



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, June 13, 2017, 4:00 p.m.
PVWMA Conference Room**

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

1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Don Bussey (Vice-Chair), 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, ZAG Consultants: Joe Foos, Director of Sales & Marketing and Nick Galiotto,
Technical Account Manager

Brian introduced Joe Foos and Nick Galiotto and asked that Item 9 be moved after Item 4 Minutes.
The Committee agreed by consensus.

2. Director Comments: None

3. Public Comments: None.

4. Consider Approving Minutes of previous (May 9, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the May 9, 2017 meeting by consensus.

5. Review and Consider ZAG IT Managed Services & Support Agreement: Nick and Joe provided a summary of ZAG Technical Services and their scope of work. The Committee reviewed the agreement and will make a recommendation to the Board for approval.

6. Review and Consider Accepting Financial Reports for May 2017: The Committee reviewed and accepted Financial Reports for April 2017 by consensus.

7. Review and Consider Accepting A/R Aging Update for May 2017: The Committee reviewed and accepted A/R Aging Report for April 2017 by consensus.

8. Review and Consider Accepting Preliminary Budget to Actual Report through April 2017: The Committee reviewed and accepted Preliminary Budget to Actual Report through April 2017 by consensus.

9. Discuss Budget to Actual Reporting Options: Brian presented two additional versions of the Budget to Actual Report. One by Department and another by Line item The Committee reviewed and considered all of the options and would like to see by Department included next month with the original version.

10. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, July 11, 2017, 4:00 p.m.

11. Meeting adjourned at 5:55 p.m.