



MINUTES
Procurement Committee Meeting
District Office Board Room
February 2, 2022

The meeting was called to order at 4:30 p.m. by Committee Chair Catherine Huddle. Attending representing the Board, in addition to Chair Huddle, was Trustee Ken Loveless. Attending representing the Administration were Marty Rawks and Clay Cannon.

Trustee Loveless made a motion to approve the agenda seconded by Trustee Huddle. The motion passed unanimously.

Trustee Loveless made a motion to approve the minutes of the December 1, 2021, Procurement Committee Meeting. Trustee Huddle seconded the motion and was unanimously approved.

The Warranty review process was discussed. The goal is to ensure that warranties are reviewed for major repairs before those repairs ensue in order to make sure the warranty is used when possible and that repairs don't void any warranties. Ms. Rawls stated that facilities take the lead after procurement and Mr. Cannon said that a checklist is used to make sure warranties are reviewed. He said they look very closely at all roof work and also work completed in the prior year. Mr. Loveless mentioned that, prior to Mr. Cannon being in his current role, the district had paid for a roof repair even though it was still under warranty.

The use of Attorneys was discussed. Ms. Rawls did not know, without research, the annual amount spent on attorneys but all agreed it was likely well over \$200,000. We discussed major categories including HR, contracts, board meetings, and litigation. Ms. Gardner mentioned the existing policy on attorneys and that this is something she thought the Policy Committee could address. There was discussion that there is no budget or hourly rate set in advance for specific types of attorneys or reasons attorneys are commonly retained. Ms. Rawls reported that the entire budget and expenses are currently in one line item under the board in the budget but that she could divide them into 2 (one for administration and one for the board) on a go-forward basis if approved by the board.

The land leased to the Chapin Chamber of Commerce was also discussed. The current lease is \$1 per year for a rolling five years. It was signed in March 2014 and apparently preceded by an oral agreement. The way the contract is structured, if changes are desired, they would not take effect for 4 years and only then if addressed by August of a year before the automatic 5th year is added. It was discussed that the district really doesn't have a use for the property but since we are looking at all property not used by the district we should put it on a future agenda for the full board. It was also noted that there is no desire to kick the chamber off the

property and we understand they went to considerable expense previously to move the house they own onto the property.

For our next meeting, we discussed reviewing the banking and audit RFPs if Ms. Rawls would like us to do so. We noted that our meeting may need to be rescheduled to accommodate her request.

Trustee Huddle made a motion to adjourn seconded by Trustee Gardner. The motion passed unanimously, and the meeting adjourned at 5:03 p.m.