County of Monterey

Saffron Room
1441 Schilling Place
Salinas, CA 93901

Meeting Agenda

Wednesday, November 5, 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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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.

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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.

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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

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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

Roll Call

Public Comment

Committee Member Comments

Consent Calendar

1. Approve the Action Minutes of the Planning Committee Meeting held on October 1,2025.

Attachments: draft Planning October 1,2025 Minutes

Scheduled Items

2. Consider recommending the Agency’s Board of Directors recommend the Agency’s Board of Supervisors adopt a Memorandum of Understanding to memorialize coordination among agencies towards implementation of the Monitoring Plan for the Deep Aquifers.(Staff Presenting: Ara Azhderian)

Attachments: Board Report
Deep Aquifers Monitoring MOU rev 2025-10-30 CLEAN DRAFT

3. Review proposed changes to the Agency's Bylaws and consider recommendations to the Agency's Board of Director's.(Staff Presenting: Ara Azhderian)

Attachments: Board Report
10-25-2025 BOD Board Report
WRA Committees Comparison 10-20-2025
Proposed Amendments to WRA Bylaws - October 2025 BOD redline

Staff Reports

4. Update on the status of the Salinas River Operations HCP and future financial needs. (Staff Presenting: Jason Demers)

5. Update on Strategic Planning Workshop for December 2025.(Staff Presenting: Shaunna Murray)

Attachments: Strategic Planning Update Workshop Planning Nov 5th

6. Receive an update on the Request for Proposals for a Strategic Planning consultant. (Staff Presenting: Shaunna Murray)

Attachments: Strategic Planning Consultant RFP October 2025 DRAFT

Calendar

7. Set the next meeting and discuss future agenda items.

Adjournment

County of Monterey

Item No.1

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

Board Report

Legistar File Number: WRAPL 25-035

November 05, 2025

Introduced: 10/27/2025 **Current Status:** Agenda Ready

Version: 1 **Matter Type:** WRA Planning Item

Approve the Action Minutes of the Planning Committee Meeting held on October 1,2025.

County of Monterey

Saffron Room
1441 Schilling Place
Salinas, CA 93901

Meeting Minutes

Wednesday, October 1, 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

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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 10:01 am.

Roll Call

Present: Deidre Sullivan, Ken Ekelund, Mark Gonzalez, Matthew Simis
Absent: None

Public Comment

None

Committee Member Comments

None

Consent Calendar

Upon the Motion by Matthew Simis, Second Mark Gonzalez the committee approved the Consent Calendar of the Planning Committee.

Ayes:Deidre Sullivan,Ken Ekelund, Mark Gonzalez, Matthew Simis
Noes: None
Abstained: None
Absent: None

1. Approve the Action Minutes of the Planning Committee Meeting held on September 3,2025.

Attachments: draft Planning Minutes Sept. 3, 2025

Staff Reports

2. Update on Agency Bylaws and Board Governance Guidance Policies. (Presenter: Ara Azhderian)

Attachments: Memorandum on Considerations for modernizing the Agency's BOD governance guidanc

Committee Member Comments: Ken Ekelund, Matthew Simis, Deidre Sullivan, Mark Gonzalez
Public Comments: None

3. Update on Strategic Planning Workshop for December 2025. (Presenter: Shaunna Murray)

Committe Member Comments: Deidre Sullivan, Matthew Simis, Mark Gonzalez, Ken Ekelund
Public Comments: None

Calendar

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

Adjournment

The meeting adjourned at 12:03pm.

County of Monterey

Item No.2

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

Board Report

Legistar File Number: WRAPL 25-044

November 05, 2025

Introduced: 10/30/2025
Version: 1
Current Status: Agenda Ready
Matter Type: WRA Planning Item

Consider recommending the Agency's Board of Directors recommend the Agency's Board of Supervisors adopt a Memorandum of Understanding to memorialize coordination among agencies towards implementation of the Monitoring Plan for the Deep Aquifers.(Staff Presenting: Ara Azhderian)

County of Monterey

Item No.

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

Board Report

Legistar File Number: WRAPL 25-043

November 05, 2025

Introduced:	10/30/2025	**Current Status:**	Draft
Version:	1	**Matter Type:**	WRA Planning Item

The Planning Committee to review and consider recommending the Agency's Board of Directors recommend the Agency's Board of Supervisors adopt a Memorandum of Understanding to memorialize coordination among agencies towards implementation of the Monitoring Plan for the Deep Aquifers.

RECOMMENDATION:
It is recommended that the Monterey County Water Resources Agency Planning Committee:

Consider recommending the Agency's Board of Directors recommend the Agency's Board of Supervisors adopt a Memorandum of Understanding to memorialize coordination among agencies towards implementation of the Monitoring Plan for the Deep Aquifers.

SUMMARY/DISCUSSION:
In 2024, Montgomery & Associates completed the Deep Aquifers Study ("Study") for the Salinas Valley Basin Groundwater Sustainability Agency ("SVBGSA") and collaborative funding partners, which included Alisal Water Company, California Water Service, the Castroville Community Services District, the City of Salinas, the County of Monterey, Irrigated Agriculture, the Marina Coast Water District Groundwater Sustainability Agency ("MCWDGSA"), and the Monterey County Water Resources Agency ("MCWRA"). The Study addresses critical questions regarding the geology and hydrogeology of the Salinas Valley's Deep Aquifers and provides a scientific basis for sustainable management.

The Study included recommendations for refining existing monitoring networks to track trends, identify changes, and enhance the understanding of groundwater conditions in the Deep Aquifers which, as defined in the Study, are present within portions of the 180/400-Foot Aquifer Subbasin, the Forebay Subbasin, the Monterey Subbasin, and the Seaside Subbasin, which spans multiple groundwater management jurisdictions within the Salinas Valley Groundwater Basin.

In response to the Study recommendations related to monitoring the Deep Aquifers, the MCWRA prepared, in cooperation with other agencies, the Monitoring Plan for the Deep Aquifers in the Salinas Valley Groundwater Basin ("Monitoring Plan"). The Monitoring Plan captures, in a single document, the type and frequency of existing monitoring of the Deep Aquifers that is conducted by the MCWRA, the MCWDGSA, the Monterey Peninsula Water Management District ("MPWMD") and the Seaside Groundwater Basin Watermaster ("SGBW"). The Monitoring Plan also presents an approach for enhancing and expanding monitoring of groundwater levels, groundwater quality, and groundwater extraction in the Deep Aquifers to minimize or eliminate data gaps and improve the collective regional understanding of conditions in the Deep Aquifers.

There are 5 groundwater management agencies spanning the Deep Aquifers. Each agency has its own governance and performs various monitoring tasks throughout the Deep Aquifers. The purpose of the Memorandum of Understanding is to generally describe each agency's respective activities, and the respective commitments to cooperate towards implementation of the Monitoring Plan, including the annual sharing of data and reevaluation of the Monitoring Plan to make adjustments, as appropriate, as new information emerges. The MOU also provides each participating agency's governing body and the public at large a non-technical explanation of the roles of each agency and the cooperation necessary to better implement the Monitoring Plan.

