



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 7, 2018

Debbie Kelly, President, called the meeting to order at 8:35 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Cardiff Union School District – Ruth Monahan-Smith
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Karen Harris
- *Encinitas Union School District – Sher Hoff
- *Escondido Union School District – Sheri Walden
- *Escondido Union School District – Gabriela Robles
- *Escondido Union School District – Vicki Valenzuela-Howe
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Debbie Kelly
- *Palomar College – Christy Carter
- *Palomar College – Teresa Wacker
- *Poway Unified School District – Janay Greenlee
- *Ramona Unified School District – Doris Fitzpatrick
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *San Pasqual Union School District – Ginny Robinson
- *Valley Center/Pauma Unified School District – Lauren Holt
- *Vista Unified School District – Diana Johnson

Associate Member District in attendance:

- *San Diego Unified School District – Julio Gomez
- *San Diego Unified School District – Sharon Cheng

1. Approval of Agenda (D/A):

Debbie Kelly asked for a motion to approve the agenda. Doug Gilbert moved to approve the agenda as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

2. Welcome Guests (D):

Debbie Kelly welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve December 13, 2017 Board Meeting Minutes (D/A):

Michelle Johnson presented. Doug Gilbert moved to approve the December 13, 2017 Board Meeting Minutes as presented. Motion seconded by Doris Fitzpatrick. Motion carried unanimously.

4. Approve December 19, 2017 Special Board Meeting Minutes (D/A):

Michelle Johnson presented. Sher Hoff moved to approve the December 19, 2017 Special Board Meeting Minutes as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

5. Approve January 10, 2018 Administrative Committee Meeting Minutes (D/A):

Michelle Johnson presented. Debbie Kelly moved to approve the January 10, 2018 Administrative Committee Meeting Minutes as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

6. Approve Treasurer's Report for February 7, 2018 (D/A):

Alexis Kohler asked that this be tabled for the next board meeting. Michelle Johnson moved to approve tabling the February 7, 2018 Treasurer's Report until the next board meeting. Sher Hoff seconded. Motion carried unanimously.

7. Old Business (D):

- Debbie Kelly brought up the NCEPC bylaws and the need to review and update them. The topic will be discussed at the next Administrative Committee meeting to form a committee to review the bylaws, possible changes, and then bring them back to a future board meeting for discussion.
- Janay Greenlee said there was no new information regarding training at this time.
- It was mentioned to review the recent newsletter that Guiselle Carreon sent out. There was some information regarding EDGAR and trip/conference changes.

8. New Business (D):

- No new business items were brought up.

9. Upcoming Bid Discussion (D)

- Bottled Water Bid (Janay)
- CNS Dairy Bid (Michelle) Will request renewal for the south districts and waiting on the groups in the north section to determine what to do
- CNS Snack/Drink Bid (Michelle) Will request renewal from Gold Star.
- CNS Paper Bid (Guiselle)
- Copier Bid (Janay) There is one more renewal available on this bid.

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

Gaby Robles presented. Seven bids were received, one was non-responsive. The recommendation was to award to three vendors. Alexis Kohler moved to approve as presented. Motion seconded by Doris Fitzpatrick. Motion carried unanimously.

11. Approve Award of Health and Athletic Supplies Bid (D/A):

Janay Greenlee presented. This was a re-bid. Five Bids were received, and two were rejected because they were received late. Sher Hoff moved to approve as presented. Motion seconded by Karen Harris. Motion carried unanimously.

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

Teresa Wacker presented price increases on several items, but all within the 5% escalation allowance. Janay Greenlee moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

13. Approve Amendment #5 Computer Printer Bid (D/A):

Doug Gilbert presented the amendment for one line item that was discontinued and its replacement. Debbie Kelly moved to approve as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

14. Approve Amendment #1 Custodial Supplies Bid (D/A):

Debbie Kelly presented the amendment to add product numbers. Michelle Johnson moved to approve the amendment as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

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

Susan Wallace presented an amendment to relieve the awarded bidder of line item #43 because there was no ACMI approval. The second low bidder could not hold their price, so the recommendation was to re-award line item #43 to the third low bidder. Doug Gilbert moved to approve. Motion seconded by Sher Hoff. Motion carried unanimously.

16. Approve Amendment #1 Office Supplies Bid (D/A):

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

17. Acclamations (D):

Sher Hoff thanked Debbie Kelly for sending the invite to the board meeting to members. It was helpful, as was receiving the agenda earlier than usual. Debbie Kelly asked that items for the board agenda be sent to her as soon as possible.

18. Round Table Discussion (D):

- Teresa Wacker introduced the new buyer at Palomar, Christy Carter.
- Lynne Kotas asked how districts hand out bid packets. San Marcos traditionally handed out bid packets during job walks. Many districts published on their websites. Debbie Kelly sends them out via email with a BCC to herself.
- Sheri Walden talked about Purchase Edge points, and some districts do not use theirs. Also talked about their IT department has a five year replacement plan with printers and has standardized them. They give their Purchase Edge points to IT.
- Sher Hoff brought up the office supply bid and that she and Brenda, being from such small districts, are finding it difficult to manage. She asked if anyone else would consider taking it on. Debbie Kelly suggested we look closely at all the bids and perhaps eliminate those with minimal usage, and look for alternatives such as US Communities.
- Doug Gilbert brought up that in reviewing some other piggyback contracts they are not compliant with the 3-5 year bid requirements we have in California. He received a legal opinion that a competitive solicitation is a competitive bid, would argue that if you are using a bid from another state, districts need to be sure that as long as the other state is meeting all of their own state's requirements, it is okay to use.
- There was a discussion regarding Amazon Direct, using Uber drivers who were leaving deliveries after hours.
- Julio Gomez asked what districts did regarding e-waste. San Marcos does an RFP; Janay Greenlee suggested contacting their waste management vendor.
- Meeting EDGAR requirements: Oceanside puts all three quotes on their requisitions.
- Sher Hoff asked about AB1223 state agencies having to post all construction payments over \$25,000 on website.

19. Adjournment (D/A):

Moved: Sher Hoff

Seconded: Karen Harris

Motion carried unanimously

Time: 10:02 a.m.