



## Minutes for Meeting Book - Tuesday, November 18, 2025 Board of Directors Meeting

Tuesday, November 18, 2025 | 5:15 PM - (GMT-06:00) Central Time (US & Canada)

Sourcewell Headquarters

### Attendees:

Greg Zylka, Sharon Thiel, Sara Nagel, Chris Kircher, 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 presented/corrected.

*Moved by:* Doug Dahlberg

*Seconded by:* Steven Barrows

**Aye**

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

**Carried 8-0**

### 3. In Service - Eide Bailly Auditors Report

### 4. Action on the Minutes of Clerk/Treasurer Nagel

- 4.1 Review and Approval of the minutes of the regular board meeting held October 21, 2025.

[Board of Directors - Oct 21 2025 - Minutes - Html](#) 

Recommendation: approve the minutes as presented


*Moved by:* Sara Nagel

*Seconded by:* Chris Kircher

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

**Carried 8-0**

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

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

**6. Consideration of Claims**

- 6.1 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:* Doug Dahlberg

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

**Carried 8-0**

**7. Consent Agenda**

Recommendation: approve the consent agenda as presented

Moved by: Sara Nagel

Seconded by: Sharon Thiel

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

**Carried 8-0**

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

[Resolution Approve Solicitation 32.docx](#) 

- 7.2 Resolution to Ratify Cooperative Contracting Awards

[Resolution Ratify cooperative purchasing awards 33.docx](#) 

- 7.3 [Procurement-Appendix A-November 18 2025.pdf](#) 

- 7.4 Approve Interlocal Agreement between Sourcewell and Mandan Park District.

[Interlocal Agreement Sourcewell JPA rev. 07-18 \(002\).docx](#) 

- 7.5 Approve Addendum to Sourcewell and Westside Community Schools Cooperative Purchasing Program Participation Agreement

[Westside Community Schools Addendum.pdf](#) 

- 7.6 [2025\\_November\\_Personnel Recommendations.pdf](#) 

## **8. Enterprise Solutions - Focused Program Update**

- 8.1 A Day in the Life of a Sourcewell Employee Molly Tabery

- 8.2 Everyday Essentials Campaign

- 8.3 Hub of Solutions - Highlights and Synergies

## **9. Old Business**

- 9.1 Lease and License Agreement between Sourcewell and

Region Five Development Commission.

[R5DC Lease and License Agreement.pdf](#) 

Recommendation: Approve the lease as presented.

*Moved by:* Steven Barrows

*Seconded by:* Julia Kicker

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

**Carried 8-0**

9.2 [Enterprise Data Management Policy\\_FINAL.docx](#) 

Recommendation: Approve the Enterprise Data Management Policy.

*Moved by:* Chris Kircher

*Seconded by:* Doug Dahlberg

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

**Carried 8-0**

## 10. New Business

10.1 [Artificial Intelligence Policy\\_DRAFT\\_20251110.docx](#) 

- 1st review

## 11. Chief Executive Officer Update- Dr. Chad Coauette

11.1 State/National Associations and Partnerships

## 12. Reports

12.1 [Board of Directors Self Evaluation\\_2025.docx](#) 

12.2 Individual Board Member Reports

### **13. Adjournment**

Recommendation: to adjourn at 7:19 p.m.

*Moved by:* Steven Barrows

*Seconded by:* Julia Kicker

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

**Carried 8-0**

**APPENDIX A**

SOURCEWELL PROCUREMENT DEPARTMENT		
BOARD ITEMS - November 18, 2025		
CONSENT AGENDA ITEMS	<b>Requesting Board permission to Solicit the following categories:</b>	
	Fencing Solutions with Related Products and Services	
	Pool Chemicals and Equipment with Related Services	
	<b>Requesting Board permission to Re-Solicit the following categories:</b>	
CONSENT AGENDA ITEMS	Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies	
	<b>NEW CONTRACTS</b>	
	<b>Supplier Name</b>	<b>Contract Number</b>
	American Ramp Company, Inc.	090425-ARC
	Artisan Concrete Services Ind. dba Artisan Skateparks	090425-ART
	California Skateparks	090425-CAS
	New Line Skateparks FL, Inc.	090425-NLS
	Spohn Ranch, Inc.	090425-SRI
	ASH North America, Inc. dba Aebi Schmidt North America	062425-AEB
	Bucher Municipal North America	062425-BUC
	Curbtender, Inc.	062425-CRB
	Elgin Sweeper Company (a Division of Federal Signal Corp.)	062425-ELG
	Exprolink, Inc.	062425-EXP
	FAYAT Cleantech Americas, LLC dba FAYAT Environmental Solutions America	062425-FAY
	Global Environmental Products, Inc.	062425-GEP
	ODRA, LLC dba ODRA Road Sweepers	062425-ODRA
	Schwarze Industries, LLC/DuCo, LLC	062425-SWZ
	Truckcorp, LLC	062425-TRK
	TYMCO, Inc.	062425-TYM
	ICON Shelter Systems, Inc.	092325-ICON
	Poligon by PorterCorp	092325-PPC
	RCP Shelters, Inc.	092325-RCP
	Romtec, Inc.	092325-RMT
	<b>CONTRACT EXTENSIONS</b>	
	<b>Supplier Name</b>	<b>Contract Number</b>
	Charles Machine Works/Ditch Witch	110421-CMW
	Vermeer Corp.	110421-VRM
	Versalift, A Time Manufacturing Company	110421-TIM
	Caterpillar, Inc.	092222-CAT
	<b>NEW IDIQ CONTRACTS</b>	
	<b>Company Name</b>	<b>Contract Number</b>
	None	
	<b>IDIQ CONTRACT EXTENSIONS</b>	
	<b>Company Name</b>	<b>Contract Number</b>
	ABM Building Solutions, LLC	CA-R3-HVAC-101723-ABL
	ABM Building Solutions, LLC	CA-R4-HVAC-101723-ABL
	ABM Building Solutions, LLC	CA-R5-HVAC-101723-ABL
	ABM Building Solutions, LLC	CA-R6-HVAC-101723-ABL
	ABM Building Solutions, LLC	CA-R8-HVAC-101723-ABL
	ABM Building Solutions, LLC	CA-R9-HVAC-101723-ABL
	ABM Electrical & Lighting Solutions, Inc.	CA-R3-E-101723-AEL

