

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, January 15, 2019

Conference Room 3 & 4

202 12th St. NE, Staples, MN 56479

Vice Chair Zylka called the Regular Board meeting to order at 5:40p.m. with the following members present: Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Greg Zylka. Also present were Jon Radermacher, City of Little Falls, and Stephen Jones, Little Falls Schools Ex-Officios; Mike Smith and Julie Cooke, Government Sourcing Solutions; Chad Coauette, Susan Nanik, Marcus Miller, Travis Bautz, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Phil Berg, Jake Denning, Ashley Powers, Dan Listug and Danielle Wadsworth, Sourcewell staff.

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

Mr. Thomas moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on December 18, 2018. Motion carried.

Mr. Smith and Ms. Cooke presented an annual review of Government Sourcing Solution's partnership with Sourcewell.

Mr. Carlson presented the monthly Financial Reports.

Ms. Thiel moved, seconded by Mr. Gerbi to approve the Resolution Authorizing FY 18/19 Budget Amendment. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #98495 to #98792. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers #113 to #135. Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to approve all Wire Transfers-Employee Expense reimbursements #574 to #686. Motion carried.

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

- Updated Membership Agreements Members added December 1-31, 2018
- Permission to solicit the following categories:
 - Telecommunications Lifecycle & Mobility Management Solutions
 - Wireless Data, Voice and Accessories
- Permission to re-solicit the following categories:
 - Rental Equipment for Construction & Related Maintenance or Facility Operations

Motion carried.

Mr. Denning gave a day in the life of a Sourcewell employee presentation on his role as a Membership Communications Specialist.

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, the contracts awarded in December as noted in Appendix A, and presented the quarterly cooperative purchasing deep dive.

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

Ms. Nagel moved, seconded by Mr. Gerbi to approve the management agreement between Sourcewell and Sourcewell Technology. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve the Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. Motion carried.

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

- a. Lisa Jenkins, Graphic Design I, effective January 14, 2019
- b. Rebecca Koep, Graphic Design I, effective January 14, 2019
- c. Morgan Shepherd, Contract Administrator I, effective January 28, 2019

Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve opening the following positions:

- a. Contract Administrator (x2)
- b. Procurement Analyst III

Motion carried.

Mr. Veronen moved, seconded by Ms. Thiel to approve Five (5) additional FY 18-19 contract days to Bart Grave's contract. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to accept the resignation of Jill Kinsley, Graphic Design I, effective January 2, 2019. Motion carried.

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

Mr. Gerbi moved, seconded by Mr. Thomas to adjourn the meeting at 7:36 p.m. Motion carried.

APPENDIX A

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

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Telecommunications Lifecycle & Mobility Management Solutions

Wireless Data, Voice and Accessories

Requesting Board permission to Re-Solicit the following categories:

Rental Equipment for Construction & Related Maintenance or Facility Operations

NEW CONTRACT

ActiveHealth Management	102518-AVE	"Population Health Management and Related Services"
Virgin Pulse	102518-VRG	"Population Health Management and Related Services"

NEW eziQC CONTRACTS

Contractor Name	Contract Number	Trade
RAK Construction, Inc.	MN-CMA-GC01-120518-RAK	General Construction
Nor-Son, Inc.	MN-CMA-GC02-120518-NSI	General Construction
Solid Rock Construction	MN-CMA-GC03-120518-SRC	General Construction
Kraus-Anderson Construction Company	MN-CMA-GC04-120518-KRU	General Construction
Mid-Minnesota Hot Mix , Inc.	MN-CMA-P01-120518-MHM	Paving
Minnesota Exteriors, Inc.	MN-CMA-R01-120518-MNE	Roofing
McDowall Company	MN-CMA-R02-120518-MDC	Roofing
Nor-Son, Inc.	MN-IRA-GC01-120518-NSI	General Construction
Kraus-Anderson Construction Company	MN-IRA-GC02-120518-KRU	General Construction
Minnesota Exteriors, Inc.	MN-IRA-R01-120518-MEI	Roofing
McDowall Company	MN-IRA-R02-120518-MDC	Roofing
Innovative Builders of Alexandria, Inc.	MN-NCM-GC01-120518-IBA	General Construction
Nor-Son, Inc.	MN-NCM-GC02-120518-NSI	General Construction
Solid Rock Construction	MN-NCM-GC03-120518-SCR	General Construction
Kraus-Anderson Construction Company	MN-NCM-GC04-120518-KRU	General Construction
Hy-Tec Construction of Brainerd, Inc.	MN-NCM-GC05-120518-HTC	General Construction
Anderson Brothers Construction Company	MN-NCM-P01-120518-ABC	Paving
Minnesota Exteriors, Inc.	MN-NCM-R01-120518-MEI	Roofing
McDowall Company	MN-NCM-R02-120518-MDC	Roofing
Innovative Builders of Alexandria, Inc.	MN-RRV-GC01-120518-IBA	General Construction
Nor-son, Inc.	MN-RRV-GC02-120518-NSI	General Construction
Kraus-Anderson Construction Company	MN-RRV-GC03-120518-KRU	General Construction
Minnesota Exteriors , Inc.	MN-RRV-R01-120518-MEI	Roofing
McDowall Company	MN-RRV-R02-120518-MDC	Roofing
Nor-Son, Inc.	MN-SEA-GC01-120518-NSI	General Construction
Solid Rock Construction	MN-SEA-GC02-120518-SRC	General Construction
Kraus-Anderson Construction Company	MN-SEA-GC03-120518-KRU	General Construction
Minnesota Exteriors, Inc.	MN-SEA-R01-120518-MEI	Roofing
Nor-son, Inc.	MN-SWA-GC01-120518-NSI	General Construction
Kraus-Anderson Construction Company	MN-SWA-GC02-120518-KRU	General Construction
Minnesota Exteriors, Inc.	MN-SWA-R01-120518-MEI	Roofing
McDowall Company	MN-SWA-R02-120518-MDC	Roofing
RAK Construction, Inc	MN-TMA-GC01-120518-RAK	General Construction
Nor-Son, Inc.	MN-TMA-GC02-120518-NSI	General Construction
Solid Rock Construction	MN-TMA-GC03-120518-SRC	General Construction
LS Black Construction	MN-TMA-GC04-120518-LSB	General Construction

