

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, August 28, 2018

Conference Room 3 & 4

202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:45p.m. with the following members present: Barb Neprud, Mark Gerbi, Sharon Thiel, Scott Veronen, Sara Nagel, Greg Zylka, and Mike Wilson. Also present were Jon Radermacher, City of Little Falls, Stephen Jones, Little Falls Schools, Chris Lindholm, Pequot Lakes Schools, Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Mike Carlson, Jeremy Schwartz, Travis Bautz, Dean Greising, Cassidy Rice, Rebecca Cromwell, Kristin Asche, and Danielle Wadsworth, Sourcewell staff.

Mr. Zylka moved, seconded by Ms. Nagel to accept the agenda as amended. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on July 17, 2018. Motion carried.

Mr. Carlson presented the monthly Financial Reports.

Ms. Neprud moved, seconded by Ms. Nagel to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #96853 to #97144. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers #001 to #021. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers-Employee Expense reimbursements #001 to #096. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added July 1-31, 2018
- Permission to solicit the following categories:
 - Airport Equipment with Related Accessories and Services
 - Laboratory and Science Equipment with Related Accessories and Services
 - Roadway Salt, Brine Making & Distribution Equipment with Related Accessories and Services
 - Salt and Sand Covered Storage Facilities with Related Accessories and Services
- Permission to re-solicit the following categories:
 - Mobile Refuse Collection Vehicles with Related Equipment, Accessories, and Services

Motion carried.

Ms. Asche gave a day in the life of a Sourcewell employee presentation on her role as an Associate General Counsel for the General Counsel Department.

Ms. Rice on behalf of Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities and HR Departments.

Mr. Carlson gave an update on the Finance and Risk Management Departments.

Mr. Greising on behalf of Mr. Loken gave an update on the Information Communication Technology Department.

Mr. Miller gave an update on the Government Relations/General Counsel Departments.

Mr. Schwartz gave an update on the Operations and Procurement Departments and an update on the contracts awarded in July as noted in Appendix A.

Mr. Bautz gave an update on the Marketing and Membership Departments.

Mr. Zylka moved, seconded by Ms. Neprud to approve the Sourcewell Technology final approval. Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve the Hay System 3-Year Review adjustments as presented. Motion carried.

Mr. Zylka moved, seconded by Ms. Thiel to approve the Addendums to Senior Leadership MOU and Executive Director/CEO Contract. Motion carried.

Mr. Veronen moved, seconded by Mr. Zylka to approve the incentive bonus as recommended by the Metrics Committee based on the 2017-2018 Organization Metric Goals. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve the 2018-2019 Organizational Metric Goals. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve the FY18-19 Department of Education Low Incidence Funding:

- Formula 421-IDEA Part B Section 611 Regional Low Incidence Discretionary \$548,181.00
- Formula 430- IDEA part B Section 619 Centers of Excellence Discretionary CSPD \$101,490.00
- Formula 432- IDEA Part B Section 611 Regional Low Incidence CSPD Discretionary \$129,737.00
- Formula 446- IDEA Part C Regional Centers of Excellence CSPD Intergovernmental Agreement \$101,490.00

Motion carried.

Mr. Zylka moved, seconded by Ms. Thiel to approve the following Position Descriptions and open positions:

- Human Resource Specialist
- Revised Admin Specialist III-ED Sol
 - BreAnne Tollefson, Grade 3 effective September 3rd, 2018
- Administrative Specialist III-IT

Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to approve hiring:

- Scott Carr, Contract Administration Supervisor, effective July 30, 2018
- Andrea Mortensen, Education Solutions Administrative Supervisor, effective July 30, 2018
- Amy Warnberg, Administrative Specialist III-CCOGA, effective August 13, 2018
- Jacob Denning, Membership Communications Specialist, effective August 13, 2018
- Mitch McCallson, Marketing Multimedia Coordinator, effective August 13, 2018
- Josh Meech, IT Support Specialist II, effective August 13, 2018
- Audra Lind, Education Consultant, effective August 27, 2018
- Kelli Draper, Manager of IT Application/Development, effective August 27, 2018
- Jill Park, Administrative Specialist III-CCOGA, effective August 27, 2018
- Jeremy Doyle, Marketing Multimedia & Presentation Specialist, effective August 27, 2018

Motion carried.

