

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, November 19, 2019

Conference Room 3 & 4

202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:47p.m. with the following members present: Barb Neprud, Scott Veronen, Ryan Thomas, Sharon Thiel, Greg Zylka, Sara Nagel, Mark Gerbi and Mike Wilson. Also present were Jon Radermacher, City of Little Falls and Chris Lindholm, Pequot Lakes Schools, Ex-Officios; Brian Stavenger, Eide Bailly, via ITV and Steve Flaherty and Bruce West, Minnesota Board of Firefighter Training and Education, Guests; Chad Coquette, Jamie Loken, Mike Carlson, Susan Nanik, Marcus Miller, Travis Bautz, Paul Drange, Jeremy Schwartz, Jon Daniel, Michael Brandt, Scott Saehr, Josh Meech, and Danielle Wadsworth, Sourcewell and Sourcewell Technology staff.

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

Ms. Thiel moved, seconded by Mr. Gerbi to accept the minutes of the Regular Board Meeting held on October 15, 2019. Motion carried.

Mr. Stavenger presented the Auditors Report for FY 2018-2019.

Mr. Zylka moved, seconded by Mr. Veronen to accept the findings of the Auditors Report FY 2018-2019. Motion carried.

Mr. Carlson and Mr. Brandt presented the monthly Financial Reports.

Ms. Neprud moved, seconded by Ms. Thiel to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #101688 to #102046. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers #083 to #106. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers-Employee Expense reimbursements #609 to #856. Motion carried.

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

- Updated Membership Agreements Members added October 1-31, 2019
- State of Minnesota Joint Powers Agreement
- Resolution to approve permission to solicit the following categories:
 - a. Firefighting Equipment, Rescue Tools and Related Accessories
 - b. Firefighting Personal Protective Equipment (PPE), Apparel, Cleaning, Maintenance and Related Accessories

Motion carried.

Mr. Brandt gave a day in the life of a Sourcewell employee presentation on his role as a Manager of Accounting, Auditing, and Financial Reporting.

Mr. Flaherty and Mr. West gave a presentation on Minnesota Board of Firefighter Training and Education.

Ms. Nagel moved, seconded by Mr. Zylka to approve awarding contract #100719-IDL for snow plowing and snow removal service to Ideal Construction. Motion carried.

Ms. Thiel moved, seconded by Mr. Gerbi to approve the Resolution to Approve Ratification of Cooperative Contracting Awards. Motion carried.

Dr. Coquette and members of the Senior Leadership Team presented a mid-year report.

Ms. Nagel moved, seconded by Mr. Veronen to approve proposed Sourcewell Mission, Vision, Values, and Strategy Story. Motion carried.

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

- a. Stephanie Eckes, Membership Communication Specialist, effective November 4th, 2019
- b. Sandie Cottrell, Application Administrator II, effective November 18th, 2019
- c. Allison Van Vliet, Collaborative Service Worker, effective November 18th, 2019
- d. Bobbie Gorron, Account Clerk III-Contract Administration, effective November 18th, 2019

Motion carried.

Ms. Thiel moved, seconded by Mr. Gerbi to accept the resignations of the following:

- a. Karena Hovland, Regional Transition Specialist, effective November 2, 2019
- b. Philip Berg, IT Support Specialist, effective November 22, 2019

Motion carried.

Mr. Gerbi moved, seconded by Mr. Thomas to approve opening the follow position:

- a. IT Support Specialist

Motion carried.

Ms. Nanik gave the staffing update.

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

Mr. Gerbi moved, seconded by Mr. Zylka to adjourn the meeting at 8:33 p.m. Motion carried.

**SOURCEWELL
STATE OF MINNESOTA**



Member Zylka moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2020-15

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.

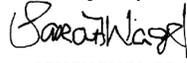
NOW THEREFORE BE IT RESOLVED by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thomas and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Sharon Theil, Linda Arts, Chris Kircher, and Ryan Thomas.

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 -May 2020**
CONSENT AGENDA ITEMS
Requesting Board permission to Solicit the following categories:

Automotive Original Equipment Manufacturer (OEM) Parts with Related Supplies and Services
Inventory Management Solutions

Requesting Board permission to Re-Solicit the following categories:

