

Memorandum

To: Salton Sea Authority Board of Directors
From: Phil Rosentrater, GM/Executive Director
Date: September 17, 2020
Re: Consider Appointments to Ad Hoc Committees
CM No. VI.C – 09-17-2020

Salton Sea Authority Ad Hoc Committees
Assignments Effective: **September 2020**

The SSA JPA states: “The Commission or the Chairman may establish such committees as from time to time are deemed necessary as good for the Authority.”

- ❖ **Executive: Chair – President Cardenas, Vice-President Perez**
 - Review policies and procedure as requested by staff.
 - Review legislative proposals (Federal/State platforms).
 - Review new programs and projects initiated by staff.
 - Confer with General Manager regarding general activities of the Authority, as required.

- ❖ **Finance: Chair – Treasurer Santillanes; members Secretary Plancarte, O’Dowd.**
 - Review the budget (proposed and current mid-year and yearly)
 - Periodic review of bank statements, accounts payable and receivable, etc., and insurance and contractual commitments.
 - Review procedures and practices of accounting.
 - Review of audits and reports.

- ❖ **Personnel: Chair - Secretary Plancarte; members President Cardenas, Tortez, Estrada**
 - Review updated employee manual and procedures.
 - Review employee labor compliance and contractual commitments
 - Review and suggest alternative solutions to personnel issues – as requested by Board and General Manager.
 - Review job descriptions, employee needs, and compensation with General Manager

- ❖ **Projects Committee: Chair - President Cardenas, Vice-Chair Perez; members Hanks, Estrada, Kelley**
 - Review current projects including their status, pending contracts or identified issues of concern.
 - Coordinate interagency cooperative planning to assure project outcomes are beneficial to all concerned
 - As requested or appropriate, attend outside meetings.
 - Review and advise staff of member agencies of the impacts Authority projects may have in relation to member agencies’ programs and operations.