



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, December 10, 2019, 3:00 p.m.  
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:05 p.m.

**1. Roll Call of Committee Members:**

Committee Members Present: Don Bussey, Amy Newell, Bob Culbertson

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst (FA)

Others Present: None

**2. Director Comments:** None

**3. Public Comments:** None

**4. Consider Approval of November 10, 2019 Meeting Minutes:** Director Newell moved to approve the November 10, 2019 minutes; Director Bussey seconded. The motion carried following voice vote.

**5. Review and Consider Scopes of Services and Cost Estimates related to the Coastal Distribution System F-Pipeline Expansion Project No. 30-65:** Director Newell moved to make a recommendation to the Board for approval of the Scopes of Services and Cost Estimates related to the Coastal Distribution System F-Pipeline Expansion Project No. 30-65:

A. Specialty Construction Inc., Construction Services, not to exceed \$3,214,295

B. PSOMAS, Construction Management Services, not to exceed \$455,350

C. Jacobs Engineering Group, Inc., Services During Construction, not to exceed \$124,252

D. SWCA, Environmental Services During Construction, not to exceed \$68,198

E. CCMI, Labor Compliance Services, not to exceed \$18,600;

Director Bussey seconded. The motion carried following voice vote.

**6. Review and Consider Agreement with cbec, inc., eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services Water Year 2020, in an Amount Not to Exceed \$88,024 that was revised to \$85,224:** Director Newell moved to make a recommendation to the Board for approval; Director Bussey seconded. The motion carried following voice vote.

**7. Review and Consider Agreement with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services for Water Year 2020, in an Amount Not to Exceed \$68,311:** Director Newell moved to make a recommendation to the Board for approval; Director Bussey seconded. The motion carried following voice vote.

**8. Review Water Meter Telemetry Installation Project for the Coastal Distribution System Project Bid Results:** The Committee reviewed the bid results, and Director Newell moved to make a recommendation to the Board for approval to Maggiora Bros. Drilling, Inc. in the Amount Not to Exceed \$30,400; Director Bussey seconded. The motion carried following voice vote.

9. **Review and Consider Accepting Financial Reports:** The Committee reviewed the Financial Reports and accepted them by consensus.
10. **Review and Consider Accepting Cash Flow Reports:** The Committee reviewed the Cash Flow Reports and accepted them by consensus.
11. **Discuss Future Agenda Items:** GM stated next meeting to include the draft of the 2018-19FY audited financial statements and quarterly reports.
12. **Next Meeting Date:** Next meeting date set for Tuesday, January 14, 2020, 3:00 p.m.

Adjournment at 4:30 p.m.