



This meeting has been noticed according to the Brown Act rules. This agenda was posted on Thursday, May 7, 2020.

**Administrative Committee**

**Members:**

Jeanne Byrne, Chair  
Alvin Edwards  
Molly Evans

**Alternate:**

George Riley

**Staff Contact:**

Suresh Prasad

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

\*\*\*\*\*

**Tuesday, May 12, 2020, 4:00 PM**

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20, and to do all we can to help slow the spread of COVID-19 (coronavirus), meetings of the Monterey Peninsula Water Management District Board of Directors and committees will be conducted with virtual (electronic) participation only using WebEx.

Join the meeting at [mpwmd.webex.com](http://mpwmd.webex.com).

Meeting number: 623 478 660

Meeting password: RJkNiv3Ay38

Participate by phone: 877-668-4493

**For detailed instructions on how to connect to the meeting, see page 3 of this agenda.**

**Call to Order**

**Overview of Teleconference Protocols (see page 3)**

**Comments from Public** – *The public may comment on any item within the District's jurisdiction that is not listed on the agenda. Please limit your comments to three minutes in length.*

**Items on Board Agenda for May 18, 2020** – *Public comment will be received on each item. Please limit your comments to three minutes in length.*

1. Consider Adoption of April 14, 2020 Administrative Committee Meeting Minutes
2. Consider Adoption of Resolution No. 2020-04 Amending Fes and Charges Table – Rule 60
3. Consider Adoption of Treasurer's Report for March 2020
4. Receive and File Third Quarter Financial Activity Report for Fiscal Year 2019-2020
5. Consider Approval of Third Quarter Fiscal Year 2019-2020 Investment Report
6. Consider Reallocation of Remaining HEART Grant Funding to City of Monterey's Franklin Street Stormwater Project
7. Report on Activity/Progress on Contracts Over \$25,000
8. Status Report on Measure J/Rule 19.8 Phase II Spending

*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 on the District's website prior to the meeting. Documents distributed at the meeting will be made available upon request and posted to the District's website [www.mpwmd.net](http://www.mpwmd.net) within five days following the meeting.*

9. Monthly Progress Report – Santa Margarita Water Treatment Facility

**Other Items** – *Public comment will be received on each item. Please limit your comments to three minutes in length.*

10. Review Third Quarter Legal Services Activity Report for Fiscal Year 2019-2020
11. Review Draft May 18, 2020 Regular Board Meeting Agenda
12. Suggest Items to be Placed on Future Agendas

**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. MPWMD will also make a reasonable effort to provide translation services upon request. Submit requests by noon on May 8, 2020 to the Board Secretary, [arlene@mpwmd.net](mailto:arlene@mpwmd.net).

**See next page of agenda for instructions on connecting to WebEx meeting**

## Instructions for Connecting to the WebEx Meeting

Note: If you have not used WebEx previously, when you begin connecting to the meeting you may be asked to download the app or join via the web. You can do either option. If your computer does not have a speaker or microphone you will need to also call the phone number. If you log on via your computer AND you call the phone number please disable your computer speakers using your Settings menu on your computer to avoid echoes that occur when using the computer web link AND the phone number to join.

**Begin:** Within 5 minutes of the meeting start time from your computer go to:

[mpwmd.webex.com](http://mpwmd.webex.com).

Under “Join a Meeting” enter the meeting number 296 708 927, hit the enter key enter the meeting password WvykMeme525 where shown, click “Join Meeting” and join in one of the methods listed below.

**1) Audio and video connection from computer with WebEx app – view participants/materials on your screen**

Once in the meeting, mute your microphone.

Turn your microphone on when it is your turn to speak.

**2) Communicate by phone and view material on your computer screen**

Once in the meeting, at the bottom of the meeting box, choose “Call In”

Do not choose “Use Video System”

Click on “Start Meeting”

You will see a toll-free telephone number, access code, and attendee ID # -- use these with your phone.

Mute the microphone on your computer

Disable computer speakers

**3) Join by phone only (no computer) dial 877-668-4493 and use the meeting number above.**

## Protocol for Meetings Conducted by Teleconference

- 1) The Chair will call the meeting to order.
- 2) Receipt of Public Comment – the Chair will ask for comments from the public on all items. In order to speak, please identify yourself and limit your comment to 3 minutes. The Chair will indicate when the public comment period has closed.
- 3) For Action and Discussion Items the Chair will receive a presentation from staff and the committee members may ask questions. Following the question and answer period, the Chair will ask for comments from the public.



## **ADMINISTRATIVE COMMITTEE**

### **1. ADOPT MINUTES OF APRIL 14, 2020 COMMITTEE MEETING**

**Meeting Date:** May 12, 2020

**From:** David J. Stoldt,  
General Manager

**Prepared By:** Sara Reyes

**SUMMARY:** Draft minutes of the April 14, 2020 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 April 14, 2020 Committee Meeting





## **EXHIBIT 1-A**

### **DRAFT MINUTES Monterey Peninsula Water Management District Administrative Committee April 14, 2020**

#### **Call to Order**

The meeting was called to order at 4:02 PM via WebEx.

Committee members present: Jeanne Byrne – Chair  
Alvin Edwards  
Molly Evans

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

#### **Oral Communications**

None

#### **Items on Board Agenda for April 20, 2020**

On a motion by Edwards and second by Evans, the committee voted to (1) adopt Items 5 and 6 as a single Consent Item, and (2) to approve these items as recommended by staff. The motion was approved 3 – 0 by Edwards, Evans and Byrne. Roll call vote taken. (Byrne, Edwards and Evans).

#### **1. Consider Adoption of Minutes of March 10, 2020 Committee Meeting**

On a motion by Edwards and second by Evans, the minutes of the March 10, 2020 Committee meeting were approved 3 – 0 by a roll call vote.

#### **2. Recommend Funding Plan for Pure Water Monterey Advanced Water Purification Electrical Facilities**

General Manager Stoldt stated the Committee should defer action on this item until Monterey One Water has an opportunity to consider its options. No action was taken by the Committee.

#### **3. Consider A Contract Amendment with Pueblo Water Resources to Complete Report Preparation to Enroll the Carmel River Aquifer Storage and Recovery Project in State Board Order 2012-0010-DWQ**

On a motion by Evans and second by Edwards, the committee voted to recommend the Board authorize the General Manager to amend the Pueblo Water Resources contract for ASR Operational Support for an amount not-to-exceed \$20,114 to complete the technical reporting and submit the application to the RWQCB to enroll the Carmel River ASR Project in the General Waiver. The motion was approved 3 – 0 on a roll call vote.

**4. Consider Entering into a Reimbursement Agreement with California American Water and Act as Lead CEQA Agency for Construction of a Bypass Pipeline to Allow Simultaneous Pure Water Monterey Recovery and ASR Injection**

On a motion by Evans and second by Edwards, the committee voted to recommend the Board authorize the General Manager to enter into a reimbursement agreement with CalAm for the CEQA work to construct to bypass pipeline necessary to allow simultaneous Pure Water Monterey recovery and ASR injection. The motion was approved 3 – 0 on a roll call vote.

**5. Consider Adoption of Treasurer’s Report for February 2020**

Approved.

**6. Report on Activity/Progress on Contracts Over \$25,000**

Approved.

**7. 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.

**8. Monthly Progress Report – Santa Margarita Water Treatment Facility**

This item was presented as information to the committee. No action was required or taken by the committee.

**Other Items**

**9. Review Draft April 20, 2020 Regular Board Meeting Agenda**

No changes were made by the committee.

**10. Suggest Items to be Placed on Future Agendas**

No items were presented.

**Adjournment**

The meeting adjourned at 4:50 PM.

U:\staff\Board\_Committees\Admin\2020\20200512\01\Item-1-Exh-A.docx



## ADMINISTRATIVE COMMITTEE

### 2. CONSIDER ADOPTION OF RESOLUTION NO. 2020-04 - AMENDING FEES AND CHARGES TABLE – RULE 60

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Gabriela Ayala</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee reviewed this item on May 12, 2020 and recommended \_\_\_\_\_.

**CEQA Compliance:** N/A

---

**SUMMARY:** Resolution 2020-03 (**Exhibit 2-A**) updates Rule 60, Fees and Charges Table, to reflect actual time incurred by the District to process amendments to Water Use Permits and to plan check projects for Water Permit waivers. Fees and charged by the District are intended to have a positive correlation to the actual time, effort, and cost of providing the services and taking the actions set forth in the Fees and Charges Table.

**RECOMMENDATION:** District staff recommends that the Administrative Committee recommend adoption of Resolution 2020-03, A Resolution of the Board of Directors of the Monterey Peninsula Water Management District Amending Rule 60, Fees and Charges Table. This item will be approved if adopted along with the Consent Calendar.

**BACKGROUND:** Ordinance No. 120, adopted March 21, 2005, allows changes to the Fees and Charges Table by resolution rather than by ordinance. The Fees and Charges Table was last updated on September 18, 2017, by adoption of Ordinance No. 177.

#### EXHIBIT

**2-A** Resolution No. 2020-04





**EXHIBIT 2-A**

**DRAFT  
RESOLUTION 2020-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
AMENDING RULE 60, FEES AND CHARGES TABLE**

**WHEREAS:** Fees and charges of the Monterey Peninsula Water Management District (MPWMD) are set forth in the MPWMD Rules and Regulations;

**WHEREAS:** The MPWMD Board of Directors created a new Fees and Charges Table in MPWMD Rule 60 pursuant to Ordinance No. 120, which became effective on April 20, 2005;

**WHEREAS:** Fees and Charges shall bear a positive correlation to the actual time, effort and cost of providing the services and actions set forth in the Fees and Charges Table;

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of Directors of the Monterey Peninsula Water Management District hereby shall amend the Fees and Charges Table beginning at line 18 and continuing the renumbering through the table as set forth below (additions shown in *bold italics* and deletions shown in ~~strikeout~~); and that this change shall be effective immediately:

18	Plan Check for Non-Residential Waivers <i>(includes Site Inspection)</i>	\$225 per structure
<i>19</i>	<i>Plan Check for Non-Residential Waivers (No Site Inspection)</i>	<i>\$90 per structure</i>
<del>19</del> <i>0</i>	Application for Residential Water Permit (Rule 23)	\$225 per Dwelling Unit plus \$90 per hour for more than 2.5 hours
<del>20</del> <i>1</i>	Plan Check for Residential Waivers <i>(includes Site Inspection)</i>	\$225 per Dwelling Unit
<i>22</i>	<i>Plan Check for Residential Waivers (No Site Inspection)</i>	<i>\$90 per Dwelling Unit</i>

On motion by \_\_\_\_\_, and second by \_\_\_\_\_, the foregoing Resolution is adopted upon this 18<sup>th</sup> day of May 2020, by the following vote:

AYES:

NAYS:

ABSENT:

I, David J. Stoldt, Secretary to the Board of Directors of the Monterey Peninsula Water Management District, hereby certify the foregoing resolution was duly adopted on the 18<sup>th</sup> day of May 2020.

Witness my hand and seal of the Board of Directors this \_\_\_\_ day of May 2020.

---

David J. Stoldt, Secretary to the Board

U:\staff\Board\_Committees\Admin\2020\20200512\02\Item-2-Exh-A.docx

## ADMINISTRATIVE COMMITTEE

### 3. CONSIDER ADOPTION OF TREASURER'S REPORT FOR MARCH 2020

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee considered this item on May 12, 2020 and recommended \_\_\_\_\_.

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

---

**SUMMARY:** Exhibit 3-A comprises the Treasurer's Report for March 2020. Exhibit 3-B and Exhibit 3-C are listings of check disbursements for the period March 1-31, 2020. Check Nos. 36809 through 36927, the direct deposits of employee's paychecks, payroll tax deposits, and bank charges resulted in total disbursements for the period in the amount of \$642,214.77. There were no conservation rebates for this period. Exhibit 3-D reflects the unaudited version of the financial statements for the month ending March 31, 2020.

