



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, April 9, 2014, PVWMA Conference Room**

Meeting called to Order at 12:45 p.m.

1. Committee members: Rosemarie Imazio (Absent), Amy Newell, Dwight Lynn (Acting Chair)  
Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM) (Absent), Nancy Trevino, Financial Analyst (FA)
2. Director Comments: Committee member Newell inquired if Agency was pursuing with Rabobank Wealth Management Division investments as presented at the March 11, 2014 A & F meeting. GM stated that they Agency will be moving forward with Rabobank investments division.
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the March 11, 2014, meeting by consensus with minor corrections.
5. Review and Consider Accepting Financial Reports for March 2014: The committee reviewed and accepted Financial Reports for March 2014 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for March 2014: The committee reviewed and accepted A/R Aging & Collections Report for March 2014.
7. Consider Accepting Preliminary Budget to Actual Report through February 2014: The committee reviewed and accepted the February 2014 Preliminary Budget to Actual Report.
8. Review A/R Aging over 120 days in detail: Committee Reviewed and Accepted A/R Aging over 120 days in detail.
9. Review Collection Policy: Item was pulled.
10. Review and Consider Accepting 2014-2015 Preliminary Budget: GM gave a full overview of the Preliminary Budget that committee reviewed and will make a recommendation to the full board to consider.
11. Receive Personnel Policy Manual Update: GM updated committee that Laura Brown from Hydrometrics Water Resources, Inc. has been retained to assist completing personnel manual, salary schedules, benefits, and job description revisions and present as one package to the Board and employees.
12. Discuss future agenda items and next meeting date: May 13, 2014, 12:30 p.m.
13. Meeting adjourned 2:00 p.m.