

County of Monterey

*1441 Schilling Place
Cinnamon Room
Salinas, CA 93901*



Meeting Agenda

Wednesday, December 6, 2023

10:00 AM

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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+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US

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.

PLEASE NOTE: IF ALL COMMITTEE MEMBERS ARE PRESENT IN PERSON, PUBLIC PARTICIPATION BY ZOOM IS FOR CONVENIENCE ONLY AND IS NOT REQUIRED BY LAW. IF THE ZOOM FEED IS LOST FOR ANY REASON, THE PLANNING COMMITTEE MEETING MAY BE PAUSED WHILE A FIX IS ATTEMPTED BUT THE PLANNING COMMITTEE MEETING MAY CONTINUE AT THE DISCRETION OF THE CHAIRPERSON.

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@co.monterey.ca.us 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.

5. If you wish to make either a general public comment for items not on the day's agenda or to Committee Meeting Agenda comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less, to the Monterey County Water Resources Agency

atWRAPubliccomment@co.monterey.ca.us. 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.

6. If speakers or other members of the public have documents they wish to distribute to the Committee for an agenda item, they are encouraged to submit such documents by 5:00 p.m. on Tuesday before the meeting to: WRAPubliccomment@co.monterey.ca.us. To assist Agency staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Committee date and agenda number in the subject line.

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8. Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by sending an email to WRAPubliccomment@co.monterey.ca.us. The request should be made no later than noon on the Wednesday prior to the Committee meeting in order to provide time for the Agency to address the request.

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>

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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@co.monterey.ca.us 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@co.monterey.ca.us. 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 5:00 P.M. el Martes antes de la reunión a: WRAPubliccomment@co.monterey.ca.us. 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.

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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 18, 2023.

Attachments: [Draft Planning Minutes October 18, 2023](#)

Staff Reports

2. Financial Forecasting Model Update (Staff Presenting: Ara Azhderian)

Attachments: [Financial Planning Update](#)

3. Fiscal Year 2024-2025 Budget Preparation Plan and Process (Staff Presenting: Nan Kim)

Attachments: [FY 2024-25 County Budget Development Schedule](#)
[FY24-25 Budget Development](#)

4. Overview of Developing Goals and Objectives for Finance, Hydrology and Environmental Resources Sections (Staff Presenting: Shaunna Murray, Nan Kim, Amy Woodrow)

Attachments: [Overview of Developing Goals and Objectives](#)

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

6. Proposal to consolidate WRA committee meetings (Staff Presenting: Ara Azhderian)

Attachments: [Proposal to consolidate WRA committee meetings](#)

Calendar

7. 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 23-031

December 06, 2023

Introduced: 11/27/2023

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Approve the Action Minutes of the Planning Committee Meeting held on October 18, 2023.

County of Monterey

*1441 Schilling Place
Cinnamon Room
Salinas, CA 93901*



Meeting Minutes

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10:00 AM

Water Resources Agency Planning Committee

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

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BY**

**LAW. IF THE ZOOM FEED IS LOST FOR ANY REASON, THE PLANNING
COMMITTEE**

**MEETING MAY BE PAUSED WHILE A FIX IS ATTEMPTED BUT THE PLANNING
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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 10:02 a.m.

Roll Call

Present: Deidre Sullivan, Mark Gonzalez (arrived at 10:07 a.m.), Matthew Simis
Absent: Ken Ekelund

Public Comment

None

Committee Member Comments

None

Consent Calendar

Upon Motion by Matthew Simis, Second by Deidre Sullivan the Committee approved the consent calendar of the Planning Committee meeting.

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

1. Approve the Action Minutes of the Planning Committee Meeting held on September 13, 2023

Attachments: [Draft Planning Minutes September 13, 2023](#)

Staff Reports

2. Update on the Strategic Planning Workshop. (Staff Presenting: Shaunna Murray)

Committee Member Comments: Deidre Sullivan, Mark Gonzalez, Matthew Simis
Public Comment: Chris Bunn, Nancy Isakson

3. Progress report on the 2023 Historical Benefits Analysis. (Staff Presenting: Amy Woodrow)

Attachments: [2023 HBAU Work Plan](#)
 [HBAU Progress Report PPT](#)

Committee Member Comments: None
Public Comments: Chris Bunn

4. Status update on the Salinas River Habitat Conservation Plan. (Staff Presenting: Jason Demers)

Committee Member Comments: None
Public Comments: Chris Bunn

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 23-039

December 06, 2023

Introduced: 11/30/2023

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Financial Forecasting Model Update (Staff Presenting: Ara Azhderian)

WRA Financial Planning Update presented to the WRA Planning Committee

December 06, 2023

Ara Azhderian
General Manager
azhderiana@co.monterey.ca.us



Background:

- In July, the Agency engaged Fieldman|Rolapp & Associates to help develop a financial forecasting model to better inform a funding strategy to support the Agency's programs and projects, especially Safety of Dams.
- The forecasting model is one tool to help better align the Agency's Strategic Plan and annual budgeting process with ongoing and future financial needs.
- Additional tools include the United States Geological Survey's Salinas Valley hydrologic models, the Agency's updated Historical Benefits Analysis, and future rate studies.