**RECOMMENDATION:** District staff recommends adoption of the March 2020 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The Administrative Committee reviewed this item at its May 12, 2020 meeting and voted \_\_\_ to \_\_\_ to recommend \_\_\_\_\_.

#### EXHIBITS

- 3-A** Treasurer's Report
- 3-B** Listing of Cash Disbursements-Regular
- 3-C** Listing of Cash Disbursements-Payroll
- 3-D** Financial Statements



**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
TREASURER'S REPORT FOR MARCH 2020**

<u>Description</u>	<u>Checking</u>	<u>MPWMD Money Market</u>	<u>L.A.I.F.</u>	<u>Wells Fargo Investments</u>	<u>Multi-Bank Securities</u>	<u>MPWMD Total</u>	<u>PB Reclamation Money Market</u>
<b>Beginning Balance</b>	<b>\$107,856.05</b>	<b>\$1,101,508.08</b>	<b>\$13,650,944.72</b>	<b>\$1,007,612.41</b>	<b>\$2,321,821.41</b>	<b>\$18,189,742.67</b>	<b>\$702,461.63</b>
Fee Deposits		405,151.60				405,151.60	235,223.58
MoCo Tax & WS Chg Installment Pymt						0.00	
Interest Received				3,934.61	3,473.11	7,407.72	
Transfer - Money Market/LAIF						0.00	
Transfer - Money Market/Checking	600,000.00	(600,000.00)				0.00	
Transfer - Money Market/Multi-Bank		(497,000.00)			497,000.00	0.00	
Transfer - Money Market/Wells Fargo						0.00	
Transfer to CAWD						0.00	(690,000.00)
Voided Checks						0.00	
Bank Corrections/Reversals/Errors						0.00	
Bank Charges/Other	(423.07)					(423.07)	
Credit Card Fees	(446.29)					(446.29)	
Returned Deposits	-					0.00	
Payroll Tax/Benefit Deposits	(96,708.96)					(96,708.96)	
Payroll Checks/Direct Deposits	(131,810.98)					(131,810.98)	
General Checks	(411,087.47)					(411,087.47)	
Bank Draft Payments	(1,738.00)					(1,738.00)	
<b>Ending Balance</b>	<b>\$65,641.28</b>	<b>\$409,659.68</b>	<b>\$13,650,944.72</b>	<b>\$1,011,547.02</b>	<b>\$2,822,294.52</b>	<b>\$17,960,087.22</b>	<b>\$247,685.21</b>





**Check Report**

By Check Number

Date Range: 03/01/2020 - 03/31/2020



Monterey Peninsula Water Management Dist

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK -Bank of America Checking</b>						
<b>Payment Type: Regular</b>						
04045	California Society of Municipal Finance Officers	03/16/2020	Regular	0.00	-300.00	35827
00249	A.G. Davi, LTD	03/06/2020	Regular	0.00	395.00	36809
00760	Andy Bell	03/06/2020	Regular	0.00	711.00	36810
11220	Craig Evans	03/06/2020	Regular	0.00	325.00	36811
01352	Dave Stoldt	03/06/2020	Regular	0.00	2,538.24	36812
18734	DeVeera Inc.	03/06/2020	Regular	0.00	6,808.00	36813
00758	FedEx	03/06/2020	Regular	0.00	32.44	36814
00993	Harris Court Business Park	03/06/2020	Regular	0.00	721.26	36815
00986	Henrietta Stern	03/06/2020	Regular	0.00	1,255.54	36816
00277	Home Depot Credit Services	03/06/2020	Regular	0.00	232.35	36817
04717	Inder Osahan	03/06/2020	Regular	0.00	1,255.54	36818
03857	Joe Oliver	03/06/2020	Regular	0.00	1,255.54	36819
05829	Mark Bekker	03/06/2020	Regular	0.00	1,255.54	36820
01012	Mark Dudley	03/06/2020	Regular	0.00	540.00	36821
19505	Mastermark	03/06/2020	Regular	0.00	107.30	36822
00282	PG&E	03/06/2020	Regular	0.00	441.45	36823
00282	PG&E	03/06/2020	Regular	0.00	2,040.55	36824
00159	Pueblo Water Resources, Inc.	03/06/2020	Regular	0.00	2,940.00	36825
00262	Pure H2O	03/06/2020	Regular	0.00	65.24	36826
00251	Rick Dickhaut	03/06/2020	Regular	0.00	569.20	36827
04719	Telit lo T Platforms, LLC	03/06/2020	Regular	0.00	231.00	36828
09351	Tetra Tech, Inc.	03/06/2020	Regular	0.00	114.00	36829
09425	The Ferguson Group LLC	03/06/2020	Regular	0.00	8,071.99	36830
00207	Universal Staffing Inc.	03/06/2020	Regular	0.00	851.20	36831
00221	Verizon Wireless	03/06/2020	Regular	0.00	883.09	36832
08105	Yolanda Munoz	03/06/2020	Regular	0.00	540.00	36833
06009	yourservicesolution.com	03/06/2020	Regular	0.00	9,645.00	36834
00763	ACWA-JPIA	03/13/2020	Regular	0.00	358.54	36839
00767	AFLAC	03/13/2020	Regular	0.00	907.16	36840
00252	Cal-Am Water	03/13/2020	Regular	0.00	78.39	36841
00252	Cal-Am Water	03/13/2020	Regular	0.00	141.69	36842
04045	California Society of Municipal Finance Officers	03/13/2020	Regular	0.00	110.00	36843
04043	Campbell Scientific, Inc.	03/13/2020	Regular	0.00	412.09	36844
01001	CDW Government	03/13/2020	Regular	0.00	311.88	36845
06001	Cypress Coast Ford	03/13/2020	Regular	0.00	183.00	36846
12655	Graphicsmiths	03/13/2020	Regular	0.00	188.40	36847
00986	Henrietta Stern	03/13/2020	Regular	0.00	1,255.54	36848
00277	Home Depot Credit Services	03/13/2020	Regular	0.00	251.81	36849
00768	ICMA	03/13/2020	Regular	0.00	2,520.09	36850
05371	June Silva	03/13/2020	Regular	0.00	519.90	36851
00222	M.J. Murphy	03/13/2020	Regular	0.00	95.40	36852
00259	Marina Coast Water District	03/13/2020	Regular	0.00	91.87	36853
00259	Marina Coast Water District	03/13/2020	Regular	0.00	91.87	36854
00242	MBAS	03/13/2020	Regular	0.00	1,856.25	36855
00118	Monterey Bay Carpet & Janitorial Svc	03/13/2020	Regular	0.00	1,260.00	36856
16182	Monterey County Weekly	03/13/2020	Regular	0.00	1,015.00	36857
13396	Navia Benefit Solutions, Inc.	03/13/2020	Regular	0.00	909.42	36858
00036	Parham Living Trust	03/13/2020	Regular	0.00	850.00	36859
00154	Peninsula Messenger Service	03/13/2020	Regular	0.00	394.00	36860
00755	Peninsula Welding Supply, Inc.	03/13/2020	Regular	0.00	64.50	36861
00282	PG&E	03/13/2020	Regular	0.00	27.06	36862
04736	Pitney Bowes Global Financial Svc, LLC	03/13/2020	Regular	0.00	26.99	36863
06746	POSTMASTER	03/13/2020	Regular	0.00	106.00	36864

**EXHIBIT 3-B**

14

## Check Report

Date Range: 03/01/2020 - 03/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
13430	Premiere Global Services	03/13/2020	Regular	0.00	179.70	36865
04709	Sherron Forsgren	03/13/2020	Regular	0.00	869.02	36866
19098	Specialty Construction, Inc.	03/13/2020	Regular	0.00	168,896.70	36867
09989	Star Sanitation Services	03/13/2020	Regular	0.00	90.86	36868
17965	The Maynard Group	03/13/2020	Regular	0.00	1,516.34	36869
00225	Trowbridge Enterprises Inc.	03/13/2020	Regular	0.00	295.96	36870
00207	Universal Staffing Inc.	03/13/2020	Regular	0.00	851.20	36871
18163	Wex Bank	03/13/2020	Regular	0.00	721.13	36872
01015	American Lock & Key	03/17/2020	Regular	0.00	16.39	36873
00252	Cal-Am Water	03/17/2020	Regular	0.00	152.82	36874
04045	California Society of Municipal Finance Officers	03/17/2020	Regular	0.00	300.00	36875
12601	Carmel Valley Ace Hardware	03/17/2020	Regular	0.00	29.06	36876
00224	City of Monterey	03/17/2020	Regular	0.00	1,307.46	36877
06268	Comcast	03/17/2020	Regular	0.00	195.20	36878
00281	CoreLogic Information Solutions, Inc.	03/17/2020	Regular	0.00	1,240.12	36879
18734	DeVeera Inc.	03/17/2020	Regular	0.00	2,420.78	36880
18225	DUDEK	03/17/2020	Regular	0.00	2,280.00	36881
00192	Extra Space Storage	03/17/2020	Regular	0.00	885.00	36882
05164	GardenSoft	03/17/2020	Regular	0.00	5,000.00	36883
00277	Home Depot Credit Services	03/17/2020	Regular	0.00	43.93	36884
04367	Jeanne Byrne	03/17/2020	Regular	0.00	2,085.42	36885
03857	Joe Oliver	03/17/2020	Regular	0.00	1,255.54	36886
05830	Larry Hampson	03/17/2020	Regular	0.00	1,255.54	36887
00282	PG&E	03/17/2020	Regular	0.00	50.69	36888
00282	PG&E	03/17/2020	Regular	0.00	10.52	36889
00282	PG&E	03/17/2020	Regular	0.00	14.37	36890
18544	Psomas	03/17/2020	Regular	0.00	17,385.50	36891
00159	Pueblo Water Resources, Inc.	03/17/2020	Regular	0.00	46,034.73	36892
13394	Regional Government Services	03/17/2020	Regular	0.00	2,396.55	36893
00176	Sentry Alarm Systems	03/17/2020	Regular	0.00	283.38	36894
00269	U.S. Bank	03/17/2020	Regular	0.00	9,809.40	36895
	**Void**	03/17/2020	Regular	0.00	0.00	36896
00207	Universal Staffing Inc.	03/17/2020	Regular	0.00	851.20	36897
00994	Whitson Engineers	03/17/2020	Regular	0.00	2,215.00	36898
01188	Alhambra	03/27/2020	Regular	0.00	155.55	36899
04732	AM Conservation Group, Inc.	03/27/2020	Regular	0.00	25,374.45	36900
01015	American Lock & Key	03/27/2020	Regular	0.00	104.88	36901
16237	California Water Efficiency Partnership	03/27/2020	Regular	0.00	875.00	36902
00230	Cisco Systems, Inc.	03/27/2020	Regular	0.00	134.20	36903
04041	Cynthia Schmidlin	03/27/2020	Regular	0.00	868.03	36904
19448	David Frank Stone	03/27/2020	Regular	0.00	40.36	36905
00046	De Lay & Laredo	03/27/2020	Regular	0.00	25,985.00	36906
00758	FedEx	03/27/2020	Regular	0.00	106.35	36907
00768	ICMA	03/27/2020	Regular	0.00	2,520.09	36908
00117	Marina Backflow Company	03/27/2020	Regular	0.00	75.00	36909
05829	Mark Bekker	03/27/2020	Regular	0.00	1,255.54	36910
01012	Mark Dudley	03/27/2020	Regular	0.00	540.00	36911
01002	Monterey County Clerk	03/27/2020	Regular	0.00	50.00	36912
04034	Monterey County Tax Collector	03/27/2020	Regular	0.00	34.00	36913
16182	Monterey County Weekly	03/27/2020	Regular	0.00	1,015.00	36914
13396	Navia Benefit Solutions, Inc.	03/27/2020	Regular	0.00	808.32	36915
00257	Pacific Grove Chamber of Commerce	03/27/2020	Regular	0.00	590.00	36916
00036	Parham Living Trust	03/27/2020	Regular	0.00	850.00	36917
00282	PG&E	03/27/2020	Regular	0.00	7,218.33	36918
00282	PG&E	03/27/2020	Regular	0.00	1,899.81	36919
00282	PG&E	03/27/2020	Regular	0.00	258.86	36920
00251	Rick Dickhaut	03/27/2020	Regular	0.00	543.40	36921
00766	Standard Insurance Company	03/27/2020	Regular	0.00	1,419.65	36922
18737	U.S. Bank Equipment Finance	03/27/2020	Regular	0.00	867.83	36923
00207	Universal Staffing Inc.	03/27/2020	Regular	0.00	340.48	36924
18163	Wex Bank	03/27/2020	Regular	0.00	238.51	36925

