



Minutes for Meeting Book - Tuesday, July 15, 2025 Board of Directors Meeting

Tuesday, July 15, 2025 | 5:00 PM - (GMT-06:00) Central Time (US & Canada)
Breezy Point Resort

Attendees:

Greg Zylka, Sharon Thiel, Sara Nagel, Doug Dahlberg, Julia Kicker, Steven Barrows, and Shannon Pfeiffer

1. Call to Order by Chair Zylka

- 1.1 Determination of Quorum
- 1.2 Welcome Ex-Officio's
- 1.3 Gratitude Reflection

2. Acceptance of the Agenda

- 2.1 Additions/Corrections to the agenda
Recommendation: Approve the agenda as corrected.
Additions: SCSU Joint Powers Agreement - Consent Agenda
Corrections: The removal of Fleet Payment Solutions with Related Services from Appendix A.

Moved by: Steven Barrows

Seconded by: Sharon Thiel

Carried

3. Action on the Minutes of Clerk/Treasurer Nagel

- 3.1 Review and Approval of the minutes of the regular board meeting held June 17, 2025.

[Board of Directors - Jun 17 2025 - Minutes - Html](#) 


Recommendation: approve the minutes as presented

Moved by: Sara Nagel

Seconded by: Doug Dahlberg

Carried

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

- 4.1 Financial Report of Cash, Revenues, and Expenses [July 2025.pdf](#) 

5. Consideration of Claims

- 5.1 Review by 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 the consent agenda as presented

Moved by: Doug Dahlberg

Seconded by: Sara Nagel





Carried

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

[Resolution Approve Solicitation 24.docx](#) 

- 6.2 **Resolution to Ratify Cooperative Contracting Awards**

[Resolution Ratify cooperative purchasing awards 25.docx](#) 

- 6.3 Procurement-Appendix-A
[Procurement-Appendix A-July 2025.pdf](#) 
- 6.4 [2025_July_Personnel Recommendations.pdf](#) 
- 6.5 [Sourcewell JPA_FINAL DRAFT.docx](#) 
- 6.6 [SCSU-2025-054650 Sourcewell HHS.pdf_encrypted_.pdf](#)


7. Sale of a sourcewell Product

- Robb Reid, CRO
- Sam Rufer, CLO

Recommendation: approve the sale and authorize the CEO to execute the agreement.

Moved by: Sharon Thiel

Seconded by: Sara Nagel

Carried

8. Empowering Smart Work- Focused Program Update

- 8.1 A Day in the Life of a Sourcewell Employee: Jessica Gervenak
- 8.2 FY25.26 Metrics
- 8.3 Finance Update
- 8.4 T&C Hiring Projections
- 8.5 Project Updates

9. Old Business

- 9.1 2nd Reading:
[Sourcewell Wellness Grant Policy - 2nd reading.docx](#) 

- Jen Roelke, CTCO

Recommendation: Approve the Wellness Policy retroactively.

Moved by: Sara Nagel

Seconded by: Doug Dahlberg

Carried

9.2 2nd Reading: [Smudging Policy \(2nd reading\).docx](#) 

- Jeremy Schwartz, COO & CPO

Recommendation: Approve the Smudging Policy

Moved by: Doug Dahlberg

Seconded by: Steven Barrows

Carried

9.3 Annual Review:

[2025 Data Practices Policy and Record Retention Schedule.docx](#)  [FINAL 2025 Data Inventory and Records Retention Schedule.pdf](#) 

- Jeremy Schwartz, COO & CPO

Recommendation: Approve the Data Practices and Record Retention Schedule

Moved by: Sharon Thiel

Seconded by: Shannon Pfeiffer

Carried

10. New Business

10.1 FY24.25 Incentive

[2024 2025 payout.pdf](#) 

- Jen Roelke, CTCO

Recommendation: Approve the incentive bonus as recommended.

Moved by: Sharon Thiel

Seconded by: Steven Barrows

Carried

11. Chief Executive Officer Update- Dr. Chad Coauette

11.1 State/National Associations and Partnerships

11.2 AscendRural Regional Symposium Event

- August 25 -26; Chase on the Lake

12. Reports

12.1 Individual Board Member Reports

13. Adjournment

Recommendation: to adjourn at 6:49 p.m.

