



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of Tuesday, August 12, 2014,
PVWMA Conference Room**

Meeting called to Order at 12:50 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), Brian Lockwood, Senior Water Resources Hydrologist (SWRH), Lauren Valk, Legal Counsel.
Public: Rich Persoff and Steve Stagnaro
2. Closed Session Report: Legal Counsel stated that there had been no reportable action taken in the closed session, therefore there was nothing to report.
3. Director Comments: Committee member Newell inquired if the RFP for bond counsel went out; and ASM reported that it had and closes 8/22/14.
4. Public Comments: Director Persoff made a formal request to the committee seeking reimbursement for S.C. Farm Bureau member registration, and made a suggestion of a Water Rate Reward Program for the Agency. Legal Counsel stated his suggestion would be more appropriate for full board discussion. (Director Persoff departed at the conclusion of Public Comments)
5. Consider Approving Minutes of previous (July 12, 2014) Committee Meeting: The committee reviewed and approved minutes of the June 12, 2014 with one minor correction, by consensus.
6. Review and Consider Accepting Financial Reports for July 2014: The committee reviewed and accepted Financial Reports for July 2014 by consensus.
7. Review and Consider Accepting A/R Aging & Collections Update for July 2014: The committee reviewed and accepted A/R Aging & Collections Report for July 2014.
8. Review and Consider Accepting Preliminary Budget to Actual Report through June 2014: The committee reviewed and accepted the Preliminary Budget to Actual Report through June 2014.
9. Receive presentation on Water Awareness Outreach Campaign & Provide Recommendation: Steve Stagnaro, of Stagnaro Strategic Marketing, presented an outreach campaign for Water Awareness to the committee with content for radio, TV, print, digital and social media, identifying the need to educate residents about water awareness. The committee agreed to provide a recommendation to the full Board to move forward with the campaign.
10. Discuss Personnel Manual Process: Legal Counsel suggested that the Agency, “take a step back in moving forward.” Ms. Valk spoke of the Meyers-Milias-Brown Act (MMBA) that the Agency had approved in 1995, suggesting revisions to the structure of employer-employee communication within the Agency, including a discussion of whether or not the Board creates a personnel committee. The

committee decided that this item be moved to a full Board discussion/information item at the next board meeting.

11. Discuss future agenda items and next meeting date: September 9, 2014, 12:30 p.m.
12. Meeting adjourned @ 2:30 p.m.