**EXHIBIT 3-B**

15

Check Report

Date Range: 03/01/2020 - 03/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
08105	Yolanda Munoz	03/27/2020	Regular	0.00	540.00	36926
06009	yourservicesolution.com	03/27/2020	Regular	0.00	7,887.00	36927
			<b>Total Regular:</b>	<b>0.00</b>	<b>411,087.47</b>	

**EXHIBIT 3-B**

Check Report

Date Range: 03/01/2020 - 03/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Payment Type: Bank Draft</b>						
00266	I.R.S.	03/09/2020	Bank Draft	0.00	143.13	DFT0001585
00266	I.R.S.	03/09/2020	Bank Draft	0.00	113.56	DFT0001586
00267	Employment Development Dept.	03/09/2020	Bank Draft	0.00	20.31	DFT0001587
00266	I.R.S.	03/09/2020	Bank Draft	0.00	485.46	DFT0001588
00266	I.R.S.	03/13/2020	Bank Draft	0.00	11,636.52	DFT0001590
00266	I.R.S.	03/13/2020	Bank Draft	0.00	2,534.50	DFT0001591
00267	Employment Development Dept.	03/13/2020	Bank Draft	0.00	4,336.74	DFT0001592
00266	I.R.S.	03/13/2020	Bank Draft	0.00	618.80	DFT0001593
00769	Laborers Trust Fund of Northern CA	03/11/2020	Bank Draft	0.00	28,094.00	DFT0001595
00266	I.R.S.	03/27/2020	Bank Draft	0.00	11,804.49	DFT0001598
00266	I.R.S.	03/27/2020	Bank Draft	0.00	2,553.20	DFT0001599
00267	Employment Development Dept.	03/27/2020	Bank Draft	0.00	4,415.13	DFT0001600
00266	I.R.S.	03/27/2020	Bank Draft	0.00	698.78	DFT0001601
00256	PERS Retirement	03/13/2020	Bank Draft	0.00	14,627.17	DFT0001602
16235	California Department of Tax and Fee Administrat	03/30/2020	Bank Draft	0.00	1,738.00	DFT0001603
00256	PERS Retirement	03/27/2020	Bank Draft	0.00	14,627.17	DFT0001604
<b>Total Bank Draft:</b>				<b>0.00</b>	<b>98,446.96</b>	

Payment Type	Bank Code APBNK		Summary	
	Payable Count	Payment Count	Discount	Payment
Regular Checks	154	114	0.00	411,387.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-300.00
Bank Drafts	24	16	0.00	98,446.96
EFT's	0	0	0.00	0.00
	<b>178</b>	<b>132</b>	<b>0.00</b>	<b>509,534.43</b>

**All Bank Codes Check Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	154	114	0.00	411,387.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-300.00
Bank Drafts	24	16	0.00	98,446.96
EFT's	0	0	0.00	0.00
	<b>178</b>	<b>132</b>	<b>0.00</b>	<b>509,534.43</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOL CASH FUND	3/2020	509,534.43
			<b>509,534.43</b>



**EXHIBIT 3-C**



Monterey Peninsula Water Management Dist

**Payroll Bank Transaction Report**

By Payment Number

Date: 3/1/2020 - 3/31/2020

Payroll Set: 01 - Monterey Peninsula Water Management District

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
4969	03/09/2020	Regular	7015	Adams, Mary L	0.00	665.71	665.71
4970	03/09/2020	Regular	7014	Evans, Molly F	0.00	814.48	814.48
4971	03/09/2020	Regular	7017	Hoffmann, Gary D	0.00	249.34	249.34
4972	03/09/2020	Regular	7018	Riley, George T	0.00	498.69	498.69
4973	03/13/2020	Regular	1024	Stoldt, David J	0.00	5,742.47	5,742.47
4974	03/13/2020	Regular	1025	Tavani, Arlene M	0.00	2,170.62	2,170.62
4975	03/13/2020	Regular	1044	Bennett, Corryn D	0.00	2,070.80	2,070.80
4976	03/13/2020	Regular	1018	Prasad, Suresh	0.00	4,019.48	4,019.48
4977	03/13/2020	Regular	1019	Reyes, Sara C	0.00	1,832.10	1,832.10
4978	03/13/2020	Regular	1075	Valencia, Mariel C	0.00	1,540.71	1,540.71
4979	03/13/2020	Regular	1042	Hamilton, Maureen C.	0.00	3,375.03	3,375.03
4980	03/13/2020	Regular	6063	Hampson, Larry M	0.00	2,120.26	2,120.26
4981	03/13/2020	Regular	1009	James, Gregory W	0.00	3,189.33	3,189.33
4982	03/13/2020	Regular	1011	Lear, Jonathan P	0.00	3,948.35	3,948.35
4983	03/13/2020	Regular	1012	Lindberg, Thomas L	0.00	2,605.04	2,605.04
4984	03/13/2020	Regular	1043	Suwada, Joseph	0.00	1,961.38	1,961.38
4985	03/13/2020	Regular	1045	Atkins, Daniel N	0.00	1,917.30	1,917.30
4986	03/13/2020	Regular	1004	Chaney, Beverly M	0.00	2,621.32	2,621.32
4987	03/13/2020	Regular	1005	Christensen, Thomas T	0.00	3,440.39	3,440.39
4988	03/13/2020	Regular	1007	Hamilton, Cory R	0.00	2,306.53	2,306.53
4989	03/13/2020	Regular	6064	Li, Trevin	0.00	389.48	389.48
4990	03/13/2020	Regular	1048	Lumas, Eric M	0.00	1,765.97	1,765.97
4991	03/13/2020	Regular	1001	Bravo, Gabriela D	0.00	2,528.84	2,528.84
4992	03/13/2020	Regular	1076	Jakic, Tricia	0.00	2,288.30	2,288.30
4993	03/13/2020	Regular	1010	Kister, Stephanie L	0.00	2,621.28	2,621.28
4994	03/13/2020	Regular	1017	Locke, Stephanie L	0.00	3,568.58	3,568.58
4995	03/13/2020	Regular	1040	Smith, Kyle	0.00	2,231.12	2,231.12
4996	03/13/2020	Regular	1047	Timmer, Christopher	0.00	2,135.22	2,135.22
4997	03/27/2020	Regular	1024	Stoldt, David J	0.00	5,742.48	5,742.48
4998	03/27/2020	Regular	1025	Tavani, Arlene M	0.00	2,170.60	2,170.60
4999	03/27/2020	Regular	1044	Bennett, Corryn D	0.00	2,070.82	2,070.82
5000	03/27/2020	Regular	1018	Prasad, Suresh	0.00	4,019.49	4,019.49
5001	03/27/2020	Regular	1019	Reyes, Sara C	0.00	1,832.11	1,832.11
5002	03/27/2020	Regular	1075	Valencia, Mariel C	0.00	1,540.71	1,540.71
5003	03/27/2020	Regular	1042	Hamilton, Maureen C.	0.00	3,375.04	3,375.04
5004	03/27/2020	Regular	6063	Hampson, Larry M	0.00	2,495.56	2,495.56
5005	03/27/2020	Regular	1009	James, Gregory W	0.00	3,189.33	3,189.33
5006	03/27/2020	Regular	1011	Lear, Jonathan P	0.00	3,948.36	3,948.36
5007	03/27/2020	Regular	1012	Lindberg, Thomas L	0.00	2,605.05	2,605.05
5008	03/27/2020	Regular	1043	Suwada, Joseph	0.00	1,961.39	1,961.39
5009	03/27/2020	Regular	1045	Atkins, Daniel N	0.00	1,917.30	1,917.30
5010	03/27/2020	Regular	1004	Chaney, Beverly M	0.00	2,621.32	2,621.32
5011	03/27/2020	Regular	1005	Christensen, Thomas T	0.00	3,440.39	3,440.39
5012	03/27/2020	Regular	1007	Hamilton, Cory R	0.00	2,306.55	2,306.55
5013	03/27/2020	Regular	1048	Lumas, Eric M	0.00	1,765.98	1,765.98
5014	03/27/2020	Regular	6068	Marvin, Richard B	0.00	988.32	988.32
5015	03/27/2020	Regular	6047	Rodriguez, Isaac	0.00	990.11	990.11
5016	03/27/2020	Regular	1001	Bravo, Gabriela D	0.00	2,528.85	2,528.85
5017	03/27/2020	Regular	1076	Jakic, Tricia	0.00	2,288.31	2,288.31
5018	03/27/2020	Regular	1010	Kister, Stephanie L	0.00	2,621.29	2,621.29
5019	03/27/2020	Regular	1017	Locke, Stephanie L	0.00	3,568.58	3,568.58
5020	03/27/2020	Regular	1040	Smith, Kyle	0.00	2,231.13	2,231.13
5021	03/27/2020	Regular	1047	Timmer, Christopher	0.00	2,135.22	2,135.22
36835	03/09/2020	Regular	7007	Byrne, Jeanne	747.47	0.00	747.47
36836	03/09/2020	Regular	7009	Edwards, Alvin	476.36	0.00	476.36
36837	03/13/2020	Regular	6068	Marvin, Richard B	804.61	0.00	804.61

**EXHIBIT 3-C**

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
36838	03/13/2020	Regular	6047	Rodriguez, Isaac	810.13	0.00	810.13
<b>Total:</b>					<b>2,838.57</b>	<b>128,972.41</b>	<b>131,810.98</b>





**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT**  
 STATEMENT OF REVENUES AND EXPENDITURES  
 FOR THE MONTH MARCH 31, 2020

