

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, July 16, 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 5:38 p.m. with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, and Mike Wilson. Also present were Jon Rademacher, City of Little Falls, Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Travis Bautz, Paul Drange, Mike Carlson, Jeremy Schwartz, Nan Records, Dan Listug, Bill Otto, Scott Carr, Sunshine Gilbert, Beverly Hoemberg, and Danielle Wadsworth, Sourcewell staff.

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

Ms. Neprud moved, seconded by Mr. Gerbi to accept the minutes of the Regular Board Meeting held on June 18, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Report of Cash, Revenues, and Expenditures.

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 #100399 to #100758. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers #257 to #282. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers-Employee Expense reimbursements #1353 to #1463. Motion carried.

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

- Updated Membership Agreements Members added June 1-30, 2019
- Resolution to approve permission to solicit the following categories
  - a. Public Safety Surveillance Equipment with Related Supplies and Services
- Resolution to approve permission to re-solicit the following categories
  - a. Group Employee Benefits & Related Services

Motion carried.

Ms. Gilbert gave a day in the life of a Sourcewell employee presentation on her role as a Travel & Logistic Specialist.

Mr. Drange gave an update on Regional Programs.

Ms. Records gave a Year in Review update on the Low Incidence Department.

Ms. Neprud moved, seconded by Mr. Zylka to approve Non-Profit Innovation Funding as presented. Motion carried.

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

Mr. Listug and Mr. Otto gave a Government Relations Report.

Mr. Carr gave a Year to Date/Year End Deep Dive.

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

Mr. Gerbi moved, seconded by Mr. Veronen to approve the Resolution to Ratify Cooperative Contracting Awards. Motion carried.

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

Mr. Zylka moved, seconded by Mr. Thomas to approve the Code of Ethics Board Policy. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the Data Practices Policy, Records Retention Schedule, and Data Inventory Board Policy. Motion carried.

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

- a. Michelle Steele, Early Childhood Education Professional Development Facilitator, effective July 15, 2019

Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve 2 additional contract days for FY 18-19 for Lisa Worden, Education Consultant. Motion carried.

Mr. Veronen moved, seconded by Mr. Gerbi to approve the FY 19-20 slate of positions and approval to open and recruit as needed. Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to approve the following Position Description and open the following positions:

- a. Lead Regional Licensing Specialist
- b. Account Clerk-Education Solutions

Motion carried.

Ms. Nanik provided a staffing update.

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 7:57 p.m. Motion carried.

**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**  
 Public Safety Surveillance Equipment with Related Supplies and Services

**Requesting Board permission to Re-Solicit the following categories:**  
 Group Employee Benefits & Related Services

**NEW CONTRACTS**

Atlas Copco Power Technique North America, LLC	041719-ACC	"Portable Construction Equipment with Related Accessories and Attachments"
Clark Equipment Company dba Doosan Portable Power	041719-CEC	"Portable Construction Equipment with Related Accessories and Attachments"
Generac Mobile Products, LLC	041719-GEN	"Portable Construction Equipment with Related Accessories and Attachments"
Multiquip, Inc.	041719-MTQ	"Portable Construction Equipment with Related Accessories and Attachments"
Terex USA, LLC	041719-TER	"Portable Construction Equipment with Related Accessories and Attachments"
Wacker Neuson	041719-WAC	"Portable Construction Equipment with Related Accessories and Attachments"
Daktronics, Inc.	050819-DAK	"Scoreboards, Digital Displays, and Video Boards with Related Design Build Technology Integration, Installation, Supplies and Services"
Nevco Sports, LLC	050819-NVC	"Scoreboards, Digital Displays, and Video Boards with Related Design Build Technology Integration, Installation, Supplies and Services"
Bandit Industries, Inc.	050119-BAN	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"
Komptech Americas, LLC	050119-KMP	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"
Morbark, LLC	050119-MBI	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"
Vermeer Corporation	050119-VRM	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"

**5th YEAR RENEWALS (CONTRACT EXTENSIONS)**

The Toro Company	042815-TTC	"Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessoreis and Supplies"
Ford Motor Company	061015-FMC	"Fleet-Related Maintenance Equipment, Supplies, Services and Inventory Management Solutions"
Life Fitness a Division of Brunswick Corp.	120215-LFF	"Exercise, Fitness, and Rehabilitation Equipment with Related Accessories, Services, Installation and Supplies"
Precor Incorporated	120215-PCR	"Exercise, Fitness, and Rehabilitation Equipment with Related Accessories, Services, Installation and Supplies"
GovDeals, Inc.	041316-GDI	"Surplus Auction Services with Related Solutions"
Ritchie Bros. Auctioneers, Inc.	041316-RBA	"Surplus Auction Services with Related Solutions"
Wex, Inc.	042016-WEX	"Fuel Card with Related Vehicle Fuel Management, Transaction and Payment Settlement/Processing Services"

