



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, July 12, 2016, 4:00 p.m.
PVWMA Conference Room**

Meeting called to Order at 4:35 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot (Absent), 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 (FA)

Public: Warren Koenig
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of previous (May 11, 2016 & June 15, 2016) Committee Meeting: The committee reviewed and approved minutes of the May 11, 2016 & June 15, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for June 2016: The committee reviewed and accepted Financial Reports for June 2016 by consensus.
6. Review and Consider Accepting A/R Aging Update for June 2016: The committee reviewed and accepted A/R Aging Report for June 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through May 2016: The committee reviewed and accepted the Preliminary Budget to Actual Report through May 2016.
8. Receive Quarterly Contract Commitments through June 2016: The committee received and reviewed the Quarterly Contract Commitments through June 2016.
9. Receive Quarterly Billing Summary through June 2016: Committee received and reviewed the Quarterly Billing Summary through June 2016.
10. Receive Quarterly Account Adjustments: The committee received and reviewed the Quarterly Account Adjustments through 6/30/16.
11. Receive Quarterly Collections Update: The committee received and reviewed the Quarterly Collections Update through 6/30/16.
12. Review Pricing Summary of the 2016 Water Revenue Refunding Bonds: The committee received and reviewed the Pricing Summary of the 2016 Water Revenue Refunding Bonds issued by Hilltop Securities Public Finance.

13. Review and Consider Agreement with Erin McCarthy for Water Conservation Services: The committee received and reviewed the Agreement with Erin McCarthy for Water Conservation Services, but held back giving a recommendation to the Board, as Board Member Zamora disclosed that he has his own business working relationship with McCarthy. GM stated she would ask legal counsel if there would be a conflict of interest with board member voting who works with a consultant.
14. Review and Consider Memorandum of Understanding with AMBAG for the CCJDC Ortho-Imagery Project in the amount not to exceed \$22,362.62: SWRH gave an overview of the Memorandum of Understanding with AMBAG, and stated it was being presented for informational purposes as it falls under the GM signing authority.
15. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, August 9, 2016, 4:00 p.m.
16. Meeting adjourned @ 5:30 p.m.