

DIVISIONAL OBJECTIVES

ADMINISTRATIVE SERVICES DIVISION OBJECTIVES FOR FISCAL YEAR 2004-2005

Objective: Maintain and Enhance the Financial Accounting Budgeting and Reporting Systems to Provide Concise, Timely and Accurate Information

Goals:

1. Continue restructuring the annual financial report for submission for consideration for "Certificate of Achievement for Excellence in Financial Reporting" by the Government Finance Officers Association.
2. Present the mid-year budget adjustment to the Administrative Committee and Board of Directors at the January Board meeting each year.
3. Present quarterly financial status reports to the Administrative Committee and Board of Directors.
4. Coordinate the development of the annual budget for presentation of a first draft to the Administrative Committee and Board of Directors in May of each year.
5. Coordinate the development of the annual budget for adoption by the Administrative Committee and Board of Directors in June of each year.

Objective: Assure that Internal Controls Protect the District's Assets and Provide Financial Integrity

Goals:

1. Submit the annual financial audit to the Administrative Committee and Board of Directors by November 30 of each year.
2. Maintain centralized budget controls in support of Division Managers.

Objective: Prudently Manage Investments to Minimize Risk and Maximize Returns

Goals:

1. Review the District Investment Policy with the Administrative Committee and Board of Directors no later than February of each year.
2. Continue to provide a quarterly investment report to the Administrative Committee and Board of Directors.

Objective: Manage Labor Relations

Goals:

1. Continue initiatives to maintain satisfactory Labor/Management relations with LIUNA/UPEC Local 270.
2. Negotiate annual Memorandum of Understanding with Confidential Group by June 30 of each year in which a contract expires.

Objective: Maintain a District Risk Management Program to Minimize Exposure to Loss while Striving to Maximize Operating Efficiency and Reduce Expenses

Goals:

1. Continue to evaluate and develop the risk management program and negotiate appropriate insurance coverage levels for property and liability exposures.

Objective: Provide for a Safe and Healthy Workplace

Goals:

1. Maintain the District health and safety program, including a safety-training program.
2. Identify and develop safety procedures for compliance with new and pending regulations.
3. Maintain a process for identifying and correcting workplace hazards.

PLANNING AND ENGINEERING DIVISION OBJECTIVES FOR FISCAL YEAR 2004-2005

Objective: Increase Water Supply To Meet Community and Environmental Needs

Goals:

1. Pursue water supply opportunities both within and outside of District, in cooperation and consultation with Cal-Am, Monterey County, and other local water agencies. Opportunities may include, but are not limited to: seawater desalination at various locations, aquifer storage and recovery, reclamation and ground water exploration.
2. Prepare EIR on long-term (ASR) project (pending Board direction on June 21, 2004).
3. Continue pursuit of the District's two Petitions for Change (for ASR and existing Carmel River diversions) to the District's permits from the State Water Resources Control Board.

Objective: Maintain Mitigation Program

Goals:

1. Prepare 2003-04 annual report for Mitigation Program by January 2005.
2. Complete permitting and design of repairs to Valley Hills Restoration Project and large wood habitat structures at Garland Park by June 2005.
3. Provide technical and permitting assistance to Carmel River property owners for bank repairs and riparian habitat protection and enhancement.
4. Maintain vegetation in the Carmel River as necessary for streambank stability and riparian habitat protection by November 2004.
5. Continue process to secure long-term Memorandum of Understanding with California Department of Fish and Game for river maintenance activities.

6. Plan and design lower Carmel River erosion protection and restoration projects by April 2005.
7. Conduct annual soil, and avian (bird) monitoring to document quality of Carmel River riparian habitat (e.g. riparian trees and shrubs such as cottonwood, willow, alder and sycamore.) Avian monitoring is conducted by a consultant.

Objective: Endangered Species Act Compliance

Goals:

1. Assure compliance with Endangered Species Act for District activities.

Objective: Complete Other Activities

Goals:

1. Assist in public information program on water issues and District actions.
2. Implement MPWMD Rules and Regulations and associated Implementation Guidelines for water distribution systems, including CEQA review and permit processing, with assistance from a consultant.
3. Comply with CEQA for District projects.
4. Participate in CEQA environmental review on non-District projects that could affect water resources within the District.

WATER DEMAND DIVISION

OBJECTIVES FOR FISCAL YEAR 2004-2005

Objective: Manage and Allocate Available Water

Goals:

1. Provide staff support to Information Technology Officer and contractor to design and implement a standardized Windows-based property/permitting database.
2. Maintain a comprehensive policies and procedures manual for the Water Demand Division.
3. Evaluate and issue water permits for projects within the District and ensure compliance with permit conditions.
4. Coordinate with jurisdictions regarding water credits and allocations.
5. Track jurisdiction water allocations and provide monthly report to Board.
6. Review environmental documents on large projects for completeness and accuracy.
7. Inspect properties for compliance with permit and water conservation requirements.

Objective: Promote Water Conservation

Goals:

1. Track changes of ownership and obtain certification and verification of compliance with District rules.
2. Assess and document Water Use Credits and other permanent reductions in water use.
3. Work with Cal-Am on implementation of the Expanded Water Conservation and Standby Rationing Plan.

