



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING  
PVWMA Conference Room  
Thursday, July 09, 2013, 11:00 a.m.**

Meeting called to Order at 11:12 a.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Amy Newell

Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA)

Public: Dennis Osmer (12:30 arrival)

2. Director Comments: Chair Imazio expressed appreciation in receiving the A&F packet in advance, allowing time to review the enclosures prior to meeting.
3. Public Comments: Upon Mr. Osmer's 12:30 arrival, he spoke specifically to Agenda item #13, providing the current A&F committee a historical, detailed background of the Agency, Directors & Staff role's during the timeline that was referenced in the Grand Jury Report at 6/30/13.
4. Approval of Minutes: The committee reviewed and approved minutes of the June 13, 2013, meeting by consensus.
5. Review and Accept Financial Reports for June 2013: The committee reviewed and accepted Financial Reports for June 2013 by consensus.
6. Review A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report. ASM spoke about the past due Rural Residential collections activity from 2005-2010 billings and the Committee decided to recommend that the Board write off the past due balances older than 3 years.
7. Receive Budget to Actual Report through May 31, 2013: The committee reviewed and accepted Budget to Actual Report through May 31, 2013 by consensus.
8. Receive Quarterly Contract Commitments: GM presented the Contract Commitments through 6/30/13 providing status update on each open contract.
9. Receive Quarterly Billing Summary: The committee received Quarterly Billing summary through 6/30/13, and staff reported that Augmentation Revenue exceeded budget at fiscal year-end.
10. Discuss Investment Policy: GM reported that staff updated our 2002 Investment Policy with recommendation from Counsel. The Committee discussed the redlined version and will recommend the Board approve the redlined version.

11. Consider addition of Water Resources Manager Position: A correction to the title of this position was noted, and committee agreed by consensus to recommend to the full board to add the position as Senior Water Resources Hydrologist to the organizational chart, and placement of current Hydrologist, Brian Lockwood to fill the SWRH position, and that the Hydrologist would remain on the organizational chart as an unfunded position.
12. Consider Professional Services Agreement between PVWMA and the Central Coast Agricultural Water Quality Coalition in the amount of \$75,000: GM provided the committee with background scope of work to be done by the Coalition, and the committee agreed by consensus to recommend to the full board for approval.
13. Review Draft Responses to 2012-2013 Santa Cruz Grand Jury Findings and Recommendations: GM provided committee with a draft prepared by staff of the responses, and the committee agreed by consensus to have the full board review the Grand Jury Findings and Recommendations and recommend responses to be written by staff.
14. Discuss review of Admin/Finance Committee policies: Committee discussed policies of A&F, and Chair Imazio asked that a narrative be created outlining committee guidelines.
15. Discuss future agenda items and next meeting date: August 13, 2013, 12:30 p.m.
16. Meeting was Adjourned at: 1:35 p.m.