



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Tuesday, December 4, 2012, 9:00 a.m.

Meeting called to Order at 9:20 a.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 November 6, 2012, meeting by consensus.
5. Review and Accept Financial Reports for November, 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. Receive Budget to Actual Report through October, 2012: The committee received and reviewed Budget to Actual Report.
8. Review current status of Reserve Policy and Investment Policy: The committee received and reviewed Reserve and Investment Policy calculations presented by J. Martin.
9. Consider renewal of contract with Gutierrez Consultants for Proposition 50 Program Administration, in the amount of \$78,840, through December 31, 2013: The committee reviewed Gutierrez Consultants contract in the amount of \$78,840, and will make a recommendation to the Board to approve.
10. Discuss future agenda items and next meeting date: Next meeting is scheduled for January 8, 2013 at 12:30 p.m.
11. Adjourned at: 11:15 a.m.