



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, December 13, 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 (Chair), Abel Sanchez (Vice Chair), Amy Newell

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Interim Finance & Administration Services Manager (IFASM)

Others Present: None

2. Director & Public Comments: None

3. Consider Approving Minutes of November 8, 2022 Committee Meeting:

Action: Director Sanchez moved to approve the November 8, 2022 minutes; seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

4. Review and Consider Agreement with Gutierrez Consultants, Inc., Grant and Loan Support Services, in an amount not to exceed \$250,000:

Action: Director Newell moved that the Committee recommend the Board of Directors approve the Agreement with Gutierrez Consultants, Inc., Grant and Loan Support Services, in an amount not to exceed \$250,000; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

5. 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 Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

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

Action: Director Sanchez moved to accept the Cash Flow Reports 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, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

7. **Discuss Future Agenda Items and Next Meeting Date:** Presentation on California Cooperative Liquidated Assets Securities (CLASS), Review of Draft Financial Statements Report FYE 06/30/22, Review of Check Signing Policy, next meeting date set for Tuesday, January 10, 2023, 3:00 p.m.

Adjournment: 3:46 p.m.