

This meeting has been noticed according to the Brown Act rules. This agenda was posted on Friday, November 8, 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

**Special Administrative Committee Meeting
of the Monterey Peninsula Water Management District**

Wednesday, November 13, 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 November 18, 2019

1. Consider Adoption of October 14, 2019 Administrative Committee Meeting Minutes
2. Consider Adoption of Electronic Communications Management Policy
3. Consider Authorization of Additional Contingency Funds for Construction and Related Services for the Sleepy Hollow Steelhead Rearing Facility Raw Water Intake and Water Supply System Upgrade Project
4. Consider Approval of Budgeted Funds to Replace HVAC Unit at the MPWMD Harris Court Administrative Building
5. Receive and File First Quarter Financial Activity Report for Fiscal Year 2019-2020
6. Consider Approval of First Quarter Fiscal Year 2019-2020 Investment Report
7. Consider Adoption of Treasurer's Report for September 2019
8. Report on Activity/Progress on Contracts Over \$25,000
9. Status Report on Measure J/Rule 19.8 Spending

Other Items

10. Review Draft November 18, 2019 Regular 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 November 12. 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.

ADMINISTRATIVE COMMITTEE

1. ADOPT MINUTES OF OCTOBER 14, 2019 COMMITTEE MEETING

Meeting Date: November 13, 2019

From: David J. Stoldt,
General Manager

Prepared By: Arlene Tavani

SUMMARY: Draft minutes of the October 14, 2019 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 October 14, 2019 Committee Meeting



EXHIBIT 1-A

DRAFT MINUTES Monterey Peninsula Water Management District Administrative Committee October 14, 2019

Call to Order

The meeting was called to order at 4:00 PM in the District Conference Room.

Committee members present: George Riley – Chair
Gary Hoffmann
Molly Evans

Committee members absent: None

Staff present: Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Maureen Hamilton, Water Resources Engineer
Jonathan Lear, Water Resources Manager
Arlene Tavani, Sr. Office Specialist

Amendment to the Agenda: On a motion by Evans and second of Hoffmann, the committee voted unanimously to amend the title of agenda item 2 as shown: Consider Expenditure for the Santa Margarita Water Treatment Facility ~~Backflush Basin Expansion~~ Project Construction and Support Services. The motion was approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.

Oral Communications

None

Items on Board Agenda for October 21, 2019

1. **Consider Adoption of Minutes of September 9, 2019 Committee Meeting**
On a motion by Evans and second by Hoffmann, the minutes of the September 9, 2019 meeting were approved on a vote of 3 – 0 by Evans, Hoffmann and Evans.
2. **Consider Expenditure for the Santa Margarita Water Treatment Facility ~~Backflush Basin Expansion~~ Project Construction and Support Services**
Evans made a motion that was seconded by Hoffmann to refer this item to the Board of Directors for action. The motion was approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.
3. **Consider Approval of Resolution 2019-16 in Support of Filing a Proposition 1 Round 1 Implementation Grant Application**
Evans made a motion to recommend that the Board of Directors adopt Resolution No. 2019-16. The motion was seconded by Hoffmann and approved on a unanimous vote of 3 – 0 by Evans, Hoffmann and Riley.

4. Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2020

Hoffmann made a motion to recommend that the Board of Directors approve the agreement for an amount not-to-exceed \$15,800. The motion was seconded by Riley and approved on a vote of 3 – 0 by Hoffmann, Riley and Evans.

5. Consider Approval of Fourth Quarter Fiscal Year 2018-2019 Investment Report

Hoffmann offered a motion to recommend that the Board of Directors receive and approve the Investment Report. The motion was seconded by Riley and adopted on a vote of 3 – 0 by Hoffmann, Riley and Evans.

6. Consider Adoption of Treasurer’s Report for June 2019

On a motion by Evans and second by Hoffmann, the committee recommended the Board adopt the June 2019 Treasurer’s Report and financial statements, and ratify the disbursements made during the month. The motion was approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.

7. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2018-2019

Riley made a motion to recommend that the Board of Directors receive the Fourth Quarter Financial Activity Report. The motion was seconded by Evans and approved on a vote of 3 – 0 by Riley, Evans and Hoffmann.

8. Consider Adoption of Treasurer’s Report for July 2019

On a motion by Riley and second by Hoffmann, the committee recommended the Board of Directors adopt the July 2019 Treasurer’s Report and financial statements, and ratify the disbursements made during the month. The motion was approved on a vote of 3 – 0 by Riley, Hoffmann and Evans.

9. Consider Adoption of Treasurer’s Report for August 2019

Evans offered a motion to recommend that the Board of Directors adopt the August 2019 Treasurer’s Report and financial statements, and ratify the disbursements made during the month. The motion was second by Hoffmann and approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.

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

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

11. Status Report on Measure J/Rule 19.8 Spending

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

Other Items

12. Review Draft October 21, 2019 Regular Board Meeting Agenda

The committee reviewed the October 14, 2019 revision of the October 21, 2019 Board meeting agenda. A correction was made to the time listed for adjournment of the closed session.

Adjournment

The meeting adjourned at 6:00 PM.

ADMINISTRATIVE COMMITTEE

2. CONSIDER ADOPTION OF ELECTRONIC COMMUNICATIONS MANAGEMENT POLICY

Meeting Date: November 13, 2019 **Budgeted:** N/A

From: David J. Stoldt **Program/** N/A
 General Manager **Line Item:** N/A

Prepared By: Arlene Tavani **Cost Estimate:** N/A

General Counsel Review: Yes

Committee Recommendation:

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

SUMMARY: Attached as **Exhibit 2-A**, is Resolution No. 2019-17 and a proposed MPWMD Electronic Communications Management Policy (Policy) that establishes procedures for review, retention, and destruction of e-communications such as email, text messages, voice mail, instant messaging and other electronic communications. The Policy applies to staff and Directors. This Policy describes when a communication must be retained, the procedures for retention and destruction, and how communications are handled when a director or staff member departs from the District. It also addresses communications received, stored or sent on personal devices that are related to the conduct of the public's business. This Policy is used in conjunction with the MPWMD Records Retention Schedule (RRS) that was adopted by the Board in March 2019 and assigns retention periods to specific document categories. The Policy was developed in consultation with District staff and management, District Counsel and Gladwell Governmental Services, Inc.

RECOMMENDATION: The Administrative Committee should recommend that the Board of Directors approve Resolution No. 2019-17 - Adopting the MPWMD Electronic Communications Management Policy.

BACKGROUND: Communications such as email and text messages that pertain to conduct of the public's business are considered public records under the California Public Records Act, set forth at Government Code 6250 et. seq., unless they are considered transitory with no required retention. Communications received, stored or sent from personal devices such as computers and cell phones, are also considered public records if they pertain to the conduct of the public's business; as determined in the recent California Supreme Court decision, *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608.

Procedures have been established for District staff to retain email and other electronic communications utilizing Outlook and electronic file folders. These systems cannot be transferred to Director's personal devices; therefore, the Policy directs Board members to analyze District related communications and: (a) transmit those eligible for retention to the Executive Assistant for

retention in the District's files; or (b) retain those eligible for retention on the Director's personal device, system or account. The Policy also directs Board members on how to review their personal devices and submit communications to be disclosed in response to a Public Records Act Request, legal discovery, or upon departing from the District.

This Policy specifies that Directors will receive training on the Policy within 30 days of joining the District. Upon adoption of Resolution No. 2019-17, staff will schedule training sessions.

EXHIBIT

2-A Resolution 2019-17 – Adopting the MPWMD Electronic Communications Management Policy



EXHIBIT 2-A

DRAFT

MPWMD RESOLUTION NO. 2019-17

**ADOPTING THE MONTEREY PENINSULA
WATER MANAGEMENT DISTRICT ELECTRONIC
COMMUNICATIONS POLICY**

WHEREAS, Section 6250 et. seq., of the California Government Code has been interpreted to include in the definition of a public record forms of electronic communications such as email, text messages, voice mail and other electronic writings (electronic communications); and

WHEREAS, the California Supreme Court in the *City of San Jose v. Superior Court* (2017) 2 Cal.4th 608 ruled that electronic writings related to the public's business are public records even where they have been sent, received or stored in a personal account or device; and

WHEREAS, in March 2019, the Monterey Peninsula Water Management District (District) adopted a Records Retention Schedule (RRS) to establish a procedure for the retention and destruction of certain District documents and communications including email, text messages, voice mail and other electronic writings; and

WHEREAS, the District desires to establish an Electronic Communications Management Policy (Policy) to establish procedures for review, retention, and destruction of electronic communications, which will be used in conjunction with the RRS; and

WHEREAS, this action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTEREY
PENINSULA WATER MANAGEMENT DISTRICT DOES RESOLVE AS FOLLOWS:**

Section 1. The District Board of Directors hereby approves the MPWMD Electronic Communications Policy **Attachment 1**, attached hereto and incorporated herein by this reference.

Section 2. With the consent of the District Counsel and General Manager, updates are hereby authorized to be made to the Electronic Communications Policy and Email Retention Procedures without further action by the Board of Directors of the Monterey Peninsula Water

Management District. The General Manager shall report to the Board of Directors on any amendments to the Policy approved in the previous year.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

On a motion of Director _____ and second by Director _____ the foregoing resolution is duly adopted this 18th day of November 2019 by the following vote.

AYES: Directors

NOES:

ABSENT:

I David J. Stoldt, Secretary to the Board of Directors of the Monterey Peninsula Water Management District, do hereby certify that the foregoing Resolution No. 2019-17 was duly adopted on the 18th day of November, 2019.

Witness my hand and seal of the Board of Directors this _____ day of _____, 2019.

David J. Stoldt, Secretary to the Board of Directors

MPWMD ELECTRONIC COMMUNICATIONS MANAGEMENT POLICY

November 4, 2019

SCOPE -- This policy applies to all e-mail, text messages, voice mail, instant messaging, and other forms of electronic communications relating to conduct of the public's business that are created, sent, received or stored on personal devices, systems or accounts, or District-owned devices, systems or accounts. This policy is implemented in consideration of the provisions of Government Code §6250 et seq. pertaining to the availability and accessibility of public records.

COMPLIANCE IS MANDATORY -- All District employees, officials and Directors must comply with this policy. The term "employees" includes contract employees/volunteers that work at the District office.

POLICY -- All electronic communications must be analyzed to determine:

- (a) Whether the communication is a record relating to the conduct of the public's business that has administrative, legal, financial or historical value and must be retained for a specific period of time before it is destroyed, or retained permanently, according to the District's Records Retention Schedule; or
- (b) Whether the communication is identified in the District's Records Retention Schedule as a disposable or draft item and no retention is required, as the item is not related to the public's business, is of a transitory or non-substantive nature, or is interagency or intra-agency memoranda not retained in the ordinary course of business.

RETENTION PERIODS -- The District's Records Retention Schedule identifies types of records (record categories) and the minimum length of time a record must be retained before it is moved to permanent storage or destroyed. Electronic communications must be retained according to the Records Retention Schedule.

RETENTION CATEGORIES

- **Permanent:** Records required by law to be retained permanently and records designated by the General Manager as permanent.
- **Perpetual:** Records retained for an indefinite period of time until a trigger event takes place, the record is then stored for a mandated retention period and disposed of according to the Records Retention Schedule. For example, email related to audits, or contracts must be retained until the audit is complete, or the project terminates. Following that triggering event, a mandated retention period begins and the email must be moved onto the District's central electronic file folders u/drive for storage until the retention period ends.
- **Time Specified:** Many record categories on the Records Retention Schedule are associated with a specific retention period, for example 2 years or 5 years. The record may be destroyed when the retention period has expired.
- **No Retention Required:** No administrative, legal, fiscal, or archival requirements for retention. These are transitory messages that convey information of limited importance and can be deleted immediately.

PERSON RESPONSIBLE TO DETERMINE RETENTION AND FILE

- Communication created internally - originator of the communication is responsible to determine retention and file.

- Communication received from an external source - primary recipient is responsible to determine retention and file.
- If it is not clear who the primary recipient is, the persons who received the communication should confer and decide who will retain or destroy the message. The other recipients should not retain the communication.
- Chain email – the entire email chain must be retained; however, duplications within the email chain need not be retained.

DIRECTORS – PROCEDURE FOR RETENTION OF ELECTRONIC COMMUNICATIONS

The District does not issue Directors communication devices nor does it provide systems or accounts for storage of electronic communications. Therefore, Directors must analyze District-related communications sent or received on their personal devices, systems or accounts, and then: (1) transmit those eligible for retention to the Executive Assistant for retention in the District's files; or (2) retain those eligible for retention on the Director's personal device, system or account.

STAFF - PROCEDURE FOR RETENTION OF ELECTRONIC COMMUNICATIONS/ ATTACHMENTS

- Email shall be retained according to the District's Email Retention Procedures
- Email or other electronic communications, including attachments, may be moved to the employee's District electronic file folders and retained for the required retention period
- Email or other electronic communications, including attachments, may also be moved to the District central electronic file folders and retained for the required retention period. Forward to records staff.
- Attachments only may also be forwarded to records staff for retention in the District's central electronic file folders.

DESTRUCTION OF ELECTRONIC COMMUNICATIONS – An electronic communication is considered destroyed as soon as it is moved into the user's deleted items folder or deleted from a user's mailbox or account. A communication considered destroyed is not a recoverable public record.

PRIVACY – Electronic communications sent or received on District-owned devices, systems or accounts are not private. They may be accessed and monitored by others, may be released to the public, and may be subject to discovery proceedings in legal actions. All District-related electronic communications sent or received on a personal device, system or account, or downloaded to a personal device, system or account are subject to review and disclosure.

RECORDS SEARCH ON PERSONAL DEVICES OR ACCOUNTS/DIRECTOR OR EMPLOYEE

If a personal device, system or account must be searched to accommodate a Public Records Act request or legal discovery, the owner or designee shall review the personal device, system or account for responsive records. If no responsive records are found, the owner or designee shall submit a signed affidavit stating that a search was done and no responsive records exist. If responsive records do exist, they shall be submitted to the Executive Assistant, along with a signed affidavit stating that a search was conducted and responsive records are provided. Responsive records should be submitted in the original format, as a PDF, or as printouts with all metadata including distribution information: the names of all recipients, and the dates and times sent or received.

SEPARATION FROM DISTRICT/DIRECTOR OR EMPLOYEE -- Before departing from service or employment with the District, the Director or employee shall search personal electronic devices,

systems and accounts for records eligible for retention. If no responsive records are found, a signed affidavit will be submitted as described under Records Search on Personal Devices or Accounts. If eligible Records are found, they will be submitted to the Executive Assistant along with an affidavit as described under Records Search on Personal Devices or Accounts. The IT Manager will sever the former employee's access to District email.

