



ADMINISTRATIVE/FINANCE COMMITTEE MEETING

**PVWMA Conference Room
Tuesday, January 17, 2012, 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
2. Director Comments
3. Public Comments
4. Approve minutes of previous (December 13 , 2011) Committee Meeting
5. Review and Accept Financial Reports for December 2011
 - Account Activity Report
 - Investment Report
 - Accounts Payable – Checks by Date Summary by Vendor Account
 - Billing summary – December 2011
 - Contract Commitments
 - Review A/R Aging & Collections Update
6. Receive presentation on audited financial statements for fiscal year ending June 30, 2011
7. Receive update on COW debt service reconciliation
8. Review contract with Hydrometrics for groundwater modeling services
9. Consider time extension of contract with Gutierrez Consultants for Proposition 50 Grant Program Administration
10. Discuss future agenda items and next meeting date
11. Adjourn