A meeting of the Administration, Budget & Personnel Committee of the Yuba Water Agency was held on the above date, commencing at **11:02 a.m.** This meeting was conducted by Zoom Video Conference and Audio Teleconference Only.

The Yuba County Water Agency supports the orders and directives from the California Department of Public Health and the California Governor’s Office in the effort to minimize the spread of the Coronavirus (COVID-19).

Governor's Executive Order N-29-20 enables meetings of legislative bodies to be conducted by way of a teleconference.

Governor's Executive Order N-33-20 directs all individuals in the state to stay at home or their place of residence except those individuals designated as essential by the Federal Government or the Office of the Governor.

**ROLL CALL**

<table>
<thead>
<tr>
<th>Directors</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Mike Leahy (Chair)</td>
<td>☒</td>
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<tr>
<td>Brent Hastey</td>
<td>☒</td>
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<td>Charlie Matthews</td>
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**Staff in Attendance**
- Curt Aikens, General Manager
- Willie Whittlesey, Assistant General Manager
- Terri Daly, Administrative Manager
- Kurtis Crawford, Finance Manager

**PUBLIC COMMENT**
None.
DISCUSSION ITEMS

1. Approve the minutes for the April 7, 2020 Administration, Budget, and Personnel committee meeting.

A motion was made by Director Hastey, seconded by Director Mathews to approve the Minutes for the April 7, 2020 committee meeting.

Vote:
YES: Hastey, Mathews, Leahy

2. Consider recommending approval to the Board of the following personnel changes: 1) Engineering job descriptions: Update job descriptions in the Engineering series to better align the job functions and to identify and provide future career development opportunities in the engineering arena; 2) Reclassification of the Part-time Administrative Assistant to Full-time Power Settlements Analyst and approval of job description; 3) Salary range adjustment for Information Systems Supervisor; and 4) Approval of Information Security Analyst job description and salary range.

A motion was made by Director Hastey, seconded by Director Mathews to recommend approval of this matter as presented.

Vote:
YES: Hastey, Mathews, Leahy


No formal action taken. Kurtis Crawford provided the committee with an overview of the financial statements for March 2020.

Adjourned at 11:30 A.M.