



**PINCO ADVISORY COMMITTEE MEETING  
JANUARY 19, 2017  
10:00AM  
PINCO SERVICE CENTER  
3019 16<sup>TH</sup> STREET  
BAKERSFIELD, CA 93301**

**AGENDA**

**ADOPTED FEBRUARY 9, 2017**

**1. SIGN-IN:**

**2. ADOPTION OF AGENDA**

Adoption of January 19, 2017 Advisory Committee Meeting Agenda.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**3. 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.

**4. ADOPTION: SEPTEMBER 15, 2016 ADVISORY COMMITTEE MEETING MINUTES**

**MOTION: BEARDSLEY SECONDED: FAIRFAX PASSED**

**Lead Agency to combine all documentation associated with meeting with distributed/posted Minutes.**

**5. 2017-2018 PINCO BID-PROPOSAL CATEGORY SCHEDULE**

Background: PINCO’s Bid Sub-committee will report on its recommendations for category(ies) and timeline for solicitations in 2017-2018. The items listed in each category reflect Student and Director Score-Sheets and items requested by Member Districts for the good of the group. The timeline provides ample opportunity to re-cap responses, set-up cuttings/sampling as needed and negotiate terms and conditions. Staging the Purchased Items to Districts (aka Broad-Line) after PINCO’s processor/purchased item requests gives the Bid Sub-committee the time necessary to assess responses and give its recommendations to Executive and Advisory Committees for approval prior to approval by PINCO’s Governing Board in May. Lead Agency appreciates the schedule developed by the Bid Sub-committee and recommends its approval.

**MOTION: PALMDALE SECONDED: BAKERSFIELD CITY PASSED**

**Motion to approve line item recommendations and categories scheduled for 2017-2018 PINCO RFP solicitation.**

**6. USDA ENTITLEMENT “SALE”- MCI/LOS CABOS**

Background: PINCO has been working with MCI/Los Cabos since the beginning of the school year to find ways to accelerate diverted Cheddar cheese. Carry-over balance combined with current year diversion and usage will cause PINCO to lose any unused pounds per CDE/USDA Policy by sweep in October of 2017. In order to avoid this potential sweep, the Lead Agency per advisement with CDE and MCI/Los Cabos placed one truckload (40,800#’s) of Cheddar Cheese up for sale with other agencies; scheduled for arrival mid-January. On January 3, 2017, CDE found an agency to take this entitlement from PINCO. With the sale taking place before arrival/billing, the \$81,037.00 of entitlement will be available to use for any purchases made prior to June 30, 2017. This sale prevented an inevitable loss of entitlement that would have impacted all Member Districts. It is important for PINCO Member Districts to consider the drawdown of entitlement for items awarded to processors to gauge the appropriate amount of USDA Foods in its diversion(s).

**INFORMATION ONLY**

**7. CARRY-OVER SWEEP: LAND O' LAKES**

Background: On November 30, 2016, CDE, at LOL's request, swept 30,000 pounds of a potential 40,803 pounds of Barrel Cheese from PINCO's inventory. See attached for sweep allocations. PINCO was able to confirm sweep and lost entitlement values on December 5, 2016. Strict USDA language regarding full use/receipt of all carry-over pounds and from assessing PINCO's usage and this year's diversion(s) drove LOL's decision. The loss of \$59,586.00 in USDA entitlement is disappointing but was small in comparison with CDE's overall sweeps at carry-over cut-off. Cooperation with CDE last year with a Schwan's transfer and actively working with MCI to accelerate drawdowns are the primary reasons PINCO did not have pounds swept (remember, sweeps are at the discretion of the processor).

PINCO's Commodity Sub-committee met December 7, 2016 to discuss the LOL sweep and reviewed language in the Internal Sweep Policy. Sub-committee sent recommendations to improve the communication timelines and usage incentives to PINCO's Executive Committee.

**INFORMATION ONLY**

**8. REVISION: INTERNAL SWEEP POLICY**

Background: PINCO's Commodity Sub-committee discussed its findings and recommendations to the Executive Committee at its January 11, 2017 meeting. Recommendations included adjusting timelines to allow Districts more opportunity to make adjustments to orders &/or trade-sell inventories and increasing usage from 50% to 60% annually to reduce carryovers into each successive year as CDE and Processors enforce 100% usage of carryover pounds by October 31<sup>st</sup>. Executive Committee is reviewing data from the recent Land O Lakes sweep to determine language/timeline/percentage recommendations to bring to Advisory Committee at its March 23, 2017 meeting.

