

This meeting has been noticed according to the Brown Act rules. This agenda was posted on Friday, November 3, 2017.



**Administrative Committee**

**Members:**

Andrew Clarke  
Brenda Lewis, Chair  
Jeanne Byrne

**Alternate:**

Molly Evans

**Staff Contact:**

Suresh Prasad

After staff reports have been distributed, if additional documents are produced by the District and provided to the Committee regarding any item on the agenda, they will be made available at 5 Harris Court, Building G, Monterey, CA during normal business hours. In addition, such documents may be posted on the District website at [www.mpwmd.net](http://www.mpwmd.net). Documents distributed at the meeting will be made available in the same manner.

AGENDA  
**Administrative Committee  
of the Monterey Peninsula Water Management District**

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**Monday, November 6, 2017, 3:30 pm**

MPWMD Conference Room, 5 Harris Court, Building G, Monterey, CA

**Call to Order**

**Comments from Public** – *The public may comment on any item within the District's jurisdiction. Please limit your comments to three minutes in length.*

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

1. Consider Adoption of Minutes of September 11, 2017 Committee Meeting
2. Consider Expenditure for Cultural Resources Studies for the Rancho San Carlos Road Streambank Stabilization Project
3. Consider Expenditure to Replace Downhole Injection Valve at Aquifer Storage and Recovery Well Number 1
4. Consider Approval of Contract with ACCELA Inc. for Purchase and Implementation of Water Demand Division Database
5. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2016-2017
6. Consider Approval of Fourth Quarter Fiscal Year 2016-17 Investment Report
7. Consider Approval of Treasurer's Report for July 2017
8. Consider Approval of Treasurer's Report for August 2017

**Other Business**

9. Review Draft November 13, 2017 Board Meeting Agenda

**Adjournment**

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service by 5 PM on November 3, 2017. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey, CA, 93942. You may also fax your request to the Administrative Services

Division at 831-644-9560, or call 831-658-5600.

<b>2017 Administrative Committee Meeting Schedule</b>	
Monday, December 5	3:30 PM
Wednesday, January 17, 2018	3:30 PM
Wednesday, February 21, 2018	3:30 PM

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**ADMINISTRATIVE COMMITTEE****1. ADOPT MINUTES OF SEPTEMBER 11, 2017 COMMITTEE MEETING**

**Meeting Date:** November 6, 2017

**From:** David J. Stoldt,  
General Manager

**Prepared By:** Sara Reyes

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**SUMMARY:** Draft minutes of the September 11, 2017 Administrative Committee meeting are attached as **Exhibit 1-A**.

**RECOMMENDATION:** The Committee should review the minutes and adopt them by motion.

**EXHIBIT**

**1-A** Draft Minutes of September 11, 2017 Committee Meeting





**EXHIBIT 1-A**

DRAFT MINUTES

**Monterey Peninsula Water Management District  
Administrative Committee  
September 11, 2017**

**Call to Order**

The meeting was called to order at 3:34 PM in the District Conference Room.

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

Staff present: David Stoldt, General Manager  
Suresh Prasad, Administrative Services Manager/Chief Financial Officer  
Kevan Urquhart, Sr. Fisheries Biologist

**Oral Communications**

None

**Items on Board Agenda for September 18, 2017**

**1. Consider Adoption of Minutes of August 14, 2017 Committee Meeting**

On a motion by Clarke and second by Evans, the minutes of the August 14, 2017 meeting were approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**2. Consider Approval of an Interagency Contract for MPWMD to Provide Temporary Field Staff for a Cooperative Research and Monitoring Project with the NMFS for 2017-2019**

On a motion by Evans and second by Clarke, the committee recommended that the Board approve the interagency contract and hiring of temporary field staff for cooperative research and monitoring projects with the NOAA/NMFS for FY 2017-2018 at a cost not-to-exceed \$35,000. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**3. Consider Approval of Contract with Scardina Builders, Inc. for the Repair of the Sleepy Hollow Steelhead Rearing Facility Rearing Channel's Bird Netting and Planks**

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 Scardina Builders, Inc. to provide rearing channel repair work for a not-to-exceed amount of \$25,500. Due to the unknown nature of the frame repair work, an additional \$4,500 was requested as a contingency in the case of unexpected expenses, for a project total of up to \$30,000. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**4. Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2018**

On a motion by Evans and second by Clarke, the committee recommended that the Board authorize the General Manager to execute the agreement with the USGS providing cooperative investigation of the water resources within the District for Water Year (WY) 2018 for an amount not-to-exceed \$15,300. The motion was approved on a vote of 3 – 0 by Evans, Clarke and Lewis.

**5. Consider Expenditure for Travel to Washington DC**

On a motion by Clarke and second by Evans, the committee recommended that the Board approve expenses for Director Brower’s travel, including lodging and meals, that may exceed the IRS reimbursable rates. The motion was approved on a vote of 2 – 1 by Clarke and Evans. Director Lewis voted against the motion.

**6. Consider Adoption of Treasurer’s Report for June 2017**

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

**7. Consider Expenditure of Funds for Pure Water Monterey Expansion Feasibility Study as Required by California Public Utilities Commission Application No. 12-04-019**

On a motion by Clarke and second by Evans the committee recommended the Board authorize the expenditure in the amount of \$50,000 for the Expansion Feasibility Study of the Pure Water Monterey Project. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**8. Consider Approval of Amendment 2 to the Cost Sharing Agreement with the Monterey Regional Water Pollution Control Agency for the Pure Water Monterey Project**

On a motion by Clarke and second by Evans, the committee recommended the Board approve Amendment 2 to the Cost Sharing Agreement with MRWPCA for the Pure Water Monterey Project. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.

**Other Business**

**9. Review Draft September 18, 2017 Board Meeting Agenda**

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

**Adjournment**

The meeting was adjourned at 4:34 PM.

## ADMINISTRATIVE COMMITTEE

### 2. CONSIDER EXPENDITURE FOR CULTURAL RESOURCES STUDIES FOR THE RANCHO SAN CARLOS ROAD STREAMBANK STABILIZATION PROJECT

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>Yes</b>
<b>From:</b>	<b>David J. Stoldt General Manager</b>	<b>Program/ Line Item No.:</b>	<b>Erosion Protection 2-2-1-A</b>
		<b>Account No.</b>	<b>24-03-789541</b>
<b>Prepared By:</b>	<b>Larry Hampson</b>	<b>Cost Estimate:</b>	<b>\$25,000</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee reviewed this item on November 6, 2017 and recommended \_\_\_\_\_.

**CEQA Compliance:** This action does not constitute a project as defined by the California Environmental Quality Act Guidelines section 15262 for feasibility and planning studies.

**SUMMARY:** Staff proposes to contract with LSA Associates, Inc. for Cultural Resources studies in the Carmel River near the Rancho San Carlos Road Bridge in association with applying to the U.S. Army Corps of Engineers for a permit to carry out streambank restoration. Work would be consistent with Section 106 of the National Historic Preservation Act and include historical research, a field visit, outreach to interested Native American tribes, documentation, and development of an ESA Action Plan, if required, as described in **Exhibit 2-A - Proposal**.

**RECOMMENDATION:** Staff recommends approval of the expenditure of funds for Cultural Resources studies at the Rancho San Carlos Road Streambank Stabilization Project in the Carmel River. If this item is adopted with the Consent Calendar, the General Manager would be authorized to enter into an agreement for services with LSA Associates, Inc. for a not-to-exceed (NTE) amount of \$25,000.

**IMPACTS TO STAFF/RESOURCES:** Funds for additional work for this project are identified in the FY 2017-18 Budget, Program Line Item 2-2-1-A, Work at lower San Carlos restoration project.

**DISCUSSION:** The reach of the river downstream of Rancho San Carlos Road has been subject to instability and minor erosion for several years. High flows in February 2017 eroded the south bank and removed several large cottonwoods from a 400-foot long portion of the river in one of the last remaining mature riparian forest areas along the river. Future high flows could destabilize the area downstream, which would threaten homes on the north side of the river and Hacienda Carmel, a retirement community with about 300 units.

Balance Hydrologics, Inc. completed a draft design for the project that included removal of a portion of the unstable upper streambank and fill along the lower portion of the streambank that

would be fortified with a crib wall. After carrying out a site visit with one of the property owners, the Santa Lucia Conservancy (Conservancy), MPWMD received a copy of a letter to the Conservancy expressing concern about the impact of the project on Santa Barbara sedge located on the streambank and terrace area proposed for construction (see **Exhibit 2-B – Letter to Santa Lucia Conservancy**).

The letter to the Conservancy from Linda Yamane, a tribal stakeholder, characterized the proposed streambank restoration project area as a place with natural resources that are important for use in traditional crafts. A Cultural Resources study in compliance with Section 106 of the National Historic Preservation Act would be carried out to determine if the project area qualifies as a historically significant site and what actions should be taken to preserve the resource.

## **EXHIBITS**

**2-A** Proposal

**2-B** Letter dated 27 August 2017 to Christy Fischer from Linda Yamane





October 24, 2017

Larry Hampson, District Engineer  
Monterey Peninsula Water Management District  
P.O. Box 85  
Monterey California 93942

Subject: Proposal for Section 106 Cultural Resources Consulting Services for the Carmel River Bank Stabilization at Rancho San Carlos Road Project, Carmel, Monterey County, California.

Dear Mr. Hampson:

Thank you for providing LSA with the opportunity to propose cultural resources consulting services for the above-referenced project. The two-acre project area is situated in and adjacent to the Carmel River, and will repair riverbanks damaged during last winter's high volume water flow events. The project will consist of the installation of a series of rock vanes/barbs of ¼- to two-ton rip-rap along with some rock placed on the slope. Filtering to prevent piping would be accomplished with an appropriately sized gravel filter. For the right bank, approximately 30-40 cubic yards of rock (about 60 to 80 tons) would be imported to the site and placed along the streambank to form a vane/barb. For the left bank, approximately 125 cubic yards of rock (about 250 tons) would be imported to the site and placed along the streambank to form a series of vanes/barbs. Work would be carried out when the river dries up or during very low flows when the river could be contained in a small low flow channel through the reach.

LSA will conduct cultural resources studies that are needed for the project to comply with the requirements of Section 106 of the National Historic Preservation Act (Section 106), which is necessary because the project requires a U.S. Army Corps of Engineers (Corps) Section 404 Nationwide Permit. LSA's studies will be directed toward the identification of cultural resources that have the potential to qualify as historic properties under Section 106. Due to the presence of plant resources (Santa Barbara sedge), which have been characterized by tribal stakeholders as natural resources of concern for their importance in traditional crafts, LSA will conduct consultation outreach with California Native American tribes to obtain their input and concerns regarding potential effects to this resource, and LSA will preliminarily document the resource on the appropriate State of California forms. The results of these core study tasks will be documented in a technical report of findings.

As an optional task, LSA anticipates that the resource area of concern (i.e., the sedge beds) can be adequately protected through the establishment of an Environmentally Sensitive Area (ESA) to exclude potentially damaging project activities, and that LSA will prepare an ESA Action Plan to be approved by the Monterey Peninsula Water Management District (District) and the Corps and implemented in coordination with any concerned Native American representatives.

LSA will complete the following core tasks to prepare a cultural resources report of findings:

**Task 1: Prepare Area of Potential Effects (APE) Map.** LSA will prepare an Area of Potential Effects (APE) map, as required by Section 106, that depicts the area of project ground disturbance. Preparation of the APE map will require CAD or GIS files of the project to be provided by the District. Budget for this task: \$1,500.

**Task 2: Consult Interested Parties.** LSA will conduct interested parties consultation outreach, as part of the requirements of Section 106, by contacting the Native American Heritage Commission (NAHC), Native Americans contacts on the NAHC contacts list including the Rumsen Tribe, and local Historical Societies, to request information or concerns they might have regarding cultural resources in the APE. An LSA archaeologist will attend two meetings with tribal representatives to discuss their concerns regarding the plant resource in the APE. Budget for this task: \$4,440.

\*\*\*Please note\*\*\* that formal consultation may be requested between interested tribal organizations and the Corps, as the federal lead agency responsibility under 36 CFR Part 800, the regulations that implement Section 106. LSA may assist the Corps in its consultation with tribal organizations, but only in a technical capacity and subject to approval from the consulting parties for such involvement due to the government-to-government nature of such consultation. Because the nature and extent of this consultation is unknown as this time, that consultation process (beyond the outreach letters and meetings described in this proposal) are not included in this scope and fee.

**Task 3: Perform Records Search.** LSA will conduct a records search at the Northwest Information Center (NWIC) in Rohnert Park, California, to identify whether a part or all of the APE has been previously surveyed for cultural resources; whether any known cultural resources have been recorded on or adjacent to the APE; and whether the APE's sensitivity for archaeological cultural resources is low, moderate, or high. Budget for this task: \$1,635.

**Task 4: Perform Background Research.** LSA will conduct background research using online resources and literature at LSA to identify the historic context and past history of the APE. This information will be used to determine if there is a potential for significant buried cultural resources on the property. If subsurface archaeological testing is required by the Corps, such testing would necessitate an augment to the scope. Budget for this task: \$800.

**Task 5: Perform Archaeological Field Survey.** LSA will conduct a field survey of the APE. Budget for this task: \$1,050.

**Task 6: Sedge Recording.** LSA will prepare California Department of Parks and Recreation 523 Series forms that document the boundary and contents of the resource. The forms will be appended to the report of findings. Budget for this task: \$2,845.

**Task 7: Prepare Report of Findings.** Following the completion of the tasks outlined above, a report of findings will be prepared which describes the results of the records search, interested parties

consultation, background research, and field survey. The report of findings will be prepared in accordance with the Corps' March 24, 2014, *Guidelines for Compliance with Section 106 of the National Historic Preservation Act*<sup>1</sup> and the guidelines specified in *Detailed Recommendations for Section 106 Consultation Submittals*, and *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format*, developed by the California Office of Historic Preservation (OHP), February 1990. Budget for this task: \$7,120.

**Assumptions:**

- LSA has budgeted eight hours to respond to comments on the report of findings.
- In addition to the sedge, if any other cultural resources are identified in or adjacent to the APE, a budget augment will be necessary to record or evaluate them.

**The required tasks listed above can be completed for a budget not to exceed \$19,390.**

**Optional Tasks:**

If requested, LSA will complete the following optional tasks:

**ESA Action Plan.** If the Corps determines that the sedge concentration can be protected by the implementation of an ESA, LSA will prepare an ESA Action Plan that will present the procedures for installing, monitoring, and removing an ESA fence. Implementation of the plan would require a budget augment. LSA has budgeted four hours to respond to comments on the ESA Action Plan. Budget for this task: \$3,785.

Sincerely,

**LSA Associates, Inc.**



**Neal Kaptain, M.A. Associate**

**Archaeologist RPA 3799700 and Architectural Historian**

**Attachment: Standard Billing Rates**

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<sup>1</sup> The Corps' guidelines cited here were produced by the Corps' Sacramento District. These guidelines, however, are commonly used throughout the Corps districts in California.

## **SCHEDULE OF STANDARD CONTRACT PROVISIONS AND BILLING RATES**

### **FEES FOR PROFESSIONAL SERVICES**

#### **Fixed-Fee Contracts**

If a fixed-fee proposal, the professional services described in the Scope of Services Section of the attached proposal shall be provided for the fixed fee noted in the proposal. All other professional services are considered extra services. Extra services shall be provided on a time and expenses basis at the same rates specified for hourly contracts, unless other arrangements are made in advance.

#### **Hourly Contracts**

If an hourly plus expenses proposal, the professional services described in the Scope of Services Section of the attached proposal shall be provided on a time and materials basis at current hourly rates. These rates are as shown on a Rate Schedule that is attached, or can be made available. Hourly rates are subject to review at least annually on or about June 1 of each year, and may be adjusted to reflect changing labor costs, at our discretion, at that time. (A schedule can be made available upon request.)

Direct costs (including cost of subconsultants) shall be reimbursed at cost plus 10 percent, unless other arrangements are made in advance, and are not included in the hourly fee for professional services.

The total estimated amount of time and expenses noted in the proposal will serve as a control on the services to be provided. The specified amount will not be exceeded without prior approval of the client.

### **INVOICING**

Monthly invoices shall be submitted for progress payment based on work completed to date. Clients requesting changes to LSA's standard invoice may be billed for the time to develop the invoice and monthly administration of the billing.

### **PAYMENT OF ACCOUNTS**

Terms are net 30 days. A service charge of 1.5 percent of the invoice amount (18 percent annual rate) may be applied to all accounts not paid within 30 days of invoice date. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the client.

### **STANDARD OF CARE**

Services provided by LSA under this Agreement will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

### **INDEMNIFICATION**

Client and consultant each agree to indemnify and hold the other harmless and their respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and

expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, and expenses are caused by the indemnifying party's negligent acts, errors, or omissions.

### **ELECTRONIC FILE DATA CHANGES**

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by LSA. Files in electronic media format or text, data, graphic, or other types that are furnished by LSA to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, LSA makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those of LSA at the beginning of the assignment.

### **FORCE MAJEURE**

Neither party shall be deemed in default of this Agreement to the extent that any delay in performance of its obligation results from any cause beyond its reasonable control and without its negligence.

### **LITIGATION**

In the event that either party brings action under the proposal for the breach or enforcement thereof, the prevailing party in such action shall be entitled to its reasonable attorneys' fees and costs whether or not such action is prosecuted to judgment.

### **NOTICES**

Any notice or demand desired or required to be given hereunder shall be in writing, and shall be deemed given when personally delivered or deposited in the mail, postage prepaid, sent certified or registered, and addressed to the parties as set forth in the proposal or to such other address as either party shall have previously designated by such notice. Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received 5 days after the date on which it was mailed.

### **TERMINATION OF CONTRACT**

Client may terminate this agreement with 7 days prior notice to LSA for convenience or cause. Consultant may terminate this Agreement for convenience or cause with seven days prior written notice to client. Failure of client to make payments when due shall be cause for suspension of services, or ultimately termination of the contract, unless and until LSA has been paid in full all amounts due for services, expenses, and other related charges.

If this Schedule of Standard Contract Provisions is attached to a proposal, said proposal shall be considered revoked if acceptance is not received within 90 days of the date thereof, unless otherwise specified in the proposal.

## HOURLY BILLING RATES EFFECTIVE JUNE 2017

Job Classification							Hourly Rate Range <sup>1,2</sup>
Planning	Environmental	Transportation	Air/Noise	Cultural Resources	Biology	GIS	
Principal	Principal	Principal	Principal	Principal	Principal	Principal	\$180–325
Associate	Associate	Associate	Associate	Associate	Associate	Associate	\$95–240
Senior Planner	Senior Environmental Planner	Senior Transportation Planner/Engineer	Senior Air Quality/Noise Specialist	Senior Cultural Resources Manager	Senior Biologist/Botanist/Wildlife Biologist/Ecologist/Soil Scientist/Herpetologist/Arborist	Senior GIS Specialist	\$95–195
Planner	Environmental Planner	Transportation Planner/Engineer	Air Quality/Noise Specialist	Cultural Resources Manager	Biologist/Botanist/Wildlife Biologist/Ecologist/Soil Scientist/Herpetologist/Arborist	GIS Specialist	\$80–140
Assistant Planner	Assistant Environmental Planner	Assistant Transportation Planner/Engineer	Air Quality/Noise Analyst	Cultural Resources Analyst	Assistant Biologist/Botanist/Wildlife Biologist/Ecologist/Soil Scientist/Herpetologist/Arborist	Assistant GIS Specialist	\$70–105
<b>Field Services</b>							
Senior Field Crew/Field Crew							\$70–100
<b>Office Services</b>							
Graphics							\$115–125
Marketing							\$80–185
Office Assistant							\$55–105
Project Assistant							\$70–100
Research Assistant/Intern							\$50–70
Word Processing/Technical Editing							\$60–115

<sup>1</sup> The hourly rate for work involving actual expenses in court (e.g., giving depositions or similar expert testimony) will be billed at \$400 per hour regardless of job classifications.

<sup>2</sup> Hourly rates are subject to review at least annually, on or about June 1 of each year, and may be adjusted to reflect changing labor costs at LSA's discretion at that time.

## LSA IN-HOUSE DIRECT EXPENSES EFFECTIVE JUNE 2017

Description	Unit Cost	Description	Unit Cost
Reproduction (8.5 x 11) B/W	\$0.07 per page	GPS Unit	\$75.00 per day
Reproduction (8.5 x 11) Color	\$0.40 per page	Total Station Surveying Instrument	\$50.00 per day
Reproduction (11 x 17) B/W	\$0.10 per page	Level (Laser or Optical)	\$25.00 per day
Reproduction (11 x 17) Color	\$0.75 per page	Laser Rangefinder	\$25.00 per day
CD Production	\$5.00 per CD	Sound Meter	\$75.00 per day
USB Flash Drive	\$5.00 per drive	Sound Meter with Velocity Transducer	\$85.00 per day
Plotting	\$3.75 per sq ft	Aerial Photo	Cost
Aerial Drone	\$200.00 per day	Boat Rental	\$125.00 per day
Mileage On-Road	Current federal rate	Water Quality Meter	\$25.00 per day
Mileage Off-Road	Current federal rate		



Linda Yamane  
1585 Mira Mar Ave  
Seaside, CA 93955  
(831) 905-5915  
rumsien123@yahoo.com

27 August 2017

Christy Fischer  
Executive Director  
Santa Lucia Conservancy  
26700 Rancho San Carlos Rd  
Carmel, CA 93923

Christy,

Thank you for bringing to my attention the bank stabilization project proposed for the south bank of the Carmel River just west of the Rancho San Carlos bridge crossing. I am devastated by this news, as this could potentially wipe out a significant plant resource (*Carex barbarae*) that is culturally vital to the continuity of local Rumsen Ohlone Native American basketry. While there are many *Carex* species, the Santa Barbara or "white root" sedge is the only local species suitable for basketry, and the one used traditionally throughout much of California.

As you know, I am a descendant of the Rumsen Ohlone, the native people of lower Carmel Valley, Point Lobos, and Monterey. Our basketry traditions had essentially vanished, the result of the Spanish missions and other cultural impacts that followed. Many cultural traditions had to be abandoned or were impossible to maintain. Our last basketweavers died in the latter part of the 19th century, and only a couple dozen of our old baskets are known to still exist today.

I am 68 years old and have spent the past 30 years researching and making our traditional baskets, some of which take more than a year of painstaking labor to create. I traveled as far as the east coast and to Europe to study some of our old baskets. Over the years, I have become a master weaver recognized throughout the state and nationally. I was invited by the Smithsonian to demonstrate Ohlone basketry for a week at their 2006 Folklife Festival. The British Museum in London features me in their gallery dedicated to American Indian culture. Baskets made with sedge material from this very Carmel River patch are part of permanent collections of the Oakland Museum, San Francisco Presidio (National Park Service) and the Santa Barbara Museum of Natural History. I mention this only to illustrate that these baskets, and the unusual skill required to make them, are widely recognized and valued as part of our local history and heritage.

The baskets are also important for our Rumsen community. Although I have made a few baskets for museum collections, the majority are for our own use as we practice our traditional skills and prepare our traditional foods together. I have been able to teach aspects of our basketry to

others throughout the years, teaching the techniques of harvesting sedge in this very location. We hope that our basketry won't have to disappear again for lack of the native plant materials necessary to make them. We hope these plants will be here for the next generation and the ones that follow.

After searching for a good source of this sedge species (*Carex barbarae*) for about 20 years, it was truly amazing to finally learn of this patch along the river – at the edge of our ancestral village site of Tucutnut! I have been harvesting the rhizomes here for nearly a decade and it is the best I have ever encountered. I also learned through my ethnographic research that this is the very area our basket makers gathered the sedge roots for their baskets – because the sandy conditions produced such beautiful, long runners, as they still do today.

I have found very small amounts of this sedge species in other Carmel Valley locations, but never in the necessary quantity and deep, sandy deposits of this location. Growth in sand permits the plants to produce the long, straight rhizomes required in basketry. And the large plant bed is necessary for harvesting in rotation, allowing a new generation of rhizomes to grow for a year or more after a particular section has been harvested. When one section is being harvested, others are regenerating new underground runners. The harvesting of these underground stems does not interfere with the growth of the plants or their ability to stabilize the land. In fact, I've noticed over the years that routine harvesting makes for a healthier sedge community, for we hand remove non-native weeds in the process, and help keep the plants free of accumulated dead foliage from past seasons.

When French visitor Abel du Petit-Thouars visited Monterey in October of 1837, he remarked: "These natives make baskets so closely woven that they hold water, which they use to cook their food. To do this they boil the water by plunging red-hot stones into it one after another to introduce the necessary heat. They also make baskets in the form of plates and graceful cups which they ornament on the outside with black feathers from the topknots of the California partridge, with other feathers of different colors and with little pearly shells."

We lost our beautiful baskets once, and those that survived are now primarily in European museum collections. But now that we are producing them in our community again, they are valued as cultural icons and works of art. In 2012 I was recognized by the Monterey County Board of Supervisors for restoring the art of Ohlone basketry and cultivating public awareness and respect for Rumsen Ohlone history. In 2013 I was awarded the California Indian Heritage Preservation Award by the Society for California Archaeology. And earlier this month I was honored by the Monterey County Historical Society with their 11th Annual Historic Community Award for my work to preserve and promote local Rumsen language and culture. I point out this recognition not to try to elevate myself, but to put the importance of this traditional art, and the native plants upon which it depends, in a larger historic, cultural, and educational context.

This is an irreplaceable resource worthy of great effort to preserve. I hope we can find a way to do so.

Sincerely,

A handwritten signature in cursive script that reads "Linda Yamane". The signature is written in black ink and is positioned at the bottom left of the page.



## ADMINISTRATIVE COMMITTEE

### 3. CONSIDER EXPENDITURE TO REPLACE DOWNHOLE INJECTION VALVE AT AQUIFER STORAGE AND RECOVERY WELL NUMBER 1

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>Yes</b>
<b>From:</b>	<b>David J. Stoldt General Manager</b>	<b>Program/ Line Item No.:</b>	<b>Water Supply Projects 1-2-1</b>
<b>Prepared By:</b>	<b>Jonathan Lear</b>	<b>Cost Estimate:</b>	<b>\$70,000</b>

**General Counsel Review:** N/A

**CEQA Compliance:** This action does not constitute a project as defined by the California Environmental Quality Act Guidelines section 15378.

**SUMMARY:** While operating ASR over the 2017 ASR injection season, District staff noted that the valve controlling injection rate on the ASR 1 well was losing nitrogen gas at a steadily increasing rate from the injection valve control system. Following the close of the injection season, District staff investigated the source of the nitrogen leak at ASR 1 and with the help of a Baski Valve technician and determined the valve should be pulled from the well and sent back to the manufacturer for repair. Following inspection of the valve, District staff was informed the valve was damaged beyond repair and will need to be replaced. ASR 1 cannot function as an injection well without this downhole valve.

**RECOMMENDATION:** Staff recommends the Committee to recommend to the Board to enter into an agreement for \$70,000 with Baski to manufacture and deliver the downhole flow valve for ASR 1.

**BACKGROUND:** In the winter, District staff operates the ASR 1 well to inject excess Carmel River flows, and in the summer, CalAm operates the wells as sources to their distribution system in order to shift production from the Carmel Valley Alluvial Aquifer. Currently only ASR 1 has a permit from the Department of Drinking Water to be used as a source to the system. ASR wells 2, 3, and 4 are currently going through the permitting process to be used as sources to the CalAm system. ASR 1 cannot function as an injection well without replacing the downhole flow control valve.

**IMPACT TO STAFF/RESOURCES:** Funds for this project are included in the FY 2017-18 budget under “Water Supply Projects,” line item 1-2-1. Funds expended to complete this work will be reimbursed to the District by CalAm through the ASR Management and Operations agreement between the District and CalAm.

## EXHIBITS

**3-A** Proposal from Baski to manufacture and deliver a downhole flow control valve for ASR 1





Manufacturer of Inflatable Packers, Testing Tools, ASR Valves and other products for investigating, controlling and producing the *EARTH'S FLUIDS™*  
Phone: (303) 789-1200 • (800) 55-Baski • Fax: (303) 789-0900  
Email: info@baski.com • Website: www.baski.com



Date: October 10, 2017

Pages: 7 (including Cover Page)

**To:** DC Ogan  
Zim Industries  
(539) 834-1551

**From:** Nick Hemenway, Engineering  
Baski, Inc.

**RE:** Baski Flow Control Valve (FCV™), Quote# 34228  
Monterey, CA

Dear Mr. Ogan,

Thank you for the opportunity to present our equipment for your review.

Included in this quotation is a listing of equipment we propose to supply and a partial listing of what we will not supply. This FCV is the same size as the one that was recently returned to Baski.

Our warranty is enclosed on page 4, and drawings of the FCV™, manual control manifold, and over-the-coupling protectors follow.

**CONFIDENTIALITY NOTICE:** The information contained in and transmitted with this document is intended only for the use of the individual or entity to which it is addressed, and may contain privileged, confidential, and other information exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that inadvertent disclosure of this information to you does not constitute a waiver of confidentiality or privilege, and that any review, disclosure, copying or use of the contents of the document by you is prohibited. If you have received this in error, please destroy. Thank you.

Baski, Inc., Denver, CO

Quotation 34228

October 10, 2017

Flow Control Valve (FCV™), downhole valve for Aquifer Storage and Recovery

We propose to provide the following equipment:

**Flow Control Valve**

- 1) One Baski patented<sup>1</sup> Flow Control Valve (FCV™); Model FCV-12.75-8.0-12.75-316SS (12" nominal Vertical Turbine Column Pipe), see drawing 22938. The overall length is 120". Baski will thread the FCV™ with vertical turbine pump column threads. This requires 3 couplings and one nipple (24 inches long) be sent to the Baski shop so that we can measure the threads and machine matching thread adapters for the FCV. Two couplings will be returned on the FCV™ as thread protectors, and one will be kept for our records. It is the responsibility of the Customer to supply this material in a timely fashion. Change-overs and extension piping are not required because the Baski FCV™ is supplied with the correct threads and is made to the correct length.

**Control Line to the FCV™**

- 2) The Flow Control Valve has one control line, running from the inflation manifold to one of the ports on the top of the Flow Control Valve. This tubing is Duplex 2205 stainless steel tubing, 1/4" OD, and hydrostatic tested to 10,000 psi. The inflation manifold is assumed to be within 50 feet of the wellhead. Banding, buckles and over-the-coupling-protectors (OTCP's) are provided for protecting the control line at the couplings of the column pipe (drawing 22406).

**Manual Inflation Manifold**

- 3) One inflation manifold for manual operation of the FCV, which includes a mechanical pressure gauge, three manual needle valves and one gas diffuser (see attached drawing). This is the same manifold that has been provided for the previous jobs.

**Specific equipment and services not supplied** includes, but is not limited to, the following:

- Pumps, column piping, and water meters
- PLC controller / SCADA system; hardware, software, and testing
- Transmitters and/or transducers, their cable and dataloggers, either uphole or downhole
- Installation of the FCV™ or control line
- Conduits or other protective enclosure for the control lines from the well head to the inflation manifold
- Well head seals for the control lines coming out of the well
- Nitrogen cylinders
- The check valve below the vertical turbine pump bowls
- Field Services

Baski, Inc., Denver, CO

Quotation 34228

October 10, 2017

Flow Control Valve (FCV™), downhole valve for Aquifer Storage and Recovery

**Pricing and Terms**

Pricing is \$70,000 for items 1, 2, and 3. This pricing is FOB destination; subject to our standard terms and conditions and the specified warranty. Pricing is valid for 120 days. Enclosed is a copy of our warranty, which is part of this quotation. Before we start work on this made to order equipment, we would need to review (and accept) your purchase order (PO) and its terms and conditions; get approval of our submittal (if required); and receive a non-refundable payment equal to 50% (\$35,000) of the total PO. After we start work on the order, we estimate it will take 3 months to have the equipment ready to ship. This estimate is based on our current workload. When the equipment is ready to ship, the remaining 50% (\$35,000) of the balance is due. Before shipment, the invoice total, less any payments made must be paid. All schematics are for conceptual purposes and do not necessarily represent the exact design details of equipment which will be supplied. This pricing is based upon the terms and conditions, equipment, and/or services, of this quotation. Other terms, conditions, equipment, and/or services required by Buyer may be cause for withdrawal of this quotation, which is an Offer for Sale.

Thank you for the opportunity to present our equipment for your review. If we can be of further help, please let us know.

Sincerely,

Nick Hemenway  
Engineering

NCH encl Warranty, p. 4 of 7; and drawings 22938, Manual Control Manifold, and 22406

Baski, Inc., Denver, CO

Quotation 34228

October 10, 2017

Flow Control Valve (FCV™), downhole valve for Aquifer Storage and Recovery

## **Warranty**

Flow Control Valve<sup>1</sup>

FCV™

Baski, Inc.

Denver, CO USA

Seller warrants the products sold hereunder to be free from defects in material workmanship at the date of shipment. **No other warranty, whether express or implied, including any warranty of merchantability or fitness for a particular purpose, shall exist in connection with the sale or use of such products.** All claims under this new warranty must be made in writing and delivered to Seller prior to the expiration of five (5) years from the date of shipment to Purchaser.

Upon receipt of a timely claim, the Seller shall repair, or at its option, replace any part or parts which Seller determines to have been defective at the time of shipment from the Seller; provided, however, that if circumstances are such as to preclude the remedying of warranted defects by repair or replacement, Seller shall, upon return of the goods, refund to Purchaser any part of the purchase price of the goods paid to Seller. Inspection shall be performed at the Seller's plant. Pulling and resetting of the valve, and freight for returning products to the plant for inspection, shall be paid by Purchaser. Valves must be returned in original or equivalent crating to prevent damage in shipping. No returns without authorization.

Abuse, over-pressurization, valve wear from vibrating (unbalanced) pump, misuse, acts of God, aggressive and/or non potable water quality, high levels of chlorine, and excessive temperature are specifically excluded from this warranty.

The foregoing states the sole and exclusive remedy for any breach of warranty or for any other claim based on any defect in, or non-performance of, the products whether sounding in contract, warranty or negligence. In particular, labor and costs associated with pulling and resetting the FCV™ are specifically excluded from warranty. Without limiting the generality of the foregoing, Seller shall under no circumstances be liable for any other charges, labor costs, or any other incidental or consequential loss or damage of any kind or description whatsoever arising out of, or in any way relating to, any such breach of warranty or claimed defect in, or non-performance of, the products.

If chlorine is used in the well, prior to installation or after installation, the chlorine concentration must be less than 200ppm. The well must then be flushed with potable water until the residual concentration of the chlorine is less than 1-1/2 ppm.

May 2003

<sup>1</sup>USA pat. no. 5,316,081; 6,273,195

# Injection

Monterey Peninsula  
Water Management District

# BASKI

Baski, Inc.  
Denver CO  
800-55-BASKI

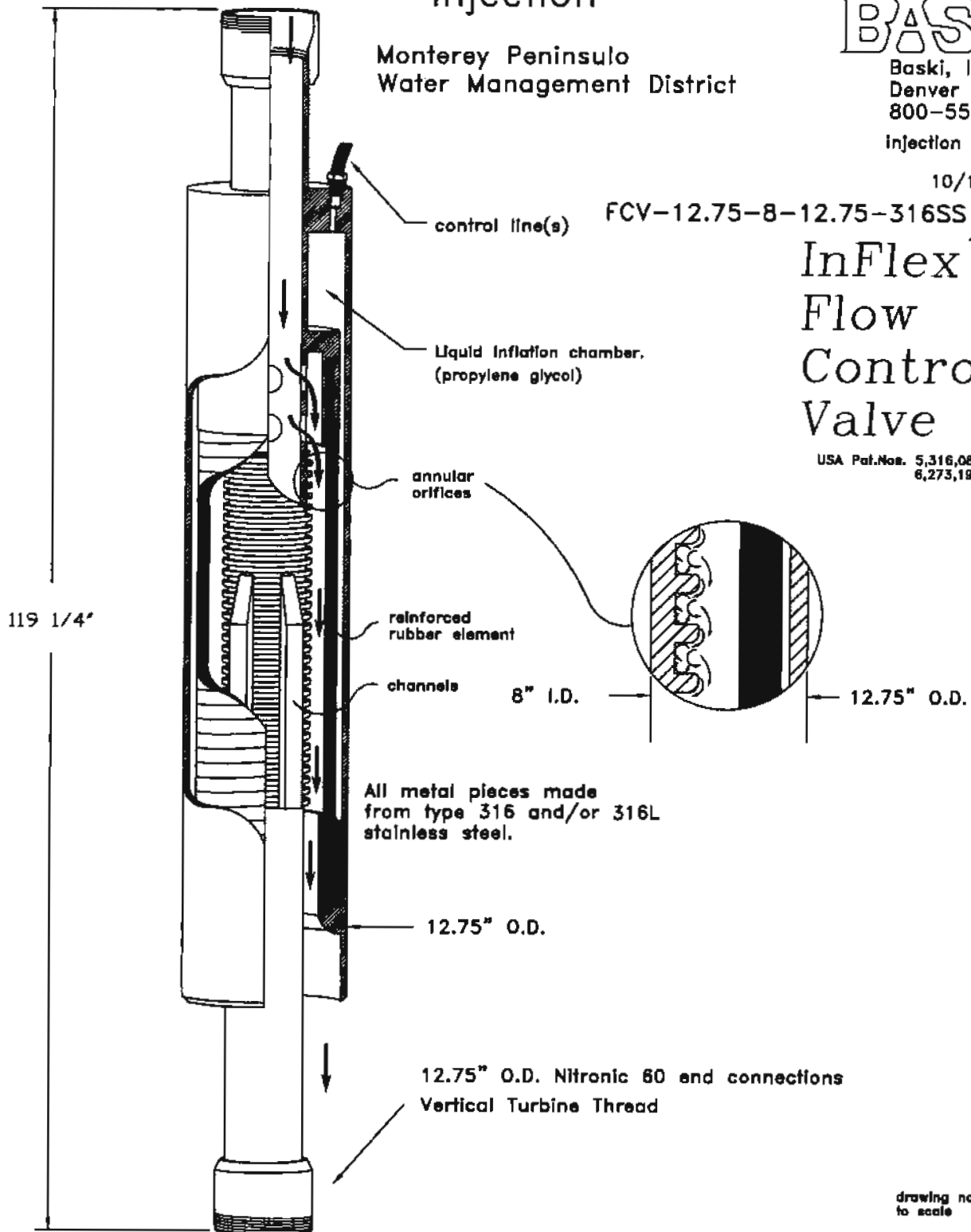
Injection 34228.dwg

10/17©

FCV-12.75-8-12.75-316SS

# InFlex™ Flow Control Valve

USA Pat.No.s. 5,316,081  
6,273,195



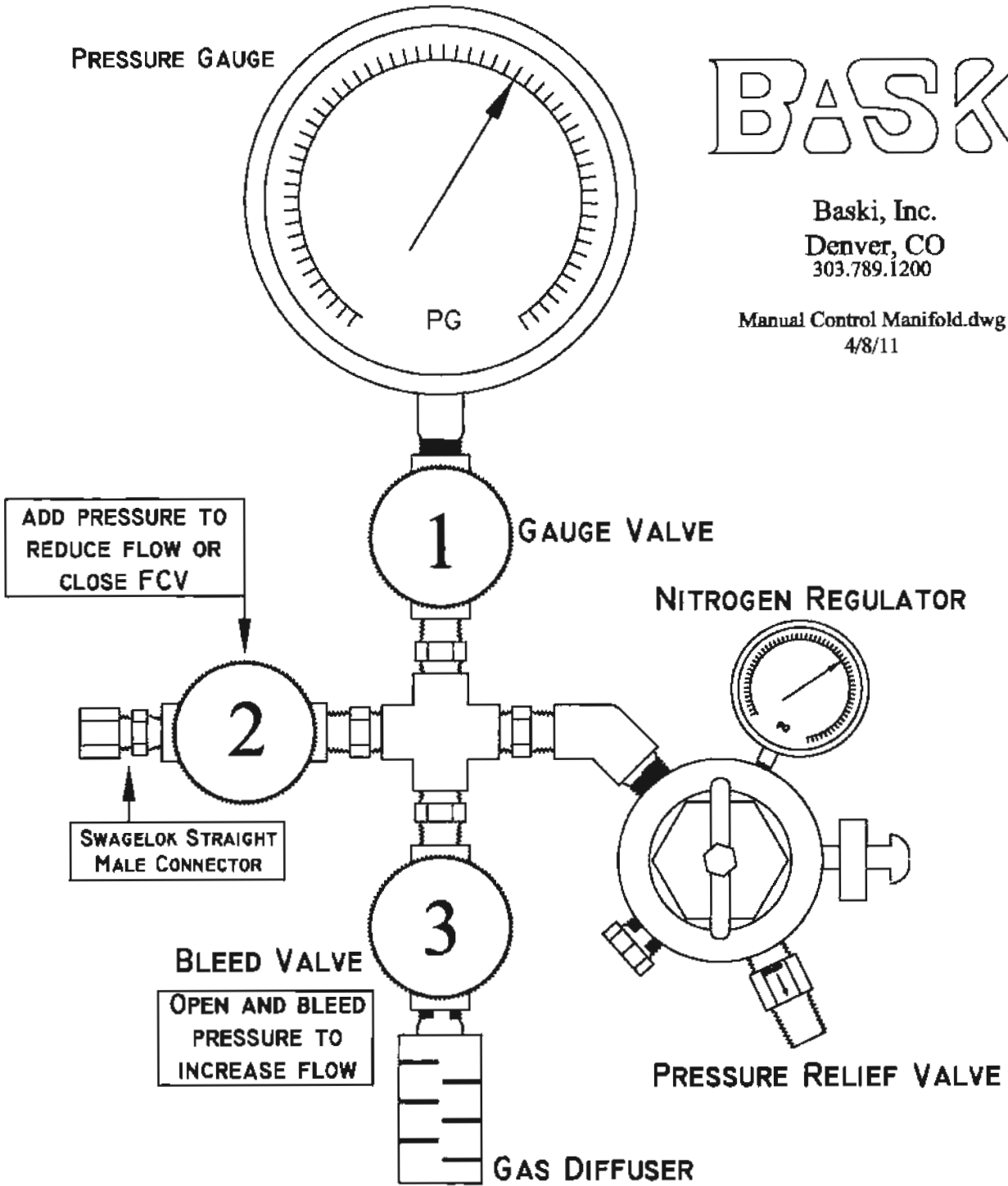
drawing not  
to scale

PRESSURE GAUGE

# BASKI

Baski, Inc.  
Denver, CO  
303.789.1200

Manual Control Manifold.dwg  
4/8/11



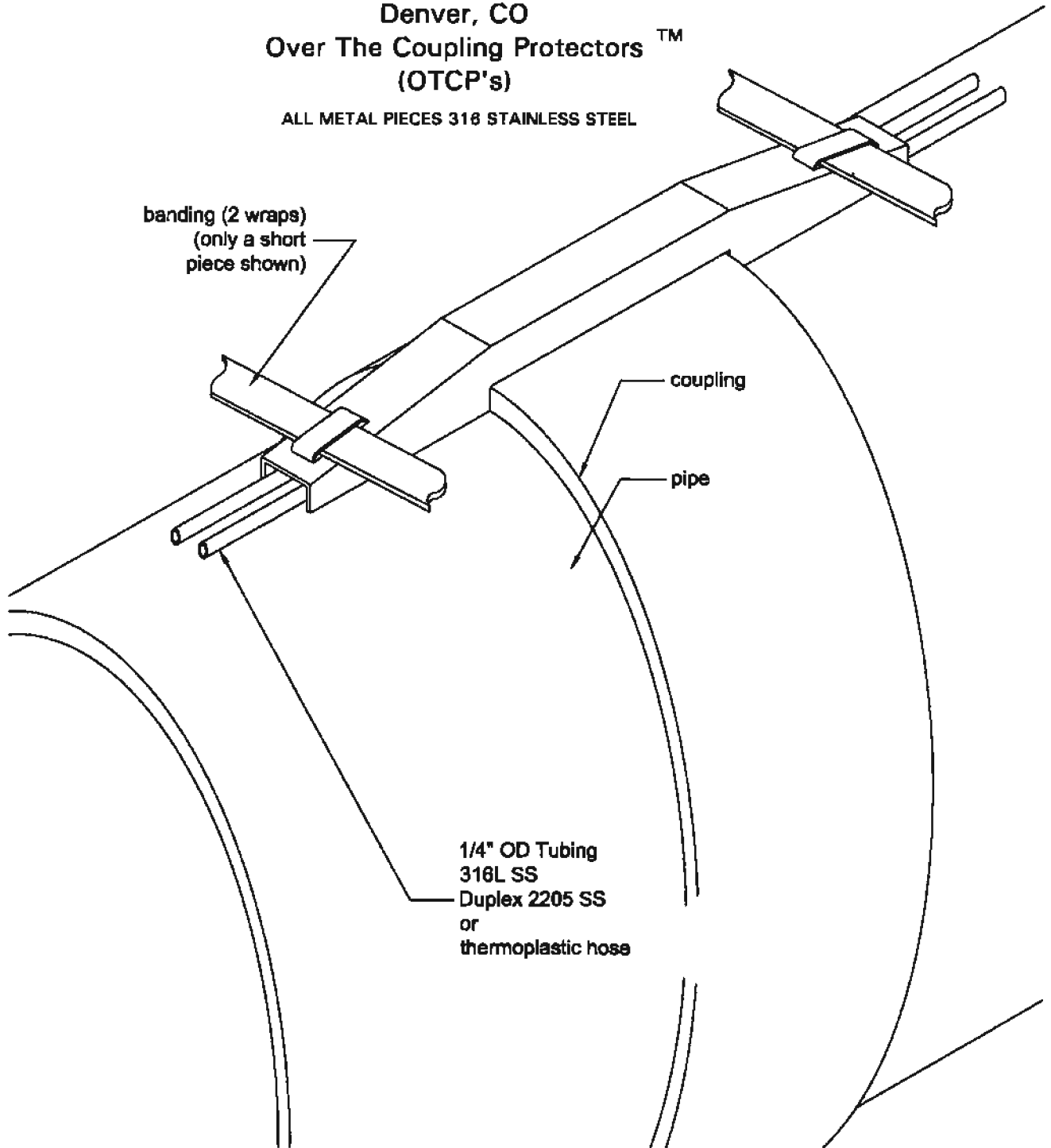


# BASKI

OTCP Schematic.dwg  
©8/2011

Baski, Inc.  
Denver, CO  
Over The Coupling Protectors™  
(OTCP's)

ALL METAL PIECES 316 STAINLESS STEEL





## ADMINISTRATIVE COMMITTEE

### 4. CONSIDER APPROVAL OF CONTRACT WITH ACCELA INC. FOR PURCHASE AND IMPLEMENTATION OF WATER DEMAND DIVISION DATABASE

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>Yes, partially</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.</b>	<b>Capital Assets XX-XX-914000</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>\$725,000</b>

**General Counsel Review:** The legal counsel has reviewed this item.

**Committee Recommendation:** The Administrative Committee reviewed this item on November 6, 2017 and recommended \_\_\_\_\_.