Forecasting Model v.1






MCWRA Detailed Financial Proforma Fund 116 -Salinas Valley Water Project Dam Operations & Maintenance and Administration												
		Audited	Audited	Audited	Audited	Audited	Budget	Projected	Projected	Projected	Projected	Projected
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Revenues											
	Zone 2C Assessments	\$2,180,724	\$2,634,137	\$2,729,136	\$2,815,860	\$3,030,210	\$3,488,211	\$3,617,275	\$3,751,114	\$3,889,905	\$4,033,831	\$4,183,083
	Zone 2C - Diversion Component	\$696,409	\$681,742	\$668,067	\$678,343	\$685,061	\$722,653	\$749,391	\$777,118	\$805,872	\$835,689	\$866,610
	Zone 2C - Spillway Component	\$471,597	\$446,600	\$439,178	\$445,136	\$448,704	\$477,113	\$494,766	\$513,073	\$532,056	\$551,743	\$572,157
	Royalties - SLO Reimbursement	\$335,976	\$265,188	\$462,290	\$608,860	\$582,468	\$582,600	\$582,600	\$582,600	\$582,600	\$582,600	\$582,600
	Development/Permits & Fees	\$1,104	\$41,414	\$10,597	\$9,402	\$12,629	\$6,581	\$6,647	\$6,713	\$6,780	\$6,848	\$6,917
	Interest, Rent Income, & Grazing Leases	\$252,065	\$322,295	\$279,169	\$17,680	\$280,941	\$360,340	\$342,720	\$349,574	\$356,566	\$363,697	\$370,971
	O&M Grants and Federal Aid	\$885,082	\$0	\$0	\$69,358	\$477,496	\$130,000	\$0	\$0	\$0	\$0	\$0
	Capital Grants and Federal Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$927,500	\$2,227,300	\$5,742,200	\$0	\$0
	Other Revenues	\$0	\$0	\$71,601	\$349,957	\$413,425	\$142,206	\$142,206	\$142,206	\$142,206	\$142,206	\$142,206
	Inter-Fund Transfers	\$0	\$300,000	\$405,292	\$300,000	\$3,636,162	\$940,200	\$940,200	\$940,200	\$940,200	\$940,200	\$940,200
	Fund 130	\$0	\$300,000	\$300,000	\$300,000	\$121,162	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000
	Fund 426	\$0	\$0	\$0	\$0	\$515,000	\$765,200	\$765,200	\$765,200	\$765,200	\$765,200	\$765,200
	Other Funds	\$0	\$0	\$105,292	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0
	Total Revenues	\$4,822,958	\$4,691,377	\$5,065,330	\$5,294,596	\$9,567,096	\$6,849,904	\$7,803,305	\$9,289,899	\$12,998,386	\$7,456,814	\$7,664,744
	Transfer to Fund 111	(\$1,168,006)	(\$1,128,342)	(\$1,107,245)	(\$1,123,479)	(\$1,133,765)	(\$1,199,766)	(\$1,244,157)	(\$1,290,191)	(\$1,337,928)	(\$1,387,432)	(\$1,438,767)
	Operation and Maintenance Costs											
	Salaries & Benefits	\$1,656,482	\$1,712,542	\$2,156,880	\$2,411,915	\$2,915,180	\$3,907,091	\$4,024,304	\$4,145,033	\$4,269,384	\$4,397,465	\$4,529,389
	Services & Supplies	\$715,151	\$1,025,606	\$504,659	\$587,123	\$1,011,347	\$1,105,062	\$1,138,214	\$1,172,360	\$1,207,531	\$1,243,757	\$1,281,070
	Other Charges - COWCAP	\$64,026	\$348,146	\$660,913	\$296,587	\$246,952	\$837,154	\$862,269	\$888,137	\$914,781	\$942,224	\$970,491
	GL & Pollution Insurance	\$213,923	\$276,091	\$390,289	\$428,496	\$367,247	\$400,163	\$412,168	\$424,533	\$437,269	\$450,387	\$463,899
	WRA Consultants/Other Professional Services	\$1,041,936	\$1,014,155	\$1,027,710	\$879,048	\$2,812,241	\$7,555,007	\$800,000	\$824,000	\$848,720	\$874,182	\$900,407
	County Charges - WRA	\$1,279,840	\$62,680	\$340,317	\$416,801	\$112,974	\$143,581	\$147,888	\$152,325	\$156,895	\$161,602	\$166,450
	Transfers Out	\$0	\$0	\$105,000	\$105,000	\$0	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
	Total Operation and Maintenance Costs	\$4,971,358	\$4,439,219	\$5,185,768	\$5,124,970	\$7,465,940	\$14,053,058	\$7,489,843	\$7,711,388	\$7,939,580	\$8,174,617	\$8,416,705
	Net Revenues	(\$1,316,406)	(\$876,184)	(\$1,227,683)	(\$953,853)	\$967,391	(\$8,402,920)	(\$930,695)	\$288,320	\$3,720,878	(\$2,105,234)	(\$2,190,728)
	Proposed Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Debt Service Coverage	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Forecasting Model - Funding Strategy

Next Steps – subject to change

- Spring 2024
 - Complete initial financial forecasting model
 - Develop 2024-25 fiscal-year budget
 - Final USGS Salinas Valley hydrologic models published
- Summer 2024
 - Perform ratesetting alternatives analysis
 - Develop funding strategy
- Fall 2024
 - Update Historical Benefits Analysis
 - Develop ratesetting alternatives
 - Develop Engineer's Report, if necessary
 - Public hearings and legislative action, as appropriate

