



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 10, 2023, 3:00 p.m.
Teleconference Meeting due to COVID-19**

The teleconference meeting was called to order at 3:02 p.m.

1. Roll Call of Committee Members:

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

Committee Members Absent: Abel Sanchez (Vice Chair) – *Arrived at 3:24 p.m.*

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

Others Present: Jonathan Abadesco, CPA, C.J. Brown & Company, CPAs

2. Director Comments: None

3. Public Comments: None

4. Election of Officers for 2023: Chair, Vice Chair:

Action: Director Newell moved retain Director Culbertson as Chair, and Director Sanchez as Vice Chair; seconded by Director Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Sanchez**

5. Consider Approving Minutes of December 13, 2022 Committee Meeting:

Action: Director Newell moved to approve the December 13, 2022 minutes as corrected to reflect December meeting date; seconded by Director Culbertson as amended.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **Sanchez**

6. Review Draft Annual Financial Report for Fiscal Year ended June 30, 2022:

Jonathan Abadesco, CPA, Fedak & Brown, provided a summary of the draft annual financial report for Fiscal Year ended June 30, 2022, and responded to questions from the Committee.

Action: Director Newell moved to make a recommendation to the Board to approve the Annual Financial Report for Fiscal Year ended June 30, 2022; seconded by Director Sanchez.

The motion carried following roll call vote:

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

7. Consider Accepting 2021 Annual Report:

Action: Director Newell moved to make a recommendation that the Board accept the 2021 Annual Report; seconded by Director Sanchez.

The motion carried following roll call vote:

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

8. Consider Amendment No. 2 with Environmental Science Associates (ESA) for Environmental Support Services for College Lake Integrated Resources Management Project and Watsonville Slough System Managed Aquifer Recharge and Recovery Projects in an Amount Not to Exceed \$547,000:

Action: Director Sanchez moved to make a recommendation to the Board for approval Amendment No. 2 with ESA in an Amount Not to Exceed \$547,000; seconded by Director Newell.

The motion carried following roll call vote:

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

9. Consider Draft Agreement with RES-RLH West Coast, LLC for the Sale of 0.2 Acres of Clean Water Act Section 404 Wetland Credits for the Purchase Price of \$45,000 in Support of the College Lake Integrated Resources Management Project:

Action: Director Newell moved to make a recommendation to the Board for approval of the Agreement with RES-RLH West Coast, LLC for the Purchase Price of \$45,000; seconded by Director Sanchez.

The motion carried following roll call vote:

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

10. Conduct Annual Review Administration & Finance Committee Bylaws:

Action: The Committee reviewed the bylaws and had no recommended changes.

11. Consider Accepting Quarterly Reports:

Action: Director Newell moved to accept the Quarterly 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**

12. 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**

13. Review and Consider Accepting Cash Flow Reports:

Action: Director Newell moved to accept the Cash Flow 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**

14. Discuss Future Agenda Items and Next Meeting Date: Presentation on California Cooperative Liquidated Assets Securities (CLASS), review of check signing policy, and other items as they develop. The next regular meeting date is set for Tuesday, February 7, 2023, 3:00 p.m.

Adjournment: 4:35 p.m.