

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, August 28, 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 5:45p.m. with the following members present: Barb Neprud, Mark Gerbi, Sharon Thiel, Scott Veronen, Sara Nagel, Greg Zylka, and Mike Wilson. Also present were Jon Radermacher, City of Little Falls, Stephen Jones, Little Falls Schools, Chris Lindholm, Pequot Lakes Schools, Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Mike Carlson, Jeremy Schwartz, Travis Bautz, Dean Greising, Kassidy Rice, Rebecca Cromwell, Kristin Asche, and Danielle Wadsworth, Sourcewell staff.

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

Ms. Neprud moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on July 17, 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 #96853 to #97144. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers #001 to #021. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers-Employee Expense reimbursements #001 to #096. Motion carried.

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

- Updated Membership Agreements Members added July 1-31, 2018
- Permission to solicit the following categories:
  - Airport Equipment with Related Accessories and Services
  - Laboratory and Science Equipment with Related Accessories and Services
  - Roadway Salt, Brine Making & Distribution Equipment with Related Accessories and Services
  - Salt and Sand Covered Storage Facilities with Related Accessories and Services
- Permission to re-solicit the following categories:
  - Mobile Refuse Collection Vehicles with Related Equipment, Accessories, and Services

Motion carried.

Ms. Asche gave a day in the life of a Sourcewell employee presentation on her role as an Associate General Counsel for the General Counsel Department.

Ms. Rice on behalf of Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities and HR Departments.

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

Mr. Greising on behalf of 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 an update on the contracts awarded in July as noted in Appendix A.

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

Mr. Zylka moved, seconded by Ms. Neprud to approve the Sourcewell Technology final approval. Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve the Hay System 3-Year Review adjustments as presented. Motion carried.

Mr. Zylka moved, seconded by Ms. Thiel to approve the Addendums to Senior Leadership MOU and Executive Director/CEO Contract. Motion carried.

Mr. Veronen moved, seconded by Mr. Zylka to approve the incentive bonus as recommended by the Metrics Committee based on the 2017-2018 Organization Metric Goals. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve the 2018-2019 Organizational Metric Goals. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve the FY18-19 Department of Education Low Incidence Funding:

- Formula 421-IDEA Part B Section 611 Regional Low Incidence Discretionary \$548,181.00
- Formula 430- IDEA part B Section 619 Centers of Excellence Discretionary CSPD \$101,490.00
- Formula 432- IDEA Part B Section 611 Regional Low Incidence CSPD Discretionary \$129,737.00
- Formula 446- IDEA Part C Regional Centers of Excellence CSPD Intergovernmental Agreement \$101,490.00

Motion carried.

Mr. Zylka moved, seconded by Ms. Thiel to approve the following Position Descriptions and open positions:

- Human Resource Specialist
- Revised Admin Specialist III-ED Sol
  - BreAnne Tollefson, Grade 3 effective September 3<sup>rd</sup>, 2018
- Administrative Specialist III-IT

Motion carried.

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

- Scott Carr, Contract Administration Supervisor, effective July 30, 2018
- Andrea Mortensen, Education Solutions Administrative Supervisor, effective July 30, 2018
- Amy Warnberg, Administrative Specialist III-CCOGA, effective August 13, 2018
- Jacob Denning, Membership Communications Specialist, effective August 13, 2018
- Mitch McCallson, Marketing Multimedia Coordinator, effective August 13, 2018
- Josh Meech, IT Support Specialist II, effective August 13, 2018
- Audra Lind, Education Consultant, effective August 27, 2018
- Kelli Draper, Manager of IT Application/Development, effective August 27, 2018
- Jill Park, Administrative Specialist III-CCOGA, effective August 27, 2018
- Jeremy Doyle, Marketing Multimedia & Presentation Specialist, effective August 27, 2018

Motion carried.

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

- Administrative Specialist I-Front Desk
- IT Support Specialist II
- Regional Licensing Specialist
- IT Business Analyst III

Ms. Neprud presented the Executive Director Evaluation & Report.

