



This meeting has been noticed according to the Brown Act rules. This agenda was posted on Thursday, February 7, 2019.

Administrative Committee

Members:

George Riley, Chair
Molly Evans
Gary Hoffmann

Alternate:

Dave Potter

Staff Contact:

Suresh Prasad

After staff reports have been distributed, if additional documents are produced by the District and provided to the Committee regarding any item on the agenda, they will be made available at 5 Harris Court, Building G, Monterey, CA during normal business hours. In addition, such documents may be posted on the District website at www.mpwmd.net. Documents distributed at the meeting will be made available in the same manner.

AGENDA
**Administrative Committee
of the Monterey Peninsula Water Management District**

Monday, February 11, 2019, 4:00 PM

MPWMD Conference Room, 5 Harris Court, Building G, Monterey, CA

Call to Order

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

Items on Board Agenda for February 21, 2019

1. Consider Adoption of Minutes of November 5, 2018 Committee Meeting
2. Consider Purchase of Internet License for Water Wise Gardening in Monterey County
3. Consider Authorizing Funds for Santa Margarita ASR Expansion Engineering Services

Other Items

4. Adopt 2019 Committee Meeting Schedule
5. Review Draft February 21, 2019 Board Meeting Agenda

Adjournment

Upon request, 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. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service by 5 PM on February 8. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey, CA, 93942. You may also fax your request to the Administrative Services Division at 831-644-9560, or call 831-658-5600.

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ADMINISTRATIVE COMMITTEE**1. ADOPT MINUTES OF NOVEMBER 5, 2018 COMMITTEE MEETING****Meeting Date:** February 11, 2019**From:** David J. Stoldt,
General Manager**Prepared By:** Sara Reyes

SUMMARY: Draft minutes of the November 5, 2018 Administrative Committee meeting are attached as **Exhibit 1-A**.**RECOMMENDATION:** The Committee should review the minutes and adopt them by motion.**EXHIBIT****1-A** Draft Minutes of November 5, 2018 Committee Meeting



EXHIBIT 1-A

**DRAFT MINUTES
Monterey Peninsula Water Management District
Administrative Committee
November 5, 2018**

Call to Order

The meeting was called to order at 3:30 PM in the District Conference Room.

Committee members present: Brenda Lewis – Chair
Andrew Clarke
Molly Evans

Staff present: David J. Stoldt, General Manager
Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Jonathan Lear, Senior Hydrologist
Sara Reyes, Sr. Office Specialist

Oral Communications

None

Items on Board Agenda for November 19, 2018

1. **Consider Adoption of Minutes of October 8, 2018 Committee Meeting**
On a motion by Evans and second by Clarke, the minutes of the October 8, 2018 meeting were approved on a vote of 3 – 0 by Evans, Clarke and Lewis.
2. **Consider Allocating funds from Pueblo Water Resources Contract to McCampbell Laboratories to Provide Support for ASR Operations**
On a motion by Clarke and second by Evans, the committee recommended the Board authorize the General Manager to allocate funds up to \$40,000 from the Pueblo Water Resources contract to complete laboratory analysis related to the Supplemental Sample and Analysis Plan in Water Year 2019. The motion was approved on a vote of 3 – 0 by Clarke, Evans and Lewis.
3. **Consider Approval of Legal Services Contract with DeLay and Laredo, Attorneys at Law**
On a motion by Evans and second by Clarke, the committee recommended the Board approve the proposed contract for legal services, as well as establish a term for expiration. The motion was approved on a 3 – 0 vote by Evans, Clarke and Lewis.
4. **Consider Approval of First Quarter Fiscal Year 2018-2019 Investment Report**
On a motion by Clarke and second by Evans, the committee recommended the Board approve the First Quarter Fiscal Year 2018-2019 Investment Report. The motion was approved on a 3 – 0 vote by Clarke, Evans and Lewis.

5. Receive and File First Quarter Financial Activity Report for Fiscal Year 2018-2019

On a motion by Evans and second by Clarke, the committee voted to recommend the Board receive and file the First Quarter Financial Activity Report for Fiscal Year 2018-2019. The motion was approved on a 3 – 0 vote by Evans, Clarke and Lewis.