After an employee separates from the District, messages that have accumulated in the former employee's Mailbox will be retained according to email folder default or tagged retention periods. The manager or supervisor will determine where incoming mail will be routed, and may also grant another staff person access to the Mailbox.

LEGAL HOLDS – When automatic deletion of District email must be temporarily halted to ensure records are available to search in response to a Public Records Act request or legal discovery, the IT Manager will place a hold on Mailboxes of employees that must conduct a search of their files. When the search is complete, if no responsive records are found, the owner or designee will submit a signed affidavit stating that a search was done and no responsive records exist. If responsive records do exist, they will be submitted to the Executive Assistant, along with a signed affidavit stating that a search was conducted and responsive records are provided. The hold will be removed from the affected Mailbox upon receipt of the affidavit.

LEAVE HOLDS – If an employee will be away from the office, and upon request the IT Manager will place a hold on automatic destruction of messages in the employee's Mailbox. The employee must submit to the IT Manager a request form signed by the employee's manager or supervisor that specifies the start and end date of the hold.

POLICY COMPLIANCE – Directors and employees will receive training on the Electronic Communications Management Policy within 30 days of joining the Agency. Management has the right to review electronic communications on District-owned devices to ensure compliance with this policy. If a user does not adhere to the policy, additional training will be provided.

AMENDMENTS TO POLICY – This policy may be amended by approval of the General Manager. Each year at the January meeting of the Board of Directors, the General Manager shall report on any amendments to the policy approved in the previous year.

ADMINISTRATIVE COMMITTEE

3. CONSIDER AUTHORIZATION OF ADDITIONAL CONTINGENCY FUNDS FOR CONSTRUCTION AND RELATED SERVICES FOR THE SLEEPY HOLLOW STEELHEAD REARING FACILITY RAW WATER INTAKE AND WATER SUPPLY SYSTEM UPGRADE PROJECT

Meeting Date:	November 13, 2019	Budgeted:	No; Proceeds will come from Sleepy Hollow Operations budget
From:	David J. Stoldt, General Manager	Program/	Protect Environmental Quality
		Line Item No.:	2-3-1 & other Mitigation Program activities
Prepared By:	Larry Hampson	Cost Estimate:	\$134,500

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on November 13, 2019 and recommended _____.

CEQA Compliance: The Board certified the Final Initial Study/Mitigated Negative Declaration for this project and adopted the Mitigation and Monitoring and Reporting Plan on November 14, 2016.

SUMMARY: As of November 1, 2019, staff estimates that approximately \$51,000 remains of the previous Board authorizations to complete the Sleepy Hollow Facility Upgrade. An additional amount of up to \$134,500 will be required to complete approximately \$185,500 of additional change orders identified during facility start-up. Funds for additional work would come from Sleepy Hollow operations funds and Carmel River program activities in the Mitigation Program that will not be expended in FY 2019-20 (approximately \$143,000). Adjustments to individual line items would be made at the mid-year budget adjustment.

The Board has previously authorized up to \$257,165 in contingency funds for the project. Staff recommends that an additional \$134,500 in contingency funds be authorized for the project.

RECOMMENDATION: The Board of Directors should approve the following action:

Authorize the General Manager to approve an additional \$134,500 in change orders to construction and service contracts or for new service contracts for the Project to allow for additional work up to a total of \$391,165 in contingency funding.

DISCUSSION: The facility upgrade includes a new intake structure in the river, new pumps, a dual filtration system, modifications to the cooling tower, disease control (ultraviolet radiation of circulating water), a recirculating aquaculture system, a degassing system, an oxygenator, a power upgrade, advanced alarm systems, and an integrated control system. During facility startup and

inspections, several change orders were identified as shown in the table below:

Sleepy Hollow Facility Upgrade Budget and Estimated Costs as of November 2019

Item	Authorized Funding	Estimated Variance (+)	Estimated Variance (-)	Total
Construction	\$1,802,835	\$32,025	(\$34,140)	\$1,800,720
Survey Control	\$10,000		(\$10,000)	\$0
Inspection/testing	\$5,000			\$5,000
Record Drawings & Engineering Assistance	\$25,000			\$25,000
Contingency	\$257,165		(\$38,800)	\$218,365
Sub-Total Expenditures	\$2,100,000	\$32,025	(\$44,140)	\$2,049,085
Expected Additional Change Orders		185,500		\$185,500
Sub-Total				\$2,234,585
Additional Funds Required (Total Project Cost – Current Authorization)				\$134,585

Most of the original construction work was complete as of the first week of November 2019, although several “punchlist” items remain. Contingency funds have been used for services and materials for road repairs, additional facility upgrades, additional equipment, installation of a sign, and a power upgrade by PG&E. The largest additional expenditure to date has been road repairs, due to heavy construction equipment as well as almost daily contractor access and staff access.

During facility startup and inspections, several change orders were identified as shown in the table below:

Proposed Additional Change Orders

13	Misc clean-up (net pen, metal)	2,500.00
14	Add tank raise in RAS building	7,000.00
15	Repair cooling tower fan	13,500.00
16	Add roof over degasser/LHO tanks	75,000.00
17	Install additional galvanized walkways in RAS building	20,000.00
18	Install concrete landings at coiling and person doors	2,000.00
19	Install gutter on N. side of RAS building, connect to UG drain	2,500.00
20	Install metal bollards (12) on south side of RAS building	3,000.00
21	Cut valve stem at 16-in valve near river and cap	500.00
22	Place lava rock in exit of discharge channel	2,000.00
23	Install mag meter on 4-inch auxiliary tank supply line	4,000.00
24	Install metal cage and ladder, north side of RAS building	5,000.00
25	Install stainless steel metal place in in rearing channel drain bay	500.00
26	Repair road damage from construction	20,000.00
27	Other Change Orders	28,000.00
	Subtotal New Change Orders	185,500.00

IMPACTS ON STAFF AND RESOURCES: Funds for additional contingency expenses, should they occur, would be funded from Sleepy Hollow Operations (Budget Program line item 2-3-1) and other Carmel River Riparian Mitigation Program items (2-1-1 through 2-1-5) that were budgeted, but will not be expended in FY 2019-20. If this item is approved, funds for the additional contingency amount would be adjusted with the mid-year FY2019-20 budget.

Several District staff are involved in the upgrade assisting with project management, inspections, permit compliance, fish rescue, revegetation, monitoring and facility commissioning. The work is being performed under the direction of the District Engineer.

EXHIBITS

None

ADMINISTRATIVE COMMITTEE

4. CONSIDER APPROVAL OF BUDGETED FUNDS TO REPLACE HVAC UNIT AT THE MPWMD HARRIS COURT ADMINISTRATION BUILDING

Meeting Date:	November 13, 2019	Budgeted:	No
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Fixed Assets 918000 Building Improvements
Prepared By:	Suresh Prasad	Cost Estimate:	\$15,000

General Counsel Review: Yes

Committee Recommendation: The Administrative Committee reviewed this item on November 13, 2019 and recommended _____.

CEQA Compliance: N/A

SUMMARY: This request is for replacement of the Heating, Ventilation and Air Conditioning (HVAC) unit at the main MPWMD Harris Court Administration Building. The new unit will replace a non-functional HVAC unit that has been in service for 20 years.

Airtec Service, our HVAC service provider, has provided a quote of \$13,453 including crane rental, permit fees, coil coated protection and labor for installation of the new 5-ton HVAC unit. The new unit includes a modulating economizer which is an energy saver component and adjusts based on the temperature outside by not turning the cooling compressor which saves electricity. Staff recommends using Airtec Service since they are our HVAC service provider and is familiar with our facilities and equipment.

This request includes \$1,500 in additional funds for unforeseen expenditure related to permitting work.

Funding for replacing this HVAC unit will come from previously accrued capital replacement reserve fund. District has accrued \$13,500 in replacement cost. Additional \$1,500 will come from current year budget. Mid-year budget adjustment will reflect this expenditure and also transfer of reserve funds.

RECOMMENDATION: District staff recommends authorizing the Administrative Services Manager/Chief Financial Officer to replace the HVAC unit at the MPWMD Harris Court Administration Building for an amount not to exceed \$15,000.

BACKGROUND: District acquired the MPWMD Harris Court Administration Building in 1999. The existing HVAC units have been in service for 20 years. One of the HVAC units has failed and is need of replacement. A formal quote to replace the failed unit was obtained from Airtec Service, District's HVAC service provider.

EXHIBIT**4-A** Airtec Service Quote

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Proposal and Agreement

Customer Name: <u>MPWMD</u>	Phone: <u>831.658.5610</u> Date: <u>11/6/19</u>
Address: <u>5 Harris Court Bldg. G</u>	Job Address: <u>Same</u>
City, State, Zip: <u>Monterey, CA 93940</u>	Email Address: <u>sara@mpwmd.net</u>

We will furnish, install and start-up the equipment listed below at the price, terms and conditions outlined on this proposal and attached terms sheet.

Equipment Specifications

Make: Ruud Model: RKP-A060K10

SEER: 14 EER: CSE: BTU Heating IN/OUT BTU Cooling

Installation Shall Include: Replace existing RTU1 5-ton gas electric package unit with new Ruud 5-ton gas electric package unit. Complete with the checked boxes below.

✓ in boxes = Yes

- | | |
|--|---|
| <input checked="" type="checkbox"/> RECYCLE EXISTING UNIT PER EPA GUIDELINES | <input checked="" type="checkbox"/> CRANE & RIGGING |
| <input type="checkbox"/> FABRICATE & INSTALL SUPPLY/RETURN DUCTWORK TRANSITIONS | <input type="checkbox"/> NEW PRESSURE TREATED ROOF SLEEPER(S) |
| <input type="checkbox"/> FABRICATE & INSTALL SUPPLY/RETURN FLEX CONNECTORS | <input type="checkbox"/> CONTROL WIRING DISCONNECT/RECONNECT |
| <input type="checkbox"/> WELDED 16 GA. CURB ADAPTOR | <input type="checkbox"/> NEW PROGRAMMABLE THERMOSTAT |
| <input checked="" type="checkbox"/> GAS PIPING DISCONNECT/RECONNECT | <input checked="" type="checkbox"/> NEW TITLE 24 COMPLIANT ECONOMIZER |
| <input type="checkbox"/> NEW GAS PIPING FROM <u></u> TO <u></u> | <input type="checkbox"/> 0-25% OUTSIDE AIR HOOD |
| <input checked="" type="checkbox"/> CONDENSATE PIPING DISCONNECT/RECONNECT | <input type="checkbox"/> 2-STAGE SUPPLY FAN |
| <input type="checkbox"/> NEW <u></u> CONDENSATE LINE <u></u> FT. | <input type="checkbox"/> MERV <u></u> FILTERS |
| <input checked="" type="checkbox"/> LINE VOLTAGE ELECTRICAL DISCONNECT/RECONNECT | <input checked="" type="checkbox"/> MEETS ALL CODE REQUIREMENTS |
| <input checked="" type="checkbox"/> NEW 70 AMP ELECTRICAL DISCONNECT | <input checked="" type="checkbox"/> COMPLETE START-UP TEST AND ADJUST |

Installed Price \$10,856.00

OPTIONS:

- ☒ FOR TITLE 24 DOCUMENTATION, MECHANICAL PERMIT AND ACCEPTANCE TESTING
- ☒ TO HAVE COILS SEA COATED FOR PROTECTION

ADD: \$ 1,385.00

ADD: \$ 1,212.00

Options \$

Total Amount \$

Exclusions: Terms :

By: Date: By: Mike Laine Date: 11/6/19
 ACCEPTANCE (CUSTOMER) APPROVAL (AIRTEC)

SALES ■ SERVICE ■ DESIGN ■ MAINTENANCE

ADMINISTRATIVE COMMITTEE

5. RECEIVE AND FILE FIRST QUARTER FINANCIAL ACTIVITY REPORT FOR FISCAL YEAR 2019-2020

Meeting Date: November 13, 2019 **Budgeted:** N/A

From: David J. Stoldt,
General Manager **Program/** N/A
Line Item No.:

Prepared By: Suresh Prasad **Cost Estimate:** N/A

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on November 13, 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 first quarter of Fiscal Year (FY) 2019-2020 concluded on September 30, 2019. Table comparing budgeted and actual year-to-date revenues and expenditures for the period are included as **Exhibit 5-A**. **Exhibits 5-B** and **5-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 first quarter of FY 2019-2020 to the amounts budgeted for that same time-period. Total revenues collected were \$807,463, or 17.9% of the budgeted amount of \$4,509,838. Variances within the individual revenue categories are described below:

- Water Supply Charge revenues were (\$2,376), or -0.3% of the budget for the period. The first installment of this revenue is expected to be received in December 2019. Actual amount reflects water charge refunded to customers.
- Property tax revenues were \$0, or 0% of the budget for the period. The first installment of this revenue is expected to be received in December 2019.
- User fee revenues were \$508,012, or about 40.6% of the amount budgeted. This is below the budgeted amount as Reclamation Project's share is billed and collected at the end of the fiscal year. Also, Cal-Am portion of the User Fee revenue is collected in arrears, and Cal-Am has not paid for the months of August & September.
- Connection Charge revenues were \$82,990, or 83.0% of the budget for the period. Actual collection was lower than anticipated budgeted figure as the forecasted figures are based on estimated number of customers pulling permits. There were fewer connections received than budgeted for the fiscal year.
- Permit Fees revenues were \$56,464, or 97.8% of the budget for the period. Actual collection was lower than anticipated budgeted figure as the forecasted figures are based on estimated number of customers pulling permits. There were fewer permits received than budgeted for the fiscal year.

- Interest revenues were \$18,233, or 40.5% of the budget for the period. Actual interest received was lower than budgeted due to LAIF interest income received in the following quarter.
- Reimbursements of \$78,280, or 22.2% of the budget. This is based on actual spending and collection of reimbursement project funds. This is due to projects being deferred and continued to next quarter.
- Grant revenue of \$50,979, or 43.6% of the budget. This is due to grant funded projects being deferred and continued to next quarter.
- The Other revenue category totaled \$14,881 or about 160.9% of the budgeted amount. This category includes reimbursement revenues from legal and other miscellaneous services. Actual collections were higher than anticipated.
- 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 \$2,177,579 were about 48.3% of the budgeted amount of \$4,509,838 for the period. Variances within the individual expenditure categories are described below:

- Personnel costs of \$1,206,352 were about 119.0% of the budget. This was slightly higher than the anticipated budget due to CalPERS employer portion of the unfunded liability paid upfront for the fiscal year.
- Expenditures for supplies and services were \$308,647, or about 90.1% of the budgeted amount. This was lower than the anticipated budget.
- Fixed assets purchases of \$0 represented around 0.0% of the budgeted amount. This was due to fixed asset purchases deferred to next quarter.
- Funds spent for project expenditures were \$662,580, or approximately 22.9% of the amount budgeted for the period. This is due to most projects spending being deferred to next fiscal year.
- Debt Service included costs of \$0, or 0.0% 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 quarter.
- Reserve expenditures of \$0, or 0% of the budgeted amount. This was due to the adjustments made at the conclusion of the fiscal year.

