



This meeting has been noticed according to the Brown Act rules. This agenda was posted on Friday, September 9, 2022.

Finance and Administration

Committee Members:

Amy Anderson – Chair
Alvin Edwards
Karen Paull

Alternate:

Safwat Malek

Staff Contact:

Suresh Prasad
Sara Reyes

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

**Finance and Administration Committee
of the Monterey Peninsula Water Management District**

Monday, September 12, 2022 at 2:00 PM, *Virtual Meeting*

As a precaution to protect public health and safety, and pursuant to provisions of AB 361, this meeting will be conducted via Zoom Video/Teleconference only.

Join the meeting at:

<https://mpwmd-net.zoom.us/j/82188667509?pwd=ZlpNeTI1bWp3ZFVhZlZkdE56aFQ3UT09>

Or access the meeting at: <https://zoom.us/>

Webinar ID: 821 8866 7509

Meeting password: 09122022

Participate by phone: (669) 900-9128

For detailed instructions on connecting to the Zoom meeting see page 2 of this agenda.

Call to Order / Roll Call

Additions / Corrections to Agenda

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

Action Items – *Public comment will be received. Please limit your comments to three (3) minutes per item.*

1. Consider Adoption of July 11, 2022, Committee Meeting Minutes
2. Consider Adding the Position of District Engineer to the District's Organization Chart
3. Consider Adding the Position of Public Outreach Coordinator/Public Outreach Specialist to the District's Organization Chart
4. Approve Budget for Outside Consultant for Public Outreach Services
5. Declaration of Surplus Assets
6. Consider Adoption of Treasurer's Report for June 2022
7. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2021-2022
8. Consider Approval of Fourth Quarter Fiscal Year 2021-2022 Investment Report

Informational Items – *Public comment will be received. Please limit your comments to three (3) minutes per item.*

9. Report on Activity/Progress on Contracts Over \$25,000
10. Status Report on Measure J/Rule 19.8 Phase II Spending

Discussion/Other Items - Public comment will be received. Please limit your comments to three (3) minutes per item.

11. Receive Fourth Quarter Legal Services Activity Report for Fiscal Year 2021-2022
12. Review Draft September 19, 2022 Board Meeting Agenda

Suggest Items to be Placed on Future Agendas

Adjournment

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. MPWMD will also make a reasonable effort to provide translation services upon request. Submit requests by noon on September 9, 2022 to sara@mpwmd.net or call 831-658-5610. Additionally, requests can be sent to Joel Pablo at joel@mpwmd.net or 831-658-5652.

Instructions for Connecting to the Zoom Meeting

NOTE: If you have not used Zoom previously, when you begin connecting to the meeting you may be asked to download the app. If you do not have a computer, you can participate by phone.

Begin: Within 10 minutes of the meeting start time from your computer click on this link: <https://mpwmd-net.zoom.us/j/82188667509?pwd=ZlpNeTl1bWp3ZFVFZWZzdE56aFQ3UT09> or paste the link into your browser.

**DETERMINE WHICH DEVICE YOU WILL BE USING
(PROCEED WITH ONE OF THE FOLLOWING INSTRUCTIONS)**

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: <https://www.zoom.us>
2. Hit the enter key
3. At the top right-hand corner, click on "Join a Meeting"
4. Where it says "Meeting ID", type in the Meeting ID# above and click "Join Meeting"
5. Your computer will begin downloading the Zoom application. Once downloaded, click "Run" and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).
6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO

1. If you have built in computer audio settings or external video settings – please click "Test Speaker and Microphone".
2. The client will first ask "Do you hear a ringtone?" •If no, please select "Join Audio by Phone".
 - If yes, proceed with the next question:
3. The client will then ask "Speak and pause, do you hear a replay?" •If no, please select "Join Audio by Phone".
 - If yes, please proceed by clicking "Join with Computer Audio"

PHONE CALL

1. If you do not have built in computer audio settings or external video settings – please click "Phone Call"
2. Dial one of the numbers listed below using a phone. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)

+1 253-215-8782 (Houston, TX)

+1 346-248-7799 (Chicago, IL)

+1 301-715-8592 (New York, NY)

+1 312-626-6799 (Seattle, WA)

+1 646-558-8656 (Maryland)

3. Once connected, it will ask you to enter the Webinar ID No. and press the pound key.
4. It will then ask you to enter your participant ID number and press the pound key.
5. You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

1. Download the Zoom application through the Apple Store or Google Play Store (the application is free).
2. Once download is complete, open the Zoom app.
3. Tap "Join a Meeting"
4. Enter the Meeting ID number
5. Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
6. Tap "Join Meeting"
7. Tap "Join Audio" on the bottom left hand corner of your device
8. You may select either ONE of two options: "Call via Device Audio" or "Dial in"

DIAL IN

1. If you select "Dial in", you will be prompted to select a toll-free number to call into.
2. You may select any of the numbers listed below:

+1 669-900-9128 (San Jose, CA)

+1 253-215-8782 (Houston, TX)

+1 346-248-7799 (Chicago, IL)

+1 301-715-8592 (New York, NY)

+1 312-626-6799 (Seattle, WA)

+1 646-558-8656 (Maryland)

3. The phone will automatically dial the number and input the Webinar Meeting ID No. and your Password.
4. Do not hang up the call, and return to the Zoom app
5. You are now connected to the meeting.

Presenting Public Comment

Receipt of Public Comment – the Chair will ask for comments from the public on all items. Limit your comment to 3 minutes.

- (a) Computer Audio Connection: Select the "raised hand" icon. When you are called on to speak, please identify yourself.
- (b) Phone audio connection **with** computer to view meeting: Select the "raised hand" icon. When you are called on to speak, press *6 to unmute yourself and please identify yourself.
- (c) Phone audio connection only: Press *9. Wait for the clerk to unmute your phone and then identify yourself and provide your comment. Press *9 to end the call.

Submit Written Comments

If you are unable to participate via telephone or computer to present oral comments, you may also submit your comments by e-mailing them to comments@mpwmd.net with one of the following subject lines "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "COMMENTS FROM THE PUBLIC". Comments must be received by noon on Monday, September 12, 2022. Comments submitted **by noon** will be provided to the committee members and compiled as part of the record of the meeting.

FINANCE AND ADMINISTRATION COMMITTEE**ITEM: ACTION ITEM****1. CONSIDER ADOPTION OF JULY 11, 2022, COMMITTEE MEETING MINUTES**

Meeting Date: September 12, 2022

From: David J. Stoldt,
General Manager

Prepared By: Sara Reyes

SUMMARY: Draft minutes of the July 11, 2022, Finance and Administration Committee meeting are attached as **Exhibit 1-A**.

RECOMMENDATION: The Finance and Administration Committee should review the minutes and adopt them by motion.

EXHIBIT

1-A Draft Minutes of July 11, 2022, Committee Meeting



EXHIBIT 1-A

DRAFT MINUTES Monterey Peninsula Water Management District Finance and Administration Committee July 11, 2022

As a precaution to protect public health and safety, and pursuant to provisions of AB 361, this meeting was conducted via Zoom Video/Teleconference only.

Call to Order

The virtual meeting was called to order at 2:00 PM via Zoom.

Committee members present: Amy Anderson, Chair
Alvin Edwards
Karen Paull

Committee members absent: None

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

District Counsel present: David Laredo with De Lay and Laredo

Additions / Corrections to Agenda: None

Comments from the Public: None

Items on Board Agenda for July 11, 2022

1. Consider Adoption of June 13, 2022 Committee Meeting Minutes

On a motion by Edwards and second by Paull, the minutes of the June 13, 2022 meeting were approved on a roll call vote of 3 – 0 by Edwards, Paull and Anderson.

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

On a motion by Paull and second by Edwards, the Finance and Administration Committee recommended that the Board approve the proposed agreement with JEA & Associates for Fiscal Year 2022-2-23. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

3. Consider Renewal of Contract with Ferguson Group for Legislative and Administrative Services

On a motion by Paul and second by Edwards, the Finance and Administration Committee recommended that the Board approve the proposed agreement with the Ferguson Group for Fiscal Year 2022-2023. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and

Anderson.

4. Consider Adoption of Treasurer's Report for May 2022

On a motion by Paull and second by Edwards, the Finance and Administration Committee recommended the Board adopt the May 2022 Treasurer's Report and financial statements, and ratification of the disbursements made during the month. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

5. Consider Approving MPWMD Staff to Work with UCSC CITRIS Initiative and CSUMB Drone Camp Technical Support to Purchase Unmanned Drones and Establish a Vegetation Monitoring Program for the Carmel River Lagoon to Comply with the Allocation EIR Mitigation Program

On a motion by Edwards and second by Paull, the Finance and Administration Committee recommended that the Board authorize District Staff to procure in an amount not-to-exceed \$10,000. The motion was approved on a roll call vote of 3 – 0 by Edwards, Paull, and Anderson.

6. Consider Contracting with Martin Feeney to Install a Permanent Down Hole Sampling Pump in Paralta Test to Comply with Regional Water Quality Control Board General Permit 2012-0010

On a motion by Anderson and second by Edwards, the Finance and Administration Committee recommended that the Board authorize the District Staff to enter into and contract amendment with Martin Feeney to complete the installation of a down hold sampling pump in Paralta Test Well in an amount not-to-exceed \$30,000. The motion was approved on a roll call vote of 3 – 0 by Paull, Edwards, and Anderson.

7. 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.

8. Status Report on Measure J/Rule 19.8 Phase II Spending

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

9. Semi-Annual Financial Report on the CAWD/PBCSD Wastewater Reclamation Project

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

10. Review Draft July 18, 2022 Special and Regular Board Meeting Agenda

General Manager David Stoldt reviewed the agenda with the Committee and stated an Informational Item titled "Legislation Advocacy Committee's State and Federal Bill Tracking", will be removed from the agenda due to no new information has been received. No additional changes were made to the agenda.

Suggest Items to be Placed on Future Agendas

None

Adjournment

The meeting adjourned at 2:58 PM.

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ADMINISTRATIVE COMMITTEE MEETING

2. CONSIDER ADDING THE POSITION OF DISTRICT ENGINEER TO THE DISTRICTS ORGANIZATION CHART

Meeting Date:	September 12, 2022	Budgeted:	No
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Salary & Benefits
Prepared By:	Suresh Prasad	Cost Estimate:	\$154,108 (+ benefits/taxes)

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee reviewed this item on September 12, 2022 and recommended _____.

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

SUMMARY: In 2019, Larry Hampson, the Planning & Engineering Manager/District Engineer retired and the District's restructuring process did not immediately fill the position of Planning & Engineering Manager/District Engineer. Instead, the District has since contracted with Larry to fulfill the role of District Engineer as a retired annuitant on a temporary basis. It is time for that to transition to a qualified District permanent employee.

The District would like to add the position of District Engineer to the District's Organizational Chart separate from the division manager position and promote Maureen Hamilton to the position. Maureen is currently the Senior Water Resources Engineer and has been an integral part of the Water Resources Department by managing the IRWM grant process, ASR backflush expansion, and Pure Water Monterey injection well field. During her tenure with the District, she studied for and passed her tests qualifying her for California registered Professional Engineer status. The District has already approved a contract with Larry for the entirety of the fiscal year, however, if the position of District Engineer is approved then the District will use Larry in an advisory capacity solely to complete projects related to the Sleepy Hollow Steelhead Rearing Facility and then wind down his contract with the District.

The full job description can be found in **Exhibit 2-A: District Engineer- Job Description**. There is also **Exhibit 2-B** which outlines the new District Organizational Chart. The District Engineer will receive immediate supervision from and reports to the Water Resources Manager.

The position would be placed at Range 48 on the District's salary chart. This placement would be consistent in maintaining internal relationships with other MPWMD job classifications, their requirements, and level of responsibility. The salary range would be consistent in comparison with other agencies for comparable positions in the area. Range 48 monthly salary is between \$10,565.39 to \$12,842.30 monthly.

RECOMMENDATION: The Administrative Committee should consider recommending to the Board that the Board authorize staff to add the District Engineer position to District's current organization chart and associated salary range.

IMPACTS TO STAFF/RESOURCES: The fully funded position (Senior Water Resources Engineer) was included in the FY 2022-2023 budget. A FY 2022-2023 contract with Larry Hampson employing him as District Engineer was also fully funded, however, we will not be using the entirety of the contractual amount. Adjustments to the salary budget will be included with the FY 2022-2023 mid-year budget.

EXHIBITS

2-A District Engineer- *Job Description*

2-B District Organizational Chart

EXHIBIT 2-A



DISTRICT ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To manage, oversee and participate in comprehensive planning efforts to document and manage regional water resources, representing the District in related negotiations and agreements with public agencies and private organizations. To perform professional engineering duties involving hydrologic and environmental research, analysis, interpretation and program development; to implement major engineering and environmental management programs across the District; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of professional engineering job classes. Positions at this level are characterized by the performance of the most technically-advanced, professional-level research studies, and/or management of the more complex District projects. Employees at this level are expected to conduct in-depth analysis and understand complex principles and theories, laws and regulations and structures of other related governmental agencies which regularly interact with the District. Incumbents may solicit and administer grants, serve as District representative and technical advisor to committees, and exercise direction over professional and technical staff.

Senior Water Resources Engineer position is distinguished from the District Engineer position by the latter position's exercise of direction over professional and technical staff; and initiation of water resource, engineering, and administrative programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Resources Division Manager; provides direction over activities of other District staff, consultants, and contract employees on special projects.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

ESSENTIAL FUNCTIONS:

1. Conduct field and office engineering studies related to the planning, design, and construction of civil engineering projects and confer with other District staff and consultants to coordinate projects and activities. Such projects include, but are not limited to well construction, water pipeline construction, water quality testing, use of recycled water, use of recirculating aquaculture systems, construction of

Monterey Peninsula Water Management District
District Engineer (Continued)

- fish passage facilities, reservoir maintenance, modification of stream banks, or riparian enhancement projects.
2. Manage, oversee and participate in engineering projects identified in paragraph 1, including the preparation of plans, specifications, cost and quantity estimates; secure appropriate permits; prepare bid documents; maintain accurate records, and prepare periodic and special reports; negotiate terms and fees; approve contractor and consultant pay requests.
 3. Plan, prioritize, assign, supervise and review the work of consultants responsible for projects identified in paragraph 1 above.
 4. Participate in construction field activities including mark and layout field work locations; interpret plans and resolve problems during construction; enforce permit conditions; prepare and review as-built plans to ensure compliance with original plans and specifications; perform long-term monitoring including photo documentation, surveys, and prepare periodic reports.
 5. Participate and/or coordinate District actions to obtain grant funds from Federal and State grant programs; coordinate project solicitations within the District; administer grant funding.
 6. Provide technical assistance to private property owners regarding stream bank stabilization and repair; coordinate authorizations and permits from Federal, State, and local regulatory agencies for new stream restoration projects.
 7. Review applications for river work permits and make recommendations to the Planning & Engineering Manager regarding conformance to District standards; inspect authorized work; make recommendations to permittee and/or the Planning and Engineering Manager regarding conformance with river work permits.
 8. Gather and interpret hydrologic data including photos, cross-sections, profiles and sediment transport.
 9. Inspect the Carmel River to identify and document erosion hazards, riparian ordinance violations, and opportunities for enhancement; make recommendations to the Planning and Engineering Manager regarding appropriate corrective projects and actions.
 10. Make presentations to public agencies and private groups concerning projects.
 11. Prepare drafts of the following documents: requests for proposals and calls for bids; contract plans and specifications; review contract bids and proposals; participate in the review of contractor work activities.
 12. Maintain constant awareness of progress on assigned projects to ensure compliance with designated time and cost schedules for project completion.
 13. Inspect construction projects and perform a full range of construction contract administration duties; document onsite conditions; represent the District on site; provide reports and recommendations to senior staff as required to complete project construction.
 14. Participate in budget preparation; prepare cost estimates for project budget recommendations; monitor and control expenditures on assigned projects.
 15. Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Monterey Peninsula Water Management District
District Engineer (Continued)

16. Represent the District to other governmental and regulatory agencies, professional and community groups and others; answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

- Civil engineering principles and practices related to one or more of the following activities: planning, design, construction, and construction management skills relevant and applicable to well construction, water pipeline construction, water quality testing, use of recycled water, use of recirculating aquaculture systems, construction of fish passage facilities, reservoir maintenance projects, stream bank stabilization, repair, and other streamside corridor enhancement projects, river mechanics, or fluvial geomorphology.
- Principles and practices of project and construction management.
- Principles and practices of engineering design.
- Principles and practices of engineering surveying.
- Terminology, methods, practices, and techniques used in technical civil engineering report preparation.
- Principles and practices of budget preparation and control.
- Principles of mathematics as applied to engineering work.
- Recent developments, current literature, and sources of information regarding civil engineering of stream and river restoration projects, construction of new and recycled water supply projects, and projects to enhance anadromous fisheries.
- Modern office procedures, methods, and computer software and hardware as related to the solution of engineering problems.
- Pertinent federal, state, and local laws, codes, and regulations governing civil engineering, construction, and water quality including Section 401 and 404 of the federal Clean Water Act, the federal and state Endangered Species Acts, the California Environmental Quality Act, the California Department of Fish and Wildlife Code, and Monterey County Ordinances.