6. Consider Adoption of Treasurer’s Report for September 2018

On a motion by Clarke and second by Evans, the committee voted to recommend the Board adopt the September 2018 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month. The motion was approved on a 3 – 0 vote by Clarke, Evans and Lewis.

7. Status Report on District Construction Activities

General Manager Stoldt reported a report will be presented to the Board for the November 19, 2018 meeting and will include more than construction activities.

8. Review Draft November 19, 2018 Board Meeting Agenda

The committee reviewed the agenda and made no changes.

Adjournment

The meeting was adjourned at 4:30 PM.

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ADMINISTRATIVE COMMITTEE

2. CONSIDER APPROVAL OF PURCHASE OF INTERNET LICENSE FOR WATER WISE GARDENING IN MONTEREY COUNTY

Meeting Date:	February 11, 2019	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Conservation Program 4-2-2 J
Prepared By:	Stephanie Locke	Cost Estimate:	\$5,000

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee considered this item on February 11, 2019 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 provides a web link for Monterey County Water Wise Landscaping to assist homeowners and professionals with landscape planning and design. Since landscape irrigation tends to generate the largest water usage on residential properties, the information provided by the software helps property owners be “garden smart” by providing information and photographs of water efficient plants and by allowing the user to create a landscape “shopping list.” The software is accessed by approximately 2,000 unique visitors each year.

District staff is requesting authorization to renew its one-year license to continue use of the Monterey County Water Wise Landscaping software on the District’s conservation program website. The license also allows unlimited links to the host website. The Water Awareness Committee (WAC) of Monterey County (the District is a founding member) links to MPWMD’s website.

RECOMMENDATION: Staff recommends the Administrative Committee approve expenditure of \$5,000 and authorize the General Manager to renew the contract with GardenSoft to purchase a web license for the Monterey County Water Wise Landscaping software.

IMPACT TO STAFF/RESOURCES: Funds for this expenditure are available in items 4-2-2-J in the Fiscal Year 2018-2019 budget.

EXHIBIT

None

ADMINISTRATIVE COMMITTEE

3. CONSIDER AUTHORIZING FUNDS FOR SANTA MARGARITA ASR EXPANSION ENGINEERING SERVICES.

Meeting Date:	February 11, 2019	Budgeted:	No
From:	David J. Stoldt General Manager	Program/ Line Item:	Water Supply Projects 35-04-786004
Prepared By:	Maureen Hamilton	Cost Estimate:	\$341,000

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on February 11, 2019 and recommended _____.

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

SUMMARY: Staff requests funds and contract authorizations to complete the design and prepare bid documents for additional facilities at MPWMD's expanded Santa Margarita Aquifer Storage and Recovery (ASR) facility located at 1910 General Jim Moore Boulevard in Seaside. The work includes:

- Design of a new water treatment chemical storage and dispensing building, with associated appurtenances.
- Design modified site grading, drainage, and paving to accommodate the new facilities.
- Design modified process piping and water treatment chemical injection facilities to accommodate off-site waters.
- Constructability review of design documents.
- Engineering support during bidding.
- Additional services required in advance of project construction.

RECOMMENDATION: That the Administrative Committee should recommend that the Board of Directors:

1. Authorize funds for services to complete the design and bid documents for additional construction at the Santa Margarita ASR facility in the amount of \$341,000 as described in the following recommendations.
2. Authorize the General Manager to enter into a contract with Pueblo Water Resources (PWR) to complete the design and provide engineering services for an amount not-to-exceed (NTE) \$261,445.
3. Authorize the General Manger to enter into an agreement with a qualified consultant to provide a constructability review for an amount NTE \$15,000.
4. Authorize expenditures for potholing, advertising, additional geotechnical work, neighborhood outreach materials and distribution, permit expenses, and other expenses for an amount NTE \$20,000.

