PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, December 9, 2025, 3:00 p.m. PV Water, 36 Brennan Street, Watsonville

Director Culbertson called the meeting to order at 3:03 p.m.

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

   Committee Members Present: Bob Culbertson (Chair), Stephen Rider
   Committee Members Absent: Nolberto Hernandez (Vice Chair)
   Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino (FASM), Priscilla Sanchez (FA), Corin Hammond (EA/BS)
   Other Attendees: None

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approval of October 7, 2025, Administration & Finance Committee Meeting Minutes:**

   Action: Director Rider moved to approve the October 7, 2025, meeting minutes; seconded by Director Culbertson.

   The motion carried following vote:

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

5. **Consider Fifth Amendment to Agreement with Environmental Science & Associates for Environmental Support Services for the College Lake Integrated Resources Management Project, the Watsonville Slough System Managed Aquifer Recharge & Recovery Project, and the Supplemental Well No. 3 Improvements Project, in an Amount Not to Exceed $462,586:**
   GM Lockwood summarized the tasks described in the scope of work and noted that the term of the proposed amendment is through June 2030 (pg. 6 of 59, Agenda Packet). Roundtable discussion ensued.

Action: Director Rider moved to accept the Fifth Amendment with Environmental Science & Associates for Environmental Support Services for the College Lake Integrated Resources Management Project, the Watsonville Slough System Managed Aquifer Recharge & Recovery Project, and the Supplemental Well No. 3 Improvements Project, in an Amount Not to Exceed $462,586 and recommend the Board approve it; seconded by Director Culbertson.

The motion carried following vote:

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

6. **Consider Supplemental Well No. 3 Improvements Project, 30-62, Bid Results and Next Steps:**
GM Lockwood explained the history of the Harvest Drive Well and shared how this supply of water will be tied into the Coastal Distribution System for use by customers. This project will lessen the Agency's need to purchase potable water from the City of Watsonville. GM Lockwood stated that the lowest apparent bid, at $1,636,600, was significantly lower than the engineer's estimate, which was $2,082,954. Roundtable discussion ensued. (See pg. 39 of 59, Agenda Packet, for additional information.)

Action: Director Rider moved to accept the Supplemental Well No. 3 Improvements Project, 30-62, Bid Results and Next Steps and recommend the Board approve it; seconded by Director Culbertson.

The motion carried following vote:

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

7. **Consider 2026 Board & Committee Meeting Schedule:**
GM Lockwood shared the tentative dates and times for committee meetings scheduled in calendar year 2026 and roundtable discussion ensued. Director Rider requested to table the item for discussion at the December Board meeting and combine it with the appointment of committee members (pg. 46 of 59, Agenda Packet).

Action: None Taken

8. **Consider Adjusting Agency Year End Schedule**
GM Lockwood reported that the majority of staff have requested to be off on Friday, January 2, 2026. As a result, staff is proposed to reopen the Agency for normal business hours on Monday, January 5, 2026, noting that essential Agency functions will remain in service (pg. 48 of 59, Agenda Packet).

Action: Director Culbertson moved to accept the adjustment to the Agency's Year End Schedule and recommend the Board approve it; seconded by Director Rider.

The motion carried following vote:

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

9. **Accepting Financial Reports:**
FASM Trevino reported PV Water's cash position as of October 31, 2025, with a Total Month End Fund balance of $32,563,455 (pg. 49 of 59, Agenda Packet). Roundtable discussion ensued.

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

The motion carried following vote:

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

10. **Consider Accepting Cash Flow Reports:**
FASM Trevino presented the Cash Flow Reports (pg. 51 of 59, Agenda Packet) and noted the outstanding Accounts Receivable balance as of November 30, 2025, was $1,129,222. Since the end of November, the Agency has collected approximately $300,000 of the Accounts Receivable balance. Internal collection efforts continue to secure payment from delinquent customers. FASM Trevino also reported on check and ACH payments issued in November. Roundtable discussion ensued.

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

The motion carried following vote:

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

11. **Discuss Future Agenda Items and Next Meeting Date:** There are no items to add to the agenda. The next regular meeting date is Tuesday, January 13, 2026.

Adjournment: 4:12 p.m.