



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, June 9, 2015, 4:00 p.m.
PVWMA Conference Room**

Meeting called to Order at 4:22 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot, Dwight Lynn (absent)
Staff: Mary Bannister, General Manager (GM), Brian Lockwood, Senior Water Resource Hydrologist (SWRH), 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 (May 12, 2015) Committee Meeting: The committee reviewed and approved minutes of the May 12, 2015 meeting by consensus.
5. Review and Consider Accepting Financial Reports for May 2015: The committee reviewed and accepted Financial Reports for May 2015 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for May 2015: The committee reviewed and accepted A/R Aging & Collections Report for May 2015.
7. Review and Consider Accepting Preliminary Budget to Actual Report through April 2015: The committee reviewed and accepted the Preliminary Budget to Actual Report through April 2015.
8. Review and Consider Fund Accounting Policy Update: The committee reviewed Fund Accounting Policy, and would make a recommendation to the Board for approval.
9. Review and Consider Blend Well and K-1 Pipeline Construction Management Proposal: The committee reviewed Construction Management Proposal from Covello Group, and would make a recommendation to the Board for approval.
10. Discuss Revising the PVWMA Organizational Chart to include a Conservation & Outreach Specialist and Reclassifying Vacant Hydrologist Position to Associate Hydrologist: GM and SWRH presented an updated organizational chart with explanation to present to committee prior to the completion of the personnel handbook to implement with the 2015-16FY. Committee agreed to the changes, and would make a recommendation to the Board for approval.
11. Receive Revenue Bond Post Closing Memo: The committee received and reviewed the Revenue Bond Post Closing Memo.

12. Receive update on Employee handbook: GM reported it to be a work-in-progress, and that Bryce Consultants were revising the data to include two additional Agencies that had originally been requested by the Employee Group. Upon receipt of the revised report, they would schedule the meet and confer process with the Employee Group representatives.
13. Discuss future agenda items and next meeting date: July 14, 2015, 4:00 p.m.
14. Meeting adjourned @ 5:15 p.m.