**CEQA Compliance:** N/A

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**SUMMARY:** The District's Water Demand Division (WDD) is responsible for processing water permits, conducting inspections, managing conservation and rebate programs, and other water use regulatory functions affecting residential and non-residential properties within the District boundaries. All data collected as a result of these efforts is stored in custom designed database developed about ten years ago. The existing database is problematic and incapable of providing the level of service needed to adequately manage, track and report on the District's current conservation and demand management programs.

The database was set up in 2008 by Software Company that is designed to write customized software solutions for retail customers. The District was its only customer for this type of software. The current database is not setup to be made available for use to the public, cannot be accessed by field staff outside the office, inability to generate simple and basic reports, and making changes without the use of software developers. Since there are no other entity using the current system, any fix or updates to the system is solely paid by the District.

The plan to upgrade the WDD database was part of a strategic goals of the Board adopted in April 2017 under the one-year-goal "Develop Long Term Information Technology Plan – Replace Water Demand Database." Staff envisions a single-entry comprehensive database system that will eliminate duplication of effort and will increase the effectiveness and responsiveness of the WDD. The new system will also be made available to the public via internet.

Since beginning of 2016, WDD staff with the help of Information Technology staff and the Chief Financial Officer has been looking for databases that are most commonly used by other land use jurisdictions and water agencies. There were two software's identified in the search. One of them was from Tyler Technologies called EnerGov. The other one was Accela's software.

For almost a year, staff has been meeting with Accela staff to review the Accela platform. It is understood that Accela's software will most closely match the District's existing business

process. Since the software is already been utilized by other public agencies, any change or fix in the software will be made available to the District as well.

The requirements specifications for new software included permits tracking and inventories for all types of water fixtures, credits and debits occurring as part of the water permit process, financial accounting for revenue and accounts receivables, and maintaining and tracking allocations for the various jurisdictions.

**RECOMMENDATION:** District staff recommends authorizing the General Manager or the Chief Financial Officer to enter into an agreement with Accela Inc. for an amount of \$725,000.00 (\$705,780.87 for the actual contract plus contingencies), to purchase and implement the new WDD database system.

**BACKGROUND:** The District's WDD software is a custom written software developed for the District back in 2008. The current software has deficiencies such as inability to generate and run basic reports, not available for use by the staff while out in field, constituents not able to use via internet.

Since this is a customized solution solely written for the District, any fixes or updates made to the system is paid by the District. The existing database was set up in 2008 by Software Company that is designed to write customized software solutions for retail customers. The District was its only customer for this type of software.

The plan to upgrade the WDD database was part of a strategic goals of the Board adopted in April 2017 under the one-year-goal "Develop Long Term Information Technology Plan – Replace Water Demand Database."

## **EXHIBIT**

**4-A** Statement of Work

**4-B** Accela Agreement



## Statement of Work

### Monterey Peninsula Water Management District Accela Civic Platform Implementation

October 2, 2017

Version 1.2

Accela, Inc.  
2633 Camino Ramon  
Suite 120  
San Ramon, CA 94583  
Tel: 925-659-3200  
Fax: 925-659-3201

This SOW expires on 11/30/2017




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## DOCUMENT CONTROL

Date	Author	Version	Change Reference
3/11/2016	Ean Darbo	1.0	Initial Draft
8/8/2017	Eric Strang	1.1	Updated scope
10/2/2017	E Strang	1.2	Update sow language and scope based on feedback from MPWMD: <ul style="list-style-type: none"> <li>- Updated data conversion for Accela to perform data conversion processing with Agency's doing data cleansing</li> <li>- Updated Training</li> <li>- Updated pricing</li> </ul>



## INTRODUCTION

This Statement of Work (“SOW”) dated March 11, 2016 sets forth a scope and definition of the professional services (collectively, the “Services”) to be provided by Accela (“Accela”) to Monterey Peninsula Water Management District (“Agency”).

Capitalized terms not defined in this SOW are as defined in the Services Agreement. In the event of a conflict between the Agreement and this SOW, the terms of the Services Agreement shall govern. Scope not specifically defined within this document is excluded.

## CRITICAL SUCCESS FACTORS

In order to successfully execute the Services described herein, there are several critical success factors that must be closely monitored and managed by Accela and Agency stakeholders:

- **Dedicated Agency Participation** – Agency acknowledges that its staff has the appropriate skills and subject matter expertise and that they are actively involved throughout the entire duration of Services as defined in the Project Plan. Accela will communicate insufficient participation of Agency resources through project status reports, and by other means, with real and potential impacts to the project. Accela will work with the project sponsors to determine appropriate team member involvement. This could range for example from full-time, during early analysis meetings, to part-time during the technical implementation stage.
- **Clear Business Objectives** – Agency has clearly documented their business objectives before the commencement of the project, and shared those objectives with Accela
- **Requirements Identified and Documented** – Agency and Accela identify, document, prioritize, and continually manage the Agency’s technical, functional, data, and any other requirements that must be satisfied in order for the project to be considered successful by the Agency and Accela
- **Business Process Definition and Understanding** – Agency must be able to articulate their current business processes and be willing to share that information with Accela, in particular during the To-Be Analysis stage of the project. If there is an expectation that the Agency’s business processes might be modified during the project, the Agency and Accela must discuss this topic to determine what, if any, risks such an endeavor might introduce to the project.
- **Accela Implementation Methodology** – This implementation has been scoped and planned around the Accela Implementation Methodology. It is imperative to the project’s success that the Agency is willing to adhere / adopt to the Accela Implementation Methodology throughout the project
- **Knowledge Transfer** – It is critical that Agency personnel participate in the analysis, configuration and deployment of the software being delivered in order for Accela to transfer knowledge to the Agency. Once Post Production assistance tasks are completed by Accela, the Agency assumes all day-to-day operations of Accela Civic Platform outside of the Support and Maintenance Agreement. Depending on the scope of the project, key knowledge transfer areas could include:
  - Configuration
  - Interfaces



- Business Rules
- Reports and Forms
- Release Management

## ACCELA IMPLEMENTATION METHODOLOGY

Accela will deliver its Services to the Agency by employing the methodology detailed in this section. This is a proven methodology that guides the project from inception to deployment, thereby increasing the chances of successfully implementing Accela software products. Project delivery through execution of this Implementation Life Cycle is described below. It is the execution of these six stages which allows Accela to provide to its customers high-quality services throughout the project.



The stages of project delivery flow in a linear direction, although many tasks within a stage or in different stages may run in parallel as appropriate in order to avoid project delays. Each stage has pre-defined objectives, tasks and deliverables. Depending on the exact scope of the project, a full complement or a subset of all potential deliverables will be delivered through the Services defined for the project. Employing this deliverables-based approach allows Accela and the Agency to understand the composition and ‘downstream’ impact of each deliverable to complete the project with quality and in a timely manner.

### INITIATION

**Initiation** is the first stage in the lifecycle, during which the initial Project Plan is finalized, project scope and objectives are reviewed. In addition, high-level training on the Accela software is conducted to in order to introduce the project team to the application.

### TO-BE ANALYSIS

**To-Be Analysis** is the second stage in the lifecycle. During the Analysis stage, Accela reviews existing Agency documentation, interviews Agency staff, and conducts workshops to understand the “To-Be” vision of the Agency that can be executed with the aid of Accela Civic Platform. It is during this stage that Accela gains a deeper understanding of Agency processes and business rules; simultaneously, the Agency begins to gain a deeper understanding of the methodology and the Accela Civic Platform capabilities. A key output of this stage is the To-Be Analysis Document(s) which serve as the ‘foundation’ for configuration of Accela Civic Platform to support the Agency’s “To-Be” vision. Supplementing the To-Be Analysis Document(s) are the finalization of the inventories of all other solution components (e.g., interfaces, reports, business rules, data conversion programs), and the creation of the configuration specification documents for these objects.

### SOLUTION FOUNDATION

**Solution Foundation** is the third stage in the lifecycle. It begins upon completion of Stage 2, and, depending on the project may overlap briefly with the next stage, Build. During this stage, the Accela Civic Platform will be built to match the to-be processes agreed to in the To-Be Analysis stage. Essential to this



effort is the configuration of the Record types (e.g., Case, Application, Permit, Work Order, etc) that were agreed to during the To-Be Analysis stage.

#### **BUILD**

**Build** serves as the fourth stage in the lifecycle, and execution of this stage overlaps Configuration, but ends after Configuration is complete. During the Build stage, all defined elements during the Analysis stage beyond the Solution Foundation will be built and quality checked. This includes objects such as conversions, business rules, interfaces and reports.

#### **READINESS**

**Readiness** is the fifth stage in the lifecycle. During the Readiness stage, Accela Civic Platform is fully tested, errors are identified, documented, and corrected. Additionally, the solution is prepared for deployment. As well, system administrators and end users are trained so that Agency staff members are prepared to use and maintain the software once it is in production.

#### **DEPLOY**

**Deploy** is the sixth and final stage in the lifecycle. During the Deploy stage, the applications are moved to production; all requisite pre-production activities are identified, tracked and completed, and post-production analysis and review is completed. Upon moving to production, the relevant aspects of Accela Civic Platform applications are transitioned to the Accela Customer Support Center ("CSC") for ongoing support. A formal transition occurs between the Accela Professional Services team and the CSC. The CSC instructs the Agency on available communication channels (e.g., telephone, email, online tracking system) and usage of the Accela knowledge base. Lastly, all documented issues or enhancement requests will be transitioned from the Accela Professional Services team to the CSC.

## **SCOPE OF SERVICES**

The purpose of this section is to products and high level activities that comprise the Accela implementation for the Agency.

### **ACCELA PRODUCTS**

The following Accela products are in scope for this Project:

- Accela Civic Platform – Land Management
- Accela GIS
- Accela Mobile
- Accela Citizen Access

### **PROJECT SCOPE**

The **Deliverable Summary** table below provides a list of the project deliverables. [Appendix C](#) contains a detailed description of each deliverable as well as the responsibilities of Accela and the Agency in the creation, review, and approval of the deliverables.



## Deliverable Summary

Stage	Deliverable #	Deliverable Name
Initiation	1	<a href="#">Project Initiation</a>
	2	<a href="#">Accela Civic Platform Setup</a>
To-Be Analysis	3	<a href="#">To-Be Analysis Sessions</a>
	4	<a href="#">To-Be Analysis Document(s)</a>
Solution Foundation	5	<a href="#">Accela Civic Platform Solution Foundation</a>
Build	6	<a href="#">Historical Data Conversion Analysis</a>
	7	<a href="#">Historical Data Conversion Development</a>
	8	<a href="#">Interface Analysis and Development</a>
	9	<a href="#">Business Rules</a>
	10	<a href="#">Report Specifications</a>
	11	<a href="#">Report Development</a>
	12	<a href="#">Accela GIS Deployment</a>
	13	<a href="#">Accela Citizen Access Deployment</a>
	14	<a href="#">User Experience</a>
Readiness	15	<a href="#">Administrative Training</a>
	16	<a href="#">Daily User Training</a>
	17	<a href="#">User Acceptance Testing (UAT)</a>
Deploy	18	<a href="#">Production Support</a>
	19	<a href="#">Post Deployment Support and Transition to Customer support</a>

## Scope Description

The **Scope Description** table below provides detail and clarity on key areas of scope. The Scope Description defines areas of scope that can be quantified, may have ambiguity regarding definition and require change control if modified.



Scope Area	Scope Description
Accela Project Management	Half Time Accela project management oversight which includes the following activities: <ul style="list-style-type: none"> <li>• Development and Management of a Project Plan</li> <li>• Project Document Management</li> <li>• Project Website Management (Sharepoint)</li> <li>• Issue Log Management and Escalation</li> <li>• Status Reporting</li> <li>• Change Control</li> <li>• Resource Management</li> <li>• Project Oversight and Quality Assurance</li> <li>• Development of Project Charter governance document</li> </ul>
Accela Civic Platform – Environments and Components	3 Accela Hosted environments (Support, Test, and Production) with the following software components will be setup: <ul style="list-style-type: none"> <li>• Accela Civic Platform Land Management Module</li> <li>• Accela Citizen Access</li> <li>• Accela GIS</li> <li>• Accela Mobile</li> </ul>
Solution Foundation (i.e., Records)	Conduct analysis sessions, document to-be definition, and configure solution for a maximum of: <ul style="list-style-type: none"> <li>• 3 high complexity records               <ul style="list-style-type: none"> <li>○ Residential Water Permit</li> <li>○ Commercial Water Permit</li> <li>○ Mixed Use Water Permit</li> </ul> </li> <li>• 3 medium complexity records               <ul style="list-style-type: none"> <li>○ Water Distribution System Permit or Confirmation of Exemption</li> <li>○ Water Use Permit</li> <li>○ Hydrant Meter Permit</li> </ul> </li> <li>• 8 low complexity records               <ul style="list-style-type: none"> <li>○ Fire Suppression</li> <li>○ Water Consumption</li> <li>○ Pre-App Consultation</li> <li>○ Rebate</li> <li>○ Water Credit</li> <li>○ Conservation</li> <li>○ Complaint</li> <li>○ Violation\Non-Compliance</li> </ul> </li> </ul> <p>Definition of complexity can be found in Appendix A. Defined in scope Record Types can be found in <a href="#">Appendix F</a>.</p>



Scope Area	Scope Description
Data Conversion	Accela will provide services to perform the full data conversion for the Agency. Agency will be responsible for data cleansing. Accela will be responsible for the data mapping, performing 2 mock runs, perform 1 production run and validate the data mapping with the destination results.
Interfaces	Specify the interface names / source systems, etc. in as much detail as possible. <ul style="list-style-type: none"> <li>• Tyler Incode</li> <li>• GovTeller</li> </ul>
Business Rules	Conduct analysis sessions, document specifications and develop / unit test Business Rules for a maximum of items of the following category: <ul style="list-style-type: none"> <li>• 10 Validation Rules</li> <li>• 10 Fee Automation</li> <li>• 10 Record Creation</li> <li>• 10 General Automation</li> <li>• 5 Expression Builder Validation</li> <li>• 5 Expression Builder Automation</li> <li>• 1 Batch Script for Permit Maintenance</li> </ul> Definition of Business Rule categories can be found in Appendix A.
Reports	Conduct analysis sessions, document specifications and develop / unit test reports for a maximum of: <ul style="list-style-type: none"> <li>• 3 medium complexity reports</li> <li>• 5 low complexity reports</li> <li>• 10 reports using the Accela Ad-Hoc report writer for business users</li> </ul> Definition of complexity can be found in Appendix A.
Accela GIS	Setup and Configuration of Accela GIS to connect to existing ESRI map service.
Accela Mobile	Deployment of Accela Mobile so that Agency users can login and unit test.
User Experience	2 (two), 2 hour User Experience Workshops
Training	Accela's Training involvement encompasses: <ul style="list-style-type: none"> <li>• <b>Civic Platform Core Team Training</b> – up to 2.5 days, 15 max attendees.</li> <li>• <b>Civic Platform Admin Usage</b> – up to 3.5 days, 10 max attendees.</li> <li>• <b>Accela GIS</b> – update to 4 hours, 12 max attendees.</li> <li>• <b>Accela Mobile</b> – up to 1 day, 12 max attendees.</li> <li>• <b>Civic Platform Database Schema Fundamentals and Report Manager</b> – up to 4 hours, 7 max attendees</li> <li>• <b>Ad-Hoc Reporting</b> – up to 4 hours, 7 max attendees.</li> <li>• <b>Train-the-Trainer End User Training</b> – up to 5 days, 10 max attendees</li> </ul>
Testing Support	Support for 4 calendar weeks of System Testing Support for 4 calendar weeks of User Acceptance testing.



Scope Area	Scope Description
Deployment – Go Live Preparation	Accela will perform the following activities in the weeks leading up to go-live: <ul style="list-style-type: none"> <li>• Develop a Go Live Plan.</li> <li>• Migrate final version of system from Test to Production environment.</li> <li>• Final Production run of Data Conversions.</li> </ul>
Deployment – Go Live	2 staff onsite for week one of go-live (5 days).

### SOW START AND END DATE

The Start and End dates below represent the known dates for execution of the scope and implementation services defined within this Statement of Work.

SOW Start Date: <enter SOW Start Date here>

SOW End Date: <enter SOW End Date here>

### PROJECT TIMELINE

The term of this project is 10 months.

Accela and Agency will jointly commit to a start date when resources are confirmed. Any Agency-requested delays after the start date is confirmed may require up to a forty-five (45) business day lead time for Accela to resource the project again.

Upon initiation of these Services, the Accela Project Manager will work with the Agency Project Manager to collaboratively define a baseline project schedule. Given the fact that project schedules are working documents that change over the course of the project, the Accela Project Manager will work closely with Agency Project Manager to update, monitor, agree, and communicate any modifications within the Change Management process.

## PAYMENT TERMS

### PAYMENT SCHEDULE

Accela will perform the Services on a pre-defined payment basis as outlined in the schedule set forth in this SOW. Accela's total price to perform the Services and provide the Deliverables described in Appendix C is \$555,925.00 exclusive of taxes and expenses (the "Fixed-Fee"). The Fixed-Fee price is based on the information available at the time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. Invoices will be sent on the monthly anniversary of the contract signing.

Payment #	Name	Amount
1	10% Due On Contract Signing	\$63,326.20
2	Monthly Progress Payment 1	\$50,660.96
3	Monthly Progress Payment 2	\$50,660.96
4	Monthly Progress Payment 3	\$50,660.96
5	Monthly Progress Payment 4	\$50,660.96





6	Monthly Progress Payment 5	\$50,660.96
7	Monthly Progress Payment 6	\$50,660.96
8	Monthly Progress Payment 7	\$50,660.96
9	Monthly Progress Payment 8	\$50,660.96
10	Monthly Progress Payment 9	\$50,660.96
11	Monthly Progress Payment 10	\$50,660.96
12	10% Retention	\$63,326.20
	<b>Total Services</b>	<b>\$633,262.00</b>
	Travel Estimate	\$43,115.00
	<b>Total Travel and Services</b>	<b>\$676,377.00</b>

## EXPENSES

Actual amounts of any reasonable and customary travel expenses incurred during the performance of services under this SOW will be billed to Agency, according to Accela's expense policy. Accela will bill Agency for actual expenses incurred for travel and lodging/living, as well as other approved out-of-pocket expenses (such as mileage, parking, tolls and telecommunications charges, etc.). Accela will work with Agency to manage and control its expenses in accordance with Accela's global travel policy guidelines and will not incur expenses in excess of the initial contracted budget below without Agency's prior written consent. Expense receipts will be made available as requested by Agency. Total estimated expenses are based on past Accela engagement experience.

Based on the assumption that there will be approximately 21 onsite trips at an estimated \$2,054 each, the travel expense budget estimate is \$43,115.00

## CONTRACT SUM

The total amount payable under this Agreement for Services and Expenses is therefore \$676,377.00 excluding taxes if applicable.

## PROJECTS PUT ON HOLD

It is understood that sometimes Agency priorities are revised requiring the Agency to place the Accela implementation on hold. In such a case, the Agency must send a formal written request sent to Accela in order to put the project on hold. A project can be on hold for up to 90 days without invoking the termination clause (see Services Agreement). After that time, Accela can choose to cancel the Statement of Work. If the Agency chooses to re-engage at a later date, Accela will provide a new Statement of Work with revised pricing.

When a project is put on hold, a Change Management process will be invoked to:

- Manage the ramp off of resources and safe-keeping of project artifacts
- Pro-rate and invoice for partially completed deliverables
- Transition and re-engagement of resources at the end of the hold period



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When a project goes on hold, project resources will be re-deployed and Accela will need a forty-five (45) calendar day notice to re-staff the project. Resumption of the project will be dependent upon Accela resourcing timelines.

## ASSUMPTIONS

This section contains several assumptions upon which Accela has relied on in agreeing to perform the Services described in this SOW. If any of these prove to be incorrect, it may cause changes to the project's schedule, fees, expenses, work product, level of effort required, or otherwise impact Accela's performance of the Services described in this SOW. If this occurs, change requests may be required between the Agency and Accela.

### GENERAL

- Accela will implement the feature set available in the current Production release at the time of contract signing. New releases and patch upgrades will be deployed to the Accela Cloud Production environment throughout this implementation. Leveraging new features may affect the scope and timeline for this project and are considered out of scope.
- Agency is responsible for the installation and maintenance of all third party products.
- Agency will provide / purchase / acquire an online merchant account and all related hardware required by the merchant account provider for the handling of credit cards and / or checks for usage on Accela Citizen Access.
- Agency will provide Accela resources access to a Development or Test version of the 3rd party system for interface development. All interfaces will be developed against 1 (one), agreed upon version of the 3rd party system. In the event that local development of interfaces is required, Agency will provide a workstation with required IDEs (e.g. Visual Studio).
- Agency shall be responsible for determining whether to use or refrain from using any recommendations made by Accela.

### SCOPE AND TIMELINE

- Any tasks not specifically defined in this document are not included in this agreement.
- The Project Plan will be mutually agreed to by Agency and Accela Project Managers during the Initiation stage. Any material changes to the Project Plan will be reviewed and mutually agreed to by the Agency and Accela Project Managers.
- Agency will commit the necessary resources and management involvement to support the project and to perform the agreed upon tasks in the Project Plan.
- Accela will provide the Agency with a Weekly Status Report that outlines the tasks completed during the prior week, the upcoming tasks that need to be completed during the following week, the resources needed to complete the tasks, a current version of the Project Plan, and a listing of any issues that may be placing the project at risk (e.g., issues that may delay the project or jeopardize one or more of the production dates). Accela and Agency Project Managers will agree on the format of the status report (i.e., the status report template) prior to the status report being produced.



- The project schedule is managed using Microsoft Project. Should any tasks slip behind schedule ten (10) business days, Accela and Agency will escalate according to the Escalation Plan in the Project Charter and invoke the change management process.
- Deliverables will be documented using the Accela methodology and associated templates. Any changes to the templates must be agreed to by the Accela Project Manager.

### AGENCY RESOURCING

- Agency will provide a dedicated Project Manager throughout the course of the project.
- Agency Project Manager has primary responsibility for the scheduling of Agency employees and facilities in support of project activities.
- Agency has committed to the involvement of key resources and subject matter experts for ongoing participation in all project activities as defined in the Project Plan. The general roles and responsibilities of these resources is described in Appendix B.
- Agency agrees during the Initiation Stage of the project to assign a single designated approver for each major project deliverable. The designated approver will be responsible for overseeing and / or directly participating in the design and development, as well as the approval, of the deliverable. If the Agency desires that more than 1 (one) Agency resource be involved in the deliverable review and approval process, the Agency's single designated approver is responsible for coordinating with those resources.
- Agency will identify project sponsors and all necessary stakeholders prior the project kickoff, and will commit these personnel for the duration of the project. The expected time commitments from these resources will be defined in the Project Charter.
- Project timeline delays caused by Agency employees or third party team members that result in a change in the project schedule will be addressed by the Change Management process.
- Agency shall be responsible for the contractual relationship with third parties that are not contracted through Accela and will work to confirm that they cooperate with Accela.

### ACCELA RESOURCING

- Accela will appoint a Project Manager throughout the project in order to plan and monitor execution of the project in accordance with deliverables outlined in the Statement of Work.
- Accela resources will be committed to the project as defined in the Project Plan and will work remotely except for the planned onsite trips. The general roles and responsibilities of these resources is described in Appendix B.
- Accela personnel will be a part of the Agency executive steering committee and will attend meetings per the schedule defined in the Project Charter.
- Accela will plan appropriate resourcing to facilitate the success of the deployment for the scope outlined in this SOW. Significant additional support requested by Agency above and beyond this level will be handled through the change management process.
- Accela has no responsibility for the performance of other contractors or vendors engaged by the Agency, or delays caused by them, in connection with the project even if Accela has been involved in recommending or selecting such other contractors or vendors, or in the monitoring of their work.

### GO LIVE AND GO LIVE SUPPORT

- The definition of "Go Live" is that the Accela software is up and running in the Production environment. If an Agency moves to Production, i.e. "Goes Live" it is deemed to have accepted the product (see "Acceptance" in



Services Agreement) and shall comply with any payment obligation for “Move to Production”, “Go-Live” and / or “Acceptance”.

## PROJECT COMPLETION

- The project is complete once the transition to Accela’s Customer Support organization (i.e., the CSC) has been completed.

## ACCEPTANCE

- For deliverable based payments agreements, the criteria outlined in the Services Description in Appendix C for the corresponding deliverable will be deemed accepted based on the Acceptance language in the Services Agreement. Upon completion of each payment deliverable, Accela will provide the Agency with the Accela Deliverable Acceptance Form to formalize acceptance and completion of that scope item. The number of days the Agency has to accept or reject the Deliverable Acceptance is delineated in the Services Agreement. The Deliverable Acceptance Form is subsequently signed by the appropriate Agency contact, as defined in the Project Charter, and faxed / scanned / emailed / hand delivered to Accela. Please refer to Appendix D to view a sample Deliverable Acceptance Form.
- For non-deliverable based payment agreements, at minimum, it is required that the Agency provide written acceptance for a minimum of the major stages of the project, which are typically: Initiation, Analysis, Foundation, Build, Readiness, and Deployment within 5 business days of the agreed completion date of the stage.
- Agency understands and agrees that Agency is responsible for determining whether the services and work product provided by Accela hereunder, including any revised business processes implemented pursuant to this SOW, (i) meet Agency’s business requirements, (ii) comply with all applicable laws, ordinances, codes, regulations, and policies, and (iii) comply with Agency’s applicable internal guidelines, long-term goals and any related agreements.

## DATA CONVERSION

The following information provides detail related to the scope of Accela’s data conversion activities. Due to the inherent complexity of data conversion, it is critical to address and understand common questions and misconceptions.

### GENERAL INFORMATION AND REQUIREMENTS FOR HISTORICAL CONVERSIONS

- Data conversion includes the conversion of transactional data to the Accela Civic Platform database upon completion of the Solution Foundation Stage. In the event there is no destination for legacy transactional data then it will be required to be converted as best fits into another area of the configuration or excluded from the conversion effort.
- Agency will perform all data cleansing and manipulation of the data prior to a data conversion run into the Accela Civic Platform. Accela will load data into the Accela data staging tables using the Accela Data Migration utility
- Accela will build the data map for the legacy data to load into the Accela Civic Platform. Accela will perform unit testing of the conversion program including spot checks of the data within Accela Civic Platform in order to identify if data quality issues exist. Extensive quality assurance of legacy / historical data by the Agency is required in order to allow accurate transfer of data.



- A completed, signed off, Solution Foundation is required before approving and finalizing the data conversion map.
- A completed, signed off, data conversion map is required prior to beginning the data conversion development.

## DATA CONVERSION ASSUMPTIONS

- **“As-Is” Approach:** Conversion of transactional tables, Address/Parcel/Owner (APO) data, Professional License data is executed “As-is” into Accela Civic Platform. “As-is” means that the data will be transformed as mapped to existing configuration elements in Accela Civic Platform. The conversion process will not create configuration data, which means if invalid, inaccurate, or incomplete data is provided, it will be loaded into Accela Civic Platform “As-is”. All data cleanup must occur prior to execution into Accela Civic Platform by the Agency with the assistance of Accela.
- **Accela Data Conversion Tools:** Data will be mapped and converted utilizing Accela’s conversion tools and methodologies. Accela tools consist of the Accela data mapping tool and the Accela conversion tool.
- **Acceptable Data Formats For Historical Conversion:** It is expected that the Conversion Source Data be provided in an Oracle or Microsoft SQL Server database format that is currently supported by Accela Civic Platform Application product.
- **Acceptable Data Formats For Reference Conversion:** It is expected that the Conversion Source Data be provided in Oracle, Microsoft SQL Server database format that is currently supported by Accela Civic Platform Application product, or a pipe-delimited flat file format.
- **Documents:** Historical / Legacy data conversion includes the conversion of attached documents into Accela Document Services (“ADS”) in Accela Civic Platform, provided that the Agency provides the documents in the structure Accela requires. The documents will be converted to the configured primary electronic document management system (EDMS). See Standard Document Migration for additional details.

## STANDARD DOCUMENT MIGRATION

- The standard document conversion is utilized to convert record / permit level attached electronic documents into the configured Accela Civic Platform EDMS systems. In the event a 3rd party EDMS is used by Accela Civic Platform, it is still possible to convert documents if the 3rd party interface supports the create method.
- At a minimum the electronic document(s) to be converted must exist in a Microsoft Windows accessible file system (ex. NTFS, FAT32) and have the ability to identify the associated Record ID in order to be converted. In the event that the files exist in a database, the Agency must extract documents into a Windows file system prior to being evaluated for conversion.

## ADMINISTRATION

### CHANGE MANAGEMENT

The estimated fees for this SOW are predicated on the timely completion of project milestones. If a change is identified that impacts project timeline, resources, or scope, the Agency Project Manager and Accela Project Manager will invoke the Change Management process. The process will determine the impact to project budget and a Change Order will be created for mutual review and approval. All Change Orders shall be signed by Accela and Agency prior to commencing any activities defined in the Change Order. Change Orders are used to document items such as, but not limited to, a change in approach, adjustments for delays, removing scope, addition of scope, timeline delays, addition of resources, etc.



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The Change Order Template is in Appendix E.

**EXPIRATION**

If the project has not begun within sixty (60) calendar days of SOW signature date, the current scope and terms may be renegotiated.

**FINAL ACCEPTANCE**

Final Acceptance is defined as Agency turnover to Accela Customer Support for ongoing support and maintenance. This occurs post go-live, when the duration of post go-live support as defined in deliverable has been completed.



## APPENDIX A: DEFINITONS

Definitions of significant terms (including those are Capitalized in the SOW but aren't defined in the Services agreement) that are used throughout the SOW (e.g., Project Plan, Acceptance, Defect, Services, Change Order, etc.) can be found in this Appendix. Additionally, this Appendix will provide structure for terms or subjects that can be construed differently, such as what characteristics constitute a "low" complexity record type vs. a "high" complexity record type. The same applies to interfaces, reports, and other build objects.

### Business Rules Definition

Type	Definition
Validation Scripts	Script that validates data and prevents submission of a form when the business rule fails.
Fee Automation	When fees need to be assessed and updated via scripting. Common for customers using legacy products where fee's are already auto-assessing based on user defined fields and other criteria.
Record Creation	Records are created via scripting, pre-populated and linked to a record hierarchy.
General Automation	General automation, such as creating and inspection, updating ASI, updating workflow, etc.
Expression Builder Validation	Script that validates data in a form and prevents submission.
Expression Builder Automation	Script that updates user defined field, required settings, hidden fields, etc, on a form.

### Report Definition

Complexity	Definition
Low	Letter, Certificate of Occupancy, Notice, Mailing Label, Simple Listing / Transaction reports
Medium	Permit, Receipt, Inspection Ticket, Batch Letters, Grouped Listing / Transaction reports,
High	Activity Summary, Management Report, Statistical/Analytical Report, Financial Summary, Schedule, Agenda

### Record Types – Land Management

Complexity	Definition
Low	Includes only a few components and a simple workflow, 4-5 tasks maximum. No fees or no inspections. Ex: Code Enforcement complaint, Over the Counter Building Permit, Planning Records request.
Medium	Includes most components, either no fees or no inspections. Ex: Standard Building Permit, Standard Planning Case, Code Enforcement Abatement.
High	Includes all components, ASI, Complex Workflow, Fee's and Inspections or includes more than 15 fee calculations. Ex: Combo Permits, Planning (Zoning and Discretionary), New building, etc.



## APPENDIX B: PROJECT RESOURCES

### AGENCY RESOURCES

The table below lists the primary roles for the Agency and the high-level responsibilities of each. Additional Agency roles may be added as the project progresses. In some cases, more than one Agency role can be filled by the same person. As well, some roles may require more than one resource at various times. The specific personnel assigned for each role and the expected time commitment for each can be found in the Project Charter.

Agency Roles	Responsibilities
<b>Project Sponsor</b>	<ul style="list-style-type: none"> <li>• Ensure project aligns with Agency strategy and goals</li> <li>• Provide high-level oversight throughout the duration of the project</li> <li>• Create an environment that promotes team work and user adoption</li> <li>• Garner support from all Agency stakeholders</li> <li>• Assist in removing execution obstacles</li> <li>• Resolve issues and risks escalated by the Project Manager</li> <li>• Act as vocal and visible Project champion</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Plan, schedule, coordinate and track the implementation with Accela and across departments within the Agency</li> <li>• Ensure that the project team stays focused, tasks are completed on schedule</li> <li>• Identify and mitigate issues and risks, and escalate as needed in a timely manner</li> <li>• Collaborate closely with Accela Project Manager</li> <li>• Enforce project governance and structure in regards to change control, communication and escalation management</li> <li>• Establishes project priorities</li> </ul>
<b>Division / Departmental Subject Matter Expert (SME)</b>	<ul style="list-style-type: none"> <li>• Fully engaged in the business analysis and system configuration activities</li> <li>• Gather data as necessary for the project and make decisions about business processes</li> <li>• Assist in the creation of to-be analysis documents, specifications for reports, automation, interfaces &amp; conversions</li> <li>• Review and test the system configuration</li> <li>• Participates in test planning, test script development and user acceptance testing</li> <li>• Attend product training</li> </ul>





Agency Roles	Responsibilities
<b>Technical Lead</b>	<ul style="list-style-type: none"> <li>• Manage and maintain the technical environment during the software implementation</li> <li>• Ensure that servers, databases, network, desktops, printers, are available for system implementation and meet minimum standards</li> <li>• Manages integration and interfaces with other systems and serves as primary point of contact for all city interfaces</li> <li>• Work with Accela technical personnel during implementation</li> <li>• Perform day-to-day maintenance of the system and install maintenance releases</li> <li>• Act as the primary technical resource for troubleshooting problems</li> <li>• Establish and maintain backup, archival, and other customary maintenance and housekeeping activities</li> </ul>
<b>Report Developer</b>	<ul style="list-style-type: none"> <li>• Understand the reporting needs of Agency</li> <li>• Build or amend reports as needed</li> <li>• Attend product training</li> </ul>

**ACCELA RESOURCES**

The table below describes the primary roles, and the high-level responsibilities of each, that Accela will fill. Additional Accela roles may be added as the project progresses. In some cases, more than one Accela role can be filled by the same person. As well, some roles may require more than one resource at various times. The specific personnel assigned for each role and the expected time commitment for each can be found in the Project Charter.

