



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 15, 2019, 4:00 p.m.
PV Water “Koenig” Conference Room**

The meeting was called to order at 4:08 p.m.

1. Welcome and Introductions:

Committee members: Robert Culbertson III (Chair), Amy Newell, Don Bussey (late arrival 4:40)
Staff: Brian Lockwood, General Manager (GM), Teresa Delfino, Finance & Administrative Services Manager (FASM), Nancy Trevino, Financial Analyst (FA)

Public: None

2. Director Comments: None

3. Public Comments: None

4. Consider Approving Minutes of Previous (November 13, 2018) Committee Meeting: The minutes were approved by consensus.

5. Consider Approving Minutes of Previous (December 11, 2018) Committee Meeting: After Committee discussion, Director Newell moved to approve, as amended. Director Culbertson seconded the motion. The minutes were approved with the following corrections: replace the last sentence in Items 8, 9 and 10 with “The Committee reviewed and considered the Scope of Work and Budget and voted to recommend approval by the Board.”

6. Review Administration and Finance Committee Bylaws: The Committee reviewed the Bylaws and Director Newell moved to direct staff to make recommended changes, and bring back to next meeting for review. Director Bussey seconded and the motion carried following voice vote.

7. Review and Consider Updated Draft Public Records Act Disclosure Policy and Guidelines: The Committee reviewed and considered the Updated Draft Public Records Act Disclosure Policy and Guidelines. Director Newell moved to recommend approval to the Board with changes noted, pending clarification from counsel. Director Bussey seconded and the motion carried following voice vote.

8. Review and Consider Updated Draft Records Retention and Destruction Policy: The Committee reviewed and considered the Draft Records Retention and Destruction Policy, and Director Newell moved to recommend approval to the Board, pending clarification with counsel. Director Bussey seconded and the motion carried following voice vote.

9. Review and Consider Updated Draft Electronic Communications Policy: The Committee reviewed and considered the Updated Draft Electronic Communications Policy and Director Newell moved to recommend approval to the Board, pending clarification with counsel. Director Bussey seconded and the motion carried following voice vote.

10. Review and Consider Accepting Quarterly Reports: The Committee reviewed and accepted the Quarterly Reports by consensus.
11. Review and Consider Accepting Financial Reports: The Committee reviewed and accepted the Financial Reports by consensus.
12. Review and Consider Accepting Cash Flow Reports: The Committee reviewed and accepted the Cash Flow Reports by consensus.
13. Discuss Future Agenda Items and Next Meeting Date: Next meeting date set for Tuesday, February 12, 2019, 4:00 p.m.
14. Meeting Adjourned 6:10 at p.m.