Ms. Nagel moved, seconded by Mr. Veronen to approve an unpaid leave of absence for Sara Hight, ECSE Professional Development Facilitator, effective August 30<sup>th</sup>, 2018. Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on TIES, MSC Conference, and National Cooperative Procurement Partners.

Mr. Gerbi moved, seconded by Mr. Zylka to adjourn the meeting at 7:38 p.m. Motion carried.



# APPENDIX A

## SOURCEWELL PROCUREMENT DEPARTMENT BOARD ITEMS - AUGUST 2018

### CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

**Airport Equipment with Related Accessories and Services**

Laboratory and Science Equipment with Related Accessories and Services

Roadway Salt, Brine Making & Distribution Equipment with Related Accessories and Services

Salt and Sand Covered Storage Facilities with Related Accessories and Services

Requesting Board permission to Re-Solicit the following categories:

Mobile Refuse Collection Vehicles with Related Equipment, Accessories, and Services

### NEW CONTRACT

Automotive Rentals, Inc.	060618-ARI	"Fleet Management Services"
Commercial Vehicle dba D&M Leasing	060618-CVL	"Fleet Management Services"
Enterprise Fleet Management, Inc.	060618-EFM	"Fleet Management Services"
Merchants Automotive Group, Inc.	060618-MAG	"Fleet Management Services"
AstroTurf Corporation	060518-AST	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Connor Sport Court International	060518-CSC	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Fieldturf USA Inc.	060518-FTU	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Hellas Construction Inc.	060518-HLC	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Mats Inc.	060518-MAT	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Robbins Inc.	060518-RBI	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Shaw Sports Turf	060518-SII	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"
Turf Nation Inc.	060518-TNA	"Athletic Surfacing with Related Materials, Supplies, Installation, and Services"

### NEW ezIQC CONTRACTS


### CONTRACT EXTENSIONS


### 5th YEAR RENEWALS

Dant Clayton	100814-DCT	"Event Seating and Related Accessories"
Hellas Construction, Inc.	082114-HLC	"Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Installation and Services"
Mondo USA, Inc.	082114-MUI	"Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Installation and Services"
GiANT Worldwide	090314-GWW	"Instructional and Leadership Training Development as Related to Systems Solutions"
AccuSteel, Inc.	080114-ACS	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Cargill, Incorporated-Deicing Technology Business Unit	080114-CGI	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
J.A. Larue Inc.	080114-JAL	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Monroe Truck Equipment, Inc.	080114-MTE	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Viking-Cives Midwest	080114-VCM	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"
Winter Equipment Company, Inc.	080114-WEC	"Snow and Ice Handling Equipment with Related Accessories, Services and Supplies"

<b>ezIQC RENEWALS</b>		
HITT Contracting, Inc.	VA02-061416-HCI	
Facility Solutions Group	CAITENGL4-071916-FSG	
Facility Solutions Group	CAITENSL4-071916-FSG	
Facility Solutions Group	CACTENGL4-071619-FSG	
Facility Solutions Group	CACTENSL4-071916-FSG	
Brown & Root	GA-072115-KBR	
F.H. Paschen, S.N. Nielsen & Associates, LLC	GA-072115-FHP	
JOC Construction, LLC	GA-072115-LRI	
Centennial Contractors Enterprises, Inc.	GA-072115-CCE	
HITT Contracting, Inc.	GA01-1-072115-HCI	
Prime Contractors, Inc.	GA02-1-072115-PCI	
Astra Construction Services, LLC	GA02-2-072115-ACS	
Johnson-Laux Construction, LLC	GA03-1-072115-JLC	
Osprey Management, LLC	GA03-2-072115-OML	
HCR Construction, Inc.	GA03-3-072115-HCR	
Engineering Design Technologies, Inc.	GA04-1-072115-EDT	
Red Cloud Services, LLC	GA05-1-072115-RCS	
Rubio and Son Interiors, Inc.	GA07-1-072115-RSI	
Greene & Burdette Property Management, LLC	GA07-2-072115-GBP	
J.J. Morley Enterprises, Inc.	GA10-1-072115-JME	
HITT Contracting, Inc.	GA11-1-072115-HCI	
Good-Men Roofing & Construction, Inc.	CA-SD01GCB-081815-GMR	
Vincor Construction, Inc.	CA-SD02GCB-081815-VCI	
Angeles Contractors, Inc.	CA-SD01GCA-081815-AC	
Sylvester Roofing Co., Inc.	CA-SD01R-081815-SRC	
SASCO	CACTENSL1-071916-SAS	
<b>ezIQC 5th YEAR RENEWALS</b>		

