



ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, February 12, 2019, 4:00 p.m.
PV Water “Koenig” Conference Room

The meeting was called to order at 4:03 p.m.

1. Welcome and Introductions:

Committee members: Bob Culbertson (Chair), Don Bussey (Vice-Chair), Amy Newell
Staff: Brian Lockwood, General Manager (GM), Teresa Delfino, Finance & Administrative Services Manager (FASM), Nancy Trevino, Financial Analyst (FA); Marcus Mendiola, Water Conservation and Outreach Specialist (WSOS) for Item 11.

Public: None

2. Director Comments: Director Culbertson attended a meeting with the Army Corps of Engineers at Shell Rd. Pump Station to learn of proposed enhancements they are considering. Director Newell attended Water 101, a wonderful workshop with the Water Education Foundation.

3. Public Comments: None

4. Consider Approving Minutes of Previous (January 15, 2019) Committee Meeting: Director Newell noted the misuse of the word “council” instead of “counsel.” Director Culbertson moved to approve the January 15, 2019 minutes with the noted changes; Director Bussey seconded. The motion carried following voice vote.

5. Review and Consider Administration and Finance Committee Bylaws: The Committee reviewed the Bylaws as revised from the January meeting. Director Newell moved to approve the revised Bylaws with the following, additional amendments: Article III, Paragraph 2. Replace “February” with “January,” and Article III, Paragraph 4 as, “If a vacancy of the Chair or Vice-Chair occurs, it shall be filled by election at the next regularly scheduled committee meeting;” Director Bussey seconded. The motion carried following voice vote.

6. Review and Consider Proposed Budget Amendments for Fiscal Year 2018-19: The Committee reviewed the Proposed Budget Amendments for Fiscal Year 2018-19. Director Newell moved to approve the amendments and place this item on the consent agenda of the February 20, 2019 Board meeting; Director Bussey seconded. The motion carried following voice vote.

7. Review and Consider Award of Contract to Pacific Infrastructure, Corp., for the Recycled Water Facility, Disk Filter Upgrade Project No. 30-63, in an Amount Not to Exceed \$2,570,310: The Committee reviewed the contract. Director Newell moved to recommend approval to the Board; Director Bussey seconded the motion, and asked for staff to follow-up with counsel that the insurance coverage is adequate. The motion carried following voice vote.

8. Review and Consider Scope of Work and Budget with Covello, A Psomas Company, for the Recycled Water Facility, Disk Filter Upgrade Project No. 30-63, Construction Management Services, in an Amount Not to Exceed \$382,200: The Committee reviewed the Scope of Work and Budget. Director Newell moved to recommend approval to the Board; Director Bussey seconded. The motion carried following voice vote.
9. Review and Consider Scope of Work and Budget with SWCA, for the Recycled Water Facility, Disk Filter Upgrade Project No. 30-63, Environmental Services, in an Amount Not to Exceed \$59,585: The Committee reviewed the Scope of Work and Budget. Director Newell moved to recommend approval to the Board; Director Culbertson seconded. The motion carried following voice vote.
10. Receive Update on Proposition 84 Drought Emergency Grant Funding and Potential Coastal Distribution System Project: The Committee received an update on Proposition 84 Drought Emergency Grant funding from the GM.
11. Review and Consider Scope of Work and Budget with the Resource Conservation District of Santa Cruz County for Basin Management Plan Agricultural Water Conservation Program Technical Assistance in an Amount Not to Exceed \$410,741: GM provided an updated Scope of Work and Budget to the Committee. The Committee discussed the updated Scope of Work and Budget. Director Newell moved to recommend approval of an agreement in an amount not to exceed \$399,465 to the Board; Director Bussey seconded. The motion was carried following voice vote.
12. Discuss Board and Committee Start Times: The Committee discussed meeting start times and agreed to a 3:00 start time beginning in March. The Committee recommended a similar item be placed on agenda of the February 20, 2019 Board meeting.
13. Review and Consider Accepting Financial Reports: The Committee reviewed the Financial Reports. Director Newell made a motion to accept the Financial Reports; Director Culbertson seconded. The motion carried following voice vote.
14. Review and Consider Accepting Cash Flow Reports: The Committee reviewed the Cash Flow Reports. Director Newell made a motion to accept the Cash Flow Reports; Director Bussey seconded. The motion carried following voice vote.
15. Discuss Future Agenda Items and Next Meeting Date: Next meeting date set for Tuesday, March 12, 2019, *at 3:00 p.m.*
16. Meeting Adjourned at 6:15 p.m.