



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, May 9, 2017, 4:00 p.m.  
PVWMA Conference Room**

Director Imazio called the meeting to order at 4:10 p.m.

1. Committee members: Rosemarie Imazio (Chair), Don Bussey, Robert Culbertson III, 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: Chair Imazio shared that she held performance review with IGM, and that she is working on establishing a formal process of the GM's review with hopes to have a draft policy to share with the Board at the next meeting.
3. Public Comments: None.
4. Consider Approving Minutes of previous (April 11, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the April 11, 2017 meeting by consensus.
5. Review and Consider Accepting Financial Reports for April 2017: The Committee reviewed and accepted Financial Reports for April 2017 by consensus.
6. Review and Consider Accepting A/R Aging Update for April 2017: The Committee reviewed and accepted A/R Aging Report for April 2017 by consensus.
7. Review and Consider Accepting Preliminary Budget to Actual Report through March 2017: The Committee reviewed and accepted Preliminary Budget to Actual Report through March 2017 by consensus.
8. Review and Consider Cash Reserve Policy Updates for Fiscal Year 2017-18: The Committee reviewed and considered the Cash Reserve Policy Updates for Fiscal Year 2017-18; Chair Imazio asked that the Summary of Recommended Reserve Levels be included on Exhibit A before placing on the Consent Agenda for the next Board meeting.
9. Review and Consider Expense Reimbursement Policy Updates: The Committee reviewed and considered the Expense Reimbursement Policy Updates. They identified some minor edits to be made prior to the next Board meeting. The committee will make a recommendation to the Board for approval.
10. Review and Consider LAIF Resolution for 2017: The Committee reviewed and considered the LAIF Resolution for 2017. They identified another WHERAS statement needs to be added removing positions that no longer exist, and replace with current positions as named on the Org Chart before placing on the consent Agenda for the next board meeting.

11. Review and Consider Affirming Administration and Finance Committee Bylaws: The Committee reviewed and accepted the Administration and Finance Committee Bylaws. They decided to select Don Bussey as Vice-Chair of the Committee by consensus.
12. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, June 13, 2017, 4:00 p.m.
13. Meeting adjourned at 5:40 p.m.