



**PAJARO VALLEY WATER MANAGEMENT AGENCY**

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**ADMINISTRATIVE/FINANCE COMMITTEE MEETING**

**PVWMA Conference Room**

**Tuesday, September 11, 2012, 12:30 p.m.**

1. Welcome and Introductions  
Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez  
Staff: Mary Bannister, General Manager, Nancy Trevino, Financial Analyst
2. Director Comments
3. Public Comments
4. Approve minutes of previous (August 7, 2012) Committee Meeting
5. Results of COW Debt Service Reconciliation
6. Review and Accept Financial Reports for August, 2012
  - Account Activity Report
  - Investment Report
  - Accounts Payable Report
7. Receive A/R Aging and Collections update
8. Update on Public Contract Code and Purchase and Check Signing Policy
9. Update on Internal Control Policies
10. Discuss future agenda items and next meeting date
11. Adjourn