

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, September 17th

Conference Room 1 & 2

202 12th St. NE, Staples, MN 56479

Vice Chair Zylka called the Regular Board meeting to order at 12:35pm with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, and Sara Nagel. Also present were Jon Radermacher, City of Little Falls, Stephen Jones, Little Falls Schools, Chris Lindholm, Pequot Lakes Schools, Ex-Officios; Jerald Nesland, Freshwater Education District, and Heather Bandeen and Julie Ring, Association of Minnesota Counties, Guests; Chad Coquette, Susan Nanik, Marcus Miller, Travis Bautz, Jamie Loken, Paul Drange, Jeremy Schwartz, Mike Carlson, Rebecca Grunig, Kelli Draper, Tom Perttula, Bill Otto, Katie Embree, and Danielle Wadsworth, Sourcewell staff.

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

Mr. Thomas moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on August 20, 2019. Motion carried.

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

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 #101075 to #101413. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers #023 to #053. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve all Wire Transfers-Employee Expense reimbursements #172 to #401. Motion carried.

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

- Updated Membership Agreements Members added August 1-31, 2019
- Resolution to approve permission to re-solicit the following categories
 - a. Furniture with Related Accessories & Services
 - b. Industrial & Workplace Storage Systems with Related Accessories
 - c. Public Sector & Education Leasing and Financing Solutions

Motion carried.

Ms. Embree gave a day in the life of a Sourcewell employee presentation on her role as a Student Programs Coordinator.

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

Mr. Drange gave an update on Regional Programs.

Mr. Nesland gave a report out on the newly completed Freshwater Education District Level IV Facility and thanked Sourcewell for their generous support.

Ms. Bandeen and Ms. Ring gave an update on the Association of Minnesota Counties HR Technical Assistance Helpline.

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

Ms. Grunig presented the revised Employee Handbook.

Mr. Thomas moved, seconded by Mr. Gerbi to approve the Employee Handbook as presented. Motion carried.

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

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

Ms. Draper gave an update on projects and systems.

Mr. Loken gave an update on Sourcewell Technology.

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

Mr. Perttula and Mr. Otto gave an update on Sustainable and Responsible Procurement Initiatives.

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

Mr. Gerbi moved, seconded by Mr. Thomas to approve the Resolution to Ratify Cooperative Contracting Awards. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the FY 19-20 Department of Education Low Incidence Funding:

- a. Formula 421-IDEA Part B Section 611 Regional Low Incidence Discretionary \$564,626.43
- b. Formula 430- IDEA part B Section 619 Centers of Excellence Discretionary CSPD \$93,431.89
- c. Formula 432- IDEA Part B Section 611 Regional Low Incidence CSPD Discretionary \$129,140.00
- d. Formula 446- IDEA Part C Regional Centers of Excellence CSPD Intergovernmental Agreement \$93,431.89

Motion carried.

Ms. Nagel moved, seconded by Mr. Thomas to approve the Resolution Designating an Identified Official with Authority. Motion carried.

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

- a. Jennifer Backowski, Marketing Creative Supervisor, effective September 9, 2019
- b. Jake Denning, Membership Development Administrator I, effective September 9, 2019
- c. Darin Narlock, Contract Administrator I, effective September 23, 2019
- d. Michelle Tautges, Lead Regional Licensing Specialist, effective September 23, 2019

Motion carried.

Ms. Nagel moved, seconded by Mr. Veronen to accept the resignation of Audriana Bagwell, Collaborative Service Worker, effective August 30, 2019. Motion carried.

Mr. Veronen moved, seconded by Ms. Neprud to accept the retirement of Machel Marshall, Account Clerk III, effective September 2nd, 2019. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve opening the following positions:

- a. Website Content Specialist
- b. Membership Communication Specialist
- c. Collaborative Service Worker
- d. Account Clerk III- Contract Purchasing

Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve the following position descriptions and open positions:

- a. Program Coordination Specialist
- b. Application Administrator II

Motion carried.

Ms. Nanik provided a staffing update.

Dr. Coauette gave an update on State/National Associations and Partnerships.

Mr. Gerbi moved, seconded by Mr. Thomas to adjourn the meeting at 2:44 p.m. Motion carried.

