



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Tuesday April 9, 2013, 12:30 p.m.
MINUTES**

Meeting called to Order at 12:50 p.m.

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

Staff: Mary Bannister, General Manager, Teresa Delfino, Administrative Services Manager, Nancy Trevino, Financial Analyst
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the March 7, 2013, meeting by consensus.
5. Review and Accept Financial Reports for March 2013: The committee reviewed and accepted Financial Report for March 2013 by consensus.
6. Receive A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report.
7. Review and Accept Quarterly Billing Summary as of March 31, 2013: The committee reviewed and accepted Quarterly Billing Summary as of March 31, 2013.
8. Review and Accept Quarterly Contract Commitments as of March 31, 2013: The committee reviewed and accepted Quarterly Contract Commitments as of March 31, 2013.
9. Receive Budget to Actual Report through February, 2013: The committee received and accepted Budget to Actual Report through February, 2013.
10. Review Bartlett, Pringle, Wolf Management Letter dated November 5, 2012: Chair Imazio recommended that staff prepare a report of progress made of the items as outlined in the management letter and provide update to the Board.
11. Review Engagement Letter for the June 30, 2013 FYE Audit from Bartlett, Pringle & Wolf, LLP: Committee reviewed engagement letter presented.
12. Review Draft Preliminary Budget for 2013-2014: Committee reviewed Preliminary Draft Budget and will recommend to the Board with the change noted in the Augmentation Revenue to be reduced to \$8.43 million based on 47,000 acre-feet of groundwater pumped.

13. Discuss Personnel Policy Manual Updates for 2013 personnel policy, and GM and ASM will make further recommendations and bring back to the committee next meeting. In addition, discussed establishing a personal committee.
14. Discuss future agenda items and next meeting date: Next meeting is scheduled for May 14, 2013, at 12:30 p.m.
15. Adjourned at: 2:10 p.m.