

County of Monterey

*Saffron Room
1441 Schilling Place
Salinas, CA 93901*



Meeting Agenda

Tuesday, February 4, 2025

10:00 AM

Saffron Room - 1441 Schilling Place, Salinas, Ca 93901.

Water Resources Agency Planning Committee

*Deidre Sullivan, Chair
Ken Ekelund
Mark Gonzalez
Matthew Simis*

To participate in this Planning Committee meeting through the following methods:

1. You may attend in person,
2. For ZOOM participation please join by computer audio at:
<https://montereycty.zoom.us/j/95511982423>
OR to participate by phone call any of these numbers below:
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+1 346 248 7799 US (Houston)
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Enter this Meeting ID number: 955 1198 2423, PASSWORD: 884853 when prompted. Please note there is no Participant Code, you will just hit # again after the recording prompts you. You will be placed in the meeting as an attendee; when you are ready to make a public comment, if joined by computer audio, please Raise your Hand; and by phone, please push *9 on your keypad.

3. If you wish to comment on a specific agenda item while the matter is being heard, you may participate by the following means: When the Chair calls for public comment on an agenda item, the Zoom Meeting Host, or his or her designee, will first ascertain who wants to comment (among those who are in the meeting electronically or telephonically) and will then call on speakers and unmute their device one at a time. Public speakers may be broadcast in audio form only.

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4. If you wish to comment on a particular agenda item, please submit your comments in writing via email to Monterey County Water Resources Agency at WRAPubliccomment@countyofmonterey.gov by 5:00 p.m. on the Tuesday prior to the Committee meeting. To assist Agency staff in identifying the agenda item to which the comment relates please indicate the Committee meeting date and agenda number in the subject line. Comments received by the 5:00 p.m. Tuesday deadline will be distributed to the Committee and will be placed in the record.
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WRAPubliccomment@countyofmonterey.gov In an effort to assist Agency staff in identifying the agenda item relating to your public comment please indicate in the subject line, the meeting body (i.e. Planning Committee) and item number (i.e. Item No. 10). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

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9. The Chair and/or Secretary may set reasonable rules as needed to conduct the meeting in an orderly manner.

Participar en esta reunión del Comité de Planificación a través de los siguientes métodos:

1. Puede asistir en persona,

2. El público puede observar la reunión ZOOM a través de computadora haciendo clic en el siguiente enlace: <https://montereycty.zoom.us/j/95511982423>

O el público puede escuchar a través del teléfono llamando al:

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3. Los miembros del público que desean comentar en un artículo específico de la agenda, mientras que el artículo se este presentando durante la reunión, pueden participar por cualquiera de los siguientes medios: Cuando el Presidente del Comité solicite comentarios públicos sobre un artículo de la agenda, el anfitrión de la reunión Zoom o su designado, primero determinará quién quiere testificar (entre los que están en la reunión por vía electrónica o telefónica) y luego llamará a los oradores (speakers) y activará la bocina para el orador, uno a la vez. Todo orador, será transmitido por audio en altavoz solamente.

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4. Si un miembro del público desea comentar sobre un artículo de la agenda en particular, se le es sumamente recomendable que envíe sus comentarios por escrito por correo electrónico a la Agencia de Administración de Recursos del Agua (Agencia) a WRAPubliccomment@countyofmonterey.gov antes de las 5:00 P. M. el Martes antes de la reunión del Comité. Para ayudar al personal de la Agencia a identificar el número del artículo de la agenda con el cual se relaciona el comentario, se solicita al público que indique la fecha de la reunión del Comité y el número del artículo de la agenda en la línea de asunto. Comentarios recibidos en la fecha límite del Martes a las 5 P.M, serán distribuidos al Comité y serán colocados en el registro.

