



EXHIBIT 16-A

FINAL MINUTES Monterey Peninsula Water Management District Administrative Committee June 10, 2013

Call to Order

The meeting was called to order at 4:07 PM in the District Conference Room.

Committee members present: Director Lewis
 David Pendergrass

Committee members absent: Judi Lehman

Staff present: David J. Stoldt, General Manager
 Debbie Martin, Conservation Technician II
 Suresh Prasad, Administrative Services Manager/Chief Financial Officer
 Sara Reyes, Office Services Supervisor
 Cynthia Schmidlin, Human Resources Analyst
 Henrietta Stern, Project Manager
 Arlene Tavani, Executive Assistant
 Kevan Urquhart, Sr. Fisheries Biologist

Oral Communications

None

Adopt Minutes of May 13, 2013 Committee Meeting

The committee voted 2 to 0 to adopt the May 13, 2013 committee meeting minutes.

Items on Board Agenda for June 17, 2013

Consider Expenditure of Budgeted Funds for Water Conservation Equipment and Signage

Debbie Martin, Conservation Technician II, reported on this item and answered questions from the committee. After some discussion, the committee voted 2 to 0 to recommend the Board support the expenditure of up to \$12,000 to purchase water conservation equipment and signage.

Approve Final Design and Expenditure for Replacement of Exterior Signage at MPWMD Main Office

Arlene Tavani, Executive Assistant, reported on this item and answered questions from the committee. An updated quote for production of two exterior signs for a cost of \$8,500, was presented to the committee for their information. The updated quote included costs for an additional entrance sign. After some discussion, the committee voted 2 to 0 to recommend the Board approve funding for permitting, production and installation of two exterior signs, and an

additional \$200 to cover extra permitting costs, if needed.

Consider Expenditure of Budgeted Funds to Contract for Limited Term Field Positions During FY 2013-2014

Cynthia Schmidlin, Human Resources Analyst, reported on this item and answered questions from the committee. Kevan Urquhart, Sr. Fisheries Biologist, also provided additional information to the committee. The committee voted 2 to 0 to recommend approval.

Consider Authorization of Funds to Amend Contracts for Limited-Term Employees Engage in Fish Rescues

Cynthia Schmidlin reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board authorize the expenditure of funds to amend the contract of one Water Resources Assistant, increasing the hours of work up to 32 hours, and amend the contracts of several Fisheries Aides, increasing the hours of work up to a total of 96 hours.

Authorize Expenditure of Budgeted Funds for Temporary Agency Employee to Assist with Data Migration in the Water Demand Division During 2013-2014

Debbie Martin reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board authorize the expenditure of \$38,220 for a local staffing agency to provide an additional, or successive individuals if necessary, to perform data migration duties in the Water Demand Division for 1,960 hours during FY 2013-2014.

Consider Expenditure of Budgeted Funds to Amend Contract with Golden State Planning and Environmental Consulting to Assist with Water Distribution System Permit Program

Henrietta Stern, Project Manager reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board authorize the General Manager to amend the current District professional services contract with Golden State Planning and Environmental Consulting for a not-to-exceed amount of \$6,000 for FY 2013-2014.

Consider Expenditure of Budgeted Funds to Amend Contract with Pueblo Water Resources to Provide Hydrogeologic Review for Water Distribution System Permits

Henrietta Stern, reported on this item and answered questions from the committee. After some discussion, the committee voted 2 to 0 to recommend the Board authorize the General Manager to amend the current District professional services contract with Pueblo for a not-to-exceed amount of \$13,000 for FY 2013-2014.

Consider Expenditure of Budgeted Funds for Assistance with IFIM to Analyze Instream Flow Requirements for the Carmel River

Kevan Urquhart reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board approve the expenditure of up to \$50,000 in budgeted funds for assistance with developing an IFIM to revise instream flow requirements for the Carmel River.

Consider Authorization to Contract with Hayashi & Wayland to Conduct Annual Financial Audit for Fiscal Year 2012-2013

Suresh Prasad, Administrative Services Manager/Chief Financial Officer, reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board authorize the Chief Financial Officer to enter into a one-year agreement with Hayashi & Wayland to

conduct the annual audit of the District's financial records for a total cost of \$33,750.

Consider Adoption of Resolution 2013-08 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges

Suresh Prasad reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board review and adopt Resolution 2013-08 and authorize the County of Monterey for collection of Water Supply Charge on the property tax bill.

Consider Adoption of Resolution 2013-09 Establishing Article XIII(B) Fiscal Year 2013-2014 Appropriations Limit

Suresh Prasad reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board adopt Resolution 2013-09, establishing an appropriations limit for Fiscal Year 2013-2014 in the amount of \$1,430,885.

Receive and File Third Quarter Financial Activity Report for Fiscal Year 2012-13

Suresh Prasad reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board receive and file the Third Quarter Financial Activity Report for Fiscal Year 2012-2013.

Consider Adoption of Treasurer's Report for April 2013

Suresh Prasad reported on this item and answered questions from the committee. The committee voted 2 to 0 to recommend the Board adopt the Treasurer's Report for April 2013.

Discussion Item

Consider Amendment to Carmel Area Wastewater District/Pebble Beach Community Services District Reclamation Project Agreements

General Manager David Stoldt gave an oral report on this item. Mr. Stoldt reported that this will be presented to the full Board at its June 17, 2013 meeting, provided the draft amendments are provided to the District by close of business on June 11, 2013.

Other Business

Review Draft Agenda for June 17, 2013 Regular Board Meeting

General Manager Stoldt reported that the agenda will be amended to reflect removal of Item 9 – Consider Expenditure of Budgeted Funds for School Retrofits and Item 11 -- Third Quarter Financial Activity Report for Fiscal Year 2012-2013. The committee reviewed the draft agenda and made no changes to the agenda.

Adjournment

The meeting was adjourned at 5:12 PM.