ABILITY TO:

- Plan, organize, and supervise the work of technical staff and consultants.
- Manage complex engineering projects.
- Administer and coordinate various projects and activities simultaneously.
- Ensure project compliance with appropriate federal, state, and local rules, laws, and regulations.
- Coordinate phases of construction projects and prepare progress reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Conduct comprehensive engineering studies and develop appropriate recommendations.
- Perform technical research and solve difficult engineering problems.
- Prepare and maintain technical civil engineering records and prepare comprehensive reports.
- Compile rough technical data and prepare statistical and narrative reports from field studies.
- Develop, review and modify civil engineering plans, designs, and specifications.
- Exercise professional engineering judgment to achieve results consistent with objectives.

Monterey Peninsula Water Management District
District Engineer (Continued)

- Identify threatened and endangered species in the field.
- Understand pertinent sections of the federal and state Endangered Species Acts.
- Incorporate measures to protect threatened species into project designs and project maintenance.
- Use sophisticated word processing, spreadsheet, modeling, and graphical design programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND TRAINING GUIDELINES — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

EXPERIENCE

Six years of increasingly responsible professional civil engineering experience with two years of project management responsibility.

TRAINING

A Bachelor's degree from an accredited college or university with major course work in civil engineering or closely related field.

LICENSE OR CERTIFICATE:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California; or possession of a certificate of registration by any state Board for Professional Engineers and willingness to obtain a Professional Engineer certificate of registration in the State of California within 18 months.

Possession of, or the ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENTAL CONDITIONS:

Office and field environment; travel from site to site; exposure to atmospheric conditions; work around moving water; work with computers.

PHYSICAL CONDITIONS:

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time in and around river beds; operating motorized vehicles.

VISION:

See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

HEARING:

Hear in the normal audio range with or without correction.

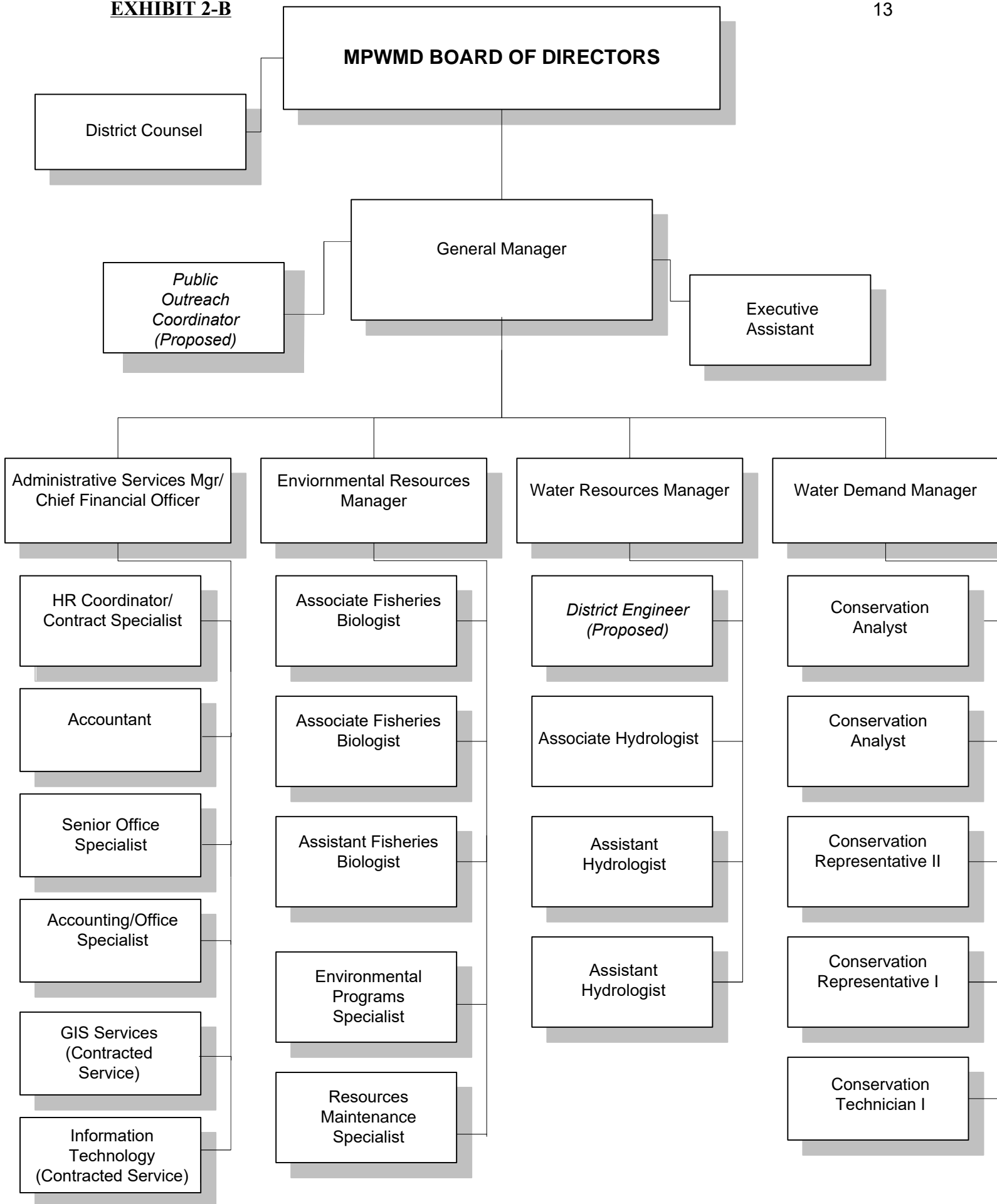
***Monterey Peninsula Water Management District
District Engineer (Continued)***

Department: Water Resources Department

Exempt: Yes

Approved Date: September 2022

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ADMINISTRATIVE COMMITTEE MEETING

3. CONSIDER ADDING THE POSITION OF PUBLIC OUTREACH COORDINATOR/ PUBLIC OUTREACH SPECIALIST TO THE DISTRICT'S ORGANIZATION CHART

Meeting Date:	September 12, 2022	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Salary & Benefits
Prepared By:	Suresh Prasad	Cost Estimate:	Range 26 \$89,516; Range 32 \$103,811 (+ benefits/taxes)

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee reviewed this item on September 12, 2022 and recommended _____.

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

SUMMARY: District has contracted with TMD for Public Outreach and Marketing services since 2020 to provide PR and Public Outreach services, however, the District did not renew the contract for FY 22-23. District staff would like to add the position of Public Outreach Coordinator or Public Outreach Specialist to the District's Organizational Chart due to the growing need for an in-house Public Outreach person. Based on level of experience and qualifications, the District would hire a Public Outreach Coordinator, a senior position, or a Public Outreach Specialist, a position that performs many of the desired functions and advances to the Coordinator with additional experience at the District. This new position will assist the District by making the District's mission and story known to a greater audience via social media, email lists and an increased community presence. The full job description can be found attached as **Exhibit 3-A: Public Outreach Coordinator/Public Outreach Specialist- Job Description**. The Public Outreach Coordinator/Public Outreach Specialist will receive immediate supervision from and reports to the General Manager.

The position would be placed at Range 26 for the Public Outreach Specialist and Range 32 for the Public Outreach Coordinator on the District's salary chart. This placement would be consistent in maintaining internal relationships with other MPWMD job classifications, their requirements, and level of responsibility. The salary range would be consistent in comparison with other agencies for comparable positions in the area. Range 26 monthly salary is between \$6,137.05 to \$7,459.63 monthly and Range 32 is between \$7,117.09 to \$8,650.87.

RECOMMENDATION: The Administrative Committee should recommend that the Board authorize staff to add the Public Outreach Coordinator/Public Outreach Specialist position to the District's current organization chart and associated salary range.

IMPACTS TO STAFF/RESOURCES: The FY 2022-2023 budget included fully funded position at Range 26.

EXHIBITS

3-A Public Outreach Coordinator/Specialist- *Job Description*

3-B Proposed District Organizational Chart

EXHIBIT 3-A**PUBLIC OUTREACH COORDINATOR / PUBLIC OUTREACH SPECIALIST**

*Based on level of experience and qualifications, the District may hire a Public Outreach Coordinator, a senior position, or a Public Outreach Specialist, a position that perform many of the desired functions and advance to the Coordinator with additional experience at the District. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the General Manager and the Water Demand Division Manager, performs a variety of duties related to the development, preparation, and implementation of strategic internal and external communications activities to educate customers, promote community engagement, advocate for the District's mission, and increase support for the District's interests, programs, and projects. This position is an advocate for the District's mission by coordinating presentations, workshops and special events; promoting District water conservation programs; and representing the District at community events, meetings, committees, etc.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent classification responsible for developing and supporting the District's community affairs efforts, including informing the public about District activities and how they benefit water customers and the environment, maintaining and improving public relations, ensuring public education, and promoting community involvement. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, as well as extensive staff, public, and organizational contact. Successful performance of the work requires skill in managing projects and coordinating assigned work with other District departments, community groups, and external agencies. An employee in this classification represents the District and its programs in a variety of community and public forums.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Participate in the development and implementation of the District's short- and long-range communication frameworks; plan strategies to disseminate information to customers and the public in an effective and positive manner; design programs and materials to enhance the District's image and maximize public awareness of programs and services available.
2. Assist in the development and implementation of internal and external communications strategies, plans and programs in support of the District mission, vision and goals.

***Monterey Peninsula Water Management District
Public Outreach Coordinator (Continued)***

3. Coordinate, maintain, and manage upkeep of the District's website and social media platforms, including strategic implementation plans with organized, cohesive messaging.
4. Develop print, television, radio and web-based advertising materials; purchase advertising space and time as required.
5. Plan, arrange, and participate in tours, conferences, public hearings, meetings, exhibits, and other community-oriented events.
6. Oversee the preparation of news material and other information for distribution to the media, public, and District employees.
7. Assist in the preparation and publication of regular bulletins, newsletters, memos for internal distribution and ensure consistent branding, messaging, and style.
8. Monitor industry publications for opportunities to submit articles related to District accomplishments and projects; participate in recognition programs, and attend functions sponsored by those agencies in order to increase regional awareness of MPWMD activities.
9. Provide consultation to the General Manager, Board of Directors, and District staff on issues affecting the District's public image.
10. Initiate, develop, and maintain positive contacts with local, regional, state, and federal governments, industry associations/committees, community organizations, and media representatives in support of the District's goals and existing and future programs and services.
11. Liaise with community and industry groups by representing the District at a variety of activities, including community events, committees, special interest working groups, and conferences. Develop displays and promotional materials.
12. Prepare and maintain public education communications, publications and other media.
13. Coordinate with the Water Demand Division Manager and California American Water on joint conservation program advertising and joint website materials.
14. Assist General Manager with legislative affairs.
15. Research potential grant funding opportunities to support District programs and services; manage the grant application process and oversee the transition of funding awards to the grant administrator.

QUALIFICATIONS

Knowledge of:

- Principles and practices of communications and public relations.
- Techniques for effective communication, both written and oral, to diverse audience groups.

***Monterey Peninsula Water Management District
Public Outreach Coordinator (Continued)***

- Use and knowledge of computer software such as Word, PowerPoint, Excel, Outlook (Microsoft-based). Knowledge of Adobe Creative Suite is a plus, as well as ability to manipulate PDFs. Photoshop or other design tools is a positive.
- Proficient with major social media tools and online communications resources such as Constant Contact, MailChimp, CriticalMention, Basecamp. Understanding of video software and ability to post to YouTube Channel.
- Digital content management systems and website best practices, including using online metrics tools.
- Researching contacts to build media/contact lists for targeted pitches.
- Copywriting and copyediting.
- An eye for design and ability to work with artists and designers.
- Customer service principles and practices.
- Basic marketing and publicity techniques and principles.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability To:

- Learn and share what you know.
- Present District policies, goals, and programs in an easy-to-understand manner.
- Explain technical information to diverse audiences and age groups using layman's terminology.
- Effectively represent the District programs in contact with the public, businesses, community organizations, and other government agencies.
- Obtain consensus when various parties have differing opinions.
- Operate a variety of audio-visual and automated office equipment including standard applicable software.
- Effectively use social media platforms to enhance the District's profile.
- Work collaboratively in a team environment including ability to accept constructive criticism from co-workers.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English and/or Spanish effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Sharing cool finds about media, communications, good causes, and new tools that can help improve our work.
- Ability to pass physical examination, including pre-employment assessment of safe work capacity in comparison to the essential job functions for the position.

EXPERIENCE AND TRAINING GUIDELINES — *Any combination of experience and training that*

***Monterey Peninsula Water Management District
Public Outreach Coordinator (Continued)***

would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible community relations, public relations, education, or related experience. Spanish speaking a plus.

Training: Equivalent to a bachelor's degree from an accredited four-year college or university with a major in marketing, communications, journalism, or a related field. Four years of increasingly responsible community relations, public relations, education, or related experience.

LICENSE OR CERTIFICATE:

Possession of, or the ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environmental Conditions: Office environment, work with computers.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time; operating motorized vehicles.

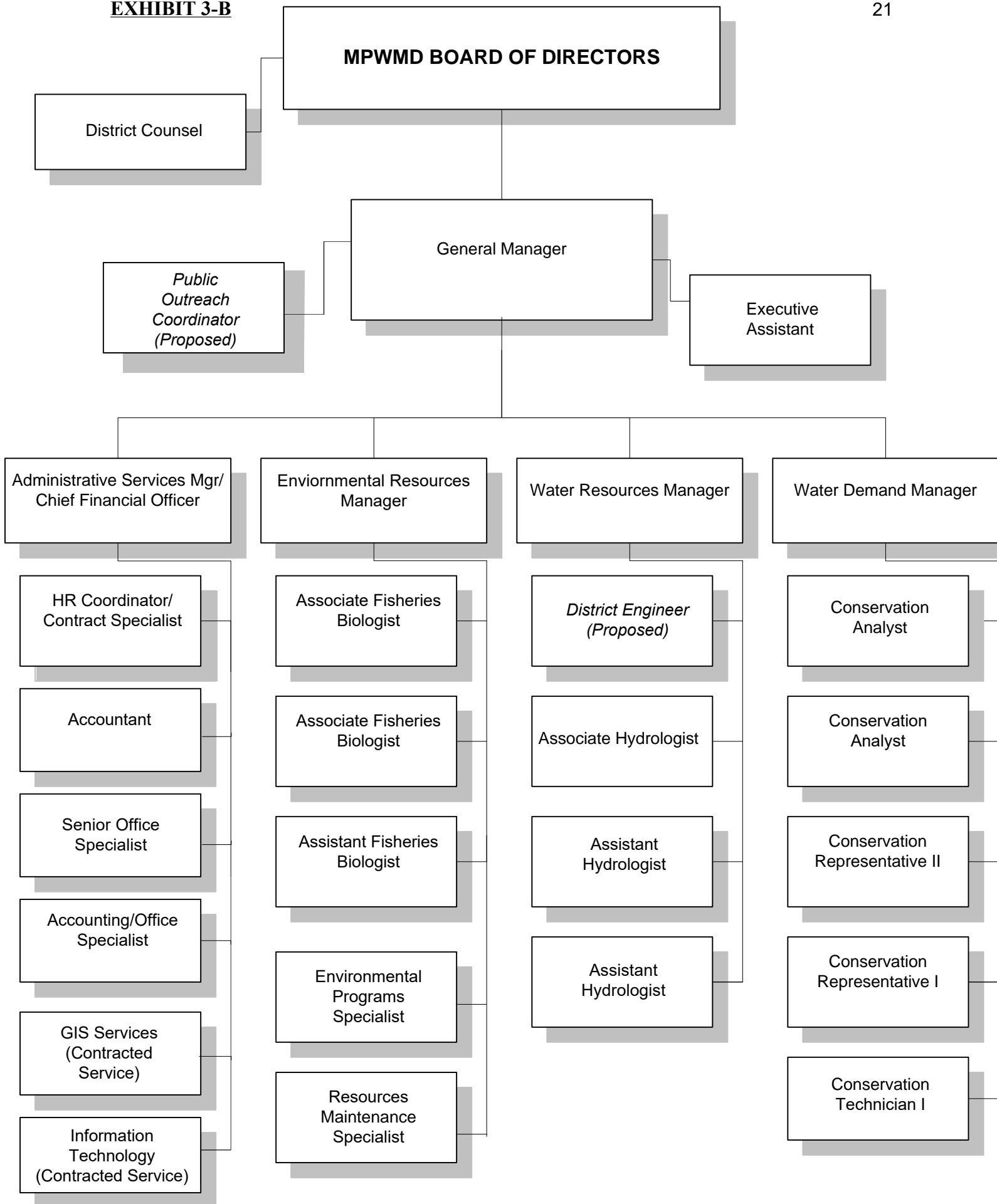
Vision: See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

Hearing: Hear in the normal audio range with or without correction.

