



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, November 9, 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: Bob Culbertson (Chair), Stephen Rider (Vice Chair), Amy Newell

Committee Members Absent: none

Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM)

Others Present: Dr. Chris Hammersmark, Consultant (cbec, inc.)

2. Director Comments: None

3. Public Comments: None

4. Consider Approving Minutes of October 12, 2021 Committee Meeting:

Action: Director Newell moved to approve the October 12, 2021 minutes as amended; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Rider, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

5. Consider Scope of Work with cbec, inc., eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services Water Years 2022 and 2023, in an Amount Not to Exceed \$253,562:

GM introduced the scope of services for a two year agreement with cbec, inc. for engineering services for College Lake Watershed Hydrologic monitoring. Dr. Chris Hammersmark provide additional comments on timing of reports necessitating the contract end date past the normal water year and that cbec, inc. is fully staffed.

Action: Director Newell moved that the Committee recommend that the Board approve the proposed two year contract with cbec, inc., eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services Water Years 2022 and 2023, in an amount not to exceed \$253,562; seconded by Director Rider.

Ayes: **Culbertson, Rider, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Consider Scope of Work with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services Water Years 2022-23, in an Amount Not to Exceed \$132,972:**

GM introduced the scope of services for a two year agreement with Balance Hydrologics, Inc. for engineering services for Watsonville Slough Watershed Hydrologic monitoring.

Action: Director Newell moved that the Committee recommend that the Board approve the proposed two year contract with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services Water Years 2022-23, in an amount not to exceed \$132,972; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

7. **Consider Agency Holiday Schedule:**

Action: Director Rider moved to accept the proposed Agency Holiday Schedule, closing the Agency office December 24, 2021 thru January 2, 2022 and place them on the consent agenda for Board consideration of approval; Seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

8. **Consider 2022 Board and Committee Meeting Dates Schedule:**

Action: Director Newell moved to accept the 2022 Board and Committee Meeting Dates Schedule 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**

9. **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. **Consider Accepting Cash Flow Reports:**

Action: Director Newell moved to recommend approval the Cash Flow Reports, accounts receivable and accounts payable 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, December 14, 2021, 3:00 p.m. Selection of officers and committee assignments for the new year. Salary survey and job descriptions.

Adjournment: 3:40 p.m.