



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, February 14, 2017, 4:00 p.m.  
PVWMA Conference Room**

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

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot (absent), Don Bussey  
Staff: Brian Lockwood, Interim General Manager (IGM), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA)  
  
Public: Warren Koenig
2. Director Comments: Chair Imazio inquired if Director Faurot had resigned. IGM stated he had received an email resignation from Director Faurot today (2/14/17).
3. Public Comments: None.
4. Consider Approving Minutes of previous (January 10, 2017) Committee Meeting: The minutes were reviewed, and accepted by committee member that had been in attendance of the 1/10/17 meeting.
5. Review and Consider Accepting Financial Reports for January 2017: The Committee reviewed and accepted Financial Reports for January 2017 by consensus.
6. Review and Consider Accepting A/R Aging Update for January 2017: The Committee reviewed and accepted A/R Aging Report for January 2017.
7. Review and Consider Accepting Preliminary Budget to Actual Report through December 2016: The Committee reviewed and accepted Preliminary Budget to Actual Report through December 2016.
8. Receive Quarterly Contract Commitments through December 2016: The Committee received and reviewed the Quarterly Contract Commitments through December 2016.
9. Receive Quarterly Billing Summary through December 2016: The Committee received and reviewed the Quarterly Billing summary through December 2016.
10. Receive Quarterly Account Adjustments through December 2016: The Committee received and reviewed the Quarterly Account Adjustments through December 2016.
11. Receive Quarterly Collections through December 2016: The Committee received and reviewed the Quarterly Collections through December 2016 with legal counsel (phone), and agreed to present the item in closed session at the upcoming Board of Directors meeting.
12. Review and Consider FY2016-17 Budget Amendments: The Committee reviewed the Budget Amendments for FY 2016-17, and will make a recommendation to the Board for approval.

13. Review and Consider PVWMA Board of Directors Code of Ethics Policy: The Committee reviewed the PVWMA Board of Directors Code of Ethics Policy, and will make a recommendation to the Board for approval.
14. Review and Consider RFP for FY2016-17 Auditing Services: The Committee reviewed and accepted the RFP for FY2016-17 auditing Services, and instructed staff to move forward.
15. Discuss future agenda items and next meeting date: Next meeting date set for Wednesday, March 15, 2017, 4:00 p.m.
16. Meeting adjourned @ 5:50 p.m.