Department: General Managers Office

Exempt: Yes

Approved Date: September 2022



FINANCE AND ADMINISTRATION COMMITTEE

4. APPROVE BUDGET FOR OUTSIDE CONSULTANT FOR PUBLIC OUTREACH SERVICES

Meeting Date:	September 12, 2022	Budgeted:	No
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Professional Fees
Prepared By:	David J. Stoldt	Cost Estimate:	\$96,000

General Counsel Review: N/A

Committee Recommendation: The Finance and Administration Committee considered this item on September 12, 2022 and recommended _____.

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

SUMMARY: At its August 22, 2022 meeting, the Public Outreach Committee unanimously recommended that the Board consider to contract with an outside consultant for public outreach services. The committee has discussed several agencies earlier this summer but has not made a recommendation. Among those still being discussed are:

- WellmanAd (wellmanad.com)
- Spoke Consulting (spokeconsulting.com)
- Rauch Communication Consultants (rauchccc.com)
- Rally (wearerally.com)
- KP Public Affairs (ka-pow.com)

Directors are encouraged to review the firms above and/or suggest any additional firms for review.

At its September 19, 2022 meeting the Board will be asked to consider three possible actions: (i) direct staff to hire a firm; (ii) direct staff to solicit statements of interest and qualifications from the firms for review by the Public Outreach committee and hire a firm; or (iii) appoint a sub-committee of the Board to solicit statements of interest and qualifications from the firms and hire a firm.

RECOMMENDATION: The Finance and Administration Committee should recommend the Board approve a contract budget with a monthly retainer of no more than \$8,000. If proposed budget for a consultant's contract exceeds that amount, Board approval shall be sought at a subsequent meeting.

EXHIBIT

None

FINANCE AND ADMINISTRATION COMMITTEE

5. DECLARATION OF SURPLUS ASSETS

Meeting Date:	September 12, 2022	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 Approval: N/A

Committee Recommendation: The Finance and Administration Committee reviewed this item on September 12, 2022 and recommended _____.

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

SUMMARY: In accordance with Article 16, Section 6 of the California Constitution, the Monterey Peninsula Water Management District (District), as a public entity, may dispose of property that it no longer needs provided that such property is transferred for fair and adequate value. The District may establish its own internal controls to ensure that value is accurately assessed. In the event the excess property has no value, the District may establish its own rules and protocol for disposal. On July 21, 2003, the Board of Directors adopted a Policy Regarding Disposal of Surplus Property. The guidelines set forth in the District's policy state that Surplus District property that is determined to have no value may be donated to a non-profit organization that is willing to accept it or disposed of at a landfill or by other appropriate manner. Items listed on **Exhibit 5-A** have been determined to be of no value and needs to be declared as surplus.

RECOMMENDATION: The Finance and Administration Committee should recommend that the Board declare the items listed on **Exhibit 5-A** as surplus assets to be either donated or disposed at the Monterey Regional Waste Management District.

EXHIBIT

5-A Surplus List

EXHIBIT 5-A

System	Serial #	User/Location
ASUS All Series Desktop	1624404-7800136	Tricia
ASUS All Series Desktop	1624602-7600884	Gabby
ASUS All Series Desktop	1624404-7800113	Kyle
ASUS All Series Desktop	1624404-7800075	Sara
ASUS All Series Desktop	1624503-0900376	Desk outside Sara's office
ASUS All Series Desktop	1624304-7100880	Eric
ASUS All Series Desktop	1624602-7600127	Beverly
ASUS All Series Desktop	1624404-7800052	Thomas
ASUS All Series Desktop	1624503-0900186	Riley
ASUS All Series Desktop	1625702-1901160	Suresh
ASUS All Series Desktop (still in use)	1624404-1700184	Jon
ASUS All Series Desktop (still in use)	1624404-1700226	Larry
HP Prodesk	MXL8512NBD	Patrick
HP Prodesk (still in use)	MXL8512NB9	Fred
Gigabyte Technology H67A-UD3H-B3	N/A	William
Gigabyte Technology H67A-UD3H-B3 (still in use)	N/A	Cory Steinmetz
Dell OptiPlex 5070 (still in use)	CDSZG13	Tom
HP EliteDesk	MXL6243CRH	Maureen

FINANCE AND ADMINISTRATION COMMITTEE

6. CONSIDER ADOPTION OF TREASURER'S REPORT FOR JUNE 2022

Meeting Date: September 12, 2022 **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 Finance and Administration Committee considered this item on September 12, 2022 and recommended _____.

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

SUMMARY: Exhibit 6-A comprises the Treasurer's Report for June 2022. Exhibit 6-B and Exhibit 6-C are listings of check disbursements for the period June 1-30, 2022. Checks, virtual checks (AP Automation), direct deposits of employee's paychecks, payroll tax deposits, and bank charges resulted in total disbursements for the period in the amount of \$1,543,703.06. There were \$34,013.99 conservation rebates paid out during the current period. Exhibit 6-D reflects the unaudited version of the financial statements for the month ending June 30, 2022.

RECOMMENDATION: The Finance and Administration Committee should recommend that the Board adopt the June 2022 Treasurer's Report and financial statements, and ratification of the disbursements made during the month.

EXHIBITS

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

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
TREASURER'S REPORT FOR JUNE 2022**

<u>Description</u>	<u>Checking</u>	<u>MPWMD Money Market</u>	<u>L.A.I.F.</u>	<u>Multi-Bank Securities</u>	<u>MPWMD Total</u>	<u>PB Reclamation Money Market</u>
Beginning Balance	\$525,351.20	\$5,685,070.07	\$10,648,421.04	\$4,434,749.99	\$21,293,592.30	\$92,489.86
Fee Deposits		1,932,101.62			1,932,101.62	627,114.40
MoCo Tax & WS Chg Installment Pymt					0.00	
Interest Received				1,049.21	1,049.21	
Transfer - Checking/LAIF					0.00	
Transfer - Money Market/LAIF					0.00	
Transfer - Money Market/Checking	2,000,000.00	(2,000,000.00)			0.00	
Transfer - Money Market/Multi-Bank					0.00	
Transfer to CAWD					0.00	(600,000.00)
Voided Checks	70.00				70.00	
Bank Corrections/Reversals/Errors	(677.77)				(677.77)	
Bank Charges/Other	(950.43)				(950.43)	(10.00)
Credit Card Fees	(828.21)				(828.21)	
Returned Deposits	-				0.00	
Payroll Tax/Benefit Deposits	(134,667.29)				(134,667.29)	
Payroll Checks/Direct Deposits	(135,141.09)				(135,141.09)	
General Checks	(66,053.37)				(66,053.37)	
Rebate Payments	(34,013.99)				(34,013.99)	
Bank Draft Payments	(28,441.65)				(28,441.65)	
AP Automation Payments	(1,142,999.26)				(1,142,999.26)	
Ending Balance	\$981,648.14	\$5,617,171.69	\$10,648,421.04	\$4,435,799.20	\$21,683,040.07	\$119,594.26

EXHIBIT 6-B

33

Check Report

By Check Number

Date Range: 06/01/2022 - 06/30/2022



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						
00252	Cal-Am Water	06/09/2022	Regular	0.00	9,950.00	40676
00252	Cal-Am Water	06/16/2022	Regular	0.00	-9,950.00	40676
16823	Mercer-Fraser Company	06/09/2022	Regular	0.00	38,387.13	40677
16823	Mercer-Fraser Company	06/09/2022	Regular	0.00	8,612.87	40678
00271	UPEC, Local 792	06/09/2022	Regular	0.00	1,019.50	40679
00252	Cal-Am Water	06/16/2022	Regular	0.00	9,950.00	40682
00269	U.S. Bank	06/23/2022	Regular	0.00	8,083.87	40683
	Void	06/23/2022	Regular	0.00	0.00	40684
Total Regular:				0.00	66,053.37	

Check Report

Date Range: 06/01/2022 - 06/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Virtual Payment						
00010	Access Monterey Peninsula	06/02/2022	Virtual Payment	0.00	875.00	APA000809
04732	AM Conservation Group, Inc.	06/02/2022	Virtual Payment	0.00	8,072.87	APA000810
21461	Cynthia Kneemeyer	06/02/2022	Virtual Payment	0.00	59.67	APA000811
00224	City of Monterey	06/02/2022	Virtual Payment	0.00	826.71	APA000812
04040	City of Seaside	06/02/2022	Virtual Payment	0.00	13,036.20	APA000813
00281	CoreLogic Information Solutions, Inc.	06/02/2022	Virtual Payment	0.00	1,482.17	APA000814
04041	Cynthia Schmidlin	06/02/2022	Virtual Payment	0.00	967.69	APA000815
12655	Graphicsmiths	06/02/2022	Virtual Payment	0.00	162.50	APA000816
04717	Inder Osahan	06/02/2022	Virtual Payment	0.00	1,332.00	APA000817
00094	John Arriaga	06/02/2022	Virtual Payment	0.00	3,200.00	APA000818
06999	KBA Docusys	06/02/2022	Virtual Payment	0.00	1,823.82	APA000819
07622	KISTERS North America, Inc.	06/02/2022	Virtual Payment	0.00	4,000.00	APA000820
00222	M.J. Murphy	06/02/2022	Virtual Payment	0.00	28.57	APA000821
00242	MBAS	06/02/2022	Virtual Payment	0.00	495.00	APA000822
09129	Monterey County Hospitality Association (MCHA)	06/02/2022	Virtual Payment	0.00	70.00	APA000823
13396	Navia Benefit Solutions, Inc.	06/02/2022	Virtual Payment	0.00	800.83	APA000824
17965	The Maynard Group	06/02/2022	Virtual Payment	0.00	1,524.34	APA000825
00994	Whitson Engineers	06/02/2022	Virtual Payment	0.00	3,075.00	APA000826
01188	Alhambra	06/09/2022	Virtual Payment	0.00	132.00	APA000827
01016	Brine Shrimp Direct	06/09/2022	Virtual Payment	0.00	2,630.00	APA000828
00028	Colantuono, Highsmith, & Whatley, PC	06/09/2022	Virtual Payment	0.00	5,589.00	APA000829
18734	DeVeera Inc.	06/09/2022	Virtual Payment	0.00	7,854.90	APA000830
00235	Green Rubber- Kennedy AG	06/09/2022	Virtual Payment	0.00	502.38	APA000831
02833	Greg James	06/09/2022	Virtual Payment	0.00	804.56	APA000832
00222	M.J. Murphy	06/09/2022	Virtual Payment	0.00	5.66	APA000833
00259	Marina Coast Water District	06/09/2022	Virtual Payment	0.00	3,410.54	APA000834
05829	Mark Bekker	06/09/2022	Virtual Payment	0.00	1,255.00	APA000835
00223	Martins Irrigation Supply	06/09/2022	Virtual Payment	0.00	102.79	APA000836
00242	MBAS	06/09/2022	Virtual Payment	0.00	960.00	APA000837
18325	Minuteman Press Monterey	06/09/2022	Virtual Payment	0.00	212.40	APA000838
00118	Monterey Bay Carpet & Janitorial Svc	06/09/2022	Virtual Payment	0.00	1,260.00	APA000839
00274	Monterey One Water	06/09/2022	Virtual Payment	0.00	1,003,001.21	APA000840
00278	Monterey Tire Service	06/09/2022	Virtual Payment	0.00	973.65	APA000841
22836	One Workplace L. Ferrari, LLC	06/09/2022	Virtual Payment	0.00	1,472.11	APA000842
00154	Peninsula Messenger Service	06/09/2022	Virtual Payment	0.00	667.00	APA000843
00755	Peninsula Welding Supply, Inc.	06/09/2022	Virtual Payment	0.00	65.69	APA000844
13430	Premiere Global Services	06/09/2022	Virtual Payment	0.00	33.92	APA000845
00262	Pure H2O	06/09/2022	Virtual Payment	0.00	65.54	APA000846
04709	Sherron Forsgren	06/09/2022	Virtual Payment	0.00	976.80	APA000847
06009	yourservicesolution.com	06/09/2022	Virtual Payment	0.00	2,615.00	APA000848
20230	Zoom Video Communications Inc	06/09/2022	Virtual Payment	0.00	448.69	APA000849
00253	AT&T	06/16/2022	Virtual Payment	0.00	957.66	APA000896
21461	Cynthia Kneemeyer	06/16/2022	Virtual Payment	0.00	139.23	APA000897
00281	CoreLogic Information Solutions, Inc.	06/16/2022	Virtual Payment	0.00	1,264.91	APA000898
00046	De Lay & Laredo	06/16/2022	Virtual Payment	0.00	35,753.50	APA000899
13431	Lynx Technologies, Inc	06/16/2022	Virtual Payment	0.00	3,450.00	APA000900
00222	M.J. Murphy	06/16/2022	Virtual Payment	0.00	40.93	APA000901
00274	Monterey One Water	06/16/2022	Virtual Payment	0.00	429.68	APA000902
22201	Montgomery & Associates	06/16/2022	Virtual Payment	0.00	2,277.00	APA000903
13396	Navia Benefit Solutions, Inc.	06/16/2022	Virtual Payment	0.00	700.83	APA000904
00036	Parham Living Trust	06/16/2022	Virtual Payment	0.00	850.00	APA000905
00755	Peninsula Welding Supply, Inc.	06/16/2022	Virtual Payment	0.00	64.50	APA000906
00251	Rick Dickhaut	06/16/2022	Virtual Payment	0.00	557.00	APA000907
02838	Solinst Canada Ltd	06/16/2022	Virtual Payment	0.00	444.76	APA000908
09989	Star Sanitation Services	06/16/2022	Virtual Payment	0.00	71.01	APA000909
04719	Telit Io T Platforms, LLC	06/16/2022	Virtual Payment	0.00	249.03	APA000910
14567	Applicant Information	06/23/2022	Virtual Payment	0.00	120.00	APA000911
18321	CalDesal	06/23/2022	Virtual Payment	0.00	1,000.00	APA000912
04041	Cynthia Schmidlin	06/23/2022	Virtual Payment	0.00	967.69	APA000913
18734	DeVeera Inc.	06/23/2022	Virtual Payment	0.00	2,403.13	APA000914

