



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, March 9, 2016, 4:00 p.m.
PVWMA Conference Room**

Meeting called to Order at 4:20 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot (Absent), Javier Zamora
Staff: Mary Bannister, General Manager (GM) (Absent), Brian Lockwood, Senior Water Resources Hydrologist (SWRH), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst

Public: Ignacio and Dario Melgoza (customers); Kirk Schmidt (Preservation Inc.)
2. Director Comments: None
3. Public Comments: Ignacio and Dario Melgoza came with intent to propose an offer to the Agency on the outstanding account balance held by Melgoza. Kirk Schmidt suggested to the Committee to add an item to the 3/16/16 board meeting agenda to apply for Basin Boundary Changes with Department Water Sources prior to the 3/31/16 deadline.
4. Consider Approving Minutes of previous (February 9, 2016) Committee Meeting: The committee reviewed and approved minutes of the February 9, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for February 2016: The committee reviewed and accepted Financial Reports for February 2016 by consensus.
6. Review and Consider Accepting A/R Aging & Collections Update for February 2016: The committee reviewed and accepted A/R Aging & Collections Report for February 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through January 2016: The committee reviewed and accepted the Preliminary Budget to Actual Report through January 2016.
8. Discuss 2007 City of Watsonville Bond Refinance: Phone conference was held with Craig Hill of NHA Advisors, who provided an overview of refinancing the 2007 City of Watsonville Bond.
9. Review and Discuss Draft Administrative Finance Bylaws: Committee reviewed the draft, after discussing asked that staff and legal counsel revise with changes discussed, and bring back to next meeting for final review.
10. Discuss future agenda items and next meeting date: Next meeting date set for Wednesday, April 13, 2016, 4:00 p.m.
11. Meeting adjourned @ 5:55 p.m.