



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, May 10, 2022 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), 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 Comments:** Director Newell will most likely be absent for the June 7, 2022 meeting

3. **Public Comments:** None

4. **Consider Approving Minutes of April 12, 2022 Committee Meeting:**

**Action:** Director Sanchez moved to approve the April 12, 2022 minutes; seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

5. **Consider Effective Date of Delivered Water Charge and Augmentation Charge:**

**Action:** Amy Newell moved to make a recommendation to the Board to consider approval of delaying the effective date of the Delivered Water Charge and Augmentation Charge rate increase from July 1, 2022 to December 1, 2022; seconded by Director Sanchez.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Sanchez**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Consider Cost of Living Adjustment for Fiscal Year 2022-2023:**

**Action:** Director Newell moved that the Administration & Finance Committee recommends to the Board an 8.5% wage increase for staff effective July 1, 2022; seconded by Director Sanchez.

The motion carried following roll call vote:

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

7. **Review Preliminary Budget for Fiscal Year Ending June 30, 2023:**

The Committee reviewed the Preliminary Budget.

**Action:** None taken.

8. **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 Sanchez.

The motion carried following roll call vote:

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

9. **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**

10. **Discuss Future Agenda Items and Next Meeting Date:** Final Budget, Cash Reserve Policy, next meeting date set for Tuesday, June 7, 2022, 3:00 p.m.

Adjournment: 4:25 p.m.