Check Report

Date Range: 06/01/2022 - 06/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
18225	DUDEK	06/23/2022	Virtual Payment	0.00	1,680.00	APA000915
00192	Extra Space Storage	06/23/2022	Virtual Payment	0.00	1,127.00	APA000916
21053	Green Valley Industrial Supply	06/23/2022	Virtual Payment	0.00	27.02	APA000917
19897	John K. Cohan dba Telemetry	06/23/2022	Virtual Payment	0.00	1,162.00	APA000918
00242	MBAS	06/23/2022	Virtual Payment	0.00	747.00	APA000919
13394	Regional Government Services	06/23/2022	Virtual Payment	0.00	1,059.50	APA000920
00225	Trowbridge Enterprises Inc.	06/23/2022	Virtual Payment	0.00	826.97	APA000921
22792	Uline	06/23/2022	Virtual Payment	0.00	3,769.80	APA000922
00767	AFLAC	06/30/2022	Virtual Payment	0.00	869.48	APA000923
00224	City of Monterey	06/30/2022	Virtual Payment	0.00	697.75	APA000924
00235	Green Rubber- Kennedy AG	06/30/2022	Virtual Payment	0.00	119.30	APA000925
22159	Joel Pablo	06/30/2022	Virtual Payment	0.00	61.47	APA000926
00117	Marina Backflow Company	06/30/2022	Virtual Payment	0.00	85.00	APA000927
00756	Monterey Bay Air Resources District	06/30/2022	Virtual Payment	0.00	361.00	APA000928
04736	Pitney Bowes Global Financial Svc, LLC	06/30/2022	Virtual Payment	0.00	392.41	APA000929
13394	Regional Government Services	06/30/2022	Virtual Payment	0.00	850.00	APA000930
00176	Sentry Alarm Systems	06/30/2022	Virtual Payment	0.00	185.50	APA000931
09425	The Ferguson Group LLC	06/30/2022	Virtual Payment	0.00	69.65	APA000932
00024	Three Amigos Pest Control DBA Central Coast Exte	06/30/2022	Virtual Payment	0.00	104.00	APA000933
00750	Valley Saw & Garden Equipment	06/30/2022	Virtual Payment	0.00	192.34	APA000934
Total Virtual Payment:				0.00	1,142,999.26	

Check Report

Date Range: 06/01/2022 - 06/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
00266	I.R.S.	06/03/2022	Bank Draft	0.00	13,006.38	DFT0002440
00266	I.R.S.	06/03/2022	Bank Draft	0.00	2,749.68	DFT0002441
00267	Employment Development Dept.	06/03/2022	Bank Draft	0.00	5,324.69	DFT0002442
00266	I.R.S.	06/03/2022	Bank Draft	0.00	290.56	DFT0002443
00252	Cal-Am Water	06/02/2022	Bank Draft	0.00	84.78	DFT0002444
00252	Cal-Am Water	06/02/2022	Bank Draft	0.00	198.34	DFT0002445
00758	FedEx	06/02/2022	Bank Draft	0.00	365.17	DFT0002446
18163	Wex Bank	06/02/2022	Bank Draft	0.00	1,969.39	DFT0002447
00768	ICMA	06/03/2022	Bank Draft	0.00	5,294.09	DFT0002451
00277	Home Depot Credit Services	06/09/2022	Bank Draft	0.00	4,625.98	DFT0002452
00252	Cal-Am Water	06/09/2022	Bank Draft	0.00	175.34	DFT0002453
00282	PG&E	06/09/2022	Bank Draft	0.00	127.01	DFT0002454
00266	I.R.S.	06/10/2022	Bank Draft	0.00	14.52	DFT0002455
00266	I.R.S.	06/10/2022	Bank Draft	0.00	70.48	DFT0002456
00266	I.R.S.	06/10/2022	Bank Draft	0.00	301.32	DFT0002457
00266	I.R.S.	06/17/2022	Bank Draft	0.00	13,052.87	DFT0002458
00266	I.R.S.	06/17/2022	Bank Draft	0.00	2,786.30	DFT0002459
00267	Employment Development Dept.	06/17/2022	Bank Draft	0.00	5,307.56	DFT0002460
00266	I.R.S.	06/17/2022	Bank Draft	0.00	447.14	DFT0002461
00256	PERS Retirement	06/02/2022	Bank Draft	0.00	16,543.87	DFT0002462
18163	Wex Bank	06/16/2022	Bank Draft	0.00	2,132.79	DFT0002463
00277	Home Depot Credit Services	06/16/2022	Bank Draft	0.00	59.00	DFT0002464
00282	PG&E	06/16/2022	Bank Draft	0.00	20.04	DFT0002465
00282	PG&E	06/16/2022	Bank Draft	0.00	27.13	DFT0002466
00282	PG&E	06/16/2022	Bank Draft	0.00	7,352.27	DFT0002467
00769	Laborers Trust Fund of Northern CA	06/13/2022	Bank Draft	0.00	31,096.00	DFT0002468
00768	ICMA	06/17/2022	Bank Draft	0.00	5,294.09	DFT0002469
00758	FedEx	06/23/2022	Bank Draft	0.00	211.70	DFT0002470
00277	Home Depot Credit Services	06/23/2022	Bank Draft	0.00	130.22	DFT0002471
00282	PG&E	06/23/2022	Bank Draft	0.00	1,955.49	DFT0002472
00282	PG&E	06/23/2022	Bank Draft	0.00	6,038.14	DFT0002473
00766	Standard Insurance Company	06/21/2022	Bank Draft	0.00	1,464.79	DFT0002474
18163	Wex Bank	06/30/2022	Bank Draft	0.00	247.94	DFT0002479
00252	Cal-Am Water	06/30/2022	Bank Draft	0.00	84.78	DFT0002480
00221	Verizon Wireless	06/30/2022	Bank Draft	0.00	1,171.35	DFT0002481
00256	PERS Retirement	06/24/2022	Bank Draft	0.00	16,543.87	DFT0002486
00256	PERS Retirement	06/13/2022	Bank Draft	0.00	16,543.87	DFT0002487
Total Bank Draft:				0.00	163,108.94	

	Bank Code APBNK	Summary		
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	6	0.00	76,003.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-9,950.00
Bank Drafts	61	37	0.00	163,108.94
EFT's	0	0	0.00	0.00
Virtual Payments	93	80	0.00	1,142,999.26
	184	125	0.00	1,372,161.57

Check Report

Date Range: 06/01/2022 - 06/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: REBATES-02-Rebates: Use Only For Rebates						
Payment Type: Virtual Payment						
22799	Allice Tao	06/16/2022	Virtual Payment	0.00	175.00	APA000850
22813	Anita Roth	06/16/2022	Virtual Payment	0.00	500.00	APA000851
19495	Anuradha Tummala	06/16/2022	Virtual Payment	0.00	750.00	APA000852
22825	Barbara Callaway	06/16/2022	Virtual Payment	0.00	125.00	APA000853
22802	Benjamin A Miller	06/16/2022	Virtual Payment	0.00	500.00	APA000854
22822	Carl R Cooper	06/16/2022	Virtual Payment	0.00	125.00	APA000855
22805	Charles Baxter	06/16/2022	Virtual Payment	0.00	500.00	APA000856
22816	Christina Haschka	06/16/2022	Virtual Payment	0.00	500.00	APA000857
22801	Cody Vaughn	06/16/2022	Virtual Payment	0.00	500.00	APA000858
22800	Dane Hurley	06/16/2022	Virtual Payment	0.00	500.00	APA000859
22821	David S Sabih	06/16/2022	Virtual Payment	0.00	500.00	APA000860
22826	Donald Criley	06/16/2022	Virtual Payment	0.00	125.00	APA000861
22823	Elizabeth Pischel	06/16/2022	Virtual Payment	0.00	125.00	APA000862
22835	Harry Bruce McClane	06/16/2022	Virtual Payment	0.00	75.00	APA000863
22797	James Haker	06/16/2022	Virtual Payment	0.00	3,281.00	APA000864
22804	James Sommerville	06/16/2022	Virtual Payment	0.00	1,000.00	APA000865
08708	JANET LOWERY	06/16/2022	Virtual Payment	0.00	75.00	APA000866
22796	John Duddy	06/16/2022	Virtual Payment	0.00	2,625.00	APA000867
22830	John Marston - Seafever Further Protection Trust	06/16/2022	Virtual Payment	0.00	199.00	APA000868
22824	John McCleave	06/16/2022	Virtual Payment	0.00	125.00	APA000869
22817	Justin Noren	06/16/2022	Virtual Payment	0.00	500.00	APA000870
22828	Kevin Solliday	06/16/2022	Virtual Payment	0.00	125.00	APA000871
22820	Koh Young	06/16/2022	Virtual Payment	0.00	500.00	APA000872
22795	Larry Hulette	06/16/2022	Virtual Payment	0.00	150.00	APA000873
22808	Leslie Anastasia	06/16/2022	Virtual Payment	0.00	500.00	APA000874
22834	Marjorie Coleman	06/16/2022	Virtual Payment	0.00	75.00	APA000875
22827	Martin Harrison	06/16/2022	Virtual Payment	0.00	125.00	APA000876
22819	Marvin Biasotti	06/16/2022	Virtual Payment	0.00	500.00	APA000877
22810	Michael Campos	06/16/2022	Virtual Payment	0.00	500.00	APA000878
22832	Michael Kovac	06/16/2022	Virtual Payment	0.00	75.00	APA000879
22806	Michele Jayson	06/16/2022	Virtual Payment	0.00	500.00	APA000880
22807	Nancy Dayton	06/16/2022	Virtual Payment	0.00	500.00	APA000881
22812	Nancy Howe	06/16/2022	Virtual Payment	0.00	500.00	APA000882
22814	Patrick Carroll	06/16/2022	Virtual Payment	0.00	500.00	APA000883
22811	Qun Wang	06/16/2022	Virtual Payment	0.00	500.00	APA000884
19663	Robert Long	06/16/2022	Virtual Payment	0.00	500.00	APA000885
22809	Robin Joseph	06/16/2022	Virtual Payment	0.00	500.00	APA000886
22798	Ronald Garcia	06/16/2022	Virtual Payment	0.00	50.00	APA000887
22818	Sara Youngbar	06/16/2022	Virtual Payment	0.00	500.00	APA000888
22829	Seaside Pacific Investment Co	06/16/2022	Virtual Payment	0.00	199.00	APA000889
22803	Simone Sprague	06/16/2022	Virtual Payment	0.00	500.00	APA000890
22833	Susan Gaylor	06/16/2022	Virtual Payment	0.00	75.00	APA000891
22831	Susie Tanaka	06/16/2022	Virtual Payment	0.00	75.00	APA000892
22815	Uli Fowler	06/16/2022	Virtual Payment	0.00	500.00	APA000893
18168	Wesley Truscott	06/16/2022	Virtual Payment	0.00	75.00	APA000894
13442	WILLIAM VOGT	06/16/2022	Virtual Payment	0.00	500.00	APA000895
22879	A. Paul Klein	06/30/2022	Virtual Payment	0.00	500.00	APA000935
22895	Ann K. McElyea	06/30/2022	Virtual Payment	0.00	75.00	APA000936
22891	Bruce Vogt	06/30/2022	Virtual Payment	0.00	149.00	APA000937
22892	Dale W Zelles	06/30/2022	Virtual Payment	0.00	75.00	APA000938
22883	Davina Higgins	06/30/2022	Virtual Payment	0.00	125.00	APA000939
19610	Dawn Buist	06/30/2022	Virtual Payment	0.00	500.00	APA000940
22890	Dean Bobrowski	06/30/2022	Virtual Payment	0.00	199.00	APA000941
22881	Dora Lisa Rosenbaum	06/30/2022	Virtual Payment	0.00	125.00	APA000942
22877	Gale Short	06/30/2022	Virtual Payment	0.00	500.00	APA000943
19855	Helena Lum	06/30/2022	Virtual Payment	0.00	75.00	APA000944
22875	Jeffrey S Stablein	06/30/2022	Virtual Payment	0.00	500.00	APA000945
22872	Jenifer Bovey	06/30/2022	Virtual Payment	0.00	500.00	APA000946
22896	Jessica Wheeler	06/30/2022	Virtual Payment	0.00	75.00	APA000947

Check Report

Date Range: 06/01/2022 - 06/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
22899	Joanne May	06/30/2022	Virtual Payment	0.00	150.00	APA000948
22898	Kathleen Hughes	06/30/2022	Virtual Payment	0.00	125.00	APA000949
22871	Katie Lopez	06/30/2022	Virtual Payment	0.00	500.00	APA000950
22838	Kay Healey	06/30/2022	Virtual Payment	0.00	500.00	APA000951
22894	Linda Guy	06/30/2022	Virtual Payment	0.00	75.00	APA000952
22893	Linda Hurtig	06/30/2022	Virtual Payment	0.00	75.00	APA000953
22897	Michael Henderson	06/30/2022	Virtual Payment	0.00	250.00	APA000954
22888	Nick Strong	06/30/2022	Virtual Payment	0.00	199.99	APA000955
22870	Oliver Dinsmore	06/30/2022	Virtual Payment	0.00	1,225.00	APA000956
20674	Patrick Dowd	06/30/2022	Virtual Payment	0.00	1,018.00	APA000957
22889	Paul & Kadance File	06/30/2022	Virtual Payment	0.00	100.00	APA000958
22878	Peggy Norris	06/30/2022	Virtual Payment	0.00	500.00	APA000959
22876	Richard Cannon	06/30/2022	Virtual Payment	0.00	500.00	APA000960
22880	Richard Kendall	06/30/2022	Virtual Payment	0.00	500.00	APA000961
22887	Rick Aaronian	06/30/2022	Virtual Payment	0.00	900.00	APA000962
22839	Rosie Bird	06/30/2022	Virtual Payment	0.00	75.00	APA000963
22884	Shannon Hughes	06/30/2022	Virtual Payment	0.00	125.00	APA000964
22886	Stephan Georis	06/30/2022	Virtual Payment	0.00	1,094.00	APA000965
22885	Susan Bruer	06/30/2022	Virtual Payment	0.00	125.00	APA000966
22873	Taylor Erlbaum	06/30/2022	Virtual Payment	0.00	500.00	APA000967
22874	Tony Flores	06/30/2022	Virtual Payment	0.00	625.00	APA000968
22882	Zooey Lober	06/30/2022	Virtual Payment	0.00	125.00	APA000969
Total Virtual Payment:				0.00	34,013.99	

Bank Code REBATES-02 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	81	81	0.00	34,013.99
	81	81	0.00	34,013.99

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	6	0.00	76,003.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-9,950.00
Bank Drafts	61	37	0.00	163,108.94
EFT's	0	0	0.00	0.00
Virtual Payments	174	161	0.00	1,177,013.25
	265	206	0.00	1,406,175.56

