

Regular Meeting Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Tuesday, June 20<sup>th</sup>, 2017  
Conference Room 3  
202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:50p.m. with the following members present: Barb Neprud, Mark Gerbi, Mary Freeman, Greg Zylka, Sara Nagel and Mike Wilson. Also present were Jon Radermacher, City of Little Falls and Chris Lindholm, Pequot Lakes School District, Ex-Officios; Chad Coauette, Susan Nanik, Misty Myers, Paul Drange, Liz DeRuyck, Anna Gruber, Mike Carlson, Jamie Loken, Ashley Kaisershot, Bev Hoemberg, and BreAnne Tollefson, NJPA staff.

Chair Wilson appointed Board member Sara Nagel as temporary Clerk.

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

Ms. Neprud moved, seconded by Mr. Gerbi to accept the minutes of the Regular Board Meeting held on May 16<sup>th</sup>, 2017. Motion carried.

Mr. Carlson presented the monthly Financial Reports and budget update.

Mr. Zylka moved, seconded by Mr. Gerbi to accept the FY17-18 Budget as presented. Motion carried.

Ms. Freeman 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 #93388 to # 93673. Motion carried.

Ms. Freeman moved, seconded by Ms. Neprud to approve all Wire Transfers #248 to #273. Motion carried.

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

- Updated Membership Agreements Members added May 1-31, 2017

Ms. Kaisershot gave a day in the life of an NJPA employee presentation on her role as Planning and Zoning specialist. Her focus is on planning and she is currently working with 8 communities.

Mr. Drange gave an update on Regional Programs.

Ms. Gruber gave an update on Cities/County Innovation funding.

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

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

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

Ms. Myers gave an update on the Legal and Government Relations Departments.

Ms. DeRuyck gave an update on the Business & Membership Development, Cooperative Contract Purchasing, and Procurement Departments.

Ms. DeRuyck reported on the following new contracts awarded by Jeremy Schwartz, CPO, in April as noted in Appendix A.

Ms. Neprud moved, seconded by Ms. Nagel to approve the revised Computer and Communication Use policy. Motion carried.

Mr. Drange presented the proposed revisions to the Rebate Policy for review.

Ms. Nagel moved, seconded by Mr. Zylka to approve 15 additional contract days for Erin Engness, PBIS consultant. Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to approve 1.63 additional contract days for Diane Grundyson, O & M Consultant. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to accept the following resignations:

- Tanya Nelson, Admin Specialist- Legal, effective May 30<sup>th</sup>, 2017
- Deb Cervantez, Admin Specialist- Confidential EE, effective June 9, 2017.

Motion carried.

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

- Carol Jackson, Procurement Analyst III, effective June 12<sup>th</sup>, 2017
- Kim Austin, Procurement Analyst III, effective June 1<sup>st</sup>, 2017
- Josh Meech, IT Support Specialist, effective June 12<sup>th</sup>, 2017
- Kelly Pearson, Contract Administrator I, effective June 19<sup>th</sup>, 2017
- Vicky Buscher, Account Clerk IV, effective June 19<sup>th</sup>, 2017
- Andrea Mortensen, Admin Specialist III- Ed Solutions, effective June 26<sup>th</sup>, 2017
- Dianne Heldman, Admin Specialist IV- Low Incidence, effective July 1<sup>st</sup>, 2017
- Cindy Swenson, Educational Consultant, effective July 3<sup>rd</sup>, 2017
- Lisa Worden, Education Consultant, effective July 3<sup>rd</sup>, 2017
- Lisa Pingrey, Education Consultant, effective July 3<sup>rd</sup>, 2017
- Jackie Bruns, Sr. Education Consultant, effective July 3<sup>rd</sup>, 2017
- Mary Jacobson, Sr. Education Consultant, effective July 3<sup>rd</sup>, 2017
- Justin Edin, CSW, effective June 26<sup>th</sup>, 2017.

Motion carried.

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

- Procurement Analyst II- up to 2 positions

- Administrative Specialist II; Contract Purchasing
- Education Consultant
- Contract Administration Specialist- up to 2 positions
- Contract Administrator I
- Contract Administrator II
- Admin Specialist- Legal Assistant

Motion carried.

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

- Executive Assistant
- Student Academics Coordinator
- Teacher Recruitment Specialist

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve the Hay System 3-Year Review adjustments and changes. Motion carried.

