

This meeting has been noticed according to the Brown Act rules. This agenda was posted on Friday, April 7, 2023.



AGENDA
**Finance and Administration Committee
of the Monterey Peninsula Water Management District**

Monday, April 10, 2023 at 2:00 PM [PST]

Meeting Location: Main Conference Room
Monterey Peninsula Water Management District
5 Harris Court, Building G, Monterey, CA 93940
[Hybrid: In-Person and via Zoom]

To join via Zoom-Teleconferencing, please click the link below:

<https://mpwmd-net.zoom.us/j/87134665768?pwd=T0hncTl6azlzMEZaaHNCbUVDcndjUT09>

Or join at: <https://zoom.us/>

Webinar ID: 871 3466 5768

Meeting password: 04102023

Participate by phone: (669) 900-9128

For detailed instructions on connecting to the Zoom meeting, please see page 2 of this agenda.

**Finance and
Administration**

Committee Members:

Amy Anderson – Chair
Alvin Edwards
Marc Eisenhart

Alternate:

George Riley

Staff Contact:

Suresh Prasad
Sara Reyes

Mission Statement

Sustainably manage and augment the water resources of the Monterey Peninsula to meet the needs of its residents and businesses while protecting, restoring, and enhancing its natural and human environments.

Vision Statement

Model ethical, responsible, and responsive governance in pursuit of our mission.

Call to Order / Roll Call

Additions / Corrections to Agenda

Comments from Public – *The public may comment on any item within the District's jurisdiction. Please limit your comments to three minutes in length.*

Action Items – *Public comment will be received. Please limit your comments to three (3) minutes per item.*

1. Consider Adoption of March 13, 2023 Committee Meeting Minutes
2. Consider Recommendation to Authorize the General Manager to Enter Into a Contract with Schaaf & Wheeler to Provide Drawing Support Services
3. Consider Expenditure of Budgeted Funds for Water Conservation Equipment

Discussion/Other Items - *Public comment will be received. Please limit your comments to three (3) minutes per item.*

4. Review Draft April 17, 2023 Special and Regular Board Meeting Agenda

Suggest Items to be Placed on Future Agendas

Adjournment

The Board's Goals and Objectives are available online at:
<https://www.mpwmd.net/who-we-are/mission-vision-goals/bod-goals/>

Accessibility

In accordance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), 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 send a description of the requested materials and preferred alternative format or auxiliary aid or service at least 48 hours prior to the scheduled meeting date/time. Requests should be forwarded to: (1) Sara Reyes by e-mail at sara@mpwmd.net or at (831) 658-5610; and; and (2) Joel G. Pablo by e-mail at joel@mpwmd.net, or at (831) 658-5652.

Provide Public Comment at the Meeting

Attend via Zoom (For detailed instructions, please see "Instructions for Connecting to the Zoom Meeting" below.)

- (a) Computer Audio Connection: Select the "raised hand" icon. When you are called on to speak, you may identify yourself for the record.
- (b) Phone audio connection **with** computer to view meeting: Select the "raised hand" icon. When you are called on to speak, dial *6 to unmute and you may identify yourself for the record.
- (c) Phone audio connection only: Press *9. Wait for the clerk to unmute your phone and you may identify yourself for the record and provide your comment. Press *9 to end the call.

Submission of Public Comment via E-mail

Send comments to comments@mpwmd.net with one of the following subject lines "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT – ORAL COMMUNICATIONS." Staff will forward correspondence received to the Board. Correspondence is not read during public comment portion of the meeting. However, all written public comment received becomes part of the official record of the meeting and placed on the District's website as part of the agenda packet for the meeting.

Submission of Written Public Comment

All documents submitted by the public must have no less than six (6) copies to be received and distributed by the **Clerk** prior to the Meeting. [Applies to only In-Person or Hybrid Committee Meetings]

Document Distribution

In accordance with Government Code §54957.5, any materials of public record relating to an agenda item for a meeting of a legislative body that are provided to a majority of the members less than 72 hours before the meeting will be made available at the District Office, 5 Harris Court, Building G., Monterey, CA, during normal business hours. Materials of public record that are distributed during the meeting shall be made available for public inspection at the meeting if prepared by the Board or a member of its legislative/advisory body, or the next business day after the meeting if prepared by some other person

Instructions for Connecting to the Zoom Meeting

NOTE: If you have not used Zoom previously, when you begin connecting to the meeting you may be asked to download the app. If you do not have a computer, you can participate by phone.

Begin: Within 10 minutes of the meeting start time from your computer click on this link <https://mpwmd-net.zoom.us/j/87134665768?pwd=T0hncTl6azlzMEZaaHNCbUVDcndjUT09> or paste the link into your browser.

DETERMINE WHICH DEVICE YOU WILL BE USING
(PROCEED WITH ONE OF THE FOLLOWING INSTRUCTIONS)

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: <https://www.zoom.us>
2. Hit the enter key
3. At the top right-hand corner, click on “Join a Meeting”
4. Where it says “Meeting ID”, type in the Meeting ID# above and click “Join Meeting”
5. Your computer will begin downloading the Zoom application. Once downloaded, click “Run” and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).
6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO

1. If you have built in computer audio settings or external video settings – please click “Test Speaker and Microphone”.
2. The client will first ask “Do you hear a ringtone?” •If no, please select “Join Audio by Phone”.
•If yes, proceed with the next question:
3. The client will then ask “Speak and pause, do you hear a replay?” •If no, please select “Join Audio by Phone”
•If yes, please proceed by clicking “Join with Computer Audio”

PHONE CALL

1. If you do not have built in computer audio settings or external video settings – please click “Phone Call”
2. Dial one of the numbers listed below using a phone. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
3. Once connected, it will ask you to enter the Webinar ID No. and press the pound key.
4. It will then ask you to enter your participant ID number and press the pound key.
5. You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

1. Download the Zoom application through the Apple Store or Google Play Store (the application is free).
2. Once download is complete, open the Zoom app.
3. Tap “Join a Meeting”
4. Enter the Meeting ID number
5. Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
6. Tap “Join Meeting”
7. Tap “Join Audio” on the bottom left hand corner of your device
8. You may select either ONE of two options: “Call via Device Audio” or “Dial in”

DIAL IN

1. If you select “Dial in”, you will be prompted to select a toll-free number to call into.
2. You may select any of the numbers listed below:

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
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+1 346-248-7799 (Chicago, IL)

+1 301-715-8592 (New York, NY)

+1 312-626-6799 (Seattle, WA)

+1 646-558-8656 (Maryland)

3. The phone will automatically dial the number and input the Webinar Meeting ID No. and your Password.
4. Do not hang up the call, and return to the Zoom app
5. You are now connected to the meeting.

