



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, April 14, 2020, 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: Amy Newell, Bob Culbertson, Don Bussey

Committee Members Absent: none

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst (FA)

Others Present: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approval of March 10, 2020 Meeting Minutes:** Director Newell moved to approve the March 10, 2020 minutes, noting Item 5 was tabled until further notice due to COVID-19; Director Bussey seconded. The motion carried following voice vote.

5. **Consider Engagement of Fedak and Brown, LLC for Annual Audit Services for Fiscal Year ending June 30, 2020:** Director Bussey moved to approve the Engagement with Fedak and Brown, LLC for Annual Audit Services for Fiscal Year ending June 30, 2020; Director Newell seconded. The motion carried following voice vote.

6. **Consider Preliminary Budget for Fiscal Year Ending June 30, 2021:** Director Newell moved to make a recommendation to the Board for approval of the Preliminary Budget for Fiscal Year Ending June 30, 2021; Director Bussey second. The motion carried following voice vote.

7. **Review and Consider Accepting Quarterly Reports:** The Committee reviewed the Quarterly Reports and accepted them by consensus.

8. **Review and Consider Accepting Financial Reports:** The Committee reviewed the Financial Reports and accepted them by consensus.

9. **Review and Consider Accepting Cash Flow Reports:** The Committee reviewed the Cash Flow Reports and accepted them by consensus.

10. **Discuss Future Agenda Items:** The Employee Handbook and proposed budget amendments.

11. **Next Meeting Date:** Next meeting date set for Tuesday, May 12, 2020, 3:00 p.m.

Adjournment at 4:17 p.m.