



PINCO ADVISORY COMMITTEE MEETING
JUNE 13, 2019
10:00AM
PINCO SERVICE CENTER
3019 16TH STREET
BAKERSFIELD, CA 93301

MINUTES

APPROVED SEPTEMBER 19TH, 2019

- 1. SIGN-IN: (18)**
- 2. ADOPTION OF AGENDA 10:15 am**

Adoption of June 13, 2019 Advisory Committee Meeting Agenda as presented.

MOTION: PANAMA SECONDED: KERNVILLE VOTE: PASSED

- 3. ADOPTION: ADVISORY COMMITTEE MEETING MINUTES OF MAY 16, 2019**

MOTION: ANTELOPE VALLEY SECONDED: ARVIN VOTE: PASSED

- 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. APPROVAL: TEMPORARY EXTENSION OF STOREKEEPER III WORK SCHEDULE**

Background: In order to provide adequate coverage and approve scheduled and anticipated staff leave(s) during June and July, it is necessary to extend the schedule of PINCO’s 3.5 hour Storekeeper III by eight weeks. The additional expense was built into the 2019-2020 PINCO Budget in anticipation of this need. If approved, Lead Agency shall provide an assessment to PINCO’s Executive and Advisory Committees on results of this additional scheduling for future consideration. It is recommended PINCO’s Advisory Committee authorize the temporary extension of the 3.5 hour PINCO Storekeeper III position for eight weeks upon the conclusion of the current schedule.

MOTION: WILSONA SECONDED: ANTELOPE VALLEY VOTE: PASSED

- 6. DISCUSSION: PINCO DISTRIBUTION EXPENSE MODEL DEVELOPMENT AND IMPLEMENTATION**

Background: PINCO Member District financial responsibilities and expenses are outlined and detailed in PINCO’s J.P.A., - Section 5.C.2. The following formula was developed to address distribution expense 5.C.2 (h):

One-half of distribution cost will be allocated on the basis of the percentage of cases delivered. The remaining half of distribution costs will be allocated based on the percentage of stops times a mileage factor.

This formula incentivizes in’s/out’s from the Service Center in order to reduce Members District’s per case expense of deliveries. A “cap” was placed on Member Districts outside of Kern County in order to margin expenses equitably. Any increase to Member District(s) expenses within this boundary line were determined to be outweighed by the overall savings provided by the contributions made by the outlying Member District’s entitlement and their absorption of overall administrative expenses and revolving fund balance; Sub-committee review(s) taking place in 2004 and 2011. Member Districts are given the opportunity to adjust their distribution schedule annually as need dictate. The Lead Agency will schedule a review of the distribution formula with PINCO’s Futures Sub-committee in fall, 2019 prior to the 2020-2021 Distribution RFP.

INFORMATION ONLY

7. ANNOUNCEMENT: 2019-2020 PINCO SUB-COMMITTEE RECRUITMENT

Background: PINCO Sub-committees play a critical role in PINCO’s decision making process and in serving PINCO Member Districts. Member Districts/Staff are encouraged to join-participate; please contact the Lead Agency and your District’s Region Representative to sign-up for next year (Sub-committee membership/participation is open year-round). The attached PINCO Sub-committee scope of responsibilities outline the focus areas each Sub-committee cover/address. Below are just a few topics-opportunities PINCO Sub-committees will be focusing on in 2019-2020:

- J.P.A./Policy-
Finalize Executive Committee Officers succession procedures
Update PINCO Procedures Manual
- Futures-
Study tenant improvement options (restrooms, broadband extension, electronic meeting access, etc.)
Review of Transportation/Distribution Expense model
- Bid-
Review of Distribution and Third-Party Request for Proposals prior to 2020-2021 solicitation(s)
- Commodity-
Review of 2018-2019 DOD Produce Program Re: potential use of remaining 2019-2020 entitlement

INFORMATION ONLY

8. WAREHOUSE REPORT: WALK-THROUGH/INSPECTION

Region One- Office/Conference Room/Grounds	Region Two- Dry Storage & Loading Dock
Region Three- Cold Space Storage	Region Four- Lounge & Rest Rooms

9. SUB-COMMITTEE REPORTS:

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

10. REPORTS FROM ADVISORY COMMITTEE MEMBERS/LEAD AGENCY

11. UPCOMING MEETING DATES:

2019-2020 PINCO MEETING CALENDAR

<u>EXECUTIVE COMMITTEE</u>	<u>ADVISORY COMMITTEE</u>
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

Executive Committee Meetings held at 44809 Beech Avenue Lancaster, CA 93534
 Advisory Committee Meetings held at 3019 16th Street Bakersfield, CA 93001
 All meetings scheduled to begin at 10:00AM

12. ADJOURN: Meeting Ended 11:32 AM

MOTION: PANAMA SECONDED: WILSONA