Refer to the Meeting Rules of the Monterey Peninsula Water Management District (Revised August 2022) at
<https://www.mpwmd.net/who-we-are/board-of-directors/meeting-rules-of-the-mpwmd/>

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FINANCE AND ADMINISTRATION COMMITTEE**ITEM: ACTION ITEM****1. CONSIDER ADOPTION OF MARCH 13, 2023, COMMITTEE MEETING MINUTES****Meeting Date: April 10, 2023****From: David J. Stoldt,
General Manager****Prepared By: Sara Reyes**

SUMMARY: Draft minutes of the March 13, 2023, Finance and Administration Committee meeting are attached as **Exhibit 1-A**.

RECOMMENDATION: The Finance and Administration Committee should review the minutes and adopt them by motion.

EXHIBIT**1-A Draft Minutes of March 13, 2023 Committee Meeting**



EXHIBIT 1-A

DRAFT MINUTES

Monterey Peninsula Water Management District Finance and Administration Committee March 13, 2023

Meeting Location: District Office, Main Conference Room
5 Harris Court, Building G., Monterey, CA 93940
(Hybrid: Meeting Held In-Person and via Zoom – Teleconferencing means)

Call to Order

The meeting was called to order at 2:00 PM

Committee members present: Amy Anderson, Chair
Alvin Edwards
Marc Eisenhart

Committee members absent: None

District staff members present: David Stoldt, General Manager
Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Jonathan Lear, Water Resources Manager
Maureen Hamilton, Sr. Water Resources Engineer
Thomas Christensen, Environmental Resources Manager
Larry Hampson, District Engineer/Project Manager
Joel Pablo, Board Clerk/Executive Assistant
Sara Reyes, Sr. Office Specialist

District Counsel present: David C. Laredo with De Lay and Laredo

Additions / Corrections to Agenda:

Due to the need for immediate consideration by the Board for matters that arose after the posting of published agenda and as provided by Government Code Sections 54954.2 of the California Government Code, the Board is being asked to make the following addition:

Add Action Item No. 4.1 – Consider Approval of Additional Contingency Funds for the Sleepy Hollow Steelhead Rearing Facility Rearing Channel Rehabilitation Project

Comments from the Public: None

Items on the March 20, 2023 Special and Regular Board Meeting Agenda

1. Consider Adoption of February 6, 2023 Committee Meeting Minutes

On a motion by Eisenhart and second by Edwards, the minutes of the February 6, 2023 meeting were approved on a roll call vote of 3 – 0 by Edwards, Eisenhart and Anderson.

2. Consider Authorizing the General manager to Enter into a Contract with Montgomery and Associates to Provide a Tularcitos ASR Feasibility Study

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended the Board authorize the General Manager to enter a contract with Montgomery and Associates to provide a Tularcitos ASR Feasibility Study to the District for an amount not-to-exceed \$119,200. The motion was approved on a roll call vote of 3 – 0 by Edwards, Eisenhart and Anderson.

3. Declaration of Surplus Assets

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board declare the items listed on Exhibit 3-A 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 Edwards, Eisenhart and Anderson.

4. Consider Adoption of Treasurer's Report for January 2023

The committee received and discussed this item. No action was taken by the committee.

4.1 Consider Approval of Additional Contingency Funds for the Sleepy Hollow Steelhead Rearing Facility Rearing Channel Rehabilitation Project

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board authorize an additional \$100,000 in contingency funds for Sleepy Hollow Steelhead Rearing Facility Rehabilitation Project (Rehab Project) and provide an update as to the current condition of the Facility to the committee at the April 10 , 2023 Finance and Administration Committee. The motion was approved on a roll call vote of 3 – 0 by Eisenhart, Edwards and Anderson.

5. 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.

6. 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.

7. Review Draft February 13, 2023 Regular Board Meeting Agenda

General Manager Stoldt provided an overview of the agenda and noted Items 3 and 6 would be removed from the Consent Calendar and added as Action Items. The committee made no other changes to the agenda.

Suggest Items to be Placed on Future Agendas

Director Eisenhart directed questions to General Manager Stoldt: 1) What are some of the impacts to the District with Judge Panetta's ruling; 2) Is an Access Road Agreement with California American Water something that can be achieved; and 3) can the committee receive and update on the rehabilitation project at the next meeting?

Adjournment

The meeting adjourned at 3:23 PM.

FINANCE AND ADMINISTRATION COMMITTEE

ITEM: ACTION ITEM

2. CONSIDER RECOMMENDATION TO AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH SCHAAF & WHEELER TO PROVIDE DRAWING SUPPORT SERVICES

Meeting Date:	April 10, 2023	Budgeted:	Yes
From:	Dave Stoldt General Manager	Program/ Line Item No.:	1-2-1-A5/ 35-04-786004
Prepared By:	Maureen Hamilton	Cost Estimate:	\$30,000

General Counsel Approval: N/A

Committee Recommendation: The Finance and Administration Committee reviewed this item on April 10, 2023 and recommended _____.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: The ASR sites were developed over 25 years. Multiple projects had overlapping design and construction schedules. MPWMD needs to update the last major construction drawings with other projects' red-line and excavation data. Accurate drawings reduce risk and mitigate cost associated with unforeseen circumstances. MPWMD and our current consultants do not have AutoCAD expertise; this request is to hire an AutoCAD consultant.