Monitoring, data collection, reporting, and sharing of information among agencies are essential activities that support sound and sustainable groundwater management decisions. Each agency party to the MOU relies upon the monitoring activities of other agencies to help inform groundwater management decisions within each agency's jurisdiction that affects the shared Deep Aquifers resource. In addition to the agencies who are party to the MOU, the County of Monterey is responsible for land use decisions in unincorporated areas, and its Health Department is responsible for the permitting of well construction. Each can also benefit from the Monitoring Plan and collaboration envisioned by the MOU.

STRATEGIC PLAN ALIGNMENT

Adoption of the Memorandum of Understand aligns with the adopted Strategic Plan Goal B, Strategies 2, 5, and 7; Goal C, Strategy 6, and Goal E, Strategy 1.

OTHER AGENCY INVOLVEMENT:

Basin Management Advisory Committee

FINANCING:

Adoption of the Memorandum of Understand has no fiscal impact on the adopted 2025-26 fiscal-year budget.

Prepared and Approved by: Ara Azhderian, General Manager, (831) 755-4860

Attachments:

1. DRAFT Memorandum of Understand for the Monitoring Plan for the Deep Aquifers

MEMORANDUM OF UNDERSTANDING
MONITORING PLAN FOR THE DEEP AQUIFERS

This Memorandum of Understanding ("MOU") is effective upon the date executed by the last signatory hereto, by and between the MONTEREY COUNTY WATER RESOURCES AGENCY (“MCWRA"), the SALINAS VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY ("SVBGSA"), the MARINA COAST WATER DISTRICT GROUNDWATER SUSTAINABILITY AGENCY (“MCWDGSA”), the SEASIDE GROUNDWATER BASIN WATERMASTER (“SGBW”) and the MONTEREY PENINSULA WATER MANAGEMENT DISTRICT (“MPWMD”), all individually referred to as an “AGENCY” and collectively referred to as “AGENCIES”.

RECITALS

The Deep Aquifers Study (“Study”) was prepared by Montgomery and Associates in April 2024 for the SVBGSA and collaborative funding partners[1] to address crucial questions regarding the geology and hydrogeology of the Salinas Valley’s Deep Aquifers and provide a scientific basis for sustainable management.

The Study defines the Deep Aquifers as the water-bearing sediments that are below a relatively continuous aquitard or area of higher clay content encountered between approximately 500 feet and 900 feet below land surface within the portions of the Salinas Valley Groundwater Basin within Monterey County. The relatively continuous high-clay aquitard, or 400/Deep Aquitard, must be below the identified 400-Foot Aquifer or its stratigraphic equivalent, and the sediments must be within the Paso Robles Formation, Purisima Formation, and/or Santa Margarita Sandstone.

As defined in the Study, the Deep Aquifers are present within portions of the 180/400-Ft. Aquifer Subbasin, the Monterey Subbasin, the Seaside Subbasin and the Forebay Subbasin, all located within the Salinas Valley Groundwater Basin.

The Study provided recommendations for the monitoring of the Deep Aquifers, and, in cooperation with the AGENCIES, MCWRA has developed a Monitoring Plan for the Deep Aquifers (“Monitoring Plan”) to cover the entire Deep Aquifers extent across multiple groundwater management jurisdictions. The Monitoring Plan considers and includes monitoring activities that are already being conducted and data that is collected by the AGENCIES and will be evaluated annually to consider future actions.

Monitoring, data collection, reporting, and sharing of information among AGENCIES are essential activities that support sound and sustainable groundwater management decisions. Each AGENCY party to this MOU relies upon the monitoring activities of other AGENCIES to help inform groundwater management decisions within each AGENCY’S jurisdiction that affects the shared Deep Aquifers resource. In addition, the County of Monterey is responsible for land use decisions in unincorporated areas, and its Health Department is responsible for the permitting of well

[1] The Deep Aquifers Study collaborative funding partners were SVBGSA, MCWRA. MCWDGSA, County of Monterey, Alisal Water Company, California Water Service, Castroville Community Services District, City of Salinas, and Irrigated Agriculture.

construction. Each can also benefit from the Monitoring Plan and collaboration envisioned by this MOU.

AGREEMENT

1) Monitoring Program.

a) The AGENCIES agree to jointly implement the Monitoring Plan developed by MCWRA, in cooperation with the AGENCIES, by collecting and sharing data;

b) In the Monterey Subbasin Marina-Ord Management Area and within MCWDGSA's jurisdiction, MCWDGSA will collect Deep Aquifers data and share that data with MCWRA in a readily accessible format at least annually;

c) In the Seaside subbasin and within SGBW's jurisdiction, the SGBW will collect Deep Aquifers data and share that data with MCWRA by including it in its Seawater Intrusion Analysis Reports, which are posted to SGBW's website at least annually;

d) In the Seaside Groundwater Basin and within MPWMD's jurisdiction, MPWMD will collect Deep Aquifers data and share that data with MCWRA in a readily accessible format at least annually;

e) Within SVBGSA areas of jurisdiction, MCWRA will collect Deep Aquifers data as part of the Groundwater Monitoring Program;

f) MCWRA will compile the data and make it available to the AGENCIES as requested for annual reporting or other purposes related to implementation of Groundwater Sustainability Plans or similar groundwater management activities in the adjudicated Seaside Basin.

2) Term.

a) This MOU shall go into effect upon the date executed by the last signatory hereto, and shall remain in effect until withdrawal of the second to last AGENCY, per section 4 of this MOU.

b) Prior to the start of each water year (October 1), the AGENCIES will convene to review the efficacy of the Monitoring Plan and make recommended changes, if any, to the data collection, sharing, and/or reporting for the upcoming year, by consensus of the participating AGENCIES.

3) Monitoring Program Costs.

a) The AGENCIES will be responsible for covering the costs of data collection within their respective jurisdictions at no cost to the other AGENCIES.

4) Withdrawal.

a) Any AGENCY may withdraw from this MOU for any reason or no reason by giving written notice of termination to the other AGENCIES at least thirty (30) days prior to the effective date of termination, which date shall be specified in any such notice.

5) **Indemnification.** Each AGENCY hereby agrees to indemnify and hold harmless each and every other AGENCY party to this MOU, and their directors, officers, employees, and agents, against any claim, liability, loss, injury, or damage arising out of, or in connection with, an AGENCY'S performance of this MOU, unless such claims, liability, losses, injuries, or damages arise out of the negligence, active negligence, or willful misconduct of any AGENCY.

6) **Confidentiality**.

