



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, May 11 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: Bob Culbertson, Amy Newell, Stephen Rider (arrived at 3:05 p.m.)

Committee Members Absent:

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

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of April 13, 2021 Committee Meeting:**

Action: Director Newell moved to approve the April 13, 2021 minutes; Seconded by Director Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Rider** (arrived after this item)

5. **Consider Amendment to Agreement with cbec inc., for College Lake Project Scour and Channel Bank Erosion Analysis, in an amount not to exceed \$33,039:**

Action: Director Newell moved to accept the Amendment to Agreement with cbec inc., for College Lake Project Scour and Channel Bank Erosion Analysis, in an amount not to exceed \$33,039 and make a recommendation to the Board for approval; seconded by Director Rider.

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Consider Revisions to Preliminary Budget for Fiscal Year 2021-2022:**

Committee received a report from staff and considered revisions to the Preliminary Budget for Fiscal Year 2021-2022. Staff noted the Board is scheduled to hold a public hearing on the preliminary budget on May 19, 2021, and consider adoption of the final budget on June 16, 2021.

7. **Consider Approval of COVID-19 Supplemental Sick Leave (SB95):**

Action: Director Rider moved to approve COVID-19 Supplemental Sick Leave (SB95) 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. **Discuss Employee Handbook Updates & Schedule:**

Committee discussed the Employee Handbook Updates and Schedule. Staff anticipate returning to the Committee this fall with proposed revisions to both the Employee Handbook and employee job descriptions, and a salary survey.

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

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

The motion carried following roll call vote:

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

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

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

The motion carried following roll call vote:

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

11. **Discuss Future Agenda Items and Next Meeting Date:** Next meeting date set for Tuesday, June 8, 2021, 3:00 p.m.

Adjournment: 3:43 p.m.