



Minutes for Meeting Book - Tuesday, October 15, 2024 Board of Directors Meeting

Tuesday, October 15, 2024 | 6:00 PM - (GMT-06:00) Central Time (US & Canada)
Sourcewell Headquarters

Attendees:

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/Corrections to the agenda
Recommendation: Approve the agenda as corrected.

Moved by: Doug Dahlberg

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.

[Board of Directors - Sep 17 2024 - Minutes - Html](#) 


Recommendation: approve the minutes as presented

Moved by: Linda Arts

Seconded by: Chris Kircher

Carried

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

- 4.1 Financial Report of Cash, Revenues, and Expenses [October 2024.pdf](#) 

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.

Recommendation: approve the batch reports as presented

Moved by: Sara Nagel

Seconded by: Julia Kicker

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 29.docx](#) 
- 6.2 Resolution to Approve Ratification of Cooperative Contracting Awards
[Resolution Ratify cooperative purchasing awards 30.docx](#) 
- 6.3 Procurement-Appendix A-October-2024
[Procurement-Appendix A-October-2024.pdf](#) 
- 6.4 Resolution to Correct and Approve Solicitation of IFB #NC-090524

[Resolution_NC Solicitation Deviation IFB #NC-090524_31.docx](#) 

- 6.5 [FY24.25 Department of Education Low Incidence Funding.docx](#) 
- 6.6 Interlocal Agreement: AFC and FCC in Hubbard County
 - [Signed 2025 AFC contract \(1\).pdf](#) 
 - [Signed 2025 FDC contract \(1\).pdf](#) 
- 6.7 Interlocal Agreement: AFC in Becker County
 - [DOC091724.pdf](#) 
- 6.8 Interlocal Agreement: Woodland School District No. 404
 - [241010.Sourcewell.interlocal.docx](#) 
- 6.9 EdSol's continuing education membership roster
 - [2024-2025 ContEd Membership Roster.pdf](#) 
- 6.10 [2024_Oct_Employee Transitions.pdf](#) 
- 6.11 [2024_Chief Information Officer.FINAL.docx](#) 
 - [2024_Chief Legal and Government Relations Officer.FINAL.docx](#) 
 - [2024_Chief Talent and Culture Officer.FINAL.docx](#) 
 - [2024_Digital Marketing Specialist.FINAL.docx](#) 
 - [2024_Director of Marketing Services.FINAL.docx](#) 
 - [2024_Director of Risk Benefits and Insurance Solutions.FINAL.docx](#) 
 - [2024_Executive Support and Administrative Operations Manager.FINAL.docx](#) 
 - [2024_Lead Digital Marketing Specialist.FINAL.docx](#) 
 - [2024_Partner Account Representative.FINAL.docx](#) 
 - [2024_Principal Public Procurement Training Executive.FINAL.docx](#) 
 - [2024_Senior Digital Marketing Specialist.FINAL.docx](#) 
 - [2024_Senior Partner Account Rep.FINAL.docx](#) 
 - [2024_SeniorIT Product Owner.Salesforce.FINAL.docx](#) 

[2024_VP of Marketing.FINAL.docx](#) 

[Success Profile_SOURCEWELL Chief Talent and Culture Officer.pdf](#) 

6.12 [2024_Director of Event Marketing.FINAL.docx](#) 

7. Empowering Smart Work- Focused Program Update

7.1 A Day in the Life of a Sourcewell Employee Jenny Roberts

7.2 Intergovernmental Support Agreement between the United States Army and Sourcewell

Recommendation: Approve the first amended and restated agreement of the Intergovernmental Support Agreement with The United States Army.

Moved by: Sharon Thiel

Seconded by: Linda Arts

Carried

7.3 Intergovernmental Support Agreement between Sourcewell and the Navy

[Resolution Authorizing Signature and Ratification of Navy IGSA_32.docx](#) 

[CONUS IGSA -ARMY \(FIRST AMENDED AND RESTATED AGREEMENT\) \(Red-lined\).docx](#) 

[CONUS IGSA -ARMY \(FIRST AMENDED AND RESTATED AGREEMENT\).docx](#) 

Recommendation: Approve the Resolution Authorizing signature of an Intergovernmental Support Agreement with The United States Department of the Navy.

