



## Minutes for Meeting Book - Tuesday, June 18, 2024 Board of Directors Meeting

Tuesday, June 18, 2024 | 6:00 PM - (GMT-06:00) Central Time (US & Canada)

Sourcewell Headquarters

### Attendees:

Linda Arts, Steven Barrows, Doug Dahlberg, Julia Kicker, Chris Kircher, Sara Nagel, Sharon Thiel, Greg Zylka, Becca Nathe, Jeremy Schwartz, Katrina Wood, Lee Westrum, Marcus Miller, Mike Carlson, Paul Drange, Robb Reid, Susan Nanik, Travis Bautz, and Chad Coauette

### 1. Call to Order by Chair Zylka

1.1 Determination of Quorum

1.2 Welcome Ex-Officio's

### 2. Acceptance of the Agenda

2.1 Additions to or Corrections to the Agenda

Recommendation: Approve the agenda as corrected.

*Moved by:* Sharon Thiel

*Seconded by:* Sara Nagel

**Carried**

### 3. Action on the Minutes of Clerk Arts

3.1 Review and Approval of the Minutes of the Regular Board Meeting held May 21, 2024

Recommendation: Approve the minutes as presented.

*Moved by:* Linda Arts

*Seconded by:* Doug Dahlberg

**Carried**

**4. Status of #924 Fund by Treasurer Nagel & Mike Carlson, Chief Financial Officer**

4.1 Financial Report of Cash, Revenues, and Expenditures

[June 2024.pdf](#) 

4.2 FY24.25 Budget Approval

[Resolution FY24.25 Budget Approval 21.docx](#) 

[Exhibit A.pdf](#) 

Recommendation: Approve the FY24.25 budget as presented.

*Moved by:* Doug Dahlberg

*Seconded by:* Julia Kicker

**Carried**

**5. Consideration of Claims**

5.1 Review by Treasurer Nagel and presenting for approval the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the enclosed batch reports dated June 12, 2024.

Recommendation: approve the batch reports as presented

*Moved by:* Sara Nagel

*Seconded by:* Steven Barrows

**Carried**

**6. Consent Agenda**

Recommendation: approve consent agenda as presented

*Moved by:* Steven Barrows

*Seconded by:* Sharon Thiel

**Carried**

6.1 Resolution to Approve Solicitation and/or Re-Solicitation of Categories

[Resolution Approve Solicitation 18.docx](#) 

6.2 Resolution to Approve Ratification of Cooperative Contracting Awards

[Resolution Ratify cooperative purchasing awards 19.docx](#) 

6.3 Appendix A

[Appendix A Procurement Board 2024 June.pdf](#) 

6.4 Personnel Recommendations

[2024 June Personnel Recommendations.docx](#) 

[2024 June Personnel Recommendations - Corrected.docx](#) 

[FY 24-25 Wage Scale.pdf](#) 

[FY 24-25 Position Openings.pdf](#) 

[2024 AI Prompt Engineer.FINAL.docx](#) 

[2024 Senior AI Prompt Engineer.FINAL.docx](#) 

[2024 Manager Project Management Office.FINAL.docx](#) 

[2024 Senior Director of Military Installation Support.docx](#) 

[2024 Lead Multimedia Producer.FINAL.docx](#) 

[2024 Multimedia Producer FINAL.docx](#) 

[2024 Senior Multimedia Producer.FINAL.docx](#) 

[2024 Managing Director Ascend Rural.FINAL.docx](#) 

Recommendation: Approve the personnel recommendations as presented.

*Moved by:* Sharon Thiel

*Seconded by:* Sara Nagel

**Carried**

6.5 Education Identity & Access Management Board Resolution

[0924-83 EDIAM Board Resolution 2024.docx.pdf](#) 

6.6 Staff MOU

[Staff MOU.updated.April.2024.pdf](#) 

6.7 Senior Leadership Team MOU

[SLT MOU.updated.April.2024.pdf](#) 

6.8 Cooperative Purchasing Program Participation Agreement-  
State of Washington

[State of Oregon Interlocal Agreement.pdf](#) 

## 7. Enterprise Solutions- Focused Program Update

7.1 A Day in the Life of a Sourcewell Employee- Casey Schultz,  
Director of Risk Services

7.2 Better Health Collective Update

7.3 H2O Debrief

7.4 Cooperative Purchasing Year-End Summary

7.5 Organizational Structure

- Strategy
- Ascend Rural (Connected Community)

## 8. Old Business

8.1 CentraCare Partnership Update

- Dr. Chad Coquette, Chief Executive Officer
- Dr. Paul Drange, Chief Regional Solutions Officer

[CentraCare\\_Graduate Medical Education](#)

[Development\\_052924.pdf](#) 

Recommendation: Approve the Strategic Investment  
CentraCare partnership and authorize CEO Chad Coquette to  
sign the finalized contract.