7) AGENCIES shall comply with all federal, state, and local laws, which provide for the confidentiality of records and other information. AGENCIES shall not disclose any confidential records or other confidential information received from others or prepared in connection with the performance of this MOU, unless specifically permitted to disclose such records or information by law or court order. AGENCIES shall promptly notify other AGENCIES about all requests for disclosure of any such confidential records or information. AGENCIES shall not use any confidential information gained in the performance of this MOU except for the sole purpose of carrying out obligations under this MOU. **Miscellaneous Provisions.**

a) <u>Amendment</u>. This MOU may be amended or modified only by an instrument in writing signed by the AGENCIES.

b) <u>Authority.</u> Any individual executing this MOU on behalf of an AGENCY represents and warrants hereby that he or she has the requisite authority to enter into this MOU on behalf of such party and bind the party to the terms and conditions of this MOU.

c) <u>Benefit</u>. This MOU shall be binding upon and inure to the benefit of the AGENCIES and their respective successors, assigns and, if applicable, heirs and administrators.

d) <u>Counterparts</u>. This MOU may be executed in multiple originals and by counterpart.

e) <u>Governing Law</u>. This MOU shall be construed under the laws of the State of California.

f) <u>Headings</u>. The headings in this MOU are for convenience of reference only and are not part of the substance hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

MCWRA

By: ______________________________

Ara Azhderian, General Manager
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SVBGSA

By: ________________________________

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MCWDGSA

By: ______________________________

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Seaside Watermaster

By: ______________________________

Robert Jaques, Technical Program Manager
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MPWMD

By: ______________________________

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County of Monterey

Item No.3

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

Board Report

Legistar File Number: WRAPL 25-038

November 05, 2025

Introduced: 10/29/2025

Version: 1

Current Status: Agenda Ready

Matter Type: WRA Planning Item

Review proposed changes to the Agency's Bylaws and consider recommendations to the Agency's Board of Director's.(Staff Presenting: Ara Azhderian)

County of Monterey

Item No.

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

Board Report

Legistar File Number: WRAPL 25-042

November 05, 2025

Introduced: 10/29/2025 **Current Status:** Draft

Version: 1 **Matter Type:** WRA Planning Item

The Planning Committee to review proposed changes to the Agency's Bylaws and consider recommendations to the Agency's Board of Directors.(Staff Presenting:Ara Azhderian)

RECOMMENDATION:
It is recommended that the Monterey County Water Resources Agency Planning Committee:

Consider proposed changes to the Agency's Bylaws and consider recommendations to the Agency's Board of Directors.

SUMMARY/DISCUSSION:
On October 1, 2025, the Planning Committee considered proposed changes to the Agency's Bylaws and the potential development of a governance guidance policies manual. The Planning Committee requested staff prioritize proposed changes to the Bylaws that could affect the term of service of the Agency's Board of Directors Chair and Vice-Chair and the potential combining of Agency Committees to improve administrative efficiency and awareness of the Agency's actions, then follow with the development of the governance manual. Staff presented the proposed Bylaws changes in red-line to the Board of Directors on October 20, 2025 - see attached Board Report.

The two primary areas of interest were the proposed change in term for the Chair and Vice-Chair from two-years to one and the combining of committees: the Finance and Personnel & Administrations Committees into a Finance & Administration Committee and the combining of the Basin Management Advisory Committee with the Reservoir Operations Advisory Committee into a Water Resources Advisory Committee. With respect to terms, the majority opinion of the Directors was to maintain the two-year term. With respect to combining, the Directors were in majority favor of creating the Finance & Administration Committee and the Water Resources Advisory Committee, though with the latter questioned the composition, i.e. how many members should the new committee maintain. The Directors reviewed a table comparing composition of the committees and questioned whether 15 should be seated at the new, combined committee rather than the proposed 13 - see attached.

The Directors requested staff take the matter and other proposed changes back to the Planning Committee for further consideration.

STRATEGIC PLAN ALIGNMENT:
The proposed Bylaws revisions align with the adopted Strategic Plan Goal B, Strategy 7; Goal D,

Strategies 3 & 5; and Goal E, Strategies 1 & 4.

OTHER AGENCY INVOLVEMENT:
Planning Committee
Board of Directors

FINANCING:
Revising the Bylaws has no fiscal impact on the 2025-26 fiscal-year adopted budget.

Prepared and Approved by: Ara Azhderian, General Manager, (831) 755-4860

Attachments:
1. October 20, 2025, Board Report RE Proposed Changes to Bylaws
2. October 20, 2025, WRA Committees Comparison
3. Proposed Amendments to WRA Bylaws - October 2025 BOD redline

Introduced: 10/15/2025 **Current Status:** Agenda Ready

Version: 1 **Matter Type:** WR General Agenda

Consider recommendations from the Planning Committee for proposed revisions to the Agency's Bylaws and provide direction. (Staff: Ara Azhderian)

RECOMMENDATION:
It is recommended that the Monterey County Water Resources Agency Board of Directors:

The Board of Directors to consider recommendations from the Planning Committee for proposed revisions to the Agency's Bylaws and provide direction.

SUMMARY/DISCUSSION:
At the October 1, 2025, Planning Committee meeting, the Committee reviewed a memorandum (attached) summarizing the Agency's formation and governance documents, the Agency Act and MCWRA Ordinance 3559, and presenting examples of governance guidance policies adopted by other California water agencies. The primary purpose of the memorandum was to provide a framework to guide consideration of future, potential changes to the Bylaws and to seek guidance on the Committee's interest towards developing governance guidance policies.

The Committee discussed the value of considering what is working well under the current Bylaws and where there is room for improvement. The Committee also observed that there are four audiences for the Bylaws: 1) Agency staff; 2) the Board of Directors; 3) the Board of Supervisors; and 4) the public. In this context, the Committee recommended future revisions to the Bylaws be clear, concise, and in plain, widely accessible language. After discussion, the Committee recommended evolving towards a governance guidance policy manual but, in doing so, also recognized that this evolution will take some time. With that in mind, the Committee made three recommendations regarding near-term priorities:

First, the Committee recommended staff present draft language that would effectuate a reduction in Agency committees to improve the opportunity for public participation and understanding, while also improving staff efficiency by reducing the resource demands of the current committees' structure. The recommended committee changes are to combine the Finance and the Personnel & Administration committees into a single Finance & Administration Committee, and to combine the Reservoir Operations Advisory Committee and Basin Management Advisory Committee into a single Water Resources Advisory Committee to better demonstrate the interdependence of operations at the reservoirs in the southern Salinas Valley, with Basin-wide effects on groundwater, to the operation of the Salinas Valley Water Project, and more specifically, the Salinas River Diversion Facility, and its role in reducing groundwater extraction from the 180/400 foot aquifer. The aim is, by looking at these facets of water resource management as a whole, to improve understanding of members of the advisory committee and the public of the impact Agency actions have Valley-wide.

The second Committee recommendation was to reduce the term of service for the Chair and Vice-Chair from two years to one to expand the opportunity for Directors to serve in these leadership roles.

Lastly, the Committee requested staff begin preparing a "conflict of interest" policy for future consideration.