5. Los miembros del público que deseen hacer un comentario público general para temas que no están en la agenda del día o que deseen comentar en un artículo específico mientras se escucha la presentación, lo pueden hacer enviando un comentario por correo electrónico, preferiblemente limitado a 250 palabras o menos, a WRAPubliccomment@countyofmonterey.gov. Para ayudar al personal de la Agencia a identificar el artículo de la agenda con el cual se relaciona el comentario, se solicita al público que indique el nombre del Comité (por ejemplo: Comité de Planificación) y el número del artículo de la agenda (por ejemplo: Artículo # 10). Se hará todo lo posible para leer el comentario en el registro, pero algunos comentarios pueden no leerse en voz alta debido a limitaciones de tiempo. Los comentarios recibidos después del cierre del período de comentarios públicos sobre un artículo de la agenda serán parte del registro si se reciben antes que termine la reunión del Comité.

6. Si los oradores u otros miembros del público tienen documentos que desean distribuir al Comité

para un artículo de la agenda, se les recomienda enviar dichos documentos antes de las 5:00P.M. el Martes antes de la reunión a: WRAPubliccomment@countyof.monterey.gov. Para ayudar al personal de la Agencia a identificar el número del artículo de la agenda con el cual se relaciona el comentario, se solicita al público que indique la fecha de la reunion del Comité y el número de agenda en la línea de asunto.

7. Si los miembros del público desean presentar documentos o presentaciones de PowerPoint mientras hablan, deben enviar el documento electrónicamente antes de las 5:00 P.M. del Martes antes de la reunión a WRAPubliccomment@countyof.monterey.gov. (Si se presenta después de ese plazo, el personal hará los mejores esfuerzos, pero no puede garantizar que esté disponible su PowerPoint para presentar durante la reunión del Comité).

8. Las personas con discapacidades que deseen solicitar una modificación o modificación razonable para observar o participar en la reunión pueden realizar dicha solicitud enviando un correo electrónico a WRAPubliccomment@countyofmonterey.gov. La solicitud debe hacerse a más tardar el mediodía del Martes antes de la reunión del Comité para dar tiempo a la Agencia para que atiendala solicitud.

9. El Presidente y / o Secretario pueden establecer reglas razonables según sea necesario para llevar a cabo la reunión de manera ordenada.

Call to Order

Roll Call

Public Comment

Committee Member Comments

Consent Calendar

1. Approve the Action Minutes of the Planning Committee meeting held on January 8, 2025.

Attachments: [draft Planning Minutes January 8, 2025](#)

Staff Reports

2. Establish Guiding Principles for the Board of Directors. (Staff Presenting: Shaunna Murray)

Attachments: [MCWRA_DRAFT Guiding Principles](#)
[MCWRA_DRAFT Roles and Responsibilities summary](#)

3. Overview of the Upcoming Strategic Planning Update Workshop. (Staff Presenting: Shaunna Murray)

Calendar

4. Set next meeting date and discuss future agenda items.

Adjournment



County of Monterey

Item No.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: WRAPL 25-006

February 04, 2025

Introduced: 1/28/2025

Current Status: Agenda Ready

Version: 1

Matter Type: WRA Planning Item

Approve the Action Minutes of the Planning Committee meeting held on January 8, 2025.

County of Monterey

*Saffron Room
1441 Schilling Place
Salinas, CA 93901*



Meeting Minutes

Wednesday, January 8, 2025

10:00 AM

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Water Resources Agency Planning Committee

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Ken Ekelund
Mark Gonzalez
Matthew Simis*

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9. El Presidente y / o Secretario pueden establecer reglas razonables según sea necesario para llevar a cabo la reunión de manera ordenada.

Call to Order

The meeting was called to order at 10:11 a.m.; Committee Members and Staff relocated to Tarragon Room due to Saffron Room was having technically zoom issues.

Roll Call

Present: Deidre Sullivan, Ken Ekelund, Matt Simis
Absent: Mark Gonzalez

Public Comment

None

Committee Member Comments

None

Consent Calendar

Upon the Motion by Matt Simis, second by Ken Ekelund the Committee approved the Consent Calendar of the Planning Committee Meeting.