Moved by: Sara Nagel

Seconded by: Julia Kicker

Carried

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT BOARD ITEMS - July 2025			
CONSENT AGENDA ITEMS	Requesting Board permission to Solicit the following categories:		
	none		
	Requesting Board permission to Re-Solicit the following categories:		
	Open Air Structures		
	Boats and Watercraft Solutions		
	Laboratory and Toxicology Testing, Screening Services, and Related Solutions		
CONSENT AGENDA ITEMS	Used & Pre-owned Firefighting, Fire Services, Ambulance, and Emergency Service Solutions		
	Playground Equipment, Outdoor Fitness, and Site Amenities		
	NEW CONTRACTS		
	Supplier Name	Contract Number	Solicitation Title
	U.S. Bank National Association	030625-USB	Fleet Payment Solutions with Related Services
	WEX Bank	030625-WEX	Fleet Payment Solutions with Related Services
	ASH North America, Inc. dba Aebi Schmidt North America and M-B Companies, Inc.	050625-MBC	Roadway Maintenance Equipment
	Cimline, Inc.	050625-CME	Roadway Maintenance Equipment
	Crafco, Inc.	050625-CFC	Roadway Maintenance Equipment
	Etnyre International	050625-ETN	Roadway Maintenance Equipment
	Falcon Road Maintenance Equipment, LLC dba Falcon Equipment Holdings, LLC	050625-FRM	Roadway Maintenance Equipment
	Federal Signal Corporation dba Mark Rite Lines Equipment Company, Inc.	050625-MAR	Roadway Maintenance Equipment
	Keizer Morris International, Inc.	050625-KMI	Roadway Maintenance Equipment
	PB Loader Corporation	050625-PBL	Roadway Maintenance Equipment
	Stepp Manufacturing Company, Inc.	050625-SMC	Roadway Maintenance Equipment
	ThorWorks Industries, Inc.	050625-TWK	Roadway Maintenance Equipment
	All Traffic Solutions, Inc.	042225-ATS	Roadway Work Zone: Safety and Traffic Management Equipment with Related Products
	ATS Traffic, Ltd.	042225-ATST	Roadway Work Zone: Safety and Traffic Management Equipment with Related Products
	Interwest Safety Supply, LLC	042225-INW	Roadway Work Zone: Safety and Traffic Management Equipment with Related Products
	Traffic Logix Corporation dba Logix ITS	042225-LGX	Roadway Work Zone: Safety and Traffic Management Equipment with Related Products
	Traffix Devices, Inc.	042225-TFX	Roadway Work Zone: Safety and Traffic Management Equipment with Related Products
	Enterprise Holdings, Inc.	050125-ENH	Used Rental Fleet Vehicles
	CONTRACT EXTENSIONS		
	Supplier Name	Contract Number	Solicitation Title
	Sprinturf	031622-SNT	Artificial Turf and Tracks with Installation, Related Equipment, Materials and Supplies
	Zetron, Inc.	042021-ZET	Public Safety Communications Technology and Hardware Solutions
	Icom America	042021-ICM	Public Safety Communications Technology and Hardware Solutions
	Elgin Sweeper	093021-ELG	Street Sweepers with Related Equipment, Accessories and Supplies
NEW IDIQ CONTRACTS			
Company Name	Contract Number	Region - Type of Work	
Cardinal Infrastructure Services, LLC	UT-R1-CC-060425-CIS	Region 1-Civil / Site Work / Civil Construction	
Cardinal Infrastructure Services, LLC	UT-R2-CC-060425-CIS	Region 2-Civil / Site Work / Civil Construction	
Cardinal Infrastructure Services, LLC	UT-R3-CC-060425-CIS	Region 3-Civil / Site Work / Civil Construction	
Cardinal Infrastructure Services, LLC	UT-R4-CC-060425-CIS	Region 4-Civil / Site Work / Civil Construction	
Cardinal Infrastructure Services, LLC	UT-R5-CC-060425-CIS	Region 5-Civil / Site Work / Civil Construction	
Cardinal Infrastructure Services, LLC	UT-R6-CC-060425-CIS	Region 6-Civil / Site Work / Civil Construction	
Clear GC, LLC	UT-R1-GC-060425-CGC	Region 1-General Contractor	
Clear GC, LLC	UT-R2-GC-060425-CGC	Region 2-General Contractor	
Clear GC, LLC	UT-R3-GC-060425-CGC	Region 3-General Contractor	
Clear GC, LLC	UT-R4-GC-060425-CGC	Region 4-General Contractor	
Clear GC, LLC	UT-R5-GC-060425-CGC	Region 5-General Contractor	
Clear GC, LLC	UT-R6-GC-060425-CGC	Region 6-General Contractor	
Colors Are Us of Nevada, LLC	UT-R1-E-060425-CAUN	Region 1-Electrical	
Colors Are Us of Nevada, LLC	UT-R1-GC-060425-CAUN	Region 1-General Contractor	
Colors Are Us of Nevada, LLC	UT-R1-PLUM-060425-CAUN	Region 1-Plumbing	

