



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 12, 2021, 3:00 p.m.
PV Water “Koenig” Conference Room**

The teleconference meeting was called to order at 3:00 p.m.

1. **Roll Call of Committee Members:**

Committee Members Present: Amy Newell, Bob Culbertson, Stephen Rider

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM), Nancy Trevino, Financial Analyst (FA),

Others Present: Andy Beck, Fedak and Brown

2. **Director Comments:** None

3. **Public Comments:** None

4. **Election of Officers for 2021: Chair, Vice Chair:**

Action: Director Newell nominated Culbertson as Chair; Seconded by Director Rider.

Action: Director Culbertson nominated Director Rider as Vice Chair, Seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

5. **Review Administration & Finance Committee Bylaws:**

Action: Director Newell moved to revise Article 3 Paragraph 2 of the Administration and Finance Committee Bylaws as follows “Election of the officers shall take place annually at the first meeting following the annual appointment of Directors to serve on the January meeting of the Committee (where double underlined text is an addition and strikethrough is a deletion); Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Consider Approving Minutes of December 8, 2020 Committee Meeting:**

Action: Director Newell moved to approve the December 8, 2020 minutes; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

7. **Review Annual Financial Report for Fiscal Year ended June 30, 2020:**

Action: Following a presentation by Andy Beck, Fedak & Brown, Director Culbertson moved to approve the Annual Financial Report, and place on the consent agenda for Board approval; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

8. **Review and Consider Accepting Quarterly Reports:**

Action: Director Newell moved to accept the Quarterly Reports, and place on the consent agenda for Board approval; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

9. **Review and Consider Accepting Financial Reports:**

Action: Director Newell moved to accept the Financial Reports, and place on the consent agenda for Board approval; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

10. **Review and Consider Accepting Cash Flow Reports:**

Action: Director Newell moved to accept the Cash Flow Reports, and place on the consent agenda for Board approval; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

11. **Discuss Future Agenda Items and Next Meeting Date:** Next meeting date set for Tuesday, February 9, 2021, 3:00 p.m.

Adjournment: 3:56 p.m.