



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Tuesday, November 6, 2012, 12:30 p.m.

Meeting called to Order at 12:55 p.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Salvador Vasquez (absent)

Staff: Mary Bannister, General Manager, Teresa Delfino, Administrative Services Manager, Nancy Trevino, Financial Analyst, Janie Martin, Accountant Consultant
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the October 16, 2012, meeting by consensus.
5. Review and Accept Financial Reports for October, 2012: The committee reviewed the Financial Reports and approved by consensus.
6. Receive A/R Aging & Collections Update: The committee received and reviewed A/R Aging & Collections Report.
7. Review Cash Reserve Policy: Item was not presented, and will be brought back for review next meeting.
8. Receive FY 2011-2012 Annual Audit Draft: A telephone conference was held with Danna & Nina of Bartlett, Pringle & Wolf, LLP, presenting a draft of the 2011-12FY Audited Financial Statements.
9. IT Improvements-Computer Upgrades: General Manager presented a staff memo outlining IT Improvements and Computer Upgrades.
10. ACWA/JPIA Annual Site Visit & Insurance Review: General Manager presented a staff memo outlining the annual site visit by ACWA/JPIA.
11. Discuss future agenda items and next meeting date: Next meeting is scheduled for December 4, 2012 at 9:00a.m.
12. Adjourned at: 2:30 p.m.