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**Administrative
Committee Members:**

Andrew Clarke
Brenda Lewis, Chair
David Pendergrass

Alternate:

Kristi Markey

Staff Contact:

Suresh Prasad

AGENDA

**Administrative Committee
Of the Monterey Peninsula Water Management District**

Monday, September 14, 2015 3:30 pm

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

Director Brenda Lewis will participate by telephone from
1759 Broadway Avenue, Seaside, CA 93955

Call to Order

Oral Communications

Anyone wishing to address the committee on a matter not listed on the agenda may do so during oral communications. Public comment on any other matter listed on the agenda is appropriate at the time the item is being discussed by the committee.

Items on Board Agenda for September 21, 2015

1. Approve Minutes of July 13, 2015 Committee Meeting
2. Consider Expenditure for Additions to WaterWise Website by Gardensoft
3. Consider Authorizing a Change to the District Organization Chart Regarding Positions in the Planning and Engineering Division
4. Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2016
5. Wildlife Conservation Board California Streamflow Enhancement Program Grant Application
 - (A) Consider Approval of Resolution 2015-16 in Support of Filing a Proposition 1 Grant Application
 - (B) Authorize the General Manager to Enter into Grant Agreements

Other Business

6. Review Draft September 21, 2015 Board Meeting Agenda

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 September 11, 2015. 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.

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 <http://www.mpwmd.dst.ca.us/asd/board/committees/committees.htm>.

Documents distributed at the meeting will be made available in the same manner.

2015 Administrative Committee Meeting Schedule		
Date	Day of Week	Time
October 12	Monday	3:30 PM
November 9	Monday	3:30 PM
December 7	Monday	3:30 PM
January 19, 2016	Tuesday	3:30 PM
February 10, 2016	Wednesday	3:30 PM

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ADMINISTRATIVE COMMITTEE**1. ADOPT MINUTES OF JULY 13, 2015 COMMITTEE MEETING**

Meeting Date: September 14, 2015

From: David J. Stoldt,
General Manager

Prepared By: Sara Reyes

SUMMARY: Draft minutes of the July 13, 2015 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 July 13, 2015 Committee Meeting



DRAFT MINUTES
Monterey Peninsula Water Management District
Administrative Committee
July 13, 2015

Call to Order

The meeting was called to order at 3:37 PM in the District Conference Room.

Committee members present: Andrew Clarke
 David Pendergrass

Committee members absent: Brenda Lewis

Staff present: David Stoldt, General Manager
 Suresh Prasad, Administrative Services Manager/Chief Financial Officer
 Stephanie Kister, Water Demand Manager
 Sara Reyes, Office Services Supervisor

Oral Communications

None

Approve Minutes of June 8, 2015 Committee Meeting

On a motion by Pendergrass and second by Clarke, the minutes of the June 8, 2015 meeting were approved on a vote of 2 to 0.

Items on Board Agenda for July 20, 2015

Consider Awarding \$125 Scholarships for Attendance at American Rainwater Catchment Systems Association (ARCSA) Rainwater Harvesting Workshop to Residents/Landscape Professionals within the MPWMD Boundaries

On a motion by Pendergrass and second by Clarke, the committee voted 2 to 0 to recommend the Board support District-issued scholarships for attendance at the American Rainwater Harvesting and Accreditation 200 Level Workshop August 26-27 at a not-to-exceed cost of \$2,100.

Consider Contract for Public Outreach and Communications Services with Thomas Brand Consulting for Fiscal Year 2015-2016

On a motion by Pendergrass and second by Clarke, the committee voted 2 to 0 to recommend the Board approve a contract with Thomas Brand Consulting for outreach services for the current fiscal year.

Consider Adoption of Resolution 2015-14 for State Revolving Fund Application for Pure Water Monterey Project

On a motion by Clarke and second by Pendergrass, the committee voted 2 to 0 to recommend the Board approve Resolution 2015-14.

Consider Adoption of Resolution 2015-15 Restating Intent to Reimburse Expenditures for Pure Water Monterey Project

On a motion by Clarke and second by Pendergrass, the committee voted 2 to 0 to recommend the Board approve Resolution 2015-15.

Consider Extension of Memorandum of Understanding Regarding Source Waters and Water Recycling – Amendment No. 2

On a motion by Clarke and second by Pendergrass, the committee voted 2 to 0 to recommend the Board approve Amendment 2 to the Memorandum of Understanding.

Other Business

Review Draft July 20, 2015 Board Meeting Agenda

The committee made no changes to the agenda.

Adjournment

The meeting was adjourned at 4:22 PM.

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ADMINISTRATIVE COMMITTEE

2. CONSIDER EXPENDITURE FOR ADDITIONS TO WATERWISE WEBSITE BY GARDENSOFT

Meeting Date:	September 14, 2015	Budgeted:	Yes
From:	David Stoldt General Manager	Program/ Line Item No.:	Water Conservation 4-2-3
Prepared By:	Stephanie Locke	Cost Estimate:	\$4,000

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on September 14, 2015 and recommended_____.

CEQA Compliance: N/A

SUMMARY: In 2004, District staff worked with GardenSoft to create a Water-Wise Gardening CD-rom and web application which promotes drought tolerant and low water use landscaping. This software is an interactive program that allows the user to view images of mature drought tolerant landscapes, select plant species from the images and load them into a printable shopping list. Features include a design tool for planning a new landscape, irrigation efficiency principles, maintenance tips and a basic water guide.

Upgrades to the Water-Wise Gardening program are now available through GardenSoft. These upgrades would add features such as a landscape watering schedule calculator and streamline the site navigation for an improved user experience. The Water Calculator will allow home owners to plug in their location, plant type, sprinkler type, slope, exposure, and local watering restrictions to create an accurate watering schedule for their landscape. For a cost of \$4,000 the following changes would be made (**Exhibit 2-A**):

- Rebuild cascading menu across all pages
- Build a Water Calculator based on local ETo Zones
- Float the message panel
- Add hotlink toggle switch
- Switch backgrounds

RECOMMENDATION: Authorize staff to enter into contract with GardenSoft for menu upgrades, design improvements, and the addition of a Water Calculator in the amount of \$4,000. The funding for this is reimbursable through the CPUC approved Conservation budget.

