



## **Minutes for Meeting Book - May 2022 Sourcewell Regular Board of Directors Meeting**

05/17/2022 | 05:30 PM - 07:40 PM - (GMT-06:00) Central Time (US & Canada)

Sourcewell Headquarters

### **Attendees (20)**

Steven Barrows; Travis Bautz; Paul Brownlow; Mike Carlson; Chad Coauette; Paul Drange; Chris Kircher; Marcus Miller; Sara Nagel; Susan Nanik; Robb Reid; Jeremy Schwartz; Sharon Thiel; Ryan Thomas; Scott Veronen; Katrina Wood; Greg Zylka; Josh Meech; Jamie Loken; Jolene Zelenski

### **Call to Order by Chair Zylka**

Chair Zylka called the Sourcewell Regular Board meeting to order at 5:30 pm with the aforementioned members present.

Kircher moved, seconded by Thomas, to accept the agenda as corrected. Motion carried.

### **Action on the Minutes of Clerk Nagel**

Clerk Nagel moved, seconded by Barrows, to accept the Regular Board Minutes on April 21, 2022. Motion carried

### **Status of #924 Fund by Treasurer Thiel & Mike Carlson, Director of Finance**

Mike Carlson presented the Financial reports.

### **Consideration of Claims**

Thiel moved, seconded by Kircher, to approve the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the batch reports dated May 9, 2022. Motion carried.

### **Consent Agenda**

Thomas moved, seconded by Barrows, to accept the Consent Agenda as follows:

- Updated Agency Agreements: Clients added April 1 -30, 2022.
- Resolution to approve Solicitation and/or Re-Solicitation of the following categories:

- Communications Technology Consulting Services
- Public Safety and Emergency Management Catalog Solutions

Motion carried.

## **Program/Department Updates**

Amber Kalla & Michelle Motter, Product Owners, gave a day in the life of a Sourcewell employee presentation.

Travis Bautz gave an update on the Marketing Department.

Jolene Zelenski, Digital Marketing Supervisor, gave a presentation on Masterbrand.

Jamie Loken gave an update on Sourcewell Technology.

Dr. Paul Drange gave an update on Regional Programs.

Marcus Miller gave an update on the Government Relations Department and as General Counsel.

Mike Carlson gave an update on the Finance Department.

Susan Nanik gave an update on the Facilities and Human Resource Departments.

Jeremy Schwartz gave an update on the Operations, Procurement, and Information and Communications Technology Departments and contracts awarded as noted in Appendix A.

Nagel moved, seconded by Kircher, to approve the Resolution to Approve Ratification of Cooperative Contracting Awards. Motion carried.

Robb Reid gave an update on Enterprise Solutions.

## **Old Business**

## **New Business**

Marcus Miller and Mike Carlson presented the FY21/22 Level IV Final Payment Resolution, Grainger Incentive Resolution, and the FY21/21 Budget Amendment Resolution.

Barrows moved, seconded by Thiel, to approve the FY21/22 Level IV Final Payment Resolution. Motion carried.

Kircher moved, seconded by Thomas, to approve the Grainger Incentive Resolution. Motion carried.

Thiel moved, seconded by Nagel, to approve the FY21/21 Budget Amendment Resolution. Motion carried.

### **Personnel- Susan Nanik, Director of Administration**

Nagel moved, seconded by Barrows, to approve the personnel recommendations as presented. Motion carried.

### **Executive Director Update- Dr. Chad Coauette, Executive Director**

Dr. Chad Coauette gave a business update on State/National Associations and partnerships and solicited feedback from the recent Board Retreat.

### **Reports**

### **Adjournment**

Nagel moved, seconded by Kircher, to adjourn the meeting at 7:40 pm. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - May 2022**

