RRRDC Authority Board directed Mr. Wilson and Ms. Glasoe to set up a 'Construction Review Committee' made up of Mr. Wilson, Ms. Glasoe and 2 to 3 Authority Board members to review and authorize proposed Change Orders and report back to the RRRDC Authority Board.

**SUGGESTED MOTION: Authorize RRRDC Director Amanda Glasoe to act as an Agent of Cass County in matters related to the design and construction of the RRRDC Dispatch Center.**