	<u>Mitigation</u>	<u>Conservation</u>	<u>Water Supply</u>	<u>Current Period Activity</u>	<u>FY 2019/2020 Year-to-Date Actual</u>	<u>FY 2019/2020 Annual Budget</u>	<u>Prior FY Year-to-Date Actual</u>
<b>REVENUES</b>							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ 1,139,505	\$ 2,050,000	\$ 1,062,370
Water supply charge	-	-	-	-	1,951,463	3,400,000	1,930,663
User fees	201,401	77,525	46,042	324,968	3,371,226	5,000,000	3,117,128
Mitigation revenue	-	-	-	-	-	-	-
Capacity fees	-	-	48,712	48,712	468,681	400,000	496,776
Permit fees	-	12,084	-	12,084	158,196	231,000	204,484
Investment income	4,097	1,073	2,238	7,408	159,651	180,000	151,175
Miscellaneous	107	68	110	284	6,221	15,000	1,666
<b>Sub-total district revenues</b>	<b>205,604</b>	<b>90,749</b>	<b>97,102</b>	<b>393,455</b>	<b>7,254,944</b>	<b>11,276,000</b>	<b>6,964,261</b>
Project reimbursements	-	11,325	11,748	23,073	1,558,179	1,411,000	290,152
Legal fee reimbursements	-	-	-	-	1,350	16,000	2,850
Grants	-	-	-	-	260,078	468,000	693,990
Recording fees	-	2,970	-	2,970	28,330	6,000	3,011
<b>Sub-total reimbursements</b>	<b>-</b>	<b>14,295</b>	<b>11,748</b>	<b>26,043</b>	<b>1,847,937</b>	<b>1,901,000</b>	<b>990,004</b>
Reserves	-	-	-	-	-	4,862,350	-
<b>Total revenues</b>	<b>205,604</b>	<b>105,044</b>	<b>108,850</b>	<b>419,498</b>	<b>9,102,881</b>	<b>18,039,350</b>	<b>7,954,265</b>
<b>EXPENDITURES</b>							
<b>Personnel:</b>							
Salaries	64,653	40,311	76,501	181,465	1,893,627	2,754,600	1,891,392
Retirement	5,602	3,527	6,752	15,882	508,883	593,500	453,639
Unemployment Compensation	-	-	-	-	3,417	3,000	2,649
Auto Allowance	92	92	277	462	4,385	6,000	4,385
Deferred Compensation	143	143	429	714	6,785	9,400	6,725
Temporary Personnel	1,187	752	955	2,894	58,961	55,100	51,742
Workers Comp. Ins.	1,917	156	1,305	3,379	36,369	71,300	38,548
Employee Insurance	14,925	9,537	14,264	38,726	333,892	479,100	318,199
Medicare & FICA Taxes	1,560	672	1,281	3,512	35,940	49,100	32,137
Personnel Recruitment	-	-	-	-	649	3,000	679
Other benefits	-	-	-	-	1,277	1,500	906
Staff Development	-	-	-	-	8,536	28,500	10,200
<b>Sub-total personnel costs</b>	<b>90,078</b>	<b>55,191</b>	<b>101,764</b>	<b>247,033</b>	<b>2,892,722</b>	<b>4,054,100</b>	<b>2,811,203</b>
<b>Services &amp; Supplies:</b>							
Board Member Comp	1,373	1,312	1,365	4,050	25,920	33,900	21,465
Board Expenses	855	542	688	2,085	9,150	5,100	2,818
Rent	1,410	230	1,340	2,980	19,420	23,200	16,259
Utilities	1,053	646	854	2,553	23,477	33,200	22,691
Telephone	1,288	738	837	2,863	29,418	50,700	52,133
Facility Maintenance	1,788	1,134	1,439	4,361	57,898	41,200	27,080
Bank Charges	356	226	287	869	13,049	3,900	4,377
Office Supplies	721	457	580	1,758	11,291	17,400	9,289
Courier Expense	195	124	157	476	4,711	6,100	2,844
Postage & Shipping	81	51	65	197	3,228	6,800	3,199
Equipment Lease	519	329	418	1,266	9,564	13,900	10,065
Equip. Repairs & Maintenance	-	-	-	-	5,824	7,000	3,361
Photocopy Expense	-	-	-	-	-	-	-
Printing/Duplicating/Binding	-	-	-	-	-	500	32
IT Supplies/Services	3,809	2,415	3,065	9,289	172,732	150,000	124,930
Operating Supplies	205	1,649	265	2,118	11,546	16,900	11,305
Legal Services	-	-	468	468	155,660	400,000	232,450
Professional Fees	3,280	2,080	2,640	8,000	234,687	360,600	247,854



**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT**  
 STATEMENT OF REVENUES AND EXPENDITURES  
 FOR THE MONTH MARCH 31, 2020

	<u>Mitigation</u>	<u>Conservation</u>	<u>Water Supply</u>	<u>Current Period Activity</u>	<u>FY 2019/2020 Year-to-Date Actual</u>	<u>FY 2019/2020 Annual Budget</u>	<u>Prior FY Year-to-Date Actual</u>
Transportation	797	48	133	977	24,248	35,000	19,913
Travel	340	566	1,359	2,264	12,340	31,100	19,980
Meeting Expenses	-	-	-	-	8,696	6,100	2,642
Insurance	2,397	1,520	1,930	5,847	52,723	65,100	44,952
Legal Notices	-	-	-	-	-	3,100	-
Membership Dues	242	226	232	700	32,794	33,400	31,161
Public Outreach	14	9	11	33	3,040	2,500	1,721
Assessors Administration Fee	-	-	-	-	-	20,000	-
Miscellaneous	-	-	-	-	379	3,000	17,071
<b>Sub-total services &amp; supplies costs</b>	<b>20,722</b>	<b>14,302</b>	<b>18,132</b>	<b>53,156</b>	<b>921,795</b>	<b>1,369,700</b>	<b>929,589</b>
Project expenditures	206,118	74,819	276,346	557,283	3,899,125	11,550,000	3,857,249
Fixed assets	-	-	-	-	30,653	213,900	294,226
Contingencies	-	-	-	-	-	70,000	-
Election costs	-	-	-	-	-	-	-
Debt service: Principal	-	-	-	-	-	-	-
Debt service: Interest	-	-	-	-	63,748	230,000	65,400
Flood drought reserve	-	-	-	-	-	-	-
Capital equipment reserve	-	-	-	-	-	49,500	-
General fund balance	-	-	-	-	-	302,150	-
Pension reserve	-	-	-	-	-	100,000	-
OPEB reserve	-	-	-	-	-	100,000	-
Other	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>316,918</b>	<b>144,312</b>	<b>396,242</b>	<b>857,472</b>	<b>7,808,043</b>	<b>18,039,350</b>	<b>7,957,667</b>
<b>Excess (Deficiency) of revenues over expenditures</b>	<b>\$ (111,314)</b>	<b>\$ (39,267)</b>	<b>\$ (287,392)</b>	<b>\$ (437,974)</b>	<b>\$ 1,294,838</b>	<b>\$ -</b>	<b>\$ (3,403)</b>

## ADMINISTRATIVE COMMITTEE

### 4. RECEIVE AND FILE THIRD QUARTER FINANCIAL ACTIVITY REPORT FOR FISCAL YEAR 2019-2020

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee reviewed this item on May 12, 2020 and recommended \_\_\_\_\_.

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

---

**SUMMARY:** The third quarter of Fiscal Year (FY) 2019-2020 concluded on March 31, 2020. Table comparing budgeted and actual year-to-date revenues and expenditures for the period are included as **Exhibit 4-A**. **Exhibits 4-B and 4-C** presents the same information in bar graph format. The following comments summarize District staff's observations:

### REVENUES

The revenue table compares amounts received through the third quarter to the amounts budgeted for that same time period. Total revenues collected were \$9,102,880, or 67.3% of the budgeted amount of \$13,529,513. Variances within the individual revenue categories are described below:

- Water Supply Charge revenues were \$1,951,463, or 76.5% of the budget for the period. The first installment of this revenue was received in December 2019. The second installment will be received in April 2020.
- Property tax revenues were \$1,139,505, or 74.1% of the budget for the period. The first installment of this revenue was received in December 2019. The second installment will be received in April 2020.
- User Fee revenues were \$3,371,226, or about 89.9% of the amount budgeted. This is lower than budgeted since the actual collections are 2 months behind.
- Connection Charge revenues were \$468,681, or 156.2% of the budget for the period. Actual collection was higher than anticipated budgeted figure as the forecasted figures are based on estimated number of customers pulling permits. There was more connection charge received than budgeted for the first nine months.
- Permit Fees revenues were \$158,196, or 91.3% of the budget for the period. The actual was in line with the budgeted figure.
- Interest revenues were 159,651, or 118.3% of the budget for the period. Actual interest received was significantly higher than budgeted for the first nine months due to higher interest rates on Certificate of Deposits and higher cash balance.
- Reimbursements of \$1,587,859, or 147.7% of the budget. This is based on actual spending and collection of reimbursement project funds. This is considerably higher than

the budgeted amount due to the Pure Water Monterey reimbursement from State Revolving Fund which was received in first half of the fiscal and not reflected in the budget. This reimbursement amount was \$698,416.

- Grant revenue of \$260,078, or 74.1% of the budget. The actual collection was lower than the budgeted amount due to deferral in grant billing.
- The Other revenue category totaled \$6,221 or about 55.3% of the budgeted amount. This category includes other miscellaneous services.
- The Reserves category totaled \$0 or about 0.00% of the budgeted amount. This category includes potential use of reserves and the water supply carry forward balance during the fiscal year for which adjustments will be made at the conclusion of the fiscal year.

## **EXPENDITURES**

Expenditure activity as depicted on the expenditure table is similar to patterns seen in past fiscal years. Total expenditures of \$7,808,043 were about 57.7% of the budgeted amount of \$13,529,513 for the period. Variances within the individual expenditure categories are described below:

- Personnel costs of \$2,892,722 were about 95.1% of the budget. This was slightly lower than the anticipated budget due to unfilled positions vacated during the year.
- Expenditures for supplies and services were \$921,795, or about 89.7% of the budgeted amount. This was lower than the anticipated budget due to the consulting services and legal expenses coming in lower than the expected budgeted numbers.
- Fixed assets purchase of \$30,653 represented around 19.1% of the budgeted amount. This was slightly lower than the anticipated budget due to deferral of fixed asset purchases into the second half of the fiscal year.
- Funds spent for project expenditures were \$3,899,125, or approximately 45.0% of the amount budgeted for the period. This is due to most project spending being deferred to next quarter.
- Debt Service included costs of \$63,748, or 37.0% of the budget for the period. Debt service is paid semi-annually, in December and June.
- Contingencies/Other expenditures \$0, or 0% of the budgeted amount. This was due to the contingency budget not spent during this fiscal year.
- Reserve expenditures of \$0, or 0% of the budgeted amount. This category includes potential use of reserves during the fiscal year for which adjustments will be made at the conclusion of the fiscal year.

## **EXHIBITS**

- 4-A** Revenue and Expenditure Table
- 4-B** Revenue Graph
- 4-C** Expenditure Graph

**Monterey Peninsula Water Management District  
Financial Activity as of March 31, 2020  
Fiscal Year 2019-2020**

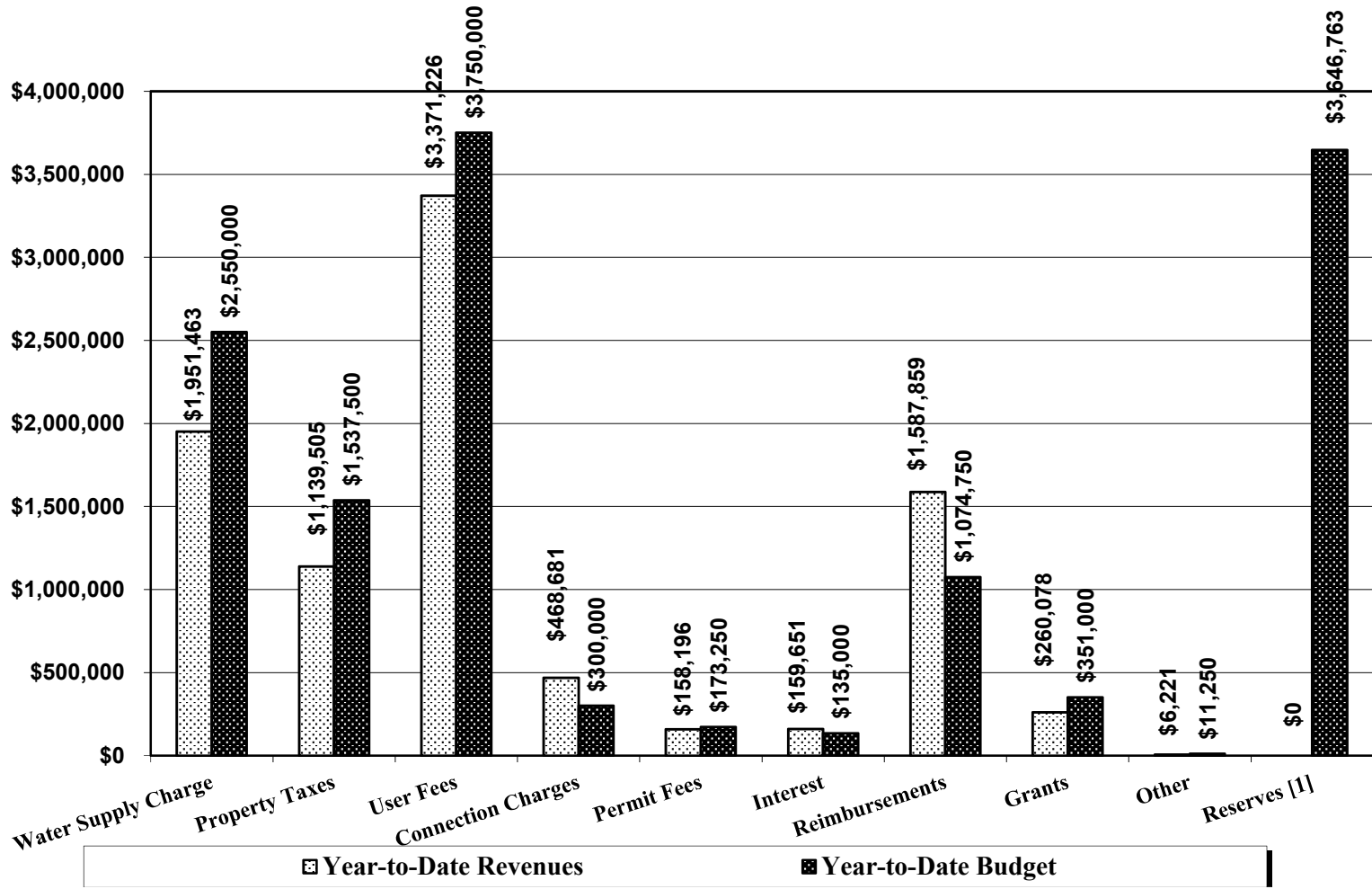
	Year-to-Date <u>Revenues</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Water Supply Charge	\$1,951,463	\$2,550,000	\$598,537	76.5%
Property Taxes	\$1,139,505	\$1,537,500	\$397,995	74.1%
User Fees	\$3,371,226	\$3,750,000	\$378,774	89.9%
Connection Charges	\$468,681	\$300,000	(\$168,681)	156.2%
Permit Fees	\$158,196	\$173,250	\$15,054	91.3%
Interest	\$159,651	\$135,000	(\$24,651)	118.3%
Reimbursements	\$1,587,859	\$1,074,750	(\$513,109)	147.7%
Grants	\$260,078	\$351,000	\$90,922	74.1%
Other	\$6,221	\$11,250	\$5,029	55.3%
Reserves [1]	\$0	\$3,646,763	\$3,646,763	0.0%
Total Revenues	\$9,102,880	\$13,529,513	\$4,426,633	67.3%