5. Authorize the General Manager to approve changes to the above work for an amount NTE \$44,555 (15% contingency).

Funding for this project will be from one or more of the District's revenue funds and will be identified in the mid-year budget adjustments presented to the Board in March 2019.

DISCUSSION: When the Santa Margarita ASR facility (historically Phase 1 ASR project) was originally designed by MPWMD with PWR in the 2001-2006 period, it was intended as a stand-alone facility. Since then, the project concept and designs have been modified in order to accommodate the added capacity needs of other existing and proposed ASR sites in the Seaside Groundwater Basin. Specifically, expanded well backflushing and water treatment facilities (together ASR Expansion) were identified as required.

Pure Water Monterey project operation will require additional production capacity from the Seaside Groundwater Basin in 2020. Regulatory approval to utilize wells ASR-2, ASR-3, and ASR-4 for production requires construction of water treatment (disinfection) facilities.

The Santa Margarita facility, owned by MPWMD, is uniquely suited to address water treatment because of its geographic position as the southernmost ASR facility within the Cal-Am conveyance system. Capital improvements to the Santa Margarita site are funded by MPWMD. Recently, the District completed construction of an expanded backflush basin at the site to accommodate backflush needs for up to six ASR wells (existing wells ASR 1 through 4 and proposed wells ASR 5 and 6).¹

On July 18, 2016, the Board authorized a Contract Amendment with PWR in the amount of \$300,729 to perform Santa Margarita site expansion engineering. Improvements include grading, drainage, paving, underground piping and utilities, backflush basin design, water treatment chemical offloading facility, site landscaping and fencing.

The following milestones were met by staff and PWR to allow ASR Expansion to begin in earnest:

- November 2016 land agreement for expanded area required for basin expansion to accommodate underground pipeline tie-in.
- February 2017 Soil Management Plan, required for Right of Entry to construct and operate on the former Fort Ord Munitions Response Area.
- April 2017 ASR Expansion kickoff meeting with Cal-Am to coordinate timing and resource prioritization with respect to facility operation.
- August 2017 Basis of design review with Cal-Am.

The following work was performed under the July 2016 authorization following the meetings with Cal-Am:

¹ Facilities at the Santa Margarita site are owned by MPWMD. Cal-Am owns facilities at the Seaside Middle School site. Cal-Am is also planning on building and owning facilities including wells ASR-5 and 6 as part of the Monterey Peninsula Water Supply Project.

1. Designed and prepared construction drawings for major earthwork including site grading, basin excavation and slope reinforcement, excavated soil placement with retaining wall, and underground pipe installation.
2. Designed alternate site configurations required due to modification of chemical delivery facility.
3. Revised construction drawings to include only the basin expansion. Pipe modifications were tabled until a site configuration alternative was agreed to by all Stakeholders.
4. Created presentation materials and attended meeting for Stakeholder site configuration selection with the City of Seaside, Fort Ord Reuse Authority, Arcadis, Cal-Am, and MPWMD on 6/1/2018.
5. Created presentation materials and attended Seaside City Council Meeting to present selected site configuration option on 7/19/2018.
6. Re-designed and re-issued the Backflush Basin Expansion construction drawings to accommodate new site configuration including site grading, excavated soil placement, convert front retaining wall to a fence, and drainage controls.
7. Created basis of design for new piping configuration, capacity confirmation, water treatment chemical building content and layout, final grading, and drainage. Reviewed with Operations.
8. Provided bid support for the Backflush Basin Expansion project.
9. Began detailed design for water treatment facilities.

As of the writing of this staff note, 67% of the funds authorized in July 2016 have been expended. Staff expects that the remainder of the previously authorized funds will be expended in FY 2018-19.

It should be noted that the scope of work approved in July 2016 did not include planning and design services for water treatment facilities at the Santa Margarita site. As a result of design review meetings, which included Cal-Am senior management involved in operations and risk management, it was determined that the safest configuration at the site is to locate delivery of chemicals as closely as possible to the chemical storage and treatment area. PWR developed alternative site configurations and assisted the MPWMD in working with all stakeholders to select an acceptable new design; however, the selected alternative requires new design work that is both significantly different from the preliminary design and outside of the original scope of work in the contract with PWR.

