



FINAL MINUTES
Monterey Peninsula Water Management District
Finance and Administration Committee
June 12, 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

Chair Anderson called the meeting to order at 2:00 PM via Zoom.

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

Committee members absent: None

District staff members present: Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Jonathan Lear, Water Resources Manager
Maureen Hamilton, District Engineer
Stephanie Locke, Water Demand Manager
Joel Pablo, Board Clerk/Executive Assistant
Stephanie Kister-Campbell, Conservation Analyst
Thomas Christensen, Environmental Resources Manager
Sara Reyes, Sr. Office Specialist

District staff members absent: None

District Counsel present: David Laredo with De Lay & Laredo

Additions / Corrections to Agenda:

Sara Reyes, Sr. Office Specialist/Clerk reported that staff submitted Exhibits 20-A and 21-A and were placed in their folder.

Comments from the Public:

None

Action Items:

1. Consider Adoption of May 8, 2023 Committee Meeting Minutes

On a motion by Eisenhart and second by Edwards, the minutes of the May 8, 2023 meeting were approved on a roll call vote of 3 – 0 by Eisenhart, Edwards and Anderson.

2. Consider Approval of Amendment No. 7 to Agreement with Regional Government Services Authority for Management and Administrative Services

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board authorize the General Manager or the Administrative Services Manager/CFO to execute Amendment No. 7 to existing Agreement with RGS to provide management and administration services for an amount not-to-exceed \$25,000. The motion was approved unanimously on a 3 – 0 vote.

Director Eisenhart requested the Amendment No. 7 be added as an Exhibit and be presented to the full Board at its June 20, 2023 meeting.

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

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board authorize the General Manager or the Administrative Services Manager/CFO to enter into an agreement with Lynx Technologies to provide GIS services for an amount not-to-exceed \$35,000. The motion was approved unanimously on a 3 – 0 vote.

4. Authorize Funds to Contract for Limited-Term Field Positions During FY 2023-2024

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

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

On a motion by Edwards and Eisenhart, the Finance and Administration Committee recommended that the Board authorize the expenditure of up to \$20,000 for Fiscal Year 2023-2024 to obtain CoreLogic's RealQuest Professional. The motion was approved unanimously on a 3 – 0 vote.

6. Authorize Expenditure for Software Maintenance Agreements/Purchase

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board approve expenditures in the amount of \$174,500 to continue with annual software maintenance as shown in the table below. The motion was approved unanimously on a 3 – 0 vote.

Product	Price
ESRI ArcGIS (District Wide)	12,500
VertiGIS Geo Cortex (District Wide)	7,000
Adobe Renewal (District Wide)	9,000
Anti-Virus (District Wide)	4,500
ProofPoint (Email Spam Filter)	2,500
Sonicwall (Firewall)	2,500
Office 365 Renewal (District Wide)	12,000
DocuWare (Financial/HR)	24,000
Tyler Technologies (Financial/HR)	32,000
ClearGov (Financial)	5,500
GovInvest (Financial/HR)	7,500
Accela Support (Water Demand)	39,000
CaseWare Reporting (Financial)	9,500

Kisters North America (Hydrological)	7,000
TOTAL	\$174,500

7. Approve Expenditure to Corporation Service Company – Recording Fees

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board approve the expenditure of \$50,000 for recording fees for Fiscal Year 2023-2024. The motion was approved unanimously on a 3 – 0 vote.

8. Consider Expenditure of Funds to Amend Contract with Pueblo Water Resources, Inc. to Provide Hydrogeologic Review for Water Distribution System Permits

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board authorize the General Manager to amend the current District professional services contract with Pueblo Water Resources, Inc. for a not-to-exceed amount of \$2,000 for FY 2022-2023. The motion was approved unanimously on a 3 – 0 vote.

9. Consider Contract with Maggiora Brothers Drilling and Pueblo Water Resources to Provide Aquifer Storage and Recovery Operational Support

Director Eisenhart offered an amended motion for an aggregate amount of \$75,000 be allocated at the discretion of staff between Pueblo Water Resources, Inc. and Maggiora Brothers Drilling to provide Hydrogeologic Review for Water Distribution System Permits and provide Aquifer Storage and Recovery Operational Support. Director Edwards seconded the motion. The motion was approved unanimously on a 3 – 0 vote.

10. Consider Authorizing Monterey Bay Analytical Services to Provide Laboratory Support for Aquifer Storage and Recovery, Watermaster Monitoring and Maintenance Plan, and Carmel Valley Alluvial Aquifer Water Quality Monitoring Association Ruling

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board authorize the General Manager to approve expenditures in an amount not-to-exceed \$30,000 to complete laboratory analysis related to the ASR, Watermaster, and District Programs FY 2023-2024. The motion was approved unanimously on a 3 – 0 vote.

11. 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 Eisenhart, the Finance and Administration Committee recommended that the Board authorize and direct the General Manager to enter into a contract with Montgomery and Associates to provide groundwater modeling support to the District in an amount not-to-exceed \$55,000. The motion was approved unanimously on a 3 – 0 vote.

