



# MINUTES OF ADMINISTRATION COMMITTEE MEETING AGENDA AUGUST 5, 2020

Covering Policy, Administration and Community  
Relations/Communications

Wednesday, August 5, 2020 9:15 am, via video/teleconference.

## MINUTES

1. Convene Meeting 9:17 a.m.  
Roll Call: B. Fultz, A. Benkert, L. Henry were present. M. Bounds was not available.  
Staff: R. Rogers-District Manager, H. Hossack-District Secretary
2. Oral Communications: None
3. Old Business:
  - A. RECORDS RETENTION  
B. Fultz introduced this item.  
R. Rogers provided background information on the Records Retention Policy.  
L. Henry asked for more information on Historical Information and Annexation Files.  
Discussion by the Committee and staff regarding the History of Lompico.  
B. Fultz said that this is incredibly complex and comprehensive. He believes that the District needs to be moved to digital documents, paperless. He doesn't see how this can be executed. Consult District Counsel regarding if these dates are a floor or a ceiling.  
Discussion by the Committee and staff regarding the retention of records, budget for retention, possible interns.  
B. Thomas says that she agrees with going electronic.  
Discussion by the Committee and staff regarding making sure the policy is legal. This item will come back to the Committee after consulting Dist. Counsel.
4. New Business:
  - A. PURCHASING PROCEDURES  
B. Fultz introduced this item.  
R. Rogers described this item as an introduction to the Committee and staff. The District's purchasing needs updating. Limits need to be considered.  
S. Hill thinks that the District needs updated purchasing procedures.  
Discussion by Committee and staff regarding procedures, complicated rules, simplification and compliance. This item will come back to the Committee after consulting Dist. Counsel.
5. Informational Material: None.
6. Adjournment at 10:12 a.m.