1. Approve the Action Minutes of the Planning Committee meeting held on December 4, 2024.

Attachments: [Draft Planning Minutes December 4, 2024](#)

Staff Reports

2. Overview of the Upcoming Strategic Planning Update Workshop.
(Staff Presenting: Shaunna Murray)

Committee Member Comments: Deidre Sullivan, Matt Simis

Staff Comments: None

Public Comments: None

3. Establish Guiding Principles for the Board of Directors.
(Staff Presenting: Shaunna Murray)

Attachments: [1. ILG tips for promoting civility in public mtgs.](#)
 [2. ILG exceptional councils](#)
 [3. MCWRA StrategicPlan2025 SampleGuidingPrinciples](#)

Committee Member Comments: Deidre Sullivan, Ken Ekelund, Matt Simis

Staff Comments: None

Public Comments: None

4. Develop a Training program for the Board of Directors.
(Staff Presenting: Shaunna Murray)

Attachments: [CSDA on demand classes for Board Members](#)

Committee Member Comments: Ken Ekelund, Deidre Sullivan, Matt Simis

Staff Comments: None

Public Comments: None

Calendar

5. Set next meeting date and discuss future agenda items.

Adjournment

The meeting adjourned at 11:54 a.m.



County of Monterey

Item No.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: WRAPL 25-007

February 04, 2025

Introduced: 1/28/2025

Current Status: Agenda Ready

Version: 1

Matter Type: WRA Planning Item

Establish Guiding Principles for the Board of Directors. (Staff Presenting: Shaunna Murray)

**Monterey County Water Resources Agency
Strategic Plan Update
Sample Board Guiding Principles V4**

Guiding Principles: Agreed upon standards of behavior and practices that form the basis of rules of order, conduct and procedure that can be included in the Monterey County Water Resources Agency Act (MCWRA or Agency) Bylaws.

1. Respect and adhere to the Monterey County Water Resources Agency Act and all applicable laws with respect to counties and special districts (e.g., Political Reform Act, Brown Act, etc.); MCWRA ordinances and resolutions (adopted by the MCWRA Board of Supervisors); and MCWRA Bylaws (adopted by the MCWRA Board of Directors).
2. Approach governing in a professional manner, committing to lifelong learning, working toward the common good, performing stakeholder outreach in support of policies that further the Agency's mission, and bringing honor to the institutions of the MCWRA and County.
3. Honor the role of the presiding officer, and through his/her affirmative duty to maintain order through a working knowledge of parliamentary procedure, the presiding officer demonstrates steady and positive leadership for all.
4. Treat everyone with courtesy and respect, demonstrate honesty and integrity in every action and statement, disagree agreeably and professionally.
5. Prepare in advance for meetings and be familiar with issues on the agenda.
6. Share information and seek answers to questions on an item on the agenda with the General Manager prior to meetings to avoid surprises and allow staff to be prepared.
7. When staff and/or consultants are presenting agenda items, be curious by listening first and then asking clarifying questions to better understand staff's analysis and recommendations.
8. When discussing an agenda item, allow the opportunity to dialogue by not overtaking discussions, clearly stating opinions once and not repeating others' points, and working to build consensus or at least shared understanding.
9. Work together, modeling teamwork and practicing civility and decorum, during discussions and debate as well as while expressing dissent from, or protest to, or comment upon, any agenda item or action.
10. Once a vote is taken on an issue, support the action taken by the majority while also respecting the opinion of the minority vote.



**Monterey County Water Resources Agency
Strategic Plan
Summary Matrix of Roles and Responsibilities**

Tables 1 through 4 below outline the roles and responsibilities of the MCWRA Board of Supervisors, MCWRA Board of Directors, and MCWRA General Manager (which includes provisions pertaining to MCWRA staff, if any) as outlined in the following documents (listed by hierarchy of authority):

- MCWRA Act
- MCWRA ordinances (not included in table below due to being researched)
- Monterey County General Plan, 2010, when MCWRA is specifically mentioned (not included in table below due to being researched)
- Monterey County Code of Ordinances, where MCWRA is specifically mentioned as detailed below
- MCWRA Resolutions (not included in table below due to being researched)
- MCWRA Board of Directors Bylaws