STRATEGIC PLAN ALIGNMENT:
The proposed Bylaws revisions align with the adopted Strategic Plan Goal B, Strategy 7; Goal D, Strategies 3 & 5; and Goal E, Strategies 1 & 4.

OTHER AGENCY INVOLVEMENT:
Planning Committee

FINANCING:
Revising the Bylaws has no fiscal impact on the 2025-26 fiscal-year adopted budget.

Prepared and Approved by: Ara Azhderian, General Manager, (831) 755-4860

Attachments:
1. 2025-09-24 - MEMO to Planning Committee RE Considerations for modernizing the Agency's BOD governance guidance
2. Amendment No. 1
3. Revised Scope of Services

BMAC			ResOps			WRAC	
1	Director	Filled	1	Director	Filled	1	Director
2	Director	Filled	2	Director	Filled	2	Director
3	Director	Filled	3	Director	Filled	3	Director
4	Director	Vacant	4	Director	Filled	4	Director
5	Pressure	Filled	5	Pressure	Filled	5	Pressure
6	East Side	Filled	6	East Side	Filled	6	East Side
7	Forebay	Filled	7	Forebay	Filled	7	Forebay
8	Upper Valley	Filled	8	Upper Valley	Filled	8	Upper Valley
9	Public	Filled	9	Public	Filled	9	Public
10	Public	Filled	10	Public	Filled		
11	Public	Vacant	11	Public	Filled		
			12	Salinas Valley City	Vacant	10	Salinas Valley City
			13	SLO Public Works	Filled	11	SLO Public Works
			14	MC Parks	Filled	12	MC Parks
			15	NRWMAC	Filled	13	NRWMAC
			16	Lakes Resort	Filled		
			17	SR Channel Coalition	Vacant		

PROPOSED REVISIONS DISCUSSED BY PLANNING COMMITTEE, OCTOBER 1, 2025

BYLAWS

MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS
(As amended 2/20/24)

I. PURPOSE AND AUTHORITY.

1.01. Authority. These bylaws are adopted pursuant to the Monterey County Water Resources Agency Act, as amended by the statutes of 1991, Chapter 1130 (West's California Water Code, Appendix, Chapter 52; hereinafter "Agency Act"), and pursuant to Monterey County Water Resources Agency Ordinance No. 3559.

1.02. Purpose. The purpose of these bylaws is to establish procedures for the conduct of meetings of the Monterey County Water Resources Agency Board of Directors and to provide guidelines for the other activities of the Board of Directors.

1.03. Relations between Board and Staff. The purpose of the Board of Directors is to set policy for implementation by the General Manager and Staff. The Board will adopt a hands-off policy regarding day-to-day management as that is the duty of the General Manager. Board members shall direct requests of Staff to the General Manager.

II. MEMBERS.

2.01. Number and Appointment. There are nine members on the Board of Directors. The members are appointed by the Monterey County Water Resources Agency Board of Supervisors.

2.02. Duties. The Board of Directors shall perform the duties delegated to them by the Monterey County Water Resources Agency Act and by Ordinance No. 3559.

2.03. Vacancies and Removal of Directors. A vacancy occurs on the Board of Directors when a Director resigns or dies or when the position is declared vacant by the Supervisors, on the recommendation of the Directors due to the incumbent Director's~~'~~ incapacity or failure to attend meetings. A vacancy shall be filled by appointment in the same manner as the appointment of the original holder of the office. If a Board member is absent from three consecutive meetings of the Board or its committees, the ~~Personnel/~~Finance & Administration Committee shall review the matter within 30 days and determine whether it should be heard by the full Board. The Board may, based on the recommendation of the ~~Personnel/~~Finance & Administration Committee, by resolution, recommend to the Board of Supervisors that the Board of Supervisors declare a vacancy and appoint a replacement Director.

2.04. Compensation.

(a) Each member of the Board of Directors of the Monterey County Water Resources Agency appointed pursuant to the Monterey County Water Resources Agency Act shall receive compensation for his or her services at the rate of $100.00 for each meeting attended by such Director. A meeting shall be a regular or special meeting of the Board of Directors, a meeting of any of the standing committees or additional committees, or any meeting so designated as such by the Chair.

(b) In addition, the Directors shall be reimbursed for actual necessary expenses incurred in the performance of official business of the Agency pursuant to assignment of the Board of Directors consistent with the reimbursement schedules and policies of the County of Monterey.

2.05. Conflicts of Interest. No Board member shall participate in any matter which comes before the Board of Directors, or in any matter in which he or she is required to act in his or her capacity as a Board member, when the Board member has or may have a direct or indirect economic interest which may be affected as a result of such action, unless such participation is otherwise required or permitted by law. No Board member shall undertake any employment, activity, or economic enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to his or her duties as a Board member. Board members shall comply with the conflict of interest code to be adopted by the Board.

2.06. Notice to Directors. Whenever written notice is required by these bylaws to be given or delivered when the notice is left at the Directors' residence or usual place of business by personal messenger, when the notice is sent to the Director via fax transmittal to the fax number given to the Agency by the Director, or five days after the notice is deposited in the U.S. mail, first class postage prepaid, properly addressed to the Director.

2.07. Authority of Director to speak for the Board or Agency. No director will speak on behalf of the Board of Directors in any public forum unless expressly authorized to do so by the Board of Directors. No director will speak on behalf of the Agency in any public forum unless expressly authorized to do so by the Board of Supervisors.

III. OFFICERS.

3.01. List of Officers. The officers of the Board shall be the Chair, Vice-Chair, and

Secretary.

3.02. Qualification, Selection, and Term. Each Chair and Vice-Chair shall be members of the Board of Directors. The General Manager of the Agency shall be the Secretary for the Board but shall not vote at Board meetings. The Chair and Vice-Chair shall be elected by the Board at the Board's first meeting of January 2019, and shall serve for a period of one year or until a successor has been duly elected. The Chair and Vice Chair shall serve for a period of two years beginning January 2020. The Chair and Vice Chair shall be elected by the Board at the Board's first meeting of January 2020 or until a successor has been elected. The Board shall elect the Chair and Vice Chair at the Board's first meeting of January every subsequent even year thereafter. A Board member shall not simultaneously hold more than one office. At the last regular meeting of the year when the Chair's and Vice Chair's terms end, the Chair shall appoint an ad hoc nominating committee consisting of a chairperson and two directors. The Chair shall be an ex-officio member.

3.03. Duties of Chair. The Chair 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 established committees, including the Chair and Vice-Chair.

3.04. Duties of Vice-Chair. The 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.

3.05. Duties of Secretary. The 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.

3.06. Vacancies and Removal of Officers. A vacancy in any office shall be filled by nomination and election by the Board of Directors as soon as it is reasonably possible. Officers may be removed by a majority vote of the Board of Directors for failure to perform the duties of the office or for malfeasance in office.

IV. COMMITTEES.

4.01. Establishing Committees. The Board of Directors may, by a majority vote, establish committees from time to time, including standing, advisory, ad hoc, and/or special committees.