Fund Summary

Fund	Name	Period	Amount
99	POOL CASH FUND	6/2022	1,406,175.56
			1,406,175.56

EXHIBIT 6-C

Monterey Peninsula Water Management Dist

Payroll Bank Transaction Report

By Payment Number

Date: 6/1/2022 - 6/30/2022

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
6525	06/03/2022	Regular	1077	Pablo, Joel G	0.00	2,127.37	2,127.37
6526	06/03/2022	Regular	1024	Stoldt, David J	0.00	6,197.62	6,197.62
6527	06/03/2022	Regular	1044	Bennett, Corryn D	0.00	2,292.59	2,292.59
6528	06/03/2022	Regular	1078	Mossbacher, Simona F	0.00	2,192.73	2,192.73
6529	06/03/2022	Regular	1018	Prasad, Suresh	0.00	3,759.39	3,759.39
6530	06/03/2022	Regular	1019	Reyes, Sara C	0.00	2,012.02	2,012.02
6531	06/03/2022	Regular	1081	Banker-Hix, William C	0.00	2,252.50	2,252.50
6532	06/03/2022	Regular	1042	Hamilton, Maureen C.	0.00	3,412.90	3,412.90
6533	06/03/2022	Regular	6063	Hampson, Larry M	0.00	1,670.24	1,670.24
6534	06/03/2022	Regular	1011	Lear, Jonathan P	0.00	4,368.41	4,368.41
6535	06/03/2022	Regular	1012	Lindberg, Thomas L	0.00	2,773.81	2,773.81
6536	06/03/2022	Regular	1080	Steinmetz, Cory S	0.00	2,176.56	2,176.56
6537	06/03/2022	Regular	1045	Atkins, Daniel N	0.00	2,125.25	2,125.25
6538	06/03/2022	Regular	1004	Chaney, Beverly M	0.00	2,788.51	2,788.51
6539	06/03/2022	Regular	1005	Christensen, Thomas T	0.00	3,275.54	3,275.54
6540	06/03/2022	Regular	1079	Gallagher, Riley M	0.00	1,752.08	1,752.08
6541	06/03/2022	Regular	1007	Hamilton, Cory R	0.00	2,358.04	2,358.04
6542	06/03/2022	Regular	6078	Kneemeyer, Cinthia A	0.00	290.44	290.44
6543	06/03/2022	Regular	1048	Lumas, Eric M	0.00	2,021.08	2,021.08
6544	06/03/2022	Regular	1001	Bravo, Gabriela D	0.00	2,726.34	2,726.34
6545	06/03/2022	Regular	1076	Jakic, Tricia	0.00	2,536.02	2,536.02
6546	06/03/2022	Regular	1010	Kister, Stephanie L	0.00	2,677.79	2,677.79
6547	06/03/2022	Regular	1017	Locke, Stephanie L	0.00	3,596.21	3,596.21
6548	06/03/2022	Regular	1082	Osborn, Carrie S	0.00	1,924.97	1,924.97
6549	06/03/2022	Regular	1040	Smith, Kyle	0.00	2,578.92	2,578.92
6550	06/10/2022	Regular	7015	Adams, Mary L	0.00	239.07	239.07
6551	06/10/2022	Regular	7020	Anderson, Amy E	0.00	498.69	498.69
6552	06/10/2022	Regular	7019	Paull, Karen P	0.00	498.69	498.69
6553	06/10/2022	Regular	7018	Riley, George T	0.00	374.02	374.02
6554	06/17/2022	Regular	1077	Pablo, Joel G	0.00	2,127.37	2,127.37
6555	06/17/2022	Regular	1024	Stoldt, David J	0.00	6,197.62	6,197.62
6556	06/17/2022	Regular	1044	Bennett, Corryn D	0.00	2,292.59	2,292.59
6557	06/17/2022	Regular	1078	Mossbacher, Simona F	0.00	2,192.73	2,192.73
6558	06/17/2022	Regular	1018	Prasad, Suresh	0.00	3,759.39	3,759.39
6559	06/17/2022	Regular	1019	Reyes, Sara C	0.00	2,012.02	2,012.02
6560	06/17/2022	Regular	1081	Banker-Hix, William C	0.00	2,252.50	2,252.50
6561	06/17/2022	Regular	1042	Hamilton, Maureen C.	0.00	3,412.91	3,412.91
6562	06/17/2022	Regular	6063	Hampson, Larry M	0.00	1,207.17	1,207.17
6563	06/17/2022	Regular	1011	Lear, Jonathan P	0.00	4,368.41	4,368.41
6564	06/17/2022	Regular	1012	Lindberg, Thomas L	0.00	2,773.81	2,773.81
6565	06/17/2022	Regular	1080	Steinmetz, Cory S	0.00	2,176.57	2,176.57
6566	06/17/2022	Regular	1045	Atkins, Daniel N	0.00	2,125.26	2,125.26
6567	06/17/2022	Regular	1004	Chaney, Beverly M	0.00	2,788.51	2,788.51
6568	06/17/2022	Regular	1005	Christensen, Thomas T	0.00	3,275.54	3,275.54
6569	06/17/2022	Regular	1079	Gallagher, Riley M	0.00	1,752.08	1,752.08
6570	06/17/2022	Regular	1007	Hamilton, Cory R	0.00	2,358.04	2,358.04
6571	06/17/2022	Regular	6078	Kneemeyer, Cinthia A	0.00	412.80	412.80
6572	06/17/2022	Regular	6080	Lucas, Isabelle	0.00	677.77	677.77
6573	06/17/2022	Regular	1048	Lumas, Eric M	0.00	2,021.08	2,021.08
6574	06/17/2022	Regular	6079	Lupian-Deltoro, Jose A	0.00	799.75	799.75
6575	06/17/2022	Regular	1001	Bravo, Gabriela D	0.00	2,726.35	2,726.35
6576	06/17/2022	Regular	1076	Jakic, Tricia	0.00	2,536.01	2,536.01
6577	06/17/2022	Regular	1010	Kister, Stephanie L	0.00	2,677.78	2,677.78
6578	06/17/2022	Regular	1017	Locke, Stephanie L	0.00	3,596.22	3,596.22
6579	06/17/2022	Regular	1082	Osborn, Carrie S	0.00	1,924.98	1,924.98
6580	06/17/2022	Regular	1040	Smith, Kyle	0.00	2,578.92	2,578.92
40680	06/10/2022	Regular	7009	Edwards, Alvin	369.77	0.00	369.77

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	42 Total Payment
40681	06/10/2022	Regular	7021	Malek, Safwat	249.34	0.00	249.34
Total:					619.11	134,521.98	135,141.09



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH JUNE 30, 2022

	Mitigation	Conservation	Water Supply	Current Period Activity	FY 2021/2022 Year-to-Date Actual	FY 2021/2022 Annual Budget	Prior FY Year-to-Date Actual
REVENUES							
Property taxes	\$ -	\$ 18,155	\$ 108,267	\$ 126,423	\$ 2,403,904	\$ 2,300,000	\$ 2,311,197
Water supply charge			65,794	65,794	3,379,872	3,400,000	3,422,117
User fees	326,868	126,439	75,261	528,568	4,853,507	5,300,000	5,908,495
Mitigation revenue	-			-	-	-	-
PWM Water Sales			723,609	723,609	9,828,000	9,828,000	5,908,182
Capacity fees			71,179	71,179	503,981	400,000	474,040
Permit fees	-	21,796		21,796	235,890	198,000	194,822
Investment income	487	190	372	1,049	31,348	130,000	93,931
Miscellaneous	109	69	87	265	20,011	15,000	10,067
Sub-total district revenues	327,464	166,650	1,044,570	1,538,683	21,256,513	21,571,000	18,322,851
Project reimbursements	-	26,380	51,768	78,148	1,344,761	1,802,100	1,425,015
Legal fee reimbursements		600		600	4,650	16,000	2,356
Grants	114,698	-	-	114,698	469,183	1,096,200	82,253
Recording fees		4,840		4,840	55,990	10,400	43,435
Sub-total reimbursements	114,698	31,820	51,768	198,286	1,874,584	2,924,700	1,553,059
From Reserves	-	-	-	-	-	2,802,100	66,900
Total revenues	442,162	198,470	1,096,338	1,736,970	23,131,098	27,297,800	19,942,811
EXPENDITURES							
Personnel:							
Salaries	122,181	76,727	148,936	347,844	2,645,780	2,611,200	2,517,303
Retirement	11,462	7,252	13,961	32,676	696,899	707,100	635,897
Unemployment Compensation	99	-	-	99	697	12,000	9,503
Auto Allowance	157	157	471	785	6,023	6,000	6,024
Deferred Compensation	234	234	702	1,170	9,823	10,000	9,713
Temporary Personnel	3,542	2,644	3,318	9,504	42,385	50,000	-
Workers Comp. Ins.	5,385	418	3,822	9,625	73,113	66,800	63,707
Employee Insurance	23,164	14,141	22,293	59,597	492,706	506,900	473,800
Medicare & FICA Taxes	2,419	1,177	2,133	5,730	45,813	43,600	46,690
Personnel Recruitment	21	73	91	185	1,209	3,000	-
Other benefits	40	26	34	100	1,878	2,000	1,879
Staff Development	250	379	772	1,401	9,591	15,300	5,628
Sub-total personnel costs	168,953	103,228	196,533	468,715	4,025,918	4,033,900	3,770,143
Services & Supplies:							
Board Member Comp	980	980	1,010	2,970	33,480	34,000	36,990
Board Expenses	106	69	90	266	4,076	4,000	5,938
Rent	876	293	808	1,977	25,260	24,200	25,648
Utilities	956	635	825	2,416	30,627	33,200	27,722
Telephone	1,461	1,036	896	3,394	42,855	50,000	53,552
Facility Maintenance	3,815	2,480	3,242	9,537	53,182	56,600	57,265
Bank Charges	711	462	605	1,779	31,125	20,000	22,216
Office Supplies	3,015	2,256	2,791	8,061	18,677	19,000	12,660
Courier Expense	95	142	-	237	6,668	6,000	5,058
Postage & Shipping	22	14	18	54	3,691	5,900	2,736
Equipment Lease	518	329	417	1,264	12,067	13,000	12,553
Equip. Repairs & Maintenance	-	-	-	-	3,694	7,000	2,167
Photocopy Expense							
Printing/Duplicating/Binding	-	-	-	-	210	500	161
IT Supplies/Services	4,570	2,986	3,898	11,454	236,118	231,000	224,158
Operating Supplies	328	1,495	-	1,823	25,809	16,700	6,481
Legal Services	4,085	2,903	20,879	27,867	282,193	400,000	277,354



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH JUNE 30, 2022

	Mitigation	Conservation	Water Supply	Current Period Activity	FY 2021/2022 Year-to-Date Actual	FY 2021/2022 Annual Budget	Prior FY Year-to-Date Actual
Professional Fees	8,498	5,510	7,184	21,192	367,593	455,000	299,893
Transportation	3,323	347	300	3,970	37,174	31,000	27,946
Travel	590	513	376	1,480	5,255	14,000	3,409
Meeting Expenses	904	588	768	2,260	17,433	19,600	15,750
Insurance	4,461	2,900	3,792	11,153	133,882	134,000	105,107
Legal Notices	-	-	-	-	666	3,100	454
Membership Dues	400	260	390	1,050	36,562	35,400	31,752
Public Outreach	70	46	60	175	1,800	2,600	302
Assessors Administration Fee	-	-	-	-	31,751	30,000	32,016
Miscellaneous	-	-	-	-	387	3,100	386
Sub-total services & supplies costs	39,784	26,243	48,351	114,378	1,442,235	1,648,900	1,289,673
Project expenditures	105,030	48,569	799,663	953,262	14,680,385	18,827,200	12,419,925
Fixed assets	18,349	11,927	15,597	45,874	149,099	448,500	35,981
Contingencies	-	-	-	-	-	70,000	-
Election costs	-	-	-	-	-	-	119,628
Debt service: Principal	-	-	-	-	-	-	-
Debt service: Interest	-	-	49,538	49,538	101,925	730,000	122,731
Flood drought reserve	-	-	-	-	-	-	-
Capital equipment reserve	-	-	-	-	-	339,300	324,400
General fund balance	-	-	-	-	-	500,000	-
Debt Reserve	-	-	-	-	-	500,000	500,000
Pension reserve	-	-	-	-	-	100,000	100,000
OPEB reserve	-	-	-	-	-	100,000	100,000
Other	-	-	-	-	-	-	-
Sub-total other	123,379	60,497	864,798	1,048,673	14,931,409	21,615,000	13,722,665
Total expenditures	332,117	189,968	1,109,682	1,631,767	20,399,562	27,297,800	18,782,482
Excess (Deficiency) of revenues over expenditures	\$ 110,045	\$ 8,502	\$ (13,344)	\$ 105,203	\$ 2,731,535	\$ -	\$ 1,160,329

FINANCE AND ADMINISTRATION COMMITTEE

7. RECEIVE AND FILE FOURTH QUARTER FINANCIAL ACTIVITY REPORT FOR FISCAL YEAR 2021-2022

Meeting Date: September 12, 2022 **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 Finance and Administration Committee considered this item on September 12, 2022 and recommended _____.

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

SUMMARY: The fourth quarter of Fiscal Year (FY) 2021-2022 concluded on June 30, 2022. Table comparing budgeted and actual year-to-date revenues and expenditures for the period are included as **Exhibit 7-A**. **Exhibits 7-B** and **7-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 fourth quarter of FY 2021-2022 to the amounts budgeted for that same time-period. Total revenues collected were \$23,131,098, or 84.7% of the budgeted amount of \$27,297,800. Variances within the individual revenue categories are described below:

- Water Supply Charge revenues were \$3,379,872, or 99.4% of the budget for the period. The first installment of this revenue was received in December 2021. The second installment was received in April 2022. Final installment was received in June 2022.
- Property tax revenues were \$2,403,904, or 104.5% of the budget for the period. The first installment of this revenue was received in December 2021. The second installment was received in April 2022. Final installment was received in June 2022.
- User fee revenues were \$4,853,507, or about 91.6% of the amount budgeted. This is slightly lower than the budgeted amount as collections for May/June was received after close of fiscal quarter. Accrual adjustments are pending.
- Pure Water Monterey Water Sales revenue was \$9,828,000, or 100.0% of the budget for the period. This is water sales revenue for water purchased from Monterey One Water and sold to California American Water and is a pass-through to the District.
- Connection Charge revenues were \$503,981, or 126.0% of the budget for the period. Actual collection was higher than anticipated budgeted figure as the forecasted figures are based on estimated number of customers pulling permits. There were more connections received than budgeted for the current quarter.
- Permit Fees revenues were \$235,890, or 119.1% of the budget for the period. Actual collection was higher than anticipated budgeted figure as the forecasted figures are based

on estimated number of customers pulling permits. There were more permits received than budgeted for the current quarter.

- Interest revenues were \$31,348, or 24.1% of the budget for the period. Some of the interest income revenue will be recorded with the adjusting entries. Additionally, current quarter interest rates have been down compared to rates from previous years.
- Reimbursements of \$1,405,401 or 76.9% 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 \$469,183, or 42.8% of the budget. This is due to grant funded projects being deferred and continued to next quarter.
- The Other revenue category totaled \$20,012 or about 133.4% of the budgeted amount. This category includes insurance refunds, miscellaneous reimbursements, 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 \$20,399,562 were about 74.7% of the budgeted amount of \$27,297,800 for the period. Variances within the individual expenditure categories are described below:

- Personnel costs of \$4,025,918 were about 99.8% of the budget. This was in line with the budgeted number.
- Expenditures for supplies and services were \$1,442,235, or about 87.5% of the budgeted amount. This was lower than the anticipated budget due to consulting services being lower than anticipated for the current quarter.
- Fixed assets purchases of \$149,099 represented around 33.2% of the budgeted amount. This was due to some of the fixed asset purchases deferred to next quarter.
- Funds spent for project expenditures were \$14,680,385, or approximately 78.0% of the amount budgeted for the period. This is lower than budgeted due to some of the project spending being deferred to next quarter. This line also includes water purchased from Monterey One Water.
- Debt Service included costs of \$101,925, or 14.0% of the budget for the period. Debt service is paid semi-annually, in December and June. Additional payment of \$500,000 was recorded as loan reduction.
- 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