Accela Roles	Responsibilities
<b>Project Executive</b>	<ul style="list-style-type: none"> <li>• Partner closely with the Agency Sponsor and participate in Steering Committee meetings</li> <li>• Provide high-level oversight throughout the duration of the project</li> <li>• Assist in removing Project execution obstacles</li> <li>• Resolve issues and risks escalated by the Project Manager</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Plan, schedule, coordinate and track the implementation with Agency</li> <li>• Ensure that the project team stays focused, tasks are completed on schedule</li> <li>• Identify and mitigate issues and risks, and escalate as needed in a timely manner</li> <li>• Collaborate closely with Agency Project Manager</li> <li>• Enforce project governance and structure in regards to change control, communication and escalation management</li> <li>• Maintain project workspace and create weekly status reports</li> </ul>



Accela Roles	Responsibilities
<b>Solution Lead</b>	<ul style="list-style-type: none"> <li>• Responsible for the Functional and Technical Consultants, working directly with client Subject Matter Experts (SMEs) and technical personnel throughout all aspects of the implementation</li> <li>• Manages and assists in Business Analysis activities</li> <li>• Manages and assists in Configuration activities</li> <li>• Manages and assists in Technical Configuration activities</li> <li>• Provide design oversight and direction to the team</li> <li>• Ensure quality of all deliverables</li> <li>• Ensure methodology is being adhered</li> <li>• Provide expertise and direction on best practices</li> <li>• Provide expertise and guidance on release/environment management</li> <li>• Assist with analysis of change requests</li> </ul>
<b>Functional Consultant</b>	<ul style="list-style-type: none"> <li>• Lead/participate in configuration analysis</li> <li>• Develop report specifications</li> <li>• Develop business automation/validation specifications</li> <li>• Aid in UAT issue resolution</li> <li>• Support Go-Live activities</li> <li>• Provide support to the Technical Consultant</li> <li>• Provide support to the Training Consultant</li> <li>• Configure the solution</li> </ul>



Accela Roles	Responsibilities
<p><b>Technical Consultant(s)</b></p>	<p>Data Conversion Consultant</p> <ul style="list-style-type: none"> <li>Review data conversion approach and deliverable expectations</li> <li>Develop data conversion data map</li> <li>Build and Unit Test data conversion program</li> <li>Execute and support data conversion for testing and go-live</li> </ul>
	<p>Interface Consultant</p> <ul style="list-style-type: none"> <li>Conduct Interface analysis sessions</li> <li>Develop data integration specifications for importing or exporting data from Accela Civic Platform</li> <li>Build and Unit Test data integration programs</li> </ul>
	<p>Report Consultant</p> <ul style="list-style-type: none"> <li>Manage and assist in the development of report specifications</li> <li>Manage and assist in the development of reports</li> <li>Manage and assist in Unit Testing reports</li> <li>Manage report deployment</li> </ul>
	<p>Scripting</p> <ul style="list-style-type: none"> <li>Manage and assist in the development of scripts specifications</li> <li>Manage and assist in the development of scripts</li> <li>Manage and assist in Unit Testing scripts</li> <li>Manage script deployment</li> </ul>
	<p>AMO</p> <ul style="list-style-type: none"> <li>Manage and assist in the development of Accela Mobile Office (AMO) specifications</li> <li>Manage and assist in the development of AMO configuration</li> <li>Manage and assist in Unit Testing AMO configuration</li> <li>Manage AMO deployment</li> </ul>
	<p>GIS</p> <ul style="list-style-type: none"> <li>Manage and assist in the development of GIS specifications</li> <li>Manage and assist in the development of GIS configuration</li> <li>Manage and assist in Unit Testing GIS configuration</li> <li>Manage GIS deployment</li> </ul> <p>Environment Lead</p> <ul style="list-style-type: none"> <li>Install and set up Accela Civic Platform</li> </ul>
<p><b>Training Consultant</b></p>	<ul style="list-style-type: none"> <li>Deliver Accela Training classes</li> </ul>



## APPENDIX C – DELIVERABLES

The following section describes the specific deliverables that will be executed to meet the business objectives and business requirements of the Agency. In support of the implementation effort as described above, Accela will provide the following detailed implementation services. For each deliverable, a description is provided as well as criteria for acceptance of the deliverable.

### STAGE 1 – INITIATION

#### DELIVERABLE 1: PROJECT INITIATION

Project Initiation is an opportunity to ensure the project starts in a well-organized, structured fashion while re-confirming the Agency and Accela expectations regarding the implementation. This Deliverable is comprised of project planning activities, core project management documents and templates and the first on-site meeting conducted between the Agency and Accela after the signing of the Statement of Work.

In conjunction with the Agency representatives, Accela will perform the following tasks:

- Finalize staffing for the project teams.
- Conduct a formal onsite Kickoff meeting. The objective of this meeting is to review the purpose of the project and discuss the project scope, roles and responsibilities, deliverables, and timeline.
- Provide Accela standard Project Status Report Template format.
- Finalize and document formal deliverable signoff procedures, identify team members that will be responsible for signoff from the Agency and Accela.
- Finalize an integrated baseline Project Plan that includes resource allocation for all tasks (in cooperation with the Agency Project Manager).
- Develop a Project Charter that defines how the project will be governed, including a detailed escalation plan.
- Create the project Sharepoint site and load all standard, current documentation.
- Conduct Core Team training in order to prepare the Subject Matter Experts for the To-Be Analysis stage.

The Project Kickoff Meeting includes a formal presentation by the project team to review project objectives, methodology, timeline, roles and responsibilities, risks, and other key project elements with project stakeholders.

In terms of specific output, the following will be executed for this deliverable:

- Project Charter
- Baseline Project Plan
- Project Status Report Template
- Project Sharepoint Site
- Project Kickoff Presentation
- Core Team Training (2 days)

#### Accela Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Coordinate project planning activities.



- 
- Communicate the Accela Implementation Methodology that will be used by Accela to deliver Services.
  - Complete Baseline Project Plan, Project Status Report Template, and Project Kickoff Presentation deliverables with input from appropriate Agency resources.

Agency Responsibilities:

- Identify and set expectations with key resources and subject matter experts for ongoing participation in the project.
- Provide timely and appropriate responses to Accela's requests for project planning input and meeting logistics requests.
- Provide meeting facilities for Project Kickoff and other onsite activities.
- Include Project Sponsor in Project Kickoff Meeting.
- Provide suitable Agency facilities to accommodate training.
- Ensure that users are proficient in using PC's in a Windows environment as a prerequisite for the training.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the training.

Acceptance Criteria:

- Review and acceptance of the Project Status Report Template
- Review and acceptance of the Baseline Project Plan
- Review and acceptance of the Project Charter
- Completion of the Project Kickoff Meeting
- Completion of Core Team Training

**DELIVERABLE 2: ACCELA CIVIC PLATFORM SETUP**

This Deliverable is defined as the setup of the Accela Civic Platform software in the Accela Cloud environment, such that Agency can log into the system and verify that the software is available.

In terms of specific output, the following will be executed for this deliverable:

- Setup of the Accela Civic Platform software, development and test environments, in the Accela Cloud
- Demonstration of an operational Accela Civic Platform environment

Specifically, Accela will perform the following tasks within the support environment:

- Perform a remote system check of the system.
- Demonstrate that the Accela Civic Platform applications are operational.

Accela Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Consult with Agency resources to provide technical input and answer technical questions related to the requirements for Accela Civic Platform.

Agency Responsibilities:

- Provide timely and appropriate responses to Accela's requests for information.
- Make available the appropriate Agency users to validate system is setup and available.

Acceptance Criteria:



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- Confirmation of ability to log into the Accela Civic Platform software.

## STAGE 2 – TO-BE ANALYSIS

To-Be Analysis is comprised of the activities required to define the Accela Civic Platform Solution Foundation for the Agency. The key output of the process are To-Be Analysis Document(s), which serves as a 'blueprint' for design and baseline configuration efforts throughout the implementation project and establishes the benchmarks for testing and acceptance at the conclusion of the project.

The To-Be Analysis Document(s) include detailed information on the Agency's business processes to be configured in the Accela Civic Platform Solution Foundation, including the following topics:

- Process Overview
- Intake Process, user defined and required fields
- Required/Optional Review Tasks
- Issuance requirements
- Inspection Types, scheduling and checklists
- Workflow and processing requirements
- Fee's – types, processing and schedules
- Citizen Portal (Accela Citizen Access) specific to online submittal, inquiry, inspection scheduling and fee payments

The To-Be Analysis Sessions and To-Be Analysis Document(s) will include the high-level requirements related to the following deliverables:

- [Deliverable 8: Business Rules](#)
- [Deliverable 10: Report Specifications](#)
- [Deliverable 11: Report Development](#)
- [Deliverable 14: User Experience](#)

However, the specifics for each deliverable will be discovered and documented later in the project as they are dependent on the completion of the Solution Foundation milestone. (**Example:** Discovery of Agency requirement for a Receipt Report is documented during Stage 2: To-Be Analysis, however, the specific report specification and requirements is completed in the Report Specification deliverable)

The Project Team, consisting of representatives from both Accela and the Agency, will conduct a formal review of the To-Be Analysis Documents for the purpose of approval and sign-off on the deliverable. Prototypes of select processes which will be used during the review sessions to demonstrate the proposed functionality. Prototyping is intended to demonstrate selected aspects of Accela Civic Platform functionality to assist in understanding how it will operate for the Agency. Prototyping is not meant to be a complete end-to-end solution.

### DELIVERABLE 3: TO-BE ANALYSIS SESSIONS

In order to develop the content for the To-Be Analysis Document(s), Accela will work closely with designated Agency personnel and will conduct analysis sessions to capture the "to-be" required business processes.

In conjunction with the Agency representatives, Accela will perform the following tasks:

- Review and understand existing business processes intended for migration into Accela Civic Platform.
- Review the developed business process as a basis for configuration in Accela Civic Platform's workflow tool.



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- Assist the Agency in streamlining existing business processes for fit into Accela Civic Platform.
  - Collect employee names and associated roles and identify user group setups.
  - Review the collected document intake requirements, forms, and data fields for each process.
  - Review the collected document output requirements (documents/letters/reports).
  - Review the collected document fees, fee schedules, and collection procedures for each process.
  - Review the collected document all required inspections and inspection result options for each type.

Accela's Project Manager will coordinate and schedule the Analysis Sessions in conjunction with the Agency Project Manager and according to the agreed upon Project Plan. In terms of specific output, the following will be executed for this deliverable:

- To-Be Analysis data gathering activities including workshops, interviews and web conferencing sessions.

Accela Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Interview staff in order to understand existing business processes.
- Conduct to-be analysis sessions to capture the required business processes to be automated within the system.
- Conduct meetings via email, web conference, phone, and in person to gather and validate analysis input.

Agency Responsibilities:

- Provide timely and appropriate responses to Accela's requests for information.
- Make available the appropriate Agency key users and content experts to provide required information, participate in the configuration analysis and verify the accuracy of the documented workflows, input/output formats, and data elements.
- Provide any existing business process documentation, including process flows; fee schedules; commonly used applications, reports and forms; and other relevant information.
- Schedule participants and meeting locations for analysis activities.

Acceptance Criteria:

- Draft of To-Be Analysis Document for each Completion of To-Be Analysis Sessions for in scope processes.

**DELIVERABLE 4: TO-BE ANALYSIS DOCUMENT(S)**

To-Be Analysis Document(s) will be developed by Accela based on the information gathered in [Deliverable 3: To-Be Analysis Sessions](#). This document(s) will serve as the 'blueprint' for business processes throughout the implementation project. Upon completion of the document(s), Accela will conduct a formal review with Agency for the purpose of approval and sign-off on the deliverable.

In terms of specific output, the following will be executed for this deliverable:

- To-Be Analysis Document(s).

Accela Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.



- 
- Interview staff as necessary in order to understand existing business processes.
  - Build selected prototypes to demonstrate proposed functionality.
  - Conduct meetings via email, web conference, phone, and in person to gather and validate analysis input.
  - Prepare and complete To-Be Analysis Document(s) capturing the Agency's business processes to be included in the Solution Foundation.

Agency Responsibilities:

- Provide timely and appropriate responses to Accela's request for information.
- Schedule participants and meeting locations for To-Be Analysis Document(s) review activities.
- Review and provide feedback on To-Be Analysis Document(s).

Acceptance Criteria:

- Review To-Be Analysis Document(s) and validate that the content accurately reflects the business processes data that will be included in the Accela Civic Platform Solution Foundation.
- Agency will have 5 business days to conduct initial review of the To-Be Analysis Document(s). If no changes or comments are requested within the 5 days, the To-Be Analysis Document(s) is considered approved by the Agency. Upon delivery of initial feedback, Accela will complete the necessary changes and updates. The second and final review will have 3 business days for acceptance.

## STAGE 3 – SOLUTION FOUNDATION

Accela will provide professional services to develop the Accela Civic Platform Solution Foundation in accordance with requirements established and agreed upon during the execution of the tasks that comprise Stage 2 – To-Be Analysis. Accela will produce a detailed, technical Solution Foundation Document(s) that represents the entire foundation of the system, for each module. This document will be delivered for review with the completed solution.

### **DELIVERABLE 5: ACCELA CIVIC PLATFORM SOLUTION FOUNDATION**

Accela will provide professional services to develop the Solution Foundation of the Accela Civic Platform in accordance with requirements established and documented in [Deliverable 4: To-Be Analysis Document\(s\)](#).

In terms of specific output, the following will be executed for this deliverable:

- Completed Foundation of Accela Civic Platform Solution that supports the To-Be Business Processes documentation
- Accela Civic Platform Solution Foundation Document

Accela Responsibilities:

- Provide timely and appropriate responses to Agency's request for information.
- Configure the foundational components as defined in the To-Be Analysis Document(s).

Agency Responsibilities

- Provide timely and appropriate responses to Accela's request for information.
- Make available the appropriate Agency key users and content experts to participate in solution configuration of the system in an effort to learn about the system and facilitate in knowledge transfer.





- 
- Work with Accela to verify that the system meets the foundational requirements documented in the To-Be Analysis Document(s).
  - The Agency will test the system for purposes of validating the configuration.

#### Acceptance Criteria:

- Review and approve that the Accela Civic Platform Solution Foundation meets the requirements documented in the approved To-Be Analysis Document(s).
- Agency will have 5 business days to conduct initial review of the Solution Foundation. If no changes or comments are requested within the 5 days, the milestone is considered approved by the Agency. Upon delivery of initial feedback, Accela will complete the necessary changes and updates. The second and final review will have 3 business days for acceptance.

## STAGE 4 – BUILD

The Build stage includes data conversions, development of interfaces, development of all Business Process Validation and Automation (Event Manager Scripts and Expressions) configuration of add-on products and custom report development. It comprises all of the additional activities outside of solution foundation that are required to complete the total solution for the Agency. Similar to the Configuration Stage, it is critical that appropriate agency representatives are involved in each step of the process to ensure success.

### DATA CONVERSION

Data conversion of historic/legacy data from Agency systems is a critical activity for the success of this project. The Accela team is highly experienced in planning for, and executing these activities and will work closely with Agency staff to ensure a successful transition of data. Specifically, the Accela team will work with Agency to understand the data sources, how they are used, where their data will be stored in Accela Civic Platform and the quality of that data. Often multiple sources store and manage similar information and decisions need to be made about the authoritative source. It is also common to find that data sources have not had strong controls and the accuracy is questionable or there is missing data. There are techniques and tools that Accela may recommend to understand the current state of Agency data so that decisions can be made about data quality and what to convert. Upon completion of the data analysis, mapping of historical/legacy data sources may begin with Accela's mapping tool and conversion iterations performed as outlined in the Project Plan. Accela provides release notes during these conversion tests to verify data is being transferred correctly (e.g., number of records and expected values in fields).

Accela will oversee the conversion effort and specifically assist in the following areas: data mapping, script development for conversion, assistance in data testing and validation, and with the planning and execution of the final data conversion. For conversions, it is expected and anticipated that the Agency will provide resources knowledgeable with the historical data to assist in the data cleansing effort.

The required data mapping effort will be conducted by Accela personnel with assistance from the Agency. Once the data mapping has been defined, Accela will ask that a representative of the Agency sign off on the data maps. Accela will be responsible for the data conversion programs to load data from the staging tables to the Accela Civic Platform database. **PLEASE REFER TO DATA CONVERSION ASSUMPTIONS FOR SPECIFIC ASSUMPTIONS AND PARAMETERS RELATED TO ACCELA 'S CONVERSION APPROACH.**




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## **DELIVERABLE 6: HISTORICAL DATA CONVERSION ANALYSIS**

Upon receipt of Agency's Legacy data, Accela will create a Data Conversion Mapping Document detailing the data conversion process, mutually agreed upon requirements and mapping of Agency's historical data into Accela Civic Platform.

In terms of specific output, the following will be executed for this deliverable:

- Historical Data Conversion Mapping Document

### Accela Responsibilities:

- Work with the Agency to define and document historical data elements that are required for the conversion.
- Facilitate the data analysis and mapping process
- Complete the Data Conversion Specifications Document.

### Agency Responsibilities:

- Provide access to historical data
- Provide subject matter experts on the data source to aid Accela in identifying key components of the historical data
- Provide subject matter experts on the historical configuration to aid in the data mapping process
- Review and sign-off on completed Data Conversion Specifications document.

### Acceptance Criteria:

- The Historical Data Conversion Specifications document identifies historical data elements that will be converted into Accela Civic Platform as well as document special consideration (ex. merging data sources, phasing, etc.)

### Acceptance Review Period:

- Ten (10) business days total

## **DELIVERABLE 7: HISTORICAL DATA CONVERSION DEVELOPMENT**

Upon Agency approval of the Historical Data Conversion Specifications document, (Deliverable 6), Accela will provide a program(s) to migrate appropriate historical data into Accela Civic Platform. Upon receipt of the conversion from Accela, the Agency DBA will load the data into the Test environment for validation.

In terms of specific output, the following will be executed for this deliverable:

- Completion of migrated data into Accela Civic Platform development or test environment.

### Accela Responsibilities:

- Provide a program to migrate historical data into the Agency's AA test database environment.
- Each data conversion will include up to three (3) conversion loads for client testing
- Validate the successful completion of the migration of historical data into the Agency's test environment.
- Execute the data conversion program and provide access to environments as needed



Agency Responsibilities:

- Providing the legacy data source in an accepted format
- Provide resources to validate the conversion statistics and the quality of the data converted into Accela Civic Platform

Acceptance Criteria:

- Historical data has been converted to Accela Civic Platform testing environment according to the Data Conversion Mapping document.

Acceptance Review Period:

- Ten (10) business days total

## SYSTEM INTERFACES

For each interface, the Accela technical lead will work together with Agency's technical lead and business leads to document functional and technical requirements of the interface in an Interface Specifications Document. Interface development begins upon written approval of the specifications. It is expected all interfaces will use Accela's GovXML, web services or batch engine. No custom or third party integration tool will be used to accomplish input or output of data to/from the Accela system. In other words, data coming into Accela and data coming from Accela will use the existing integration technology. Agency responsibility includes obtaining permission for level/type of integration from appropriate application owners (including on premises or cloud/hosted, etc.). Further, Agency will ensure that Accela resources have access to a Dev or Test version of the 3<sup>rd</sup> party system for interface development. All interfaces will be developed against 1 (one), agreed upon version of the 3<sup>rd</sup> party system.

Accela will conduct Analysis and Development (Deliverable X and X) for each system that will be interfaced with Accela within the scope of this implementation.

Deliverable	System Name	Description
8A	Tyler Incode	End of day financial transaction to Agency finance system
8B	GovTeller	Payment Processor

## DELIVERABLE 8: INTERFACE ANALYSIS AND DEVELOPMENT

In order to determine the Agency requirements for this interface, analysis sessions will be conducted as a portion of this deliverable. The findings will then be documented in the Interface Specifications Document(s) for use by Accela in building the interface code. The implementation of the interface is dependent on the assistance of the Agency's staff, specifically, interface analysis, data mapping, and data manipulation as required in the source system. Accela will provide a program to integrate 3<sup>rd</sup> Party data to/from Accela Civic Platform.

In terms of specific output, the following will be executed for this deliverable:

- Interface Specifications Document
- Operational Interface in the Development or Test environment

Accela Responsibilities:



- Provide timely and appropriate responses to Agency's request for information.
- Conduct Interface Analysis sessions.
- Work with Agency staff to develop interface specifications document.
- Use an Accela web service or other tool to implement the interface functionality based on the specifications.
- Build all aspects of the interface that interact directly with the Accela Civic Platform.

#### Agency Responsibilities:

- Provide timely and appropriate responses to Accela's request for information.
- Provide system and access to individuals to provide required details of system interface.
- Allocate the time for qualified business and technical experts for the testing sessions that are critical to the project success.
- Identify and coordinate any related tools used to implement the interface (3rd party or in-house development).
- Assist in the interface specification development and data mapping process.
- Review and approve the interface specification documents.
- Work with Third Party Data Sources to determine best methods of interfacing to Accela system.
- Validate interface through testing.
- Work with 3<sup>rd</sup> party to ensure data from Accela is in correct format.
- Updates to interface, post go-live, due to changes in 3<sup>rd</sup> party system or Agency business processes.

#### Acceptance Criteria:

- Review and approve the Interface Specifications document.
- Demonstration and approval of the completed interface as per the requirements detailed in the interface specifications document.

#### Acceptance Review Period:

- Ten (10) business days total

### **DELIVERABLE 9: BUSINESS RULES**

During the configuration Analysis stage of the implementation project, Accela will identify opportunities to supplement the Accela Civic Platform base functionality via Event Manager Script Engine (EMSE) scripts and Expression Builder in order to validate and automate business processes. Accela will work with Agency to identify desired functionality, and subsequently will assist with prioritizing the needs in order to determine that will be developed by Accela within the scope of this implementation. The Business Process Validation and Automation developed by Accela can be used as models whereby agency staff can develop and modify additional functionality as needed.

Business Rules are broken out into two areas as defined below:

- **EMSE (Event Manager Scripting Engine)** – used to script based on system activities, such as a before or after event, that allow the system to automate activities (**example:** do not allow an inspection to be scheduled prior to a specific workflow task, or, auto-calculate and invoice a fee upon application submittal)
- **Expression Builder** – used to script form based interactions that occur prior to triggering and event or master script activity (**example:** auto-population form based data fields based on user-selected values)



Prior to the development, the Agency will approve a design specification document that will be created jointly by the Agency and Accela. The approved document will be used as a basis for determining completion and approval of the deliverable.

In terms of specific output, the following will be executed for this deliverable:

- Prioritized list of requirements that require Automation
- Specification documents for each required Automation
- Demonstration of completed Automations in development or test environments per the specifications document(s)

Accela Responsibilities:

- Work with Agency staff to identify potential uses of scripting
- Assist with development of list of desired functionality
- Aid the Agency in prioritizing which scripts will be developed by Accela
- Develop scripts based on the specifications
- Demonstrate functionality of scripts per specifications

Agency Responsibilities:

- Allocate the time for qualified business and technical experts for the script requirements sessions that are critical to the project success
- Identify resources that will learn scripting tools and approaches for ongoing maintenance
- Prioritize desired functionality to determine which scripts Accela will develop
- Provide timely and appropriate responses to Accela's request for information
- Verify the Script Specification meets the intended business requirement
- Allocate the time for qualified personnel to test the script for acceptance

Acceptance Criteria:

- Review and acceptance of design document with written sign-off from the Agency
- Demonstration of all developed script within the system to the Agency

## Reports

Reports are defined as anything that can be printed from the system, including but not limited to, reports, forms, documents, notices, and letters that the Agency wishes to print as identified during configuration analysis. The Configuration Document will define the reports and documents that are required by the Agency to effectively use Accela Civic Platform. These reports will be broken down by level of effort and identified in the configuration document. It is expected that, after the appropriate training on the database and the selected report writing tool is completed, Agency personnel will be able to handle additional and future report requirements. Reports are classified by level of effort: high, medium, and low.

High is defined as a report containing significant calculation and/or extensive detail and number of fields – for example a financial statistical report or complex permit. The majority of reports require a 'medium' level of effort, which is



defined as a report displaying non-calculated and minimal calculated data fields. Reports with a low level of effort are typically letters or notices that contain contact information and basic application data.

These reports can be developed using the integral Accela Report Writer included with Accela Civic Platform, Microsoft Report Service (SRS) or Crystal Reports XI Server at the Agency's discretion. These custom reports, whether developed with Accela Report Writer, SRS or Crystal Reports, will be deployed in the Report Manager for use within Accela Civic Platform.

#### **DELIVERABLE 10: REPORT SPECIFICATIONS**

Accela will develop documents/letters/reports from those identified by the Agency as required for the new system.

Accela and Agency have agreed that Accela will develop reports based on the following breakdown:

- 3 Medium Complexity
- 5 Low Complexity
- 10 Ad-Hoc Report Writer

Prior to the development of a report the Agency will approve report design specification documents that will be created jointly by the Agency and Accela. The approved documents will be used as a basis for determining completion and approval of the reports. Development of each report cannot begin until agreement on each specification is complete.

A proven strategy that combines the use of the Accela Civic Platform Quick Queries, Accela Ad-Hoc reports and custom reports developed by Accela, or Agency, can ensure that all required reporting requirements are met.

In terms of specific output, the following will be executed for this deliverable:

- List of identified reports with assigned responsibility for specification and development
- Completed Report Specification Documents for each report assigned to Accela

#### Accela Responsibilities:

- Assist in determining level of effort for reports to assist with prioritization
- Develop report specifications

#### Agency Responsibilities:

- Provide timely and appropriate responses to Accela's request for information
- Make available the appropriate key users and content experts to participate in the report specification
- Provide information and data in the formats specified by Accela that will be needed for agreement on the Deliverable

#### Acceptance Criteria:

- Agreement on prioritized list of reports that will be developed by Accela
- Review and approval of individual Report Specifications documents. The Agency will not unreasonably withhold acceptance if the Agency requests changes to the reports specifications after the initial signoff of the specification by the Agency



- Agency will have 5 business days to review the Report Specification Documents. If no changes or comments are requested within the 5 days, the Report Specification Documents are considered approved by the Agency.

#### **DELIVERABLE 11: REPORT DEVELOPMENT**

Accela will develop custom documents/letters/reports per the specifications developed and approved in [Deliverable 10, Report Development](#). Changes to the report specifications after approval can negatively impact project progress and the overall schedule. Therefore, changes to the report specifications after approval requires an analysis by Accela to determine the level of effort required, and if a Change Order would be required to complete the work.

In terms of specific output, the following will be executed for this deliverable:

- A total of 18 documents/letters/custom reports per the Report Specification Documents

##### Accela Responsibilities:

- Provide timely and appropriate responses to Agency's request for information
- Develop reports per specifications
- Assist in the validation of the reports in test environment

##### Agency Responsibilities:

- Provide timely and appropriate responses to Accela's request for information
- Make available the appropriate key users and content experts to participate in the report development and validation activities
- Request Change Order if changes to specifications are required

##### Acceptance Criteria:

- Confirmation of report accuracy in the development or test environment per Report Specifications.

#### **DELIVERABLE 12: ACCELA GIS DEPLOYMENT**

Accela will install and configure Accela GIS to link and leverage existing Agency GIS information, including assistance with establishing the map service to be used in conjunction with Accela GIS. The following are the main objectives being pursued through the implementation of the Accela GIS:

- Look up permit information and parcel information from the Permitting system
- View selection, location, and associated GIS information
- Select one or more parcels and add new applications to the permit system
- Auto-populate spatial attributes for a property in forms (including ACA)

During GIS installation, Accela's technical staff will work with Agency IT staff to ensure that the components for hardware, software, database, network, and Internet are in place for the Accela GIS test and production environments. Accela technical staff will validate the proper installation and configuration of the Accela GIS environment.

In terms of specific output, the following will be executed for this deliverable:

- Accela GIS installed on Agency server(s)



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- GIS Admin Training, 4 hours

Accela Responsibilities:

- Install Accela software and perform quality assurance checks on the configuration and performance based on acceptance criteria mutually developed by Accela and the Agency
- Demonstrate that the Accela GIS applications are operational in the Agency computing environment thus communicating with the Accela Civic Platform system
- Assist the Agency in identifying and developing Proximity Alerts and Dynamic Themes

Agency Responsibilities:

- Arrange for the availability of appropriate staff for the system installation, setup, testing, and quality assurance throughout the setup process
- Order and procure necessary hardware, non-Accela systems software, and networking infrastructure as specified by Accela
- Provide people and physical resources based on the dates outlined in the project schedule
- Prepare the hardware, software, and network in accordance with the specifications provided by Accela
- Provide Accela with network access for remote installation and testing
- Provide information and data in the formats specified by Accela that will be needed for the GIS implementation

Acceptance Criteria:

- Demonstration of operating Accela GIS in test environment

**DELIVERABLE 13: ACCELA CITIZEN ACCESS DEPLOYMENT**

This deliverable includes setup and configuration of Accela Citizen Access (ACA) on the Agency Dev or Test site per the Requirements gathered in the To-Be Analysis Stage. Accela will work with the Agency representatives validate and implement Accela Citizen Access to extend certain aspects of the internal Accela Civic Platform configuration for use by the general public. Specifically, the following items will be configured:

- Integration into existing Agency website
- Text Settings, including disclaimers, help text and watermarks
- Security Settings
- Form Layout
- User registration settings
- User rights and permissions
- Accela Citizen Access Admin Training

Accela Responsibilities:

- Setup Accela Citizen Access in Dev and Test environments
- Assist agency in set up and validation of merchant account integration
- Work with the Agency to determine which services to expose to the public via Accela Citizen Access
- Create configuration specification for Accela Citizen Access based on analysis with the Agency
- Configure the Online Record types defined in the System Configuration Document in Accela Citizen Access






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Agency Responsibilities:

- Obtain a merchant account, and deploy an internet-enabled payment engine
- Validate that the configuration specification for Accela Citizen Access meets Agency requirements based on details from the Configuration stage of the project
- Perform testing of all Online Record types for purposes of validating the configuration

Acceptance Criteria:

- Accela Citizen Access Configuration Analysis Document provides details of all configuration elements based on Accela Civic Platform back office configuration
- The base configuration of Accela Citizen Access is configured as documented in the approved Accela Citizen Access Configuration Specification Document.
- Demonstration of the operational Accela Citizen Access functionality per the specification document(s)

Acceptance Review Period:

- Ten (10) business days

**DELIVERABLE 14: USER EXPERIENCE**

User Experience is comprised of the fine-tuning of the User Interface (“look and feel”) of the system, usability and security. This portion is completed prior to User Acceptance Testing to provide a more refined view of the system and assistance with system acceptance for new users. Accela will use the completed configuration and standard, best practice User Interface as a starting point for analysis and documentation of desired look and feel of Accela Civic Platform user interface.

User experience configuration will be accomplished through a series of onsite, and remote web meeting, workshops. These workshops will be used in order to accomplish the requested changes, in real-time, and provide ad-hoc training/knowledge transfer to Agency staff on the process of modifying the look and feel of the Accela Civic Platforms User Interface. Per Accela’s best practice methodology, each workshop will be 2 hours long. Information collected, and updated, during the workshop include detailed settings related to the following topics:

- Home Page, Dashboard, Spaces and Form Layout
- Navigation tools
- Search screens and data filtration tools

In terms of specific output, the following will be executed for this deliverable:

- Completion of 3 Analysis workshops, interviews and WebEx sessions
- Configuration of User Experience

Accela Responsibilities:

- Conduct sessions to capture the required look and feel functionality of the Accela Civic Platform system.
- Conduct meetings via email, WebEx, phone, and in person to gather and validate analysis input.
- Build the user experience components as discovered during workshops.

Agency Responsibilities:

- Provide timely and appropriate responses to Accela’s request for information.



- Make available the appropriate Agency key users and content experts to participate in the user experience analysis.
- Complete any additional User Experience updates as desired by the Agency after the workshops are completed.
- Schedule participants and meeting locations for analysis workshop activities.

Acceptance Criteria:

- Completion of 3 of User Experience Workshops.

## STAGE 5 – READINESS

### DELIVERABLE 15: ADMINISTRATIVE TRAINING

Accela will provide training for Agency staff that focuses on the administration, maintenance, and augmentation of its Accela Civic Platform configuration. Our aim at Accela is to educate Agency resources on all aspects of Accela Civic Platform in an effort to ensure the Agency is self-sufficient. This allows the Agency to best react to changing requirements and ongoing maintenance, which can allow the Agency to be reactive and significantly reduce system maintenance costs over time.

In terms of specific output, the following will be executed for this deliverable:

- **Civic Platform Core Team Training** – up to 2.5 days, 15 max attendees.
- **Civic Platform Admin Usage** – up to 3.5 days, 10 max attendees.
- **Accela GIS** – update to 4 hours, 12 max attendees.
- **Accela Mobile** – up to 1 day, 12 max attendees.
- **Civic Platform Database Schema Fundamentals and Report Manager** – up to 4 hours, 7 max attendees
- **Ad-Hoc Reporting** – up to 4 hours, 7 max attendees.
- **Train-the-Trainer End User Training** – up to 5 days, 10 max attendees

Accela Responsibilities:

- Coordinate with the Agency to define training schedule and logistics.
- Deliver training per the specific requirements listed above.

Agency Responsibilities:

- Select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project success.
- Provide suitable Agency facilities to accommodate various training classes.
- Ensure that users are proficient in using PC's in a Windows environment as a prerequisite for the course.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the course.

Acceptance Criteria:

- Execution of listed training courses




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## DELIVERABLE 16: DAILY USER TRAINING

This Deliverable includes the Delivery by Accela to Agency of 1 instances of the Daily User Training course (2 days onsite). Accela best practices have proven that class sizes no larger than 14 participants are more successful with students who meet the pre-requisites of the course. The Accela Trainer has the right to modify the class size to ensure successful instruction with Agency agreement.

End User Training should be coupled with the Agency delivering supplementary user training to its staff using the core Use Cases documented in each System Configuration Document. Accela recommends that Agency adopt the “80/20 rule” for training, focusing the majority of their training on the 80% of what the Agency normally does operationally. The recommended supplementary training conducted by the Agency can utilize business experts from each area to train on all aspects of their configuration. Accela will deliver current training documentation in a format that can be used to customize the documentation. Documents delivered by Accela to the Agency will be valid for the release that the Agency is trained. Documents delivered by Accela may not be shared with any other agency or Company per the Non-Disclosure Agreement.

In terms of specific output, the following will be executed for this deliverable:

- 1 instance of Daily User Training

### Accela Responsibilities:

- Coordinate with the Agency to define training schedule and logistics.
- Provide 1 instance of Daily User Training.

### Agency Responsibilities:

- Select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project success.
- Provide suitable Agency facilities to accommodate various training classes.
- Ensure that users are proficient in using PC's in a Windows environment as a prerequisite for the course.
- Ensure that users are familiar with use of standard Internet browsers as a prerequisite for the course.

### Acceptance Criteria:

- Execution of 1 instance of the End User Training course to the Agency.

## DELIVERABLE 17: USER ACCEPTANCE TESTING (UAT)

This deliverable is comprised of the assistance Accela will provide to allow the Agency to accept that the solution meets the requirements as documented in all the deliverables. Accela will assist the Agency in the testing and validation of the solution and its readiness to be migrated to production for active use and will assist in transferring the solution and any required data from Support to Production.

Accela will provide of support for training, oversight, answering questions and addressing issues discovered in User Acceptance Testing. It should be noted that it is critical that the Agency devote ample time and resources to his effort to ensure that the system is operating per signed specifications and ready for the move to production. The testing



effort will require a significant time investment by the Agency, and coordination of resources is critical. At this point in the implementation process, the Agency should test individual components of functionality of the solution (i.e., functional and/or unit testing), and also test to ensure that the interrelated parts of the Accela Civic Platform solution are operating properly (i.e., integration testing).

Accela will provide assistance to the Agency as needed by providing User Acceptance Testing (UAT) support and a defined testing process. Accela will address and rectify issues discovered during the UAT process as Agency staff executes testing activities. Accela will work with the Agency to develop a test plan and deliver up to 2 sample test scripts, as well as an issue log to track the progress of testing. It should be noted that Accela will plan for a **total of 4 weeks to complete this deliverable**.

If the Agency does not devote adequate time and staffing to UAT in order to completely test the solution, Accela may opt to postpone go-live at the Agency's expense. Accela will work diligently with Agency to ensure this does not occur and provide several opportunities for the Agency to add additional staff and time to this effort before recommending a postponement or delay.

In terms of specific output, the following will be executed for this deliverable:

- Resolution of issues resulting from Agency User Acceptance Testing
- Fully tested system that is ready to move to production for go-live

#### Accela Responsibilities:

- Provide recommendations on testing strategy and best practices.
- Lead the Agency in up to 4 weeks of User Acceptance testing effort and the validation of the system configuration and its readiness to be migrated to production for active use.
- Resolution of issues as a result of User Acceptance Testing activities.

#### Agency Responsibilities:

- Provide timely and appropriate responses to Accela's request for information.
- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency.
- Develop the User Acceptance test scripts.
- Utilize the use cases documented in each Configuration Document Deliverable as the basis for the acceptance of this Deliverable.

#### Acceptance Criteria:

- Completion of up to 4 weeks of UAT

## STAGE 6 – DEPLOY

### DELIVERABLE 18: PRODUCTION SUPPORT

Production date is defined as the official date in which Accela Civic Platform moves from the test environment to production for daily Agency usage. This date will be agreed to by both Accela and the Agency at project inception. It may be altered only by Change Order agreed to by both parties. In the weeks prior to moving to Production, Accela



will assist in final data conversions, system validation, staff preparation assistance and training, and coordination of deployment.

In terms of specific output, the following will be executed for this deliverable:

- Deployment support prior to moving to Production
- Setup of Integration points in Production
- Final Conversion run during cutover
- Accela Civic Platform used in Production environment for Agency daily use

Accela Responsibilities:

- Provide on-site resources to support the move to Production effort
- With assistance from the Agency, lead the effort to transfer the system configuration and any required data from Support to Production
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production

Agency Responsibilities:

- Provide technical and functional user support for pre and post Production Planning, execution, and monitoring
- Provide timely and appropriate responses to Accela's request for information
- Assist in the development of a Pre-Production checklist that details the critical tasks that must be accomplished prior to moving to Production
- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency

Acceptance Criteria:

- Deployment support prior to moving to Production
- Production system is first used by the Agency for daily use

**DELIVERABLE 19: POST DEPLOYMENT SUPPORT AND TRANSITION TO CUSTOMER SUPPORT**

This deliverable is comprised of the post- Production support assistance that Accela will provide to address issues and provide consultative advice immediately following the move to Production for daily use. Accela will provide support for 1 week immediately following deployment (go-live).

Accela will work with the Agency to identify and address issues identified during this period using a Post Production Issues List. This list will be comprised of issues related to the defined deliverables listed in this SOW, which will be addressed by Accela, as well as any other issues that the Agency wishes to track (outside of scope, stage 2, etc.). Examples of issues the Agency is responsible for include training issues, functional changes beyond the scope of this Statement of Work, cosmetic changes, and procedures related to the use of Accela Civic Platform. Specifically, Accela will not be developing or creating additional reports, conversions, interfaces, records types and workflow processes that were not included in the scope of this project during post deployment support.



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At the end of the support period, Accela will provide a final a final copy of the issue tracker to the customer and disable the list. Additionally a formal meeting will be scheduled with the Agency, Accela Services Team, and Accela Customer Support. The purpose it to transition support of future issues and questions from the Agency to Accela Customer Support.

In terms of specific output, the following will be executed for this deliverable:

- 2 staff onsite for week one of go-live (5 days) and remote support thereafter
- Transition of Agency from Services team to Customer Support for ongoing support

Accela Responsibilities:

- Provide post-production support for Accela developed configuration and components
- Assist with the identification of issues for the Post Production Issues List
- Assist with issues that may arise related to the deliverables in this SOW
- Transfer ongoing support of the client and to the Customer Support to address any post Production issues that require remediation

Agency Responsibilities:

- Provide technical and functional user support for post-production support and monitoring
- Develop and maintain a Post Production Issues List
- Provide timely and appropriate responses to Accela's request for information
- Make available the appropriate Agency key users and content experts to participate in user acceptance testing as defined and managed by Agency

Acceptance Criteria:

- Execution of 1 week of post-Production support
- Official transfer from the Accela Services project team to the Customer Support



**APPENDIX D – DELIVERABLE ACCEPTANCE FORM**

Please acknowledge acceptance by:

<p><b>A</b></p> <p>Sign and fax this document to:</p> <p>Accela, Inc. YOUR NAME YOUR TITLE <b>Tel:</b> <b>Fax:</b></p>	<p>OR</p>	<p><b>B</b></p> <p>Email this document as an attachment to:</p> <p>YOUR EMAIL</p>
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Date:		
Agency Name:		
Approving Agency Manager:		
Accela Manager:		
Project Name / Code:		
Contract / Agreement #:		

Agency agrees that Accela has successfully completed the following Deliverables:

Deliverable #	Source / Reference Details	
	Service Agreement	

Agency agrees that Accela has successfully completed the Deliverables described above in accordance with the terms of the related Contract/Agreement.

**APPROVALS:**

\_\_\_\_\_

Agency Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date



APPENDIX E – CHANGE ORDER TEMPLATE

SAMPLE CHANGE ORDER – PAGE 1

Agency: CO #:  
 Project Code: Date:  
 Contract #/ PO #:  
 Initiating Department:  
 Initiated By:  
 Change Category:  Product  Project  Contract  Maintenance

PROJECT CHANGE DESCRIPTION/TASK SUMMARY:

- <title of issue / cause of change>  
 Issue details / scope impact:
  - Schedule impact:
  - Resource impact:
  - Cost impact:
- <title of issue / cause of change>  
 Issue details / scope impact
  - Schedule impact:
  - Resource impact:
  - Cost impact:

Total Project Schedule Impact:  
 Total Project Resource Impact:  
 Total Project Cost Impact:

DISPOSITION COMMENTS:

Disposition:  Approved  Rejected  Closed  See Comments  
 Date:






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**SAMPLE CHANGE ORDER – PAGE 2**

The above Services will be performed in accordance with this Change Order / Work Authorization and the provisions of the Contract for the purchase, modification, and maintenance of the Accela systems. The approval of this Change Order will act as a Work Authorization for Accela and / or Agency to perform work in accordance with this Change Order, including any new payment terms identified in this Change Order. This Change Order takes precedence and supersedes all other documents and discussions regarding this subject matter.

