PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, November 12, 2024, 3:00 p.m. PV Water, 36 Brennan Street, Watsonville

Chair Culbertson called the meeting to order at 3:01 p.m.

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

   Committee Members Present: Amy Newell, Bob Culbertson (Chair), Abel Sanchez (Vice Chair)
   Committee Members Absent: None
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino (FASM), Priscilla Sanchez (FA)
   Others Present:

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of October 8, 2024, Committee Meeting:**
   Action: Director Newell moved to approve the October 8, 2024, meeting minutes; seconded by Director Culbertson.

   The motion carried following vote:

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

5. **Receive Update on 40th Anniversary Event:**
   GM Lockwood summarized the highlights of the Agency's 40th Anniversary Event and was pleased with the positive publicity and the good turnout with 75-100 people in attendance. GM reported total expenses for the event, at $10,188 remained under the $12,000 budget. The largest expenditure was consultant support for planning and the creation of graphics used during the event, most of which staff will be able to continue using for future events.

   Action: None

6. **Consider Draft 2023Annual Report:**
GM Lockwood explained the history and timeline of the Agency's Annual Report, which is usually completed one year in arrears. Director Sanchez asked if the report was normally published in November. GM Lockwood explained the previous year's cadence of completion of the Annual Report and how the timing depends on the annual financial audit and groundwater data collection efforts from adjacent agencies. Director Newell had several minor edits, in hard copy format, for staff review.

Action: Director Newell moved to accept the Draft 2023 Annual Report and recommend the Board approve it, with several minor edits per Director Newell's suggestions; seconded by Director Sanchez.

The motion carried following vote:

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

7. **Consider End of Year Schedule:**
GM Lockwood presented the standard end of year schedule, during which time the Agency has typically closed between December 24 and January 1.

Action: Director Newell moved to accept the end of year schedule and recommend the Board approve it; seconded by Director Sanchez.

The motion carried following vote:

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

8. **Consider Donating Modular Unit to Watsonville Wetlands Watch:**
GM Lockwood explained the history of the purchase and use of the modular unit. Watsonville Wetlands Watch (WWW) had mentioned they were looking for additional office space. In exchange for donation of the modular unit WWW would offer landscaping support to the Agency. WWW will off haul the modular unit at its expense. Director Sanchez asked if the Agency has a donation policy with specific dollar thresholds. GM Lockwood mentioned the Agency does not have such a policy in place, and believes this donation is a good opportunity for both parties.

Action: Director Sanchez moved to accept donation of the modular unit to Watsonville Wetlands Watch and recommend the Board approve it; seconded by Director Newell.

The motion carried following vote:

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

9. **Consider Executive Assistant/Board Secretary Job Description:**
GM Lockwood explained that in light of the recent retirement of the Administrative Analyst, staff have reviewed and modified the job description and position title, based in part on a survey of similar positions within the area. No changes will be made to the organizational chart beyond updating the title of the position.

Action: Director Newell moved to accept the Executive Assistant/Board Secretary Job Description and recommend the Board approve it; seconded by Director Sanchez.

The motion carried following vote:

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

10. **Consider Accepting Quarterly Reports:**
FASM Trevino provided an overview of the quarterly Contract Commitments Report and identified a contract whose term has expired but where work continues to proceed. Discussion ensued regarding various new contracts and existing contracts that may merit a no cost time extension. FASM Trevino provided a summary of the Balances Over 120+ Days Report which had a balance of $243,000 that Agency staff continues to monitor and actively pursue collection efforts.

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

The motion carried following vote:

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

11. **Consider Accepting Financial Reports:**
FASM Trevino reported the cash position of the Agency was approximately $19 million at the end of September, and noted the Agency regularly submits and receives monthly reimbursement from WIFIA for College Lake Project expenditures.

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

12. **Consider Accepting Cash Flow Reports:**
FASM Trevino reported the AR Aging Report ending October 31, 2024, of approximately $2 million outstanding, a large portion has since been received. In review of the October Checks by Date report, GM Lockwood mentioned staff have agreed to release 30% of the retention to the vendor Mountain Cascade, which is constructing the College Lake Project, noting the retention release applies only to the Treated Water Pipeline Project.

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

13. **Discuss Future Agenda Items and Next Meeting Date:** Future agenda items include a remote presentation by C.J. Brown CPAs of the Agency's Audited Financial Statements for Fiscal Year ending June 30, 2024. The next regular meeting date is set for Tuesday, December 10, 2024, 3:00 p.m.

Adjournment: 4:11 p.m.