Aligning Future Financial Reporting – from Strategic Plan

No	PROJECTS	GOALS from Strategic Plan	Fund	FY 20/21	FY 21/22	Deferred Maint. 218
31	Nacimiento Dam Seismic Stability Evaluation	A	116	X	X	X
32	Nacimiento Dam north high-level gate actuator service	A	116	X	X	
33	Nacimiento Dam Spillway Bridge Maintenance 	A	116			X
34	Nacimiento Dam Spillway Investigation	A	116	X	X	X
35	Nacimiento Dam Spillway sub-drain access retrofit 	A	116			
36	Nacimiento Dam Spillway void under chute design of repair	A	116	X	X	
37	Nacimiento/San Antonio residences water system upgrade 	A	116			
38	San Antonio Dam 84" Howell Bungler Valve Maintenance	A	116	X		
39	San Antonio Dam Annual Performance Evaluation Report	A	116	X		
40	San Antonio Dam BFV Hydraulic Operator Upgrade 	A	116			X
41	San Antonio Dam Boat Barrier and Spillway Log Boom replacement 	A	116			X

Aligning Future Financial Reporting – to Annual Budget (Fund 116 summary)

EXPENDITURES

SALARIES & BENEFITS	3,907,091
GL INSURANCE	400,163
COWCAP	837,154
CONSULTANT (NON-M1W)	7,363,507
M1W	-
EQUIPMENT	-
COUNTY CHARGES	325,081
SERVICES & SUPPLIES	1,186,387
TRANSFERS	105,000
DEBT PAYMENTS (SVWP, CSIP, SVRP)	-
DEBT SERVICE FUNDS	-

TOTAL EXPENDITURES	14,124,383
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Aligning Future Financial Reporting – to Annual Budget (Fund 116 detail)

FUND	Budget Object	Budget Object Name	FY24 Recommended	FY23 Amended	FY22 Actual	FY24 % Change over FY23
116	6111	Regular Employees	2,452,563	2,138,448	1,441,273	14.7%
116	6112	Temporary Employees	101,370	92,721	106,706	9%
116	6609	Other Personnel Services	46,615	45,000	22,984	4%
116	6611	Staff Training Services	2,500	2,500	3,070	0%
116	6613	Other Professional & Special Services	7,363,507	6,025,450	860,328	22%
116	6801	Publications and Legal Notices		-	742	--
116	6821	Rents and Leases - Equipment	20,368	74,181	2,153	-73%
116	6835	Other Special Departmental Expenses	308,058	262,500	280,053	17%
116	6861	Conference/Lodging/Meals/Travel	3,700	3,700	8,386	0%
116	6862	Employee Mileage Reimbursement	1,000	1,000	-	0%
116	6864	Fleet Service Charge	40,340	-	38,018	--
116	6866	Vehicle Maintenance - External	3,740	3,253	8,497	15%
116	6881	Utilities	25,760	22,400	31,679	15%
116	7013	Reimbursement to Other Governmental Agencies	205,428	202,993	-	1%
116	7121	Taxes and Assessments	65,000	65,000	64,209	0%
116	7301	Cost Plan Charges	837,154	246,953	296,587	239%

Aligning Future Financial Reporting – Program or Project based budgeting (Fund 116)

MCWRA Detailed Financial Proforma				
Fund 116 - Program - Project				
	Request	Estimate	Estimate	Total
	2025	2026	2027	2028
Project Costs				
Staffing				
WR Tech 1 FTE				\$0
WR Engineer ? FTE		\$39,201	\$13,776	\$52,977
ASC WR Engineer .2 FTE/yr	\$25,299	\$25,299	\$25,299	\$75,896
SR WR Engineer .15 FTE/yr to .3 FT E/yr	\$47,244	\$47,244	\$70,867	\$165,355
Salaries & Benefits	\$72,543	\$111,744	\$109,941	\$294,229
Supplies/Parts				
Special Equipment #1				
Equipment #1				
Services - Vendor #1 TBD (project admin)	\$2,780,000	\$4,170,000	\$4,170,000	\$11,120,000
Services - Hollenbeck	\$124,770	\$264,812	\$300,619	\$690,201
Services - TBD (Design Engineer)	\$205,108	\$1,194,867	\$718,608	\$2,118,584
Services - Phenix (permit, reg, lic)		\$155,936	\$44,553	\$200,489
Services - TBD (permit, reg, lic)		\$203,138	\$203,138	\$406,275
Services - TBD (construction maintenance)			\$2,506,725	\$2,506,725
Services - TBD (Construction)		\$7,590,000	\$27,830,000	\$35,420,000
Services - TBD (Finance Consultant)	\$1,050,000	\$450,000		\$1,500,000
Services - Vendor #2				\$0
Services & Supplies	\$4,159,878	\$14,028,753	\$35,773,643	\$53,962,274
Other commitments?				
Total San Antonio Spillway Project Costs	\$4,232,422	\$14,140,497	\$35,883,584	\$54,256,503



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 23-033

December 06, 2023

Introduced: 11/27/2023

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Fiscal Year 2024-2025 Budget Preparation Plan and Process (Staff Presenting: Nan Kim)

Budget Development Schedule FY 2024-25

PLEASE NOTE: This schedule is subject to change.