The following new work is required:

1. Design a new water treatment chemical storage and dispensing building with associated appurtenances.
2. Modify site grading, drainage, and paving to accommodate the new facilities.
3. Modify piping and water treatment chemical injection facilities to accommodate the new off-site waters slated for processing at the facilities and additional features and equipment requested by CalAm.
4. Provide engineering support during the bid process for construction of the water treatment facility portion of ASR Expansion.

The cost for this work is estimated to be \$261,445.

An additional \$15,000 in funds for a constructability review is requested. Due to the required project completion timeframe and evolving basis of design, the likelihood and impact of construction issues in design documents are high. Greater review and focus on constructability prior to bid will reduce the risk of schedule impact and cost overrun.

Funds for potholing, advertising, potential geotechnical work, preparation and distribution of neighbor outreach materials, permits, and other unforeseen costs required in advance of project commencement are requested in an amount not to exceed \$20,000.

A contingency of \$44,555 (15%), is requested for the work. Given the evolving inter-related Peninsula water supply projects and more immediate priorities vying for operations resources for design review, design changes are expected.

EXHIBIT

3-A Proposal for Engineering Services



January 31, 2019
Project No. 18-0093

Monterey Peninsula Water Management District
5 Harris Court, Building G
Monterey, California 93942-0085

Attention: Mrs. Maureen Hamilton, Project Manager

Subject: Request for additional budget;
Santa Margarita ASR Facilities, Final Design and Construction Support Services

Dear Mrs. Hamilton:

In accordance with your request, Pueblo Water Resources, Inc. (PWR) is pleased to submit herein a formal request for additional budget for implementation of the recently codified Disinfection Station at the Santa Margarita ASR facility at 1910 General Jim Moore Blvd. This request includes additional budget for professional engineering services associated with the final design, plans and specifications, construction support, and startup/testing of the subject Disinfection Station, and redesign of the associated utilities and appurtenances at the site. Presented herein is a detailed scope of work and an estimate of costs for our services associated with the project.

BACKGROUND

The Santa Margarita ASR facility was initially developed in 2001 with the construction of the ASR-1 well as a pilot demonstration of direct recharge of the Santa Margarita Sandstone Aquifer (T_{SM}). The success of this initial pilot program led to the interim development of the site as a $\frac{1}{4}$ acre parcel with a single well and a backflushing pit/percolation pond of approximately 50,000 gallon capacity. Further operational success of the facility led to the construction of a second well (ASR-2) in 2008 and permanent electrical switchgear and piping for both wells in 2010, as well as expansion of the backflushing pit to 245,000 gallons. The work also included construction of an 850 sq ft building to house the electrical switchgear; this building also was designed with an auxiliary room for future use as a chemical storage and disinfection station for the wells.

Since that time, numerous changes have occurred in the local and regional water supply arena, including the construction of a second dual-well ASR facility at Seaside Middle School (SMS), the construction of the Pure Water Monterey (PWM) project, and the pending addition of a third dual-well ASR facility at Fitch Park (F-P) to the north of the SMS ASR site. In addition, Cal-Am staff have provided input to the District suggesting that additional chemical injection capacity and the potential addition of corrosion control and/or dechlorination chemicals is



needed at the site. In response to the above changed conditions, the partially completed design package for facility completion was revised and an intermediate portion of the project is now near completion, including an expansion of the backflush pit to 640,000 gallons (to accommodate all 6 ASR wells). In addition, sufficient space has been graded to site a second building dedicated to chemical storage and dispensing of disinfectant.

A scope of services was approved by the MPWMD Board in 2016 (project 12-0045, Contract Amendment 12) which included engineering services to complete the existing site with paving, drainage, and chemical offloading equipment. The above noted project changes have created the need for substantial additional engineering services to expand and complete the newly proposed facilities at the Santa Margarita site. *The proposed scope of services detailed herein covers only those services needed in addition to the 2016 work scope*; in general this includes the following items:

- Design of a new chemical storage and dispensing building, with associated appurtenances.
- Modification of the site grading, drainage, and paving to accommodate the new facilities.
- Modification of the originally proposed process piping and chemical injection facilities to accommodate the new off-site waters slated for processing at the Santa Margarita facility, and additional features and equipment requested by Cal-Am.
- Ability to implement secondary chemical storage, dispensing, and injection for such options as dechlorination or corrosion inhibitors.

