



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, November 8, 3:00 p.m.
Teleconference Meeting due to COVID-19**

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

1. Roll Call of Committee Members:

Committee Members Present: Bob Culbertson (Chair), Abel Sanchez (Vice Chair), Amy Newell

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Interim Finance & Administration Services Manager (IFASM)

Others Present: None

2. Director & Public Comments: None.

3. Consider Approving Minutes of October 11, 2022 Committee Meeting:

Action: Director Newell moved to approve the October 11, 2022 minutes; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

4. Review and Consider Agreement with Strategy Driver, Inc., for Strategic Plan Development:

Action: Director Newell moved to make a recommendation to the Board to consider approval of the Agreement with Strategy Driver, Inc. for Strategic Plan Development; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

5. Review and Consider Accepting Proposal for the Harkins Slough Facility 2022 Recovery Wells Project:

Action: Director Newell moved to make a recommendation to the Board to consider approval of the Proposal for the Harkins Slough Facility 2022 Recovery Wells Project with Maggoria Bros. Drilling, Inc., in the amount NTE \$378,980; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

6. **Review and Consider Amending the Procurement Policy:**

Action: Director Newell moved to accept Amending the Procurement Policy and place it on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

7. **Review and Consider Amending the Policy on Travel and Expense Reimbursement:**

Action: Director Newell moved to accept the Travel and Expense Reimbursement as revised, and place it on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

8. **Consider End of Year Schedule:**

Action: Director Newell moved to accept the End of Year Schedule and place it on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

9. **Consider 2023 Board and Committee Meeting Dates:**

Action: Director Sanchez moved to accept the 2023 Board and Committee Meeting Dates and place the item on the consent agenda for Board consideration of approval; seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**
Noes: **None**
Abstain: **None**
Absent: **None**

10. Consider Contract Commitments:

Action: Director Newell moved to accept the Contract Commitments and place on it the consent agenda for Board consideration of approval; seconded by Director Sanchez
The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

11. Consider Accepting Financial Reports:

Action: Director Newell moved to accept the Financial Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

12. Review and Consider Accepting Cash Flow Reports:

Action: Director Newell moved to accept the Cash Flow Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

13. Discuss Future Agenda Items and Next Meeting Date: Next meeting date set for Tuesday, December 13, 2022, 3:00 p.m.

Adjournment: 4:27 p.m.