	Date	Task/Issue	Lead
SEPTEMBER 2023	18	CAO-Budget & Analysis initiates review of FY 2023-24 year-end results for preparation of Budget End of Year Report (BEYR).	CAO B&A
	19	CAO-Budget & Analysis distribute the FY 2024-25 Budget Development Schedule to all departments (SharePoint).	CAO B&A
	19	CAO-Budget & Analysis distribute the FY 2024-25 Request for Change to Organization Structure form (SharePoint).	CAO B&A
	22	Information Technology and customer departments begin discussions for FY 2023-24 technology and telecom service needs and related charges.	ITD
	27	Budget Committee Meeting - (1:00 p.m. - Monterey Room)	CAO B&A
	29	Deadline: Departments submit narratives for BEYR.*	CAO B&A
OCTOBER	16	Deadline: HR & Payroll to provide MOU details for approved changes (if any) e.g. pay differentials, salary increases, etc.	Central HR/Payroll
	16	Charging departments (ERP, Fleet, Mail Svcs., Facilities, Risk, Benefits, Health, etc.) begin review of FY 2023-24 year-end and FY 2024-25 services/costs, including Indirect Costs (COWCAP).	ITD, PFWP, ACO ERP, Gen'l Acctg.
	25	Budget Committee Meeting - (1:00 p.m. - Monterey Room)	CAO B&A
	25	Review of HRM report, MC-HRM-POSN-0039 Authorized Position, correction/cleanup as needed to match authorized position with employee and FTE counts; match BOS Adopted/Current Year BOS approved position updates.	HR & Finance - All Depts
	27	Deadline: Departments submit FY 2024-25 Request for Change to Organization Structure form(s) to CAO Analysts.	Requesting Depts
	27	Deadline: Risk Mgmt. distributes FY 2023-24 (update) & FY 2024-25 cost allocations/assumptions for Gen'l Liab., Work Comp, Other Insurance (for PB programming & Three-Year Forecast).	Risk Mgmt
	27	Deadline: HR-Benefits distributes FY 2023-24 (update) & FY 2024-25 cost allocation changes/assumptions for PERS retirement, OPEB, Med/Dental, etc. (for PB programming & Three-Year Forecast).	Central HR - Benefits
NOVEMBER	27	Deadline: Health distributes FY 2024-25 Wellness Program cost changes/assumptions for non-general fund budget units.	Health - Wellness
	13	CAO-Budget & Analysis prepares preliminary FY 2024-25 Non-Program Revenues Forecast.	CAO B&A
	13	Confirmation of PB security assignment by all departments.	CAO B&A & ACO ERP
	17	CAO-Budget & Analysis publishes approved FY 2024-25 Request to Change to Organization Structure (SharePoint).	CAO B&A
	22	Review of HRM report, MC-HRM-POSN-0039 Authorized Positions, correction/cleanup as needed to match authorized position with employee and FTE counts; match BOS Adopted/Current Year BOS approved position updates.	HR & Finance - All Depts
	22	Departments submit and review new & reallocated positions in HRM before 1st HRM to PB Load.	HR & Finance - All Depts
DECEMBER	29	Budget Committee meeting - (1:00 p.m. - Monterey Room) - Receives Budget End of Year Report (BEYR).	CAO B&A
	1	FY 2024-25 Budget Development kick-off meeting (9:00 a.m. - via Zoom)	All Depts
	1	CAO-Budget & Analysis distributes financial assumptions for development of the FY 2023-24 Three-Year Forecast.	CAO B&A
	1	CAO-Budget & Analysis issues preliminary budget baseline funding approach/General Fund Contribution (GFC).	CAO B&A
	1	Issue Capital Improvement Program (CIP) Call for Project Updates to all departments.	PWFP - All Depts
	5	Board of Supervisors Meeting - Receives Budget End of Year Report (BEYR).	CAO B&A
	6	1st PB HRM to PB Load & FIN to PB Load.	ACO ERP, HR
	14	PB Open for Year-End Estimates & Three-Year Forecast data entry.	CAO B&A
	14-15	PB training for PB functionality, Year-End Estimate, and Three-year Forecast data entry.	CAO B&A
	19	Deadline: Auditor-Controller's Office publishes FY 2024-25 COWCAP plan draft.	ACO
	28-29	PB Year-End Estimate/Three-Year Forecast Labs.	CAO B&A
JANUARY 2024	2	Review of HRM report, MC-HRM-POSN-0039 Authorized Position, correction/cleanup as needed to match authorized position with employee and FTE counts; match BOS Adopted/Current Year BOS approved position updates.	HR & Finance - All Depts
	2	Deadline: Service departments issue FY 2023-24 Year-end Estimate (if applicable) and FY 2024-25 charges to customer departments (I.T., telecom, records retention, vehicle mtc, fleet mgmt, courier/mail svcs., ERP, etc.).	Info Tech, RMA, Auditor
	3	Deadline: Depts submit HRM PSMT (position changes) to Central HR.	HR Analysts - All Depts
	3	Deadline: Depts finalize Year-End Estimate and Three-Year Forecast data entry in PB.	All Depts
	3	Deadline: Human Resources Updates Salary Tables for Approved and Completed Wage Analyses	Human Resources
	3	Depts to have all new and reallocated positions finalized before 2nd HRM to PB Load.	HR & Finance - All Depts
	3	B&A Analysts begin review/analysis of Year-End Estimates, Three-Year Forecast, fund balance, mid-year cost adjustments, etc.	CAO B&A
	5	Departments review FY 2024-25 Proposed State Budget.	All Depts
	5	Deadline: Other Fund departments submit year-end estimated fund balance, cancellations & provisions to obligated fund balance.	Fund Mgrs, FMs
	8	Deadline: Depts submit narrative to CAO B&A regarding proposed State Budget Impacts.	All Depts
	8	CAO B&A issues memo advising departments of "BLACKOUT" dates and related Board Report language.	CAO B&A
	10	State Budget Impacts Board Report to begin workflow through Legistar for BoS mtg.	CAO B&A
	19	2nd HRM to PB Load, PB closed for baseline preparation.	ACO ERP, HR
	19	Deadline: CAO Analysts finalize Year-End Estimates and Three-Year Forecast data entry in PB.	CAO B&A

**Budget Development Schedule
FY 2024-25**

PLEASE NOTE: This schedule is subject to change.

