

Regular Meeting & Retreat Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Thursday, April 12, 2018  
Madden's Resort, Wilson Bay Lodge Meeting Room  
11266 Pine Beach Road, Brainerd, MN 56401

Chair Wilson called the retreat to order at 8:05am with the following members present: Mike Wilson, Sharon Thiel, Barb Neprud, Scott Veronen, Greg Zylka, Mark Gerbi, Ryan Thomas, and Sara Nagel. Also present were Chris Lindholm, Pequot Lakes School District and Jon Radermacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Paul Drange, Jamie Loken, Jeremy Schwartz, Mike Carlson, Marcus Miller, Rebecca Cromwell, Dean Greising, Liz DeRuyck, Tom Perttula, Sarah Speer, Chris Robinson, Kassidy Rice, Ryan Donovan, Michael Brandt, Anna Gruber, and Danielle Wadsworth, NJPA staff.

Mr. Wilson gave a welcome.

Carl Anderson, Sandie Rentz, and Nancy Bruns shared regional impact stories.

Dr. Coauette presented the year in review to include the year to date metrics.

Dr. Coauette presented the organizational framework.

Mr. Carlson, Mr. Perttula, and Mr. Schwartz presented the cooperative purchasing deep dive and trending of contracts.

Mr. Schwartz and Mr. Carlson presented sales and revenue projections.

Dr. Coauette and other Senior Leaders presented on Integrated Management Systems, Capability Model, Balanced Score Card, and Current FY and FY 20/21 Departmental Goals.

Mr. Miller presented upcoming plans for Legal and Government Relations.

Ms. Nanik presented upcoming plans for General Administration and Facility Departments.

Ms. Cromwell presented upcoming plans for Human Resources Department.

Mr. Bautz presented upcoming plans for the Marketing and Membership Departments.

Mr. Loken presented upcoming plans for Information & Communication Technology.

Mr. Schwartz presented upcoming plans for Operations & Procurement Departments.

Mr. Perttula presented upcoming plans for Contract Administration

Lunch was served.

Mr. Carlson presented upcoming plans for Finance.

Mr. Donovan presented upcoming plans for Risk Management.

Mr. Drange presented upcoming plans for Regional Programs.

Ms. Rice presented upcoming plans for Educational Solutions.

Ms. Gruber presented upcoming plans for City, County, & Other Government Agencies.

Dr. Coauette presented Strategic Reinvestment Projects.

Mr. Loken presented Organizational Projects.

Mr. Carlson presented the FY2018-2019 draft budget for review.

Chair Wilson called the Regular Board meeting to order at 2:40 p.m. with the following members present: Mike Wilson, Barb Neprud, Sharon Thiel, Scott Veronen, Greg Zylka, Mark Gerbi, Ryan Thomas, and Sara Nagel. Also present were Chris Lindholm, Pequot Lakes, and Jon Radermacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Paul Drange, Jamie Loken, Jeremy Schwartz, Marcus Miller, Mike Carlson, Travis Bautz, Rebecca Cromwell, Dean Greising and Danielle Wadsworth, NJPA staff.

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

Ms. Neprud moved, seconded by Mr. Thomas to accept the minutes of the Regular Board Meeting held on March 20, 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 #90045 to #90373. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers #223 to #246. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers- Employee Expense reimbursements #712 to #829. Motion carried.

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

- Updated Membership Agreements Members added March 1-31, 2018
- Approve Authorization to Solicit the following categories:
  - Electronic Scoreboards, Signage, and Video Displays with Related Accessories and Services
  - Sports Lighting with Related Accessories and Services
  - Sports Equipment with Related Accessories and Services
  - Wireless Technology Consulting Services

Motion carried.

Mr. Schwartz presented the new and renewed contracts in March as noted in Appendix A.

Ms. Nagel moved, seconded by Ms. Neprud to approve hiring:

- Kayla Voelker, Regional Transition Specialist; effective April 23, 2018
- Kristin Asche, Associate General Counsel; effective April 23, 2018
- Heather Pickett, Associate General Counsel; effective May 2, 2018
- Jody Rakow-Worcester, ACP Education Consultant, effective July 1, 2018
- Jen McLachlan, ACP Education Consultant, effective July 1, 2018

Motion carried.

