



**SPECIAL SESSION  
PINCO EXECUTIVE COMMITTEE MEETING  
FEBRUARY 21, 2019  
9:00AM  
PINCO SERVICE CENTER  
3019 16<sup>TH</sup> STREET  
BAKERSFIELD, CA 93301**

**MINUTES**

**DUE TO UNFORESEEN WEATHER CONDITIONS, TELE-CONFERENCE ACCESS WAS PROVIDED AT PINCO'S ADMINISTRATIVE OFFICES IN LANCASTER, CA.**

**ATTENDANCE/SIGN-IN SHEET IS INCLUDED WITH ATTACHED DOCUMENTS.**

**1. SIGN-IN: 9:10 AM (6)**

**2. ADOPTION OF AGENDA**

Adoption of the February 21, 2019 Executive Committee Meeting Agenda as presented.

**MOTION: PANAMA      SECONDED: WILSONA      VOTE: PASS**

**3. ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF JANUARY 31, 2019**

**MOTION: STANDARD      SECONDED: WILSONA      VOTE: PASS**

**4. PUBLIC COMMENTS FROM THE FLOOR:**

Public Business from the Floor – Agendized Items and Non-Agendized Items: The public is invited to address items on the PINCO Agenda or any item that is within PINCO's jurisdiction as constituted. Without taking action or entering into a dialog with the public, PINCO Board members may briefly respond to statements made or ask clarifying questions about topics not on the PINCO agenda. Individual speakers are limited to three (3) minutes each with the total time for public input on each item limited to fifteen (15) minutes. All persons requesting to make comments are asked to complete a public speaking form prior to the meeting. You will be asked to provide your full name, who or what you are representing and the topic as an item identified on the agenda or as a non-Agendized item.

**5. REVIEW/APPROVAL: 2019-2020 USDA FOODS PURCHASE**

Background: On February 1, 2019 CDE issued the USDA Foods Catalog for 2018-2019. Based on 23,716,992 Total Lunches Served (TLS) in 2018-2019 and using USDA/CDE's meal rate formula of .335 cents per TLS, PINCO is scheduled to receive \$7,945,192 in USDA Foods entitlement dollars. These dollars are used toward direct-delivery and diverted commodity purchases for processing.

With this information, PINCO's Commodity and Bid Sub-committees has met twice to review/discuss the following:

- Catalog Offerings to PINCO and Processor
- Current inventories/scheduled loads in current year
- Usage at Processor to determine diversion schedule
- Impact of Direct Delivery/Diversion on Storage and Sweep(s)
- Department of Defense (DOD) Produce Program as possible diversion option

The Sub-committees are presenting this spending proposal for consideration and approval. Participation in DOD would be a new option for PINCO in spending its USDA entitlement and could help address use/storage of direct delivery commodities and reduce the hard-dollar expense of fresh produce purchases for Member Districts.

It is recommended PINCO's Executive Committee approve the proposed 2019-2020 USDA Foods purchase request and forward to PINCO's Advisory Committee to approve as-presented or revised based on discussion/review of DOD option.

**PANAMA MOTIONED TO POSTPONE THE PROPOSED DOD UNTIL JANUARY 2020 TO SEE WHAT ADDITIONAL ENTITLEMENT PINCO WILL RECEIVE IN JULY.**

**MOTION: PANAMA SECONDED: DELANO VOTE: PASS**

**6. REVIEW/RECOMMENDATION FOR DISCUSSION: PINCO INTERNAL SWEEP POLICY**

Background: Newly enforced usage and timeline language adopted into PINCO's Internal Sweep Policy (ISP) impacted a number of Member Districts who have historically met the Policy's guidelines. The intent of the ISP is to prevent sweep(s) by CDE at the processor's discretion in adherence of USDA timelines. The by-product of the ISP provides Member Districts who meet/exceed usage is they are entitled to any unused pounds that were a result of the internal sweep. The high-number of these swept pounds spread among almost all of PINCO's vendors poses a challenge for those Member Districts who are eligible under the ISP to use them without impacting PINCO's single-bank inventory(ies) with each processor carryover. These issues were discussed at our recent PINCO Commodity and Bid Sub-committee meetings; it was recommended the ISP's usage/timeline language be reviewed by PINCO's Advisory Committee as well as addressing option(s) for Member Districts who were swept to reacquire any unclaimed pounds.

