



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Wednesday, March 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 (February 9, 2016) Committee Meeting

5. Review and Consider Accepting Financial Reports for February 2016

- Activity Report
- Investment Report
- Accounts Payable Report

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

7. Review and Consider Accepting Preliminary Budget to Actual Report through January 2016

8. Discuss 2007 City of Watsonville Bond Refinance

9. Review and Discuss Draft Administrative Finance Bylaws

10. Discuss future agenda items and next meeting date – Wednesday, March 9, 2016, 4:00 p.m.

11. Adjourn



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

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:
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 January 2016: The committee reviewed and accepted Financial Reports for January 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: Committe 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 Wednesdays moving forward. Next meeting date set for Wednesday, March 9, 2016, 4:00 p.m.

13. Meeting adjourned @ 5:05 p.m.

PAJARO VALLEY WATER MANAGEMENT AGENCY
Account Activity Report per Bank Statement

	Date	Deposits	Withdrawals	Balance																				
<u>CLEARING ACCOUNT - Rabobank</u>																								
Beginning Balance	2/1/2016			\$46,927																				
Cash Receipts																								
Disbursements			2,393,697																					
Transfers		2,388,485	291																					
ACH Transfer to US Bank-1999Bond Pmt																								
Bank Fees																								
Ending Balance	2/28/2016			<u>\$41,424</u>																				
<u>GENERAL FUND10-MMA RABOBANK</u>																								
Beginning Balance	2/1/2016			\$1,120,243																				
Cash Receipts		153,824																						
Transfers		291	25,270																					
Interest Earned		203																						
Ending Balance	2/28/2016			<u>\$1,249,291</u>																				
<u>GENERAL FUND 10 - LAIF</u>																								
Beginning Balance	2/1/2016			\$1,069,716																				
Transfers																								
Interest Earned																								
Ending Balance	2/28/2016			<u>\$1,069,716</u>																				
<u>SPECIAL REVENUE FUND 20-Operating RABOBANK</u>																								
Beginning Balance	2/1/2016			\$502,704																				
Cash Receipts		490,244																						
Transfers		1,500,000	2,363,215																					
Bank Fees			2,501																					
Interest Earned																								
Ending Balance	2/28/2016			<u>\$127,233</u>																				
<u>SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN RABOBANK</u>																								
Beginning Balance	2/1/2016			\$7,191,129																				
Transfers		4,014,949	1,500,000																					
Bank Fees																								
Interest Earned		1,170																						
Ending Balance	2/28/2016			<u>\$9,707,248</u>																				
<u>SPECIAL REVENUE Fund 20 Investment Mgmt-FUND20 RABOBANK</u>																								
Beginning Balance	2/1/2016			\$4,027,505																				
Transfers			4,014,949																					
Bank Fees			3,298																					
Money Fund Earnings		5,154																						
Unrealized Gains/Loss			12,567																					
Ending Balance	2/28/2016			<u>\$1,846</u>																				
<u>SPECIAL REVENUE Fund 20 SmithBarneyInvestments - No Bank Statement a/o 3/8/16</u>																								
Beginning Balance	1/1/2016			\$557,386																				
Transfers																								
Realized Gain																								
Money Fund Earnings		35																						
Annual Account Maint. Fee																								
Ending Balance	2/28/2016			<u>\$557,421</u>																				
<u>Certificate of Deposit - DWR Loan Reserve Rabobank Fund 40</u>																								
Beginning Balance	2/1/2016			\$253,360																				
Interest Earned																								
Ending Balance	2/28/2016			<u>\$253,360</u>																				
<u>BNY MELLON - COP Refinance Account Fund 40</u>																								
Beginning Balance	2/1/2016			\$1																				
Transfers																								
Bank Fees																								
Money Fund Earnings																								
Unrealized Gains/Loss																								
Ending Balance	2/28/2016			<u>\$1</u>																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Prior Month Ending Cash Balance:</td> <td style="width: 25%;">Total Deposits:</td> <td style="width: 25%;">Total Withdrawals:</td> <td style="width: 25%;">Month End Cash Balance:</td> </tr> <tr> <td style="text-align: right;">\$14,768,971</td> <td style="text-align: right;">\$ 8,554,356</td> <td style="text-align: right;">\$ 10,315,786</td> <td style="text-align: right;">\$13,007,540</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Cash Transfers</td> <td style="text-align: right;">7,903,724</td> <td style="text-align: right;">7,903,724</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Actual Cash Receipts/Disbursements</td> <td style="text-align: right;"><u>650,631</u></td> <td style="text-align: right;"><u>2,412,062</u></td> <td></td> </tr> </table>					Prior Month Ending Cash Balance:	Total Deposits:	Total Withdrawals:	Month End Cash Balance:	\$14,768,971	\$ 8,554,356	\$ 10,315,786	\$13,007,540	<hr/>				Cash Transfers	7,903,724	7,903,724	-	Actual Cash Receipts/Disbursements	<u>650,631</u>	<u>2,412,062</u>	
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Actual Cash Receipts/Disbursements	<u>650,631</u>	<u>2,412,062</u>																						

PAJARO VALLEY WATER MANAGEMENT AGENCY
INVESTMENT REPORT
ALL FUNDS
February 28, 2016

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
<u>RABOBANK</u>				
Clearing Account	0.00%	41,424	0.32%	0.00%
Fund10-MMAcct	0.20%	1,249,291	9.60%	0.02%
Fund20Operating	0.00%	127,233	0.98%	0.00%
Fund20-MMAcct	0.20%	9,707,248	74.63%	0.15%
Certificate of Deposit-DWR Loan Reserve Fund 40	0.15%	253,360	1.95%	0.00%
Investment Account		1,846	0.01%	0.00%
<u>LAIF - Fund 10</u>	0.46%	1,069,716	8.22%	0.04%
<u>CITIGROUP Smith Barney - Fund 20</u>				
Money Fund	0.01%	557,421	4.29%	0.00%
<u>BNY MELLON - COP Refinance-Fund 40</u>		1	0.00%	
Total		\$13,007,540	100.0%	

Total Funds Reserved (DWR)	253,360
Total Funds Invested	12,585,522
Total Funds Non-interest Bearing	168,657
Total Funds	<u>13,007,540</u>
Total Available Funds	12,754,179
Cash Reserve Policy Requirements (PVWMA)	<u>3,240,000</u>
Surplus (Deficit) of Funds	<u>9,514,179</u>

