



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**  
**PVWMA Conference Room**  
**Tuesday, July 10, 2012, 11:00 a.m.**

Meeting called to Order at 11:15 a.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn; Salvador Vasquez  
  
Staff: Mary Bannister, General Manager, Nancy Trevino, Financial Analyst  
  
Public: Joe Pendry
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the June 12, 2012, meeting by consensus.
5. Receive update on COW Debt Service Reconciliation: General Manager provided update that Hutchinson & Bloodgood are working with the new CFO at COW. The reconciliation should be completed with resolution of one or two outstanding issues.
6. Review and Accept Financial Reports for June 2012: The committee reviewed the financial reports, and approved by consensus.
7. Review Budget to Actual Report through May, 2012: Item was pulled and will be presented in August.
8. Receive A/R Aging & Collections Update: General Manager provided committee with an update of the A/R Aging & Collections Report that was reviewed and accepted by Committee.
9. Receive Quarterly Contract Commitments: General Manager provided committee with an update of the Quarterly Contract commitments that was reviewed and accepted by Committee.
10. Receive Quarterly Billing Summary: General Manager provided committee with an update of the Quarterly Billing Summary that was reviewed and accepted by Committee.
11. Review Bank Solicitation: Committee reviewed Bank Solicitations, provided general comments and authorized staff to decide on final selection.
12. Discuss Future Agenda Items and Next Meeting Date: Next meeting is to be held on, Tuesday, August 7, 2012, at 12:30 p.m.
13. Adjourned at: 12:30 p.m.