## APPENDIX A Continued

ABM Electrical & Lighting Solutions, Inc.	CA-R4-E-101723-AEL	
ABM Electrical & Lighting Solutions, Inc.	CA-R5-E-101723-AEL	
ABM Electrical & Lighting Solutions, Inc.	CA-R6-E-101723-AEL	
ABM Electrical & Lighting Solutions, Inc.	CA-R8-E-101723-AEL	
ABM Electrical & Lighting Solutions, Inc.	CA-R9-E-101723-AEL	
Accurate Construction Company, Inc.	CA-R8-GB-101723-ACC	
Alco Building Solutions	CA-R10-E-101723-ABU	
Alco Building Solutions	CA-R10-GB-101723-ABU	
Alco Building Solutions	CA-R1-E-101723-ABU	
Alco Building Solutions	CA-R1-GB-101723-ABU	
Alco Building Solutions	CA-R2-E-101723-ABU	
Alco Building Solutions	CA-R2-GB-101723-ABU	
Alco Building Solutions	CA-R3-E-101723-ABU	
Alco Building Solutions	CA-R3-GB-101723-ABU	
Alco Building Solutions	CA-R4-E-101723-ABU	
Alco Building Solutions	CA-R4-GB-101723-ABU	
Alco Building Solutions	CA-R5-E-101723-ABU	
Alco Building Solutions	CA-R7-E-101723-ABU	
Alco Building Solutions	CA-R8-E-101723-ABU	
Alco Building Solutions	CA-R8-GB-101723-ABU	
Alco Building Solutions	CA-R9-S-101723-ABU	
All Source Company Building Group	CA-R9-F-101723-ALS	
All Source Company Building Group	CA-R9-GB-101723-ASC	
All Source Company Building Group	CA-R9-P-101723-ASC	
AME Builders, Inc.	CA-R8-RW-101723-ABI	
AMTEK Construction	CA-R8-E-101723-ATK	
Angeles Contractor, Inc.	CA-R4-GB-101723-ACI	
Angeles Contractor, Inc.	CA-R4-PAV-101723-ACI	
Angeles Contractor, Inc.	CA-R5-RW-101723-ACI	
Angeles Contractor, Inc.	CA-R6-E-101723-ACI	
Angeles Contractor, Inc.	CA-R6-GB-101723-ACI	
Angeles Contractor, Inc.	CA-R6-PAV-101723-ACI	
Angeles Contractor, Inc.	CA-R6-RW-101723-ACI	
Angeles Contractor, Inc.	CA-R7-E-101723-ACI	
Angeles Contractor, Inc.	CA-R7-F-101723-ACI	
Angeles Contractor, Inc.	CA-R7-PAV-101723-ACI	
Angeles Contractor, Inc.	CA-R7-RW-101723-ACI	
Angeles Contractor, Inc.	CA-R8-E-101723-ACI	
Angeles Contractor, Inc.	CA-R8-F-101723-ACI	
Angeles Contractor, Inc.	CA-R8-GB-101723-ACI	
Angeles Contractor, Inc.	CA-R8-PAV-101723-ACI	
Angeles Contractor, Inc.	CA-R8-RW-101723-ACI	
Angeles Contractor, Inc.	CA-R9-E-101723-ACI	
Angeles Contractor, Inc.	CA-R9-F-101723-ACI	
Angeles Contractor, Inc.	CA-R9-PAV-101723-ACI	
Angeles Contractor, Inc.	CA-R9-RW-101723-ACI	
Ausonio, Inc.	CA-R6-GB-101723-AUS	
California Coast Carpet & Flooring	CA-R8-F-101723-CCF	
CORE West, Inc.	CA-R10-GB-101723-CRW	
CORE West, Inc.	CA-R1-GB-101723-CRW	
CORE West, Inc.	CA-R2-GB-101723-CRW	
CORE West, Inc.	CA-R3-GB-101723-CRW	
CORE West, Inc.	CA-R4-GB-101723-CRW	
CORE West, Inc.	CA-R5-GB-101723-CRW	
CORE West, Inc.	CA-R8-GB-101723-CRW	
CORE West, Inc.	CA-R9-GB-101723-CRW	
Durham Construction Company, Inc.	CA-R5-GB-101723-DCC	
Elegant Construction, Inc.	CA-R8-GB-101723-ECI	
Grondin Construction, Inc.	CA-R8-GB-101723-GCI	
Grondin Construction, Inc.	CA-R8-P-101723-GCI	
Grondin Construction, Inc.	CA-R9-GB-101723-GCI	
Grondin Construction, Inc.	CA-R9-P-101723-GCI	
Harry H. Joh Construction, Inc.	CA-R7-E-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R7-GB-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R7-HVAC-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R7-P-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R8-E-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R8-GB-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R8-HVAC-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R8-P-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R9-E-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R9-GB-101723-HJC	
Harry H. Joh Construction, Inc.	CA-R9-HVAC-101723-HJC	
Horizons Construction Co. Int'l, Inc.	CA-R10-P-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R5-PAV-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R6-PAV-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R7-F-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R7-P-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R7-PAV-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R8-F-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R8-GB-101723-HRZ	