<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>		
	Communications Technology Consulting Services		
	Public Safety and Emergency Management Catalog Solutions		
<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Re-Solicit the following categories:</b>		
	None		
<b>CONSENT AGENDA ITEMS</b>	<b>NEW CONTRACTS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
	Commercial Vehicle Leasing, LLC dba D&M Leasing	030122-CVL	"Fleet Management Services"
	Automotive Rentals, Inc.	030122-ARI	"Fleet Management Services"
	Element Fleet Management Corp.	030122-ELE	"Fleet Management Services"
	Enterprise Fleet Management, Inc.	030122-EFM	"Fleet Management Services"
	Merchants Automotive Group, LLC dba Merchants Fleet	030122-MAG	"Fleet Management Services"
	School Health Corporation	022422-SHC	"Medical Supply Solutions"
	Claffin Service Company	022422-CLF	"Medical Supply Solutions"
	McKesson Medical-Surgical Government Solutions	022422-MML	"Medical Supply Solutions"
<b>CONSENT AGENDA ITEMS</b>	Medline Industries, Inc.	022422-MDL	"Medical Supply Solutions"
<b>CONSENT AGENDA ITEMS</b>	<b>CONTRACT EXTENSIONS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
<b>CONSENT AGENDA ITEMS</b>	<b>NEW IDIQ CONTRACTS</b>		
	<b>Company Name</b>	<b>Contract Number</b>	<b>State - Region - Type of Work</b>
	Design Electric, Inc.	MN-R1-E-040622-DEI	Minnesota - Region 1 - Electrical
	Baratto Brothers Construction, Inc.	MN-R1-GC-040622-BBC	Minnesota - Region 1- General Construction
	Kraus-Anderson Construction Company	MN-R1-GC-040622-KRU	Minnesota - Region 1- General Construction
	Nor-Son Construction, LLC	MN-R1-GC-040622-NSI	Minnesota - Region 1- General Construction
	RAK Construction, Inc.	MN-R1-GC-040622-RAK	Minnesota - Region 1- General Construction
	RJM Construction, LLC	MN-R1-GC-040622-RJM	Minnesota - Region 1- General Construction
	VSI Construction, Inc.	MN-R1-GC-040622-VSI	Minnesota - Region 1- General Construction
	Peterson Sheet Metal, Inc.	MN-R1-HVAC-040622-PSM	Minnesota - Region 1- Mechanical/HVAC
<b>CONSENT AGENDA ITEMS</b>	Peterson Sheet Metal, Inc.	MN-R1-PLUM-040622-PSM	Minnesota - Region 1- Plumbing
	The Jamar Company	MN-R1-R-040622-JMR	Minnesota - Region 1- Roofing
	McDowall Company	MN-R1-R-040622-MDC	Minnesota - Region 1- Roofing
	Baratto Brothers Construction, Inc.	MN-R2-GC-040622-BBC	Minnesota - Region 2 - General Construction
	The Jamar Company	MN-R2-GC-040622-JMR	Minnesota - Region 2 - General Construction
	Kraus-Anderson Construction Company	MN-R2-GC-040622-KRU	Minnesota - Region 2 - General Construction
	Nor-Son Construction, LLC	MN-R2-GC-040622-NSI	Minnesota - Region 2 - General Construction
	RAK Construction, Inc.	MN-R2-GC-040622-RAK	Minnesota - Region 2 - General Construction
	RJM Construction, LLC	MN-R2-GC-040622-RJM	Minnesota - Region 2 - General Construction
	VSI Construction, Inc.	MN-R2-GC-040622-VSI	Minnesota - Region 2 - General Construction
<b>CONSENT AGENDA ITEMS</b>	The Jamar Company	MN-R2-HVAC-040622-JMR	Minnesota - Region 2 - Mechanical/HVAC
	Peterson Sheet Metal, Inc.	MN-R2-HVAC-040622-PSM	Minnesota - Region 2 - Mechanical/HVAC
	Northland Constructors of Duluth, Inc.	MN-R2-PAV-040622-NCD	Minnesota - Region 2 - Paving
	The Jamar Company	MN-R2-PLUM-040622-JMR	Minnesota - Region 2 - Plumbing
	Peterson Sheet Metal, Inc.	MN-R2-PLUM-040622-PSM	Minnesota - Region 2 - Plumbing
	The Jamar Company	MN-R2-R-040622-JMR	Minnesota - Region 2 - Roofing
	McDowall Company	MN-R2-R-040622-MDC	Minnesota - Region 2 - Roofing
	Design Electric, Inc.	MN-R3-E-040622-DEI	Minnesota - Region 3 - Electrical
	Baratto Brothers Construction, Inc.	MN-R3-GC-040622-BBC	Minnesota - Region 3 - General Construction