4. Monitor Cal-Am consumption for compliance with Regulation 14, Water Conservation. Enforce as needed.
5. Regularly maintain and update Internet site to include current and useful information related to WDD policies and procedures, water saving appliances, water credits, and other related information.
6. Respond to water waste complaints and follow up as necessary.
7. Actively participate as a member of the Water Awareness Committee of Monterey County.
8. Provide landscape water audits upon request.
9. Provide free showerheads, faucet aerators, rain sensors and positive-action shut-off nozzles and water conservation literature.

U:\Arlene\word\20040127\BoardMeetings\StaffNotes\0929\item5\item5_exh5A\wdd.doc

WATER RESOURCES DIVISION

OBJECTIVES FOR FISCAL YEAR 2004-2005

Objective: Support Long-Term Water Supply Studies

Goals:

1. As directed, coordinate with Cal-Am staff and consultants to provide technical assistance in preparing project descriptions and environmental assessment documents for the proposed Coastal Water Project, which includes evaluation of a desalination facility and aquifer storage and recovery program.
2. As directed, continue to develop technical information on local desalination project as related to alternative water supply project evaluations.
3. Provide water resources simulation modeling analyses to support evaluation of water supply project alternatives. The District conducts water resources modeling in-house with its Carmel Valley Simulation (CVSIM) model. CVSIM is a family of computer-based operations models that simulate water resource system performance (i.e., municipal yield, streamflows, ground water storage) under varying hydrologic, management, facilities and demand conditions. This model was developed by District staff and has been in use since 1981.
4. Provide fisheries impacts analyses to support evaluation of project alternatives. These analyses will be based primarily on evaluation of CVSIM modeling results, and will focus on the availability of Carmel River flows under each project alternative considered, for each phase of the steelhead life cycle.
5. Provide technical assistance for evaluation of San Clemente Dam Drawdown and Safety Remediation Projects.

Objective: Manage the Seaside Basin Aquifer Storage and Recovery (ASR) Project

Goals:

1. If authorized by MPWMD Board, prepare draft environmental impact report (EIR) that evaluates the District's proposed long-term Seaside Basin ASR project.

2. If authorized by MPWMD Board, provide CVSIM modeling and fisheries impacts analyses to support evaluation of alternatives for long-term Seaside Basin ASR project.
3. Coordinate with California Department of Health Services and Cal-Am for approvals to utilize test well for recovery of WY 2004 injected water in August 2004.
4. Collect water quality and level data during recovery through December 2004.
5. If authorized by MPWMD Board, request State Water Resources Control Board (SWRCB) temporary permit to conduct WY 2005 testing, and conduct updated environmental review for this testing (if required by SWRCB).
6. If authorized by MPWMD Board, conduct WY 2005 aquifer water injection testing from December 2004 through May 2005, SWRCB permit allowing.
7. Coordinate with Cal-Am on engineering plans and development of new facilities to increase delivery capacity for both temporary and long-term ASR projects.
8. Complete analysis and reporting of WY 2004 aquifer water injection and recovery testing by January 2005.
9. Continue process for securing additional Aquifer Storage and Recovery (ASR) sites with City of Seaside and U.S. Army.

Objective: Manage Seaside Basin Groundwater Resources

Goals:

1. Coordinate with District consultants to complete technical update of Seaside Basin ground water conditions in July 2004.
2. Update work plan and schedule for completion of Seaside Basin Groundwater Management Plan (SBGMP) in August 2004, subject to budget considerations.
3. Formalize SBGMP Advisory Group and conduct initial meeting in August/September 2004.

4. Continue development of SBGMP with public and Advisory Group oversight during FY 2004-2005.

Objective: Manage Water Allocation Mitigation Program – Fisheries

Goals:

1. Continue monitoring sediment movement and planning for appropriate course of action on Sleepy Hollow Steelhead Rearing Facility (SHSRF) intake retrofit in July 2004.
2. Complete rescues of steelhead from drying reaches of the Carmel River in September 2004.
3. Operate SHSRF until adequate river flows resume in WY 2005.
4. Complete Fall 2004 steelhead population surveys in October 2004.
5. Complete Fall 2004 bioassessment sampling in November 2004.
6. Monitor Spawning Habitat Restoration Project during FY 2004-2005.
7. Negotiate water supply strategy and budgets quarterly, and secure 2005 Memorandum of Agreement on Carmel River flows in May 2005.
8. Prepare environmental review and secure federal 404 permit to dredge and inject spawning gravel below San Clemente Reservoir in December 2004.
9. Complete spawning gravel dredge and inject project in May 2005.

Objective: Manage Water Allocation Mitigation Program – Hydrology

Goals:

1. Complete annual and long-term mitigation program reports during FY 2004-2005.
2. Complete WY 2004 District annual water production reporting in February 2005.

3. Prepare ongoing surface water flow data evaluations to address use/impact inquiries during FY 2004-2005.
4. Conduct semi-annual ground water quality monitoring in October 2004 and April 2005.
5. Prepare WY 2005 water supply status and forecast report in May 2005.
6. Install remote access telemetering equipment at HWY 1 and Don Juan gaging stations on the Carmel River by June 2005.
7. Participate in ongoing environmental reviews of non-District water supply development projects as required.

U:\Arlene\word\20040127\BoardMeetings\StaffNotes\0929\item5\item5_exh5A\wrđ.doc