



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, August 11, 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, Don Bussey

Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM)

Staff Absent: Nancy Trevino, Financial Analyst (FA),

2. Director Comments: None

3. Public Comments: None

4. Consider Approval of July 14, 2020 Meeting Minutes: Director Newell moved to approve the July 14, 2020 minutes, Director Bussey seconded. The motion carried following roll call vote.

5. Review and Consider Scope of Work and Cost Estimate from Carollo Engineers and Jacobs for College Lake Resources Integrated Management Project Design and Bid Period Services: Director Newell moved to make a recommendation for board approval, Director Bussey seconded. The motion carried following roll call vote.

6. Review and Consider Amending the Check Signing Policy: After discussion, the Committee tabled this to a future meeting, allowing staff to make additional edits and bring back.

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

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

9. Discuss Future Agenda Items: Check Signing Policy, Employee Handbook, and Financial Statement Presentation.

10. Next Meeting Date: Next meeting date set for Tuesday, September 8, 2020, 3:00 p.m.

Adjournment at 4:08 p.m.