*Moved by:* Doug Dahlberg

*Seconded by:* Steven Barrows

**Carried**

8.2 FY23.24 Budget Amendment

[Resolutions Budget Amendment CentraCare 20.docx](#) 

[Resolution 20 Exhibit A.pdf](#) 

Recommendation: Authorize the provisional FY23.24 budget amendment, which will be enacted if the CentraCare partnership agreement is ready for signature in FY23/24.

*Moved by:* Doug Dahlberg

*Seconded by:* Sharon Thiel

**Carried**

## 9. New Business

### 9.1 Transitional Employment Agreement

- Dr. Chad Coquette, Chief Executive Officer

Recommendation: Approve the transitional employment agreement, as dated June 18, 2024

*Moved by:* Sara Nagel

*Seconded by:* Chris Kircher

**Carried**

### 9.2 Designation of Legal Counsel

Recommendation: Approve/Designate Pemberton, Sorlie, Rufer & Kershner, PLLP of Fergus Falls, as interim in-house legal counsel.

*Moved by:* Doug Dahlberg


*Seconded by:* Sharon Thiel

**Carried**

### 9.3 Minnesota Service Cooperatives Partnership Agreement

- Dr. Chad Coquette, Chief Executive Officer

[Cancellation- MSC-Sourcewell 2022 Partnership Agreement 041624 SW Legal.docx](#) 

[Sourcewell-MSA Agreement Updated 2024 draft SW Legal 041624.docx](#) 

Recommendation: Approve the cancellation of the MSC 2022

Partnership Agreement and Approve the 2024 Partnership Agreement.

*Moved by:* Chris Kircher

*Seconded by:* Julia Kicker

**Carried**

9.4 FY24.25 Organizational Metrics Goals

- Jeremy Schwartz, Chief Operations and Procurement Officer

[Orc Incentive Calculation FY24.25.docx](#) 

[Scorecard 24.25.pdf](#) 

Recommendation: Approve the FY24.25 Organizational Metrics Goals

*Moved by:* Sara Nagel

*Seconded by:* Doug Dahlberg

**Carried**

**10. Chief Executive Officer Update- Dr. Chad Coauette**

10.1 State/National Associations and Partnerships

**11. Reports**

11.1 Individual Board Member Reports

**12. Adjournment**

Motion to adjourn at 8:20 p.m.

*Moved by:* Chris Kircher

*Seconded by:* Steven Barrows

**Carried**

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - June 2024**

<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>
	Water Treatment Chemicals with Related Supplies, Equipment, and Services
<b>Requesting Board permission to Re-Solicit the following categories:</b>	
Janitorial Supplies and Equipment	
Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions	
Utility, Transport, Golf, and Recreation Vehicles with Related Accessories, Equipment, and Services	

<b>CONSENT AGENDA ITEMS</b>	<b>NEW CONTRACTS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
	Sunbelt Rentals	040924-SNB	"Rental Equipment, Products, and Related Services"
	United Rentals (North America)	040924-URI	"Rental Equipment, Products, and Related Services"
	Caterpillar, Inc.	040924-CAT	"Rental Equipment, Products, and Related Services"
	Altec Industries	040924-ALT	"Rental Equipment, Products, and Related Services"
	Herc Rentals	040924-HRC	"Rental Equipment, Products, and Related Services"
	Compactor Rentals of America	040924-CMR	"Rental Equipment, Products, and Related Services"
	JAPA Equipment Rentals	040924-JPA	"Rental Equipment, Products, and Related Services"
	Federal Signal Corporation	040924-FSC	"Rental Equipment, Products, and Related Services"
Scranton Manufacturing Co	040924-NWY	"Rental Equipment, Products, and Related Services"	