Pajaro Valley Water Management Agency

Accounts Payable

Checks by Date - Detail By Check Date

User: Nancy
 Printed: 3/1/2016 - 1:57 PM



Check Amount

Check	32492	Check	02/04/2016	
Vendor:	N124	2ndNature Ecosystem Science & Design		
11-633-34		services from 12/6/2015 thru 1/14/2016		5,118.50
				5,118.50
Check	32493	Check	02/04/2016	
Vendor:	A190	ACE HARDWARE		
145276/97		field supplies		78.15
145276/97		field supplies		87.37
145276/97		field supplies		96.94
				262.46
Check	32494	Check	02/04/2016	
Vendor:	A400	ACWA/JPIA WORKERS COMP		
10/1/15 thru 12/31/2015		Workers Compensation		19.36
10/1/15 thru 12/31/2015		Workers Compensation		27.71
10/1/15 thru 12/31/2015		Workers Compensation		1.90
10/1/15 thru 12/31/2015		workers compensation		60.35
10/1/15 thru 12/31/2015		Workers Compensation		1,216.24
10/1/15 thru 12/31/2015		Workers Compensation		133.24
10/1/15 thru 12/31/2015				648.36
10/1/15 thru 12/31/2015				79.72
10/1/15 thru 12/31/2015				388.33
10/1/15 thru 12/31/2015				104.01
10/1/15 thru 12/31/2015				195.87
10/1/15 thru 12/31/2015				69.47
10/1/15 thru 12/31/2015				123.37
10/1/15 thru 12/31/2015				18.22
10/1/15 thru 12/31/2015				96.04
10/1/15 thru 12/31/2015				103.25
10/1/15 thru 12/31/2015				174.61
10/1/15 thru 12/31/2015				103.26
10/1/15 thru 12/31/2015				12.52
10/1/15 thru 12/31/2015				12.53
10/1/15 thru 12/31/2015				12.53
10/1/15 thru 12/31/2015				8.35
10/1/15 thru 12/31/2015				93.38
10/1/15 thru 12/31/2015				93.38
				3,796.00
Check	32495	Check	02/04/2016	
Vendor:	B101	BARTLETT, PRINGLE & WOLF, LLP		
100559		Professional services		7,270.00

Check 32496
Vendor: P1109

Check 02/04/2016
BELINDA PLATTS

7,270.00

2016-1	Consulting from Jan. 11 thru Jan 29, 2016		1,850.00
			1,850.00
Check	32497	Check	02/04/2016
Vendor:	C960	CARDIFF PEST CONTROL	
0072601			55.00
0072601			13.20
0072601			13.20
0072601			14.30
0072601			14.30
			110.00
Check	32498	Check	02/04/2016
Vendor:	W506	CITY OF WATSONVILLE CLERK'S	
247	Board Mtgs.		50.00
			50.00
Check	32499	Check	02/04/2016
Vendor:	W500	CITY OF WATSONVILLE FINANCE DEPARTMENT	
25586	April-June 2015 \$180,833.52 and July-Sept 2015 \$224,016.24		38,067.12
			38,067.12
Check	32500	Check	02/04/2016
Vendor:	D148	DELFINO, TERESA	
cellreimb	from Nov. 2015 and Dec. 2015 cell bill		75.00
cellreimb	from Nov. 2015 and Dec. 2015 cell bill		75.00
			150.00
Check	32501	Check	02/04/2016
Vendor:	G190	GREEN RUBBER KENNEDY AG	
W509748	Plug thread PVC S40, and Cap Thread PVC S40		34.33
			34.33
Check	32502	Check	02/04/2016
Vendor:	M1425	MONTEREY BAY PROFESSIONAL LANDSCAPE	
30061	Monthly landscape maintenance		90.00
30061	Monthly landscape maintenance		22.50
30061	Monthly landscape maintenance		22.50
30061	Monthly landscape maintenance		22.50
30061	Monthly landscape maintenance		22.50
			180.00
Check	32503	Check	02/04/2016
Vendor:	M1714	MONTEREY COUNTY HEALTH DEPT. LABORATORY	
18870	Water Samples		406.00
			406.00
Check	32504	Check	02/04/2016
Vendor:	N321	NORRIS ASSOCIATES WATER & WASTEWATER ENGEENIRING	
1605	Review project files		1,062.50
			1,062.50
Check	32505	Check	02/04/2016
Vendor:	P500	PAJARO VALLEY LOCK SHOP	
112730	re-keyed the building		424.47
			424.47

Check	32506	Check	02/04/2016	
Vendor:	P180	PENINSULA MESSENGER LLC		
195441		Bank Carrier		12.50
195441		Bank Carrier		37.50
				50.00
Check	32507	Check	02/04/2016	
Vendor:	P800	PG & E		
1787734656-3		1859 Beach Rd		664.62
2926809320-9		36 Brennan St. #B		27.24
2926809320-9		36 Brennan St. #B		81.70
3771390038-1		Jensen Rd # 3		27.07
4291054495-8		475 San Andreas Rd		278.63
52906245676-7		2240 Beach Rd		17.51
5916054391-0		187 C San Andreas Rd		559.99
				1,656.76
Check	32508	Check	02/04/2016	
Vendor:	P400	PVI PAJARO VALLEY IRRIGATION, INC.		
INV200015797		Meter contractor		284.95
				284.95
Check	32509	Check	02/04/2016	
Vendor:	R781	ROTO ROOTER		
50812		Drain Cleaning		268.00
contract		10% down for install new storm drain		397.90
				665.90
Check	32510	Check	02/04/2016	
Vendor:	S1405	SC FUELS		
1883663		Vehicles		19.74
1883663		vehicles		19.73
1883663		vehicles		19.74
1883663		vehicles		19.74
1883663		vehicles		22.56
1883663		Vehicles		19.73
1883663		Vehicles		19.74
				140.98
Check	32511	Check	02/04/2016	
Vendor:	S1635	SECOND STREET CAFE		
236		Dinner Catering for water meeting		191.19
				191.19
Check	32512	Check	02/04/2016	
Vendor:	s1900	SOIL CONTROL LAB, INC.		
5110467		Water test		1,350.00
				1,350.00
Check	32513	Check	02/04/2016	
Vendor:	S899	STAGNARO STRATEGIC MARKETING		
2105		Consulting from 12/16/15 thru 1/27/16		1,455.00
				1,455.00
Check	32514	Check	02/04/2016	
Vendor:	S2615	STORDOK		
5352007		64 Gallon Container shredded		60.00