Mr. Zylka moved, seconded by Ms. Nagel to approve opening the following positions:

- Administrative Specialist I-Front Desk
- IT Support Specialist II
- Regional Licensing Specialist
- IT Business Analyst III

Ms. Neprud presented the Executive Director Evaluation & Report.

Ms. Nagel moved, seconded by Mr. Veronen to approve an unpaid leave of absence for Sara Hight, ECSE Professional Development Facilitator, effective August 30th, 2018. Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on TIES, MSC Conference, and National Cooperative Procurement Partners.

Mr. Gerbi moved, seconded by Mr. Zylka to adjourn the meeting at 7:38 p.m. Motion carried.

APPENDIX A

**SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - AUGUST 2018**

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:
Airport Equipment with Related Accessories and Services
Laboratory and Science Equipment with Related Accessories and Services
Roadway Salt, Brine Making & Distribution Equipment with Related Accessories and Services
Salt and Sand Covered Storage Facilities with Related Accessories and Services
Requesting Board permission to Re-Solicit the following categories:
Mobile Refuse Collection Vehicles with Related Equipment, Accessories, and Services

NEW CONTRACT		
Automotive Rentals, Inc.	060618-ARI	"Fleet Management Services"
Commercial Vehicle dba D&M Leasing	060618-CVL	"Fleet Management Services"
Enterprise Fleet Management, Inc.	060618-EFM	"Fleet Management Services"
Merchants Automotive Group, Inc.	060618-MAG	"Fleet Management Services"
AstroTurf Corporation	060518-AST	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Connor Sport Court International	060518-CSC	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Fieldturf USA Inc.	060518-FTU	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Hellas Construction Inc.	060518-HLC	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Mats Inc.	060518-MAT	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Robbins Inc.	060518-RBI	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Shaw Sports Turf	060518-SII	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Turf Nation Inc.	060518-TNA	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
NEW eziQC CONTRACTS		
CONTRACT EXTENSIONS		
5th YEAR RENEWALS		
Dant Clayton	100814-DCT	"Event Seating and Related Accessories"
Hellas Construction, Inc.	082114-HLC	"Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Installation and Services"
Mondo USA, Inc.	082114-MUI	"Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Installation and Services"
GIANT Worldwide	090314-GWW	"Instructional and Leadership Training Development as Related to Systems Solutions"
AccuSteel, Inc.	080114-ACS	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Cargill, Incorporated-Deicing Technology Business Unit	080114-CGI	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
J.A. Larue Inc.	080114-JAL	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Monroe Truck Equipment, Inc.	080114-MTE	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Viking-Cives Midwest	080114-VCM	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Winter Equipment Company, Inc.	080114-WEC	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"