APPENDIX A

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

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

Furniture with Related Accessories & Services
Industrial & Workplace Storage Systems with Related Accessories
Public Sector & Education Leasing and Financing Solutions

NEW CONTRACTS

Sunrise Banks	060519-SUN	"Employee Loans and Related Financial Services"
CHM Industries, Inc.	071619-CHM	"Sports Lighting with Related Supplies and Services"
Musco Sports Lighting, LLC	071619-MSL	"Sports Lighting with Related Supplies and Services"
Cooper Lighting/Eaton Industrial Corp.	071619-CPL	"Sports Lighting with Related Supplies and Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Staples Contract & Commercial, LLC	110415-SCC	"Janitorial Supplies and Related Custodial Products"
FIS	110515-FIS	"Public Sector Administrative-Related Software Solutions & Technology"
Peach State Freightliner, LLC	102115-PSF	"School Buses with Related Parts and Services"
Sightlines, LLC	071415-GGI	"Quantity Construction Contracting Systems and Related Services"

NEW ezIQC CONTRACTS

Contractor Name	Contract Number	Contract Description
Charles E. Thomas	CA03-NCV-GB01-080719-CET	General Builders
Enovity, Inc.	CA03-NCV-GB02-080719-ENO	General Builders
PRIDE Industries One, Inc.	CA03-NCV-GB03-080719-PIO	General Builders
Staples Construction	CA03-NCV-GB04-080719-STA	General Builders
PRIDE Industries One, Inc.	CA03-NCV-GEP01-080719-PIO	General Engineering-Paving
PRIDE Industries One, Inc.	CA03-NCV-E01-080719-PIO	Electrical
Enovity, Inc.	CA03-NCV-E02-080719-ENO	Electrical
PRIDE Industries One, Inc.	CA03-NCV-M01-080719-PIO	Mechanical
ACCO Engineered Systems, Inc	CA03-NCV-M02-080719-AES	Mechanical
AMERICAN CHILLER SERVICE, INC.	CA03-NCV-M03-080719-ACH	Mechanical
Enovity, Inc.	CA04-NCC-GB01-080719-ENO	General Builders
Mark Scott Construction, Inc.	CA04-NCC-GB02-080719-MS	General Builders
PRIDE Industries One, Inc.	CA04-NCC-GB03-080719-PIO	General Builders
Aztec Consultants	CA04-NCC-GB04-080719-AZC	General Builders
Ausonio Inc.	CA04-NCC-GB05-080719-AUS	General Builders
PRIDE Industries One, Inc.	CA04-NCC-GEP01-080719-PIO	General Engineering-Paving
Enovity, Inc.	CA04-NCC-E01-080719-ENO	Electrical
PRIDE Industries One, Inc.	CA04-NCC-E02-080719-PIO	Electrical
PUB Construction, Inc.	CA08-SCI-GB01-080719-PUB	General Builders
Vincor Construction, Inc.	CA08-SCI-GB02-080719-VCI	General Builders
Horizons Construction Company Int'l Inc.	CA08-SCI-GB03-080719-HCC	General Builders
Harry H Joh Construction Inc	CA08-SCI-GB04-080719-HJC	General Builders
Angeles Contractor, Inc.	CA08-SCI-GB05-080719-ACI	General Builders
gkworks Construction Services	CA08-SCI-GB06-080719-GKK	General Builders
Enovity, Inc.	CA08-SCI-GB07-080719-ENO	General Builders

