



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, March 10, 2020, 3:00 p.m.  
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:03 p.m.

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

Committee Members Present: Amy Newell, Bob Culbertson

Committee Members Absent: Don Bussey

Staff Present: Brian Lockwood, General Manager (GM) (by phone), Nancy Trevino, Financial Analyst (FA), Rocio Guerrero, Customer Service Representative (CSR), Jesus Martinez, Water System Operations Supervisor (WSOS)

Others Present: None

**2. Director Comments:** None

**3. Public Comments:** None

**4. Consider Approval of February 11, 2020 Meeting Minutes:** Director Newell moved to approve the February 11, 2020 minutes; Director Culbertson seconded. The motion carried following voice vote.

**5. Receive Report on Employee Handbook Update:** Director Newell moved to table this item to next meeting; Director Culbertson seconded. The motion carried following voice vote.

**6. Receive Report on Finance & Administrative Services Manager Recruitment:** GM provided the committee with an update on the recruitment and timeline of the Finance & Administrative Services Manager position.

**7. Discuss Recycled Water Facility UV Treatment Maintenance Cost Estimate:** GM and WSOS provided the committee with an overview of the UV Treatment maintenance urgency and cost estimate that Director Newell moved to make a recommendation to the Board for approval; Director Culbertson 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:** Preliminary Budget and Employee Handbook.

**11. Next Meeting Date:** Next meeting date set for Tuesday, April 14, 2020, 3:00 p.m.

Adjournment at 4:45 p.m.