EXHIBITS

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

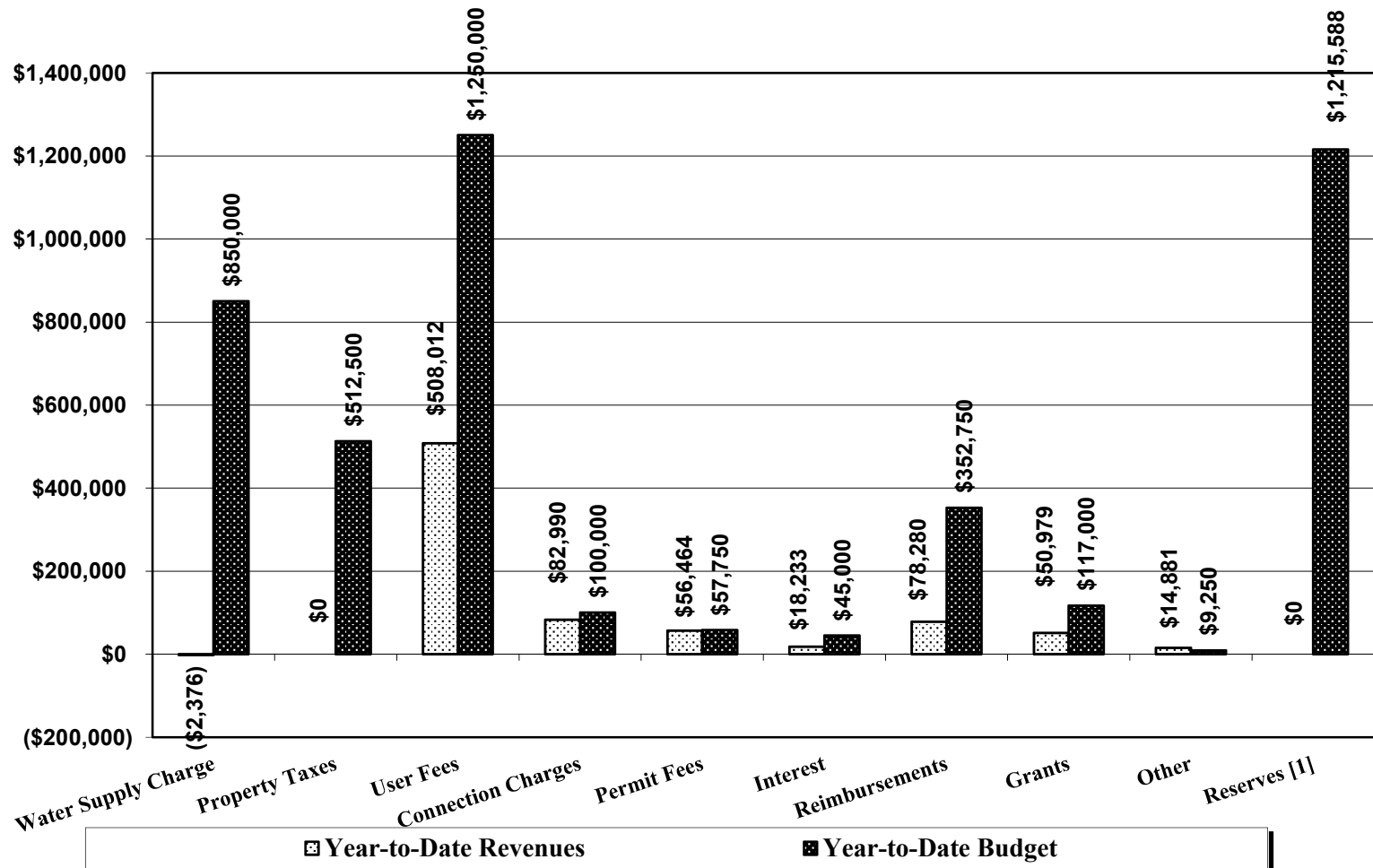
**Monterey Peninsula Water Management District
Financial Activity as of September 30, 2019
Fiscal Year 2019-2020**

	Year-to-Date <u>Revenues</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Water Supply Charge	(\$2,376)	\$850,000	\$852,376	-0.3%
Property Taxes	\$0	\$512,500	\$512,500	0.0%
User Fees	\$508,012	\$1,250,000	\$741,988	40.6%
Connection Charges	\$82,990	\$100,000	\$17,010	83.0%
Permit Fees	\$56,464	\$57,750	\$1,286	97.8%
Interest	\$18,233	\$45,000	\$26,767	40.5%
Reimbursements	\$78,280	\$352,750	\$274,470	22.2%
Grants	\$50,979	\$117,000	\$66,021	43.6%
Other	\$14,881	\$9,250	(\$5,631)	160.9%
Reserves [1]	\$0	\$1,215,588	\$1,215,588	0.0%
Total Revenues	<u>\$807,463</u>	<u>\$4,509,838</u>	<u>\$3,702,375</u>	<u>17.9%</u>

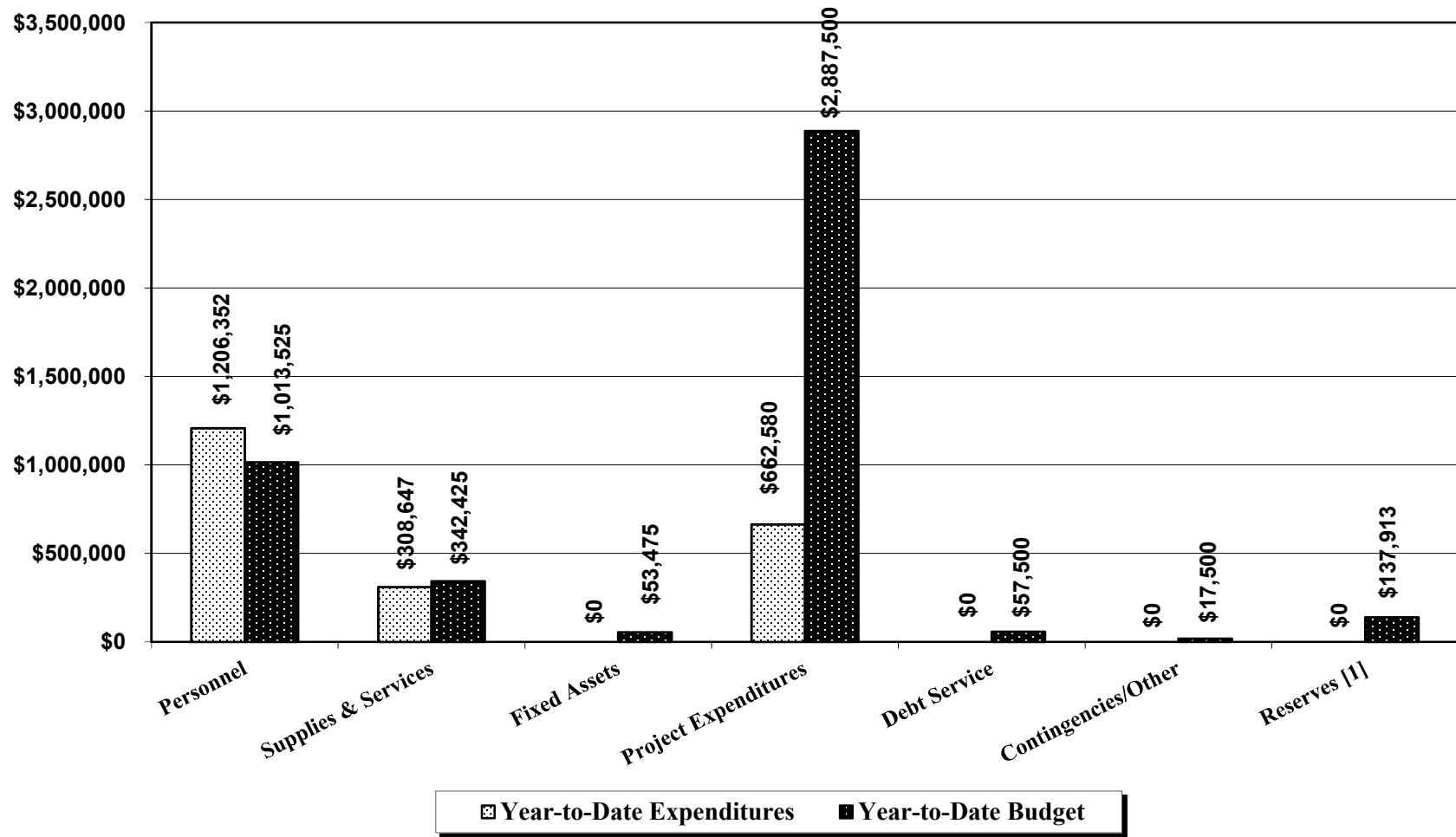
	Year-to-Date <u>Expenditures</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Personnel	\$1,206,352	\$1,013,525	(\$192,827)	119.0%
Supplies & Services	\$308,647	\$342,425	\$33,778	90.1%
Fixed Assets	\$0	\$53,475	\$53,475	0.0%
Project Expenditures	\$662,580	\$2,887,500	\$2,224,920	22.9%
Debt Service	\$0	\$57,500	\$57,500	0.0%
Contingencies/Other	\$0	\$17,500	\$17,500	0.0%
Reserves [1]	\$0	\$137,913	\$137,913	0.0%
Total Expenditures	<u>\$2,177,579</u>	<u>\$4,509,838</u>	<u>\$2,332,259</u>	<u>48.3%</u>

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

REVENUES
Fiscal Year Ended September 30, 2019
 Year-to-Date Actual Revenues \$4,509,838
 Year-to-Date Budgeted Revenues \$807,463



EXPENDITURES
Fiscal Year Ended September 30, 2019
 Year-to-Date Actual Exenditures \$4,509,838
 Year-to-Date Budgeted Expenditures \$2,177,579



ADMINISTRATIVE COMMITTEE

6. CONSIDER APPROVAL OF FIRST QUARTER FISCAL YEAR 2019-2020 INVESTMENT REPORT

Meeting Date:	November 13, 2019	Budgeted:	N/A
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	N/A
Prepared By:	Suresh Prasad	Cost Estimate:	N/A

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee considered this item on November 13, 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's investment policy requires that each quarter the Board of Directors receive and approve a report on investments held by the District. **Exhibit 6-A** is the report for the quarter ending September 30, 2019. 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 November 13, 2019 meeting and voted _ to _ to recommend _____.

EXHIBIT

6-A Investment Report as of September 30, 2019

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
INVESTMENT REPORT AS OF SEPTEMBER 30, 2019**

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	09/30/19	10/01/19	\$10,229,390	\$10,229,390	\$10,229,390	2.450%	70.51%
Bank of America:							
Money Market	09/30/19	10/01/19	589,056	589,056	589,056	0.000%	
Checking	09/30/19	10/01/19	(386,559)	(386,559)	(386,559)	0.000%	
			\$202,496	\$202,496	\$202,496		1.40%
Wells Fargo Money Market	09/30/19	10/01/19	31,944	31,944	31,944	0.010%	
Wells Fargo Institutional Securities:							
Interest Bearing Certificate of Deposit	11/09/17	11/12/19	\$250,000	\$250,000	\$249,952	1.750%	
Interest Bearing Certificate of Deposit	02/22/18	02/24/20	\$250,000	\$250,000	\$250,546	2.400%	
Interest Bearing Certificate of Deposit	02/28/18	02/28/20	\$250,000	\$250,000	\$250,458	2.300%	
Interest Bearing Certificate of Deposit	03/05/18	03/05/20	\$250,000	\$250,000	\$250,534	2.350%	
Interest Bearing Certificate of Deposit	03/09/18	03/09/20	\$250,000	\$250,000	\$250,494	2.300%	
Interest Bearing Certificate of Deposit	06/13/18	06/15/20	\$250,000	\$250,000	\$251,655	2.750%	
Interest Bearing Certificate of Deposit	06/28/18	06/29/20	\$250,000	\$250,000	\$251,758	2.750%	
			\$1,781,944	\$1,781,944	\$1,787,340	2.371%	12.28%
Multi-Bank Securities Cash Account	09/30/19	10/01/19	60,246	60,246	60,246	0.000%	
Multi-Securities Bank Securities:							
Interest Bearing Certificate of Deposit	07/03/18	07/06/21	\$246,000	\$246,000	\$251,122	3.000%	
Interest Bearing Certificate of Deposit	06/29/18	06/29/20	\$249,000	\$249,000	\$250,843	2.800%	
Interest Bearing Certificate of Deposit	07/03/18	07/06/21	\$246,000	\$246,000	\$251,122	3.000%	
Interest Bearing Certificate of Deposit	07/06/18	07/06/20	\$249,000	\$249,000	\$250,795	2.750%	
Interest Bearing Certificate of Deposit	08/17/18	02/17/21	\$249,000	\$249,000	\$252,394	2.800%	
Interest Bearing Certificate of Deposit	10/05/18	10/05/21	\$249,000	\$249,000	\$255,397	3.100%	
Interest Bearing Certificate of Deposit	11/21/18	11/22/21	\$246,000	\$246,000	\$253,466	3.250%	
Interest Bearing Certificate of Deposit	01/09/19	01/10/22	\$250,000	\$250,000	\$257,230	3.100%	
Interest Bearing Certificate of Deposit	01/09/19	01/09/20	\$249,000	\$249,000	\$249,759	3.000%	
			\$2,293,246	\$2,293,246	\$2,332,374	2.977%	15.81%
TOTAL MPWMD			\$14,507,077	\$14,507,077	\$14,551,600	2.490%	

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:							0.17%
Certificate Payment Fund	09/30/19	10/01/19	813	813	813	0.000%	
Interest Fund	09/30/19	10/01/19	336	336	336	0.000%	
Rebate Fund	09/30/19	10/01/19	19	19	19	0.000%	
			\$1,169	\$1,169	\$1,169	0.000%	
Bank of America:							99.83%
Money Market Fund	09/30/19	10/01/19	702,530	702,530	\$702,530	0.000%	
TOTAL WASTEWATER RECLAMATION PROJECT			\$703,699	\$703,699	\$703,699	0.000%	

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

7. CONSIDER ADOPTION OF TREASURER'S REPORT FOR SEPTEMBER 2019

Meeting Date: November 13, 2019 **Budgeted:** N/A

From: David J. Stoldt,
General Manager **Program/** N/A
Line Item No.:

Prepared By: Suresh Prasad **Cost Estimate:** N/A

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee considered this item on November 13, 2019 and recommended _____.

