



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, March 9, 2021, 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),

Others Present: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of February 9, 2021 Committee Meeting:**

Action: Director Newell moved to approve the February 9, 2021 minutes; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

5. **Receive Update on Proposed Increases to Agency Service Charges:** GM provided an update to the committee on the proposed increases to Agency service charges and the public outreach program.

6. **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 Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

7. **Review and Consider Accepting Cash Flow Reports:**

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

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

8. **Discuss Future Agenda Items and Next Meeting Date:** Discussion of Preliminary Budget of FYE2020-21, Update of Proposed Increases to Agency Service Charges. Next meeting date set for Tuesday, April 13, 2021, 3:00 p.m.

Adjournment: 3:25 p.m.