

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, December 18, 2018

Conference Room 3 & 4

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, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, Greg Zylka and Mike Wilson. Also present were Jon Radermacher, City of Little Falls, Chris Lindholm, Pequot Lakes Schools, and Stephen Jones, Little Falls Schools Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Travis Bautz, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Jolene Zelenski, Michael Domin, Beverly Hoemberg, Bill Otto, Dan Listug and Danielle Wadsworth, Sourcewell staff; Gerald Rhodes, Dave Dextraze, Tom Burton, Al Kemmere, Soren Odegard, Rural Municipalities Alberta.

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

Ms. Thiel moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on November 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 #98172 to #98484. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve all Wire Transfers #092 to #112. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #443 to #573. Motion carried.

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

- Updated Membership Agreements Members added November 1-30, 2018
- Permission to re-solicit the following categories:
  - School Buses with Related Parts and Services
  - Heavy Construction Equipment with Related Accessories, Attachments and Supplies
  - Medium Duty and Compact Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
  - Portable Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
  - All 50 states in the Unites States- ezIQC

Motion carried.

Mr. Domin gave a day in the life of a Sourcewell employee presentation on his role as a Contract Administrator

Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities and Human Resource Department.

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

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

Mr. Miller gave an update on the Government Relations/General Counsel Departments. Mr. Otto and Mr. Listug presented a Government Relations Update.

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

Mr. Bautz gave an update on the Marketing and Membership Departments. Ms. Zelenski gave an update on the Marketing Cloud.

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

- a. Holly Doyle, Procurement Education Administrator, effective December 17<sup>th</sup>, 2018

Motion carried.

Ms. Nagel moved, seconded by Ms. Thiel to approve unpaid leave of absence for Jolene Zelenski, Marketing Campaign Specialist, effective January 21, 2019. Motion carried.

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

- a. Graphic Design I

Motion carried.

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

Mr. Thomas moved, seconded by Ms. Thiel to adjourn the meeting at 7:50 p.m. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - DECEMBER 2018**

<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>
	<b>Requesting Board permission to Re-Solicit the following categories:</b>
	School Buses with Related Parts and Services
	Heavy Construction Equipment with Related Accessories, Attachments and Supplies
	Medium Duty and Compact Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
	Portable Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
	All 50 states in the United States - ezIQC

<b>NEW CONTRACT</b>		
1020 Digital LLC dba SmartWorks Partners	101718-SMW	"Wireless Technology Infrastructure Consultative Services"
Ernst & Young Infrastructure Advisors, LLC	101718-EYG	"Wireless Technology Infrastructure Consultative Services"
<b>NEW ezIQC CONTRACTS</b>		
<b>5th YEAR RENEWALS (CONTRACT EXTENSIONS)</b>		
Deere & Company	021815-DAC	"Agricultural Tractors with Related Equipment and Accessories"
Palmer Hamilton, LLC	031715-PHL	"Furniture with Related Accessories and Services"
CORT Business Services Corporation	031715-COR	"Furniture with Related Accessories and Services"
Steelcase, Inc.	031715-STI	"Furniture with Related Accessories and Services"
Teknion LLC	031715-TKN	"Furniture with Related Accessories and Services"
School Specialty, Inc.	031715-SSI	"Furniture with Related Accessories and Services"
Mining Rock Excavation and Construction LLC	032515-ACC	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Mohawk Resources	061015-MRL	"Fleet-Related Maintenance Equipment, Supplies, Services and Inventory Management Solutions"
Unifirst Corporation	062415-UFC	"Uniforms and Uniform Related Products and Services"
Labrie Enviroquip Group	112014-LEG	"Mobile Refuse Collection Vehicles with Related Equipment, Accessories and Services"
Scranton Manufacturing	112014-NMY	"Mobile Refuse Collection Vehicles with Related Equipment, Accessories and Services"
<b>ezIQC RENEWALS</b>		
JOC Construction	NC01-121515-LRI	
JOC Construction	NC02-121515-LRI	
Astra Construction Services, LLC	NC03-121515-ACS	
Centennial Contractors Enterprises, Inc.	NC03-121515-CCE	
Astra Construction Services, LLC	NC04-121515-ACS	
Johnson-Laux Construction, LLC	NC04-121515-JLC	
Integrity Builders LLC	NC06-121515-IBL	