



## **EXHIBIT 1-A**

### **DRAFT MINUTES Monterey Peninsula Water Management District Administrative Committee May 9, 2022**

*As a precaution to protect public health and safety, and pursuant to provisions of AB 361, this meeting was conducted via Zoom Video/Teleconference only.*

#### **Call to Order**

The virtual meeting was called to order at 2:01 PM via Zoom.

Committee members present: Amy Anderson, Chair  
Alvin Edwards  
Karen Paull

Committee members absent: None

District staff members present: David Stoldt, General Manager  
Suresh Prasad, Administrative Services Manager/Chief Financial Officer  
Stephanie Locke, Water Demand Manager  
Stephanie Kister Campbell, Conservation Analyst  
Sara Reyes, Sr. Office Specialist

District Counsel present: David Laredo with De Lay and Laredo

**Additions / Corrections to Agenda: None**

**Comments from the Public: None**

#### **Items on Board Agenda for May 16, 2022**

**1. Consider Adoption of April 11, 2022 Committee Meeting Minutes**

On a motion by Paull and second by Edwards, the minutes of the April 11, 2022 meeting were approved on a roll call vote of 3 – 0 by.

**2. Receive Cybersecurity Vulnerability Assessment and Security Posture Report**

By consensus, the Administrative Committee agreed to discuss this matter in more detail as a closed session agenda item at the May 26, 2022 Special meeting/Budget Workshop.

**3. Consider Approval of “Mulch madness” Contingency Funding**

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board approve contingency funds of up to \$10,000 for additional free mulch vouchers and advertising, if needed. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull and Anderson.

**4. Consider Expenditure of Budgeted Funds for Water Conservation Equipment**

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board approve the spending of \$15,100 to renew the District's stock of water conservation equipment. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards and Anderson.

**5. Consider Approval of Expenditure for Functionality Improvements to the Accela Water Demand Division Database**

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the authorize the General Manager or the Chief Financial Officer to enter into an agreement with Accela Inc. for an amount of \$60000 (\$53,960 for the actual contract plus contingencies) to increase functionality of the WDD database system. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards and Anderson.

**6. Consider Approval of Expenditure for Purchase of Ford F150 4X4 Truck**

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize expenditure of funds to purchase Ford 150 truck from Cypress Coast Ford at a not-to-exceed price of \$42,000, which includes contingencies for documentation and additional taxes as required by law. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull and Anderson.

**7. Declaration of Surplus Assets**

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board declare the items presented in the exhibit as surplus assets to be either donated or disposed at the Monterey Regional Waste Management District. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards and Anderson.

**8. Consider Adoption of Treasurer's Report for March 2022**

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board adopt the March 2022 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards and Anderson.

**9. Receive and File Third Quarter Financial Activity Report for Fiscal Year 2021-2022**

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board receive and file the Third Quarter Financial Activity Report for Fiscal Year 2021-2022. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull and Anderson.

**10. Consider Approval of Third Quarter Fiscal Year 2021-2022 Investment Report**

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board approve the Third Quarter Fiscal Year 2021-2022 Investment Report. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull and Anderson.

**11. Report on Activity/Progress on Contracts Over \$25,000**

This item was presented as information to the committee. No action was required or taken by the committee.

**12. Status Report on Measure J/Rule 19.8 Phase II Spending**

This item was presented as information to the committee. No action was required or taken by the committee.

**13. Review Third Quarter Legal Services Activity Report for Fiscal Year 2021-2022**

This item was presented as information to the committee. No action was required or taken by the committee.

**14. Review Draft May 16, 2022 Special and Regular Board Meeting Agenda and May 26, 2022 Special Meeting/Budget Workshop Agenda**

The Committee removed Item 9 - Receive Cybersecurity Vulnerability Assessment and Security Posture Report from the May 16, 2022 meeting agenda and asked staff to place as a closed session item on the May 26 agenda. No other changes were made to the agendas.

**Suggest Items to be Placed on Future Agendas**

None

**Adjournment**

The meeting adjourned at 3:53 PM.

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