Table 1. Monterey County Board of Supervisors

MCWRA BOARD OF SUPERVISORS	
Summarized Roles & Responsibilities	Reference
Establish zones within the Agency without reference to the boundaries of other zones, and may institute zone projects for the specific benefit of the zones.	MCWRAA Sec. 6(a)
Amend any or all of the zones.	MCWRAA Sec. 7(a)
May adopt, by ordinance, reasonable procedures, rules, and regulations to implement this act. May, by ordinance, declare that a violation of its ordinances is a nuisance and may provide for the summary abatement of the nuisance. May provide that any person committing a nuisance is liable for the costs incurred by the Agency to abate a nuisance and may provide for civil penalties which may be imposed by a court.	MCWRAA Sec. 15
Power to make and enforce all needful rules and regulations for the administration and government of the Agency, and to appoint and employ all needful agents, superintendents, engineers, attorneys, and employees to properly look after the performance of any work provided for in this act and to operate and maintain those works, and to perform all other acts necessary or proper to accomplish the purposes of this act. May in its discretion appoint a chairman, a secretary, and any other officers, agents, and employees for the Board or the Agency as in its judgment may be deemed necessary, prescribe their duties, and fix their compensation. The officers, agents, and employees so appointed shall hold their respective offices or positions at the pleasure of the Board.	MCWRAA Sec. 17
May by resolution employ competent consultants and employees as may be required to investigate and carefully devise a plan or plans to control the flood and storm waters of the Agency, and the zones thereof, and the flood and storm waters of streams that have their sources outside of the Agency but which streams and the flood waters thereof flow into the Agency, and to conserve those waters for beneficial and useful purposes	MCWRAA Sec. 18
Determine which projects or works of improvement shall be carried out.	MCWRAA Sec. 19
May impose water tolls or charges for the use of water served directly by the Agency.	MCWRAA Sec. 23
No action shall be taken by the Board of Supervisors relating to the Agency without seeking or obtaining a recommendation from the Directors.	MCWRAA Sec. 52
Adopt the Agency's budget after the Directors approve it	MCWRAA Sec. 54
May grant to the purchasing agent the same authority to execute contracts on behalf of the Agency as it has to execute contracts on behalf of the County	MCWRAA Sec. 58
All contracts for which funds have not previously been budgeted by the Agency shall be approved by the Board of Supervisors and executed by the chairperson of the Board of Supervisors. All contracts involving the lease of Agency land to the County for recreational	MCWRAA Sec. 60 and 60.1

MCWRA BOARD OF SUPERVISORS	
Summarized Roles & Responsibilities	Reference
use shall be approved, modified, terminated, or administered by the Board of Supervisors, unless the Supervisors, by ordinance, grant this authority to the Directors.	
May select one of the candidates [for General Manager] referred by the Directors or may reject all candidates and direct that the process be repeated.	MCWRAA Sec. 61(a)
Retain the authority to terminate the general manager.	MCWRAA Sec. 61 (b)
May take any of the following actions: (a) Adopt Agency ordinances. (b) Create zones. (c) Levy assessments or taxes, impose fees, charges or tolls, authorize bonds, or borrow money. (d) Authorize projects that involve the creation of zones or the institution of any financing measures. (e) Adopt an Agency budget.	MCWRAA Sec. 70
Responsible for the initiation and the conduct of any litigation by the Agency and for the settlement of any litigation.	MCWRAA Sec. 71 (a)
The Board of Supervisors and Directors shall hold a joint meeting semiannually.	MCWRAA Sec. 75

