**PAJARO VALLEY WATER MANAGEMENT AGENCY**

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# ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, January 13, 2026, 3:00 p.m. PV Water, 36 Brennan Street, Watsonville

Director Culbertson called the meeting to order at 3:01 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. **Election of Officers for 2026:**

   **Action:** The Committee elected Bob Culbertson as Chair and Stephen Rider as Vice Chair of the Administration & Finance Committee for 2026.

   The motion carried following vote:
   Ayes: **Culbertson, Rider**
   Noes: **None**
   Abstain: **None**
   Absent: **Hernandez**

5. **Consider Approval of December 9, 2025, Administration & Finance Committee Meeting Minutes:**

   **Action:** Director Rider moved to approve the December 9, 2025, meeting minutes; seconded by Director Culbertson.

   The motion carried following vote:

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

6. **Conduct Annual Review of Administration & Finance Committee Bylaws:**
   GM Lockwood introduced this item to the Committee (pg. 6 of 23, Agenda Packet). Roundtable discussion ensued. The Committee determined the Bylaws were fine as written.

   **Action:** No action was taken.

7. **Review Check Signing Policy:**
   GM Lockwood reviewed the Check Signing Policy with the Committee (pg. 10 of 23, Agenda Packet). Discussion ensued around Policy specifics and historical context. The Committee determined the Check Signing Policy was fine as written.

   **Action:** No action was taken.

8. **Consider Accepting Quarterly Billing Report:**
   FASM Trevino presented the fourth Quarter Billing Report. PV Water billed 8,289 acre-feet of groundwater consumption and delivered water sales, resulting in $2,952,461 million in revenue, which is a decrease of 2,285 acre-feet (-22%) and a decrease of $568,114 (-16%) for the same quarter compared to the prior year (pg. 13 of 23, Agenda Packet). Roundtable discussion ensued.

   **Action:** Director Rider moved to accept the quarterly billing report, with the caveat to remove the line items for uncollectible balance, and recommend the Board approve it; seconded by Director Culbertson.

   The motion carried following vote:

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

9. **Consider Accepting Financial Reports:**
   FASM Trevino reported PV Water's cash position as of November 30, 2025, with a Total Month End Fund balance of $33,865,650 (pg. 14 of 23, 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. 16 of 23, Agenda Packet) and noted the outstanding Accounts Receivable balance as of December 31, 2025, was $3,850,561, which includes the Agency's most recent billing. Internal collection efforts continue to secure payment from delinquent customers. FASM Trevino also reported on check and ACH payments issued in December. 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:** GM Lockwood suggested future items to include: the FY25-26 budget amendment, the draft of the FY26-27 preliminary budget, a contract amendment to Montgomery & Associates for continued SGMA support, and miscellaneous internal policy updates. The next regular meeting date is Tuesday, February 10, 2026.

    Adjournment: 3:54 p.m.