Accepted By: Agency	Accepted By: Accela, Inc.
By:	By:
Print Name:	Print Name:
Title:	Title:
Date:	Date:



## APPENDIX F – RECORD TYPES

The following Record Types are in scope for this implementation:

1. Residential Water Permit
2. Commercial Water Permit
3. Mixed Use Water Permit
  - a. Same processes for Res, Comm, and Mixed (Inspections, Deed Restrictions). (Review Workflow – Front Desk, Permitting, Deed, Inspection)
  - b. Water Usage – Based on fixture count. Track property has a baseline of fixtures. Permit may be used to increase or reduce the number of “active” fixtures.
  - c. Fees are calculated differently (Commercial Acre, Residential Fixture) Use the same base rate (Capacity fee. Changes every July 1<sup>st</sup>)
  - d. Menu of fees. Select applicable fees based on the project that the permit is being applied for
  - e. Water Allocation Tracking – Jurisdiction (7) can allocate additional water count to a property. Each jurisdiction may have 2-3 allocation counts to allocate from. Allocation report will be from the Accela system to include credits and debits of the allocations. Manually the report will be used to validate the jurisdiction allocation is accurate and not over allocated.
  - f. Check to see if there is a rebate or water credits against the property
  - g. Multiple permits and multiple water sources per property. i.e. Property may have multiple family dwelling which will require multiple permits depending on dwelling.
  - h. Multi – Water sources may come from different accounts. One permit with multiple sources
4. Water Use Permit (Same as other permit. No inspection)
  - a. Issued when an applicant purchased a water entitlement. This will add total number of fixtures or specific commercial uses to their baseline.
  - b. Ability to amend the permit
  - c. System needs to track the total number of available water credits per property
  - d. Entitlement Holder – Track the inventory of water entitlements. (Commercial – acreage, Residential – fixtures). Make sure they do not oversell their inventory. Business rules will be applied by the agency application processor
5. Fire Suppression (No inspection)
  - a. Related to a building permit. A waiver with no fee that tells the water provider to provide a larger water meter to meet the flow rate to support the needed the fire suppression system. (Name, address, prop owner, no fixtures) Same body of a Water permit but no fixtures on it.
6. Water Distribution System Permit or Confirmation of Exemption
  - a. Different process from other permits. This is for properties using onsite wells or mobile water distribution systems. Track base information. Allow for attachments. No workflow or automation on this permit. Would need manually track fees against this record. Can be for one or multiple properties
  - b. Ability to amend the permit
  - c. Applicant has to comply with the well registration. This is handled by water resource management dept. Need ability to upload Water Resource Management documentation.
  - d. Tracking the number of water allocation from the well based on the permits that will be applied for against the property(s) well.
7. Hydrant Meter Permit (No Inspection, OTC)
  - a. Ability to collect a fee against it. No water usage data collected. Permit that goes to the provider to setup a meter for new construction.



- 
- b. Ability to amend the permit
  - 8. Water Consumption
    - a. Capture water consumption for special situations for a property. Upload data from Excel or manual upload. Unique ID would be premise #(property ID) or meter. Record to store info. No workflow. Just used for data collection.
  - 9. Pre-App Consultation
    - a. Collect a consultation fee. No workflow. Track time.
  - 10. Rebate – Manual workflow
    - a. Application to see if the property qualified for a rebate. Can we issue them a check. Did they get a rebate? What was the value? What was it for? Is there a water permit that requires them to pay the rebate back
  - 11. Water Credit – Form and field data validation.
    - a. Generated through a rebate. Permit if they reduce water usage (less fixtures) or a water credit application)
    - b. Water credit has an expiration. Notification should be sent to the property owner so they can re-apply
  - 12. Complaint
    - a. General complaint form. i.e. Water waste with site inspection. Tracked against property for water waste. Fines go up for repeat offender
  - 13. Violation\Non-Compliance
    - a. Inspection on permit or complaint
    - b. First letter is a warning
    - c. Second letter is a fine
    - d. Abatement – If continued non-compliance, legal would get involved for further action
  - 14. Conservation
    - a. When property changes title, new property owner needs to ensure property is in compliance with conservation regulations. Put in the transfer date and the status of the compliance. Generate an inspection and remediation activities.





# Monterey Peninsula Water Management District

## Accela Civic Platform Subscription and Delivery Services

October 3, 2017

Hilary Huntington  
Business Development Executive SMG  
(603) 616-7221  
hhuntington@accela.com





**Software and Services**

**Annual Subscriptions**

Product Code	Product Name	Description	Qty	Sales Price	Total Price
SS10AACAPOP0001	Accela Citizen Access - Subscription Population	Accela Citizen Access - Subscription Population	104129	\$0.03	\$3,123.87
SS10APFMSLVR001	Accela Civic Platform Silver - Subscription User	Accela Civic Platform Silver - Subscription User	10	\$2,628.00	\$26,280.00

**Service Items**

Product Code	Product Name	Description	Units	Sales Price	Total Price
SV100SMGGENFF01	SMG Delivery Services	SMG Delivery Services	1	\$676,377.00	\$676,377.00

**Grand Total: USD\$705,780.87**



Order Detail	
General Information	
Customer Contact	Suresh Prasad
Customer Address	5 Harris CT Bldg G, Monterey, California 93940-5756
Governing Agreement(s)	
Effective Date(s)	
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> <li>- Software Licenses &amp; Subscriptions start on the date of delivery by Accela;</li> <li>- Hosting and Support start on Accela's delivery of the software hosted and/or supported; and</li> <li>- Professional Services start on the date listed in the applicable Exhibit, Statement of Work or Governing Agreement, as applicable.</li> </ul>
Order Duration	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> <li>- Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.</li> <li>- Any Software Licenses or Hardware are one-time, non-refundable purchases of perpetual duration.</li> <li>- Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months).</li> <li>- Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.</li> </ul>
Special Order Terms	None unless otherwise specified in this section.
Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total \$ above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable <b>net 30 days</b> .
Special Payment Terms	None unless otherwise specified in this section.





**MONTEREY PENINSULA WATER MANAGEMENT  
DISTRICT – ORDER FORM**

**FY2018**

**Accounts Payable Contact Information (Required)**

First Name		Last Name	
Title			
Phone Number			
Email Address:			
Billing Address			
Delivery Address			
Method of Invoicing	All invoices will be sent electronically to the Email Address provided above unless otherwise specified in Special Invoicing Needs. .		
Special Invoicing Need	Invoice Delivery by Post is Required		

**Signature Section (Required)**

Vendor	Accela, Inc.	Customer	Monterey Peninsula Water Management District
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

**Additional Signatures Section (Optional)**

Customer	Monterey Peninsula Water Management District	Customer	Monterey Peninsula Water Management District
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

**Purchase Order Reference (Optional)**

<p>If Customer requires PO number on invoices, it <b>must</b> be provided to the right and Customer <b>must</b> provide Accela copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.</p>	PO# (If required):
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**ACCELA MASTER SERVICE AGREEMENT**

This Accela Master Service Agreement (this “**Agreement**”) is entered into as of the date of last signature (the “**Effective Date**”) by and between Accela, Inc., a California corporation principally located at 2633 Camino Ramon, Suite 500, Bishop Ranch 3, San Ramon, California 94583 (“**Accela**”), and Monterey Peninsula Water Management District with a principal place of business at 5 Harris CT Bldg G, Monterey, California 93940-5756 (“**Customer**”).

**1. DEFINITIONS.** Unless otherwise defined in this Agreement, terms used herein have the same meanings as set out in the Exhibits to this Agreement (including any supplements or attachments thereto).

1.1. “**Optional Services**” refers to certain optional add-ons to the Subscription Service as may be offered by Accela from time to time.

1.2. “**Professional Services**” refers to Accela’s delivery, training, performance optimization and related services as set out in the Professional Services Terms. The Professional Services described in this Agreement are applicable to Customer if and as ordered.

1.3. “**Professional Services Terms**” refers to those additional Professional Services Terms and Conditions attached hereto at Exhibit B.

1.4. “**Services**” refers to the Subscription Service together with any Professional Services and/or Optional Services, as applicable.

1.5. “**Subscription Service**” refers to Accela’s cloud-based service designed to provide government entities with productivity and engagement software.

1.6. “**Subscription Ts&Cs**” refers to the Subscription Terms and Conditions attached hereto at Exhibit A

Customer agrees that its purchase of the Services hereunder is neither contingent on the delivery of nor any oral or written comments about any future functionality or features of the Subscription Service.

**2. PROCUREMENT OF SERVICES.** Customer may purchase the Services by submitting orders in a form designated or approved by Accela (each, an “**Order**”) or, in the case of certain Professional Services, by executing Statements of Work designated or approved by Accela (each an “**SOW**”). Upon Order (or SOW) acceptance and subject to Customer’s payment of the corresponding Services Fees, Accela will make the Services available to Customer.

2.1. Governing Terms. The Subscription Service will be subject to this Agreement and the Subscription Ts&Cs for the Subscription Period and number of End Users as specified in each Order. Professional Services will be subject to this Agreement and the Professional Services Terms for the designated performance period as specific in the applicable Order or SOW. Any Optional Services will be subject to the Subscription Terms or such other documentation as designated by Accela.

2.2. Order Acceptance. No Order for Services will be deemed accepted by Accela unless and until Accela accepts such Order (or SOW) in writing. Any terms and conditions contained in any quote, invoice, purchase order or Order that are inconsistent with the terms and conditions of this Agreement will be deemed stricken, unless expressly agreed to in writing by Accela with explicit reference to the accepted

terms and conditions. All Orders and SOWs will reference this Agreement. Upon acceptance of an Order as provided above, it will become part of this Agreement.

2.3. Adding End Users. If Customer desires to increase the number of End Users that are permitted to use the Subscription Service, a new Order must be issued for the additional End Users. Accela may, in its discretion, allow or require the initial Subscription Period of newly-purchased subscriptions to be adjusted to expire or renew simultaneously with Customer's pre-existing subscription(s).

2.4. Optional Services. Purchase of Optional Services from Accela will be subject to any price quote Accela provides to Customer and the Order procedure described above. As designated by Accela at the time of Customer's purchase, use of the Optional Services may be subject to Exhibit A or additional terms and conditions beyond or in lieu of those in Exhibit A.

### **3. FEES AND PAYMENT FOR SERVICES**

3.1. Fees. Customer will pay all fees for the Services per the prices quoted to Customer by Accela and finalized via an Order or SOW. Unless expressly set out in an Order or SOW, price increases will not apply to any Order or SOW that has already been accepted by Accela. Except as otherwise agreed by the parties in writing, Services Fees are quoted and payable in United States dollars, and Customer's payment obligations are non-cancelable and Fees paid are non-refundable.

3.2. Invoicing and Payment. Accela will invoice Customer in advance for the Services unless otherwise expressly agreed by the parties.

3.2.1. Subscription Service fees are due upon invoice and payable within thirty (30) days of the invoice date. Subscription Service fees will be due no later than the first day of each Subscription Period to which the payment relates. If Customer orders additional End User quantities part-way through an existing Subscription Period, and the initial Subscription Period for the additional quantity is adjusted as described in Section 2.3, then the Subscription fee for such additional quantity will be pro-rated accordingly. Optional Services will be due at the same time as payment for the corresponding Subscription Service, or (if applicable) as otherwise specified in the applicable Order or governing terms. Subscription Service fees will be subject to an automatic annual increase by the percentage of the prior year's Subscription Service fees (the "Uplift") listed in the Order.

3.2.2. Professional Services fees and expenses are due upon invoice and payable within forty-five (45) days of the invoice date. Professional Services fees and expenses may be subject to additional payment terms if and as designated in the applicable Order or SOW. Generally, Professional Services expenses will be billed as accrued and invoiced to Customer monthly in accordance with Accela's travel policy.

3.3. Billing Info & Overdue Charges. Customer is responsible for keeping Accela accurately and fully informed of Customer's billing and contact information, including providing any purchase order numbers in advance of invoice issuance. If any Fees are not received from Customer by the due date, they will accrue interest at the rate of one and a half percent (1.5%) of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower.

3.4. Overdue Payments. If any amount owing by Customer under this Agreement for any of the Services is thirty (30) or more days overdue, Accela may, without limiting Accela's other rights and remedies, accelerate Customer's unpaid fee obligations under this Agreement (including any Order or

SOW) so that all such obligations become immediately due and payable, suspend the Subscription Service and/or stop performance of the Professional Services until such amounts are paid in full.

3.5. Taxes. Accela's Services fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "**Taxes**"). Customer is responsible for paying all Taxes associated with Customer's purchases hereunder. If Accela has the legal obligation to pay or collect Taxes for which Customer is responsible under this paragraph, the appropriate amount will be invoiced to and paid by Customer, unless Customer provides Accela with a valid tax exemption certificate authorized by the appropriate taxing authority prior to invoice issuance. For clarity, Accela is solely responsible for taxes assessable against it based on Accela's income, property and employees.

**4. TERM AND TERMINATION.**

4.1. Term of Agreement. Unless terminated earlier in accordance with Section 4.2, this Agreement commences on the Effective Date and will continue with respect to the Services as enumerated below:

4.1.1. Subscription Service. The Subscription Ts&Cs at Exhibit A will commence on the date listed in the first Order and continue for a period of one (1) year (the "**Initial Subscription Period**"). Thereafter, the Subscription Term will automatically renew for additional one-year periods (each a "**Renewal Subscription Period**") unless and until either party gives written notice of non-renewal at least sixty (60) days in advance. Customer must send written notice of non-renewal to [AccountsReceivable@Accela.com](mailto:AccountsReceivable@Accela.com). Should Customer not provide written notice of non-renewal at least sixty (60) days in advance, then Customer is obligated to pay for the subsequent renewal in full.

4.1.2. Professional Services. If and as applicable to Customer, the Professional Services Terms at Exhibit B will commence on the date listed in the first Order or SOW and continue for the period designated in such Order or SOW. The effectiveness of the Professional Services Terms will be automatically extended to the last date specified in all SOWs and Professional Services Orders issued by Accela. Upon Customer request, Accela may, in its sole discretion, reinstate expired Professional Services Terms after a lapse in effectiveness under previously issued SOWs or Professional Services Orders.

4.2. Termination. Either party may terminate this Agreement upon written notice if the other party materially breaches this Agreement and fails to correct the breach within thirty (30) days following written notice specifying the breach. The Services will be subject to additional termination provisions if and as designated in the respective Exhibits to this Agreement.

4.3. Effect of Termination. Termination or expiration of this Agreement will not terminate any then-current Customer Subscriptions to the Subscription Service (which will continue to be governed by the terms of Exhibit A, including the termination provisions set forth therein); provided, however, that in the case of termination of this Agreement by Accela for Customer's uncured breach of this Agreement, Accela may simultaneously terminate any such Subscriptions. Subject to the Professional Services Terms, termination of this Agreement will terminate all on-going and planned Professional Services.

**5. ADDITIONAL CUSTOMER TERMS.** Any terms and conditions required by Customer under applicable statute, judicial order or agency policy will be as stated in this Section 5 (the "**Additional Customer Terms**"). Alternatively, the Parties may set forth Additional Customer Terms at Exhibit C to this Agreement as warranted under the circumstances. Notwithstanding anything to the contrary in Section 6, the

Additional Customer Terms will govern over the body of this Agreement in the event of a direct conflict of terms. In the absence of any inclusion of Additional Customer Terms in this Section 5 or at Exhibit C, the parties agree that no additional contractual obligations are intended in respect of the Services provided hereunder.

**6. GENERAL.** The parties acknowledge that the terms of each of the Exhibits to this Agreement (inclusive of any supplements or attachments thereto), including, but not limited to, the disclaimers, limitations of liability, and other general provisions thereof, are incorporated into and form a part of this Agreement. In the event of a direct conflict between the body of this Agreement and the terms of the Exhibits hereto, the terms in the body of this Agreement will govern. Each party specifies its address set forth above for receipt of notices under this Agreement. This Agreement may be signed in one or more identical counterparts, each of which will be an original, but all of which together will constitute one instrument.

**Exhibits List:**

- Exhibit A – Subscription Terms and Conditions
- Exhibit B – Professional Services Terms *[IF APPLICABLE]*
- Exhibit C – Additional Customer Terms *[IF APPLICABLE]*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the Effective Date.

**ACCELA  
Management District**

**CUSTOMER: Monterey Peninsula Water**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

Its: \_\_\_\_\_  
(Title)

Its: \_\_\_\_\_  
(Title)

Dated: \_\_\_\_\_  
(Month, Day, Year)

Dated: \_\_\_\_\_  
(Month, Day, Year)

**EXHIBIT A  
ACCELA SUBSCRIPTION TERMS AND CONDITIONS**

Purchase or use of the Service (defined below) is subject to these Subscription Terms and Conditions (these “Terms”).

**1. DEFINITIONS**

“**Agreement**” means these Terms and, if applicable, the written master service agreement or other written agreement between Customer and Accela that incorporates these Terms by reference.

“**Communication Data**” means any and all information transmitted, shared, or exchanged between Customer and any End User, or between End User and any third party (including any third-party network or website), using the Service, with respect to any transaction or other communication enabled by the Service, but excluding Security Data.

“**Customer**” means the entity that purchases a subscription to the Service, directly from Accela or through an authorized reseller, distributor, or other channel partner of Accela.

“**End Users**” means individuals who are authorized by Customer to use the Service and for whom Customer has purchased a subscription to the Service. End Users may include but are not limited to Customer’s employees, contractors and agents. Each End User will be associated with a single, unique email address for purposes of accessing (and being identified within) the Service.

“**Intellectual Property Rights**” means patent rights (including, without limitation, patent applications and disclosures), copyrights, trade secrets, know-how, and any other intellectual property rights recognized in any country or jurisdiction in the world.

“**Optional Services**” mean the optional add-ons to the Service that may be available for purchase either directly from Accela or through an authorized reseller or partner of Accela, as more particularly described or identified in the applicable Order.

“**Order**” means written orders to purchase subscriptions to use the Service (or, where applicable, to purchase Optional Services).

“**Security Data**” means any and all information provided by Customer or any End User to establish

secure transmissions through use of the Service, including but not limited to personal information, information used to identify account names or numbers, routing information, usernames, passwords, access codes and prompts.

“**Service**” or “**Subscription Service**” means the cloud-based network security service(s) for which Customer has obtained a subscription either directly from Accela or through an authorized reseller or other partner of Accela, as more particularly described in the applicable agreement or order under which such subscription was obtained. If and as designated in the Specifications, the Service may be inclusive of application programming interfaces (APIs) developed by Accela to enable interaction and integration with the Service. Unless otherwise specified herein or other applicable contractual terms, all references to “Service” will be deemed to include any and all Optional Services.

“**Software**” means any software (including client software for End Users’ devices) that Accela makes available for download or otherwise provides for use with the Service.

“**Specifications**” means the online specifications for the Service, as made available by Accela at <https://accela.box.com/SoftwareSpecs> (which URL location and content may be updated from time to time by Accela).

“**Subscription Period(s)**” means the duration of Customers and End Users active, paid access to the Service, as designated in the Order(s).

“**Supported Modification**” means a configuration of or modification to the Service requested by Customer that can be consistently supported by Accela via APIs, does not require direct database changes and is capable of being tested and maintained by Accela.

**2. AUTHORIZED USERS.** Only End Users may access or use the Service under Customer’s account. Each End User may use any reasonable number of compatible devices for purposes of accessing the Service; provided that, Accela reserves the right to determine whether a number of devices is reasonable and, in its sole discretion, to place a corresponding cap on the number of devices. Unless expressly

authorized by Accela, End User subscriptions cannot be shared or used by more than one individual but may be permanently reassigned to new End Users. The number of End User subscriptions purchased may be increased (under a new Order) but cannot be decreased during any Subscription Period.

### 3. USE OF THE SERVICE

3.1. Accela's Responsibilities. Accela will: (i) provide to Customer support related to the Service in accordance with the Accela Support Terms accessible at <https://accela.box.com/SaaSsupportPolicy> (which URL location and content may be updated from time to time by Accela) and (ii) provide the Service only in accordance with applicable laws and government regulations.

3.2. Customer's Responsibilities. Customer will (i) be responsible for meeting Accela's applicable minimum system requirements for use of the Service; (ii) be responsible for End Users' compliance with these Terms and for any other activity (whether or not authorized by Customer) occurring under Customer's account, (iii) be solely responsible for the accuracy, quality, integrity and legality of Communication Data, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Service under its account, and notify Accela promptly of any such unauthorized access or use, and (v) use the Service only in accordance with the applicable documentation, laws and government regulations, and any written instructions provided by Accela to Customer.

3.3. Prohibitions. Customer will not, and will ensure that its End Users do not, (i) make the Service available to anyone other than End Users; (ii) sell, resell, rent, lease or transfer the Service in whole or in part to any third party (including Customer affiliates) without the express permission of Accela and execution of designated transfer documentation; (iii) use the Service to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy or intellectual property rights; (iv) use the Service to store or transmit viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs; (v) interfere with or disrupt the integrity or performance of the Service or third-party data contained therein; (vi) attempt to gain unauthorized access to the Service or any related systems or networks; or (vii) obtain

intellectual property rights to the use of any component of the Services (inclusive of APIs).

3.4. Software. End Users may need to download and install client Software (as made available by Accela or other third party authorized by Accela) on each device through which they intend to use the Service. All use of such Software will be governed by terms of the applicable license agreement or terms of use that accompanies or is made available in connection with the Software. Customer acknowledges that each End User (or authorized Customer representative) must accept such license agreement, and have Service-compatible device(s), to download, install, and/or use the Software. Nothing in these Terms will be deemed to grant to Customer rights of any kind in the Software.

3.5. Security Data and Privacy. Customer understands that failure to protect Security Data may allow an unauthorized person or entity to access the Service. In addition, Customer acknowledges that Accela generally does not have access to and cannot retrieve lost Security Data. If Customer loses Security Data, Customer may no longer have access to the Service. Customer agrees that: (i) Customer (or its End User) is solely responsible for collecting, inputting and updating all Security Data; (ii) Accela assumes no responsibility for supervision, management or control of Customer's and End Users' Security Data; and (iii) Accela assumes no responsibility for any fraudulent or unauthorized use of the Software or any portion of the Service. To the extent that Accela has access to any personally identifiable information gathered from Customer or from End Users in connection with the Service, such information will be governed by the provisions of the Accela Privacy Policy, a copy of which is available on the Accela website at <https://accela.box.com/PrivacyPolicy> (which URL location and content may be updated from time to time by Accela).

### 4. PROPRIETARY RIGHTS

4.1. Reservation of Rights. Subject to the limited rights expressly granted hereunder, Accela reserves all rights, title and interest in and to the Service and any associated Software and documentation, including all related Intellectual Property Rights. No rights are granted to Customer hereunder other than as expressly set forth herein.

4.2. Restrictions. In addition to the other prohibitions set forth in these Terms, Customer will not and will

ensure that its agents do not (i) create derivative works based on the Service, (ii) copy, frame or mirror any part or content of the Service, other than copying or framing on Customer's own intranets or otherwise for Customer's internal business purposes in accordance with Accela's applicable documentation, (iii) reverse engineer the Service, or (iv) access the Service (inclusive of any APIs) in order to build or patent a competitive product or service or to copy any features, functions or graphics of the Service.

**4.3. Communication Data Ownership.** Customer reserves all its rights, title and interest in and to the Communication Data. No rights are granted to Accela hereunder with respect to the Communication Data, except that Accela may (i) store, copy, process, and transmit such Communication Data for purposes of providing the Service to Customer and (ii) otherwise utilize Communication Data if and as permitted by the Accela Privacy Policy.

**4.4. Customer Suggestions.** Customer grants Accela a royalty-free, worldwide, transferable, sublicenseable, irrevocable, perpetual license to use or incorporate into the Service (or Accela's other software or services) any suggestions, enhancement requests, recommendations, or other feedback provided by Customer or End Users relating to the operation or features of the Service.

## 5. CONFIDENTIALITY

**5.1. Definition.** As used herein, "**Confidential Information**" means all confidential information disclosed by a party ("**Disclosing Party**") to the other party ("**Receiving Party**"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. However, Confidential Information will not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

**5.2. Protection.** Except as otherwise permitted in writing by the Disclosing Party and subject to the other terms of this Agreement (including Accela's Privacy Policy), (i) the Receiving Party will use the

same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) not to disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of these Terms, and (ii) the Receiving Party will limit access to Confidential Information of the Disclosing Party to those of its employees, contractors and agents who need such access for purposes consistent with these Terms and who are legally bound to protect such Confidential Information consistent with these Terms.

**5.3. Compelled Disclosure.** The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest, limit, or protect the disclosure.

## 6. WARRANTIES AND DISCLAIMERS

**6.1. Specifications.** Subject to the limitations set forth below, Accela warrants that the Service will operate in all material respects in accordance with the Specifications. As Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to modify the Service so that it conforms to foregoing warranty.

**6.2. Service Level Commitment.** During the Subscription Period, Accela further warrants that the Service will meet the performance level specified in the Service Level Commitment, as made available by Accela at <https://accela.box.com/SaaSLLC> (which URL location and content may be updated from time to time by Accela). The Service Level Commitment sets forth Customer's sole and exclusive remedy for Accela's failure to achieve the stated Service performance level.

**6.3. Disclaimers.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, ACCELA DOES NOT MAKE ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND ACCELA SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTIES ARISING OUT OF THE COURSE OF DEALING OR USAGE OF TRADE, TO THE MAXIMUM



EXTENT PERMITTED BY APPLICABLE LAW. Accela will not be responsible to the extent failure of the Service to operate as warranted is caused by or results from: (i) any modification to the Service other than a Supported Modification; (ii) combination, operation or use of the Service with Customer's or a third party's applications, software or systems; (iii) abuse, willful misconduct or negligence by anyone other than Accela or Accela's designee; (iv) use of the Service other than in accordance with the terms of this Agreement and/or the applicable Specifications and Accela documentation or (v) any of the SLC Exclusions (as defined in the Service Level Commitment).

## 7. MUTUAL INDEMNIFICATION

**7.1. Indemnification by Customer.** Customer will defend (or settle), indemnify and hold harmless Accela, its officers, directors, employees and subcontractors, from and against any liabilities, losses, damages and expenses, including court costs and reasonable attorneys' fees, arising out of or in connection with any third-party claim that: (i) a third party has suffered injury, damage or loss resulting from Customer's or any End User's use of the Service (other than any claim for which Accela is responsible under Section 7.2); or (ii) Customer or any End User has used the Service in a manner that violates these Terms or applicable law. Customer's obligations under this Section 7.1 are contingent upon: (a) Accela providing Customer with prompt written notice of such claim; (b) Accela providing reasonable cooperation to Customer, at Customer's expense, in defense and settlement of such claim; and (c) Customer having sole authority to defend or settle such claim.

**7.2. Indemnification by Accela.** Accela will defend (or settle) any suit or action brought against Customer to the extent that it is based upon a claim that the Service, as furnished by Accela hereunder, infringes or misappropriates the Intellectual Property Rights of any third party, and will pay any costs, damages and reasonable attorneys' fees attributable to such claim that are awarded against Customer. Accela's obligations under this Section 7.2 are contingent upon: (a) Customer providing Accela with prompt written notice of such claim; (b) Customer providing reasonable cooperation to Accela, at Accela's expense, in the defense and settlement of such claim; and (c) Accela having sole authority to defend or settle such claim. THIS SECTION 7.2 STATES THE ENTIRE OBLIGATION OF ACCELA AND ITS LICENSORS WITH RESPECT TO ANY ALLEGED OR ACTUAL

INFRINGEMENT OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS BY THE SERVICE. Accela will have no liability under this Section 7.2 to the extent that any third-party claims described herein are based on any combination of the Service with products, services, methods, or other elements not furnished by Accela, or any use of the Service in a manner that violates this Agreement or the instructions given to Customer by Accela.

**7.3. Mitigation Measures.** In the event that (i) any claim or potential claim covered by Section 7.2 arises or (ii) Accela's right to provide the Service is enjoined or in Accela's reasonable opinion is likely to be enjoined, Accela may, in its discretion, seek to mitigate the impact of such claim or injunction by obtaining the right to continue providing the Service, by replacing or modifying the Service to make it non-infringing, and/or by suspending or terminating Customer's use of the Service with reasonable notice to Customer. In the case of a suspension or termination pursuant to this Section 7.3, Accela will refund to Customer a portion of fees prepaid by Customer for the then-current Subscription period, prorated to the portion of that Subscription period that is affected by the suspension or termination).

**8. LIMITATIONS OF LIABILITY.** IN NO EVENT WILL ACCELA'S AGGREGATE LIABILITY TO CUSTOMER OR ANY THIRD PARTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER HEREUNDER OR, WITH RESPECT TO ANY SINGLE INCIDENT, THE AMOUNT PAID BY CUSTOMER HEREUNDER IN THE TWELVE (12) MONTH PERIOD PRECEDING THE INCIDENT.

**8.1. Exclusion of Damages.** NEITHER ACCELA NOR ANY OTHER PERSON OR ENTITY INVOLVED IN CREATING, PRODUCING, OR DELIVERING THE SERVICE WILL BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA OR LOSS OF GOODWILL, SERVICE INTERRUPTION, COMPUTER DAMAGE OR SYSTEM FAILURE OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. THE FOREGOING

EXCLUSIONS APPLY WHETHER OR NOT ACCELA HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGE, AND EVEN IF A LIMITED REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE. NOTHING IN THESE TERMS EXCLUDES OR RESTRICTS THE LIABILITY OF EITHER PARTY FOR DEATH OR PERSONAL INJURY RESULTING FROM ITS NEGLIGENCE.

**8.2. Security and Other Risks.** Customer acknowledges that, notwithstanding security features of the Service, no product, hardware, software or service can provide a completely secure mechanism of electronic transmission or communication and that there are persons and entities, including enterprises, governments and quasi-governmental actors, as well as technologies, that may attempt to breach any electronic security measure. Subject only to its limited warranty obligations set forth in Section 6, Accela will have no liability for any security breach caused by any such persons, entities, or technologies. Customer further acknowledges that the Service is not guaranteed to operate without interruptions, failures, or errors. If Customer or End Users use the Service in any application or environment where failure could cause personal injury, loss of life, or other substantial harm, Customer assumes any associated risks and will indemnify Accela and hold it harmless against those risks.

**8.3. Basis of Bargain.** THE LIMITATIONS OF LIABILITY AND EXCLUSIONS OF DAMAGES SET FORTH IN THIS SECTION 8 ARE FUNDAMENTAL ELEMENTS OF THE BASIS OF THE BARGAIN BETWEEN ACCELA AND CUSTOMER AND WILL APPLY TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW.

## 9. SUBSCRIPTION PERIOD AND TERMINATION

**9.1. Term of End User Subscriptions.** End User Subscriptions purchased by Customer commence on the start date specified in the applicable Order and, unless terminated earlier in accordance with these Terms, continue for the term specified therein (the “**Subscription Period**”). A Subscription Period and/or pricing there on may be subject to prorating where Accela deems it appropriate to cause newly purchased Subscriptions to expire or renew simultaneously with Customer’s pre-existing Subscription(s). Except as otherwise specified in the applicable Order, all Subscriptions will automatically renew for additional Subscription Periods equal to the expiring Subscription Period or one year (whichever is shorter), unless either party gives the other at least

sixty (60) days’ notice of non-renewal before the end of the relevant Subscription Period. The per-unit pricing during any such renewal Subscription Period may be subject to annual pricing increase as designated by Accela and notified to Customer. Pricing increases will be effective upon renewal of the Subscription Period and annually thereafter, unless otherwise agreed to by the parties. If either party provides notice of non-renewal as set forth above, Customer’s right to use the Service will terminate at the end of the relevant Subscription Period.

**9.2. Termination or Suspension for Cause.** A party may terminate any Subscription for cause upon thirty (30) days written notice to the other party of a material breach if such breach remains uncured at the expiration of such thirty (30) day period. In addition, Accela may, at its sole option, suspend or terminate Customer’s or any End User’s access to the Service, or any portion thereof, immediately if Accela, in its sole discretion: (i) if suspects that any person other than Customer or an End User is using or attempting to use Security Data, (ii) suspects that Customer or an End User is using the Service in a way that violates these Terms and could expose Accela or any other entity to harm or legal liability, or (iii) is or reasonably believes it is required to do so by law or court order.

**9.3. Effect of Termination.** Within thirty (30) calendar days following the end of Customer’s final Subscription Period, Customer may request in writing Accela to provide a copy of Customer’s data and associated documents in a database dump file format. Accela will comply in a timely manner with such request; provided that, Customer (a) pays all costs of and associated with such copying, as calculated at Accela’s then-current time-and-materials rates; and (b) pays any and all unpaid amounts due to Accela.

**9.4. Surviving Provisions.** Sections 4 (Proprietary Rights), 5 (Confidentiality), 6.2 (Disclaimer), 7 (Mutual Indemnification), 8 (Limitation of Liability), 9.3 (Effect of Termination), 9.4 (Surviving Provisions) and 10 (General Provisions) will survive any termination or expiration of this Agreement.

## 10. GENERAL

**10.1. Notice.** Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) the second business day after mailing, or (iii) sending by

confirmed email if sent during the recipient's normal business hours (or, if not, then on the next business day). Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Service (or such other address as the recipient may thereafter specify by notice given in accordance with this Section 10.1).

10.2. Governing Law and Jurisdiction. This Agreement and any action related thereto will be governed by the laws of the State of California without regard to its conflict of laws provisions. The exclusive jurisdiction and venue of any action related to the Service or this Agreement will be the state and federal courts located in the Northern District of California and each of the parties hereto waives any objection to jurisdiction and venue in such courts.

10.3. Compliance with Laws. Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, export laws and regulations of the United States and other applicable jurisdictions. Without limiting the foregoing, Customer will not permit End Users to access or use the Service in violation of any U.S. export embargo, prohibition or restriction.

10.4. Relationship of the Parties. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or similar relationship between the parties.

10.5. Waiver and Cumulative Remedies. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

10.6. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.

10.7. Assignment. Customer may not assign or transfer this Agreement, whether by operation of law or otherwise, without the prior written consent of Accela. Any attempted assignment or transfer, without such consent, will be void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

10.8. Publicity. Subject to the provisions of Section 5, each party will have the right to publicly announce the existence of the business relationship between parties. In addition, during the Subscription Period of Customer's Service use, Accela may use Customer's name, trademarks, and logos (collectively, "**Customer's Marks**") on Accela's website and marketing materials to identify Customer as Accela's customer, and for providing the Service to Customer; provided that, Accela will use commercially reasonable efforts to adhere to any usage guidelines furnished by Customer with respect to Customer's Marks.

10.9. Force Majeure. Accela will not be liable for any delay or failure to perform under this Agreement to the extent such delay or failure results from circumstances or causes beyond the reasonable control of Accela.

10.10. Entire Agreement. These Terms, including any attachments hereto as mutually agreed upon by the Parties, constitute the entire agreement between the parties concerning its subject matter and supersedes all prior communications, agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of these Terms will be effective unless in writing and signed by a duly authorized representative of each party against whom the modification, amendment or waiver is to be asserted. Notwithstanding any language to the contrary therein, no additional or conflicting terms or conditions stated in Customer's order documentation will be incorporated into or form any part of these Terms, and all such terms or conditions will be null.

**EXHIBIT B**  
**ACCELA PROFESSIONAL SERVICES AGREEMENT**

Purchase or use of the Professional Services (defined below) is subject to this Accela Professional Services Agreement (this “PSA”).

**1. SCOPE OF SERVICES.**

1.1. Subject to this PSA, Accela will provide Customer with certain implementation, data conversion, customer success and/or training services (collectively “**Professional Services**”) as set forth in the applicable Statements of Work (each an “**SOW**”) or Accela order forms (each an “**Order**”) executed by Accela and Customer. Any such SOW or Order must reference this PSA or the Master Services Agreement to which this PSA is incorporated. Some Professional Services, based on the nature or delivery of such services, may be (i) subject to additional terms and conditions which will be attached hereto (and incorporated herein by reference) at the time of Customer’s purchase of such Professional Service; and/or (ii) performed by Accela, its affiliate, partner or subcontractor acting within or outside of the United States.

1.2. Each SOW or Order will include, at a minimum: (i) a description of the Professional Services and any deliverables and/or training materials to be provided to Customer (each, a “**Deliverable**”); (ii) scope of the Professional Services; and (iii) applicable fees and payment terms for such Professional Services, if not elsewhere specified. All SOWs and Orders will be deemed part of and subject to this PSA.

**2. TRAINING TERMS & CONDITIONS.**

Unless otherwise authorized in writing by Accela and set forth in an applicable SOW or Order, the following terms will apply to all training services (“**Training**”) provided by Accela hereunder:

2.1. Training Deliverables. Customer is responsible for any printing, shipping and copying charges for any Training Deliverables. All versions of the Training Deliverables are provided for Customer’s internal training purposes only. Customer may not (a) resell, redistribute, transfer or sublicense any Training Deliverables; (b) utilize the Training Deliverables to replicate or attempt to perform the Training; (c) develop any of the software or services described in such Training Deliverables or (d) capture any performance or aspect of the Training Deliverables.

2.2. Onsite Delivery. Customer is responsible for providing appropriate resources for Training delivery, including without limitation, facilities, Internet connectivity, A/V equipment, student computers and other reasonable classroom amenities.

2.3. Training Accounts. Accela may provide attending Customer employees or authorized third-party agents (“**Training Users**”) with temporary and limited access to the Subscription Service solely for such Training Users’ non-commercial use and receipt of Training hereunder (each a “**Training Account**”). Such Training Users’ access to the Training Account may be subject to separate terms and conditions provided by Accela.

2.4. Accela expressly disclaims any obligation to provide maintenance, support or updates on the Training Accounts and Training Deliverables.

**3. CHANGE MANAGEMENT PROCESS.** If Customer or Accela requests a change in any of the specifications, requirements, Deliverables, or scope (including drawings and designs) of the Professional Services described in any SOW, the party seeking the change will propose the applicable changes by written notice.

3.1. Within a reasonable amount of time (not to exceed four (4) business days) after receipt of written notice, each party’s designated personnel will meet, either in person or via telephone conference, to discuss and agree upon any proposed changes. Thereafter, Accela will prepare a change order describing the proposed changes to the SOW and any associated changes in the Deliverables, Deliverable schedule, fees and/or expenses (each, a “**Change Order**”).

3.2. Change Orders will not be binding until they are executed by both parties. Executed Change Orders will be deemed part of, and subject to, this PSA. If the parties disagree about the proposed changes, they will promptly escalate the change request as specified in the Project Management Plan or to their respective senior management for resolution.

3.3. In the event Customer requires significant changes to any SOW (either individually or

cumulatively across Change Order(s)) which Accela reasonably determines is (a) a material modification of the nature or scope of Professional Services being purchased and/or (b) significantly outside the Supported Modifications, Accela may, upon no less than thirty (30) days' notice to Customer, suspend or terminate the applicable SOW(s) and/or Change Order(s). In the event of any such termination or suspension, the parties will work together in finalizing agreed-upon Deliverables. Unless otherwise expressly agreed to by the Parties at the time of any such material change, Accela will not be deemed to have waived any Customer payment obligations in respect of completed Deliverables.

#### 4. PROJECT MATERIALS.

4.1. Deliverables. Accela will own all rights, title and interest in and to the Deliverables (excluding any Customer Confidential Information provided to Accela for provisioning of the Professional Services). Accela will have the right to use any such Customer Confidential Information solely for providing the Professional Services to Customer hereunder. Notwithstanding the foregoing, Accela may use aggregate anonymized Customer Confidential Information for Accela development, internal training and other reasonable business purposes not specific to Customer or its End Users.

4.2. Deliverables are Accela Confidential Information and Customer may not reverse engineer, decompile, disassemble, translate, copy, reproduce, display, publish, create derivative works of, assign, sell, lease, rent, license or grant any interest in the Deliverables to any party except as expressly permitted by Accela.

4.3. Subject to this PSA, Accela grants Customer a limited, non-exclusive, nontransferable, terminable license to use the Deliverables solely for Customer's internal operations in connection with authorized use of the applicable Subscription Service.

4.4. Tools. Notwithstanding any other provision of this PSA: (i) nothing herein is intended to assign or transfer any intellectual property rights in the proprietary tools, libraries, know-how, techniques and expertise ("**Tools**") used by Accela to develop the Deliverables.

4.5. Processes & Know-How. Accela will own all rights, title and interest in and to the all processes, methods, procedures and know-how established or utilized by Accela in performance of the Professional

Services. None of the Professional Services or Deliverables will be deemed to constitute work product or work-for-hire inuring to the benefit of Customer.

4.6. In the event any language conflicting with this Section 4 is added to any SOW, Order or Change Order, the parties expressly agree that such statement will have no effect on Accela's rights as set out herein.

#### 5. WARRANTY & DISCLAIMERS.

5.1. Warranty. Accela warrants that the Professional Services will be performed for and delivered to Customer in a good, diligent, workmanlike manner, consistent with the practices and standards of care generally accepted within and expected of Accela's industry.

5.2. Customer Cooperation. Accela's ability to successfully perform the Professional Services is dependent upon Customer's provision of timely information, active participation and access to Customer's resources, systems and personnel. Customer acknowledges that any implementation process described in the relevant SOW is cooperative in nature and that Customer must complete its designated tasks in a timely manner for Accela to proceed with and complete the Professional Services.

5.3. Customer Delays. Customer delays during any implementation period may have adverse collateral effects on Accela's overall work schedule. Although Accela will use its commercially reasonable efforts to immediately resume work following any such delay, Customer acknowledges that schedules for the Professional Services may be delayed by more than the number of days delayed by Customer. Customer agrees that if additional time is required to complete the Professional Services as the result of Customer delays, such time will be charged to Customer at Accela's then-current time-and-materials rates.

5.4. Accela Non-Conformance. If through no fault or delay of Customer the Professional Services do not conform to the foregoing warranty, and Customer notifies Accela within sixty (60) days of Accela's completed delivery of the Professional Services, Customer may require Accela to re-perform the non-conforming portions of the Professional Services. For purposes of this Section 5.4, conformity of the Professional Services will be measured against approved systems in place at completion of the

Professional Services and upon enablement in Customer's production environment.

6. **DISCLAIMER.** Section 5 sets forth the sole exclusive warranties and remedies related to the Professional Services, Deliverables and Tools performed or provided under this PSA. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT AS EXPRESSLY PROVIDED HEREIN, ACCELA DOES NOT MAKE ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND ACCELA SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTIES ARISING OUT OF COURSE OF DEALING OR USAGE OF TRADE. EXCEPT AS PROVIDED HEREIN, THE PROFESSIONAL SERVICES AND DELIVERABLES PROVIDED TO CUSTOMER ARE ON AN "AS IS" AND "AS AVAILABLE" BASIS.

7. **FEES & PAYMENT.** Customer will pay the fees and expenses as specified in the Master Services Agreement to which these Terms are attached or in the applicable Order or SOW.

