



EXHIBIT 21-B

FINAL MINUTES

Monterey Peninsula Water Management District Administrative Committee November 13, 2019

Call to Order

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

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

Committee members absent: None

Staff present: David Stoldt, General Manager
Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Larry Hampson, Consultant
Sara Reyes, Sr. Office Specialist

Oral Communications

None

Items on Board Agenda for November 18, 2019

- 1. Consider Adoption of Minutes of October 14, 2019 Committee Meeting**
On a motion by Evans and second by Hoffmann, the minutes of the October 14, 2019 meeting were approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.
- 2. Consider Adoption of Electronic Communications Management Policy**
On a motion by Evans and second by Hoffmann, the committee voted to recommend the Board adopt the Electronic Communications Management Policy with changes to Section 2 of the draft Resolution No. 2019-17, as recommended by the committee. The motion was approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.
- 3. Consider Authorization of Additional Contingency Funds for Construction and Related Services for the Sleepy Hollow Steelhead Rearing Facility Raw Water Intake and Water Supply System Upgrade Project**
On a motion by Evans and second by Hoffmann, the committee voted to recommend the Board authorize the General Manager to approve additional change orders to construction and service contracts or for new service contracts for the Project in an amount up to \$134,500 in total. The motion was approved on a vote of 3 – 0 by Evans, Hoffmann and Riley.
- 4. Consider Approval of Budgeted Funds to Replace HVAC Unit at the MPWMD Harris Court Administrative Building**

On a motion by Hoffmann and second by Evans, the committee voted to recommend authorizing the Administrative Services Manager/Chief Financial Officer to replace the HVAC unit at the MPWMD Harris Court Administration Building for an amount not to exceed \$15,000. The motion was approved on a vote of 3 – 0 by Hoffmann, Evans and Riley.

5. Receive and File First Quarter Financial Activity Report for Fiscal Year 2019-2020

The committee received the First Quarter Financial Activity Report for Fiscal Year 2019-2020. No action was taken by the committee.

6. Consider Approval of First Quarter Fiscal Year 2019-2020 Investment Report

On a motion by Evans and second by Hoffmann, the committee voted to recommend the Board approve the First Quarter Fiscal Year 2019-2020 Investment Report. The motion was approved on a voted of 3 – 0 by Evans, Hoffmann and Riley.

7. Consider Adoption of Treasurer’s Report for September 2019

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

8. 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.

9. Status Report on Measure J/Rule 19.8 Spending

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

Other Items

10. Review Draft November 18, 2019 Regular Board Meeting Agenda

The committee reviewed the draft agenda and made no changes.

Adjournment

The meeting adjourned at 5:23 PM.