



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, July 11, 2017, 4:00 p.m.
PVWMA Conference Room**

Director Imazio called the meeting to order at 4:07 p.m.

1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Don Bussey (Vice-Chair), Robert Culbertson III,
Staff: Brian Lockwood, General Manager (GM), Teresa Delfino, Finance & Administrative Services
Manager (FASM) Nancy Trevino, Financial Analyst (FA)

Public: Warren Koenig

2. Director Comments: The Directors agreed that the Open House and Community Meeting held on July 10, 2017 was very successful. In addition they stated they appreciated the complimentary remarks provided by Kirk Schmidt at the close of the meeting.
3. Public Comments: Mr. Koenig asked the committee if they had any interest in changing the time of the A&F meeting; it could be changed to a time that may better fit the committee.
4. Consider Approving Minutes of previous (June 13, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the June 13, 2017 meeting by consensus.
5. Receive Update on Fiscal Year 2016-17 Audit: Jonathan Abadesco of Fedak & Brown LLP, presented an overview of the audit process followed by a questionnaire to the Committee in regard to accounting processes in place.
6. Review and Consider Accepting Financial Reports for June 2017: The Committee reviewed and accepted Financial Reports for June 2017 by consensus.
7. Review and Consider Accepting A/R Aging Update for June 2017: The Committee reviewed and accepted A/R Aging Report for June 2017 by consensus.
8. Review and Consider Accepting Preliminary Budget to Actual Report through May 2017: The Committee reviewed and accepted Preliminary Budget to Actual Report through May 2017 by consensus.
9. Discuss Budget to Actual Reporting Options: The Committee reviewed report options and decided to have two reports presented on a monthly basis to display the Budget to Actual status.
10. Receive Quarterly Contract commitments through June 2017: The Committee received and reviewed the Quarterly Contract Commitments through June 2017.
11. Receive Quarterly Billing Summary through June 2017: The Committee received and reviewed the Quarterly Billing Summary through June 2017.

12. Receive Quarterly Account Adjustments through June 2017: The Committee received and reviewed the Quarterly Account Adjustments through June 2017.
13. Receive Quarterly Collections Update through June 2017: The Committee received and reviewed Quarterly Collections Update through June 2017.
14. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, August 8, 2017, 4:00 p.m.
15. Meeting adjourned at 5:30 p.m.