<b>CONTRACT EXTENSIONS</b>	<b>CONTRACT EXTENSIONS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
	IC Bus	063020-ICB	"School Buses with Related Equipment, Accessories, Supplies, Parts and Services"
	Thomas Built	063020-TBB	"School Buses with Related Equipment, Accessories, Supplies, Parts and Services"
	Mack Trucks	060920-MAK	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	Navistar	060920-NVS	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	National Auto fleet	060920-NAF	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	Kenworth	060920-KTC	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	Autocar	060920-ATC	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	Battle Motors	060920-CRN	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	Lion Electric Co	060920-LON	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
	Tarkett USA	080819-TFU	"Flooring Materials with Related Supplies and Services"
	Bentley Mills	080819-BPS	"Flooring Materials with Related Supplies and Services"
	Mohawk Carpet Distribution	080819-MCD	"Flooring Materials with Related Supplies and Services"
	Mannington Commercial, Mannington Mills	080819-MMI	"Flooring Materials with Related Supplies and Services"
	Interface Americas	080819-IFA	"Flooring Materials with Related Supplies and Services"
	United Rentals	062320-URI	"Equipment Rental with Related Services"
	Caterpillar	062320-CAT	"Equipment Rental with Related Services"

<b>NEW IDIQ CONTRACTS</b>	<b>NEW IDIQ CONTRACTS</b>		
	<b>Company Name</b>	<b>Contract Number</b>	<b>Region - Type of Work</b>
	Altamaha Building Systems, Inc.	GA-RB-043024-ABSI	Area B, General Construction
	Altamaha Building Systems, Inc.	GA-RC-043024-ABSI	Area C, General Construction
	Altamaha Building Systems, Inc.	GA-RD-043024-ABSI	Area D, General Construction
	Brown & Root Industrial Services, LLC	GA-RA-043024-KBR	Area A, General Construction
	Buildline, Inc.	GA-RA-043024-BLI	Area A, General Construction
	Buildline, Inc.	GA-RB-043024-BLI	Area B, General Construction
	Buildline, Inc.	GA-RC-043024-BLI	Area C, General Construction
	Buildline, Inc.	GA-RD-043024-BLI	Area D, General Construction
	Centennial Contractors Enterprises	GA-RA-043024-CCE	Area A, General Construction
	Centennial Contractors Enterprises	GA-RB-043024-CCE	Area B, General Construction
	Centennial Contractors Enterprises	GA-RC-043024-CCE	Area C, General Construction
	Centennial Contractors Enterprises	GA-RD-043024-CCE	Area D, General Construction
	HCR Construction, Inc.	GA-RA-043024-HCR	Area A, General Construction
	HCR Construction, Inc.	GA-RB-043024-HCR	Area B, General Construction
	HCR Construction, Inc.	GA-RC-043024-HCR	Area C, General Construction
	HCR Construction, Inc.	GA-RD-043024-HCR	Area D, General Construction
	Innova Contracting Group	GA-RA-043024-ICG	Area A, General Construction

