## REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, June 18, 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 5:33 p.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 School District and Jon Rademacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Rebecca Cromwell, Sarah Speer, Phil Berg, Kayla Voelker, and Danielle Wadsworth, Sourcewell staff.

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

Mr. Zylka moved, seconded by Ms. Nagel to accept the minutes of the Regular Board Meeting held on May 21, 2019. Motion carried.

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

Mr. Gerbi moved, seconded by Ms. Neprud to approve Resolution to approve FY 18/19 Budget Amendment Funds Transfer. Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve Resolution to approve FY 19/20 Budget. Motion carried.

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 #100021 to #100398. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers #234 to #256. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #1196 to #1352. Motion carried.

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

- Updated Membership Agreements Members added May 1-31, 2019
- Resolution to approve permission to solicit the following categories
  - a. Education and Professional Development Training, Curriculum, and Content Development Solutions with Related Equipment & Supplies
- Resolution to approve permission to re-solicit the following categories
  - a. Agricultural Tractors with Related Equipment and Accessories

b. Instructional and Leadership Training Development as Related to Systems Solutions

Motion carried.

Mr. Drange gave an update on Regional Programs.

Ms. Neprud moved, seconded by Mr. Veronen to approve CCOGA 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. Loken gave an update on the Information Communication Technology Department.

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

Mr. Zylka moved, seconded by Ms. Thiel to approve Resolution to Ratify Cooperative Contracting Awards. Motion carried.

Ms. Speer gave an update on the Marketing and Membership Departments.

Mr. Schwartz gave an update on progress of the Metrics Committee.

Mr. Veronen moved, seconded by Ms. Neprud to approve the Procurement Policy. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve Sourcewell Technology Management Agreement for FY 19/20. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve Resolution to approve Purchase Agreement for Real Property. Motion carried.

Ms. Thiel moved, seconded by Mr. Gerbi to approve Resolution to approve entering into Lease Agreement. Motion carried.

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

a. Rob Amundson, Membership Development Administrator, effective June 3, 2019 Motion carried.

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

- a. Application Administrator
- b. Marketing Creative Supervisor
- c. Membership Development Administrator

Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve unpaid leave of absence for Allie Anson, Administrative Specialist/Front Desk, effective June 12, 2019. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve the retirement of Gwynne Gildow, Education Consultant, effective June 30, 2019. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve Hay System annual performance review adjustments and changes. Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to approve Employee Matrix and associated individual Annual Employment Contracts. Motion carried.

Mr. Gerbi moved, seconded by Mr. Zylka to approve Master Agreements (MA) for the Crow Wing County Collaborative Service Workers:

a. MA for Collaborative Service Workers

b. MA for Collaborative Service Worker Supervisor

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 7:37 p.m. Motion carried.