Director Anderson asked for confirmation if the Calendar Years reflected in Exhibit C – Work Schedule should be 2023 and 2024 or 2024 and 2025. Jon Lear stated it should be Calendar Years 2023 and 2024 and the correction will be made when presented to the full Board on June 20, 2023.

12. Consider Adoption of Resolution 2023 – 08 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 Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board adopt Resolution 2023-08 and authorize the County of Monterey for collection of Water Supply Charge on the property tax bill. The motion was approved unanimously

on vote of 3 – 0.

13. Consider Adoption of Resolution 2023 – 09 Establishing Article XIII(B) Fiscal Year 2023-24 Appropriations Limit

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board adopt Resolution 2023-09 Establishing an Appropriations Limit for Fiscal Year 2023-2024 in the amount of \$2,146,457. The motion was approved unanimously on a 3 – 0 vote.

14. Consider Adoption of Resolution No. 2023 – 10 – Amending Fees and Charges Table – Rule 60 Suggest Items to be Placed on Future Agendas

General Manager Stoldt reviewed Exhibit 14-B, a redline version of the proposed Fees and Charges Table to Resolution 2023-10 with the Committee. The Committee asked if rates particularly related to River Work Permits was current and asked staff to consider modifying the rates. Director Eisenhart asked Suresh Prasad what the percentage of the Districts income budget is for the fees and charges. Mr. Prasad replied it is approximately \$198,000 in total. Director Eisenhart stated he would review Exhibit 14-B further and submit any suggestions to the General Manager. David Stoldt reported that he and staff would review the Fees and Charges table further to determine any changes then bring to the full Board at their June 20, 2023 Board meeting. No additional action was taken by the Committee.

15. Consider Adoption of Resolution 2023 – 11 Annual Update to Rule 24, Table 3, Capacity Fee History

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board adopt Resolution 2023-11 to update Rule 24, Table 3, Capacity Fee History. The motion was approved unanimously on a 3 – 0 vote.

16. Consider Adoption of Treasurer's Report for April 2023

Due to time constraints, this item was not discussed by the Committee but will be presented to the full Board at its June 20, 2023 meeting.

17. Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2024

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board authorize the General Manager to execute the agreement with the USGS providing cooperative investigation of the water resources within the District for Water Year (WY) 2024 for an amount not-to-exceed \$17,500. The motion was approved unanimously on a 3 – 0 vote.

18. Consider Approval of Expenditure of Funds for Outreach Event “Summer Splash Water Challenge Giveaway 4”

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board approve the expenditure of budgeted funds for up to \$15,000 for this outreach event. The motion was approved unanimously on a 3 – 0 vote.

19. Consider Contract for Public Outreach Services with WellmanAd for FY 2023- 2024

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board approve a FY 2023-2024 contract with WellmanAd for an amount not-to-exceed \$106,500. The motion was approved unanimously on a 3 – 0 vote.

20. Consider Renewal of Contract with JEA & Associates for Legislative and Administrative Services

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board approve the proposed agreement with JEA & Associates for FY 2023-24. The motion was approved unanimously on a 3 – 0 vote.

21. Consider Renewal of Contract with The Ferguson Group (TFG) for Legislative and Administrative Services

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board approve the proposed agreement with TFG for FY 2023-24. The motion was approved unanimously on a 3 – 0 vote.

22. Consider Expenditure of Budgeted Funds with Etech Consulting for As-Needed Maintenance of the Accela Database

On a motion by Edwards and second by Eisenhart, the Finance and Administration Committee recommended that the Board approve the expenditure of up to \$8,750 for Accela maintenance. The motion was approved unanimously on a 3 – 0 vote.

23. Consider Approval of Expenditure of Funds by District Public Outreach Consultant for Website Update and Redesign

On a motion by Eisenhart and second by Edwards, the Finance and Administration Committee recommended that the Board approve expenditure of up to \$19,500, plus a contingency of approximately 10% for a total not-to-exceed \$21,450 for website upgrade and redesign. The motion was approved unanimously on a 3 – 0 vote.

24. Consider Approving 5-Year Agreement with DeVeera, Inc. for Information Technology Services

Director Edwards offered an amended motion to recommend the Board authorize the General Manager or the Administrative Services Manager/CFO to enter into a 3-year agreement rather than a 5-year agreement with DeVeera, Inc. to provide Information Technology services for a not-to-exceed amount of \$332,200. Eisenhart seconded the motion. The motion was approved unanimously on a 3 – 0 vote.

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

On a motion by Eisenhart and second by Edwards, the Finance and Administration 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 \$29,600. The motion was approved unanimously on a 3 – 0 vote.

Informational Items:

26. 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.

27. 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.

Discussion Item:

28. Review Draft June 20, 2023 Regular Board Meeting Agenda

Due to time constraints, the Committee did not discuss the draft agenda.

Adjournment

Chair Anderson adjourned the meeting at 3:43 PM.

/s/: Sara Reyes, Sr. Office Specialist

Committee Clerk to the Finance and Administration Committee

Minutes Approved by the Committee on Monday, August 14, 2023

Minutes Received by the Board of Directors on Monday, August 21, 2023