



**Budget and Administration Committee**  
**Tuesday, February 1, 2022**  
**6:45 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/84729077324>**

**Meeting ID: 847 2907 7324**

(Teleconference/Electronic Meeting Protocols are attached)

**Conformed Agenda**

Members: Chair, Felicity Wood Carlson (FC), Vice-Chair, Director Sidney Bazett (SB)  
Alternate Director Eric Aiston (EA)  
Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER 6:50**

**ROLL CALL SB, FC - present**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

**ADOPTION OF AGENDA**

*SB/FC – Motion passed, Agenda adopted.*

**APPROVAL OF CONFORMED AGENDA**

- Conformed Agenda – Budget & Administration Committee Meeting – January 4, 2022

*SB/FC – Motion passed, Conformed Agenda approved.*

**OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **DEPARTMENT MATTERS**

### **1. Revisions to Work Plan 2022 (A. Pichly)**

- *Committee members would like more specification on Work Plan items.*
- *A suggestion for Bullet point 3 is Develop schedule for reviewing District policies*
- *Bullet point 4, Committee members would like a proposed policy for evaluating contractor performance, not just “research”.*
- *Bullet point 5, Committee members would like Board Clerk to update Board Members on what classes and trainings are needed and required to obtain District of Distinction Certification.*
- *Include Cameron Park Lake Fee Research in the 2022-23 Budget (analyze excluding fees v. having fees and staffing kiosk). Proposed report date of April 2022. Then decide if researching other fee options is necessary. Possible workshops in the third quarter of 2022.*

### **2. FY 21/22 Mid-Year Budget to Actuals (C. Greek)**

### **3. FY 22/23 Budget Timeline (C. Greek)**

### **4. Proposed change to Admin II- Weed Abatement (S. Moranz)**

- *Add to job description that this position would help with Fire Wise Committee*
- *Add to job description inspecting single family homes upon invitation only.*
- *Forwarding to the February Board meeting with the above-mentioned additions to job description.*

### **5. Staff Updates**

- a. *Check Register Review (C. Greek)*
- b. *Finance & Administration Department Monthly Report (C. Greek)*

### **6. Items for Future Committee Meetings**

- *Mid-Year Budget Adjustments*
- *Sustainability Committee updates*
- *Check Register Review*
- *Finance & Admin Department Report*



**7. Items to take to the Board of Directors**

- *Work Plan 2022 with more specifications on bullet points and revisions to language.*
- *Proposed change to Admin II-Weed Abatement position with changes to job descriptions.*
- *Housing of Ad-Hoc Committees: Adding Fire Wise Ad-Hoc Committee to Fire & Emergency Services future agenda; add Sustainability Ad-Hoc Committee to Budget & Administration future agenda; and add Splash Pad Ad-Hoc Committee to Parks & Recreation future agenda.*
- *FY 21/22 Mid-Year Financial Report*
- *FY 22/23 Budget Calendar*

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT – 8:50**

Conformed Agenda Prepared by:

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Lindsay Dorosh  
Board Secretary

Conformed Agenda Approved by:

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F. Wood Carlson (Mar 9, 2022 13:02 PST)

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Director Felicity Wood Carlson, Chair  
Budget & Administration Committee






# 2.1.22 Budget & Admin Conformed Agenda

Final Audit Report

2022-03-09

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