



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, February 13, 2018, 4:00 p.m.
PV Water “Koenig” Conference Room**

Director Imazio called the meeting to order at 4:12 p.m.

1. Welcome and Introductions:

Committee members: Rosemarie Imazio (Chair), Robert Culbertson III (Vice-Chair),
Dwight Lynn (absent)

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

Public: Warren Koenig, Paul Freeland

2. Director Comments: Director Culbertson requested staff to put on next agenda the collection process
that includes interest rate charged on past due accounts.

3. Public Comments: None

4. Election of Administration & Finance Committee Officers: The committee elected Rosemarie Imazio
as Chair, Robert Culbertson III as Vice-Chair.

5. Consider Approving Minutes of previous (January 16, 2018) Committee Meeting: The Committee
reviewed, and approved the Minutes from January 16, 2018 meeting by consensus.

6. Review and Discuss Scope of Work for Disk Filer Upgrade Design (SRF Financial Agreement Phase
2) submitted by Carollo Engineers: GM gave an overview of the scope of work, after a lengthy
discussion the Committee will make a recommendation to the Board to approve the scope of work
submitted by Carollo Engineers.

7. Review and Consider Accepting Financial Reports for January 2018: The Committee reviewed and
accepted Financial Reports for January 2018 by consensus.

8. Review and Consider Accepting A/R Aging Update for January 2018: The Committee reviewed and
accepted A/R Aging Report for January 2018 by consensus.

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

10. Review and Consider 2018 Budget Amendments: The Committee reviewed and considered the 2018
Budget Amendments presented by staff.

11. Review and Consider Scope of Work for Lidia Gutierrez Consultants for Grant and Loan Support
Services: The Committee reviewed and considered the Scope of Work for Lidia Gutierrez Consultants
for Gant and Loan Support.

12. Review and Consider No Cost Time Extension and Rate Increase for IRWM Drought Funding Grant: The Committee reviewed and considered a No cost Time Extension and Rate Increase for IRWM Drought Funding Grant and advised staff to move it to the consent agenda for the upcoming board meeting.
13. Discuss future agenda items and next meeting date: Review of collections policy, including interest rate charged on past due accounts. Next meeting date set for Tuesday, March13, 2018, 4:00 p.m.
14. Meeting adjourned at 5:30 p.m.