**INFORMATION ONLY**

**7. PROCESSOR UPDATE: MICHAEL B's & BAKE CRAFTER TASTING(S)**

**INFORMATION ONLY**

**8. 2019-2020 PINCO RFP UPDATE**

**INFORMATION ONLY**

**9. PROPOSED: PINCO PROCEDURES MANUAL- REGION LISTING ADDITION**

Background: After review of the PINCO Joint Powers Agreement amendment process, the Lead Agency is recommending the PINCO Region listing be added to the PINCO Procedures Manual. This inclusion will enable PINCO to maintain an up-to-date listing of membership by region for Member Districts. It is recommended PINCO's Executive Committee approve the proposed revision of the PINCO Procedure Manual and forward to PINCO's Advisory Committee for formal approval.

**MOTION: ARVIN SECONDED: DELANO VOTE: PASS**

**10. REPORTS FROM PINCO SUB-COMMITTEES**

Food Show - Commodity – Futures - JPA/Policy – Bid - Sunshine

**11. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY**

**12. UPCOMING MEETING DATES:**

**2018-2019 PINCO EXECUTIVE MEETING CALENDAR**

March 7, 2019	PINCO Administrative Offices, Lancaster
April 4, 2019	PINCO Administrative Offices, Lancaster
May 9, 2019	PINCO Administrative Offices, Lancaster
June 6, 2019	PINCO Administrative Offices, Lancaster

**2018-2019 PINCO ADVISORY MEETING CALENDAR**

March 14, 2019  
April 11, 2019  
May 16, 2019  
June 13, 2019

PINCO Service Center, Bakersfield  
PINCO Service Center, Bakersfield  
PINCO Service Center, Bakersfield  
PINCO Service Center, Bakersfield

Bid Awards  
2019-2020 Buying Guide  
Budget/Calendar  
Year-End General Business

