



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, August 13, 2013, PVWMA Conference Room**

Meeting called to Order at 12:40 p.m.

1. Committee members: Rosemarie Imazio (Chair), Amy Newell, Dwight Lynn (absent)
Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA)
2. Director Comments: Committee Member Newell requested clarification on Board's direction for Grand Jury response. Dennis Osmer (public attendee, July 11, 2013 meeting) to provide a written summary of his presentation for the Board of Directors.
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the July 9, 2013, meeting by consensus. Correction of two words: 3. Public Comments, last sentence, from roll's to role's and 10. Discuss Investment Policy, 2nd sentence, from Council to Counsel.
5. Review and Accept Financial Reports for July 2013: The committee reviewed and accepted Financial Reports for July 2013 by consensus. Chair Imazio and Committee Member Newell requested staff to provide informational "cheat sheet" of normal and recurring vendors defining reason of expenditure.
6. Review A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report.
7. Receive Budget to Actual Report through June 30, 2013: The committee reviewed and accepted Budget to Actual Report through June 30, 2013 by consensus.
8. Review Carollo Engineers Contract amendment in the amount of \$34,539: GM provided an over view of contract to committee with committee recommending support to move forward for Board of Director's approval.
9. Review Graywater Laundry to Landscape Rebate Program: GM presented program to committee with committee recommending support to move forward for Board of Director's approval.
10. Discuss Personnel Policy Manual Update: GM updated committee that she and ASM are reviewing final changes, and will be meeting Employee Organization representatives to go over changes, and foresees putting together a comprehensive package for board consideration.
11. Discuss review of Admin/Finance Committee policies: Committee discussed creating a handbook and guidelines for committee policies. GM suggested creating a committee binder that would be available for board and staff to use as a reference guide.

12. Receive Annual Report: Was received and reviewed by committee.
13. Discuss future agenda items and next meeting date: September 10, 2013, 12:30 p.m.
14. Meeting was Adjourned at: 2:00 p.m.