



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**  
**PVWMA Conference Room**  
**Tuesday May 14, 2013, 12:30 p.m.**  
**Minutes**

Meeting called to Order at 12:47 p.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
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the April 9, 2013, meeting by consensus.
5. Review and Accept Financial Reports for April 2013: The committee reviewed and accepted Financial Report for April 2013 by consensus.
6. Review A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report.
7. Receive Budget to Actual Report through March, 2013: The committee received and accepted Budget to Actual Report through March 31, 2013.
8. Review Responses to Bartlett, Pringle, Wolf Management Letter dated November 5, 2012: The committee reviewed responses to BP&W Management letter that will be included in the consent agenda of the May 22, 2013 Board Meeting.
9. Discuss Personnel Policy Manual Updates for 2013: General Manager reported that the personnel policy updates will be brought back in June or July to A&F committee after GM and ASM review Employee Organization memo, and proposed recommendations are reviewed by legal counsel.
10. Discuss Preliminary Budget Updates for 2013-2014: General Manager reported of a few potential changes to Public Outreach and Conservation that will be presented to the Board on May 22, 2013.
11. Discuss future agenda items and next meeting date: Next meeting is scheduled for June 11, 2013, at 12:30 p.m.
12. Adjourned at: 1:30 p.m.