The requested work includes gaining familiarity with our existing drawing sets, and incorporating project updates and excavation data. Work will be conducted on a time and materials basis not to exceed \$30,000. The contract will evolve to an as-needed basis once the master drawing set is complete.

A Request for Proposals yielded three proposals, Schaaf & Wheeler (SW) was selected as the most qualified consultant. SW is located in Salinas and has provided civil design services for multiple projects including Pure Water Monterey Injection Wellfield and Marina Coast Water District's Regional Urban Water Augmentation Program.

RECOMMENDATION: The Finance and Administration Committee should recommend that the Board authorize the General Manager to enter into a contract with Schaaf & Wheeler to provide drawing support services to MPWMD for an amount not to exceed \$30,000.

EXHIBIT

2-A Draft Agreement between the District and Schaaf & Wheeler

**AGREEMENT BETWEEN THE
MONTEREY PENINSULA WATER MANAGEMENT DISTRICT AND
SCHAAF & WHEELER
FOR PROFESSIONAL SERVICES TO PROVIDE DRAWING SERVICES**

THIS AGREEMENT is entered into this _____ day of April, 2023, by and between Schaaf & Wheeler, hereinafter called "Consultant," and the Monterey Peninsula Water Management District, hereinafter called "MPWMD".

SECTION I - SCOPE OF SERVICES

MPWMD hereby engages Consultant for services as set forth in **Exhibit A**, Scope of Work.

SECTION II TIME OF PERFORMANCE

Consultant shall begin work upon the effective date of this Agreement and shall complete all tasks described herein according to the schedule shown in **Exhibit B**, Work Schedule, and consistent with the professional skill and care ordinarily provided by engineering professionals practicing in the State of California under the same or similar circumstances.

SECTION III COMPENSATION

A. FEE SCHEDULE

Fees payable to Consultant for services specified herein shall be in accordance with the Budget and Fee Schedule in **Exhibit C**.

B. METHOD OF PAYMENT

Payment of fees shall be based on work completed, as documented in monthly billings submitted by Consultant. Monthly billings shall include previously invoiced total, current invoice amount, and remaining budget. Work reports shall be rendered in accordance with the schedule shown in **Exhibit B**, Work Schedule.

Payments are due and payable within thirty (30) days after receipt of each invoice subject to a finding by MPWMD that work performed has been satisfactory and that payment is for the work specified in **Exhibit A**, Scope of Work. Where MPWMD finds the work to be unsatisfactory, MPWMD shall describe deficiencies in writing to Consultant within ten (10) days.

The final invoice for work performed shall be submitted not later than sixty (60) days following notification by MPWMD of completion of such work. The final invoice shall be paid not later than thirty (30) days after receipt of the final invoice.

C. MAXIMUM PAYMENT

Payments to Consultant for services rendered and expenses incurred under this Agreement **shall not exceed \$30,000.**

D. LATE PERFORMANCE PENALTY

With respect to the work within its direct control, in the event Consultant is unable to perform satisfactory work consistent with the professional skill and care ordinarily provided by professionals practicing in the State of California under the same or similar circumstances within thirty (30) calendar days of the date such work is due pursuant to **Exhibit B**, Work Schedule, MPWMD may, in its discretion, withhold an additional five percent (5%) of the fees which would otherwise be payable pursuant to the fee schedule set forth in Exhibit B. This amount may be increased to a maximum of 10% after sixty (60) calendar days of the date such work is due.

Consultant shall not be responsible for delays to the Schedule due to actions outside of its immediate control. Delays due to lack of performance by other parties shall be documented and the Schedule adjusted to reflect the length of the delay incurred

SECTION IV INSPECTION OF WORK

The books, papers, records and accounts of Consultant or any subconsultants retained by Consultant insofar as they relate to charges for services, or are in any way connected with the work herein contemplated, shall be open at all reasonable times to inspection and audit by the agents and authorized representatives of MPWMD. Said records shall be retained for a minimum of five (5) years after completion of services.

SECTION V OWNERSHIP OF PROJECT REPORT AND EQUIPMENT PURCHASED

All original documents, explanations of methods, maps, tables, computer programs, reports and other documents prepared under this Agreement and equipment purchased specifically for the project shall become the exclusive property of MPWMD.

Digital data used to generate tables, figures, diagrams, images, Geographical Information System (GIS), and Computer Aided Design (CAD) drawings shall be considered separate deliverables and shall be provided in the application's native format to MPWMD after acceptance by MPWMD of the final work product(s). Portable Document Format (PDF) files shall be delivered in a searchable format.

AutoCAD drawings shall be delivered in Portable Document Format (PDF). AutoCAD drawings in native format and compatible with AutoCAD LT shall be delivered upon MPWMD request.

Consultant may retain copies for Consultant's own use.

SECTION VI RESPONSIBILITIES

- A. Consultant represents that Consultant has or will secure at Consultant's own expense all personnel, materials, and related services required to perform the services under this Agreement. Consultant shall act as an independent consultant and not as an agent or employee of MPWMD. Consultant shall have exclusive and complete control over Consultant's employees and subcontractors, and shall determine the method of performing the services hereunder.
- B. Upon request, MPWMD shall provide Consultant with all relevant data and studies in its possession without charge. Consultant represents that Consultant is familiar with such materials provided by MPWMD and that they are sufficient to discharge MPWMD's obligation hereunder.
- C. MPWMD shall coordinate and arrange for all meetings required to be held with other agencies or persons hereunder, unless otherwise specified in **Exhibit A**, Scope of Services.
- D. Consultant shall be responsible for the reproduction of work produced by Consultant hereunder.
- E. The officers, agents, and employees of MPWMD shall cooperate with Consultant in the performance of services under this agreement without charge to Consultant. Consultant agrees to use such services insofar as feasible in order to effectively discharge Consultant's obligations hereunder and further agrees to cooperate with MPWMD's officers, agents and employees.
- F. The Consultant agrees to indemnify, defend and save harmless MPWMD, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all consultants, subcontractors, material men, laborers and any other person, firm or corporation who may be injured or damaged by the negligent acts, errors, and/or omissions of the Consultant, Consultant's employees, or Consultant's subcontractors or subconsultants in the performance of this Agreement.
- G. The Consultant agrees to maintain backup files of work performed such that MPWMD drawings are secure and up-to-date.