	Date	Task/Issue	Lead
JANUARY 2024	19	Deadline: Departments enter capital project updates into the CIP Database.	All Depts
	26	Open PB for Baseline Budget data entry.	ACO ERP, HR
	26	Deadline: Depts. submit narratives for Three-Year Forecast.*	CAO B&A
	26	Deadline: Departments submit pictures to CAO B&A for the FY 2024-25 Recommended Budget Book.	All Depts
	26	Deadline: Departments submit Requests to Classify (RTC) forms for FY 2024-25 new or reallocated positions to Central HR for approval.	HR Analysts - Applicable Depts
	31	Budget Committee Meeting - receives State Budget Impacts report.	CAO B&A
FEBRUARY	1	Departments run MC-PB-SBFS-4301/MC-PB-SBFS-4305/MC-PB-SBFS-4306 reports, verify correct position data transferred from HRM.	HR & Finance - All Depts
	1-5	PB training for Budget Development 'Baseline' and Budget Augmentations.	CAO B&A
	6	Board of Supervisors Meeting - receives State Budget Impacts report.	CAO B&A
	6	Deadline: LDPC (HRM Labor Distribution Profile Codes) Requests to add/delete/update due to ERP for FY 2024-25.	HR & Finance - All Depts
	7	FY 2023-24 Three-Year Forecast & General Financial Policies begins Legistar workflow for BC & BoS mtg.	CAO B&A
	9	Deadline: Submit all HR-reviewed/approved RTCs for new or revised positions to CAO Budget & Analysis.	Dept HR, Central HR
	9	Deadline: Departments submit Performance Measures for Recommended Budget Book to CAO Budget & Analysis.	All Depts
	19	Complete input of all Board approved positions for the current year (from the 2nd HRM load thru March 31, 2024) in HRM.	Central HR/Dept HR Analysts/CAO
	21-23	PB Budget Development Baseline and Budget Augmentations Labs.	CAO B&A
	21	Review of HRM report, MC-HRM-POSN-0039 Authorized Position vs MC-PB-SBFS-4305/MC-PB-SBFS-4306 to compare and verify Current Year Allocations to continue for FY 2024.	HR & Finance - All Depts
	21	Deadline: CAO B&A review Request to Classify (RTC) forms/follow up as needed.	CAO B&A, HR, Depts
	21	BLACKOUT: Last day for position changes (new/reallocations) until adoption of FY 2024-25 Budget.	CAO B&A, HR, All Depts.
	21-23	Depts. review requested positions; update info as needed; confirm current position info (position code/count).	DHs/ FMs & HR
MARCH	28	Budget Committee Meeting - (1:00 p.m. - Monterey Room) Receives Three-Year Forecast & General Financial Policies.	CAO B&A
	1	Deadline: Departments finalize FY 2024-25 baseline and budget augmentation requests in PB. Confirm positions; include related approved RTCs as attachments.	All Depts/FMs
	4	PB Requested Budget/Stage 1 closed.	ACO ERP, CAO B&A
	5	Board of Supervisors Meeting - receives Three-Year Forecast & General Financial Policies.	CAO B&A
	8	CAO Analysts complete preliminary data entry in PB for FY 2024-25 Recommended Budget.	CAO B&A
	8	Recommendation from Budget Director to CAO on available fund balance and budget augmentations.	CAO B&A
	11	Capital Committee Meeting - (3:30 p.m. - Monterey Room) - PWFP presents Draft CIP, unfunded CIP projects.	CAO B&A/PWFP
	12	Deadline: Other Fund Departments submit revised fund balance and cancellations and provisions for reserves/designations, if appropriate, for year-end estimate and requested budget.	Fund Mgrs, FMs
	21	Recommended Budget Book - Budget Narratives Training and Lab.	CAO B&A
	22	Department Heads Budget Workshop - Place TBD - 9:00 a.m.	CAO B&A
	25	Board Report on Status on the Development of FY 2024-25 Recommended Budget begins Legistar workflow (for Special Budget Workshop of the Board on 4/2/24 - date subject to change).	CAO B&A
	27	Budget Committee Meeting - (1:00 p.m. - Monterey Room).	CAO B&A
	31	Deadline: Departments update CAO Analysts on significant changes to year-end estimate based on third quarter actuals.	Applicable Depts
APRIL	2	CAO Analysts make final adjustments to PB FY 2023-24 Year-end Estimate, if material, based on third quarter estimates.	CAO B&A
	2	Special Meeting of the Board of Supervisors - Budget Workshop on the Status on the Development of the Recommended Budget - Board Chambers - 9:00 a.m.	CAO B&A
	4	Preliminary confirmation to departments regarding FY 2024-25 recommended budget augmentation requests.	CAO
	4	Individual DH meetings w/CAO if appealing FY 2024-25 recommendations.	CAO - DHs
	8	Deadline: Departments finalize Requested Budget narratives, including recommended budget augmentation requests.	All Depts
	8	Communicate Layoff Positions to Budget Analyst and Central HR.	HR & Finance - All Depts
	8	Inform Central HR if extension is needed for filled Allocation on Loan Positions.	HR & Finance - All Depts
	8	CAO Analysts revise Recommended Budget and Recommended Budget Book narratives, third-quarter year-end estimate changes, and BoS approved budget modifications.	CAO B&A
	8	Verify balanced FY 2024-25 Recommended Budget.	CAO B&A

**Budget Development Schedule
FY 2024-25**

PLEASE NOTE: This schedule is subject to change.

