



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of Tuesday, July 15, 2014,
PVWMA Conference Room**

Meeting called to Order at 12:55 p.m.

1. Committee members: Rosemarie Imazio (Chair), Amy Newell, Dwight Lynn
Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA), Lauren Valk, Legal Counsel
2. Director Comments: Committee member Imazio inquired about bond counsel, and GM reported that legal counsel, Tony Condotti, had sent over an RFP as of 7/15/14 that had yet to be reviewed.
3. Public Comments: None
4. Consider Approving Minutes of previous (June 10, 2014) Committee Meeting: The committee reviewed and approved minutes of the June 10, 2014, meeting by consensus.
5. Review and Consider Accepting Financial Reports for June 2014: The committee reviewed and accepted Financial Reports for June 2014 by consensus. Chair Imazio requested reserve description be added to the Investment Report.
6. Review and Consider Accepting A/R Aging & Collections Update for June 2014: The committee reviewed and accepted A/R Aging & Collections Report for June 2014
7. Review and Consider Accepting Preliminary Budget to Actual Report through May 2014: The committee reviewed and accepted the Preliminary Budget to Actual Report through May 2014.
8. Receive Quarterly Contract Commitments: The committee received and reviewed the Quarterly Contract Commitments.
9. Receive Quarterly Billing Summary: The committee received and reviewed the Quarterly Billing Summary.
10. Discuss collection Policy/Guidelines: GM reported looking for direction with the general guidelines in allowing staff to have authority to writing accounts off within set amounts. Committee requested that this item be added to the agenda of the next board meeting for full board to evaluate.
11. Discuss future agenda items and next meeting date: August 12, 2014, 12:30 p.m.
12. Closed Session: Conference with Labor Negotiators (Govt. Code §54957.6): FA was dismissed from meeting, and committee met with GM, ASM, and legal counsel.
13. Meeting adjourned: 3:15 p.m.