	Year-to-Date <u>Expenditures</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Personnel	\$2,892,722	\$3,040,575	\$147,853	95.1%
Supplies & Services	\$921,795	\$1,027,275	\$105,480	89.7%
Fixed Assets	\$30,653	\$160,425	\$129,772	19.1%
Project Expenditures	\$3,899,125	\$8,662,500	\$4,763,375	45.0%
Debt Service	\$63,748	\$172,500	\$108,752	37.0%
Contingencies/Other	\$0	\$52,500	\$52,500	0.0%
Reserves [1]	\$0	\$413,738	\$413,738	0.0%
Total Expenditures	\$7,808,043	\$13,529,513	\$5,721,470	57.7%

[1] Budget column includes fund balance, water supply carry forward, and reserve fund



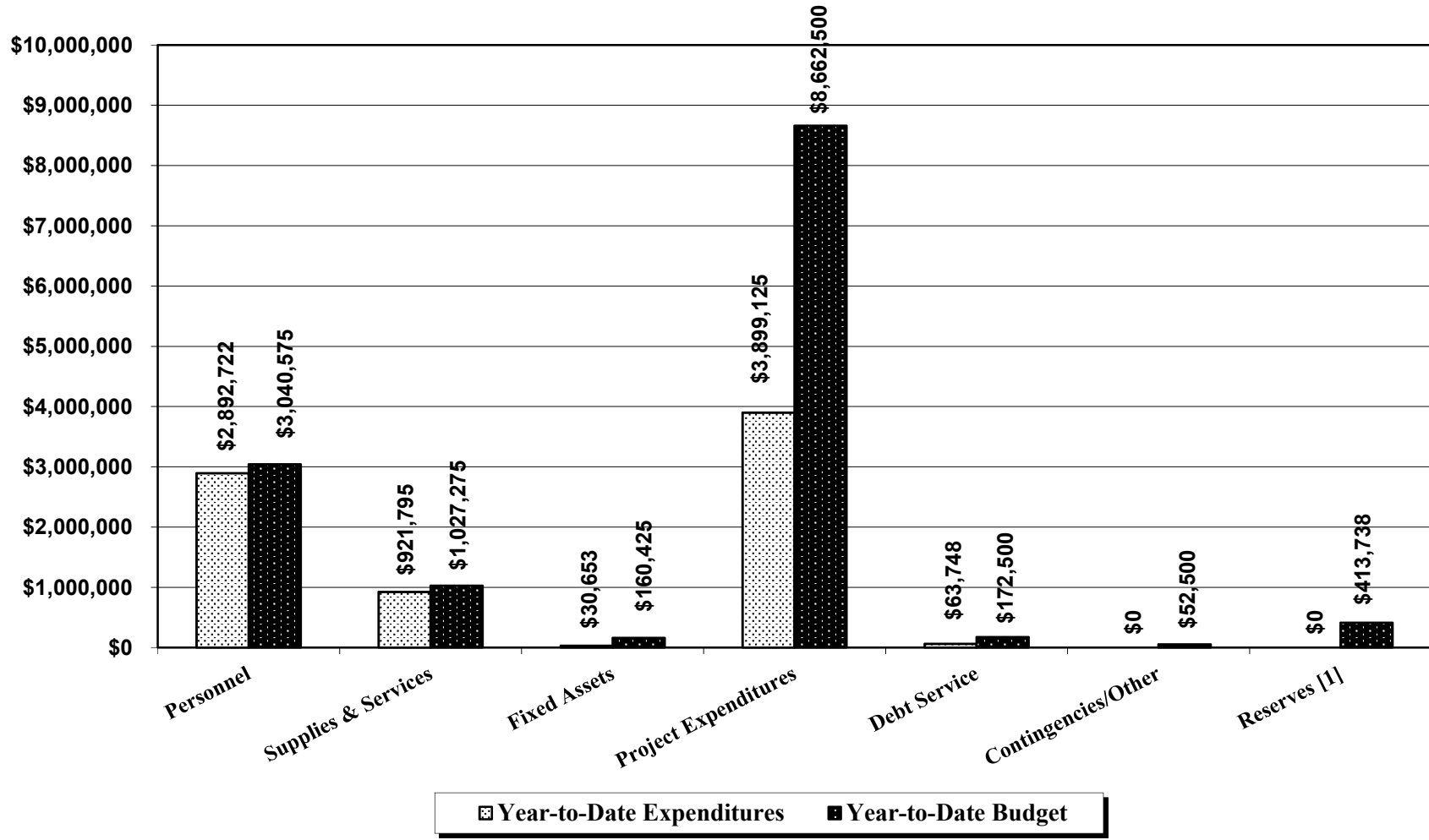
**REVENUES**  
**Fiscal Year Ended March 31, 2020**  
 Year-to-Date Actual Revenues \$9,102,881  
 Year-to-Date Budgeted Revenues \$13,529,513







**EXPENDITURES**  
**Fiscal Year Ended March 31, 2020**  
 Year-to-Date Actual Expenditures \$7,808,043  
 Year-to-Date Budgeted Expenditures \$13,529,513





## ADMINISTRATIVE COMMITTEE

### 5. CONSIDER APPROVAL OF THIRD QUARTER FISCAL YEAR 2019-2020 INVESTMENT REPORT

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee considered this item on May 12, 2020 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's investment policy requires that each quarter the Board of Directors receive and approve a report on investments held by the District. **Exhibit 5-A** is the report for the quarter ending March 31, 2020. District staff has determined that these investments do include sufficient liquid funds to meet anticipated expenditures for the next six months and as a result this portfolio is in compliance with the current District investment policy. This portfolio is in compliance with the California Government Code, and the permitted investments of Monterey County.

**RECOMMENDATION:** The Administrative Committee considered this item at its May 12, 2020 meeting and voted \_ to \_ to recommend \_\_\_\_\_.

#### EXHIBIT

**5-A** Investment Report as of March 31, 2020



**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
INVESTMENT REPORT AS OF MARCH 31, 2020**

**MPWMD**

Issuing Institution Security Description	Purchase Date	Maturity Date	Cost Basis	Par Value	Market Value	Annual Rate of Return	Portfolio Distribution
Local Agency Investment Fund	03/31/20	04/01/20	\$13,650,945	\$13,650,945	\$13,650,945	2.030%	76.01%
Bank of America:							
Money Market	03/31/20	04/01/20	409,660	409,660	409,660	0.000%	
Checking	03/31/20	04/01/20	65,641	65,641	65,641	0.000%	
			\$475,301	\$475,301	\$475,301		2.65%
Wells Fargo Money Market	03/31/20	04/01/20	511,547	511,547	511,547	0.010%	
Wells Fargo Institutional Securities:							
Interest Bearing Certificate of Deposit	06/13/18	06/15/20	\$250,000	\$250,000	\$250,931	2.750%	
Interest Bearing Certificate of Deposit	06/28/18	06/29/20	\$250,000	\$250,000	\$251,060	2.750%	
			\$1,011,547	\$1,011,547	\$1,013,538	2.750%	5.63%
Multi-Bank Securities Cash Account	03/31/20	04/01/20	94,295	94,295	94,295	0.000%	
Multi-Securities Bank Securities:							
Interest Bearing Certificate of Deposit	07/03/18	07/06/21	\$246,000	\$246,000	\$250,819	3.000%	
Interest Bearing Certificate of Deposit	06/29/18	06/29/20	\$249,000	\$249,000	\$250,407	2.800%	
Interest Bearing Certificate of Deposit	07/03/18	07/06/21	\$246,000	\$246,000	\$250,819	3.000%	
Interest Bearing Certificate of Deposit	07/06/18	07/06/20	\$249,000	\$249,000	\$250,397	2.750%	
Interest Bearing Certificate of Deposit	08/17/18	02/17/21	\$249,000	\$249,000	\$252,155	2.800%	
Interest Bearing Certificate of Deposit	10/05/18	10/05/21	\$249,000	\$249,000	\$255,058	3.100%	
Interest Bearing Certificate of Deposit	11/21/18	11/22/21	\$246,000	\$246,000	\$253,060	3.250%	
Interest Bearing Certificate of Deposit	01/09/19	01/10/22	\$250,000	\$250,000	\$256,900	3.100%	
Interest Bearing Certificate of Deposit	02/06/20	02/06/23	\$247,000	\$247,000	\$249,510	1.800%	
Interest Bearing Certificate of Deposit	03/13/20	03/13/25	\$249,000	\$249,000	\$245,469	1.250%	
Interest Bearing Certificate of Deposit	03/30/20	03/31/25	\$248,000	\$248,000	\$248,595	1.600%	
			\$2,822,295	\$2,822,295	\$2,857,484	2.586%	15.71%
<b>TOTAL MPWMD</b>			<b>\$17,960,087</b>	<b>\$17,960,087</b>	<b>\$17,997,267</b>	<b>2.104%</b>	

**CAWD/PBCSD WASTEWATER RECLAMATION PROJECT**

Issuing Institution Security Description	Purchase Date	Maturity Date	Cost Basis	Par Value	Market Value	Annual Rate of Return	Portfolio Distribution
US Bank Corp Trust Services:							0.47%
Certificate Payment Fund	03/31/20	04/01/20	818	818	818	0.000%	
Interest Fund	03/31/20	04/01/20	338	338	338	0.000%	
Rebate Fund	03/31/20	04/01/20	19	19	19	0.000%	
			\$1,176	\$1,176	\$1,176	0.000%	
Bank of America:							99.53%
Money Market Fund	03/31/20	04/01/20	247,685	247,685	\$247,685	0.000%	
<b>TOTAL WASTEWATER RECLAMATION PROJECT</b>			<b>\$248,861</b>	<b>\$248,861</b>	<b>\$248,861</b>	<b>0.000%</b>	

These investments do include sufficient liquid funds to meet anticipated expenditures for the next six months as reflected in the FY 2019-2020 annual budget adopted on June 17, 2019.