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Hy Tec Construction	MN-R3-GC-040622-HTC	Minnesota - Region 3 - General Construction
The Jamar Company	MN-R3-GC-040622-JMR	Minnesota - Region 3 - General Construction
Kraus-Anderson Construction Company	MN-R3-GC-040622-KRU	Minnesota - Region 3 - General Construction
Nor-Son Construction, LLC	MN-R3-GC-040622-NSI	Minnesota - Region 3 - General Construction
RAK Construction, Inc.	MN-R3-GC-040622-RAK	Minnesota - Region 3 - General Construction
RJM Construction, LLC	MN-R3-GC-040622-RJM	Minnesota - Region 3 - General Construction
Solid Rock, LLC	MN-R3-GC-040622-SRC	Minnesota - Region 3 - General Construction
VSI Construction, Inc.	MN-R3-GC-040622-VSI	Minnesota - Region 3 - General Construction
The Jamar Company	MN-R3-HVAC-040622-JMR	Minnesota - Region 3 - Mechanical/HVAC
Peterson Sheet Metal, Inc.	MN-R3-HVAC-040622-PSM	Minnesota - Region 3 - Mechanical/HVAC
Anderson Brothers Construction, LLC	MN-R3-PAV-040622-ABC	Minnesota - Region 3 - Paving
The Jamar Company	MN-R3-PLUM-040622-JMR	Minnesota - Region 3 - Plumbing
Peterson Sheet Metal, Inc.	MN-R3-PLUM-040622-PSM	Minnesota - Region 3 - Plumbing
The Jamar Company	MN-R3-R-040622-JMR	Minnesota - Region 3 - Roofing
McDowall Company	MN-R3-R-040622-MDC	Minnesota - Region 3 - Roofing
Design Electric, Inc.	MN-R4-E-040622-DEI	Minnesota - Region 4 - Electrical
Kraus-Anderson Construction Company	MN-R4-GC-040622-KRU	Minnesota - Region 4 - General Construction
Nor-Son Construction, LLC	MN-R4-GC-040622-NSI	Minnesota - Region 4 - General Construction
RAK Construction, Inc.	MN-R4-GC-040622-RAK	Minnesota - Region 4 - General Construction
RJM Construction, LLC	MN-R4-GC-040622-RJM	Minnesota - Region 4 - General Construction
VSI Construction, Inc.	MN-R4-GC-040622-VSI	Minnesota - Region 4 - General Construction
Peterson Sheet Metal, Inc.	MN-R4-HVAC-040622-PSM	Minnesota - Region 4 - Mechanical/HVAC
Peterson Sheet Metal, Inc.	MN-R4-PLUM-040622-PSM	Minnesota - Region 4 - Plumbing
The Jamar Company	MN-R4-R-040622-JMR	Minnesota - Region 4 - Roofing
McDowall Company	MN-R4-R-040622-MDC	Minnesota - Region 4 - Roofing
Design Electric, Inc.	MN-R5-E-040622-DEI	Minnesota - Region 5 - Electrical
Baratto Brothers Construction, Inc.	MN-R5-GC-040622-BBC	Minnesota - Region 5 - General Construction
Kraus-Anderson Construction Company	MN-R5-GC-040622-KRU	Minnesota - Region 5 - General Construction
Nor-Son Construction, LLC	MN-R5-GC-040622-NSI	Minnesota - Region 5 - General Construction
RAK Construction, Inc.	MN-R5-GC-040622-RAK	Minnesota - Region 5 - General Construction
RJM Construction, LLC	MN-R5-GC-040622-RJM	Minnesota - Region 5 - General Construction
Solid Rock LLC	MN-R5-GC-040622-SRC	Minnesota - Region 5 - General Construction
VSI Construction, Inc.	MN-R5-GC-040622-VSI	Minnesota - Region 5 - General Construction
Peterson Sheet Metal, Inc.	MN-R5-HVAC-040622-PSM	Minnesota - Region 5 - Mechanical/HVAC
Mid-Minnesota Hot Mix, Inc.	MN-R5-PAV-040622-MHM	Minnesota - Region 5 - Paving
Peterson Sheet Metal, Inc.	MN-R5-PLUM-040622-PSM	Minnesota - Region 5 - Plumbing
The Jamar Company	MN-R5-R-040622-JMR	Minnesota - Region 5 - Roofing
McDowall Company	MN-R5-R-040622-MDC	Minnesota - Region 5 - Roofing
Design Electric, Inc.	MN-R6-E-040622-DEI	Minnesota - Region 6 - Electrical
Baratto Brothers Construction, Inc.	MN-R6-GC-040622-BBC	Minnesota - Region 6 - General Construction
Iyawe and Associates	MN-R6-GC-040622-IAA	Minnesota - Region 6 - General Construction
Kraus-Anderson Construction Company	MN-R6-GC-040622-KRU	Minnesota - Region 6 - General Construction
Loeffler Construction Consulting, LLC	MN-R6-GC-040622-LCL	Minnesota - Region 6 - General Construction
L.S. Black Constructors, LLC	MN-R6-GC-040622-LSB	Minnesota - Region 6 - General Construction
Nor-Son Construction, LLC	MN-R6-GC-040622-NSI	Minnesota - Region 6 - General Construction
RAK Construction, Inc.	MN-R6-GC-040622-RAK	Minnesota - Region 6 - General Construction
RJM Construction, LLC	MN-R6-GC-040622-RJM	Minnesota - Region 6 - General Construction
Solid Rock, LLC	MN-R6-GC-040622-SRC	Minnesota - Region 6 - General Construction
VSI Construction, Inc.	MN-R6-GC-040622-VSI	Minnesota - Region 6 - General Construction
Peterson Sheet Metal, Inc.	MN-R6-HVAC-040622-PSM	Minnesota - Region 6 - Mechanical/HVAC
Bituminous Roadways, Inc.	MN-R6-PAV-040622-BIR	Minnesota - Region 6 - Paving
Peterson Sheet Metal, Inc.	MN-R6-PLUM-040622-PSM	Minnesota - Region 6 - Plumbing
The Jamar Company	MN-R6-R-040622-JMR	Minnesota - Region 6 - Roofing
McDowall Company	MN-R6-R-040622-MDC	Minnesota - Region 6 - Roofing
Bruce Kreofsky and Sons, Incorporated	MN-R7-GC-040622-BKS	Minnesota - Region 7 - General Construction
Kraus-Anderson Construction Company	MN-R7-GC-040622-KRU	Minnesota - Region 7 - General Construction
Nor-Son Construction, LLC	MN-R7-GC-040622-NSI	Minnesota - Region 7 - General Construction
RAK Construction, Inc.	MN-R7-GC-040622-RAK	Minnesota - Region 7 - General Construction
RJM Construction, LLC	MN-R7-GC-040622-RJM	Minnesota - Region 7 - General Construction
VSI Construction, Inc.	MN-R7-GC-040622-VSI	Minnesota - Region 7 - General Construction
The Jamar Company	MN-R7-R-040622-JMR	Minnesota - Region 7 - Roofing
McDowall Company	MN-R7-R-040622-MDC	Minnesota - Region 7 - Roofing
<b>IDIQ RENEWALS</b>		
<b>Company Name</b>	<b>Contract Number</b>	
Darsey Construction, LLC	GA-C01-040820-DAR	

