PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, October 7, 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: Nolberto Hernandez (Vice Chair), Stephen Rider,
   Committee Members Absent: Bob Culbertson (Chair)
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino (FASM), Priscilla Sanchez (FA), Corin Hammond (EA/BS)
   Other Attendees: None

2. **Director Comments:** Director Rider reminded all present to vote in the upcoming election. Director Hernandez missed the prior month's board meeting and inquired about the rate setting committee; GM Lockwood updated him.

3. **Public Comments:** None

4. **Consider Approval of September 9, 2025, Administration & Finance Committee Meeting Minutes:**

   Action: Director Rider moved to approve September 9, 2025, meeting minutes; seconded by Director Hernandez.

   The motion carried following vote:

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

5. **Consider Staff Proposal to Amend PV Water's Organization Chart by Reclassifying the Senior Water Resources Hydrologist Position to Senior Hydrologist**
   GM Lockwood addressed page 7 of 33 of the agenda packet, recommending the Committee review staff's proposal to reclassify the job description and consider making a recommendation to the Board of Directors for acceptance.

Action: Director Rider moved to accept the staff proposal to amend PV Water's Organization Chart by Reclassifying the Senior Water Resources Hydrologist Position to Senior Hydrologist and recommend the Board approve it; seconded by Director Hernandez.

The motion carried following vote:

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

6. **Consider Scope of Work from FISHBIO for Installation of a Passive Integrated Transponder (PIT) Tag Detection Array Related to Monitoring South-Central Coast Steelhead Passage College Lake Integrated Resources Management Project Weir in an Amount Not to Exceed $46,284:**
GM Lockwood explained this is a requirement of the water right permit obtained for the College Lake Project. As per the Memo starting on page 18 of 33 of the agenda packet, staff recommends reviewing the proposed scope of work and consider making a recommendation to the Board of Directors to proceed with Option 2. Director Hernandez asked about the ongoing maintenance to which GM Lockwood will research and update the committee at the next meeting.

Action: Director Rider moved to accept the Scope of Work from FISHBIO for Installation of a Passive Integrated Transponder (PIT) Tag Detection Array Related to Monitoring South-Central Coast Steelhead Passage College Lake Integrated Resources Management Project Weir in an Amount Not to Exceed $46,284 with a contingency of 10%, and recommend the Board approve it; seconded by Director Hernandez.

The motion carried following vote:

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

7. **Consider Accepting Financial Reports:**
FASM Trevino reported PV Water's cash position as of August 31, 2025, with a Total Month End Funds balance of $29,867,481 (pg. 20 of 33, Agenda Packet). Director Hernandez asked about the monthly surplus and FASM Trevino explained. Roundtable discussion ensued.

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

The motion carried following vote:

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

8. **Consider Accepting Cash Flow Reports:**
FASM Trevino presented the Cash Flow Reports (pg. 25 of 33, Agenda Packet) and noted the outstanding Accounts Receivable balance as of September 30, 2025, was $7,476,006. The outstanding balance is largely due to having recently completed the quarterly billing for September 30th in addition to slow payment of the June billing from several customers. Internal collection efforts are under way to secure payment. FASM Trevino also reported on check and ACH payments issued in September. Roundtable discussion ensued.

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

The motion carried following vote:

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

9. **Consider Accepting the Quarterly Billing Report:**
FASM Trevino explained that water consumption totals in September 2025 were similar to the same quarter last year with slightly less consumption of total acre feet; however, at an increased total dollar value (pg. 33 of 33, Agenda Packet). Roundtable discussion ensued.

Action: Director Rider moved to accept the quarterly billing report and recommend the Board approve it; seconded by Director Hernandez.

The motion carried following vote:

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

10. **Discuss Future Agenda Items and Next Meeting Date:** Items to add to the agenda include draft audited financial statements. The next regular meeting date is Wednesday, November 12, 2025, at 3:00 p.m.

Adjournment: 3:52 p.m.