## ADMINISTRATIVE COMMITTEE

### 6. CONSIDER REALLOCATION OF REMAINING HEART GRANT FUNDING TO CITY OF MONTEREY'S FRANKLIN STREET STORMWATER PROJECT

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	
<b>Prepared By:</b>	<b>Stephanie Locke</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee reviewed this item on May 12, 2020 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 contracted with Ecology Action to undertake the Highly Effective Applied Retrofit Targets (HEART) program using IRWM grant funding. The project began in August 2018 and was completed in early 2019. Approximately \$66,000 remains in the grant due to lack of participation in the Seaside Disadvantaged Communities (DAC).

As Ecology Action's team is no longer available to reinstate the HEART program, the Water Demand Committee discussed the possibility of redirecting the funds to the City of Monterey's Franklin Street storm drain project which is also a recipient of the same DAC grant funds. The City of Monterey has requested that the funds be reallocated to its \$815,000 project.

In early 2018, staff received a request from a 100% subsidized housing project in Carmel Valley for assistance with retrofitting to meet the District's multi-family dwelling water efficiency requirements. As the site was not in Seaside's Disadvantaged Community (DAC) where the HEART program grant was targeted, assistance at Rippling River was not pursued. The facility has 79 units and provides housing to elderly and disabled residents. The site needs assistance to replace toilets and to retrofit showerheads and faucets. There is also a community laundry facility that is required to have High Efficiency Clothes Washers, the water pressure is required to meet efficiency requirements, and there is a well on site for irrigation that has problems. Recently, a different DAC map identified the Carmel Valley Village area as one that meets the DAC grant criteria.

Staff is proposing to refocus a portion of the remaining grant funds to contract with a plumber to retrofit toilets, showerheads and faucet aerators at Rippling River. In addition, the contractor would check for leaks and repair as needed and test the water pressure at the project and install or repair a pressure regulating device, if needed. Staff anticipates that the cost of this program would be no more than \$40,000 (\$500/unit), but will issue a Request for Proposals to obtain the least cost that meets the required criteria.

Staff discussed this concept with the grant manager, Community Foundation of Santa Cruz County, and determined that the proposed Rippling River retrofit project will need to be reviewed and approved by the Department of Water Resources (DWR) before proceeding. If funding can be shifted to address the needs at Rippling River, staff will shift the program funding. However, if this project is not approved by DWR, or if funding remains in the grant after the Rippling River project has been completed, staff is requesting the Board authorize the funds be made available to the City of Monterey's project.

The City of Monterey's project scope includes the installation of a new storm drain along Franklin Street, between Alvarado and Figueroa Streets, and intersection improvements along Franklin Street. The purpose is to improve City storm drain facilities and prevent flooding. The project beneficiary is the public. The new storm drain pipe in Franklin Street will intercept and redirect drainage that currently discharges into the Lighthouse Tunnel Pump Station and then into Monterey Bay without treatment. The storm drain is designed to intercept runoff in the downtown area that is susceptible to flooding. This neighborhood is one of the main employment locations for the disadvantaged community. With flooding, there is not only the high risk of washing off pollutants that can be harmful to the environment, but in this case, can affect the businesses in the area which in term would affect the work force. Drainage will be redirected to Lake El Estero which has assimilative capacity and will be used as reclamation source water.

**RECOMMENDATION:** The Administrative Committee should recommend the Board approve pursuing the Rippling River project and if funds remain after the project or if the project is denied by DWR those funds should be made available to the City of Monterey for its Franklin Street Storm Drain project.

## **EXHIBIT**

None



**ADMINISTRATIVE COMMITTEE****7. REPORT ON ACTIVITY/PROGRESS ON CONTRACTS OVER \$25,000**

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A**Committee Recommendation:** The Administrative Committee reviewed this item on May 12, 2020.**CEQA Compliance:** This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

---

**SUMMARY:** Attached for review is **Exhibit 7-A**, monthly status report on contracts over \$25,000 for the period March 2020. This status report is provided for information only, no action is required.

**EXHIBIT****7-A** Status on District Open Contracts (over \$25k)



**EXHIBIT 7-A**

**Monterey Peninsula Water Management District  
Status on District Open Contracts (over \$25K)  
For The Period March 2020**

Contract	Description	Date Authorized	Contract Amount	Prior Period		Total Expended To Date	Expected Completion	Current Period Activity	P.O. Number	
				Expended To Date	Current Period Spending					
1	De Lay & Laredo	Measure J/Rule 19.8 Appraisal/Rate Study Phase II	12/16/2019	\$ 200,000.00	\$ -	\$ 54,431.25	\$ 54,431.25		Current period billing for appraisal work related to phase 2 Measure J	PO02282
2	De Lay & Laredo	Measure J/Rule 19.8 Operations Plan - Phase II	12/16/2019	\$ 145,000.00	\$ -		\$ -			PO02281
3	U.S Bank	Hastings Ford Removal on Finch Creek	3/16/2020	\$ 100,000.00	\$ -	\$ -	\$ -			PO02277
4	De Lay & Laredo	Measure J/Rule 19.8 CEQA Services Consultant	12/16/2019	\$ 129,928.00	\$ -	\$ 25,985.00	\$ 25,985.00		Current period billing for CEQA work related to phase 2 Measure J	PO02273
5	AM Conservation Group, Inc.	Conservation supplies	2/19/2020	\$ 25,815.00	\$ -	\$ 25,374.45	\$ 25,374.45		Purchase of conservation devices	PO02261
6	Rutan & Tucker, LLP	Rule 19.8 Eminent Domain Legal Services - Phase II	12/16/2019	\$ 200,000.00	\$ 1,648.50		\$ 1,648.50			PO02236
7	Norton Rose Fulbright	Cal-Am Desal Structuring & Financing Order	4/20/2015	\$ 307,103.13	\$ 38,557.29		\$ 38,557.29			PO02197
8	Pueblo Water Resources, Inc.	ASR SMWTF Engineering Services During Construction	10/21/2019	\$ 148,100.00	\$ 49,613.58	\$ 29,491.05	\$ 79,104.63		Current period billing related to ASR engineering services	PO02163
9	Specialty Construction, Inc.	ASR SMWTF Construction	10/21/2019	\$ 4,649,400.00	\$ 632,494.80	\$ 194,499.20	\$ 826,994.00		Current period billing related to ASR construction management services	PO02162
10	Psomas	ASR Construction Management Services	8/19/2019	\$ 190,280.00	\$ 29,717.50	\$ 11,084.50	\$ 40,802.00		Current period billing related to ASR construction management services	PO02160
11	U.S. Bank Equipment Finance	Copier machine leasing - 60 months	7/15/2019	\$ 52,300.00	\$ 6,156.37	\$ 867.83	\$ 7,024.20	6/30/2024	Current period billing for photocopy machine lease	PO02108
12	Monterey One Water	Supplemental EIR Costs for PWM Expansion Project	3/18/2019	\$ 750,000.00	\$ -		\$ -			PO02095
13	Monterey One Water	Pre-Construction Costs for PWM Expansion Project	11/13/2017	\$ 360,000.00	\$ 312,617.94		\$ 312,617.94			PO02094
14	Deveera Inc.	IT Managed Services	9/16/2019	\$ 46,120.00	\$ 27,672.00	\$ 4,612.00	\$ 32,284.00	6/30/2020	Current period billing for IT managed services	PO02091
15	Lynx Technologies, Inc	Geographic Information Systems contractual services	6/17/2019	\$ 35,000.00	\$ 15,300.00		\$ 15,300.00			PO02065
16	Regional Government Services	Human Resouces contractual services	6/17/2019	\$ 70,000.00	\$ 33,437.25		\$ 33,437.25			PO02064
17	Pueblo Water Resources, Inc.	ASR operations support	7/15/2019	\$ 70,000.00	\$ 9,593.48		\$ 9,593.48			PO02063
18	MBAS	ASR Water Quality	7/15/2019	\$ 60,000.00	\$ 25,386.75	\$ 1,856.25	\$ 27,243.00		Current period billing for ASR water quality testing	PO02062
19	TBC Communications & Media	Public Outreach services retainer	6/17/2019	\$ 42,000.00	\$ 28,000.00		\$ 28,000.00			PO02055
20	The Ferguson Group LLC	2019-20 - Legislative and Administrative Services	6/17/2019	\$ 100,000.00	\$ 64,876.24	\$ 8,000.00	\$ 72,876.24		Current period retainer	PO02028
21	John Arriaga	Contract for Legislative and Administrative Services - FY 19-20	6/17/2019	\$ 35,000.00	\$ 20,000.00		\$ 20,000.00			PO02026
22	DUDEK	Consulting Services for Prop 1 grant proposal	4/15/2019	\$ 95,600.00	\$ 92,930.05	\$ 1,385.00	\$ 94,315.05		Current period billing related to Prop 1 grant proposal services	PO01986
23	Denise Duffy & Associates	Consulting Services IRWM plan update	12/17/2018	\$ 55,000.00	\$ 53,322.32		\$ 53,322.32			PO01985
24	United States Geologic Survey	Carmel River Basin Hydrologic Model	3/18/2019	\$ 75,000.00	\$ 70,877.50		\$ 70,877.50			PO01973
25	Pueblo Water Resources, Inc.	Design water treatment facilities ASR Santa Margarita	2/21/2019	\$ 300,662.00	\$ 299,684.94		\$ 299,684.94			PO01912
26	Colantuono, Highsmith, & Whatley, PC	Legal Services for MCWD vs PUC Matter for FY 2018-2019	7/1/2018	\$ 60,000.00	\$ 54,161.30	\$ 467.50	\$ 54,628.80	6/30/2020	Current period billing related to legal services	PO01874
27	Ecology Action of Santa Cruz	IRWM HEART Grant	4/16/2018	\$ 152,600.00	\$ 86,362.33		\$ 86,362.33			PO01824

**EXHIBIT 7-A**

**Monterey Peninsula Water Management District  
Status on District Open Contracts (over \$25K)  
For The Period March 2020**

