



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 14, 2014, PVWMA Conference Room**

Meeting called to Order at 12:52 p.m.

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

Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA)
Board Member: Javier Zamora
2. Director Comments: Imazio inquired and suggested when there is a cancellation of Admin Finance Committee meeting, rather than hold financial reports for following meeting, forward on to proceeding Board packet for review.
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the December 10, 2013, meeting by consensus.
5. Review and Consider Accepting Financial Reports for December 2013: The committee reviewed and accepted Financial Reports for December 2013 by consensus. GM reported she feels comfortable with current cash position, and with the current water conditions, staff is looking into funding heavily for conservation outreach, and supplemental well improvements that will be presented in the upcoming proposed budget amendment in February.
6. Review and Consider Accepting A/R Aging & Collections Update for December 2013: The committee reviewed and accepted A/R Aging & Collections Report for December 2013.
7. Review and Consider Accepting November Preliminary Budget to Actual Report: The committee reviewed and accepted the November, 2013 Preliminary Budget to Actual Report.
8. Receive Personnel Policy Manual Update: ASM reported that Tony was working on the Heat & Illness Policy, and upon completion, JPIA will review the manual with all changes.
9. Review and Consider Accepting Expense Reimbursement Policy Update: Committee reviewed and accepted with minor changes as discussed and will make a recommendation to full Board for approval.
10. Discuss future agenda items and next meeting date: February 11, 2014, 12:30 p.m.
11. Meeting was adjourned at: 2:03 p.m.