ezIQC RENEWALS		
HITT Contracting, Inc.	VA02-061416-HCI	
Facility Solutions Group	CAITENGL4-071916-FSG	
Facility Solutions Group	CAITENSL4-071916-FSG	
Facility Solutions Group	CACTENGL4-071619-FSG	
Facility Solutions Group	CACTENSL4-071916-FSG	
Brown & Root	GA-072115-KBR	
F.H. Paschen, S.N. Nielsen & Associates, LLC	GA-072115-FHP	
JOC Construction, LLC	GA-072115-LRI	
Centennial Contractors Enterprises, Inc.	GA-072115-CCE	
HITT Contracting, Inc.	GA01-1-072115-HCI	
Prime Contractors, Inc.	GA02-1-072115-PCI	
Astra Construction Services, LLC	GA02-2-072115-ACS	
Johnson-Laux Construction, LLC	GA03-1-072115-JLC	
Osprey Management, LLC	GA03-2-072115-OML	
HCR Construction, Inc.	GA03-3-072115-HCR	
Engineering Design Technologies, Inc.	GA04-1-072115-EDT	
Red Cloud Services, LLC	GA05-1-072115-RCS	
Rubio and Son Interiors, Inc.	GA07-1-072115-RSI	
Greene & Burdette Property Management, LLC	GA07-2-072115-GBP	
J.J. Morley Enterprises, Inc.	GA10-1-072115-JME	
HITT Contracting, Inc.	GA11-1-072115-HCI	
Good-Men Roofing & Construction, Inc.	CA-SD01GCB-081815-GMR	
Vincor Construction, Inc.	CA-SD02GCB-081815-VCI	
Angeles Contractors, Inc.	CA-SD01GCA-081815-AC	
Sylvester Roofing Co., Inc.	CA-SD01R-081815-SRC	
SASCO	CACTENSL1-071916-SAS	
ezIQC 5th YEAR RENEWALS		

Member Neprud moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2019-30

WHEREAS, the Sourcewell Board of Directors previously authorized the solicitations for the cooperative categories listed on Appendix A, which is attached and incorporated; and

WHEREAS, Sourcewell issued the cooperative contracting solicitations for the authorized categories; and

WHEREAS, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program and to award all competitively solicited contracts, without limitation; and

WHEREAS, the Chief Procurement Officer made the awards listed based on the results of the competitive solicitation process; and

WHEREAS, the Board acknowledges that the awards made by the Chief Procurement Officer are valid and binding; however, based upon some members' legal requirements the Chief Procurement Official is required to seek subsequent Board ratification of all cooperative purchasing awards.

NOW THEREFORE BE IT RESOLVED by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thomas and the following voted in favor: Greg Zylka, Ryan Thomas, Mark Gerbi, Sharon Thiel, Scott Veronen, Barb Neprud, and Sara Nagel.

and the following voted against: NONE.

whereupon said resolution was declared duly passed and adopted.

ATTEST:



Clerk to the Board of Directors

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - December 2019

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Individual Coverage Health Reimbursement Arrangement and Private Insurance Exchange

Requesting Board permission to Re-Solicit the following categories:

Uniforms and Uniform Related Products and Services

All 50 states in the United States – ezIQ

NEW CONTRACTS

Curbtender, Inc.	091219-CRB	"Mobile Refuse Collection Vehicles"
Labrie Environmental Group	091219-LEG	"Mobile Refuse Collection Vehicles"
McNeilus Truck & Manufacturing	091219-MCN	"Mobile Refuse Collection Vehicles"
Scranton Manufacturing Company	091219-NMY	"Mobile Refuse Collection Vehicles"
The Heil Co.	091219-THC	"Mobile Refuse Collection Vehicles"
Dant Clayton Corp.	091719-DCT	"Event Seating and Staging Solutions"
Hussey Seating	091719-HSC	"Event Seating and Staging Solutions"
Colonial Life & Accident Insurance Company	100319-CLA	"Group Employee Benefits and Related Services"
Lincoln Financial Group	100319-LFG	"Group Employee Benefits and Related Services"
Sun Life Assurance Company	100319-SUN	"Group Employee Benefits and Related Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Konica Minolta Business Solutions	083116-KON	"Multi-Function Copiers and Printers"
RISO	083116-RSO	"Multi-Function Copiers and Printers"
Xerox Corporation	083116-XOX	"Multi-Function Copiers and Printers"
NAPA (Genuine Parts)	061015-GPC	"Fleet-Related Maintenance Equipment"
Milliken Carpet	121715-MAC	"Flooring with Related Equipment"