Requesting Board permission to Solicit the follow	ving categories:				
		ent Development Solutions with Related Equipment & Supplies			
Requesting Board permission to Re-Solicit the following categories:           Agricultural Tractors with Related Equipment and Accessories					
					Instructional and Leadership Training Development as Related to Systems Solutions
NEW CONTRACTS		"Heavy Construction Equipment with Balatad Assess			
BOMAG Americas	032119-BAI	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"			
	USZIIS-DAI	"Heavy Construction Equipment with Related Accessories,			
Caterpillar Inc.	032119-CAT	Attachments and Supplies"			
		"Heavy Construction Equipment with Related Accessories,			
CNH Industrial America LLC	032119-CNH	Attachments and Supplies"			
		"Heavy Construction Equipment with Related Accessories,			
Grove US (Manitowoc)	032119-GUS	Attachments and Supplies"			
		"Heavy Construction Equipment with Related Accessories,			
Hyundai Construction Equipment	032119-HCE	Attachments and Supplies"			
		"Heavy Construction Equipment with Related Accessories,			
John Deere Construction	032119-JDC	Attachments and Supplies"			
	0000110 1001	"Heavy Construction Equipment with Related Accessories,			
Komatsu America Corp.	032119-KOM	Attachments and Supplies"			
Link Balt Craner	022110 LIN	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"			
Link Belt Cranes	032119-LIN	"Heavy Construction Equipment with Related Accessories,			
Volvo Construction Equipment	032119-VCE	Attachments and Supplies"			
	USELLS VOL	"Medium Duty and Compact Construction Equipment with			
Clark Equipment Company dba Bobcat Company	040319-CEC	Related Attachments, Accessories and Supplies"			
		"Medium Duty and Compact Construction Equipment with			
Gradall Industries, Inc.	040319-GRD	Related Attachments, Accessories and Supplies"			
		"Medium Duty and Compact Construction Equipment with			
Hyundai Construction Equipment Americas, Inc.	040319-HCE	Related Attachments, Accessories and Supplies"			
		"Medium Duty and Compact Construction Equipment with			
JCB, Inc.	040319-JCB	Related Attachments, Accessories and Supplies"			
		"Medium Duty and Compact Construction Equipment with			
Kubota Tractor Corporation	040319-KBA	Related Attachments, Accessories and Supplies"			
Man June Neuron	040210 14/4 5	"Medium Duty and Compact Construction Equipment with			
Wacker Neuson	040319-WAC	Related Attachments, Accessories and Supplies" "Laboratory and Science Equipment and Supplies with Relat			
Carolina Biological	042419-CBS	Accessories and Services"			
	072713 003	"Laboratory and Science Equipment and Supplies with Relat			
Eppendorf North America	042419-EPP	Accessories and Services"			
- P F					
5th YEAR RENEWALS (CONTRACT EXTENSIONS)					
		"Medium Duty and Compact Construction and Maintenance			
Woods Equipment Company	042815-WDE	Equipment with Related Attachments, Accessoreis and Supp			
		"Portable Construction and Maintenance Equipment and Tr			
Doosan Portable Power	052015-CEC	with Related Accessories, Attachments and Supplies"			
Blue Bird Bus	102115-BBB	"School Buses with Related Parts and Services"			
Rush Truck Centers of GA Inc. dba Rush Bus					
Centers of GA	102115-RTG	"School Buses with Related Parts and Services"			
Yancey Bus Sales and Service	102115-YBS	"School Buses with Related Parts and Services"			
T day Taskaslasian lan		"Public Sector Administrative-Related Software Solutions & Technology Services"			
Livier lechnologies Inc	110515-TTI	Technology Services"			
Tyler Technologies, Inc.		"Managed Service Provider (MSP) for Information Technolog			

NEW ezIQC CONTRACTS		
Contractor Name	Contract Number	Contract Description
Carl Belt, Inc.	MD-WMA-GC03-042419-CBI	General Construction - Western Maryland Area
F.H.P Tectonics Corp	MD-WMA-GC01-042419-FTC	General Construction - Western Maryland Area
Hite Associates, Inc.	MD-WMA-R02-042419-HAS	Roofing - Western Maryland Area
I.B. Able, Inc.	MD-WMA-E01-042419-IBA	Electrical - Western Maryland Area
S&S Electric, Inc.	MD-WMA-E02-042419-SSE	Electrical - Western Maryland Area
Salone LLC	MD-WMA-GC04-042419-SAL	General Construction - Western Maryland Area
Salone LLC	MD-WMA-P01-042419-SAL	Paving - Western Maryland Area
Salone LLC	MD-WMA-R01-042419-SAL	Roofing - Western Maryland Area
The Matthews Group, Inc.	MD-WMA-GC02-042419-TMG	General Construction - Western Maryland Area
ezIQC ANNUAL RENEWALS		
Happel & Associates, Inc.	CO01A-061615-HAI	Contract Extension
Centennial Contractors Enterprises, Inc.	VA01-061416-CCE	Contract Extension
HITT Contracting, Inc.	VA02-061416-HCI	Contract Extension
Wesfield Construction Co. Inc.	NH-GMVR-GC-A-061218-WCC	
Newton Construction & Management, Inc.	CA02CO-061416-NCM	
William A. Thayer Construction, Inc.	CA03CO-061416-WTC	
Newton Construction & Management, Inc.	CA02CO-061416-NCM	
William A. Thayer Construction, Inc.	CA03CO-061416-WTC	

SOURCEWELL STATE OF MINNESOTA



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 Re-Solicit the following categories: Indefinite Delivery Indefinite Quantity Contract Systems

Requesting Board permission to Solicit the following categories:

NEW CONTRACTS		
NEW CONTRACTS		"Ag Tractors with Related Attachments, Accessories
CNH Industrial America LLC	110719-CNH	and Supplies"
		"Ag Tractors with Related Attachments, Accessories
Deere & Company	110719-JDC	and Supplies"
AT&T	080119-ATT	"Wireless Voice and Data Services"
Sprint Solutions, Inc.	080119-SPT	"Wireless Voice and Data Services"
sprint solutions, inc.	000113-361	Whereas voice and bata services
5th YEAR RENEWALS (CONTRACT EXTENSIONS)		
Sharp Electronics Corporation	083116-SEC	"Multi-Function Copiers, Printers"
NEW ezIQC CONTRACTS		
eziQC RENEWALS		l
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	