



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, June 09, 2020, 3:00 p.m.
Teleconference Meeting due to COVID-19**

The teleconference meeting was called to order at 3:05 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), Nancy Trevino, Financial Analyst (FA)

2. Director Comments: None

3. Public Comments: None

4. Consider Approval of May 12, 2020 Meeting Minutes: Director Newell moved to approve the May 12, 2020 minutes, Director Culbertson seconded. The motion carried following roll call vote.

5. Review and Consider Proposed Final Budget for Fiscal Year 2020-2021: Director Culbertson moved to recommend approval to the Board the Final Budget for Fiscal Year 2020-2021; Director Newell seconded. The motion carried following roll call vote.

6. Review and Consider Cash Reserve Policy for Fiscal Year 2020-2021: Director Newell moved to recommend approval to the Board the Cash Reserve Policy for Fiscal Year 2020-2021; Director Culbertson seconded. The motion carried following roll call vote.

7. Review and Consider Amending the Purchasing and Check Signing Policy: Director Newell moved to recommend approval as amended to the Board, the Purchasing (Procurement) Policy, and tabled the Check Signing Policy for a future meeting; Director Culbertson seconded. The motion carried following roll call vote.

8. Review and Consider First Amendment to Agreement with Mike Podlech, Aquatic Ecologist, for College Lake Fisheries Support Services, 1) Extending the term end date through June 30, 2021, and 2) Supplementing the original scope of work to add preparation of a steelhead monitoring plan and an invasive species management plan, in an amount not to exceed \$15,120: Director Newell moved to recommend approval to the Board the Amendment to Agreement with Mike Podlech, Aquatic Ecologist; Director Culbertson seconded. The motion carried following roll call vote.

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

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

11. **Discuss Future Agenda Items:** Check Signing Policy.
12. **Next Meeting Date:** Next meeting date set for Tuesday, July 14, 2020, 3:00 p.m.
Adjournment at 4:25 p.m.