



PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATIVE/FINANCE COMMITTEE MEETING

**PVWMA Conference Room
Tuesday, April 9, 2013, 12:30 p.m.**

1. Welcome and Introductions

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

3. Public Comments

4. Approve Minutes of previous (March 7, 2013) Committee Meeting

5. Review and Accept Financial Reports for March 2013

- Account Activity Report
- Investment Report
- Accounts Payable Report

6. Review and Accept A/R Aging and Collections update

7. Review and Accept Quarterly Billing Summary as of March 31, 2013

8. Review and Accept Quarterly Contract Commitments as of March 31, 2013

9. Review and Accept Budget to Actual Report through February 2013

10. Review Bartlett, Pringle, Wolf Management Letter dated November 5, 2012

11. Review Engagement Letter for the June 30, 2013 FYE Audit from Bartlett, Pringle & Wolf, LLP

12. Review Draft Preliminary Budget for 2013-2014

13. Discuss Personnel Policy Manual Updates for 2013

14. Discuss future agenda items and next meeting date

15. Adjourn