



Final 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.

/s/ Sara Reyes

Sr. Office Specialist and Clerk to the MPWMD Administrative Committee

Approved by the MPWMD Administrative Committee on June 13, 2022

Received by the MPWMD Board of Director's on June 20, 2022