

# REGULAR MEETING & RETREAT MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, May 19, 2020

Sourcewell

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

ITV via Microsoft Teams

Chair Wilson called the retreat to order at 4:00 p.m. with the following members present: Greg Zylka, Linda Arts, Chris Kircher, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson via ITV. Also present were Janette Bower, City of Wadena, Simoine Bolin, Mid-State Education District, and Paul Brownlow, Verndale School District, Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Chris Robinson, Tom Perttula, Kelli Draper, Cassidy Rice, Michael Brandt, Ryan Donovan, Rebecca Grunig, Sarah Speer, Dean Greising, Jon Andres, Cara Bengtson, Jill Beaupre, Beverly Hoemberg, Josh Meech, Danielle Wadsworth, Sourcewell Staff; Bill Harvey, Andrea Cuene, Julie Frame, Jonathan Daniel, Julie Page, Anita Toth, Richard Limpert, Corey Tramm, Tony Skauge, and Susan Mussell, Sourcewell Technology Ex-Officios and staff.

Dr. Coquette and Mr. Wilson gave a welcome.

Mr. Carlson presented FY 20/21 Annual Budget Projections and Preview.

Ms. Nanik presented FY 20/21 FTE Projections.

Dr. Coquette and Mr. Bautz presented the Sourcewell Strategy Story.

Chair Wilson called the Sourcewell Regular Board meeting to order at 6:44pm with the following members present: Greg Zylka, Linda Arts, Chris Kircher, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson via ITV. Also present were Janette Bower, City of Wadena, Simoine Bolin, Mid-State Education District, and Paul Brownlow, Verndale School District, Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Kelli Draper, Cassidy Rice, Michael Brandt, Sarah Speer, Dean Greising, Cara Bengtson, Jill Beaupre, Beverly Hoemberg, Josh Meech, Danielle Wadsworth, Sourcewell Staff; Richard Limpert, Tony Skauge, guests.

Mr. Zylka moved, seconded by Ms. Nagel to accept the agenda as presented. Roll call vote taken. Motion passed unanimously.

Ms. Thiel moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on April 21, 2020. Roll call vote taken. Motion passed unanimously.

Mr. Carlson presented the monthly Financial Reports.

Mr. Veronen moved, seconded by Mr. Zylka to approve the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the batch reports dated May 14<sup>th</sup>, 2020. Roll call vote taken. Motion passed unanimously.

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

- Updated Membership Agreements Members added April 1-30, 2020
- Resolution to approve permission to solicit the following categories:
  - Automotive Original Equipment Manufacturer (OEM) Parts with Related Supplies and Services
  - Inventory Management Solutions
- Resolution to approve permission to re-solicit the following category:
  - Forklifts, Lift Trucks, and Related Material Handling Equipment and Services
- Los Angeles County Sanitation District No. 2 and Sourcewell Joint Powers Agreement
- Stevens County Interlocal Cooperative Agreement for Family Child Care Licensing Services

- Douglas County Interlocal Cooperative Agreement for Adult Foster Care Licensing Services
- Ottertail County Interlocal Cooperative Agreement for Adult Foster Care Licensing Services

Roll call vote taken. Motion passed unanimously.

Mr. Schwartz presented new and renewed contracts awarded in April as noted in Appendix A.

Ms. Nagel moved, seconded by Ms. Arts to approve the Resolution to Approve Ratification of Cooperative Contracting Awards. Roll call vote taken. Resolution passed unanimously.

Mr. Zylka moved, seconded by Mr. Thomas to approve Sourcewell Procurement Policy. Roll call vote taken. Motion passed unanimously.

Mr. Zylka moved, seconded by Ms. Nagel to approve the Executive Director's Personnel Recommendations. Roll call vote taken. Motion passed unanimously.

Ms. Thiel moved, seconded by Mr. Kircher to approve personnel recommendations as presented. Roll call vote taken. Motion passed unanimously.

Dr. Coquette gave a business update on Covid-19, State/National Associations and Partnerships, and asked for Board Retreat feedback.

Mr. Thomas moved, seconded by Ms. Thiel to adjourn the meeting at 7:30 p.m. Roll call vote taken. Motion passed unanimously.

**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**

Automotive Original Equipment Manufacturer (OEM) Parts with Related Supplies and Services
Inventory Management Solutions

**Requesting Board permission to Re-Solicit the following categories:**

Forklifts, Lift Trucks, and Related Material Handling Equipment and Services

**NEW CONTRACTS**

Staples Contract & Commercial, LLC	012320-SCC	"Office Supply Catalog Solutions"
ARI Phoenix, Inc.	013020-ARP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Genuine Parts Company dba NAPA Auto Parts	013020-GPC	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
LIFTNOW Automotive Equipment Corp.	013020-LFT	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Mohawk Resources, Ltd.	013020-MRL	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Snap-on Industrial, A Division of IDSC Holdings, LLC	013020-SNP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Stertil-Koni USA, Inc.	013020-SKI	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Draeger, Inc.	032620-DRG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Fire-Dex, LLC	032620-FDX	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Innotex Corporation	032620-INO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
L.N. Curtis & Sons	032620-LNC	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
LION First Responder, Inc.	032620-LIO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Motion Industries (Canada), Inc.	032620-MII	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Municipal Emergency Services, Inc.	032620-MES	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Safeware, Inc.	032620-SAF	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
W.W. Grainger, Inc.	032620-WWG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
C.E.T. Fire Pumps MFG, Ltd.	040220-CET	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Husqvarna Professional Products, Inc.	040220-HSQ	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Kipper Tool Company	040220-KPP	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
L.N. Curtis & Sons	040220-LNC	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Municipal Emergency Services, Inc.	040220-MES	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
W.W. Grainger, Inc.	040220-WWG	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Whelen Engineering Company, Inc.	040220-WHL	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"