**13. ADJOURN: MOTION PANAMA \_\_\_\_\_ SECONDED: DELANO \_\_\_\_\_**

**Meeting End: 10:10 AM**



**2019-2020 Direct Ship and Private Cooperative Preplanner  
Partners In Nutrition Cooperative  
Vendor: 642400**

New WBSM Commodity Code (C/M/PS)	New WBSM Commodity Name	Pack Size	Truckload Qty	Est. Commodity Value 11/15/15	Order in Cases/Pounds	Quantity requested for July, d for Oct, ed for	Quantity requeste d for Oct, ed for	Quantity requeste d for Oct, ed for	Quan tity requeste d for Oct, ed for	Total Est. Commodity Value	Available Delivery Periods	Processor Name and/or Comments
110541	APPLESAUCE UNSWEETENED CAN-6/10	6#10 CAN	912	\$19.18 case	912	1	2	1	1	\$87,461	07/01/19 - 06/30/20	
110361	APPLESAUCE CUP-96/4.5	96/4.5 OZ CUPS	1,400	\$16.18 case	1,400	2	2	2	1	\$158,564	07/01/19 - 06/30/20	
100261	APRICOT FRZ CUP-96/4.5 OZ	96/4.5 OZ CUPS	1,400	\$44.91 case	1,400	1	1	1	1	\$125,748	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100216	APRICOTS DICED PEELLED EX LT CAN-6/10	6#10 CAN	912	\$35.21 case	912	1	1	1	1	\$64,223	10/01/19 - 06/30/20	
100359	BEANS BLACK TURTLE CAN-6/10	6#10 CAN	912	\$14.06 case	912	1	1	1	1	\$12,148	07/01/19 - 06/30/20	
100307	BEANS GREEN CAN-6/10	6#10 CAN	912	\$14.89 case	912	1	1	1	1	\$27,159	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100365	BEANS PINTO CAN-6/10	6#10 CAN	912	\$14.22 case	912	1	1	1	1	\$49,144	07/01/19 - 06/30/20	
100364	BEANS VEGETARIAN CAN-6/10	6#10 CAN	912	\$14.19 case	912	1	1	1	1	\$24,520	07/01/19 - 06/30/20	
100154	BEEF COARSE GROUND FRZ CTN-60 LB	60 LB CTN	42,000	\$2.2248 pounds	42,000	3	3	3	1	\$934,416	07/01/19 - 06/30/20	Don Lee
100154	BEEF COARSE GROUND FRZ CTN-60 LB	60 LB CTN	42,000	\$2.2248 pounds	42,000	3	3	3	1	\$840,974	07/01/19 - 06/30/20	Tyson
110624	BLUEBERRY HIGHBUSH FRZ CTN-30 LB	30 LB CTN	1,320	\$32.19 case	1,320	1	1	1	1	\$84,982	07/01/19 - 06/30/20	
110473	BROCCOLI FRZ CTN-30 LB	30 LB CTN	1,134	\$43.30 case	1,134	1	1	1	1	\$98,204	10/01/19 - 06/30/20	
100012	CHEESE CHED RDU FAT YEL SHRED BAG-8/5 LB	8/5 LB BAG	1,280	\$46.68 case	1,280	1	1	1	1	\$179,251	07/01/19 - 06/30/20	Michael B's
110254	CHEESE CHED YEL BLOCK-40 LB (40800)	40 LB BLOCK	40,800	\$1.6045 pounds	40,800	1	1	1	1	\$130,935	07/01/19 - 06/30/20	MC/Los Cabos
100003	CHEESE CHED YEL SHRED BAG-6/5 LB	6/5 LB BAG	1,280	\$48.14 case	1,280	1	1	1	1	\$61,619	07/01/19 - 06/30/20	
100022	CHEESE MOZ LM PART SKM FRZ LVS-9/6 LB	8/6 LB LVS	40,320	\$1.6208 pounds	40,320	2	1	1	1	\$326,753	07/01/19 - 06/30/20	Tony Roberts
110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	PROCESSOR PACK	41,125	\$1.6208 pounds	41,125	1	1	1	1	\$266,622	07/01/19 - 06/30/20	Schwann's
110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	500 LB BARREL	40,800	\$1.6045 pounds	40,800	1	1	1	1	\$196,403	07/01/19 - 06/30/20	Bake Crafters
110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	500 LB BARREL	40,800	\$1.6045 pounds	40,800	2	2	2	2	\$392,806	07/01/19 - 06/30/20	Land O Lakes
100101	CHICKEN DICED CTN-40 LB	8/5 LB or 40 LB PKG	1,000	\$71.18 case	1,000	1	1	1	1	\$142,360	07/01/19 - 06/30/20	
