



FINAL MINUTES
Monterey Peninsula Water Management District
Administrative Committee
October 11, 2021

*Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20,
the meeting was conducted with virtual participation via Zoom.*

Call to Order

The virtual meeting was called to order at 2:02 PM via Zoom.

Committee members present: Karen Paull, Chair
Amy Anderson
Safwat Malek

Committee members absent: None

District staff members present: Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Jonathan Lear, Water Resources Manager
Stephanie Locke, Water Demand Manager
Larry Hampson, District Engineer
Sara Reyes, Sr. Office Specialist

Staff members absent: David Stoldt, General Manager

District Counsel present: Fran Farina with De Lay and Laredo

Additions / Corrections to Agenda: None

Comments from the Public: None

Items on Board Agenda for October 18, 2021

- 1. Consider Adoption of September 13, 2021 Committee Meeting Minutes**
On a motion by Paull and second by Malek, the minutes of the September 13, 2021, meeting were approved on a roll call vote of 3 – 0 by Anderson, Malek and Paull.
- 2. Consider Adoption of Resolution No. 2021-17 – Amending Fees and Charges Table – Rule 60**
On a motion by Malek and second by Anderson, the committee voted to recommend that the Board adopt Resolution 2021-17. A Resolution of the Board of Directors of the Monterey Peninsula Water Management District, Amending Rule 60, Fees and Charges Table. The motion was approved by a roll call vote of 3 – 0 by Paull, Anderson and Malek.
- 3. Consider Adding the Position of Human Resources Coordinator/Contract Specialist to the District's Organization Chart**

On a motion by Paull and second by Anderson, the committee voted to recommend that the Board authorize staff to add the Human Resources Coordinator/Contract Specialist position to the District's current organization chart and associated salary range. The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.

4. Consider Converting the Hydrography Program Coordinator Position to an Associate Hydrologist Position that can be Filled at the Assistant Hydrologist Level

On a motion by Paull and second by Malek, the committee voted to recommend that the Board recommend that the General Manager convert the Hydrology Technician Position to either an Assistant Hydrologist Position at Range 30 or an Associate Hydrologist at Range 37 to be determined by applicant pool. The motion was approved by a roll call vote of 3 – 0 by Anderson, Paull and Malek.

5. Consider Expenditure of Funds for the Manufacture and Supply of Five Fiberglass Reinforced Tanks for the Sleepy Hollow Steelhead Rearing Facility

On a motion by Anderson and second by Paull, the committee voted to recommend that the Board authorize the General Manager to enter into a contract with Reiff Manufacturing for procurement and delivery of five FRP tanks in an amount not-to-exceed \$43,477.12 and approve a contingency of approximately \$4,523 for unforeseen circumstances. The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.

6. Consider Allocating Funds to Purchase a Portable Sonic Flow Meter to Support ASR and Sleepy Hollow Operations and Water Rights Reporting

On a motion by Anderson and second by Paull, the committee voted to recommend that the Board authorize the General Manager to allocate funds up to \$5,000 to purchase a sonic flow meter to support Water Rights and Statement of Use reporting to the State Water Resources Control Board. The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.

7. Consider Recommending Approval of the Watermaster Master Service Agreement

On a motion by Malek and second by Anderson, the committee voted to recommend that the Board approve the Watermaster Amended Master Services Agreement between MPWMD and the Watermaster for Hydrologic Monitoring and Database Services. The motion was approved by a roll call vote of 3 – 0 by Paull, Anderson and Malek.

8. Consider Adoption of Treasurer's Report for July 2021

On a motion by Paull and second by Anderson, the committee voted to recommend that the Board adopt the July 2021 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The motion was approved by a roll call vote of 3 – 0 by Malek, Paull and Anderson.

9. 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.

10. 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.

11. Review Draft October 18, 2021 Board Meeting Agenda

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

Suggest Items to be Placed on Future Agendas

KP – for Dec Admin committee meeting, “process to use for next GM evaluation”

Adjournment

The meeting adjourned at 3:20 PM.

/s/ Sara Reyes, Sr. Office Specialist

Clerk to the MPMWD Administrative Committee

Approved by the MPWMD Administrative Committee on Monday, November 8, 2021

Received by the MPWMD Board of Director’s at their meeting on Monday, November 15, 2021

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