



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of Tuesday, October 14, 2014,
PVWMA Conference Room**

Meeting called to Order at 12:45 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).

Public: None

2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of previous (September 9, 2014) Committee Meeting: The committee reviewed and approved minutes of the September 9, 2014 by consensus.
5. Review and Consider Accepting Financial Reports for September 2014: The committee reviewed and accepted Financial Reports for September 2014 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for September 2014: The committee reviewed and accepted A/R Aging & Collections Report for September 2014.
7. Review and Consider Accepting Preliminary Budget to Actual Report through August 2014: The committee reviewed and accepted the Preliminary Budget to Actual Report through August 2014.
8. Receive Quarterly Contract Commitments: Committee received and reviewed the Quarterly Contract Commitments.
9. Receive Quarterly Billing Summary: Committee received and reviewed the Quarterly Billing Summary.
10. Receive update on Personnel Policy Manual: GM provided an update stating that within next couple of month's personnel policy manual should be complete and will then be presented to employee group and Board, for review and approval.
11. Review and Consider CH2M Hill Contract for Design Services for K-1 Pipeline: Pete Rude and Brad Memeo provided overview of the order of tasks to be completed in prep to go out to bid by April 2015.
12. Discuss future agenda items and next meeting date: November 12, 2014, 12:30 p.m.
13. Meeting adjourned @ 1:40 p.m.