**NEW ezIQC CONTRACTS**

<b>Contractor Name</b>	<b>Contract Number</b>	<b>Contract Description</b>
Happel & Associates	CO-GC01-050219-HAI	
Jordy & Company	CO-GC02-050219-JOR	

APPENDIX A Continued

<b>ezIQ ANNUAL RENEWALS</b>		
Express Energy Services, Inc.	CAREN-SCR-GL01-062718-EES	
ACCO Engineered Systems, Inc.	CA-REN-SIR-M01-062718-AES	
RETRO-TEK ENERGY SERVICES	CAREN-SIR-GL02-062718-RTE	
Express Energy Services, Inc.	CAREN-SIR-GL01-062718-EES	
ACCO Engineered Systems, Inc.	CA-REN-CIR-M01-062718-AES	
Vincor Construction, Inc.	CA-CR-GB02-062718-VCI	
RETRO-TEK ENERGY SERVICES	CAREN-CIR-GL01-062718-RTE	
ACCO Engineered Systems, Inc.	CA-REN-SCR-M01-062718-AES	
Horizons Construction Co. Int'l, Inc	CA-CR-GB01-062718-HCC	
Enterprise Electric Datacom	CA-CR-E01-062718-EED	
RETRO-TEK ENERGY SERVICES	CAREN-SCR-GL02-062718-RTE	
ACCO Engineered Systems, Inc.	CA-CR-M01-062718-AES	
Brown & Root	GA-072115-KBR	Contract Extension
F.H. Paschen, S.N. Nielsen & Associates, LLC	GA-072115-FHP	Contract Extension
JOC Construction	GA-072115-LRI	Contract Extension
Centennial Contractors Enterprises, Inc.	GA-072115-CCE	Contract Extension
Prime Contractors, Inc.	GA02-1-072115-PCI	Contract Extension
Astra Construction Services, LLC	GA02-2-072115-ACS	Contract Extension
Johnson-Laux Construction, LLC	GA03-1-072115-JLC	Contract Extension
Osprey Management, LLC	GA03-2-072115-OML	Contract Extension
HCR Construction, Inc.	GA03-3-072115-HCR	Contract Extension
Engineering Design Technologies, Inc.	GA04-1-072115-EDT	Contract Extension
Red Cloud Services, LLC	GA05-1-072115-RCS	Contract Extension
Rubio and Son Interiors, Inc.	GA07-1-072115-RSI	Contract Extension
Greene & Burdette Property Management, LLC	GA07-2-072115-GBP	Contract Extension
J.J. Morley Enterprises, Inc.	GA10-1-072115-JME	Contract Extension
Brown & Root	MO01A-071117-BRI	
Vazquez Commercial Contracting, LLC	MO01B-071117-VCC	
The Wilson Group	MO01C-071117-TWG	
Reasbeck Construction, Inc.	MO02A-071117-RCI	
Brown & Root	MO02B-071117-BRI	
The Wilson Group	MO02C-071117-TWG	
Brown & Root	MO03B-071117-BRI	
Vazquez Commercial Contracting, LLC	MO03C-071117-VCC	



Member Nagel moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2020-08**

**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 Kircher and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Sharon Thiel, Ryan Thomas, Linda Arts, and Chris Kircher.

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:

A handwritten signature in black ink, appearing to read "Sara Nagel", written over a horizontal line. Below the signature, the text "Clerk to the Board of Directors" is printed in a bold, black font.

**Clerk to the Board of Directors**

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - March 2020**

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**  
 Wireless and Wireline Telecom Management Solutions  
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**Requesting Board permission to Re-Solicit the following categories:**  
 Class 4-8 Chassis with Related Equipment, Accessories, and Services  
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**NEW CONTRACTS**

CORT Business Services Corp.	121919-COR	"Furniture Solutions with Related Accessories and Services"
Humanscale Corporation	121919-HMN	"Furniture Solutions with Related Accessories and Services"
Krueger International, Inc. (KI)	121919-KII	"Furniture Solutions with Related Accessories and Services"
OFS Brands, Inc.	121919-OFS	"Furniture Solutions with Related Accessories and Services"
Palmer Hamilton	121919-PHL	"Furniture Solutions with Related Accessories and Services"
Staples Contract & Commercial, LLC	121919-SCC	"Furniture Solutions with Related Accessories and Services"
Steelcase, Inc.	121919-STI	"Furniture Solutions with Related Accessories and Services"
Teknion, LLC	121919-TKN	"Furniture Solutions with Related Accessories and Services"
Axon Enterprise	010720-AXN	"Public Safety Video Surveillance Solutions "
Laser Aiming Systems	010720-LSR	"Public Safety Video Surveillance Solutions "
Panasonic	010720-PAN	"Public Safety Video Surveillance Solutions "
WatchGuard Video	010720-WCH	"Public Safety Video Surveillance Solutions"