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Horizons Construction Co. Int'l, Inc.	CA-R8-P-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R8-PAV-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R8-PLUM-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R9-F-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R9-GB-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R9-PAV-101723-HRZ	
Horizons Construction Co. Int'l, Inc.	CA-R9-PLUM-101723-HRZ	
J & H Engineering General Contractors, Inc.	CA-R7-PAV-101723-JHE	
LDCo., Inc.	CA-R8-GB-101723-LDC	
LDCo., Inc.	CA-R8-P-101723-LDC	
LDCo., Inc.	CA-R9-GB-101723-LDC	
Mackone Development Inc	CA-R8-GB-101723-MDI	
MDJ Management, LLC	CA-R7-GB-101723-MDJ	
MDJ Management, LLC	CA-R8-GB-101723-MDJ	
Mesa Energy Systems	CA-R10-HVAC-101723-MSA	
Mesa Energy Systems	CA-R5-HVAC-101723-MSA	
Mesa Energy Systems	CA-R7-HVAC-101723-MSA	
Mesa Energy Systems	CA-R8-HVAC-101723-MSA	
Mesa Energy Systems	CA-R9-HVAC-101723-MSA	
Newton Construction & Management, Inc.	CA-R5-GB-101723-NCM	
Newton Construction & Management, Inc.	CA-R6-GB-101723-NCM	
Newton Construction & Management, Inc.	CA-R7-GB-101723-NCM	
North Star Construction & Engineering, Inc.	CA-R3-PAV-101723-NSC	
Pacific Building Group	CA-R9-GB-101723-PBG	
QUINCON, INC.	CA-R10-GB-101723-QUI	
QUINCON, INC.	CA-R4-GB-101723-QUI	
QUINCON, INC.	CA-R5-GB-101723-QUI	
QUINCON, INC.	CA-R6-GB-101723-QUI	
QUINCON, INC.	CA-R7-GB-101723-QUI	
QUINCON, INC.	CA-R8-GB-101723-QUI	
Rite-Way Roof Corporation	CA-R7-RW-101723-RWR	
Rite-Way Roof Corporation	CA-R8-RW-101723-RWR	
Rite-Way Roof Corporation	CA-R9-RW-101723-RWR	
SJD&B, Inc.	CA-R7-RW-101723-SJD	
SJD&B, Inc.	CA-R8-GB-101723-SJD	
SJD&B, Inc.	CA-R8-PAV-101723-SJD	
SJD&B, Inc.	CA-R8-RW-101723-SJD	
Staples Construction Company	CA-R4-GB-101723-STA	
Terra West Construction, Inc.	CA-R5-PAV-101723-TWC	
Vincor Construction, Inc.	CA-R8-GB-101723-VCi	
Vincor Construction, Inc.	CA-R9-GB-101723-VCi	
Wildscape Restoration Inc., dba Urban Greening	CA-R7-L-101723-WLD	
World Wide Construction	CA-R8-GB-101723-WWC	
Wyatt Trapp, Inc.	CA-R8-GB-101723-WYT	
Vortex Construction	CA-R10-GB-101723-VTX	
Vortex Construction	CA-R10-RW-101723-VTX	
Vortex Construction	CA-R5-GB-101723-VTX	
Vortex Construction	CA-R5-RW-101723-VTX	
Vortex Construction	CA-R6-GB-101723-VTX	
Vortex Construction	CA-R6-RW-101723-VTX	
Vortex Construction	CA-R7-GB-101723-VTX	
Vortex Construction	CA-R7-RW-101723-VTX	
Vortex Construction	CA-R8-RW-101723-VTX	