



FINAL MINUTES
Monterey Peninsula Water Management District
Administrative Committee
June 13, 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
Thomas Christensen, Environmental Resources Manager
Jonathan Lear, Water Resources Manager
Stephanie Locke, Water Demand Manager
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 June 20, 2022

1. Consider Adoption of May 9, 2022 Committee Meeting Minutes

On a motion by Paull and second by Edwards, the minutes of the May 9, 2022 meeting were approved on a roll call vote of 3 – 0 by Paull, Edwards and Anderson.

2. Consider Adoption of Resolution No. 2022-17 Calling an Election for Directors in Voter Divisions 1, 2 and 3 on November 8, 2022, and Approve Services Agreement with the Elections Department

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board adopt Resolution No. 2022-17, calling for an election for Directors in Voter Divisions 1, 2 and 3 on November 8, 2022; and authorize the General Manager to enter into a service agreement with Monterey County Elections to conduct the election. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull and Anderson.

3. Authorize Funds to Contract for Limited-Term Field Positions during FY 2022-2023

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board approve the limited-term Water Resources Assistant for up to a total of 990 hours of work and several Fisheries Aides for up to 2,765 hours of work. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

4. Consider Expenditure of Funds for Consultant Services (TMX) for Sleepy Hollow Steelhead Rearing Facility Monitoring and Control Systems

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize the General Manager to enter into an agreement with Telemetry, Inc. for consultant services in an amount not-to-exceed \$27,000. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

5. Consider Expenditure of Funds for Corelogic Information Solutions, Inc.

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize the expenditure of up to \$20,000 for Fiscal Year 2022-2023 to obtain CoreLogic's RealQuest Professional. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

6. Approve Expenditure to Corporation Service Company - Recording Fees

On a motion by Edwards and second by Anderson, the Administrative Committee recommended that the Board approve the expenditure of up to \$50,000 for recording fees for Fiscal Year 2022-2023. The motion was approved on a roll call vote of 3 – 0 by Edwards, Anderson, and Paull.

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

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize the General Manager or the Chief Financial Officer to enter into an agreement with Accela/Etech Consulting. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

8. Consider Approval of Outreach Event “Summer Splash Water Challenge Giveaway 3”

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board approve the expenditure of budgeted funds of up to \$40,000 for the “Summer Splash Water Challenge Giveaway 3” event. The motion was approved on a roll call vote of 3 – 0 Edwards, Paull, and Anderson.

9. Consider Expenditure for Temporary Agency Employee to Assist with Document Processing for All District Divisions During FY 2022-2023

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize the expenditure of funds for a local staffing agency to provide an individual, or successive individuals, if necessary, to perform scanning projects for the District. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

10. Consider Approval of Drought Reserve Funds for Conservation Outreach and Communication

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board approve the expenditure of \$60,000 of budgeted funds from the Drought Reserve for Stage 2 Water Conservation efforts. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

11. Consider Expenditure to Amend Contract with Pueblo Water Resources to Provide Hydrogeologic Review for Water Distribution System Permits

On a motion by Edwards and second by Anderson, the Administrative Committee recommended that the Board authorize the General Manager to amend the current District professional services contract with Pueblo for a not-to-exceed amount of \$2,000 for FY 2022-2023. The motion was approved on a roll call vote of 3 – 0 by Edwards, Anderson, and Paull.

12. Consider Adoption of Resolution 2022-20 Annual Update to Rule 24, Table 3, Capacity Fee History

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board adopt Resolution 2022-20 to Update Rule 24, Table 3, Capacity Fee History. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

12.1 Consider Expenditure of Budgeted Funds to Purchase Water Conservation Signage for Towel/Linen Reuse Program and Restaurant Signage Requirement

On a motion by Anderson and second by Edwards, the Administrative Committee recommended that the Board approve the expenditure of up to \$11,000 in budgeted funds to renew the District's supply of hospitality conservation signs. The motion was approved on a roll call vote of 3 – 0 by Anderson, Edwards, and Paull.

