



## **EXHIBIT 1-A**

### **DRAFT MINUTES**

### **Monterey Peninsula Water Management District Administrative Committee June 11, 2018**

#### **Call to Order**

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

Committee members present: Brenda Lewis – Chair (arrived at 3: 42 PM)  
Andrew Clarke  
Ralph Rubio

Staff present: Suresh Prasad, Administrative Services Manager/Chief Financial Officer  
Stephanie Locke, Water Demand Manager  
Larry Hampson, Water Resources & Engineering Manager/District Engineer  
Kevan Urquhart, Sr. Fisheries Biologist  
Maureen Hamilton, Water Resources Engineer  
Mark Dudley, Information Technology Manager  
Sara Reyes, Sr. Office Specialist

#### **Oral Communications**

None

#### **Items on Board Agenda for June 18, 2018**

- 1. Consider Adoption of Minutes of May 14, 2018 Committee Meeting**  
On a motion by Rubio and second by Clarke, the minutes of the May 14, 2018 meeting were approved on a vote of 2 – 0 by Rubio and Clarke. Director Lewis was absent for this item.
- 2. Consider Approval of Service Agreement for the Provision of Election Services with Monterey County Registrar of Voters for November 6, 2018 General Election**  
On a motion by Clarke and second by Rubio, the committee recommended the Board enter into the agreement with the Registrar of Voters for the provision of election services. The motion was approved on a vote of 2 – 0 by Clarke and Rubio. Director Lewis was absent for this item.
- 3. Consider Approval of Expenditure for Phone System and Server Network Upgrade**  
On a motion by Rubio and second by Clarke, the committee recommended the Board authorize expenditure of funds to purchase and upgrade the phone system, network cabling, server room relocation, and server room air conditions at a not-to-exceed price of \$60,000. The motion was approved on a vote of 2 – 0 by Rubio and Clarke. Director Lewis was absent for this item.
- 4. Authorize Expenditure for Software Maintenance Agreements for FY 2018-2019**  
On a motion by Clarke and second by Rubio, the committee voted to recommend the Board authorize expenditures not-to-exceed \$96,575 to purchase the items presented in the table. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.

<b>Product</b>	<b>Price</b>
ESRI ArcGIS Standard concurrent	\$4,400
ESRI ArcGIS Standard stand-alone	1,650
ESRI Extensions	2,500
Latitude Geographics GeoCortex	6,000
ESRI EDN	1,650
ArcGIS Server Two Core	1,400
Server networking	3,500
Backup, antivirus and MS office	9,500
Docuware (Financial)	8,000
Tyler Technologies (Financial)	22,500
GovInvest (Financial)	6,500
Accela Support (Water Demand)	30,000
<b>TOTAL</b>	<b>\$97,600</b>

**5. Consider Approval of Amendment No. 2 to Agreement with Regional Government Services Authority for Management and Administrative Services**

On a motion by Clarke and second by Rubio, the committee voted to recommend the Board authorize the General Manager or Administrative Services Manager/CFO to sign Amendment No. 2 to existing Agreement with RGS to provide management and administrative services for an amount not-to-exceed \$70,000. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.

**6. Consider Expenditure for Temporary Agency Employee to Assist with Electronic Document Storage During FY 2018-2019**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board authorize the expenditure of funds for a local staffing agency to provide an individual, or successive individuals if necessary, for six months to perform scanning project for the District. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**7. Consider Approval of Agreement with Lynx Technologies for Geographic Information System (GIS) Services**

On a motion by Clarke and second by Rubio, the committee voted to recommend the Board authorize the General Manager or the Administrative Services Manager/CFO to enter into an agreement with Lynx Technologies to provide GIS services for an amount not-to-exceed \$35,000. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.

**8. Authorize Funds to Contract for Limited-Term Field Positions During FY 2018-2019**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board authorize the expenditure of funds to hire several limited-term Water Resources Assistants for up to a total of 1,5000 hours of work, several Fisheries Aides for up to 1,000 hours between July 1, 2017 and June 30, 2018. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**9. Consider Approval of Three Temporary Field Staff Positions Funded through the Interagency Contract Between MPWMD and NMFS to Provide for a Cooperative Research and Monitoring Projects**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board approve three temporary field staff positions for cooperative research and monitoring projects with the NOAA/NMFS for fiscal year 2018-2019. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

- 10. Consider Renewal of Standard License Agreement with CoreLogic Information Solutions, Inc.**  
On a motion by Clarke and second by Rubio, the committee voted to recommend the Board authorize expenditure of up to \$14,000 to continue use of CoreLogic’s RealQuest Professional services. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.
  
- 11. Approve Expenditure to Corporation Service Company – Recording Fees**  
On a motion by Rubio and second by Clarke, the committee voted to recommend the Board approve the expenditure of up to \$100,000 for recording fees for the Fiscal Year 2018-2019. The motion was approved on a 3 - 0 vote by Rubio, Clarke and Lewis.
  
