



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, August 10, 2021, 3:00 p.m.
Teleconference Meeting due to COVID-19**

The teleconference meeting was called to order at 3:11 p.m.

1. Roll Call of Committee Members:

Committee Members Present: Bob Culbertson (Chair), Amy Newell

Committee Members Absent: Stephen Rider (Vice Chair)

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 July 13, 2021 Committee Meeting:

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

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Rider**

5. Receive Presentation on Updated Public Official's Handbook:

GM provided an overview of the Handbook, and stated it will be posted on the website, under Directors where it will be updated as needed.

6. 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 Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Rider**

7. Consider Accepting Cash Flow Reports:

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

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Rider**

8. **Discuss Future Agenda Items and Next Meeting Date:** Next meeting date set for Tuesday, September 14, 2021, 3:00 p.m.
9. **Discuss Future Board of Directors Agenda Items:** In-person meetings that were scheduled to begin in September, 2021, have been suspended at this time by the City of Watsonville, and per the CDC guidelines. Annual Report will be presented to the Board upon completion.

Adjournment: 3:40 p.m.