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

SUMMARY: Exhibit 7-A comprises the Treasurer's Report for September 2019. Exhibit 7-B and Exhibit 7-C are listings of check disbursements for the period September 1-30, 2019. Check Nos. 35560 through 35676, the direct deposits of employee's paychecks, payroll tax deposits, and bank charges resulted in total disbursements for the period in the amount of \$1,274,910.82. There were no conservation rebates issued during the month. Exhibit 7-D reflects the unaudited version of the financial statements for the month ending September 30, 2019.

RECOMMENDATION: District staff recommends adoption of the September 2019 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The Administrative Committee reviewed this item at its November 13, 2019 meeting and voted ___ to ___ to recommend _____.

EXHIBITS

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

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
TREASURER'S REPORT FOR SEPTEMBER 2019**

<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>
Beginning Balance	(\$62,990.90)	\$777,539.85	\$10,229,390.00	\$1,777,871.72	\$2,289,531.99	\$15,018,022.85	\$462,576.43
Fee Deposits		763,625.23				763,625.23	689,991.10
MoCo Tax & WS Chg Installment Pymt						0.00	
Interest Received				4,072.46	3,714.10	7,786.56	
Transfer - Money Market/LAIF						0.00	
Transfer - Money Market/Checking	951,342.36	(951,342.36)				0.00	
Transfer - Money Market/Multi-Bank						0.00	
Transfer - Money Market/Wells Fargo						0.00	
Transfer to CAWD						0.00	(450,000.00)
Voided Cks						0.00	
Bank Corrections/Reversals/Errors		(733.00)				(733.00)	
Bank Charges/Other	(817.20)	(34.03)				(851.23)	(37.45)
Returned Deposits	-					0.00	
Payroll Tax/Benefit Deposits	(139,881.63)					(139,881.63)	
Payroll Checks/Direct Deposits	(164,883.14)					(164,883.14)	
General Checks	(969,328.85)					(969,328.85)	
Bank Draft Payments	-					0.00	
Ending Balance	(\$386,559.36)	\$589,055.69	\$10,229,390.00	\$1,781,944.18	\$2,293,246.09	\$14,507,076.60	\$702,530.08

Check Report

By Check Number

Date Range: 09/01/2019 - 09/30/2019



Monterey Peninsula Water Management Dist

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK	-Bank of America Checking					
Payment Type: Regular						
00249	A.G. Davi, LTD	09/06/2019	Regular	0.00	395.00	35560
00767	AFLAC	09/06/2019	Regular	0.00	1,207.44	35561
00253	AT&T	09/06/2019	Regular	0.00	255.56	35562
00252	Cal-Am Water	09/06/2019	Regular	0.00	136.82	35563
06268	Comcast	09/06/2019	Regular	0.00	278.12	35564
00046	De Lay & Laredo	09/06/2019	Regular	0.00	70,454.23	35565
00041	Denise Duffy & Assoc. Inc.	09/06/2019	Regular	0.00	1,136.50	35566
00268	ESRI, Inc.	09/06/2019	Regular	0.00	10,643.64	35567
00094	John Arriaga	09/06/2019	Regular	0.00	2,500.00	35568
09990	Joseph Suwada	09/06/2019	Regular	0.00	131.60	35569
00280	Kevan Urquhart	09/06/2019	Regular	0.00	746.55	35570
00222	M.J. Murphy	09/06/2019	Regular	0.00	18.69	35571
00242	MBAS	09/06/2019	Regular	0.00	9,010.00	35572
16823	Mercer-Fraser Company	09/06/2019	Regular	0.00	187,321.30	35573
00118	Monterey Bay Carpet & Janitorial Svc	09/06/2019	Regular	0.00	1,000.00	35574
13502	Monterey Peninsula Unified School District	09/06/2019	Regular	0.00	1,111.53	35575
13396	Navia Benefit Solutions, Inc.	09/06/2019	Regular	0.00	209.65	35576
11818	Pebble Beach Company	09/06/2019	Regular	0.00	28,699.46	35577
00755	Peninsula Welding Supply, Inc.	09/06/2019	Regular	0.00	134.49	35578
00282	PG&E	09/06/2019	Regular	0.00	2,124.35	35579
00282	PG&E	09/06/2019	Regular	0.00	30,432.75	35580
00159	Pueblo Water Resources, Inc.	09/06/2019	Regular	0.00	3,537.50	35581
00262	Pure H2O	09/06/2019	Regular	0.00	65.24	35582
01020	Sara Reyes - Petty Cash Custodian	09/06/2019	Regular	0.00	247.67	35583
00258	TBC Communications & Media	09/06/2019	Regular	0.00	3,500.00	35584
00225	Trowbridge Enterprises Inc.	09/06/2019	Regular	0.00	439.38	35585
00207	Universal Staffing Inc.	09/06/2019	Regular	0.00	3,079.20	35586
00271	UPEC, Local 792	09/06/2019	Regular	0.00	950.00	35587
00763	ACWA-JPIA	09/13/2019	Regular	0.00	327.85	35589
01188	Alhambra	09/13/2019	Regular	0.00	207.63	35590
00760	Andy Bell	09/13/2019	Regular	0.00	684.00	35591
00252	Cal-Am Water	09/13/2019	Regular	0.00	324.28	35592
00243	CalPers Long Term Care Program	09/13/2019	Regular	0.00	50.06	35593
04043	Campbell Scientific, Inc.	09/13/2019	Regular	0.00	19,421.52	35594
00028	Colantuono, Highsmith, & Whatley, PC	09/13/2019	Regular	0.00	97.50	35595
18408	Dell Business Credit	09/13/2019	Regular	0.00	820.62	35596
00761	Delores Cofer	09/13/2019	Regular	0.00	342.00	35597
00083	Hayashi & Wayland Accountancy Corp.	09/13/2019	Regular	0.00	6,000.00	35598
00986	Henrietta Stern	09/13/2019	Regular	0.00	2,437.94	35599
00768	ICMA	09/13/2019	Regular	0.00	15,575.09	35600
01002	Monterey County Clerk	09/13/2019	Regular	0.00	50.00	35601
13396	Navia Benefit Solutions, Inc.	09/13/2019	Regular	0.00	1,654.12	35602
00138	Overhead Door Company of Salinas	09/13/2019	Regular	0.00	1,162.05	35603
00755	Peninsula Welding Supply, Inc.	09/13/2019	Regular	0.00	64.50	35604
00258	TBC Communications & Media	09/13/2019	Regular	0.00	4,801.25	35605
00269	U.S. Bank	09/13/2019	Regular	0.00	4,108.76	35606
	Void	09/13/2019	Regular	0.00	0.00	35607
00207	Universal Staffing Inc.	09/13/2019	Regular	0.00	1,906.36	35608
18735	ARCpoint Labs	09/20/2019	Regular	0.00	45.00	35612
00252	Cal-Am Water	09/20/2019	Regular	0.00	68.62	35613
06268	Comcast	09/20/2019	Regular	0.00	288.12	35614
00281	CoreLogic Information Solutions, Inc.	09/20/2019	Regular	0.00	1,854.16	35615
04041	Cynthia Schmidlin	09/20/2019	Regular	0.00	691.33	35616

EXHIBIT 7-B

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Check Report**Date Range: 09/01/2019 - 09/30/2019**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00046	De Lay & Laredo	09/20/2019	Regular	0.00	42,134.09	35617
18225	DUDEK	09/20/2019	Regular	0.00	7,375.00	35618
00192	Extra Space Storage	09/20/2019	Regular	0.00	885.00	35619
00277	Home Depot Credit Services	09/20/2019	Regular	0.00	106.25	35620
03857	Joe Oliver	09/20/2019	Regular	0.00	1,218.97	35621
06999	KBA Docusys	09/20/2019	Regular	0.00	588.58	35622
06745	KBA Docusys - Lease Payments	09/20/2019	Regular	0.00	947.21	35623
05830	Larry Hampson	09/20/2019	Regular	0.00	1,018.00	35624
13431	Lynx Technologies, Inc	09/20/2019	Regular	0.00	3,675.00	35625
00259	Marina Coast Water District	09/20/2019	Regular	0.00	82.66	35626
00259	Marina Coast Water District	09/20/2019	Regular	0.00	82.66	35627
07771	Monterey Bay Urgent Care	09/20/2019	Regular	0.00	60.00	35628
01199	Monterey Signs, Inc.	09/20/2019	Regular	0.00	999.75	35629
00278	Monterey Tire Service	09/20/2019	Regular	0.00	79.95	35630
00755	Peninsula Welding Supply, Inc.	09/20/2019	Regular	0.00	63.14	35631
00282	PG&E	09/20/2019	Regular	0.00	20.70	35632
00282	PG&E	09/20/2019	Regular	0.00	114.15	35633
06746	POSTMASTER	09/20/2019	Regular	0.00	250.00	35634
18544	Psomas	09/20/2019	Regular	0.00	2,625.00	35635
00159	Pueblo Water Resources, Inc.	09/20/2019	Regular	0.00	10,570.39	35636
13394	Regional Government Services	09/20/2019	Regular	0.00	8,813.10	35637
00176	Sentry Alarm Systems	09/20/2019	Regular	0.00	125.50	35638
04709	Sherron Forsgren	09/20/2019	Regular	0.00	736.35	35639
09989	Star Sanitation Services	09/20/2019	Regular	0.00	89.26	35640
00258	TBC Communications & Media	09/20/2019	Regular	0.00	4,987.50	35641
04719	Telit Io T Platforms, LLC	09/20/2019	Regular	0.00	336.15	35642
17965	The Maynard Group	09/20/2019	Regular	0.00	1,520.69	35643
00269	U.S. Bank	09/20/2019	Regular	0.00	1,295.01	35644
00207	Universal Staffing Inc.	09/20/2019	Regular	0.00	2,977.70	35645
08105	Yolanda Munoz	09/20/2019	Regular	0.00	540.00	35646
15399	Accela Inc.	09/27/2019	Regular	0.00	63,326.20	35647
00036	Parham Living Trust	09/27/2019	Regular	0.00	850.00	35648
01195	California Dept. of Fish & Wildlife	09/27/2019	Regular	0.00	3,288.75	35649
09124	California Municipal Treasurers Association	09/27/2019	Regular	0.00	95.00	35650
00046	De Lay & Laredo	09/27/2019	Regular	0.00	7,207.50	35651
00073	Grindstone Sharpening	09/27/2019	Regular	0.00	121.58	35652
00993	Harris Court Business Park	09/27/2019	Regular	0.00	721.26	35653
00277	Home Depot Credit Services	09/27/2019	Regular	0.00	182.92	35654
00768	ICMA	09/27/2019	Regular	0.00	3,215.09	35655
05830	Larry Hampson	09/27/2019	Regular	0.00	59.07	35656
05829	Mark Bekker	09/27/2019	Regular	0.00	1,018.00	35657
00242	MBAS	09/27/2019	Regular	0.00	1,935.00	35658
14566	Medics for Life, Inc.	09/27/2019	Regular	0.00	845.00	35659
01002	Monterey County Clerk	09/27/2019	Regular	0.00	50.00	35660
01002	Monterey County Clerk	09/27/2019	Regular	0.00	50.00	35661
00274	Monterey One Water	09/27/2019	Regular	0.00	312,617.94	35662
13396	Navia Benefit Solutions, Inc.	09/27/2019	Regular	0.00	770.84	35663
00282	PG&E	09/27/2019	Regular	0.00	36.10	35664
00282	PG&E	09/27/2019	Regular	0.00	171.68	35665
00282	PG&E	09/27/2019	Regular	0.00	41,063.74	35666
00282	PG&E	09/27/2019	Regular	0.00	21.73	35667
00752	Professional Liability Insurance Service	09/27/2019	Regular	0.00	40.20	35668
00251	Rick Dickhaut	09/27/2019	Regular	0.00	531.50	35669
00766	Standard Insurance Company	09/27/2019	Regular	0.00	1,381.06	35670
09989	Star Sanitation Services	09/27/2019	Regular	0.00	107.51	35671
17965	The Maynard Group	09/27/2019	Regular	0.00	9,120.16	35672
00207	Universal Staffing Inc.	09/27/2019	Regular	0.00	3,045.20	35673
13080	West Marine Products	09/27/2019	Regular	0.00	177.00	35674
18163	Wex Bank	09/27/2019	Regular	0.00	211.63	35675
Total Regular:					969,328.85	

EXHIBIT 7-B

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Check Report**Date Range: 09/01/2019 - 09/30/2019**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
00266	I.R.S.	09/13/2019	Bank Draft	0.00	11,728.77	DFT0001464
00266	I.R.S.	09/13/2019	Bank Draft	0.00	2,650.90	DFT0001465
00267	Employment Development Dept.	09/13/2019	Bank Draft	0.00	4,512.56	DFT0001466
00266	I.R.S.	09/13/2019	Bank Draft	0.00	933.74	DFT0001467
00266	I.R.S.	09/13/2019	Bank Draft	0.00	14,510.94	DFT0001469
00266	I.R.S.	09/13/2019	Bank Draft	0.00	1,672.52	DFT0001470
00267	Employment Development Dept.	09/13/2019	Bank Draft	0.00	5,671.75	DFT0001471
00256	PERS Retirement	09/05/2019	Bank Draft	0.00	15,139.34	DFT0001472
00256	PERS Retirement	09/13/2019	Bank Draft	0.00	700.00	DFT0001473
00266	I.R.S.	09/17/2019	Bank Draft	0.00	21.00	DFT0001475
00266	I.R.S.	09/17/2019	Bank Draft	0.00	66.60	DFT0001476
00266	I.R.S.	09/17/2019	Bank Draft	0.00	284.58	DFT0001477
00769	Laborers Trust Fund of Northern CA	09/13/2019	Bank Draft	0.00	26,620.00	DFT0001478
00266	I.R.S.	09/27/2019	Bank Draft	0.00	14,103.23	DFT0001480
00266	I.R.S.	09/27/2019	Bank Draft	0.00	2,899.26	DFT0001481
00267	Employment Development Dept.	09/27/2019	Bank Draft	0.00	5,518.74	DFT0001482
00266	I.R.S.	09/27/2019	Bank Draft	0.00	807.04	DFT0001483
00266	I.R.S.	09/27/2019	Bank Draft	0.00	18.34	DFT0001484
00267	Employment Development Dept.	09/27/2019	Bank Draft	0.00	1.58	DFT0001485
00266	I.R.S.	09/27/2019	Bank Draft	0.00	78.44	DFT0001486
00256	PERS Retirement	09/26/2019	Bank Draft	0.00	15,139.32	DFT0001487
00256	PERS Retirement	09/30/2019	Bank Draft	0.00	16,802.98	DFT0001497
Total Bank Draft:					139,881.63	

Bank Code APBNK	Summary			
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	164	111	0.00	969,328.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	34	22	0.00	139,881.63
EFT's	0	0	0.00	0.00
	198	134	0.00	1,109,210.48

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	164	111	0.00	969,328.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	34	22	0.00	139,881.63
EFT's	0	0	0.00	0.00
	198	134	0.00	1,109,210.48