SECTION VII INSURANCE

- A. Consultant shall obtain and keep insurance policies in full force and effect as shown in **Exhibit D**, Insurance Requirements.
- B. Consultant shall provide photocopies of Consultant's current Automobile insurance policy [or policies], including endorsements thereto, or current certificates of insurance in lieu thereof, to MPWMD.

- C. Consultant shall require any subcontractor to provide evidence of the same insurance coverages specified in VII.A.
- D. Consultant shall provide notice to MPWMD of any cancellation or material change in insurance coverage where MPWMD has been named as additional insured, such notice to be delivered to the MPWMD in accord with Section XV of this Agreement at least ten (10) days before the effective date of such change or cancellation of insurance.
- E. Evidence acceptable to MPWMD that Consultant has complied with the provisions of this Section VII shall be provided to the MPWMD, prior to commencement of work under this Agreement.
- F. All policies carried by the Consultant shall provide primary coverage instead of any and all other policies that may be in force. MPWMD shall not be responsible for any premium due for the insurance coverages specified in this Agreement.

SECTION VIII CHANGES AND CHANGED CONDITIONS

- A. If, during the course of the work herein contemplated, the need to change the Scope of Work or the Work Schedule should arise, for whatever reasons, whichever party first identifies such need to change shall notify the other party in writing. The representatives of the parties shall meet within seven (7) working days of the date of such notice to discuss the need for change so identified and to set the proposed action to be taken by the parties. A change in the Scope of Work may also result in a change in the compensation amount. Compensation changes shall be based upon the Consultant Budget and Fee Schedule (**Exhibit C**) attached hereto. Any changes agreed to shall be documented by duly executed amendments to this Agreement.
- B. MPWMD reserves the right to specify individual employees, subcontractors or agents of Consultant who shall be assigned to perform the tasks specified in **Exhibit A**, Scope of Services. If, during the course of the work herein contemplated, there is a change such that the specified individual employees, subcontractors or agents are no longer assigned to the work described in this contract and/or are no longer affiliated with Consultant, Consultant shall immediately notify MPWMD in writing. Consultant shall assign the rights to this contract to another entity, if requested by MPWMD, as part of termination proceedings pursuant to Section IX, Termination.

SECTION IX TERMINATION

- A. MPWMD may terminate Consultant's services at any time by written notice to Consultant at least thirty (30) days prior to such termination. Upon receipt of written notice from MPWMD that this Agreement is terminated, Consultant shall submit an invoice for an amount that represents the value of services actually performed to the date of said notice for which Consultant has not previously been compensated. Upon approval of this invoice by MPWMD, Consultant shall be paid from the sum found due after having applied the provisions of Section III, Paragraph (D) of this Agreement, "Late Performance Penalty,"

where applicable, and MPWMD shall have no further obligation to Consultant, monetarily or otherwise.

- B. Upon receipt of written notice of termination, the Consultant shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver or otherwise make available to MPWMD, copies, including magnetic media, of data, design calculations, drawings, specifications, reports, estimates, summaries and other such information and materials as may have been accumulated by the Consultant in performing the services under this Agreement.

SECTION X SUB-CONTRACTING AND ASSIGNABILITY

Consultant shall not sub-contract any portion of the work required by this Agreement nor otherwise assign or transfer any interest in it without prior written approval of MPWMD. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

SECTION XI DISCRIMINATION AND FAIR EMPLOYMENT

Attention is directed to Section 1735 of the California Labor Code, which reads as follows:

“No discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons, except as provided in Section 12940 of the government code and every Consultant for public works violating this section is subject to all penalties imposed by a violation of this chapter.”

During the performance of this Agreement, Consultant and its contractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Consultant and its contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and its contractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

SECTION XII INTEREST OF CONSULTANT

Consultant covenants that Consultant presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement.

SECTION XIII CONTINGENT FEES

Consultant warrants that Consultant has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement, and that Consultant has not paid or agreed to pay any company, or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gifts, or other consideration, contingent upon or resulting from the award or making of this Agreement. For breach of violation of this warranty, MPWMD shall have the right to annul this Agreement without liability or at its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage, gift or contingent fee.

SECTION XIV DISPUTES

In the event of a dispute arising out of the performance of this Agreement either party shall, as soon as a conflict is identified, submit a written statement of the conflict to the other party. Within five (5) working days of receipt of such a statement of conflict, the second party will respond and a meeting will be arranged not more than five (5) working days thereafter to arrive at a negotiated settlement or procedure for settlement. If, within twenty (20) working days from the initial filing of a statement of conflict an agreement cannot be reached, it is agreed that the dispute may be resolved in a court of law competent to hear this matter. This Agreement shall be construed in accord with California law and it is agreed that venue shall be in the County of Monterey. The prevailing party shall be awarded costs of suit, and attorneys' fees.

SECTION XV NOTICES

All communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at its respective address, as follows:

MPWMD: Maureen Hamilton
 Monterey Peninsula Water Management District
 5 Harris Court, Building G
 or
 P. O. Box 85
 Monterey, CA 93942-0085

CONSULTANT: Andrew Sterbenz
 Schaaf & Wheeler
 3 Quail Run Circle, Ste 100
 Salinas, CA 93907

SECTION XVI AMENDMENTS

This Agreement together with **Exhibits A, B, C and D** sets forth the entire understanding of the parties with respect to the subject matter herein. There are no other agreements expressed or implied, oral or written, except as set forth herein. This Agreement may not be amended except upon written amendment, executed by both parties hereto.

