



ADMINISTRATIVE/FINANCE COMMITTEE MEETING

PVWMA Conference Room

Tuesday, October 8, 2013, 12:30 p.m.

1. Welcome and Introductions

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

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 (September 10, 2013) Committee Meeting

5. Review and Accept Financial Reports for September 2013

- Account Activity Report
- Investment Report
- Accounts Payable Report

6. Review August Preliminary Budget to Actual Report

7. Receive Quarterly Contract Commitments

8. Receive Quarterly Billing Summary

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

10. Review Carollo Engineers Rates/Scope of Work for Rate Setting services

11. Receive update of Annual Audit

12. Discuss Personnel Policy Manual Update

13. Discuss Admin/Finance Committee guidelines

14. Discuss future agenda items and next meeting date – November 12, 2013, 12:30 p.m.

15. Adjourn