NEW ezIQ CONTRACTS

Contractor Name	Contract Number	Contract Description
Panhandle Texas Area		
Core Construction Services of Texas	TX-PH-APC-101619-CCT	Asphalt/Paving Construction
Core Construction Services of Texas	TX-PH-F-101619-CCT	Flooring Construction
Core Construction Services of Texas	TX-PH-GC-101619-CCT	General Construction
F.H. Paschen	TX-PH-GC-101619-FHP	General Construction
Henthorn Commercial Construction, LLC	TX-PH-GC-101619-HCL	General Construction
JR Tri-State General Contracting Group, Inc	TX-PH-GC-101619-JRT	General Construction
SDB, Inc.	TX-PH-GC-101619-SDB	General Construction
Allen Teinert Construction Co., Inc.	TX-PH-GC-101619-TCB	General Construction
WR Construction Inc.	TX-PH-GC-101619-WRC	General Construction
Core Construction Services of Texas	TX-PH-P-101619-CCT	Painting
North Texas Area		
Core Construction Services of Texas	TX-NT-APC-101619-CCT	Asphalt/Paving Construction
Dallas Harmony Construction, LLC.	TX-NT-APC-101619-DHC	Asphalt/Paving Construction
GG Contractors LLC	TX-NT-APC-101619-GGC	Asphalt/Paving Construction
Lee Construction and Maintenance Company	TX-NT-EC-101619-LCM	Electrical Construction
Core Construction Services of Texas	TX-NT-F-101619-CCT	Flooring Construction
Dallas Harmony Construction, LLC.	TX-NT-F-101619-DHC	Flooring Construction
Gomez Floor Covering, Inc. dba GFC Contracting	TX-NT-F-101619-GFC	Flooring Construction
Lee Construction and Maintenance Company	TX-NT-F-101619-LCM	Flooring Construction
Centennial Contractors Enterprises	TX-NT-GC-101619-CCE	General Construction
Core Construction Services of Texas	TX-NT-GC-101619-CCT	General Construction
Dallas Harmony Construction, LLC.	TX-NT-GC-101619-DHC	General Construction
F.H. Paschen	TX-NT-GC-101619-FHP	General Construction
Freedom Construction- a series of tFg Companies LLC	TX-NT-GC-101619-FRC	General Construction
GG Contractors LLC	TX-NT-GC-101619-GGC	General Construction
Henthorn Commercial Construction, LLC	TX-NT-GC-101619-HCL	General Construction
Lee Construction and Maintenance Company	TX-NT-GC-101619-LCM	General Construction
Nouveau Construction and Technology Services, LP	TX-NT-GC-101619-NCT	General Construction
SDB, Inc.	TX-NT-GC-101619-SDB	General Construction
Allen Teinert Construction Co., Inc.	TX-NT-GC-101619-TCB	General Construction
Core Construction Services of Texas	TX-NT-P-101619-CCT	Painting