Fund Summary

Fund	Name	Period	Amount
99	POOL CASH FUND	9/2019	1,109,210.48
			1,109,210.48



Payroll Bank Transaction Report

By Payment Number

Date: 9/1/2019 - 9/30/2019

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
4617	09/13/2019	Regular	1024	Stoldt, David J	0.00	5,720.87	5,720.87
4618	09/13/2019	Regular	1025	Tavani, Arlene M	0.00	2,089.93	2,089.93
4619	09/13/2019	Regular	1044	Bennett, Corryn D	0.00	2,127.07	2,127.07
4620	09/13/2019	Regular	1006	Dudley, Mark A	0.00	2,646.65	2,646.65
4621	09/13/2019	Regular	1018	Prasad, Suresh	0.00	4,259.54	4,259.54
4622	09/13/2019	Regular	1019	Reyes, Sara C	0.00	1,768.84	1,768.84
4623	09/13/2019	Regular	1042	Hamilton, Maureen C.	0.00	3,272.22	3,272.22
4624	09/13/2019	Regular	6063	Hampson, Larry M	0.00	3,178.50	3,178.50
4625	09/13/2019	Regular	1009	James, Gregory W	0.00	3,096.09	3,096.09
4626	09/13/2019	Regular	1011	Lear, Jonathan P	0.00	3,883.02	3,883.02
4627	09/13/2019	Regular	1012	Lindberg, Thomas L	0.00	2,514.68	2,514.68
4628	09/13/2019	Regular	1043	Suwada, Joseph	0.00	1,825.22	1,825.22
4629	09/13/2019	Regular	1045	Atkins, Daniel N	0.00	1,787.69	1,787.69
4630	09/13/2019	Regular	1004	Chaney, Beverly M	0.00	2,532.04	2,532.04
4631	09/13/2019	Regular	1005	Christensen, Thomas T	0.00	3,402.68	3,402.68
4632	09/13/2019	Regular	1007	Hamilton, Cory R	0.00	2,229.06	2,229.06
4633	09/13/2019	Regular	6066	Lesse, Marina I	0.00	406.34	406.34
4634	09/13/2019	Regular	6064	Li, Trevin	0.00	822.57	822.57
4635	09/13/2019	Regular	1048	Lumas, Eric M	0.00	1,643.68	1,643.68
4636	09/13/2019	Regular	6065	Manos, Robert L	0.00	488.52	488.52
4637	09/13/2019	Regular	1026	Urquhart, Kevan A	0.00	2,211.94	2,211.94
4638	09/13/2019	Regular	1001	Bravo, Gabriela D	0.00	2,437.90	2,437.90
4639	09/13/2019	Regular	1010	Kister, Stephanie L	0.00	2,685.27	2,685.27
4640	09/13/2019	Regular	1017	Locke, Stephanie L	0.00	3,459.33	3,459.33
4641	09/13/2019	Regular	1040	Smith, Kyle	0.00	2,163.52	2,163.52
4642	09/13/2019	Regular	1047	Timmer, Christopher	0.00	2,071.12	2,071.12
4643	09/13/2019	Regular	1006	Dudley, Mark A	0.00	25,055.19	25,055.19
4644	09/17/2019	Regular	7015	Adams, Mary L	0.00	236.96	236.96
4645	09/17/2019	Regular	7014	Evans, Molly F	0.00	490.07	490.07
4646	09/17/2019	Regular	7017	Hoffmann, Gary D	0.00	498.69	498.69
4647	09/17/2019	Regular	7018	Riley, George T	0.00	249.34	249.34
4648	09/27/2019	Regular	1024	Stoldt, David J	0.00	5,720.87	5,720.87
4649	09/27/2019	Regular	1025	Tavani, Arlene M	0.00	2,445.40	2,445.40
4650	09/27/2019	Regular	1044	Bennett, Corryn D	0.00	2,529.81	2,529.81
4651	09/27/2019	Regular	1018	Prasad, Suresh	0.00	4,986.87	4,986.87
4652	09/27/2019	Regular	1019	Reyes, Sara C	0.00	2,141.88	2,141.88
4653	09/27/2019	Regular	1042	Hamilton, Maureen C.	0.00	3,827.54	3,827.54
4654	09/27/2019	Regular	6063	Hampson, Larry M	0.00	2,461.27	2,461.27
4655	09/27/2019	Regular	1009	James, Gregory W	0.00	3,585.07	3,585.07
4656	09/27/2019	Regular	1011	Lear, Jonathan P	0.00	4,542.53	4,542.53
4657	09/27/2019	Regular	1012	Lindberg, Thomas L	0.00	2,975.66	2,975.66
4658	09/27/2019	Regular	1043	Suwada, Joseph	0.00	2,128.42	2,128.42
4659	09/27/2019	Regular	1045	Atkins, Daniel N	0.00	2,078.73	2,078.73
4660	09/27/2019	Regular	1004	Chaney, Beverly M	0.00	3,002.22	3,002.22
4661	09/27/2019	Regular	1005	Christensen, Thomas T	0.00	3,968.90	3,968.90
4662	09/27/2019	Regular	1007	Hamilton, Cory R	0.00	2,648.10	2,648.10
4663	09/27/2019	Regular	6067	Karo, Julia	0.00	973.78	973.78
4664	09/27/2019	Regular	6064	Li, Trevin	0.00	822.57	822.57
4665	09/27/2019	Regular	1048	Lumas, Eric M	0.00	1,931.03	1,931.03
4666	09/27/2019	Regular	6065	Manos, Robert L	0.00	880.20	880.20
4667	09/27/2019	Regular	1026	Urquhart, Kevan A	0.00	2,743.97	2,743.97
4668	09/27/2019	Regular	1001	Bravo, Gabriela D	0.00	2,952.79	2,952.79
4669	09/27/2019	Regular	1010	Kister, Stephanie L	0.00	3,194.12	3,194.12
4670	09/27/2019	Regular	1017	Locke, Stephanie L	0.00	4,050.86	4,050.86
4671	09/27/2019	Regular	1040	Smith, Kyle	0.00	2,535.42	2,535.42
4672	09/27/2019	Regular	1047	Timmer, Christopher	0.00	2,421.76	2,421.76
35588	09/13/2019	Regular	6067	Karo, Julia	872.95	0.00	872.95

EXHIBIT 7-C

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	42 Total Payment
35609	09/17/2019	Regular	7007	Byrne, Jeannie	249.34	0.00	249.34
35610	09/17/2019	Regular	7009	Edwards, Alvin	249.34	0.00	249.34
35611	09/17/2019	Regular	7004	Potter, David L	124.67	0.00	124.67
35676	09/27/2019	Regular	6066	Lesse, Marina I	582.53	0.00	582.53
Total:					2,078.83	162,804.31	164,883.14



Monterey Peninsula Water Management Dist

Statement of Revenue Over Expense - No Decimals

Group Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2019

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Revenue								
R100 - Water Supply Charge	-2,376	283,220	-285,596	-0.84 %	-2,376	3,400,000	-3,402,376	-0.07 %
R120 - Property Taxes Revenues	0	170,765	-170,765	0.00 %	0	2,050,000	-2,050,000	0.00 %
R130 - User Fees	499,200	416,500	82,700	119.86 %	508,012	5,000,000	-4,491,988	10.16 %
R140 - Connection Charges	41,437	33,320	8,117	124.36 %	82,990	400,000	-317,010	20.75 %
R150 - Permit Processing Fee	22,093	14,578	7,516	151.56 %	56,464	175,000	-118,536	32.27 %
R190 - WDS Permits Rule 21	0	4,665	-4,665	0.00 %	0	56,000	-56,000	0.00 %
R200 - Recording Fees	3,410	500	2,910	682.27 %	8,970	6,000	2,970	149.50 %
R210 - Legal Fees	0	1,333	-1,333	0.00 %	150	16,000	-15,850	0.94 %
R220 - Copy Fee	43	0	43	0.00 %	53	0	53	0.00 %
R230 - Miscellaneous - Other	281	1,250	-968	22.52 %	281	15,000	-14,719	1.88 %
R240 - Insurance Refunds	5,427	0	5,427	0.00 %	5,427	0	5,427	0.00 %
R250 - Interest Income	7,787	14,994	-7,207	51.93 %	18,233	180,000	-161,767	10.13 %
R260 - CAW - ASR	0	40,376	-40,376	0.00 %	0	484,700	-484,700	0.00 %
R270 - CAW - Rebates	49,543	58,310	-8,768	84.96 %	78,280	700,000	-621,720	11.18 %
R290 - CAW - Miscellaneous	0	3,749	-3,749	0.00 %	0	45,000	-45,000	0.00 %
R300 - Watermaster	0	2,916	-2,916	0.00 %	0	35,000	-35,000	0.00 %
R308 - Reclamation Project	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R310 - Other Reimbursements	0	10,521	-10,521	0.00 %	0	126,300	-126,300	0.00 %
R320 - Grants	0	38,984	-38,984	0.00 %	50,979	468,000	-417,021	10.89 %
R500 - Capital Equipment Reserve	0	2,374	-2,374	0.00 %	0	28,500	-28,500	0.00 %
R510 - Operating Reserve	0	402,660	-402,660	0.00 %	0	4,833,850	-4,833,850	0.00 %
Total Revenue:	626,844	1,502,678	-875,834	41.72 %	807,463	18,039,350	-17,231,887	4.48 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Expense								
Level1: 100 - Personnel Costs								
1100 - Salaries & Wages	254,848	229,458	-25,390	111.07 %	627,309	2,754,600	2,127,291	22.77 %
1110 - Manager's Auto Allowance	462	500	38	92.34 %	1,385	6,000	4,615	23.09 %
1120 - Manager's Deferred Comp	714	783	69	91.20 %	2,143	9,400	7,257	22.80 %
1130 - Unemployment Compensation	0	250	250	0.00 %	723	3,000	2,277	24.10 %
1150 - Temporary Personnel	11,008	4,590	-6,419	239.84 %	33,664	55,100	21,436	61.10 %
1160 - PERS Retirement	17,418	49,439	32,021	35.23 %	403,897	593,500	189,603	68.05 %
1170 - Medical Insurance	25,432	31,346	5,914	81.13 %	77,444	376,300	298,856	20.58 %
1180 - Medical Insurance - Retirees	9,703	6,497	-3,206	149.34 %	27,364	78,000	50,636	35.08 %
1190 - Workers Compensation	3,844	5,939	2,095	64.72 %	12,586	71,300	58,714	17.65 %
1200 - Life Insurance	290	392	102	73.94 %	874	4,700	3,826	18.60 %
1210 - Long Term Disability Insurance	1,057	1,266	209	83.51 %	3,143	15,200	12,057	20.68 %
1220 - Short Term Disability Insurance	210	283	73	74.10 %	624	3,400	2,776	18.35 %
1230 - Other Benefits	70	125	55	56.02 %	210	1,500	1,290	14.00 %
1260 - Employee Assistance Program	52	125	73	41.38 %	157	1,500	1,343	10.50 %
1270 - FICA Tax Expense	1,035	683	-352	151.55 %	2,298	8,200	5,902	28.03 %
1280 - Medicare Tax Expense	3,650	3,407	-243	107.13 %	10,286	40,900	30,614	25.15 %
1290 - Staff Development & Training	350	1,200	850	29.18 %	1,393	14,400	13,007	9.67 %
1300 - Conference Registration	805	966	161	83.31 %	805	11,600	10,795	6.94 %
1310 - Professional Dues	0	208	208	0.00 %	0	2,500	2,500	0.00 %
1320 - Personnel Recruitment	45	250	205	18.01 %	45	3,000	2,955	1.50 %
Total Level1: 100 - Personnel Costs:	330,993	337,707	6,714	98.01 %	1,206,352	4,054,100	2,847,748	29.76 %
Level1: 200 - Supplies and Services								
2000 - Board Member Compensation	2,025	2,824	799	71.71 %	6,885	33,900	27,015	20.31 %
2020 - Board Expenses	0	425	425	0.00 %	963	5,100	4,137	18.88 %
2040 - Rent	2,130	1,933	-197	110.22 %	5,990	23,200	17,210	25.82 %
2060 - Utilities	4,820	2,766	-2,055	174.29 %	8,159	33,200	25,041	24.57 %
2120 - Insurance Expense	5,847	5,423	-425	107.83 %	17,543	65,100	47,557	26.95 %
2130 - Membership Dues	11,311	2,782	-8,529	406.55 %	12,732	33,400	20,668	38.12 %
2140 - Bank Charges	851	325	-526	262.02 %	4,221	3,900	-321	108.23 %
2150 - Office Supplies	1,513	1,449	-64	104.41 %	4,258	17,400	13,142	24.47 %
2160 - Courier Expense	788	508	-280	155.08 %	1,623	6,100	4,477	26.61 %
2170 - Printing/Photocopy	0	42	42	0.00 %	0	500	500	0.00 %
2180 - Postage & Shipping	0	566	566	0.00 %	825	6,800	5,975	12.13 %
2190 - IT Supplies/Services	21,223	12,495	-8,728	169.86 %	70,616	150,000	79,384	47.08 %
2200 - Professional Fees	24,517	30,038	5,521	81.62 %	75,269	360,600	285,331	20.87 %
2220 - Equipment Repairs & Maintenance	0	583	583	0.00 %	2,119	7,000	4,881	30.28 %
2235 - Equipment Lease	1,817	1,158	-659	156.95 %	4,090	13,900	9,810	29.42 %
2240 - Telephone	1,312	4,223	2,911	31.08 %	11,960	50,700	38,740	23.59 %
2260 - Facility Maintenance	3,370	3,432	62	98.20 %	10,275	41,200	30,925	24.94 %
2270 - Travel Expenses	1,081	2,591	1,510	41.72 %	1,252	31,100	29,848	4.02 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	3,496	2,916	-580	119.91 %	8,242	35,000	26,758	23.55 %
2300 - Legal Services	34,573	33,320	-1,253	103.76 %	56,179	400,000	343,821	14.04 %
2380 - Meeting Expenses	145	508	363	28.62 %	747	6,100	5,353	12.25 %
2420 - Legal Notices	0	258	258	0.00 %	0	3,100	3,100	0.00 %
2460 - Public Outreach	742	208	-534	356.35 %	911	2,500	1,589	36.46 %
2480 - Miscellaneous	379	250	-129	151.61 %	379	3,000	2,621	12.63 %
2500 - Tax Administration Fee	0	1,666	1,666	0.00 %	0	20,000	20,000	0.00 %
2900 - Operating Supplies	1,431	1,408	-24	101.67 %	3,410	16,900	13,490	20.18 %
Total Level1: 200 - Supplies and Services:	123,373	114,096	-9,277	108.13 %	308,647	1,369,700	1,061,053	22.53 %
Level1: 300 - Other Expenses								
3000 - Project Expenses	169,969	962,115	792,146	17.67 %	662,580	11,550,000	10,887,420	5.74 %
4000 - Fixed Asset Purchases	0	17,818	17,818	0.00 %	0	213,900	213,900	0.00 %
5000 - Debt Service	0	19,159	19,159	0.00 %	0	230,000	230,000	0.00 %
6000 - Contingencies	0	5,831	5,831	0.00 %	0	70,000	70,000	0.00 %
6500 - Reserves	0	45,952	45,952	0.00 %	0	551,650	551,650	0.00 %
Total Level1: 300 - Other Expenses:	169,969	1,050,875	880,906	16.17 %	662,580	12,615,550	11,952,970	5.25 %
Total Expense:	624,335	1,502,678	878,343	41.55 %	2,177,579	18,039,350	15,861,771	12.07 %
Report Total:	2,509	0	2,509		-1,370,116	0	-1,370,116	