EXHIBITS

2-A - GardenSoft Scope of Work



Scope of Work/Web Contract

INSTRUCTIONS

1. Review the information contained within this proposal.
 2. Sign, date, and include a purchase order number (if applicable) in the Work Acceptance section below.
 3. Fax the agreement to GardenSoft (805-492-0146) Attn: Anne
-

Client: Monterey Peninsula Water Management District
 Description: New Additions to Water Wise Web Site
 Contract ID: WWG0064
 Date Revised: July 30, 2015
 Contact: Gerry Kiffe
 Phone: 805-499-9689

Contents

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I. Acceptance of Agreement

By signing this agreement, we mutually accept all of the provisions presented in the Contents of this document. Payment for work completed based on this agreement will be invoiced as per the terms and conditions set forth in this document.

MPWMD AGENCY representative

Date Signed

Gerry Kiffe, General Manager GardenSoft

Date Signed

II. Synopsis

GardenSoft will add a group of features to the MPWMD Water Wise Web Site. The major addition is a Water Calculator. The scope of work will be itemized below.

III. Scope of Work and Deliverables

Web Improvements List:

1. Rebuild Menu: Create cascading menus and all menu options available on all pages:
2. Float Message Panel.
3. Add hotlink toggle switch, replace and improve Add to project button,
4. Switch backgrounds to the color choice by client.
4. Build a Water Calculator with multiple ETo Zones

Total Cost: \$4000

IV. Delivery Date, Review, Costs, Payment Schedule, License

Delivery Date

Delivery will be provided within 4 weeks of signing date or purchase order. The project can begin with the issuance of a purchase order, commitment email or a signed contract. The items listed will be done all at once and invoice when all are completed.

Review Opportunities

Review of web site prior to going live will be provided on a private site for client.

Payment Schedule Components:

Cost: \$4000 Billed upon completion 30 days for payment

License

This project does not alter or amend the current license agreement for the MPWMD Water Wise Gardening Web site.

V. Addendum**Addendum: Intellectual Property Clause**

All photos or intellectual property taken or owned by AGENCY remain the property of the AGENCY and may not be used in any way without written permission of AGENCY. Conversely, all photographs, content, software and or intellectual properties provided by GardenSoft in the course of this project will remain the property of GardenSoft and may not be used in any way without written permission of GardenSoft. If pictures used in the system are desired for promotion of the web site or CD systems, or for other water conservation brochures or flyers they will be made available upon request.

Addendum: Termination Clauses

Should GardenSoft go out of business before the license agreement term is completed then GardenSoft will turn over the software system to the client in CDROM or DVD formats for further use. Should AGENCY desire to suspend use of the website during the license period then GardenSoft will take down the site but the payment terms will be completed as agreed upon in this contract.

VI. AGENCY Obligations

The AGENCY and its staff will:

1. Provide feedback to work when requested
2. Review all completed work within 7 days of delivery

VII. Contacting GardenSoft

For Project Questions and horticultural Issues:

Gerry Kiffe
General Manager
2686 Velarde Dr.
Thousand Oaks, CA 91360
805-499-9689
Fax: 805-499-9689
Email: gerry@gardensoft.com
World Wide Web: www.gardensoft.com

For technical questions and support:

Mark Chilcott
Director of Engineering
2686 Velarde Dr.
Thousand Oaks, CA 91360
Telephone: 805-492-0120
Fax: 805-492-0146
Email: Mark@gardensoft.com
www.gardensoft.com

ADMINISTRATIVE COMMITTEE

3. CONSIDER AUTHORIZING A CHANGE TO THE DISTRICT ORGANIZATION CHART REGARDING POSITIONS IN THE PLANNING AND ENGINEERING DIVISION

Meeting Date:	September 14, 2015	Budgeted:	Yes
From:	David Stoldt General Manager	Program/ Line Item No.:	N/A N/A
Prepared By:	Cynthia Schmidlin Larry Hampson	Cost Estimate:	None

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on September 14, 2015 and recommended _____.

CEQA Compliance: N/A

SUMMARY: The District Project Manager position, currently held by Henrietta Stern, is in the Planning and Engineering (P&E) Division and will become vacant in December 2015, when Ms. Stern plans to retire. District management propose to eliminate funding for this position and replace it with a funded Water Resources Engineer position within the P&E division at the same salary range as the Project Manager position.

Due to evolving project commitments, the District needs a journeyman Registered Civil Engineer to assist with projects in both the Water Resources and P&E divisions. As described in **Exhibit 3-A** the Water Resources Engineer would perform professional engineering duties involving comprehensive watershed management, water supply projects, such as Pure Water Monterey and an expansion of the Aquifer Storage and Recovery project, construction inspection, and hydrologic analysis. Coordination of the District's Water Distribution System (WDS) permit process, as well as environmental document review and analysis currently performed by the Project Manager position, would also be part of the Water Resources Engineer responsibilities.

RECOMMENDATION: The District Board should authorize a change to the current District Organization Chart, **Exhibit 3-B**, to show the Project Manager as an unfunded position and to replace the unfunded Senior Water Resources Engineer position with a funded Water Resources Engineer position as shown in **Exhibit 3-C**. If this item is approved with the Consent Calendar, these changes would become effective January 1, 2016.