100117	CHICKEN FAJITA STRIPS CTN-30 LB	6/5 LB or 30 LB PKG	1,300	\$47.51 case	1,300	1	1	1	1	\$61,763	07/01/19 - 06/30/20	Tyson
100103	CHICKEN LARGE CHILLED - BULK	BULK	36,000	\$0.9345 pounds	36,000	1	1	1	17	\$571,914	* 04/01/20 - 06/30/20	Yong's
100113	CHICKEN LEGS CHILLED - BULK	BULK	36,000	\$0.4592 pounds	36,000	1	1	1	10	\$165,312	* 04/01/20 - 06/30/20	
110080	CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	30 LB CTN	1,200	\$73.52 case	1,200	1	1	1	1	\$264,672	07/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100313	CORN WHOLE KERNEL(LIO) CAN-6/10	6#10 CAN	912	\$18.44 case	912	2	2	2	2	\$100,904	10/01/19 - 06/30/20	
110723	CRANBERRIES DRIED PKG-300/1.16 OZ	300/1.16 OZ	1,500	\$56.83 case	1,500	1	1	1	1	\$85,245	07/01/19 - 06/30/20	SunnyFresh/Cargill
100047	EGGS WHOLE LIQ BULK -TANK	BULK TANKERS	48,000	\$0.7227 pounds	48,000	1	1	1	3	\$104,069	05/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100212	MIXED FRUIT EX LT CAN-6/10	6#10 CAN	912	\$28.42 case	912	4	1	1	1	\$181,433	10/01/19 - 06/30/20	
110859	MIXED BERRY FRZ CUP-96/4. OZ	96/4 OZ CUP	1,400	\$37.82 case	1,400	1	1	1	1	\$158,844	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	96/4.4 OZ CUP	1,400	\$34.89 case	1,400	1	1	1	1	\$146,538	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100220	PEACHES CLING DICED EX LT CAN-6/10	6#10 CAN	912	\$31.90 case	912	2	2	2	2	\$232,742	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100220	PEACHES CLING DICED EX LT CAN-6/10	6#10 CAN	912	\$31.90 case	912	2	2	2	2	\$174,557	10/01/19 - 06/30/20	Del Monte
100397	PEANUT BUTTER SMOOTH DRUM-500 LB	500 LB DRUM	40,000	\$0.8426 pounds	40,000	1	1	1	1	\$33,704	07/01/19 - 06/30/20	Tyson
100225	PEARS DICED EX LT CAN-6/10	6#10 CAN	912	\$24.52 case	912	2	2	2	1	\$111,811	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
100225	PEARS DICED EX LT CAN-6/10	6#10 CAN	912	\$24.52 case	912	2	2	2	2	\$134,173	10/01/19 - 06/30/20	Del Monte
100187	PORK HAM WATERAD SLC FRZ PKG-8/5 LB	8/5 LB PKG	1,000	\$75.18 case	1,000	1	1	1	1	\$75,180	07/01/19 - 06/30/20	Don Lee
100193	PORK PICNIC BNLS FRZ CTN-60 LB	60 LB CTN	40,020	\$1.0813 pounds	40,020	1	1	1	2	\$129,821	07/01/19 - 06/30/20	
100173	PORK ROAST LEG FRZ CTN-32/40 LB	36-42 LB CTN	1,000	\$54.72 case	1,000	1	1	1	1	\$109,440	07/01/19 - 04/30/20	
110177	SPAGHETTI SAUCE MEATLESS POUCH-6/106 OZ	6/106 OZ POUCH	960	\$17.82 case	960	1	1	1	1	\$17,107	07/01/19 - 06/30/20	
110860	STRAWBERRY FRZ CUP-96/4.5 OZ	96/4.5 OZ CUP	1,320	\$33.78 case	1,320	1	1	1	1	\$89,179	10/01/19 - 06/30/20	
100256	STRAWBERRY FRZ CUP-96/4.5 OZ	96/4.5 OZ CUP	1,400	\$37.41 case	1,400	1	1	1	1	\$157,122	10/01/19 - 06/30/20	Refer to Seasonal F&V Orders tab
110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	8/5 LB PKG	1,000	\$112.38 case	1,000	1	1	1	1	\$112,380	07/16/19 - 06/30/20	
100125	TURKEY ROASTS FRZ CTN-32-48 LB	32-48 LB CTN	1,000	\$102.43 case	1,000	1	2	1	1	\$409,720	07/16/19 - 06/30/20	
100119	TURKEY TACO FILLING CTN-30 LB	30 LB PKG	1,300	\$44.98 case	1,300	1	1	1	1	\$58,474	07/16/19 - 06/30/20	
<b>Total Material Value of USDA Food Orders:</b>											<b>\$7,890,396</b>	