APPENDIX A Continued

Kraus-Anderson Construction Company	MN-TMA-GC05-120518-KRU	General Construction
Bituminous Roadways, Inc.	MN-TMA-P01-120518-BRI	Paving
Minnesota Exteriors, Inc.	MN-TMA-R01-120518-MEI	Roofing
McDowall Company	MN-TMA-R02-120518-MDC	Roofing
LEE Construction Group, Inc.	FL-SWA-GC02-121918-LCI	General Construction
Johnson-Laux Construction, LLC	FL-SWA-GC03-121918-JLC	General Construction
Astra Construction Services, LLC	FL-SWA-GC04-121918-ACS	General Construction
Advanced Roofing, Inc.	FL-SWA-R01-121918-ADR	Roofing Construction
McKenzie Contracting, LLC	FL-SWA-UG1-121918-MCL	Paving Construction
Shiff Construction & Development, Inc.	FL-ECA-GC01-121918-SCD	General Construction
LEE Construction Group, Inc.	FL-ECA-GC02-121918-LCI	General Construction
Johnson-Laux Construction, LLC	FL-ECA-GC03-121918-JLC	General Construction
Astra Construction Services, LLC	FL-ECA-GC04-121918-ACS	General Construction
Advanced Roofing, Inc.	FL-ECA-R01-121918-ADR	Roofing Construction
McKenzie Contracting, LLC	FL-ECA-UG1-121918-MCL	Paving Construction
Shiff Construction & Development, Inc.	FL-SWA-GC01-121918-SCD	General Construction
5th YEAR RENEWALS (CONTRACT EXTENSIONS)		
CNH Industrial America, LLC	032515-CNH	<i>"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"</i>
Clark Equipment Company dba Bobcat Company	042815-CEC	<i>"Medium Duty and Compact Construction and Maintenance Equipment"</i>
BOMAG Americas, Inc.	032515-BAI	<i>"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"</i>
Kubota Tractor Corporation	042815-KBA	<i>"Medium Duty and Compact Construction and Maintenance Equipment"</i>
Staples Contract & Commercial LLC	031715-SCC	<i>"Furniture with Related Accessories and Services"</i>
Staples Contract & Commercial LLC	010615-SCC	<i>"Office, School and Workplace-Related Supplies and Services"</i>
Krueger International, Inc.	031715-KII	<i>"Furniture with Related Accessories and Services"</i>
Volvo Group North America, LLC	032515-VCE	<i>"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"</i>
ezIQIC RENEWALS		
VSI Construction, Inc.	MN02C-121614-VSI	
Facility Solutions	NC02-121515-TFS	

Member Thomas moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2020-03

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 Thiel and the following voted in favor: Mike Wilson, Barb Neprud, Scott Veronen, Sharon Thiel, Mark Gerbi, and Ryan Thomas

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:



Clerk to the Board of Directors

APPENDIX A

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

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

Indefinite Delivery Indefinite Quantity Contract Systems

NEW CONTRACTS

CNH Industrial America LLC	110719-CNH	"Ag Tractors with Related Attachments, Accessories and Supplies"
Deere & Company	110719-JDC	"Ag Tractors with Related Attachments, Accessories and Supplies"
AT&T	080119-ATT	"Wireless Voice and Data Services"
Sprint Solutions, Inc.	080119-SPT	"Wireless Voice and Data Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Sharp Electronics Corporation	083116-SEC	"Multi-Function Copiers, Printers"

NEW ezIQC CONTRACTS

ezIQc RENEWALS

JOC Construction	NC01-121515-LRI	
Facility Solutions	NC02-121515-TFS	
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	

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