



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, May 14, 2019, 3:00 p.m.
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:08 p.m.

1. Welcome and Introductions:
Committee members: Bob Culbertson (Chair) (late arrival – 3:37pm), Don Bussey (Vice-Chair), Amy Newell
Staff: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of Previous Committee Meeting: Director Newell moved to approve the April 9, 2019; Director Bussey seconded. The motion carried following voice vote.
5. Review and Consider Scope of Work and Budget with Jacobs Engineering Group, Inc. for the Coastal Distribution System F-Line Expansion Project No. 30-65, Final Design through Bid Period Services, in an Amount Not to Exceed \$314,000: Director Newell moved to recommend to Board for approval; Director Bussey seconded. The motion carried following voice vote.
6. Review and Consider Scope of Work and Budget with cbec eco engineering, inc. for Fish Passage Design and Hydraulic Design for the Proposed College Lake Integrated Resources Management Project No. 30-39, in an Amount Not to Exceed \$95,448: Director Newell moved to recommend to Board for approval, conditional upon counsel approval; Director Culbertson seconded. The motion carried following voice vote.
7. Review and Consider Accepting Preliminary Budget for Fiscal Year 2019-20: Director Newell moved to recommend the Preliminary Budget for Fiscal Year 2019-20 to the Board; 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. The Committee agreed by consensus to receive and review the Preliminary Budget to Actual Report quarterly vs. monthly.
9. Review and Consider Accepting Cash Flow Reports: The Committee reviewed the Financial Reports and accepted them by consensus.
10. Discuss Future Agenda Items: Rate Setting Ordinance, Zag Technical Services 2-year IT contract.
11. Next Meeting Date: Next meeting date set for Tuesday, June 11, 2019, 3:00 p.m.

Adjournment at 4:34 p.m.