



**EXHIBIT 1-A**

**DRAFT MINUTES  
Monterey Peninsula Water Management District  
Administrative Committee  
September 12, 2016**

**Call to Order**

The meeting was called to order at 3:38 PM in the District Conference Room.

Committee members present: Andrew Clarke  
Brenda Lewis (arrived at 3:40)  
David Pendergrass

Staff present: Suresh Prasad, Administrative Services Manager/Chief Financial Officer  
Cynthia Schmidlin, Human Resources Analyst  
Larry Hampson, Planning and Engineering Manager/District Engineer  
Sara Reyes, Office Services Supervisor

**Oral Communications**

None

- 1. Approve Minutes of August 8, 2016 Committee Meeting**  
On a motion by Clarke and second by Pendergrass, the minutes of the August 8, 2016 meeting were approved on a vote of 2 to 0.

**Items on Board Agenda for September 19, 2016**

- 2. Consider Approval of Reorganization Changes to the District's Organization Chart and Addition of Hydrology Technician Position**  
On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board authorize a change from the current District Organization Chart to reflect the reorganization changes of combining the Water Resources and Planning and Engineering Divisions.
- 3. Consider Adoption of Resolution 2016-15 – Public Records Act Policy**  
On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board adopt the Public Records Act policy.
- 4. Consider Contract with Whitson Engineers to Conduct a Survey of the Carmel River Channel**  
On a motion by Clarke and second by Lewis, the committee voted 3 to 0 to recommend the General Manager amend an existing agreement with Whitson Engineers for survey work to increase the not-to-exceed amount by \$45,000 to conduct a survey in the Carmel River channel.

**5. Consider Approval of June 2016 Treasurer’s Report**

On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board adopt the June 2016 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month.

**6. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2015-2016**

On a motion by Lewis and second by Clarke, the committee voted 3 to 0 to recommend the Board receive and file the Fourth Quarter Financial Activity Report for Fiscal Year 2015-2016.

**7. Consider Approval of Fourth Quarter Fiscal Year 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 Fourth Quarter Fiscal Year 2015-2016 Investment Report.

**Other Business**

**8. Review Draft September 19, 2016 Board Meeting Agenda**

A revised agenda was submitted to the committee for review. No changes were made by the committee.

**Adjournment**

The meeting was adjourned at 4:07 PM.