



PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATIVE/FINANCE COMMITTEE MEETING

**PVWMA Conference Room
Tuesday, October 18, 2011, 12:30 p.m.**

1. Welcome and Introductions
Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez
Staff: Mary Bannister, General Manager, Mark Harvey, Administrative Services Manager, Nancy Trevino, Financial Analyst
2. Director Comments
3. Public Comments
4. Approve minutes of previous (September 13th, 2011) Committee Meeting
5. Review and Accept Financial Reports for September 2011
 - Account Activity Report
 - Investment Report
 - Accounts Payable – Checks by Date Summary by Vendor Account
 - Review A/R Aging & Collections Update
6. Review and Accept Budget to Actual Report through August 2011
7. Receive update on Annual Audit
8. Review Quarterly Billing Summary September 30th, 2011
9. Review Contract Commitments Quarter Ended September 30th, 2011
10. Receive update on Springbrook migration
11. Receive update on COW debt service reconciliation
12. Discuss future agenda items and next meeting date
13. Adjourn