



EXHIBIT 31-A

**FINAL MINUTES
Monterey Peninsula Water Management District
Administrative Committee
May 8, 2017**

Call to Order

The meeting was called to order at 3:36 PM in the District Conference Room.

Committee members present: Brenda Lewis - Chair
Andrew Clarke
Molly Evans

Committee members absent: None

Staff present: David Stoldt, General Manager
Suresh Prasad, Administrative Services Manager/CFO
Stephanie Kister, Conservation Analyst
Sara Reyes, Office Services Supervisor

Oral Communications

None

Items on Board Agenda for May 15, 2017

1. Consider Adoption of Minutes of April 10, 2017 Committee Meeting

On a motion by Clarke and second by Lewis, the minutes of the April 10, 2017 meeting were approved on a vote of 2 to 0 by Clarke, and Lewis. Director Evans abstained from voting since she was not in attendance at the April 10, 2017 meeting.

2. Consider Contract with CSUMB for Bathymetric Survey at Los Padres Dam

On a motion by Clarke and second by Evans, the committee recommended that the Board of Directors authorize the General Manger to enter into an agreement with University Foundation for a not-to-exceed amount of \$16,000 with a contingency funding of \$4,000for unforeseen conditions. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

3. Consider Authorizing a Contract Amendment with Denise Duffy & Associates, Inc. for Services Related to the Monterey Pipeline

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize the General Manager to amend the contract amount with Denise Duffy & Associates, Inc. for environmental services related to the Monterey Pipeline, increasing the not-to-exceed amount by \$9,000. The motion was adopted on a vote of 3 – 0 by Clarke, Evans and Lewis.

4. Declaration of Surplus Assets

On a motion by Evans and second by Clarke, the committee recommended the Board declare the items considered as surplus assets to be either donated or disposed at the Monterey Regional Waste Management District.

5. Consider Converting the Office Specialist II Position to Accounting/Office Specialist and Title Change of Office Services Supervisor to Senior Office Specialist

On a motion by Evans and second by Clarke, the committee recommended the Board authorize the conversion of the Office Specialist II position to Accounting/Office Specialist and associated salary range, and change title of Office Support Supervisor to Senior Office Specialist. The motion was adopted on a vote of 3 – 0 by Evans, Clarke and Lewis.

6. Consider Request for Rebate at the Asilomar Conference Grounds for a Laundry Water Recycling System

On a motion by Evans and second by Clarke, the committee recommended the Board approve a rebate for \$20,000 for WaterCity and recommend to the Board that the recommended Laundry Water Recycling rebate be granted. The motion was adopted on a vote of 3 – 0 by Evans, Clarke and Lewis.

7. Consider Adoption of Treasurer’s Report for March 2017

On a motion by Evans and second by Clarke, the committee recommended that the Board of Directors adopt the March 2017 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month. The motion was approved on a vote of 3 – 0 by Clarke, Pendergrass and Lewis.

8. Receive and File Third Quarter Financial Activity Report for Fiscal Year 2016-17

On a motion by Clarke and second by Evans, the committee recommended the Board receive and file the Third Quarter Financial Activity Report for Fiscal Year 2016-17. The motion was adopted on a vote of 3 – 0 by Clarke, Evans and Lewis.

9. Consider Approval of Third Quarter Fiscal Year 2016-17 Investment Report

On a motion by Evans and second by Clarke, the committee recommended the Board approve the Third Quarter Fiscal Year 2016-2017 Investment Report. The motion was adopted on a vote of 3 – 0 by Evans, Clarke and Lewis.

Other Business

10. Review Third Quarter Legal Services Activity Report for Fiscal Year 2016-17

This item was presented for informational purposes only. No action was taken by the committee.

11. Review Draft May 15, 2017 Board Meeting Agenda

The committee reviewed the agenda and made no changes.

Adjournment

The meeting was adjourned at 4:20 PM.