



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, September 10, 2019, 3:00 p.m.
PV Water “Koenig” Conference Room**

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

1. Welcome and Introductions:
Committee members: Bob Culbertson (Chair), Don Bussey (Vice-Chair) (Absent), Amy Newell
Staff: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst (FA)
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of Previous Committee Meeting: Director Newell moved to approve the July 9, 2019 minutes; Director Culbertson seconded. The motion carried following voice vote.
5. Review and Consider Proposed Updates to the Policy on Travel and Expense Reimbursement: Committee reviewed and revised proposed updates to the Policy on Travel and Expense Reimbursement, and recommended the Board approve the Policy with the revised changes.
6. Receive Report on Tiered Rates Study Group Progress: GM provided the Committee a progress report on the Tiered Rates Study Group.
7. Review and Consider Job Description – Field Technician: The Committee reviewed the Field Technician job description, recommended Board approval, and directed staff to include this item on consent agenda of the September 18, 2019 Board of Directors meeting.
8. Review and Consider SWCA Environmental Services for CDS F-Line Expansion Project, Amendment No.1: Committee reviewed SWCA Environmental Services for CDS F-Line Expansion Project, Amendment No. 1, and recommended Board approval, and directed staff to include this item on the action agenda of the September 18, 2019 Board of Directors meeting.
9. Review and Consider Accepting Financial Reports: The Committee reviewed the Financial Reports and accepted them by consensus.
10. Review and Consider Accepting Cash Flow Reports: The Committee reviewed the Cash Flow Reports and accepted them by consensus.
11. Discuss Future Agenda Items: Quarterly Reports will be provided next meeting.
12. Next Meeting Date: Next meeting date set for Tuesday, October 8, 2019, 3:00 p.m.

Adjournment at 4:35 p.m.