



ADMINISTRATIVE/FINANCE COMMITTEE MEETING

**PVWMA Conference Room
Tuesday, August 13, 2013, 12:30 p.m.**

1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Amy Newell

Staff: Mary Bannister, General Manager, Teresa Delfino, Administrative Services Manager,
Nancy Trevino, Financial Analyst

2. Director Comments

3. Public Comments

4. Approve Minutes of previous (July 9, 2013) Committee Meeting

5. Review and Accept Financial Reports for July 2013

- Account Activity Report
- Investment Report
- Accounts Payable Report

6. Review and Accept A/R Aging and Collections update

7. Review and Accept Budget to Actual Report through June 2013

8. Review Carollo Engineers Contract Amendment in the amount of \$34,539

9. Review Graywater Laundry to Landscape Rebate Program

10. Discuss Personnel Policy Manual Update

11. Discuss review of Admin/Finance Committee policies

12. Receive Annual Report

13. Discuss future agenda items and next meeting date – September 10, 2013, 12:30 p.m.

14. Adjourn