

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, February 19, 2019

Conference Room 3 & 4

202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:56p.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 were Chris Lindholm, Pequot Lakes Schools Ex-Officios, Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Chris Klein, Mitchell McCallson, Machel Marshall and Danielle Wadsworth, Sourcewell staff.

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

Mr. Zylka moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on January 15, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Reports.

Mr. Zylka moved, seconded by Ms. Thiel to approve the Resolution of Signed Authority. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #98793 to #99151. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers #136 to #154. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers-Employee Expense reimbursements #687 to #820. Motion carried.

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

- Updated Membership Agreements Members added January 1-31, 2019
- Permission to re-solicit the following categories:
  - Technology Solutions with Related Equipment and Accessories

Motion carried.

Mr. McCallson gave a day in the life of a Sourcewell employee presentation on his role as a Marketing Multimedia Production Coordinator.

Mr. Drange gave an update on Regional Programs.

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

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

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

Ms. Thiel moved, seconded by Mr. Gerbi to approve the Resolution to Adopt and Approve Sourcewell 403b Plan. Motion carried.

Mr. Zylka moved, seconded by Ms. Nagel to approve the Executive Director/CEO Contract 2019-2022. Motion carried.

Mr. Carlson introduced the Budget Amendment-Indirect Cost Allocation.

Mr. Veronen moved, seconded by Ms. Thiel to approve the Interlocal Cooperative Agreement Licensing Specialist Services-Family Day Care (Region 5). Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve the Sourcewell Employee Handbook. Motion carried.

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

- a. Michael Munoz, Procurement Analyst III, effective February 11, 2019
- b. Brandon Town, Procurement Analyst III, effective February 11, 2019
- c. Stephanie Haataja, Procurement Analyst II, effective February 25, 2019
- d. Nicolas Scholer, Procurement Analyst II, effective April 8, 2019

Motion carried.

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

- a. Education Consultant (x2)
- b. Procurement Analyst (x2)
- c. ECSE Professional Development Facilitator
- d. Senior Education Consultant

Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to approve Seniority/Anniversary List. Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to accept the retirement of Sara Hight, ECSE Professional Development Facilitator, effective February 13, 2019. Motion carried.

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

Mr. Zylka moved, seconded by Mr. Gerbi to adjourn the meeting at 7:45 p.m. Motion carried.

**APPENDIX A**

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

<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>	
Technology Solutions with Related Equipment and Accessories	

<b>NEW CONTRACTS</b>		
Fastenal Company	121218-FAS	"Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services"
NAPA Integrated Business Solutions	121218-GPC	"Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services"
HD Supply Construction Supply	121218-HDS	"Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services"
Motion Industries, Inc.	121218-MII	"Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services"
WESCO Distribution	121218-WES	"Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services"
W.W. Grainger, Inc.	121218-WWG	"Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services"
Felling Trailers, Inc.	121918-FTS	"Trailers with Related Equipment, Accessories and Services"
Globe Trailer manufacturing, Inc.	121918-GLB	"Trailers with Related Equipment, Accessories and Services"
Monroe Towmaster, LLC	121918-MNR	"Trailers with Related Equipment, Accessories and Services"
Trail King Industries	121918-TKI	"Trailers with Related Equipment, Accessories and Services"
<b>NEW ezIQC CONTRACTS</b>		
Contractor Name	Contract Number	Trade
<b>5th YEAR RENEWALS (CONTRACT EXTENSIONS)</b>		
PureGreen Services, LLC	040215-PGE	"Storage Products or Systems with Related Accessories"
PPG Architectural Finishes, Inc.	020515-PPG	"Paint and Wall Coverings with Related Supplies, Equipment and Services"
John Deere Construction Retail Sales	032515-JDC	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
DeBourgh Manufacturing Company	040215-DBM	"Storage Products or Systems with Related Accessories"
<b>ezIQC ANNUAL RENEWALS</b>		
The Lusk Group	OHGCDAGCOMA-013018-LUS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	OHGCDAGCOMB-013018-FHP	
The Lusk Group	OHGCDAEOMA-013018-LUS	
The Lusk Group	OHGCDAHVOMA-013018-LUS	
The Lusk Group	OHGCDAROMA-013018-LUS	
The Lusk Group	OHGCDACOMA-013018-LUS	
Perkins / Carmack Construction, LLC	OHGCDAGCOMC-013018-PCC	
Perkins / Carmack Construction, LLC	OHGCDACOMB-013018-PCC	
Custom Controls Group	OHGCDAGCOMD-013018-CCG	
Custom Controls Group	OHGCDAROMB-013018-CCG	
Custom Controls Group	OHGCDAHVOMB-013018-CCG	
Westside Paving & Excavating Inc.	OHGCDAAPOMA-013018-WPE	
Westside Paving & Excavating Inc.	OHGCDAWUIOMA-013018-	
Universal Contracting Corporation	OHGCDAGCOME-013018-UCC	
Whalen Electric LLC	OHGCDAEOMB-013018-WHE	