



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, September 11, 2018, 4:00 p.m.  
PV Water “Koenig” Conference Room**

Director Imazio called the meeting to order at 4:10 p.m.

1. Welcome and Introductions:

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

Public: None

2. Director Comments: None

3. Public Comments: None

4. Consider Approving Minutes of previous (July 10, 2018) Committee Meeting: The Committee reviewed and approved the Minutes from the prior meeting.

5. Review and consider Information Technology Modernization Initiative: After a thorough overview presented by GM and Patrick Day, of Zag Technology, followed by a lengthy discussion, the committee agreed, and would make a recommendation for approval to the Board at the next meeting.

6. Review and Consider Updates to Employee Handbook Appendix B, Request for Educational Assistance: The Committee reviewed and approved the revised Appendix B that will be included in the consent agenda at the next Board meeting.

7. Review and Consider Accepting Financial Reports: The Committee reviewed and accepted the Financial Reports.

8. Review and Consider Accepting Cash Flow Reports: The Committee reviewed and accepted the Cash Flow Reports.

9. Discuss future agenda items and next meeting date: Procurement Policy; next meeting date set for Tuesday, October 9, 2018, 4:00 p.m.

10. Meeting adjourned at 5:35 p.m.