Moved by: Chris Kircher

Seconded by: Doug Dahlberg

Carried

7.4 Annual Priorities

- HR Structure

- Korn Ferry
- Info & Knowledge Management
- Data Management

8. Old Business

8.1 Food and Non Alcoholic Beverage Policy

- Per diem changes

[Food and Non-Alcoholic Beverage Policy](#) 

Recommendation: Approve the changes to the Food and Non-Alcoholic Beverage Policy as presented.

Moved by: Sara Nagel

Seconded by: Sharon Thiel

Carried

9. New Business

9.1 Call for the annual election of Board members in Sub Region III & IV, and suggest the appointment of Katrina Wood and Jill Park as election judges.

Recommendation: Appoint Katrina Wood and Jill Park as election judges.

Moved by: Sharon Thiel

Seconded by: Steven Barrows

Carried

10. Chief Executive Officer Update- Dr. Chad Coauette

10.1 State/National Associations and Partnerships

10.2 Sourcewell Story

[Sourcewell Story 10.2024.pdf](#) 

11. Reports

11.1 Individual Board Member Reports

12. Adjournment

Recommendation: to adjourn at 7:37p.m.

Moved by: Sara Nagel

Seconded by: Julia Kicker

Carried

APPENDIX A

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

AGENDA ITEMS	Requesting Board permission to Solicit the following categories:		
	None		
	Requesting Board permission to Re-Solicit the following categories:		
	STEM Curriculum Solutions and Equipment with Related Accessories, Supplies, and Services Tree Maintenance Equipment, Attachments, and Accessories Bulk Solid Waste and Recycling Equipment		
CONSENT AGENDA ITEMS	NEW CONTRACTS		
	Supplier Name	Contract Number	Solicitation Title
	Ameresco	071624-AMC	"Energy Savings Performance Contracting with Related Services"
	CMTA	071624-CMA	"Energy Savings Performance Contracting with Related Services"
	Energy Systems Group	071624-ENE	"Energy Savings Performance Contracting with Related Services"
	GRP Mechanical Company	071624-GRP	"Energy Savings Performance Contracting with Related Services"
	Honeywell International	071624-HNY	"Energy Savings Performance Contracting with Related Services"
	Johnson Controls	071624-JHN	"Energy Savings Performance Contracting with Related Services"
	Siemens Industry	071624-SIE	"Energy Savings Performance Contracting with Related Services"
	McClure Company	071624-MCE	"Energy Savings Performance Contracting with Related Services"
	Veregy	071624-VER	"Energy Savings Performance Contracting with Related Services"
	Staples Contract & Commercial	070924-SCC	"Office Supply and Workplace Catalog Solutions"
CONTRACT EXTENSIONS			
Supplier Name	Contract Number	Solicitation Title	
Dude Solutions	090320-SDI	"Public Sector and Education Administration Software Solutions with Related Services"	
PowerSchool Group	090320-POW	"Public Sector and Education Administration Software Solutions with Related Services"	
Forward Thinking Systems	020221-FWD	"Fleet Management Technologies with Related Software Solutions"	
GovDeals	012821-GDI	"Auction Services with Related Solutions"	
Staples	101320-SCC	"Janitorial Supplies and Equipment with Related Services"	
NEW IDIQ CONTRACTS			
Company Name	Contract Number	Region - Type of Work	
None			
Company Name	Contract Number		
IDIQ CONTRACT EXTENSIONS			
Loven Contracting, Inc.	AZ-R1-GC-082522-LOV		
Loven Contracting, Inc.	AZ-R3-GC-082522-LOV		
Jim Brown and Sons Roofing Co., Inc.	AZ-R2-GC-082522-JBS		
Jim Brown and Sons Roofing Co., Inc.	AZ-R4-GC-082522-JBS		
Jim Brown and Sons Roofing Co., Inc.	AZ-R1-R-082522-JBS		
Jim Brown and Sons Roofing Co., Inc.	AZ-R2-R-082522-JBS		
Pueblo Mechanical and Controls, LLC	AZ-R5-HVAC-082522-PME		
Diversified Maintenance Systems, Inc.	AZ-R3-GC-082522-DIV		
Pueblo Mechanical and Controls, LLC	AZ-R3-HVAC-082522-PME		
Alco Building Solutions	AZ-R4-E-082522-ABU		
AXIOS Builders, LLC	AZ-R3-GC-082522-AXI		
Diamond Ridge Development Corporation	AZ-R3-GC-082522-DRD		
RYTAN Construction	AZ-R3-GC-082522-RYT		
Alco Building Solutions	AZ-R5-E-082522-ABU		
Henderson Building Solutions, LLC	AZ-R4-GC-082522-HBS		
RYTAN Construction	AZ-R5-GC-082522-RYT		
Pueblo Mechanical and Controls, LLC	AZ-R3-PLUM-082522-PME		
Pueblo Mechanical and Controls, LLC	AZ-R5-PLUM-082522-PME		
RYTAN Construction	AZ-R1-GC-082522-RYT		
RYTAN Construction	AZ-R4-GC-082522-RYT		
Henderson Building Solutions, LLC	AZ-R5-GC-082522-HBS		
Jim Brown and Sons Roofing Co., Inc.	AZ-R3-R-082522-JBS		

