



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**  
**PVWMA Conference Room**  
**Tuesday, March 13, 2012, 12:30 p.m.**

Meeting called to Order at 12:42 p.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn; Absent: Salvador Vasquez  
  
Staff: Mary Bannister, General Manager, Mark Harvey, Administrative Services Manager, Nancy Trevino, Financial Analyst, Brian Lockwood, Staff Hydrologist
2. Director Comments: Director Imazio inquired about looking into other financial institutions and financing, following up on an email that had been sent out by Director Persoff regarding getting better interest rates on Agency investments.
3. Public Comments: none
4. Approval of Minutes: The committee reviewed and approved minutes of the February 14, 2012, meeting by consensus.
5. Review and Accept Financial Reports for February, 2012: The committee reviewed the financial reports, and approved by consensus.
6. Receive update on COW debt service reconciliation: General Manager provided committee with an update on COW debt service reconciliation.
7. Review Salt & Nutrient Management Scope of Work & Grant Agreement: Staff Hydrologist provided an overview of the scope of work and grant agreement to the committee, and committee recommended approval to the Board by consensus.
8. Review Budget to Actual Report for January, 2012: The committee reviewed the Budget to Actual Report, and pulled report for revisions prior to being presented to Board.
9. Receive update on Annual Audit: Administrative Services Manager provided committee with an update on the Annual Audit.
10. Review & Approve selection of Auditor for FYE June 2012: Committee reviewed selection of auditor, and recommended an RFP be issued as current audit firm has provided service for 5 years.
11. Discuss future agenda items and next meeting date: Next meeting to be held on Tuesday, April 10, 2012 at 12:30.
12. Adjourned at: 2:05 p.m.