<b>5th YEAR RENEWALS (CONTRACT EXTENSIONS)</b>		
<b>NEW ezIQC CONTRACTS</b>		
<b>IFB GA-040820 Area A Northern Georgia</b>		
Brown & Root Industrial Services, LLC	GA-A01-040820-KBR	
Greene and Burdette Property Management LLC	GA-A02-040820-GBP	
HITT Contracting	GA-A03-040820-HCI	
Striker Contracting, LLC	GA-A04-040820-SCL	
Crown Retail Services, Inc	GA-A05-040820-CRS	
Albion Scaccia Enterprises, LLC	GA-A06-040820-ALB	
Paryani Real Estate LLC	GA-A07-040820-PAR	
HCR Construction, Inc.	GA-A08-040820-HCR	
Lichty Commercial Construction, Inc.	GA-A09-040820-LIY	
Place Services, Inc.	GA-A10-040820-PLA	
<b>IFB GA-040820 Area B East Central Georgia</b>		
Odyssey International dba Odyssey Global, Inc.	GA-B01-040820-ODI	
Greene and Burdette Property Management, LLC	GA-B02-040820-GBP	
Crown Retail Services, Inc.	GA-B03-040820-CRS	
HITT Contracting	GA-B04-040820-HCI	
Albion Scaccia Enterprises, LLC	GA-B05-040820-ALB	
Centennial Contractors Enterprises	GA-B06-040820-CCE	
Darsey Construction, LLC	GA-B07-040820-DAR	
Place Services, Inc.	GA-B08-040820-PLA	
Red Cloud Services, LLC	GA-B09-040820-RCS	
Ujamaa Construction	GA-B10-040820-UJA	
<b>IFB GA-040820 Area C Southwest Georgia</b>		
Darsey Construction, LLC	GA-C01-040820-DAR	
Greene and Burdette Property Management, LLC	GA-C02-040820-GBP	
Albion Scaccia Enterprises, LLC	GA-C03-040820-ALB	
HITT Contracting	GA-C04-040820-HCI	
Place Services, Inc.	GA-C05-040820-PLA	
Centennial Contractors Enterprises	GA-C06-040820-CCE	
Engineering Design Technologies, Inc.	GA-C07-040820-EDT	
Ujamaa Construction	GA-C08-040820-UJA	
Red Cloud Services, LLC	GA-C09-040820-RCS	
Jewel of the South, Inc.	GA-C10-040820-JOS	
<b>IFB GA-040820 Area D Southeast Georgia</b>		
Odyssey International dba Odyssey Global, Inc.	GA-D01-040820-ODI	
Darsey Construction, LLC	GA-D02-040820-DAR	
Greene and Burdette Property Management, LLC	GA-D03-040820-GBP	
Lynn Construction Contracting, Inc.	GA-D04-040820-LYN	
Albion Scaccia Enterprises, LLC	GA-D05-040820-ALB	
HITT Contracting	GA-D06-040820-HCI	
Place Services, Inc.	GA-D07-040820-PLA	
Centennial Contractors Enterprises	GA-D08-040820-CCE	
Engineering Design Technologies, Inc.	GA-D09-040820-EDT	
Ujamaa Construction	GA-D10-040820-UJA	
<b>IFB GA-040820 Statewide Area Georgia</b>		
F.H. Paschen	GA-ST01-040820-FHP	
Prime Contractors, Inc.	GA-ST02-040820-PCI	
JOC Construction, LLC	GA-ST03-040820-LRI	
Bayne Development Group, LLC	GA-ST04-040820-BDG	
Huper Optik USA, LLP	GA-ST05-040820-HOP	
Ward Humphrey, Inc.	GA-ST06-040820-WHI	
Johnson-Laux Construction	GA-ST07-040820-JLC	
Osprey Management	GA-ST08-040820-OML	
Astra Construction Services, LLC	GA-ST09-040820-ACS	
Rubio and Son Interiors, Inc.	GA-ST10-040820-RSI	
<b>ezIQC ANNUAL RENEWALS</b>		
Shiff Construction & Development, Inc.	FL-SEA-GC02-041019-SCD	
Lanzo Construction Co., Florida	FL-NEA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-SEA-R01-041019-ADR	
FHP Tectonics Corp.	FL-SEA-GC08-041019-FTC	
LEE Construction Group, Inc.	FL-SEA-GC07-041019-LCI	

