



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Tuesday, January 8, 2013, 10:00a.m.

Meeting called to Order at 10:05 a.m.

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

Staff: Mary Bannister, General Manager, Teresa Delfino, Administrative Services Manager, Nancy Trevino, Financial Analyst, Brian Lockwood, Hydrologist

Public: Robert Knopf, Account Executive of ZAG Technical Services
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the December 4, 2012, meeting by consensus.
5. Review contract with ZAG Technical Services in the amount of \$90,000 for IT support and equipment through December 2014: The committee reviewed the contract with ZAG Technical Services and will make a recommendation to the Board to approve.
6. Review and Accept Financial Reports for December 2012: The committee reviewed and accepted Financial Report for December 2012 by consensus.
7. Receive A/R Aging & Collections Update: The committee received and reviewed A/R Aging & Collections Report.
8. Receive Budget to Actual Report through November, 2012: The committee received and reviewed Budget to Actual Report.
9. Review current status of Reserve Policy and Investment Policy: The committee received and reviewed Reserve and Investment Policy revisions made from prior meeting.
10. Discuss contract with Carollo Engineers for services in support of the Basin Management Plan Update through December 2013: General Manager provided the committee with an overview of the contract with Carollo Engineers of some proposed changes.
11. Discuss future agenda items and next meeting date: Next meeting is scheduled for February 12, 2013, time to be determined.
12. Adjourned at: 11:55 a.m.