

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, September 17<sup>th</sup>

Conference Room 1 & 2

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

Vice Chair Zylka called the Regular Board meeting to order at 12:35pm with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, and Sara Nagel. Also present were Jon Radermacher, City of Little Falls, Stephen Jones, Little Falls Schools, Chris Lindholm, Pequot Lakes Schools, Ex-Officios; Jerald Nesland, Freshwater Education District, and Heather Bandeen and Julie Ring, Association of Minnesota Counties, Guests; Chad Coquette, Susan Nanik, Marcus Miller, Travis Bautz, Jamie Loken, Paul Drange, Jeremy Schwartz, Mike Carlson, Rebecca Grunig, Kelli Draper, Tom Perttula, Bill Otto, Katie Embree, 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 August 20, 2019. Motion carried.

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

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 #101075 to #101413. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers #023 to #053. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve all Wire Transfers-Employee Expense reimbursements #172 to #401. Motion carried.

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

- Updated Membership Agreements Members added August 1-31, 2019
- Resolution to approve permission to re-solicit the following categories
  - a. Furniture with Related Accessories & Services
  - b. Industrial & Workplace Storage Systems with Related Accessories
  - c. Public Sector & Education Leasing and Financing Solutions

Motion carried.

Ms. Embree gave a day in the life of a Sourcewell employee presentation on her role as a Student Programs Coordinator.

Mr. Miller gave an update on Government Relations/General Counsel Departments.

Mr. Drange gave an update on Regional Programs.

Mr. Nesland gave a report out on the newly completed Freshwater Education District Level IV Facility and thanked Sourcewell for their generous support.

Ms. Bandeen and Ms. Ring gave an update on the Association of Minnesota Counties HR Technical Assistance Helpline.

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

Ms. Grunig presented the revised Employee Handbook.

Mr. Thomas moved, seconded by Mr. Gerbi to approve the Employee Handbook as presented. Motion carried.

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

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

Ms. Draper gave an update on projects and systems.

Mr. Loken gave an update on Sourcewell Technology.

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

Mr. Perttula and Mr. Otto gave an update on Sustainable and Responsible Procurement Initiatives.

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

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

Ms. Neprud moved, seconded by Mr. Veronen to approve the FY 19-20 Department of Education Low Incidence Funding:

- a. Formula 421-IDEA Part B Section 611 Regional Low Incidence Discretionary \$564,626.43
- b. Formula 430- IDEA part B Section 619 Centers of Excellence Discretionary CSPD \$93,431.89
- c. Formula 432- IDEA Part B Section 611 Regional Low Incidence CSPD Discretionary \$129,140.00
- d. Formula 446- IDEA Part C Regional Centers of Excellence CSPD Intergovernmental Agreement \$93,431.89

Motion carried.

Ms. Nagel moved, seconded by Mr. Thomas to approve the Resolution Designating an Identified Official with Authority. Motion carried.

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

- a. Jennifer Backowski, Marketing Creative Supervisor, effective September 9, 2019
- b. Jake Denning, Membership Development Administrator I, effective September 9, 2019
- c. Darin Narlock, Contract Administrator I, effective September 23, 2019
- d. Michelle Tautges, Lead Regional Licensing Specialist, effective September 23, 2019

Motion carried.

Ms. Nagel moved, seconded by Mr. Veronen to accept the resignation of Audriana Bagwell, Collaborative Service Worker, effective August 30, 2019. Motion carried.

Mr. Veronen moved, seconded by Ms. Neprud to accept the retirement of Machel Marshall, Account Clerk III, effective September 2<sup>nd</sup>, 2019. Motion carried.

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

- a. Website Content Specialist
- b. Membership Communication Specialist
- c. Collaborative Service Worker
- d. Account Clerk III- Contract Purchasing

Motion carried.

Mr. Gerbi moved, seconded by Ms. Nagel to approve the following position descriptions and open positions:

- a. Program Coordination Specialist
- b. Application Administrator II

Motion carried.