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Innova Contracting Group	GA-RB-043024-ICG	Area B, General Construction
Innova Contracting Group	GA-RC-043024-ICG	Area C, General Construction
Innova Contracting Group	GA-RD-043024-ICG	Area D, General Construction
Lefko Development Inc	GA-RA-043024-LDI	Area A, General Construction
Lichty Commercial Construction, Inc.	GA-RA-043024-LIY	Area A, General Construction
Lichty Commercial Construction, Inc.	GA-RB-043024-LIY	Area B, General Construction
Lynn Construction Contracting, Inc.	GA-RD-043024-LYN	Area D, General Construction
MSAB, LLC	GA-RA-043024-MSAB	Area A, General Construction
MSAB, LLC	GA-RB-043024-MSAB	Area B, General Construction
MSAB, LLC	GA-RC-043024-MSAB	Area C, General Construction
MSAB, LLC	GA-RD-043024-MSAB	Area D, General Construction
Paryani Real Estate, LLC	GA-RA-043024-PAR	Area A, General Construction
Public Facilities & Services, Inc. (PFS)	GA-RA-043024-PFS	Area A, General Construction
Public Facilities & Services, Inc. (PFS)	GA-RD-043024-PFS	Area D, General Construction
Rowe Construction, Inc.	GA-RD-043024-ROWE	Area D, General Construction
Rubio and Son Interiors, Inc.	GA-RA-043024-RSI	Area A, General Construction
Rubio and Son Interiors, Inc.	GA-RB-043024-RSI	Area B, General Construction
SoCo Contracting Company, Inc.	GA-RA-043024-SOCO	Area A, General Construction
The Plumbing Shop, Inc., DBA Quick Action Management Group, Inc.	GA-RA-043024-QAM	Area A, General Construction
The Plumbing Shop, Inc., DBA Quick Action Management Group, Inc.	GA-RB-043024-QAM	Area B, General Construction
The Plumbing Shop, Inc., DBA Quick Action Management Group, Inc.	GA-RC-043024-QAM	Area C, General Construction
The Plumbing Shop, Inc., DBA Quick Action Management Group, Inc.	GA-RD-043024-QAM	Area D, General Construction
TillCo Construction, Inc.	GA-RA-043024-TILL	Area A, General Construction
TillCo Construction, Inc.	GA-RB-043024-TILL	Area B, General Construction
TillCo Construction, Inc.	GA-RC-043024-TILL	Area C, General Construction
TillCo Construction, Inc.	GA-RD-043024-TILL	Area D, General Construction
<b>Company Name</b>	<b>Contract Number</b>	
<b>IDIQ CONTRACT EXTENSIONS</b>		
The Wilson Group	MO-R6-GC02-051222-TWG	
The Wilson Group	MO-R3-GC03-051222-TWG	
The Wilson Group	MO-R5-GC02-051222-TWG	
The Wilson Group	MO-R4-GC02-051222-TWG	
Vazquez Commercial Contracting, LLC	MO-R3-GC02-051222-VCC	
J.E. Novack Construction Company	MO-R5-GC03-051222-JNC	
Reynolds Construction Co, Inc.	MO-R4-GC04-051222-RCC	
Reynolds Construction Co, Inc.	MO-R5-GC04-051222-RCC	
Julius Kaaz Construction Company, Inc.	MO-R5-GC05-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R7-GC05-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R2-P01-051222-JKC	
Queen City Roofing & Contracting Co	MO-R6-R02-051222-QCR	
Julius Kaaz Construction Company, Inc.	MO-R4-P01-051222-JKC	
Reynolds Construction Co, Inc.	MO-R3-GC06-051222-RCC	
Julius Kaaz Construction Company, Inc.	MO-R6-P01-051222-JKC	
Reynolds Construction Co, Inc.	MO-R6-R01-051222-RCC	
Vazquez Commercial Contracting, LLC	MO-R3-HVAC01-051222-VCC	
The Wilson Group	MO-R7-GC02-051222-TWG	
Reynolds Construction Co, Inc.	MO-R2-R01-051222-RCC	
MTS Contracting, Inc.	MO-R1-GC02-051222-MTS	
Reynolds Construction Co, Inc.	MO-R7-R01-051222-RCC	
Julius Kaaz Construction Company, Inc.	MO-R7-P01-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R1-P01-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R2-GC04-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R5-P01-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R4-GC05-051222-JKC	
Brown & Root	MO-R1-GC01-051222-BRI	
Brown & Root	MO-R2-GC01-051222-BRI	
Brown & Root	MO-R3-GC01-051222-BRI	
MTS Contracting, Inc.	MO-R4-GC03-051222-MTS	
Queen City Roofing & Contracting Co	MO-R7-R02-051222-QCR	
Reynolds Construction Co, Inc.	MO-R1-GC03-051222-RCC	
Reynolds Construction Co, Inc.	MO-R7-GC04-051222-RCC	
Reynolds Construction Co, Inc.	MO-R3-R01-051222-RCC	
Reynolds Construction Co, Inc.	MO-R1-R01-051222-RCC	



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Brown & Root	MO-R4-GC01-051222-BRI	
Brown & Root	MO-R6-GC01-051222-BRI	
Brown & Root	MO-R7-GC01-051222-BRI	
Reynolds Construction Co, Inc.	MO-R4-R01-051222-RCC	
Julius Kaaz Construction Company, Inc.	MO-R1-GC04-051222-JKC	
MTS Contracting, Inc.	MO-R6-GC03-051222-MTS	
Julius Kaaz Construction Company, Inc.	MO-R6-GC05-051222-JKC	
Reynolds Construction Co, Inc.	MO-R6-GC04-051222-RCC	
Brown & Root	MO-R5-GC01-051222-BRI	
Reynolds Construction Co, Inc.	MO-R2-GC03-051222-RCC	
Julius Kaaz Construction Company, Inc.	MO-R3-GC05-051222-JKC	
Julius Kaaz Construction Company, Inc.	MO-R3-P01-051222-JKC	
MTS Contracting, Inc.	MO-R2-GC02-051222-MTS	
MTS Contracting, Inc.	MO-R3-GC04-051222-MTS	
Reynolds Construction Co, Inc.	MO-R5-R01-051222-RCC	
MTS Contracting, Inc.	MO-R7-GC03-051222-MTS	