DISCUSSION: The duties of the Project Manager position have significantly changed over time. There have been periods with fewer project management responsibilities, but after the adoption of Ordinance 96 in 2001, there was an increase and an emphasis on WDS permit review and approval. The WDS permit process was recently streamlined and simplified by the Board. In considering both existing and future District activities, management determined that responsibility for WDS permit processing can be split between the Water Demand Division and the P&E Division. Water Demand will process WDS permit exemptions, which are now ministerial in nature, whereas P&E will take the lead in processing more complex permits that may require advanced knowledge of the District's Rules and Regulations that apply to WDS permits, water

rights, CEQA analysis, hydrology and hydrogeology, and well production history. A long-term goal is to transition all WDS permit processing to the Water Demand Division.

It is expected the District will need additional engineering expertise to manage and carry out several projects including the Pure Water Monterey Project, an expansion to the ASR Project, the Salinas River and Carmel River Basin Study, a Drought Contingency Plan, a retrofit of the Sleepy Hollow Steelhead Rearing Facility, analysis for the long-term plan for Los Padres Dam, and an updated instream flow study for the Carmel River. In addition, the District must also continue to carry out the Mitigation Program activities, of which several tasks would be assigned to the Water Resources Engineer.

IMPACTS TO STAFF/RESOURCES: The District's current organization chart includes a funded Project Manager position and an unfunded Senior Water Resources Engineer position. The latter position has been unfunded since 2012, when the Senior Water Resources Engineer at the time (Larry Hampson) transitioned into the District Engineer position and the District elected not to fill the Senior Water Resources Engineer position. It is proposed that the funded Project Manager position remain unfilled and unfunded after the retirement of Henrietta Stern and that the Senior Water Resources Engineer position, placed at Range 43 on the District Salary Schedule, be replaced by a funded Water Resources Engineer position, as described above. The new title and redesigned duties of the Water Resources Engineer better reflect current District requirements.

A survey of the local government agencies listed in the District's Personnel Compensation Policy, showing salaries for engineer positions with comparative duties, **Exhibit 3-D**, indicates that placement in Range 43 would be appropriate. The Project Manager position is also placed at Range 43 on the Salary Schedule so that the long-term net effect on salaries will be neutral. Because newly filled positions are normally placed no higher than step 3 (in a five step range) and there will be a short time when neither position is filled, salary and benefits costs in the P&E Division in Fiscal Year 2015-16 may go down from the budgeted amount. Changes to the District's organization would be effective as of January 1, 2016.

EXHIBITS

- 3-A** Water Resources Engineer Job Description
- 3-B** Current Organization Chart
- 3-C** Proposed Organization Chart
- 3-D** Local Government Agency Salary Survey

EXHIBIT 3-A**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT****WATER RESOURCES ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform professional engineering duties involving comprehensive watershed management, water supply projects, and hydrologic analysis; to implement major engineering and environmental management programs to restore and enhance Carmel River streamside resources; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a journey level of professional engineering job classes. Positions at this level are characterized by the performance of technically-advanced, professional-level research studies, and/or management of some complex District projects. Employees at this level are expected to understand basic principles and theories, laws and regulations and structures of other related governmental agencies which regularly interact with the District. Incumbents may solicit and administer grants, serve as District representative and technical advisor on construction projects, prepare plans, specifications, and estimates and work with other professional and technical staff on multi-divisional projects. This position is distinguished from the Senior Water Resources Engineer by the latter position's management responsibility for program development, management of more complex projects involving multiple agencies and parties, and representation of District interests in official proceedings (such as before the SWRCB, Superior Court, or CPUC).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Engineering Manager/District Engineer; coordinates activities of other District staff, consultants, and contract employees on special projects.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Conduct field and office engineering studies related to the planning, design, and construction of civil engineering projects and confer with other District staff and consultants to coordinate projects and activities. Such projects include, but are not limited to well construction, water pipeline construction, water quality testing, use of recycled water, use of recirculating aquaculture systems, construction of fish passage facilities, reservoir maintenance and sediment management, stabilization or repair of stream banks.
2. Manage, oversee and participate in engineering projects identified in paragraph 1, including the preparation of plans, specifications, cost and quantity estimates; secure appropriate permits; maintain accurate records, and prepare periodic and special reports; negotiate terms and fees; approve contractor and consultant pay requests.
3. Plan, prioritize, assign, supervise and review the work of staff and consultants involved in projects identified in paragraph 1 above.
4. Participate in construction field activities including mark and layout field work locations; interpret plans and resolve problems during construction; enforce permit conditions; prepare and review as-built plans to ensure compliance with original plans and specifications; perform long-term monitoring including photo documentation, surveys, and prepare periodic reports

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
Water Resources Engineer (Continued)

5. Provide technical assistance to private property owners regarding stream bank stabilization and repair; coordinate authorizations and permits from Federal, State, and local regulatory agencies for new stream restoration projects.
6. Review applications for river work permits and make recommendations to the Planning & Engineering Manager regarding conformance to District standards; inspect authorized work; make recommendations to permittee and/or the Planning and Engineering Manager regarding conformance with river work permits.
7. Gather and interpret hydrologic data including photos, cross-sections, profiles and sediment transport.
8. Inspect the Carmel River to identify and document erosion hazards, riparian ordinance violations, and opportunities for enhancement; make recommendations to the Planning and Engineering Manager regarding appropriate corrective projects and actions.
9. Make presentations to public agencies and private groups concerning projects.
10. Prepare drafts of the following documents: requests for proposals and calls for bids; contract plans and specifications; review contract bids and proposals; participate in the review of contractor work activities.
11. Maintain constant awareness of progress on assigned projects to ensure compliance with designated time and cost schedules for project completion.
12. Inspect construction projects and perform a full range of construction contract administration duties; document onsite conditions; represent the District on site; provide reports and recommendations to senior staff as required to complete project construction.
13. Participate in budget preparation; prepare cost estimates for project budget recommendations; monitor and control expenditures on assigned projects.
14. Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
15. Coordinate and manage the District's Water Distribution System Permit program.
16. Represent the District to other governmental and regulatory agencies, professional and community groups and others; answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Civil engineering principles and practices related to one or more of the following activities: planning, design, construction, and construction management skills relevant and applicable to well construction, water pipeline construction, water quality testing, use of recycled water, use of recirculating aquaculture systems, construction of fish passage facilities, reservoir maintenance projects, stream bank stabilization, repair, and other streamside corridor enhancement projects, river mechanics, or fluvial geomorphology.

