

**FINANCE AND ADMINISTRATION COMMITTEE
MINUTES OF THE REGULAR MEETING**

**April 29, 2024, 4:00 p.m.
Sweetwater Authority
505 Garrett Avenue
Chula Vista, CA 91910**

Directors Present: Manny Delgado, Hector Martinez, and Ditas Yamane

Staff Present: General Manager Carlos Quintero, Assistant General Manager Roberto Yano, Assistant Board Secretary Michael Garcia, Director of Finance Rich Stevenson

Others Present: Karen Henry

1. Call Meeting to Order and Roll Call

Director Martinez called the meeting to order at 4:00 p.m.

ACTION CALENDAR AGENDA

2. Items to be Added, Withdrawn, or Reordered on the Agenda

There were none.

3. Opportunity for Public Comment

Karen Henry commented on the Rate Stabilization Reserves, capital projects, and phased funding for construction projects.

4. Action Agenda

4.1 Consideration to Approve a Three-year License Renewal for the Esri Small Utility Agreement

Motion by: Director Yamane

Seconded by: Director Delgado

that the Governing Board approve a three-year License Renewal for the Small Utility Agreement with Environmental Systems Research Institute, Inc. in the amount of \$87,900.00.

Ayes (3): Director Delgado, Director Martinez, and Director Yamane

Motion Carried Unanimously (3 to 0)

4.2 Consideration of a Low-income Customer Assistance Program

Motion by: Director Delgado

Seconded by: Director Yamane

that the Governing Board direct staff to implement a low-income assistance program.

Ayes (3): Director Delgado, Director Martinez, and Director Yamane

Motion Carried Unanimously (3 to 0)

4.3 Consideration to Award a Contract for the Purchase of an Electronic Document Management System and Implementation Service

Motion by: Director Delgado

Seconded by: Director Yamane

that the Governing Board award a one-year contract in the amount of \$45,500 with the option for the General Manager to extend the contract for four (4) additional one-year periods to CPS LLC.

Ayes (3): Director Delgado, Director Martinez, and Director Yamane

Motion Carried Unanimously (3 to 0)

5. Directors' Comments

Director Delgado commented on the significance of implementing a low-income assistance program.

6. Next Meeting Date: June 3, 2024

7. Adjournment

With no further business before the Committee, Director Martinez adjourned the meeting at 4:28 p.m.