



## **EXHIBIT 1-A**

### **DRAFT MINUTES Monterey Peninsula Water Management District Administrative Committee November 6, 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  
Jeanne Byrne  
Andrew Clarke

Staff present: David Stoldt, General Manager  
Suresh Prasad, Administrative Services Manager/Chief Financial Officer  
Larry Hampson, Planning and Engineering Manager/District Engineer  
Jon Lear, Senior Hydrogeologist  
Stephanie Locke, Water Demand Manager

Others present: Hilary Huntington, Business Development Executive – Accela Inc.

#### **Oral Communications**

None

#### **Items on Board Agenda for November 13, 2017**

##### **1. Consider Adoption of Minutes of September 11, 2017 Committee Meeting**

On a motion by Clarke and second by Lewis, the minutes of the September 11, 2017 meeting were approved on a vote of 2 – 0 by Clarke and Lewis. Director Byrne abstained from voting since she was not in attendance at the September 11, 2017 committee meeting.

##### **2. Consider Expenditure for Cultural Resources Studies for the Rancho San Carlos Road Streambank Stabilization Project**

On a motion by Clarke and second by Lewis, the committee recommended that the Board approve the expenditure of funds for Cultural Resources studies at the Rancho San Carlos Road Streambank Stabilization Project in the Carmel River with LSA Associates, Inc. for a not-to-exceed amount of \$25,000. The motion was approved on a vote of 2 – 0 by Clarke and Lewis. Director Byrne voted against the motion.

##### **3. Consider Expenditure to Replace Downhole Injection Valve at Aquifer Storage and Recovery Well Number 1**

On a motion by Byrne and second by Clarke, the committee recommended that the Board enter into an agreement for \$70,000 with Baski to manufacture and deliver the downhole flow valve for ASR 1. The

motion was approved on a vote of 3 – 0 by Byrne, Clark and Lewis.

**4. Consider Approval of Contract with ACCELA Inc. for Purchase and Implementation of Water Demand Division Database**

On a motion by Byrne and second by Clarke, the committee recommended that the Board authorize the General Manager or Chief Financial Officer to enter into an agreement with Accela Inc. for an amount of \$725,000 (\$705,780.87 for the actual contract plus contingencies), to purchase and implement the new WDD database system. The motion was approved on a vote of 3 – 0 by Byrne, Clarke and Lewis.

Hilary Huntington, Business Development Executive with Accela Inc., gave an overview of the company and the proposed Accela Civic Platform Subscription and Delivery Services.

**5. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2016-2017**

On a motion by Clarke and second by Byrne, the committee recommended that the Board receive and file the Fourth Quarter Financial Activity Report for Fiscal Year 2016-2017 . The motion was approved on a vote of 3 – 0 by Clarke, Byrne and Lewis.

**6. Consider Approval of Fourth Quarter Fiscal Year 2016-2017 Investment Report**

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

**7. Consider Approval of Treasurer’s Report for July 2017**

On a motion by Byrne and second by Clarke the committee recommended the Board adopt the July 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 Byrne, Clarke and Lewis.

**8. Consider Approval of Treasurer’s Report for August 2017**

On a motion by Clarke and second by Byrne, the committee recommended the Board adopt the August 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, Byrne and Lewis.

**Other Business**

**9. Review Draft November 13, 2017 Board Meeting Agenda**

The committee reviewed the draft November 13, 2017 agenda and made no changes.

**Adjournment**

The meeting was adjourned at 4:32 PM.