Forklifts, Lift Trucks, and Related Material Handling Equipment and Services

NEW CONTRACTS

Staples Contract & Commercial, LLC	012320-SCC	"Office Supply Catalog Solutions"
ARI Phoenix, Inc.	013020-ARP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Genuine Parts Company dba NAPA Auto Parts	013020-GPC	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
LIFTNOW Automotive Equipment Corp.	013020-LFT	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Mohawk Resources, Ltd.	013020-MRL	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Snap-on Industrial, A Division of IDSC Holdings, LLC	013020-SNP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Steril-Koni USA, Inc.	013020-SKI	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Draeger, Inc.	032620-DRG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Fire-Dex, LLC	032620-FDX	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Innotex Corporation	032620-INO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
L.N. Curtis & Sons	032620-LNC	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
LION First Responder, Inc.	032620-LIO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Motion Industries (Canada), Inc.	032620-MII	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Municipal Emergency Services, Inc.	032620-MES	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Safeware, Inc.	032620-SAF	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
W.W. Grainger, Inc.	032620-WWG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
C.E.T. Fire Pumps MFG, Ltd.	040220-CET	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Husqvarna Professional Products, Inc.	040220-HSQ	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Kipper Tool Company	040220-KPP	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
L.N. Curtis & Sons	040220-LNC	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Municipal Emergency Services, Inc.	040220-MES	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
W.W. Grainger, Inc.	040220-WWG	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Whelen Engineering Company, Inc.	040220-WHL	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)		
NEW ezIQC CONTRACTS		
IFB GA-040820 Area A Northern Georgia		
Brown & Root Industrial Services, LLC	GA-A01-040820-KBR	
Greene and Burdette Property Management LLC	GA-A02-040820-GBP	
HITT Contracting	GA-A03-040820-HCI	
Striker Contracting, LLC	GA-A04-040820-SCL	
Crown Retail Services, Inc	GA-A05-040820-CRS	
Albion Scaccia Enterprises, LLC	GA-A06-040820-ALB	
Paryani Real Estate LLC	GA-A07-040820-PAR	
HCR Construction, Inc.	GA-A08-040820-HCR	
Lichty Commercial Construction, Inc.	GA-A09-040820-LIY	
Place Services, Inc.	GA-A10-040820-PLA	
IFB GA-040820 Area B East Central Georgia		
Odyssey International dba Odyssey Global, Inc.	GA-B01-040820-ODI	
Greene and Burdette Property Management, LLC	GA-B02-040820-GBP	
Crown Retail Services, Inc.	GA-B03-040820-CRS	
HITT Contracting	GA-B04-040820-HCI	
Albion Scaccia Enterprises, LLC	GA-B05-040820-ALB	
Centennial Contractors Enterprises	GA-B06-040820-CCE	
Darsey Construction, LLC	GA-B07-040820-DAR	
Place Services, Inc.	GA-B08-040820-PLA	
Red Cloud Services, LLC	GA-B09-040820-RCS	
Ujamaa Construction	GA-B10-040820-UJA	
IFB GA-040820 Area C Southwest Georgia		
Darsey Construction, LLC	GA-C01-040820-DAR	
Greene and Burdette Property Management, LLC	GA-C02-040820-GBP	
Albion Scaccia Enterprises, LLC	GA-C03-040820-ALB	
HITT Contracting	GA-C04-040820-HCI	
Place Services, Inc.	GA-C05-040820-PLA	
Centennial Contractors Enterprises	GA-C06-040820-CCE	
Engineering Design Technologies, Inc.	GA-C07-040820-EDT	
Ujamaa Construction	GA-C08-040820-UJA	
Red Cloud Services, LLC	GA-C09-040820-RCS	
Jewel of the South, Inc.	GA-C10-040820-JOS	
IFB GA-040820 Area D Southeast Georgia		
Odyssey International dba Odyssey Global, Inc.	GA-D01-040820-ODI	
Darsey Construction, LLC	GA-D02-040820-DAR	
Greene and Burdette Property Management, LLC	GA-D03-040820-GBP	
Lynn Construction Contracting, Inc.	GA-D04-040820-LYN	
Albion Scaccia Enterprises, LLC	GA-D05-040820-ALB	
HITT Contracting	GA-D06-040820-HCI	
Place Services, Inc.	GA-D07-040820-PLA	
Centennial Contractors Enterprises	GA-D08-040820-CCE	
Engineering Design Technologies, Inc.	GA-D09-040820-EDT	
Ujamaa Construction	GA-D10-040820-UJA	
IFB GA-040820 Statewide Area Georgia		
F.H. Paschen	GA-ST01-040820-FHP	
Prime Contractors, Inc.	GA-ST02-040820-PCI	
JOC Construction, LLC	GA-ST03-040820-LRI	
Bayne Development Group, LLC	GA-ST04-040820-BDG	
Huper Optik USA, LLP	GA-ST05-040820-HOP	
Ward Humphrey, Inc.	GA-ST06-040820-WHI	
Johnson-Laux Construction	GA-ST07-040820-JLC	
Osprey Management	GA-ST08-040820-OML	
Astra Construction Services, LLC	GA-ST09-040820-ACS	
Rubio and Son Interiors, Inc.	GA-ST10-040820-RSI	
ezIQC ANNUAL RENEWALS		
Shiff Construction & Development, Inc.	FL-SEA-GC02-041019-SCD	
Lanzo Construction Co., Florida	FL-NEA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-SEA-R01-041019-ADR	
FHP Tectonics Corp.	FL-SEA-GC08-041019-FTC	
LEE Construction Group, Inc.	FL-SEA-GC07-041019-LCI	