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

Ms. Nagel moved, seconded by Mr. Gerbi to approve the Staffing Agreement with Benton-Stearns Education District for PBIS Coordinator for FY17-18. Motion carried.

Ms. Nanik gave the staffing update.

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

Ms. Nagel moved, seconded by Mr. Zylka to adjourn the meeting at 8:25 p.m. Motion carried.

**NJPA PROCUREMENT DEPARTMENT  
BOARD ITEMS - June 2017**

Requesting Board permission to Solicit the following categories:

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Requesting Board permission to Re-Solicit the following categories:

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NEW CONTRACT		
Neopost USA Inc.	041917-NPI	"Mailing and Postage Equipment with Related Software, Accessories, Services and Supplies"
Pitney Bowes Inc.	041917-PIT	"Mailing and Postage Equipment with Related Software, Accessories, Services and Supplies"
Agile Access Controls, Inc.	022217-AAC	"Fleet Management and Related Technology Solutions"
AssetWorks LLC	022217-AWI	"Fleet Management and Related Technology Solutions"
CalAmp Corp.	022217-CAW	"Fleet Management and Related Technology Solutions"
Chevin Fleet Solutions	022217-CVS	"Fleet Management and Related Technology Solutions"
E.J. Ward, Inc.	022217-EJW	"Fleet Management and Related Technology Solutions"
Geotab Inc.	022217-GEO	"Fleet Management and Related Technology Solutions"
Gilbarco Veeder-Root	022217-GVR	"Fleet Management and Related Technology Solutions"
GPS Insight, LLC	022217-GPI	"Fleet Management and Related Technology Solutions"
Lytx, Inc.	022217-DCI	"Fleet Management and Related Technology Solutions"
Networkfleet, Inc.	022217-NWF	"Fleet Management and Related Technology Solutions"
PreCise MRM	022217-PRE	"Fleet Management and Related Technology Solutions"
Synovia Solutions, LLC	022217-SSL	"Fleet Management and Related Technology Solutions"
Syn-tech Systems, Inc.	022217-SYS	"Fleet Management and Related Technology Solutions"
Trak Engineering, Inc.	022217-TRK	"Fleet Management and Related Technology Solutions"
WEX Inc.	022217-WEX	"Fleet Management and Related Technology Solutions"
<b>New ezIQC Contracts</b>		
<b>State of Minnesota - Utility/Civil</b>		
No award	MN01UC1-042517	
No award	MN02UC1-042517	
No award	MN03UC1-042517	
No award	MN01UC2-042517	
No award	MN02UC2-042517	
No award	MN03UC2-042517	
No award	MN01UC3-042517	
No award	MN02UC3-042517	
No award	MN03UC3-042517	
L.S. Black Constructors, Inc.	MN01UC4-042517-LBC	
No award	MN02UC4-042517	
No award	MN03UC4-042517	
JJD Companies LLC	MN01UC5-042517-JJD	
No award	MN02UC5-042517	
No award	MN03UC5-042517	
<b>5th YEAR RENEWALS</b>		
Felling Trailers, Inc.	031014-FTS	"Public Utility Equipment with Related Accessories and Supplies"
Alamo Group (TX) Inc. dba Alamo Industrial	070313-AGI	"Grounds Maintenance with Related Equipment, Accessories and Supplies"
Strategic Equipment and Supply Corporation	103013-SES	"Commercial Kitchen Equipment and Related Supplies"
<b>ezIQC RENEWALS</b>		
Astra Construction Services, LLC	FL01GC2-051716ACS	
Astra Construction Services, LLC	FL01UG1-051716-ACS	
Astra Construction Services, LLC	FL02GC3-051716-ACS	
Astra Construction Services, LLC	FL02UG2-051716-ACS	
Astra Construction Services, LLC	FL03GC2-051716-ACS	
Astra Construction Services, LLC	FL03UG2-051716-ACS	
BDI Construction Company	FL04UG1-051716-BDI	
Centennial Contractors Enterprises, Inc.	VA01-061416-CCE	
HITT Contracting, Inc	VA02-061416-HCI	
Newton Construction & Management, Inc.	CA02CO-061416-NCM	
Wesfield Construction Co. Inc.	NH02-052113-WCC	
William A. Thayer Construction, Inc	CA03CO-061416-WTC	