

PINCO EXECUTIVE COMMITTEE MEETING

MAY 9, 2019

10:00AM

PINCO ADMINISTRATIVE OFFICES

44809 BEECH AVENUE

LANCASTER, CA 93534



MINUTES

APPROVED JUNE 6TH, 2019

1. SIGN-IN: 10:15AM

2. ADOPTION OF AGENDA

Adoption of May 9, 2019 Executive Committee Meeting Agenda as presented.

MOTION: PANAMA **SECONDED:** WILSONA **VOTE: YES** X **NO**

3. ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF APRIL 4, 2019

MOTION: WILSONA **SECONDED:** LANCASTER **VOTE: YES** **NO** X

MINUTES TO BE BROUGHT BACK FOR APPROVAL AT JUNE 6TH MEETING IN ORDER TO REVIEW NOTES.

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/FORWARD: PINCO EXTENSION OF AGREEMENT WITH SYSCO FOODS OF VENTURA FOR 2019-2020

Background: Sysco Foods of Ventura has submitted its response to extend its agreement with PINCO for 2019-2020, including pricing on new items requested by Member Districts. This extension would represent the final option year under this agreement. There has been no change to the fifteen case/no-dollar minimum or lead times; off-line pricing terms also remain unchanged. Sysco Foods of Ventura has been responsive in addressing any service/product issues for Member Districts.

It is recommended PINCO’s Executive Committee review and forward the response of Sysco Foods of Ventura to PINCO’s Advisory Committee for consideration.

MOTION: ARVIN **SECONDED:** PANAMA **VOTE: YES** X **NO**

6. REVIEW/FORWARD PINCO EXTENSION OF AGREEMENT WITH P&R PAPER SUPPLY FOR 2019-2020

Background: P&R Paper Supply has submitted its response in extending the terms of current agreement into final rollover option year following the language in agreement. P&R Paper Supply has been transparent in providing documentation and information related to price increases as a result of ongoing trade disputes that have impacted the packaging supply industry. Vendor has made a commitment to PINCO to hold pricing throughout the 2019-2020 contract year and will reduce pricing if conditions in the market change during year.

It is recommended PINCO’s Executive Committee review and forward the response of P&R Paper Supply to PINCO’s Advisory Committee for approval.

MOTION: LANCASTER **SECONDED:** EDISON **VOTE: YES** X **NO** _____

WILSONA HAVING PROBLEMS WITH DELIVERY TIMES AND ORDER TIME LINE. LEAD AGENCY TO CONTACT VENDOR IN ORDER TO HAVE MORE FLEXIBILITY IN ORDERING CUT-OFF AT NOON/PRIOR DAY.

7. REVIEW/FORWARD: PINCO EXTENSION OF AGREEMENT WITH FOOD SOURCE TRANSPORTATION FOR 2019-2020

Background: Food Source Transportation has responded to PINCO's request to extend the current agreement into its final year per contract language. Vendor has requested of five percent increase per agreement language due to increased fuel, vehicle maintenance, insurances and support costs; increase would raise daily rate from \$741.00 to \$778.00 for each of the vehicles. In addition to providing outstanding customer service, FoodSource Transportation performs valued-added support assistance in warehousing services to reduce PINCO's staffing expenses.

It is recommended PINCO's Executive Committee review and forward FoodSource Transportation's response to PINCO's Advisory Committee for consideration.

MOTION: WILSONA **SECONDED:** PANAMA **VOTE: YES** X **NO** _____

LEAD AGENCY TO PRESENT INFORMATION AT UPCOMING ADVISORY COMMITTEE MEETING AS TO PRESENT-DAY CHALLENGES IN LOGISTICAL SERVICES. LEAD AGENCY TO WORK WITH CDE IN DEVELOPING TRANSPORTATION RFP SCHEDULED FOR 2020-2021.

8. REVIEW/FORWARD: 2019-2020 PINCO OPERATING BUDGET

Background: The proposed 2019-2020 PINCO Operating Budget takes into account current and projected revenues (food purchases/deposits) and adjustments made to expenses. Lead Agency will review budget at scheduled interims with PINCO Executive and Advisory Committees and make any revisions as required.

It is recommended PINCO's Executive Committee review the proposed 2019-2020 PINCO Operating Budget and forward to PINCO's Advisory Committee for approval.

