



**EXHIBIT 17-A**

**FINAL MINUTES  
Monterey Peninsula Water Management District  
Administrative Committee  
June 12, 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  
Molly Evans

Committee members absent: None

Staff present: Suresh Prasad, Administrative Services Manager/CFO  
Larry Hampson, Water Resources & Engineering Manager/District Engineer  
Thomas Christensen, Riparian Projects Coordinator  
Jon Lear, Senior Hydrogeologist  
Stephanie Kister, Conservation Analyst  
Sara Reyes, Sr. Office Specialist

**Oral Communications**

None

**Items on Board Agenda for June 19, 2017**

**1. Consider Adoption of Minutes of May 8, 2017 Committee Meeting**

On a motion by Clarke and second by Evans, the minutes of the May 8, 2017 meeting were approved on a vote of 3 to 0 by Clarke, Evans and Lewis.

**2. Consider Expenditure of Funds for a California Department of Fish and Wildlife Permit Application Fee for the Phase 2 Aquifer Storage and Recovery Project**

On a motion by Evans and second by Clarke, the committee recommended that the Board consider spending \$7,311 for the remainder of Fiscal Year 2016-2017 to cover this permit application fee if required by California Department of Fish and Wildlife. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**3. Consider Approval of Contract with CSUMB Foundation for Carmel River Cross Section Survey and Large Wood Inventory**

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize the General Manager to enter into an agreement with the University Foundation at CSUMB for a not-to-exceed amount of \$19,000. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**4. Consider Approval of Contract with Balance Hydrologics, Inc. for Design of Lower San Carlos Restoration Project**

On a motion by Evans and second by Clarke, the committee recommended that the Board authorize the General Manager to enter into an agreement with Balance Hydrologics, Inc. to provide design services for a not-to-exceed amount of \$56,500. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**5. Consider Approval of Amendment No. 1 to Agreement with Regional Government Services Authority for Management and Administrative Services**

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize the General Manager or the Administrative Services Manager/CFO to sign Amendment No. 1 to the existing Agreement with RGS to provide management and administrative services for an amount not-to-exceed \$70,000. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**6. Consider Expenditure to Contract for a Limited-Term Project Manager in the Planning and Engineering Division During FY 2017-2018**

On a motion by Evans and second by Clarke, the committee recommended that the Board authorize the expenditure of funds to hire a limited-term Project Manager for up to 357 hours of work from July 1, 2017 through June 30, 2018. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**7. Consider Expenditure for Temporary Agency Employee to Assist with Data Migration During FY 2017-18**

On a motion by Evans and second by Clarke, the committee recommended that the Board authorize the expenditure of funds for a local staffing agency to provide an individual to perform data migration duties for 1,980 hours from July 1, 2017 through June 30, 2018. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

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

On a motion by Clarke and second by Evans, the committee recommended that 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 vote of 3 – 0 by Clarke, Evans and Lewis.

**9. Consider Approval of Contract with Towill Inc. for Annual Aerial Photography of the Carmel River**

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize the General Manager to enter into an agreement with Towill Inc. to provide aerial photography for a not-to-exceed amount of \$30,000. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**10. Consider Expenditure to Contract for Limited-Term Field Position during FY 2017-2018**

On a motion by Evans and second by Clarke, the committee recommended that the Board authorize the expenditure of funds to hire several limited-term Water Resources Assistants for up to a total of 2,837 hours of work, several Fisheries Aides for up to 1,058 hours, and one on-call Fish Crew Leader for up to 136 hours, between July 1, 2017 and June 30, 2018. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**11. Consider Renewal of Standard License agreement with CoreLogic Information Solutions, Inc.**

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize the expenditure of up to \$14,000 for the standard license agreement and deposit. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**12. Consider Continuance of Contract with Zone24x7 for Water Demand Database Improvements and Maintenance**

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize expenditure of budgeted funds in an amount not-to-exceed \$60,000 for programming changes to the WDD-DBS to accommodate functionality improvements and database support/maintenance. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**13. Consider Amendment to Contract with Pueblo Water Resources to Provide Hydrogeologic Review for Water Distribution System Permits**

On a motion by Evans and second by Clarke, the committee recommended that 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 2017-2018. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**14. Consider Authorizing CLA-VAL Western Regional Service to Proceed with Annual Maintenance and Servicing of Valves at the Santa Margarita and Seaside Middle School Aquifer Storage and Recovery Facilities**

On a motion by Clarke and second by Evans, the committee recommended that the Board authorize the General Manager to enter into an agreement with CLA-VAL Western Regional Service to complete the annual maintenance of the CLA-VALs located at the ASR facilities. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**15. Consider Contract for District Public Outreach and Communications Services with TBC Communications & Media for Fiscal Year 2017-2018**

On a motion by Clarke and second by Evans, the committee recommended that the Board approve a contract with TBC Communications & Media for outreach services for Fiscal Year 2017-2018 for a not-to-exceed amount of. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis. Suresh Prasad distributed a Draft Public Outreach Schedule and Proposed Scope of Work provided by TBC Communications & Media.

**16. Consider Adoption of Resolution 2017-07 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 Evans and second by Clarke, the committee recommended the Board review and adopt Resolution 2017-07 and authorize the County of Monterey for collection of Water Supply Charge on the property tax bill. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**17. Consider Adoption of Resolution 2017-10 Establishing Article XIII(B) Fiscal Year 2017-18 Appropriations Limit**

On a motion by Evans and second by Clarke, the committee recommended adoption of Resolution 2017-10, Establishing an Appropriations Limit for Fiscal Year 2017-2018 in the amount of \$1,655,573. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**18. Consider Adoption of Resolution 2017-11 Update to Rule 24, Table 3, Capacity Fee History**

On a motion by Clarke and second by Evans, the committee recommended adoption of Resolution 2017-11, Update to Rule 24, Table 3, Capacity Fee History. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**19. Consider Adoption of Resolution 2017-12 Amending Fees and Charges Table – Rule 60**

On a motion by Clarke and second by Evans, the committee recommended adoption of Resolution 2017-12, Amending Rule 60, Fees and Charges Table. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**20. Consider Authorization to Contract with Hayashi & Wayland to Conduct Annual Financial Audit for Fiscal Year Ending 2017, 2018, and 2019**

On a motion by Clarke and second by Evans, the committee recommended the Board authorize the Chief Financial Officer to enter into a 3-year agreement with Hayashi & Wayland to conduct the annual audit of the District's financial records for a total cost of \$136,500 plus additional fee for CAFR compilation and implementation of GASB75 standards. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**21. Consider Adoption of Treasurer's Report for April 2017**

On a motion by Evans and second by Clarke, the committee recommended the Board adopt the April 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 Evans, Clarke and Lewis.

**Other Business**

**22. Review Draft June 19, 2017 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 4:52 PM.