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**ADMINISTRATION & FINANCE COMMITTEE MEETING**  
**PV Water “Koenig” Conference Room**  
**Tuesday, September 12, 2017, 4:00 p.m.**  
**MEETING AGENDA**

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1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Don Bussey (Vice-Chair), Bob Culbertson  
Staff: Brian Lockwood, General Manager, Teresa Delfino, Finance & Administrative  
Services Manager, Nancy Trevino, Financial Analyst

2. Director Comments

3. Public Comments

4. Consider Approving Minutes of previous (August 15, 2017) Committee Meeting

5. Review and Consider Accepting Financial Reports for August 2017:

- a. Activity Report
- b. Investment Report
- c. Accounts Payable Report

6. Review and Consider Accepting A/R Aging update for August 2017

7. Review and Consider Accepting Preliminary Budget to Actual Reports through June 2017

8. Review and Consider Covello Group Budget Augmentation and Time Extension for  
Construction Management Services for the Recycled Water Storage and Distribution Pump  
Station Improvements Project in an amount not to exceed \$40,000

9. Review and Consider No Cost Time Extensions for Basin Management Plan Water Conservation  
Programs: Erin McCarthy and Resources Conservation District of Santa Cruz County

10. Review and Consider Stale Dated Check Policy

11. Review and Consider Annual Reports for 2015 and 2016

12. Receive Update on Continuing Education Policy Development

13. Discuss future agenda items and next meeting date – Tuesday, October 10, 2017, 4:00 p.m.

14. Adjourn