**SOURCEWELL  
STATE OF MINNESOTA**

Member Zylka moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2019-08**

**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 Thomas and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Barb Neprud, Sharon Thiel, Ryan Thomas, Sara Nagel, and Mark Gerbi.

and the following voted against: NONE.

whereupon said resolution was declared duly passed and adopted.

ATTEST:

  
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Clerk to the Board of Directors



**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**


**Requesting Board permission to Re-Solicit the following categories:**

Temporary and Permanent Fabric Covered Structures  
Public Sector Administrative Related Software Solutions & Technology Services

**NEW CONTRACTS**

Batts Inc.	030619-BAT	"Airport Runway and Emergency Equipment with Related Accessories"
Multihog Ltd.	030619-MUL	"Airport Runway and Emergency Equipment with Related Accessories"
Oshkosh Airport Products, LLC	030619-OKC	"Airport Runway and Emergency Equipment with Related Accessories"
Rosenbauer Minnesota, LLC	030619-RMN	"Airport Runway and Emergency Equipment with Related Accessories"
Team Eagle Ltd.	030619-TEA	"Airport Runway and Emergency Equipment with Related Accessories"
Wausau Equipment Company, Inc.	030619-WAS	"Airport Runway and Emergency Equipment with Related Accessories"

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

Wirtgen America, LLC	032515-WAI	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Morbark, LLC	042815-MBI	"Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessories and Supplies"
DATTCO, Inc.	102115-DAT	"School Buses with Related Parts and Services"
Hoglund Bus Co.	102115-HBC	"School Buses with Related Parts and Services"

**NEW eziQC CONTRACTS**

Contractor Name	Contract Number	Contract Description
<b><u>Southeast Florida Area</u></b>		<b><u>IQCC - IFB 041019- State of Florida</u></b>
Harbour Construction Inc	FL-SEA-GC01-041019-HBC	
Shiff Construction and Development, Inc.	FL-SEA-GC02-041019-SCD	
d2 Construction Inc	FL-SEA-GC03-041019-DTC	
Team Contracting, Inc.	FL-SEA-GC04-041019-TCI	
BDI Construction Company	FL-SEA-GC05-041019-BDI	
Danz Contracting, LLC	FL-SEA-GC06-041019-DCL	
LEE Construction Group, Inc.	FL-SEA-GC07-041019-LCI	
FHP Tectonics Corp.	FL-SEA-GC08-041019-FTC	
Metro Express, Inc.	FL-SEA-P01-041019-MEI	
Lanzo Construction Co., Florida	FL-SEA-P02-041019-LCC	
Advanced Roofing, Inc.	FL-SEA-R01-041019-ADR	
EnviroWaste Services Group, Inc.	FL-SEA-UG1-041019-EWS	
Metro Express, Inc.	FL-SEA-UG2-041019-MEI	
<b><u>Northwest (Panhandle) Florida Area</u></b>		<b><u>IQCC - IFB 041019- State of Florida</u></b>
LEE Construction Group, Inc.	FL-NWA-GC01-041019-LCI	
Astra Constuction Services LLC.	FL-NWA-GC02-041019-ACS	
Johnson-Laux Construction, LLC	FL-NWA-GC03-041019-JLC	
OmniCon Corp.	FL-NWA-GC04-041019-OMN	
Lanzo Construction Co., Florida	FL-NWA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-NWA-R01-041019-ADR	
EnviroWaste Services Group, Inc.	FL-NWA-UG1-041019-EWS	
Southern Underground Industries Inc.	FL-NWA-UG2-041019-SUI	
<b><u>Northeast Florida Area</u></b>		<b><u>IQCC - IFB 041019- State of Florida</u></b>
Lee Construction Group, Inc.	FL-NEA-GC01-041019-LCI	
FHP Tectonics Corp.	FL-NEA-GC02-041019-FTC	
Epic Construction, Inc.	FL-NEA-GC03-041019-ECI	
Johnson-Laux Construction, LLC	FL-NEA-GC04-041019-JLC	