				60.00
Check	32515	Check	02/04/2016	
Vendor:	T305	TELSTAR INSTRUMENTS, INC.		
84672		Scada Update final billing		717.00
				717.00
Check	32516	Check	02/04/2016	
Vendor:	T333	THE BANK OF NEW YORK MELLON TRUST CO.		
PAJAROVWMA15		P=\$1,600,000.00 I=\$ 420,100.00 TOTAL \$2,020,095.89		2,020,095.89
				2,020,095.89
Check	32517	Check	02/04/2016	
Vendor:	W80	WAGEWORKS		
125AI0444232		Monthly Administration Fee		50.00
				50.00
Check	32518	Check	02/04/2016	
Vendor:	Z100	ZAG TECHNICAL SERVICES, INC.		
75386		Computer Support		1.31
75386		Computer Support		3.42
75386		Computer Support		3.15
75386		Computer Support		3.15
75386		Computer Support		3.15
75386		Computer Support		3.15
75386		Computer Support		3.15
75386		Computer Support		2.62
75386		Computer Support		1.58
75386		Computer Support		1.57
78651		Computer Support		82.50
78651		Computer Support		214.50
78651		Computer Support		198.00
78651		Computer Support		198.00
78651		Computer Support		198.00
78651		Computer Support		198.00
78651		Computer Support		198.00
78651		Computer Support		165.00
78651		Computer Support		99.00
78651		Computer Support		99.00
				1,676.25
Check	32519	Check	02/04/2016	
Vendor:	Z151	ZOOM IMAGING SOLUTIONS, INC		
1589559		Monthly Maintenance Contract		45.39
1589559		Monthly Maintenance Contract		45.38
1589559		Monthly Maintenance Contract		45.39
1589559		Monthly Maintenance Contract		45.38
1589559		Monthly Maintenance Contract		45.39
				226.93
				2,087,402.23
Check	0	Check	02/05/2016	
Vendor:	A1250	AFLAC- FLEX ONE		
		PR Batch 00001.02.2016 AFLAC-After Tax Insurance Preams		105.30
		PR Batch 00001.02.2016 AFLAC-PreTax Insurance Preams		240.54

Check	0	Check	02/05/2016	345.84
Vendor:	E830	DEPT. OF CHILD SUPORT SERVICES		
		PR Batch 00001.02.2016 Child Support Services		194.30
				194.30
Check	0	Check	02/05/2016	
Vendor:	N125	NATIONWIDE RETIREMENT SOLUTION		
		PR Batch 00001.02.2016 Deferred Comp-National Deferre		1,744.00
				1,744.00
Check	0	Check	02/05/2016	
Vendor:	P1300	PERS-Fiscal Services Division Cashier Unit		
		PR Batch 00001.02.2016 PEPRA Employee Portion		251.51
		PR Batch 00001.02.2016 PEPRA-Employer Portion		250.98
		PR Batch 00001.02.2016 PERS - Employee Share		2,507.51
		PR Batch 00001.02.2016 PERS - Employer Share		3,049.13
				6,059.13
Check	0	Check	02/05/2016	
Vendor:	P555	PVWMA-Cafeteria Account		
		PR Batch 00001.02.2016 AFLAC-FSA-Dependent Care		263.45
		PR Batch 00001.02.2016 AFLAC-FSA Medical Spending		617.28
				880.73
Check	0	Check	02/05/2016	
Vendor:	S2525	CALPERS		
		PR Batch 00001.02.2016 CALPERS Deferred Comp		740.00
		PR Batch 00001.02.2016 CALPERS DEFERRED COMP%		692.61
				1,432.61
Check	32491	Check	02/05/2016	
Vendor:	A300	ACWA/JPIA		
		PR Batch 00001.02.2016 Dental - ACWA		1,394.82
		PR Batch 00001.02.2016 Health-Employee Asst. Program		28.20
		PR Batch 00001.02.2016 Health - ACWA		23,073.64
		PR Batch 00001.02.2016 Life - ACWA		147.64
		PR Batch 00001.02.2016 Life Insurance - Employee		49.00
		PR Batch 00001.02.2016 Vision - ACWA		222.72
0394912		HealthPrens-RGuerrero		2,495.40
0394912		LIfE Prens Adjustment Jan-Feb150KIncrease		241.22
0394912		LifePrens150KIncrease-March2016		119.26
				27,771.90
				38,428.51
Check	0	Check	02/19/2016	
Vendor:	A1250	AFLAC- FLEX ONE		
		PR Batch 00002.02.2016 AFLAC-After Tax Insurace Prens		129.91
		PR Batch 00002.02.2016 AFLAC-PreTax Insurance Prens		308.28
				438.19
Check	0	Check	02/19/2016	
Vendor:	E830	DEPT. OF CHILD SUPORT SERVICES		
		PR Batch 00002.02.2016 Child Support Services		194.30

Check	0	Check	02/19/2016	194.30
Vendor:	N125	NATIONWIDE RETIREMENT SOLUTION		
		PR Batch 00002.02.2016 Deferred Comp-National Deferre		1,769.00
				1,769.00
Check	0	Check	02/19/2016	
Vendor:	P1300	PERS-Fiscal Services Division Cashier Unit		
		PR Batch 00002.02.2016 PEPRA Employee Portion		251.51
		PR Batch 00002.02.2016 PEPRA-Employer Portion		250.98
		PR Batch 00002.02.2016 PERS - Employee Share		2,681.36
		PR Batch 00002.02.2016 PERS - Employer Share		3,260.53
		Unfunded Accrued Liability		1,600.00
		Unfunded Accrued Liability		65.94
		Unfunded Accrued Liability		152.91
		Unfunded Accrued Liability		800.00
		Unfunded Accrued Liability		87.92
		Unfunded Accrued Liability		526.74
		Unfunded Accrued Liability		131.88
		Unfunded Accrued Liability		241.78
		Unfunded Accrued Liability		87.82
		Unfunded Accrued Liability		152.91
		Unfunded Accrued Liability		110.00
		Unfunded Accrued Liability		120.14
		Unfunded Accrued Liability		197.82
		Unfunded Accrued Liability		120.14
				10,840.38
Check	0	Check	02/19/2016	
Vendor:	P555	PVWMA-Cafeteria Account		
		PR Batch 00002.02.2016 AFLAC-FSA-Dependent Care		263.45
		PR Batch 00002.02.2016 AFLAC-FSA Medical Spending		694.20
				957.65
Check	0	Check	02/19/2016	
Vendor:	S2525	CALPERS		
		PR Batch 00002.02.2016 CALPERS Deferred Comp		740.00
		PR Batch 00002.02.2016 CALPERS DEFERRED COMP%		692.61
				1,432.61
Check	32520	Check	02/19/2016	
Vendor:	UB*00389	AMERICA FRESH		
		Refund Check		982.75
				982.75
Check	32521	Check	02/19/2016	
Vendor:	A625	AMERICAN EXPRESS COSTCO		
1-11007		office supplies		412.21
1-11007		office supplies		412.21
				824.42
Check	32522	Check	02/19/2016	
Vendor:	A910	ATCHINSON,BARISONE,CONDOTTI		
32193		services from 1/1 thru 1/31/16		3,041.50
32193		services from 1/1 thru 1/31/16		3,141.14
32195		services from 1/1 thru 1/31/16 expenses		319.09