APPENDIX A Continued

Dallas Harmony Construction, LLC.	TX-NT-P-101619-DHC	Painting
Gomez Floor Covering, Inc. dba GFC Contracting	TX-NT-P-101619-GFC	Painting
GG Contractors LLC	TX-NT-P-101619-GGC	Painting
Lee Construction and Maintenance Company	TX-NT-P-101619-LCM	Painting
GG Contractors LLC	TX-NT-RC-101619-GGC	Roofing Construction
GG Contractors LLC	TX-NT-W-101619-GGC	Waterproofing
State of Kansas - Western Area		
BKM Construction, LLC.	KS-W-GC01-111319-BKM	General Construction
Platinum Roofing, LLC	KS-W-R01-111319-PLR	Roofing Construction
RoofConnect Logistics, Inc.	KS-W-R02-111319-RCL	Roofing Construction
State of Kansas - Eastern Area		
Straub Constuction Company, Inc.	KS-E-GC01-111319-STC	General Construction
BKM Constuction LLC	KS-E-GC02-111319-BKM	General Construction
MTS Contracting Inc.	KS-E-GC03-111319-MTS	General Construction
Platinum Roofing, LLC	KS-E-R01-111319-PLR	Roofing Construction
RoofConnect Logistics, Inc.	KS-E-R02-111319-RCL	Roofing Construction
Missouri - Greater Kansas City Area		
Julius Kaaz Construction Company, Inc.	MO-KC-GC01-111319-JKC	General Construction
BKM Construction LLC	MO-KC-GC02-111319-BKM	General Construction
MTS Contracting, Inc.	MO-KC-GC03-111319-MTS	General Construction
Straub Constuction Company, Inc.	MO-KC-GC04-111319-STC	General Construction
Julius Kaaz Construction Company, Inc.	MO-KC-P01-111319-JKC	Paving Construction
Platinum Roofing LLC	MO-KC-R01-111319-PLR	Roofing Construction
RoofConnect Logistics, Inc.	MO-KC-R02-111319-RCL	Roofing Construction
eziQC ANNUAL RENEWALS		
Innovative Builders of Alexandria, Inc	MN-NCM-GC01-120518-IBA	
Minnesota Exteriors, Inc.	MN-TMA-R01-120518-MEI	
Kraus-Anderson Construction Company	MN-SEA-GC03-120518-KRU	
Kraus-Anderson Construction Company	MN-SWA-GC02-120518-KRU	
Kraus-Anderson Construction Company	MN-NCM-GC04-120518-KRU	
Innovative Builders of Alexandria, Inc	MN-RRV-GC01-120518-IBA	
McDowall Company	MN-RRV-R02-120518-MDC	
Kraus-Anderson Construction Company	MN-IRA-GC02-120518-KRU	
Solid Rock Construction	MN-CMA-GC03-120518-SRC	
Kraus-Anderson Construction Company	MN-TMA-GC05-120518-KRU	
Nor-Son, Inc.	MN-IRA-GC01-120518-NSI	
Nor-Son, Inc.	MN-SEA-GC01-120518-NSI	
Nor-Son, Inc.	MN-TMA-GC02-120518-NSI	
RAK Construction Inc.	MN-TMA-GC01-120518-RAK	
Solid Rock Construction	MN-TMA-GC03-120518-SRC	
RAK Construction Inc.	MN-CMA-GC01-120518-RAK	
Nor-Son, Inc.	MN-NCM-GC02-120518-NSI	
Nor-Son, Inc.	MN-CMA-GC02-120518-NSI	
Nor-Son, Inc.	MN-RRV-GC02-120518-NSI	
Nor-Son, Inc.	MN-SWA-GC01-120518-NSI	
Bituminous Roadways Inc	MN-TMA-P01-120518-BRI	
McDowall Company	MN-TMA-R02-120518-MDC	
Minnesota Exteriors, Inc.	MN-SEA-R01-120518-MEI	
McDowall Company	MN-IRA-R02-120518-MDC	
Solid Rock Construction	MN-NCM-GC03-120518-SRC	
Minnesota Exteriors, Inc.	MN-CMA-R01-120518-MEI	
McDowall Company	MN-NCM-R02-120518-MDC	
Kraus-Anderson Construction Company	MN-RRV-GC03-120518-KRU	
L.S. Black Constructors, Inc.	MN-TMA-GC04-120518-LSB	
McDowall Company	MN-CMA-R02-120518-MDC	
McDowall Company	MN-SWA-R02-120518-MDC	
Mid-Minnesota Hot Mix	MN-CMA-P01-120518-MHM	
Minnesota Exteriors, Inc.	MN-NCM-R01-120518-MEI	
Minnesota Exteriors, Inc.	MN-RRV-R01-120518-MEI	
Solid Rock Construction	MN-SEA-GC02-120518-SRC	
Anderson Brothers	MN-NCM-P01-120518-ABC	
Hy-Tec Construction	MN-NCM-GC05-120518-HTC	
Minnesota Exteriors, Inc.	MN-SWA-R01-120518-MEI	
Kraus-Anderson Construction Company	MN-CMA-GC04-120518-KRU	
Minnesota Exteriors, Inc.	MN-IRA-R01-120518-MEI	