*PAJARO VALLEY WATER MANAGEMENT AGENCY*

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# ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES of Tuesday, February 10, 2026, 3:00 p.m. PV Water, 36 Brennan Street, Watsonville

Director Culbertson called the meeting to order at 3:05 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 January 13, 2026, Administration & Finance Committee Meeting Minutes:**

   **Action:** Director Rider moved to approve the January 13, 2026, meeting minutes; seconded by Director Culbertson.

   The motion carried following vote:

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

5. **Consider Scope of Work and Cost Estimate from Carollo Engineers for Supplemental Well No. 3 Improvements Project, Engineering Services During Construction:**
   GM Lockwood spoke about the Project and the tasks described in the proposed scope of work. He noted that Carollo Engineers have completed Task 1, Bid Document Preparation, but not yet billed PV Water. The cost estimates for Tasks 2 & 3 are approximately 5% of the total construction contract, respectively. These tasks have not been initiated. The schedule of the scope of work generally follows the construction schedule through June of 2027. Roundtable discussion ensued.

**Action:** Director Rider moved to recommend the Board approve the Scope of Work and Cost Estimate from Carollo Engineers for Supplemental Well No. 3 Improvements Project, Engineering Services During Construction (pgs. 6-16 of 44, Agenda Packet); seconded by Director Culbertson.

The motion carried following vote:

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

6. **Consider Third Amendment with Carollo Engineers for College Lake Integrated Resources Management Project, Engineering Services During Construction:**
GM Lockwood explained the status of the College Lake Project and the resulting engineering services required. Carollo has operated in good faith and has served as an advocate to resolve any issues prior to the Project reaching substantial completion. The Third Amendment includes a new task, Task 7, for Operation and Start Up Support. The term would terminate on June 30, 2027. Roundtable discussion ensued.

**Action:** Director Rider moved to recommend the Board approve the Third Amendment with Carollo Engineers for College Lake Integrated Resources Management Project, Engineering Services During Construction (pgs. 17-26 of 44, Agenda Packet); seconded by Director Culbertson.

The motion carried following vote:

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

7. **Consider Accepting the Quarterly Reports:**
GM Lockwood presented the contract commitments as of December 31, 2025. FASM Trevino presented the Budget to Actual and the Account Aging over 120 Days ending December 31, 2025, reports (pgs. 27-33 of 44, Agenda Packet). Roundtable discussion ensued.

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

The motion carried following vote:

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

8. **Consider Accepting Financial Reports:**
   FASM Trevino reported PV Water's cash position as of December 31, 2025, with a Total Month End Fund balance of $31,480,620 (pgs. 34-35 of 44, 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**

9. **Consider Accepting Cash Flow Reports:**
   FASM Trevino presented the Cash Flow Reports (pgs. 36-44 of 44, Agenda Packet) and noted the outstanding Accounts Receivable balance as of January 31, 2026, was $2,007,005. Internal collection efforts continue to secure payment from delinquent customers. FASM Trevino also reported on check and ACH payments issued in January. 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**

10. **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, and miscellaneous internal policy updates. The next regular meeting date is Tuesday, March 10, 2026.

    Adjournment: 4:28 p.m.