



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**  
**PVWMA Conference Room**  
**Tuesday, August 7, 2012, 11:00 a.m.**

Meeting called to Order at 1:00 p.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn (absent); Salvador Vasquez  
Staff: Mary Bannister, General Manager, Nancy Trevino, Financial Analyst
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the July 10, 2012, meeting by consensus.
5. Receive update on COW Debt Service Reconciliation: General Manager updated the committee on the progress of COW Debt Reconciliation.
6. Review and Accept Financial Reports for July 2012: The committee reviewed the financial reports and approved by consensus.
7. Review Budget to Actual Report through FYE June 30, 2012: The committee received and reviewed Budget to Actual Report.
8. Receive A/R Aging & Collections Update: The committee received and reviewed A/R Aging & Collections Report.
9. Discuss review of Public Contract Code and Purchase and Check Signing Policy. The General Manager addressed the committee on this issue, and will be brought back at a future meeting.
10. Discuss Future Agenda Items and Next Meeting Date: Next meeting is to be held on, Tuesday, September 11, 2012, at 12:30 p.m.
11. Adjourned at: 2:00 p.m.