SECTION XVII ATTACHMENTS

The following exhibits attached hereto and referred to in the preceding sections are, by reference, incorporated herein and made an integral part of this Agreement:

Exhibit A. Scope of Work

Exhibit B. Work Schedule

Exhibit C. Budget and Fee Schedule

Exhibit D. Insurance Requirements

Exhibit E. Drug Free Workplace Certification

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective as of the day and year first above written.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

_____ **Date** _____

BY: David J. Stoldt, General Manager

CONSULTANT

_____ **Date** _____

BY:

FEDERAL TAX IDENTIFICATION NUMBER:

EXHIBIT A – SCOPE OF WORK

The overall approach to the work includes, but is not limited to:

- Review existing dwg file and MPWMD-requested drawing updates,
- incorporate pdf and hand drawings to AutoCAD drawings,
- streamline and clean up drawings for consistency.

Work must be performed using the latest version of AutoCAD. AutoCAD 3D is not required but may be desirable in the future.

Tasks to achieve the scope of work include:

1. Drawing Update Request
 - a. MPWMD will select a drawing and provide a written description of requested changes.
 - b. MPWMD will convey the dwg file, additional drawings if any, and the description to Consultant.
 - c. Consultant will review the drawing and requested change description.
 - Naming convention
 - Layers
 - Blocks/Symbols
 - Title block
 - Print layouts
 - d. MPWMD and Consultant will meet remotely to discuss any concerns.
2. Consultant updates drawing.
 - MPWMD reviews and accepts drawing.

EXHIBIT B – BUDGET AND FEE SCHEDULE

The fee for the Scope of Work shall not exceed \$30,000 and be billed according to the following fee schedule:

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

4699 Old Ironsides Dr., Suite 350
Santa Clara, CA 95054-1860
408-246-4848

Hourly Charge Rate Schedule

Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

Current rates by classification are listed below:

<u>Classification</u>	<u>Rate/Hr</u>	<u>Classification</u>	<u>Rate/Hr</u>
Principal Project Manager	\$275	Construction Manager	\$250
Senior Project Manager	\$250	Senior Resident Engineer	\$235
Senior Engineer	\$235	Resident Engineer	\$210
Associate Engineer	\$210	Assistant Resident Engineer	\$190
Assistant Engineer	\$195		
Junior Engineer	\$185		
Designer	\$175		
GIS Analyst	\$175		
Technician	\$160		
Engineering Trainee	\$135		

Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$400 per hour. Court or deposition time as an expert witness is charged at \$500 per hour.

Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/23

Estimated Level of Effort for Drafting Tasks

Our estimated level of effort by drawing type is listed below. Effort will vary depending on the complexity of the drawing being modified.

Case 1: Revise existing drawing from AutoCAD file.

1. Replace and populate drawing frame
2. Update linework.
3. QC review

Typical Effort: 4-hours by Designer, 0.5-hours by Project Manager

Case 2: Revise existing drawing from image file.

1. Replace and populate drawing frame
2. Import image to AutoCAD and recreate linework
3. Update linework.
4. QC review

Typical Effort: 8-hours by Designer, 1-hour by Project Manager

Case 3: Create new drawing in AutoCAD.

1. Populate drawing frame
2. Draft the linework.
3. QC review

Typical Effort: 16-hours by Designer, 1-hour by Project Manager

EXHIBIT C – WORK SCHEDULE

Tasks 1c will be complete within 2 weeks of Task 1b completion.

Task 2 completion timing will depend on the scope of the drawing change, and will be negotiated during the Task 1 phase.

EXHIBIT D – INSURANCE REQUIREMENTS

- I. Subgrantee shall provide evidence of valid and collectible insurance carried for those exposures indicated by an "X".
 - A. X Professional Liability Errors & Omissions
 - B. X Workers Compensation and Employers Liability
 - C. X Automobile Liability - "Any Auto - Symbol 1"
 - D. X Comprehensive General Liability, including Bodily Injury,
Property Damage and Personal Injury
 - E. Owners & Contractors Protective
 - F. Protection & Indemnity (Marine/Aviation)

- II. The minimum limit of protection provided by insurance policies for each of the coverages listed above shall be not less than \$2,000,000. The procurement and maintenance by the Subgrantee of the policies required to be obtained and maintained by Subgrantee under this Agreement shall not relieve or satisfy Subgrantee's obligation to indemnify, defend and save harmless the District.

- III. Evidence of insurance carried shall be Certificates of Insurance for the current policies. The District shall be listed as a certificate holder on the Subgrantee's Comprehensive General Liability insurance policy and the policy must be endorsed to provide a 60-day prior written notice of cancellation.

- IV. The District requires that all Subgrantees carry a commercial liability policy written on a broad comprehensive general liability form.
 - A. Such protection is to include coverage for the following hazards, indicated by an "X":
 1. X Premises and Operations
 2. X Products and Completed Operations
 3. Explosion Collapse and Underground
 4. X Broad Form Blanket Contractual
 5. X Broad Form Property Damage
 6. X Personal Injury, A, B & C
 7. X Employees named as Persons Insured
 8. X Protective and/or Contingent Liability (O&CP)

 - B. The "Persons Insured" provision on each comprehensive general liability policy shall include as an insured the "Monterey Peninsula Water Management District, its officers, directors, agents and employees."

 - C. This policy shall contain a severability of interest clause or similar language to the following:

"The insurance afforded applies separately to each insured against whom claim is made or suit is brought including claims made or suits brought by any persons included within the persons insured provision of the insurance against any other such person or organization."

- D. All policies shall contain a provision that the insurance company shall give the District at least thirty (30) days prior written notice mailed to the address shown below prior to any cancellation, lapse or non-renewal. The 30-day written notice must be shown on all certificates of insurance.
 - E. Certificates of Insurance for the current policies shall be delivered by the Subgrantee to the Risk Manager for the District as verification that terms A, B, C and D have been met.
- V. All insurance correspondence, certificates, binders, etc., shall be mailed to:
- Monterey Peninsula Water Management District
Attn: Administrative Services Manager
5 Harris Court, Building G
P.O. Box 85
Monterey, CA 93942-0085
- VI. All policies carried by the Subgrantee shall be primary coverage to any and all other policies that may be in force. The District shall not be responsible for payment of premiums due as a result of compliance with the terms and conditions of the insurance requirements.
 - VII. All such policies of insurance shall be issued by domestic United States insurance companies with general policy holders' rating of not less than "B" and admitted to do business in the State of California. The policies of insurance so carried shall be carried and maintained throughout the term of this Agreement.