Date		Task/Issue	Lead
APRIL	8	Create PB to HRM "Draft" position worksheet for departments to review/confirm.	ACO - ERP
	4/10-5/1	Departments review "draft" position worksheet and confirm all positions, transfers, reorgs, reallocations, deletions, etc.	HR & Finance - All Depts
	12	CAO and Auditor-Controller review Year-end Estimated Fund Balance, Cancellations, & Reserves.	CAO B&A
	24	Budget Committee Meeting (1:00 p.m. - Monterey Room).	CAO B&A
MAY	1	Deadline: Dept. HR and finance sign off "Draft" PB to HRM position spreadsheet to Auditor's Office.	HR/Finance/All Depts
	1	Deadline: All Advantage HRM transactions to reflect positions in PB have been workflowed through CAO B&A and HR.	All Depts
	3	Auditor-Controller's Office provides Gann Limit information and Schedules for Recommended Budget Book.	CAO B&A & Auditor
	3	Prepare Notice to Taxpayers to publish by 5/16 (10 days before Public Hearings).	CAO B&A
	7	FY 2024-25 Recommended Budget goes to print.	CAO B&A
	8	FY 2024-25 Recommended Budget Summary Report(s) due in Legistar workflow (for BC).	CAO B&A
	8	Begin preparing "Adopted Budget" Board Reports for all agencies in Legistar, to be finalized immediately following Budget Hearings.	CAO B&A
	17	FY 2024-25 Recommended Budget available for review by public & departments.	CAO B&A
	22	Budget Committee Meeting - receives FY 2024-25 Recommended Budget Summary. (*Special meeting)	CAO B&A
	24	BoS - FY 2024-25 Recommended Budget Agenda(s) posted (for 5/29 & 5/30 hearings).	CAO B&A
	29-30	FY 2024-25 Recommended Budget Hearings (5/29 & 5/30, date subject to change).	CAO B&A
JUNE	3	Deadline: Submit detailed worksheet to Central HR and A/C-ERP for any position changes directed by Board at Budget Hearings.	CAO B&A
	3-4	Reconciliation and tabulation of position changes made during Budget Hearings.	Central HR/ACO ERP/CAO B&A
	3-4	Verify necessary position and budget changes based on Budget Hearing actions by the Board, for PB data entry and preparation of Adopted Budget Resolution.	CAO B&A
	4	Create PB to HRM "final" position spreadsheet for departmental review/verification.	ACO ERP, Central HR
	3-5	Prepare worksheets to identify Budget Hearing changes to Recommended Budget, detailed by Fund, Dept, Unit, line item for revenue, expenditures, for data entry in PB and SBFS revisions.	CAO B&A
	3-5	Final "Adopted Budget" changes data entry in PB for all accounting details by department, all position changes in SBFS, verify through FSQs and Advantage reports PB Stage 3 .	CAO B&A
	3-10	Finalize and workflow 9+/- individual Board Reports in Legistar for adoption of FY 2024-25 Budgets for all Board of Supervisors governed agencies and special districts (for 6/20/24 BoS mtg.)	CAO B&A
	20	Board of Supervisors Meeting - Adoption of FY 2024-25 Budget.	CAO B&A
	21	Deadline: Position (PSMT) draft documents and employee (ESMT) draft documents updated and review completed. Dept. HR and finance sign off on position and employee documents to Auditor's office.	HR & Finance - All Depts
	21	Load PB to HRM "Final" position spreadsheet to HRM as draft documents.	ACO ERP
	21	Load ESMT to HRM as draft documents.	ACO ERP
	17-20	PB approved FY 2023-24 budget data moved to FIN Advantage.	ACO ERP
	21-25	Position (PSMT) - Position Authorization (PAMT) - Employee (ESMT) documents finalized.	ACO ERP
	21-26	Department verification of budgets in FIN Advantage, Expense/Revenue query pages (MC-FIN-BA-0200/0201), Expense vs Budget/Revenue vs Budget.	Finance Staff/All Depts
	26	Budget Committee Meeting - (1:00 p.m. - Monterey Room).	CAO B&A
JULY	1	Departments compare FY 2024-25 Adopted Budget to HRM report (MC-HRM-POSN-0039) authorized positions to verify position and FTE counts.	HR & Finance - All Depts
	1	Departments verify positions finalize manual entries to HRM with Central HR coordination when discrepancies found in authorized positions & FTE counts and employees.	HR & Finance - All Depts, Central HR

* Departments should submit narratives for their General Fund operations and, if applicable, for the following major funds: NMC, Road Fund, Library Fund, Behavioral Health Fund, Local Revenue Fund 2011, Health & Welfare Realignment Fund, and Parks & Lake Resorts operations, Emergency Communications.

		2023				2024																
FY24-25 Budget Development		November		December		January				February				March				April				
Leads	Activity	1-2	3-4	1-2	3-4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
WRA	Kim/Cervantes			3 Yr Forecast (1/3)																		
M1W CSIP/SVRP/SRDF																						
M1	Fred Marsh	FY23-24 Reconciliation																				
M1	Fred Marsh				FY25 Request Submission				Discuss/Final Request													
WRA	m/Demers/Murray/Azhderian								Review/Final Request													
FY24-25 Position Change																						
WRA	Unit Managers	Develop goals and work plans for FY25				Labor Distribution																
WRA	Unit Managers	Identify Position Needs (Duties/Justifications)																				
WRA	Kim/Murray/Fenley						RTC (1/26)			FY25 Org Chart												
WRA	Kim/Cervantes											PB Entry										
FY24-25 Program Budget																						
WRA	Unit Managers		O&M Expense Requests for FY25						Prioritize Requests													
WRA	Unit Managers		Grant Expense Requests for FY25						Prioritize Requests													
WRA	Unit Managers		Equipment & Capital Project for FY25						Prioritize Requests													
WRA	Murray/Azhderian				Review																	
WRA	Kim/Cervantes								Preliminary Rev			PB Entry		FY25 Requested Budget Book								
WRA	Kim/Cervantes								FY24-25 Assessment Rates						CPI		PB Update			PB Update		
FY24-25 Budget Approval																						
	Kim/Cervantes													BoD Workshop (3/18)				BoD Approval (4/15)				
	Kim/Azhderian																					