7-A Revenue and Expenditure Table

7-B Revenue Graph

7-C Expenditure Graph

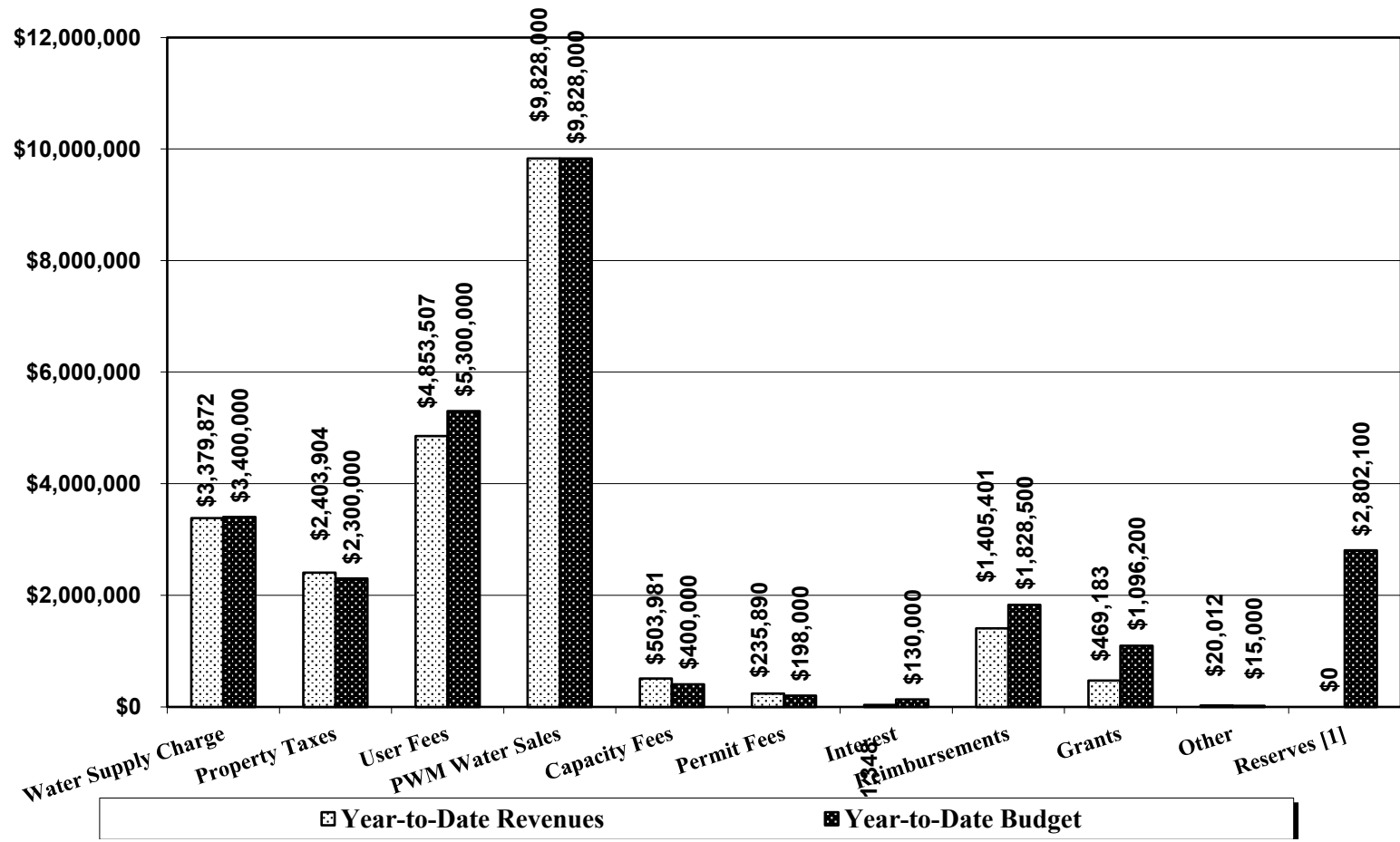
Monterey Peninsula Water Management District
Financial Activity as of June 30, 2022
Fiscal Year 2021-2022

	Year-to-Date <u>Revenues</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Water Supply Charge	\$3,379,872	\$3,400,000	\$20,128	99.4%
Property Taxes	\$2,403,904	\$2,300,000	(\$103,904)	104.5%
User Fees	\$4,853,507	\$5,300,000	\$446,493	91.6%
PWM Water Sales	\$9,828,000	\$9,828,000	\$0	100.0%
Capacity Fees	\$503,981	\$400,000	(\$103,981)	126.0%
Permit Fees	\$235,890	\$198,000	(\$37,890)	119.1%
Interest	\$31,348	\$130,000	\$98,652	24.1%
Reimbursements	\$1,405,401	\$1,828,500	\$423,099	76.9%
Grants	\$469,183	\$1,096,200	\$627,017	42.8%
Other	\$20,012	\$15,000	(\$5,012)	133.4%
Reserves [1]	\$0	\$2,802,100	\$2,802,100	0.0%
Total Revenues	<u>\$23,131,098</u>	<u>\$27,297,800</u>	<u>\$4,166,702</u>	<u>84.7%</u>

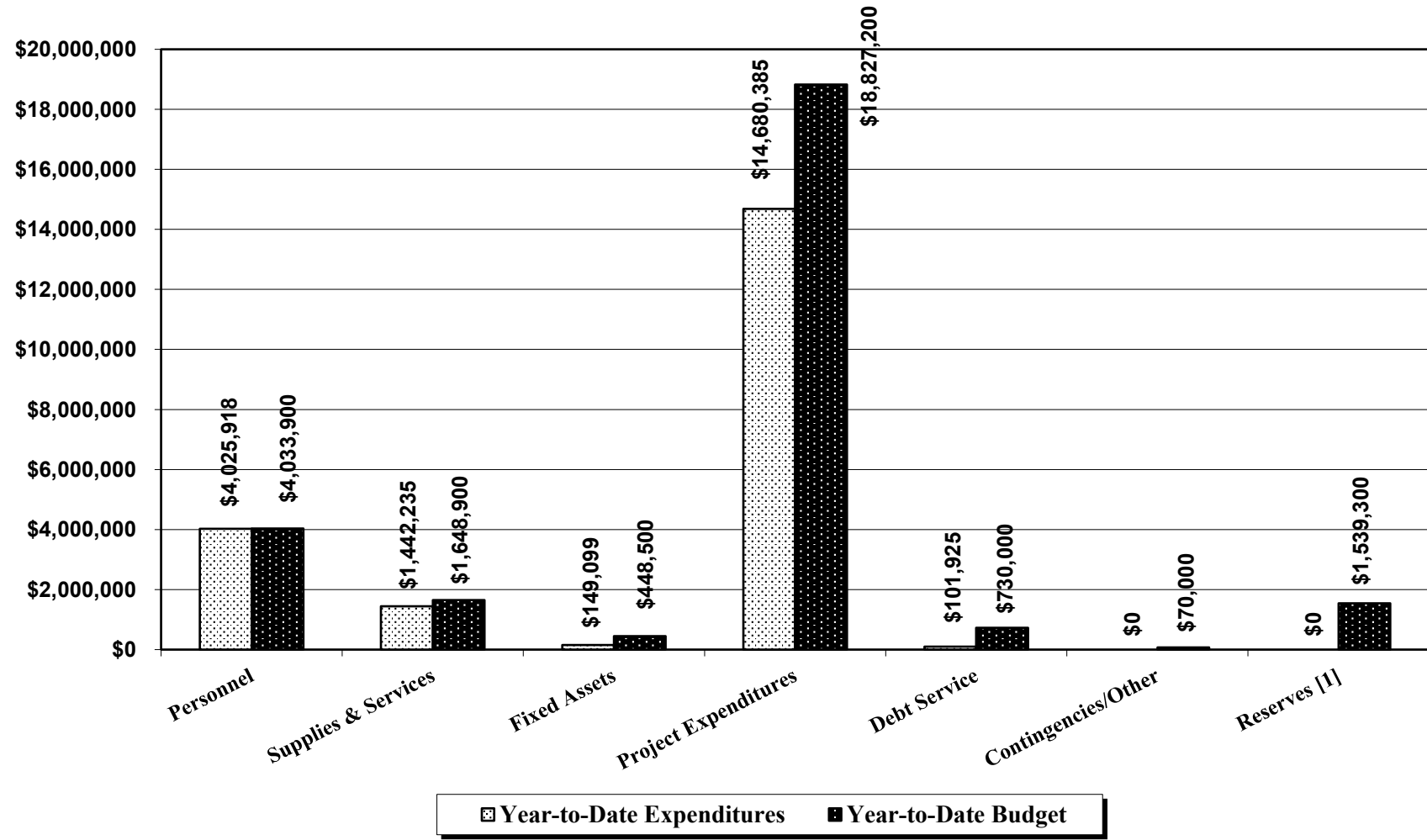
	Year-to-Date <u>Expenditures</u>	Year-to-Date <u>Budget</u>	<u>Variance</u>	Percent of <u>Budget</u>
Personnel	\$4,025,918	\$4,033,900	\$7,982	99.8%
Supplies & Services	\$1,442,235	\$1,648,900	\$206,665	87.5%
Fixed Assets	\$149,099	\$448,500	\$299,401	33.2%
Project Expenditures	\$14,680,385	\$18,827,200	\$4,146,815	78.0%
Debt Service	\$101,925	\$730,000	\$628,075	14.0%
Contingencies/Other	\$0	\$70,000	\$70,000	0.0%
Reserves [1]	\$0	\$1,539,300	\$1,539,300	0.0%
Total Expenditures	<u>\$20,399,562</u>	<u>\$27,297,800</u>	<u>\$6,898,238</u>	<u>74.7%</u>

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

REVENUES
Fiscal Year Ended June 30, 2022
 Year-to-Date Actual Revenues \$23,131,098
 Year-to-Date Budgeted Revenues \$27,297,800



EXPENDITURES
Fiscal Year Ended June 30, 2022
 Year-to-Date Actual Expenditures \$20,399,562
 Year-to-Date Budgeted Expenditures \$27,297,800



FINANCE AND ADMINISTRATION COMMITTEE

8. CONSIDER APPROVAL OF FOURTH QUARTER FISCAL YEAR 2021-2022 INVESTMENT REPORT

Meeting Date:	September 12, 2022	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 Finance and Administration Committee considered this item on September 12, 2022 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 8-A** is the report for the quarter ending June 30, 2022. 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 also in compliance with the California Government Code, and the permitted investments of Monterey County.

RECOMMENDATION: The Finance and Administration Committee should recommend that the Board approve the Fourth Quarter Fiscal Year 2021-2022 Investment Report.

EXHIBIT

8-A Investment Report as of June 30, 2022

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
INVESTMENT REPORT AS OF JUNE 30, 2022**

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	06/30/22	07/01/22	\$10,648,421	\$10,648,421	\$10,648,421	0.750%	49.11%
Bank of America:							
Money Market	06/30/22	07/01/22	5,617,171	5,617,171	5,617,171	0.000%	
Checking	06/30/22	07/01/22	981,648	981,648	981,648	0.000%	
			\$6,598,819	\$6,598,819	\$6,598,819		30.43%
Multi-Bank Securities Cash Account	06/30/22	07/01/22	54,799	54,799	54,799	0.000%	
Multi-Securities Bank Securities:							
Interest Bearing Certificate of Deposit	02/06/20	02/06/23	\$247,000	\$247,000	\$246,353	1.800%	
Interest Bearing Certificate of Deposit	10/09/21	04/29/24	\$250,000	\$250,000	\$238,385	0.600%	
Interest Bearing Certificate of Deposit	09/30/20	09/30/24	\$249,000	\$249,000	\$233,295	0.400%	
Interest Bearing Certificate of Deposit	11/30/21	11/29/24	\$250,000	\$250,000	\$235,672	0.850%	
Interest Bearing Certificate of Deposit	03/13/20	03/13/25	\$249,000	\$249,000	\$235,379	1.250%	
Interest Bearing Certificate of Deposit	03/30/20	03/31/25	\$248,000	\$248,000	\$236,505	1.600%	
Interest Bearing Certificate of Deposit	03/04/22	09/04/25	\$250,000	\$250,000	\$237,662	1.750%	
Interest Bearing Certificate of Deposit	09/22/20	09/22/25	\$249,000	\$249,000	\$227,531	0.550%	
Interest Bearing Certificate of Deposit	06/16/21	06/16/26	\$249,000	\$249,000	\$226,415	0.900%	
Interest Bearing Certificate of Deposit	07/14/21	07/14/26	\$250,000	\$250,000	\$227,977	1.000%	
Interest Bearing Certificate of Deposit	07/22/21	07/22/26	\$250,000	\$250,000	\$227,372	0.950%	
Interest Bearing Certificate of Deposit	10/27/21	10/27/26	\$250,000	\$250,000	\$226,592	1.050%	
Interest Bearing Certificate of Deposit	01/07/22	01/07/27	\$250,000	\$250,000	\$230,250	1.500%	
Interest Bearing Certificate of Deposit	05/11/22	05/11/27	\$250,000	\$250,000	\$245,700	3.050%	
Interest Bearing Certificate of Deposit	05/12/22	05/12/27	\$250,000	\$250,000	\$247,365	3.200%	
			\$3,741,000	\$3,741,000	\$3,522,453	1.430%	17.25%
Multi-Securities Bank Securities:							
U.S. Government Bonds	02/25/21	02/25/26	\$390,000	\$390,000	\$360,519	0.700%	
U.S. Government Bonds	03/10/22	03/10/27	\$250,000	\$250,000	\$242,900	2.500%	
			\$640,000	\$640,000	\$603,419	1.403%	2.95%
TOTAL MPWMD			\$21,683,039	\$21,683,039	\$21,427,911	0.657%	

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:							0.97%
Certificate Payment Fund	06/30/22	07/01/22	818	818	818	0.000%	
Interest Fund	06/30/22	07/01/22	338	338	338	0.000%	
Rebate Fund	06/30/22	07/01/22	19	19	19	0.000%	
			\$1,176	\$1,176	\$1,176	0.000%	
Bank of America:							99.03%
Money Market Fund	06/30/22	07/01/22	119,594	119,594	\$119,594	0.000%	
TOTAL WASTEWATER RECLAMATION PROJECT			\$120,770	\$120,770	\$120,770	0.000%	

These investments do include sufficient liquid funds to meet anticipated expenditures for the next six months as reflected in the FY 2021-2022 annual budget adopted on June 21, 2021.

FINANCE AND ADMINISTRATION COMMITTEE

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

Meeting Date: September 12, 2022 **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 Finance and Administration Committee reviewed this item on September 12, 2022.

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 contracts over \$25,000 for the period June 2022. This status report is provided for information only, no action is required.

EXHIBIT

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

EXHIBIT 9-A

59

Monterey Peninsula Water Management District Status on District Open Contracts (over \$25K) For The Period June 2022

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
	City of Sand City	IRWM Grant Reimbursement	3/28/2022	\$ 1,084,322.50	\$ -	\$ 3,283.75	\$ 3,283.75	Current period IRWM Grant reimbursement	PO03093
	DeVeera Inc.	Dell PE R740XD Series Server (2)	6/21/2021	\$ 60,000.00	\$ -	\$ 45,873.53	\$ 45,873.53	Purchase of new servers as authorized by the Board	PO03025
1	Marina Coast Water District	IRWM Grant Reimbursement	3/28/2022	\$ 83,079.00	\$ 1,716.50	\$ 539.00	\$ 2,255.50	Current period IRWM Grant reimbursement	PO02947
2	City of Seaside	IRWM Grant Reimbursement	3/28/2022	\$ 578,987.90	\$ 13,036.20	\$ 20,267.12	\$ 33,303.32	Current period IRWM Grant reimbursement	PO02948
3	Telemetrix	Sleepy Operations Consultant TMX Contract	4/18/2022	\$ 26,000.00	\$ 23,872.00	\$ 1,650.00	\$ 25,522.00	Current period billing for sleepy hollow operations support	PO02928
4	Lapkoﬀ & Gobalet Demographic Research, Inc.	2021 MPWMD Redistricting	6/21/2021	\$ 52,000.00	\$ 47,500.00		\$ 47,500.00		PO02927
5	Montgomery & Associates	Annual Groundwater Modeling support	11/15/2021	\$ 50,000.00	\$ 12,339.00	\$ 5,247.00	\$ 17,586.00	Current period billing for groundwater monitoring support	PO02849
6	DUDEK	Grant administration services for the Proposition 1 IRWM Implementation	12/14/2020	\$ 114,960.00	\$ 20,912.50	\$ 60.00	\$ 20,972.50	Current period billing for Prop 1 IRWM grant administration services	PO02847
7	Shute, Mihaly & Weinberger LLP	Measure J LAFCO Litigation Legal Services	1/1/2022	\$ 110,000.00	\$ 63,246.50	\$ 27,857.71	\$ 91,104.21	Current period billing for LAFCO Measure J litigation services	PO02843
8	Reiff Manufacturing	Quarantine tanks with for the Sleepy Hollow steelhead facility	10/18/2022	\$ 48,000.00	\$ 40,350.00		\$ 40,350.00		PO02824
9	Psomas	Measure J/Rule 19.8 MPWMD Survey Services	9/20/2021	\$ 28,000.00	\$ 25,900.00		\$ 25,900.00		PO02791
10	Regional Government Services	Human Resouces contractual services	6/21/2021	\$ 70,000.00	\$ 31,141.70	\$ 1,445.25	\$ 32,586.95	Current period billing for HR services	PO02698
11	The Marketing Department	Outreach Consultant Contract FY 2021/2022	6/21/2021	\$ 51,000.00	\$ 29,750.00	\$ 6,375.00	\$ 36,125.00	Current period billing for outreach serveices	PO02696
12	Tetra Tech, Inc.	Engineering services Sleepy Hollow Facility Upgrade	6/21/2021	\$ 67,500.00	\$ 34,529.05	\$ 616.11	\$ 35,145.16	Current period billing for Sleepy Hollow engineering services	PO02693
13	DeVeera Inc.	Dell PE R740XD Series Server (2)	6/21/2021	\$ 60,000.00	\$ -		\$ -		PO02666
14	Zim Industries, Inc.	ASR 1 Rehabilitation	2/25/2021	\$ 113,350.00	\$ 106,277.25		\$ 106,277.25		PO02650
15	DeVeera Inc.	IT Managed Services Contract for FY 2021/2022	6/21/2021	\$ 58,728.00	\$ 53,827.40	\$ 4,893.40	\$ 58,720.80	Current period billing for IT managed services	PO02647
16	DeVeera Inc.	BDR Datto Services Contract FY 2021/2022	6/21/2021	\$ 26,352.00	\$ 24,156.00	\$ 2,196.00	\$ 26,352.00	Current period billing for IT backup services	PO02646
17	The Ferguson Group LLC	2021-22 - Legislative and Administrative Services	6/21/2021	\$ 99,500.00	\$ 88,869.21	\$ 8,071.60	\$ 96,940.81	Current period retainer billing	PO02645
18	JEA & Associates	Legislative and Administrative Services	6/21/2021	\$ 43,400.00	\$ 35,200.00	\$ 3,200.00	\$ 38,400.00	Current period retainer billing	PO02644
19	Lynx Technologies, Inc	Geographic Information Systems contractual services	6/21/2021	\$ 35,000.00	\$ 16,700.00	\$ 2,100.00	\$ 18,800.00	Current period billing for GIS services	PO02637
20	Pueblo Water Resources, Inc.	ASR Operations Support	6/21/2021	\$ 75,000.00	\$ 53,807.14		\$ 53,807.14		PO02630
21	MBAS	ASR Water Quality	6/21/2021	\$ 40,000.00	\$ 36,712.50	\$ 507.00	\$ 37,219.50	Current period billing for water testing services	PO02627
22	Monterey One Water	PWM Deep Injection Well #4 Design/Construction	9/21/2020	\$ 4,070,000.00	\$ 1,109,051.76		\$ 1,109,051.76		PO02604
23	Goodin, MacBride, Squeri & Day, LLP	Legal Fee Related MPWSP	4/1/2021	\$ 50,000.00	\$ 29,848.31		\$ 29,848.31		PO02601
24	Local Agency Formation Commission (LAFCO) of Monterey County	Measure J/Rule 19.8 MPWMD LAFCO Application Procees	5/17/2021	\$ 232,800.00	\$ 210,584.62		\$ 210,584.62		PO02598
25	FISHBIO	Carmel River Fish Weir	8/17/2020	\$ 130,000.00	\$ 126,799.07		\$ 126,799.07		PO02586

Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period June 2022

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	Shute, Mihaly & Weinberger LLP	Measure J CEQA Litigation Legal Services	12/23/2020	\$ 200,000.00	\$ 134,820.57	\$ 6,112.99	\$ 140,933.56	Current period billing related to Measure J CEQA litigation legal services	PO02490
27	De Lay & Laredo	Measure J/Rule 19.8 3rd Party Operations Phase II	12/16/2019	\$ 87,000.00	\$ 18,690.50		\$ 18,690.50		PO02398
28	Weston Solutions, Inc.	UXO Support Services	6/15/2020	\$ 26,378.70	\$ 5,677.76		\$ 5,677.76		PO02371
29	Denise Duffy & Assoc. Inc.	CEQA addendum for ASR Parallel Pipeline	4/20/2020	\$ 28,567.00	\$ 25,970.44		\$ 25,970.44		PO02363
30	De Lay & Laredo	Measure J/Rule 19.8 Appraisal/MAI Services	6/15/2020	\$ 120,000.00	\$ 76,032.00		\$ 76,032.00		PO02316
31	De Lay & Laredo	Measure J/Rule 19.8 Appraisal/Rate Study Phase II	12/16/2019	\$ 200,000.00	\$ 188,683.75		\$ 188,683.75		PO02282
32	De Lay & Laredo	Measure J/Rule 19.8 Operations Plan - Phase II	12/16/2019	\$ 145,000.00	\$ 62,077.50		\$ 62,077.50		PO02281
33	De Lay & Laredo	Measure J/Rule 19.8 CEQA Services Consultant	12/16/2019	\$ 134,928.00	\$ 134,779.54		\$ 134,779.54		PO02273
34	Rutan & Tucker, LLP	Rule 19.8 Eminent Domain Legal Services Phase II	12/16/2019	\$ 200,000.00	\$ 168,265.94		\$ 168,265.94		PO02236
35	Norton Rose Fulbright	Cal-Am Desal Structuring & Financing Order	4/20/2015	\$ 307,103.13	\$ 38,557.29		\$ 38,557.29		PO02197
36	Pueblo Water Resources, Inc.	ASR SMWTF Engineering Services During Construction	10/21/2019	\$ 148,100.00	\$ 142,709.87		\$ 142,709.87		PO02163
37	U.S. Bank Equipment Finance	Copier machine leasing - 60 months	7/15/2019	\$ 52,300.00	\$ 28,887.36	\$ 871.81	\$ 29,759.17	6/30/2024 Current period billing for photocopy machine lease	PO02108
38	Monterey One Water	Supplemental EIR Costs for PWM Expansion Project	3/18/2019	\$ 750,000.00	\$ 731,336.70		\$ 731,336.70		PO02095
39	Monterey One Water	Pre-Construction Costs for PWM Expansion Project	11/13/2017	\$ 360,000.00	\$ 312,617.94		\$ 312,617.94		PO02094
40	DUDEK	Consulting Services for Prop 1 grant proposal	4/15/2019	\$ 95,600.00	\$ 94,315.05		\$ 94,315.05		PO01986
41	Denise Duffy & Associates	Consulting Services IRWM plan update	12/17/2018	\$ 55,000.00	\$ 53,322.32		\$ 53,322.32		PO01985
42	Tetra Tech, Inc.	Engineering services Sleepy Hollow Facility Upgrade	7/16/2018	\$ 30,000.00	\$ 26,878.87		\$ 26,878.87		PO01880
43	Ecology Action of Santa Cruz	IRWM HEART Grant	4/16/2018	\$ 152,600.00	\$ 86,362.33		\$ 86,362.33		PO01824
44	Pueblo Water Resources, Inc.	ASR Backflush Basin Expansion, CM services	7/16/2018	\$ 96,034.00	\$ 68,919.39		\$ 68,919.39		PO01778
45	Rural Community Assistance Corporation	IRWM DAC Needs Assessment	4/16/2018	\$ 100,000.00	\$ 99,250.00		\$ 99,250.00		PO01777
46	Mercer-Fraser Company	Sleepy Hollow Intake upgrade project	7/16/2018	\$ 2,075,000.00	\$ 2,047,318.58		\$ 2,047,318.58		PO01726
47	Colantuono, Highsmith, & Whatley, PC	MPTA Legal Matter	7/1/2018	\$ 100,000.00	\$ 65,792.68	\$ 14,574.00	\$ 80,366.68	Current period billing for MPTA legal matter	PO01707
48	Pueblo Water Resources, Inc.	Seaside Groundwater Basin Geochemical Study	1/24/2018	\$ 68,679.00	\$ 59,881.35		\$ 59,881.35		PO01628
49	Pueblo Water Resources, Inc.	SSAP Water Quality Study	8/21/2017	\$ 94,437.70	\$ 44,318.11		\$ 44,318.11		PO01510
50	Normandeau Associates, Inc.	Assistance with IFIM Study	11/13/2017	\$ 35,000.00	\$ 31,482.50		\$ 31,482.50		PO01509
51	Balance Hydrologics, Inc	Design Work for San Carlos Restoration Project	6/19/2017	\$ 51,360.00	\$ 50,894.32		\$ 50,894.32		PO01321
52	AECOM Technical Services, Inc.	Los Padres Dam Alternatives Study	1/25/2017	\$ 794,920.00	\$ 697,332.64	\$ 23,414.30	\$ 720,746.94	Current period billing for Los Padres Dsam Study	PO01268

Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period June 2022

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
53	Denise Duffy & Assoc. Inc.	MMRP Services for Monterey Pipeline	1/25/2017	\$ 80,000.00	\$ 73,144.06		\$ 73,144.06		PO01202
54	Goodin,MacBride,Squeri,Day,Lamprey	User Fee PUC Proceedings Legal Fee	7/1/2016	\$ 50,000.00	\$ 49,318.05		\$ 49,318.05	6/30/2022	PO01100
55	Whitson Engineers	Carmel River Thawleg Survey	9/19/2018	\$ 52,727.43	\$ 49,715.00		\$ 49,715.00		PO01076
56	HDR Engineering, Inc.	Los Padres Dam Fish Passage Study	4/18/2016	\$ 320,000.00	\$ 316,085.56		\$ 316,085.56		PO01072
57	Michael Hutnak	GS Flow Modeling for Water Resouces Planning	8/19/2013	\$ 71,800.00	\$ 65,880.00		\$ 65,880.00		PO00123
58	Justin Huntington	GS Flow Modeling for Water Resouces Planning	8/19/2013	\$ 59,480.00	\$ 53,918.98		\$ 53,918.98		PO00122

FINANCE AND ADMINISTRATION COMMITTEE

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

Meeting Date: September 12, 2022 **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 Finance and Administration Committee reviewed this item on September 12, 2022.

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 10-A**, monthly status report on Measure J/Rule 19.8 Phase II spending for the period June 2022. This status report is provided for information only, no action is required.

EXHIBIT

10-A Status on Measure J/Rule 19.8 Phase II Spending

**Monterey Peninsula Water Management District
Status on Measure J/Rule 19.8 Spending Phase II
Through June 2022**

	Contract	Date Authorized	Contract/Approved Amount	Prior Period Spending	Current Period Spending	Total Expended To Date	Spending Remaining	Project No.
1	Eminent Domain Legal Counsel	12/16/2019	\$ 345,000.00	\$ 168,265.94		\$ 168,265.94	\$ 176,734.06	PA00005-01
2	CEQA Work	12/16/2019	\$ 134,928.00	\$ 134,779.54		\$ 134,779.54	\$ 148.46	PA00005-02
3	Appraisal Services	12/16/2019	\$ 430,000.00	\$ 188,683.75		\$ 188,683.75	\$ 241,316.25	PA00005-03
4	Operations Plan	12/16/2019	\$ 145,000.00	\$ 94,860.00		\$ 94,860.00	\$ 50,140.00	PA00005-04
5	District Legal Counsel	12/16/2019	\$ 40,000.00	\$ 157,304.16	\$ 3,052.50	\$ 160,356.66	\$ (120,356.66)	PA00005-05
6	MAI Appraiser	12/16/2019	\$ 170,000.00	\$ 76,032.00		\$ 76,032.00	\$ 93,968.00	PA00005-06
7	Jacobs Engineering	12/16/2019	\$ 87,000.00	\$ 86,977.36		\$ 86,977.36	\$ 22.64	PA00005-07
8	LAFCO Process	12/16/2019	\$ 240,000.00	\$ 217,784.62		\$ 217,784.62	\$ 22,215.38	PA00005-08
8	PSOMAS	9/20/2021	\$ 28,000.00	\$ 25,308.49		\$ 25,308.49	\$ 2,691.51	PA00005-09
9	Contingency/Miscellaneous/Uncommitted	12/16/2019	\$ 289,072.00	\$ 36,888.96	\$ 2,364.63	\$ 39,253.59	\$ 249,818.41	PA00005-20
	Total		\$ 1,909,000.00	\$ 1,186,884.82	\$ 5,417.13	\$ 1,192,301.95	\$ 716,698.05	

1	Measure J CEQA Litigation Legal Services	12/23/2020	\$ 200,000.00	\$ 134,820.57	\$ 5,482.49	\$ 140,303.06	\$ 59,696.94	PA00005-15
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1	Measure J LAFCO Litigation Legal Services	1/1/2022	\$ 110,000.00	\$ 63,246.50	\$ 27,857.71	\$ 91,104.21	\$ 18,895.79	PA00005-16
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Phase I Costs
Status on Measure J/Rule 19.8 Spending
Through November 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	\$ 148,802.21	\$ 12,195.95	\$ 160,998.16	\$ (60,998.16)	PA00002-01
2	Investment Banking Services	2/21/2019	\$ 30,000.00	\$ -	\$ 27,000.00	\$ 27,000.00	\$ 3,000.00	PA00002-02
3	Valuation & Cost of Service Study Consulta	2/21/2019	\$ 355,000.00	\$ 247,690.63	\$ 39,274.54	\$ 286,965.17	\$ 68,034.83	PA00002-03
4	Investor Owned Utility Consultant	2/21/2019	\$ 100,000.00	\$ 84,221.69		\$ 84,221.69	\$ 15,778.31	PA00002-04
5	District Legal Counsel		\$ 35,000.00	\$ 33,763.61	\$ 8,133.98	\$ 41,897.59	\$ (6,897.59)	PA00002-05
6	Contingency/Miscellaneous		\$ 30,000.00	\$ 9,931.83	\$ 33,814.12	\$ 43,745.95	\$ (13,745.95)	PA00002-10
	Total		\$ 650,000.00	\$ 524,409.97	\$ 120,418.59	\$ 644,828.56	\$ 5,171.44	

FINANCE AND ADMINISTRATION COMMITTEE

11. REVIEW FOURTH QUARTER LEGAL SERVICES ACTIVITY REPORT FOR FISCAL YEAR 2021-2022

Meeting Date:	September 12, 2022	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: This is an informational item only.

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

SUMMARY: The fourth quarter Legal Services Activity Report for Fiscal Year 2021-2022 is attached as **Exhibits 11-A** and **11-B**. The information presented are in a table and graph format and compares the actual current quarter activity and the year-to-date amount to the overall budget for legal services. The actual costs for the current reporting period were 100% of the total legal budget.