4.02. ~~Appointment and~~ Terms of Committees. ~~The Board Chair shall appoint members of the Board committees, and the Chair and Vice Chair of each Board committee~~. ~~Appointments are~~

Commented [AA1]: The Planning Committee discussed potentially shortening the term of service from two years to one.

Commented [AA2]: Should this be moved to November, to provide more time for consideration through the holiday season?

Commented [AA3]: Is this to mean only "standing" committees, as described in Section 4.03 below, or all Board established committees, as described in Section 4.01

Commented [AA4]: Added to conform with language in Section IV.

Commented [AA5]: This is already established under Section 3.03, unless 3.03 is interpreted to mean just "standing" committees.

~~for one year.~~ Members of the public may be appointed as members of advisory, ad hoc, or special committees by the Board of Directors, and if so appointed, shall have the right to vote only at committee meetings. Appointments are for one year. Members of committees may be re-appointed for succeeding terms, without limitation.

4.0~~3~~2. Standing Committees. The Directors shall maintain the following standing committees: a Finance ~~Committee, Personnel/~~ & Administration Committee, and a Planning Committee. Standing committees shall be comprised of four Board members. Appointments are for one year. Members of committees may be re-appointed for succeeding terms, without limitation.

(a) Finance & Administration Committee. The Finance & Administration Committee (FAC) consists of a Chair, Vice Chair, and two other Board members. The ~~Finance Committee~~FAC ~~assists in~~advises staff and the Board ~~establishing and enhancing valid~~on matters related to the Agency's business and financial management systems, including personnel, administration, and governmental affairs. It annually reviews and recommends the budget, and each month it reviews the Agency's financial performance under the adopted budget. The ~~committee~~ FAC acts as the audit committee for the Board of Directors and makes recommendations on capital expenditures. The committee reviews the financial aspects of projects proposed to be implemented by the Agency, reviews charges proposed to be levied by the Agency (including, but not limited to, standby charges, and assessments), and may recommend revisions to the Agency's accounting system.

(b). Planning Committee. The Planning Committee consists of a Chair, Vice Chair, and two other Board members. The Planning Committee shall help to develop short- and long-range plans for the Agency with respect to all activities in which the Agency is involved, or might become involved, including strategic planning. The Planning Committee helps to screen, evaluate, and prioritize projects and programs considered for implementation by the Agency, ~~and reviews the Agency's ongoing projects and programs~~consistent with the Agency's Board approved Strategic Plan.

(c) ~~Personnel/Administration Committee. The Personnel/Administration Committee consists of a Chair, Vice Chair, and two other Board members. The Personnel/Administration Committee reviews Agency personnel matters, and governmental affairs.~~

4.0~~4~~3. Advisory ~~and Ad-Hoc~~ Committee~~s~~. ~~The Chair may appoint, with the approval of the Board of Directors, advisory or ad-hoc committees as the need arises, and define the mission and duties thereof.~~ The following advisory committee~~s~~ ~~are~~ is hereby confirmed and recognized:

(a) Water Resources Advisory Committee: The Water Resources Advisory Committee (WRAC) reviews the Agency's operation of the Nacimiento and San Antonio Dams and Reservoirs, the Salinas Valley Water Project, and the resultant effects upon the Salinas Valley Groundwater Basin, including the hydrologic conditions therein. The WRAC shall consist of up-to thirteen

Commented [AA6]: If Section 3.30 is interpreted to mean just "standing" committees, then this works. Greater clarity would be beneficial. Also, should we discuss a nominating process?

Commented [AA7]: This may be what is called "Board" committees in Section 3.03.

Commented [AA8]: The Planning Committee is proposing to combine the Finance and Personnel & Administration committees.

Commented [AA9]: Oversight of established projects and programs should be in the purview of the FAC. The Planning Committee should remain forward looking, focusing on plan development.

Commented [AA10]: Establishing a quorum of the existing ResOps committee is always difficult. This proposal reduces the total number of committee members by 4 by retiring the "Lakes resort concessionaire", the defunct "Salinas River Channel Coalition", and two at-large members of the public.

members: a Chair, Vice-Chair, and two other members of the Board of Directors; one representative of a Salinas Valley City; one representative each of the Pressure, East Side, Forebay, and Upper Valley groundwater subareas; one representative from the San Luis Obispo County Public Works Department; one representative from the Monterey County Public Works, Facilities, and Parks Department; one representative from the Nacimiento Regional Water Management Advisory Committee; and one member of the public at large.

~~(a) Reservoir Operations Advisory Committee. The Reservoir Operations Advisory Committee reviews all matters pertaining to Nacimiento and San Antonio Reservoirs. The Reservoir Operations Advisory Committee consists of a Chair, Vice Chair, two other Board members, and non-Director members. The Chair shall appoint non Director members to the Reservoir Operations Advisory Committee as follows: one representative of a Salinas Valley City; one representative each of the Pressure, East Side, Forebay, and Upper Valley groundwater subareas; three members of the public at large; and one representative each from the San Luis Obispo County Public Works Department, Monterey County Parks Department, the Lakes resort concessionaire, Nacimiento Regional Water Management Advisory Committee, and the Salinas River Channel Coalition.~~

~~(b) Basin Management Advisory Committee. The Basin Management (BMP) Advisory Committee reviews all matter concerning basin management. The Basin Management Advisory Committee consists of a Chair, Vice Chair, two other Board members, and non-Director members. The Chair shall appoint non-Director members to the Basin Management Advisory Committee as follows: one representative each of the Pressure, East Side, Forebay, and Upper Valley groundwater subareas; and three members of the public at large.~~

~~4.04. Additional Committees. The Directors may by majority vote establish additional committees from time to time, including standing committees and special committees.~~

4.05. Staff Assistance to Committees. ~~Water Resources~~ Agency Staff ~~shall~~ may provide assistance to all committees of the Directors, at the request of the committee or the Board, consistent with Section 1.03 of these bylaws.

Commented [AA11]: This description requires clarification. Is this "standing" or all committees? Also, per Section 1.03, requests of staff shall be made through the GM. Perhaps we need to establish greater clarity about the role of staff in supporting a committee meeting as opposed to responding to a committee request.

4.06. Role of Committees. The role of each committee is limited to the matters expressly assigned to the committee by these bylaws or by resolution of the Board of Directors, together with all matters necessarily incidental thereto. Except as otherwise expressly provided in these bylaws or by resolution of the Board of Directors, the committee does not make binding decisions on those matters. Rather, the committee makes recommendations to the Board of Directors on those matters that are to be considered by the Board of Directors.

V. MEETINGS.

5.01. Conduct of Meetings. All meetings of the Board shall be subject to the provisions of the Ralph M. Brown Act (Government Code sections 54950, *et seq*.) ("Brown Act"), the Agency

Act, and these bylaws. If any inconsistency exists between the provisions of the Brown Act and these bylaws, the provisions of the Brown Act shall control.