APPENDIX A Continued

RenewAge Energy Solutions	CA08-SCI-GB08-080719-RAE	General Builders
MTM Construction, Inc.	CA08-SCI-GB09-080719-MTM	General Builders
PRIDE Industries One, Inc.	CA08-SCI-GB010-080719-PIO	General Builders
Horizons Construction Company Int'l Inc.	CA08-SCI-GEP01-080719-HCC	General Engineering-Paving
Sol Construction, Inc.	CA08-SCI-GEP02-080719-SOL	General Engineering-Paving
J & H Engineering General Contractors, Inc.	CA08-SCI-GEP03-080719-JHE	General Engineering-Paving
PUB Construction, Inc.	CA08-SCI-F01-080719-PUB	Flooring
Angeles Contractor, Inc.	CA08-SCI-F02-080719-ACI	Flooring
Horizons Construction Company Int'l Inc.	CA08-SCI-DA01-080719-HCC	Demolition-Abatement
PUB Construction, Inc.	CA08-SCI-P01-080719-PUB	Painting
Harry H Joh Construction Inc	CA08-SCI-P02-080719-HJC	Painting
Rite-Way Roof Corporation	CA08-SCI-R01-080719-RWR	Roofing
G Team Landscape Construction, Inc.	CA08-SCI-L01-080719-GTL	Landscaping
Facility Solutions Group	CA08-SCI-E01-080719-FSG	Electrical
Harry H Joh Construction Inc	CA08-SCI-E02-080719-HJC	Electrical
PUB Construction, Inc.	CA09-SDI-GB01-080719-PUB	General Builders CA09-SDI-GB01-080719
Vincor Construction, Inc.	CA09-SDI-GB02-080719-VCI	General Builders
All Source Coatings Inc.	CA09-SDI-GB03-080719-ASC	General Builders
LDCo., Inc	CA09-SDI-GB04-080719-LDC	General Builders
Harry H Joh Construction Inc	CA09-SDI-GB05-080719-HJC	General Builders
Angeles Contractor, Inc.	CA09-SDI-GB06-080719-ACI	General Builders
Sylvester Roofing	CA09-SDI-R01-080719-SRC	Roofing
PUB Construction, Inc.	CA09-SDI-F01-080719-PUB	Flooring
All Source Tile Inc.	CA09-SDI-F02-080719-AST	Flooring
Angeles Contractor, Inc.	CA09-SDI-F02-080719-ACI	Flooring
PUB Construction, Inc.	CA09-SDI-P01-080719-PUB	Painting
All Source Coatings Inc.	CA09-SDI-P02-080719-ASC	Painting
US National Corp	CA09-SDI-P03-080719-USN	General Builders
eziQC ANNUAL RENEWALS		
Good-Men Roofing & Construction, Inc.	CA-SD01GCB-090616-GMR	
Angeles Contractors, Inc.	CA-SD02GCB-090616-ACI	
Nexgen Building Group, Inc.	CA-SD03GCB-090616-NBG	
Angeles Contractors, Inc.	CA-SD01F-090616-ACI	
Angeles Contractors, Inc.	CA-SD01PA-090616-ACI	
GPS Plumbing	CA-SD01PL-090616-GPS	
Vet-Force Engineering and Construction, Inc.	CA-SD02PL-090616-VET	
Collier Construction Company	TX04G-101116-CCC	
Teinert Commercial Building Services	TX04G-101116-TCB	
G2 General Contractors	TX01G-101116-GGC	
G2 General Contractors	TX01W-101116-GGC	
BC Commercial	TX01G-101116-BCI	
Henthorn Commercial Construction, LLC	TX04G-101116-HCL	

**SOURCEWELL
STATE OF MINNESOTA**



Member Zylka moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2020-11

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 Veronen and the following voted in favor: Mike Wilson, Sharon Thiel, Sara Nagel, Scott Veronen, Linda Arts, Chris Kircher, Ryan Thomas, and Greg Zylka.

and the following voted against: None.

whereupon said resolution was declared duly passed and adopted.

ATTEST:

DocuSigned by:

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Clerk to the Board of Directors

APPENDIX A

**SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - April 2020**

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:
 Facility Assessment, Planning, and Benchmarking with Related Services

Requesting Board permission to Re-Solicit the following categories:
 Elevators, Escalators, and Moving Walks with Related Equipment, Services, and Supplies

NEW CONTRACTS

Lease Servicing Center, dba National Cooperative Leasing	011620-NCL	"Tax-Exempt Municipal Leasing with Related Services"
DeBourgh Mfg. Co.	010920-DBM	"Industrial & Workplace Storage Systems"
Kardex Remstar	010920-KRS	"Industrial & Workplace Storage Systems"
Spacesaver Corporation	010920-SPC	"Industrial & Workplace Storage Systems"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

CNH Industrial	021815-CNH	"Ag Tractors with Related Equipment"
John Deere Construction	021815-JDC	"Ag Tractors with Related Equipment"
Krueger International	031715-KII	"Furniture with Related Accessories"

