



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, January 16, 2018, 4:00 p.m.  
PV Water “Koenig” Conference Room**

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

1. Welcome and Introductions:

Committee members: Rosemarie Imazio (Chair), Don Bussey (Vice-Chair),  
Robert Culbertson III (absent)

Staff: Brian Lockwood, General Manager (GM), 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 (December 12, 2017) Committee Meeting: The Committee reviewed, and approved the Minutes from December 12, 2017 meeting by consensus.

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

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

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

8. Receive Draft Audit Report for the Fiscal Year Ended June 30, 2017: The Committee received an overview of the Draft Audit Report via phone conference with Jonathan of Fedak & Brown.

9. Receive Quarterly Contract Commitments through December 2017: The Committee received and reviewed the Quarterly Contract Commitments through December 2017.

10. Receive Quarterly Billing Summary through December 2017: The Committee received and reviewed the Quarterly Billing summary through December 2017.

11. Receive Quarterly Account Adjustments through December 2017: The Committee received and reviewed the Quarterly Account Adjustments through December 2017.

12. Receive Quarterly Collections Update through December 2017: The Committee received and reviewed the Quarterly Collections Update through December 2017.

13. Discuss Pajaro Valley Chamber of Commerce and Agriculture 56<sup>th</sup> Annual Awards Dinner: GM presented and outlined specific detail of the Travel Reimbursement Policy to the Committee in reference to Public Outreach, and with that, the Committee agreed of the purchase of a table for eight seats for Board and Staff to attend the event.
14. Discuss future agenda items and next meeting date: FASM shared the Budget Amendments for the 17-18FY should be ready for review. Next meeting date set for Tuesday, February 13, 2018, 4:00 p.m.
15. Meeting adjourned at 5:40 p.m.