Ms. Nanik provided a staffing update.

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

Mr. Gerbi moved, seconded by Mr. Thomas to adjourn the meeting at 2:44 p.m. Motion carried.

**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

Requesting Board permission to Solicit the following categories:


Requesting Board permission to Re-Solicit the following categories:

<b>Furniture with Related Accessories &amp; Services</b>
Industrial & Workplace Storage Systems with Related Accessories
Public Sector & Education Leasing and Financing Solutions

**NEW CONTRACTS**

Sunrise Banks	060519-SUN	"Employee Loans and Related Financial Services"
CHM Industries, Inc.	071619-CHM	"Sports Lighting with Related Supplies and Services"
Musco Sports Lighting, LLC	071619-MSL	"Sports Lighting with Related Supplies and Services"
Cooper Lighting/Eaton Industrial Corp.	071619-CPL	"Sports Lighting with Related Supplies and Services"

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

Staples Contract & Commercial, LLC	110415-SCC	"Janitorial Supplies and Related Custodial Products"
FIS	110515-FIS	"Public Sector Administrative-Related Software Solutions & Technology"
Peach State Freightliner, LLC	102115-PSF	"School Buses with Related Parts and Services"
Sightlines, LLC	071415-GGI	"Quantity Construction Contracting Systems and Related Services"

**NEW ezIQc CONTRACTS**

<b>Contractor Name</b>	<b>Contract Number</b>	<b>Contract Description</b>
Charles E. Thomas	CA03-NCV-GB01-080719-CET	General Builders
Enovity, Inc.	CA03-NCV-GB02-080719-ENO	General Builders
PRIDE Industries One, Inc.	CA03-NCV-GB03-080719-PIO	General Builders
Staples Construction	CA03-NCV-GB04-080719-STA	General Builders
PRIDE Industries One, Inc.	CA03-NCV-GEP01-080719-PIO	General Engineering-Paving
PRIDE Industries One, Inc.	CA03-NCV-E01-080719-PIO	Electrical
Enovity, Inc.	CA03-NCV-E02-080719-ENO	Electrical
PRIDE Industries One, Inc.	CA03-NCV-M01-080719-PIO	Mechanical
ACCO Engineered Systems, Inc	CA03-NCV-M02-080719-AES	Mechanical
AMERICAN CHILLER SERVICE, INC.	CA03-NCV-M03-080719-ACH	Mechanical
Enovity, Inc.	CA04-NCC-GB01-080719-ENO	General Builders
Mark Scott Construction, Inc.	CA04-NCC-GB02-080719-MSC	General Builders
PRIDE Industries One, Inc.	CA04-NCC-GB03-080719-PIO	General Builders
Aztec Consultants	CA04-NCC-GB04-080719-AZC	General Builders
Ausonio Inc.	CA04-NCC-GB05-080719-AUS	General Builders
PRIDE Industries One, Inc.	CA04-NCC-GEP01-080719-PIO	General Engineering-Paving
Enovity, Inc.	CA04-NCC-E01-080719-ENO	Electrical
PRIDE Industries One, Inc.	CA04-NCC-E02-080719-PIO	Electrical
PUB Construction, Inc.	CA08-SCI-GB01-080719-PUB	General Builders
Vincor Construction, Inc.	CA08-SCI-GB02-080719-VCI	General Builders
Horizons Construction Company Int'l Inc.	CA08-SCI-GB03-080719-HCC	General Builders
Harry H Joh Construction Inc	CA08-SCI-GB04-080719-HJC	General Builders
Angeles Contractor, Inc.	CA08-SCI-GB05-080719-ACI	General Builders
gkworks Construction Services	CA08-SCI-GB06-080719-GKK	General Builders
Enovity, Inc.	CA08-SCI-GB07-080719-ENO	General Builders

