



ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, April 11, 2017, 4:00 p.m.
PVWMA Conference Room

Director Imazio called the meeting to order at 4:07 p.m.

1. Committee members: Rosemarie Imazio (Chair), Don Bussey
Staff: Brian Lockwood, Interim General Manager (IGM), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA)

Public: Warren Koenig
2. Director Comments: None.
3. Public Comments: None.
4. Consider Approving Minutes of previous (March 15, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the March 15, 2017 meeting by consensus.
5. Review and Consider Accepting Financial Reports for March 2017: The Committee reviewed and accepted Financial Reports for March 2017 by consensus.
6. Review and Consider Accepting A/R Aging Update for March 2017: The Committee reviewed and accepted A/R Aging Report for March 2017 by consensus.
7. Review and Consider Accepting Preliminary Budget to Actual Report through February 2017: The Committee reviewed and accepted Preliminary Budget to Actual Report through February 2017 by consensus.
8. Receive Quarterly Contract Commitments through March 2017: The Committee received and reviewed the Quarterly Contract Commitments through March 2017.
9. Receive Quarterly Billing Summary through March 2017: The Committee received and reviewed the Quarterly Billing Summary through March 2017.
10. Receive Quarterly Account Adjustments through March 2017: The Committee received and reviewed the Quarterly Account Adjustments through March 2017.
11. Receive Quarterly Collections Update through March 2017: The Committee received and reviewed the Quarterly Collections Update through March 2017.
12. Review and Consider FY 2017-2018 Draft Preliminary Budget: The Committee reviewed the FY2017-18FY Draft Preliminary Budget, and will make a recommendation to the full Board to consider approving.

13. Review and Consider Auditing Services Proposal: Staff reported on the interview process that took place on Wednesday, April 5, 2017 with five different auditing firms, and provided a recommendation to select Fedak & Brown to perform auditing services for the fiscal year ending June 30, 2017. The Committee accepted the recommendation, and will make a recommendation to the full Board to consider approving.
14. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, May 9, 2017, 4:00 p.m.
15. Meeting adjourned at 5:27 p.m.