Principles and practices of project and construction management.

Principles and practices of engineering design.

Principles and practices of engineering surveying.

Terminology, methods, practices, and techniques used in technical civil engineering report preparation.

Principles and practices of budget preparation and control.

Principles of mathematics as applied to engineering work.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
Water Resources Engineer (Continued)

Recent developments, current literature, and sources of information regarding civil engineering of stream and river restoration projects, construction of new and recycled water supply projects, and projects to enhance anadromous fisheries.

Modern office procedures, methods, and computer software and hardware as related to the solution of engineering problems.

Pertinent federal, state, and local laws, codes, and regulations governing civil engineering, construction, and water quality including Section 401 and 404 of the federal Clean Water Act, the federal and state Endangered Species Acts, the California Environmental Quality Act, the California Department of Fish and Wildlife Code, and Monterey County Ordinances.

Ability to:

Plan, organize, and supervise the work of technical staff and consultants.

Manage complex engineering projects.

Administer and coordinate various projects and activities simultaneously.

Ensure project compliance with appropriate federal, state, and local rules, laws, and regulations.

Coordinate phases of construction projects and prepare progress reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Conduct comprehensive engineering studies and develop appropriate recommendations.

Perform technical research and solve difficult engineering problems.

Prepare and maintain technical civil engineering records and prepare comprehensive reports.

Compile rough technical data and prepare statistical and narrative reports from field studies.

Develop, review and modify civil engineering plans, designs, and specifications.

Exercise professional engineering judgment to achieve results consistent with objectives.

Identify threatened and endangered species in the field.

Understand pertinent sections of the federal and state Endangered Species Acts.

Incorporate measures to protect threatened species into project designs and project maintenance.

Use sophisticated word processing, spreadsheet, modeling, and graphical design programs.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience

Four years of increasingly responsible professional civil engineering experience one year of project management responsibility.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or closely related field.

License or Certificate:

Possession of or ability to obtain a valid certificate of registration as a Professional Civil Engineer in the State of California (if out of state, must be a licensed or registered engineer from a state with reciprocity with California).

Possession of, or the ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
Water Resources Engineer (*Continued*)

perform the essential job functions.

Environmental Conditions:

Office and field environment; travel from site to site; exposure to atmospheric conditions; work around moving water; work with computers.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time in and around river beds; operating motorized vehicles.

Vision:

See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

Hearing:

Hear in the normal audio range with or without correction.

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EXHIBIT 3-B

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
CURRENT ORGANIZATION CHART
September 2015**

