

PINCO EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 13, 2018  
10:00AM

PINCO ADMINISTRATIVE OFFICES  
44809 BEECH AVENUE  
LANCASTER, CA 93534



**MINUTES**

**1. SIGN-IN: 10:05 AM**

**2. ADOPTION OF AGENDA**

Adoption of September 13, 2018 Executive Committee Meeting Agenda as presented.

**MOTION: DELANO SECONDED: WILSONA VOTE: PASSED**

**3. ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF JUNE 7, 2018**

**MOTION: WILSONA SECONDED: STANDARD 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/RECOMMENDATION: PINCO EXECUTIVE OFFICER SUCCESSION PROCEDURES**

Background: PINCO's J.P.A./Policy Sub-committee to provide report of procedural steps to be taken in the event of PINCO Executive Committee Officers. Current J.P.A. language addresses the succession of Second Vice President to First Vice President but does not outline succession process to fill vacancies as needed. It is recommended PINCO's Executive Committee review and approve the procedure model presented by the J.P.A./Policy Sub-committee and forward to PINCO's Advisory Committee for adoption in PINCO's procedures manual.

**MOTION: WILSONA SECONDED DELANO VOTE: PASSED**

**6. SUCCESSION/ASSIGNMENT: PINCO FIRST VICE PRESIDENT**

Background: With the vacancy of PINCO First President, it is recommended PINCO's Executive Committee follow steps outlined in PINCO J.P.A. to fill First Vice President office and defer filling open positions on the PINCO Committee until the PINCO Advisory Committee meeting scheduled for September 20, 2018.

**MOTION: WILSONA SECONDED STANDARD VOTE: FAILED**

**Antelope valley motioned to table and be brought to the Advisory Committee meeting on September 20, 2018. SECONDED: WILSONA VOTE: PASSED**

**7. PINCO MEMBERSHIP UPDATE:**

Background: The Lead Agency has received formal notification from the William S. Hart High School District of their intention to withdraw from PINCO as specified in J.P.A. language effective June 30, 2019. This decision was made in consideration of the District's new internal management services agreement; PINCO and Lead Agency will work with William S. Hart ensuring adherence and full value in their membership through the current term.

Additionally, the Rosedale Union Elementary School District has formally requested to suspend their entry into PINCO until the District is in a position to utilize their USDA Foods entitlement. The District cannot participate in/under any PINCO agreement until it assigns its USDA Foods entitlement and assumes the financial and expense responsibilities based on its fair-share upon start-up.

The Taft Union High School District has expressed interest in becoming a Member District in PINCO to commence with its 2019-2020 USDA Foods entitlement. Based on estimated total lunches served (TLS) in the current year, the District would contribute approximately \$63,000.00 of entitlement monies next year and assume an estimated .005% of PINCO's administrative and operational expenses. Taft Union High School District will forward a formal request to become a PINCO Member District under J.P.A. guidelines after it assigns PINCO as the District's USDA Receiving Agency for 2019-2020 this December.

**INFORMATION ONLY**

**8. REVIEW/ADVANCE: COMMUNICATION-NOTIFICATION TIMELINE IN MEETING J.P.A. FINANCIAL OBLIGATIONS**

Background: PINCO's J.P.A./Policy Sub-committee met to develop a timeline for communication(s) and notification in situations where Member District(s) fall under the required 2.5 month operation expense balance and/or honoring payment for on-going administrative, transportation or supply expenses. The Sub-committee determined the following timeline for communication by PINCO staff and Lead Agency in cases of late/nonpayment of PINCO expenses and failure to honor 2.5 month operating balance minimum:

- 45 days (15 days past 30-day deadline) - courtesy email and phone call from PINCO to director following up on prior month statement and request for payment timeline in writing from District.
- 
- 75 days (30 days past first communication) – formal letter to Director from Lead Agency identifying payment and balance history with second request for payment with within 30 days of date of letter.
- 105 days (3.5 months past due/delinquency) – formal letter to District Director and Superintendent identifying financial deficiencies and possible consequences determined by PINCO Executive Committee\*.

\*Lead Agency shall notify Executive Committee in the event a Member District(s) receive a formal letter where Region Representatives will offer assistance as determined necessary.

