

Regular Meeting Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Tuesday, March 20, 2018  
Conference Room 3 & 4  
202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the meeting to order at 6:12 p.m. with the following Board members present: Mike Wilson, Greg Zylka, Sharon Thiel, Ryan Thomas, Scott Veronen, Barb Neprud, Sara Nagel, and Mark Gerbi. Also present was Stephen Jones, Little Falls School District, Jon Radermacher, City of Little Falls, Ex-Officios; and Chad Coauette, Susan Nanik, Jeremy Schwartz, Paul Drange, Marcus Miller, Travis Bautz, Mike Carlson, Jamie Loken, Monica Klimek, Dean Greising, Keith Hanson and Danielle Wadsworth, NJPA staff.

Ms. Thiel moved, seconded by Mr. Thomas to accept the agenda as amended. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to accept the minutes of the Regular Board Meeting held on February 20, 2018. Motion carried.

Mr. Carlson presented the monthly Financial Reports and a year-to-date budget update.

Ms. Neprud moved, seconded by Mr. Zylka to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #90010 to #90044 and #96282 to #96500. Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to approve all Wire Transfers #198 to #222. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #629 to #711. Motion carried.

Mr. Veronen moved, seconded by Mr. Gerbi to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added February 1-28, 2018

Motion carried.

Mr. Hanson gave a day in the life of an NJPA employee presentation on his role as a Principal Accountant & Treasurer.

Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities and Human Resources Departments.

Mr. Carlson gave an update on the Finance and Risk Management Departments.

Mr. Loken gave an update on the Information Communication Technology Department.

Mr. Miller gave an update on the Legal and Government Relations Departments.

Mr. Bautz gave an update on the Marketing and Membership Departments.

Mr. Schwartz gave an update on the Operations and Procurement Departments and an update on the contracts awarded in February as noted in Appendix A.

Ms. Thiel moved, seconded by Mr. Zylka to approve NJPA 2018-2019 Staffing & Program Recommendations and Rationale. Motion carried.

Mr. Wilson made the following board Committee Appointment:

- a. Organizational Incentive Metrics Team: Mark Gerbi and Scott Veronen
- b. TIES Initiative Committee: Greg Zylka and Mark Gerbi
- c. Minnesota Service Cooperative Committee: Mike Wilson and Barb Neprud

Mr. Gerbi moved, seconded by Mr. Thomas to approve hiring:

- Tamara Filippi, Nonprofit & Other Government Associations Membership Specialist; effective April 9, 2018
- Jake Huebsch, Senior Planner; effective April 9, 2018

Motion carried.

Ms. Nagel moved, seconded by Mr. Zylka to accept the retirement of Julie Mertens, Technology Integrationist; effective June 30, 2018. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to accept the following resignations and open positions:

- Tom Morgan, Contract Administrator; effective April 2018
- Joe Morgan, Contract Administrator; effective April 2018

Motion carried.

Ms. Thiel moved, seconded by Mr. Thomas to approve the following Job Descriptions and open positions:

- Manager of IT Systems and Services
- Software Developer III

Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on National Cooperative Procurement Partners and Minnesota Service Cooperatives.

Mr. Wilson reviewed the National Conference dates along with other meeting dates.

Mr. Gerbi moved, seconded by Mr. Thomas to adjourn the meeting at 7:06 p.m. Motion carried.

**APPENDIX A**

**NJPA PROCUREMENT DEPARTMENT  
BOARD ITEMS - March 2018**

**CONSENT AGENDA ITEMS**

Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

<b>NEW CONTRACT</b>		
Atlantic Machinery, Inc.	122017-AMI	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
ExproLink Inc.	122017-EXP	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Federal Signal Corp.	122017-FSC	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
GapVax Inc.	122017-GPV	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Global Environmental Products, Inc.	122017-GEP	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Gradall Industries, Inc.	122017-GRD	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Hi-Vac Corporation	122017-HVC	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Johnston North America	122017-JTN	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
NiteHawk Sweepers, LLC	122017-NHK	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
RapidView, LLC	122017-RVL	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Schwarze Industries, Inc.	122017-SWZ	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
Sewer Equipment Company of America	122017-SCA	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
TYMCO, Inc.	122017-TYM	"Sewer Vacuum, Hydro-Excavation, and Street Sweeper Equipment, with Related Accessories and Supplies"
<b>New eziQC Contracts</b>		
<b>State of Ohio - Cleveland</b>		
F.H. Paschen, S.N. Nielsen & Associates LLC	OHGCAGCOMA-020618-FHP	
Foti Contracting	OHGCAGCOMB-020618-FCL	
Johnson-Laux Construction	OHGCAGCOMC-020618-JLC	
Centennial Contractors Enterprises Inc	OHGCAGCOMD-020618-CCE	
Regency Construction Services	OHGCAGCOME-020618-REG	
Irizar Electric LLC	OHGCAEOMA-020618-IEL	
The K Company, Inc.	OHGCAHVOMA-020618-TKC	
Custom Controls Group, LLC	OHGCAHVOMB-020618-CCG	
West Roofing Systems, Inc.	OHGCAROMA-020618-WRS	
Custom Controls Group, LLC	OHGCAROMB-020618-CCG	
Barbicas Construction Co Inc	OHGCAAPOMA-020618-BCC	
Empire Paving LLC	OHGCAAPOMB-020618-EMP	
Ohio Paving & Construction	OHGCACOMA-020618-OPC	
Platform Cement Inc.	OHGCAWUIOMA-020618-PLC	
Price Builders & Developers Inc	OHGCAGCMBB-020618-PBD	
Henderson Contracting Company LLC	OHGCAGCMBB-020618-HCC	
<b>CONTRACT EXTENSIONS</b>		
<b>5th YEAR RENEWALS</b>		
<b>eziQC RENEWALS</b>		
Adrian L. Merton Incorporated	MD05ME01-031417-ALM	
Adrian L. Merton Incorporated	MD03ME01-031417-ALM	
Centennial Contractors Enterprises, LLC.	VA01HGC-021417-CCE	
Centennial Contractors Enterprises, LLC.	VA04NGC-021417-CCE	
Centennial Contractors Enterprises, LLC.	VA01VGC-021417-CCE	
Comfort Systems USA	VA01NM-021417-CFS	
Comfort Systems USA	VA01HM-021417-CFS	
I.B. Abel, Inc.	MD02EL01-031417-IBA	
Infinite Energy Construction, Inc.	KS01A-031516-IEC	
L.S. Black Contractors, Inc.	MN01B-031516-LBC	
L.S. Black Contractors, Inc.	MN03B-031516-LBC	
L.S. Black Contractors, Inc.	MN02B-031516-LBC	
Paige Industrial Services	MD06EL01-031417-PAI	
Paige Industrial Services	MD05GC03-031417-PAI	
Paige Industrial Services	MD06GC01-031417-PAI	
Paige Industrial Services	MD03GC03-031417-PAI	
Paige Industrial Services	MD03EL01-031417-PAI	
Paige Industrial Services	MD05EL01-031417-PAI	
Vigil Contracting, Inc.	MD05ME02-031417-VGL	
Vigil Contracting, Inc.	MD05EL02-031417-VGL	