



## **EXHIBIT 19-A**

### **FINAL MINUTES Monterey Peninsula Water Management District Administrative Committee *February 20, 2013***

#### **Call to Order**

The meeting was called to order at 4:03 PM in the District Conference Room.

Committee members present:            Director Lewis, Chair  
   Director Lehman  
   David Pendergrass

Staff present:                            Dave Stoldt, General Manager  
   Joe Oliver, Water Resources Manager  
   Stephanie Pintar, Water Demand Manager  
   Sara Reyes, Office Services Supervisor

Others present:                        Michael T. Briley, Hayashi & Wayland Accounting & Consulting, LLP  
   Rae Gularte, Hayashi & Wayland Accounting & Consulting, LLP

#### **Oral Communications**

None

#### **Adopt Minutes of January 18, 2013 Committee Meeting**

The committee voted 3 to 0 to adopt the January 18, 2013 committee meeting minutes.

#### **Items on Board Agenda for February 27, 2013**

##### **Consider Ratification of Amendment to General Manager Contract**

General Manager Dave Stoldt reported on this item and answered questions from the committee. The committee voted 3 to 0 to recommend the Board amend section III.A of the "Agreement for Employment of General Manager" to reflect the revised annual compensation, effective September 1, 2012.

##### **Consider Expenditure of Budgeted Funds for Development of Groundwater Replenishment Project**

General Manager Stoldt reported that it is anticipated information will not be available for the February 27, 2013 Board meeting and that it will likely be brought back to the Administrative Committee in March 2013.

**Consider Expenditure of Budgeted Funds for Renewal of the District’s Routine Maintenance Agreement with the California Department of Fish and Wildlife**

General Manager Stoldt reported on this item. The committee voted 3 to 0 to recommend the Board authorize expenditure of budgeted funds in the amount of \$2,689.50 to apply for a new Routine Maintenance Agreement with the California Department of Fish and Wildlife.

**Consider Extension of Carmel River Mitigation Reimbursement Agreement**

No information from California American Water was available to present.

**Consider Authorization of Expenditure for Public Outreach Services**

General Manager Stoldt reported that this item will likely be presented to the committee at its March meeting.

**Consider Approval of Purchase of Internet License for Water Wise Gardening in Monterey County**

Stephanie Pintar, Water Demand Manager, reported on this item and answered questions from the committee. After some discussion, the committee voted 3 to 0 to recommend the Board approve expenditure of \$5,000 and authorize the General Manager to renew the contract with GardenSoft to purchase a web license for the Water Wise Gardening for Monterey County software.

**Consider Expenditure of Budgeted Funds for Water Conservation Equipment**

Stephanie Pintar reported on this item and answered questions from the committee. The committee voted 3 to 0 to recommend the Board support the expenditure of \$9,000 to purchase water conservation equipment.

**Review and Accept Independent Audit Report for Fiscal Year 2011-2012**

Michael Briley and Rae Gularte from Hayashi & Wayland Accounting & Consulting, LLP reviewed the draft letter to be presented to the Board of Directors. The auditors reported that the Auditing Standards Board has changed certain auditing sections that will affect the District and other similar agencies. After discussion, the committee voted 3 to 0 to recommend the Board review and accept the Financial Statements and Independent Auditors’ Report for the year ending June 30, 2012.

**Consider Approval of Annual Update on Investment Policy**

General Manager Stoldt reported on this item and answered questions from the committee. The committee voted 3 to 0 to recommend the Board review and approve the District’s Investment Policy.

**Receive and File Second Quarter Financial Activity Report for Fiscal Year 2012-13**

General Manager Dave Stoldt reported on this item and answered questions from the committee. The committee voted 3 to 0 to recommend the Board approve the Second Quarter Financial Activity Report for Fiscal Year 2012-13.

**Consider Approval of Second Quarter Fiscal Year 2012-2013 Investment Report**

General Manager Dave Stoldt, reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board approve the First Quarter Fiscal Year 2012-2013 Investment Report.

**Consider Adoption of Treasurer’s Report for October 2012**

Mr. Stoldt answered questions from the committee. The committee voted 3 to 0 to recommend the Board adopt the October 2012 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month.

**Consider Adoption of Treasurer’s Report for November 2012**

Mr. Stoldt answered questions from the committee. The committee voted 3 to 0 to recommend the Board adopt the November 2012 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month.

**Consider Adoption of Treasurer’s Report for December 2012**

Mr. Stoldt answered questions from the committee. The committee voted 3 to 0 to recommend the Board adopt the December 2012 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month.

**Semi-Annual Financial Report on the CAWD/PBCSD Wastewater Reclamation Project**

General Manager Stoldt reported on this item and answered questions from the committee. The committee recommended the Board receive the Semi-Annual Financial Report on the CAWD/PBCSD Wastewater Reclamation Project.

**Other Business**

**Approve 2013 Committee Meeting Schedule**

The committee agreed to the 2013 meeting presented with changing the meeting times to 4:00 PM.

**Review of 2013 Contracts for MPWMD Assistance to Seaside Basin Watermaster**

Joe Oliver, Water Resources Manager, reported on this item and answered questions from the committee.

**Review Draft Agenda for February 27, 2013 Regular Board Meeting**

A revised agenda was distributed to the Committee for review. It was noted that no Closed Session is scheduled for February 27, 2013. General Manager Stoldt reported that the following items will be moved to the March 2013 Board meeting. No additional changes were made to the agenda.

**Adjournment**

The meeting was adjourned at 5:38 PM.