PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, June 10, 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), Asia Valdivia (EA/BS)
   Others Present:

2. **Director Comments:** Director Culbertson stated he attended the Pajaro River Watershed Resiliency Meeting held the morning of Tuesday, June 9, 2025.

3. **Public Comments:** None

4. **Consider Approval of May 6, 2025, Administration & Finance Committee Meeting Minutes:**

   Action: Director Rider moved to approve the May 6, 2025, meeting minutes, with a clarifying correction to Item #10 to state "outstanding Accounts Receivable balance;" seconded by Director Newell.

   The motion carried following vote:

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

5. **Consider Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges (Management Fees):**
   GM Lockwood explained this is a routine item for PV Water to collect its "Management Fee" via the county tax rolls.

Action: Director Newell moved to recommend the Board approve the Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges (Management Fees); seconded by Director Rider.

The motion carried following vote:

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

6. **Consider Amending the Cash Reserve Policy for the Fiscal Year Ending June 30, 2026:**
GM Lockwood & FA Sanchez presented the proposed amendments to the Cash Reserve Policy. They also presented three options for funding the Operation & Maintenance Reserve. Roundtable discussion ensued.

Action: Director Rider moved to recommend the Board approve the proposed amendments to the Cash Reserve Policy for the Fiscal Year Ending June 30, 2026, including Option "C" at $4.587 million for the Operation & Maintenance Reserve; seconded by Director Culbertson.

The motion carried following vote:

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

7. **Conduct Annual Review of the Investment Policy:**
GM Lockwood presented the proposed amendments to the Investment Policy, noting significant changes. Roundtable discussion ensued.

Action: Director Newell moved to recommend the Board approve the proposed amendments to the Investment Policy; seconded by Director Rider.

The motion carried following vote:

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

8. **Consider Accepting Financial Reports:**

FASM Trevino reported PV Water's cash position as of April 30, 2025, with a balance of just over $28 million. Roundtable discussion ensued.

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

The motion carried following vote:

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

9. **Consider Accepting Cash Flow Reports:**
FASM Trevino presented the Cash Flow Reports and noted the outstanding balance as of May 31, 2025, which was approximately $369,000. Ms. Trevino also reported on check and ACH payments issued in May. Roundtable discussion ensued.

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

The motion carried following vote:

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

10. **Discuss Future Agenda Items and Next Meeting Date:** Staff suggested the following future agenda items: 1) Ribbon cutting ceremony for the College Lake Project. The next regular meeting date is Tuesday, July 8, 2025, at 3:00 p.m.

Adjournment: 4:29 p.m.