



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, November 10, 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

Committee Members Absent: Don Bussey

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

Public: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approval of October 13, 2020 Meeting Minutes**

Action: Director Newell moved to approve the October 13, 2020 minutes as corrected; Seconded by Director Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Bussey**

5. **Review and Consider Agreement with cbec. inc., eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services Water Year 2021, in an Amount Not to Exceed \$128,425**

Action: Director Newell moved to make a recommendation to the Board for approval of the agreement with cbec. inc., eco engineering for College Lake Watershed Hydrologic Monitoring, Professional Services Water Year 2021, not to exceed \$128,425; Seconded by Director Culbertson.

The motion carried following roll call vote.

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Bussey**

6. **Review and Consider Agreement with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services for Water Year 2021, in an Amount Not to Exceed \$63,100**

Action: Director Newell moved to make a recommendation to the Board for approval of the agreement with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services for Water Year 2021, not to exceed \$63,100; Seconded by Director Culbertson.

The motion carried following roll call vote.

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

7. **Review and Consider Agency Holiday Schedule**

Action: Director Newell moved to accept the Agency Holiday Schedule and place on the November 16, 2020, Board of Directors Meeting consent agenda; Seconded by Director Culbertson.

The motion carried following roll call vote.

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

8. **Review and Consider 2021 Board and Committee Meeting Dates**

Action: Director Newell moved to accept the Agency 2021 Board and Committee Meeting Dates and place on the November 16, 2020, Board of Directors Meeting agenda; Seconded by Director Culbertson.

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

9. **Review and Consider 2019 Annual Report**

Action: Director Newell moved to accept the 2019 Annual Report; Seconded by Director Culbertson.

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

10. **Review and Consider Accepting Financial Reports**

Action: Director Newell moved to accept the Financial Reports; Seconded by Director Culbertson.

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

11. **Review and Consider Accepting Cash Flow Reports**

Action: Director Newell moved to accept the Cash Flow Reports; Seconded by Director Culbertson.

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Bussey**

12. **Discuss Future Agenda Items:** Water Conservation

13. **Next Meeting Date:** Next meeting date set for Tuesday, December 8, 2020, 3:00 p.m.

Adjournment at 3:55 p.m.