Agency entitlement amount will be adjusted when updated TLS figures are received and the reimbursement rate is set by Congress. USDA product information sheets may be found at <https://www.fns.usda.gov/fidd/nisp-usda-foods-fact-sheets>.

**DEPARTMENT OF DEFENSE (DOD)  
PRODUCE PROGRAM  
BASICS FOR PINCO MEMBER DISTRICTS**

- THE U.S. DEPARTMENT OF AGRICULTURE (USDA) HAS A CONTRACT WITH THE DEPARTMENT OF DEFENSE (DOD), DEFENSE SUPPLY OFFICE (DSO) TO PROVIDE FRESH PRODUCE TO RECIPIENT AGENCIES.
- THE DEPARTMENT OF DEFENSE FRESH FRUIT & VEGETABLE PROJECT IS A SERVICE THAT ALLOWS AGENCIES TO USE A PORTION OF THEIR ENTITLEMENT MONEY TO ORDER FRESH FRUITS AND VEGETABLES.
- FOR PINCO, CDE WOULD ESTABLISH A SEPARATE ACCOUNT(S) IN FAVORS FOR EACH MEMBER DISTRICT BASED ON THE TOTAL AMOUNT ALLOCATED AND THE MEMBER DISTRICT'S FAIR-SHARE.
- MONIES ARE NOT TRANSFERABLE BETWEEN MEMBER DISTRICTS LIKE OTHER USDA FOODS. MEMBER DISTRICT WOULD ASSIGN A DISTRIBUTOR OF CHOICE IF NOT RECEIVING PRODUCT DIRECTLY INTO SITE(S) - \$150.00 MINIMUM PER DELIVERY LOCATION.
- MEMBER DISTRICT ORDERS DOMESTICALLY GROWN FRESH FRUITS AND VEGETABLES DIRECTLY FROM THE DOD AS NEEDED.
- MEMBER DISTRICT ORDERS DESIRED PRODUCT IN FAVORS.
- MONIES ARE DRAWN-DOWN FROM MEMBER DISTRICT'S ACCOUNT PER ORDER.
- A FEE-FOR-SERVICE AGREEMENT BETWEEN MEMBER DISTRICT AND THIRD-PARTY DISTRIBUTOR WOULD BE THE RESPONSIBILITY OF THE MEMBER DISTRICT.
- A PRIVATE DISTRIBUTOR DELIVERS DOD PRODUCE TO EACH AGENCY.
- RIGHT OF REFUSAL- YOU MAY REFUSE DELIVERY IF RECEIVING SHIPMENT DIRECT FROM PRIMARY VENDOR; PRIMARY VENDOR RELEASES LIABILITY WITH THIRD-PARTY DISTRIBUTOR WITH A FIRM NO-RETURN/NO-CREDIT POLICY.
- A \$0.15 ADMINISTRATIVE FEE IS ASSESSED BY THE STATE FOR EACH CASE OF PRODUCE DELIVERED.
- STATE BILLS MEMBER DISTRICT FOR DOD EXPENSES
- FEES AND ACCOUNTING PERFORMED DIRECTLY THROUGH STATE- PINCO NOT CONNECTED TO BILLING PROCESSES.
- ANY UNUSED MONIES AS OF MAY 1<sup>ST</sup> ARE SWEEP BY CDE AND PLACED INTO AN EXCESS ACCOUNT AVAILABLE TO DOD PRODUCE PROGRAM RECIPIENTS.

**USDA DOD PRODUCE SCHEDULE 2018-2019**

Allocation A - Delivery Dates: August-September

USDA Foods Item	Pack Size	SDC Code	Item Code	Gross Weight	Net Weight	Estimated Fair Market Value
Nectarines, Yellow	117 ct	A059	15W76	25 lb	25 lb	\$28.39
Peaches, Yellow	117 ct	A060	15Z59	25 lb	25 lb	\$31.42
Plums, Best variety available	25 lb	A061	varies	25 lb	25 lb	\$32.96
Strawberries, Clamshell pack	8 lb	A012	17W87	9 lb	8 lb	\$18.61
Whole Baby Carrots, Snack Pack	100/2.6 oz	A036	18D69	16 lb	16 lb	\$20.17

Allocation B - Delivery Dates: October-November

Apples (125-138 count) - Best variety available	40 lb	A065	varies	42 lb	40 lb	\$25.50
Apple Slices - Best variety available	200/2 oz	A066	varies	25 lb	25 lb	\$41.00
Grapes, 3 oz package	100/3oz	A062	15X53	19 lb	19 lb	\$39.50