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

- Contract Administrator I
- Finance & Business Analyst III

Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to approve the position descriptions and open the following positions:

- Graphic Design Specialist II
- Education Solutions Administrative Supervisor

Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve retiring the following Job Description:

- Multimedia Specialist

Motion carried.

Dr. Coauette gave an update on National Cooperative Procurement Partners and Minnesota Service Cooperatives.

Dr. Coauette led the board on an open discussion on general feedback of the board retreat. Feedback consensus was positive about the clear and concise presentations from Senior Leadership and Management.

Mr. Zylka moved, seconded by Mr. Gerbi to adjourn the meeting at 3:00 p.m. Motion carried.

**APPENDIX A**

**NJPA PROCUREMENT DEPARTMENT  
BOARD ITEMS - April 2018**

**CONSENT AGENDA ITEMS**

<b>Requesting Board permission to Solicit the following categories:</b>
Electronic Scoreboards, Signage, and Video Displays with Related Accessories and Services
Sports Lighting with Related Accessories and Services
Sports Equipment with Related Accessories and Services
Wireless Technology Consulting Services
<b>Requesting Board permission to Re-Solicit the following categories:</b>

<b>NEW CONTRACT</b>		
Altec Industries, Inc.	012418-ALT	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
Elliott Equipment Company	012418-EEC	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
Terex Utilities Inc.	012418-TER	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
The Charles Machine Works	012418-CMW	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
Thompson Pump and Manufacturing Co., Inc.	012418-TPM	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
Time Manufacturing Company	012418-TIM	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
Vermeer Corporation	012418-VRM	<i>"Public Utility Equipment with Related Accessories and Supplies"</i>
Braun Industries, Inc.	022118-BRN	<i>"Ambulance and Emergency Medical Transport Vehicles, with Related Equipment, Accessories and Supplies"</i>
P.L. Custom Body and Equipment Co., Inc.	022118-PLC	<i>"Ambulance and Emergency Medical Transport Vehicles, with Related Equipment, Accessories and Supplies"</i>
REV Ambulance Group Orlando, Inc. dba Road Rescue Emergency Vehicles	022118-REV	<i>"Ambulance and Emergency Medical Transport Vehicles, with Related Equipment, Accessories and Supplies"</i>
<b>New eziQC Contracts</b>		
<b><u>State of Ohio - Columbus</u></b>		
F.H. Paschen, S.N. Nielsen & Associates LLC	OHGCOAGCOMA-022718-FHP	
Armcorp Construction, Inc.	OHGCOAGCOMB-022718-ACI	
Foti Contracting	OHGCOAGCOMC-022718-FCL	
Custom Controls Group LLC	OHGCOAGCOMD-022718-CCG	
Johnson-Laux Construction	OHGCOAGCOME-022718-JLC	
Armcorp Construction, Inc.	OHGCOAEOMA-022718-ACI	
Whalen Electric	OHGCOAEOMB-022718-WHE	
The K Company, Inc	OHGCOAHVOMA-022718-KCO	
Custom Controls Group LLC	OHGCOAHVOMB-022718-CCG	
Custom Controls Group LLC	OHGCOAROMA-022718-CCG	
K&W Roofing, Inc	OHGCOAROMB-022718-KWR	
Armcorp Construction, Inc.	OHGCOACOMA-022718-ACI	
McDaniel's Construction Corp., Inc	OHGCOAGCMBA-022718-MCC	
Price Builders and Developers	OHGCOAGCMBB-022718-PBD	