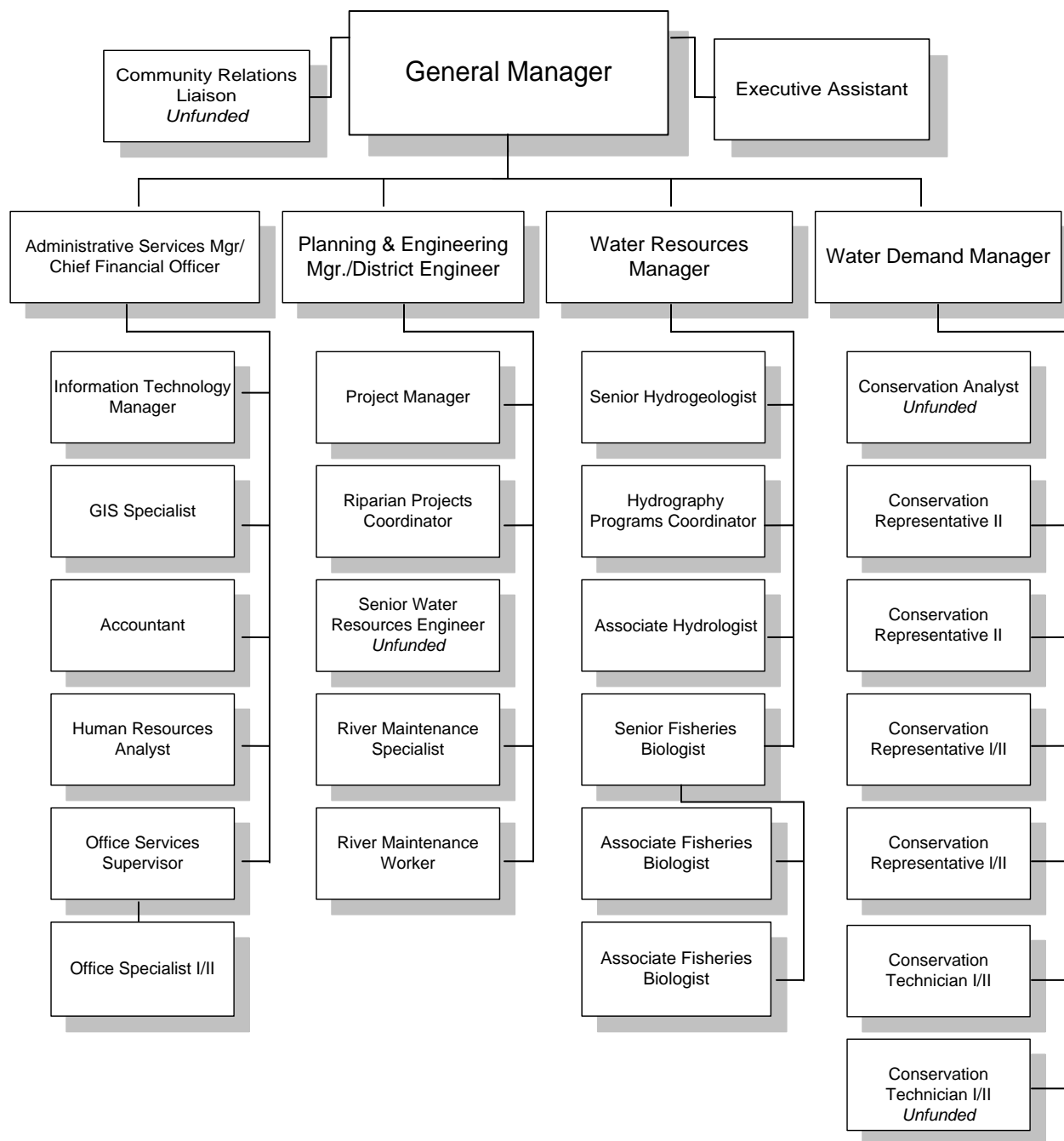


EXHIBIT 3-C

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
PROPOSED ORGANIZATION CHART
September 2015**

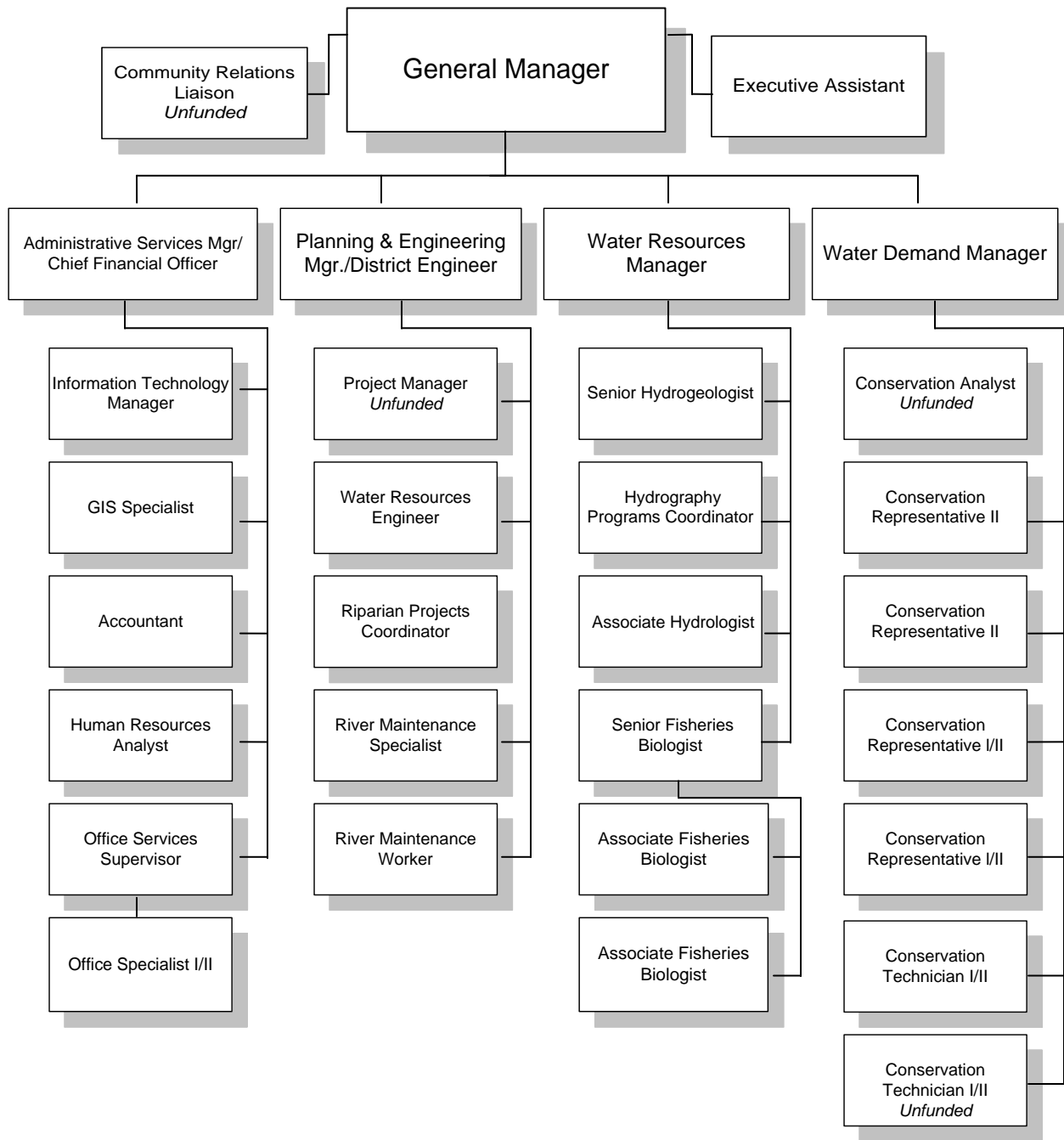


EXHIBIT 3-D**Comparable Public Sector Agency Compensation - Current Monthly Salary, August 2015**

Agency	Engineering	Salary Range
Monterey Peninsula Water Mgmt District	Water Resources Engineer	\$7,218-\$8,704
Alameda County Water District	Engineer III	\$10,045 - \$12,211
Association of Monterey Bay Area Governments	No Match	N/A
Carmel Area Waste Water District	No Match	
CA Department of Fish and Game	Associate Civil Engineer	\$7,156 - \$8,915
CA Department of Parks and Recreation	Associate Civil Engineer	\$7,156 - \$8,915
CA Department of Water Resources -	Water Resources Control Engineer	\$7,125 - \$8,915
City of Carmel	No Match	
City of Monterey	Associate Civil Engineer	\$7,322 - \$8,898
City of Pacific Grove	No Match	
City of Salinas	Sr. Civil Engineer	\$7,430 - \$9,483
City of Santa Cruz	Sr. Civil Engineer	\$7,293 - \$9,871
City of Seaside	Associate Civil Engineer	\$7,126 - \$8,502
Monterey County Water Resources Agency	Senior Water Resources Engineer	\$7,329 - \$10,004
Monterey Regional Water Pollution Control Agency	Associate Engineer	\$8,989 - \$12,349
Pajaro Valley Water Management Agency	No Match	
Santa Clara Valley Water District	Associate Civil Engineer	\$8,840 - \$11,313