5.02. Regular Meetings. Time and Place. The Board of Directors will 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. Committees of the board shall meet as frequently as is necessary to fulfill the committee's duties, but in any event, not less than quarterly. Notice and posting of agendas for regular meetings shall be pursuant to the provisions of the Brown Act.

5.03. Special Meetings. Special meetings may be called by the Board Chair at any time for a specific, announced purpose. At the request of any three Board members, the Board Chair shall call such a special meeting. Written notice of a special meeting shall be delivered to all Board members at least 48 hours in advance of any meeting. Attendance at a special meeting by any Director amounts to a waiver of any defect in the giving of notice to such Director, unless at the meeting the Director specifically objects to the holding of the meeting on the grounds of such defect. Notice and posting of agendas for special meetings shall be pursuant to the provisions of the Brown Act.

5.04. Quorum. No action shall be taken by the Board or by a committee unless a quorum is present at the meeting, except as otherwise provided herein or as allowed under *Roberts Rules of Order*. For Board of Directors meetings, a quorum shall be five members. For committees, a quorum shall be 50% of all the members of the committee, including at least one Board member.

5.05. Majority Vote. Actions of the Board shall be by a majority vote of Board members present and voting on the issue. If a Director is recused or prohibited from voting due to an actual or perceived conflict of interest under the California Political Reform Act (Government Code section 8700, *et seq*.) or Government Code section 1090, *et seq*., the Director shall leave the dais and the Board chambers, and his or her presence shall not be counted towards a quorum. If the recusal of a Director on a certain item will upset the quorum, such item shall be trailed to the end of the meeting and continued to a future meeting when a quorum can be obtained. The presence of any Director who otherwise abstains from voting shall be counted for purposes of determining a quorum, but the vote of such abstaining members shall not be counted either for or against a measure in determining whether a majority vote has been obtained.

5.06. Minutes. A record of proceedings of all minutes of the Board of Directors and of committees of the Board shall be kept on file with the Agency.

5.07. Public Meetings. All meetings of the Board of Directors shall be open to the public, unless otherwise provided by law.

5.08. Voting. Voting on all motions and resolutions of the Board of Directors shall be by voice vote, calling for ayes and noes, except that if any member of the Board or the Secretary requests a roll call vote, either before or after the voice vote is taken, then the vote shall be by roll call.

5.09. Agendas of Regular Meetings. At least 72 hours before regular meetings, an agenda shall be posted at the Directors regular place of posting that contains a brief description of each item of business to be transacted or discussed at the meeting.

5.10. Time for Public Comment.

(a) The Chair shall provide an opportunity for members of the public to address the Directors on any agenda item of interest to the public, before or during the Directors consideration of the item. The Chair may limit the time allowed for each person to speak. Public participation need not be allowed on discussions of procedural issues, such as continuances, the order in which agenda items will be considered, and the like, and public participation need not be allowed on items which are presented by Staff to the Directors for information only.

(b) The agenda for each regular meeting will include a regular time near the beginning of the agenda to receive public comment on items that are within the jurisdiction of the Directors and are not otherwise discussed at the meeting. The Directors are not required to respond to any issues raised during the public comment period, and may not take any action on such issues other than to refer the item to Staff or schedule action for a future agenda.

5.11. Non-agenda Items. The Directors may take no action on any item not previously placed on the agenda except in the following situations:

(a) The Directors determine by a majority vote that an emergency situation exists. An emergency situation means work stoppage or other activity which severely impairs health, safety, or both, or a crippling disaster which severely impairs public health, safety, or both.

(b) The Directors determine by a vote of at least two-thirds of the authorized number of Directors, or if less than two-thirds of the authorized number of members are present, that the need to take action arose after the agenda was posted.

(c) The item was continued from a prior meeting held less than five days before the current meeting, and the item was properly placed on the agenda for the previous meeting.

5.12. *Roberts Rules of Order*. Except as otherwise provided in these bylaws or in rules and regulations adopted by the Directors, all meetings of the Directors shall be conducted pursuant to *Roberts Rules of Order*.

Commented [AA12]: Should the Board consider acting under Rosenberg's Rules of Order instead?

5.13. Hearing Procedure. All hearings shall be conducted by the Chair in the manner provided by law. All hearings of the Directors shall be open for public participation. When a proposal is being considered by the Directors, the public hearing will be opened when the Chair introduces the item for consideration by the Directors. The sequence of events relating to any proposal shall be as follows:

1. By reference to the agenda, the Chair announces the proposal to be heard or considered.
2. The General Manager or his or her designee presents the Staff report to the Directors.
3. The General Manager or his or her designee presents or summarizes any additional messages or communications regarding that proposal.
4. The Chair inquires if Directors have any questions of Staff.
5. The Board may ask all audience members who address the Board to volunteer their name and business or residence address before speaking; however, such information is not mandatory.
6. The Chair asks if there are any proponents in the audience who wish to be heard.
7. The proponents then may address the Board.
8. Following the proponents' remarks, the Chair asks for opponents to be heard.
9. The opponents then address the Board.
10. The Chair may ask for a brief period for rebuttal from proponents following opponents being heard.
11. After the public has been heard, the Chair will entertain a motion to close the public hearing.
12. Following successful passage of the motion to close the public hearing, the discussion will be limited to the Directors.
13. The hearing ends with an action to approve or deny the proposal by vote of the Board.
14. The Chair may alter the order specified above, if the Chair believes such change in the order would facilitate the hearing process.

5.14. <u>Continuance and Adjournment</u>. The Directors may continue any item to another meeting specified in the order of continuance, may adjourn any meeting without specifying a new meeting date, and may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so continue an item or adjourn a meeting. If all members are absent from any meeting, the Secretary may so adjourn the meeting, and shall provide notice of any new meeting date and time as required by law.

VI. ADOPTION AND AMENDMENT OF BYLAWS.

6.01 These 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.

Upon motion by Director__________, seconded by Director ____________ , these bylaws were amended to read as above on **February 20, 2024**, by the following votes:

Ayes:
Noes:
Abstain:
Absent:

Attest: I certify that the within instrument is a true and complete copy of the original Bylaws of the Board of Directors of the Monterey County Water Resources Agency on file within this office.

