



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, August 11, 2015, 4:00 p.m.
PVWMA Conference Room**

Meeting called to Order at 4:05 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot (Absent), Dwight Lynn
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 (July 14, 2015) Committee Meeting: The committee reviewed and approved minutes of the July 14, 2015 meeting by consensus.
5. Review and Consider Accepting Financial Reports for July 2015: The committee reviewed and accepted Financial Reports for July 2015 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for July 2015: The committee reviewed and accepted A/R Aging & Collections Report for July 2015.
7. Review and Consider Accepting Preliminary Budget to Actual Report through June 2015: The committee reviewed and accepted the Preliminary Budget to Actual Report through June 2015.
8. Receive Quarterly Account Adjustment/Write Offs: The committee received and reviewed Quarterly Account Adjustment/Write Offs.
9. Review and Consider the City of Watsonville Agreement for the Construction Costs of the Recycled Water Storage and Distribution Pump Improvement Project: The committee reviewed the first draft of the agreement with the City of Watsonville for the Construction Costs of the Recycled Water Storage and Distribution Pump Improvement Project that will be presented to the Board for approval.
10. Review and Consider Scope of Services with Erin McCarthy for Conservation Services in the amount of \$65,595: The committee reviewed the Scope of Services with Erin McCarthy for conservation services and will make a recommendation to the Board for approval.
11. Consider Expansion of Rebate Program to include Rain Water Collection Systems in addition to Graywater Laundry to Landscape Systems: Staff Water Conservation & Outreach Specialist, Marcus

Mendiola, presented ideas of implementing a rebate for Rain Water Collection Systems to the committee, and the committee will make a recommendation to the Board for approval.

12. Review and Consider Agreement with Contractor Compliance and Monitoring, Inc. for Labor and Compliances Services: SWRH presented the Agreement with Contractor Compliance and Monitoring, Inc. to the committee and committee will make a recommendation to the Board for approval.
13. Review and Consider 2nd Nature Salt and Nutrient Management Plan Budget Augmentation in the amount of \$56,873: SWRH presented the Budget plan from 2nd Nature to the committee, and the committee will make a recommendation to the Board for approval.
14. Discuss future agenda items and next meeting date: September 15, 2015, 4:00 p.m.
15. Meeting adjourned @ 5:20 p.m.