ADMINISTRATIVE COMMITTEE

4. CONSIDER EXTENSION OF COOPERATIVE AGREEMENT WITH THE UNITED STATES GEOLOGICAL SURVEY FOR STREAMFLOW GAGING IN WATER YEAR 2016

Meeting Date:	September 14, 2015	Budgeted:	Yes
From:	Dave Stoldt General Manager	Program/ Line Item No.:	2-5-1 A
Prepared By:	Greg James	Cost Estimate:	\$14,250

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee reviewed this item on September 14, 2015 and recommended _____.

CEQA Compliance: N/A

SUMMARY: The United States Geological Survey (USGS) operates two streamflow gaging stations on the Carmel River:

- (1) Carmel River at Robles del Rio (No. 11143200) and
- (2) Carmel River near Carmel (No. 11143250).

The upper or "Robles" gage is immediately downstream of Esquiline Bridge (River Mile 14.4) and the lower or "Carmel" gage is immediately downstream of Via Mallorca Bridge (River Mile 3.6). The Monterey Peninsula Water Management District (District) relies on the flow data from both of these stations to support a variety of programs and studies. It should be noted that the Robles del Rio station is funded by the Monterey County Water Resources Agency.

RECOMMENDATION: 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) 2016 for an amount not-to-exceed \$14,250. The Administrative Committee reviewed this item on September 14, 2015 and recommended this agreement be _____ by a vote of _ to _.

BACKGROUND: The District has funded a cooperative water resources program with the USGS to monitor Carmel River streamflow since the late 1980s. Other than the District, the USGS is the only other independent agency that monitors continuous Carmel River streamflow. The Carmel station provides a long-term streamflow record that began in 1962. The USGS streamflow data provide a valuable cross check for the District's streamflow data when verifying the daily, annual, and peak flows that occur on the Carmel River. The USGS Carmel River streamflow data also support the District's implementation of Aquifer Storage and Recovery (ASR) operations in the Seaside Groundwater Basin in that the data are utilized in real-time to assist in scheduling when to commence or cease injection, given current trends in streamflow conditions. In addition, as a cooperator with the USGS, the District has an improved ability to

request and obtain various streamflow information including annual reports, current flow conditions, and historical flood flow information.

IMPACT TO STAFF/RESOURCES: The District's share for continuation of streamflow monitoring at the Carmel River near Carmel station for WY 2016 (October 1, 2015 - September 30, 2016) is \$14,250, as indicated on **Exhibit 4-A**, which represents a four percent increase over the WY 2015 cost.

EXHIBIT

4-A Draft Joint Funding Agreement for Water Year 2016

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California Water Science Center
 6000 J Street, Placer Hall
 California State University
 Sacramento, California 95819-6129
 Phone: (916) 278-3000 Fax: (916) 278-3070
<http://water.wr.usgs.gov>

DRAFT

Mr. David Stoldt, General Manager
 Monterey Peninsula Water Management District
 Post Office Box 85
 Monterey, California 93942-0085

Subject: Carmel River near Carmel Gage, Joint Funding Agreement, Water Year 2016

Dear Mr. Stoldt:

This letter confirms discussions between our respective staffs, concerning the continuation of the cooperative water resources program between the Monterey Peninsula Water Management District (District) and the U.S. Geological Survey (USGS) for the period November 1, 2015 to October 31, 2016.

The proposed program and associated costs are as follows:

<u>Station number and name</u>	<u>District Funds</u>	<u>USGS Funds</u>	<u>Total Funds</u>
11143250 Carmel River near Carmel	\$14,250	\$7,200	\$21,450
TOTAL	\$14,250	\$7,200	\$21,450

Total cost of the proposed program is \$21,450. Cost to the District is \$14,250, and subject to the availability of Federal matching funds, the USGS will provide \$7,200.

Enclosed are two originals of Joint Funding Agreement (JFA) 16WSCA14300, signed by our agency, for your approval. If you are in agreement with this proposed program, please return one fully executed JFA to our office. Work performed with funds from this agreement will be conducted on a fixed-price basis. Billing for this agreement will be rendered annually.

The USGS is required to have an agreement in place prior to any work being performed on a project. We request that a fully executed JFA be returned prior to November 1, 2015. If it is not received by November, we will be required to suspend operations until an agreement is received.

Mr. David Stoldt, General Manager- Monterey Peninsula WMD

If you have any questions concerning this program, please contact Anthony Guerriero, in our Santa Cruz Field Office, at (831) 460-7494. If you have any administrative questions, please contact Tammy Seubert, in our Sacramento Office, at (916) 278-3040.

Sincerely,

Eric G. Reichard
Director, USGS California Water Science Center

Enclosure

cc: Mr. Greg James
Monterey Peninsula Water Management District
Post Office Box 85
Monterey, California 93942-0085
Anthony Guerriero, USGS CAWSC

Form 9-1366
(April 2015)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Agreement#: 16WSCA14300
Customer#: 6000000949
Project #: ZG009J5
TIN #: 94-2535586
USGS DUNS #: 1761-38857

Page 1 of 2

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the November 1, 2015, by the U.S. GEOLOGICAL SURVEY, California Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the MONTEREY PENINSULA WATER MANAGEMENT DISTRICT party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for cooperative water resources investigations in the Monterey Peninsula Water Management District area, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$7,200.00 by the party of the first part during the period
November 1, 2015 to October 31, 2016
- (b) \$14,250.00 by the party of the second part during the period
November 1, 2015 to October 31, 2016
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of : \$0.00

Description of the USGS regional/national program:
Not Applicable

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request; be furnished by the party of the first part; at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties.