Table 2. MCWRA Board of Directors

MCWRA BOARD OF DIRECTORS	
Roles & Responsibilities	Reference
Shall be residents of the County and shall have backgrounds and experience that indicate a high level of interest or expertise in areas relating to the Agency's work.	MCWRAA Sec. 48
Advise the Board of Supervisors on all matters relating to the Agency within the scope of the Supervisors' duties. No action shall be taken by the Board of Supervisors relating to the Agency without seeking or obtaining a recommendation from the Directors.	MCWRAA Sec. 52
Establish long-term and short-term policy objectives for the Agency, subject to review by the Board of Supervisors, and oversee the work of the Agency to ensure that the objectives established are diligently pursued. The policy objectives shall be consistent with the Monterey County General Plan and its implementing ordinances.	MCWRAA Sec. 53
With the assistance of staff, do all of the following: (a) Prepare an annual budget for the Agency. (b) Hold public hearings on the proposed budget. (c) After approval of the budget by the Directors, submit the budget to the Supervisors for its adoption.	MCWRAA Sec. 54
Have primary, but not exclusive, responsibility for initiating and developing all proposals affecting the work of the Agency.	MCWRAA Sec. 55
Approve, and the chairperson of the Directors shall execute, all contracts of the Agency when authorized by this act or by the Board of Supervisors.	MCWRAA Sec. 56
Approve all contracts for which funds have been budgeted by the Agency.	MCWRAA Sec. 57
The purchasing agent for the County shall be an ex officio purchasing agent for the Agency. The Supervisors may grant to the purchasing agent the same authority to execute contracts on behalf of the Agency as it has to execute contracts on behalf of the County. The general manager may submit to the Directors for approval any contract within the purchasing agent's authority, and shall submit any such contract to the Directors upon their request.	MCWRAA Sec. 58
In consultation with the County personnel Director, establish procedures for the recruitment and hiring of the general manager of the Agency, subject to approval by the Board of Supervisors. The procedures shall include at least all of the following requirements: (1) The County personnel department shall review and screen all applications.	MCWRAA Sec. 61(a)

MCWRA BOARD OF DIRECTORS	
Roles & Responsibilities	Reference
(2) The Directors shall interview the candidates who pass the screening by the personnel department, and shall recommend at least two candidates to the Supervisors. (3) The Board of Supervisors shall make the final selection. The Board of Supervisors may select one of the candidates referred by the Directors or may reject all candidates and direct that the process be repeated."	
Prepare an annual performance evaluation of the general manager.	MCWRAA Sec. 62
Duties relating to personnel matters of the Agency, subject to memoranda of understanding entered into by employee organizations and the Board of Supervisors.	MCWRAA Sec. 63(a)
<u>Meet</u> on a regular basis, not less than once per month, at a regular meeting place to be determined by the Directors, conducted pursuant to the Ralph M. Brown Act (Chapter 9, commencing with Section 54950) of Division 2 of Title 5 of the Government Code) and Robert's Rules of Order (the procedures set forth in Robert's Rules of Order may be modified by resolution of the Directors or by amendment to the bylaws of the Agency).	MCWRAA Sec. 64
<u>Hold</u> public hearings and consider testimony by the public on all matters concerning the Agency's <u>activities for which public hearings are required by law.</u>	MCWRAA Sec. 65
<u>Adopt</u> bylaws for the conduct of their business and establish standing committees comprised of Board members.	MCWRAA Sec. 66
<u>Establish</u> and appoint advisory committees to assist the Agency in any aspect of its work; any may prescribe the qualifications for membership on the advisory committees. The members of the advisory committees need not be Directors.	MCWRAA Sec. 67
<u>Shall not delegate</u> to any standing or advisory committee any authority other than the authority to advise the Board members.	MCWRAA Sec. 68
<u>Exercise</u> those Agency powers not reserved to the Supervisors.	MCWRAA Sec. 69
Refer all matters with respect to which litigation is likely to the Board of Supervisors.	MCWRAA Sec. 71(b)
The chairperson or his or her designee may be present during a closed session held by the Board of Supervisors to consider matters pertaining to litigation affecting the Agency.	MCWRAA Sec. 71(c)
Any decisions by the Directors which may have a significant impact on Agency operations, policies, and practices shall be discussed with the Supervisors, prior to implementation. Major policy changes having community-wide impact shall be communicated to the Supervisors for review and concurrence, prior to implementation.	MCWRAA Sec. 73(c)
The Board of Supervisors and Directors shall hold a joint meeting semiannually.	MCWRAA Sec. 75
If any ordinance, resolution, or regulation of the Agency provides for an appeal from any administrative or enforcement decision made by the Agency or its staff, the appeal shall be heard by the Directors, unless a different procedure is established by law, ordinance, or contract.	MCWRAA Sec. 76
Adopt rules and regulations relating to public notice requirements for, and the conduct of, a hearing held pursuant to an appeal.	MCWRAA Sec. 77
The decision of the Directors on any appeal shall be final, and there shall be no appeal from the decision to the Supervisors.	MCWRAA Sec. 80
Set policy for implementation by the General Manager and Staff. Adopt a hands-off policy regarding day-to-day management as that is the duty of the General Manager. Direct requests of Staff to the General Manager.	MCWRA Bylaws 1.03
Perform the duties delegated to them by the Monterey County Water Resources Agency Act and by Ordinance No. 3559.	MCWRA Bylaws 2.02
<u>Chair</u> shall preside at all meetings of the Board; execute contracts, correspondence, conveyances, and other written instruments as authorized by the Board; and appoint chairpersons and members of Board committees.	MCWRA Bylaws 3.03
Vice-Chair shall, in the absence of the Chair, assume the duties of the Chair and perform such reasonable duties as may be required by the Board or the Chair of the Board.	MCWRA Bylaws 3.04

