

**FINANCE AND PERSONNEL COMMITTEE
MINUTES**

DATE: Wednesday, March 20, 2019

1. CALL MEETING TO ORDER AND ROLL CALL

The meeting was called to order at 4:25 p.m. Present were Director Jose Cerda and Director Jerry Cano, with Director Preciado absent. Staff members present: General Manager Tish Berge, Assistant General Manager Jennifer Sabine, and Director of Finance Rich Stevenson.

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED ON THE AGENDA
(Government Code Section 54956.5)

There were none.

3. OPPORTUNITY FOR PUBLIC COMMENT
(Government Code Section 54954.3)

There were no members from the public present.

4. ACTION AGENDA

A. Purchasing Policy 2020 Update

Director of Finance Stevenson provided an overview, established approval limits of the Procurement Policy, and informed the Committee that a goal to update the policy would be included in the FY 2019-20 Work Plan for consideration and approval by the full Board.

Director Cerda stated an interest to increase the General Manager's approval limit, and discussed with Director Cano if the change was appropriate. General Manager Berge informed the Committee that the General Manager approval limit for Otay Water District is \$75,000.

The Finance and Personnel Committee recommends that staff revise the Procurement Policy to increase the approval requirement for purchases to \$75,000 for the General Manager.

B. Review of Board Policies and Procedures (512 through 516, 518, 519 and 521)

General Manager Berge provided an overview of the revisions to the subject policies to the Committee.

The Finance and Personnel Committee recommends that the Governing Board approve the recommended changes to Policies 512 through 516, 518, 519, and 521 as presented.

5. CLOSED SESSION

There was none.

6. **NEXT MEETING**

The next regularly scheduled meeting of the Finance and Personnel Committee will be held on Wednesday, April 17, 2019 at 4:00 p.m.

7. **ADJOURNMENT**

The meeting adjourned at 4:55 p.m.