In addition, this proposal includes optional tasks for Bid and Construction Support services.

SCOPE OF WORK

PWR has developed a scope of work for the Santa Margarita ASR Facility Disinfection Station based on our experience with similar ASR projects and our understanding of the specific needs and the historical progression and development of the Santa Margarita site.

A general summary of the work scope for our proposed scope of services is provided below.

Task 1 – ASR Facilities Design and Bid Support

This task consists of providing professional engineering services for the final project facility designs, plans and specifications for the project, and bidding support.



Task 1.1 – 60%, 90% and Final Designs.

Using the design information and decisions developed in the facilities Preliminary Design report, Pueblo will complete a construction drawing plan set and bid specifications for the facilities. The plan set is envisioned to include a total of 83 drawings, summarized in the table below:

Facilities Plan Set Summary

Design Item	Sheet Count
New / modified site grading, paving, drainage (Civil)	11
Building, Architectural and Structural (all new)	26
New/modified underground utilities (piping)	4
New/modified electrical & instrumentation	14
HVAC	5
New and/or revised Piping / Mechanical (aboveground)	9
New/Additional Chemical Injection Piping & Dispensing	11
Landscaping	3
Total Plan Sheet Count for Project Plan Set	83

A summary of the specific elements of the project design are as follows:

- **Civil Design**, consisting of preliminary and final grading, drainage, paving, and fencing.
- **Architectural and Structural**, including the building structure, with all details pertaining to foundation design, building structure and architectural features, building floor plans and elevations, roof plans; and incorporation of mechanical/HVAC, interior electrical, acoustical, and seismic details from team members into the building plan set. No restroom facilities will be included in the building design.
- **Underground Utilities**, including raw and treated water piping, storm water piping, process piping, and applicable instrument conduits to complete the underground work at the site.



- **Electrical and Instrumentation**, consisting of all power and instrument equipment and wiring. The plans will include One-Line diagrams, motor elementary control diagrams, PLC requirements (PLC design, control loop diagrams, and programming will be by Cal-Am), conduit routing plans, P&IDs, electrical room layout, lighting, and building electrical details.
- **Mechanical and HVAC** design will include HVAC and ducting, heating and ventilation, and all necessary calculations and specifications, and Title 24 compliance calculations where applicable.
- **Piping and Mechanical** design will include all utility and instrument piping and intertie to the existing 30" transmission main piping in GJM Blvd. Design will include sampling ports, chemical injection and mixing elements, and all appurtenant supports, foundations, and accessories.
- **Process Piping for Disinfection System**. This work includes the design of chemical storage and dispensing of 12.5% sodium hypochlorite solution for the disinfection station. The system will be sized and designed to disinfect waters from the Santa Margarita, Seaside Middle School, and the Fitch Park ASR facilities, based on assumed water quality parameters developed by Cal-Am and Pueblo. The design will consist of bulk storage tanks fed from tanker truck deliveries, transfer pumps to day tank systems, and metering pumps for chemical dispensing. Design will address applicable standards for hazardous materials, including double containment for storage and piping, safety appurtenances including eye wash and safety showers, and appropriate design considerations for materials compatibility, heating and ventilation to mitigate chemical degradation, and chemical off gassing issues.
- **Chemical Offloading & Washdown Facilities**. The design will consider daytime offloading only, but will include provisions for a second chemical offloading capability, such as 25% sodium bisulfite.
- **Landscaping design** will address the development of landscape screening of facilities and visual enhancement of the site. Design will include specific plantings, protection of native plants where applicable, erosion protection, and automatic irrigation systems for each site.