**INFORMATION ONLY**

**9. JPA/POLICY COMMITTEE- QUORUM STUDY**

Background: In December, the JPA/Policy Sub-committee met to discuss PINCO's required meeting quorum and attendance. The Sub-committee's goal was to determine a reasonable number/percentage of Member Districts attending a meeting to represent the interests of the Co-operative and conduct business. Based on review of 2014-2015 and 2015-2016 meeting attendance, the Sub-committee determined that reducing the number from 50% to 40% (twenty to sixteen Member Districts) would ensure meeting a quorum while preserving a representative composite. Sub-committee members also discussed incorporating language requiring attendance at PINCO's two "key" annual meetings the USDA Pre-planner and Bid Award meetings. In discussion at the January 11, 2017 Executive Committee meeting, Members determined that a 1% attendance surcharge of a Member District's annual administrative fees would be a fair incentive for attendance at the two meetings that drive the cooperative's Mission on behalf of its membership. The Lead Agency recommends PINCO's Advisory Committee approve the Executive Committee recommendations for approval. Once approved, Lead Agency will work with PINCO legal counsel to determine the best course of action to amend the JPA.

**MOTION: BEARDSLEY SECONDED: ARVIN PASSED**

Motioned to approve the J.P.A. Sub-committee's recommendation to reduce quorum requirement from 50% to 40%. Lead Agency to contact PINCO legal counsel for advisement in amending the J.P.A. not to exceed \$3,000.00; meeting attendance surcharge to be studied at a future date.

**MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_ VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_**

**10. ELECTION: REGION ONE REPRESENTATIVE ON PINCO EXECUTIVE COMMITTEE**

Background: John Chavolla has assumed the Director position at Delano Union School District succeeding Roy Rico (Region Four). As such, the vacancy at Delano Union School District creates a vacancy in representation for PINCO Region One. Pursuant to Section Seven, Subsection C, the Lead Agency requests Region One Member Districts nominate and elect a replacement in succession effective upon election.

**MOTION: FAIRFAX SECONDED: WASCO ELEM PASSED**

**REGION ONE REPRESENTATIVE: Brenda Robinson, Bakersfield City**

**REGION ONE ALTERNATE: Jodi Rhoden, Fairfax**

**PINCO JPA/Policy Sub-committee to write procedure for replacement of Regional Representatives and present to Executive and Advisory Committees for approval.**

**11. INFORMATION FROM LEAD AGENCY AND PINCO SUB-COMMITTEE REPORTS**

**12. REPORTS/COMMENTS FROM ADVISORY COMMITTEE MEMBERS**

**13. UPCOMING MEETING DATES:**

**2016-2017 Advisory Committee**

February 9, 2017	PINCO Service Center, Bakersfield	2017-2018 Pre-Planner
March 23, 2017	PINCO Service Center, Bakersfield	2017-2018 Bid Awards
April 20, 2017	PINCO Service Center, Bakersfield	2017-2018 Buying Guide
May 18, 2017	PINCO Service Center, Bakersfield	Budget/Calendar
June 15, 2017	PINCO Service Center, Bakersfield	Year-End General Session

**2016-2017 Executive Committee**

March 8, 2017	PINCO Administrative Offices, Lancaster	2017-2018 Bid Re-Cap
April 6, 2017	PINCO Administrative Offices, Lancaster	Budget/Calendar, Gen Bus.
May 10, 2017	PINCO Administrative Offices, Lancaster	Gen. Business, Budget
June 8, 2017	PINCO Administrative Offices, Lancaster	Year End Gen. Business

**14. ADJOURN:**

**MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_**

**PINCO ADVISORY COMMITTEE MEETING  
 PINCO SERVICE CENTER  
 WEDNESDAY JANUARY 19, 2017  
 SIGN IN SHEET**

*22 Member Districts*

<b>MEMBER DISTRICT</b>	<b>REPRESENTATIVE</b>
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	<i>Joe [unclear] / Spindel</i>
ARVIN USD	<i>Doc Albers</i>
BAKERSFIELD CITY SD	<i>Brenda Robinson, Jeanette Casalman, Lisa Fabrice</i>
BARSTOW USD	
BEARDLSEY SD	<i>Rachelina</i>
BIG PINE SD	
BISHOP UESD	
DELANO ELEM SD	<i>[Signature]</i>
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD	<i>Amelia Molim</i>
EDISON SD	<i>Barbara Demma</i>
EL TEJON USD	
FAIRFAX SD	<i>[Signature]</i>
GREENFIELD USD	<i>[Signature]</i>
KEPPEL USD	<i>[Signature]</i>
KERN COUNTY SUPT	<i>[Signature]</i>
KERNVILLE USD	
LAMONT SD	
LANCASTER SD	<i>Debra A. Cardini</i>
LONE PINE SD	
LOST HILLS SD	<i>[Signature]</i>
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	<i>Karen Beilsone</i>
PALMDALE SD	<i>[Signature]</i>
PANAMA-BUENA VISTA SD	
RICHLAND SD	<i>[Signature]</i>
SOUTH FORK USD	
STANDARD SD	<i>Rhonda Nieves</i>
TAFT CITY SD	
TEHACHAPI USD	
VINELAND SD	
WASCO ELEM SD	<i>Donna Case</i>
WASCO UHSD	<i>Sally Huffaker</i>
WESTSIDE USD	<i>Nancy [unclear]</i>
WILLIAM S. HART UHSD	
WILSONA SD	<i>[Signature]</i>

