

Regular Meeting Minutes of the
NATIONAL JOINT POWERS ALLIANCE®
Board of Directors
Tuesday, September 19, 2017
Conference Room 1
202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 12:50p.m. with the following members present: Barb Neprud, Mark Gerbi, Mary Freeman, Sara Nagel, Greg Zylka, Ryan Thomas and Mike Wilson. Also present were Stephen Jones, Little Falls School District and Chris Lindholm, Pequot Lakes School District, Jon Radermacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Paul Drange, Jeremy Schwartz, Mike Carlson, Jamie Loken, Ilissa Ramm, Travis Bautz, Danielle Wadsworth and NJPA staff.

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

Ms. Neprud moved, seconded by Mr. Gerbi to accept the minutes of the Regular Board Meeting held on August 15, 2017. Motion carried.

Mr. Carlson presented the monthly Financial Reports and budget update.

Ms. Freeman 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 #94569 to #94894. Motion carried.

Ms. Freeman moved, seconded by Mr. Thomas to approve all Wire Transfers #45 to #70. Motion carried.

Ms. Freeman moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #80 to #197. Motion carried.

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

- Updated Membership Agreements Members added August 1-31, 2017

Ms. Ornelas gave a day in the life of an NJPA employee on her role as, Public Relations and Social Media Specialist.

Ms. Nanik gave an update on the Facilities.

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

Mr. Loken gave an update on the Information Technology Department regarding Capacity Planning Tool.

Mr. Drange gave an update on Regional Programs and Ms. Gruber presented an update on Innovation Funding.

Mr. Schwartz gave an update on Cooperative Purchasing and Procurement.

Ms. Ramm gave an update on Legal and Government Relations.

Mr. Bautz gave an update on Marketing.

Ms. Neprud moved, seconded by Mr. Zylka to adopt Assumed Name and submit Certificate of Assumed Name to the Minnesota Secretary of State. Motion carried.

Mr. Thomas moved, seconded by Ms. Nagel to approve the FY17-18 Department of Education Low Incidence Funding:

- Formula 421 - IDEA Part B Section 661 Regional Low Incidence Discretionary \$525,324.00
- Formula 430 – IDEA Part B Section 619 Centers of Excellence Discretionary CSPD \$99,500.00
- Formula 432 – IDEA Part B Section 611 Regional Low Incidence CSPD Discretionary \$129,679.00
- Formula 446 – IDEA Part C Regional Centers of Excellence CSPD Intergovernmental Agreement \$99,500.00

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve the following Job Descriptions and open positions:

- Administrative Specialist III- Marketing
- Application Administrator III
- Finance and Business Analyst III
- Regional Solutions Specialist III

Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve the following revised Job Descriptions:

- Administrative Specialist III – Membership
- Government Relations Associate with retro pay back to July 1, 2017

Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve opening follow positions:

- Contract Administration Specialist
- IT Business Analyst III
- Project Team Lead III

Motion carried.

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

- Sunshine Gilbert, Travel and Logistics Specialist, effective September 18, 2017
- Dustin Goslin, Contract Administrator II, effective October 16, 2017
- Zach Heidmann, Contract Administrator I, effective September 18, 2017
- Travis Bautz, Director of Marketing, effective September 14, 2017
- Ashley Powers, Administrative Specialist IV- HR Assist., effective September 25, 2017

- Clinton Strother, Contract Administrator II, effective September 25, 2017
- Danielle Wadsworth, Executive Assistant, effective September 18, 2017
- Sandy Becker, Administrative Specialist II – CP, effective September 26, 2017

Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave updates on National Cooperative Procurement Partners, Cyber Liability Insurance, Partnership with Cooperative Purchasing Connection, and a recap on MSC Board Meeting held September 6, 2017 at NJPA.

Mr. Wilson gave update on National Conference dates along with other meeting dates.

Mr. Gerbi moved, seconded by Mr. Zylka to adjourn the meeting at 2:53pm. Motion carried.

NJPA PROCUREMENT DEPARTMENT
BOARD ITEMS - September 2017

Requesting Board permission to Solicit the following categories:

Class 4 and 5 Chassis with Related Equipment, Accessories and Services
Fleet Management Services
Secure Document and Data Destruction Services

Requesting Board permission to Re-Solicit the following categories:

NEW CONTRACT		
Ariens Company	062117-ACD	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Bandit Industries, Inc.	062117-BAN	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Deere & Company	062117-DAC	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Exmark Manufacturing Company Inc.	062117-EXM	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Hustler Turf Equipment, Inc.	062117-THE	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Jacobsen, A division of Textron Inc.	062117-JCS	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Kubota Tractor Corporation	062117-KBA	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Land Pride, a Division of Great Plains Manufacturing, Inc.	062117-LPI	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Morbark, LLC	062117-MBI	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Power Distributors, LLC	062117-PWR	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
RhinoAG, Inc.	062117-RHA	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Schulte Industries	062117-SCI	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
The Toro Company	062117-TTC	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Venture Products, Inc.	062117-VPI	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Vermeer Corporation	062117-VRM	"Grounds Maintenance Equipment, Attachments, Accessories, and Related Services"
Contract Extensions		
Diamond Mowers, Inc.	070313-DMM	"Grounds Maintenance with Related Equipment, Accessories and Supplies"
Kubota Tractor Corporation	070313-KBA	"Grounds Maintenance with Related Equipment, Accessories and Supplies"
Land Pride, a Division of Great Plains Manufacturing, Inc.	070313-LPI	"Grounds Maintenance with Related Equipment, Accessories and Supplies"
5th YEAR RENEWALS		
Vermeer Corporation	070313-VRM	"Grounds Maintenance with Related Equipment, Accessories and Supplies"
RAM-USA	080913-RAM	"Professional Services for Building Envelope and Energy Efficient Assessments and Diagnostics"
e2iQC RENEWALS		
ABM Electrical & Lighting Solutions, Inc.	CA-S107D-082013-ABM	
ABM Electrical & Lighting Solutions, Inc.	CA-S105D-082013-ABM	
ABM Electrical & Lighting Solutions, Inc.	CA-GL10E-082013-ABM	
Angeles Contractors, Inc.	CA-GC06B-082013-AC	
Angeles Contractors, Inc.	CA-GC07B-082013-AC	
Angeles Contractors, Inc.	CA-GC08B-082013-AC	
Angeles Contractors, Inc.	CA-GC05A-082013-AC	
Angeles Contractors, Inc.	CA-S002GCB-090616-ACI	
Angeles Contractors, Inc.	CA-S001F-090616-ACI	
Angeles Contractors, Inc.	CA-S001PA-090616-ACI	
Angeles Contractors, Inc.	CA-RC02GCT-102015-ACI	
Angeles Contractors, Inc.	CA-RC02GCC-102015-ACI	
Angeles Contractors, Inc.	CA-RC02E-102015-ACI	
Beach Construction, Inc.	TX01G-101116-BCI	
D. Burke Mechanical Corp.	CA-RC01M-102015-DBM	
Durham Construction Company, Inc.	CA01FC-091614-DCC	
Express Energy Services, Inc.	CA-SL05B-082013-EE5	
Express Energy Services, Inc.	CA-SL10C-082013-EE5	
Express Energy Services, Inc.	CA-GL05E-082013-EE5	
Express Energy Services, Inc.	CA-GL10D-082013-EE5	
Express Energy Services, Inc.	CA-GL11A-082013-EE5	
Express Energy Services, Inc.	CA-SL06A-082013-EE5	
Express Energy Services, Inc.	CA-GL06C-082013-EE5	
G2 General Contractors	TX01G-101116-GGC	
G2 General Contractors	TX01W-101116-GGC	
gkkworks Construction Services	CA-RC01GCC-102015-GKK	
Good-Men Roofing & Construction, Inc.	CA-S001GCB-090616-GMR	
Henderson Contracting Co., LLC	OH02GCMBC-081914-HCC	
JTS Construction	CA01KC-091614-JTS	
Mesa Energy Systems	CA-H01B-082013-E5	
Mesa Energy Systems	CA-H07C-082013-E5	
Mesa Energy Systems	CA-H06B-082013-E5	
Mesa Energy Systems	CA-H05B-082013-E5	
Mesa Energy Systems	CA-H11B-082013-E5	
MTM Construction, Inc.	CA-GC05B-082013-MTM	
Staples Construction Company	CA-GC02A-082013-SCC	
Staples Construction Company	CA-GC04A-082013-SCC	
Strategic Mechanical, Inc.	CA-H08A-082013-SMI	
Strategic Mechanical, Inc.	CA-H11A-082013-SMI	
Telnert Commercial Building Services	TX04G-101116-TCB	
Vet-Force Engineering and Construction, Inc.	CA-S002PL-090616-VET	
Vincor Construction, Inc.	CA-GC05C-082013-VCI	
Vincor Construction, Inc.	CA-GC06C-082013-VCI	
Vincor Construction, Inc.	CA-GC07C-082013-VCI	
Vincor Construction, Inc.	CA-GC08C-082013-VCI	
Vincor Construction, Inc.	CA-RC01GCC-102015-VCI	
Vincor Construction, Inc.	CA-RC01GCT-102015-VCI	