Dated:

____
Ara Azhderian
General Manager

History: Adopted 12/19/91; amended: 1/13/92, 9/14/92, 10/12/92, 10/26/92, 3/29/93, 5/9/94, 10/28/96, 4/25/16, 9/19/16, 11/19/18, 5/20/19, and 2/20/24

County of Monterey

Item No.4

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

Board Report

Legistar File Number: WRAPL 25-039

November 05, 2025

Introduced: 10/29/2025 **Current Status:** Agenda Ready

Version: 1 **Matter Type:** WRA Planning Item

Update on the status of the Salinas River Operations HCP and future financial needs.(Staff Presenting: Jason Demers)

County of Monterey

Item No.5

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

Board Report

Legistar File Number: WRAPL 25-040

November 05, 2025

Introduced: 10/29/2025
Version: 1

Current Status: Agenda Ready
Matter Type: WRA Planning Item

Update on Strategic Planning Workshop for December 2025.(Staff Presenting: Shaunna Murray)

MCWRA’s December 2025 Strategic Planning Update Workshop Overview

PLANNING COMMITTEE

NOVEMBER 5, 2025

SCHILLING PLACE, SALINAS

Staff Efforts on Strategic Planning Update Workshop

Staff Kickoff held on Sept. 25 to gear up for the annual update workshop scheduled for 12/8/2025

1. Strategic Plan overview
2. Reviewed last year's workshop
3. Discussed Spring 2025 Surveys and responses

Held Numerous Smaller Staff Group Meetings in Mid-October and early November

1. Brainstormed Accomplishments
2. Identified Challenges
3. Discussed Opportunities
4. Explored themes for possible presentations and breakout groups

Working on Agenda and workshop materials over the next month

Strategic Plan Update Workshop
February 18, 2025 Agenda

Workshop Objectives:

- Review and discuss governance roles, best practices and strengthen teamwork.
- Review the successes of the final year of the MCWRA five-year strategic plan.
- Review and discuss the upcoming strategic planning process and key milestones.

Agenda

- Welcome and Review Workshop Agenda and Ground Rules
- BOD Icebreaker
- Discuss Characteristics of Effective Governing Bodies
- Staff Presentation of Strategic Plan Final Update, Goals and Results
- Hear the General Manager's Vision for the Next Several Years
- Review Interview Themes – Successes, Staff Appreciation, and Preview Potential Goals for the Coming Year
- Breakout Groups: Key Challenges
- Wrap Up and Next Steps

Workshop Feedback – Evaluation Forms

Successes?

- Staff presentations showcasing they are meeting goals
- Hearing from the Board about their backgrounds and interests in water
- Breakout groups and face-to-face time with Directors
- Hearing everybody's ideas and finding ways to effectively incorporate into the Agency's mission

Areas for Improvement?

- The Governance section felt more like training and not open to a dialogue from all participants
- The facilitators weren't tuned in to the Agency and the timing was off
- Don't combine regular BOD business with Strategic Planning
- There wasn't enough time to dig deeper into topics
- Needed more breakout sessions or rotate the Directors

Strategic Plan Update Workshop
Proposed Agenda for December 8, 2025

Workshop Objectives:

- Review and discuss governance roles and updated bylaws.
- Present successes over the last year and the key areas of focus for the next year.
- Preview the upcoming strategic planning process.

Agenda

- Welcome and Review Workshop Agenda and Ground Rules
- Staff Presentations on the Implementation of the Strategic Plan
- Breakout Groups: How can we realize Opportunities?
- Hear the General Manager’s Vision for the Next Several Years
- Discuss Governance Manual and updated Bylaws
- Breakout Groups: How can we realize Opportunities?
- Preview Next Strategic Planning Effort and Survey Themes
- Wrap Up and Next Steps

Next steps

1. Prepare for the Dec. 8th update workshop
   a) Agency facilitated
   b) BOD Workshop format

2. Staff is preparing content
   1. Agenda
   2. Presentation
   3. Workbook materials

3. Final check in with the Planning Committee on December 3rd

County of Monterey

Item No.6

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

Board Report

Legistar File Number: WRAPL 25-041

November 05, 2025

Introduced: 10/29/2025

Version: 1

Current Status: Agenda Ready

Matter Type: WRA Planning Item

Receive an update on the Request for Proposals for a Strategic Planning consultant.(Staff Presenting: Shaunna Murray)

REQUEST FOR PROPOSALS (RFP)

Strategic Plan Update Consulting Services

Issued by: Monterey County Water Resources Agency
RFP No.:
Issue Date: November 19, 2025
Proposal Due Date: January 8, 2026, at 2:00pm

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1. INTRODUCTION

The Monterey County Water Resources Agency ("Agency") is seeking proposals from qualified consultants or consultant teams ("Consultant") to assist with updating the Agency's existing Strategic Plan. The updated plan will provide a clear and actionable roadmap to guide the Agency over the next five years.

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2. BACKGROUND

The Agency is a special district that provides services related to the control of flood and storm waters in Monterey County, conservation, protection of water quality, reclamation of water and the exchange of water. The Agency's mission is to manage water resources sustainably while minimizing impacts from flooding for present and future generations.

The Agency was established in 1947 as the Monterey County Flood Control and Water Conservation District (MCFCWCD) and organized as a division of the Public Works Department of the County of Monterey through the Monterey County Flood Control and Water Conservation District Act (Chapter 669 of the Statutes of 1947). In 1991 Monterey County Flood Control and Water Conservation District was transformed into Monterey County Water Resources Agency via the Monterey County Water Resources Agency Act (Agency Act), California Water Code, Appendix 52 (Monterey County Water Resources Agency 2022a).

The Agency is responsible for various water-resource related facilities and lands located within Monterey County and northern San Luis Obispo County, which include: two high hazard earthen dams, a recycled water system for irrigation, drainage pump stations and channels, a river diversion facility, and groundwater wells. The Agency is also responsible for multiple long-term groundwater monitoring programs. The Agency's FISCAL YEAR 2025-26 Adopted Budget totaled $43.5 million in expenditures and is comprised of fourteen funds including Special Assessment Funds, Flood Assessment Funds, Debt Service Funds, and Other Funds.

The Agency is governed by a 5-member Board of Supervisors elected by County residents with legislative and executive authority. The Supervisors appoint the General Manager and along with other organizations, appoint a Board of Directors of the Agency. This Board of Directors consists of nine members and is made up of members appointed by the Monterey County Farm Bureau, Monterey Grower-Shipper Association, the County Agricultural Advisory Committee, five members appointed by the County Board of Supervisors (one from each district), and a member appointed by the Mayor Select Committee. The Board of Directors has the following responsibilities, which they carry out in collaboration with the assistance of Agency staff:

- Establishing short- and long-term policy objectives for the Agency, including a strategic plan, subject to review by the Board of Supervisors;
- Preparing an annual budget;
- Holding public hearings on proposed budget; and
- Approving all contracts for which funds have been budgeted.

The Agency's current Strategic Plan was adopted in 2020 and outlines goals related to infrastructure maintenance, planning and new projects, financial sustainability, effective core services and organizational improvement, and community relations. Since that time, the Agency has experienced changes in governance and community expectations.

To ensure continued alignment with current and future priorities, the Agency intends to engage a professional consultant to **review, evaluate, and update the Strategic Plan** with input from the Board of Directors, staff, and key stakeholders.

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3. PURPOSE AND OBJECTIVES

The purpose of this RFP is to solicit proposals from qualified consultants to:

- Review the existing Strategic Plan and assess progress to date
- Conduct an environmental scan of internal and external factors affecting the Agency
- Engage the Board, staff, and community stakeholders in a collaborative planning process

- Update the Agency's mission, vision, goals, and objectives as needed
- Develop a concise, actionable, and measurable Strategic Plan for adoption by the Board

The final Strategic Plan should be an implementable document that aligns the Agency's strategic priorities with its operational, financial, and capital planning frameworks.

