



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, May 13, 2014
PVWMA Conference Room**

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

1. Committee members: Rosemarie Imazio (Chair), Amy Newell, Dwight Lynn
Staff: Mary Bannister, General Manager (GM), 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 April 9, 2014, meeting by consensus.
5. Review and Consider Accepting Financial Reports for April 2014: The committee reviewed and accepted Financial Reports for April 2014 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for April 2014: The committee reviewed and accepted A/R Aging & Collections Report for April 2014.
7. Consider Accepting Preliminary Budget to Actual Report through March 31, 2014: The committee reviewed and accepted the March 31, 2014 Preliminary Budget to Actual Report.
8. Review and Accept Quarterly Billing Summary as of March 31, 2014: The committee reviewed and accepted the Quarterly Billing Summary as of March 31, 2014.
9. Review and Accept Quarterly Contract Commitments as of March 31, 2014: The committee reviewed and accepted the Quarterly Contract commitments as of March 31, 2014.
10. Review Engagement Letter for 6/30/14 FYE Audit from Bartlett, Pringle & Wolf: The committee reviewed engagement letter for 6/30/14 FYE Audit with recommendation to have full Board review.
11. Review Investment Policy: The committee reviewed Investment Policy with recommendation to have full Board review.
12. Review and Consider Cash Reserve Policy Addendum for 2014-2015: The committee reviewed and considered the Cash Reserve Policy Addendum for 2014-15, with adding \$500,000 to Rate Stabilization Reserve will recommend to the Board for approval.
13. Receive Personnel Policy Manual Update: GM reported there is a revised draft, most job descriptions have been collected, getting close to compile and submit to the Board for review and consideration.

14. Discuss future agenda items and next meeting date: June 10, 2014, 12:30 p.m.
15. Meeting adjourned 1:55 p.m.