EXHIBIT 7-D**Statement of Revenue Over Expense - No Decimals**

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For Fiscal: 2019-2020 Period Ending: 09/30/2019

Fund Summary

Fund	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
24 - MITIGATION FUND	59,665	0	59,665		-597,576	0	-597,576	
26 - CONSERVATION FUND	77,647	0	77,647		-140,274	0	-140,274	
35 - WATER SUPPLY FUND	-134,803	0	-134,803		-632,266	0	-632,266	
Report Total:	2,509	0.01	2,509		-1,370,116	0	-1,370,116	



Monterey Peninsula Water Management Dist

Statement of Revenue Over Expense - No Decimals

Group Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2019

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Fund: 24 - MITIGATION FUND								
Revenue								
R130 - User Fees	308,510	256,564	51,946	120.25 %	315,950	3,080,000	-2,764,050	10.26 %
R190 - WDS Permits Rule 21	0	4,665	-4,665	0.00 %	0	56,000	-56,000	0.00 %
R220 - Copy Fee	18	0	18	0.00 %	22	0	22	0.00 %
R230 - Miscellaneous - Other	115	417	-301	27.70 %	115	5,000	-4,885	2.31 %
R240 - Insurance Refunds	2,225	0	2,225	0.00 %	2,225	0	2,225	0.00 %
R250 - Interest Income	4,209	4,165	44	101.07 %	5,856	50,000	-44,144	11.71 %
R290 - CAW - Miscellaneous	0	3,749	-3,749	0.00 %	0	45,000	-45,000	0.00 %
R310 - Other Reimbursements	0	7,522	-7,522	0.00 %	0	90,300	-90,300	0.00 %
R320 - Grants	0	38,984	-38,984	0.00 %	16,288	468,000	-451,712	3.48 %
R500 - Capital Equipment Reserve	0	950	-950	0.00 %	0	11,400	-11,400	0.00 %
R510 - Operating Reserve	0	55,378	-55,378	0.00 %	0	664,800	-664,800	0.00 %
Total Revenue:	315,078	372,393	-57,315	-84.61 %	340,455	4,470,500	-4,130,045	7.62 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Expense								
Level1: 100 - Personnel Costs								
1100 - Salaries & Wages	97,487	88,889	-8,597	109.67 %	242,904	1,067,100	824,196	22.76 %
1110 - Manager's Auto Allowance	92	75	-17	123.12 %	277	900	623	30.78 %
1120 - Manager's Deferred Comp	143	117	-26	122.47 %	429	1,400	971	30.63 %
1130 - Unemployment Compensation	0	100	100	0.00 %	296	1,200	904	24.70 %
1150 - Temporary Personnel	2,778	1,883	-895	147.56 %	8,504	22,600	14,096	37.63 %
1160 - PERS Retirement	6,885	19,092	12,207	36.06 %	156,810	229,200	72,390	68.42 %
1170 - Medical Insurance	10,670	12,895	2,225	82.75 %	32,125	154,800	122,675	20.75 %
1180 - Medical Insurance - Retirees	3,978	2,666	-1,313	149.25 %	11,200	32,000	20,800	35.00 %
1190 - Workers Compensation	2,304	3,390	1,086	67.96 %	7,499	40,700	33,201	18.43 %
1200 - Life Insurance	122	158	36	77.20 %	367	1,900	1,533	19.33 %
1210 - Long Term Disability Insurance	435	508	74	85.52 %	1,284	6,100	4,816	21.04 %
1220 - Short Term Disability Insurance	86	108	22	79.63 %	255	1,300	1,045	19.60 %
1230 - Other Benefits	29	50	21	57.42 %	86	600	514	14.35 %
1260 - Employee Assistance Program	22	42	20	52.39 %	66	500	434	13.12 %
1270 - FICA Tax Expense	708	308	-400	229.70 %	1,440	3,700	2,260	38.93 %
1280 - Medicare Tax Expense	1,493	1,316	-177	113.44 %	4,171	15,800	11,629	26.40 %
1290 - Staff Development & Training	144	375	231	38.28 %	589	4,500	3,911	13.09 %
1300 - Conference Registration	239	317	78	75.47 %	239	3,800	3,561	6.29 %
1310 - Professional Dues	0	67	67	0.00 %	0	800	800	0.00 %
1320 - Personnel Recruitment	18	100	82	18.46 %	18	1,200	1,182	1.54 %
Total Level1: 100 - Personnel Costs:	127,633	132,455	4,823	96.36 %	468,561	1,590,100	1,121,539	29.47 %
Level1: 200 - Supplies and Services								
2000 - Board Member Compensation	668	1,158	490	57.71 %	2,296	13,900	11,604	16.52 %
2020 - Board Expenses	0	175	175	0.00 %	395	2,100	1,705	18.80 %
2040 - Rent	985	891	-94	110.55 %	2,756	10,700	7,944	25.76 %
2060 - Utilities	1,982	1,141	-841	173.66 %	3,361	13,700	10,339	24.53 %
2120 - Insurance Expense	2,397	2,224	-173	107.79 %	7,192	26,700	19,508	26.94 %
2130 - Membership Dues	4,471	975	-3,496	458.75 %	5,054	11,700	6,646	43.19 %
2140 - Bank Charges	349	133	-216	261.86 %	1,731	1,600	-131	108.17 %
2150 - Office Supplies	462	583	121	79.23 %	913	7,000	6,087	13.04 %
2160 - Courier Expense	323	208	-115	155.14 %	665	2,500	1,835	26.62 %
2170 - Printing/Photocopy	0	17	17	0.00 %	0	200	200	0.00 %
2180 - Postage & Shipping	0	233	233	0.00 %	338	2,800	2,462	12.08 %
2190 - IT Supplies/Services	8,702	5,123	-3,579	169.86 %	28,949	61,500	32,551	47.07 %
2200 - Professional Fees	10,052	12,320	2,268	81.59 %	30,845	147,900	117,055	20.86 %
2220 - Equipment Repairs & Maintenance	0	242	242	0.00 %	848	2,900	2,052	29.23 %
2235 - Equipment Lease	745	475	-270	156.92 %	1,684	5,700	4,016	29.55 %
2240 - Telephone	1,066	1,716	650	62.11 %	5,666	20,600	14,934	27.50 %
2260 - Facility Maintenance	1,382	1,416	34	97.58 %	4,203	17,000	12,797	24.72 %
2270 - Travel Expenses	447	783	336	57.14 %	486	9,400	8,914	5.17 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	3,112	1,308	-1,804	237.94 %	6,825	15,700	8,875	43.47 %
2300 - Legal Services	12,554	9,996	-2,558	125.59 %	20,037	120,000	99,963	16.70 %
2380 - Meeting Expenses	60	208	149	28.63 %	306	2,500	2,194	12.26 %
2420 - Legal Notices	0	108	108	0.00 %	0	1,300	1,300	0.00 %
2460 - Public Outreach	296	83	-213	355.41 %	366	1,000	635	36.55 %
2480 - Miscellaneous	155	100	-55	155.40 %	155	1,200	1,045	12.95 %
2500 - Tax Administration Fee	0	483	483	0.00 %	0	5,800	5,800	0.00 %
2900 - Operating Supplies	156	183	27	85.12 %	280	2,200	1,920	12.74 %
Total Level1: 200 - Supplies and Services:	50,364	42,283	-8,081	119.11 %	125,353	507,600	382,247	24.70 %
Level1: 300 - Other Expenses								
3000 - Project Expenses	77,416	155,908	78,493	49.65 %	344,119	1,871,650	1,527,531	18.39 %
4000 - Fixed Asset Purchases	0	8,447	8,447	0.00 %	0	101,400	101,400	0.00 %
6000 - Contingencies	0	2,391	2,391	0.00 %	0	28,700	28,700	0.00 %
6500 - Reserves	0	30,908	30,908	0.00 %	0	371,050	371,050	0.00 %
Total Level1: 300 - Other Expenses:	77,416	197,654	120,238	39.17 %	344,119	2,372,800	2,028,681	14.50 %
Total Expense:	255,412	372,393	116,980	68.59 %	938,032	4,470,500	3,532,468	20.98 %
Total Revenues	315,078	372,393	-57,315	-84.61 %	340,455	4,470,500	-4,130,045	-7.62 %
Total Fund: 24 - MITIGATION FUND:	59,665	0	59,665		-597,576	0	-597,576	

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Fund: 26 - CONSERVATION FUND								
Revenue								
R120 - Property Taxes Revenues	0	20,825	-20,825	0.00 %	0	250,000	-250,000	0.00 %
R130 - User Fees	119,411	99,960	19,451	119.46 %	120,784	1,200,000	-1,079,216	10.07 %
R150 - Permit Processing Fee	22,093	14,578	7,516	151.56 %	56,464	175,000	-118,536	32.27 %
R200 - Recording Fees	3,410	500	2,910	682.27 %	8,970	6,000	2,970	149.50 %
R210 - Legal Fees	0	1,333	-1,333	0.00 %	150	16,000	-15,850	0.94 %
R220 - Copy Fee	11	0	11	0.00 %	14	0	14	0.00 %
R230 - Miscellaneous - Other	73	417	-343	17.57 %	73	5,000	-4,927	1.46 %
R240 - Insurance Refunds	1,411	0	1,411	0.00 %	1,411	0	1,411	0.00 %
R250 - Interest Income	1,147	3,332	-2,185	34.41 %	4,931	40,000	-35,069	12.33 %
R270 - CAW - Rebates	49,543	58,310	-8,768	84.96 %	78,280	700,000	-621,720	11.18 %
R320 - Grants	0	0	0	0.00 %	34,691	0	34,691	0.00 %
R500 - Capital Equipment Reserve	0	666	-666	0.00 %	0	8,000	-8,000	0.00 %
R510 - Operating Reserve	0	20,992	-20,992	0.00 %	0	252,000	-252,000	0.00 %
Total Revenue:	197,099	220,912	-23,813	-89.22 %	305,768	2,652,000	-2,346,232	11.53 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Expense								
Level1: 100 - Personnel Costs								
1100 - Salaries & Wages	55,893	57,494	1,601	97.22 %	130,957	690,200	559,243	18.97 %
1110 - Manager's Auto Allowance	92	125	33	73.87 %	277	1,500	1,223	18.47 %
1120 - Manager's Deferred Comp	143	200	57	71.44 %	429	2,400	1,971	17.87 %
1130 - Unemployment Compensation	0	67	67	0.00 %	188	800	612	23.50 %
1150 - Temporary Personnel	5,995	1,191	-4,804	503.26 %	18,315	14,300	-4,015	128.08 %
1160 - PERS Retirement	3,346	11,604	8,257	28.84 %	89,273	139,300	50,027	64.09 %
1170 - Medical Insurance	5,003	8,455	3,452	59.17 %	16,159	101,500	85,341	15.92 %
1180 - Medical Insurance - Retirees	2,523	1,691	-832	149.19 %	7,153	20,300	13,147	35.24 %
1190 - Workers Compensation	141	317	175	44.68 %	509	3,800	3,291	13.38 %
1200 - Life Insurance	52	83	32	62.04 %	161	1,000	839	16.06 %
1210 - Long Term Disability Insurance	209	325	116	64.43 %	638	3,900	3,262	16.37 %
1220 - Short Term Disability Insurance	41	75	34	55.21 %	127	900	773	14.06 %
1230 - Other Benefits	18	33	15	54.62 %	55	400	345	13.65 %
1260 - Employee Assistance Program	10	33	23	30.73 %	33	400	367	8.26 %
1270 - FICA Tax Expense	41	58	17	71.07 %	140	700	560	19.98 %
1280 - Medicare Tax Expense	809	858	49	94.24 %	2,223	10,300	8,077	21.58 %
1290 - Staff Development & Training	91	458	367	19.86 %	311	5,500	5,189	5.65 %
1300 - Conference Registration	305	392	86	78.01 %	305	4,700	4,395	6.50 %
1310 - Professional Dues	0	75	75	0.00 %	0	900	900	0.00 %
1320 - Personnel Recruitment	12	67	55	17.56 %	12	800	788	1.46 %
Total Level1: 100 - Personnel Costs:	74,725	83,600	8,875	89.38 %	267,263	1,003,600	736,337	26.63 %
Level1: 200 - Supplies and Services								
2000 - Board Member Compensation	668	733	65	91.16 %	2,256	8,800	6,544	25.63 %
2020 - Board Expenses	0	108	108	0.00 %	250	1,300	1,050	19.26 %
2040 - Rent	230	217	-14	106.24 %	690	2,600	1,910	26.55 %
2060 - Utilities	1,237	691	-546	178.94 %	2,075	8,300	6,225	25.00 %
2120 - Insurance Expense	1,520	1,408	-113	108.00 %	4,561	16,900	12,339	26.99 %
2130 - Membership Dues	3,241	1,025	-2,217	316.35 %	3,611	12,300	8,689	29.36 %
2140 - Bank Charges	221	83	-138	265.69 %	1,097	1,000	-97	109.75 %
2150 - Office Supplies	680	383	-296	177.35 %	2,610	4,600	1,990	56.74 %
2160 - Courier Expense	205	133	-72	153.72 %	422	1,600	1,178	26.37 %
2170 - Printing/Photocopy	0	8	8	0.00 %	0	100	100	0.00 %
2180 - Postage & Shipping	0	142	142	0.00 %	214	1,700	1,486	12.61 %
2190 - IT Supplies/Services	5,518	3,249	-2,269	169.86 %	18,367	39,000	20,633	47.10 %
2200 - Professional Fees	6,374	7,797	1,423	81.76 %	19,600	93,600	74,000	20.94 %
2220 - Equipment Repairs & Maintenance	0	150	150	0.00 %	593	1,800	1,207	32.97 %
2235 - Equipment Lease	472	300	-173	157.56 %	1,067	3,600	2,533	29.64 %
2240 - Telephone	166	1,066	900	15.56 %	2,954	12,800	9,846	23.08 %
2260 - Facility Maintenance	876	866	-10	101.15 %	2,690	10,400	7,710	25.87 %
2270 - Travel Expenses	265	1,141	876	23.22 %	308	13,700	13,392	2.25 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	20	317	297	6.17 %	731	3,800	3,069	19.24 %
2300 - Legal Services	9,195	4,998	-4,197	183.98 %	13,832	60,000	46,168	23.05 %
2380 - Meeting Expenses	38	125	87	30.26 %	194	1,500	1,306	12.96 %
2420 - Legal Notices	0	50	50	0.00 %	0	600	600	0.00 %
2460 - Public Outreach	188	58	-129	321.99 %	232	700	468	33.11 %
2480 - Miscellaneous	99	67	-32	147.81 %	99	800	702	12.31 %
2500 - Tax Administration Fee	0	475	475	0.00 %	0	5,700	5,700	0.00 %
2900 - Operating Supplies	1,275	1,050	-226	121.51 %	3,129	12,600	9,471	24.84 %
Total Level1: 200 - Supplies and Services:	32,489	26,639	-5,850	121.96 %	81,585	319,800	238,215	25.51 %
Level1: 300 - Other Expenses								
3000 - Project Expenses	12,237	96,295	84,058	12.71 %	97,193	1,156,000	1,058,807	8.41 %
4000 - Fixed Asset Purchases	0	4,240	4,240	0.00 %	0	50,900	50,900	0.00 %
6000 - Contingencies	0	1,516	1,516	0.00 %	0	18,200	18,200	0.00 %
6500 - Reserves	0	8,622	8,622	0.00 %	0	103,500	103,500	0.00 %
Total Level1: 300 - Other Expenses:	12,237	110,672	98,435	11.06 %	97,193	1,328,600	1,231,407	7.32 %
Total Expense:	119,452	220,912	101,460	54.07 %	446,042	2,652,000	2,205,958	16.82 %
Total Revenues	197,099	220,912	-23,813	-89.22 %	305,768	2,652,000	-2,346,232	-11.53 %
Total Fund: 26 - CONSERVATION FUND:	77,647	0	77,647		-140,274	0	-140,274	

