



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, February 7, 2023, 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  
Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Finance & Administration  
Services Manager (FASM)  
Others Present: None

**2. Director Comments:** None

**3. Public Comments:** None

**4. Consider Approving Minutes of January 10, 2023 Committee Meeting:**

**Action:** Director Newell moved to approve the January 10, 2023 minutes with the following modifications: 1) change “consideration of approval” to “recommend approval” throughout the minutes, and 2) correct a minor typo in Item 10, to read “conducted and reviewed the bylaws”; seconded by Director Sanchez.

The motion carried following roll call vote:

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

**5. Consider Scope of Service and Fee Estimate with U. S. Geological Survey for Hydrologic Modeling Services, Streamflow Data Collection, and Technical Support:**

**Action:** Director Newell moved to recommend the Board approve the Scope of Service and Fee Estimate with U.S. Geological Survey for Hydrologic Modeling Services, Streamflow Data Collection, and Technical Support with a NTE amount of \$228,943; seconded by Director Sanchez.

The motion carried following roll call vote:

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

6. **Consider Agreement with Pacific Gas & Electric for Installation of Electrical Service for College Lake Integrated Resources Management Project:**

**Action:** Director Sanchez moved to recommend the Board approve the Agreement with Pacific Gas & Electric for Installation of Electrical Service for College Lake Integrated Resources Management Project, and place on the consent agenda; seconded by Director Newell.

The motion carried following roll call vote:

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

7. **Consider Check Signing Policy:**

**Action:** Director Newell moved to amend the Check Signing Policy by increasing the maximum value of checks that could be released without obtaining a second signature from a board member on the AP Check Report to greater than or equal to \$50,000 from the prior limit of \$25,000, recommend the Board approve the policy as amended, and place on the consent agenda; seconded by Director Sanchez.

The motion carried following roll call vote:

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

8. **Consider Accepting Financial Reports:**

**Action:** Director Newell moved to accept the Financial Reports and recommend the Board approve, and place on the consent agenda; seconded by Director Sanchez.

The motion carried following roll call vote:

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

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

**Action:** Director Newell moved to accept the Cash Flow Reports and recommend the Board approve, and place on the consent agenda; seconded by Director Sanchez.

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:** Presentation from NHA Advisors of Funding of the College Lake Project, budget amendments, and preliminary budget. The next regular meeting date is set for Tuesday, March 7, 2023, 3:00 p.m.

Adjournment: 4:22 p.m.