## **PINCO: 2017-2018 Proposal Schedule**

<b><u>Date</u></b>	<b><u>Action</u></b>
January 11, 2017	Category recommendations to Executive Committee
January 19, 2017	Present proposed Category recommendations to Advisory Committee
January 29, 2017	Advertise/Post Category Solicitations (first of two)
February 5, 2017	Second Posting for Categories
February 19, 2017	Advertise/Post Purchased Items to Warehouse (Broad-Line) RFP
February 26, 2017	Second Posting for Broad-Line RFP
February 28, 2017	Opening of Responses to RFP Categories #01-#05
March 1-7, 2017	Re-cap Response(s) Categories #01-#05
March 8, 2017	Present Response Re-cap & Recommendations to Executive Committee
March 23, 2017	Present Category Recommendations to Advisory Committee for Approval
March 28, 2017	Opening Response(s) of RFP Broad-Line
March 29-April 4, 2017	Re-cap Broad-Line RFP Response(s)
April 5, 2017	AVUHSD to Review/Approve PINCO Recommendation(s) Categories #01-#05
April 6, 2017	Present Broad-Line RFP Re-cap & Recommendations to Executive Committee
April 20, 2017	Present Broad-Line RFP Recommendations to Advisory Committee for approval.
May 3, 2017	AVUHSD to Review/Approve Broad-Line for Award

## CALL FOR RESPONSE

The Board of Trustees of the Antelope Valley Union High School District and the Partners In Nutrition Cooperative (A.V.U.H.S.D./PINCO) will accept sealed responses up to, but no later than 10:00 A.M., Tuesday, February 28, 2017, in the Food Service Department, 44809 Beech Avenue, Lancaster, CA 93534, for the award of a contract for:

### CATEGORY

### RFP NUMBER

<b>PROCESSED COMMODITY CHICKEN PRODUCTS</b>	<b>#01/17-18</b>
<b>PROCESSED COMMODITY BEEF PRODUCTS</b>	<b>#02/17-18</b>
<b>PROCESSED COMMODITY PORK PRODUCTS</b>	<b>#03/17-18</b>
<b>PROCESSED COMMODITY TURKEY PRODUCTS</b>	<b>#04/17-18</b>
<b>PURCHASED ITEMS TO PINCO WAREHOUSE</b>	<b>#05/17-18</b>

Agreement period is a one year contract, effective July 1, 2017 through June 30, 2018, with two optional one year renewals. The solicitation(s) encompasses the 39 school districts of Partners in Nutrition Cooperative (PINCO) that have authorized the AVUHSD to act as their agent. All responses shall be made on the OFFICIAL forms furnished in the RFP packet(s) by the District. Each response must conform and be responsive to the contract documents contained in the RFP package. All RFP instructions and signatures must be complete. Respondents may obtain RFP packets at the above mentioned Food Service Department or by visiting the PINCO website at [www.pincoschools.com](http://www.pincoschools.com) in the "Bid" tab. Each response shall be accompanied by the security referred to in the contract, documents and the list of proposed subcontractors. All responses must be received at the Food Service Department no later than the date and time specified above and will be opened and read aloud publicly. The responses are then to be filed for subsequent action. Each response submitted should be addressed to AVUHSD/PINCO, 44809 Beech Avenue, Lancaster, CA 93534, and Attention: Joe Cook, Food Services Director. Questions may be directed to Joe Cook at [jcook@avhsd.org](mailto:jcook@avhsd.org). **All responses, for each category, must be submitted in its own sealed envelope with the Respondent's name and address, RFP number and name of RFP listed.** If not presented in person, the above envelope with all of the above information must be sent in a separate envelope, sealed within. Lowest or any tender will not necessarily be accepted by the Board of Trustees. The District also reserves the right to make one award or no award at all and further reserves the right to reject any and all responses, with no explanation by the Board and to waive any irregularity or discrepancy associated with this solicitation(s).

By order of the Board of Trustees, Antelope Valley Union High School District, Lancaster, Los Angeles County, California.

R. Michael Dutton

Clerk

Published: January 29/February 5, 2017