				6,501.73
Check	32523	Check	02/19/2016	
Vendor:	A860	AVAYA CUSTOMER CARE CENTER		
2733620756		Phone systems contract		20.69
2733620756		Phone systems contract		393.09
2733620756		Phone systems contract		68.97
2733620756		Phone systems contract		68.96
2733620756		Phone systems contract		68.97
2733620756		Phone systems contract		68.96
				689.64
Check	32524	Check	02/19/2016	
Vendor:	A850	AVAYA FINANCIAL SERVICES.		
28111878		Phone/VM Lease Agreement		6.74
28111878		Phone/VM Lease Agreement		22.47
28111878		Phone/VM Lease Agreement		22.46
28111878		Phone/VM Lease Agreement		22.47
28111878		Phone/VM Lease Agreement		22.47
28111878		Phone/VM Lease Agreement		128.06
				224.67
Check	32525	Check	02/19/2016	
Vendor:	B195	BALANCE HYDROLOGICS, INC		
215177-0116		Field measurements during storm, Data post-processing & archivin		4,524.68
				4,524.68
Check	32526	Check	02/19/2016	
Vendor:	B102	BARTKIEWICZ, KRONICK & SHANAHAN		
8812.0001		Professional services		19.80
8812.0002		Professional services		762.50
				782.30
Check	32527	Check	02/19/2016	
Vendor:	B101	BARTLETT, PRINGLE & WOLF, LLP		
101106		June 30, 2015 Finanacial statement audit & Accounting consulting		9,626.00
				9,626.00
Check	32528	Check	02/19/2016	
Vendor:	C1099	CAROLLO ENGINEERS		
147047		Recycle Water Treatment Budget. January 2016 Report		6,329.00
147048		Blend Well Pipeline Budget. January 2016 Report		682.10
147050		Recycle Water Storage ENgineer Budget. January 2016 Report		4,236.70
				11,247.80
Check	32529	Check	02/19/2016	
Vendor:	C103	CBEC, INC		
15-1031-3		Professional Services from Jan. 1 thru Jan. 31, 2016		8,981.30
				8,981.30
Check	32530	Check	02/19/2016	
Vendor:	C1595	CH2MHILL		
381055646		Services during construction form Nov.28,2015 thru Jan.29,2016		6,062.93
				6,062.93
Check	32531	Check	02/19/2016	
Vendor:	UB*00390	CHARLES BELLA & SONS ORCHARD		

	Refund Check		574.05
			574.05
Check	32532	Check	02/19/2016
Vendor:	W500	CITY OF WATSONVILLE FINANCE DEPARTMENT	
124463	Debt service 10 General Fund-all Pkg Space		7,165.23
			7,165.23
Check	32533	Check	02/19/2016
Vendor:	UB*00396	JEANNE COLLIER	
	Refund Check		45.32
			45.32
Check	32534	Check	02/19/2016
Vendor:	C1720	CONTRACTOR COMPLIANCE & MONITORING INC.	
6686	Professional services for K1 for the Mo. of Jan. 2016		2,166.66
			2,166.66
Check	32535	Check	02/19/2016
Vendor:	UB*00391	DUTRA FARMS	
	Refund Check		3,424.79
			3,424.79
Check	32536	Check	02/19/2016
Vendor:	UB*00393	MARIA D GUTIERREZ	
	Refund Check		76.80
	Refund Check		1.15
			77.95
Check	32537	Check	02/19/2016
Vendor:	G330	GUTIERREZ CONSULTANTS, INC.	
890	PROP 50		5,535.00
891	IRWM Drought Grant		2,997.20
892	SRF GRANT		7,687.50
			16,219.70
Check	32538	Check	02/19/2016
Vendor:	K310	KITTLESON ENVIRONMENTAL CONSULTING	
024.12	Waterfowl surveys		4,764.33
049.01	Biological Surveys (Preconstruction, nesting birds, CRF)		3,081.03
			7,845.36
Check	32539	Check	02/19/2016
Vendor:	L563	LOCKWOOD, BRIAN	
cell reimb.	from 12/23/15 -01/22/16		40.80
cell reimb.	from 12/23/15 -01/22/16		40.79
			81.59
Check	32540	Check	02/19/2016
Vendor:	M990	MENDIOLA, MARCUS	
reimb	mileage reimb. and meals for conference at Davis		135.96
			135.96
Check	32541	Check	02/19/2016
Vendor:	M900	MERRY MAIDS	
27723381 thru 2819064	Office housekeeping		58.80
27723381 thru 2819064	Office housekeeping		235.20

27723381 thru 2819064	Office housekeeping	73.50
27723381 thru 2819064	Office housekeeping	73.50
27723381 thru 2819064	Office housekeeping	73.50
27723381 thru 2819064	Office housekeeping	73.50

588.00

Check	32542	Check	02/19/2016
Vendor:	M1175	MONTEREY BAY ANALYTICAL SERVIC	

19837	water samples	1,375.00
19838	water samples	980.00
19839	water samples	150.00
19865	water samples	150.00
19875	water samples	2,515.00
19876	water samples	655.00