Task 1.2 – Plans, Specifications and Bid Documents. The design packages will include construction drawings, specifications, and applicable calculations stamped by licensed professionals in their respective fields. Progress design packages will be provided at the approximate 60 and 90 percent completion stages, and draft specifications will be provided at the 75 and 100 percent completion level. An Opinion of Probable Constructed Cost will be provided to assist in the evaluation of bids.



Specifications and bid sheets will be developed using standard CSI format, and will be provided electronically in WORD format to allow the MPWMD to incorporate these documents into their standard bid package.

Task 1.3 – Bidding Assistance. PWR will assist MPWMD as requested throughout the bidding process. This will include responding to Requests for Information (RFIs) that contractors may have during the preparation of bids, preparing and distributing requisite addenda, and communicating other pertinent information to potential bidders. PWR will review the bids for responsiveness to the bid requirements and make a recommendation for award if requested. It is assumed that MPWMD will duplicate and distribute the bid packages and serve as the primary contact for prospective bidders during the bidding process. Pueblo will also attend one pre-bid meeting at the site to familiarize bidders with the work and respond to questions.

Task 1.4 – Project Management and Meetings. This task consists of overall project management, including the preparation of routine project correspondence, invoices, monthly budget status updates, and weekly project status conference calls. Effective project communication is critical for the success of this important project. A project e-mail distribution list will be established through which routine project status reports will be provided.

For purposes of this proposal, we have assumed routine PM time would be 2 hours/week on average for the envisioned 6 month project duration, plus one meeting per month in Monterey for project discussions, field meetings, or resolution of project changes.

Task 2 – Engineering Services During Construction (OPTIONAL)

This optional task consists of providing professional engineering services for construction observation and administration, startup testing, and preparation of As-Built Drawings for the project facilities.

Task 2.1 – Construction Support Services. Pueblo will serve as the Owners Technical Representative to the contractor throughout construction. PWR will observe and document the work performed, verify contractor adherence to the project plans and specifications, coordinate permit compliance inspections and materials testing work, and witness performance testing and demonstration of equipment performance and operability. Periodic construction observation services to be provided during the various phases of construction include the following:

- Preliminary and final grading
- Foundation and piping excavation and associated compaction testing
- Concrete, grout, and asphalt placement and materials testing



- General building construction
- Piping installation and testing
- Electrical wiring and electrical equipment installation

Pueblo will review contractor requests for payment, respond to contractor questions, and evaluate contractor value engineering proposals on an “as-requested” basis, and provide final construction completion “punch list” documentation to complete the project. For purposes of budgeting, we have assumed 17 man-hours per week for the anticipated 6-month (25 week) duration of the project for this task.

Task 2.2 – Start Up Assistance . Pueblo will oversee the commissioning and start up of the facilities upon completion of construction and document facility performance and optimum operating parameters based on system performance trials. This information will be compiled in a Summary of Operations and Procedures document and will serve to guide Cal-Am operators and maintenance personnel with site specific data and procedures for normal facility operations. Discussions of Injection, Well Backflushing, Aquifer Storage, and Recovery/Production operations will be included. The document will also incorporate the PLC programming and HMI interface information for each site provided by the contractor. For this task we assume that 4 work days (32 hours) of field time will be needed to complete startup operations for the facility; efforts beyond that amount will be billed at Standard Rates in accordance with our Fee Schedule.

Task 2.3 – Preparation of As-Built Drawings. Upon completion of construction, Pueblo will prepare Record Drawings of each site, documenting the final facilities conditions and incorporating any plan modifications into the final drawings. The final record drawings will be provided in both Autocad and PDF formats on a CD for MPWMD and Cal-Am use. For purposes of this proposal, we assume that 12 hours of field time and 30 hours of drafting time will be needed to complete this work; efforts beyond that amount will be billed at Standard Rates in accordance with our Fee Schedule.

Services Not Included

Services which are (or may be) necessary for the completion of this project which are not included in our proposal include the following:

- Permit fees;
- Presentations to regulatory or permitting agencies
- Construction of site facilities;
- Cost of water, electricity, or other utilities;
- Pot-holing and/or geotechnical investigations;



- Water-quality laboratory analyses fees (assumed MPWMD provided);
- Any other items not specifically included in PWR's scope of services.