Board of Supervisors Budget Hearing
Board of Supervisors Budget Adoption

5/29/2023
6/20/2023



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 23-034

December 06, 2023

Introduced: 11/27/2023

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Overview of Developing Goals and Objectives for Finance, Hydrology and Environmental Resources
Sections (Staff Presenting: Shaunna Murray, Nan Kim, Amy Woodrow)

Overview of Developing Goals and Objectives for the Agency Sections

12/6/2023

MCWRA Planning Committee



1

Overview



Mission

Manage water resources sustainably while minimizing impacts from flooding for present and future generations.

Vision

Be recognized throughout the region as a leader in water resource management through demonstrated knowledge, integrity and the quality of our actions.

Strategic Plan Goal D, Strategy 2:

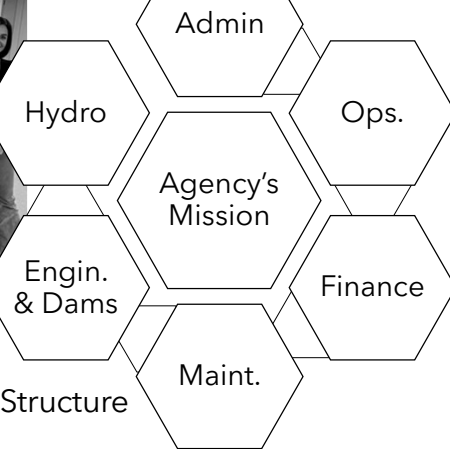
Goal D. Effective Core Services and Organization Improvement

Strategy 2. Establish clear goals, objectives and responsibilities for each section of the Agency

2

2

Develop Section Goals



- Current Organizational Structure
- Key opportunities:
 - Clarify roles
 - Increases efficiencies
 - Identify resource allocations

3

3

Development Process

- Reviewed Strategic Plan: mission, vision, values of the organization, multi-year goals and strategies
- Brainstormed big picture goals (5-10 per group)
- Began developing objectives to meet those goals
- Review lists of ongoing projects and programs and identified which the section is responsible for
- Revised many times with larger group input (most groups have 4+ versions)
- Different approaches and results
- Products are various stages of development – 2 examples to follow

4

4

FINANCE

GOALS :

1. Effective Management of Agency's **Financial Transactions**
2. Timely Facilitations of **Budget** Development, Adoption & Implementation
3. Successful **Monitoring Expenses** against Annual Budget
- 4. Maximization of Revenue** Opportunities
5. Improvement of **Team Competency**

5

5

FINANCE

GOAL #1 :

Effective Management of Agency's Financial Transactions

Objectives:

- A. Process accounts **payable within 5 days** from receipt
- B. Deposit payments** received **within 5 days** from receipt
- C. Process timecards and **payrolls on time**
- D. Achieve 99% vendors adopting **submission of electronic invoice**
- E. Complete **annual** tasks **on time**

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FINANCE

GOAL #2 :

Timely Facilitations of Budget Adoption & Implementation

Objectives:

- A. **Develop & submit** budget requests per County's budget schedules **on time**
- B. Facilitate **BoD budget workshop**
- C. Coordinate agency actions for **budget adoption**
- D. Utilize a **financial model** to forecast financial needs and **funding gaps**

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FINANCE

GOAL #3 :

Successful Monitoring Expenses against Annual Budget

Objectives :

- A. **Conduct** departmental **fiscal review of 99% agreements** (MOU, contracts and amendments)
- B. Manage **purchase orders** effectively
- C. Manage **position related expenses** against budget
- D. *Monitor* budget for any necessary **amendments**

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FINANCE

GOAL #4 : Maximization of Revenue Opportunities

Objectives :

- A. **Maximize grant reimbursements of** Agency's grants & MOUs
- B. Coordinate & submit **assessment data** for annual **tax roll** on time
- C. **Perform billing** of other revenues **timely**
- D. Support efforts to **seek alternative funding opportunities** (grants, loans, debt)

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FINANCE

GOAL #5 : Improve Team Competency

Objectives :

- A. Improve financial **analytic & reporting skills** through attending training
- B. Improve **knowledge** of **Agency operations**
- C. **Complete mandated** trainings
- D. Improve **Agency's fiscal policies** and **procedures**

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Hydrology & Environmental Resources

Core Activities + SMART goals

- Seven core activities identified by the Hydrology & Environmental Resources section
- Goals within each core activity
 - Subset are SMART goals
 - S - specific
 - M - measurable
 - A - attainable
 - R - relevant
 - T - time bound
 - Other goals may not be as measurable, but are still important

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Hydrology & Environmental Resources

Core Activities

- Collect, analyze, and report data to support water resources management.
- Perform and support planning studies and investigations to provide recommendations related to water resources management on regional and project-specific scales.
- Monitor environmental resources and comply with regulatory requirements for Agency projects and programs.
- Develop and implement the Low Effect Habitat Conservation Plan and Salinas River Operations Habitat Conservation Plan.
- Implement projects related to water resources management on a regional and project-specific scale.
- Support stewardship of the groundwater basin through project review related to county-wide water resources.
- Conduct permitting and CEQA/NEPA activities for Agency projects.