EXHIBIT E – DRUG-FREE WORKPLACE CERTIFICATION

The District is committed to maintaining a work environment free from the influence of alcohol and drugs in keeping with the spirit and intent of the Drug-Free Workplace Acts of 1988 and 1990. Illegal drugs in the workplace are a danger to all of us. They impair health, promote crime, lower productivity and quality, and undermine public confidence in the work we do. The use of any controlled substances is inconsistent with the behavior expected of our employees, contractors, and subcontractors. It subjects all employees, contractors, and subcontractors, as well as visitors to our facilities and work site, to unacceptable safety risks and undermines the District's ability to operate effectively and efficiently. In this connection, any location at which Monterey Peninsula Water Management District business is conducted, whether on District property or at any other site, is declared to be a drug-free workplace. This means that:

1. All employees, contractors, and subcontractors are absolutely prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in District business off our premises. Violation of this policy by contractors or subcontractors could result in termination of the contract for their services.
2. Employees, contractors, and subcontractors have the right to know the dangers of drug abuse in the workplace, the Monterey Peninsula Water Management District's policy about it, and what help is available to combat drug problems.
3. Any employee, contractor, or subcontractor convicted of violating a criminal drug statute in this agency's workplace must inform the District of such conviction (including pleas of guilty and nolo contendere) within five (5) days of its occurrence. Failure to do so by a contractor or subcontractor could result in termination of the contract for their services. By law, the District will notify the federal contracting officer within ten (10) days of receiving any notice of such a conviction.

ALL CONTRACTORS AND SUBCONTRACTORS ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF ENTERING INTO THIS AGREEMENT.

FINANCE AND ADMINISTRATION COMMITTEE

ITEM: ACTION ITEM

3. CONSIDER EXPENDITURE OF BUDGETED FUNDS FOR WATER CONSERVATION EQUIPMENT

Meeting Date:	April 10, 2023	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Conservation Devices 26-05-781187
Prepared By:	Stephanie Locke	Cost Estimate:	\$13,000

General Counsel Approval: N/A

Committee Recommendation: The Finance and Administration Committee reviewed this item on April 10, 2023 and recommended _____.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: The District currently provides water conservation equipment to the public upon request and makes equipment available at various public events and workshops. This equipment includes 1.5 gallons per minute (gpm) showerheads, automatic shut-off hose nozzles, faucet aerators, and other water efficient equipment and devices. In the upcoming months, the District will be involved with local Earth Day events and other outreach efforts and workshops. As part of these activities, staff offers water saving devices to District residents and businesses.

Staff is requesting approval for the expenditure of \$13,000 in budgeted funds to renew the stock of conservation equipment. Staff routinely checks with various vendors to ensure that the District receives the best prices available for the equipment needed.

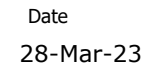
RECOMMENDATION: The Finance and Administration Committee should recommend that the Board approve the spending of \$13,000 to renew the District's stock of water conservation equipment.

IMPACT TO STAFF/RESOURCES: Funds for this expenditure are included in the Fiscal Year 2022-2023 Water Conservation Program budget on line 4-2-2-D.

EXHIBITS

3-A Price Quote provided by AM Conservation Group, Inc.

3-B Estimate provided by Education & Outreach Company



ITEM #	Qty	DESCRIPTION	Price Each	Total
N2915CH	500	1.5 gpm chrome Earth Massage showerhead	\$4.55	2,275.00
N2945CH	200	1.5 gpm chrome Earth Massage handheld showerhead	\$12.34	2,468.00
56731-7B	200	HEAVY DUTY HOSE NOZZLE BLUE	\$4.96	992.00
N3126P-C	200	1.5 TWIST DUAL SPRAY KITCHEN AERATOR	\$2.39	478.00
56731-7G	200	HEAVY DUTY HOSE NOZZLE - GREEN	\$4.96	992.00
SS010-S-RB	135	5-MINUTE SHOWER TIMER - RED	\$1.49	201.15
SS010-S-BL	135	5-MINUTE SHOWER TIMER BLUE	1.59	214.65
MM071-L	150	MOISTURE METER LADYBUG	\$3.79	568.50
MM071-F	150	MOISTURE METER - FROG	\$3.79	568.50
			Sub total	6,773.80
			Freight	659.64
			Total	7,433.44



Estimate

EST-001206

Education & Outreach Company

21 Rockland Park Ave
Tappan, New York 10983

Bill To

Monterey Peninsula Water Management District

PO BOX 85
Monterey, CA 93942

Ship To

Monterey Peninsula Water
Management District
Kyle Smith
5 Harris Ct
Building G
Monterey, CA 93940

Estimate Date : 03/30/2023

Salesperson : Melissa Battaglia

Salesperson Phone : (845) 512-8632
Number :

#	Item & Description	Qty	Rate	Amount
1	Water Saving Playing Cards SKU : ST124 Water Saving Playing Cards	250	3.51	877.50
2	Saving Water in the Kitchen - Cutting Mat SKU : TM052 Saving Water in the Kitchen - Cutting Mat	250	3.60	900.00
3	Shipping & Handling	1	60.00	60.00
Sub Total				1,837.50
CA STATE TAX (6%)				110.25
CA COUNTY TAX (0.25%)				4.59
CA CITY TAX (1.5%)				27.56
CA SPECIAL TAX (0.5%)				9.19
CA SPECIAL TAX (1%)				18.38
Total				\$2,007.47

Prices of all non-customized items reflect 10% savings during the month of March.

