MINUTES

MEETING OF THE

ADMINISTRATION, BUDGET & PERSONNEL COMMITTEE

NOVEMBER 3, 2020

A meeting of the Administration, Budget & Personnel Committee of the Yuba Water Agency was held on the above date, commencing at 11:05 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.

ROLL CALL

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<tr>
<th>Directors</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Mike Leahy (Chair)</td>
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<td>Brent Hastey</td>
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<td>Charlie Matthews</td>
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Staff in Attendance

- Willie Whittlesey, General Manager
- Terri Daly, Administrative Manager
- Kurtis Crawford, Finance Manager
- Andi Richmond, Power Settlements Analyst
- Creighton Avila, Project Manager
- David Yang, Staff Accountant
- Christina McClung, Human Resources Manager
- Bonnie Dickson, Sr. Public Information Officer
- Andrea Armstrong, General Services Administrator
- Abby Villegas, Accounting Administrative Clerk
DISCUSSION ITEMS

1. Approve the minutes for the October 6, 2020 Administration, Budget, and Personnel committee meeting.

A motion was made by Director Mathews, seconded by Director Hastey to approve the Minutes for the October 6, 2020 committee meeting.

Vote:
YES: Hastey, Mathews, Leahy


Kurtis Crawford led the presentation of the financial statements and details for General & Power Systems Funds for September 2020. Directors Mathews iterated an interest in seeing the reports include forecasted RA income when known.

A motion was made by Director Hastey, seconded by Director Leahy to direct staff place this matter on the Board of Director’s next regular meeting agenda for their information.

Vote:
YES: Hastey, Mathews, Leahy

3. Consider recommending approval of the Procurement Contracts Specialist job description and salary range.

Terri Daly provided background on the justification and need for this new position going forward.

A motion was made by Director Mathews, seconded by Director Hastey to recommend approval of this matter for Board consideration.

Vote:
YES: Hastey, Mathews, Leahy

Adjourned at 11:37 A.M.