**8. TERM AND TERMINATION.**

8.1. Term. This PSA will commence on the Effective Date of the Master Services Agreement (or first Order or SOW referencing these Terms, if later effected) and will continue for the length of time referenced in all SOWs and/or Orders issued hereunder. These Terms will be subject to extension if and as designated in the Master Services Agreement. Each SOW will commence on the date it is last signed, and will expire upon completion of the project set forth in the applicable SOW.

8.2. Once signed by both parties, a SOW and/or an Order will be non-cancellable, except as otherwise explicitly stated in such SOW or Order.

8.3. Termination.

8.3.1. Automatic. This PSA will terminate automatically when the Master Services Agreement and/or all SOWs and Orders referencing this PSA are terminated or expired.

8.3.2. For Convenience. Either party may terminate this PSA for convenience upon written notice in the event there are no active SOWs hereunder.

8.3.3. For Cause. Either party may terminate this PSA for cause in the event of a material breach by the other party which goes uncured for a period of thirty (30) days. Termination under this subsection will not affect Customer's outstanding payment obligations to Accela in respect of Deliverables, Training and/or Materials provided prior to such termination.

Upon termination or expiration of this PSA, Customer will have no rights to continue use of the Deliverables

**9. CONFIDENTIALITY.**

9.1. Definition. As used herein, "**Confidential Information**" means any commercial, financial, marketing, business, technical or other data, security measures and procedures, know-how or other information disclosed by or on behalf of a party (the "**Disclosing Party**") to the other party ("**Receiving Party**") for purposes arising out of or in connection with this PSA or an Order or SOW that: is marked "confidential" or "proprietary" at the time of disclosure or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. However, Confidential Information will not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, (iv) was independently developed by the Receiving Party or (v) constitutes aggregate data collected or generated by or on behalf of Accela regarding its products and services (for purposes of providing or improving its products and services, benchmarking system performance, preparing statistics and system metrics, marketing and other reasonable business purposes) that does not contain any personally identifiable or Customer-specific information.

9.2. Protection. Except as otherwise permitted in writing by the Disclosing Party and subject to the other terms of this Agreement, (i) the Receiving Party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) not to disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of these Terms, and (ii) the Receiving Party will

limit access to Confidential Information of the Disclosing Party to those of its employees, contractors and agents who need such access for purposes consistent with these Terms and who are legally bound to protect such Confidential Information consistent with the requirements of these Terms.

9.3. Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest, limit, or protect the disclosure.

10. **LIMITATIONS OF LIABILITY.** NOTWITHSTANDING ANYTHING TO THE CONTRARY IN ANY SOW OR ORDER, IN NO EVENT WILL ACCELA'S AGGREGATE LIABILITY TO CUSTOMER OR ANY THIRD PARTY ARISING OUT OF OR IN CONNECTION WITH THIS PSA OR PERFORMANCE OF ANY PROFESSIONAL SERVICE, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER FOR SUCH PROFESSIONAL SERVICES UNDER THE APPLICABLE SOW OR ORDER.

10.1. Exclusion of Damages. NEITHER ACCELA NOR ANY OTHER PERSON OR ENTITY INVOLVED IN CREATING, PRODUCING, OR DELIVERING THE PROFESSIONAL SERVICES WILL BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA, LOSS OF GOODWILL, SERVICE INTERRUPTION, COMPUTER DAMAGE, SYSTEM FAILURE OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, ARISING OUT OF OR IN CONNECTION WITH THIS PSA OR ANY SOW, CHANGE ORDER OR ORDER, INCLUDING FROM THE USE OF OR INABILITY TO USE THE SUBSCRIPTION SERVICE, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. THE FOREGOING EXCLUSIONS APPLY WHETHER OR NOT ACCELA HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGE, AND EVEN IF A LIMITED REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE. NOTHING IN THIS PSA EXCLUDES OR RESTRICTS THE LIABILITY OF EITHER PARTY FOR DEATH OR PERSONAL INJURY RESULTING FROM ITS NEGLIGENCE.

## 11. GENERAL

11.1. Notice. Except as otherwise specified in this PSA, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) the second business day after mailing, or (iii) sending by confirmed email if sent during the recipient's normal business hours (or, if not, then on the next business day). Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Service (or such other address as the recipient may thereafter specify by notice given in accordance with this Section 11.1). Customer's email address for communication and notice purposes relating to this PSA will be set forth on the applicable SOW or Order (or subsequent email addresses as advised by Customer). Customer agrees to accept emails from Accela at the above e-mail address.

11.2. Governing Law and Jurisdiction. This Agreement and any action related thereto will be governed by the laws of the State of California without regard to its conflict of laws provisions. The exclusive jurisdiction and venue of any action related to the Professional Services or this PSA will be the state and federal courts located in the Northern District of California and each of the parties hereto waives any objection to jurisdiction and venue in such courts.

11.3. Compliance with Laws. Each party will comply with all applicable laws and regulations with respect to its activities under this PSA including, but not limited to, the export laws and regulations of the United States and other applicable jurisdictions.

11.4. Relationship of Parties. Accela's relationship with Customer pursuant to this PSA will be that of an independent contractor. Neither party will have any authority to bind the other, to assume or create any obligation, to enter into any agreements, or to make any warranties or representations on behalf of the other. Nothing in this PSA will be deemed to create any agency, partnership or joint venture relationship between the parties. Accela reserves the right to use third parties (who are under a covenant of confidentiality with Accela), including, but not limited to, offshore subcontractors to assist with the Professional Services, including, without limitation, any data migration, configuration,

implementation and custom code development processes.

11.5. Waiver and Cumulative Remedies. No failure or delay by either party in exercising any right under this PSA will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

11.6. Severability. If any provision of this PSA is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this PSA will remain in effect.

11.7. Assignment. Customer may not assign or transfer this PSA or any SOW or Order hereunder, whether by operation of law or otherwise, without the prior written consent of Accela. Any attempted assignment or transfer, without such consent, will be void. Subject to the foregoing, this PSA will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

11.8. Publicity. Subject to the provisions of Section 9, each party will have the right to publicly announce the existence of the business relationship between parties. In addition, during the Subscription Period of Customer's use of the Service, Accela may use Customer's name, trademarks, and logos (collectively, "**Customer's Marks**") on Accela's website and marketing materials to identify Customer as Accela's customer, and for providing the Service to Customer; provided that, Accela will use commercially reasonable efforts to adhere to any usage guidelines furnished by Customer with respect to Customer's Marks.

11.9. Force Majeure. Accela will not be liable for any delay or failure to perform under this PSA to the extent such delay or failure results from circumstances or causes beyond the reasonable control of Accela.

11.10. Entire Agreement. The parties acknowledge that they have had previous discussions related to the performance by Accela of Professional Services for Customer and the possible strategies which may be used by Accela to implement the Subscription Service to achieve the requirements

identified by Customer. This PSA, together with mutually agreed-upon attachments that are incorporated by reference herein, constitutes the entire agreement between the parties concerning its subject matter and supersedes all prior communications, agreements, proposals or representations, written or oral, concerning its subject matter. Notwithstanding any language to the contrary therein, no additional or conflicting terms or conditions stated in Customer's Order, any SOW or other order documentation will be incorporated into or form any part of this PSA, and all such terms or conditions will be null. Under no circumstances will the terms, conditions or provisions of any RFP, purchase order, invoice or other administrative document issued by Customer in connection to this PSA be deemed to modify, alter or expand this PSA, regardless of any failure of Accela to object to such terms, provisions, or conditions. No other act, document, usage, custom or waiver will be deemed to amend or modify this PSA unless agreed to in writing signed by a duly authorized representative of both parties. In the event of any inconsistency or conflict between the terms of this PSA, and an SOW, the terms of the SOW will control with regards to the project described.



**ADMINISTRATIVE COMMITTEE****5. RECEIVE AND FILE FOURTH QUARTER FINANCIAL ACTIVITY REPORT FOR FISCAL YEAR 2016-2017**

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review: N/A****Committee Recommendation: The Administrative Committee reviewed this item on November 6, 2017 and recommended \_\_\_\_\_.****CEQA Compliance: N/A**

**SUMMARY:** The fourth quarter of Fiscal Year (FY) 2016-2017 concluded on June 30, 2017. Table comparing budgeted and actual year-to-date revenues and expenditures for the period are included as **Exhibit 5-A**. **Exhibits 5-B and 5-C** presents the same information in bar graph format. The following comments summarize District staff's observations:

**REVENUES**

The revenue table compares amounts received through the fourth quarter and conclusion of FY 2016-2017 to the amounts budgeted for that same time-period. Total revenues collected were \$10,557,512, or 80.9% of the budgeted amount of \$13,042,545. Variances within the individual revenue categories are described below:

- Water Supply Charge revenues were \$3,401,626, or 100.0% of the budget for the period. This was in line with the budgeted figure.
- Mitigation revenue was \$2,039,913, or 81.0% of the budget. Mitigation revenue was replaced by the User Fee. This line includes Mitigation revenue billed through April 18, 2017.
- Property tax revenues were \$1,820,413, or 113.8% of the budget for the period. This was higher than anticipated due to increase in property values resulting in higher property tax allocation for the District.
- User fee revenues were \$1,156,363, or about 1217.2% of the amount budgeted. The User Fee was implemented from April 19, 2017. District did not anticipate the start date in this fiscal year and thus it was not budgeted.
- Connection Charge revenues were \$370,255, or 174.2% of the budget for the period. Actual collection was higher than anticipated budgeted figure as the forecasted figures are based on estimated number of customers pulling permits. There was more connection charge received than budgeted for the fiscal year.
- Permit Fees revenues were \$243,787, or 105.5% of the budget for the period. Actual collection was higher than anticipated budgeted figure as the forecasted figures are based on estimated number of customers pulling permits. There was more permit fees received than budgeted for the fiscal year.

- Interest revenues were \$22,359, or 111.8% of the budget for the period. Actual interest received was slightly higher than budgeted.
- Reimbursements of \$1,390,565, or 63.9% of the budget. This is based on actual spending and collection of reimbursement project funds. This is considerably less than the budgeted amount as many projects were deferred and continued to next fiscal year.
- Grant revenue of 89,276, or 27.0% of the budget. Actual revenue received was lower than budgeted due to grant funded projects being deferred and continued to next fiscal year.
- The Other revenue category totaled \$22,955 or about 60.4% of the budgeted amount. This category includes reimbursement revenues from legal and other miscellaneous services. Actual collections were lower than anticipated.
- The Reserves category totaled \$0 or about 0.00% of the budgeted amount. This category includes potential use of reserves, water supply carry forward balance and the line of credit during the fiscal year for which adjustments are made at the conclusion of the fiscal year.

## **EXPENDITURES**

Expenditure activity as depicted on the expenditure table is similar to patterns seen in past fiscal years. Total expenditures of \$9,248,774 were about 70.9% of the budgeted amount of \$13,042,545 for the period. Variances within the individual expenditure categories are described below:

- Personnel costs of \$3,370,673 were about 98.2% of the budget. This was slightly below the anticipated budget.
- Expenditures for supplies and services were \$1,045,938, or about 91.1% of the budgeted amount. This was slightly below the anticipated budget.
- Fixed assets purchases of \$114,821 represented around 94.5% of the budgeted amount. This was slightly below the anticipated budget.
- Funds spent for project expenditures were \$4,580,256, or approximately 63.7% of the amount budgeted for the period. This is due to some project spending being deferred to next fiscal year.
- Debt Service included costs of \$137,086, or 59.6% of the budget for the period. Principal paid on the debt was recorded against the outstanding liability.
- Contingencies/Other expenditures \$0, or 0% of the budgeted amount. This was due to the contingency budget not spent during this fiscal year.
- Reserve expenditures of \$0, or 0% of the budgeted amount. This was due to the adjustments made at the conclusion of the fiscal year.

## **EXHIBITS**

- 5-A** Revenue and Expenditure Table
- 5-B** Revenue Graph
- 5-C** Expenditure Graph

**Monterey Peninsula Water Management District  
Fourth Quarter Report on Financial Activity  
Fiscal Year 2016-2017**

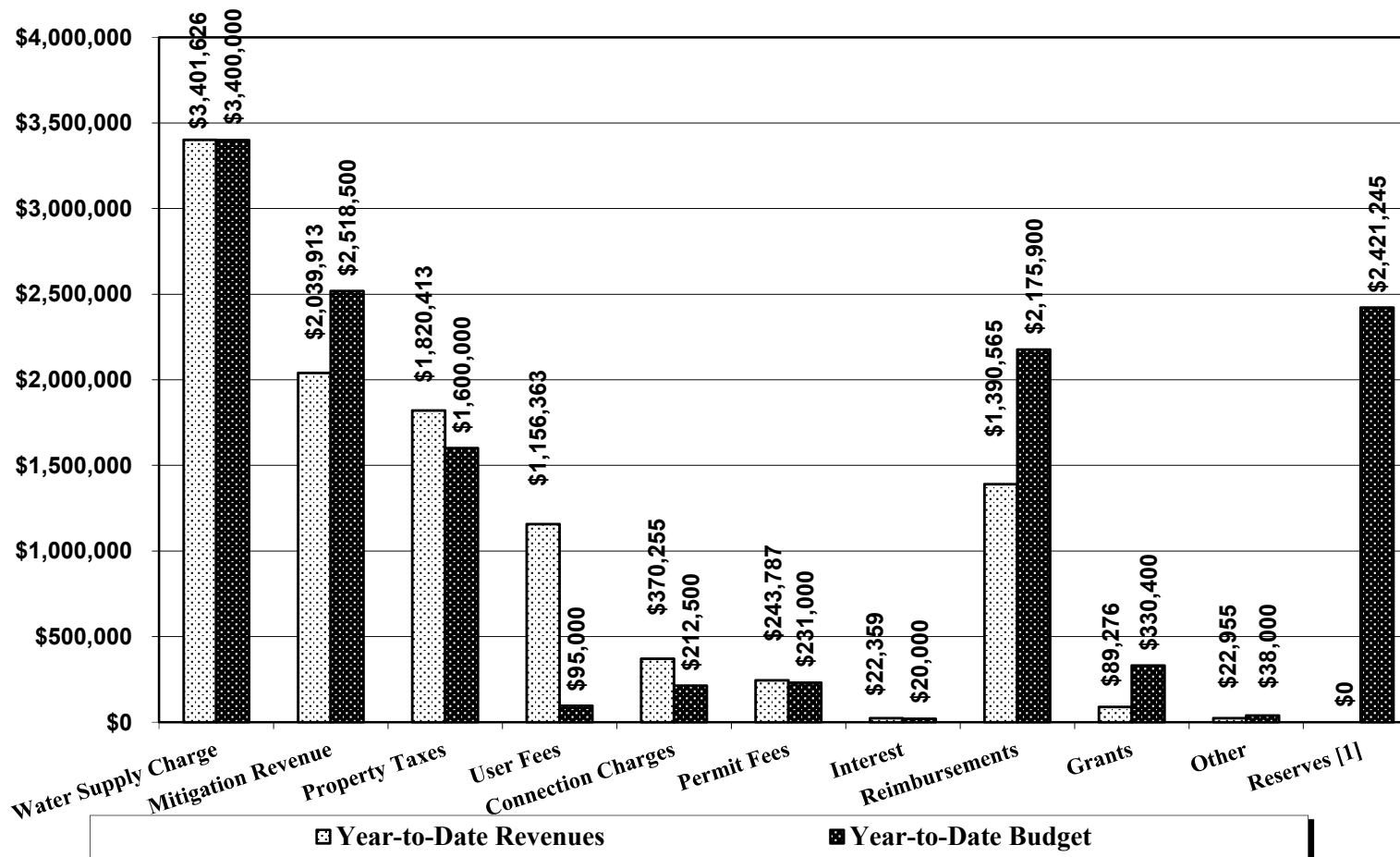
	Year-to-Date <u>Revenues</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Water Supply Charge	\$3,401,626	\$3,400,000	(\$1,626)	100.0%
Mitigation Revenue	\$2,039,913	\$2,518,500	\$478,587	81.0%
Property Taxes	\$1,820,413	\$1,600,000	(\$220,413)	113.8%
User Fees	\$1,156,363	\$95,000	(\$1,061,363)	1217.2%
Connection Charges	\$370,255	\$212,500	(\$157,755)	174.2%
Permit Fees	\$243,787	\$231,000	(\$12,787)	105.5%
Interest	\$22,359	\$20,000	(\$2,359)	111.8%
Reimbursements	\$1,390,565	\$2,175,900	\$785,335	63.9%
Grants	\$89,276	\$330,400	\$241,124	27.0%
Other	\$22,955	\$38,000	\$15,045	60.4%
Reserves [1]	\$0	\$2,421,245	\$2,421,245	0.0%
Total Revenues	<u>\$10,557,512</u>	<u>\$13,042,545</u>	<u>\$2,485,033</u>	<u>80.9%</u>

	Year-to-Date <u>Expenditures</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Personnel	\$3,370,673	\$3,431,800	\$61,127	98.2%
Supplies & Services	\$1,045,938	\$1,148,200	\$102,262	91.1%
Fixed Assets	\$114,821	\$121,500	\$6,679	94.5%
Project Expenditures	\$4,580,256	\$7,186,395	\$2,606,139	63.7%
Debt Service	\$137,086	\$230,000	\$92,914	59.6%
Contingencies/Other	\$0	\$75,000	\$75,000	0.0%
Reserves	\$0	\$849,650	\$849,650	0.0%
Total Expenditures	<u>\$9,248,774</u>	<u>\$13,042,545</u>	<u>\$3,793,771</u>	<u>70.9%</u>

[1] Budget column includes fund balance, water supply carry forward, and reserve fund

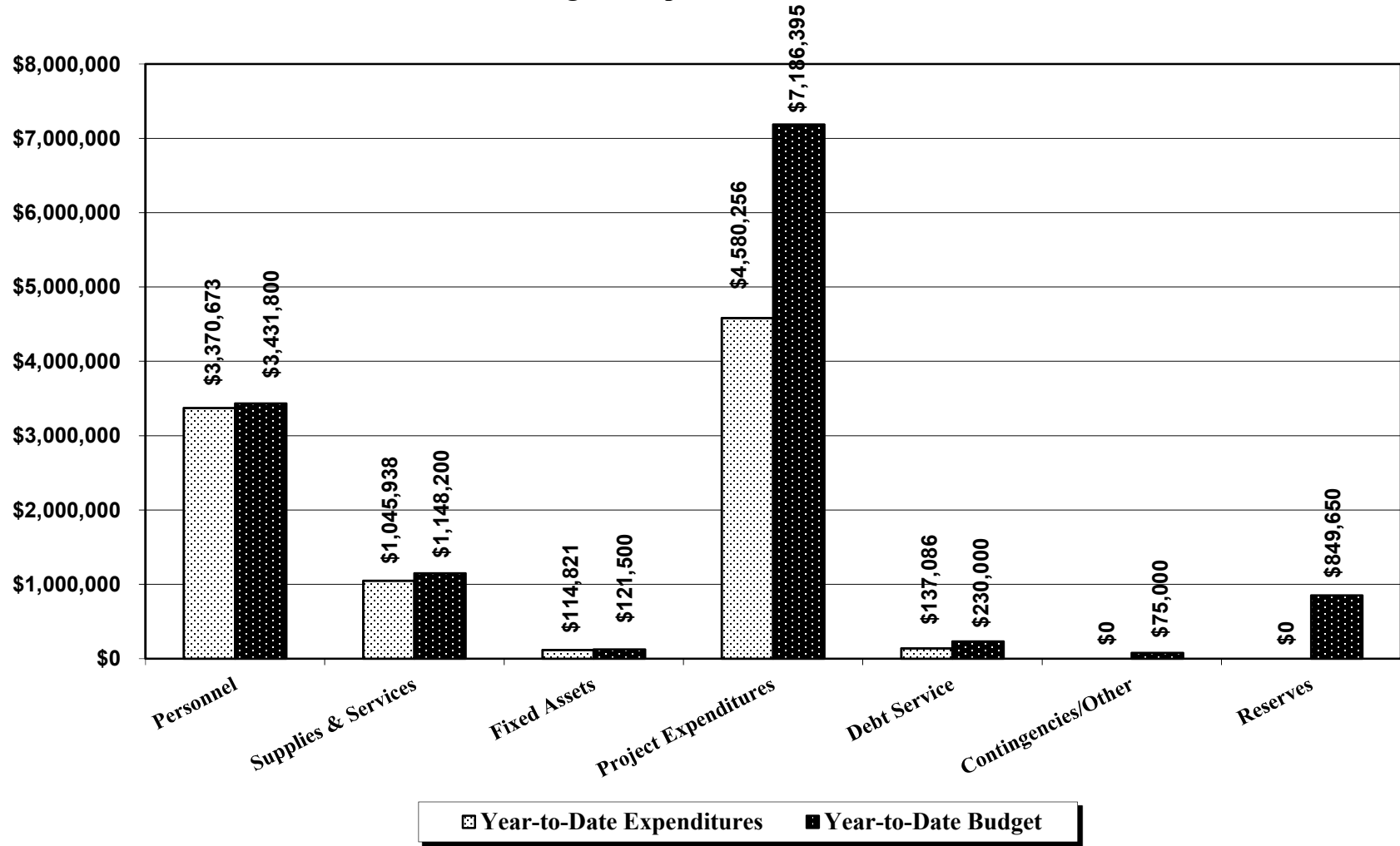


**REVENUES**  
**Fiscal Year Ended June 30, 2017**  
 Year-to-Date Actual Revenues \$10,557,512  
 Year-to-Date Budgeted Revenues \$13,042,545





**EXPENDITURES**  
**Fiscal Year Ended June 30, 2017**  
 Year-to-Date Actual Expenditures \$9,248,774  
 Year-to-Date Budgeted Expenditures \$13,042,545







## ADMINISTRATIVE COMMITTEE

### 6. CONSIDER APPROVAL OF FOURTH QUARTER FISCAL YEAR 2016-2017 INVESTMENT REPORT

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee considered this item on November 6, 2017 and recommended \_\_\_\_\_.

**CEQA Compliance:** N/A

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**SUMMARY:** The District's investment policy requires that each quarter the Board of Directors receive and approve a report on investments held by the District. **Exhibit 6-A** is the report for the quarter ending June 30, 2017. District staff has determined that these investments do include sufficient liquid funds to meet anticipated expenditures for the next six months and as a result this portfolio is in compliance with the current District investment policy. This portfolio is in compliance with the California Government Code, and the permitted investments of Monterey County.

**RECOMMENDATION:** The Administrative Committee considered this item at its November 6, 2017 meeting and voted \_ to \_ to recommend \_\_\_\_\_.

#### EXHIBIT

**6-A** Investment Report as of June 30, 2017



**EXHIBIT 6-A****MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
INVESTMENT REPORT AS OF JUNE 30, 2017****MPWMD**

Issuing Institution Security Description	Purchase Date	Maturity Date	Cost Basis	Par Value	Market Value	Annual Rate of Return	Portfolio Distribution
Local Agency Investment Fund	06/30/17	07/01/17	\$1,705,827	\$1,705,827	\$1,705,827	0.920%	43.14%
Bank of America:							
Money Market	06/30/17	07/01/17	438,520	438,520	438,520	0.040%	
Checking	06/30/17	07/01/17	288,044	288,044	288,044	0.000%	
			<u>\$726,564</u>	<u>\$726,564</u>	<u>\$726,564</u>		18.38%
Wells Fargo Money Market	06/30/17	07/01/17	21,565	21,565	21,565	0.010%	
Wells Fargo Institutional Securities:							
Interest Bearing Certificate of Deposit	07/09/14	07/10/17	\$250,000	\$250,000	\$250,010	1.150%	
Interest Bearing Certificate of Deposit	04/10/15	10/10/17	\$250,000	\$250,000	\$249,999	1.100%	
Interest Bearing Certificate of Deposit	03/27/15	03/27/18	\$250,000	\$250,000	\$249,851	1.150%	
Interest Bearing Certificate of Deposit	06/17/15	06/18/18	\$250,000	\$250,000	\$249,771	1.550%	
Interest Bearing Certificate of Deposit	09/30/15	10/01/18	\$250,000	\$250,000	\$250,720	1.650%	
Interest Bearing Certificate of Deposit	05/10/17	11/13/18	\$250,000	\$250,000	\$250,172	1.500%	
			<u>\$1,521,565</u>	<u>\$1,521,565</u>	<u>\$1,522,087</u>	1.331%	38.48%
<b>TOTAL MPWMD</b>			<u><b>\$3,953,955</b></u>	<u><b>\$3,953,955</b></u>	<u><b>\$3,954,477</b></u>	<u><b>0.914%</b></u>	

**CAWD/PBCSD WASTEWATER RECLAMATION PROJECT**

Issuing Institution Security Description	Purchase Date	Maturity Date	Cost Basis	Par Value	Market Value	Annual Rate of Return	Portfolio Distribution
US Bank Corp Trust Services:							0.40%
Certificate Payment Fund	06/30/17	07/01/17	791	791	791	0.000%	
Interest Fund	06/30/17	07/01/17	327	327	327	0.000%	
Rebate Fund	06/30/17	07/01/17	19	19	19	0.000%	
			<u>\$1,136</u>	<u>\$1,136</u>	<u>\$1,136</u>	0.000%	
Bank of America:							99.60%
Money Market Fund	06/30/17	07/01/17	285,233	285,233	\$285,233	0.030%	
<b>TOTAL WASTEWATER RECLAMATION PROJECT</b>			<u><b>\$286,369</b></u>	<u><b>\$286,369</b></u>	<u><b>\$286,369</b></u>	<u><b>0.030%</b></u>	

These investments do include sufficient liquid funds to meet anticipated expenditures for the next six months as reflected in the FY 2016-2017 annual budget adopted on June 20, 2016.



## ADMINISTRATIVE COMMITTEE

### 7. CONSIDER ADOPTION OF TREASURER'S REPORT FOR JULY 2017

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee considered this item on November 6, 2017 and recommended \_\_\_\_\_.

**CEQA Compliance:** N/A

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**SUMMARY:** Exhibit 7-A comprises the Treasurer's Report for July 2017. Exhibit 7-B, Exhibit 7-C and Exhibit 7-D are listings of check disbursements for the period July 1-31, 2017. Check Nos. 29693 through 29788, the direct deposits of employee's paychecks, payroll tax deposits, and bank charges resulted in total disbursements for the period in the amount of \$954,576.15. There were no checks issued for conservation rebates. Exhibit 7-E reflects the unaudited version of the financial statements for the month ending July 31, 2017.

**RECOMMENDATION:** District staff recommends adoption of the July 2017 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The Administrative Committee reviewed this item at its November 6, 2017 meeting and voted \_\_\_ to \_\_\_ to recommend \_\_\_\_\_.

#### EXHIBITS

- 7-A** Treasurer's Report
- 7-B** Listing of Cash Disbursements-Regular
- 7-C** Listing of Cash Disbursements-Payroll
- 7-D** Listing of Other Bank Items
- 7-E** Financial Statements



**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
TREASURER'S REPORT FOR JULY 2017**

<u>Description</u>						<b>PB</b>	
	<u>Checking</u>	<u>MPWMD Money Market</u>	<u>L.A.I.F.</u>	<u>Wells Fargo Investments</u>	<u>MPWMD Total</u>	<u>Rabobank Line of Credit</u>	<u>Reclamation Money Market</u>
Beginning Balance	\$288,043.98	\$444,091.44	\$1,705,826.92	\$1,521,564.52	\$ 3,959,526.86	\$0.00	\$285,232.91
Fee Deposits		77,686.03			77,686.03		329,863.55
Line of Credit Draw/Payoff					0.00		
Interest		9.89	3,928.41	2,567.19	6,505.49		10.77
Transfer to/from LAIF					0.00		
Transfer-Money Market to Checking	\$424,570.32	(424,570.32)			0.00		
Transfer-Money Market to W/Fargo					0.00		
Transfer-W/Fargo to Money Market					0.00		
W/Fargo-Investment Purchase					0.00		
Transfer Ckg to MPWMD M/Mrkt					0.00		
MoCo Tax & WS Chg Installment Pymt					0.00		
Transfer to CAWD					0.00		(600,000.00)
Voided Cks					0.00		
Bank Corrections/Reversals/Errors					0.00		
Bank Charges/Rtn'd Deposits/Other	(\$270.96)	(20.70)			(291.66)		(20.00)
Payroll Tax Deposits	(43,521.46)				(43,521.46)		
Payroll Checks/Direct Deposits	(131,340.41)				(131,340.41)		
General Checks	(779,047.41)				(779,047.41)		
Bank Draft Payments	(395.91)				(395.91)		
<b>Ending Balance</b>	<b>(\$241,961.85)</b>	<b>\$97,196.34</b>	<b>\$1,709,755.33</b>	<b>\$1,524,131.71</b>	<b>\$3,089,121.53</b>	<b>\$0.00</b>	<b>\$15,087.23</b>





**Check Report**

By Check Number

Date Range: 07/01/2017 - 07/31/2017



Monterey Peninsula Water Management Dist

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK</b>	<b>-Bank of America Checking</b>					
11822	CSC	07/11/2017	Regular	0.00	2,500.00	29693
00763	ACWA-JPIA	07/12/2017	Regular	0.00	429.90	29694
01015	American Lock & Key	07/12/2017	Regular	0.00	215.33	29695
00760	Andy Bell	07/12/2017	Regular	0.00	699.00	29696
00253	AT&T	07/12/2017	Regular	0.00	1,523.51	29697
04042	Cabelas Government Outfitters	07/12/2017	Regular	0.00	169.93	29698
00252	Cal-Am Water	07/12/2017	Regular	0.00	117.10	29699
00252	Cal-Am Water	07/12/2017	Regular	0.00	84.51	29700
00243	CalPers Long Term Care Program	07/12/2017	Regular	0.00	100.12	29701
12601	Carmel Valley Ace Hardware	07/12/2017	Regular	0.00	31.11	29702
00237	Chevron	07/12/2017	Regular	0.00	395.91	29703
00237	Chevron	07/12/2017	Regular	0.00	-395.91	29703
00224	City of Monterey	07/12/2017	Regular	0.00	697.75	29704
00046	De Lay & Laredo	07/12/2017	Regular	0.00	25,805.85	29705
00768	ICMA	07/12/2017	Regular	0.00	4,965.09	29706
07415	Inca Landscape Management	07/12/2017	Regular	0.00	65.00	29707
04717	Inder Osahan	07/12/2017	Regular	0.00	1,183.47	29708
03857	Joe Oliver	07/12/2017	Regular	0.00	1,183.47	29709
00769	Laborers Trust Fund of Northern CA	07/12/2017	Regular	0.00	27,408.00	29710
00117	Marina Backflow Company	07/12/2017	Regular	0.00	60.00	29711
00274	MRWPCA	07/12/2017	Regular	0.00	250,770.82	29712
13396	Navia Benefit Solutions, Inc.	07/12/2017	Regular	0.00	975.38	29713
14342	Norman Naylor	07/12/2017	Regular	0.00	83.25	29714
00225	Escalon Services c/o Palace Business Solutions	07/12/2017	Regular	0.00	122.74	29715
00154	Peninsula Messenger Service	07/12/2017	Regular	0.00	352.00	29716
00755	Peninsula Welding Supply, Inc.	07/12/2017	Regular	0.00	49.50	29717
00282	PG&E	07/12/2017	Regular	0.00	9.53	29718
04736	Pitney Bowes Global Financial Svc, LLC	07/12/2017	Regular	0.00	378.00	29719
06746	POSTMASTER	07/12/2017	Regular	0.00	1,240.00	29720
07627	Purchase Power	07/12/2017	Regular	0.00	500.00	29721
00262	Pure H2O	07/12/2017	Regular	0.00	64.41	29722
00251	Rick Dickhaut	07/12/2017	Regular	0.00	1,030.00	29723
00987	SDRMA - Prop & Liability Pkg	07/12/2017	Regular	0.00	49,656.60	29724
00988	SDRMA - Workers Comp. Insurance	07/12/2017	Regular	0.00	43,417.75	29725
04709	Sherron Forsgren	07/12/2017	Regular	0.00	650.33	29726
03979	Special Districts Association of Monterey County	07/12/2017	Regular	0.00	30.00	29727
00766	Standard Insurance Company	07/12/2017	Regular	0.00	1,582.74	29728
04719	Telit IoT Platforms, LLC	07/12/2017	Regular	0.00	228.14	29729
00207	Universal Staffing Inc.	07/12/2017	Regular	0.00	5,303.78	29730
00271	UPEC, Local 792	07/12/2017	Regular	0.00	1,083.18	29731
05370	California Secretary of State	07/19/2017	Regular	0.00	40.00	29732
01188	Alhambra	07/21/2017	Regular	0.00	124.08	29733
00263	Arlene Tavani	07/21/2017	Regular	0.00	103.68	29734
00253	AT&T	07/21/2017	Regular	0.00	771.62	29735
00036	Bill Parham	07/21/2017	Regular	0.00	650.00	29736
01001	CDW Government	07/21/2017	Regular	0.00	2,651.80	29737
00224	City of Monterey	07/21/2017	Regular	0.00	67.76	29738
00028	Colantuono, Highsmith, & Whatley, PC	07/21/2017	Regular	0.00	161.00	29739
00281	CoreLogic Information Solutions, Inc.	07/21/2017	Regular	0.00	407.00	29740
00192	Extra Space Storage	07/21/2017	Regular	0.00	779.00	29741
05825	Grainger	07/21/2017	Regular	0.00	448.84	29742
00277	Home Depot Credit Services	07/21/2017	Regular	0.00	121.97	29743
00768	ICMA	07/21/2017	Regular	0.00	5,065.09	29744
00259	Marina Coast Water District	07/21/2017	Regular	0.00	58.57	29745

**EXHIBIT 7-B**

Check Report

Date Range: 07/01/2017 - 07/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00259	Marina Coast Water District	07/21/2017	Regular	0.00	268.00	29746
14337	Mission Communications, LLC	07/21/2017	Regular	0.00	1,186.80	29747
01002	Monterey County Clerk	07/21/2017	Regular	0.00	50.00	29748
01002	Monterey County Clerk	07/21/2017	Regular	0.00	50.00	29749
01002	Monterey County Clerk	07/21/2017	Regular	0.00	50.00	29750
13396	Navia Benefit Solutions, Inc.	07/21/2017	Regular	0.00	975.38	29751
00282	PG&E	07/21/2017	Regular	0.00	1,021.51	29752
00282	PG&E	07/21/2017	Regular	0.00	20.97	29753
00282	PG&E	07/21/2017	Regular	0.00	17,268.80	29754
00752	Professional Liability Insurance Service	07/21/2017	Regular	0.00	51.11	29755
00176	Sentry Alarm Systems	07/21/2017	Regular	0.00	820.09	29756
00283	SHELL	07/21/2017	Regular	0.00	662.87	29757
00207	Universal Staffing Inc.	07/21/2017	Regular	0.00	3,321.36	29758
00253	AT&T	07/28/2017	Regular	0.00	12.53	29759
00232	Balance Hydrologics, Inc	07/28/2017	Regular	0.00	11,991.24	29760
00024	Central Coast Exterminator	07/28/2017	Regular	0.00	104.00	29761
00237	Chevron	07/28/2017	Regular	0.00	122.17	29762
00230	Cisco WebEx, LLC	07/28/2017	Regular	0.00	49.00	29763
14225	Cla-Val Company	07/28/2017	Regular	0.00	9,558.49	29764
06268	Comcast	07/28/2017	Regular	0.00	238.81	29765
11822	CSC	07/28/2017	Regular	0.00	3,000.00	29766
01352	Dave Stoldt	07/28/2017	Regular	0.00	1,004.80	29767
12191	Gutierrez Consultants	07/28/2017	Regular	0.00	1,193.50	29768
00993	Harris Court Business Park	07/28/2017	Regular	0.00	721.26	29769
00277	Home Depot Credit Services	07/28/2017	Regular	0.00	161.25	29770
06999	KBA Docusys	07/28/2017	Regular	0.00	544.84	29771
06745	KBA Docusys - Lease Payments	07/28/2017	Regular	0.00	947.22	29772
00280	Kevan Urquhart	07/28/2017	Regular	0.00	602.69	29773
14343	Monterey County Farm Bureau	07/28/2017	Regular	0.00	1,150.00	29774
00225	Escalon Services c/o Palace Business Solutions	07/28/2017	Regular	0.00	131.73	29775
00256	PERS Retirement	07/28/2017	Regular	0.00	231,967.00	29776
00282	PG&E	07/28/2017	Regular	0.00	2,226.42	29777
00282	PG&E	07/28/2017	Regular	0.00	10,551.12	29778
00282	PG&E	07/28/2017	Regular	0.00	737.45	29779
13430	Premier Global Services	07/28/2017	Regular	0.00	123.10	29780
00262	Pure H2O	07/28/2017	Regular	0.00	64.41	29781
00176	Sentry Alarm Systems	07/28/2017	Regular	0.00	309.25	29782
09989	Star Sanitation Services	07/28/2017	Regular	0.00	86.19	29783
00258	TBC Communications & Media	07/28/2017	Regular	0.00	14,088.65	29784
09425	The Ferguson Group LLC	07/28/2017	Regular	0.00	6,662.81	29785
04366	Tom Lindberg	07/28/2017	Regular	0.00	71.89	29786
01197	USGS	07/28/2017	Regular	0.00	14,700.00	29787
00754	Zone24x7	07/28/2017	Regular	0.00	3,961.00	29788

Payment Type	Bank Code APBNK		Summary	
	Payable Count	Payment Count	Discount	Payment
Regular Checks	117	96	0.00	779,443.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-395.91
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>117</b>	<b>97</b>	<b>0.00</b>	<b>779,047.41</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOL CASH FUND	7/2017	779,047.41
			<hr/>
			<b>779,047.41</b>



**EXHIBIT 7-C**

**Payroll Bank Transaction Report - MPWMD**



Monterey Peninsula Water Management Dist

By Payment Number

Date: 7/1/2017 - 7/31/2017

Payroll Set: 01 - Monterey Peninsula Water Management District

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
3084	07/07/2017	Regular	1024	Stoldt, David J	0.00	9,439.64	9,439.64
3085	07/07/2017	Regular	1025	Tavani, Arlene M	0.00	1,992.40	1,992.40
3086	07/07/2017	Regular	1006	Dudley, Mark A	0.00	2,679.00	2,679.00
3087	07/07/2017	Regular	1039	Flores, Elizabeth	0.00	1,953.51	1,953.51
3088	07/07/2017	Regular	1018	Prasad, Suresh	0.00	3,904.04	3,904.04
3089	07/07/2017	Regular	1019	Reyes, Sara C	0.00	1,713.37	1,713.37
3090	07/07/2017	Regular	1002	Bekker, Mark	0.00	1,788.10	1,788.10
3091	07/07/2017	Regular	1005	Christensen, Thomas T	0.00	3,015.77	3,015.77
3092	07/07/2017	Regular	1042	Hamilton, Maureen C.	0.00	2,964.21	2,964.21
3093	07/07/2017	Regular	1008	Hampson, Larry M	0.00	3,497.62	3,497.62
3094	07/07/2017	Regular	1009	James, Gregory W	0.00	3,173.99	3,173.99
3095	07/07/2017	Regular	1011	Lear, Jonathan P	0.00	3,488.33	3,488.33
3096	07/07/2017	Regular	1012	Lindberg, Thomas L	0.00	2,251.15	2,251.15
3097	07/07/2017	Regular	1013	Lyons, Matthew J	0.00	1,666.10	1,666.10
3098	07/07/2017	Regular	1023	Stern, Henrietta L	0.00	574.99	574.99
3099	07/07/2017	Regular	1004	Chaney, Beverly M	0.00	2,328.26	2,328.26
3100	07/07/2017	Regular	1007	Hamilton, Cory R	0.00	2,194.55	2,194.55
3101	07/07/2017	Regular	1043	Suwada, Joseph	0.00	1,613.55	1,613.55
3102	07/07/2017	Regular	1026	Urquhart, Kevan A	0.00	2,103.10	2,103.10
3103	07/07/2017	Regular	1001	Ayala, Gabriela D	0.00	2,468.69	2,468.69
3104	07/07/2017	Regular	1041	Gonnerman, Maryan C	0.00	1,789.58	1,789.58
3105	07/07/2017	Regular	1010	Kister, Stephanie L	0.00	2,279.35	2,279.35
3106	07/07/2017	Regular	1017	Locke, Stephanie L	0.00	3,264.86	3,264.86
3107	07/07/2017	Regular	1014	Martin, Debra S	0.00	2,427.55	2,427.55
3108	07/07/2017	Regular	1040	Smith, Kyle	0.00	1,753.84	1,753.84
3109	07/21/2017	Regular	1024	Stoldt, David J	0.00	5,177.35	5,177.35
3110	07/21/2017	Regular	1025	Tavani, Arlene M	0.00	2,028.72	2,028.72
3111	07/21/2017	Regular	1006	Dudley, Mark A	0.00	2,732.62	2,732.62
3112	07/21/2017	Regular	1039	Flores, Elizabeth	0.00	1,992.52	1,992.52
3113	07/21/2017	Regular	1018	Prasad, Suresh	0.00	3,912.01	3,912.01
3114	07/21/2017	Regular	1019	Reyes, Sara C	0.00	1,750.05	1,750.05
3115	07/21/2017	Regular	1002	Bekker, Mark	0.00	1,822.01	1,822.01
3116	07/21/2017	Regular	1005	Christensen, Thomas T	0.00	3,069.86	3,069.86
3117	07/21/2017	Regular	1042	Hamilton, Maureen C.	0.00	3,014.00	3,014.00
3118	07/21/2017	Regular	1008	Hampson, Larry M	0.00	3,566.74	3,566.74
3119	07/21/2017	Regular	1009	James, Gregory W	0.00	3,230.08	3,230.08
3120	07/21/2017	Regular	6034	Kleven, Alana K	0.00	177.08	177.08
3121	07/21/2017	Regular	1011	Lear, Jonathan P	0.00	3,561.14	3,561.14
3122	07/21/2017	Regular	1012	Lindberg, Thomas L	0.00	2,298.85	2,298.85
3123	07/21/2017	Regular	1013	Lyons, Matthew J	0.00	1,699.37	1,699.37
3124	07/21/2017	Regular	1023	Stern, Henrietta L	0.00	312.86	312.86
3125	07/21/2017	Regular	6028	Atkins, Daniel N	0.00	876.59	876.59
3126	07/21/2017	Regular	6035	Besson, Jordan C.	0.00	675.80	675.80
3127	07/21/2017	Regular	1004	Chaney, Beverly M	0.00	2,380.50	2,380.50
3128	07/21/2017	Regular	1007	Hamilton, Cory R	0.00	2,237.13	2,237.13
3129	07/21/2017	Regular	1043	Suwada, Joseph	0.00	1,641.73	1,641.73
3130	07/21/2017	Regular	1026	Urquhart, Kevan A	0.00	2,156.74	2,156.74
3131	07/21/2017	Regular	1001	Ayala, Gabriela D	0.00	2,384.91	2,384.91
3132	07/21/2017	Regular	1041	Gonnerman, Maryan C	0.00	1,820.67	1,820.67
3133	07/21/2017	Regular	1010	Kister, Stephanie L	0.00	2,358.53	2,358.53
3134	07/21/2017	Regular	1017	Locke, Stephanie L	0.00	3,323.24	3,323.24
3135	07/21/2017	Regular	1014	Martin, Debra S	0.00	2,474.71	2,474.71
3136	07/21/2017	Regular	1040	Smith, Kyle	0.00	2,339.05	2,339.05
<b>Totals:</b>					<b>0.00</b>	<b>131,340.41</b>	<b>131,340.41</b>