IN APPROVAL OF 2019-2020 BUDGET, EXECUTIVE COMMITTEE REQUESTED LEAD AGENCY PRESENT INFORMATION TO EXTEND CURRENT 10 MONTH-3.5 HOUR STOREKEEPER III POSITION FOR EIGHT WEEKS THIS SUMMER AT UPCOMING ADVISORY COMMITTEE MEETING. TEMPORARY EXTENSION WILL PROVIDE REAL-ASSESSMENT/JUSTIFICATION TO INCREASE CALENDAR OF THIS PART-TIME POSTION.

MOTION: PANAMA **SECONDED:** WILSONA **VOTE: YES** X **NO** _____

9. REVIEW/FORWARD: PROPOSED 2019-2020 PINCO MEETING CALENDAR

Background: The following are proposed dates for PINCO's Executive and Advisory Committee meetings in 2019-2020. Several Member Districts have requested combining the Executive and Advisory Committee meetings into one day to reduce out-of-office time. Meetings would be held at the Service Center in Bakersfield; Executive Committee with a 9:00 AM start time with Advisory Committee meetings beginning at 11:00 AM. Below are dates listed by month and follow Thursday scheduling that seemed to work best for Member Districts.

If the "single" meeting date option is selected, Membership would need to determine between the first/third weeks of each month.

September 5, 2019	September 19, 2019
October 3, 2019	October 17, 2019
December 4, 2019 Food Show Meeting – Lancaster	
December 5, 2019 PINCO Food Show – Antelope Valley Fairgrounds	
December 12, 2019 (Advisory Committee Only)	
January 16, 2020	January 30, 2020
February 6, 2020	February 20, 2020
March 5, 2020	March 19, 2020
April 2, 2020	April 16, 2020
May 7, 2020	May 21, 2020
June 4, 2020	June 18, 2020

It is recommended PINCO’s Executive Committee consider the following option/dates for the 2019-2020 PINCO meeting calendar and forward to PINCO’s Advisory Committee for approval.

WHILE REDUCING OUT-OF-OFFICE TIME, THE FOLLOWING CONCERNS WERE RAISED:

- **SCHEDULING/LENGTH OF EXECUTIVE COMMITTEE MEETINGS INTERFERING WITH ADVISORY SCHEDULE.**
- **DELAYS IN ADVANCING ITEMS TO ADVISORY COMMITTEE WHEN FURTHER INFORMATION &/OR STUDY IS REQUIRED.**

ADVISORY COMMITTEE TO REVIEW AND APPROVE CALENDAR OPTIONS AT ITS MAY 16, 2019 MEETING.

MOTION: PANAMA **SECONDED:** LANCASTER **VOTE:** YES X NO

10. UPDATE/AUTHORIZATION: LEGAL REVIEW OF PINCO EXECUTIVE COMMITTEE MEMBER SUCCESSION PROCEDURES

Background: PINCO’s J.P.A./Policy Sub-committee met on April 29, 2019 to review Executive Committee succession procedures; from the discussion, Lead Agency voting responsibilities/rights prompted questions requiring legal counsel. The Sub-committee has requested Lead Agency to contact Borton Petrini to review proposed succession procedures and address voting responsibilities/rights questions with a “not to exceed” to be determined by the Executive Committee.

LEAD AGENCY TO PREPARE MEMORANDUM TO REQUEST ADVISEMENT REGARDING PINCO EXECUTIVE COMMITTEE SUCCESSION AND LEAD AGENCY VOTING RESPONSIBILITIES/RIGHTS FOR BORTON PETRINI LLC. LEAD AGENCY TO PRESENT DRAFT OF MEMORANDUM AND SUPPORT DOCUMENTATION TO EXECUTIVE AND J.P.A./POLICY SUB-COMMITTEES FOR APPROVAL PRIOR TO CONTACTING BORTON PETRINI LLC. EXPENSE NOT TO EXCEED \$2,000.00.

MOTION: WILSONA **SECONDED:** ARVIN **VOTE:** YES X NO

11. LEAD AGENCY SELF-EVALUATION

Background: Lead Agency to present annual self-evaluation.

INFORMATION ONLY

12. SUB-COMMITTEE REPORTS:

Commodity	Futures	Sunshine
J.P.A/Policy	Food Show	

13. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY

14. UPCOMING MEETING DATES:

**2018-2019
PINCO Executive Committee**

June 6, 2019	PINCO Administrative Offices, Lancaster	Year in Review/Goals
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**2018-2019
PINCO Advisory Committee**

May 16, 2019	PINCO Service Center, Bakersfield	Budget/Calendar
June 13, 2019	PINCO Service Center, Bakersfield	Year-End General Session

15. ADJOURN:

MOTION: EDISON **SECONDED:** PANAMA

Meeting ended: 12:39PM