Tangerines, Jumbo	25 lb	A056	15U43	27 lb	25 lb	\$30.64
Whole Baby Carrots, Snack Pack	100/2.6 oz	A036	18D69	16 lb	16 lb	\$20.17

Allocation E - Delivery Dates: April-May

Apple Slices - Best variety available	200/2 oz	A066	varies	25 lb	25 lb	\$25.50
Avocados, Hass	48ct	A011	15T61	26 lb	24 lb	\$62.00
Broccoli Florets	4/3 lb	A033	16W37	13 lb	12 lb	\$21.45
Strawberries, Clamshell pack	8 lb	A012	17W87	9 lb	8 lb	\$18.61
Whole Baby Carrots, Snack Pack	100/2.6 oz	A036	18D69	16 lb	16 lb	\$20.17

◆ Subject to change.

Local produce will be purchased when possible.  
Apples and Apple Slices will be Cameo, Gala, Fuji, Red Delicious, Golden Delicious, Pink Lady, etc. based on availability.



# PINCO PROCEDURES MANUAL

## I. Meetings

- A. PINCO Member Districts have committed themselves to ensuring the success of this joint venture. Part of this commitment is the agreement to attend, and participate in, periodic mandatory Advisory Committee meetings, as held forth in the Joint Powers Agreement (JPA), Section 7.A.
1. Agendas can be accessed under the "Meetings" tab on the PINCO Website (Attachment One).
  2. Minutes for prior meetings are also available under the "Meetings" tab on the PINCO Website (Attachment Two)
  3. Meeting dates, times and locations are listed on the Weekly Newsletter.
- B. Executive Committee meetings are held, sometimes in conjunction with, and sometimes separate from, Advisory Committee meetings.
1. The Executive Committee consists of:
    - President (Representative of the Lead District)
    - First Vice President
    - Second Vice President
    - Secretary
    - One (1) Regional Representative from each of the 4 Regions:

### REGION 1

**Bakersfield City School District**  
**Big Pine Unified School District**  
**Delano Joint Union High School District**  
**Fairfax School District**  
**Lost Hills Union School District**  
**McFarland Unified School District**  
**South Fork School District**  
**Taft Union High School District**  
**Wilsona School District**

### REGION 3

**Acton-Agua Dulce Unified School District**  
**Beardsley School District**  
**Eastside Union School District**  
**El Tejon Union School District**  
**Greenfield Union School District**  
**Lancaster School District**  
**Lone Pine School District**  
**Mojave School District**  
**Taft School District**  
**Westside Union School District**

### REGION 2

**Alisal Union School District**  
**Antelope Valley Union High School District**  
**Arvin Union School District**  
**Bishop Unified School District**  
**Earlimart School District**  
**Kern County Supt. of Schools**  
**Panama Union School District**  
**Richland School District**  
**Vineland School District**

### REGION 4

**Delano Union Elementary School District**  
**Edison School District**  
**Keppel Union School District**  
**Kernville Union School District**  
**Lamont School District**  
**Norris School District**  
**Palmdale School District**  
**Standard School District**  
**Tehachapi Unified School District**  
**William S. Hart Union High School District**

**4. Interagency Exchange Form or “Transfers”:**

If you’d like to buy, sell or trade items with other districts, you will need to fill out this form. The instructions are printed at the bottom of the exchange form. We will internally take care of any monetary charges between districts through your PINCO account. You can obtain your PINCO account number, on the PINCO website, by selecting “Directory” and finding your district. Once both districts have signed this form, please fax it to the Service Center and we will adjust your inventories. (Attachment Seven)

- i. If you are in need of products (purchased, commodity or commodity at processors), you can find districts wishing to sell/trade items on the Weekly Newsletter. You can also go to the PINCO website and check inventories of other districts by selecting the “Inventory” tab. You can view “Inventory by product” or select specific districts’ inventory by selecting that district’s name. You would contact the district, from whom you would like to buy/trade, to ask if they are willing to sell/trade their product. For commodities at a processor, you would select the “Commodity” tab, then select either “by District” or “by Vendor” and select the district/vendor name you want to view.
- ii. If you have excess inventory that you wish to sell or trade, you may contact the Service Center, via e-mail or fax, and request that your items be added to the Weekly Newsletter. You must specify the product, the quantity, and whether you wish to sell or trade. You may also check the inventories, as above, to see if there is another district who might be interested in purchasing/trading from your inventory.