**EXHIBIT 7-D**



Monterey Peninsula Water Management Dist

**Bank Transaction Report**

**Transaction Detail**

Issued Date Range: 07/01/2017 - 07/31/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 111 - Bank of America Checking - 0000 8170 8210</b>							
07/07/2017	07/31/2017	<a href="#">DFT0000944</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-14,937.48
07/07/2017	07/31/2017	<a href="#">DFT0000945</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-2,785.46
07/07/2017	07/31/2017	<a href="#">DFT0000946</a>	Employment Development Dept.	Accounts Payable	Cleared	Bank Draft	-5,206.33
07/07/2017	07/31/2017	<a href="#">DFT0000947</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-105.86
07/17/2017	07/31/2017	<a href="#">DFT0000974</a>	Chevron	Accounts Payable	Cleared	Bank Draft	-395.91
07/17/2017	07/31/2017	<a href="#">SVC0000123</a>	To Post Bank Service Charge	General Ledger	Cleared	Service Charge	-270.93
07/21/2017	07/31/2017	<a href="#">DFT0000949</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-12,982.55
07/21/2017	07/31/2017	<a href="#">DFT0000950</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-2,677.54
07/21/2017	07/31/2017	<a href="#">DFT0000951</a>	Employment Development Dept.	Accounts Payable	Cleared	Bank Draft	-4,509.82
07/21/2017	07/31/2017	<a href="#">DFT0000952</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-316.42
<b>Bank Account 111 Total: (10)</b>							<b>-44,188.30</b>
<b>Report Total: (10)</b>							<b>-44,188.30</b>

**EXHIBIT 7-D**

**Bank Transaction Report**

118  
Issued Date Range: -

**Summary**

<b>Bank Account</b>	<b>Count</b>	<b>Amount</b>
<a href="#">111 Bank of America Checking - 0000 8170 8210</a>	10	-44,188.30
<b>Report Total:</b>	<b>10</b>	<b>-44,188.30</b>

<b>Cash Account</b>	<b>Count</b>	<b>Amount</b>
<a href="#">99 99-10-100100 Pool Cash Account</a>	10	-44,188.30
<b>Report Total:</b>	<b>10</b>	<b>-44,188.30</b>

<b>Transaction Type</b>	<b>Count</b>	<b>Amount</b>
Bank Draft	9	-43,917.37
Service Charge	1	-270.93
<b>Report Total:</b>	<b>10</b>	<b>-44,188.30</b>





Monterey Peninsula Water Management Dist

**Statement of Revenue Over Expense - No Decimals**  
**Group Summary**

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>								
R100 - Water Supply Charge	0	283,220	-283,220	0.00 %	0	3,400,000	-3,400,000	0.00 %
R120 - Property Taxes Revenues	0	145,775	-145,775	0.00 %	0	1,750,000	-1,750,000	0.00 %
R130 - User Fees	0	285,303	-285,303	0.00 %	0	3,425,000	-3,425,000	0.00 %
R140 - Connection Charges	18,359	20,825	-2,466	-88.16 %	18,359	250,000	-231,641	-7.34 %
R150 - Permit Processing Fee	16,273	14,578	1,696	-111.63 %	16,273	175,000	-158,727	-9.30 %
R160 - Well Registration Fee	100	0	100	0.00 %	100	0	100	0.00 %
R190 - WDS Permits Rule 21	3,000	4,665	-1,665	-64.31 %	3,000	56,000	-53,000	-5.36 %
R200 - Recording Fees	932	800	132	-116.55 %	932	9,600	-8,668	-9.71 %
R210 - Legal Fees	357	1,333	-976	-26.79 %	357	16,000	-15,643	-2.23 %
R220 - Copy Fee	12	0	12	0.00 %	12	0	12	0.00 %
R230 - Miscellaneous - Other	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R250 - Interest Income	-2,675	1,666	-4,341	160.56 %	-2,675	20,000	-22,675	13.37 %
R260 - CAW - ASR	0	52,929	-52,929	0.00 %	0	635,400	-635,400	0.00 %
R265 - CAW - Los Padres Reimbursement	0	43,733	-43,733	0.00 %	0	525,000	-525,000	0.00 %
R270 - CAW - Rebates	38,604	41,650	-3,046	-92.69 %	38,604	500,000	-461,396	-7.72 %
R290 - CAW - Miscellaneous	0	2,582	-2,582	0.00 %	0	31,000	-31,000	0.00 %
R300 - Watermaster	0	6,214	-6,214	0.00 %	0	74,600	-74,600	0.00 %
R308 - Reclamation Project	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R310 - Other Reimbursements	0	2,441	-2,441	0.00 %	0	29,300	-29,300	0.00 %
R320 - Grants	0	104,125	-104,125	0.00 %	0	1,250,000	-1,250,000	0.00 %
R510 - Operating Reserve	0	71,130	-71,130	0.00 %	0	853,900	-853,900	0.00 %
<b>Total Revenue:</b>	<b>74,961</b>	<b>1,086,299</b>	<b>-1,011,338</b>	<b>-6.90 %</b>	<b>74,961</b>	<b>13,040,800</b>	<b>-12,965,839</b>	<b>-0.57 %</b>

**EXHIBIT 7-E**

**Statement of Revenue Over Expense - No Decimals**

**For Fiscal: 2017-2018 Period Ending: 07/31/2017**

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	95,493	208,417	112,924	45.82 %	95,493	2,502,000	2,406,507	3.82 %
1110 - Manager's Auto Allowance	0	500	500	0.00 %	0	6,000	6,000	0.00 %
1120 - Manager's Deferred Comp	0	700	700	0.00 %	0	8,400	8,400	0.00 %
1130 - Unemployment Compensation	0	250	250	0.00 %	0	3,000	3,000	0.00 %
1150 - Temporary Personnel	4,943	3,915	-1,028	126.25 %	4,943	47,000	42,057	10.52 %
1160 - PERS Retirement	250,482	37,443	-213,039	668.96 %	250,482	449,500	199,018	55.72 %
1170 - Medical Insurance	26,165	27,531	1,365	95.04 %	26,165	330,500	304,335	7.92 %
1180 - Medical Insurance - Retirees	8,906	6,747	-2,159	132.00 %	8,906	81,000	72,094	11.00 %
1190 - Workers Compensation	3,741	4,240	499	88.22 %	3,741	50,900	47,159	7.35 %
1200 - Life Insurance	374	450	76	83.03 %	374	5,400	5,027	6.92 %
1210 - Long Term Disability Insurance	1,121	1,200	78	93.47 %	1,121	14,400	13,279	7.79 %
1220 - Short Term Disability Insurance	223	275	52	80.97 %	223	3,300	3,077	6.74 %
1230 - Other Benefits	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1260 - Employee Assistance Program	56	125	69	45.14 %	56	1,500	1,444	3.76 %
1270 - FICA Tax Expense	211	566	355	37.27 %	211	6,800	6,589	3.11 %
1280 - Medicare Tax Expense	2,732	3,107	376	87.91 %	2,732	37,300	34,569	7.32 %
1290 - Staff Development & Training	573	3,074	2,501	18.64 %	573	36,900	36,327	1.55 %
1300 - Conference Registration	580	283	-297	204.79 %	580	3,400	2,820	17.06 %
1310 - Professional Dues	218	258	41	84.31 %	218	3,100	2,882	7.02 %
1320 - Personnel Recruitment	0	167	167	0.00 %	0	2,000	2,000	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>395,817</b>	<b>299,347</b>	<b>-96,470</b>	<b>132.23 %</b>	<b>395,817</b>	<b>3,593,600</b>	<b>3,197,783</b>	<b>11.01 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	0	3,782	3,782	0.00 %	0	45,400	45,400	0.00 %
2020 - Board Expenses	30	666	636	4.50 %	30	8,000	7,970	0.38 %
2040 - Rent	1,824	1,933	109	94.38 %	1,824	23,200	21,376	7.86 %
2060 - Utilities	2,495	3,232	737	77.18 %	2,495	38,800	36,305	6.43 %
2120 - Insurance Expense	0	3,749	3,749	0.00 %	0	45,000	45,000	0.00 %
2130 - Membership Dues	2,155	2,882	727	74.77 %	2,155	34,600	32,445	6.23 %
2140 - Bank Charges	292	333	42	87.52 %	292	4,000	3,708	7.29 %
2150 - Office Supplies	1,093	1,716	623	63.68 %	1,093	20,600	19,507	5.30 %
2160 - Courier Expense	397	675	278	58.84 %	397	8,100	7,703	4.90 %
2170 - Printing/Photocopy	0	783	783	0.00 %	0	9,400	9,400	0.00 %
2180 - Postage & Shipping	1,293	533	-760	242.47 %	1,293	6,400	5,107	20.20 %
2190 - IT Supplies/Services	8,186	8,330	144	98.27 %	8,186	100,000	91,814	8.19 %
2200 - Professional Fees	7,423	29,280	21,857	25.35 %	7,423	351,500	344,077	2.11 %
2220 - Equipment Repairs & Maintenance	0	625	625	0.00 %	0	7,500	7,500	0.00 %
2235 - Equipment Lease	947	1,166	219	81.22 %	947	14,000	13,053	6.77 %
2240 - Telephone	3,234	3,798	564	85.15 %	3,234	45,600	42,366	7.09 %
2260 - Facility Maintenance	3,856	3,565	-291	108.15 %	3,856	42,800	38,944	9.01 %
2270 - Travel Expenses	330	2,882	2,552	11.45 %	330	34,600	34,270	0.95 %

**EXHIBIT 7-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 07/31/2017**

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	2,563	2,216	-347	115.66 %	2,563	26,600	24,037	9.63 %
2300 - Legal Services	0	33,320	33,320	0.00 %	0	400,000	400,000	0.00 %
2380 - Meeting Expenses	219	533	315	40.99 %	219	6,400	6,181	3.41 %
2420 - Legal Notices	0	308	308	0.00 %	0	3,700	3,700	0.00 %
2460 - Public Outreach	43	3,807	3,764	1.13 %	43	45,700	45,657	0.09 %
2480 - Miscellaneous	0	250	250	0.00 %	0	3,000	3,000	0.00 %
2500 - Tax Administration Fee	0	1,666	1,666	0.00 %	0	20,000	20,000	0.00 %
2900 - Operating Supplies	446	1,599	1,154	27.87 %	446	19,200	18,754	2.32 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>36,825</b>	<b>113,630</b>	<b>76,805</b>	<b>32.41 %</b>	<b>36,825</b>	<b>1,364,100</b>	<b>1,327,275</b>	<b>2.70 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	84,397	536,968	452,572	15.72 %	84,397	6,446,200	6,361,803	1.31 %
4000 - Fixed Asset Purchases	0	72,254	72,254	0.00 %	0	867,400	867,400	0.00 %
5000 - Debt Service	0	19,159	19,159	0.00 %	0	230,000	230,000	0.00 %
6000 - Contingencies	0	6,248	6,248	0.00 %	0	75,000	75,000	0.00 %
6500 - Reserves	0	38,693	38,693	0.00 %	0	464,500	464,500	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>84,397</b>	<b>673,322</b>	<b>588,926</b>	<b>12.53 %</b>	<b>84,397</b>	<b>8,083,100</b>	<b>7,998,703</b>	<b>1.04 %</b>
<b>Total Expense:</b>	<b>517,038</b>	<b>1,086,299</b>	<b>569,261</b>	<b>47.60 %</b>	<b>517,038</b>	<b>13,040,800</b>	<b>12,523,762</b>	<b>3.96 %</b>
<b>Report Total:</b>	<b>-442,077</b>	<b>0</b>	<b>-442,077</b>		<b>-442,077</b>	<b>0</b>	<b>-442,077</b>	

**EXHIBIT 7-E**

**Statement of Revenue Over Expense - No Decimals**

**For Fiscal: 2017-2018 Period Ending: 07/31/2017**

**Fund Summary**

<b>Fund</b>	<b>July Activity</b>	<b>July Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>	<b>YTD Activity</b>	<b>Total Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
24 - MITIGATION FUND	-188,603	0	-188,603		-188,603	0	-188,603	
26 - CONSERVATION FUND	-100,784	0	-100,784		-100,784	0	-100,784	
35 - WATER SUPPLY FUND	-152,690	0	-152,690		-152,690	0	-152,690	
<b>Report Total:</b>	<b>-442,077</b>	<b>0.02</b>	<b>-442,077</b>		<b>-442,077</b>	<b>0</b>	<b>-442,077</b>	



Monterey Peninsula Water Management Dist

**Statement of Revenue Over Expense - No Decimals**  
**Group Summary**

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 24 - MITIGATION FUND</b>								
<b>Revenue</b>								
R120 - Property Taxes Revenues	0	54,645	-54,645	0.00 %	0	656,000	-656,000	0.00 %
R130 - User Fees	0	192,215	-192,215	0.00 %	0	2,307,500	-2,307,500	0.00 %
R160 - Well Registration Fee	100	0	100	0.00 %	100	0	100	0.00 %
R190 - WDS Permits Rule 21	3,000	4,665	-1,665	-64.31 %	3,000	56,000	-53,000	-5.36 %
R230 - Miscellaneous - Other	0	833	-833	0.00 %	0	10,000	-10,000	0.00 %
R250 - Interest Income	-1,426	208	-1,635	684.91 %	-1,426	2,500	-3,926	57.05 %
R290 - CAW - Miscellaneous	0	633	-633	0.00 %	0	7,600	-7,600	0.00 %
R310 - Other Reimbursements	0	2,357	-2,357	0.00 %	0	28,300	-28,300	0.00 %
R320 - Grants	0	79,135	-79,135	0.00 %	0	950,000	-950,000	0.00 %
R510 - Operating Reserve	0	8,538	-8,538	0.00 %	0	102,500	-102,500	0.00 %
<b>Total Revenue:</b>	<b>1,674</b>	<b>343,229</b>	<b>-341,556</b>	<b>-0.49 %</b>	<b>1,674</b>	<b>4,120,400</b>	<b>-4,118,726</b>	<b>-0.04 %</b>

**EXHIBIT 7-E**

**Statement of Revenue Over Expense - No Decimals**

**For Fiscal: 2017-2018 Period Ending: 07/31/2017**

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	41,218	82,034	40,816	50.24 %	41,218	984,800	943,582	4.19 %
1110 - Manager's Auto Allowance	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1120 - Manager's Deferred Comp	0	142	142	0.00 %	0	1,700	1,700	0.00 %
1130 - Unemployment Compensation	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1150 - Temporary Personnel	1,024	67	-957	1,536.34 %	1,024	800	-224	127.98 %
1160 - PERS Retirement	106,492	15,627	-90,865	681.46 %	106,492	187,600	81,108	56.77 %
1170 - Medical Insurance	10,817	11,204	387	96.55 %	10,817	134,500	123,683	8.04 %
1180 - Medical Insurance - Retirees	3,642	2,699	-943	134.93 %	3,642	32,400	28,758	11.24 %
1190 - Workers Compensation	2,342	2,499	157	93.73 %	2,342	30,000	27,658	7.81 %
1200 - Life Insurance	172	200	28	86.07 %	172	2,400	2,228	7.17 %
1210 - Long Term Disability Insurance	469	483	14	97.17 %	469	5,800	5,331	8.09 %
1220 - Short Term Disability Insurance	93	108	15	86.10 %	93	1,300	1,207	7.17 %
1230 - Other Benefits	0	42	42	0.00 %	0	500	500	0.00 %
1260 - Employee Assistance Program	23	50	27	46.84 %	23	600	577	3.90 %
1270 - FICA Tax Expense	191	242	51	78.95 %	191	2,900	2,709	6.58 %
1280 - Medicare Tax Expense	1,149	1,216	67	94.45 %	1,149	14,600	13,451	7.87 %
1290 - Staff Development & Training	200	991	791	20.18 %	200	11,900	11,700	1.68 %
1300 - Conference Registration	232	117	-115	198.94 %	232	1,400	1,168	16.57 %
1310 - Professional Dues	218	67	-151	326.71 %	218	800	582	27.22 %
1320 - Personnel Recruitment	0	67	67	0.00 %	0	800	800	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>168,282</b>	<b>118,053</b>	<b>-50,230</b>	<b>142.55 %</b>	<b>168,282</b>	<b>1,417,200</b>	<b>1,248,918</b>	<b>11.87 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	0	1,516	1,516	0.00 %	0	18,200	18,200	0.00 %
2020 - Board Expenses	12	267	255	4.50 %	12	3,200	3,188	0.38 %
2040 - Rent	834	883	49	94.46 %	834	10,600	9,766	7.87 %
2060 - Utilities	1,004	1,299	295	77.28 %	1,004	15,600	14,596	6.44 %
2120 - Insurance Expense	0	1,499	1,499	0.00 %	0	18,000	18,000	0.00 %
2130 - Membership Dues	65	908	843	7.17 %	65	10,900	10,835	0.60 %
2140 - Bank Charges	117	133	17	87.52 %	117	1,600	1,483	7.29 %
2150 - Office Supplies	437	675	238	64.78 %	437	8,100	7,663	5.40 %
2160 - Courier Expense	159	267	108	59.57 %	159	3,200	3,041	4.96 %
2170 - Printing/Photocopy	0	150	150	0.00 %	0	1,800	1,800	0.00 %
2180 - Postage & Shipping	517	217	-300	238.74 %	517	2,600	2,083	19.89 %
2190 - IT Supplies/Services	3,288	3,332	44	98.67 %	3,288	40,000	36,712	8.22 %
2200 - Professional Fees	2,984	11,712	8,728	25.48 %	2,984	140,600	137,616	2.12 %
2220 - Equipment Repairs & Maintenance	0	250	250	0.00 %	0	3,000	3,000	0.00 %
2235 - Equipment Lease	407	466	59	87.32 %	407	5,600	5,193	7.27 %
2240 - Telephone	1,397	1,516	119	92.17 %	1,397	18,200	16,803	7.68 %
2260 - Facility Maintenance	1,577	1,449	-127	108.78 %	1,577	17,400	15,823	9.06 %
2270 - Travel Expenses	188	791	604	23.73 %	188	9,500	9,312	1.98 %

**EXHIBIT 7-E**

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**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	2,365	858	-1,507	275.66 %	2,365	10,300	7,935	22.96 %
2300 - Legal Services	0	10,662	10,662	0.00 %	0	128,000	128,000	0.00 %
2380 - Meeting Expenses	73	200	127	36.44 %	73	2,400	2,327	3.04 %
2420 - Legal Notices	0	133	133	0.00 %	0	1,600	1,600	0.00 %
2460 - Public Outreach	17	1,524	1,507	1.13 %	17	18,300	18,283	0.09 %
2480 - Miscellaneous	0	100	100	0.00 %	0	1,200	1,200	0.00 %
2500 - Tax Administration Fee	0	483	483	0.00 %	0	5,800	5,800	0.00 %
2900 - Operating Supplies	0	183	183	0.00 %	0	2,200	2,200	0.00 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>15,441</b>	<b>41,475</b>	<b>26,034</b>	<b>37.23 %</b>	<b>15,441</b>	<b>497,900</b>	<b>482,459</b>	<b>3.10 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	6,553	149,199	142,645	4.39 %	6,553	1,791,100	1,784,547	0.37 %
4000 - Fixed Asset Purchases	0	16,443	16,443	0.00 %	0	197,400	197,400	0.00 %
6000 - Contingencies	0	2,499	2,499	0.00 %	0	30,000	30,000	0.00 %
6500 - Reserves	0	15,560	15,560	0.00 %	0	186,800	186,800	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>6,553</b>	<b>183,701</b>	<b>177,148</b>	<b>3.57 %</b>	<b>6,553</b>	<b>2,205,300</b>	<b>2,198,747</b>	<b>0.30 %</b>
<b>Total Expense:</b>	<b>190,277</b>	<b>343,229</b>	<b>152,953</b>	<b>55.44 %</b>	<b>190,277</b>	<b>4,120,400</b>	<b>3,930,123</b>	<b>4.62 %</b>
<b>Total Revenues</b>	<b>1,674</b>	<b>343,229</b>	<b>-341,556</b>	<b>-0.49 %</b>	<b>1,674</b>	<b>4,120,400</b>	<b>-4,118,726</b>	<b>-0.04 %</b>
<b>Total Fund: 24 - MITIGATION FUND:</b>	<b>-188,603</b>	<b>0</b>	<b>-188,603</b>		<b>-188,603</b>	<b>0</b>	<b>-188,603</b>	

**EXHIBIT 7-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 07/31/2017**

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 26 - CONSERVATION FUND</b>								
<b>Revenue</b>								
R120 - Property Taxes Revenues	0	88,398	-88,398	0.00 %	0	1,061,200	-1,061,200	0.00 %
R130 - User Fees	0	93,088	-93,088	0.00 %	0	1,117,500	-1,117,500	0.00 %
R150 - Permit Processing Fee	16,273	14,578	1,696	-111.63 %	16,273	175,000	-158,727	-9.30 %
R200 - Recording Fees	932	800	132	-116.55 %	932	9,600	-8,668	-9.71 %
R210 - Legal Fees	357	1,333	-976	-26.79 %	357	16,000	-15,643	-2.23 %
R250 - Interest Income	-320	292	-612	109.74 %	-320	3,500	-3,820	9.14 %
R270 - CAW - Rebates	38,604	41,650	-3,046	-92.69 %	38,604	500,000	-461,396	-7.72 %
R320 - Grants	0	18,326	-18,326	0.00 %	0	220,000	-220,000	0.00 %
R510 - Operating Reserve	0	200	-200	0.00 %	0	2,400	-2,400	0.00 %
<b>Total Revenue:</b>	<b>55,846</b>	<b>258,663</b>	<b>-202,818</b>	<b>-21.59 %</b>	<b>55,846</b>	<b>3,105,200</b>	<b>-3,049,354</b>	<b>-1.80 %</b>



**EXHIBIT 7-E**

**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	26,459	53,662	27,203	49.31 %	26,459	644,200	617,741	4.11 %
1110 - Manager's Auto Allowance	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1120 - Manager's Deferred Comp	0	142	142	0.00 %	0	1,700	1,700	0.00 %
1130 - Unemployment Compensation	0	67	67	0.00 %	0	800	800	0.00 %
1150 - Temporary Personnel	3,100	3,798	698	81.61 %	3,100	45,600	42,500	6.80 %
1160 - PERS Retirement	55,306	8,747	-46,560	632.32 %	55,306	105,000	49,694	52.67 %
1170 - Medical Insurance	6,619	7,597	978	87.12 %	6,619	91,200	84,581	7.26 %
1180 - Medical Insurance - Retirees	2,454	1,891	-563	129.79 %	2,454	22,700	20,246	10.81 %
1190 - Workers Compensation	173	225	52	76.70 %	173	2,700	2,528	6.39 %
1200 - Life Insurance	84	100	16	83.94 %	84	1,200	1,116	6.99 %
1210 - Long Term Disability Insurance	276	325	49	84.85 %	276	3,900	3,624	7.07 %
1220 - Short Term Disability Insurance	55	75	20	73.12 %	55	900	845	6.09 %
1230 - Other Benefits	0	25	25	0.00 %	0	300	300	0.00 %
1260 - Employee Assistance Program	14	33	19	42.92 %	14	400	386	3.58 %
1270 - FICA Tax Expense	0	83	83	0.00 %	0	1,000	1,000	0.00 %
1280 - Medicare Tax Expense	654	800	145	81.81 %	654	9,600	8,946	6.81 %
1290 - Staff Development & Training	373	1,191	818	31.31 %	373	14,300	13,927	2.61 %
1300 - Conference Registration	162	67	-96	243.70 %	162	800	638	20.30 %
1310 - Professional Dues	0	125	125	0.00 %	0	1,500	1,500	0.00 %
1320 - Personnel Recruitment	0	50	50	0.00 %	0	600	600	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>95,729</b>	<b>79,102</b>	<b>-16,627</b>	<b>121.02 %</b>	<b>95,729</b>	<b>949,600</b>	<b>853,871</b>	<b>10.08 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	0	1,058	1,058	0.00 %	0	12,700	12,700	0.00 %
2020 - Board Expenses	8	183	175	4.58 %	8	2,200	2,192	0.38 %
2040 - Rent	218	233	15	93.52 %	218	2,800	2,582	7.79 %
2060 - Utilities	684	883	199	77.41 %	684	10,600	9,916	6.45 %
2120 - Insurance Expense	0	1,050	1,050	0.00 %	0	12,600	12,600	0.00 %
2130 - Membership Dues	2,042	1,250	-792	163.41 %	2,042	15,000	12,958	13.61 %
2140 - Bank Charges	82	92	10	89.12 %	82	1,100	1,018	7.42 %
2150 - Office Supplies	306	491	185	62.26 %	306	5,900	5,594	5.19 %
2160 - Courier Expense	111	192	80	58.02 %	111	2,300	2,189	4.83 %
2170 - Printing/Photocopy	0	508	508	0.00 %	0	6,100	6,100	0.00 %
2180 - Postage & Shipping	362	142	-220	255.60 %	362	1,700	1,338	21.29 %
2190 - IT Supplies/Services	2,285	2,332	47	97.98 %	2,285	28,000	25,715	8.16 %
2200 - Professional Fees	2,071	8,197	6,125	25.27 %	2,071	98,400	96,329	2.11 %
2220 - Equipment Repairs & Maintenance	0	175	175	0.00 %	0	2,100	2,100	0.00 %
2235 - Equipment Lease	227	325	98	69.98 %	227	3,900	3,673	5.83 %
2240 - Telephone	852	1,016	164	83.89 %	852	12,200	11,348	6.99 %
2260 - Facility Maintenance	1,062	933	-129	113.88 %	1,062	11,200	10,138	9.49 %
2270 - Travel Expenses	2	1,416	1,414	0.14 %	2	17,000	16,998	0.01 %

**EXHIBIT 7-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 07/31/2017**

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	198	500	302	39.56 %	198	6,000	5,802	3.30 %
2300 - Legal Services	0	5,998	5,998	0.00 %	0	72,000	72,000	0.00 %
2380 - Meeting Expenses	73	175	102	41.65 %	73	2,100	2,027	3.47 %
2420 - Legal Notices	0	58	58	0.00 %	0	700	700	0.00 %
2460 - Public Outreach	12	1,066	1,054	1.13 %	12	12,800	12,788	0.09 %
2480 - Miscellaneous	0	67	67	0.00 %	0	800	800	0.00 %
2500 - Tax Administration Fee	0	475	475	0.00 %	0	5,700	5,700	0.00 %
2900 - Operating Supplies	446	1,266	820	35.20 %	446	15,200	14,754	2.93 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>11,042</b>	<b>30,080</b>	<b>19,038</b>	<b>36.71 %</b>	<b>11,042</b>	<b>361,100</b>	<b>350,058</b>	<b>3.06 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	49,859	96,886	47,027	51.46 %	49,859	1,163,100	1,113,241	4.29 %
4000 - Fixed Asset Purchases	0	42,150	42,150	0.00 %	0	506,000	506,000	0.00 %
6000 - Contingencies	0	1,749	1,749	0.00 %	0	21,000	21,000	0.00 %
6500 - Reserves	0	8,697	8,697	0.00 %	0	104,400	104,400	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>49,859</b>	<b>149,482</b>	<b>99,623</b>	<b>33.35 %</b>	<b>49,859</b>	<b>1,794,500</b>	<b>1,744,641</b>	<b>2.78 %</b>
<b>Total Expense:</b>	<b>156,630</b>	<b>258,663</b>	<b>102,033</b>	<b>60.55 %</b>	<b>156,630</b>	<b>3,105,200</b>	<b>2,948,570</b>	<b>5.04 %</b>
<b>Total Revenues</b>	<b>55,846</b>	<b>258,663</b>	<b>-202,818</b>	<b>-21.59 %</b>	<b>55,846</b>	<b>3,105,200</b>	<b>-3,049,354</b>	<b>-1.80 %</b>
<b>Total Fund: 26 - CONSERVATION FUND:</b>	<b>-100,784</b>	<b>0</b>	<b>-100,784</b>		<b>-100,784</b>	<b>0</b>	<b>-100,784</b>	

**EXHIBIT 7-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 07/31/2017**

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 35 - WATER SUPPLY FUND</b>								
<b>Revenue</b>								
R100 - Water Supply Charge	0	283,220	-283,220	0.00 %	0	3,400,000	-3,400,000	0.00 %
R120 - Property Taxes Revenues	0	2,732	-2,732	0.00 %	0	32,800	-32,800	0.00 %
R140 - Connection Charges	18,359	20,825	-2,466	-88.16 %	18,359	250,000	-231,641	-7.34 %
R220 - Copy Fee	12	0	12	0.00 %	12	0	12	0.00 %
R230 - Miscellaneous - Other	0	833	-833	0.00 %	0	10,000	-10,000	0.00 %
R250 - Interest Income	-929	1,166	-2,095	79.63 %	-929	14,000	-14,929	6.63 %
R260 - CAW - ASR	0	52,929	-52,929	0.00 %	0	635,400	-635,400	0.00 %
R265 - CAW - Los Padres Reimbursement	0	43,733	-43,733	0.00 %	0	525,000	-525,000	0.00 %
R290 - CAW - Miscellaneous	0	1,949	-1,949	0.00 %	0	23,400	-23,400	0.00 %
R300 - Watermaster	0	6,214	-6,214	0.00 %	0	74,600	-74,600	0.00 %
R308 - Reclamation Project	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R310 - Other Reimbursements	0	83	-83	0.00 %	0	1,000	-1,000	0.00 %
R320 - Grants	0	6,664	-6,664	0.00 %	0	80,000	-80,000	0.00 %
R510 - Operating Reserve	0	62,392	-62,392	0.00 %	0	749,000	-749,000	0.00 %
<b>Total Revenue:</b>	<b>17,442</b>	<b>484,406</b>	<b>-466,964</b>	<b>-3.60 %</b>	<b>17,442</b>	<b>5,815,200</b>	<b>-5,797,758</b>	<b>-0.30 %</b>

**EXHIBIT 7-E**

**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	27,815	72,721	44,905	38.25 %	27,815	873,000	845,185	3.19 %
1110 - Manager's Auto Allowance	0	300	300	0.00 %	0	3,600	3,600	0.00 %
1120 - Manager's Deferred Comp	0	417	417	0.00 %	0	5,000	5,000	0.00 %
1130 - Unemployment Compensation	0	83	83	0.00 %	0	1,000	1,000	0.00 %
1150 - Temporary Personnel	819	50	-769	1,638.76 %	819	600	-219	136.51 %
1160 - PERS Retirement	88,684	13,070	-75,614	678.54 %	88,684	156,900	68,216	56.52 %
1170 - Medical Insurance	8,730	8,730	0	100.00 %	8,730	104,800	96,070	8.33 %
1180 - Medical Insurance - Retirees	2,810	2,157	-653	130.26 %	2,810	25,900	23,090	10.85 %
1190 - Workers Compensation	1,226	1,516	290	80.85 %	1,226	18,200	16,974	6.73 %
1200 - Life Insurance	118	150	32	78.38 %	118	1,800	1,682	6.53 %
1210 - Long Term Disability Insurance	376	392	15	96.06 %	376	4,700	4,324	8.00 %
1220 - Short Term Disability Insurance	75	92	17	81.32 %	75	1,100	1,025	6.77 %
1230 - Other Benefits	0	33	33	0.00 %	0	400	400	0.00 %
1260 - Employee Assistance Program	19	42	23	44.87 %	19	500	481	3.74 %
1270 - FICA Tax Expense	20	242	221	8.46 %	20	2,900	2,880	0.70 %
1280 - Medicare Tax Expense	929	1,091	163	85.09 %	929	13,100	12,171	7.09 %
1290 - Staff Development & Training	0	891	891	0.00 %	0	10,700	10,700	0.00 %
1300 - Conference Registration	186	100	-86	185.67 %	186	1,200	1,014	15.47 %
1310 - Professional Dues	0	67	67	0.00 %	0	800	800	0.00 %
1320 - Personnel Recruitment	0	50	50	0.00 %	0	600	600	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>131,805</b>	<b>102,192</b>	<b>-29,613</b>	<b>128.98 %</b>	<b>131,805</b>	<b>1,226,800</b>	<b>1,094,995</b>	<b>10.74 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	0	1,208	1,208	0.00 %	0	14,500	14,500	0.00 %
2020 - Board Expenses	10	217	207	4.43 %	10	2,600	2,590	0.37 %
2040 - Rent	772	816	45	94.54 %	772	9,800	9,028	7.88 %
2060 - Utilities	807	1,050	243	76.87 %	807	12,600	11,793	6.40 %
2120 - Insurance Expense	0	1,200	1,200	0.00 %	0	14,400	14,400	0.00 %
2130 - Membership Dues	48	725	677	6.63 %	48	8,700	8,652	0.55 %
2140 - Bank Charges	93	108	15	86.18 %	93	1,300	1,207	7.18 %
2150 - Office Supplies	350	550	200	63.61 %	350	6,600	6,250	5.30 %
2160 - Courier Expense	127	217	90	58.66 %	127	2,600	2,473	4.89 %
2170 - Printing/Photocopy	0	125	125	0.00 %	0	1,500	1,500	0.00 %
2180 - Postage & Shipping	414	175	-239	236.47 %	414	2,100	1,686	19.70 %
2190 - IT Supplies/Services	2,613	2,666	53	98.02 %	2,613	32,000	29,387	8.16 %
2200 - Professional Fees	2,368	9,371	7,003	25.27 %	2,368	112,500	110,132	2.11 %
2220 - Equipment Repairs & Maintenance	0	200	200	0.00 %	0	2,400	2,400	0.00 %
2235 - Equipment Lease	313	375	62	83.39 %	313	4,500	4,187	6.95 %
2240 - Telephone	984	1,266	282	77.75 %	984	15,200	14,216	6.48 %
2260 - Facility Maintenance	1,217	1,183	-34	102.85 %	1,217	14,200	12,983	8.57 %
2270 - Travel Expenses	140	675	534	20.81 %	140	8,100	7,960	1.73 %

**EXHIBIT 7-E**

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**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Level...	July Activity	July Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	0	858	858	0.00 %	0	10,300	10,300	0.00 %
2300 - Legal Services	0	16,660	16,660	0.00 %	0	200,000	200,000	0.00 %
2380 - Meeting Expenses	73	158	85	46.03 %	73	1,900	1,827	3.83 %
2420 - Legal Notices	0	117	117	0.00 %	0	1,400	1,400	0.00 %
2460 - Public Outreach	14	1,216	1,202	1.14 %	14	14,600	14,586	0.09 %
2480 - Miscellaneous	0	83	83	0.00 %	0	1,000	1,000	0.00 %
2500 - Tax Administration Fee	0	708	708	0.00 %	0	8,500	8,500	0.00 %
2900 - Operating Supplies	0	150	150	0.00 %	0	1,800	1,800	0.00 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>10,342</b>	<b>42,075</b>	<b>31,733</b>	<b>24.58 %</b>	<b>10,342</b>	<b>505,100</b>	<b>494,758</b>	<b>2.05 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	27,984	290,884	262,899	9.62 %	27,984	3,492,000	3,464,016	0.80 %
4000 - Fixed Asset Purchases	0	13,661	13,661	0.00 %	0	164,000	164,000	0.00 %
5000 - Debt Service	0	19,159	19,159	0.00 %	0	230,000	230,000	0.00 %
6000 - Contingencies	0	1,999	1,999	0.00 %	0	24,000	24,000	0.00 %
6500 - Reserves	0	14,436	14,436	0.00 %	0	173,300	173,300	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>27,984</b>	<b>340,139</b>	<b>312,154</b>	<b>8.23 %</b>	<b>27,984</b>	<b>4,083,300</b>	<b>4,055,316</b>	<b>0.69 %</b>
<b>Total Expense:</b>	<b>170,132</b>	<b>484,406</b>	<b>314,275</b>	<b>35.12 %</b>	<b>170,132</b>	<b>5,815,200</b>	<b>5,645,068</b>	<b>2.93 %</b>
<b>Total Revenues</b>	<b>17,442</b>	<b>484,406</b>	<b>-466,964</b>	<b>-3.60 %</b>	<b>17,442</b>	<b>5,815,200</b>	<b>-5,797,758</b>	<b>-0.30 %</b>
<b>Total Fund: 35 - WATER SUPPLY FUND:</b>	<b>-152,690</b>	<b>0</b>	<b>-152,690</b>		<b>-152,690</b>	<b>0</b>	<b>-152,690</b>	
<b>Report Total:</b>	<b>-442,077</b>	<b>0</b>	<b>-442,077</b>		<b>-442,077</b>	<b>0</b>	<b>-442,077</b>	

**EXHIBIT 7-E**

**Statement of Revenue Over Expense - No Decimals**

**For Fiscal: 2017-2018 Period Ending: 07/31/2017**

**Fund Summary**

<b>Fund</b>	<b>July Activity</b>	<b>July Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>	<b>YTD Activity</b>	<b>Total Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
24 - MITIGATION FUND	-188,603	0	-188,603		-188,603	0	-188,603	
26 - CONSERVATION FUND	-100,784	0	-100,784		-100,784	0	-100,784	
35 - WATER SUPPLY FUND	-152,690	0	-152,690		-152,690	0	-152,690	
<b>Report Total:</b>	<b>-442,077</b>	<b>0.02</b>	<b>-442,077</b>		<b>-442,077</b>	<b>0</b>	<b>-442,077</b>	

## ADMINISTRATIVE COMMITTEE

### 8. CONSIDER ADOPTION OF TREASURER'S REPORT FOR AUGUST 2017

<b>Meeting Date:</b>	<b>November 6, 2017</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee considered this item on November 6, 2017 and recommended \_\_\_\_\_.

**CEQA Compliance:** N/A

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**SUMMARY:** Exhibit 8-A comprises the Treasurer's Report for August 2017. Exhibit 8-B, Exhibit 8-C and Exhibit 8-D are listings of check disbursements for the period August 1-31, 2017. Check Nos. 29789 through 30118, the direct deposits of employee's paychecks, payroll tax deposits, and bank charges resulted in total disbursements for the period in the amount of \$671,268.55. That amount included \$89,068.04 for conservation rebates. Exhibit 8-E reflects the unaudited version of the financial statements for the month ending August 31, 2017.

**RECOMMENDATION:** District staff recommends adoption of the August 2017 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The Administrative Committee reviewed this item at its November 6, 2017 meeting and voted \_\_\_ to \_\_\_ to recommend \_\_\_\_\_.