APPENDIX A Continued

Team Contracting, Inc.	FL-SEA-GC04-041019-TCI	
Harbour Construction, Inc.	FL-SEA-GC01-041019-HBC	
Astra Construction Services, LLC	FL-NWA-GC02-041019-ACS	
Southern Underground Industries, Inc.	FL-NWA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NWA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-NWA-P01-041019-LCC	
OmniCon Corp	FL-NWA-GC04-041019-OMN	
Johnson-Laux Construction, LLC	FL-NWA-GC03-041019-JLC	
LEE Construction Group, Inc.	FL-NWA-GC01-041019-LCI	
Southern Underground Industries, Inc.	FL-NEA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NEA-UG1-041019-EWS	
Astra Construction Services, LLC	FL-NEA-GC06-041019-ACS	
Johnson-Laux Construction, LLC	FL-NEA-GC04-041019-JLC	
Epic Construction Inc	FL-NEA-GC03-041019-ECI	
FHP Tectonics Corp.	FL-NEA-GC02-041019-FTC	
Metro Express, Inc.	FL-SEA-UG2-041019-MEI	
EnviroWaste Services Group, Inc.	FL-SEA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-SEA-P02-041019-LCC	
Metro Express, Inc.	FL-SEA-P01-041019-MEI	
d2 Construction Inc	FL-SEA-GC03-041019-DTC	
Epic Construction Inc	FL-WCA-GC03-041019-ECI	
Advanced Roofing, Inc.	FL-WCA-R01-041019-ADR	
Caladesi Construction Co.	FL-WCA-P01-041019-CAL	
LEE Construction Group, Inc.	FL-NEA-GC01-041019-LCI	
Caladesi Construction Co.	FL-WCA-GC06-041019-CAL	
Charles Perry Partners, Inc.	FL-WCA-GC05-041019-CPP	
BDI Construction Company	FL-WCA-GC01-041019-BDI	
Advanced Roofing, Inc.	FL-NEA-R01-041019-ADR	
Charles Perry Partners, Inc.	FL-NEA-GC05-041019-CPP	
Danz Contracting, LLC	FL-SEA-GC06-041019-DCL	
BDI Construction Company	FL-SEA-GC05-041019-BDI	
Advanced Roofing, Inc.	FL-NWA-R01-041019-ADR	
David Mancini & Sons, Inc.	FL-NEA-GC07-041019-DMS	
Southern Underground Industries, Inc.	FL-WCA-UG2-041019-SUI	
Lanzo Construction Co., Florida	FL-WCA-P02-041019-LCC	
Astra Construction Services, LLC	FL-WCA-GC07-041019-ACS	
Johnson-Laux Construction, LLC	FL-WCA-GC04-041019-JLC	
EnviroWaste Services Group, Inc.	FL-WCA-UG1-041019-EWS	
Shiff Construction & Development, Inc.	FL-WCA-GC08-041019-SCD	
LEE Construction Group, Inc.	FL-WCA-GC02-041019-LCI	
The Jamar Company	MN03IR-042517-JMR	
JJD Companies LLC	MN01UC5-042517-JJD	
Kaski, Inc.	MN01IR-042517-KAS	
S & S Electric Co	MD-WMA-E02-042419-SSE	
Salone, LLC	MD-WMA-GC04-042419-SAL	
I.B. Abel, Inc.	MD-WMA-E01-042419-IBA	
Carl Belt, Inc.	MD-WMA-GC03-042419-CBI	
The Matthews Group	MD-WMA-GC02-042419-TMG	
Salone, LLC	MD-WMA-R01-042419-SAL	
Hite Roofing	MD-WMA-R02-042419-HAS	
Salone, LLC	MD-WMA-P01-042419-SAL	
FHP Tectonics Corp.	MD-WMA-GC01-042419-FTC	
Allied Building Service Company of Detroit, Inc.	MI-GRP-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-GC-B-050118-MCS	
Bloom Roofing Systems, Inc.	MI-GRP-R-A-050118-BRS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-LAN-GC-A-050118-FHP	
Marshall Contracting Services	MI-DET-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-LAN-R-A-050118-BRS	
Marshall Contracting Services	MI-DET-DEM-A-050118-MCS	
Marshall Contracting Services	MI-DET-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-HVAC-A-050118-ABS	
Marshall Contracting Services	MI-DET-GC-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-DET-E-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-DET-GC-C-050118-ABS	

Allied Building Service Company of Detroit, Inc.	MI-DET-HVAC-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-GRP-GC-B-050118-FHP	
PEL Construction LLC	MI-GRP-GC-A-050118-PGC	
Allied Building Service Company of Detroit, Inc.	MI-LAN-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-HVAC-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-DET-GC-B-050118-FHP	
Marshall Contracting Services	MI-LAN-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-DET-R-A-050118-BRS	
Jordy & Company	CO-GC02-050219-JOR	
Happel & Associates, Inc.	CO-GC01-050219-HAI	
Wesfield Construction Co. Inc.	NH-GMVR-GC-A-061218-WCC	