- 12. Consider Expenditure for Water Conservation Messaging Materials**  
On a motion by Rubio and second by Clarke, the committee voted to recommend the Board support an expenditure of up to \$25,000 to renew the District’s stock of water conservation signage. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.
  
- 13. Consider Funding Rebates in the California American Water System Between July 1, 2018 and the Availability of Funding from the Cal-Am General Rate Case**  
On a motion by Clarke and second by Rubio, the committee voted to recommend the Board support the continued front funding of rebates from the General Fund pending approval of Cal-Am’s GRC budget. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.
  
- 14. Consider Continuance of Contract with Zone 24x7 for Water Demand Database Improvements and Maintenance**  
On a motion by Rubio and second by Clarke, the committee voted to recommend authorizing the General Manager or the Chief Financial Officer to enter into an agreement with Zone 24x7 for an amount of \$60,000. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.
  
- 15. Consider Expenditure to Amend Contract with Pueblo Water Resources to Provide Hydrogeologic Review for Water Distribution System Permits**  
  
On a motion by Clarke and second by Rubio, the committee voted to recommend the Board authorize the General Manager to amend the current District professional services contract with Pueblo for a not-to-exceed amount of \$2,000 for FY 2018-2019. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.
  
- 16. Consider Approval to Purchase Expendable PIT Tags and Other Disposable Tagging Supplies for the Remainder of Calendar Year 2018**  
On a motion by Rubio and second by Clarke, the committee voted to recommend the Board authorize additional expenditure of budgeted funds in the amount of \$12,000 for FY 2017-2018 and \$8,000 for FY 2018-2019 to cover solely the costs of expendable/disposable PIT tags and tagging supplies, not including other miscellaneous ongoing operational expenses to support the program. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**17. Consider Authorizing the General Manager to Increase the Level of Indemnification in a Right-of-Entry and Project Permission Agreement with Quail Lodge, Inc. for the Carmel River Bank Stabilization Project at Rancho San Carlos Road**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board authorize the General Manager to negotiate with Quail Lodge, Inc. to increase the level of indemnification for Quail Lodge, Inc. up to \$30,000. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**18. Consider Funding an Addendum to the MPWMD Aquifer Storage and Recovery Project Environmental Impact Report/Environmental Assessment**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board authorize the General Manager to contract with Denise Duffy and Associates for preparation of an Addendum to the ASR EIR/EA for the proposed Project in an amount not-to-exceed \$17,185 with a 10% contingency for a total authorization not-to-exceed \$19,652. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**19. Consider Funding a Storm Water Pollution Prevention Plan Development and Monitoring Services for ASR Expansion**

On a motion by Clarke and second by Rubio, the committee voted to recommend the Board authorize the General Manager to enter into a contract with Schaaf and Wheeler for development of a SWPPP in an amount not-to-exceed \$15,000. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.

**20. Consider Renewal of Contract with JEA & Associates for Legislative and Administrative Services**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board approve the contract with JEA & Associates for a not-to-exceed amount of \$35,000 for Fiscal Year 2018-2019. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**21. Consider Renewal of Contract with the Ferguson Group for Legislative and Administrative Services**

On a motion by Rubio and second by Clarke, the committee voted to recommend that the Board authorize the General Manager to enter into an agreement with the Ferguson Group for FY 2018-2019. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**22. Consider Renewal of Contract for District Public Outreach and Communications Services with TBC Communications and Media**

On a motion by Clarke and second by Rubio, the committee voted to recommend the Board approve a contract with TBC Communications & Media. The motion was approved on a 3 – 0 vote by Clarke, Rubio and Lewis.

**23. Consider Adoption of Resolution 2018-12 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board adopt Resolution 2018-12 and authorize the County of Monterey for collection of Water Supply Charge on the property tax bill. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**24. Consider Adoption of Resolution 2018-13 Establishing Article XIII (B) Fiscal Year 2018-2019 Appropriations Limit**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board adopt Resolution 2018-13 - Establishing an Appropriations Limit for Fiscal Year 2018-2019 in the amount of \$1,718,220. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**25. Consider Adoption of Resolution 2018-14 Update to Rule 24, Table 3, Capacity Fee History**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board adopt Resolution 2018-14 – Update to Rule 24, Table 3, Capacity Fee History. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**26. Consider Authorization to Provide Funds to Monterey One Water for the Pure Water Monterey Project**

On a motion by Clarke and second by Rubio, the committee voted to recommend the Board approve authorization of \$2 million from reimbursement of preconstruction costs to be reserved as contingency for Monterey One Water to be used towards the Pure Water Monterey Project.

**27. Consider Adoption of Treasurer’s Report for April 2018**

On a motion by Rubio and second by Clarke, the committee voted to recommend the Board adopt the April 2018 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month. The motion was approved on a 3 – 0 vote by Rubio, Clarke and Lewis.

**28. Review Draft June 18, 2018 Board Meeting Agenda**

A revised agenda was distributed to the committee for their review. The committee made no changes.

**Adjournment**

The meeting was adjourned at 4:40 PM.