



ADMINISTRATIVE/FINANCE COMMITTEE

MEETING MINUTES of

Tuesday, February 11, 2014, PVWMA Conference Room

Meeting called to Order at 12:45 p.m.

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

Staff: Mary Bannister, General Manager (GM) – Absent; Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA)
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the January 14, 2014, meeting by consensus.
5. Review and Consider Accepting Financial Reports for January 2014: The committee reviewed and accepted Financial Reports for January 2014 by consensus. Committee discussed and will address with full board, condensing the monthly reports that are in the Board consent packet to eliminate the detailed check register that is available on-line since the committee reviews it thoroughly.
6. Review and Consider Accepting A/R Aging & Collections Update for January 2014: The committee reviewed and accepted A/R Aging & Collections Report for January 2014.
7. Consider Accepting Preliminary Budget to Actual Report through December 2013, Mid-Year Review: The committee reviewed and accepted the December 2013 Preliminary Budget to Actual Report.
8. Review and Consider Accepting 2013-2014 Preliminary Budget Amendments: The committee reviewed and accepted with recommendation to the Board for approval of the 2013-2014 Preliminary Budget Amendments.
9. Receive Standard and Poor's Rating Letter and Report: The committee received Standard and Poor's Rating Letter and Report, and recommended to include in the Board packet as a separate agenda item for full Board review.
10. Receive Personnel Policy Manual Update: ASM reported that she had met with ACWA JPIA representative and was provided an outline of recommended policies and procedures that should be included in the personnel policy manual, and would like to incorporate additional policies and procedures before finalizing the manual.
11. Discuss future agenda items and next meeting date: March 11, 2014, 12:30 p.m.
12. Meeting adjourned: 2:10 p.m.