



## **ADMINISTRATIVE/FINANCE COMMITTEE MEETING**

**PVWMA Conference Room  
Friday, February 15, 2013, 12:30 p.m.**

1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez

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 (January 8, 2013) Committee Meeting

5. Review and Accept Financial Reports for January 2013

- Account Activity Report
- Investment Report
- Accounts Payable Report

6. Receive A/R Aging and Collections update

7. Receive Quarterly Contract Commitments

8. Receive Quarterly Billing Summary

9. Receive Budget to Actual Report through December 2012, Mid-Year Review

10. Review Proposed 2012-2013 Budget Amendments

11. Discuss Proposed Account Clerk Position

12. Review Bartlett, Pringle, Wolf Management Letter dated November 5, 2012

13. Receive S&P Rating Letter and Report

14. Discuss future agenda items and next meeting date

15. Adjourn