



ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of Tuesday, June 10, 2014,
PVWMA Conference Room

Meeting called to Order at 12:47 p.m.

1. Committee members: Rosemarie Imazio (Chair), Amy Newell, Dwight Lynn
Staff: Mary Bannister, General Manager (GM) (Absent), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA), Brian Lockwood, Sr. Water Resources Hydrologist (SWRH)
2. Director Comments: Committee member Imazio expressed she felt the Agency should look into the assessment fees paid to College Lake Reclamation District. There doesn't seem to be any benefit derived, since the Agency hasn't been able to lease the land for a number of years, and the money could be better spent on things like the conservation program.
3. Public Comments: None
4. Review and Consider Agreement and Scope of Services for Conservation Program in the amount of \$108,318: The SWRH and Erin McCarthy of Central Coast Agricultural Water Quality Coalition (CCAWQC) provided an overview of the "BMP Pilot Conservation Program." While the program is intended to take place over several years, the Agreement presented to the Committee is for only one year, terminating on June 30, 2015. Staff's recommendation was to enter into agreements on an annual basis. Committee members recommended that for the Board meeting, staff split the item into two parts: a discussion / action item summarizing the BMP Pilot Conservation Program, and a discussion / action with respect to entering an agreement with CCAWQC.
5. Consider Approving Minutes of previous (May 13, 2014) Committee Meeting: The committee reviewed and approved minutes of the May 13, 2014, meeting by consensus.
6. Review and Consider Accepting Financial Reports for May 2014: The committee reviewed and accepted Financial Reports for May 2014 by consensus.
7. Review and Consider Accepting A/R Aging & Collections Update for May 2014: The committee reviewed and accepted A/R Aging & Collections Report for May 2014 with one acknowledgement to a date correction in the data prior to going to the Board.
8. Review and Consider Accepting Preliminary Budget to Actual Report through April 2014: The committee reviewed and accepted the April 2014 Preliminary Budget to Actual Report.
9. Operations Information Systems Update: SCADA System Upgrade: SWRH provided an overview for informational purposes of the upcoming SCADA System Upgrade that will take place within next few months. The importance of the SCADA system, along with associated hardware and software improvements over the present system were discussed.
10. Review and Consider Accepting Final FY 2014-2015 Budget: As there were no changes to the Final Budget, the committee accepted the Final FY 2014-2015 Budget.

11. Receive Personnel Policy Manual Update: ASM reported to the committee that she and GM had a telephone conference with Laura Brown from Hydrometrics Water Resources, Inc. and she will be reviewing all recommended management changes to compile a proposal that will be presented at the next A&F meeting for review and consideration. Chair Imazio concerned about the delay and hopes the draft of the personnel policy brought to A&F will have been reviewed by employees, and in final form.
12. Discuss future agenda items and next meeting date: July 15, 2014, 12:30 p.m.
13. Meeting adjourned 2:25 p.m.