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Greene & Burdette Property Management, LLC	GA-B02-040820-GBP	
Place Services, Inc.	GA-C05-040820-PLA	
Centennial Contractors Enterprises, Inc.	GA-C06-040820-CCE	
Greene & Burdette Property Management, LLC	GA-C02-040820-GBP	
Osprey Management, LLC	GA-ST08-040820-OML	
Crown Retail Services, Inc.	GA-B03-040820-CRS	
Centennial Contractors Enterprises, Inc.	GA-B06-040820-CCE	
Darsey Construction, LLC	GA-B07-040820-DAR	
Ward Humphrey, Inc.	GA-ST06-040820-WHI	
Brown & Root	GA-A01-040820-KBR	
Greene & Burdette Property Management, LLC	GA-A02-040820-GBP	
HITT Contracting, Inc.	GA-A03-040820-HCI	
Crown Retail Services, Inc.	GA-A05-040820-CRS	
HCR Construction, Inc.	GA-A08-040820-HCR	
Lichty Commercial Construction, Inc.	GA-A09-040820-LIY	
Place Services, Inc.	GA-A10-040820-PLA	
Bayne Development Group	GA-ST04-040820-BDG	
Rubio and Son Interiors, Inc.	GA-ST10-040820-RSI	
Striker Contracting, LLC	GA-A04-040820-SCL	
Albion General Contractors, Inc.	GA-A06-040820-ALB	
Paryani Construction	GA-A07-040820-PAR	
Prime Contractors, Inc.	GA-ST02-040820-PCI	
Place Services, Inc.	GA-B08-040820-PLA	
Ujamaa Construction	GA-B10-040820-UJA	
Engineering Design Technologies, Inc.	GA-C07-040820-EDT	
Albion General Contractors, Inc.	GA-B05-040820-ALB	
F.H. Paschen, S.N. Nielsen & Associates, LLC	GA-ST01-040820-FHP	
Greene & Burdette Property Management, LLC	GA-D03-040820-GBP	
Albion General Contractors, Inc.	GA-D05-040820-ALB	
HITT Contracting, Inc.	GA-D06-040820-HCI	
Centennial Contractors Enterprises, Inc.	GA-D08-040820-CCE	
Albion General Contractors, Inc.	GA-C03-040820-ALB	
HITT Contracting, Inc.	GA-B04-040820-HCI	
HITT Contracting, Inc.	GA-C04-040820-HCI	
Jewel of the South	GA-C10-040820-JOS	
Lynn Construction Contracting, Inc.	GA-D04-040820-LYN	
Place Services, Inc.	GA-D07-040820-PLA	
Ujamaa Construction	GA-D10-040820-UJA	
Huper Optik USA, LP	GA-ST05-040820-HOP	
Astra Construction Services, LLC	GA-ST09-040820-ACS	
Darsey Construction, LLC	GA-D02-040820-DAR	
Johnson-Laux Construction, LLC	GA-ST07-040820-JLC	
Engineering Design Technologies, Inc.	GA-D09-040820-EDT	
Ujamaa Construction	GA-C08-040820-UJA	
JOC Construction	GA-ST03-040820-LRI	