It is recommended PINCO's Executive Committee review the proposed timeline and forward to PINCO's Advisory Committee for adoption in PINCO's procedure manual.

**MOTION: WILSONA SECONDED: DELANO VOTE: PASSED**

**Delano motioned to amend #8 to add a bullet after the 45 days to say.  
60 days (15 days past 45 day communication) courtesy letter from Lead Agency to Director.**

**SECONDED: WILSONA VOTE: PASSED**

**9. PINCO COMMODITY SUB-COMMITTEE: UPDATE ON ENTITLEMENT BALANCE, REVIEW/ADVANCE USDA FOODS PURCHASE RECOMMENDATION TO PINCO ADVISORY COMMITTEE**

Background: PINCO's Commodity Sub-committee to report-out on meeting held on August 29, 2018. Information to include update of 2017-2018 carry over balance of entitlement at Ardella's in addition to recommendation to purchase the following commodities with PINCO's remaining entitlement of \$287,364.00:

• 1 Truckload Barrel Cheese	Bake Crafters	\$ 67,528.00
• 1 Truckload Shredded Cheddar	Michael B's	\$ 63,552.00
• 2 Truckloads USDA Mozzarella	Tony Roberts	\$131,376.00
• USDA Spaghetti Sauce – Meatless		\$ 17,107.00
		-----
	Total	\$279,293.00
	Remaining Entitlement	\$ 8,071.00

It is recommended PINCO's Executive Committee review/amend the proposed purchase and forward to Advisory Committee for formal approval at its upcoming meeting; PINCO will proceed with purchase as directed.

**MOTION: WILSONA SECONDED: DELANO VOTE: PASSED**

**10. SUB-COMMITTEE REPORTS:**

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

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

**12. UPCOMING MEETING DATES:**

**2018-2019 PINCO EXECUTIVE MEETING CALENDAR**

October 11, 2018	PINCO Administrative Offices, Lancaster
January 31, 2019	PINCO Service Center, Bakersfield (same-day as Advisory)
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**

September 20, 2018	PINCO Service Center, Bakersfield	General Business
October 18, 2018	PINCO Service Center, Bakersfield	Pre-Show Vendor Meeting & Open House
December 5, 2018	Oxford Inn, Lancaster	Trade Meeting/Industry Reception

**December 6, 2018 PINCO FOOD SHOW, AV Fairgrounds**

December 13, 2018	PINCO Service Center, Bakersfield	Food Show Re-Cap Meeting
January 31, 2019	PINCO Service Center, Bakersfield	Vendor Review/RFP Schedule/Pre-Planner
March 14, 2019	PINCO Service Center, Bakersfield	Bid Awards
April 11, 2019	PINCO Service Center, Bakersfield	2019-2020 Buying Guide
May 16, 2019	PINCO Service Center, Bakersfield	Budget/Calendar
June 13, 2019	PINCO Service Center, Bakersfield	Year-End General Business

**13. ADJOURN:**

**MOTION: WILSONA SECONDED: STANDARD**

**Meeting Ended 11:40 AM**



# Food Distribution Program

Agencies | Reports

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Agencies > Contract > Entitlement >

Program Year: 2018 - 2019

## Contract Entitlement - SNP

Agency: **Taft Union High School District**  
Vendor Number: 638100

### Contract Information

Program Year: 2018 - 2019 ▼

Program: SNP ▼

Vendor Number	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
638100	Taft Union High School District	185,040	Approved	N	\$63,367.21	\$0.00	\$63,367.21

# Food Distribution Program

Agencies | Reports

Programs | Year | Help | Log Out

Agencies > Contract >

Program Year: 2018 - 2019

## Food Distribution Program Contract Packet - SNP 2018-2019

<b>Agency:</b> Taft Union High School District	<b>Packet Status:</b> Approved
<b>Vendor Number:</b> 638100	<b>Packet Approved Date:</b> 09/11/2018
	<b>Contract Status:</b> Approved

Action	Form Name	Status
View	<b>FDP Contract</b>	Approved
View	✓ <b>Agency Information Update/Certification</b>	Certified
	<b>Contacts:</b>	
View Modify	✓ <b>Program Contact:</b> Roy Rico (661) 763-2316 rrico@taftunion.org	Certified
View Modify	✓ <b>Ordering Contact:</b> Roy Rico (661) 763-2316 rrico@taftunion.org	Certified
View Modify	✓ <b>Billing Contact:</b> Carrie FiveCoat (661) 763-2318 cfivecoat@taftunion.org	Certified
	<b>Delivery Locations:</b>	
View Modify	Taft Union High School Warehouse(s): Pomona Distribution Center	

