PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, October 8, 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: Abel Sanchez (excused)
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino (FASM)
   Others Present: None

2. **Director Comments:** Director Newell noted Item 9 of the agenda should read, "*Consider Accepting Cash Flow Reports*," not "*Financial Reports*," and that she will be endorsing Measure Q on a personal basis, not on behalf of PV Water. Director Culbertson spoke of his excitement of PV Water's involvement in the Watershed Resilience Planning Pilot Program (a program funded by the California Department of Water Resources).

3. **Public Comments:** None

4. **Consider Approving Minutes of September 10, 2024, Committee Meeting:**
   Action: Director Newell moved to approve the September 10, 2024, meeting minutes as amended (Director Culberson should be recorded with an excused absence; Item #5 should read "moved to recommend the Board approve," not "moved to approve"); seconded by Director Culbertson.

   The motion carried following vote:

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

5. **Consider Amendment No. 3 to the Agreement with Environmental Science Associates (ESA) for Environmental Support Services Watsonville Slough System Managed Aquifer Recharge and Recovery Project in an Amount Not to Exceed $81,200**
   GM Lockwood provided an overview of Amendment No. 3 to the Agreement with ESA for Environmental Support Services.

Action: Director Newell moved to recommend the Board approve Amendment No. 3 to the Agreement with Environmental Science Associates (ESA) for Environmental Support Services Watsonville Slough System Managed Aquifer Recharge and Recovery Project in an Amount Not to Exceed $81,200, bringing the total contracted amount not to exceed $990,958; seconded by Director Culbertson.

The motion carried following vote:

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

6. **Receive Update on 40th Anniversary Event Planning Effort:**
GM Lockwood provided an update on event preparations, showed the stainless steel cup featuring PV Water's 40th logo that will be given away at the event, and summarized staff's efforts lining up guest speakers. Discussion ensued regarding event specifics.

Action: None

7. **Consider Accepting Quarterly Billing Report:**
FASM Trevino reported that the quarterly billing for September 30, 2024, had an increase of approximately 1,500 acre-feet from the same quarter, one-year ago, and a total billing of approximately $6.8 million.

Action: Director Newell moved to accept the Quarterly Billing Report and recommend the Board approve it; seconded by Director Culbertson.

The motion carried following vote:

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

8. **Consider Accepting Financial Reports:**
FASM Trevino reported PV Water's cash position ending August 31, 2024, was approximately $14.6 million in available cash and monthly requestions continue to be submitted to WIFIA for the College Lake expenditures.

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: **Sanchez**

9. **Consider Accepting Cash Flow Reports:**
FASM Trevino reported the AR Aging Report ending September 30, 2024, had a balance owing of approximately $7 million, of which $6.8 million is from the current billing. The AR aging balance over 120 days is $190,000, of which Agency staff is actively pursuing to collect payment.

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: **Sanchez**

10. **Discuss Future Agenda Items and Next Meeting Date:** Future agenda items include PV Water's Annual Report. The next regular meeting date is set for Tuesday, November 12, 2024, 3:00 p.m.

Adjournment: 3:54 p.m.