**5th YEAR RENEWALS (CONTRACT EXTENSIONS)**

PureGreen Services	040215-PGE	"Storage Products or Systems with Related Accessories"
Auto Plus-Pep Boys	062916-PEP	"Automotive and Truck Replacement Parts and Tires"
Genuine Parts Company dba NAPA	062916-GPC	"Automotive and Truck Replacement Parts and Tires"
O'Reilly Auto Enterprises	062916-ORA	"Automotive and Truck Replacement Parts and Tires"
Schindler Elevator	100516-SCH	"Elevators, Escalators and Moving Walks"
ThyssenKrupp Elevator Corporation	100516-TKE	"Elevators, Escalators and Moving Walks"

**NEW eziQC CONTRACTS**

**Rio Grande Valley Area TX-RGV-021920**

Amstar, Inc.	TX-RGV-GC-021920-AMS	General Construction
Centennial Contractors Enterprises	TX-RGV-GC-021920-CCE	General Construction
Core Construction	TX-RGV-GC-021920-CCT	General Construction
F.H. Paschen	TX-RGV-GC-021920-FHP	General Construction
Huper Optik USA	TX-RGV-GC-021920-HOP	General Construction
Trumble Construction	TX-RGV-RC-021920-TCI	Roofing

**Gulf Coast Area TX-GC-021920**

Alpha Building Corporation	TX-GC-GC-021920-ABC	General Construction
Amstar, Inc.	TX-GC-GC-021920-AMS	General Construction
AR Energy Services	TX-GC-GC-021920-ARE	General Construction
Centennial Contractors Enterprises	TX-GC-GC-021920-CCE	General Construction
Core Construction	TX-GC-GC-021920-CCI	General Construction
Dunhill Development and Construction	TX-GC-GC-021920-DUN	General Construction
F.H. Paschen	TX-GC-GC-021920-FHP	General Construction
Huper Optik USA	TX-GC-GC-021920-HOP	General Construction
Lee Construction and Maintenance	TX-GC-EC-021920-LCM	Electrical

APPENDIX A Continued

Lee Construction and Maintenance	TX-GC-F-021920-LCM	<i>Flooring</i>
Lee Construction and Maintenance	TX-GC-GC-021920-LCM	<i>General Construction</i>
Lee Construction and Maintenance	TX-GC-P-021920-LCM	<i>Painting</i>
RoofConnect Logistics	TX-GC-RC-021920-RCL	<i>Roofing</i>
RoofConnect Logistics	TX-GC-W-021920-RCL	<i>Waterproofing</i>
Trumble Construction	TX-GC-RC-021920-TCI	<i>Roofing</i>
TSG Industries	TX-GC-GC-021920-TSG	<i>General Construction</i>
<b>eziQC ANNUAL RENEWALS</b>		
Johnson-Laux Construction, LLC	OHGCAGCOMC-020618-JLC	
The K Company, Inc.	OHGCAHVOMA-020618-TKC	
Custom Controls Group	OHGCAHVOMB-020618-CCG	
Centennial Contractors Enterprises, Inc.	OHGCAGCOMD-020618-CCE	
West Roofing Systems, Inc.	OHGCAROMA-020618-WRS	
Custom Controls Group	OHGCAROMB-020618-CCG	
Barbicas Construction Company, Inc.	OHGCAAPOMA-020618-BCC	
Ohio Paving and Construction Company, Inc.	OHGCACOMA-020618-OPC	
Henderson Contracting Co. LLC	OHGCAGCMBB-020618-HCC	
Price Builders and Developers	OHGCAGCMBA-020618-PBD	
Empire Paving, LLC	OHGCAAPOMB-020618-EMP	
Foti Contracting LLC	OHGCAGCOMB-020618-FCL	
Regency Construction Services Inc	OHGCAGCOME-020618-REG	
Irizar Electric LLC	OHGCAEOMA-020618-IEL	
F.H. Paschen, S.N. Nielsen & Associates, LLC	OHGCAGCOMA-020618-FHP	
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	
K & W Roofing, Inc.	OHGCOAROMB-022718-KWR	
Price Builders and Developers	OHGCOAGCMBB-022718-PBD	
McDaniel's Construction Corp., Inc.	OHGCOAGCMBA-022718-MCC	
<b>eziQC EXTENSIONS</b>		
Centennial Contractors Enterprises, Inc.	VA01VGC-021417-CCE	
The Matthews Group	VA01NGC-021417-TMG	
FHP Tectonics Corp.	VA02NGC-021417-FTC	
Centennial Contractors Enterprises, Inc.	VA04NGC-021417-CCE	
Comfort Systems USA	VA01NM-021417-CFS	
Centennial Contractors Enterprises, Inc.	VA01HGC-021417-CCE	
Comfort Systems USA	VA01HM-021417-CFS	
Harrisonburg Construction Co., Inc.	VA02HGC-021417-HAR	