



**ADMINISTRATIVE/FINANCE COMMITTEE MEETING
PVWMA Conference Room
Thursday, June 13, 2013, 11:00 a.m.**

Meeting called to Order at 11:10 a.m.

1. Committee members: Rosemarie Imazio (Chair), Dwight Lynn, Amy Newell

Staff: Mary Bannister, General Manager, Teresa Delfino, Administrative Services Manager, Nancy Trevino, Financial Analyst, Brain Lockwood, Hydrologist

2. Director Comments: Chair Imazio commented that the Grand Jury had called her and said their report would be released at the end of the month. The Grand Jury also gave “kudos to the Agency in the \$13M augmentation refunds.” Chair Imazio also asked if Board members had their individual email addresses, and if addressess could be linked to their name on the web-site.
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the May 14, 2013, meeting by consensus.
5. Citrix Upgrade (Remote IT Access): Hydrologist provided IT plan for Citrix Upgrade as “information only” to the committee with no action required.
6. Review and Accept Financial Reports for May 2013: The committee reviewed and accepted Financial Reports for May 2013 by consensus.
7. Discuss Accounts Payable Report: Committee member Amy Newell had inquired about the Accounts Payable Report as to why it did not include staff payroll disbursements, therefore the committee reviewed report options provided by ASM, and FA. The committee agreed to include a report from the Bank Reconciliation module that will include disbursements from both the Accounts Payable and Payroll modules starting in June.
8. Review A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report.
9. Receive Budget to Actual Report through April, 2013: The committee received and accepted Budget to Actual Report through April 30, 2013.
10. Discuss Personnel Policy Manual Updates for 2013: GM reported there was nothing new to report, and that it will be kept on the Agenda for next couple of months while staff and legal counsel continue to review and revise.

11. Discuss Investment Policy: GM reported that staff will summarize red-line draft that was presented, and bring back with recommendations next month.
12. Discuss Cash Reserve Policy: GM presented the Cash Reserve Policy that the committee discussed and will make recommendation for consideration to Board for approval.
13. Receive update on Final Budget for FY 2013-2014: GM provided update of the change made to Conservation to the Final Budget as approved at the May board meeting, and with that change the Final Budget is ready for approval and adoption by the Board at the next meeting scheduled for June 19, 2013.
14. Discuss future agenda items and next meeting date: Committee discussed Investment Policy and Personnel Manual as future agenda items, and the next meeting is scheduled for July 9, 2013, at 11:00 a.m.
15. Meeting was Adjourned at: 12:42 p.m.