



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

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

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot, Javier Zamora  
Staff: Mary Bannister, General Manager (GM), Brian Lockwood, Senior Water Resources Hydrologist (SWRH), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA)  
  
Public: Warren Koenig
2. Director Comments: None
3. Public Comments: None
4. Consider Approving Minutes of previous (July 12, 2016) Committee Meeting: The committee reviewed and approved minutes of the July 12, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for July 2016: The committee reviewed and accepted Financial Reports for July 2016 by consensus.
6. Review and Consider Accepting A/R Aging Update for July 2016: The committee reviewed and accepted A/R Aging Report for July 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through June 2016: The committee reviewed and accepted the Preliminary Budget to Actual Report through June 2016.
8. Receive and Review Atchinson, Barison, Condotti & Kavacevich Fee Schedule Change: The committee received and reviewed the fee schedule for Atchinson, Barison, Condotti & Kavacevich, asked what the hourly rate increase difference was from current, and if the adjusted rate was comparable to the going rate of equal like legal services. GM spoke to say the last rate increase was 5+ years ago, and seemed to be within market rates.
9. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, September 13, 2016, 4:00 p.m.
10. Meeting adjourned @ 4:40 p.m.