



**ADMINISTRATIVE/FINANCE COMMITTEE**  
**MEETING MINUTES of**  
**Tuesday, February 9, 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), Brian Lockwood, Senior Water Resources Hydrologist (SWRH), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst  
  
Public: Warren Koenig
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of previous (January 12, 2016) Committee Meeting: The committee reviewed and approved minutes of the January 12, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for February 2016: The committee reviewed and accepted Financial Reports for February 2016 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for January 2016: The committee reviewed and accepted A/R Aging & Collections Report for January 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through December 2015: The committee reviewed and accepted the Preliminary Budget to Actual Report through December 2015.
8. Receive Quarterly Billing Summary: Committee received and reviewed Quarterly Billing summary through December 31, 2015.
9. Receive Account Adjustments/Write offs for July - December 2015: Committee received and reviewed Account Adjustments/Write offs.
10. Review and Consider 2016 Budget Amendments: Committee reviewed and accepted 2016 Budget Amendments, and will make a recommendation to the Board for approval.
11. Review Draft Administrative Finance Bylaws: Committee reviewed the draft and GM shared that staff will review with legal counsel, revise, and bring back to next meeting for further discussion.
12. Discuss future agenda items and next meeting date: Committee discussed the day of the meeting, and agreed to change scheduled meetings from Tuesday to Wednesday moving forward. Next meeting date set for Wednesday, March 9, 2016, 4:00p.m.
13. Meeting adjourned @ 5:05 p.m.