



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, December 13, 2016, 4:00 p.m.  
PVWMA Conference Room**

Meeting called to Order at 4:10 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot, Javier Zamora (absent)  
Staff: Mary Bannister, General Manager (GM), Brian Lockwood, Senior Water Resources Hydrologist (SWRH), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA) (absent)  
  
Public: Warren Koenig
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of previous (October 11, 2016) Committee Meeting: The Committee reviewed and approved minutes of the October 11, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for November 2016: The Committee reviewed and accepted Financial Reports for November 2016 by consensus.
6. Review and Consider Accepting A/R Aging Update for November 2016: The Committee reviewed and accepted A/R Aging Report for November 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through October 2016: The Committee reviewed and accepted the Preliminary Budget to Actual Report through October 2016.
8. Review and Consider Scope and Budget for College Lake Hydrologic Monitoring Professional Services Support Agreement with cbec eco engineering: The Committee received and reviewed the cbec Scope of Work and Budget Estimate
9. Receive IT Program Update: The Committee received and reviewed the 2016 update on Information Technology
10. Discuss future agenda items and next meeting date: Appoint Committee members in January. Next meeting date set for Tuesday, January 10, 2017, 4:00 p.m.
11. Meeting adjourned @ 5:05 p.m.