PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, February 11, 2025, 3:00 p.m. PV Water, 36 Brennan Street, Watsonville

Director Culbertson called the meeting to order at 3:02 p.m.

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

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

2. **Director Comments:** Director Newell suggested the Agency would benefit from pursuing the Special District Leadership Foundation's "District Transparency Certificate of Excellence."

3. **Public Comments:** None

4. **Consider Approval of January 7, 2025, Administration & Finance Committee Meeting Minutes:**
   Action: Director Newell moved to approve the January 7, 2025, meeting minutes; seconded by Director Rider.

   The motion carried following vote:

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

5. **Consider Agreement with Zanjero Inc., for the California Department of Conservation's Pajaro Valley Multibenefit Land Repurposing Program (MRLP) Plan Development in an Amount Not to Exceed $480,000:**
   GM Lockwood presented the MLRP grant program objectives, listed PV Water's "Regional Block Grant" partners, and summarized the Request for Qualifications that PV Water issued in October 2024. In response to the RFQ, PV Water received a single Statement of Qualifications (SOQ) from Zanjero, Inc. (Zanjero), which is also supporting at least two MLRP programs in the Central Valley. Staff, in collaboration

with the "Regional Block Grant" partners, reviewed the SOQ and decided to recommend proceeding with Zanjero. Based on Zanjero's proposed schedule, and presuming the Board approves the agreement in February, work would begin in spring 2025 and conclude by summer 2026. The term end date of the grant is March 30, 2027. This work is fully funded by the Department of Water Conservation. Roundtable discussion ensued.

Action: Director Newell moved to recommend the Board accept the agreement with Zanjero, Inc., for the California Department of Conservation's Pajaro Valley Multibenefit Land Repurposing Program Plan Development in an amount not to exceed $480,000; seconded by Director Rider.

The motion carried following vote:

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

6. **Consider AllPaid Credit Card Merchant Services Agreement:**
GM Lockwood provided a summary of staff's efforts to find a more cost-effective credit card merchant services agreement than the current agreement. During a meeting with California Special District Association (CSDA) staff in January, PV Water staff learned about AllPaid, which is a "CSDA Endorsed Affiliate for Payment Services / Merchant Services" that specializes in providing a secure payment platform to government agencies at a discounted rate. FASM Trevino reported on the details of AllPaid's merchant services agreement and stated that the Agency's savings, on an annual basis, would be significantly greater with AllPaid then it would be with the current vendor, Fiserv. GM Lockwood stated the AllPaid agreement is currently under legal review.

Action: Director Rider moved to recommend the Board accept the merchant services agreement with AllPaid, contingent upon staff and legal counsel approval; seconded by Director Newell.

The motion carried following vote:

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

7. **Consider Accepting Quarterly Reports:**
GM Lockwood introduced the Contract Commitments Report, highlighting the contracts that are expiring and contracts that have been recently approved. FASM Trevino presented the Budget to Actual Report, followed by the Account Aging: Over

120 Days with Balances Exceeding $100 Report and discussed the Staff's efforts to collect outstanding balances. Roundtable discussion ensued.

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

The motion carried following vote:

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

8. **Consider Accepting Financial Reports:**
FASM Trevino reported the Agency's cash position at the end of December, with a balance of $21 million.

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

The motion carried following vote:

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

9. **Consider Accepting Cash Flow Reports:**
FASM Trevino presented the cash flow reports and noted that while the outstanding balance as of January 31st was $1.9 million, staff had received payments of over $700,000 from the prior week when staff prepared the report. Ms. Trevino also reported on check and ACH payments issued in January.

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

The motion carried following vote:

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

10. **Discuss Future Agenda Items and Next Meeting Date:** Staff presented the following future agenda items: records retention & destruction policy, DocuSign implementation,

Springbrook migration to the cloud, and a server upgrade project. The next regular meeting date is set for Tuesday, March 11, 2025, 3:00 p.m.

Adjournment: 4:23 p.m.