PAJARO VALLEY WATER MANAGEMENT AGENCY

36 BRENNAN STREET • WATSONVILLE, CA 95076
TEL: 831) 722-9292 FAX: 831) 722-3139
email: info@pvwater.org • https://www.pvwater.org

ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, December 10, 2024, 3:00 p.m. PV Water, 36 Brennan Street, Watsonville

Director Culbertson called the meeting to order at 3:00 p.m.

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

   Committee Members Present: Bob Culbertson (Chair), Amy Newell
   Committee Members Absent: None (One Vacant Seat To Be Filled by Board Action on December 18, 2024)
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino (FASM), Priscilla Sanchez (FA)
   Others Present: None

2. **Director Comments:** Director Culbertson attended the PFRMA meeting where he mentioned the PV Watershed Resiliency Grant that was recently awarded to PVWMA.

3. **Public Comments:** None

4. **Consider Approving Minutes of November 12, 2024, Committee Meeting:**
   Action: Director Newell moved to approve the November 12, 2024, meeting minutes; seconded by Director Culbertson.

   The motion carried following vote:

   Ayes: **Newell, Culbertson**
   Noes: **None**
   Abstain: **None**
   Absent: **None**

5. **Consider First Amendment to Agreement with Tanner Pacific, Inc., for College Lake Integrated Resources Management Project, Construction Management & Inspection Services, in an Amount Not to Exceed $1,453,131:**
   GM Lockwood explained that construction of the College Lake Project is proceeding beyond the substantial completion date of November 1, 2024, due to numerous factors including several locations with differing site conditions than what was anticipated, design changes, and long lead times on certain electrical equipment. Tanner Pacific, Inc. (TPI) staff have been providing construction management and construction inspection services. TPI's agreement anticipated the project to be completed by December 31, 2024. With the additional time needed to complete the Project, PV

Water will need to augment TPI's budget. Director Newell inquired with staff if there are sufficient funds available in the budget to accommodate the increase, and staff responded that sufficient funds are in the adopted budget.

Action: Director Newell moved to recommend the Board approve the First Amendment to Agreement with Tanner Pacific, Inc., for College Lake Integrated Resources Management Project, Construction Management & Inspection Services, in an Amount Not to Exceed $1,453,131; seconded by Director Culbertson.

The motion carried following vote:

Ayes: **Newell, Culbertson**
Noes: **None**
Abstain: **None**
Absent: **None**

6. **Consider First Amendment to Agreement with Strategy Driver Inc., for Supplemental Water Workshop & Water User Handbook Update Support Services in an Amount not to Exceed $64,136:**
GM Lockwood summarized how Strategy Driver, Inc. (SDI) assisted PV Water staff in planning and facilitating two recent delivered water customer workshops focused on soliciting ideas to update the Water User Handbook and discussing supplemental water supply and demand. With two workshops completed, staff desire to continue working with SDI to incorporate customer feedback into the Water User's Handbook, host a third workshop to review the updated Handbook, and develop graphics and a User's Guide for the Delivered Water Customer Portal that will be developed in 2025. Director Newell stated she was impressed with SDI's tone and knowledge during the workshops. Director Culbertson asked where the source of funds would come from to pay for this increase to which GM Lockwood stated the operations budget, noting a budget amendment may be necessary.

Action: Director Newell moved to recommend the Board approve the First Amendment to the Agreement with Strategy Driver, Inc., for Supplemental Water Workshop & Water User Handbook Update Support Services in an Amount not to Exceed $64,136; seconded by Director Culbertson.

The motion carried following vote:

Ayes: **Newell, Culbertson**
Noes: **None**
Abstain: **None**
Absent: **None**

7. **Consider 2025 Board and Committee Meeting Dates:**
GM Lockwood presented the proposed 2025 meeting dates and explained the cadence for such meetings. A proposed change is to move the Administration & Finance

Committee meeting scheduled on November 11, 2025, Veteran's Day, to November 12, 2025, due to the holiday.

Action: Director Newell moved to accept the 2025 Board and Committee Meeting Dates with the one meeting date change and recommend the Board approve them; seconded by Director Culbertson.

The motion carried following vote:

Ayes: **Newell, Culbertson**
Noes: **None**
Abstain: **None**
Absent: **None**

8. **Consider Fiserv Credit Card Agreement:**
FASM Trevino explained efforts to communicate and improve the credit card payment platform for receipt of customer payments since there have been numerous challenges with the current provider for the past several months. The proposed credit card agreement minimizes and simplifies the fee structure to the Agency's advantage. The proposal would reduce total fees from approximately ~4.29% to 3.25%, based on total transaction volume.

Action: Director Newell moved to accept the Fiserv Credit Card Agreement and recommend the Board approve it; seconded by Director Culbertson.

The motion carried following vote:

Ayes: **Newell, Culbertson**
Noes: **None**
Abstain: **None**
Absent: **None**

9. **Consider Accepting Financial Reports:**
FASM Trevino reported the Agency's cash position at the end of October showing nearly $22 million.

Action: Director Newell moved to accept the financial reports and recommend the Board approve them; seconded by Director Culbertson.

The motion carried following vote:

Ayes: **Newell, Culbertson**
Noes: **None**
Abstain: **None**
Absent: **None**

10. **Consider Accepting Cash Flow Reports:**
    FASM Trevino reported the Agency's AR aging balance of almost $1 million still outstanding as of November 30th. This is reflective of approximately $777,000 still owing on the September billing for which Agency staff is actively pursuing internal collection efforts.

    Action: Director Newell moved to accept the cash flow reports and recommend the Board approve them; seconded by Director Culbertson.

    The motion carried following vote:

    Ayes: **Newell, Culbertson**
    Noes: **None**
    Abstain: **None**
    Absent: **None**

11. **Discuss Future Agenda Items and Next Meeting Date:** Future agenda items include the considering the draft audited financial statements from fiscal year 2023-2024 by C. J. Brown & Company CPAs. The next regular meeting date is set for Tuesday, January 7, 2025, 3:00 p.m.

    Adjournment: 3:30 p.m.