



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, October 8, 2013, PVWMA Conference Room**

Meeting called to Order at 1:15 p.m.

1. Committee members: Rosemarie Imazio (Chair), Amy Newell      ABSENT: Dwight Lynn  
Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA)
2. Director Comments: Oral Arguments to be heard 10/9/13 in the 6<sup>th</sup> District Court of Appeals in the matter of Griffiths, et al vs. PVWMA
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the September 10, 2013, meeting by consensus.
5. Review and Accept Financial Reports for September, 2013: The committee reviewed and accepted Financial Reports for September 2013 by consensus.
6. Review August Preliminary Budget to Actual Report: The committee reviewed the August, 2013 Preliminary Budget to Actual Report. Chair Imazio inquired about the LAIF/Rabobank percentage yield.
7. Review Quarterly Contract Commitments: The committee reviewed the Quarterly Contract Commitments through 9/30/13. ASM stated the contract for Carollo Engineers that expired 8/22/13 will be deleted prior to report being presented to the Board on October 23, 2013.
8. Receive Quarterly Billing Summary: The committee reviewed the Quarterly Billing Summary through 9/30/13.
9. Review and Accept A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report.
10. Review Carollo Engineers Rates/Scope of Work for Rate Setting services: The committee reviewed and will recommend to the full Board for approval of the budget of Rates/Scope of Work for Rate Setting.
11. Receive update of Annual Audit: ASM provided update of the 2012-13FY audit fieldwork was completed the week of 9/16/13, and auditors are recommending presentation of the Audited Financial Statements to the Board in December to lessen the load of November meeting with the EIR Hearing that is scheduled.

12. Discuss Personnel Policy Manual Update: GM stated the Personnel Policy Manual Update has been placed on “back burner” this past month with the demand of the EIR.
13. Discuss Admin/Finance Committee Guidelines: ASM provided a Vendor List and copies of the Cash Reserve Policy and Investment Policy to the committee and it was agreed to continue to work on defining and creating the guidelines.
14. Discuss future agenda items and next meeting date: November 12, 2013, 12:30 p.m.
15. Meeting was adjourned at: 2:25 p.m.