



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES**

**Tuesday, February 11, 2020, 3:00 p.m.  
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:05 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 January 14, 2020 Meeting Minutes:** Director Newell moved to approve the minutes of January 14, 2020 minutes; Director Bussey seconded. The motion carried following voice vote.

**5. Review and Consider Amendment No. 1 to Agreement with EKI Environmental & Water Inc., for Modeling of Managed Aquifer Recharge and Recovery:** GM Lockwood summarized the purpose of the work and the cost estimate. Director Newell moved to recommend approval of Amendment No. 1 to Agreement with EKI Environmental & Water, Inc. for modeling of managed aquifer recharge and recovery; Director Bussey seconded. The motion carried following voice vote.

**6. Review and Consider Financial / Administrative Services Manager Job Description:** Director Newell moved to recommend Board approval of the job description, subject to the minor revisions recommended by the Committee; Director Bussey seconded. The motion carried following voice vote.

**7. Discuss Budget Amendment Considerations:** GM Lockwood provided an overview of the budget to actuals through December 31, 2019 with special attention to projected grant revenue and capital projects expenditures.

**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:** None.

**11. Next Meeting Date:** Next meeting date set for Tuesday, March 10, 2020, 3:00 p.m.  
Adjournment at 4:45 p.m.