



**ADMINISTRATIVE/FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, May 12, 2015, 4:00 p.m.  
PVWMA Conference Room**

Meeting called to Order at 4:05 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot, Dwight Lynn  
Staff: Brian Lockwood, Senior Water Resource Hydrologist (SWRH), Teresa Delfino, Administrative Services Manager (ASM), Nancy Trevino, Financial Analyst (FA), Casey Muesel, Water Resources Technician (WRT)  
  
Public: None
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of previous (April 14, 2015) Committee Meeting: The committee reviewed and approved minutes of the April 14, 2015 meeting by consensus.
5. Receive Salary Survey Presentation from Bryce Consulting: Shellie Anderson of Bryce Consulting provided the committee with a presentation of the draft salary survey.
6. Receive Presentation from Rabobank: Michael Lair and Ronald Chaisson of Rabobank Wealth Management Division provided an overview of the performance on the investment account held with Rabobank.
7. Review Investment Policy: Committee and Rabobank Investment Representatives reviewed the Investment Policy, and committee had no changes to recommend to the current policy.
8. Review and Consider Accepting Financial Reports for April 2015: The committee reviewed and accepted Financial Reports for April 2015 by consensus.
9. Review and Consider Accepting A/R Aging & Collections Update for April 2015: The committee reviewed and accepted A/R Aging & Collections Report for April 2015.
10. Review and Consider Accepting Preliminary Budget to Actual Report through March 2015: The committee reviewed and accepted the Preliminary Budget to Actual Report through March 2015.
11. Review and Discuss Preliminary Budget Updates for 2015-2016: The committee reviewed and discussed the budget with updates, and will make a recommendation to the Board to conduct a Public Hearing with the changes as outlined in the staff memo.

12. Review and Consider Cash Reserve Policy Addendum for 2015-2016: The committee reviewed and considered the Cash Reserve Policy, and recommended that it be presented to the full Board for discussion in the June 2015 board meeting.
13. Review Engagement Letter for 6/30/2015 FYE Audit from Bartlett, Pringle, and Wolf: The committee reviewed the Engagement Letter for the 6/30/15 FYE Audit, and will make a recommendation to the board for approval.
14. Review and Consider Recycled Water Storage and Distribution Pump Station Improvements Construction Management Contract and Inspection Services from the Covello Group not to exceed \$483,080: SWRH presented the scope of work and budget from the Covello Group, and the committee asked for further clarification and to bring back to the A&F committee in June.
15. Review and Consider Blend Well Pipeline construction Bid from Specialty Construction in the amount of \$841,400: SWRH presented the construction bid from Specialty Construction, and after consideration, the committee agreed to make a recommendation to the Board for approval.
16. Review and Consider Blend Well and K-1 Pipeline Construction Management Contract from Rick Bedoy: SWRH presented the scope of work and budget from Rick Bedoy, and the committee asked for further clarification and to bring back to the A&F committee in June.
17. Receive Update on Proposition 218 Rates Adjustment Effort: No public was present to receive an update on Proposition 218 Rates Adjustment Effort. The committee spoke of the recent mass mailing sent from protestors of rate increase.
18. Receive Update on Employee Handbook: Chair Imazio was pleased with the progress made in receiving the salary survey, and after having discussion with staff to confirm there will be adequate time given to the Employee Organization to receive and review the survey, and schedule negotiation between management and staff, it was concluded that the full packet would not be ready for the tentative June 3, 2015 Board workshop.
19. Discuss future agenda items and next meeting date: June 9, 2015, 4:00 p.m.
20. Meeting adjourned @ 7:05 p.m.