APPENDIX A Continued

Charles Perry Partners, Inc.	FL-NEA-GC05-041019-CPP	
Astra Construction Services, LLC.	FL-NEA-GC06-041019-ACS	
David Mancini and Sons, Inc.	FL-NEA-GC07-041019-DMS	
Lanzo Construction Co., Florida	FL-NEA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-NEA-R01-041019-ADR	
Envirowaste Services Group, Inc	FL-NEA-UG1-041019-EWS	
Southern Underground Industries, Inc.	FL-NEA-UG2-041019-SUI	
<b>West Central Florida Area</b>		<b>IQCC - IFB 041019- State of Florida</b>
BDI Construction Company	FL-WCA-GC01-041019-BDI	
LEE Construction Group, Inc.	FL-WCA-GC02-041019-LCI	
Epic Construction, Inc.	FL-WCA-GC03-041019-ECI	
Johnson-Laux Construction, LLC	FL-WCA-GC04-041019-JLC	
Charles Perry Partners Inc.	FL-WCA-GC05-041019-CPP	
Caladesi Construction Co.	FL-WCA-GC06-041019-CAL	
Astra Construction Services, LLC.	FL-WCA-GC07-041019-ACS	
Shiff Construction and Development, Inc.	FL-WCA-GC08-041019-SCD	
Caladesi Construction Co.	FL-WCA-P01-041019-CAL	
Lanzo Construction Co., Florida	FL-WCA-P02-041019-LCC	
Advanced Roofing, Inc.	FL-WCA-R01-041019-ADR	
EnviroWaste Services Group, Inc.	FL-WCA-UG1-041019-EWS	
Southern Underground Industries, Inc.	FL-WCA-UG2-041019-SUI	
<b>eziQC ANNUAL RENEWALS</b>		
Cobb Hill Construction	NH-GMVR-GC-A-050218-CHC	
Kaski, Inc.	MN01IR-042517-KAS	
Kraus-Anderson Construction Company	MN02IR-042517-KRU	
The Jamar Company	MN03IR-042517-JMR	
Allied Building Service Company of Detroit, Inc.	MI-GRP-E-A-050118-ABS	
Marshall Contracting Services	MI-DET-C-A-050118-MCS	
Marshall Contracting Services	MI-DET-WSUI-A-050118-MCS	
Marshall Contracting Services	MI-DET-DEM-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-DET-R-A-050118-BRS	
Bloom Roofing Systems, Inc.	MI-LAN-R-A-050118-BRS	
Marshall Contracting Services	MI-LAN-C-A-050118-MCS	
JJD Companies LLC	MN01UC5-042517-JJD	
L.S. Black Constructors, Inc.	MN01UC4-042517-LBC	
Allied Building Service Company of Detroit, Inc.	MI-GRP-HVAC-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-DET-HVAC-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-LAN-GC-A-050118-FHP	
Allied Building Service Company of Detroit, Inc.	MI-LAN-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-DET-GC-B-050118-FHP	
Bloom Roofing Systems, Inc.	MI-GRP-R-A-050118-BRS	
Allied Building Service Company of Detroit, Inc.	MI-DET-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-GC-B-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-HVAC-A-050118-ABS	
PEL Construction LLC	MI-GRP-GC-A-050118-PGC	
Marshall Contracting Services	MI-LAN-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-E-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-GRP-GC-B-050118-FHP	
Allied Building Service Company of Detroit, Inc.	MI-DET-GC-C-050118-ABS	
Marshall Contracting Services	MI-DET-GC-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-GC-C-050118-ABS	