APPENDIX A Continued

RenewAge Energy Solutions	CA08-SCI-GB08-080719-RAE	General Builders
MTM Construction, Inc.	CA08-SCI-GB09-080719-MTM	General Builders
PRIDE Industries One, Inc.	CA08-SCI-GB010-080719-PIO	General Builders
Horizons Construction Company Int'l Inc.	CA08-SCI-GEP01-080719-HCC	General Engineering-Paving
Sol Construction, Inc.	CA08-SCI-GEP02-080719-SOL	General Engineering-Paving
J & H Engineering General Contractors, Inc.	CA08-SCI-GEP03-080719-JHE	General Engineering-Paving
PUB Construction, Inc.	CA08-SCI-F01-080719-PUB	Flooring
Angeles Contractor, Inc.	CA08-SCI-F02-080719-ACI	Flooring
Horizons Construction Company Int'l Inc.	CA08-SCI-DA01-080719-HCC	Demolition-Abatement
PUB Construction, Inc.	CA08-SCI-P01-080719-PUB	Painting
Harry H Joh Construction Inc	CA08-SCI-P02-080719-HJC	Painting
Rite-Way Roof Corporation	CA08-SCI-R01-080719-RWR	Roofing
G Team Landscape Construction, Inc.	CA08-SCI-L01-080719-GTL	Landscaping
Facility Solutions Group	CA08-SCI-E01-080719-FSG	Electrical
Harry H Joh Construction Inc	CA08-SCI-E02-080719-HJC	Electrical
PUB Construction, Inc.	CA09-SDI-GB01-080719-PUB	General Builders CA09-SDI-GB01-080719
Vincor Construction, Inc.	CA09-SDI-GB02-080719-VCI	General Builders
All Source Coatings Inc.	CA09-SDI-GB03-080719-ASC	General Builders
LDCo., Inc	CA09-SDI-GB04-080719-LDC	General Builders
Harry H Joh Construction Inc	CA09-SDI-GB05-080719-HJC	General Builders
Angeles Contractor, Inc.	CA09-SDI-GB06-080719-ACI	General Builders
Sylvester Roofing	CA09-SDI-R01-080719-SRC	Roofing
PUB Construction, Inc.	CA09-SDI-F01-080719-PUB	Flooring
All Source Tile Inc.	CA09-SDI-F02-080719-AST	Flooring
Angeles Contractor, Inc.	CA09-SDI-F02-080719-ACI	Flooring
PUB Construction, Inc.	CA09-SDI-P01-080719-PUB	Painting
All Source Coatings Inc.	CA09-SDI-P02-080719-ASC	Painting
US National Corp	CA09-SDI-P03-080719-USN	General Builders
<b>eziQC ANNUAL RENEWALS</b>		
Good-Men Roofing & Construction, Inc.	CA-SD01GCB-090616-GMR	
Angeles Contractors, Inc.	CA-SD02GCB-090616-ACI	
Nexgen Building Group, Inc.	CA-SD03GCB-090616-NBG	
Angeles Contractors, Inc.	CA-SD01F-090616-ACI	
Angeles Contractors, Inc.	CA-SD01PA-090616-ACI	
GPS Plumbing	CA-SD01PL-090616-GPS	
Vet-Force Engineering and Construction, Inc.	CA-SD02PL-090616-VET	
Collier Construction Company	TX04G-101116-CCC	
Teinert Commercial Building Services	TX04G-101116-TCB	
G2 General Contractors	TX01G-101116-GGC	
G2 General Contractors	TX01W-101116-GGC	
BC Commercial	TX01G-101116-BCI	
Henthorn Commercial Construction, LLC	TX04G-101116-HCL	



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

Requesting Board permission to Re-Solicit the following categories:  
Class 4-8 Chassis with Related Equipment, Accessories, and Services

**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**

<b>Rio Grande Valley Area TX-RGV-021920</b>		
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
<b>Gulf Coast Area TX-GC-021920</b>		
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	