

REGULAR MEETING & RETREAT MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Wednesday, April 10, 2019-Thursday April 11, 2019
Madden's Resort, Wilson Bay Lodge Meeting Room
11266 Pine Beach Road, Brainerd, MN 56401

Chair Wilson called the retreat to order at 1:00 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 was Chris Lindholm, Pequot Lakes Schools, Ex-Officio; Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Rebecca Cromwell, Sarah Speer, Liz Wambeke, Tom Perttula, Kelli Draper, Dean Greising, Michael Brandt, Cassidy Rice, Cara Bengston, and Ashley Powers, Sourcewell Staff; Bill Harvey and Bob Seward, guests.

Dr. Coquette and Mr. Wilson gave a welcome.

Dr. Coquette recognized organizational celebrations and accomplishments and presented year-to-date progress. He also shared a member success story from Mitch Borneman, Mayor of Karlstad, MN.

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

Mr. Carlson presented FY 19/20 Annual Budget Projections and Preview.

Mr. Loken presented an update on Sourcewell Technology including product financials, FY 19-20 Strategic Plan, FY 19/20 Draft Budget, and impact stories from various schools utilizing Sourcewell Technology products.

The retreat recessed at 4:30 pm.

Chair Wilson re-called the retreat to order at 8:00am on Thursday, April 11th with the following additional members present: Jon Radermacher, City of Little Falls, Ex-Officio; Anna Gruber, Ryan Donovan, Chris Robinson, and Danielle Wadsworth, Sourcewell staff.

Mr. Wilson and Dr. Coquette gave a welcome.

Sara Lenz, Heather Bandeen, City of Brainerd, and Ben Prochazka shared impact stories.

Dr. Coquette presented Sourcewell's Integrated Management System.

Mr. Schwartz and Ms. Bengston presented on Sourcewell's Integrated Management Benchmarking.

Dr. Coquette presented on Sourcewell's Balance Score Card, Balance Score Card Strategy Map, Strategic Initiatives Current FY and future FY Goals.

Senior Leadership Team and Managers presented on individual department capabilities and capacity.

Mr. Perttula presented FY 18/19 Year-to Date review and upcoming plans for Contract Administration.

Mr. Robinson presented FY 18/19 Year-to-Date review and upcoming plans for Procurement.

Mr. Bautz presented FY 18/19 Year-to-Date review and upcoming plans for Marketing and Membership.

Mr. Miller presented FY 18/19 Year-to-Date review and upcoming plans for Legal & Government Relations.

Ms. Rice and Mr. Drange presented FY 18/19 Year-to-Date review and upcoming plans for Education Solutions.

Ms. Gruber and Mr. Drange presented FY 18/19 Year-to-Date review and upcoming plans for City, County, Nonprofits, and Other Government Agencies.

Mr. Drange presented FY 18/19 Year-to-Date review and upcoming plans for Collaborative Service Worker & Regional Low Incidence.

Lunch was served.

Chair Wilson called the Regular Board meeting to order at 12:57 pm with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson. Also present was Chris Lindholm, Pequot Lakes Schools, and Jon Radermacher, City of Little Falls, Ex-Officio; Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Rebecca Cromwell, Cara Bengston, and Danielle Wadsworth, Sourcewell staff; Bill Harvey, guest.

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

Ms. Neprud moved, seconded by Mr. Zylka to accept the minutes of the Regular Board Meeting held on March 19, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Reports.

Ms. Neprud moved, seconded by Mr. Zylka to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #99424 to #99723. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers #179 to #209. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #942 to #1067. Motion carried.

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

- Updated Membership Agreements Members added March 1-31, 2019
- Permission to solicit the following categories:
 - Facilities Maintenance and Management Services
- Permission to re-solicit the following categories:
 - Permanent and Temporary Fabric Covered Buildings

Motion carried.

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

Ms. Neprud moved, seconded by Mr. Veronen to approve the Joint Powers Agreement for Regional Licensing Specialist-Adult Foster Care for Region 5. Motion carried.