APPENDIX A Continued

Colors Are Us of Nevada, LLC	UT-R1-RW-060425-CAUN	Region 1-Roofing / Waterproofing
Colors Are Us of Nevada, LLC	UT-R1-CC-060425-CAUN	Region 1-Civil / Site Work / Civil Construction
Colors Are Us of Nevada, LLC	UT-R2-E-060425-CAUN	Region 2-Electrical
Colors Are Us of Nevada, LLC	UT-R2-GC-060425-CAUN	Region 2-General Contractor
Colors Are Us of Nevada, LLC	UT-R2-PLUM-060425-CAUN	Region 2-Plumbing
Colors Are Us of Nevada, LLC	UT-R2-RW-060425-CAUN	Region 2-Roofing / Waterproofing
Colors Are Us of Nevada, LLC	UT-R2-CC-060425-CAUN	Region 2-Civil / Site Work / Civil Construction
Colors Are Us of Nevada, LLC	UT-R3-E-060425-CAUN	Region 3-Electrical
Colors Are Us of Nevada, LLC	UT-R3-GC-060425-CAUN	Region 3-General Contractor
Colors Are Us of Nevada, LLC	UT-R3-PLUM-060425-CAUN	Region 3-Plumbing
Colors Are Us of Nevada, LLC	UT-R3-RW-060425-CAUN	Region 3-Roofing / Waterproofing
Colors Are Us of Nevada, LLC	UT-R3-CC-060425-CAUN	Region 3-Civil / Site Work / Civil Construction
Colors Are Us of Nevada, LLC	UT-R4-E-060425-CAUN	Region 4-Electrical
Colors Are Us of Nevada, LLC	UT-R4-GC-060425-CAUN	Region 4-General Contractor
Colors Are Us of Nevada, LLC	UT-R4-PLUM-060425-CAUN	Region 4-Plumbing
Colors Are Us of Nevada, LLC	UT-R4-RW-060425-CAUN	Region 4-Roofing / Waterproofing
Colors Are Us of Nevada, LLC	UT-R4-CC-060425-CAUN	Region 4-Civil / Site Work / Civil Construction
Colors Are Us of Nevada, LLC	UT-R5-E-060425-CAUN	Region 5-Electrical
Colors Are Us of Nevada, LLC	UT-R5-GC-060425-CAUN	Region 5-General Contractor
Colors Are Us of Nevada, LLC	UT-R5-PLUM-060425-CAUN	Region 5-Plumbing
Colors Are Us of Nevada, LLC	UT-R5-RW-060425-CAUN	Region 5-Roofing / Waterproofing
Colors Are Us of Nevada, LLC	UT-R5-CC-060425-CAUN	Region 5-Civil / Site Work / Civil Construction
Colors Are Us of Nevada, LLC	UT-R6-E-060425-CAUN	Region 6-Electrical
Colors Are Us of Nevada, LLC	UT-R6-GC-060425-CAUN	Region 6-General Contractor
Colors Are Us of Nevada, LLC	UT-R6-PLUM-060425-CAUN	Region 6-Plumbing
Colors Are Us of Nevada, LLC	UT-R6-RW-060425-CAUN	Region 6-Roofing / Waterproofing
Colors Are Us of Nevada, LLC	UT-R6-CC-060425-CAUN	Region 6-Civil / Site Work / Civil Construction
Diversified Maintenance Systems	UT-R1-GC-060425-DVM	Region 1-General Contractor
Diversified Maintenance Systems	UT-R2-GC-060425-DVM	Region 2-General Contractor
Diversified Maintenance Systems	UT-R3-GC-060425-DVM	Region 3-General Contractor
Diversified Maintenance Systems	UT-R4-GC-060425-DVM	Region 4-General Contractor
Diversified Maintenance Systems	UT-R5-GC-060425-DVM	Region 5-General Contractor
Diversified Maintenance Systems	UT-R6-GC-060425-DVM	Region 6-General Contractor
Landmark Companies, LLC	UT-R1-GC-060425-LAND	Region 1-General Contractor
Landmark Companies, LLC	UT-R2-GC-060425-LAND	Region 2-General Contractor
Landmark Companies, LLC	UT-R3-GC-060425-LAND	Region 3-General Contractor
Landmark Companies, LLC	UT-R4-GC-060425-LAND	Region 4-General Contractor
Landmark Companies, LLC	UT-R5-GC-060425-LAND	Region 5-General Contractor
Landmark Companies, LLC	UT-R6-GC-060425-LAND	Region 6-General Contractor
XCEL General Contracting, Inc.	UT-R1-GC-060425-XGC	Region 1-General Contractor
XCEL General Contracting, Inc.	UT-R1-RW-060425-XGC	Region 1-Roofing / Waterproofing
XCEL General Contracting, Inc.	UT-R2-GC-060425-XGC	Region 2-General Contractor
XCEL General Contracting, Inc.	UT-R2-RW-060425-XGC	Region 2-Roofing / Waterproofing
XCEL General Contracting, Inc.	UT-R3-GC-060425-XGC	Region 3-General Contractor
XCEL General Contracting, Inc.	UT-R3-RW-060425-XGC	Region 3-Roofing / Waterproofing
XCEL General Contracting, Inc.	UT-R4-GC-060425-XGC	Region 4-General Contractor
XCEL General Contracting, Inc.	UT-R4-RW-060425-XGC	Region 4-Roofing / Waterproofing
XCEL General Contracting, Inc.	UT-R5-GC-060425-XGC	Region 5-General Contractor
XCEL General Contracting, Inc.	UT-R5-RW-060425-XGC	Region 5-Roofing / Waterproofing
XCEL General Contracting, Inc.	UT-R6-GC-060425-XGC	Region 6-General Contractor
XCEL General Contracting, Inc.	UT-R6-RW-060425-XGC	Region 6-Roofing / Waterproofing

