



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, August 15, 2017, 4:00 p.m.
PVWMA Conference Room**

Director Imazio called the meeting to order at 4:10 p.m.

1. Welcome and Introductions

Committee members: Rosemarie Imazio (Chair), Don Bussey (Vice-Chair), Robert Culbertson III, Staff: Brian Lockwood, General Manager (GM), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA)

Public: None

2. Director Comments: Director Bussey asked if the Register Pajaronian had done a retraction on the recent article of the Recycled Water Storage Tank that had inaccurate information. GM replied that the Register Pajaronian had in fact done a retraction on the article.

3. Public Comments: None

4. Consider Approving Minutes of previous (July 11, 2017) Committee Meeting: The Committee reviewed and approved Minutes from the July 11, 2017 meeting by consensus.

5. Review and Consider Accepting Financial Reports for July 2017: The Committee reviewed and accepted Financial Reports for July 2017 by consensus.

6. Review and Consider Accepting A/R Aging Update for July 2017: The Committee reviewed and accepted A/R Aging Report for July 2017 by consensus.

7. Review and Consider Accepting Preliminary Budget to Actual Reports through June 2017: The Committee reviewed and accepted Preliminary Budget to Actual Reports through June 2017 by consensus.

8. Discuss Employee Handbook Appendix B Voluntary Educational Assistance: The GM reported with some recent staff inquires expressing interest in pursuing higher education (master's program), now would be a good time to review Appendix B, and consider a survey of other agencies continuing education policy to compare, and evaluate existing appendix. After much discussion, and Director Culbertson providing a thorough outline identifying different benefit levels to both Agency and employee, direction was given to staff to conduct a survey with other local cities and agencies, draft a revised policy using the comparable data, and bring back to the committee for consideration.

9. Discuss future agenda items and next meeting date: Future agenda items discussed included bringing back Item 8, draft of a Continuing Education Policy, and an upcoming change for Construction Management. Next meeting date set for Tuesday, September 12, 2017, 4:00 p.m.

10. Meeting adjourned at 5:45 p.m.