Ms. Thiel moved, seconded by Ms. Nagel to approve the Resolution to Ratify Indefinite Quantity Construction Contract Awards on January 16, 2018; October 22, 2019; and December 14, 2018. Motion carried.

Mr. Zylka moved, seconded by Mr. Veronen to ratify the Sourcewell By-law Revision 12th Amendment. Motion carried.

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

- a. Maggie Velasco, Technology Mobile Consultant Lead, effective April 22, 2019

Motion carried.

Dr. Coquette gave an update on State/National Associations and Partnerships, AASA-Leadership Networks, and Board Retreat Feedback.

Mr. Zylka moved, seconded by Mr. Gerbi to adjourn the meeting at 1:09 p.m. Motion carried.

APPENDIX A

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

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:		
Facilities Maintenance and Management Services		
Requesting Board permission to Re-Solicit the following categories:		
Permanent and Temporary Fabric Covered Buildings		

NEW CONTRACTS

Konica Minolta Business Solutions USA, Inc.	022719-KON	<i>"Unified Communications, Contact Center, and Related Services, Equipment and Applications"</i>
Mitel Business Systems, Inc.	022719-MBS	<i>"Unified Communications, Contact Center, and Related Services, Equipment and Applications"</i>
Newcastle Communications	022719-NEW	<i>"Unified Communications, Contact Center, and Related Services, Equipment and Applications"</i>
PCMG, Inc.	022719-PCM	<i>"Unified Communications, Contact Center, and Related Services, Equipment and Applications"</i>

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

The Gordian Group, Inc.	071415-GGI	<i>"Indefinite Quantity Construction Contracting Systems and Related Services"</i>
Terex USA, LLC	042815-TER	<i>"Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessories and Supplies"</i>

NEW eziQC CONTRACTS

Contractor Name	Contract Number	Contract Description
Anchor Mechanical	IL-NA-GC03-030619-AMI	General Construction Northern Illinois Area
Anchor Mechanical	IL-ECA-GC01-030619-AMI	General Construction East Central Illinois Area
Pacific Construction Services, Inc.	IL-NA-GC01-030619-PCS	General Construction Northern Illinois Area
Kemper Construction, Inc.	IL-ECA-GC02-030619-KCI	General Construction East Central Illinois Area
Kemper Construction, Inc.	IL-WCA-GC01-030619-KCI	General Construction West Central Illinois Area
F.H. Paschen, S.N. Nielsen & Associates LLC	IL-NA-GC02-030619-FHP	General Construction Northern Illinois Area
AGAE Contractors, Inc.	IL-NA-GC04-030619-AGA	General Construction Northern Illinois Area
AGAE / A-1 Roofing Joint Venture, LLC	IL-NA-R01-030619-A1R	Roofing Construction Northern Illinois Area
R.L. Vollintine Construction Company, Inc.	IL-WCA-GC02-030619-RLV	General Construction West Central Illinois Area

eziQC ANNUAL RENEWALS

L.S. Black Constructors, Inc.	MN01B-031516-LBC	
L.S. Black Constructors, Inc.	MN03B-031516-LBC	
F.H. Paschen, S.N. Nielsen & Associates, LLC	OHGCOAGCOMA-022718-FHP	
Armcorp Construction, Inc.	OHGCOAGCOMB-022718-ACI	
Foti Contracting LLC	OHGCOAGCOMC-022718-FCL	
Custom Controls Group	OHGCOAGCOMD-022718-CCG	
Johnson-Laux Construction, LLC	OHGCOAGCOME-022718-JLC	
Armcorp Construction, Inc.	OHGCOAEOMA-022718-ACI	
Whalen Electric LLC	OHGCOAEOMB-022718-WHE	
Armcorp Construction, Inc.	OHGCOACOMA-022718-ACI	
The K Company, Inc.	OHGCOAHVOMA-022718-KCO	
Custom Controls Group	OHGCOAHVOMB-022718-CCG	
Custom Controls Group	OHGCOAROMA-022718-CCG	
Price Builders and Developers	OHGCOAGCMBB-022718-PBD	
K & W Roofing, Inc.	OHGCOAROMB-022718-KWR	
McDaniel's Construction Corp., Inc.	OHGCOAGCMBA-022718-MCC	
The Wilson Group	KS01C-031516-TWG	
The Wilson Group	KS02A-031516-TWG	
Vazquez Commercial Contracting, LLC	KS01B-031516-VCC	
Vincor Construction, Inc.	CA-09-SI-B-A-030618-VCI	
Grondin Construction	CA-09-SI-B-B-030618-GCI	
Harry H. Joh Construction Inc	CA-09-SI-B-C-030618-HJC	
Harry H. Joh Construction Inc	CA-09-SI-CM-B-030618-HJC	