Contract	Description	Date Authorized	Contract Amount	Prior Period		Current Period Spending	Total		Expected Completion	Current Period Acitivity	P.O. Number
				Expended To Date			Expended To Date				
28	Pueblo Water Resources, Inc.	ASR Backflush Basin Expansion, CM services	7/16/2018	\$ 96,034.00	\$ 68,919.39		\$ 68,919.39				PO01778
29	Rural Community Assistance Corporation	IRWM DAC Needs Assessment	4/16/2018	\$ 100,000.00	\$ 61,705.57		\$ 61,705.57				PO01777
30	Mercer-Fraser Company	Sleepy Hollow Intake upgrade project	7/16/2018	\$ 1,802,835.00	\$ 1,631,080.87	\$ 155,754.04	\$ 1,786,834.91			Current period services related to Sleepy Hollow intake project	PO01726
31	Fort Ord Reuse Authority	ASR Backflush basin expansion project UXO support	7/16/2018	\$ 55,215.00	\$ 5,005.64	\$ 3,236.08	\$ 8,241.72			Current period services related to ASR expansion project	PO01686
32	Pueblo Water Resources, Inc.	ASR operations support	1/24/2018	\$ 70,000.00	\$ 68,652.56		\$ 68,652.56				PO01645
33	Pueblo Water Resources, Inc.	Seaside Groundwater Basin Geochemical Study	1/24/2018	\$ 68,679.00	\$ 36,795.25		\$ 36,795.25				PO01628
34	Big Sur Land Trust	Update of the IRWMP Plan	4/16/2018	\$ 34,000.00	\$ 12,305.67		\$ 12,305.67				PO01620
35	Pueblo Water Resources, Inc.	SSAP Water Quality Study	8/21/2017	\$ 94,437.70	\$ 44,318.11		\$ 44,318.11				PO01510
36	Normandeau Associates, Inc.	Assistance with IFIM Study	11/13/2017	\$ 35,000.00	\$ 24,050.00		\$ 24,050.00				PO01509
37	Accela Inc.	Acquisition of Water Demand Database System	11/13/2017	\$ 676,377.00	\$ 669,227.81		\$ 669,227.81	6/30/2020			PO01471
38	Balance Hydrologics, Inc	Design Work for San Carlos Restoration Project	6/19/2017	\$ 51,360.00	\$ 50,894.32		\$ 50,894.32				PO01321
39	AECOM Technical Services, Inc.	Los Padres Dam Alternatives Study	1/25/2017	\$ 700,700.00	\$ 505,766.50		\$ 505,766.50				PO01268
40	Denise Duffy & Assoc. Inc.	MMRP Services for Monterey Pipeline	1/25/2017	\$ 80,000.00	\$ 73,144.06		\$ 73,144.06				PO01202
41	Goodin,MacBride,Squeri,Day,Lamprey	User Fee PUC Proceedings Legal Fee	7/1/2016	\$ 50,000.00	\$ 33,411.85		\$ 33,411.85	6/30/2020			PO01100
42	Whitson Engineers	Carmel River Thawleg Survey	9/19/2018	\$ 52,727.43	\$ 49,715.00		\$ 49,715.00				PO01076
43	HDR Engineering, Inc.	Los Padres Dam Fish Passage Study	4/18/2016	\$ 310,000.00	\$ 295,003.20		\$ 295,003.20				PO01072
44	Michael Hutnak	GS Flow Modeling for Water Resouces Planning	8/19/2013	\$ 56,800.00	\$ 55,940.00		\$ 55,940.00				PO00123
45	Justin Huntington	GS Flow Modeling for Water Resouces Planning	8/19/2013	\$ 59,480.00	\$ 53,918.98		\$ 53,918.98				PO00122

## ADMINISTRATIVE COMMITTEE

### 8. STATUS REPORT ON MEASURE J/RULE 19.8 PHASE II SPENDING

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee reviewed this item on May 12, 2020.

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

---

**SUMMARY:** Attached for review is **Exhibit 8-A**, monthly status report on Measure J/Rule 19.8 Phase II spending for the period March 2020. This status report is provided for information only, no action is required.

#### EXHIBIT

**8-A** Status on Measure J/Rule 19.8 Spending



**Monterey Peninsula Water Management District  
Status on Measure J/Rule 19.8 Spending Phase II  
For the Period March 2020**

	<b>Contract</b>	<b>Date Authorized</b>	<b>Contract Amount</b>	<b>Prior Period Spending</b>	<b>Current Period Spending</b>	<b>Total Expended To Date</b>	<b>Spending Remaining</b>	<b>Project No.</b>
1	Eminent Domain Legal Counsel	12/16/2019	\$ 225,000.00	\$ 1,648.50		\$ 1,648.50	\$ 223,351.50	PA00005-01
2	CEQA Work	12/16/2019	\$ 450,000.00	\$ -	\$ 25,985.00	\$ 25,985.00	\$ 424,015.00	PA00005-02
3	Appraisal Services	12/16/2019	\$ 200,000.00	\$ -	\$ 54,431.25	\$ 54,431.25	\$ 145,568.75	PA00005-03
4	Operations Plan	12/16/2019	\$ 145,000.00	\$ -		\$ -	\$ 145,000.00	PA00005-04
5	District Legal Counsel	12/16/2019	\$ 40,000.00	\$ 13,416.02		\$ 13,416.02	\$ 26,583.98	PA00005-05
6	MAI Appraiser	12/16/2019	\$ 35,000.00	\$ -		\$ -	\$ 35,000.00	PA00005-06
7	Jacobs Engineering	12/16/2019	\$ 87,000.00	\$ -		\$ -	\$ 87,000.00	PA00005-07
6	Contingency/Miscellaneous	12/16/2019	\$ 59,000.00	\$ -		\$ -	\$ 59,000.00	PA00005-20
	<b>Total</b>		<b>\$ 1,241,000.00</b>	<b>\$ 15,064.52</b>	<b>\$ 80,416.25</b>	<b>\$ 95,480.77</b>	<b>\$ 1,145,519.23</b>	





## ADMINISTRATIVE COMMITTEE

### 9. MONTHLY INFORMATIONAL PROGRESS REPORT – SANTA MARGARITA WATER TREATMENT FACILITY.

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt General Manager</b>	<b>Program/ Line Item:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Maureen Hamilton</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** The Administrative Committee reviewed this item on May 12, 2020.

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

---

**SUMMARY:** This progress report is provided for information only, no action is required.

Work conducted after the previous progress report:

- Continued Concrete Masonry Unity block installation.
- Poured equipment pads inside the building.
- Installed underground outfall piping.
- Ran power conduit from existing to new building.
- Eighty-one submittals have been received; seventy-five of those submittals have been closed.

Four new change orders have been accepted in addition to four prior change orders and field orders. One change order discussed in prior staff notes is being negotiated, was removed from this staff note, and will be added after it is executed.

- New change orders totaling \$25,630.78 as follows
  1. Steel pipe in lieu of ductile iron pipe, \$4,042.16
  2. Exploratory potholing, \$6,032.32
  3. Cal-Am driveway flow meter vault height change, \$8,556.30
  4. Tank installation change, \$7,000.00
- Two field orders constructed totaling \$12,924.38:
  1. Extended potholing, \$4,904.95. prior field order NTE \$5,000.
  2. Excess stockpile relocation, \$8,019.43. Prior field order NTE \$5,000 that was extended due increased soil volume.
- Prior change orders totaling \$8,520.26 as follows:
  1. Traffic rated meter vault, \$4,074.90
  2. Rigid steel 90s, \$4,445.36
- Pending change order for double doors in the amount of \$7,236.69, discussed in prior staff notes to be added when the negotiation is finalized.

Four notices of delay due to COVID-19 were received. The schedule is being updated for review. The approved baseline construction schedule shows the facility will be ready for Cal Am to conduct its SCADA installation and implementation beginning July 23, 2020. The baseline schedule completion date is acceptable based on the Pure Water Monterey delivery schedule. The baseline executive schedule is provided in **Exhibit 9-A**.

**EXPENDITURES:**

	<b>Board Authorization</b>	<b>Commitments</b>	<b>Remaining</b>
Base Contract	\$4,797,500.00	\$826,994.00 (19%) <sup>1</sup>	\$4,165,002.20
Contingency (10%) <sup>1</sup>	\$479,750.00	\$47,075.42 (0.98%) <sup>1</sup>	\$463,993.00 (9.7%)

**EXHIBIT**

**9-A** Baseline CPM Executive Schedule

U:\staff\Board\_Committees\Admin\2020\20200512\09\Item-9.docx




---

<sup>1</sup> Percent of base contract

Santa Margarita Chemical Building Executive Schedule Baseline

ID	Task Name	Start	Finish	4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter
				Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Notice to Proceed	Tue 11/19/19	Tue 11/19/19													
2	Mobilization	Wed 11/20/19	Tue 11/26/19													
3	Procurement	Tue 11/19/19	Mon 6/1/20													
4	Standard Items	Wed 11/20/19	Mon 2/24/20													
5	Long Lead Time Items	Tue 11/19/19	Mon 6/1/20													
6	Building	Wed 11/27/19	Fri 7/10/20													
11	Exterior Pipe & Appurt.	Tue 2/25/20	Mon 7/6/20													
12	Instr. & Electr.	Tue 5/26/20	Wed 7/22/20													
13	Startup & Testing	Thu 7/23/20	Mon 7/27/20													

Project: Executive Schedule  
Date: Wed 4/8/20

Task  Task Summary  Critical 



## ADMINISTRATIVE COMMITTEE

### 10. REVIEW THIRD QUARTER LEGAL SERVICES ACTIVITY REPORT FOR FISCAL YEAR 2019-2020

<b>Meeting Date:</b>	<b>May 12, 2020</b>	<b>Budgeted:</b>	<b>N/A</b>
<b>From:</b>	<b>David J. Stoldt, General Manager</b>	<b>Program/ Line Item No.:</b>	<b>N/A</b>
<b>Prepared By:</b>	<b>Suresh Prasad</b>	<b>Cost Estimate:</b>	<b>N/A</b>

**General Counsel Review:** N/A

**Committee Recommendation:** This is an informational item only.

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

---

**SUMMARY:** The third quarter Legal Services Activity Report for Fiscal Year 2019-2020 is attached as **Exhibits 10-A** and **10-B**. The information presented are in a table and graph format and compares the actual third quarter activity and the year-to-date amount to the overall budget for legal services. The actual costs for the current reporting period were 57% of the total legal budget.

#### EXHIBITS

**10-A** Legal Services Costs Update Table

**10-B** Legal Expenses Analysis by Fiscal Year



**EXHIBIT 10-A**

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
 LEGAL SERVICES COSTS UPDATE  
 REPORT FOR QUARTER ENDED MARCH 31, 2020

File No.	Description	Previous Balance	Quarterly Activity			Total	FY 2019/2020 Budget
			January 2020	February 2020	March 2020		
<b><u>Delay &amp; Laredo</u></b>							
WMD-001	Retained General Counsel Service	34,680.00	6,011.00	6,011.00	6,011.00	52,713.00	
WMD-002	Non-Retained General Counsel Service	2,033.50	3,825.00	1,479.00	7,905.00	15,242.50	
WMD-003	Special Legal Services	-	-	-	-	-	
WMD-003-01	Desal A.12-04-019	3,136.00	357.00	663.00	1,071.00	5,227.00	
WMD-003-03	SCD - A.10-09-019	196.00	-	-	-	196.00	
WMD-003-05	218 Fee A.10-01-012	1,396.50	178.50	102.00	-	1,677.00	
WMD-003-06	SWRCB Proceedings	490.00	-	-	-	490.00	
WMD-003-07	CPUC Proceedings (General)	1,960.00	382.50	102.00	204.00	2,648.50	
WMD-003-09	Seaside Basin Watermaster	514.50	-	-	-	514.50	
WMD-003-10	Special Counsel Oversight	-	76.50	-	-	76.50	
WMD-003-11	MPWMD vs. SWRCB (CDO)	-	-	-	-	-	
WMD-003-13	Groundwater Replenishment (GWR) Project	2,352.00	1,020.00	255.00	-	3,627.00	
WMD-003-14	MPTA vs. MPWMD Case No. M123512	-	-	-	-	-	
WMD-003-18	CPUC A.15 - Modification of Rate Design and Water Ration	441.00	-	-	-	441.00	
WMD-003-20	2016 GRC - A. 16-07-002	710.50	-	127.50	25.50	863.50	
WMD-003-21	Cost of Capital Application A.17-04-003	-	-	-	-	-	
WMD-003-22	Cal-Am vs MPWMD, SWRCB	-	433.50	-	-	433.50	
WMD-003-23	Heuer vs. Valenzuela	-	127.50	-	-	127.50	
WMD-003-24	MCWD vs. PUC; City of Marina vs. PUC Case	73.50	-	-	-	73.50	
WMD-003-25	GRC 2019	34,161.81	8,058.00	15,249.00	5,380.50	62,849.31	
WMD-003-26	Laguna Seca Connection Moratorium	12,380.68	1,759.50	1,887.00	994.50	17,021.68	
WMD-004	Bond, Audit or Financial Matters - Special Legal Services	612.50	-	-	-	612.50	
WMD-005	3rd Party Reimbursement - Special Legal Services	-	-	-	-	-	
WMD-005-01	Water Demand Permits/Deed Review	5,855.50	510.00	331.50	663.00	7,360.00	
WMD-005-02	Reclamation Matters	-	-	-	-	-	
WMD-005-03	WDS Permits and Water Rights Review	7,791.00	-	255.00	382.50	8,428.50	
WMD-005-04	ASR	1,200.50	-	-	-	1,200.50	
WMD-005-05	Public Records Request	2,033.50	867.00	1,581.00	331.50	4,813.00	
WMD-005-06	Successor Agency v. Cohen Case No. 34-2016-80002403	-	-	-	-	-	
MPWMD 70	Feasibility Study	20,825.00	6,145.50	6,094.50	5,125.50	38,190.50	
	<b>Sub-total (Delay &amp; Laredo)</b>	<b>132,843.99</b>	<b>29,751.50</b>	<b>34,137.50</b>	<b>28,094.00</b>	<b>224,826.99</b>	
<b><u>Colantuono, Highsmith &amp; Whatley, PC</u></b>							
	Prop 218 Advice	-	-	-	-	-	
	MCWD vs PUC	727.50	-	-	-	727.50	
	Measure J Activities	3,473.50	-	-	-	3,473.50	
	<b>Total</b>	<b>\$ 137,044.99</b>	<b>\$ 29,751.50</b>	<b>\$ 34,137.50</b>	<b>\$ 28,094.00</b>	<b>\$ 229,027.99</b>	<b>\$400,000.00<sup>[1]</sup></b>