5,825.00

Check	32543	Check	02/19/2016
Vendor:	UB*00394	SUZANNE OBRIEN	

Refund Check	102.00
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102.00

Check	32544	Check	02/19/2016
Vendor:	P800	PG & E	

9968544374-1	36 Brennan st	94.46
9968544374-1	36 Brennan st	283.37

377.83

Check	32545	Check	02/19/2016
Vendor:	R40	RABOBANK VISA CARDMEMBER SERVICE	

510050823372	office/Batteries	22.87
510050823372	Sea Harvest Moss Landing	70.27
510050823372	DWR meeting travel	42.14
510050823372	Subscription WaterReuse Assoc.	1,446.64
510050823372	Tap Plastics field supplies	162.80
510050823372	Turbidimeter field supplies	10.68
510050823372	Late Fees	39.00
510050823372	Interest Charges	14.64

1,809.04

Check	32546	Check	02/19/2016
Vendor:	UB*00392	REITER BERRY FARMS	

Refund Check	1,675.97
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1,675.97

Check	32547	Check	02/19/2016
Vendor:	S830	RESOURCE CONSERVATION SANTA CRUZ COUNTY RCA	
DRIP01	executive director, grant admin, and tech specialist		18,157.12

18,157.12

Check	32548	Check	02/19/2016
Vendor:	S1405	SC FUELS	

1889166	Vehicles	24.18
1889166	vehicles	24.17
1889166	vehicles	24.18
1889166	vehicles	24.17
1889166	vehicles	27.63
1889166	Vehicles	24.17

1889166	Vehicles		24.18
			172.68
Check	32549	Check	02/19/2016
Vendor:	S2865	SWCA ENVIRONMENTAL CONSULTANTS	
48360	Services from thru Jan. 19, 2016 K1 Pipeline Compliance support		10,174.53
49220	services thru Feb.6,2016		1,049.69
49240	services thru Feb.6,2016		207.50
			11,431.72
Check	32550	Check	02/19/2016
Vendor:	UB*00395	STEVEN W & CAROLYN SWIFT	
	Refund Check		102.00
			102.00
Check	32551	Check	02/19/2016
Vendor:	T100	TAYLOR'S OFFICE CITY, INC.	
293123/909/944	office supplies		83.95
293123/909/944	office supplies		83.94
			167.89
Check	32552	Check	02/19/2016
Vendor:	T305	TELSTAR INSTRUMENTS, INC.	
84068	SQD analog input		1,145.44
			1,145.44
Check	32553	Check	02/19/2016
Vendor:	T335	THE COVELLO GROUP, INC.	
2015.015-7	Recycled Water Storage & Distribution Pump Station Jan1--31,2016		22,141.70
2015.015-7	Blend Well and K1 Pipeline Projects Jan1--31,2016		8,530.00
2015.024-3	Recycled Water Storage & Distribution Pump Station Jan1--31,2016		4,412.50
			35,084.20
Check	32554	Check	02/19/2016
Vendor:	T345	THE HOME DEPOT	
3563784	Field supplies		447.54
			447.54
Check	32555	Check	02/19/2016
Vendor:	T359	THE STANDARD INSURANCE COMPANY	
February Premium	Benefits		4.64
February Premium	Benefits		6.65
February Premium	Benefits		0.45
February Premium	Benefits		291.69
February Premium	Benefits		14.47
February Premium	Benefits		31.96
February Premium	Benefits		155.49
February Premium	Benefits		19.12
February Premium	Benefits		93.13
February Premium	Benefits		24.95
February Premium	Benefits		46.97
February Premium	Benefits		16.66
February Premium	Benefits		29.59
February Premium	Benefits		4.37
February Premium	Benefits		23.03
February Premium	Benefits		24.76
February Premium	Benefits		41.88

February Premium	Benefits	24.76
February Premium	Benefits	2.01
February Premium	Benefits	3.00
February Premium	Benefits	3.01
February Premium	Benefits	3.00
February Premium	Benefits	22.39
February Premium	Benefits	22.40
January Premium	Benefits	2.32
January Premium	Benefits	3.32
January Premium	Benefits	0.23
January Premium	Benefits	145.84
January Premium	Benefits	7.24
January Premium	Benefits	15.98
January Premium	Benefits	77.75
January Premium	Benefits	9.55
January Premium	Benefits	46.57
January Premium	Benefits	12.47
January Premium	Benefits	23.49
January Premium	Benefits	8.33
January Premium	Benefits	14.79
January Premium	Benefits	2.19
January Premium	Benefits	11.52
January Premium	Benefits	12.38
January Premium	Benefits	20.94
January Premium	Benefits	12.38
January Premium	Benefits	1.00
January Premium	Benefits	1.50
January Premium	Benefits	1.50
January Premium	Benefits	1.50
January Premium	Benefits	11.20
January Premium	Benefits	11.20

1,365.57

Check	32556	Check	02/19/2016	
Vendor:	T274	TOSHIBA FINANCIAL SERVICES		
297276057		Copier Monthly Fees		127.09
297276057		Copier Monthly Fees		127.10
297276057		Copier Monthly Fees		127.09
297276057		Copier Monthly Fees		127.10
297276057		Copier Monthly Fees		127.09

635.47

Check	32557	Check	02/19/2016	
Vendor:	V369	VERIZON WIRELESS		
9759675824		Operations cell service		118.13
9759675824		Operations cell service		118.13
9759675824		Operations cell service		118.12
9759675824		Operations cell service		118.13

472.51

Check	32558	Check	02/19/2016	
Vendor:	W80	WAGEWORKS		
125AI0446649		Monthly Administration Fee		50.00

50.00

Check	32559	Check	02/19/2016	
Vendor:	UB*00397	WILLIAM CHRISTIAN G WATKINS		
		Refund Check		102.00

