

Regular Meeting Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Tuesday, October 17, 2017  
Conference Room 3 & 4  
202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:50pm with the following members present: Barb Neprud, Mark Gerbi, Greg Zylka, Ryan Thomas and Mike Wilson. Also present were Chris Lindholm, Pequot Lakes School District and Jon Radermacher, City of Little Falls, Ex-Officios; Chad Coquette, Susan Nanik, Cassidy Rice, Tom Perttula, Mike Carlson, Jamie Loken, Sarah Speer, Danielle Wadsworth and Charitie Herbst.

Mr. Zylka moved, seconded by Mr. Gerbi to accept the agenda as amended. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to accept the minutes of the Regular Board Meeting held on September 19, 2017. Motion carried.

Mr. Carlson presented the monthly Financial Reports and budget update.

Mr. Gerbi 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 #94885 to #95127. Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to approve all Wire Transfers #71 to #102. Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve all Wire Transfers-Employee Expense reimbursements #152 to #248. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added September 1-30, 2017

Motion carried.

Ms. Herbst gave a day in the life of an NJPA employee on her role as, Regional Contracts Specialist.

Ms. Nanik gave an update on the facility and space utilization and update on Human Resource Department.

Mr. Carlson gave an update on the Finance and Risk Management Departments. He also reported on Q1 organization metrics.

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

Ms. Rice gave an update on Regional Programs on behalf of Mr. Drange.

Mr. Perttula gave an update on Cooperative Purchasing and Procurement on behalf of Mr. Schwartz with a Deep Dive in Quarterly Cooperative Purchasing. Mr. Perttula gave an update on the following new contracts awarded in September as noted in Appendix A.

Dr. Coauette gave an update on Legal and Government Relations on behalf of Ms. Ramm.

Ms. Speer gave an update on Marketing on behalf Mr. Bautz

Ms. Neprud moved, seconded by Mr. Gerbi to approve the 2017-2018 Membership Roster for Continuing Education/Re-licensure. Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to call for Annual Election of Board Members in Sub Regions I and IV and appoint Danielle Wadsworth and Ashley Powers as Election Judges. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to approve the retirement of Brenda Sprenger, Data Integration Specialist, effective November 8, 2017 and open position. Motion carried.

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

- Membership Development Specialist
- Regional Transition Specialist
- Senior Planner
- Non-Profit & Other Gov't Associations Membership Specialist

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve opening the following positions:

- Procurement Lead Analyst
- Membership Development Administrator II
- Insurance Contract Administrator II

Motion carried.

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

- Erin Beach, Administrative Specialist III-MCA/CPO, effective October 23, 2017
- Brent Mattson, Network Engineer II, effective October 23, 2017
- Brandon Town, Procurement Analyst II, effective November 6, 2017

Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave updates on National Cooperative Procurement Partners and Minnesota Service Cooperatives. There was Board consensus and broad support for the MSC/NJPA cooperative purchasing partnership.

National Conference dates along with other meeting dates were reviewed.

Ms. Neprud moved, seconded by Mr. Gerbi to adjourn the meeting at 7:37pm. Motion carried.

**NJPA PROCUREMENT DEPARTMENT  
BOARD ITEMS - October 2017**

**Requesting Board permission to Solicit the following categories:**

Integrated Waste Management and Recycling Services with Related Professional Services

**Requesting Board permission to Re-Solicit the following categories:**

**NEW CONTRACT**

Ennis Paint, Inc.	062817-EPI	"Airport Consumable Products with Related Supplies and Services"
Evergreen Solutions Corp. USA	062817-EVR	"Airport Consumable Products with Related Supplies and Services"
Hi-Lite Airfield Services, LLC	062817-HLA	"Airport Consumable Products with Related Supplies and Services"
New Deal Deicing	062817-NDD	"Airport Consumable Products with Related Supplies and Services"
Airplaco	052417-AEC	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Alamo Group (TX) Inc.	052417-AGI	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Bergkamp Inc.	052417-BGK	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Cemen Tech	052417-CMT	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Crafco, Inc.	052417-CFC	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Diamond Mowers, Inc.	052417-DMM	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
EZ-Liner Industries	052417-EZL	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Falcon Road Maintenance Equipment, LLC	052417-FRM	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
FINN Corporation	052417-FNN	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
PB Loader Corporation	052417-PBL	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
R.L. Parsons and Sons Equipment Inc.	052417-RLP	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
RhinoAG, Inc.	052417-RHA	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
RoadHog, Inc.	052417-RDH	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Tiger Corporation	052417-TGR	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
VT LeeBoy, Inc.	052417-VTL	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Waterblasting, LLC	052417-WTB	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"
Weiler	052417-WLR	"Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies"

**Contract Extensions**


**5th YEAR RENEWALS**


**eziQC RENEWALS**

ACCO Engineered Systems, Inc.	CA-H08B-082013-AES	
ACCO Engineered Systems, Inc.	CA-H15B-082013-AES	
All Source Coatings, Inc.	CA-SD02PA-090616-ASC	
Biltmore General Contractors, Inc.	NYC01XM-101116-BGC	
Collier Construction Company	TX04G-101116-CCC	
Corbex Inc.	NYC01Q-101116-CBX	
Diversified Maintenance Systems, Inc.	CA-SD05GCB-090616-DIV	
Grading Plumbing Site Construction Inc. DBA GPS Plumbing	CA-SD01PL-090616-GPS	
Henthorn Commercial Construction, LLC	TX04G-101116-HCL	
Iomlan Construction Services, Inc.	CA02FC-091614-ICS	
Nexgen Building Group, Inc.	CA-SD03GCB-090616-NBG	
Synergy Companies	CA-GL08C-082013-SC	