Budget and Administration Committee

Monday, November 9
5:30pm

Cameron Park Community Center – Social Room
2502 Country Club Drive
Cameron Park, CA 95682

Minutes

Members: Chair Director Katie Gilchrest (KG), Vice Chair Director Dawn Wolfson (DW)
Alternate: Director Tim Israel (TI)

Staff: Mark Hornstra, General Manager; Laura Sanders-Ito, Acting Administrative Services Analyst

CALL TO ORDER *5:30PM*

ROLL CALL *DW/KG*

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 - *Approved*

APPROVAL OF MINUTES - *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. **Accountability Act Report** (M. Hornstra)
   - *Discussed Accountability Act Report. Move to Board with support.*
2. **Vehicle and Equipment Surplus** (C. Hargis)

- *Discussed Vehicle and Equipment Surplus plan. Move to Board with support.*

3. **Proposed Board and Committee Calendar** (M. Hornstra)
   - *Discussed Board and Committee calendar. Move to Board with support and discussion of CC&R Committee meeting structure***.**
4. **Fire Dept JPA Resolution** (K. Richards)
   - *Discussion of Resolution. Move to Board with support***.**
5. **Accounting/Finance Updates**
   a. October Check Registers (L. Sanders-Ito)
   b. October Finance Report (M. Hornstra)
6. **New Board Member Oath of Office and Onboarding Discussion**
   - *Discussion of process. Move to Board for discussion***.**
7. **Items for Future Committee Meetings**
   - Cost Recovery Policy (bounced check, etc.)
   - Bylaws Review

8. **Items to Take to the Board of Directors**
   a. Accountability Act Report
   b. Vehicle and Equipment Surplus
   c. Proposed Board and Committee Calenda
   d. Fire Dept JPA Resolution
   e. Accounting/Finance Updates
   f. New Board Member Oath of Office and Onboarding Discussion

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – *6:33PM*