



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, October 11, 2016, 4:00 p.m.
PVWMA Conference Room**

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

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot, Javier Zamora
Staff: Mary Bannister, General Manager (GM) (Absent), Brian Lockwood, Senior Water Resources Hydrologist (SWRH) (Absent), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA)

Public: Warren Koenig
2. Director Comments: Director Imazio stated she would be absent to the upcoming board meeting scheduled for 10/19/16.
3. Public Comments: Warren Koenig thanked PVWMA for the conference room dedication in his name, and wished to welcome all to “his conference room.”
4. Consider Approving Minutes of previous (September 13, 2016) Committee Meeting: The committee reviewed and approved minutes of the September 13, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for September 2016: The committee reviewed and accepted Financial Reports for September 2016 by consensus.
6. Review and Consider Accepting A/R Aging Update for September 2016: The committee reviewed and accepted A/R Aging Report for September 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through June 2016: The committee reviewed and accepted the Preliminary Budget to Actual Report through June 2016.
8. Receive Quarterly Contract Commitments through September 2016: The committee received and reviewed Quarterly Contract Commitments through September 2016.
9. Receive Quarterly Billing Summary through September 2016: The committee received and reviewed Quarterly Billing Summary through September 2016.
10. Receive Quarterly Account Adjustments through September 2016: The committee received and reviewed the Quarterly Account Adjustments through September 2016
11. Receive Quarterly Collections Update through September 2016: The committee received and reviewed the Quarterly Account Adjustments through September 2016
12. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, November 8, 2016, 4:00 p.m.

13. Meeting adjourned @ 4:45 p.m.