## APPENDIX A Continued

Team Contracting, Inc.	FL-SEA-GC04-041019-TCI	
Harbour Construction, Inc.	FL-SEA-GC01-041019-HBC	
Astra Construction Services, LLC	FL-NWA-GC02-041019-ACS	
Southern Underground Industries, Inc.	FL-NWA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NWA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-NWA-P01-041019-LCC	
OmniCon Corp	FL-NWA-GC04-041019-OMN	
Johnson-Laux Construction, LLC	FL-NWA-GC03-041019-JLC	
LEE Construction Group, Inc.	FL-NWA-GC01-041019-LCI	
Southern Underground Industries, Inc.	FL-NEA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NEA-UG1-041019-EWS	
Astra Construction Services, LLC	FL-NEA-GC06-041019-ACS	
Johnson-Laux Construction, LLC	FL-NEA-GC04-041019-JLC	
Epic Construction Inc	FL-NEA-GC03-041019-ECI	
FHP Tectonics Corp.	FL-NEA-GC02-041019-FTC	
Metro Express, Inc.	FL-SEA-UG2-041019-MEI	
EnviroWaste Services Group, Inc.	FL-SEA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-SEA-P02-041019-LCC	
Metro Express, Inc.	FL-SEA-P01-041019-MEI	
d2 Construction Inc	FL-SEA-GC03-041019-DTC	
Epic Construction Inc	FL-WCA-GC03-041019-ECI	
Advanced Roofing, Inc.	FL-WCA-R01-041019-ADR	
Caladesi Construction Co.	FL-WCA-P01-041019-CAL	
LEE Construction Group, Inc.	FL-NEA-GC01-041019-LCI	
Caladesi Construction Co.	FL-WCA-GC06-041019-CAL	
Charles Perry Partners, Inc.	FL-WCA-GC05-041019-CPP	
BDI Construction Company	FL-WCA-GC01-041019-BDI	
Advanced Roofing, Inc.	FL-NEA-R01-041019-ADR	
Charles Perry Partners, Inc.	FL-NEA-GC05-041019-CPP	
Danz Contracting, LLC	FL-SEA-GC06-041019-DCL	
BDI Construction Company	FL-SEA-GC05-041019-BDI	
Advanced Roofing, Inc.	FL-NWA-R01-041019-ADR	
David Mancini & Sons, Inc.	FL-NEA-GC07-041019-DMS	
Southern Underground Industries, Inc.	FL-WCA-UG2-041019-SUI	
Lanzo Construction Co., Florida	FL-WCA-P02-041019-LCC	
Astra Construction Services, LLC	FL-WCA-GC07-041019-ACS	
Johnson-Laux Construction, LLC	FL-WCA-GC04-041019-JLC	
EnviroWaste Services Group, Inc.	FL-WCA-UG1-041019-EWS	
Shiff Construction & Development, Inc.	FL-WCA-GC08-041019-SCD	
LEE Construction Group, Inc.	FL-WCA-GC02-041019-LCI	
The Jamar Company	MN03IR-042517-JMR	
JJD Companies LLC	MN01UC5-042517-JJD	
Kaski, Inc.	MN01IR-042517-KAS	
S & S Electric Co	MD-WMA-E02-042419-SSE	
Salone, LLC	MD-WMA-GC04-042419-SAL	
I.B. Abel, Inc.	MD-WMA-E01-042419-IBA	
Carl Belt, Inc.	MD-WMA-GC03-042419-CBI	
The Matthews Group	MD-WMA-GC02-042419-TMG	
Salone, LLC	MD-WMA-R01-042419-SAL	
Hite Roofing	MD-WMA-R02-042419-HAS	
Salone, LLC	MD-WMA-P01-042419-SAL	
FHP Tectonics Corp.	MD-WMA-GC01-042419-FTC	
Allied Building Service Company of Detroit, Inc.	MI-GRP-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-GC-B-050118-MCS	
Bloom Roofing Systems, Inc.	MI-GRP-R-A-050118-BRS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-LAN-GC-A-050118-FHP	
Marshall Contracting Services	MI-DET-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-LAN-R-A-050118-BRS	
Marshall Contracting Services	MI-DET-DEM-A-050118-MCS	
Marshall Contracting Services	MI-DET-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-HVAC-A-050118-ABS	
Marshall Contracting Services	MI-DET-GC-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-DET-E-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-DET-GC-C-050118-ABS	

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Allied Building Service Company of Detroit, Inc.	MI-DET-HVAC-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-GRP-GC-B-050118-FHP	
PEL Construction LLC	MI-GRP-GC-A-050118-PGC	
Allied Building Service Company of Detroit, Inc.	MI-LAN-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-HVAC-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-DET-GC-B-050118-FHP	
Marshall Contracting Services	MI-LAN-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-DET-R-A-050118-BRS	
Jordy & Company	CO-GC02-050219-JOR	
Happel & Associates, Inc.	CO-GC01-050219-HAI	
Wesfield Construction Co. Inc.	NH-GMVR-GC-A-061218-WCC	