This meeting has been noticed according to the Brown Act rules. The Board of Directors meets regularly on the third Monday of each month, except in January and February. The meetings begin at 6:00 PM, *unless otherwise noted.*



Preliminary Draft Agenda

AGENDA

Special and Regular Meeting

Board of Directors

Monterey Peninsula Water Management District

Monday, April 17, 2023 at 5:00 p.m. [PST]

Meeting Location: MPWMD - Main Conference Room
5 Harris Court, Building G, Monterey, CA 93940
[Hybrid: In-Person and via Zoom]

To Join via Zoom- Teleconferencing Means, please click the link below:
<https://mpwmd-net.zoom.us/j/81250697385?pwd=ck1sVDd3YzhvVTA4QnBLSmJlSK0RDQT09>

Or join at: <https://zoom.us/>

Webinar ID: 812 5069 7385

Passcode: 04172023

To Participate by Phone: (669) 900-9128

For detailed instructions on how to connect to the meeting, please see page 5 of this agenda.

This agenda was posted at the District office at 5 Harris Court, Bldg. G, Monterey, California on Thursday, April 13, 2023.

Staff notes will be available on the District web site at

<http://www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/>
by 5:00 P.M. on Thursday, April 13, 2023

CLOSED SESSION AT 5:00 P.M.

CALL TO ORDER / ROLL CALL

Board of Directors

Mary L. Adams, Chair – Monterey County Board of Supervisors Representative
Amy Anderson, Vice Chair – Division 5
Alvin Edwards – Division 1
George Riley – Division 2
Marc Eisenhart – Division 3
Karen Paull – Division 4
Ian Oglesby – Mayoral Representative

General Manager

David J. Stoldt

Mission Statement

Sustainably manage and augment the water resources of the Monterey Peninsula to meet the needs of its residents and businesses while protecting, restoring, and enhancing its natural and human environments.

Vision Statement

Model ethical, responsible, and responsive governance in pursuit of our mission.

Board's Goals and Objectives

Are available online at: <https://www.mpwmd.net/who-we-are/mission-vision-goals/bod-goals/>

ADDITIONS AND CORRECTIONS ON THE CLOSED SESSION AGENDA BY DISTRICT COUNSEL – *District Counsel will announce agenda corrections and proposed additions, which may be acted on by the Directors as provided in Sections 54954.2 of the California Government Code.*

PUBLIC COMMENT ON THE CLOSED SESSION AGENDA – *Members of the public may address the Board on the item or items listed on the Closed Session agenda.*

CLOSED SESSION – *As permitted by Government Code Section 54956.9 et seq., the Board may recess to closed session to consider specific matters dealing with pending or threatened litigation, certain personnel matters or certain property acquisition matters.*

CS 1. *Intentionally Left Blank*

CS 2. *Intentionally Left Blank*

CS 3. *Intentionally Left Blank*

RECESS TO CLOSED SESSION

Any Closed Session Items not completed may be continued to after the end of all open session items.

REGULAR SESSION AT 6:00 P.M.

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS AND CORRECTIONS TO THE AGENDA – *The General Manager will announce agenda corrections and proposed additions, which may be acted on by the Board as provided in Sections 54954.2 of the California Government Code.*

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. Unless noted with double asterisks “**”, Consent Calendar items do not constitute a project as defined by CEQA Guidelines section 15378.*

1. Consider Adoption of Minutes of the Special and Regular Board Meeting on Monday, March 20, 2023; Special Board Meeting on Friday, March 24, 2023; Special Board Meeting on Friday, March 31, 2023; and Special Board Meeting on Monday, April 3, 2023
2. Consider Adoption of Treasurer’s Report for February 2023
3. Receive and File District-Wide Annual Water Distribution System Production Summary Report for Water Year 2022
4. Receive and File District-Wide Annual Water Production Summary Report for Water Year 2022
5. Consider Adoption of 2021-22 MPWMD Mitigation Program Annual Report
6. Consider Recommendation to Authorize the General Manager to Enter into a Contract with Schaaf & Wheeler to Provide Drawing Support Services
7. Consider Expenditure of Budgeted Funds for Water Conservation Equipment
8. Consider Rescinding Board Action on Item No. 14-B Made on Monday, March 20, 2023 and Re-Authorizing the General Manager to Approve Additional Funding for Raftelis in an Amount Not-To-Exceed \$60,000

GENERAL MANAGER'S REPORT

9. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision (*Verbal Report*)

REPORT FROM DISTRICT COUNSEL

10. Update on Pending Litigation
11. Reportable Action from Closed Session on Monday, April 17, 2023

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

12. Oral Reports on Activities of County, Cities, Other Agencies/Committees/Associations

PUBLIC HEARING – *Public Comment will be received. Please limit your comments to three (3) minutes per item.*

- X. *Intentionally Left Blank*

Recommended Action:

ACTION ITEMS – *Public Comment will be received. Please limit your comments to three (3) minutes per item.*

13. Consider Adoption of District Strategic Goals and Objectives for 2023

Recommended Action: *The Board will consider adopting the District's Strategic Goals and Objectives for 2023.*

14. Adopt Resolution 2023 - 06 Rescinding Resolution 2022 – 15 to Move from Stage 2 to Stage 1 Water Conservation

Recommended Action:

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.*

15. Report on Activity/Progress on Contracts Over \$25,000
16. Status Report on Measure J / Rule 19.8 Phase II Spending
17. Letters Received / Sent
18. Committee Reports
19. Monthly Allocation Report
20. Water Conservation Program Report
21. Carmel River Fishery Report for March 2023
22. Monthly Water Supply and California American Water Production Report
[Exempt from environmental review per SWRCB Order Nos. 95-10 and 2016-0016, and the Seaside Basin Groundwater Basin adjudication decision, as amended and Section 15268 of the California Environmental Quality Act (CEQA) Guidelines, as a ministerial project; Exempt from Section 15307, Actions by Regulatory Agencies for Protection of Natural Resources]
23. Quarterly Water Supply and California American Water Production Report
24. Quarterly Water Use Credit Transfer Status Report
25. Quarterly Carmel River Riparian Corridor Management Report