NEW ezIQC CONTRACTS

ezIQC ANNUAL RENEWALS

Paige Industrial Services, Inc.	MD05GC03-031417-PAI	
Centennial Contractors Enterprises, Inc.	MD05GC02-031417-CCE	
Paige Industrial Services, Inc.	MD03EL01-031417-PAI	
Adrian L. Merton, Inc.	MD03ME01-031417-ALM	
Paige Industrial Services, Inc.	MD03GC03-031417-PAI	
Centennial Contractors Enterprises, Inc.	MD03GC02-031417-CCE	
The Matthews Group	MD03GC01-031417-TMG	
I.B. Abel, Inc.	MD02EL01-031417-IBA	
Centennial Contractors Enterprises, Inc.	MD02GC01-031417-CCE	
F.H. Paschen, S.N. Nielsen & Associates, LLC	IL-NA-GC02-030619-FHP	
AGAE / A-1 Roofing Joint Venture, LLC	IL-NA-R01-030619-A1R	
AGAE Contractors, Inc.	IL-NA-GC04-030619-AGA	
Pacific Construction Services	IL-NA-GC01-030619-PCS	
R.L. Vollintine Construction	IL-WCA-GC02-030619-RLV	
Anchor Mechanical	IL-ECA-GC01-030619-AMI	
Anchor Mechanical	IL-NA-GC03-030619-AMI	
Angeles Contractor, Inc.	CA-09-SI-B-E-030618-ACI	
ACCO Engineered Systems, Inc.	CA-08-SL-CM-A-030618-AES	
ABM Electrical & Lighting Solutions, Inc.	CA-08-SL-CE-B-030618-ABM	
Grondin Construction, Inc.	CA-08-SL-B-F-030618-GCI	
Harry H. Joh Construction, Inc.	CA-08-SL-CR-B-030618-HJC	
Harry H. Joh Construction, Inc.	CA-08-SL-B-E-030618-HJC	
Vincor Construction, Inc.	CA-08-SL-B-B-030618-VCI	
MDJ Management, LLC	CA-08-SL-B-A-030618-MDJ	
Angeles Contractor, Inc.	CA-08-SL-CR-A-030618-ACI	
Angeles Contractor, Inc.	CA-08-SL-CE-A-030618-ACI	
Angeles Contractor, Inc.	CA-08-SL-B-D-030618-ACI	
Angeles Contractor, Inc.	CA-08-SL-A-B-030618-ACI	
Horizons Construction Co. Int'l, Inc	CA-08-SL-B-C-030618-HCC	
Horizons Construction Co. Int'l, Inc	CA-08-SL-A-A-030618-HCC	
Strategic Mechanical, Inc.	CA-05-CV-CM-B-030618-SMI	
ACCO Engineered Systems, Inc.	CA-05-CV-CM-A-030618-AES	
Haus Construction, Inc.	CA-05-CV-B-B-030618-HCI	
Durham Construction Company, Inc.	CA-05-CV-B-A-030618-DCC	
Durham Construction Company, Inc.	CA-05-CV-A-B-030618-DCC	

APPENDIX A Continued

ACCO Engineered Systems, Inc.	CA-03-NCV-CM-A-030618-AES	
Pacific Building Group	CA-09-SI-B-D-030618-PBG	
Pacific Contractors Group Inc.	CA-09-SI-CP-A-030618-PCG	
Staples Construction Company	CA-03-NCV-B-A-030618-STA	
Good-Men Roofing & Construction, Inc.	CA-09-SI-CR-B-030618-GMR	
ACCO Engineered Systems, Inc.	CA-09-SI-CM-A-030618-AES	
All Source Coatings, Inc.	CA-09-SI-B-F-030618-ASC	
Harry H. Joh Construction, Inc.	CA-09-SI-CM-B-030618-HJC	
Harry H. Joh Construction, Inc.	CA-09-SI-B-C-030618-HJC	
Grondin Construction, Inc.	CA-09-SI-B-B-030618-GCI	
Vincor Construction, Inc.	CA-09-SI-B-A-030618-VCI	
Vet-Force Engineering and Construction, Inc.	CA-09-SI-A-B-030618-VET	
Angeles Contractor, Inc.	CA-09-SI-CR-A-030618-ACI	
Angeles Contractor, Inc.	CA-09-SI-A-A-030618-ACI	
Mesa Energy Systems	CA-07-CC-CM-B-030618-ES	
ACCO Engineered Systems, Inc.	CA-07-CC-CM-A-030618-AES	
Mark Scott Construction	CA-05-CV-A-A-030618-MSC	
Mark Scott Construction	CA-04-BA-B-A-030618-MSC	
William A. Thayer Construction, Inc.	CA-07-CC-B-B-030618-WTC	
Newton Construction & Management, Inc.	CA-07-CC-B-A-030618-NCM	
Newton Construction & Management, Inc.	CA-07-CC-A-A-030618-NCM	
ACCO Engineered Systems, Inc.	CA-04-BA-CM-A-030618-AES	
Mark Scott Construction	CA-04-BA-A-A-030618-MSC	
The Jamar Company	MN031R-042517-JMR	
Kaski, Inc.	MN011R-042517-KAS	