ESTIMATED FEES AND SCHEDULE

Our estimated costs for the project were developed based on the proposed scope of work, our experience with similar projects, and our 2019 fee schedule (attached).

An estimated fee summary worksheet is attached summarizing the estimated man-hours and costs per task/work item for Tasks 1-3. As shown, we estimate the fees for our services for will be approximately \$409,050; with \$261,445 in design engineering services and \$147,605 in optional Construction Support services. These costs will be billed monthly, on a time-plus-expenses basis in accordance with our current Fee Schedule. MPWMD will only be billed for actual time spent on the project, irrespective of the stated budget; however, we will not exceed any task budget without prior written authorization from the District and explanation of the change in work scope or project conditions that caused the additional expense.

Based on our ongoing work on the project, we can commence this work immediately upon your authorization. It is our understanding that construction is planned to start in July 2019. We estimate the total duration of field activities will be approximately 6 months with project completion in early 2020.

We appreciate the opportunity to provide continued assistance to the MPWMD on this important community water-supply project. If you require additional information regarding this or other matters, please contact us.

Sincerely,
PUEBLO WATER RESOURCES, INC.

Stephen P. Tanner, P.E.
Principal Engineer

RCM:SPT

Attachments: Cost Estimation Spreadsheet
2019 Fee Schedule

ADMINISTRATIVE COMMITTEE

4. APPROVE 2019 COMMITTEE MEETING SCHEDULE

Meeting Date: February 11, 2019

From: David J. Stoldt,
General Manager

Prepared By: Sara Reyes

SUMMARY: Attached as **Exhibit 4-A** is a draft meeting schedule for 2019. The Committee should also approve meeting dates for January and February 2020 since new Committee members are selected at the January Board meeting.

RECOMMENDATION: The Committee should review and adopt the meeting schedule for 2019 and a date for January and February 2020.

EXHIBIT

4-A Draft 2019 Administrative Committee Meeting Schedule

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EXHIBIT 4-A

Monterey Peninsula Water Management District
 Administrative Committee Meeting Schedule
 March 2019 – February 2020

Date	Day of Week	Time
March 11	Monday	4:00 PM
April 8	Monday	4:00 PM
May 13	Monday	4:00 PM
June 10	Monday	4:00 PM
July 8	Monday	4:00 PM
August 12	Monday	4:00 PM
September 9	Monday	4:00 PM
October 14	Monday	4:00 PM
<i>November 12</i>	<i>Tuesday</i> <i>(Nov. 11 is Veteran's Day holiday)</i>	4:00 PM
December 9	Monday	4:00 PM
<i>January 15, 2020</i>	<i>Wednesday</i>	4:00 PM
<i>February 13, 2020</i>	<i>Thursday</i>	4:00 PM

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, February. The meetings begin at 7:00 PM.



DRAFT AGENDA (Current 2/6/19)

Regular Meeting

Board of Directors

Monterey Peninsula Water Management District

Thursday, February 21, 2019

6:00 pm Closed Session

Conference Room, Monterey Peninsula Water Management District

7:00 pm Regular Meeting

Conference Room, Monterey Peninsula Water Management District
5 Harris Court, Building G, Monterey, CA

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 PM on Friday, February 15, 2019

The meeting will be televised on Comcast Channels 25 & 28. Refer to broadcast schedule on page 3.

6:00 PM – Closed Session

As permitted by Government Code Section 54956 et seq., the Board may adjourn to closed or executive session to consider specific matters dealing with pending or threatened litigation, certain personnel matters, or certain property acquisition matters.

