



EXHIBIT 19-A

**FINAL MINUTES
Monterey Peninsula Water Management District
Administrative Committee
February 10, 2016**

Call to Order

The meeting was called to order at 3:31 PM in the District Conference Room.

Committee members present: Andrew Clarke
 Brenda Lewis (arrived at 3:35 PM)
 David Pendergrass

Staff present: David Stoldt, General Manager
 Suresh Prasad, Administrative Services Manager/Chief Financial Officer
 Larry Hampson, District Engineer
 Jonathan Leer, Sr. Hydrogeologist
 Stephanie Locke, Water Demand Manager
 Sara Reyes, Office Services Supervisor

Oral Communications

None

1. Approve Minutes of January 19, 2016 Committee Meeting

On a motion by Clarke and second by Pendergrass, the minutes of the January 19, 2016 meeting were approved on a vote of 2 to 0.

Items on Board Agenda for February 17, 2016

2. Consider Expenditure for Purchase of Internet License for Water Wise Gardening in Monterey County

On a motion by Clarke and second by Pendergrass, the committee voted 2 to 0 to recommend the Board expend \$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.

3. Consider Expenditure for Water Conservation Equipment

On a motion by Pendergrass and second by Clarke, the committee voted 2 to 0 to recommend the Board support the District spending up to \$45,000 to renew the District's stock of water conservation equipment to assist in the drought response during the upcoming months.

- 4. Consider Development of a Recommendation to the Board of Directors on an Agreement the United States Geological Survey to Calibrate the Carmel River Basin Simulation Model**
On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board review the draft scope of work between the District and the USGS and provide a recommendation to staff concerning contracting with the USGS for model calibration.
- 5. Consider Expenditure to Enter into Agreement with Tyler Technologies for Purchase and Implementation of Incode Utility Billing Software**
On a motion by Clarke and second by Lewis, the committee voted 3 to 0 to recommend the Board authorize the General Manager to enter into an agreement with Tyler Technologies to provide Utility Billing software (Incode v.X) and implementation services for an amount not-to-exceed \$15,000.
- 6. Consider Adoption of Resolution 2016-03 – Re-establish User Fee and Suspend Collection of User Fee for the Remainder of Fiscal Year 2015-2016**
On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board approve Resolution 2016-03.
- 7. Consider Adoption of Treasurer’s Report for December 2015**
On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board adopt the December 2015 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month.
- 8. Receive and File Second Quarter Financial Activity Report for Fiscal Year 2015-16**
On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board receive and file the Second Quarter Financial Activity Report for Fiscal Year 2015-2016.
- 9. Consider Approval of Second Quarter FY 2015-2016 Investment Report**
On a motion by Clarke and second by Lewis, the committee voted 3 to 0 to recommend the Board approve the Second Quarter Fiscal Year 2015-2016 Investment Report.

Other Business

- 10. Approve 2016 Administrative Committee Meeting Schedule**
The committee unanimously approved the 2016 Administrative Committee meeting schedule.
- 11. Review Second Quarter Legal Services Activity Report for Fiscal Year 2015-16**
This was presented to the committee for informational purposes only. No action was required of the committee.
- 12. Review Draft February 17, 2016 Board Meeting Agenda**
The committee made no changes to the agenda.

Adjournment

The meeting was adjourned at 4:35 PM.