**5. Newsletter:**

This informational report is updated every Monday. It contains the next meeting dates(s), scheduled inbounds for that week, district requests for selling/buying/trading, minimum problems & the districts affected by those minimum problems and other important information of which we’d like you to be aware. “Minimum problems” refers to Purchase Orders placed on hold until manufacturer minimums can be met. (Attachment Eight)

**6. Product Incident Form:**

This form is to be completed to report specific problems, with either a product or vendor, to the Service Center. Districts are responsible for contacting manufacturer’s directly. Contact the Service Center to get manufacturer contact information. The form(s) should be completed and faxed to the Service Center. This form is also to be used to report cancelled and shorted deliveries from vendors (Attachment Nine).

**B. Reports / Forms you will be receiving by mail**

**1. Receipt & Invoice:**

This is notification that your P.O. has been filled and it is also the invoice stating the dollar amount that will be deducted from you PINCO account to cover this receipt. This invoice must be submitted to your Accounts Payable department. The total dollar amount must be paid to PINCO to replenish your PINCO account, in order to maintain your cash balance, as required by the JPA, Section 5 (b). One payment for multiple invoices is acceptable and preferred. (Attachment Ten)

**2. USDA Allocations:**

- 75 days (30 days past first communication) – formal letter from Lead Agency to Director identifying payment and balance history with second request for payment within 30 days of dated letter.
- 105 days (3.5 months past due/delinquency) – formal letter to Member District Director and Superintendent identifying financial deficiencies and possible consequences determined by PINCO Executive Committee per J.P.A. language.

Lead Agency shall notify Executive Committee of Member District(s) receiving a 75-day letter; Region Representatives will offer assistance as determined necessary.

### III. How to Submit a Purchase Order / Requisition

- A. Please ensure that your beginning cash balance, with PINCO, is sufficient to cover the Purchase Order and to maintain your JPA commitment.
- B. Please submit a separate P.O. for each vendor.
- C. Please number your P.O.'s or Requisitions.
- D. Include PINCO number ~~or~~ and manufacturer's product code with a brief description of the item.
- E. Please list each item and extend the cost.
- F. If you are placing a P.O. which calls for commodity processed items, please check your balance of that commodity at the processor to verify you have enough. If it is a commodity order using commodity in your inventory at the Service Center, please note the number of cases you would like to have released to that processor right there on you P.O.
- G. Please sign your P.O.
- H. Please state the approximate dates(s) you would like to pull the products you are ordering. Please keep in mind that the warehouse does not have unlimited space. We request that orders not be placed so far in advance that delivered product sits in the warehouse for extended periods of time.
- I. Please fax or e-mail your P.O.'s. If faxing, please state the number of P.O.'s we should be receiving on your cover sheet so that nothing is overlooked or missing.
- J. Please allow ~~3~~ **four** weeks to process your P.O.'s. We are ordering directly from the manufacturers and they require some time to produce the order and to arrange for shipment or pick-up. Please keep in mind that the ~~3~~-**four** week lead-time is subject to orders meeting the manufacturer's minimum requirements for delivery. (Attachment Sixteen)

### IV. How to Place a Delivery Order to Your School Site(s)

#### A. Sending Food/Delivery Orders to the Service Center:

1. Orders must be submitted, by Fax or e-mail, no later than 11:00 a.m. 2 days prior to scheduled delivery date. (Attachments Seventeen)
2. Prior to sending order, check your order against your on hand inventory on the website. If product is not in your inventory, check the Weekly Newsletter for expected inbounds to see if the product may be arriving prior to your delivery date.

Most Manufacturers' Spec Sheets are available on the PINCO website. Click on the "Specs" tab, select the Manufacturer and then select the Product. These spec sheets will include nutritional information and may include food allergen warning.

