

Attachment 4

CHARGE TO THE MPWMD ADMINISTRATIVE COMMITTEE

As adopted by the Board of Directors on December 12, 2005

1. Primary Function

The committee shall provide advice to the Board of Directors of the Monterey Peninsula Water Management District on matters affecting management and administration of the District including financial, human resources, risk management, information technology, purchasing, and other related fields. The committee shall review all agreements committing District staff, property, finances or other resources.

2. Process

The committee meets as needed to provide a forum for in-depth deliberation and discussion prior to consideration of issues by the full Board. Normally, committee meetings will proceed those of the Board of Directors and result in recommendations to the Board. The Administrative Committee meets the definition of a “legislative body” as defined by the Brown Act; therefore, all meetings shall be noticed and open to the public in compliance with the Brown Act.

3. Composition and Structure

- a) The Administrative Committee is comprised of three Board members with at least one alternate. Members of the Administrative Committee and its chair shall be appointed by the Board Chair and approved by the Board. The voting members of the Committee shall consist of Directors of the Monterey Peninsula Water Management District.
- b) A quorum of two (2) voting members shall be required to transact business of the committee. Action may be taken by majority vote of Administrative committee members present.
- c) The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair or a majority of committee members.
- b) To provide timely advice to the MPWMD staff and recommendations to the Board of Directors of the Monterey Peninsula Water Management District on matters affecting the management and administration of the District including financial, human resources, risk management, information technology, purchasing, and other related fields.
- c) To undertake other tasks as designated by the Board Chairperson.