102.00

183,528.94

Total: 2,309,359.68

Pajaro Valley Water Management Agency

Bank Reconciliation

Checks by Date



User: Nancy
 Printed: 03/01/2016 - 1:56PM

Check	Check	Name	Module	Amount
0	02/03/2016	MARCUS MENDIOLA	PR	1,444.23
0	02/03/2016	MARY BANNISTER	PR	3,842.52
0	02/03/2016	DAVID CAVANAUGH	PR	92.35
0	02/03/2016	NANCY TREVINO	PR	450.00
0	02/03/2016	LAURA TAAY	PR	400.00
0	02/03/2016	NANCY TREVINO	PR	150.00
0	02/03/2016	TERESA DELFINO	PR	100.00
0	02/03/2016	BRIAN LOCKWOOD	PR	2,954.05
0	02/03/2016	TYLER ACKERMAN	PR	334.71
0	02/03/2016	ROSEMARIE IMAZIO	PR	92.35
0	02/03/2016	BRIAN LOCKWOOD	PR	328.23
0	02/03/2016	LAURA TAAY	PR	1,883.22
0	02/03/2016	LEONARD VILLANUEVA	PR	2,101.60
0	02/03/2016	MARIA LIZAOLA	PR	30.00
0	02/03/2016	MARIA LIZAOLA	PR	1,550.51
0	02/03/2016	JESUS MARTINEZ	PR	3,079.46
0	02/03/2016	SHINEHAH BIGHAM	PR	2,732.85
0	02/03/2016	TERESA DELFINO	PR	3,115.82
0	02/03/2016	NANCY TREVINO	PR	1,737.22
0	02/03/2016	PAUL FAUROT	PR	97.21
0	02/03/2016	CASEY MEUSEL	PR	1,614.61
0	02/03/2016	AMY NEWELL	PR	92.35
0	02/03/2016	DAVID PARRA	PR	1,984.49
32492	02/04/2016	2ndNature Ecosystem Science & Design	AP	5,118.50
32493	02/04/2016	ACE HARDWARE	AP	262.46
32494	02/04/2016	ACWA/JPIA WORKERS COMP	AP	3,796.00
32495	02/04/2016	BARTLETT, PRINGLE & WOLF, LLP	AP	7,270.00
32496	02/04/2016	BELINDA PLATTS	AP	1,850.00
32497	02/04/2016	CARDIFF PEST CONTROL	AP	110.00
32498	02/04/2016	CITY OF WATSONVILLE CLERK'S	AP	50.00
32499	02/04/2016	CITY OF WATSONVILLE FINANCE DEPARTMENT	AP	38,067.12
32500	02/04/2016	DELFINO, TERESA	AP	150.00
32501	02/04/2016	GREEN RUBBER KENNEDY AG	AP	34.33
32502	02/04/2016	MONTEREY BAY PROFESSIONAL LANDSCAPE	AP	180.00
32503	02/04/2016	MONTEREY COUNTY HEALTH DEPT. LABORATORY	AP	406.00
32504	02/04/2016	NORRIS ASSOCIATES WATER & WASTEWATER ENGEEN	AP	1,062.50
32505	02/04/2016	PAJARO VALLEY LOCK SHOP	AP	424.47
32506	02/04/2016	PENINSULA MESSENGER LLC	AP	50.00
32507	02/04/2016	PG & E	AP	1,656.76
32508	02/04/2016	PVI PAJARO VALLEY IRRIGATION, INC.	AP	284.95
32509	02/04/2016	ROTO ROOTER	AP	665.90
32510	02/04/2016	SC FUELS	AP	140.98
32511	02/04/2016	SECOND STREET CAFE	AP	191.19
32512	02/04/2016	SOIL CONTROL LAB, INC.	AP	1,350.00
32513	02/04/2016	STAGNARO STRATEGIC MARKETING	AP	1,455.00
32514	02/04/2016	STORDOK	AP	60.00
32515	02/04/2016	TELSTAR INSTRUMENTS, INC.	AP	717.00
32516	02/04/2016	THE BANK OF NEW YORK MELLON TRUST CO.	AP	2,020,095.89
32517	02/04/2016	WAGWORKS	AP	50.00
32518	02/04/2016	ZAG TECHNICAL SERVICES, INC.	AP	1,676.25

