



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, December 14, 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 (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: Christopher Brown, CPA, Fedak & Brown, LLP – Auditor; Al Eaton, public

- 2. Director Comments:** Director Newell stated she attended the December 7, 2021 State Water Resources Control Board meeting where the Board approved the College Lake Integrated Resources Management Project water right application, and noted the significance of this action.

- 3. Public Comments:** None

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

Action: Director Newell moved to approve the November 9, 2021 minutes; Seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Rider, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

5. Consider Review Annual Financial Report for Fiscal Year ended June 30, 2021

GM Lockwood introduced Christopher Brown, CPA, of Fedak & Brown, LLP. Mr. Brown presented the audit opinion, findings, and results to the Committee, and then responded to questions.

Action: Director Rider moved that the Committee accept the annual financial report for the fiscal year ended June 30, 2021 and place it on the consent item agenda for Board consideration; Director Newell offered a friendly amendment to the motion to place the item on the action agenda; this was accepted by Director Rider; seconded by Director Newell.

Ayes: **Culbertson, Rider, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Consider Accepting Financial Reports:**

Action: Director Rider 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, Rider, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

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

Action: Director Newell moved to recommend approval the Cash Flow Reports, accounts receivable and accounts payable, 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, Rider, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

8. **Discuss Future Agenda Items and Next Meeting Date:** Next meeting date set for Tuesday, January 11, 2022, 3:00 p.m. Included on the agenda will be an item to select Committee officers and another to conduct the annual review of Administrative and Finance Committee bylaws.

Adjournment: 3:44 p.m.