



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, March 13, 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), Robert Culbertson III (Vice-Chair), Dwight Lynn

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

Public: Warren Koenig, Bill Hays and Patricia Rodriguez, City of Watsonville staff

2. Director Comments: None

3. Public Comments: None

4. Consider Approving Minutes of previous (February 13, 2018) Committee Meeting: The Committee reviewed, and approved the Minutes from February 13, 2018 meeting by consensus.

5. Discuss Title XVI Single Audit Requirement: GM gave introduction with Bill Hays providing overview of the need to perform single audit on Agency’s portion of grant reimbursement received from Title XVI for past nine (9) years. Hays identified that City of Watsonville failed to act on asking PV Water to produce a single audit over the years of Grant reimbursement. FASM reported that a cost estimate of \$85,000 was received from Bartlett & Pringle to perform the single audit for the nine years, and waiting to hear back from Fedak & Brown for their estimate. After further discussion, the committee directed staff to come back with Fedak & Brown cost estimate, and add to Board discussion for the April 18, 2018 meeting.

6. Review Collection Policy: Phone conference with legal counsel, Barbara Choi, who had provided some handouts on the collection process and provided an overview. Committee was in agreement with the revised changes as outlined, and directed staff to move to consent agenda with a clean copy as well as redlined version of the revised process.

7. Consider Modified Meeting Calendar for May: The committee considered and agreed to the change noted on the Meeting Calendar for May, and directed staff to move to consent agenda.

8. Receive ADP Transition Update: FASM provided an overview of the transition as “fully integrated.”

9. Discuss Monthly Financial Reporting: The committee discussed and agreed to push monthly bank activity reports back a month to ease timing on staff to produce reports for monthly meeting.

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

11. Review and Consider Accepting A/R Aging Update for February 2018: The Committee reviewed and accepted A/R Aging Report for February 2018 by consensus.
12. Review and Consider Accepting Preliminary Budget to Actual Reports through January 2018: The Committee reviewed and accepted Preliminary Budget to Actual Reports through January 2018 by consensus.
13. Discuss future agenda items and next meeting date: Review of Single Audit proposal from Fedak & Brown, with Chair Imazio asking how the fees would be captured. Next meeting date set for Tuesday, April 10, 2018, 4:00 p.m.
14. Meeting adjourned at 5:35 p.m.