



**EXHIBIT 13-A**

**FINAL MINUTES  
Monterey Peninsula Water Management District  
Administrative Committee  
February 15, 2017**

**Call to Order**

The meeting was called to order at 3:30 PM in the District Conference Room.

Committee members present: Brenda Lewis - Chair  
Andrew Clarke  
David Pendergrass

Staff present: David Stoldt, General Manager  
Suresh Prasad, Administrative Services Manager/CFO  
Larry Hampson, Water Resources & Engineering Manager/District Engineer  
Stephanie Locke, Water Demand Manager  
Sara Reyes, Office Services Supervisor

**Oral Communications**

None

**Items on Board Agenda for February 22, 2017**

- 1. Consider Adoption of Minutes of January 18, 2017 Committee Meeting**  
On a motion by Pendergrass and second by Clarke, the minutes of the January 18, 2017 meeting were approved on a vote of 3 to 0.
- 2. Consider Purchase of Internet License for Water Wise Gardening in Monterey County**  
On a motion by Clarke and second by Pendergrass, the committee voted 3 to 0 to recommend the Board approve an 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.
- 3. Consider Purchase of Water Conservation Equipment**  
On a motion by Pendergrass and second by Clarke, the committee voted 3 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 Lawn Removal Rebate Request from Monterey peninsula Unified School District for Martin Luther King Jr. School**  
On a motion by Pendergrass and second by Clarke, the committee voted 3 to 0 to recommend the Board approve the request and that the Lawn removal rebate be granted for the MPUSD project.

5. **Consider Entering into a Memorandum of Agreement with the Bureau of Reclamation for Preparation of Salinas and Carmel Rivers Basin Study**  
On a motion by Clarke and second by Pendergrass, the committee voted 3 to 0 to recommend the Board should review the MOA and Plan of Study and approve entering in to the MOA and completing the Basin Study.
6. **Consider Adoption of Treasurer’s Report for December 2016**  
On a motion by Pendergrass and second by Clarke, the committee voted 3 to 0 to recommend the Board adopt the December 2016 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month.
7. **Receive and File Second Quarter Financial Activity Report for Fiscal Year 2016-17**  
On a motion by Clarke and second by Pendergrass, the committee voted 3 to 0 to receive and file the Second Quarter Financial Activity report for Fiscal Year 2016-17.
8. **Consider Approval of Second Quarter Fiscal Year 2016-17 Investment Report**  
On a motion by Pendergrass and second by Clarke, the committee voted 3 to 0 to recommend the Board approve the Second Quarter Fiscal Year 2016-17 Investment Report.

#### Other Business

9. **Update on User Fee Implementation Schedule**  
General Manager Stoldt provided an update to the Committee. No action was taken by the Committee.
10. **Approve 2017 Committee Meeting Schedule**  
On a motion by Pendergrass and second by Clarke, the committee voted 3 to 0 to adopt the meeting schedule for 2017 and a date for January and February 2018.
11. **Review Second Quarter Legal Services Activity Report for Fiscal Year**  
This was presented to the committee as an informational item only. No action was taken by the committee.
12. **Review Draft February 22, 2017 Board Meeting Agenda**  
The committee reviewed the agenda and made no changes.

#### Adjournment

The meeting was adjourned at 4:15 PM.