



**ADMINISTRATION & FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, May 9, 2023, 3:00 p.m.
PV Water, 36 Brennan Street, Watsonville**

The meeting was called to order at 3:15 p.m.

1. Roll Call of Committee Members:

GM Lockwood announced the resignation of Director Sanchez from this committee.

Committee Members Present: Bob Culbertson (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 April 11, 2023 Committee Meeting:

Director Newell suggested a number of changes to the draft minutes.

Action: Director Culbertson moved to approve the April 11, 2023 with the recommended changes; seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

5. Consider Proposed Budget Amendments for Fiscal Year Ending June 30, 2023:

GM Lockwood and FASM Trevino presented the most significant changes incorporated in the Budget amendments.

Action: Director Newell moved to recommend that the Board approve Proposed Budget Amendments for Fiscal Year Ending June 30, 2023; seconded by Director Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

6. Consider Preliminary Budget for Fiscal Year Ending June 30, 2024:

Action: No action taken as it was approved at the April 11, 2023 meeting.

7. **Consider the Draft Scope of Services and Cost Estimate from cbec eco engineering, inc. to develop the College Lake Integrated Resources Management Project, No. 30-39, Operations Plan:**

GM Lockwood introduced the Scope of Services and the importance of this operation plan.

Action: Director Newell moved to recommend the Board approve the Draft Scope of Services and Cost Estimate from cbec eco engineering, inc.; seconded by Director Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

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 Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

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 Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell**

Noes: **None**

Abstain: **None**

Absent: **None**

10. **Discuss Future Agenda Items and Next Meeting Date:** Future agenda items will include annual review of the Cash Reserve Policy, Investment Policy, and Letter of Engagement from C.J. Brown & Company. The next regular meeting date is set for Tuesday, June 13, 2023, 3:00 p.m.

Adjournment: 4:05 p.m.