<b><u>State of California - Region 3 - North Central Valley</u></b>		
Staples Construction Company, Inc.	CA-03-NCV-B-A-030618-STA	
Acco Engineered Systems	CA-03-NCV-CM-A-030618-AES	
<b><u>State of California - Region 4 - Bay Area</u></b>		
Mark Scott Construction	CA-04-BA-A-A-030618-MSC	
Mark Scott Construction	CA-04-BA-B-A-030618-MSC	
AAGK, LLC	CA-04-BA-B-B-030618-AAG	
ACCO Engineered Systems	CA-04-BA-CM-A-030618-AES	
<b><u>State of California - Region 5 - Central Valley</u></b>		
Mark Scott Constuction	CA-05-CV-A-A-030618-MSC	
Durham Constuction Company	CA-05-CV-A-B-030618-DCC	
Durham Constuction Company	CA-05-CV-B-A-030618-DCC	
Haus Construction, Inc.	CA-05-CV-B-B-030618-HCI	
ACCO Engineered Systems, Inc	CA-05-CV-CM-A-030618-AES	
Strategic Mechanical Inc	CA-05-CV-CM-B-030618-SMI	
<b><u>State of California - Region 7 - Central Coast</u></b>		
Newton Construction and Management	CA-07-CC-A-A-030618-NCM	
Newton Construction and Management	CA-07-CC-B-A-030618-NCM	
William A. Thayer Construction	CA-07-CC-B-B-030618-WTC	
ACCO Engineered Systems, Inc.	CA-07-CC-CM-A-030618-AES	
EMCOR Services, Mesa Energy Systems, Inc.	CA-07-CC-CM-B-030618-ES	
<b><u>State of California - Region 8 - Southland</u></b>		
Horizons Construction Company International, Inc	CA-08-SL-A-A-030618-HCC	
Angeles Contractor, Inc	CA-08-SL-A-B-030618-ACI	
MDJ Management, Inc.	CA-08-SL-B-A-030618-MDJ	
Vincor Construction Incorporated	CA-08-SL-B-B-030618-VCI	
Horizons Construction Co.. Int'l, Inc.	CA-08-SL-B-C-030618-HCC	
Angeles Contractor, Inc.	CA-08-SL-B-D-030618-ACI	
Harry H. Joh Construction	CA-08-SL-B-E-030618-HJC	
Grondin Construction, Inc.	CA-08-SL-B-F-030618-GCI	
Angeles Contractor, Inc	CA-08-SL-CE-A-030618-ACI	
ABM Electrical and Lighting Solutions, Inc	CA-08-SL-CE-B-030618-ABM	
ACCO Engineered Systems, Inc.	CA-08-SL-CM-A-030618-AES	
MTM Construction, Inc	CA-08-SL-CM-B-030618-MTM	
Angeles Contractor, Inc	CA-08-SL-CR-A-030618-ACI	
Good-Men Roofing and Construction, Inc	CA-08-SL-CR-B-030618-GMR	
<b><u>State of California - Region 9 - San Diego Imperial</u></b>		
Angeles Contractor, Inc.	CA-09-SI-A-A-030618-ACI	
Vet-Force Engineering & Construction	CA-09-SI-A-B-030618-VET	
Vincor Construction Incorporated	CA-09-SI-B-A-030618-VCI	
Grondin Construction Inc	CA-09-SI-B-B-030618-GCI	
Harry H. Joh Construction Inc	CA-09-SI-B-C-030618-HJC	
Pacific Building Group	CA-09-SI-B-D-030618-PBG	
Angeles Contractor, Inc.	CA-09-SI-B-E-030618-ACI	
All Source Coatings, Inc.	CA-09-SI-B-F-030618-ASC	
ACCO Engineering Systems Inc.	CA-09-SI-CM-A-030618-AES	
Harry H. Joh Construction Inc	CA-09-SI-CM-B-030618-HJC	
Pacific Contractors Group Inc.	CA-09-SI-CP-A-030618-PCG	
Angeles Contractor, Inc.	CA-09-SI-CR-A-030618-ACI	
Good-Men Inc Roofing and Construction	CA-09-SI-CR-B-030618-GMR	
<b><u>ezIQC RENEWALS</u></b>		
Centennial Contractors Enterprises, Inc.	MD03GC02-031417-CCE	
Centennial Contractors Enterprises, Inc.	MD02GC01-0314174-CCE	
Centennial Contractors Enterprises, Inc.	MD05GC02-031417-CCE	
The Matthews Group, Inc.	MD03GC01-031417-TMG	
HITT Contracting, Inc.	MD05GC01-031417-HCI	