Commented [SM1]: AI, do you know what this is? I tried searching using the Muni Code link you sent but didn't come up with anything

Commented [AZ2R1]: Good catch. I do not know, Suzanne. I tried searching as well. Shaunna, can you ask the Clerk or staff to research?

MCWRA BOARD OF DIRECTORS	
Roles & Responsibilities	Reference
Secretary shall be responsible for maintaining Board meeting minutes and other records that may from time to time be required by the Boards' activities, and shall perform such reasonable duties as may be required by the Board or Chair of the Board. The Secretary may delegate the actual performance of the tasks necessary to fulfill these duties.	MCWRA Bylaws 3.05
Chair shall appoint members of the Board committees, and the Chair of each Board committee. Appointments are for one year.	MCWRA Bylaws 4.01
Maintain the following standing committees: Finance Committee, Personnel/Administration Committee, and Planning Committee. Standing committees shall be comprised of Board members.	MCWRA Bylaws 4.02
Establish a regular meeting date and time, which shall be not less than once each month, and shall establish a regular place for holding such meetings.	MCWRA Bylaws 5.02
Bylaws shall be adopted by resolution, approved by a majority of the Directors. The bylaws may be amended at any properly noticed meeting, by resolution approved by a majority of the Directors	MCWRA Bylaws 6.01

Table 3. MCWRA General Manager

MCWRA GENERAL MANAGER	
Roles & Responsibilities	Reference
May submit to the Directors for approval any contract within the purchasing agent's authority, and shall submit any such contract to the Directors upon their request.	MCWRAA Sec. 58
Refer all matters with respect to which litigation is likely to the Board of Supervisors.	MCWRAA Sec. 71(b)
Report to the Board of Supervisors in a timely manner concerning all actions taken by the Board members. Copies of all agendas and minutes of meetings of the Directors shall be provided to the Board of Supervisors in a timely manner, to ensure communication between the Board of Supervisors and the Directors.	MCWRAA Sec. 73(a)
The Agency shall prepare a quarterly report, which shall be approved by the Directors, and a copy of the report shall be submitted to the Board of Supervisors.	MCWRAA Sec. 73(b)
Report to the Directors in a timely manner concerning all actions taken by the Board of Supervisors regarding the work of the Agency.	MCWRAA Sec. 74
Cite violations for infractions or civil violations in the enforcement of the provisions of this Code within their regulatory responsibilities.	MCCO 1.20.040(D)
Serve on the Monterey County Disaster Council.	MCCO 2.68.030(G)
In all matters regarding the use of boats on, or water contact of any type in, Lake San Antonio or Lake Nacimiento, the Director (of Parks) shall consult with the General Manager of the Monterey County Water Resources Agency, or designee, with respect to the adoption of rules and regulations pursuant to subsection 14.12.080.	MCCO 14.12.020(D)



County of Monterey

Item No.3

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: WRAPL 25-008

February 04, 2025

Introduced: 1/28/2025

Current Status: Agenda Ready

Version: 1

Matter Type: WRA Planning Item

Overview of the Upcoming Strategic Planning Update Workshop. (Staff Presenting: Shaunna Murray)



County of Monterey

Item No.4

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: WRAPL 25-009

February 04, 2025

Introduced: 1/28/2025

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Set next meeting date and discuss future agenda items.