EXHIBITS

11-A Legal Services Costs Update Table

11-B Legal Services Graph by Fiscal Year

EXHIBIT 11-A

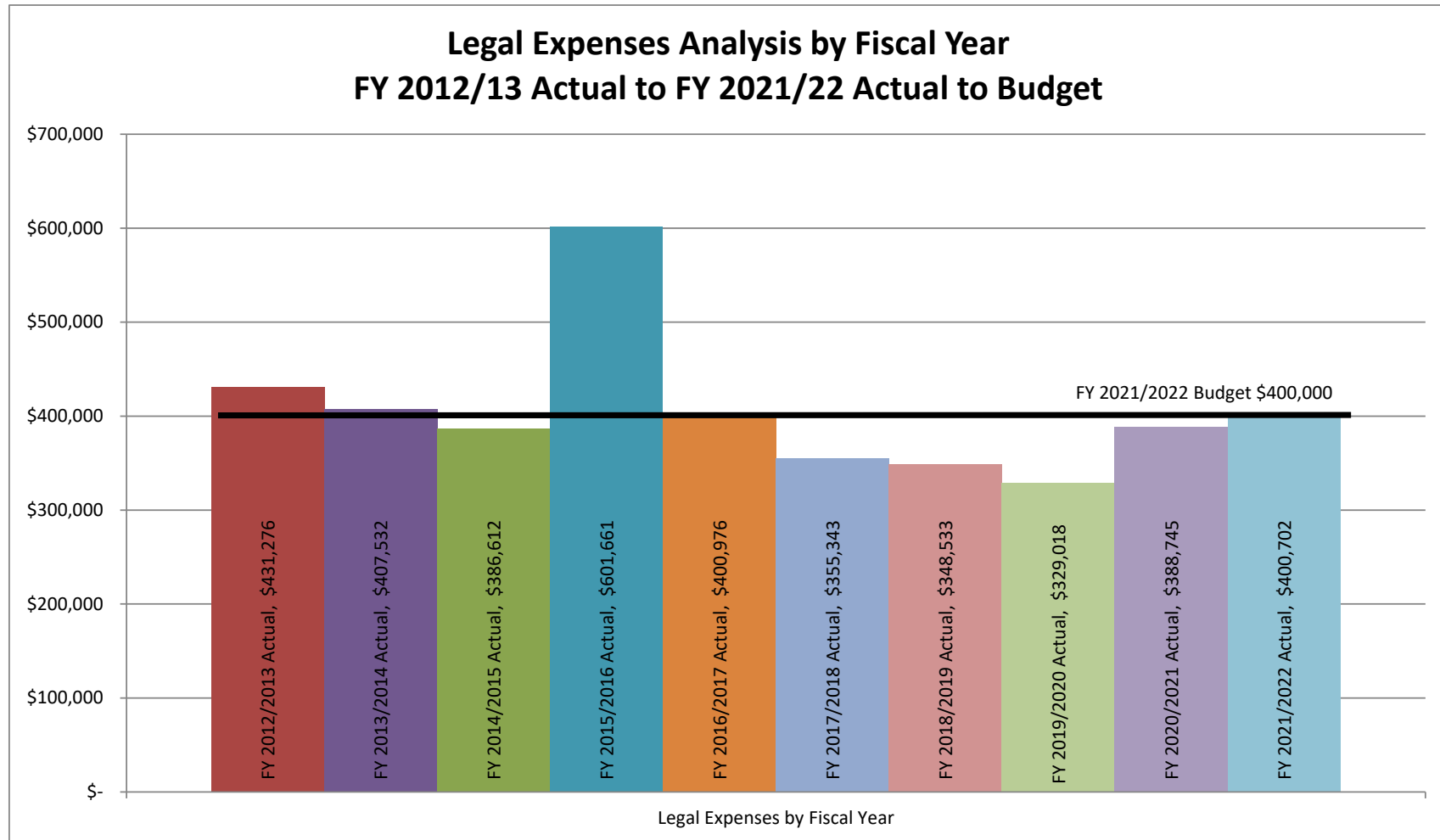
69

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
LEGAL SERVICES COSTS UPDATE
REPORT FOR QUARTER ENDED June 30, 2022

File No.	Description	Previous Balance	Quarterly Activity			Total	FY 2021/2022 Budget
			April 2021	May 2021	June 2021		
<u>Delay & Laredo</u>							
WMD-001	Retained General Counsel Service	57,007.00	6,500.00	6,500.00	6,500.00	76,507.00	
WMD-002	Non-Retained General Counsel Service	22,084.70	-	3,685.00	1,017.50	26,787.20	
WMD-003	Special Legal Services	-	-	-	-	-	
WMD-003-01	Desal A.12-04-019	1,249.60	-	330.00	-	1,579.60	
WMD-003-03	SCD - A.10-09-019	-	-	-	-	-	
WMD-003-05	218 Fee A.10-01-012	530.00	-	-	-	530.00	
WMD-003-06	SWRCB Proceedings	770.70	-	-	-	770.70	
WMD-003-07	CPUC Proceedings (General)	615.00	55.00	522.50	330.00	1,522.50	
WMD-003-09	Seaside Basin Watermaster	480.30	-	-	275.00	755.30	
WMD-003-10	Special Counsel Oversight	192.10	-	-	-	192.10	
WMD-003-11	MPWMD vs. SWRCB (CDO)	424.00	-	-	-	424.00	
WMD-003-13	Groundwater Replenishment (GWR) Project	7,982.00	-	-	55.00	8,037.00	
WMD-003-14	MPTA vs. MPWMD Case No. M123512	-	-	-	-	-	
WMD-003-18	CPUC A.15 - Modification of Rate Design and Water Ration	288.50	-	-	-	288.50	
WMD-003-20	2016 GRC - A. 16-07-002	53.00	-	-	-	53.00	
WMD-003-22	Cal-Am vs MPWMD, SWRCB	-	-	-	-	-	
WMD-003-23	Heuer vs. Valenzuela	-	-	-	-	-	
WMD-003-24	MCWD vs. PUC; City of Marina vs. PUC Case	-	-	-	-	-	
WMD-003-25	A.19-07-004 General Rate Case	13,563.50	110.00	27.50	137.50	13,838.50	
WMD-003-26	Laguna Seca Connection Moratorium	-	-	-	-	-	
WMD-003-27	CPUC Petition to Modify D.18-09-017	20,188.50	-	-	-	20,188.50	
WMD-003-28	Jensco v. MPWMD	9,721.30	357.50	137.50	-	10,216.30	
WMD-003-29	MPTA (2021) v. MPWMD	11,692.70	330.00	-	522.50	12,545.20	
WMD-003-30	A.21-11-024 Cal-AM PWMX WPA	27,758.30	18,177.50	18,342.50	11,687.50	75,965.80	
WMD-003-31	2022 GRC CPUC A. 22-07-001	-	-	2,358.50	2,145.00	4,503.50	
WMD-004	Bond, Audit or Financial Matters - Special Legal Services	132.50	-	-	-	132.50	
WMD-005	3rd Party Reimbursement - Special Legal Services	-	-	-	-	-	
WMD-005-01	Water Demand Permits/Deed Review	9,596.90	632.50	632.50	247.50	11,109.40	
WMD-005-02	Reclamation Matters	-	-	-	-	-	
WMD-005-03	WDS Permits and Water Rights Review	15,383.10	550.00	2,227.50	-	18,160.60	
WMD-005-04	ASR	79.50	-	-	1,980.00	2,059.50	
WMD-005-05	Public Records Request	2,060.30	82.50	-	82.50	2,225.30	
WMD-005-06	Successor Agency v. Cohen Case No. 34-2016-80002403	-	-	-	-	-	
WMD-005-07	Cal-Am vs MPWMD (LAFCO-CEQA)	2,900.60	-	-	-	2,900.60	
MPWMD 70	Feasibility Study	24,330.50	275.00	82.50	440.00	25,128.00	
MPWMD-77	MPWMD v. LAFCO	8,391.50	1,017.50	907.50	2,612.50	12,929.00	
	Sub-total (Delay & Laredo)	237,476.10	28,087.50	35,753.50	28,032.50	329,349.60	
<u>Goodin, MacBride, Squeri, Day & Lamprey, LLP</u>							
3465-002	Measure J/PWM Water Projects	14,860.33	-	-	-	14,860.33	
<u>Colantuono, Highsmith & Whatley, PC</u>							
	Prop 218 Advice	16,265.75	-	-	-	16,265.75	
	MPTA	17,161.00	14,908.00	2,568.75	5,589.00	40,226.75	
	MCWD vs PUC	-	-	-	-	-	
	Measure J Activities	-	-	-	-	-	
	Total	\$ 285,763.18	\$ 42,995.50	\$ 38,322.25	\$ 33,621.50	\$ 400,702.43	\$400,000.00^[1]

100%

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



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 and February. The meetings begin at 6:00 PM, *unless otherwise noted.*



Version 1

**Regular Meeting
Board of Directors**

Monterey Peninsula Water Management District

Monday, September 19, 2022 at 6:00 p.m. | Virtual Meeting

As a precaution to protect public health and safety, and pursuant to provisions of AB 361 (Rivas), this meeting will be conducted via Zoom Video/Teleconference only.

Join the meeting at this link:

<https://mpwmd-net.zoom.us/j/83899596553?pwd=RXFpMGMvajerVU9hVWVPRUh3WHcyQT09>

Or join at: <https://zoom.us/>

Webinar ID: 838 9959 6553

Passcode: 09192022

Participate by phone: (669) 900-9128

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

You may also view the live webcast on AMP <https://accessmediaproductions.org/> scroll down to the bottom of the page and select AMP 1.

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 5:00 P.M. on Friday, September 16, 2022

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS AND CORRECTIONS TO THE AGENDA - *The General Manager 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.*

Board of Directors

Karen Paull, Chair – Division 4
Mary L. Adams, Vice Chair – Monterey County
Board of Supervisors Representative
Alvin Edwards – Division 1
George Riley – Division 2
Safwat Malek – Division 3
Amy Anderson – Division 5
Clyde Roberson – Mayoral Representative

General Manager

David J. Stoldt

This agenda was posted at the District office at 5 Harris Court, Bldg. G, Monterey, California on Friday, September 16, 2022. After staff reports have been posted and 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 posted on the District website. Documents distributed on the afternoon of the meeting will be available upon request, and posted to the web within five days of adjournment of the meeting. The next scheduled meeting of the MPWMD Board of Directors will be a Special Board Meeting on Thursday, September 29, 2022 and a Regularly Scheduled Board Meeting on Monday, October 17, 2022.

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 Regular Board Meeting on August 15, 2022
2. Consider Adopting Draft Resolution No. 2022-24 Authorizing Remote Teleconferencing Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act and AB 361 (*Rivas*)
3. Consider Approval of Fourth Quarter Fiscal Year 2021-2022 Investment Report
4. Consider Adoption of Treasurer’s Report for June 2022
5. Receive and File Fourth Quarter Financial Activity Report for Fiscal Year 2021-2022
6. Consider Adoption of Resolution No. 2022-27 Amending Table 2: Non-Residential Water Use Factors
7. Declaration of Surplus Assets

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 (*Verbal Report*)
9. Update on Development of Water Supply Projects

REPORT FROM DISTRICT COUNSEL

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

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

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

11. Consider Adoption of October through December 2022 Quarterly Water Supply Strategy and Budget

Recommended Action: *The Board will consider approval of a proposed production strategy for the California American Water Distribution Systems for the three-month period of October through December 2022. The strategy sets monthly goals for surface and groundwater production from various sources within the California American Water systems.*

12. Consider Adoption of Resolution No. 2022-25 Modifying Rule 160 – Regulatory Water Production Targets for California American Water System.

[Exempt from environmental review per SWRCB Order Nos. 95-10 and 2016-0016, and the Seaside Basin Groundwater Basin adjudication decision, as amended and Section 15268 of the California Environmental Quality Act (CEQA) Guidelines, as a ministerial project; Exempt from Section 15307, Actions by Regulatory Agencies for Protection of Natural Resources.]

Recommended Action: *The Board will consider adopting Resolution No. 2022-25 modifying Rule 160.*

13. Consider Adoption of Ordinance No. 192 to Define “Community Hospital Site” and Amend Definitions of “Site” and “Parcel”

Recommended Action:

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

14. Consider Adding the Position of District Engineer to the District’s Organizational Chart

Recommended Action: *The Board will consider authorizing staff to add the District Engineer position to the District’s current organizational chart and associated salary range.*

15. Consider Adding the Position of Public Outreach Coordinator / Public Outreach Specialist to the District’s Organizational Chart

Recommended Action: *The Board will consider adding a Public Outreach Coordinator / Public Outreach Specialist position to the District’s current organizational chart and associated salary range.*

16. Approve Budget for Outside Consultant for Public Outreach Services

Recommended Action: *The Board will consider approving a contract budget with a monthly retainer of no more than \$8,000. If proposed budget for a consultant’s contract exceeds that amount, Board approval shall be sought at a subsequent meeting.*

17. Consider Adoption of Resolution 2022-26: A Resolution of the Board of Directors Authorizing the Grant Application, Acceptance, and Execution for the Expansion of the Pure Water Monterey Project

Recommended Action: *The Board will consider adoption Resolution No. 2022 – 26: A Resolution of the Board of Director’s authorizing the Grant Application, Acceptance and Execution for the Expansion of the Pure Water Monterey Project*

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.*

- 18. Report on Activity/Progress on Contracts Over \$25,000
- 19. Status Report on Measure J / Rule 19.8 Phase II Spending
- 20. Letters Received
- 21. Committee Reports
- 22. Monthly Allocation Report
- 23. Water Conservation Program Report
- 24. Carmel River Fishery Report for August 2022
- 25. Monthly Water Supply and California American Water Production Report

ADJOURNMENT

Board Meeting Schedule			
Thursday, September 29, 2022	Special Meeting	6:00 p.m.	Virtual – Zoom
Monday, October 17, 2022	Regular Meeting	6:00 p.m.	Virtual – Zoom
Monday, November 14, 2022	Regular Meeting	6:00 p.m.	Virtual – Zoom

Board Meeting Television and On-Line Broadcast Schedule	
Television Broadcast	Viewing Area
Comcast Ch. 24 View live broadcast on meeting dates, and replays on Mondays, Tuesdays and Thursdays at 4:00 p.m.	All Peninsula Cities
Comcast Ch. 28 (Monterey County Government Channel) Replays only at 9:00 a.m. on Saturdays	Throughout the Monterey County Government Television viewing area.
Internet Broadcast	
AMP 1 View live broadcast on meeting dates, and replays on Mondays, Tuesdays, and Thursdays at 4:00 p.m. and at https://accessmediaproductions.org/ scroll to AMP 1 .	
Monterey County Government Channel Replays only at 9:00 a.m. on Saturdays at www.mgtvonline.com	
MPWMD YouTube Page – View live broadcast on meeting dates. Recording/Replays available five (5) days following meeting date - https://www.youtube.com/channel/UCg-2VgzLBmgV8AaSK67BBRg	

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. MPWMD will also make a reasonable effort to provide translation services upon request. Submit requests by noon on Friday, September 16, 2022 to joel@mpwmd.net, or at (831) 658-5652. You may reach out to Sara Reyes, Admin Services Division at (831) 658-5610 or at sara@mpwmd.net.

Instructions for Connecting to the **Zoom Meeting**

Note: If you have not used Zoom previously, when you begin connecting to the meeting you may be asked to download the app. If you do not have a computer, you can participate by phone.

Begin: Within 10 minutes of the meeting start time from your computer click on this link: <https://mpwmd-net.zoom.us/j/83899596553?pwd=RXFpMGMvajerVU9hVWVPRUh3WHcyQT09> or copy / paste the link into your browser.

DETERMINE WHICH DEVICE YOU WILL BE USING (CEED WITH ONE OF THE FOLLOWING INSTRUCTIONS)

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: <https://www.zoom.us>
2. Hit the enter key
3. At the top right-hand corner, click on “Join a Meeting”
4. Where it says, “Meeting ID”, type in the Meeting ID# above and click “Join Meeting”
5. Your computer will begin downloading the Zoom application. Once downloaded, click “Run” and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).

6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO

1. If you have built in computer audio settings or external video settings – please click “Test Speaker and Microphone”.
2. The client will first ask “Do you hear a ringtone?” • If no, please select “Join Audio by Phone”.
 - a. If yes, proceed with the next question:
3. The client will then ask “Speak and pause, do you hear a replay?” • If no, please select “Join Audio by Phone” • If yes, please proceed by clicking “Join with Computer Audio”

PHONE CALL

1. If you do not have built in computer audio settings or external video settings – please click “Phone Call”
2. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
3. Once connected, it will ask you to enter the Webinar ID No. and press the pound key
4. It will then ask you to enter your participant ID number and press the pound key.
5. You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

1. Download the Zoom application through the Apple Store or Google Play Store (the application is free).
2. Once download is complete, open the Zoom app.
3. Tap “Join a Meeting”
4. Enter the Meeting ID number
5. Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
6. Tap “Join Meeting”
7. Tap “Join Audio” on the bottom left-hand corner of your device
8. You may select either ONE of two options: “Call via Device Audio” or “Dial in”

DIAL IN

1. If you select “Dial in”, you will be prompted to select a toll-free number to call into.
2. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
3. The phone will automatically dial the number, and input the Webinar Meeting ID No. and your Password.
4. Do not hang up the call, and return to the Zoom app
5. You are now connected to the meeting.

Presenting Public Comment

Receipt of Public Comment – the Chair will ask for comments from the public on all items. Limit your comment to 3 minutes but the Chair could decide to set the time for 2 minutes.

- (a) Computer Audio Connection: Select the “raised hand” icon. When you are called on to speak, please identify yourself.
- (b) Phone audio connection **with** computer to view meeting: Select the “raised hand” icon. When you are called on to speak, dial *6 to unmute and please identify yourself.
- (c) Phone audio connection only: Press *9. Wait for the clerk to unmute your phone and then identify yourself and provide your comment. Press *9 to end the call.

Submit Written Comments

If you are unable to participate via telephone or computer to present oral comments, you may also submit your comments by e-mailing them to comments@mpwmd.net with one of the following subject lines "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT – ORAL COMMUNICATIONS". Comments must be received by 12:00 p.m. on Monday, September 19, 2022. Comments submitted by noon will be provided to the Board of Directors and compiled as part of the record of the meeting.

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