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**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**  
**PVWMA Conference Room**  
**Tuesday, May 13, 2014, 12:30 p.m.**  
**MEETING AGENDA**

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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. Consider Approving Minutes of previous (April 9, 2014) Committee Meeting

5. Review and Consider Accepting Financial Reports for April 2014

- Account Activity Report
- Investment Report
- Accounts Payable Report

6. Review and Consider Accepting A/R Aging and Collections update for April 2014

7. Consider Accepting Preliminary Budget to Actual Report through March 2014

8. Review and Accept Quarterly Billing Summary as of March 31, 2014

9. Review and Accept Quarterly Contract Commitments as of March 31, 2014

10. Review Engagement Letter for the June 30, 2014 FYE Audit from Bartlett, Pringle & Wolf

11. Review Investment Policy

12. Review and Consider Cash Reserve Policy for 2014-2015

13. Receive Personnel Policy Manual Update

14. Discuss future agenda items and next meeting date – June 10, 2014, 12:30 p.m.

15. Adjourn