

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, June 18, 2019

Conference Room 3 & 4

202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:33 p.m. with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson. Also present were Chris Lindholm, Pequot Lakes School District and Jon Rademacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Rebecca Cromwell, Sarah Speer, Phil Berg, Kayla Voelker, and Danielle Wadsworth, Sourcewell staff.

Mr. Veronen moved, seconded by Mr. Gerbi to accept the agenda as presented. Motion carried.

Mr. Zylka moved, seconded by Ms. Nagel to accept the minutes of the Regular Board Meeting held on May 21, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Report of Cash, Revenues, and Expenditures.

Mr. Gerbi moved, seconded by Ms. Neprud to approve Resolution to approve FY 18/19 Budget Amendment Funds Transfer. Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve Resolution to approve FY 19/20 Budget. Motion carried.

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 #100021 to #100398. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers #234 to #256. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #1196 to #1352. Motion carried.

Ms. Thiel moved, seconded by Ms. Nagel to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added May 1-31, 2019
- Resolution to approve permission to solicit the following categories
  - a. Education and Professional Development Training, Curriculum, and Content Development Solutions with Related Equipment & Supplies
- Resolution to approve permission to re-solicit the following categories
  - a. **Agricultural Tractors with Related Equipment and Accessories**
  - b. Instructional and Leadership Training Development as Related to Systems Solutions

Motion carried.

Mr. Drange gave an update on Regional Programs.

Ms. Neprud moved, seconded by Mr. Veronen to approve CCOGA Innovation Funding as presented. Motion carried.

Ms. Nanik gave an update on the Facilities and Human Resource Departments.

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

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

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

Mr. Zylka moved, seconded by Ms. Thiel to approve Resolution to Ratify Cooperative Contracting Awards. Motion carried.

Ms. Speer gave an update on the Marketing and Membership Departments.

Mr. Schwartz gave an update on progress of the Metrics Committee.

Mr. Veronen moved, seconded by Ms. Neprud to approve the Procurement Policy. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve Sourcewell Technology Management Agreement for FY 19/20. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve Resolution to approve Purchase Agreement for Real Property. Motion carried.

Ms. Thiel moved, seconded by Mr. Gerbi to approve Resolution to approve entering into Lease Agreement. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve hiring the following:

- a. Rob Amundson, Membership Development Administrator, effective June 3, 2019

Motion carried.

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

- a. Application Administrator
- b. Marketing Creative Supervisor
- c. Membership Development Administrator

Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve unpaid leave of absence for Allie Anson, Administrative Specialist/Front Desk, effective June 12, 2019. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve the retirement of Gwynne Gildow, Education Consultant, effective June 30, 2019. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve Hay System annual performance review adjustments and changes. Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to approve Employee Matrix and associated individual Annual Employment Contracts. Motion carried.

Mr. Gerbi moved, seconded by Mr. Zylka to approve Master Agreements (MA) for the Crow Wing County Collaborative Service Workers:

- a. MA for Collaborative Service Workers
- b. MA for Collaborative Service Worker Supervisor

Motion carried.

Ms. Nanik provided a staffing update.

Dr. Coquette gave an update on State/National Associations and Partnerships and Sourcewell Technology.

Mr. Zylka moved, seconded by Mr. Gerbi to adjourn the meeting at 7:37 p.m. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - June 2019**

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**

Education and Professional Development Training , Curriculum, and Content Development Solutions with Related Equipment & Supplies

**Requesting Board permission to Re-Solicit the following categories:**

**Agricultural Tractors with Related Equipment and Accessories**

Instructional and Leadership Training Development as Related to Systems Solutions

**NEW CONTRACTS**

BOMAG Americas	032119-BAI	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Caterpillar Inc.	032119-CAT	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
CNH Industrial America LLC	032119-CNH	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Grove US (Manitowoc)	032119-GUS	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Hyundai Construction Equipment	032119-HCE	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
John Deere Construction	032119-JDC	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Komatsu America Corp.	032119-KOM	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Link Belt Cranes	032119-LIN	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Volvo Construction Equipment	032119-VCE	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Clark Equipment Company dba Bobcat Company	040319-CEC	"Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies"
Gradall Industries, Inc.	040319-GRD	"Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies"
Hyundai Construction Equipment Americas, Inc.	040319-HCE	"Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies"
JCB, Inc.	040319-JCB	"Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies"
Kubota Tractor Corporation	040319-KBA	"Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies"
Wacker Neuson	040319-WAC	"Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies"
Carolina Biological	042419-CBS	"Laboratory and Science Equipment and Supplies with Related Accessories and Services"
Eppendorf North America	042419-EPP	"Laboratory and Science Equipment and Supplies with Related Accessories and Services"

**5th YEAR RENEWALS (CONTRACT EXTENSIONS)**

Woods Equipment Company	042815-WDE	"Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessoreis and Supplies"
Doosan Portable Power	052015-CEC	"Portable Construction and Maintenance Equipment and Trailers with Related Accessories, Attachments and Supplies"
Blue Bird Bus	102115-BBB	"School Buses with Related Parts and Services"
Rush Truck Centers of GA Inc. dba Rush Bus Centers of GA	102115-RTG	"School Buses with Related Parts and Services"
Yancey Bus Sales and Service	102115-YBS	"School Buses with Related Parts and Services"
Tyler Technologies, Inc.	110515-TTI	"Public Sector Administrative-Related Software Solutions & Technology Services"
Computer Aid, Inc.	020817-CAI	"Managed Service Provider (MSP) for Information Technology and I.T. Staff Augmentation"



Member Thomas moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2020-03**

**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 Thiel and the following voted in favor: Mike Wilson, Barb Neprud, Scott Veronen, Sharon Thiel, Mark Gerbi, and Ryan Thomas

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:



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Clerk to the Board of Directors