APPENDIX A Continued

Loven Contracting, Inc.	AZ-R2-GC-082522-LOV	
Pueblo Mechanical and Controls, LLC	AZ-R4-HVAC-082522-PME	
Alco Building Solutions	AZ-R3-E-082522-ABU	
Dallago Associates	AZ-R5-FLS-082522-DCO	
Diversified Maintenance Systems, Inc.	AZ-R5-GC-082522-DIV	
Pueblo Mechanical and Controls, LLC	AZ-R1-HVAC-082522-PME	
Pueblo Mechanical and Controls, LLC	AZ-R1-PLUM-082522-PME	
Alco Building Solutions	AZ-R1-E-082522-ABU	
Diversified Maintenance Systems, Inc.	AZ-R1-GC-082522-DIV	
Jim Brown and Sons Roofing Co., Inc.	AZ-R5-GC-082522-JBS	
Dallago Corporation	AZ-R5-HVAC-082522-DCO	
Dallago Corporation	AZ-R5-PLUM-082522-DCO	
Jim Brown and Sons Roofing Co., Inc.	AZ-R4-R-082522-JBS	
Loven Contracting, Inc.	AZ-R5-GC-082522-LOV	
Diversified Maintenance Systems, Inc.	AZ-R4-GC-082522-DIV	
Jim Brown and Sons Roofing Co., Inc.	AZ-R1-GC-082522-JBS	
Diversified Maintenance Systems, Inc.	AZ-R2-GC-082522-DIV	
Diamond Ridge Development Corporation	AZ-R1-GC-082522-DRD	
Diamond Ridge Development Corporation	AZ-R2-GC-082522-DRD	
AXIOS Builders, LLC	AZ-R4-GC-082522-AXI	
Henderson Building Solutions, LLC	AZ-R3-GC-082522-HBS	
Jim Brown and Sons Roofing Co., Inc.	AZ-R5-R-082522-JBS	
Pueblo Mechanical and Controls, LLC	AZ-R2-HVAC-082522-PME	
Alco Building Solutions	AZ-R2-E-082522-ABU	
Pueblo Mechanical and Controls, LLC	AZ-R2-PLUM-082522-PME	
Pueblo Mechanical and Controls, LLC	AZ-R4-PLUM-082522-PME	
Jim Brown and Sons Roofing Co., Inc.	AZ-R3-GC-082522-JBS	
Loven Contracting, Inc.	AZ-R4-GC-082522-LOV	
RYTAN Construction	AZ-R2-GC-082522-RYT	