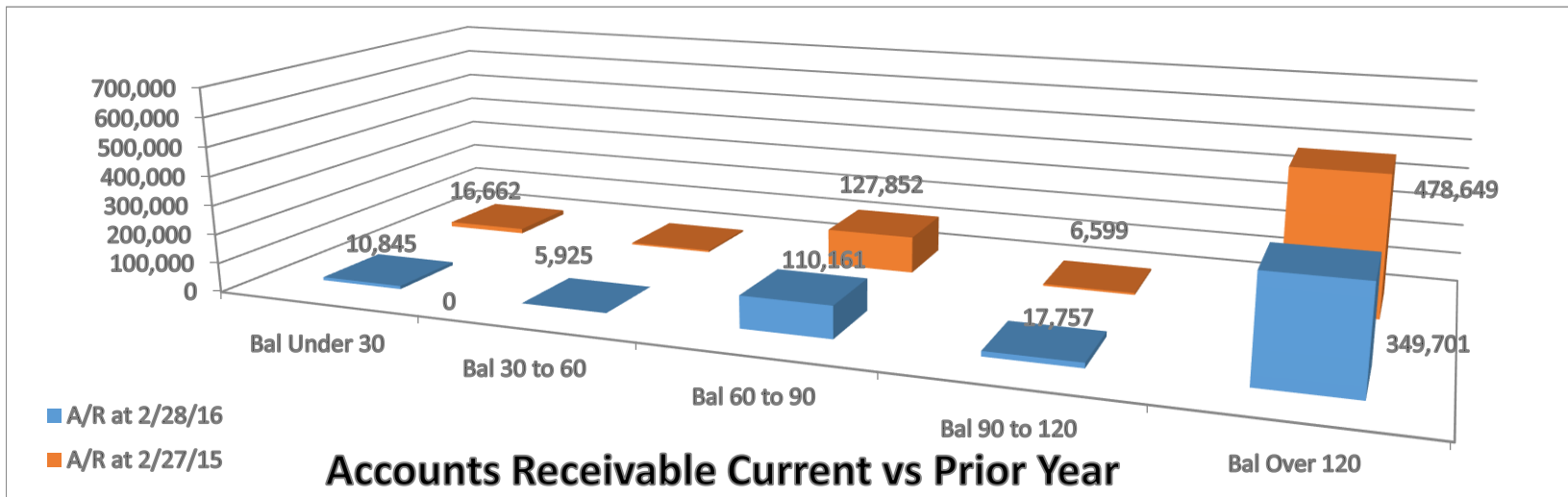
32519	02/04/2016	ZOOM IMAGING SOLUTIONS, INC	AP	226.93
0	02/05/2016	AFLAC- FLEX ONE	AP	345.84
0	02/05/2016	DEPT. OF CHILD SUPORT SERVICES	AP	194.30
0	02/05/2016	NATIONWIDE RETIREMENT SOLUTION	AP	1,744.00
0	02/05/2016	PERS-Fiscal Services Division Cashier Unit	AP	6,059.13
0	02/05/2016	PVWMA-Cafeteria Account	AP	880.73
0	02/05/2016	CALPERS	AP	1,432.61
32491	02/05/2016	ACWA/JPIA	AP	27,771.90
0	02/19/2016	AFLAC- FLEX ONE	AP	438.19
0	02/19/2016	DEPT. OF CHILD SUPORT SERVICES	AP	194.30
0	02/19/2016	NATIONWIDE RETIREMENT SOLUTION	AP	1,769.00
0	02/19/2016	PERS-Fiscal Services Division Cashier Unit	AP	10,840.38
0	02/19/2016	PVWMA-Cafeteria Account	AP	957.65
0	02/19/2016	CALPERS	AP	1,432.61
0	02/19/2016	MARCUS MENDIOLA	PR	1,444.23
0	02/19/2016	MARY BANNISTER	PR	3,842.53
0	02/19/2016	NANCY TREVINO	PR	450.00
0	02/19/2016	LAURA TAAY	PR	400.00
0	02/19/2016	NANCY TREVINO	PR	150.00
0	02/19/2016	TERESA DELFINO	PR	100.00
0	02/19/2016	BRIAN LOCKWOOD	PR	2,957.65
0	02/19/2016	TYLER ACKERMAN	PR	315.50
0	02/19/2016	BRIAN LOCKWOOD	PR	328.63
0	02/19/2016	LAURA TAAY	PR	1,458.28
0	02/19/2016	LEONARD VILLANUEVA	PR	2,470.44
0	02/19/2016	MARIA LIZAOLA	PR	30.00
0	02/19/2016	MARIA LIZAOLA	PR	1,550.51
0	02/19/2016	JESUS MARTINEZ	PR	2,627.55
0	02/19/2016	SHINEHAH BIGHAM	PR	2,360.76
0	02/19/2016	TERESA DELFINO	PR	3,127.32
0	02/19/2016	NANCY TREVINO	PR	1,748.73
0	02/19/2016	ROCIO GUERRERO	PR	2,001.49
0	02/19/2016	CASEY MEUSEL	PR	2,032.17
0	02/19/2016	DAVID PARRA	PR	2,330.85
32520	02/19/2016	AMERICA FRESH	AP	982.75
32521	02/19/2016	AMERICAN EXPRESS COSTCO	AP	824.42
32522	02/19/2016	ATCHINSON,BARISONE,CONDOTTI	AP	6,501.73
32523	02/19/2016	AVAYA CUSTOMER CARE CENTER	AP	689.64
32524	02/19/2016	AVAYA FINANCIAL SERVICES.	AP	224.67
32525	02/19/2016	BALANCE HYDROLOGICS, INC	AP	4,524.68
32526	02/19/2016	BARTKIEWICZ, KRONICK & SHANAHAN	AP	782.30
32527	02/19/2016	BARTLETT, PRINGLE & WOLF, LLP	AP	9,626.00
32528	02/19/2016	CAROLLO ENGINEERS	AP	11,247.80
32529	02/19/2016	CBEC, INC	AP	8,981.30
32530	02/19/2016	CH2MHILL	AP	6,062.93
32531	02/19/2016	CHARLES BELLA & SONS ORCHARD	AP	574.05
32532	02/19/2016	CITY OF WATSONVILLE FINANCE DEPARTMENT	AP	7,165.23
32533	02/19/2016	JEANNE COLLIER	AP	45.32
32534	02/19/2016	CONTRACTOR COMPLIANCE & MONITORING INC.	AP	2,166.66
32535	02/19/2016	DUTRA FARMS	AP	3,424.79
32536	02/19/2016	MARIA D GUTIERREZ	AP	77.95
32537	02/19/2016	GUTIERREZ CONSULTANTS, INC.	AP	16,219.70
32538	02/19/2016	KITTLESON ENVIRONMENTAL CONSULTING	AP	7,845.36
32539	02/19/2016	LOCKWOOD, BRIAN	AP	81.59
32540	02/19/2016	MENDIOLA, MARCUS	AP	135.96
32541	02/19/2016	MERRY MAIDS	AP	588.00
32542	02/19/2016	MONTEREY BAY ANALYTICAL SERVIC	AP	5,825.00
32543	02/19/2016	SUZANNE OBRIEN	AP	102.00
32544	02/19/2016	PG & E	AP	377.83
32545	02/19/2016	RABOBANK VISA CARDMEMBER SERVICE	AP	1,809.04
32546	02/19/2016	REITER BERRY FARMS	AP	1,675.97

32547	02/19/2016	RESOURCE CONSERVATION SANTA CRUZ COUNTY RC.	AP	18,157.12
32548	02/19/2016	SC FUELS	AP	172.68
32549	02/19/2016	SWCA ENVIRONMENTAL CONSULTANTS	AP	11,431.72
32550	02/19/2016	STEVEN W & CAROLYN SWIFT	AP	102.00
32551	02/19/2016	TAYLOR'S OFFICE CITY, INC.	AP	167.89
32552	02/19/2016	TELSTAR INSTRUMENTS, INC.	AP	1,145.44
32553	02/19/2016	THE COVELLO GROUP, INC.	AP	35,084.20
32554	02/19/2016	THE HOME DEPOT	AP	447.54
32555	02/19/2016	THE STANDARD INSURANCE COMPANY	AP	1,365.57
32556	02/19/2016	TOSHIBA FINANCIAL SERVICES	AP	635.47
32557	02/19/2016	VERIZON WIRELESS	AP	472.51
32558	02/19/2016	WAGeworks	AP	50.00
32559	02/19/2016	WILLIAM CHRISTIAN G WATKINS	AP	102.00

2,371,294.10

PVWMA
Accounts Receivable Aging 3 Month Trend
As of 2/29/2016

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	488,463	10,845	0	110,161	17,757	349,701
Credits	<u>(299,604)</u>					
Total Accounts Receivable at 2/29/16	188,859					
Accounts Receivable before credits	635,687	16,662	5,925	127,852	6,599	478,649
Credits	<u>(191,956)</u>					
Total Accounts Receivable at 2/28/15	443,731					
Accounts Receivable before credits	993,441	0	596,423	20,028	0	376,990
Credits	<u>(306,457)</u>					
Total Accounts Receivable at 1/30/16	686,985					
Accounts Receivable before credits	2,884,026	2,359,276	40,636	2	103,614	380,498
Credits	<u>(11,511)</u>					
Total Accounts Receivable at 12/31/15	2,872,514					