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4. SCOPE OF WORK

The Consultant will be expected to perform the following tasks:

Task 1 – Review and Assessment

- Review the existing Strategic Plan and other relevant documents (e.g., capital improvement plans, budgets, annual reports, and water master plans) that include Agency priorities.
- Identify completed objectives, ongoing initiatives, and new or emerging issues.
- Conduct an environmental scan of key internal and external trends affecting the Agency.

Task 2 – Stakeholder Engagement

- Develop a stakeholder engagement plan in collaboration with Agency staff that includes up to 12 interviews, 2 surveys, and 5 stakeholder meetings.
- The goal is to seek input about vision, mission, values, goals and strategies. Additionally the analysis should include querying the strengths, weaknesses, opportunities and threats facing the Agency.
- Facilitate engagement with:
    - Board of Directors
    - Agency management and staff (survey completed May 2025)
    - Community partners
    - Other key stakeholders as identified
- Summarize stakeholder input to inform updates to strategic priorities.

Task 3 – Strategic Framework Update Workshops

- Facilitate a workshop with the Board of Directors, General Manager, senior staff and others, as desired, to review the information gathered in the previous activities and to:
    - Review and discuss the results of stakeholder input.
    - Review the current vision statement and mission statement, and core organizational values and decide whether they remain relevant or need revision.
- Facilitate a second workshop with the Board of Directors, General Manager, senior staff and stakeholders to:
    - Finalize the Agency vision statement and mission statement and core organizational values
    - Update or confirm strategic goals and develop supporting objectives and initiatives.
    - Align the strategic framework with the Agency's policy direction, resources, and future challenges.
    - Discuss performance measures or key indicators and outcomes that will serve as the basis for measuring progress in plan implementation
    - Identify ways to communicate the outcomes of the strategic planning process

Task 4 – Draft and Final Strategic Plan

- Prepare a **Draft Updated Strategic Plan** incorporating findings from prior tasks.
- Present the draft plan to staff, the Agency's Planning Committee, Board of Directors, and Board of Supervisors for review.
- Incorporate revisions and prepare a **Final Strategic Plan** suitable for public release and adoption.
- Present the final plan to staff and the Board of Directors for adoption.

Task 5 – Implementation and Performance Measures

- Develop an implementation plan with timelines, responsible parties, and key milestones.
- Recommend performance indicators or dashboards for tracking progress on an annual basis, at a minimum.

- Prepare and facilitate an implementation workshop for staff to proceed with executing the plan.

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5. DELIVERABLES

The Consultant shall provide, at minimum:

1. Project Work Plan and Schedule
2. Environmental Scan and Stakeholder Engagement Summary
3. Draft Updated Strategic Plan
4. Final Strategic Plan (editable and publication-ready formats)
5. Implementation and Performance Measurement Framework

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6. PROJECT TIMELINE

Milestone	Target Date
RFP Issued	11/19/2025
Deadline for Questions	12/12/2025
Proposals Due	1/6/2026
Interviews (if conducted)	1/21/2026
Consultant Selection	1/28/2026
Contract Award	2/17/2026
Project Kickoff	3/2/2026
Draft Plan Delivered	9/1/2026
Final Plan Delivered	10/21/2026

Note: Timeline is subject to change at the Agency's discretion.

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7. CONSULTANT QUALIFICATIONS

The ideal Consultant will demonstrate:

- Proven experience facilitating strategic planning processes for water agencies or closely related public agencies
- Knowledge of the water industry, including governance, operations, finance, and regulatory issues
- Strong facilitation, communication, and consensus-building skills
- Experience working with elected boards and public sector stakeholders
- Ability to produce clear, professional written products

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8. PROPOSAL REQUIREMENTS

Proposals must include the following sections:

1. **Cover Letter** – A brief introduction summarizing the Consultant's understanding of the project.
2. **Firm Profile** – Background, size, and areas of expertise.
3. **Project Team** – Identification of key personnel, roles, and qualifications.
4. **Approach and Methodology** – Description of how the Consultant will complete the tasks outlined in this RFP.
5. **Work Plan and Schedule** – Proposed timeline with key milestones and deliverables.
6. **Relevant Experience** – Descriptions of similar strategic planning projects, preferably for water agencies or public agencies.
7. **References** – At least three (3) client references for comparable work.
8. **Cost Proposal** – Detailed budget including hourly rates, estimated hours per task, and reimbursable expenses.
9. **Acceptance of Terms and Conditions** – A statement of acceptance of the Agency's standard contract terms and conditions (see Appendix A – Professional Services Agreement). Any proposed exceptions must be clearly identified and submitted with the proposal.

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9. PROPOSAL SUBMISSION

Proposals must be received no later than **2:00 pm on January 8, 2026**
Submit proposals electronically in PDF format to:
Email: mcwater@countyofmonterey.gov
Subject Line: *RFP – Strategic Plan Update Consulting Services*

Late submissions will not be considered.

Questions regarding this RFP must be submitted in writing to **Shaunna Murray, MurraySL@countyofmonterey.gov** by **December 12, 2025.** Responses to questions will be posted on the Agency's website at [Insert URL] by **December 19, 2025**

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10. SELECTION PROCESS

Proposals will be reviewed by a selection committee and evaluated according to the following criteria:

Evaluation Criteria	Weight
Understanding of Agency's Needs	20%
Relevant Experience and Qualifications	25%
Quality of Proposed Approach and Methodology	25%
Cost Proposal	20%
References and Past Performance	10%

Top-ranked firms may be invited for interviews or presentations before final selection. The Agency reserves the right to negotiate the final scope, schedule, and fee with the selected Consultant.

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11. TERMS AND CONDITIONS

- The Agency reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal deemed most advantageous.
- All submitted materials become property of the Agency.
- The selected Consultant will be required to maintain appropriate insurance coverage and comply with all applicable laws and regulations.

- Any contract resulting from this RFP will be subject to the Agency’s standard professional services agreement as provided as Appendix A to this RFP
- By submitting a proposal, the Consultant acknowledges that they have reviewed the agreement and, if selected, are prepared to enter into the agreement substantially in the form attached, subject to minor modifications as approved by the Agency.

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12. CONTACT INFORMATION

Project Manager: Shaunna Murray, Deputy General Manager
Email: MurraySL@countyofmonterey.gov
Phone: (831)755-4860
Website: mcwater.info

Appendix A — Professional Services Agreement

County of Monterey

Board Report

Legistar File Number: WRAPL 25-036

Item No.7

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

November 05, 2025

Introduced:	10/27/2025	**Current Status:**	Agenda Ready
Version:	1	**Matter Type:**	WRA Planning Item

Set the next meeting and discuss future agenda items.