



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, December 10, 2013, PVWMA Conference Room**

Meeting called to Order at 1:00 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: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the October 8, 2013, meeting by consensus.
5. Review and Consider Accepting Financial Reports for October and November 2013: The committee reviewed and accepted Financial Reports for October and November 2013 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for October and November 2013: The committee reviewed and accepted A/R Aging & Collections Report for October and November 2013.
7. Review and Consider Accepting September and October Preliminary Budget to Actual Report: The committee reviewed and accepted the September and October, 2013 Preliminary Budget to Actual Report.
8. Review and Consider Accepting FY 2012-2013 Final Budget to Actual Report: The committee reviewed and accepted FY 2012-2013 Final Budget to Actual Report.
9. Receive and Consider Accepting Annual FY 2012-2013 Audit Draft: A phone conference was held with Bartlett, Pringle and Wolf, auditors Danna McGrew and Nina Pisani, presenting the Financial Statements for FY2012-2013. A full review of the Financial Statements and Management letter addressed to the Board was given, noted that all prior comments of Material Weaknesses and Control Deficiencies had been cleared and will be removed in 2013-14 Audit, and a “clean opinion” was issued. Discussion was had regarding Director Newell’s question on page 21, Note 1, regarding delivered water charge collected covering conservation expenses, it was determined staff, auditors, and legal counsel would review more in detail.
10. Discuss Personnel Policy Manual Update: GM stated that staff is working with ACWA-JPIA in updating the Personnel Manual, and will work on a salary and benefit survey, and bring back to committee for review.

11. Review and Consider Accepting Expense Reimbursement Policy Update: After review, committee asked that this be brought back with further revisions
12. Review and Consider renewal of contract with Gutierrez Consultants for Proposition 50 Program Administration, in the amount of \$81,000 through December 31, 2014: The committee reviewed and considered contract, with a recommendation to the full Board for approval.
13. Discuss Admin/Finance Committee Guidelines: ASM provided CSDA new handbook.
14. Discuss future agenda items and next meeting date: January 14, 2014, 12:30 p.m.
15. Meeting was adjourned at: 3:00 p.m.