IDIQ CONTRACT EXTENSIONS

Company Name	Contract Number	
BKM Construction, LLC	KS-R1-GC-061323-BKM	
BKM Construction, LLC	KS-R1-PAC-061323-BKM	
BKM Construction, LLC	KS-R2-PAC-061323-BKM	
BKM Construction, LLC	KS-R2-GC-061323-BKM	
CORE Construction Services of Texas, Inc.	KS-R1-GC-061323-CCT	
CORE Construction Services of Texas, Inc.	KS-R2-GC-061323-CCT	
Haren Companies	KS-R1-GC-061323-HAC	
Haren Companies	KS-R2-GC-061323-HAC	
Henderson Building Solutions, LLC	KS-R1-GC-061323-HBS	
Henderson Building Solutions, LLC	KS-R2-GC-061323-HBS	
Julius Kaaz Construction Company, Inc.	KS-R1-GC-061323-JKC	
Julius Kaaz Construction Company, Inc.	KS-R2-GC-061323-JKC	
Julius Kaaz Construction Company, Inc.	KS-R1-PAC-061323-JKC	
Julius Kaaz Construction Company, Inc.	KS-R2-PAC-061323-JKC	

APPENDIX A Continued

MTS Contracting, Inc.	KS-R2-GC-061323-MTS	
The Wilson Group	KS-R1-GC-061323-TWG	
The Wilson Group	KS-R2-GC-061323-TWG	
Vazquez Commercial Contracting, LLC	KS-R1-GC-061323-VCC	
Vazquez Commercial Contracting, LLC	KS-R1-E-061323-VCC	
Vazquez Commercial Contracting, LLC	KS-R1-HVAC-061323-VCC	
Vazquez Commercial Contracting, LLC	KS-R2-GC-061323-VCC	
Vazquez Commercial Contracting, LLC	KS-R2-HVAC-061323-VCC	
Vazquez Commercial Contracting, LLC	KS-R2-E-061323-VCC	