



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, April 14, 2015, 4:00 p.m.
PVWMA Conference Room**

Meeting called to Order at 4:12 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot, Dwight Lynn
Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA).

Public: None

2. Director Comments: Director Faurot inquired about moving to digital communication by using tablets for the Board members.
3. Public Comments: None
4. Consider Approving Minutes of previous (January 13, 2015) Committee Meeting: The committee reviewed and approved minutes of the January 13, 2015 meeting by consensus.
5. Review and Consider Accepting Financial Reports for March 2015: The committee reviewed and accepted Financial Reports for March 2015 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for March 2015: The committee reviewed and accepted A/R Aging & Collections Report for March 2015.
7. Receive Quarterly Account Adjustments: Committee received Quarterly Account Adjustments for quarter ending March 2015, and made some formatting suggestions to enhance the report information.
8. Receive Quarterly Contract Commitments: Committee received Quarterly Contract Commitments and GM gave an update identifying multiple contracts with some of the service providers, is due to the new projects in place.
9. Receive Quarterly Billing Summary: Committee received Quarterly Billing Summary and GM gave an update with a comparison to March 2014 billing, usage was down due to weather conditions were dryer this time last year, and possible more conservation with irrigators is now in place
10. Review and Consider Accepting Preliminary Budget to Actual Report through February 2015: The committee reviewed and accepted the Preliminary Budget to Actual Report through February 2015.
11. Review and Consider 2015-2016 Preliminary Budget: Committee received budget and GM stated budget planning reflects an assumption that rate increase will pass, and an annual savings estimate from the refinance of bonds. GM also stated that with late disbursement of the budget to the committee, staff would bypass asking for consideration of a recommendation to the board, rather take

time to review and present to the full board for consideration of adopting at the April 22, 2015 board meeting.

12. Review and Consider Carollo Agreement for Design Modifications, Bid Period Services, and ESDC for Tank and Distribution Improvements not to exceed \$264,240: GM gave an overview of the proposed contract, and asked for a recommendation to the Board for approval.
13. Receive Standard & Poor's Annual Report: GM shared of the recent visit had with Standard & Poor's in San Francisco, along with discussion had of the Agency rating being bumped up to an A- from a BBB+ being most helpful with the refinancing of the bond that is in place.
14. Receive Update on 2015 Water Revenue Bond: A phone conference was held with Mike Cavanaugh, underwriter for Southwest Securities that as of today (4/14/15) the sale of the Bonds was successful with a strong sell, spoke of the rating upgrade, anticipated annual savings of \$250,000 for Agency with a going rate of the bonds at 3-5%, and that the Agency is well ahead of others (water agencies) in the active market.
15. Receive Update on Proposition 218 Rates Adjustment Effort: No public was present for the update.
16. Receive update on Employee Handbook: Chair Imazio inquired to the delay of the Employee Handbook, ASM and GM reported that the salary survey was to be received on or about that day (4/14/15) and it, along with the final version of the Employee Handbook would be shared with the Employee Organization for review, and the "meet and confer" process would than take place between management and the E.O. committee, GM hoping to present a complete package to the Board by June, 2015.
17. Discuss future agenda items and next meeting date: May 12, 2015, 4:00 p.m.
18. Meeting adjourned @ 5:45 p.m.