#### EXHIBITS

- 8-A** Treasurer's Report
- 8-B** Listing of Cash Disbursements-Regular
- 8-C** Listing of Cash Disbursements-Payroll
- 8-D** Listing of Other Bank Items
- 8-E** Financial Statements





**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
TREASURER'S REPORT FOR AUGUST 2017**

<u>Description</u>						<b>PB</b>	
	<u>Checking</u>	<u>MPWMD Money Market</u>	<u>L.A.I.F.</u>	<u>Wells Fargo Investments</u>	<u>MPWMD Total</u>	<u>Rabobank Line of Credit</u>	<u>Reclamation Money Market</u>
Beginning Balance	(\$241,961.85)	\$97,196.34	\$1,709,755.33	\$1,524,131.71	\$ 3,089,121.53	\$0.00	\$15,087.23
Fee Deposits		644,481.95			644,481.95		786,531.00
Line of Credit Draw/Payoff					0.00		
Interest		3.16	-	516.13	519.29		9.15
Transfer to/from LAIF		250,000.00	(250,000.00)		0.00		
Transfer-Money Market to Checking	\$908,377.43	(908,377.43)			0.00		
Transfer-Money Market to W/Fargo					0.00		
Transfer-W/Fargo to Money Market					0.00		
W/Fargo-Investment Purchase					0.00		
Transfer Ckg to MPWMD M/Mrkt					0.00		
MoCo Tax & WS Chg Installment Pymt					0.00		
Transfer to CAWD					0.00		(450,000.00)
Voided Cks					0.00		
Bank Corrections/Reversals/Errors					0.00		
Bank Charges/Rtn'd Deposits/Other	(\$301.72)	(5,613.53)			(5,915.25)		(3.00)
Payroll Tax Deposits/Retirements	(100,623.39)				(100,623.39)		
Payroll Checks/Direct Deposits	(130,894.12)				(130,894.12)		
General Checks	(439,449.32)				(439,449.32)		
Bank Draft Payments					0.00		
<b>Ending Balance</b>	<b>(\$4,852.97)</b>	<b>\$77,690.49</b>	<b>\$1,459,755.33</b>	<b>\$1,524,647.84</b>	<b>\$3,057,240.69</b>	<b>\$0.00</b>	<b>\$351,624.38</b>



## Check Report

By Check Number

Date Range: 08/01/2017 - 08/31/2017



Monterey Peninsula Water Management Dist

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK</b>	<b>-Bank of America Checking</b>					
00987	SDRMA - Prop & Liability Pkg	08/17/2017	Regular	0.00	-49,656.60	29724
00253	AT&T	08/04/2017	Regular	0.00	1,549.25	29918
00243	CalPers Long Term Care Program	08/04/2017	Regular	0.00	50.06	29919
00224	City of Monterey	08/04/2017	Regular	0.00	204.08	29920
04041	Cynthia Schmidlin	08/04/2017	Regular	0.00	630.67	29921
00046	De Lay & Laredo	08/04/2017	Regular	0.00	23,590.00	29922
00758	FedEx	08/04/2017	Regular	0.00	64.41	29923
00986	Henrietta Stern	08/04/2017	Regular	0.00	1,183.47	29924
00277	Home Depot Credit Services	08/04/2017	Regular	0.00	91.67	29925
00768	ICMA	08/04/2017	Regular	0.00	5,065.09	29926
04717	Inder Osahan	08/04/2017	Regular	0.00	1,183.47	29927
05371	June Silva	08/04/2017	Regular	0.00	396.12	29928
06999	KBA Docusys	08/04/2017	Regular	0.00	3.81	29929
00769	Laborers Trust Fund of Northern CA	08/04/2017	Regular	0.00	27,408.00	29930
14474	Lorne & Sandra Braddock	08/04/2017	Regular	0.00	867.60	29931
14476	Monterey County Resources Management Agency	08/04/2017	Regular	0.00	7,515.18	29932
13396	Navia Benefit Solutions, Inc.	08/04/2017	Regular	0.00	975.38	29933
14224	OS Systems, Inc	08/04/2017	Regular	0.00	956.16	29934
00257	Pacific Grove Chamber of Commerce	08/04/2017	Regular	0.00	279.00	29935
00154	Peninsula Messenger Service	08/04/2017	Regular	0.00	397.00	29936
00755	Peninsula Welding Supply, Inc.	08/04/2017	Regular	0.00	58.20	29937
00752	Professional Liability Insurance Service	08/04/2017	Regular	0.00	38.97	29938
07627	Purchase Power	08/04/2017	Regular	0.00	52.67	29939
00178	Soil Control Lab	08/04/2017	Regular	0.00	700.00	29940
00766	Standard Insurance Company	08/04/2017	Regular	0.00	1,569.04	29941
14477	Thomas J. Housel & Mary Beth Housel	08/04/2017	Regular	0.00	2,226.30	29942
00207	Universal Staffing Inc.	08/04/2017	Regular	0.00	1,621.55	29943
00221	Verizon Wireless	08/04/2017	Regular	0.00	652.89	29944
00249	A.G. Davi, LTD	08/11/2017	Regular	0.00	395.00	29945
00767	AFLAC	08/11/2017	Regular	0.00	1,835.56	29946
00263	Arlene Tavani	08/11/2017	Regular	0.00	37.59	29947
00252	Cal-Am Water	08/11/2017	Regular	0.00	230.20	29948
00252	Cal-Am Water	08/11/2017	Regular	0.00	244.79	29949
00252	Cal-Am Water	08/11/2017	Regular	0.00	129.41	29950
00252	Cal-Am Water	08/11/2017	Regular	0.00	87.30	29951
00243	CalPers Long Term Care Program	08/11/2017	Regular	0.00	50.06	29952
04043	Campbell Scientific, Inc.	08/11/2017	Regular	0.00	3,533.60	29953
01001	CDW Government	08/11/2017	Regular	0.00	5,024.95	29954
00028	Colantuono, Highsmith, & Whatley, PC	08/11/2017	Regular	0.00	63.50	29955
04041	Cynthia Schmidlin	08/11/2017	Regular	0.00	630.67	29956
00761	Delores Cofer	08/11/2017	Regular	0.00	356.00	29957
00758	FedEx	08/11/2017	Regular	0.00	354.55	29958
00277	Home Depot Credit Services	08/11/2017	Regular	0.00	14.53	29959
07415	Inca Landscape Management	08/11/2017	Regular	0.00	101.86	29960
11223	In-Situ	08/11/2017	Regular	0.00	742.21	29961
00222	M.J. Murphy	08/11/2017	Regular	0.00	67.41	29962
00259	Marina Coast Water District	08/11/2017	Regular	0.00	58.14	29963
00259	Marina Coast Water District	08/11/2017	Regular	0.00	305.26	29964
09983	Maryan Gonnerman	08/11/2017	Regular	0.00	191.75	29965
00242	MBAS	08/11/2017	Regular	0.00	7,200.00	29966
00118	Monterey Bay Carpet & Janitorial Svc	08/11/2017	Regular	0.00	2,000.00	29967
08700	Monterey Regional Waste Management District	08/11/2017	Regular	0.00	15.00	29968
00274	MRWPCA	08/11/2017	Regular	0.00	152.71	29969
00755	Peninsula Welding Supply, Inc.	08/11/2017	Regular	0.00	49.50	29970

**EXHIBIT 8-B**

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Check Report

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00282	PG&E	08/11/2017	Regular	0.00	27.90	29971
00282	PG&E	08/11/2017	Regular	0.00	10.51	29972
00282	PG&E	08/11/2017	Regular	0.00	86.19	29973
00282	PG&E	08/11/2017	Regular	0.00	70.42	29974
13430	Premier Global Services	08/11/2017	Regular	0.00	126.75	29975
00251	Rick Dickhaut	08/11/2017	Regular	0.00	1,030.00	29976
04709	Sherron Forsgren	08/11/2017	Regular	0.00	650.33	29977
00258	TBC Communications & Media	08/11/2017	Regular	0.00	5,473.50	29978
04719	Telit lo T Platforms, LLC	08/11/2017	Regular	0.00	222.01	29979
09351	Tetra Tech, Inc.	08/11/2017	Regular	0.00	1,208.56	29980
00207	Universal Staffing Inc.	08/11/2017	Regular	0.00	3,690.40	29981
04340	Valley Trophies & Detectors	08/11/2017	Regular	0.00	19.12	29982
05378	Water Awareness Committee	08/11/2017	Regular	0.00	2,000.00	29983
00994	Whitson Engineers	08/11/2017	Regular	0.00	4,757.50	29984
08105	Yolanda Munoz	08/11/2017	Regular	0.00	540.00	29985
00763	ACWA-JPIA	08/18/2017	Regular	0.00	429.90	29989
01188	Alhambra	08/18/2017	Regular	0.00	208.61	29990
00760	Andy Bell	08/18/2017	Regular	0.00	699.00	29991
00253	AT&T	08/18/2017	Regular	0.00	771.62	29992
12188	Brown and Caldwell	08/18/2017	Regular	0.00	10,790.29	29993
12601	Carmel Valley Ace Hardware	08/18/2017	Regular	0.00	35.25	29994
00237	Chevron	08/21/2017	Regular	0.00	-395.91	29995
00237	Chevron	08/18/2017	Regular	0.00	395.91	29995
00041	Denise Duffy & Assoc. Inc.	08/18/2017	Regular	0.00	14,359.00	29996
00192	Extra Space Storage	08/18/2017	Regular	0.00	779.00	29997
00235	Green Rubber- Kennedy AG	08/18/2017	Regular	0.00	1,449.04	29998
00768	ICMA	08/18/2017	Regular	0.00	5,215.09	29999
13396	Navia Benefit Solutions, Inc.	08/18/2017	Regular	0.00	975.38	30000
00755	Peninsula Welding Supply, Inc.	08/18/2017	Regular	0.00	167.54	30001
00282	PG&E	08/18/2017	Regular	0.00	43.71	30002
00282	PG&E	08/18/2017	Regular	0.00	26.17	30003
00752	Professional Liability Insurance Service	08/18/2017	Regular	0.00	44.39	30004
00159	Pueblo Water Resources, Inc.	08/18/2017	Regular	0.00	13,860.00	30005
14038	San Lorenzo Lumber	08/18/2017	Regular	0.00	3,087.00	30006
00987	SDRMA - Prop & Liability Pkg	08/18/2017	Regular	0.00	49,656.60	30007
00176	Sentry Alarm Systems	08/18/2017	Regular	0.00	125.50	30008
00283	SHELL	08/18/2017	Regular	0.00	857.25	30009
00271	UPEC, Local 792	08/18/2017	Regular	0.00	1,083.18	30010
00994	Whitson Engineers	08/18/2017	Regular	0.00	7,444.50	30011
14037	AECOM Technical Services, Inc.	08/25/2017	Regular	0.00	67,703.00	30097
00253	AT&T	08/25/2017	Regular	0.00	70.66	30098
00236	AT&T Long Distance	08/25/2017	Regular	0.00	162.33	30099
00232	Balance Hydrologics, Inc	08/25/2017	Regular	0.00	19,053.75	30100
00036	Bill Parham	08/25/2017	Regular	0.00	650.00	30101
00237	Chevron	08/25/2017	Regular	0.00	407.32	30102
00281	CoreLogic Information Solutions, Inc.	08/25/2017	Regular	0.00	445.75	30103
11822	CSC	08/25/2017	Regular	0.00	3,000.00	30104
00758	FedEx	08/25/2017	Regular	0.00	179.66	30105
00235	Green Rubber- Kennedy AG	08/25/2017	Regular	0.00	49.61	30106
00277	Home Depot Credit Services	08/25/2017	Regular	0.00	29.58	30107
11223	In-Situ	08/25/2017	Regular	0.00	2,803.78	30108
06999	KBA Docusys	08/25/2017	Regular	0.00	7,500.00	30109
00222	M.J. Murphy	08/25/2017	Regular	0.00	10.73	30110
00223	Martins Irrigation Supply	08/25/2017	Regular	0.00	75.08	30111
01353	Monterey Peninsula Chamber of Commerce	08/25/2017	Regular	0.00	421.00	30112
00225	Escalon Services c/o Palace Business Solutions	08/25/2017	Regular	0.00	352.35	30113
00755	Peninsula Welding Supply, Inc.	08/25/2017	Regular	0.00	172.89	30114
00282	PG&E	08/25/2017	Regular	0.00	20,247.74	30115
00258	TBC Communications & Media	08/25/2017	Regular	0.00	15,674.43	30116
00203	ThyssenKrup Elevator	08/25/2017	Regular	0.00	583.35	30117
00229	Tyler Technologies	08/25/2017	Regular	0.00	19,631.69	30118

**EXHIBIT 8-B**

Check Report

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00750	Valley Saw & Garden Equipment	08/25/2017	Regular	0.00	147.38	30119
00754	Zone24x7	08/25/2017	Regular	0.00	5,443.00	30120

Payment Type	Bank Code APBNK		Summary	
	Payable Count	Payment Count	Discount	Payment
Regular Checks	137	115	0.00	400,433.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-50,052.51
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>137</b>	<b>117</b>	<b>0.00</b>	<b>350,381.28</b>

**EXHIBIT 8-B**

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Check Report

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: REBATES-02-Rebates: Use Only For Rebates</b>						
14451	AKSHAI PATEL	08/04/2017	Regular	0.00	500.00	29789
14361	ALPHA PROPERTY MANAGEMENT	08/04/2017	Regular	0.00	176.00	29790
14387	ALVARO HERNANDEZ	08/04/2017	Regular	0.00	500.00	29791
14372	Angela Aderhold	08/04/2017	Regular	0.00	500.00	29792
14351	ANN STOUTENBOROUGH	08/04/2017	Regular	0.00	100.00	29793
14454	ANNA WYCKOFF	08/04/2017	Regular	0.00	500.00	29794
14391	Backus Property	08/04/2017	Regular	0.00	200.00	29795
14373	BART A QUIRINALE	08/04/2017	Regular	0.00	500.00	29796
14458	BILL & CONNIE BOGGESS	08/04/2017	Regular	0.00	499.99	29797
14415	BOB SELIN	08/04/2017	Regular	0.00	100.00	29798
14448	BONNIE GAWF	08/04/2017	Regular	0.00	500.00	29799
14368	BRITTANY FURST	08/04/2017	Regular	0.00	500.00	29800
14468	BRUCE GILBERT	08/04/2017	Regular	0.00	500.00	29801
14444	CARL ANDERSON	08/04/2017	Regular	0.00	125.00	29802
14385	CARL VAN WINKLE	08/04/2017	Regular	0.00	500.00	29803
14399	CAROLINA WALBRUN	08/04/2017	Regular	0.00	169.98	29804
14354	CHRISTINE SINNOTT	08/04/2017	Regular	0.00	200.00	29805
14461	CHRISTOPHER WILLIAM CHOPYK	08/04/2017	Regular	0.00	500.00	29806
14460	CHUONG SHERWOOD	08/04/2017	Regular	0.00	500.00	29807
14450	CYNTHIA ANNE LAURANCE	08/04/2017	Regular	0.00	500.00	29808
14449	DAN OPPERMAN	08/04/2017	Regular	0.00	500.00	29809
14380	DANA C. NICHOLS	08/04/2017	Regular	0.00	500.00	29810
14443	DANA SMITH	08/04/2017	Regular	0.00	625.00	29811
14447	DANIEL & JOANN SUCHY	08/04/2017	Regular	0.00	500.00	29812
14436	DAVID C ASKEW	08/04/2017	Regular	0.00	125.00	29813
14437	DAVID HO	08/04/2017	Regular	0.00	125.00	29814
14465	DAVID HOPTON JR	08/04/2017	Regular	0.00	500.00	29815
14430	DAVID P ANDERSON	08/04/2017	Regular	0.00	176.00	29816
14433	DEANNA THOMAS	08/04/2017	Regular	0.00	200.00	29817
14375	DENNIS & SHERRILL MEANEY	08/04/2017	Regular	0.00	500.00	29818
14438	DENNIS JOHNSON	08/04/2017	Regular	0.00	125.00	29819
14389	Diane Davenport	08/04/2017	Regular	0.00	100.00	29820
14425	DIANE MURRIAN	08/04/2017	Regular	0.00	100.00	29821
14439	Dianne Busse	08/04/2017	Regular	0.00	125.00	29822
14434	Dona Logeman Acuff	08/04/2017	Regular	0.00	300.00	29823
14417	DONALD COSTLEY	08/04/2017	Regular	0.00	200.00	29824
14453	DONALD MURPHY	08/04/2017	Regular	0.00	500.00	29825
14427	Douglas Davis	08/04/2017	Regular	0.00	100.00	29826
14462	DUANE PELLERVO	08/04/2017	Regular	0.00	500.00	29827
14388	EDWARD DOOLING	08/04/2017	Regular	0.00	500.00	29828
14352	ESTER MEJIA	08/04/2017	Regular	0.00	100.00	29829
14390	FELIX COLELLO	08/04/2017	Regular	0.00	83.66	29830
14421	GENE & SHARRON ARDELL	08/04/2017	Regular	0.00	100.00	29831
14406	GENE VANDERVORT	08/04/2017	Regular	0.00	500.00	29832
14394	GEOFF & REBECCA ARNOLD	08/04/2017	Regular	0.00	200.00	29833
14353	GEOFF ARNOLD	08/04/2017	Regular	0.00	100.00	29834
14381	GINGER CHIH	08/04/2017	Regular	0.00	500.00	29835
14464	GRACE TZAY	08/04/2017	Regular	0.00	500.00	29836
14428	HARRY NICHOLSON	08/04/2017	Regular	0.00	100.00	29837
14384	James D Richards	08/04/2017	Regular	0.00	500.00	29838
14418	JAMES GOLDBERG	08/04/2017	Regular	0.00	88.00	29839
14395	JAMES GOLDBERG	08/04/2017	Regular	0.00	264.00	29840
14350	James Molinaro II	08/04/2017	Regular	0.00	100.00	29841
14378	JAMES WINTERBOTHAM	08/04/2017	Regular	0.00	500.00	29842
14442	JEAN MANSFIELD	08/04/2017	Regular	0.00	125.00	29843
14404	JENNIFER KIM	08/04/2017	Regular	0.00	500.00	29844
14423	JIM & VIVECA LOHR	08/04/2017	Regular	0.00	100.00	29845
14347	JIM SULLIVAN	08/04/2017	Regular	0.00	100.00	29846
14440	JOAN BROPHY THOMAS	08/04/2017	Regular	0.00	125.00	29847
14405	JOANNE M MAY	08/04/2017	Regular	0.00	500.00	29848

**EXHIBIT 8-B**

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Check Report

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
14441	JOANNE PETERSON	08/04/2017	Regular	0.00	125.00	29849
14409	JOHN BONYNGE	08/04/2017	Regular	0.00	500.00	29850
14386	JOHN J HUEGO	08/04/2017	Regular	0.00	499.99	29851
14359	JOHN ROMANO	08/04/2017	Regular	0.00	100.00	29852
14376	JON J CHARLES & SACHIE OSHIMA	08/04/2017	Regular	0.00	500.00	29853
14349	JOSE RAFAEL RAMOS	08/04/2017	Regular	0.00	100.00	29854
14355	JOSEPH JUSTICE	08/04/2017	Regular	0.00	200.00	29855
14445	Karen Welch	08/04/2017	Regular	0.00	500.00	29856
14467	KELLY DECKER	08/04/2017	Regular	0.00	500.00	29857
14402	KERA ABRAHAM PANNI	08/04/2017	Regular	0.00	125.00	29858
14348	LARRY PROBST	08/04/2017	Regular	0.00	176.00	29859
14374	LAWRENCE HAMWEY	08/04/2017	Regular	0.00	500.00	29860
14456	Lisa Corpuz	08/04/2017	Regular	0.00	500.00	29861
14364	LISA LEDIN	08/04/2017	Regular	0.00	125.00	29862
14370	Lorie M Alessandro	08/04/2017	Regular	0.00	500.00	29863
14366	MARGRET CORDTS	08/04/2017	Regular	0.00	125.00	29864
14470	MARISELA MALDONADO CASTANEDA	08/04/2017	Regular	0.00	500.00	29865
14419	MARK PETERSON	08/04/2017	Regular	0.00	300.00	29866
14345	MARTHA HADDAD	08/04/2017	Regular	0.00	100.00	29867
14365	MARTIN WEGENSTEIN	08/04/2017	Regular	0.00	125.00	29868
14424	MARY EILEEN SMITH	08/04/2017	Regular	0.00	100.00	29869
14459	MATTHEW TORRES	08/04/2017	Regular	0.00	500.00	29870
14446	MELISSA RAE ANDERSEN	08/04/2017	Regular	0.00	500.00	29871
14383	MICHAEL BOLTON	08/04/2017	Regular	0.00	500.00	29872
14379	MICHAEL HOUSER	08/04/2017	Regular	0.00	500.00	29873
14457	MICHAEL ZABBO	08/04/2017	Regular	0.00	500.00	29874
14377	MICHAEL ZURY	08/04/2017	Regular	0.00	500.00	29875
14432	MILTON JINES	08/04/2017	Regular	0.00	100.00	29876
14360	MONICA JONES	08/04/2017	Regular	0.00	200.00	29877
14473	MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT	08/04/2017	Regular	0.00	19,969.00	29878
14469	Nancy Modafferi	08/04/2017	Regular	0.00	500.00	29879
14367	Norma Brambila	08/04/2017	Regular	0.00	125.00	29880
14363	PATRICK COTTER	08/04/2017	Regular	0.00	125.00	29881
14396	PERRY & LISA TARSITANO	08/04/2017	Regular	0.00	100.00	29882
14382	PETER COWLEY	08/04/2017	Regular	0.00	500.00	29883
14412	PROVIDENCE CARDINALI	08/04/2017	Regular	0.00	125.00	29884
14410	RALPH RUBIO	08/04/2017	Regular	0.00	500.00	29885
14431	REENAH KANG	08/04/2017	Regular	0.00	200.00	29886
14416	REV RON L D KAWCZYNSKI	08/04/2017	Regular	0.00	100.00	29887
14358	REV. FR. RON L D KAWCZYNSKI	08/04/2017	Regular	0.00	100.00	29888
14369	Richard Paris	08/04/2017	Regular	0.00	500.00	29889
14400	RICHARD SEARLE	08/04/2017	Regular	0.00	100.00	29890
14455	RICHELLE A TORRES	08/04/2017	Regular	0.00	499.99	29891
14414	ROBERT PROFETA	08/04/2017	Regular	0.00	100.00	29892
14356	ROBERT REITER	08/04/2017	Regular	0.00	100.00	29893
14344	ROBERT SIMPSON	08/04/2017	Regular	0.00	500.00	29894
14392	ROD GOYA	08/04/2017	Regular	0.00	500.00	29895
14398	ROSAMOND BEAVEN	08/04/2017	Regular	0.00	98.00	29896
14407	ROSE LANGENHAHN	08/04/2017	Regular	0.00	500.00	29897
14371	ROSEMARY WRIGHT	08/04/2017	Regular	0.00	500.00	29898
14420	ROY MCDONALD	08/04/2017	Regular	0.00	200.00	29899
14426	RUBEN SAENZ	08/04/2017	Regular	0.00	100.00	29900
14403	SALWA HALABI	08/04/2017	Regular	0.00	125.00	29901
14413	San Wung Park	08/04/2017	Regular	0.00	99.00	29902
14463	Sara Brown	08/04/2017	Regular	0.00	500.00	29903
14411	SCOTT GILES	08/04/2017	Regular	0.00	100.00	29904
14362	Shelley Van Der Byl	08/04/2017	Regular	0.00	125.00	29905
14471	Stefanie Ton	08/04/2017	Regular	0.00	500.00	29906
14429	STEPHANIE GUERRERO	08/04/2017	Regular	0.00	100.00	29907
14393	Steve Mast, Mast Realty	08/04/2017	Regular	0.00	98.00	29908
14466	SUSAN DUTTON	08/04/2017	Regular	0.00	500.00	29909

**EXHIBIT 8-B**

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Check Report

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
14401	TARA SPRING	08/04/2017	Regular	0.00	125.00	29910
14422	TEOFILO CALDERON	08/04/2017	Regular	0.00	200.00	29911
14397	TERRY JONES	08/04/2017	Regular	0.00	100.00	29912
14435	Thomas Brunton	08/04/2017	Regular	0.00	100.00	29913
14452	WAIL ALNAZER	08/04/2017	Regular	0.00	499.99	29914
14346	WILLIAM BROYLES	08/04/2017	Regular	0.00	200.00	29915
14357	WILLIAM PENDERGAST	08/04/2017	Regular	0.00	200.00	29916
14408	WILLIAM WHIDDON	08/04/2017	Regular	0.00	500.00	29917
14559	ALBERT MENCHACA	08/21/2017	Regular	0.00	500.00	30012
14545	ALEX & GAIL GONZALES	08/21/2017	Regular	0.00	125.00	30013
14551	ALEXANDER ROMAN	08/21/2017	Regular	0.00	494.10	30014
14563	ALFRED NORMAN	08/21/2017	Regular	0.00	500.00	30015
14554	ALICE ADAY	08/21/2017	Regular	0.00	500.00	30016
14556	ALLAN LARSEN	08/21/2017	Regular	0.00	500.00	30017
14557	ALLEN POLLARD	08/21/2017	Regular	0.00	500.00	30018
14501	Amanda McEldowney	08/21/2017	Regular	0.00	500.00	30019
14494	ANGELA M ESCOBAR	08/21/2017	Regular	0.00	125.00	30020
14481	ANN J PAGAN	08/21/2017	Regular	0.00	100.00	30021
14521	ANTHONY G BRANCATO	08/21/2017	Regular	0.00	500.00	30022
14532	ARTHUR KIRSCH	08/21/2017	Regular	0.00	200.00	30023
14480	BEATRICE CHAMBERS	08/21/2017	Regular	0.00	100.00	30024
14488	BENJAMIN GOODKIND	08/21/2017	Regular	0.00	100.00	30025
14537	BRUCE CAPEN	08/21/2017	Regular	0.00	100.00	30026
14550	BRUCE M SILVERBLATT	08/21/2017	Regular	0.00	125.00	30027
14560	BRYAN ANTHONY	08/21/2017	Regular	0.00	476.28	30028
14546	CHARLES (CHUCK) PHILLIPS	08/21/2017	Regular	0.00	625.00	30029
14506	CHARLES DAVIES	08/21/2017	Regular	0.00	500.00	30030
14487	CHARLES DAVIES	08/21/2017	Regular	0.00	98.00	30031
14536	CHRIS GATLEY	08/21/2017	Regular	0.00	88.00	30032
14530	CHRISTINE BALOG	08/21/2017	Regular	0.00	500.00	30033
14535	CONLON KEATOR	08/21/2017	Regular	0.00	100.00	30034
14522	CRAIG JOHNSTON	08/21/2017	Regular	0.00	500.00	30035
14553	DAVID EIKENBERRY	08/21/2017	Regular	0.00	500.00	30036
14520	DIANA JONES	08/21/2017	Regular	0.00	125.00	30037
14552	DONNA GARREN	08/21/2017	Regular	0.00	500.00	30038
14485	ELAINE B TAYLOR	08/21/2017	Regular	0.00	98.00	30039
14525	EUGENE F STRANGIO	08/21/2017	Regular	0.00	449.00	30040
14511	EVELYN TAYLOR	08/21/2017	Regular	0.00	100.00	30041
14555	FRANCES A & DAVID A FOOTE	08/21/2017	Regular	0.00	500.00	30042
14533	Gary Brown	08/21/2017	Regular	0.00	88.00	30043
14543	GEORGANNE THURSTON	08/21/2017	Regular	0.00	100.00	30044
14486	GEORGANNE THURSTON	08/21/2017	Regular	0.00	100.00	30045
14518	GHISLAINE GUEZ	08/21/2017	Regular	0.00	125.00	30046
14493	GINGER CHIH	08/21/2017	Regular	0.00	125.00	30047
14542	HERSHEL H CARR	08/21/2017	Regular	0.00	100.00	30048
14497	HILLARY VOGUE	08/21/2017	Regular	0.00	500.00	30049
14508	JAMES DULLA & DIJE NDREU	08/21/2017	Regular	0.00	100.00	30050
14519	JAMES R BAJARI	08/21/2017	Regular	0.00	125.00	30051
14489	JAMES STAEBLER	08/21/2017	Regular	0.00	294.00	30052
14558	James Wigdahl	08/21/2017	Regular	0.00	500.00	30053
14504	Jane Rutherford Bell	08/21/2017	Regular	0.00	500.00	30054
14490	JANIS MARQUEZ	08/21/2017	Regular	0.00	100.00	30055
14523	JOHN DICCONSON	08/21/2017	Regular	0.00	500.00	30056
14514	JOHN LAUGHTON	08/21/2017	Regular	0.00	84.99	30057
14527	JOHN PREHN	08/21/2017	Regular	0.00	500.00	30058
14507	JUDITH WADSWORTH	08/21/2017	Regular	0.00	500.00	30059
14526	KATHLEEN ALIOTTI	08/21/2017	Regular	0.00	500.00	30060
14498	Kathy Jorden	08/21/2017	Regular	0.00	500.00	30061
14524	KEVIN POMA	08/21/2017	Regular	0.00	500.00	30062
14549	KRISTOPHER & TENLEY BAXTER	08/21/2017	Regular	0.00	625.00	30063
14500	KYLEIGH HUPFL	08/21/2017	Regular	0.00	449.10	30064



**EXHIBIT 8-B**

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## Check Report

Date Range: 08/01/2017 - 08/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
14505	LARRY & KIMM FAY	08/21/2017	Regular	0.00	500.00	30065
14531	LINDA BALDACCI	08/21/2017	Regular	0.00	400.00	30066
14544	LINDA KAREN BAXTER	08/21/2017	Regular	0.00	125.00	30067
14479	MANUEL ALBA	08/21/2017	Regular	0.00	300.00	30068
14502	MARGARET IVERSON	08/21/2017	Regular	0.00	479.99	30069
14510	MARJORIE KEATING	08/21/2017	Regular	0.00	100.00	30070
14517	MARK MANGIOLA	08/21/2017	Regular	0.00	125.00	30071
14539	MARY DUBE	08/21/2017	Regular	0.00	100.00	30072
14516	MARY KAY KEW	08/21/2017	Regular	0.00	100.00	30073
14547	MICHAEL BARRINGER	08/21/2017	Regular	0.00	125.00	30074
14496	MICHAEL S GOMEZ	08/21/2017	Regular	0.00	499.99	30075
14548	MOLLY MAY	08/21/2017	Regular	0.00	125.00	30076
14482	PAUL & HEATHER STERNER	08/21/2017	Regular	0.00	100.00	30077
14495	ROBERT & PAT LEE	08/21/2017	Regular	0.00	125.00	30078
14513	ROBERT RIVET	08/21/2017	Regular	0.00	200.00	30079
14561	ROBERT SCAFANI	08/21/2017	Regular	0.00	5,125.00	30080
14540	RODNEY HAYES	08/21/2017	Regular	0.00	100.00	30081
14503	SATORU YOSHIZATO TRS	08/21/2017	Regular	0.00	500.00	30082
14515	Sharon Lincoln	08/21/2017	Regular	0.00	149.00	30083
14491	SIMON & SUSAN TUFFS	08/21/2017	Regular	0.00	100.00	30084
14562	STASIA MCGEHEE	08/21/2017	Regular	0.00	1,375.00	30085
14529	Su Beler	08/21/2017	Regular	0.00	500.00	30086
14483	SUNA PRICE	08/21/2017	Regular	0.00	100.00	30087
14499	SUZANNE & TODD SCHMIDT	08/21/2017	Regular	0.00	500.00	30088
14534	SYLVIA M GARCIA	08/21/2017	Regular	0.00	99.00	30089
14509	TEGAN & GARRETT SEARLE	08/21/2017	Regular	0.00	500.00	30090
14492	TONYA HUFFORD	08/21/2017	Regular	0.00	100.00	30091
14484	Victoria Zhao	08/21/2017	Regular	0.00	100.00	30092
14512	VIVIAN BARONE	08/21/2017	Regular	0.00	98.00	30093
14538	VIVIAN BUENTIPO	08/21/2017	Regular	0.00	100.00	30094
14528	WILLIAM BROENKOW	08/21/2017	Regular	0.00	499.99	30095
14541	ZACH KAUFMAN	08/21/2017	Regular	0.00	100.00	30096

## Bank Code REBATES-02 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	214	214	0.00	89,068.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>214</b>	<b>214</b>	<b>0.00</b>	<b>89,068.04</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOL CASH FUND	8/2017	439,449.32
			<hr/>
			<b>439,449.32</b>

**EXHIBIT 8-C**

**Payroll Bank Transaction Report - MPWMD**



Monterey Peninsula Water Management Dist

By Payment Number

Date: 8/1/2017 - 8/31/2017

Payroll Set: 01 - Monterey Peninsula Water Management District

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
3137	08/04/2017	Regular	1024	Stoldt, David J	0.00	5,177.35	5,177.35
3138	08/04/2017	Regular	1025	Tavani, Arlene M	0.00	2,028.71	2,028.71
3139	08/04/2017	Regular	1006	Dudley, Mark A	0.00	2,732.62	2,732.62
3140	08/04/2017	Regular	1039	Flores, Elizabeth	0.00	1,992.52	1,992.52
3141	08/04/2017	Regular	1018	Prasad, Suresh	0.00	3,912.01	3,912.01
3142	08/04/2017	Regular	1019	Reyes, Sara C	0.00	1,750.05	1,750.05
3143	08/04/2017	Regular	1002	Bekker, Mark	0.00	1,822.02	1,822.02
3144	08/04/2017	Regular	1005	Christensen, Thomas T	0.00	3,069.86	3,069.86
3145	08/04/2017	Regular	1042	Hamilton, Maureen C.	0.00	3,014.00	3,014.00
3146	08/04/2017	Regular	1008	Hampson, Larry M	0.00	3,566.74	3,566.74
3147	08/04/2017	Regular	1009	James, Gregory W	0.00	3,230.09	3,230.09
3148	08/04/2017	Regular	1011	Lear, Jonathan P	0.00	3,561.14	3,561.14
3149	08/04/2017	Regular	1012	Lindberg, Thomas L	0.00	2,298.85	2,298.85
3150	08/04/2017	Regular	1013	Lyons, Matthew J	0.00	1,699.36	1,699.36
3151	08/04/2017	Regular	1023	Stern, Henrietta L	0.00	448.16	448.16
3152	08/04/2017	Regular	6028	Atkins, Daniel N	0.00	699.95	699.95
3153	08/04/2017	Regular	6035	Besson, Jordan C.	0.00	780.75	780.75
3154	08/04/2017	Regular	1004	Chaney, Beverly M	0.00	2,380.49	2,380.49
3155	08/04/2017	Regular	1007	Hamilton, Cory R	0.00	2,237.12	2,237.12
3156	08/04/2017	Regular	1043	Suwada, Joseph	0.00	1,641.73	1,641.73
3157	08/04/2017	Regular	1026	Urquhart, Kevan A	0.00	2,156.73	2,156.73
3158	08/04/2017	Regular	1001	Ayala, Gabriela D	0.00	2,273.26	2,273.26
3159	08/04/2017	Regular	1041	Gonnerman, Maryan C	0.00	1,820.68	1,820.68
3160	08/04/2017	Regular	1010	Kister, Stephanie L	0.00	2,478.66	2,478.66
3161	08/04/2017	Regular	1017	Locke, Stephanie L	0.00	3,323.24	3,323.24
3162	08/04/2017	Regular	1014	Martin, Debra S	0.00	2,474.72	2,474.72
3163	08/04/2017	Regular	1040	Smith, Kyle	0.00	1,860.82	1,860.82
3164	08/18/2017	Regular	7015	Adams, Mary L	0.00	120.02	120.02
3165	08/18/2017	Regular	7013	Clarke, Andrew	0.00	316.79	316.79
3166	08/18/2017	Regular	7014	Evans, Molly F	0.00	366.79	366.79
3167	08/18/2017	Regular	7003	Lewis, Brenda	0.00	124.67	124.67
3168	08/18/2017	Regular	1024	Stoldt, David J	0.00	5,177.35	5,177.35
3169	08/18/2017	Regular	1025	Tavani, Arlene M	0.00	2,028.72	2,028.72
3170	08/18/2017	Regular	1006	Dudley, Mark A	0.00	2,732.62	2,732.62
3171	08/18/2017	Regular	1039	Flores, Elizabeth	0.00	1,992.52	1,992.52
3172	08/18/2017	Regular	1018	Prasad, Suresh	0.00	3,912.01	3,912.01
3173	08/18/2017	Regular	1019	Reyes, Sara C	0.00	1,750.05	1,750.05
3174	08/18/2017	Regular	1002	Bekker, Mark	0.00	1,822.02	1,822.02
3175	08/18/2017	Regular	1005	Christensen, Thomas T	0.00	3,069.86	3,069.86
3176	08/18/2017	Regular	1042	Hamilton, Maureen C.	0.00	3,014.00	3,014.00
3177	08/18/2017	Regular	1008	Hampson, Larry M	0.00	3,566.74	3,566.74
3178	08/18/2017	Regular	1009	James, Gregory W	0.00	3,230.09	3,230.09
3179	08/18/2017	Regular	1011	Lear, Jonathan P	0.00	3,561.14	3,561.14
3180	08/18/2017	Regular	1012	Lindberg, Thomas L	0.00	2,298.85	2,298.85
3181	08/18/2017	Regular	1013	Lyons, Matthew J	0.00	1,699.37	1,699.37
3182	08/18/2017	Regular	1023	Stern, Henrietta L	0.00	532.72	532.72
3183	08/18/2017	Regular	6028	Atkins, Daniel N	0.00	950.18	950.18
3184	08/18/2017	Regular	6035	Besson, Jordan C.	0.00	780.21	780.21
3185	08/18/2017	Regular	1004	Chaney, Beverly M	0.00	2,380.49	2,380.49
3186	08/18/2017	Regular	1007	Hamilton, Cory R	0.00	2,139.97	2,139.97
3187	08/18/2017	Regular	1043	Suwada, Joseph	0.00	1,641.72	1,641.72
3188	08/18/2017	Regular	1026	Urquhart, Kevan A	0.00	2,156.74	2,156.74
3189	08/18/2017	Regular	1001	Ayala, Gabriela D	0.00	2,273.25	2,273.25
3190	08/18/2017	Regular	1041	Gonnerman, Maryan C	0.00	1,820.68	1,820.68
3191	08/18/2017	Regular	1010	Kister, Stephanie L	0.00	2,478.67	2,478.67
3192	08/18/2017	Regular	1017	Locke, Stephanie L	0.00	3,323.24	3,323.24
3193	08/18/2017	Regular	1014	Martin, Debra S	0.00	2,474.72	2,474.72

**EXHIBIT 8-C**

<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Employee Number</b>	<b>Employee Name</b>	<b>Check Amount</b>	<b>Direct Deposit Amount</b>	<b>Total Payment</b>
3194	08/18/2017	Regular	1040	Smith, Kyle	0.00	1,860.82	1,860.82
29986	08/18/2017	Regular	7006	Brower, Sr., Robert S	249.34	0.00	249.34
29987	08/18/2017	Regular	7007	Byrne, Jeannie	249.34	0.00	249.34
29988	08/18/2017	Regular	7016	Rubio, Ralph S	366.79	0.00	366.79
<b>Totals:</b>					<b>865.47</b>	<b>130,028.65</b>	<b>130,894.12</b>



Monterey Peninsula Water Management Dist

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 08/01/2017 - 08/31/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 111 - Bank of America Checking - 0000 8170 8210</b>							
08/04/2017	08/31/2017	<a href="#">DFT0000954</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-12,818.89
08/04/2017	08/31/2017	<a href="#">DFT0000955</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-2,651.58
08/04/2017	08/31/2017	<a href="#">DFT0000956</a>	Employment Development Dept.	Accounts Payable	Cleared	Bank Draft	-4,431.71
08/04/2017	08/31/2017	<a href="#">DFT0000957</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-305.24
08/09/2017	08/31/2017	<a href="#">DFT0000984</a>	PERS Retirement	Accounts Payable	Cleared	Bank Draft	-15,071.58
08/09/2017	08/31/2017	<a href="#">DFT0000987</a>	PERS Retirement	Accounts Payable	Cleared	Bank Draft	-14,698.55
08/10/2017	08/31/2017	<a href="#">DFT0000990</a>	PERS Retirement	Accounts Payable	Cleared	Bank Draft	-14,968.61
08/15/2017	08/31/2017	<a href="#">SVC0000124</a>	To Post Aug/2017 Bank Service Charge	General Ledger	Cleared	Service Charge	-301.72
08/18/2017	08/31/2017	<a href="#">DFT0000959</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-76.34
08/18/2017	08/31/2017	<a href="#">DFT0000960</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-58.74
08/18/2017	08/31/2017	<a href="#">DFT0000961</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-251.10
08/18/2017	08/31/2017	<a href="#">DFT0000963</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-12,857.64
08/18/2017	08/31/2017	<a href="#">DFT0000964</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-2,665.10
08/18/2017	08/31/2017	<a href="#">DFT0000965</a>	Employment Development Dept.	Accounts Payable	Cleared	Bank Draft	-4,436.63
08/18/2017	08/31/2017	<a href="#">DFT0000966</a>	I.R.S.	Accounts Payable	Cleared	Bank Draft	-363.06
08/21/2017	08/31/2017	<a href="#">DFT0000986</a>	PERS Retirement	Accounts Payable	Cleared	Bank Draft	-14,968.62
<b>Bank Account 111 Total: (16)</b>							<b>-100,925.11</b>
<b>Report Total: (16)</b>							<b>-100,925.11</b>

**EXHIBIT 8-D**

**Bank Transaction Report**

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Issued Date Range: -

**Summary**

<b>Bank Account</b>	<b>Count</b>	<b>Amount</b>
<a href="#">111 Bank of America Checking - 0000 8170 8210</a>	16	-100,925.11
<b>Report Total:</b>	<b>16</b>	<b>-100,925.11</b>

<b>Cash Account</b>	<b>Count</b>	<b>Amount</b>
<a href="#">99 99-10-100100 Pool Cash Account</a>	16	-100,925.11
<b>Report Total:</b>	<b>16</b>	<b>-100,925.11</b>

<b>Transaction Type</b>	<b>Count</b>	<b>Amount</b>
Bank Draft	15	-100,623.39
Service Charge	1	-301.72
<b>Report Total:</b>	<b>16</b>	<b>-100,925.11</b>



