



ADMINISTRATIVE/FINANCE COMMITTEE

MEETING MINUTES of

Tuesday, March 11, 2014, 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 gave an overview of what Soquel Creek Water District presents to their Board as a comparison of level of detail and packet content. Committee member Imazio and GM suggested to agendize on upcoming Board meeting for a full board discussion.
3. Public Comments: None
4. Receive Rabobank's Investment Information: Rabobank representatives Katie Mahan, Cindy Wolcott, and Ron Chaisson of the Wealth Management Division presented investment options available to Agency in accordance with the Investment Policy with anticipation of better yield and return.
5. Approval of Minutes: The committee reviewed and approved minutes of the February 11, 2014, meeting by consensus.
6. Review and Consider Accepting Financial Reports for February 2014: The committee reviewed and accepted Financial Reports for February 2014 by consensus.
7. Review and Consider Accepting A/R Aging & Collections Update for February 2014: The committee reviewed and accepted A/R Aging & Collections Report for February 2014. The committee requested that a detail aging report for the 120+ day accounts be presented at next A&F meeting, and collections process for Rural Residential accounts.
8. Consider Accepting Preliminary Budget to Actual Report through January 2014: The committee reviewed and accepted the January 2014 Preliminary Budget to Actual Report.
9. Discuss Updated Job Description – Operations and Maintenance Technician: Committee discussed updated job description and will make a recommendation to the Board to consider Operations and Maintenance Technician as a new position, and leave the current Maintenance Technician position as vacant.
10. Discuss 2014-2015 Preliminary Budget: GM stated that staff had met prior week and discussed the budget planning for the upcoming Capital projects related to the storage tanks and blend wells enhancement. April meeting will include presentation of preliminary budget, followed with public hearing in May, and budget adoption by June 30, 2014.

11. Receive Personnel Policy Manual Update: GM updated committee that she and ASM are scheduled to meet and consult with Laura Brown with the current revision of personnel manual, and to incorporate salary schedules, benefits, and job description revisions before presenting to the Board and employees.
12. Discuss future agenda items and next meeting date: April 10, 2014, 12:30 p.m.
13. Meeting adjourned 2:40 p.m.