### Packet History

Event	Event Date/Time	User
A packet was created for year 2018-2019.	09/06/2018 2:13:52 PM	ABell
The contract packet has been submitted.	09/10/2018 1:58:57 PM	rrico63
The contract packet has been approved.	09/11/2018 2:06:57 PM	STAM

### **Procedure for Succession of Officers of PINCO**

In accordance with PINCO J.P.A. Section Seven, Subsection C, this procedure will clarify the election and succession of officers in the event of a vacancy.

#### **Election of Officers:**

During an Advisory meeting, each Region will elect a representative and an alternate. The four Regional Representatives separately meet and elect the First V.P, Second V.P, and Secretary. The Regions that fill the officers' positions will move the alternate up to the representative position and vote for a new alternate. In the event the alternate is unable to assume the representative position, the region will elect a new representative.

#### **Succession of Officers:**

In the event of a PINCO Executive Committee Officer's vacancy during their elected term, the junior position would ascend to the next vacancy (i.e. Second V.P moves to First V.P and the Secretary would move to the Second V.P.) In the event of any position not being filled by a junior position, the regional representatives and remaining officers shall meet separately and elect the open position. The alternate in the Region that is elected will move up to be the representative of the Region, and an alternate will be elected by the Region. If the alternate cannot fulfill the representative position the process of Election of Officers above will be used. If an Elected Officer moves to a new district that officer position will become vacant and must be filled according to this policy. On the Executive Board, no district is allowed two votes based on VOTING RIGHTS AMENDMENT B. 1

**Joseph Cook**

\*info presented

**To:** Bob Rodine; 'Charlene Patterson'  
**Cc:** pincojim@sbcglobal.net; Christina Reynolds (creynolds@avhsd.org)  
**Subject:** RE: PINCO: Driveway project and extension option

-----Original Message-----

**From:** Joseph Cook  
**Sent:** Monday, September 10, 2018 12:36 PM  
**To:** Bob Rodine <brodine@live.com>; 'Charlene Patterson' <charpatterson@hotmail.com>  
**Cc:** pincojim@sbcglobal.net; Christina Reynolds (creynolds@avhsd.org) <creynolds@avhsd.org>  
**Subject:** RE: PINCO: Driveway project and extension option

Hi Bob- I wanted to check in and see how you are doing, along with the progress on PINCO's lease extension and billing on the recent project invoicing.

Members want (and need) time to assess their storage strategies and costs moving into 2019-Beyond and need to know what the landlord's thinking about before December renewal deadline... Please advise.

Goodness, joe

Joe Cook | Director-Chair, Food Services/PINCO jcook@avhsd.org

Antelope Valley Union High School District  
Office: (805) 857-6836 ext. | Fax: (661) 575-1056  
44811 Beech Avenue  
Lancaster, CA 93534  
<http://www.avdistrict.org>

-----Original Message-----

**From:** Joseph Cook  
**Sent:** Tuesday, August 28, 2018 12:31 PM  
**To:** Bob Rodine <brodine@live.com>; Jim Martinez <pincojim@sbcglobal.net>; Christina Reynolds <creynolds@avhsd.org>  
**Subject:** PINCO: Driveway project and extension option

Hey Bob-I trust all is well with your daughter and everything on the family-front...

Again, thank you for all of your help in getting the driveway and loading docks repaired; it is made a huge difference for us as we are beginning the new school year! Please forward billing to us ASAP and we will process it in rapid time.




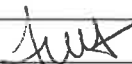


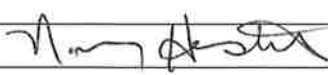
Also-we are ready to review our extension options beyond June, 2019. Please advise and if you have numbers ready, send them our way.

Reach out as needed... Let's talk soon.

Joe Well,



**PINCO EXECUTIVE COMMITTEE MEETING  
 PINCO SERVICE CENTER  
 THURSDAY, SEPTEMBER 13, 2018  
 SIGN IN SHEET**

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