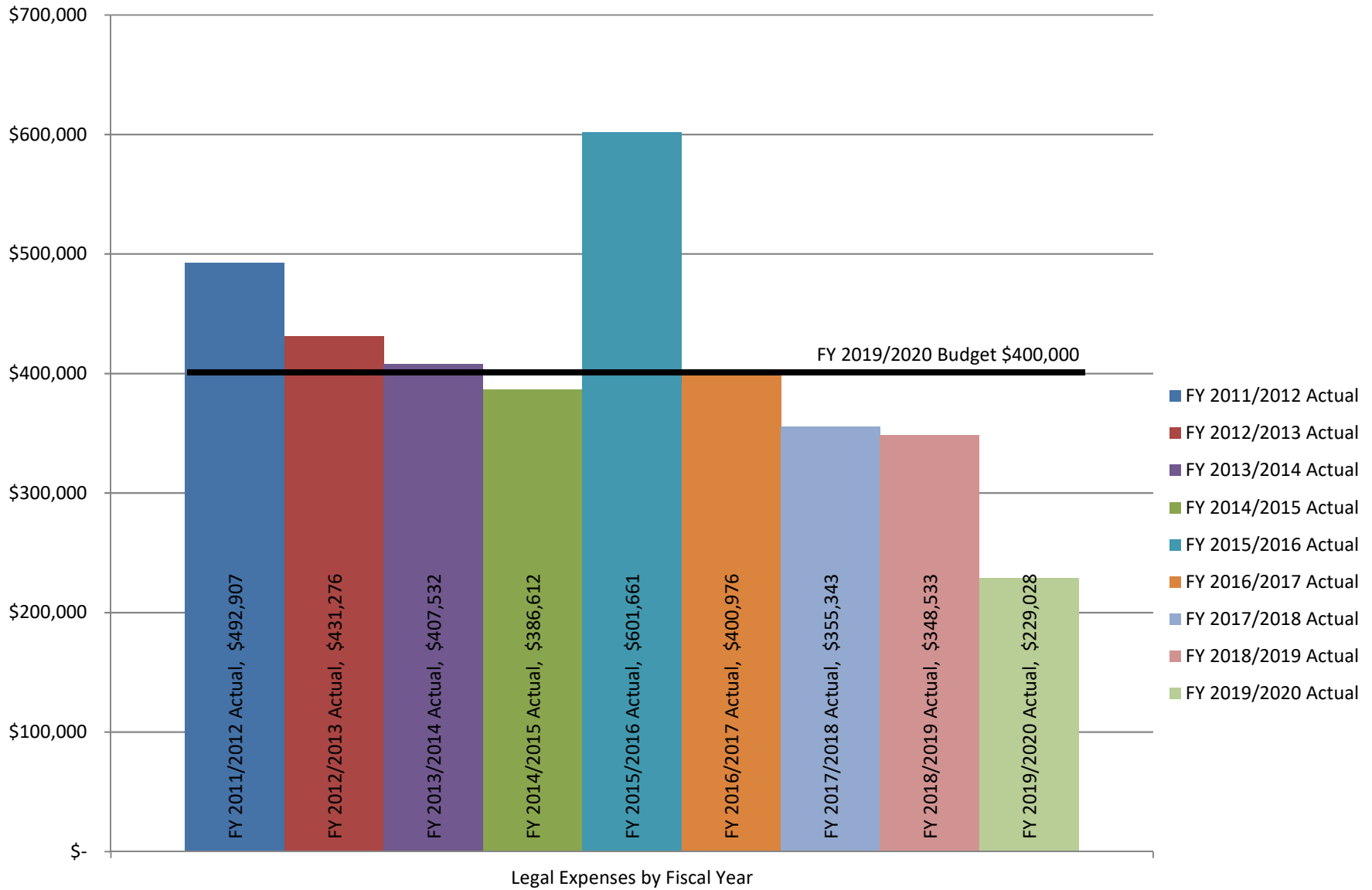
57%

[1] Budget column includes legal budget of \$400,000.





### Legal Expenses Analysis by Fiscal Year FY 2011/12 Actual to FY 2019/20 Actual to Budget





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 6:00 PM.



**DRAFT AGENDA (Current 5/6/20)**  
**Regular Meeting**  
**Board of Directors**  
**Monterey Peninsula Water Management District**  
 \*\*\*\*\*  
**Monday, May 18, 2020, 6:00 PM**

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20, and to do all we can to help slow the spread of COVID-19 (coronavirus), meetings of the Monterey Peninsula Water Management District Board of Directors and committees will be conducted with virtual (electronic) participation only using WebEx.

Join the meeting at [mpwmd.webex.com](http://mpwmd.webex.com).

Meeting number: **620 457 998**

Meeting password: **JYr2BVXSj23**

Participate by phone: 877-668-4493

**For detailed instructions on how to connect to the meeting, please see page 4 of this agenda.**

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 Thursday, May 14, 2020

**CALL TO ORDER/ROLL CALL**

**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.

**OVERVIEW OF TELECONFERENCE PROTOCOLS** (see page 4)

**Board of Directors**

Alvin Edwards, Chair – Division 1  
 Jeanne Byrne, Vice Chair - Division 4  
 George Riley – Division 2  
 Molly Evans – Division 3  
 Gary D. Hoffmann, P.E. – 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 Thursday, \_\_\_\_\_. Staff reports regarding these agenda items will be available for public review on \_\_\_\_\_ 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/](http://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 Board of Directors will conduct a Strategic Planning Session June 10, 2020 at 9 am and a Regular meeting on June 15, 2020 at 6 pm.

**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 April 20, 2020 Regular Board Meetings
2. Consider Adoption of Resolution No. 2020-04 Amending Fees and Charges Table - Rule 60
3. Consider Adoption of Treasurer's Report for March 2020
4. Receive and File Third Quarter Financial Activity Report for Fiscal Year 2019-20
5. Consider Approval of Third Quarter Fiscal Year 2019-20 Investment Report

#### **GENERAL MANAGER'S REPORT**

6. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision
7. Update on Development of Water Supply Projects

#### **ATTORNEY'S REPORT**

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

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

**PUBLIC HEARINGS** – Public comment will be received. Please limit your comment to three (3) minutes per item

9. **Consider Second Reading and Adoption of Draft Ordinance No. 185 - Amending District Rule 24 to Allow Special Fixture Unit Accounting for Second Bathrooms in Existing Dwelling Units and to Permanently Adopt Sub-Metering Requirements and Exemptions for Accessory Dwelling Units**

*Action: The Board will conduct the second reading and adoption of this ordinance and adoption of a CEQA Negative Declaration.*

10. **Receive and Confirm Water Supply Forecast for Period of May 1, 2020 through September 30, 2021; Adopt Resolution 2020-05 to Amend Rationing Table (XV-4)**

*Action: The Board will receive a report on the available water supply and determine whether water-rationing triggers have been met and consider adoption of Resolution 2020-05.*

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

11. **Consider Denial of Request from City of Monterey re Allocation for 2000 and 2600 Garden Road, Monterey**

*Action:*

12. **Consider Adoption of Updated Report - Supply and Demand for Water on the Monterey Peninsula**

*Action:*

13. **Approve Distribution of HEART Program Grant Funds to Carmel Valley Disadvantaged Community Blocks and a Stormwater Project in City of Monterey Designated Area of Concern**

*Action:*

- 14. Consider Adoption of Policy on Option to Refuse Smart Water Meter Installation**  
*Action: The Board will consider adoption of a policy in support of an opt-out of smart meter installation and discuss who should bear the burden of the cost to opt-out.*
- 15. Consider Adoption of Revisions to District Investment Policy**  
*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.

16. Report on Activity/Progress on Contracts Over \$25,000
17. Status Report on Measure J/Rule 19.8 Phase II Spending
18. Monthly Progress Report – Santa Margarita Water Treatment Facility
19. Letters Received
20. Committee Reports
21. Monthly Allocation Report
22. Water Conservation Program Report
23. Carmel River Fishery Report for May 2020
24. Monthly Water Supply and California American Water Production Report

#### ADJOURNMENT

Board Meeting Schedule			
Wednesday, June 10, 2020	Special Meeting/Strategic Planning Session	9:00 am	Location to be Determined
Monday, June 15, 2020	Regular Board Meeting	6:00 pm	Location to be Determined
Monday, July 20, 2020	Regular Board Meeting	6:00 pm	Location to be Determined

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 noon on Friday, May 15, 2020. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey CA, 93942, or email your request to [arlene@mpwmd.net](mailto:arlene@mpwmd.net).

**See next page of agenda for instructions on connecting to WebEx meeting**

### Instructions for Connecting to the WebEx Meeting

Note: If you have not used WebEx previously, when you begin connecting to the meeting you may be asked to download the app or join via the web. You can do either option. If you log on via your computer AND use your phone for the audio, please disable your computer speakers using your Settings menu on your computer to avoid echoes that occur when using the computer web link AND the phone number to join. If you do not have a computer, you can participate by phone only.

**Begin:** Within 5 minutes of the meeting start time from your computer go to: [mpwmd.webex.com](http://mpwmd.webex.com). Under "Join a Meeting" enter the meeting number **620 457 998**, hit the enter key and when prompted enter the meeting password **JYr2BVXSj23**, click "Next" and see the dropdown menu at the bottom of the screen "Use computer for audio" and select the method you will use to hear the meeting – see below.

#### 1) Audio and video connection from computer with WebEx app – view participants/materials on your screen

Click on the "Use computer for audio" drop down list

Click "Join Meeting"

Once in the meeting, mute your microphone.

Turn your microphone on when it is your turn to speak.

#### 2) View material on your computer screen and listen to audio on your phone

From the "Use computer for Audio" drop down list select "Call In"

Click on "Join Meeting" / You will see a toll-free telephone number, access code, and attendee ID # -- enter these numbers on your phone.

Mute the microphone on your computer.

Disable computer speakers using the Settings menu.

#### 3) Join by phone only (no computer) dial 877-668-4493 and use the meeting number above.

### Protocol for Meetings Conducted by Teleconference

- 1) The Chair will call the meeting to order.
- 2) Receipt of Public Comment – the Chair will ask for comments from the public on all items. In order to speak, please identify yourself and limit your comment to 3 minutes. The Chair will indicate when the public comment period has closed.
- 3) For Action and Discussion Items the Chair will receive a presentation from staff and the Directors may ask questions. Following the question and answer period, the Chair will ask for comments from the public.

### Submit Oral or Written Comments

If you are unable to participate via telephone or computer to present oral comments, you may also submit your comments by e-mailing them to [comments@mpwmd.net](mailto: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". Comments must be received by 12:00 p.m. on Monday, May 18, 2020. All submitted comments will be provided to the Board of Directors and may be read into the record and will be compiled as part of the record.