



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Tuesday, February 9, 2016, 4:00 p.m.
MEETING AGENDA

1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Paul Faurot, Javier Zamora

Staff: Mary Bannister, General Manager, Teresa Delfino, Finance & Administrative Services Manager, Nancy Trevino, Financial Analyst

2. Director Comments

3. Public Comments

4. Consider Approving Minutes of previous (January 12, 2016) Committee Meeting

5. Review and Consider Accepting Financial Reports for January 2016

- Activity Report
- Investment Report
- Accounts Payable Report

6. Review and Consider Accepting A/R Aging and Collections update for January 2016

7. Review and Consider Accepting Preliminary Budget to Actual Report through December 2015

8. Receive Quarterly Billing Summary

9. Receive Account Adjustments/Write offs for July – December 2015

10. Review and Consider 2016 Budget Amendments

11. Review Draft Administrative Finance Bylaws

12. Discuss future agenda items and next meeting date – Tuesday, March 8, 2016, 4:00 p.m.

13. Adjourn