



Phelan Piñon Hills Community Services District

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**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
SPECIAL REGULAR BOARD MEETING
July 20, 2011 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371**

MINUTES

Board Members Present: Joe Fahrlander, President
Mark Roberts, Vice President
Ken Anderson, Director
Al Morrissette, Director

Board Member Absent: Charlie Johnson, Director

Staff Present: Don Bartz, General Manager
Debbie Bishop, Board Secretary

Call to Order

President Fahrlander called the meeting to order at 5:06 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Board Members were present except Director Johnson.

Public Comment

None

1. Purchasing Policy Workshop

Mr. Kennedy distributed his changes to the Purchasing Policy to the Board Members. Mr. Kennedy reviewed them with the Board. Mr. Bartz briefed the Board on the changes requested by staff.

Director Roberts asked for clarification on prequalifying a vendor if the District already has them on their pre-approved list. Mr. Bartz stated staff would just be collecting their updated information such as insurance, etc.

Mr. Bartz explained there have been a few issues that staff has come across while using the current Purchasing Policy and Procedures. One was with fuel purchases. Would staff have to get a bid every time fuel is delivered? Mr. Bartz stated staff is doing an open purchase order with a cost of the fuel with a mark-up per gallon and including delivery charges. Mr. Kennedy stated staff initiated a competitive bid process for the purchase of gas. Director Anderson suggested getting a sixty day bid for comparison. The Board discussed having the open PO's approved once a year by the Board. A discussion took place regarding showing a paper trail with the approved vendors showing that staff compared the vendors for the most competitive price. Mr. Bartz stated why he is hearing from the Board tonight is to continue with the bidding process for the vendor, put several vendors on the vendor list and give staff the flexibility to shop between the approved vendors for the best rates at the time of purchase.

The second issue is with electrical work. The combined jobs done by the electrician exceeds the allowable amount per the Purchasing Procedures. Mr. Bartz stated staff received three quotes from vendors. The Board Members were given a copy of the quotes received. Mr. Bartz stated staff is looking for input on the best way to address handling these quotes. Director Morrissette asked if staff could tell the vendors what they will pay for the services. If the vendor is willing to do the work for that amount, then they are placed on the approved vendor list.

After discussion, Mr. Bartz suggested fine tuning this document and bringing the approved vendors list to the Board.

Vice President Roberts had a question on item 6 C where the General Manager has to approve something over \$250. He felt that amount was low. Mr. Bartz stated that was not a problem with the current software and approval process.

Director Anderson inquired on the process to open the Bids publically. Mr. Bartz stated he would be reviewing the bids as well as staff.

Adjourn

With no further business, the meeting was adjourned at 6:20p.m.

Board approved the above Minutes on August 3, 2011:

_____	_____
Joe Fahrlander, President	Date
_____	_____
Debbie Bishop, Board Secretary	Date