



## **ADMINISTRATIVE/FINANCE COMMITTEE MEETING**

**PVWMA Conference Room  
Tuesday, October 16, 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, Administrative Services Manager, Teresa Delfino
2. Director Comments
3. Public Comments
4. Approve Minutes of previous (September 11, 2012) Committee Meeting
5. Review and Accept Financial Reports for September 2012
  - Account Activity Report
  - Investment Report
  - Accounts Payable Report
6. Review First Quarter 2012-13FY Preliminary Budget to Actual Report
7. Receive A/R Aging and Collections update
8. Receive Quarterly Contract Commitments
9. Receive Quarterly Billing Summary
10. Receive update of Annual Audit
11. Review draft of Public Contract Code and Purchase and Check Signing Policy
12. Review draft agreement with Driscoll's for installation of telemetry units on Agency meters at their ranches
13. Discuss future agenda items and next meeting date
14. Adjourn