



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES  
Tuesday, September 12, 2017, 4:00 p.m.  
PV Water 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) absent,  
Robert Culbertson III,

Staff: Brian Lockwood, General Manager (GM), Teresa Delfino, Finance & Administrative Services  
Manager (FASM) Nancy Trevino, Financial Analyst (FA)

Public: None

2. Director Comments: None

3. Public Comments: None

4. Consider Approving Minutes of previous (August 15, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the August 15, 2017 meeting by consensus.

5. Review and Consider Accepting Financial Reports for August 2017: The Committee reviewed and accepted Financial Reports for August 2017 by consensus.

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

7. Review and Consider Accepting Preliminary Budget to Actual Reports through June 2017: The Committee reviewed and accepted Preliminary Budget to Actual Reports through June 2017 by consensus.

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: GM presented the budget and time extension and the committee will make a recommendation to the Board for approval.

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: GM presented the time extension and the committee will make a recommendation to the Board for approval.

10. Review and Consider Stale Dated Check Policy: Committee reviewed and considered the Stale Dated Check Policy and will make a recommendation to the Board for approval.

11. Review and Consider Annual Reports for 2015 and 2016: Committee reviewed and considered the Annual Reports for 2015 and 2016 and will make a recommendation to Board for approval.

12. Receive Update on Continuing Education Policy Development: GM provided an update to the committee that a draft policy will be developed by FASM and presented in future meeting.
13. Discuss future agenda items and next meeting date – Tuesday, October 10, 2017, 4:00 pm: Director Imazio preparing a process for the GM annual review, Rates for the K-1 Pipeline service area, and future IT needs.
14. Meeting adjourned at 5:30 p.m.