



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, December 9, 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, Stephen Rider

Committee Members Absent: None

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

Others Present: Erin McCarthy, Resource Conservation District of Santa Cruz County, and two members of the public

2. Director Comments: None

3. Public Comments: None

4. Consider Approval of November 10, 2020 Meeting Minutes

Action: Director Newell moved to approve the November 10, 2020 minutes; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

5. Review and Consider Basin Management Plan Agricultural Water Conservation Program Items

a. Scope of Work and Cost Estimate with the Resource Conservation District of Santa Cruz County for Agricultural Water Conservation Program Services, in an Amount Not to Exceed \$946,671 through December 31, 2023

b. Guidelines for Agricultural Water Conservation Program Rebates

Action: Director Newell moved to make a recommendation to the Board for approval of the Agreement with the Resource Conservation District of Santa Cruz County in an Amount Not to Exceed \$946,671 through 12/31/23, and the Guidelines for Agricultural Water Conservation Program Rebates, seconded by Director Culbertson.

The motion carried following roll call vote.

Ayes: **Culbertson, Newell**

Noes: **None**
Abstain: **Rider**
Absent: **None**

6. **Review and Consider Establishment of an Automated Clearing House (ACH) Merchant Account**

Action: Director Rider moved to make a recommendation to the Board for approval of the Establishment of an ACH Merchant Account; Seconded by Director Newell.

The motion carried following roll call vote.

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

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

Action: Director Newell moved to accept the Financial Reports, and place on the consent agenda for Board approval; Seconded by Director Rider.

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

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

Action: Director Rider moved to accept the Cash Flow Reports, and place on the consent agenda for Board approval; Seconded by Director Newell.

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

9. **Discuss Future Agenda Items:** Bylaws and Election of Officers

10. **Next Meeting Date:** Next meeting date set for Tuesday, January 12, 2021, 3:00 p.m.

Adjournment at 4:28 p.m.