Monterey Peninsula Water Management Dist

**Statement of Revenue Over Expense - No Decimals**  
**Group Summary**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>								
R100 - Water Supply Charge	0	283,220	-283,220	0.00 %	0	3,400,000	-3,400,000	0.00 %
R120 - Property Taxes Revenues	0	145,775	-145,775	0.00 %	0	1,750,000	-1,750,000	0.00 %
R130 - User Fees	9,233	285,303	-276,069	-3.24 %	9,233	3,425,000	-3,415,767	-0.27 %
R140 - Connection Charges	84,842	20,825	64,017	-407.40 %	103,201	250,000	-146,799	-41.28 %
R150 - Permit Processing Fee	19,203	14,578	4,626	-131.73 %	35,476	175,000	-139,524	-20.27 %
R160 - Well Registration Fee	100	0	100	0.00 %	200	0	200	0.00 %
R190 - WDS Permits Rule 21	0	4,665	-4,665	0.00 %	3,000	56,000	-53,000	-5.36 %
R200 - Recording Fees	921	800	121	-115.17 %	1,853	9,600	-7,747	-19.30 %
R210 - Legal Fees	207	1,333	-1,126	-15.53 %	564	16,000	-15,436	-3.53 %
R220 - Copy Fee	5	0	5	0.00 %	17	0	17	0.00 %
R230 - Miscellaneous - Other	226	1,666	-1,440	-13.59 %	226	20,000	-19,774	-1.13 %
R250 - Interest Income	519	1,666	-1,147	-31.17 %	-2,156	20,000	-22,156	10.78 %
R260 - CAW - ASR	0	52,929	-52,929	0.00 %	0	635,400	-635,400	0.00 %
R265 - CAW - Los Padres Reimbursement	0	43,733	-43,733	0.00 %	0	525,000	-525,000	0.00 %
R270 - CAW - Rebates	28,420	41,650	-13,230	-68.24 %	67,024	500,000	-432,976	-13.40 %
R290 - CAW - Miscellaneous	0	2,582	-2,582	0.00 %	0	31,000	-31,000	0.00 %
R300 - Watermaster	0	6,214	-6,214	0.00 %	0	74,600	-74,600	0.00 %
R308 - Reclamation Project	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R310 - Other Reimbursements	0	2,441	-2,441	0.00 %	0	29,300	-29,300	0.00 %
R320 - Grants	0	104,125	-104,125	0.00 %	0	1,250,000	-1,250,000	0.00 %
R510 - Operating Reserve	0	71,130	-71,130	0.00 %	0	853,900	-853,900	0.00 %
<b>Total Revenue:</b>	<b>143,677</b>	<b>1,086,299</b>	<b>-942,621</b>	<b>-13.23 %</b>	<b>218,638</b>	<b>13,040,800</b>	<b>-12,822,162</b>	<b>-1.68 %</b>

**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 08/31/2017**

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	189,812	208,417	18,605	91.07 %	285,304	2,502,000	2,216,696	11.40 %
1110 - Manager's Auto Allowance	0	500	500	0.00 %	0	6,000	6,000	0.00 %
1120 - Manager's Deferred Comp	0	700	700	0.00 %	0	8,400	8,400	0.00 %
1130 - Unemployment Compensation	0	250	250	0.00 %	0	3,000	3,000	0.00 %
1150 - Temporary Personnel	9,015	3,915	-5,100	230.26 %	13,958	47,000	33,042	29.70 %
1160 - PERS Retirement	18,725	37,443	18,718	50.01 %	269,207	449,500	180,293	59.89 %
1170 - Medical Insurance	26,165	27,531	1,365	95.04 %	52,331	330,500	278,169	15.83 %
1180 - Medical Insurance - Retirees	11,395	6,747	-4,647	168.88 %	20,301	81,000	60,699	25.06 %
1190 - Workers Compensation	3,829	4,240	411	90.31 %	7,570	50,900	43,330	14.87 %
1200 - Life Insurance	374	450	76	83.03 %	747	5,400	4,653	13.83 %
1210 - Long Term Disability Insurance	1,123	1,200	76	93.63 %	2,244	14,400	12,156	15.59 %
1220 - Short Term Disability Insurance	223	275	52	81.09 %	445	3,300	2,855	13.50 %
1230 - Other Benefits	85	100	15	85.03 %	85	1,200	1,115	7.08 %
1260 - Employee Assistance Program	56	125	69	45.14 %	113	1,500	1,387	7.52 %
1270 - FICA Tax Expense	569	566	-2	100.37 %	780	6,800	6,020	11.47 %
1280 - Medicare Tax Expense	2,713	3,107	394	87.32 %	5,445	37,300	31,855	14.60 %
1290 - Staff Development & Training	1,304	3,074	1,770	42.43 %	1,877	36,900	35,023	5.09 %
1300 - Conference Registration	0	283	283	0.00 %	580	3,400	2,820	17.06 %
1310 - Professional Dues	0	258	258	0.00 %	218	3,100	2,882	7.02 %
1320 - Personnel Recruitment	0	167	167	0.00 %	0	2,000	2,000	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>265,387</b>	<b>299,347</b>	<b>33,959</b>	<b>88.66 %</b>	<b>661,204</b>	<b>3,593,600</b>	<b>2,932,396</b>	<b>18.40 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	3,780	3,782	2	99.95 %	3,780	45,400	41,620	8.33 %
2020 - Board Expenses	0	666	666	0.00 %	30	8,000	7,970	0.38 %
2040 - Rent	2,219	1,933	-286	114.82 %	4,043	23,200	19,157	17.43 %
2060 - Utilities	3,103	3,232	129	96.01 %	5,598	38,800	33,202	14.43 %
2120 - Insurance Expense	0	3,749	3,749	0.00 %	0	45,000	45,000	0.00 %
2130 - Membership Dues	421	2,882	2,461	14.61 %	2,576	34,600	32,024	7.45 %
2140 - Bank Charges	390	333	-57	116.98 %	681	4,000	3,319	17.04 %
2150 - Office Supplies	1,476	1,716	240	86.01 %	2,569	20,600	18,031	12.47 %
2160 - Courier Expense	282	675	393	41.79 %	679	8,100	7,421	8.38 %
2170 - Printing/Photocopy	0	783	783	0.00 %	0	9,400	9,400	0.00 %
2180 - Postage & Shipping	500	533	33	93.79 %	1,793	6,400	4,607	28.01 %
2190 - IT Supplies/Services	24,969	8,330	-16,639	299.75 %	33,155	100,000	66,845	33.15 %
2200 - Professional Fees	23,763	29,280	5,517	81.16 %	31,186	351,500	320,314	8.87 %
2220 - Equipment Repairs & Maintenance	866	625	-241	138.60 %	866	7,500	6,634	11.55 %
2235 - Equipment Lease	0	1,166	1,166	0.00 %	947	14,000	13,053	6.77 %
2240 - Telephone	3,126	3,798	672	82.30 %	6,361	45,600	39,239	13.95 %
2260 - Facility Maintenance	1,636	3,565	1,929	45.89 %	5,492	42,800	37,308	12.83 %
2270 - Travel Expenses	242	2,882	2,641	8.38 %	572	34,600	34,028	1.65 %



**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 08/31/2017**

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	1,849	2,216	367	83.43 %	4,411	26,600	22,189	16.58 %
2300 - Legal Services	13,735	33,320	19,586	41.22 %	13,735	400,000	386,266	3.43 %
2380 - Meeting Expenses	373	533	160	70.05 %	592	6,400	5,808	9.25 %
2420 - Legal Notices	0	308	308	0.00 %	0	3,700	3,700	0.00 %
2460 - Public Outreach	155	3,807	3,652	4.07 %	198	45,700	45,502	0.43 %
2480 - Miscellaneous	0	250	250	0.00 %	0	3,000	3,000	0.00 %
2500 - Tax Administration Fee	0	1,666	1,666	0.00 %	0	20,000	20,000	0.00 %
2900 - Operating Supplies	1,582	1,599	17	98.94 %	2,028	19,200	17,172	10.56 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>84,466</b>	<b>113,630</b>	<b>29,164</b>	<b>74.33 %</b>	<b>121,290</b>	<b>1,364,100</b>	<b>1,242,810</b>	<b>8.89 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	345,341	536,968	191,627	64.31 %	429,738	6,446,200	6,016,462	6.67 %
4000 - Fixed Asset Purchases	8,483	72,254	63,772	11.74 %	8,483	867,400	858,918	0.98 %
5000 - Debt Service	0	19,159	19,159	0.00 %	0	230,000	230,000	0.00 %
6000 - Contingencies	0	6,248	6,248	0.00 %	0	75,000	75,000	0.00 %
6500 - Reserves	0	38,693	38,693	0.00 %	0	464,500	464,500	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>353,824</b>	<b>673,322</b>	<b>319,498</b>	<b>52.55 %</b>	<b>438,220</b>	<b>8,083,100</b>	<b>7,644,880</b>	<b>5.42 %</b>
<b>Total Expense:</b>	<b>703,677</b>	<b>1,086,299</b>	<b>382,622</b>	<b>64.78 %</b>	<b>1,220,715</b>	<b>13,040,800</b>	<b>11,820,085</b>	<b>9.36 %</b>
<b>Report Total:</b>	<b>-560,000</b>	<b>0</b>	<b>-560,000</b>		<b>-1,002,076</b>	<b>0</b>	<b>-1,002,076</b>	

**EXHIBIT 8-E****Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

**Fund Summary**

<b>Fund</b>	<b>August Activity</b>	<b>August Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>	<b>YTD Activity</b>	<b>Total Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
24 - MITIGATION FUND	-184,509	0	-184,509		-373,112	0	-373,112	
26 - CONSERVATION FUND	-155,464	0	-155,464		-256,249	0	-256,249	
35 - WATER SUPPLY FUND	-220,026	0	-220,026		-372,716	0	-372,716	
<b>Report Total:</b>	<b>-560,000</b>	<b>0.02</b>	<b>-560,000</b>		<b>-1,002,076</b>	<b>0</b>	<b>-1,002,076</b>	



Monterey Peninsula Water Management Dist

**Statement of Revenue Over Expense - No Decimals**  
**Group Summary**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 24 - MITIGATION FUND</b>								
<b>Revenue</b>								
R120 - Property Taxes Revenues	0	54,645	-54,645	0.00 %	0	656,000	-656,000	0.00 %
R130 - User Fees	7,795	192,215	-184,420	-4.06 %	7,795	2,307,500	-2,299,705	-0.34 %
R160 - Well Registration Fee	100	0	100	0.00 %	200	0	200	0.00 %
R190 - WDS Permits Rule 21	0	4,665	-4,665	0.00 %	3,000	56,000	-53,000	-5.36 %
R230 - Miscellaneous - Other	0	833	-833	0.00 %	0	10,000	-10,000	0.00 %
R250 - Interest Income	321	208	113	-154.32 %	-1,105	2,500	-3,605	44.20 %
R290 - CAW - Miscellaneous	0	633	-633	0.00 %	0	7,600	-7,600	0.00 %
R310 - Other Reimbursements	0	2,357	-2,357	0.00 %	0	28,300	-28,300	0.00 %
R320 - Grants	0	79,135	-79,135	0.00 %	0	950,000	-950,000	0.00 %
R510 - Operating Reserve	0	8,538	-8,538	0.00 %	0	102,500	-102,500	0.00 %
<b>Total Revenue:</b>	<b>8,216</b>	<b>343,229</b>	<b>-335,013</b>	<b>-2.39 %</b>	<b>9,890</b>	<b>4,120,400</b>	<b>-4,110,510</b>	<b>-0.24 %</b>

**EXHIBIT 8-E**

**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	78,131	82,034	3,903	95.24 %	119,349	984,800	865,451	12.12 %
1110 - Manager's Auto Allowance	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1120 - Manager's Deferred Comp	0	142	142	0.00 %	0	1,700	1,700	0.00 %
1130 - Unemployment Compensation	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1150 - Temporary Personnel	1,904	67	-1,837	2,856.41 %	2,927	800	-2,127	365.92 %
1160 - PERS Retirement	7,771	15,627	7,856	49.73 %	114,263	187,600	73,337	60.91 %
1170 - Medical Insurance	10,817	11,204	387	96.55 %	21,634	134,500	112,866	16.08 %
1180 - Medical Insurance - Retirees	4,558	2,699	-1,859	168.88 %	8,200	32,400	24,200	25.31 %
1190 - Workers Compensation	2,432	2,499	67	97.31 %	4,774	30,000	25,226	15.91 %
1200 - Life Insurance	172	200	28	86.06 %	344	2,400	2,056	14.34 %
1210 - Long Term Disability Insurance	471	483	12	97.44 %	940	5,800	4,860	16.21 %
1220 - Short Term Disability Insurance	93	108	15	86.25 %	187	1,300	1,113	14.36 %
1230 - Other Benefits	34	42	8	81.63 %	34	500	466	6.80 %
1260 - Employee Assistance Program	23	50	27	46.82 %	47	600	553	7.80 %
1270 - FICA Tax Expense	405	242	-164	167.79 %	596	2,900	2,304	20.55 %
1280 - Medicare Tax Expense	1,187	1,216	29	97.60 %	2,336	14,600	12,264	16.00 %
1290 - Staff Development & Training	0	991	991	0.00 %	200	11,900	11,700	1.68 %
1300 - Conference Registration	0	117	117	0.00 %	232	1,400	1,168	16.57 %
1310 - Professional Dues	0	67	67	0.00 %	218	800	582	27.22 %
1320 - Personnel Recruitment	0	67	67	0.00 %	0	800	800	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>107,998</b>	<b>118,053</b>	<b>10,054</b>	<b>91.48 %</b>	<b>276,281</b>	<b>1,417,200</b>	<b>1,140,919</b>	<b>19.49 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	1,512	1,516	4	99.73 %	1,512	18,200	16,688	8.31 %
2020 - Board Expenses	0	267	267	0.00 %	12	3,200	3,188	0.38 %
2040 - Rent	1,032	883	-149	116.83 %	1,866	10,600	8,734	17.60 %
2060 - Utilities	1,248	1,299	51	96.06 %	2,253	15,600	13,347	14.44 %
2120 - Insurance Expense	0	1,499	1,499	0.00 %	0	18,000	18,000	0.00 %
2130 - Membership Dues	168	908	740	18.55 %	234	10,900	10,667	2.14 %
2140 - Bank Charges	150	133	-17	112.48 %	267	1,600	1,333	16.66 %
2150 - Office Supplies	590	675	84	87.49 %	1,027	8,100	7,073	12.68 %
2160 - Courier Expense	113	267	154	42.32 %	272	3,200	2,928	8.49 %
2170 - Printing/Photocopy	0	150	150	0.00 %	0	1,800	1,800	0.00 %
2180 - Postage & Shipping	200	217	17	92.34 %	717	2,600	1,883	27.58 %
2190 - IT Supplies/Services	9,988	3,332	-6,656	299.75 %	13,275	40,000	26,725	33.19 %
2200 - Professional Fees	9,505	11,712	2,207	81.16 %	12,489	140,600	128,111	8.88 %
2220 - Equipment Repairs & Maintenance	346	250	-96	138.60 %	346	3,000	2,654	11.55 %
2235 - Equipment Lease	0	466	466	0.00 %	407	5,600	5,193	7.27 %
2240 - Telephone	1,372	1,516	144	90.47 %	2,769	18,200	15,431	15.21 %
2260 - Facility Maintenance	654	1,449	795	45.15 %	2,231	17,400	15,169	12.82 %
2270 - Travel Expenses	0	791	791	0.00 %	188	9,500	9,312	1.98 %

**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 08/31/2017**

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	1,648	858	-790	192.03 %	4,013	10,300	6,287	38.96 %
2300 - Legal Services	5,487	10,662	5,175	51.46 %	5,487	128,000	122,513	4.29 %
2380 - Meeting Expenses	135	200	65	67.32 %	207	2,400	2,193	8.64 %
2420 - Legal Notices	0	133	133	0.00 %	0	1,600	1,600	0.00 %
2460 - Public Outreach	62	1,524	1,462	4.07 %	79	18,300	18,221	0.43 %
2480 - Miscellaneous	0	100	100	0.00 %	0	1,200	1,200	0.00 %
2500 - Tax Administration Fee	0	483	483	0.00 %	0	5,800	5,800	0.00 %
2900 - Operating Supplies	0	183	183	0.00 %	0	2,200	2,200	0.00 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>34,210</b>	<b>41,475</b>	<b>7,265</b>	<b>82.48 %</b>	<b>49,651</b>	<b>497,900</b>	<b>448,249</b>	<b>9.97 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	47,124	149,199	102,075	31.58 %	53,677	1,791,100	1,737,423	3.00 %
4000 - Fixed Asset Purchases	3,393	16,443	13,050	20.63 %	3,393	197,400	194,007	1.72 %
6000 - Contingencies	0	2,499	2,499	0.00 %	0	30,000	30,000	0.00 %
6500 - Reserves	0	15,560	15,560	0.00 %	0	186,800	186,800	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>50,517</b>	<b>183,701</b>	<b>133,185</b>	<b>27.50 %</b>	<b>57,070</b>	<b>2,205,300</b>	<b>2,148,230</b>	<b>2.59 %</b>
<b>Total Expense:</b>	<b>192,725</b>	<b>343,229</b>	<b>150,504</b>	<b>56.15 %</b>	<b>383,002</b>	<b>4,120,400</b>	<b>3,737,398</b>	<b>9.30 %</b>
<b>Total Revenues</b>	<b>8,216</b>	<b>343,229</b>	<b>-335,013</b>	<b>-2.39 %</b>	<b>9,890</b>	<b>4,120,400</b>	<b>-4,110,510</b>	<b>-0.24 %</b>
<b>Total Fund: 24 - MITIGATION FUND:</b>	<b>-184,509</b>	<b>0</b>	<b>-184,509</b>		<b>-373,112</b>	<b>0</b>	<b>-373,112</b>	

**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 08/31/2017**

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 26 - CONSERVATION FUND</b>								
<b>Revenue</b>								
R120 - Property Taxes Revenues	0	88,398	-88,398	0.00 %	0	1,061,200	-1,061,200	0.00 %
R130 - User Fees	-70,154	93,088	-163,242	75.36 %	-70,154	1,117,500	-1,187,654	6.28 %
R150 - Permit Processing Fee	19,203	14,578	4,626	-131.73 %	35,476	175,000	-139,524	-20.27 %
R200 - Recording Fees	921	800	121	-115.17 %	1,853	9,600	-7,747	-19.30 %
R210 - Legal Fees	207	1,333	-1,126	-15.53 %	564	16,000	-15,436	-3.53 %
R250 - Interest Income	0	292	-291	-0.08 %	-320	3,500	-3,820	9.13 %
R270 - CAW - Rebates	28,420	41,650	-13,230	-68.24 %	67,024	500,000	-432,976	-13.40 %
R320 - Grants	0	18,326	-18,326	0.00 %	0	220,000	-220,000	0.00 %
R510 - Operating Reserve	0	200	-200	0.00 %	0	2,400	-2,400	0.00 %
<b>Total Revenue:</b>	<b>-21,403</b>	<b>258,663</b>	<b>-280,066</b>	<b>8.27 %</b>	<b>34,443</b>	<b>3,105,200</b>	<b>-3,070,757</b>	<b>-1.11 %</b>

**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	44,176	53,662	9,486	82.32 %	70,636	644,200	573,564	10.96 %
1110 - Manager's Auto Allowance	0	100	100	0.00 %	0	1,200	1,200	0.00 %
1120 - Manager's Deferred Comp	0	142	142	0.00 %	0	1,700	1,700	0.00 %
1130 - Unemployment Compensation	0	67	67	0.00 %	0	800	800	0.00 %
1150 - Temporary Personnel	5,588	3,798	-1,790	147.12 %	8,689	45,600	36,912	19.05 %
1160 - PERS Retirement	4,190	8,747	4,556	47.91 %	59,497	105,000	45,503	56.66 %
1170 - Medical Insurance	6,619	7,597	978	87.12 %	13,237	91,200	77,963	14.51 %
1180 - Medical Insurance - Retirees	3,190	1,891	-1,300	168.73 %	5,645	22,700	17,055	24.87 %
1190 - Workers Compensation	169	225	56	75.16 %	342	2,700	2,358	12.65 %
1200 - Life Insurance	84	100	16	83.94 %	168	1,200	1,032	13.99 %
1210 - Long Term Disability Insurance	273	325	52	84.10 %	549	3,900	3,351	14.07 %
1220 - Short Term Disability Insurance	54	75	21	72.38 %	109	900	791	12.12 %
1230 - Other Benefits	24	25	1	95.24 %	24	300	276	7.93 %
1260 - Employee Assistance Program	14	33	19	43.01 %	29	400	371	7.16 %
1270 - FICA Tax Expense	66	83	18	78.76 %	66	1,000	934	6.56 %
1280 - Medicare Tax Expense	642	800	157	80.32 %	1,296	9,600	8,304	13.51 %
1290 - Staff Development & Training	1,304	1,191	-113	109.49 %	1,677	14,300	12,623	11.73 %
1300 - Conference Registration	0	67	67	0.00 %	162	800	638	20.30 %
1310 - Professional Dues	0	125	125	0.00 %	0	1,500	1,500	0.00 %
1320 - Personnel Recruitment	0	50	50	0.00 %	0	600	600	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>66,395</b>	<b>79,102</b>	<b>12,707</b>	<b>83.94 %</b>	<b>162,124</b>	<b>949,600</b>	<b>787,476</b>	<b>17.07 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	1,058	1,058	0	100.05 %	1,058	12,700	11,642	8.33 %
2020 - Board Expenses	0	183	183	0.00 %	8	2,200	2,192	0.38 %
2040 - Rent	218	233	15	93.52 %	436	2,800	2,364	15.58 %
2060 - Utilities	849	883	34	96.16 %	1,533	10,600	9,067	14.46 %
2120 - Insurance Expense	0	1,050	1,050	0.00 %	0	12,600	12,600	0.00 %
2130 - Membership Dues	118	1,250	1,132	9.43 %	2,160	15,000	12,840	14.40 %
2140 - Bank Charges	120	92	-28	130.89 %	202	1,100	898	18.33 %
2150 - Office Supplies	413	491	78	84.08 %	719	5,900	5,181	12.19 %
2160 - Courier Expense	79	192	113	41.21 %	190	2,300	2,110	8.27 %
2170 - Printing/Photocopy	0	508	508	0.00 %	0	6,100	6,100	0.00 %
2180 - Postage & Shipping	140	142	2	98.86 %	502	1,700	1,198	29.53 %
2190 - IT Supplies/Services	6,991	2,332	-4,659	299.75 %	9,277	28,000	18,723	33.13 %
2200 - Professional Fees	6,654	8,197	1,543	81.17 %	8,725	98,400	89,675	8.87 %
2220 - Equipment Repairs & Maintenance	242	175	-68	138.60 %	242	2,100	1,858	11.55 %
2235 - Equipment Lease	0	325	325	0.00 %	227	3,900	3,673	5.83 %
2240 - Telephone	814	1,016	203	80.07 %	1,666	12,200	10,534	13.66 %
2260 - Facility Maintenance	458	933	475	49.10 %	1,520	11,200	9,680	13.58 %
2270 - Travel Expenses	192	1,416	1,224	13.54 %	194	17,000	16,806	1.14 %

**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 08/31/2017**

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	22	500	478	4.45 %	220	6,000	5,780	3.67 %
2300 - Legal Services	2,506	5,998	3,491	41.79 %	2,506	72,000	69,494	3.48 %
2380 - Meeting Expenses	116	175	59	66.54 %	189	2,100	1,911	9.01 %
2420 - Legal Notices	0	58	58	0.00 %	0	700	700	0.00 %
2460 - Public Outreach	43	1,066	1,023	4.07 %	55	12,800	12,745	0.43 %
2480 - Miscellaneous	0	67	67	0.00 %	0	800	800	0.00 %
2500 - Tax Administration Fee	0	475	475	0.00 %	0	5,700	5,700	0.00 %
2900 - Operating Supplies	1,582	1,266	-316	124.97 %	2,028	15,200	13,172	13.34 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>22,617</b>	<b>30,080</b>	<b>7,463</b>	<b>75.19 %</b>	<b>33,659</b>	<b>361,100</b>	<b>327,441</b>	<b>9.32 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	42,675	96,886	54,211	44.05 %	92,534	1,163,100	1,070,566	7.96 %
4000 - Fixed Asset Purchases	2,375	42,150	39,775	5.63 %	2,375	506,000	503,625	0.47 %
6000 - Contingencies	0	1,749	1,749	0.00 %	0	21,000	21,000	0.00 %
6500 - Reserves	0	8,697	8,697	0.00 %	0	104,400	104,400	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>45,050</b>	<b>149,482</b>	<b>104,432</b>	<b>30.14 %</b>	<b>94,909</b>	<b>1,794,500</b>	<b>1,699,591</b>	<b>5.29 %</b>
<b>Total Expense:</b>	<b>134,062</b>	<b>258,663</b>	<b>124,601</b>	<b>51.83 %</b>	<b>290,692</b>	<b>3,105,200</b>	<b>2,814,509</b>	<b>9.36 %</b>
<b>Total Revenues</b>	<b>-21,403</b>	<b>258,663</b>	<b>-280,066</b>	<b>8.27 %</b>	<b>34,443</b>	<b>3,105,200</b>	<b>-3,070,757</b>	<b>-1.11 %</b>
<b>Total Fund: 26 - CONSERVATION FUND:</b>	<b>-155,464</b>	<b>0</b>	<b>-155,464</b>		<b>-256,249</b>	<b>0</b>	<b>-256,249</b>	



**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals****For Fiscal: 2017-2018 Period Ending: 08/31/2017**

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 35 - WATER SUPPLY FUND</b>								
<b>Revenue</b>								
R100 - Water Supply Charge	0	283,220	-283,220	0.00 %	0	3,400,000	-3,400,000	0.00 %
R120 - Property Taxes Revenues	0	2,732	-2,732	0.00 %	0	32,800	-32,800	0.00 %
R130 - User Fees	71,593	0	71,593	0.00 %	71,593	0	71,593	0.00 %
R140 - Connection Charges	84,842	20,825	64,017	-407.40 %	103,201	250,000	-146,799	-41.28 %
R220 - Copy Fee	5	0	5	0.00 %	17	0	17	0.00 %
R230 - Miscellaneous - Other	226	833	-607	-27.17 %	226	10,000	-9,774	-2.26 %
R250 - Interest Income	198	1,166	-969	-16.95 %	-731	14,000	-14,731	5.22 %
R260 - CAW - ASR	0	52,929	-52,929	0.00 %	0	635,400	-635,400	0.00 %
R265 - CAW - Los Padres Reimbursement	0	43,733	-43,733	0.00 %	0	525,000	-525,000	0.00 %
R290 - CAW - Miscellaneous	0	1,949	-1,949	0.00 %	0	23,400	-23,400	0.00 %
R300 - Watermaster	0	6,214	-6,214	0.00 %	0	74,600	-74,600	0.00 %
R308 - Reclamation Project	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R310 - Other Reimbursements	0	83	-83	0.00 %	0	1,000	-1,000	0.00 %
R320 - Grants	0	6,664	-6,664	0.00 %	0	80,000	-80,000	0.00 %
R510 - Operating Reserve	0	62,392	-62,392	0.00 %	0	749,000	-749,000	0.00 %
<b>Total Revenue:</b>	<b>156,864</b>	<b>484,406</b>	<b>-327,542</b>	<b>-32.38 %</b>	<b>174,306</b>	<b>5,815,200</b>	<b>-5,640,894</b>	<b>-3.00 %</b>

**EXHIBIT 8-E**

**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>								
<b>Level1: 100 - Personnel Costs</b>								
1100 - Salaries & Wages	67,504	72,721	5,217	92.83 %	95,320	873,000	777,680	10.92 %
1110 - Manager's Auto Allowance	0	300	300	0.00 %	0	3,600	3,600	0.00 %
1120 - Manager's Deferred Comp	0	417	417	0.00 %	0	5,000	5,000	0.00 %
1130 - Unemployment Compensation	0	83	83	0.00 %	0	1,000	1,000	0.00 %
1150 - Temporary Personnel	1,523	50	-1,473	3,046.84 %	2,342	600	-1,742	390.31 %
1160 - PERS Retirement	6,764	13,070	6,306	51.75 %	95,447	156,900	61,453	60.83 %
1170 - Medical Insurance	8,730	8,730	0	100.00 %	17,459	104,800	87,341	16.66 %
1180 - Medical Insurance - Retirees	3,646	2,157	-1,489	169.01 %	6,457	25,900	19,443	24.93 %
1190 - Workers Compensation	1,228	1,516	288	81.01 %	2,454	18,200	15,746	13.48 %
1200 - Life Insurance	118	150	32	78.38 %	235	1,800	1,565	13.06 %
1210 - Long Term Disability Insurance	379	392	12	96.83 %	755	4,700	3,945	16.07 %
1220 - Short Term Disability Insurance	75	92	16	82.13 %	150	1,100	950	13.62 %
1230 - Other Benefits	27	33	6	81.63 %	27	400	373	6.80 %
1260 - Employee Assistance Program	19	42	23	44.83 %	37	500	463	7.47 %
1270 - FICA Tax Expense	98	242	144	40.39 %	118	2,900	2,782	4.07 %
1280 - Medicare Tax Expense	884	1,091	207	81.00 %	1,813	13,100	11,288	13.84 %
1290 - Staff Development & Training	0	891	891	0.00 %	0	10,700	10,700	0.00 %
1300 - Conference Registration	0	100	100	0.00 %	186	1,200	1,014	15.47 %
1310 - Professional Dues	0	67	67	0.00 %	0	800	800	0.00 %
1320 - Personnel Recruitment	0	50	50	0.00 %	0	600	600	0.00 %
<b>Total Level1: 100 - Personnel Costs:</b>	<b>90,994</b>	<b>102,192</b>	<b>11,198</b>	<b>89.04 %</b>	<b>222,799</b>	<b>1,226,800</b>	<b>1,004,001</b>	<b>18.16 %</b>
<b>Level1: 200 - Supplies and Services</b>								
2000 - Board Member Compensation	1,210	1,208	-2	100.14 %	1,210	14,500	13,290	8.34 %
2020 - Board Expenses	0	217	217	0.00 %	10	2,600	2,590	0.37 %
2040 - Rent	969	816	-153	118.73 %	1,741	9,800	8,059	17.77 %
2060 - Utilities	1,006	1,050	44	95.82 %	1,813	12,600	10,787	14.39 %
2120 - Insurance Expense	0	1,200	1,200	0.00 %	0	14,400	14,400	0.00 %
2130 - Membership Dues	135	725	590	18.59 %	183	8,700	8,517	2.10 %
2140 - Bank Charges	120	108	-12	110.75 %	213	1,300	1,087	16.40 %
2150 - Office Supplies	472	550	78	85.90 %	822	6,600	5,778	12.45 %
2160 - Courier Expense	90	217	126	41.67 %	217	2,600	2,383	8.36 %
2170 - Printing/Photocopy	0	125	125	0.00 %	0	1,500	1,500	0.00 %
2180 - Postage & Shipping	160	175	15	91.47 %	574	2,100	1,526	27.32 %
2190 - IT Supplies/Services	7,990	2,666	-5,324	299.75 %	10,603	32,000	21,397	33.13 %
2200 - Professional Fees	7,604	9,371	1,767	81.14 %	9,972	112,500	102,528	8.86 %
2220 - Equipment Repairs & Maintenance	277	200	-77	138.61 %	277	2,400	2,123	11.55 %
2235 - Equipment Lease	0	375	375	0.00 %	313	4,500	4,187	6.95 %
2240 - Telephone	941	1,266	325	74.32 %	1,925	15,200	13,275	12.67 %
2260 - Facility Maintenance	524	1,183	659	44.26 %	1,740	14,200	12,460	12.25 %
2270 - Travel Expenses	50	675	625	7.39 %	190	8,100	7,910	2.35 %

**EXHIBIT 8-E**

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**Statement of Revenue Over Expense - No Decimals**

For Fiscal: 2017-2018 Period Ending: 08/31/2017

Level...	August Activity	August Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	179	858	679	20.83 %	179	10,300	10,121	1.74 %
2300 - Legal Services	5,741	16,660	10,919	34.46 %	5,741	200,000	194,259	2.87 %
2380 - Meeting Expenses	122	158	36	77.37 %	195	1,900	1,705	10.28 %
2420 - Legal Notices	0	117	117	0.00 %	0	1,400	1,400	0.00 %
2460 - Public Outreach	50	1,216	1,167	4.08 %	63	14,600	14,537	0.43 %
2480 - Miscellaneous	0	83	83	0.00 %	0	1,000	1,000	0.00 %
2500 - Tax Administration Fee	0	708	708	0.00 %	0	8,500	8,500	0.00 %
2900 - Operating Supplies	0	150	150	0.00 %	0	1,800	1,800	0.00 %
<b>Total Level1: 200 - Supplies and Services:</b>	<b>27,639</b>	<b>42,075</b>	<b>14,436</b>	<b>65.69 %</b>	<b>37,981</b>	<b>505,100</b>	<b>467,119</b>	<b>7.52 %</b>
<b>Level1: 300 - Other Expenses</b>								
3000 - Project Expenses	255,543	290,884	35,341	87.85 %	283,527	3,492,000	3,208,473	8.12 %
4000 - Fixed Asset Purchases	2,714	13,661	10,947	19.87 %	2,714	164,000	161,286	1.66 %
5000 - Debt Service	0	19,159	19,159	0.00 %	0	230,000	230,000	0.00 %
6000 - Contingencies	0	1,999	1,999	0.00 %	0	24,000	24,000	0.00 %
6500 - Reserves	0	14,436	14,436	0.00 %	0	173,300	173,300	0.00 %
<b>Total Level1: 300 - Other Expenses:</b>	<b>258,257</b>	<b>340,139</b>	<b>81,882</b>	<b>75.93 %</b>	<b>286,241</b>	<b>4,083,300</b>	<b>3,797,059</b>	<b>7.01 %</b>
<b>Total Expense:</b>	<b>376,890</b>	<b>484,406</b>	<b>107,516</b>	<b>77.80 %</b>	<b>547,022</b>	<b>5,815,200</b>	<b>5,268,178</b>	<b>9.41 %</b>
<b>Total Revenues</b>	<b>156,864</b>	<b>484,406</b>	<b>-327,542</b>	<b>-32.38 %</b>	<b>174,306</b>	<b>5,815,200</b>	<b>-5,640,894</b>	<b>-3.00 %</b>
<b>Total Fund: 35 - WATER SUPPLY FUND:</b>	<b>-220,026</b>	<b>0</b>	<b>-220,026</b>		<b>-372,716</b>	<b>0</b>	<b>-372,716</b>	
<b>Report Total:</b>	<b>-560,000</b>	<b>0</b>	<b>-560,000</b>		<b>-1,002,076</b>	<b>0</b>	<b>-1,002,076</b>	

**EXHIBIT 8-E****Statement of Revenue Over Expense - No Decimals**

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For Fiscal: 2017-2018 Period Ending: 08/31/2017

**Fund Summary**

<b>Fund</b>	<b>August Activity</b>	<b>August Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>	<b>YTD Activity</b>	<b>Total Budget</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
24 - MITIGATION FUND	-184,509	0	-184,509		-373,112	0	-373,112	
26 - CONSERVATION FUND	-155,464	0	-155,464		-256,249	0	-256,249	
35 - WATER SUPPLY FUND	-220,026	0	-220,026		-372,716	0	-372,716	
<b>Report Total:</b>	<b>-560,000</b>	<b>0.02</b>	<b>-560,000</b>		<b>-1,002,076</b>	<b>0</b>	<b>-1,002,076</b>	

This meeting has been noticed according to the Brown Act rules. The Board of Directors meets regularly on the third Monday of each month, except in January, February and November. The meetings begin at 7:00 PM.



DRAFT AGENDA (Current 11/2/17)  
**Regular Meeting**  
**Board of Directors**  
**Monterey Peninsula Water Management District**  
 \*\*\*\*\*

**Monday, November 13, 2017**  
**Closed Session 5:30 pm**  
 2999 Monterey Salinas Hwy., Monterey CA 93940  
**Regular Meeting 7:00 pm**  
 Conference Room, Monterey Peninsula Water Management District  
 5 Harris Court, Building G, Monterey, CA

Staff notes will be available on the District web site at  
<http://www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/>  
 by 5 PM on Thursday, November 9, 2017.

The 7:30 PM Meeting will be televised on Comcast Channels 25 & 28. Refer to broadcast schedule on page 2.

**5:30 PM – CLOSED SESSION**

As permitted by Government Code Section 54956 et seq., the Board may adjourn to closed or executive session to consider specific matters dealing with pending or threatened litigation, certain personnel matters, or certain property acquisition matters.

1. **Public Comment** – Members of the public may address the Board on the item or items listed on the Closed Session agenda.
2. **Adjourn to Closed Session**
3. **Conference with Real Estate Negotiators (Government Code Sections 54954.5(b), 54956.8.)**  
 District Representatives: David Stoldt  
 Matter: Negotiation Affecting Properties Held by California American Water Company
4. **Conference with Legal Counsel – Existing Litigation (Gov. Code 54956.9 (a))**  
 Application of California American Water to CPUC (No. 12-04-019) – Monterey Peninsula Water Supply Project
5. **Adjourn to 7 pm Session**

**Board of Directors**

Robert S. Brower, Sr., Chair – Division 5  
 Andrew Clarke, Vice Chair – Division 2  
 Brenda Lewis – Division 1  
 Molly Evans – Division 3  
 Jeanne Byrne – Division 4  
 Ralph Rubio, Mayoral Representative  
 Mary Adams, Monterey County Board of Supervisors Representative

**General Manager**  
 David J. Stoldt

This agenda was posted at the District office at 5 Harris Court, Bldg. G Monterey on \_\_\_\_\_, 2017. Staff reports regarding these agenda items will be available for public review on 1/20/2017, at the District office and at the Carmel, Carmel Valley, Monterey, Pacific Grove and Seaside libraries. After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District office during normal business hours, and posted on the District website at [www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/](http://www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/). Documents distributed at the meeting will be made available in the same manner. The next regular meeting of the Board of Directors is scheduled for December 11, 2017 at 7 pm.

**7:00 PM – REGULAR MEETING**

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS AND CORRECTIONS TO AGENDA** - The Clerk of the Board will announce agenda corrections and proposed additions, which may be acted on by the Board as provided in Sections 54954.2 of the California Government Code.

**ORAL COMMUNICATIONS** - Anyone wishing to address the Board on Consent Calendar, Information Items, Closed Session items, or matters not listed on the agenda may do so only during Oral Communications. Please limit your comment to three (3) minutes. The public may comment on all other items at the time they are presented to the Board.

**CONSENT CALENDAR:** The Consent Calendar consists of routine items for which staff has prepared a recommendation. Approval of the Consent Calendar ratifies the staff recommendation. Consent Calendar items may be pulled for separate consideration at the request of a member of the public, or a member of the Board. Following adoption of the remaining Consent Calendar items, staff will give a brief presentation on the pulled item. Members of the public are requested to limit individual comment on pulled Consent Items to three (3) minutes.

1. Consider Adoption of October 16, 2017 Regular Board Meeting Minutes
2. Approve Contract with ACCELA for Water Demand Data Base
3. Consider Expenditure for Cultural Resource Studies for the Rancho San Carlos Road Streambank Stabilization Project
4. Consider Expenditure to Repair Downhole Injection Valve at Aquifer Storage and Recovery Well Number 1
5. Consider Approval of Compensation Agreement Regarding the Transfer of Former City of Monterey Redevelopment Agency Property at 300 Pacific Street, Monterey, to the City of Monterey
6. Consider Adoption of Amendment 2 to the Cost Sharing Agreement with Monterey One Water for the Pure Water Monterey Project
7. Receive Report on Legislative Outreach for Calendar Year 2017
8. Consider Approval of Fourth Quarter Fiscal Year 2016-2017 Investment Report
9. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2016-2017
10. Consider Adoption of Treasurer's Report for July 2017
11. Consider Adoption of Treasurer's Report for August 2017

**GENERAL MANAGER'S REPORT**

12. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision
13. Update on Development of Water Supply Projects
14. Report on October Evidentiary Hearings - Application of California American Water to CPUC (No. 12-04-019) – Monterey Peninsula Water Supply Project

**ATTORNEY'S REPORT**

15. Report on 5:30 pm Closed Session of the Board

**DIRECTORS' REPORTS (INCLUDING AB 1234 REPORTS ON TRIPS, CONFERENCE ATTENDANCE AND MEETINGS)**

16. Oral Reports on Activities of County, Cities, Other Agencies/Committees/Associations

**PUBLIC HEARINGS** – Public comment will be received on each of these items. Please limit your comment to three (3) minutes per item.

- 17. **Consider Second Reading and Adoption of Ordinance No. 178, Adding Water Efficiency Requirements for Multi-Family Residential Sites and Common Interest Properties and Allowing Sub-Metering of Accessory Dwelling Units** (*Ordinance No. 178 is categorically exempt from California Environmental Quality Act (CEQA) under Section 15301, Class 1, Existing Facilities (Multi-Family Residential Site retrofit requirements) and Section 15303, Class 3, New Construction or Conversion of Small Structures.*)  
**Action:**

**ACTION ITEMS** – Public comment will be received on each of these items. Please limit your comment to three (3) minutes per item.

- 18. **Consider Expenditure for Preconstruction Costs for Expansion of Pure Water Monterey Project**  
**Action:**

**INFORMATIONAL ITEMS/STAFF REPORTS** The public may address the Board on Information Items and Staff Reports during the Oral Communications portion of the meeting. Please limit your comments to three minutes.

- 19. Letters Received
- 20. Committee Reports
- 21. Monthly Allocation Report
- 22. Water Conservation Program Report
- 23. Carmel River Fishery Report
- 24. Monthly Water Supply and California American Water Production Report

**ADJOURNMENT**

Board Meeting Broadcast Schedule – Comcast Channels 25 & 28	
View Live Webcast at <a href="http://Ampmedia.org">Ampmedia.org</a>	
Ch. 25, Mondays, 7 PM	Monterey, Del Rey Oaks, Pacific Grove, Sand City, Seaside
Ch. 25, Mondays, 7 PM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside
Ch. 28, Mondays, 7 PM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside
Ch. 28, Fridays, 9 AM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside

Upcoming Board Meetings			
Monday, December 11, 2017	Regular Board Meeting	7:00 pm	District conference room
Wednesday, Jan. 24, 2018	Regular Board Meeting	7:00 pm	District conference room

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. MPWMD will also make a reasonable effort to provide translation services upon request. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary

aid or service by 5:00 PM on Thursday, November 9, 2017. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey, CA, 93942. You may also fax your request to the Administrative Services Division at 831-644-9560, or call 831-658-5600.

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