13. Consider Contract with Pueblo Water Resources to Provide Aquifer Storage and Recovery Operational Support

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board authorize the General Manager to enter into an agreement on an as-needed basis, not to exceed \$75,000 with Pueblo Water Resources to support the District with WY 2023 ASR operations. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

14. Consider Authorizing Monterey Bay Analytical Services to Provide Laboratory Support for Aquifer Storage and Recovery Water Quality Monitoring

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize the General Manager to spend up to \$40,000 to complete laboratory analysis related to the ASR Project in FY 2022-2023. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

15. Consider Authorizing Monterey Bay Analytical Services to Provide Laboratory Support for Watermaster Water Quality Monitoring

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board authorize the General Manager to spend up to \$11,000 to complete laboratory analysis related to the Watermaster in FY 2022-2023. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

16. Consider Directing the General Manager to Enter into a Contract with Montgomery and Associates to Provide Groundwater Modeling Support to the District

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board direct the General Manager to enter into a contract with Montgomery and Associates in the amount not-to-exceed \$50,000 to provide groundwater modeling support to the District. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

17. Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2023

On a motion by Paull and second by Edwards, the Administrative Committee recommended authorizing the General Manager to execute the agreement with the United States Geological Survey to provide cooperative investigation of the water resources within the District for Water Year 2023 for an amount not-to-exceed \$17,500. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

18. Consider Funding Upgrade to Six Carmel River Monitoring Stations and Current Meters

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize the purchase of equipment to upgrade the Carmel River Basin water level and stream gage network equipment in the amount not-to-exceed \$62,000. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

19. Authorize Funds to Contract for District Engineer

On a motion by Edwards and second by Anderson, the Administrative Committee recommended that the Board authorize the expenditure of funds to hire retired annuitant for up to 960 hours of work from July 1, 2022 through June 30, 2023. The motion was approved on a roll call vote of 3 – 0 by Edwards, Anderson, and Paull.

20. Consider Adding the Position of Administrative Assistant to the District's Organization Chart

On a motion by Edwards and second by Paull, the Administrative Committee recommended that the Board authorize staff to add the Administrative Assistant position to District's current organization chart and associated salary range. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

21. Consider Approval of Amendment No. 6 to Agreement with Regional Government Services Authority for Management and Administrative Services

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board authorize the General Manager or the Administrative Services Manager/CFO to execute Amendment No. 6 to existing Agreement with RGS to provide management and administrative services for an amount not-to-exceed \$35,000. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

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

On a motion by Paull and second by Edwards, the Administrative Committee recommended authorizing the General Manager or the Administrative Services Manager/CFO to enter into an agreement with Lynx Technologies to provide Geographic Information System Services for an amount not-to-exceed \$35,000. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

23. Authorize Expenditure for Software Maintenance Agreements / Purchase

On a motion by Anderson and second by Paull, the Administrative Committee recommended the Board approve expenditures in the amount of \$152,400 to continue with annual software maintenance as shown in the table below. The motion was approved on a roll call vote of 3 – 0 by Anderson, Paull, and Edwards.

Product	Price
ESRI ArcGIS (District Wide)	11,500
Latitude Geographics Geo Cortex (District Wide)	6,000
Adobe Renewal (District Wide)	8,000
Anti-Virus (District Wide)	4,000
Office 365 Renewal (District Wide)	12,000
DocuWare (Financial/HR)	20,200
Tyler Technologies (Financial/HR)	30,800
GovInvest (Financial/HR)	7,500
Accela Support (Water Demand)	36,900
CaseWare Reporting (Financial)	9,500
Kisters North America (Hydrological)	6,000
TOTAL	\$152,400

24. Consider Adoption of Resolution 2022-18 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges

On a motion by Paull and second by Edwards, the Administrative Committee recommended that the Board adopt Resolution 2022-18 and authorize the County of Monterey for collection of Water Supply Charge on the property tax bill. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

25. Consider Adoption of Resolution 2022-19 Establishing Article XIII(B) Fiscal Year 2022-23 Appropriations Limit

On a motion by Paull and second by Edwards, the Administrative Committee recommended the Board adopt Resolution 2022-19 establishing an Appropriations Limit for Fiscal Year 2022-2023 in the amount of \$2,065,326. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

26. Consider Adoption of Treasurer's Report for April 2022

On a motion by Edwards and second by Paull, the Administrative Committee recommended the Board adopt the April 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 Edwards, Paull, and Anderson.

27. 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.

28. 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.

29. Review Draft June 20, 2022 Special and Regular Board Meeting Agenda

General Manager David Stoldt reviewed the agenda with the Committee and stated there would be no closed session on June 20. He reported a special meeting/closed session would be conducted on July 8. No additional changes were made to the agenda.

Suggest Items to be Placed on Future Agendas

None

Adjournment

The meeting adjourned at 4:15 PM.

/ s/ Sara Reyes

Sara Reyes, Sr. Office Specialist

Reviewed and Approved by the MPWMD Finance and Administration Committee on July 11, 2022

Received by the MPWMD Board of Directors on July 18, 2022