1. **Public Comment** - Members of the public may address the Board on the item or items listed on the Closed Session agenda.
2. **Adjourn to Closed Session**
3. **Conference with Legal Counsel – Existing Litigation (Gov. Code 54956.9 (a))**
 - A. Application of California American Water to CPUC (No. 12-04-019) – Monterey Peninsula Water Supply Project
 - B. City of Marina and Marina Coast Water District - Petitioners v CPUC - Respondent, California American Water, ET AL - Real Parties in Interest (No. S253585)
 - C. MPWMD v SWRCB; Santa Clara 1-10-CV-163328 – CDO – (6th District Appellate Case #HO39455)
4. **Conference with Legal Counsel - Pending and Threatened Litigation (Gov. Code 56556.9(b))**
5. **Adjourn to 7 pm Regular Meeting**

Board of Directors

Molly Evans, Chair – Division 3
Alvin Edwards, Vice Chair – Division 1
George Riley – Division 2
Jeanne Byrne – Division 4
Gary Hoffmann – Division 5
Mary Adams, Monterey County Board of Supervisors Representative
David Potter – Mayoral Representative

General Manager

David J. Stoldt

This agenda was posted at the District office at 5 Harris Court, Bldg. G Monterey on _____, 2019. Staff reports regarding these agenda items will be available for public review on Friday, February 15, 2019 at the District office and at the Carmel, Carmel Valley, Monterey, Pacific Grove and Seaside libraries. After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District office during normal business hours, and posted on the District website at www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/. Documents distributed at the meeting will be made available in the same manner. The next regular meeting of the Board of Directors is scheduled for March 18, 2019 at 7 pm.

7:00 PM – Regular Meeting

PLEDGE OF ALLEGIANCE

ADDITIONS AND CORRECTIONS TO AGENDA - The Clerk of the Board 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 January 23, 2019 Board Meeting
2. Consider Authorization of Funding for Santa Margarita ASR Expansion Engineering Services
3. Consider Purchase of Internet License for Water Wise Gardening in Monterey County

REPORT ON PURE WATER MONTEREY PROJECT FROM PAUL SCIUTO, GENERAL MANAGER MONTEREY ONE WATER

GENERAL MANAGER’S REPORT

4. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision
5. Update on Major District Projects

ATTORNEY’S REPORT

6. Report on 6 pm Closed Session of the Board

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

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

PUBLIC HEARINGS – Public comment will be received on each of these items. Please limit your comment to three (3) minutes per item.

8. **Consider First Reading of Ordinance No. 181 Extend MPWMD Jurisdiction in the Carmel River – CEQA.....**

Action:

DISCUSSION ITEMS– Public comment will be received on each of these items. Please limit your comment to three (3) minutes per item.

9. **Discuss Criteria for Development of the Feasibility Study on Public Ownership of the Monterey Peninsula Water System and Consider Scheduling a Future Meeting Date for Action**

10. **Consider Options for Assignment of Rule 19.8 Responsibilities to Standing Committees or New Committees to be Established**

11. Discuss Progress on One and Three-Year Strategic Planning Goals Adopted in 2017

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.

12. Letters Received
13. Committee Reports
14. Monthly Allocation Report
15. Water Conservation Program Report
16. Carmel River Fishery Report for January 2019
17. Monthly Water Supply and California American Water Production Report
18. Receive Appointments to Carmel River Advisory Committee

ADJOURNMENT

Board Meeting Broadcast Schedule – Comcast Channels 25 & 28	
View Live Webcast at https://www.ampmedia.org/peninsula-tv/	
Ch. 25, Mondays, 7 PM	Monterey, Del Rey Oaks, Pacific Grove, Sand City, Seaside
Ch. 25, Mondays, 7 PM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside
Ch. 28, Mondays, 7 PM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside
Ch. 28, Fridays, 9 AM	Carmel, Carmel Valley, Del Rey Oaks, Monterey, Pacific Grove, Pebble Beach, Sand City, Seaside

Board Meeting Schedule			
Monday, March 18, 2019	Regular Board Meeting	7:00 pm	District conference room
Monday, April 15, 2019	Regular Board Meeting	7:00 pm	District conference room
Monday, May 20, 2019	Regular Board Meeting	7:00 pm	District conference room

Upon request, 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 submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service by 5:00 PM on Friday, February 15, 2019. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey, CA, 93942. You may also fax your request to the Administrative Services Division at 831-644-9560, or call 831-658-5600.