



ADMINISTRATION & FINANCE COMMITTEE MEETING
PV Water “Koenig” Conference Room
Tuesday, January 15, 2019, 4:00 p.m.
MEETING AGENDA

1. Welcome and Introductions

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

2. Director Comments

3. Public Comments

4. Consider Approval of November 13, 2018 Administration & Finance Committee Meeting Minutes

5. Consider Approval of December 11, 2018 Administration & Finance Committee Meeting Minutes

6. Review Administration and Finance Committee Bylaws

7. Review and Consider Updated Draft Public Records Act Disclosure Policy and Guidelines

8. Review and Consider Updated Draft Records Retention and Destruction Policy

9. Review and Consider Updated Draft Electronic Communications Policy

10. Review and Consider Accepting Quarterly Reports

- a. Contract Commitments
- b. Billing Summary
- c. Collections Update
- d. Account Adjustments

11. Review and Consider Accepting Financial Reports

- a. Preliminary Budget to Actual
- b. Activity Report
- c. Investment Report

12. Review and Consider Accepting Cash Flow Reports

- a. A/R Aging Update
- b. A/P Reports

13. Discuss future agenda items and next meeting date – Tuesday, February 12, 2019, 4:00 p.m.

14. Adjourn