



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 1, 2017

Douglas Gilbert, Treasurer, called the meeting to order at 8:52 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Carlsbad Unified School District – Michelle Johnson
- *Encinitas Union School District – Sher Hoff
- *Escondido Union High School District – Sheri Walden
- *Escondido Union High School District – Gabriela Robles
- *Escondido Union School District – Vickie Howe
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Laura Medina
- *Palomar College – Teresa Wacker
- *Poway Unified School District – Janay Greenlee
- *Ramona Unified School District – Doris Fitzpatrick
- *San Dieguito Union High School District – Douglas Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *San Pasqual Union School District – Ginny Robinson
- *Vallecitos School District – Nataly Ortiz
- *Valley Center-Pauma Unified School District – Lauren Holt
- *Valley Center-Pauma Unified School District – Lynette Brewer
- *Vista Unified School District – Diana Johnson

Associate Member District in attendance:

- *Cajon Valley Union School District – Sharon Clay
- *San Diego Unified School District – Julio Gomez
- *San Diego County Office of Education – Kimberly Castagnola
- *San Diego County Office of Education – Ashlee Venice
- *San Diego County Office of Education – Guiselle Carreon

Also in attendance:

- *Office Depot – Michael Stechel
- *Office Depot – Steven Estes
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

Sher Hoff moved to approve the agenda with the addition of Amendment #1 to the Furniture and Equipment Bid, Amendment #2 to the Child Nutrition Services Paper Products Bid and ratification of Amendment #1 to the Audio Visual Bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

2. Welcome Guests (D):

Douglas Gilbert welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve December 14, 2016 Board Meeting Minutes (D/A):

Janay Greenlee moved to approve the December 14, 2016 Board Meeting Minutes as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

4. Approve January 11, 2017 Administrative Committee Meeting Minutes (D/A):

Sher Hoff moved to approve the January 11, 2017 Administrative Committee Meeting Minutes as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

5. Approve Treasurer's Report for February 1, 2017 (D/A):

Douglas Gilbert presented. Alexis Kohler moved to approve the treasurer's report as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

6. Old Business (D):

1. Training: Janay Greenlee stated that there is nothing to discuss at this time.

7. New Business (D):

1. Legal Review of AB-626. Douglas Gilbert stated that he is working with attorney Laura Romano to get this information prepared so that it can be utilized by the group in their bid documents.
2. Legal Review of Bid Boilerplates. Group discussion to determine if all agree that the under \$15,000 bid boilerplate should be sent to legal council in order to update the document to include new regulations and then be posted on the website for all to utilize. Guiselle Carreon mentioned that the under \$15,000 boilerplate should not be used for bids over \$100,000 as there are additional items that must be included in bids over \$100,000 such as an anti-discrimination certification. Lynne Kotas stated that it has been quite a long time since the boilerplate was reviewed by legal council and suggested that this would be a good time for legal to review the entire boilerplate to ensure it is up to date. Douglas Gilbert stated that he would send the under \$15,000 bid boilerplate and the supply bid boilerplate to legal council for review.

8. Upcoming Bid Discussion (D):

- Child Nutrition Services Dairy Bid
- Child Nutrition Services Snacks & Beverages Bid
- Bottled Water Bid, Renewal
- Copier Bid, Renewal

9. Approve Award of Data Processing Supplies Bid (D/A):

Gabriela Robles presented. BB Boynton moved to award bid as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

10. Ratify Amendment #1, Custodial Supplies Bid (D/A):

Laura Medina presented. Lynne Kotas moved to ratify the amendment as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

11. Approve Amendment #2, Custodial Supplies Bid (D/A):

Laura Medina presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

12. Approve Amendment #1, Paper - Print Shop Bid (D/A):

Teresa Wacker presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Laura Medina. Motion carried unanimously.

13. Ratify Art Supplies K-6 Bid, Line #48 Art Craft Paper (D/A):

Lynne Kotas Presented. Alexis Kohler moved to ratify the bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

14. Ratify Amendment #2, Projector Lamp Bid (D/A):

Sharon Clay presented. Janay Greenlee moved to ratify the amendment as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

15. Approve Amendment #1, Furniture & Equipment Bid (D/A):

Guiselle Carreon presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

16. Approve Amendment #2, Child Nutrition Services Paper Products Bid (D/A):

Guiselle Carreon presented. Sher Hoff moved to approve the amendment as presented. Motion seconded by Laura Medina. Motion carried unanimously.

17. Ratify Amendment #1, Audio Visual Bid (D/A):

Laura Medina presented. Janay Greenlee moved to ratify the amendment as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

18. Acclamations (D):

Douglas Gilbert welcomed Nataly Ortiz from Vallecitos School District. Lynne Kotas thanked everyone for coming to the Consortium meetings in order to help make quorum. Lynne Kotas thanked Douglas Gilbert and Alexis Kohler for filling in while Kara Allegro and Debbie Kelly were out. Janay Greenlee thanked Laura Medina from Oceanside School District for her work on the bids. Guiselle Carreon thanked Sharon Clay for her work on the Consortium website posting and reposting bids and amendments.

19. Round Table Discussion (D):

Douglas Gilbert discussed the upcoming printer bid and mentioned that Oki Data is going through some personnel changes and he does not currently have a contact for that company. Douglas Gilbert stated that anyone who has items to add to the printer bid should send those to him as soon as possible. Office Depot had been suspended from the printer bid for one year and Michael Stechel stated that they would like to be added back to the upcoming bid. Sher Hoff would like to find out how other Districts are handling the use of walkie-talkies for disaster preparedness. Guiselle Carreon mentioned that it is difficult to keep up with the management of batteries for such devices. In her experience, it became a Union issue deciding who would be responsible for ensuring batteries are replaced regularly. Julio Gomez mentioned that his District recently went through a revision of this program and he would provide Sher Hoff the contact information of the person his District worked with. Lynne Kotas asked who everyone was using for online bidding. Julio Gomez mentioned that he is preparing for the fuel bid and asked if any Districts would be interested in adding renewable diesel to the bid. Lynne Kotas asked what asset management/control programs other Districts are using. BB Boynton asked if any other Districts had a contract to purchase maintenance carts that they would share.

20. Adjournment (D/A):

Moved: Sher Hoff

Seconded: Diana Johnson

Motion carried unanimously

Time: 10:04 a.m.