APPENDIX A Continued

All Source Coatings, Inc.	CA-09-SI-B-F-030618-ASC	
ACCO Engineered Systems, Inc.	CA-09-SI-CM-A-030618-AES	
Good-Men Roofing & Construction, Inc.	CA-09-SI-CR-B-030618-GMR	
Staples Construction Company	CA-03-NCV-B-A-030618-STA	
Pacific Contractors Group Inc.	CA-09-SI-CP-A-030618-PCG	
Pacific Building Group	CA-09-SI-B-D-030618-PBG	
ACCO Engineered Systems, Inc.	CA-03-NCV-CM-A-030618-AES	
Durham Construction Company, Inc.	CA-05-CV-A-B-030618-DCC	
Durham Construction Company, Inc.	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	
Horizons Construction Co. Int'l, Inc	CA-08-SL-A-A-030618-HCC	
Horizons Construction Co. Int'l, Inc	CA-08-SL-B-C-030618-HCC	
Angeles Contractors, Inc.	CA-08-SL-A-B-030618-ACI	
Angeles Contractors, Inc.	CA-08-SL-B-D-030618-ACI	
Angeles Contractors, Inc.	CA-08-SL-CE-A-030618-ACI	
Angeles Contractors, Inc.	CA-08-SL-CR-A-030618-ACI	
MDJ Management, LLC	CA-08-SL-B-A-030618-MDJ	
Vincor Construction, Inc.	CA-08-SL-B-B-030618-VCI	
Harry H. Joh Construction Inc	CA-08-SL-B-E-030618-HJC	
Harry H. Joh Construction Inc	CA-08-SL-CR-B-030618-HJC	
Grondin Construction	CA-08-SL-B-F-030618-GCI	
ABM Electrical & Lighting Solutions, Inc.	CA-08-SL-CE-B-030618-ABM	
ACCO Engineered Systems, Inc.	CA-08-SL-CM-A-030618-AES	
Angeles Contractors, Inc.	CA-09-SI-B-E-030618-ACI	
Mark Scott Construction	CA-04-BA-B-A-030618-MSC	
Mark Scott Construction	CA-05-CV-A-A-030618-MSC	
Mark Scott Construction	CA-04-BA-A-A-030618-MSC	
ACCO Engineered Systems, Inc.	CA-04-BA-CM-A-030618-AES	
Newton Construction & Management, Inc.	CA-07-CC-A-A-030618-NCM	
Newton Construction & Management, Inc.	CA-07-CC-B-A-030618-NCM	
William A. Thayer Construction, Inc.	CA-07-CC-B-B-030618-WTC	
ACCO Engineered Systems, Inc.	CA-07-CC-CM-A-030618-AES	
Mesa Energy Systems	CA-07-CC-CM-B-030618-ES	
Angeles Contractors, Inc.	CA-09-SI-A-A-030618-ACI	
Angeles Contractors, Inc.	CA-09-SI-CR-A-030618-ACI	
Vet-Force Engineering and Construction, Inc.	CA-09-SI-A-B-030618-VET	