PAJARO VALLEY WATER MANAGEMENT AGENCY
PRELIMINARY BUDGET vs. ACTUAL
2015-16FY as of 1/31/16

Description	2015 One Year Prior Actual	2016 Budget	2016 YTD End Bal	Remaining YTD Budget	
				Variance	(Over) Under % Var
Revenue					
MANAGEMENT FEES	\$ 383,634.00	\$ 383,634.00	\$ 383,938.00	\$ (304.00)	-0.08%
AUGMENTATION CHARGES	\$ 5,571,006.73	\$ 10,065,230.00	\$ 6,257,662.86	\$ 3,807,567.14	37.83%
DELIVERED WATER SALES	\$ 912,533.50	\$ 1,670,400.00	\$ 1,041,695.20	\$ 628,704.80	37.64%
GRANTS & LOANS	\$ 17,568.00	\$ 1,230,000.00	\$ 8,717.63	\$ 1,221,282.37	99.29%
INVESTMENT INCOME	\$ 35,810.56	\$ 20,000.00	\$ 36,563.96	\$ (16,563.96)	-82.82%
OTHER REVENUE	\$ 83,281.49	\$ 10,000.00	\$ 23,495.51	\$ (13,495.51)	-134.96%
Total Revenue	\$ 7,003,834.28	\$ 13,379,264.00	\$ 7,752,073.16	\$ 5,627,190.84	42.06%
Expenditures					
SALARIES & WAGES	\$ 874,711.60	\$ 1,726,799.00	\$ 930,079.18	\$ 796,719.82	46.14%
STAFF DEVELOPMENT	\$ 19,196.59	\$ 62,000.00	\$ 15,995.25	\$ 46,004.75	74.20%
OPERATING	\$ 591,700.68	\$ 1,408,516.00	\$ 535,521.96	\$ 872,994.04	61.98%
MAINTENANCE	\$ 6,367.31	\$ 19,950.00	\$ 4,522.20	\$ 15,427.80	77.33%
CAPITAL ASSETS	\$ 673,876.68	\$ 7,960,000.00	\$ 1,673,676.97	\$ 6,286,323.03	78.97%
PROJECT O&M	\$ 988,542.75	\$ 2,856,500.00	\$ 1,198,079.53	\$ 1,658,420.47	58.06%
HYDROLOGY	\$ 29,817.10	\$ 98,000.00	\$ 33,576.00	\$ 64,424.00	65.74%
FINANCING & DEBT SERVICES	\$ 845,755.49	\$ 3,984,699.00	\$ 3,143,260.82	\$ 841,438.18	21.12%
Total Expenditures	\$ 4,029,968.20	\$ 18,116,464.00	\$ 7,534,711.91	\$ 10,581,752.09	58.41%

REVENUES IN EXCESS (DEFICIT)	2,973,866.08	(4,737,200.00)	217,361.25		
PRIOR YEAR CARRYOVER		4,737,200.00		4,737,200.00	100%
NET REVENUES IN EXCESS (DEFICIT) OF EXPENDITURES		0.00	217,361.25		

**PAJARO VALLEY WATER MANAGEMENT AGENCY
ADMINISTRATION AND FINANCE COMMITTEE BYLAWS**

ARTICLE I: PURPOSE

The purpose of the Administration and Finance Committee ("Committee") is to advise the Board of Directors ("Board") and staff of the Pajaro Valley Water Management Agency ("Agency") on financial oversight for the organization.

ARTICLE II: STRUCTURE

The Committee shall constitute a standing committee of the Agency and shall meet until otherwise directed by the Board. The Committee's subject matter jurisdiction is limited to matters expressed herein, together with all matters necessarily incidental thereto. Except as otherwise expressly provided in these bylaws or by resolution of the Board, the Committee does not make binding decisions on those matters; rather, the Committee makes recommendations to the Board.

ARTICLE III: OFFICERS

1. Officers of the Committee shall consist of a Chair and Vice Chair, which shall be selected from the members of the Committee and elected by a majority vote of the members present.
2. Election of the officers shall take place annually at the February meeting of the Committee.
3. The Vice Chair shall assume the role of Chair in the event the Chair is absent.
4. Vacated elected offices shall be filled by appointment by the Board at the next regularly scheduled meeting of the Board after the vacancy is noticed.

ARTICLE IV: MEMBERS

1. The Committee shall be comprised of three Directors from the Board.
2. Membership shall be for a term of one year.
3. At the Board's January meeting, the Board shall appoint the Directors to serve on the Committee.
4. Three successive absences of a member without notifying the Committee shall be cause for the member to be dropped from the Committee.

ARTICLE V: MEETINGS

1. The Committee shall comply with all applicable laws, including the Ralph M. Brown Act.
2. Committee meetings shall be held regularly on the second Tuesday of every month at 4:00 p.m. at a location to be determined and noticed on meeting agendas. Any future regular meeting of the Committee may be moved if approved by a majority of the members present at a regular meeting.
3. The Chair or Vice Chair may call a special meeting of the Committee after proper notification.
4. A majority of the members of the Committee constitutes a quorum of the Committee.
5. Any decision of the Committee and/or recommendation to the Board shall require a majority vote by the members present for passage.
6. Every member shall have one vote.

7. Meetings shall be open to the public and members of other governmental agencies. Visitors may express their opinions or make requests during public comment.

8. All meetings shall be conducted pursuant to *Rosenberg's Rules of Order*.

9. Minutes shall be taken at every meeting and shall be considered for approval at the next meeting.

ARTICLE VI: RESPONSIBILITIES

1. The Committee is responsible for reviewing and considering the following:

a. Monthly Reports:

i. Financial Reports including: Activity Report, Investment Report, and Accounts Payable Report

ii. A/R Aging and Collections Report

iii. Preliminary Budget to Actual Report

b. Quarterly Reports:

i. Quarterly Billing Summary

ii. Contract Commitments

iii. Account Adjustments/Write offs

c. Annual Review:

i. Budget and Budget Amendments

ii. Investment Policy

iii. Cash Reserve Policy

d. Updates to the Agency's Conflict of Interest Code as needed

ARTICLE VII: ADMINISTRATION

1. Agency staff shall prepare the agenda for each regular and special meeting of the Committee.
2. These Bylaws shall be reviewed annually for recommended updates or more often if requested by the Committee and/or the Board.