



ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Friday February 15, 2013, 12:30 p.m.

Meeting called to Order at 1:10 p.m.

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

Staff: Mary Bannister, General Manager, Teresa Delfino, Administrative Services 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 January 8, 2013, meeting by consensus.
5. Review and Accept Financial Reports for January 2013: The committee reviewed and accepted Financial Report for January 2013 by consensus.
6. Receive A/R Aging & Collections Update: The committee received and reviewed A/R Aging & Collections Report.
7. Receive Quarterly Contract Commitments: The committee received and reviewed Quarterly Contract Commitments.
8. Receive Quarterly Billing Summary: The committee received and reviewed Quarterly Billing Summary.
9. Receive Budget to Actual Report through December, 2012 Mid-Year Review: The committee received and reviewed Budget to Actual Report through December, 2012.
10. Review Proposed 2012-2013 Budget Amendments: The committee reviewed the Proposed Budget Amendments, and will make a recommendation to the Board for approval.
11. Discuss Proposed Account Clerk Position: The committee discussed the Proposed Account Clerk Position, and will make a recommendation to the Board for approval.
12. Review Bartlett, Pringle, Wolf Management Letter dated November 5, 2012: The committee reviewed and discussed the Management Letter.
13. Receive S&P Rating Letter and Report: The committee received and reviewed the S&P Rating Letter and Report.

14. Discuss future agenda items and next meeting date: Next meeting is scheduled for March 7, 2013, at 12:30p.m.
15. Adjourned at: 2:20 p.m.