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Hydrology & Environmental Resources

Core Activity:
Collect, analyze, and report data
to support management of water
resources.

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Hydrology & Environmental Resources

Goal Topic:
Monthly Groundwater Level Data Program

- Two staff members will complete the monthly groundwater level data collection and one staff member will complete the monthly data processing tasks, within ten business days every month, so the data will be readily available for subsequent reporting tasks and informing decision making.

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Hydrology & Environmental Resources

Goal Topic:

Quarterly Water Conditions Reports

- Two staff members will write and review the quarterly water conditions report within five business days following the end of the quarter, so that the quarterly water conditions report can be presented to an Agency committee and Board of Directors within the following month.

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Hydrology & Environmental Resources

Goal Topic:

Maintain Equipment for Long-Term Groundwater Data Collection Programs

- The section will develop an equipment inventory, maintenance, and replacement plan for groundwater level and water quality data collection equipment by June 30, 2024, to inform long-term budgeting and ensure that resources are available to successfully implement the programs.

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County of Monterey

Item No.5

Board Report

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

Legistar File Number: WRAPL 23-035

December 06, 2023

Introduced: 11/27/2023

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Update on Strategic Planning Workshop (Staff Presenting: Shaunna Murray)



County of Monterey

Item No.6

Board Report

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

Legistar File Number: WRAPL 23-038

December 06, 2023

Introduced: 11/30/2023

Current Status: Draft

Version: 1

Matter Type: WRA Planning Item

Proposal to consolidate WRA committee meetings (Staff Presenting: Ara Azhderian)

Proposal to consolidate Monterey County Water Resources Agency (“Agency”) committee meetings:
Combine the Finance, Planning, and Personnel/Administration standing committees into one Finance & Administration Committee that would meet monthly, two weeks prior to each regular Board of Directors meeting.

ISSUE:

On a monthly basis, Agency staff must be ready to prepare for five committee meetings, a Board of Director meeting, and Board of Supervisor meetings as needed. Each meeting can take hours of staff time in preparation alone, as well as three or more deadlines to meet to keep the process moving. The standing Board of Director’s committees have significant overlap, both in terms of membership and subject matter. By consolidating the three standing committees into one, staff and committee members’ time would be better utilized and subject matter understanding would be improved due to the often interrelatedness of issues. For example, a personnel matter may have implications to finance and planning that may not be fully evident if presented narrowly, within the jurisdiction of the committee, e.g. a request for more staffing presented in the context of a particular job. Absent a full presentation of the finance and planning implications, the Personnel and Administration Committee could approve such a request without an adequate understanding of the related issues beyond their identified areas of focus. Alternatively, staff could present the matter completely three separate times to ensure each committee is fully briefed; however, while the latter avoids partially informed recommendations, it comes at the expense of significant resources and committee member fatigue.

CURRENT STANDING COMMITTEES’ MEMBERSHIP AND PURVIEW:

<u>Finance Committee</u>	<u>Planning Committee</u>	<u>Personnel/Admin Committee</u>
Mark Gonzalez	Mark Gonzalez	Mark Gonzalez
Matthew Simis	Matthew Simis	Matthew Simis
John Baillie		John Baillie
Mike LeBarre		Mike LeBarre
	Deidre Sullivan	
	Ken Ekelund	

Agency Act provisions related to Board of Director sub-committees:

Section 66. The Directors shall adopt bylaws for the conduct of their business and shall establish standing committees comprised of Board members.

Section 67. The Directors may establish 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.

Section 68. The Directors shall not delegate to any standing or advisory committee any authority other than the authority to advise the Board members.

The Agency Bylaws provide the following concerning the Finance, Planning, and Personnel/Administration Committees:

Finance Committee. The Finance Committee consists of three Board members and the Board Chair. The Finance Committee assists in establishing and enhancing valid business and financial management systems. It annually reviews and recommends the budget, and each month it reviews the Agency's financial performance under the adopted budget. The committee 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.

Planning Committee. The Planning Committee consists of three Board members and the Board Chair. 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. 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.

Personnel/Administration Committee. The Personnel/ Administration Committee consists of three Board members and the Board Chair. The Personnel/ Administration Committee reviews Agency personnel matters, and governmental affairs.

CONSIDERATIONS:

- To consolidate the three committees, the Agency's Bylaws would need to be amended. The procedure to amend the Bylaws requires the Board of Directors to consider the matter once and adopt changes to the Bylaws by resolution. Once adopted, the Bylaws are amended.
- The Agency's Bylaws were last amended in May 2019 to increase compensation for the Directors. The Board of Directors made more substantive changes to the Bylaws in November 2018, including:
 - Chair and Vice Chair to serve two year terms starting January 2020 (Section 3.02).
 - The Board Chair will appoint the Chair and Vice Chair of each Board committee (Section 4.01).
 - The Salinas Valley City representative to the Basin Management Advisory Committee has been removed (Section 4.03(b)).
 - Section V "Meetings" has been updated throughout to update language concerning the Brown Act.
 - If a Director is recused because of the California Political Reform Act or Government Code section 1090, the Director will not be counted towards the quorum. If the recusal of a Director on a certain item will upset the quorum, such item will be trailed to the end of the meeting and continued to a future meeting when a quorum can be obtained. If a Director otherwise abstains from voting, they will be counted towards the quorum, but the vote of the abstaining member will not be counted either for or against the measure (Section 5.05).
- To avoid a quorum of the Agency's Board of Directors (5 Directors), two current members of the committees would have to be willing to relinquish their membership.



County of Monterey

Item No.7

Board Report

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

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December 06, 2023

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Matter Type: WRA Planning Item

Set next meeting date and discuss future agenda items