DRAFT

**PINCO EXECUTIVE COMMITTEE MEETING  
THURSDAY, FEBRUARY 21 2019  
SIGN-IN SHEET**

<b>MEMBER DISTRICT</b>	<b>REPRESENTATIVE</b>
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD                   X	Joe ( )
ARVIN USD               X	Phone
BAKERSFIELD CITY SD	Elaine
BEARDLSEY SD	
BIG PINE SD	
BISHOP USD	
DELANO ELEM SD        X	Jerry
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD         X	Phone
EDISON SD	
EL TEJON USD	
FAIRFAX SD	
GREENFIELD USD	X
KEPPEL USD	
KERN COUNTY SUPT	
KERNVILLE USD	
LAMONT SD	
LANCASTER SD        X	phone
LONE PINE SD	
LOST HILLS SD	
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	
PALMDALE SD         X	phone
PANAMA-BUENA VISTA SD	M. Orlandia
RICHLAND SD	
SOUTH FORK USD	
STANDARD SD	Tracy Dougherty
TAFT CITY SD	
TAFT UHSD	
TEHACHAPI USD	
VINELAND SD	
WESTSIDE USD	
WILLIAM S. HART UHSD	
WILSONA SD           X	phone



**PINCO EXECUTIVE COMMITTEE MEETING  
THURSDAY, FEBRUARY 21 2019  
SIGN-IN SHEET**

*"Lancaster"*

<b>MEMBER DISTRICT</b>	<b>REPRESENTATIVE</b>
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	✓ P
ARVIN USD	✓
BAKERSFIELD CITY SD	✓
BEARDLSEY SD	
BIG PINE SD	
BISHOP USD	
DELANO ELEM SD	✓
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD	<i>Jeff</i>
EDISON SD	
EL TEJON USD	
FAIRFAX SD	
GREENFIELD USD	✓
KEPPEL USD	
KERN COUNTY SUPT	
KERNVILLE USD	
LAMONT SD	
LANCASTER SD	<i>Belinda Ross</i>
LONE PINE SD	
LOST HILLS SD	
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	
PALMDALE SD	<i>John Carl Alcorn Woods Law</i>
PANAMA-BUENA VISTA SD	✓
RICHLAND SD	
SOUTH FORK USD	
STANDARD SD	✓
TAFT CITY SD	
TAFT UHSD	
TEHACHAPI USD	
VINELAND SD	
WESTSIDE USD	<i>Nancy Ab-stead</i>
WILLIAM S. HART UHSD	
WILSONA SD	<i>[Signature]</i>





**PINCO EXECUTIVE COMMITTEE MEETING  
FEBRUARY 21, 2019  
ROLL CALL TALLY SHEET**

<b>MEMBER DISTRICT</b>	#2 ✓	#2	#3 ✓	#3	#5	#5	#6	#6	#9	#9
ACTON-AQUA DULCE USD										
ALISAL USD										
AVUHSD										
ARVIN USD	x	y	y		y				y	
BAKERSFIELD CITY SD										
BEARDLSEY SD										
BIG PINE SD										
BISHOP USD										
DELANO ELEM SD y x			y		y				y	
DELANO HS DISTRICT										
EARLIMART SD										
EASTSIDE USD										
EDISON SD										
EL TEJON USD										
FAIRFAX SD										
GREENFIELD USD										
KEPPEL USD										
KERN COUNTY SUPT										
KERVILLE USD										
LAMONT SD										
LANCASTER SD	x	y	y		y				y	
LONE PINE SD										
LOST HILLS SD										
MC FARLAND SD										
MOJAVE SD										
NORRIS SD										
PALMDALE SD					y					
PANAMA-BUENA VISTA SD x	y		y							
RICHLAND SD										
SOUTH FORK USD										
STANDARD SD	x	y	y		y				y	
TAFT CITY SD										
TAFT UHSD										
TEHACHAPI USD										
VINELAND SD										
WESTSIDE USD										
WILLIAM S. HART UHSD										
WILSONA SD	x	y	y		y				y	

