



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**  
**PVWMA Conference Room**  
**Tuesday, October 16, 2012, 12:30 p.m.**

Meeting called to Order at 12:40 p.m. General Manager introduced new Administrative Service Manager, Teresa Delfino.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez

Staff: Mary Bannister, General Manager, Nancy Trevino, Financial Analyst, Teresa Delfino, Administrative Services Manager, Janie Martin, Accountant Consultant, Tony Condotti, Agency Attorney.  
Public: Joe Pendry, Rich Persoff.

2. Director Comments: No comments
3. Public Comments: Rich Persoff –Presented a concept to offer a credit for on-farm water savings capital improvements to customers.
4. Approval of Minutes: The Committee reviewed and approved minutes of the September 11, 2012 meeting by consensus.
5. Review and Accept Financial Reports for September 2012: The Committee reviewed and approved by consensus.
6. Review First Quarter 2012-13FY Preliminary Budget to Actual Report: The Committee reviewed and accepted.
7. Receive A/R Aging & Collections Update: The Committee reviewed and accepted.
8. Receive Quarterly Contract Commitments: The Committee reviewed and accepted.
9. Receive Quarterly Billing Summary: The Committee reviewed and accepted.
10. Receive update of Annual Audit: Financial Analyst provided update on Annual Audit.
11. Review draft of Public Contract Code and Purchase and Check Signing Policy: Committee reviewed and recommended to the Board with amended edits.
12. Review draft agreement with Driscoll's for installation of telemetry units on Agency meters at their ranches: Committee reviewed agreement.
13. Discuss future agenda items and next meeting date: Meeting was scheduled for Tuesday, November 6, 2012 at 12:30 p.m.
14. Adjourned at: 2:30 p.m.