



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 11, 2022 3:00 p.m.
Teleconference Meeting due to COVID-19**

The teleconference meeting was called to order at 3:02 p.m.

1. Roll Call of Committee Members:

Committee Members Present: Amy Newell, Abel Sanchez

Committee Members Absent: Bob Culbertson

Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM), Nancy Trevino, Financial Analyst (FA), Laura Taay, Administrative Analyst & Board Secretary (AA)

Others Present: Robert Johnson, Aromas Water District

2. Director Comments: Director Newell welcomed Director Sanchez to the Administration & Finance Committee

3. Public Comments: None

4. Election of Officers for 2022, Chair, Vice Chair

Action: Director Newell nominated Culbertson as Chair, and Abel Sanchez, as Vice Chair; Seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **Culbertson**

5. Consider Approving Minutes of December 14, 2021 Committee Meeting:

Action: Director Newell moved to approve the December 14, 2021 minutes; Seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **Culbertson**

6. Conduct Annual Review of Administration & Finance Committee Bylaws: The Committee reviewed the bylaws and had no suggested revisions.

7. **Consider Aromas Water District Request to Annex and Extend Service to Certain Cole Road and Rocks Road Properties:** Robert Johnson, Aromas Water District General Manager, summarized the reasons for the request to the Committee and responded to questions. Details are in the presentation posted on the Committee’s webpage: <https://www.pvwater.org/administration-finance>.

Action: Director Newell moved to recommend the Board approve Aromas Water District’s request to annex and extend service to certain Cole Road and Rocks Road Properties; Seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **Culbertson**

8. **Consider Amendment to Agreement with Smith & Associates, Inc. for College Lake Integrated Resources Management Project Pipeline Property Appraisals in an amount not to exceed \$120,000:** GM Lockwood summarized the existing agreement with Smith & Associates, Inc. as well as the proposed scope of work described in the first amendment, which is included in the agenda packet.

Action: Director Newell moved to recommend approval of the amendment to the agreement with Smith & Associates, Inc. and place the item on the consent agenda for Board consideration of approval; Seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **Culbertson**

9. **Consider Finance & Administrative Services Manager Recruitment:** GM Lockwood provided a summary of the proposed recruitment plan for the FASM position, including an evaluation of the salary schedule.

Action: Director Newell moved to recommend the Board approve the recruitment plan along with an increase to the salary schedule by setting the top step (Step 7) at \$170,000 annually, and to place the item on the consent agenda for Board consideration; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **Culbertson**

10. Review and Consider Accepting Quarterly Reports:

Action: Director Newell moved to accept the Quarterly Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **Culbertson**

11. Review and Consider Accepting Financial Reports:

Action: Director Newell moved to accept the Financial Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **Culbertson**

12. Review and Consider Accepting Cash Flow Reports:

Action: Director Newell moved to accept the Cash Flow Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **Culbertson**

13. Discuss Future Agenda Items and Next Meeting Date: Next meeting date set for Tuesday, February 8, 2022, 3:00 p.m.

Adjournment: 4:45 p.m.