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Fund: 35 - WATER SUPPLY FUND								
Revenue								
R100 - Water Supply Charge	-2,376	283,220	-285,596	-0.84 %	-2,376	3,400,000	-3,402,376	-0.07 %
R120 - Property Taxes Revenues	0	149,940	-149,940	0.00 %	0	1,800,000	-1,800,000	0.00 %
R130 - User Fees	71,278	59,976	11,302	118.84 %	71,278	720,000	-648,722	9.90 %
R140 - Connection Charges	41,437	33,320	8,117	124.36 %	82,990	400,000	-317,010	20.75 %
R220 - Copy Fee	14	0	14	0.00 %	17	0	17	0.00 %
R230 - Miscellaneous - Other	93	417	-324	22.30 %	93	5,000	-4,907	1.86 %
R240 - Insurance Refunds	1,791	0	1,791	0.00 %	1,791	0	1,791	0.00 %
R250 - Interest Income	2,431	7,497	-5,066	32.42 %	7,447	90,000	-82,553	8.27 %
R260 - CAW - ASR	0	40,376	-40,376	0.00 %	0	484,700	-484,700	0.00 %
R300 - Watermaster	0	2,916	-2,916	0.00 %	0	35,000	-35,000	0.00 %
R308 - Reclamation Project	0	1,666	-1,666	0.00 %	0	20,000	-20,000	0.00 %
R310 - Other Reimbursements	0	2,999	-2,999	0.00 %	0	36,000	-36,000	0.00 %
R500 - Capital Equipment Reserve	0	758	-758	0.00 %	0	9,100	-9,100	0.00 %
R510 - Operating Reserve	0	326,290	-326,290	0.00 %	0	3,917,050	-3,917,050	0.00 %
Total Revenue:	114,668	909,374	-794,706	-12.61 %	161,239	10,916,850	-10,755,611	1.48 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
Expense								
Level1: 100 - Personnel Costs								
1100 - Salaries & Wages	101,469	83,075	-18,394	122.14 %	253,448	997,300	743,852	25.41 %
1110 - Manager's Auto Allowance	277	300	23	92.34 %	831	3,600	2,769	23.09 %
1120 - Manager's Deferred Comp	429	466	38	91.86 %	1,286	5,600	4,314	22.96 %
1130 - Unemployment Compensation	0	83	83	0.00 %	239	1,000	761	23.86 %
1150 - Temporary Personnel	2,236	1,516	-720	147.48 %	6,845	18,200	11,355	37.61 %
1160 - PERS Retirement	7,187	18,743	11,556	38.34 %	157,814	225,000	67,186	70.14 %
1170 - Medical Insurance	9,758	9,996	238	97.62 %	29,160	120,000	90,840	24.30 %
1180 - Medical Insurance - Retirees	3,202	2,141	-1,061	149.58 %	9,011	25,700	16,689	35.06 %
1190 - Workers Compensation	1,398	2,232	834	62.64 %	4,579	26,800	22,221	17.08 %
1200 - Life Insurance	116	150	34	77.12 %	346	1,800	1,454	19.23 %
1210 - Long Term Disability Insurance	414	433	20	95.47 %	1,221	5,200	3,979	23.47 %
1220 - Short Term Disability Insurance	82	100	18	82.28 %	242	1,200	958	20.20 %
1230 - Other Benefits	23	42	19	55.46 %	69	500	431	13.86 %
1260 - Employee Assistance Program	20	50	30	39.30 %	59	600	541	9.80 %
1270 - FICA Tax Expense	286	317	31	90.28 %	718	3,800	3,082	18.89 %
1280 - Medicare Tax Expense	1,348	1,233	-115	109.36 %	3,892	14,800	10,908	26.29 %
1290 - Staff Development & Training	116	367	251	31.51 %	493	4,400	3,907	11.21 %
1300 - Conference Registration	261	258	-2	100.96 %	261	3,100	2,839	8.41 %
1310 - Professional Dues	0	67	67	0.00 %	0	800	800	0.00 %
1320 - Personnel Recruitment	15	83	68	17.83 %	15	1,000	985	1.49 %
Total Level1: 100 - Personnel Costs:	128,635	121,651	-6,984	105.74 %	470,528	1,460,400	989,872	32.22 %
Level1: 200 - Supplies and Services								
2000 - Board Member Compensation	689	933	244	73.80 %	2,333	11,200	8,867	20.83 %
2020 - Board Expenses	0	142	142	0.00 %	318	1,700	1,382	18.69 %
2040 - Rent	915	825	-90	110.90 %	2,544	9,900	7,356	25.69 %
2060 - Utilities	1,601	933	-668	171.63 %	2,723	11,200	8,477	24.31 %
2120 - Insurance Expense	1,930	1,791	-139	107.75 %	5,789	21,500	15,711	26.93 %
2130 - Membership Dues	3,599	783	-2,816	459.59 %	4,068	9,400	5,332	43.27 %
2140 - Bank Charges	281	108	-173	259.40 %	1,393	1,300	-93	107.15 %
2150 - Office Supplies	372	483	111	76.97 %	735	5,800	5,065	12.67 %
2160 - Courier Expense	260	167	-93	156.09 %	536	2,000	1,464	26.78 %
2170 - Printing/Photocopy	0	17	17	0.00 %	0	200	200	0.00 %
2180 - Postage & Shipping	0	192	192	0.00 %	272	2,300	2,028	11.83 %
2190 - IT Supplies/Services	7,004	4,123	-2,880	169.86 %	23,300	49,500	26,200	47.07 %
2200 - Professional Fees	8,091	9,921	1,831	81.55 %	24,824	119,100	94,276	20.84 %
2220 - Equipment Repairs & Maintenance	0	192	192	0.00 %	678	2,300	1,622	29.49 %
2235 - Equipment Lease	600	383	-217	156.50 %	1,338	4,600	3,262	29.09 %
2240 - Telephone	81	1,441	1,360	5.60 %	3,340	17,300	13,960	19.31 %
2260 - Facility Maintenance	1,112	1,150	37	96.75 %	3,381	13,800	10,419	24.50 %
2270 - Travel Expenses	368	666	298	55.29 %	458	8,000	7,542	5.72 %

EXHIBIT 7-D

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Statement of Revenue Over Expense - No Decimals**For Fiscal: 2019-2020 Period Ending: 09/30/2019**

Level...	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
2280 - Transportation	365	1,291	927	28.24 %	686	15,500	14,814	4.42 %
2300 - Legal Services	12,824	18,326	5,502	69.97 %	22,309	220,000	197,691	10.14 %
2380 - Meeting Expenses	48	175	127	27.44 %	247	2,100	1,853	11.75 %
2420 - Legal Notices	0	100	100	0.00 %	0	1,200	1,200	0.00 %
2460 - Public Outreach	258	67	-192	387.59 %	314	800	486	39.27 %
2480 - Miscellaneous	125	83	-42	150.11 %	125	1,000	875	12.50 %
2500 - Tax Administration Fee	0	708	708	0.00 %	0	8,500	8,500	0.00 %
2900 - Operating Supplies	0	175	175	0.00 %	0	2,100	2,100	0.00 %
Total Level1: 200 - Supplies and Services:	40,520	45,174	4,653	89.70 %	101,709	542,300	440,591	18.76 %
Level1: 300 - Other Expenses								
3000 - Project Expenses	80,316	709,912	629,596	11.31 %	221,268	8,522,350	8,301,082	2.60 %
4000 - Fixed Asset Purchases	0	5,131	5,131	0.00 %	0	61,600	61,600	0.00 %
5000 - Debt Service	0	19,159	19,159	0.00 %	0	230,000	230,000	0.00 %
6000 - Contingencies	0	1,924	1,924	0.00 %	0	23,100	23,100	0.00 %
6500 - Reserves	0	6,422	6,422	0.00 %	0	77,100	77,100	0.00 %
Total Level1: 300 - Other Expenses:	80,316	742,549	662,233	10.82 %	221,268	8,914,150	8,692,882	2.48 %
Total Expense:	249,471	909,374	659,903	27.43 %	793,505	10,916,850	10,123,345	7.27 %
Total Revenues	114,668	909,374	-794,706	-12.61 %	161,239	10,916,850	-10,755,611	-1.48 %
Total Fund: 35 - WATER SUPPLY FUND:	-134,803	0	-134,803		-632,266	0	-632,266	
Report Total:	2,509	0	2,509		-1,370,116	0	-1,370,116	

EXHIBIT 7-D**Statement of Revenue Over Expense - No Decimals**

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For Fiscal: 2019-2020 Period Ending: 09/30/2019

Fund Summary

Fund	September Activity	September Budget	Variance Favorable (Unfavorable)	Percent Used	YTD Activity	Total Budget	Variance Favorable (Unfavorable)	Percent Used
24 - MITIGATION FUND	59,665	0	59,665		-597,576	0	-597,576	
26 - CONSERVATION FUND	77,647	0	77,647		-140,274	0	-140,274	
35 - WATER SUPPLY FUND	-134,803	0	-134,803		-632,266	0	-632,266	
Report Total:	2,509	0.01	2,509		-1,370,116	0	-1,370,116	

ADMINISTRATIVE COMMITTEE

8. REPORT ON ACTIVITY/PROGRESS ON CONTRACTS OVER \$25,000

Meeting Date: November 13, 2019 **Budgeted:** N/A

From: David J. Stoldt,
General Manager **Program/
Line Item No.:** N/A

Prepared By: Suresh Prasad **Cost Estimate:** N/A

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on November 13, 2019.

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 contracts over \$25,000 for the period September 2019. This status report is provided for information only, no action is required.

EXHIBIT

8-A Status on District Open Contracts (over \$25k)

**Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period September 2019**

			Prior Period			Total				P.O.
Contract	Description	Date Authorized	Contract Amount	Expended To Date	Current Period Spending	Expended To Date	Expected Completion	Current Period Activity	Number	
1	Carmel Area Wastewater District	PB Reclamation Storage Tank Rehab Project	5/20/2019	\$ 1,000,000.00	\$ -	\$ -	\$ -			PO02128
2	U.S. Bank Equipment Finance	Copier machine leasing - 60 months	7/15/2019	\$ 52,300.00	\$ -	\$ 1,817.22	\$ 1,817.22	6/30/2024	Current period and prior month billing for photocopy machine lease	PO02108
3	Monterey One Water	Supplemental EIR Costs for PWM Expansion Project	3/18/2019	\$ 750,000.00	\$ -		\$ -			PO02095
4	Monterey One Water	Pre-Construction Costs for PWM Expansion Project	11/13/2017	\$ 360,000.00	\$ 312,617.94		\$ 312,617.94			PO02094
5	Deveera Inc.	IT Managed Services	9/16/2019	\$ 46,120.00	\$ -	\$ 4,612.00	\$ 4,612.00	6/30/2020	Current period billing for IT managed services	PO02091
6	Hayashi Wayland Accountancy Group	Audit services	6/19/2017	\$ 64,500.00	\$ -	\$ 6,000.00	\$ 6,000.00	6/30/2020	Current period billing for auditing services	PO02075
7	Lynx Technologies, Inc	Geographic Information Systems contractual services	6/17/2019	\$ 35,000.00	\$ 2,400.00	\$ 3,675.00	\$ 6,075.00		Current period gis services	PO02065
8	Regional Government Services	Human Resouces contractual services	6/17/2019	\$ 70,000.00	\$ 14,466.65	\$ 4,264.90	\$ 18,731.55		Current period hr services	PO02064
9	Pueblo Water Resources, Inc.	ASR operations support	7/15/2019	\$ 70,000.00	\$ 2,470.39		\$ 2,470.39			PO02063
10	MBAS	ASR Water Quality	7/15/2019	\$ 60,000.00	\$ 7,690.00	\$ 2,443.00	\$ 10,133.00		Current period water quality samples	PO02062
11	TBC Communications & Media	Public Outreach services retainer	6/17/2019	\$ 42,000.00	\$ 10,500.00		\$ 10,500.00			PO02055
12	The Ferguson Group LLC	2019-20 - Legislative and Administrative Services	6/17/2019	\$ 100,000.00	\$ 16,185.83	\$ 8,076.81	\$ 24,262.64		Current period retainer	PO02028
13	John Arriaga	Contract for Legislative and Administrative Services - FY 19-20	6/17/2019	\$ 35,000.00	\$ 5,000.00	\$ 2,500.00	\$ 7,500.00		Current period retainer	PO02026
14	Monterey Peninsula Unified School District	MLK Broadway Project	10/15/2018	\$ 30,000.00	\$ 26,640.78		\$ 26,640.78			PO02021
15	DUDEK	Consulting Services for Prop 1 grant proposal	4/15/2019	\$ 95,600.00	\$ 35,316.60	\$ 27,606.25	\$ 62,922.85		Current period billing related to Prop 1 grant proposal	PO01986
16	Denise Duffy & Associates	Consulting Services IRWM plan update	12/17/2018	\$ 55,000.00	\$ 41,201.28	\$ 12,121.04	\$ 53,322.32		Current period billing related to IRWM plan update	PO01985
17	United States Geologic Survey	Carmel River Basin Hydrologic Model	3/18/2019	\$ 75,000.00	\$ 49,469.50	\$ 1,770.50	\$ 51,240.00		Current period billing for Carmel River hydrologic modeling work	PO01973
18	De Lay & Laredo	Rule 19.8 Investment Banking Services	1/21/2019	\$ 27,000.00	\$ -		\$ -	12/31/2019		PO01930
19	De Lay & Laredo	Rule 19.8 Investor Owned Utility Consultant	1/21/2019	\$ 88,462.00	\$ 66,486.96	\$ 7,207.50	\$ 73,694.46	12/31/2019	Current period billing related to feasibility study	PO01929
20	De Lay & Laredo	Rule 19.8 Valuation & Cost of Service Consultant	1/21/2019	\$ 321,495.00	\$ 147,243.75	\$ 15,827.50	\$ 163,071.25	12/31/2019	Current period valuation services related to feasibility study	PO01928
21	Eminent Domain Legal Services	Rule 19.8 Eminent Domain Legal Services	12/17/2018	\$ 100,000.00	\$ 87,627.40	\$ 12,337.50	\$ 99,964.90	12/31/2019	Current period eminent domain legal services related to feasibility study	PO01920
22	Pueblo Water Resources, Inc.	Design water treatment facilities ASR Santa Margarita	2/21/2019	\$ 261,445.00	\$ 210,195.32		\$ 210,195.32			PO01912
23	Colantuono, Highsmith, & Whatley, PC	Legal Services for MCWD vs PUC Matter for FY 2018-2019	7/1/2018	\$ 60,000.00	\$ 54,096.30	\$ 65.00	\$ 54,161.30	6/30/2019	Current period legal services for MCWD vs PUC matter	PO01874
24	Ecology Action of Santa Cruz	IRWM HEART Grant	4/16/2018	\$ 152,600.00	\$ 86,362.33		\$ 86,362.33			PO01824
25	McCampbell Analytical, Inc.	ASR Water Quality	11/19/2018	\$ 40,000.00	\$ 11,166.50		\$ 11,166.50	6/30/2019		PO01806

**Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period September 2019**

	Contract	Description	Date Authorized	Contract Amount	Prior Period Expended To Date	Current Period Spending	Total Expended To Date	Expected Completion	Current Period Activity	P.O. Number
26	Monterey Peninsula Engineering	ASR Backflush Basin Expansion	9/17/2018	\$ 444,765.00	\$ 440,765.00		\$ 440,765.00			PO01779
27	Pueblo Water Resources, Inc.	ASR Backflush Basin Expansion, CM services	7/16/2018	\$ 96,034.00	\$ 68,919.39		\$ 68,919.39			PO01778
28	Rural Community Assistance Corporation	IRWM DAC Needs Assessment	4/16/2018	\$ 100,000.00	\$ 61,705.57		\$ 61,705.57			PO01777
29	Zone24x7	Water Demand Database administration & maintenance services	6/18/2018	\$ 30,000.00	\$ 27,742.00		\$ 27,742.00	6/30/2019		PO01727
30	Mercer-Fraser Company	Sleepy Hollow Intake upgrade project	7/16/2018	\$ 1,802,835.00	\$ 1,578,593.37		\$ 1,578,593.37			PO01726
31	MBAS	ASR Water Quality	7/16/2018	\$ 60,000.00	\$ 22,453.75		\$ 22,453.75	6/30/2019		PO01716
32	Lynx Technologies, Inc	Geographic Information Systems contractual services	6/18/2018	\$ 35,000.00	\$ 20,475.00		\$ 20,475.00	6/30/2019		PO01703
33	Regional Government Services	Human Resouces contractual services	6/18/2018	\$ 70,000.00	\$ 44,378.20		\$ 44,378.20	6/30/2019		PO01702
34	Fort Ord Reuse Authority	ASR Backflush basin expansion project UXO support	7/16/2018	\$ 55,215.00	\$ 5,005.64		\$ 5,005.64			PO01686
35	The Ferguson Group LLC	Federal lobbyist services agreement	6/18/2018	\$ 99,500.00	\$ 96,659.54		\$ 96,659.54	6/30/2019		PO01647
36	John Arriaga	State lobbyist services agreement	6/18/2018	\$ 35,000.00	\$ 30,000.00		\$ 30,000.00	6/30/2019		PO01646
37	Pueblo Water Resources, Inc.	ASR operations support	1/24/2018	\$ 70,000.00	\$ 68,652.56		\$ 68,652.56			PO01645
38	Pueblo Water Resources, Inc.	Seaside Groundwater Basin Geochemical Study	1/24/2018	\$ 68,679.00	\$ 24,537.50		\$ 24,537.50			PO01628
39	Big Sur Land Trust	Update of the IRWMP Plan	4/16/2018	\$ 34,000.00	\$ 12,305.67		\$ 12,305.67			PO01620
40	CSC	Annual e-recording of deed restrictions.	6/18/2018	\$ 50,000.00	\$ 49,195.00		\$ 49,195.00	6/30/2019		PO01540
41	Pueblo Water Resources, Inc.	SSAP Water Quality Study	8/21/2017	\$ 94,437.70	\$ 44,318.11		\$ 44,318.11			PO01510
42	Normandeau Associates, Inc.	Assistance with IFIM Study	11/13/2017	\$ 35,000.00	\$ 24,050.00		\$ 24,050.00			PO01509
43	Accela Inc.	Acquisition of Water Demand Database System	11/13/2017	\$ 676,377.00	\$ 668,316.08		\$ 668,316.08	6/30/2019		PO01471
44	Balance Hydrologics, Inc	Design Work for San Carlos Restoration Project	6/19/2017	\$ 51,360.00	\$ 50,894.32		\$ 50,894.32			PO01321
45	AECOM Technical Services, Inc.	Los Padres Dam Alternatives Study	1/25/2017	\$ 700,700.00	\$ 505,766.50		\$ 505,766.50			PO01268
46	Denise Duffy & Assoc. Inc.	MMRP Services for Monterey Pipeline	1/25/2017	\$ 80,000.00	\$ 73,144.06		\$ 73,144.06			PO01202
47	Goodin,MacBride,Squeri,Day,Lamprey	User Fee PUC Proceedings Legal Fee	7/1/2016	\$ 50,000.00	\$ 33,411.85		\$ 33,411.85	6/30/2019		PO01100
48	Whitson Engineers	Carmel River Thawleg Survey	9/19/2018	\$ 52,727.43	\$ 49,715.00		\$ 49,715.00			PO01076
49	HDR Engineering, Inc.	Los Padres Dam Fish Passage Study	4/18/2016	\$ 310,000.00	\$ 282,032.00		\$ 282,032.00			PO01072
50	Brown and Caldwell	Contract - No. Mo. Cnty Drought Contingency Plan	6/15/2015	\$ 435,818.00	\$ 435,791.52		\$ 435,791.52			PO01020
51	KBA Docusys - Lease Payments	Copier machine leasing - 60 months	6/30/2014	\$ 46,863.68	\$ 46,863.67		\$ 46,863.67	6/30/2019		PO00687

Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period September 2019

Contract	Description	Date Authorized	Contract Amount	Prior Period Expended To Date	Current Period Spending	Total Expended To Date	Expected Completion	Current Period Activity	P.O. Number
52	Sidley Austin LLP	4/20/2015	\$ 460,000.00	\$ 152,896.87		\$ 152,896.87			PO00594
53	WaterWise Consulting, Inc.	1/29/2014	\$ 75,000.00	\$ 31,660.00		\$ 31,660.00			PO00256
54	HydroPoint Data Systems, Inc.	3/17/2014	\$ 77,000.00	\$ 30,760.19		\$ 30,760.19			PO00219
55	Charles N. Atkins	2/12/2014	\$ 75,000.00	\$ 15,000.00		\$ 15,000.00			PO00170
56	Michael Hutnak	8/19/2013	\$ 56,800.00	\$ 52,780.00		\$ 52,780.00			PO00123
57	Justin Huntington	8/19/2013	\$ 59,480.00	\$ 53,918.98		\$ 53,918.98			PO00122

ADMINISTRATIVE COMMITTEE

9. STATUS REPORT ON MEASURE J/RULE 19.8 SPENDING

Meeting Date: November 13, 2019 **Budgeted:** N/A

From: David J. Stoldt,
General Manager **Program/
Line Item No.:** N/A

Prepared By: Suresh Prasad **Cost Estimate:** N/A

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on November 13, 2019.

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 9-A**, monthly status report on Measure J/Rule 19.8 spending for the period September 2019. This status report is provided for information only, no action is required.

EXHIBIT

9-A Status on Measure J/Rule 19.8 Spending

**Monterey Peninsula Water Management District
Status on Measure J/Rule 19.8 Spending
For the Period September 2019**

	Contract	Date Authorized	Contract Amount	Prior Period Spending	Current Period Spending	Total Expended To Date	Spending Remaining	Project No.
1	Eminent Domain Legal Counsel	12/17/2018	\$ 100,000.00	\$ 87,627.70	\$ 12,337.50	\$ 99,965.20	\$ 34.80	PA00002-01
2	Investment Banking Services	2/21/2019	\$ 30,000.00	\$ -		\$ -	\$ 30,000.00	PA00002-02
3	Valuation & Cost of Service Study Consulta	2/21/2019	\$ 355,000.00	\$ 147,243.75	\$ 15,827.50	\$ 163,071.25	\$ 191,928.75	PA00002-03
4	Investor Owned Utility Consultant	2/21/2019	\$ 100,000.00	\$ 66,486.96	\$ 7,207.50	\$ 73,694.46	\$ 26,305.54	PA00002-04
5	District Legal Counsel		\$ 35,000.00	\$ 24,698.61	\$ 9,065.00	\$ 33,763.61	\$ 1,236.39	PA00002-05
6	Contingency/Miscellaneous		\$ 30,000.00	\$ 9,511.41	\$ 89.22	\$ 9,600.63	\$ 20,399.37	PA00002-10
	Total		\$ 650,000.00	\$ 335,568.43	\$ 44,526.72	\$ 380,095.15	\$ 269,904.85	

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 11/7/19)
Regular Meeting
Board of Directors
Monterey Peninsula Water Management District

Monday, November 18, 2019

5:00 pm – Closed Session

6:00 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 Thursday, November 14, 2019

View a live webcast of the meeting at <https://www.ampmedia.org/peninsula-tv/>
 select Today's Schedule or Live and On Demand

View web and television broadcast schedule on page 3.

Closed Session – 5 pm

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. Public Employee Performance Evaluation (Gov. Code 54957) – General Manager
5. Adjourn to 6 pm Session

Regular Meeting – 6 pm

CALL TO ORDER/ROLL CALL
PLEDGE OF ALLEGIANCE

Board of Directors

Molly Evans, Chair – Division 3
 Alvin Edwards, Vice Chair – Division 1
 George Riley – Division 2
 Jeanne Byrne – Division 4
 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 _____, 2019. Staff reports regarding these agenda items will be available for public review on _____, 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 meeting of the Board of Directors is scheduled for December 16, 2019, at 6 pm.

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 October 21, 2019 Regular Board Meeting
2. Consider Adoption of Electronic Communications Management Policy
3. Consider Authorization of Additional Contingency Funds for Construction and Related Services for the Sleepy Hollow Steelhead Rearing Facility Raw Water Intake and Water Supply System Upgrade Project
4. Consider Approval of Budgeted Funds to Replace HVAC Unit at the MPWMD Harris Court Administrative Building
5. Receive and File First Quarter Financial Activity Report for Fiscal Year 2019-2020
6. Consider Approval of First Quarter Fiscal Year 2019-2020 Investment Report
7. Consider Adoption of Treasurer's Report for September 2019

GENERAL MANAGER'S REPORT

8. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision
9. Update on Development of Water Supply Projects
10. Report on Legislative Outreach for Calendar Year 2019

ATTORNEY'S REPORT

11. Report on 5:00 pm Closed Session of the Board

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

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

PUBLIC HEARINGS – No public hearing items were presented for Board consideration.

DISCUSSION ITEMS - Public comment will be received. Please limit your comment to three (3) minutes per item.

13. Discuss Additional Services Related to Rule 19.8

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

14. Consider Policy re Directors' Attendance at ACWA DC Conference
Action: The Board will discuss and consider adoption of a policy re Directors' attendance at the annual ACWA conference in Washington, DC.
15. Consider Approval of Amendment to Agreement for Employment of General Manager
Action: The Board will consider approval of an amendment to the agreement for employment.

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 Spending
18. Letters Received
19. Committee Reports
20. Monthly Allocation Report
21. Water Conservation Program Report
22. Carmel River Fishery Report for October 2019
23. Monthly Water Supply and California American Water Production Report

ADJOURNMENT

Board Meeting Broadcast Schedule View Live Webcast at https://www.ampmedia.org/peninsula-tv/ select Today's Schedule or Live and On Demand	
Television Broadcast	
Comcast Ch. 25, Mondays view live broadcast on meeting dates, and replays on Mondays, 4 pm - midnight	City of Monterey
Comcast Ch. 28, Mondays, replays 7 pm and Saturdays 9 am	Throughout the Monterey County Government Television viewing area.
For Xfinity subscribers, go to https://www.xfinity.com/support/local-channel-lineup/ or https://www.xfinity.com/stream/listings - enter your address for the listings and channels specific to your city.	Carmel, Carmel Valley, Del Rey Oaks, Pacific Grove, Pebble Beach, Sand City, Seaside, Monterey
Internet Broadcast	
Replays – Mondays, 4 pm to midnight at https://www.ampmedia.org/peninsula-tv/	
Replays – Mondays, 7 pm and Saturdays, 9 am www.mgtvonline.com	
On demand – three days following meeting date https://videoplayer.telvue.com/player/m_3HX6961GRMsvkqSCdwmGeJ8rwpRZrR/playlists/6023/media/514239?sequenceNumber=1&autostart=true&showtabssearch=true	
YouTube – available five days following meeting date - https://www.youtube.com/channel/UCg-2VgzLBmgV8AaSK67BBRg	

Board Meeting Schedule			
Monday, December 16, 2019	Regular Board Meeting	6:00 pm	District conference room
Thursday, January 23, 2020	Regular Board Meeting	6:00 pm	District conference room
Wednesday, February 19, 2020	Regular Board Meeting	6:00 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 noon on Friday,

November 15, 2019. Requests should be sent to the Board Secretary, MPWMD, P.O. Box 85, Monterey CA, 39342. You may also fax your request to the Administrative Services Division at 831-644-9560, or call 831-658-5600. You may also email to arlene@mpwmd.net.

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