

Fresno's Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728
Education Lab Conference Room

Fresno's Chaffee Zoo Corporation Finance Committee Meeting
January 17, 2019 4:00 – 5:30 PM
Meeting Minutes

Committee Attendees Present

- Mr. Kyle Kirkland – Committee Chair
- Mr. Tom Richards
- Ms. Julie Vance
- Dr. KC Chen
- Mr. Scott Barton – Advisor
- Dr. Rick Treatch – Advisor

Zoo Staff Present

- Mr. Steven Gonzales-Warkentin
- Ms. Laura Martina
- Mr. Amos Morris

The meeting of the Fresno's Chaffee Zoo Finance Committee convened on January 17, 2019 at 4:04F PM at 894 West Belmont Avenue, Fresno, CA. The meeting minutes were prepared in the order items were presented.

Prior to addressing agenda items, Mr. Barton requested to pull items 13 – 15 and 19 – 39 from the agenda pending further detail.

Agenda Item 02: Public Comment

There was no public comment.

Agenda Item 03: Chair Update

Mr. Kirkland stated he did not have anything to report at this time.

Agenda Item 04: Receive, Review and Consider Minutes

Mr. Kirkland asked the group to review the minutes from the November 15, 2018 Finance Committee meeting. Dr. Chen moved to approve the minutes as presented; seconded by Ms. Vance. The motion was passed unanimously (4-0).

Agenda Item 05: Receive, Review and Consider Year-to-Date Financial Report as of November 30, 2018

Dr. Treatch provided an overview of the Zoo's financial condition. Mr. Kirkland suggested the "Key Facts & Figures" section be simplified to showcase special occurrences such as unusual movement or trends in line items. He also requested that the 2017 actuals be added to the report for comparison.

Mr. Richards suggested that the CFO highlight those items that stand out from the norm and to have the more complete information available if needed. Ms. Vance made a motion to accept the Finance Report as presented and recommend to the Board of Directors. Dr. Chen seconded. The motion passed unanimously (4-0).

Agenda Item 06: Receive and Review Proposed Contract Administration and Management Policy and Procedures

Dr. Treatch presented a draft of Contract Administration and Management policy as requested by the Board in a previous meeting. Mr. Richards stated he would like to move the draft to the Board of Directors for review and submission to counsel.

Agenda Item 07: Receive Update on South Corridor Infrastructure Project Budget vs. Actual

Dr. Treatch provided an update on the South Corridor Infrastructure Project including expenditures to date. Mr. Richards suggested that the report be revised to reflect performance to the budget/contracted amounts, progress to date and the amount and description of any change orders. Mr. Kirkland asked if Mr. Richards had a template the Zoo could use to present the information; Mr. Richards stated that he would provide one.

Agenda Items 08 – 12: South Corridor Infrastructure Changes Orders 002, 003, 004, 005, 006

Mr. Barton presented agenda items 08 – 12 together, including description of various change orders needing Board approval. Mr. Richards asked that if any more information became available on the change orders to report them to the Committee. After discussion, the Committee agreed that the changes were necessary to the successful and timely completion of the project.

Ms. Vance moved to approve presenting Agenda Items 08 – 12 to the Board of Directors for approval. Dr. Chen seconded. The motion passed unanimously (4-0).

Agenda Items 13 – 15 were pulled from the agenda.

Agenda Item 16: Receive Update on Warthog Exhibit Project, Budget vs. Actual

Dr. Treatch provided an update similar to that provided on the South Corridor project. The Committee reiterated the suggestions offered in Item 7 above to provide additional clarity on the project progress to date relative to any budgeted/contracted amounts.

Agenda Items 17 – 18: Warthog Change Orders 004 and 006

Mr. Barton presented Agenda Items 17 and 18, change orders on the Warthog project. After some discussion, the group agreed that the changes were necessary to the successful and timely completion of the project.

Ms. Vance made a motion to approve presenting Agenda Items 17 and 18 to the Board of Directors for approval; Dr. Chen seconded the motion. The motion passed unanimously (4-0).

Agenda Items 19 – 39 were pulled from the Agenda.

Agenda Items 40 – 41: New and Old Business

Mr. Kirkland called for any new or old business; hearing none he adjourned the meeting at 05:12 PM.