9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered annually. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983.).

Form 9-1366
(April 2015)

Page 2 of 2

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Agreement#: 16WSCA14300
Customer#: 6000000949
Project #: ZG009J5
TIN #: 94-2535586
USGS DUNS #: 1761-38857

USGS Technical Point of Contact

Name: Anthony Guerriero
Supervisory Hydrologic Technician
Address: 400 Natural Bridges Drive
Santa Cruz, CA 95060
Telephone: (831) 460-7494
Fax: (831) 427-4475
Email: aguerrie@usgs.gov

Customer Technical Point of Contact

Name: David Stoldt
General Manager
Address: Post Office Box 85
Monterey, CA 93942-0085
Telephone:
Fax:
Email:

USGS Billing Point of Contact

Name: Tamara Seubert
Budget Analyst
Address: Placer Hall 6000 J Street
Sacramento, CA 95819
Telephone: (916) 278-3040
Fax: (916) 278-3070
Email: tseubert@usgs.gov

Customer Billing Point of Contact

Name:
Address:
Telephone:
Fax:
Email:

U.S. Geological Survey
United States
Department of Interior

MONTEREY PENINSULA
WATER MANAGEMENT DISTRICT

Signature

By _____ Date: _____
Name: Eric G. Reichard
Title: Director, USGS California Water Science
Center

Signatures

By _____
Name: _____
Title: _____

By _____
Name: _____
Title: _____

By _____ Date: _____
Name: _____
Title: _____

DRAFT

ADMINISTRATIVE COMMITTEE

5. WILDLIFE CONSERVATION BOARD CALIFORNIA STREAMFLOW ENHANCEMENT PROGRAM GRANT APPLICATION

- (A) CONSIDER APPROVAL OF RESOLUTION 2015-16 IN SUPPORT OF FILING A PROPOSITION 1 GRANT APPLICATION
- (B) AUTHORIZE THE GENERAL MANAGER TO ENTER INTO GRANT AGREEMENTS

Meeting Date:	September 14, 2015	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No:	Water Supply Projects 1-8-1-A IFIM feasibility studies
Prepared By:	Larry Hampson	Cost Estimate:	\$125,000

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on September 14, 2015 and recommended _____.

CEQA Compliance: N/A

SUMMARY: For Fiscal Year 2015/16 the Wildlife Conservation Board (WCB) is proposing to award up to \$38,400,000 statewide in competitive grants from Proposition 1 bond funds. Up to \$5 million will be available for scientific studies including "... studies to evaluate instream flow needs...or evaluate habitat suitability and temperature needs." The FY 2015-16 District budget includes \$125,000 for the development of such studies. District staff is requesting authorization to move forward with a grant application for a project estimated at \$400,000 with a local match of \$125,000 (31.25% local match). Applications are due September 30, 2015. If this item is approved by the Board and a grant is awarded to the District, an agreement would be executed between MPWMD and the WCB and staff would retain one or more consultants to complete the project.

RECOMMENDATION: If this item is approved, the Board will:

- A) Adopt Resolution 2015-16 to apply for a grant from the Proposition 1 California Stream Flow Enhancement Program;
- B) Authorize the General Manager to enter into a contract with the Wildlife Conservation Board (or State of California) to receive a grant. The General Manager will also be authorized to negotiate agreements with consultants to carry out the scope of work described in the grant contract.

District staff recommends approval of the above actions.

DISCUSSION: A 2010 report by the State Water Resources Control Board recommends completion of an instream flow study for the Carmel River and estimates its cost at \$400,000 to

\$800,000. The District previously authorized up to \$100,000 for assistance to develop a scope of work for an Instream Flow Incremental Method study and for work to test existing habitat suitability criteria for steelhead in the Carmel River (see March 25, 2015 Board meeting agenda, Item 3). Approximately \$90,000 has been expended to date to complete a detailed scope of work for the study and to begin testing for habitat suitability.

If this project is awarded grant funds, the District would be responsible for grant administration, in-house analysis, and oversight of consultant contracts. Where feasible, both MPWMD and CDFW resources would be used in the field to defray the cost of field sampling, which can be labor intensive. For a grant, the District would provide in-kind services and fund consultant costs for a total of up to \$125,000 in local cost share. The State would be asked to fund up to \$275,000 for the project for a total project cost of \$400,000.

The IFIM study would involve developing a one-dimensional (1D) and 2D hydraulic model to simulate flow and habitat at specific locations in the Carmel River that are considered representative of the river from Highway 1 at River Mile (RM) 1 to Los Padres Dam at RM 25. Habitat suitability criteria (HSC) would be developed based on a test of whether Big Sur River HSC can be used in the Carmel River (to be conducted) or on field measurements in the Carmel River.

The IFIM study would be used to evaluate what instream flows are appropriate for various steelhead life stages and how different levels of flow diversions would affect habitat in the river for each life stage. In addition, staff would analyze lagoon elevation data and inflow to the lagoon collected since 1991 to determine beach percolation rates and the frequency of specific water levels. This would be coupled with data from a study by the Malpas Water Company of steelhead habitat quality and quantity at various levels and in all four seasons.

The District, CDFW, NMFS, Cal-Am, and others are interested in evaluating both existing Carmel River operations and the effects to steelhead habitat from proposed alternatives for water supply, surface flow management, and well operations in the Carmel Valley Alluvial Aquifer.

