



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
April 5, 2017

Kara Allegro, President, called the meeting to order at 8:36 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Gachuz
- *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
- *Fallbrook Union Elementary School District – Kara Allegro
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Debbie Kelly
- *San Dieguito Union High School District – Douglas Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *San Pasqual Union School District – Ginny Robinson
- *Valley Center-Pauma Unified School District – Lauren Holt

Associate Member District in attendance:

- *San Diego Unified School District – Julio Gomez
- *San Diego Unified School District – Andrea O'Hara
- *San Diego Unified School District – Daniel Gilbreth

Also in attendance:

- *Office Depot – Michael Stechel
- *The SoCo Group – Angus McDonald
- *Neste Inc. – Dirk Vaughn

1. Approval of Agenda (D/A):

Brenda Gachuz moved to approve the agenda as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

2. Welcome Guests (D):

Kara Allegro welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve February 1, 2017 Board Meeting Minutes (D/A):

Debbie Kelly moved to approve the February 1, 2017 Board Meeting Minutes as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

4. Approve March 1, 2017 Administrative Committee Meeting Minutes (D/A):

Lynne Kotas moved to approve the March 1, 2017 Administrative Committee Meeting Minutes as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Douglas Gilbert presented. Brenda Gachuz moved to approve the treasurer's report as presented. Motion seconded by Michelle Johnson. Debbie Kelly asked if all vendors had sent in payment for the Holiday brunch. Lynne Kotas asked if it would be possible to add the CD renewal date to the Treasurer's Report. Motion carried unanimously.

6. Old Business (D):

1. Training: This item was skipped due to the absence of Janay Greenlee.
2. Legal Review of Under \$15,000 and Under \$45,000 Agreements. Debbie Kelly stated that all information was gathered and sent to legal counsel on AB-626, AB-1926, AB-2316, AB-2844 and SB-693. Legal counsel updated the agreements adding AB-626 and AB-1926, as the other bills were not required to be in the regular boilerplates. The updated agreements will be posted on the website.

7. New Business (D):

1. JPA and By-Law Documents. Debbie Kelly stated that both the addendum to the NCEPC JPA and the addendum to the NCEPC By-Laws have been posted to the Consortium website. These addendums clearly state that only member Districts have voting rights. This also applies to making motions. Only member Districts may make or second motions. These addendums became effective in 2006.

8. Nomination of Officers for NCEPC Board 2017-2018 (D/A):

Kara Allegro nominated Debbie Kelly for President, Douglas Gilbert for Vice President and Alexis Kohler for either Treasurer or Secretary pending a volunteer for one of these two positions. Debbie Kelly explained the commitment required for these positions. Debbie Kelly stated that the Consortium is a benefit, not only to the Purchasing Department but also for the entire District. Lynne Kotas moved to approve the nomination of officers for NCEPC Board as stated. Motion seconded by Brenda Gachuz. Motion Passed unanimously.

9. Draft Budget Review 2017-2018 (D):

Douglas Gilbert presented. Douglas Gilbert stated that many of the items that are in the proposed budget will not get expended such as training and bank charges so those will not be deducted from the final budget. Debbie Kelly proposed reducing dollar amounts on some items or removing unnecessary items so that the budget is shown as positive instead of negative. Debbie Kelly stated that budgeting for items that we do not have money for does not make sense as eventually, we will run out of money. Brenda Gachuz mentioned that the cost for the audits seem to be extremely high for the size of the Consortium. Lynne Kotas stated that there is typically a base minimum price for these types of services no matter what the size of the organization. Brenda Gachuz volunteered to get pricing from several auditing firms once the current auditor's term is complete. Debbie Kelly suggested going over the actual expenditures from the last three years to assist in preparing the upcoming budget. Debbie Kelly would also like to call Christy White to find out how the audit costs for the Consortium were determined.

10. Upcoming Bid Discussion (D):

- Fuel Bid – Julio Gomez mentioned that usage sheets have gone out and that he will be adding renewable diesel to the next bid as San Diego Unified is looking at using it. Lynne Kotas asked if other Districts have asked to add renewable diesel to the bid. Kara Allegro stated that her District is interested in and she knows of other Districts that are also interested in it.

11. Approve Award of Computer Printer Bid (D/A):

Douglas Gilbert presented. Alexis Kohler moved to award bid as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

12. Approve Amendment #1, K-6 Elementary Art Supplies Bid (D/A):

Lynne Kotas presented. Sher Hoff moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

13. Approve Amendment #2, K-6 Elementary Art Supplies Bid (D/A):

Lynne Kotas presented. Douglas Gilbert moved to approve the amendment as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

14. Approve Amendment #1, Xerographic Paper Bid (D/A):

Kara Allegro presented. Sher Hoff moved to approve the amendment as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

15. Approve Amendment #3, LCD Projector Lamps Bid (D/A):

Tabled as this was not on the agenda that was emailed out 72 hours prior to the meeting and it was not added at the time the agenda was approved.

16. Acclamations (D):

Kara Allegro thanked everyone for attending the meeting today.

17. Round Table Discussion (D):

Michelle Johnson discussed the Dairy Bid and mentioned that after discussing the bid with all of the CNS Directors, the Districts in the South region want to renew the bid and the Districts in the North region would like to go out to bid as their pricing is higher with the current bid.

Michelle Johnson asked what other Districts do when they need large items moved from school to school. Several Districts stated that their maintenance and operations departments would handle this. It was also stated by one District that outside moving vendors have been used.

Debbie Kelly stated that some line items on the Audio Visual Bid are in dispute because Epson has stated in writing that Datel is not an authorized dealer for Epson products however Datel has stated that they are an authorized dealer to sell Epson products. Debbie will provide an update or resolution when it is available.

Julio Gomez stated that when reviewing the Consortium toner bid for remanufactured toner, he noticed that there were no certification requirements for the remanufactured toner cartridges. San Diego Unified went out to bid for compatible toners and HP reached out to let them know that they should not accept HP compatible toners as the chips used in those are not HP chips so they are not compatible with HP printers. Instead, remanufactured toners that use HP cartridges should be used as they contain the HP chips. HP also mentioned that everyone should request industry certifications when purchasing remanufactured toners and that the remanufactured toners should be trade agreement compliant which will eliminate companies that are selling compatible toners as remanufactured toners. Julio Gomez will send out the bid he did for the remanufactured toners which includes all of the certifications and it is piggybackable.

Debbie Kelly stated that based on Robert's Rules of Order, it is acceptable to make a motion to reconsider in a board meeting.

Andrea O'Hara mentioned that there will be a CAPPO meeting every 4th Wednesday of the month and they are discussing several School District related topics that we may be interested in. The CAPPO membership is \$130.00 per year.

Kara Allegro mentioned a public works training on April 28th that Guiselle Carreon will be presenting.

18. Adjournment (D/A):

Moved: Brenda Gachuz

Seconded: Sher Hoff

Motion carried unanimously

Time: 10:21 a.m.