



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, July 14, 2020, 3:00 p.m.
Teleconference Meeting due to COVID-19**

The teleconference meeting was called to order at 3:10 p.m.

1. Roll Call of Committee Members:

Committee Members Present: Amy Newell, Bob Culbertson

Committee Members Absent: Don Bussey

Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM), Nancy Trevino, Financial Analyst (FA), Casey Meusel, Associate Hydrologist (AH), Rocio Guerrero, Customer Service Representative (CSR)

2. Director Comments: None

3. Public Comments: None

4. Consider Approval of June 9, 2020 Meeting Minutes: Director Newell moved to approve the June 9, 2020 minutes, Director Culbertson seconded. The motion carried following roll call vote.

5. Review and Consider Scope of Work and Cost Estimate from Montgomery & Associates for Services to Support the Pajaro Valley Sustainable Groundwater Planning Project: Director Culbertson moved to recommend approval to the Board the Scope of Work and Cost Estimate from Montgomery & Associates; Director Newell seconded. The motion carried following roll call vote.

6. Discuss Resuming Standard Billing and Collections Procedures: The Committee discussed and agreed to resume with Standard Billing and Collections Procedures.

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: Check Signing Policy.

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

Adjournment at 4:25 p.m.