*PAJARO VALLEY WATER MANAGEMENT AGENCY*

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

Vice Chair Sanchez called the meeting to order at 3:03 p.m.

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

   Committee Members Present: Amy Newell, Abel Sanchez (Vice Chair)
   Committee Members Absent: Bob Culbertson (Chair) – *Excused Absence*
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino (FASM), Priscilla Sanchez (FA), Marcus Mendiola (WCOS)
   Others Present: Mr. Robert Rodoni

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of August 13, 2024, Committee Meeting:**
   **Action:** Director Newell moved to approve the August 13, 2024, meeting minutes; seconded by Director Sanchez.

   The motion carried following vote:

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

5. **Consider Agreement with Rincon for Department of Water Resources, Watershed Resilience Planning Pilot Program Grant Support Services in an Amount not to Exceed $1,950,000**
   GM Lockwood summarized the Department of Water Resources, Watershed Resilience Planning Pilot Program Grant, which is providing PV Water with $2 million in funding. Staff issued a Request for Qualifications for support services in July and received four Statement of Qualifications (SOQs) in response. Staff then evaluated the SOQs and selected a team led by Rincon Consultants, Inc. (Rincon). The scope of work includes establishing a regional watershed network, providing hydrologic & ecologic services and a climate change analysis, and developing a watershed resiliency plan. GM Lockwood stated the full amount of the scope is reimbursable by the grant and that the pilot program is to be completed by April 2026. Director Sanchez asked if there were

any financial concerns over spending Agency resources up front and receiving reimbursement later. FASM Trevino stated staff have no concerns, and the grant reimbursement process is standard practice to which the Agency is accustomed.

**Action:** Director Newell moved to recommend the Board approve the agreement with Rincon for Department of Water Resources, Watershed Resilience Planning Pilot Program Grant Support Services in an Amount not to Exceed $1,950,000; seconded by Director Sanchez.

The motion carried following vote:

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

6. **Receive Update on 40th Anniversary Event Planning Effort:**
GM Lockwood summarized WCOS Mendiola's efforts to secure the date, time and location for the upcoming 40th Anniversary to be held in October. Director Sanchez asked how the event will be publicized to which GM Lockwood replied that communication will be made via e-mail to interested parties, social media, and possibly a newspaper advertisement. Discussion ensued regarding event specifics.

**Action:** None

7. **Consider Accepting Financial Reports:**
FASM Trevino reported the Agency's cash position ending July 31, 2024, was approximately $11 million. FASM Trevino highlighted the newly updated cash reserve amount of $7.12 million, which went into effect July 1, 2024.

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

The motion carried following vote:

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

8. **Consider Accepting Cash Flow Reports:**
FASM Trevino reported the AR aging report ending August 30, 2024, had an outstanding balance of $523,000, with approximately $260,000 over 120 days, of which staff are actively calling customers to collect payment. Mr. Rodoni asked if water

usage was greater this year than the prior year. GM Lockwood responded that water usage was slightly higher than last year; Director Newell reminded the group of the previous wet winter and flood, which depressed groundwater production.

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

The motion carried following vote:

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

9. **Discuss Future Agenda Items and Next Meeting Date:** Future agenda items include the Annual Agency Report. The next regular meeting date is set for Tuesday, October 8, 2024, 3:00 p.m.

Adjournment: 4:02 p.m.