

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, March 19, 2019

Conference Room 3 & 4

202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 7:06 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 Stephen Jones, Little Falls Schools, and Jon Radamacher, City of Little Falls, Ex-Officios; Dan Domenech, American Association of School Administrators; Chad Coauette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Rebecca Cromwell, Brandon Town, Josh Meech, and Ashley Powers, Sourcewell staff.

Ms. Thiel moved, seconded by Mr. Thomas to accept the agenda as presented. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on February 19, 2019, and the minutes of the Organizational Board Meeting held on February 19, 2019. Motion carried.

Mr. Domenech presented a Sourcewell and AASA Partnership Report.

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 #99152 to #99423. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers #155 to #178. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers-Employee Expense reimbursements #821 to #941. Motion carried.

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

- Updated Membership Agreements Members added February 1-28, 2019
- Permission to solicit the following categories:
 - Fuel Storage Systems with Related Equipment
 - Employee Loans and Related Financial Services
- Permission to re-solicit the following categories:
 - Event Seating and Related Accessories
 - Flooring with Related Equipment, Products, Supplies, Installation and Services.

Motion carried.

Mr. Town gave a day in the life of a Sourcewell employee presentation on his role as a Procurement Analyst III.

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 and the contracts awarded in January as noted in Appendix A.

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

Mr. Veronen moved, seconded by Ms. Thiel to approve the Resolution Authorizing FY 18/19 Budget Amendment-Indirect Cost Allocation. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve Executive Director Personnel Recommendations. Motion carried.

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

- a. Karena Hovland, Regional Transition Specialist, effective March 25, 2019
- b. Craig West, Procurement Analyst II, effective March 11, 2019
- c. Heather Vedbraaten, Technology Mobile Consultant, effective July 1, 2019
- d. Rachel Johnson, Technology Mobile Consultant, effective July 1, 2019
- e. Aaron Logan, Technology Mobile Consultant, effective July 1, 2019
- f. Emily Monda, Technology Mobile Consultant, effective July 1, 2019
- g. Cherisse Wolvington, Technology Mobile Consultant, effective July 1, 2019

Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve the job descriptions and opening of the following positions:

- a. CRM Business Systems Analyst (FY 18-19)
- b. Administrative Specialist III – Operations & Procurement (FY 18-19)

Motion carried.

Mr. Veronen moved, seconded by Mr. Gerbi to approve the Separation Agreement and Release of all Claims. Motion carried.

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

Mr. Zylka moved, seconded by Ms. Thiel to adjourn the meeting at 9:08 p.m. Motion carried.

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT

BOARD ITEMS - March 2019

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

- Employee Loans and Related Financial Services
- Fuel Storage Systems with Related Equipment

Requesting Board permission to Re-Solicit the following categories:

- Event Seating and Related Accessories
- Flooring with Related Equipment, Products, Supplies, Installation and Services

NEW CONTRACT

BlueScope Construction	013019-BSC	"Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services"
Nucor Corp.	013019-NUC	"Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services"

NEW ezIQC CONTRACTS

Contractor Name	Contract Number	Trade
-----------------	-----------------	-------

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

United Rentals (North America) Inc.	091615-URI	"Rental Equipment for Construction and Related Maintenance or Facility Operations"
Kardex Remstar	040215-KRS	"Storage Products or Systems with Related Accessories"
BlueScope Construction, Inc.	021215-BSC	"Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services"

ezIQC RENEWALS

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	
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	
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	
Adrian L. Merton, Inc.	MD05ME01-031417-ALM	
Centennial Contractors Enterprises, Inc.	MD02GC01-031417-CCE	
I.B. Abel, Inc.	MD02EL01-031417-IBA	
The Matthews Group	MD03GC01-031417-TMG	
Centennial Contractors Enterprises, Inc.	MD03GC02-031417-CCE	
Paige Industrial Services, Inc.	MD03GC03-031417-PAI	
Adrian L. Merton, Inc.	MD03ME01-031417-ALM	
Paige Industrial Services, Inc.	MD03EL01-031417-PAI	
Centennial Contractors Enterprises, Inc.	MD05GC02-031417-CCE	
Paige Industrial Services, Inc.	MD05GC03-031417-PAI	
Vigil Contracting, Inc.	MD05ME02-031417-VGL	
Paige Industrial Services, Inc.	MD05EL01-031417-PAI	
Vigil Contracting, Inc.	MD05EL02-031417-VGL	
Paige Industrial Services, Inc.	MD06GC01-031417-PAI	
Paige Industrial Services, Inc.	MD06EL01-031417-PAI	
HITT Contracting, Inc.	MD05GC01-031417-HCI	

Member Thiel moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2019-28

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 Gerbi and the following voted in favor: Mike Wilson, Greg Zylka, Mark Gerbi, Sharon Thiel, Sara Nagel, Barb Neprud, Scott Veronen, 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 - November 2019**

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

- Firefighting Equipment, Rescue Tools and Related Accessories
- Firefighting Personal Protective Equipment (PPE), Apparel, Cleaning, Maintenance and Related Accessories

Requesting Board permission to Re-Solicit the following categories:

NEW CONTRACTS

Bentley Mills, Inc.	080819-BPS	"Flooring Materials, with Related Supplies and Services"
Interface Americas, Inc.	080819-IFA	"Flooring Materials, with Related Supplies and Services"
Karndeian International, LLC	080819-KAR	"Flooring Materials, with Related Supplies and Services"
Mannington Mills, Inc.	080819-MMI	"Flooring Materials, with Related Supplies and Services"
Mohawk Carpet Distribution, Inc.	080819-MCD	"Flooring Materials, with Related Supplies and Services"
Shaw Industries, Inc.	080819-SII	"Flooring Materials, with Related Supplies and Services"
Tarkett USA, Inc.	080819-TFU	"Flooring Materials, with Related Supplies and Services"
CDW Government, LLC	081419-CDW	"Technology Catalog Solutions"
GovConnection, Inc.	081419-GVC	"Technology Catalog Solutions"
SHI International	081419-SHI	"Technology Catalog Solutions"
Britespan Building Systems	091319-BRT	"Fabric Structures with Related Materials and Services"
Calhoun Super Structures	091319-CLH	"Fabric Structures with Related Materials and Services"
Clearspan Fabric Structures	091319-CSS	"Fabric Structures with Related Materials and Services"
Rubb, Inc. dba Rubb Building Systems	091319-RBB	"Fabric Structures with Related Materials and Services"
Yeadon Fabric Domes	091319-YEA	"Fabric Structures with Related Materials and Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

IronPlanet, Inc.	040316-IPI	"Surplus Auction Services with Related Solutions"

NEW eziQC CONTRACTS

Contractor Name	Contract Number	Contract Description

eziQC ANNUAL RENEWALS

CDCl, Inc.	VA01AFGC-103117-CDC	
FHP Tectonics Corp.	VA01BFGC-103117-FTC	
Brown & Root	VA02AFGC-103117-BRI	
The Matthews Group	VA02BFGC-103117-TMG	
HITT Contracting, Inc.	VA03BFGC-103117-HCI	
Madigan Construction, Inc.	VA03AFGC-103117-MCI	