IMPACT ON STAFF/RESOURCES: Application for a grant will be completed by the District's Planning and Engineering Division staff with assistance from the Water Resources Division. Minimal direct costs may be incurred to obtain relevant documents from other agencies and to copy and mail the application. If the District receives a grant, staff time will be required to administer a grant, to coordinate with other agencies, and to facilitate consultant services.

EXHIBIT

5-A Resolution No. 2015-16



EXHIBIT 5-A

RESOLUTION NO. 2015-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
TO APPLY FOR PROPOSITION 1 CALIFORNIA STREAM FLOW ENHANCEMENT PROGRAM
GRANT AND AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH THE
STATE OF CALIFORNIA**

Resolved by the Board of Directors of the Monterey Peninsula Water Management District, that application be made to the Wildlife Conservation Board to obtain a California Stream Flow Enhancement Program Grant pursuant to the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1), for tasks to conduct an instream flow study for the Carmel River and to enter into an agreement to receive a grant for such tasks. The General Manager of the Monterey Peninsula Water Management District is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application, and if a grant is awarded, execute a grant agreement with the State of California.

On motion of Director _____, and second by Director _____, the foregoing resolution is duly adopted this 21st day of September 2015, by the following votes:

AYES:

NAYES:

ABSENT:

I, David J. Stoldt, Secretary of the Board of Directors of the MPWMD, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted on the 21st day of September 2015.

Witness my hand and seal of the Board of Directors, this _____ day of September, 2015.

David J. Stoldt, Secretary to the Board

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



DRAFT AGENDA (Current 9/9/15)

**Regular Meeting
Board of Directors
Monterey Peninsula Water Management District

Monday, September 21, 2015

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/asd/board/boardpacket/2015>
by 5 PM on Friday, September 18, 2015.

Brenda Lewis will participate by telephone from 1758 Broadway Avenue, Seaside, CA 93955

The 7 PM Meeting will be televised on Comcast Channels 25 & 28. Refer to broadcast schedule on page 3.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

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 Minutes of the August 17, 2015 Regular Board Meeting
2. Authorize a Change to the Organization Chart to Fund a Water Resources Engineer Position and Eliminate Funding for the Project Manager Position
3. Wildlife Conservation Board California Stream Flow Enhancement Program Grant Application
 - (A) Consider Approval of Resolution 2015-16 in Support of Filing a Proposition 1 Grant Application
 - (B) Authorize the General Manager to Enter into Grant Agreements

Board of Directors

Kristi Markey, Chair – Division 3
Jeanne Byrne, Vice Chair – Division 4
Brenda Lewis – Division 1
Andrew Clarke - Division 2
Robert S. Brower, Sr. – Division 5
David Pendergrass, Mayoral Representative
David Potter, 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 ____, ____, 2015. Staff reports regarding these agenda items will be available for public review on 2/13/15, 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 <http://www.mpwmd.net/asd/board/boardpacket/2015>. 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 October 19, 2015 at 7 pm.

4. Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2016
5. Consider Expenditure for Additions to WaterWise Website by Gardensoft

PRESENTATIONS

6. Report from Sarah Hardgrave of the Big Sur Land Trust on the Carmel River FREE Project

GENERAL MANAGER'S REPORT

7. Status Report on California American Water Compliance with State Water Resources Control Board Order 2009-0060 and Seaside Groundwater Basin Adjudication Decision
8. Update on Development of Water Supply Projects
9. Report on Drought Response

ATTORNEY'S REPORT

10. Report from District Counsel on 6:30 pm Closed Session

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

11. 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.

12. **Consider Adoption of Resolution 2015-17 -- Establish MPWMD as Groundwater Sustainability Agency for the Carmel Valley Alluvial Aquifer**

Action:

13. **Consider Adoption of Resolution 2015-18 Modifying Rule 162 -- Regulatory Water Production Targets for California American Water Systems**

Action: The Board will consider modifications to the Regulatory Water Production Targets in Tables XV-1, XV-2 and XV-3 of Rule 162. The modifications reflect the anticipated changes in Cal-Am production limits as set by the State Water Resources Control Board orders and Seaside Basin Adjudication decision in Water Year 2016 (Oct. 1, 2015 through Sept. 30, 2016).

14. **Consider Adoption of October through December 2015 Quarterly Water Supply Strategy and Budget**

Action: The Board will consider approval of a proposed production strategy for the California American Water Distribution Systems for the three-month period of October through December 2015. The strategy sets monthly goals for surface and groundwater production from various sources within the California American Water systems.

15. **Consider Approval of Application to Amend State Water Resources Control Board Cease and Desist Order 2009-0060**

Action:

ACTION ITEMS – No Action Items were Submitted for Board Consideration.

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.

16. Letters Received
17. Committee Reports
18. Monthly Allocation Report
19. Water Conservation Program Report
20. Carmel River Fishery Report
21. Monthly Water Supply and California American Water Production Report

RECEIVE PUBLIC COMMENT ON CLOSED SESSION ITEMS

ADJOURN TO 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. **Conference with Legal Counsel – Existing Litigation (Gov. Code 54956.9 (a))**
 - A. MPWMD v. SWRCB; Santa Clara 1-10-CV-163328 – CDO (6th District Appellate Case) #H039566
 - B. Application 15-07-019 - California-American Water Company (U210W) to Public Utilities Commission for Authorization to Modify Conservation and Rationing Rules, Rate Design, and Other Related Issues for the Monterey District

Board Meeting Broadcast Schedule – Comcast Channels 25 & 28

View Live Webcast at Ampmedia.org

Ch. 25, Sundays, 7 PM	Monterey
Ch. 25, Mondays, 7 PM	Monterey, Del Rey Oaks, Pacific Grove, 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

Mon. October 19, 2015	Regular Board Meeting	7:00 pm	District conference room
Mon. November 16, 2015	Regular Board Meeting	7:00 pm	District conference room
Mon. December 14, 2015	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, September 17, 2015. 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.