



**ADMINISTRATIVE/FINANCE COMMITTEE**  
**MEETING MINUTES of**  
**Tuesday, March 15, 2017, 4:00 p.m.**  
**PVWMA Conference Room**

Director Imazio called the meeting to order at 4:15 p.m.

1. Committee members: Rosemarie Imazio (Chair), 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: None.
3. Public Comments: None.
4. Consider Approving Minutes of previous (February 14, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the February 14, 2017 meeting.
5. Review and Consider Accepting Financial Reports for February 2017: The Committee reviewed and accepted Financial Reports for February 2017 by consensus.
6. Review and Consider Accepting A/R Aging Update for February 2017: The Committee reviewed and accepted A/R Aging Report for February 2017 by consensus.
7. Review and Consider Accepting Preliminary Budget to Actual Report through January 2017: The Committee reviewed and accepted Preliminary Budget to Actual Report through January 2017 by consensus.
8. Discuss FY 2017-2018 Draft Preliminary Budget: IGM gave an overview of the process, timing, and assumptions with regard to the development of the FY 2017-2018 budget. Staff provided detail on projections for anticipated augmentation charge revenue and delivered water sales, along with anticipated capital projects expenditures.
9. Review and Consider Travel and Expense Reimbursement Policy: The Committee reviewed the policy. Staff made note of suggested revisions, will continue to review the Policy, and will bring it back to the Committee for review and consideration at a future meeting.
10. Discuss Auditing Services Request for Proposals Process: FASM gave update that the Request for Proposals for Auditing Services was posted and Agency is receiving responses. FASM noted that Bartlett, Pringle & Wolf asked if they could participate in submitting their proposal. The Committee discussed having a committee member of A&F participate on the interview panel, and Director Bussey offered to serve on the panel.

11. Discuss Delivered Water Service Area Rate Zones: IGM presented an overview of the Agency's Rate Zones and accompanying Ordinances, and he noted that the K1 service area should be reclassified as "Inside Delivered Water Zone." IGM summarized correspondence with Special Counsel Richard Shanahan on the legalities of the Agency's rate zones, reclassification, and noticing.
12. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, April 11, 2017, 4:00 p.m.
13. Meeting adjourned at 5:45 p.m.