ADJOURNMENT

Board Meeting Schedule			
Monday, May 15, 2023	<i>Regular</i>	6:00 p.m.	Hybrid
Thursday, May 25, 2023	<i>Special - Budget Workshop</i>	6:00 p.m.	Hybrid
Monday, June 20, 2023	<i>Regular- Budget Adoption</i>	6:00 p.m.	Hybrid
<i>Hybrid: In-Person at the District Main Conference Room and via Zoom- Teleconferencing Means.</i>			

Board Meeting Television and On-Line Broadcast Schedule	
Television Broadcast	Viewing Area
Comcast Ch. 24 View live broadcast on meeting dates, and replays on Mondays, Tuesdays and Thursdays at 4:00 p.m.	All Peninsula Cities
Comcast Ch. 28 (Monterey County Government Channel) Replays only at 9:00 a.m. on Saturdays	Throughout the Monterey County Government Television viewing area.
Internet Broadcast	
AMP 1 View live broadcast on meeting dates, and replays on Mondays, Tuesdays, and Thursdays at 4:00 p.m. and at https://accessmediaproductions.org/ scroll to AMP 1 .	
Monterey County Government Channel Replays only at 9:00 a.m. on Saturdays at www.mgtvonline.com	
MPWMD YouTube Page – View live broadcast on meeting dates. Recording/Replays available five (5) days following meeting date - https://www.youtube.com/channel/UCg-2VgzLBmgV8AaSK67BBRg	

Accessibility

In accordance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), 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. Submit requests at least 48 hours prior to the scheduled meeting date/time: (1) Joel G. Pablo, Board Clerk by e-mail at joel@mpwmd.net, or at (831) 658-5652; and (2) Sara Reyes, Sr. Office Specialist by e-mail at sara@mpwmd.net or at (831) 658-5610.

Provide Public Comment at the Meeting

Attend In-Person

The Board meeting will be held in the Main Conference Room at 5 Harris Court, Building, G. Monterey, CA 93942. Please fill out a speaker card for each item you wish to speak on, and place in the speaker card box next to the Board Clerk.

Attend via Zoom ((For detailed instructions, please see “Instructions for Connecting to the Zoom Meeting” below.)

- Computer Audio Connection: Select the “raised hand” icon. When you are called on to speak, you may identify yourself for the record.
- Phone audio connection **with** computer to view meeting: Select the “raised hand” icon. When you are called on to speak, dial *6 to unmute and you may identify yourself for the record.
- Phone audio connection only: Press *9. Wait for the clerk to unmute your phone and you may identify yourself for the record and provide your comment. Press *9 to end the call.

Submission of Public Comment via E-mail

Send comments to comments@mpwmd.net with one of the following subject lines "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT – ORAL COMMUNICATIONS." Staff will forward correspondence received to the Board. Correspondence is not read during public comment portion of the meeting. However, all written public comment received becomes part of the official record of the meeting and placed on the District's website as part of the agenda packet for the meeting.

Submission of Written Public Comment

All documents submitted by the public must have no less than fifteen (15) copies to be received and distributed by the Clerk prior to the Meeting.

Document Distribution

In accordance with Government Code §54957.5, any materials of public record relating to an agenda item for a meeting of the Board of Directors that are provided to a majority of the members less than 72 hours before the meeting will be made available at the District Office, 5 Harris Court, Building G., Monterey, CA, during normal business hours. Materials of public record that are distributed during the meeting shall be made available for public inspection at the meeting if prepared by the Board or a member of its legislative/advisory body, or the next business day after the meeting if prepared by some other person.

Instructions for Connecting to the Zoom Meeting

Note: If you have not used Zoom previously, when you begin connecting to the meeting you may be asked to download the app. If you do not have a computer, you can participate by phone.

Begin: Within 10 minutes of the meeting start time from your computer click on this link: <https://mpwmd-net.zoom.us/j/81250697385?pwd=ek1sVDd3YzhyVTA4QnBLSmJlSk0RDQT09> or copy / paste the link into your browser.

DETERMINE WHICH DEVICE YOU WILL BE USING (PROCEED WITH ONE OF THE FOLLOWING INSTRUCTIONS)

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: <https://www.zoom.us>
2. Hit the enter key
3. At the top right-hand corner, click on "Join a Meeting"
4. Where it says, "Meeting ID", type in the Meeting ID# above and click "Join Meeting"
5. Your computer will begin downloading the Zoom application. Once downloaded, click "Run" and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).
6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO

1. If you have built in computer audio settings or external video settings – please click "Test Speaker and Microphone".
2. The client will first ask "Do you hear a ringtone?" • If no, please select "Join Audio by Phone".
 - a. If yes, proceed with the next question:
3. The client will then ask "Speak and pause, do you hear a replay?" • If no, please select "Join Audio by Phone" • If yes, please proceed by clicking "Join with Computer Audio"

PHONE CALL

1. If you do not have built in computer audio settings or external video settings – please click "Phone Call"

2. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
3. Once connected, it will ask you to enter the Webinar ID No. and press the pound key
4. It will then ask you to enter your participant ID number and press the pound key.
5. You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

1. Download the Zoom application through the Apple Store or Google Play Store (the application is free).
2. Once download is complete, open the Zoom app.
3. Tap "Join a Meeting"
4. Enter the Meeting ID number
5. Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
6. Tap "Join Meeting"
7. Tap "Join Audio" on the bottom left-hand corner of your device
8. You may select either ONE of two options: "Call via Device Audio" or "Dial in"

DIAL IN

1. If you select "Dial in", you will be prompted to select a toll-free number to call into.
2. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
3. The phone will automatically dial the number, and input the Webinar Meeting ID No. and your Password.
4. Do not hang up the call, and return to the Zoom app
5. You are now connected to the meeting.

Refer to the Meeting Rules of the Monterey Peninsula Water Management District (Revised August 2022) at <https://www.mpwmd.net/who-we-are/board-of-directors/meeting-rules-of-the-mpwmd/>