



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, April 13 2021, 3:00 p.m.  
Teleconference Meeting due to COVID-19**

The teleconference meeting was called to order at 3:03 p.m.

1. **Roll Call of Committee Members:**

Committee Members Present: Bob Culbertson, Amy Newell, 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), Laura Taay, Administrative Analyst (AA)

Others Present: Tony Condotti through Item 5 only.

2. **Director Comments:** None

3. **Public Comments:** None

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

**Action:** Director Newell moved to approve the March 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. **Review Draft Ordinances Adjusting Delivered Water Charge and Groundwater Augmentation**

**Charges:** GM provided an update to the Committee, followed by the Committee taking action.

**Action:** Director Newell moved to accept the Draft Ordinances Adjusting Delivered Water Charge and Groundwater Augmentation and make a recommendation to the Board for approval; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Consider Proposed Budget Amendments for Fiscal Year 2020-21:**

**Action:** Director Newell moved to accept the Proposed Budget Amendments for Fiscal Year 2020-21 with the proposed organizational chart as presented, and make a recommendation to the Board for approval; seconded by Director Rider.

The motion carried following roll call vote:

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

7. **Consider Preliminary Budget for Fiscal Year Ending June 30, 2022:**

**Action:** Director Rider moved to accept the Preliminary Budget for Fiscal Year Ending June 30, 2022, and make a recommendation to the Board for approval; seconded by Director Newell.

The motion carried following roll call vote:

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

8. **Consider Engagement of Fedak & Brown, LLP for Annual Audit Services for Fiscal Year ending June 30, 2021, in an amount not to exceed \$24,311:**

**Action:** Director Newell moved to accept the Engagement of Fedak & Brown, LLP for Annual Audit Services for Fiscal Year ending June 30, 2021 in an amount not to exceed \$24,311, 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**

9. **Consider Amendment #2 to Agreement with Mike Podlech, Aquatic Ecologist, for College Lake Project Fisheries Services, in an amount not to exceed \$23,920:**

**Action:** Director Rider moved to accept Amendment #2 to Agreement with Mike Podlech, Aquatic Ecologist in an amount not to exceed \$23,920, and place on the consent agenda for Board approval; seconded by Director Newell.

The motion carried following roll call vote:

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

10. **Consider Agreement with Mid Coast Engineers to Conduct a Survey of Monitoring Well PV20, in an amount not to exceed \$1,340:**

**Action:** Director Newell moved to accept the Agreement with Mid Coast Engineers to Conduct a Survey of Monitoring Well PV20 in an amount not to exceed \$1,340, 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**

11. **Review and Consider Accepting Quarterly Reports:**

**Action:** Director Newell moved to accept the Quarterly Reports and place them 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**

12. **Review and Consider Accepting Financial Reports:**

**Action:** Director Newell moved to accept the Financial Reports and place them 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**

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

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

The motion carried following roll call vote:

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

14. **Discuss Future Agenda Items and Next Meeting Date:** Discuss setting a timeline to bring the Employee Handbook to the Administration and Finance Committee; next meeting date set for Tuesday, May 11, 2021, 3:00 p.m.

Adjournment: 4:30 p.m.