



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 14, 2020, 3:00 p.m.
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:00 p.m.

1. **Roll Call of Committee Members:**

Committee Members Present: Don Bussey, Amy Newell, Bob Culbertson

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst (FA)

Others Present: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approval of December 10, 2019 Meeting Minutes:** Director Newell moved to approve the December 10, 2019 minutes; Director Bussey seconded. The motion carried following voice vote.

5. **Review the Annual Financial Report for Fiscal Year ended June 30, 2019:** Andy Beck, CPA, Fedak & Brown, and lead auditor, presented the Financial Report for Fiscal Year Ended June 30, 2019 via conference call, and he addressed comments and questions from the Committee. Director Newell suggested a modification to be made on page 3, “Using This Financial Report”, 2nd paragraph, 8th sentence, striking “measures the success of the Agency’s operations over the past year and”, with the revised sentence to read, “This statement can be used to determine the Agency’s net operating reserves and credit worthiness.” In addition, Director Newell moved to recommend the Committee send the Financial Report to the Board for consideration of acceptance with the proposed modification. Director Bussey seconded. The motion carried following voice vote.

6. **Review Administration and Finance Committee Bylaws:** Reviewed and no recommendation for changes.

7. **Review and Consider Procedures for the Collection of Augmentation Charges:** The Committee revised the proposed revisions to the Procedures for the Collection of Augmentation Charges. Director Newell moved to further revise the language on page 3, paragraph 7, “General Manager Discretion” by adding the phrase “As part of any settlement negotiations,” to the 1st sentence and before “the General Manager”; Director Bussey seconded. The motion carried following voice vote.

8. **Review and Consider Accepting Financial Reports:** The Committee reviewed the Financial Reports and accepted them by consensus.

9. **Review and Consider Accepting Cash Flow Reports:** The Committee reviewed the Cash Flow Reports and accepted them by consensus.

10. **Discuss Future Agenda Items:** GM stated next meeting may include draft budget amendments.

11. **Next Meeting Date:** Next meeting date set for Tuesday, February 11, 2020, 3:00 p.m.

Adjournment at 4:35 p.m.