



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

TEL: (831) 384-6131 FAX: (831) 883-5995

DIRECTORS

HOWARD GUSTAFSON
President

THOMAS P. MOORE
Vice President

WILLIAM Y. LEE
JAN SHRINER

Agenda

Regular Board Meeting, Board of Directors Marina Coast Water District

Marina Council Chambers

211 Hillcrest Avenue, Marina, California

Tuesday, February 16, 2016, 6:00 p.m. PST

(Please note the date and earlier start time)

This meeting has been noticed according to the Brown Act rules. The Board of Directors meet regularly on the first and third Monday of each month. The meetings normally begin at 6:30 p.m. and are held at the City of Marina Council Chambers at 211 Hillcrest Avenue, Marina, California.

Our Mission: We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.

1. Call to Order

2. Roll Call

3. Public Comment on Closed Session Items *Anyone wishing to address the Board on matters appearing on Closed Session may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

4. Closed Session

A. Pursuant to Government Code 54956.9

Conference with Legal Counsel – Existing Litigation

1) Ag Land Trust v. Marina Coast Water District, Monterey County Superior Court Case No. M105019; Sixth Appellate District Court of Appeals Case Nos. H038550 and H039559

2) In the Matter of the Application of California-American Water Company (U210W) for Approval of the Monterey Peninsula Water Supply Project and Authorization to Recover All Present and Future Costs in Rates, California Public Utilities Commission No. A.12-04-019 & A.13-05-017 Settlement Agreement

This agenda is subject to revision and may be amended prior to the scheduled meeting. Pursuant to Government Code section 54954.2(a)(1), the agenda for each meeting of the Board shall be posted at the City of Marina Council Chambers. The agenda shall also be posted at the following locations but those locations are not official agenda posting locations for purposes of section 54954.2(a)(1): District offices at 11 Reservation Road, Seaside City Hall, the City of Marina Library, and the City of Seaside Library. A complete Board packet containing all enclosures and staff materials will be available for public review on Wednesday, February 10, 2016. Copies will also be available at the Board meeting. Information about items on this agenda or persons requesting disability related modifications and/or accommodations should contact the Board Clerk 48 hours prior to the meeting at: 831-883-5910.

- 3) Marina Coast Water District v. California Public Utilities Commission, California Supreme Court Case No. S230728, Writ of Review
- 4) California-American Water Company vs Marina Coast Water District; Monterey County Water Resources Agency; and Does 1 through 10, San Francisco Superior Court Case No. CGC-13-528312 (Complaint for Declaratory Relief); First Appellate District Court of Appeals Case No. A145604
- 5) Marina Coast Water District vs. California-American Water Company, Monterey County Water Resources Agency, and Does 1 through 50, San Francisco Superior Court Case No. CGC-15-547125 (Complaint for Breach of Warranties, etc.)
- 6) Marina Coast Water District v, California Coastal Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CV180839 (Petition for Writ of Mandate). Sixth District Court of Appeal Case No. H042742
- 7) Marina Coast Water District v, California State Lands Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CV180895 (Petition for Writ of Mandate)

- B. Pursuant to Government Code 54956.8
Conference with Real Property Negotiator
Property: Recycled Water Pipeline, Recycled Water
Agency Negotiators: Howard Gustafson, Thomas Moore
Negotiating parties: MRWPCA, MCWRA, MPWMD, City of Salinas, and others.
Under Negotiation: Price and Terms
- C. Pursuant to Government Code 54956.8
Conference with Real Property Negotiator
Property: Sewer Infrastructure
Negotiating parties: Howard Gustafson, Thomas Moore
Under Negotiation: Price and Terms
- D. Pursuant to Government Code 54957 (a)
Threat to Public Services or Facilities

7:00 p.m. Reconvene Open Session

5. **Reportable Actions Taken During Closed Session** *The Board will announce any reportable action taken during closed session and the vote or abstention on that action of every director present, and may take additional action in open session as appropriate. Any closed session items not completed may be continued to after the end of all open session items.*

6. Pledge of Allegiance

- 7. Oral Communications** *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

8. Presentations

- A. Consider Adoption of Resolution No. 2016-06 in Recognition of Tuan Nguyen, Systems Operator II, and Award a Plaque and Gift Certificate for 10 Years of Service to the Marina Coast Water District
- B. Consider Adoption of Resolution No. 2016-07 in Recognition of Joe Pineda, Systems Operator II/Cross-Connection Control Specialist, and Award a Plaque and Gift Certificate for 10 Years of Service to the Marina Coast Water District

- 9. Consent Calendar** *Board approval can be taken with a single motion and vote. A Board member or member of the public may request that any item be pulled from the Consent Calendar for separate consideration at this meeting or a subsequent meeting. The public may address the Board on any Consent Calendar item. Please limit your comment to four minutes.*

- A. Receive and File the Check Register for the Month of January 2016
- B. Receive the Quarterly Financial Statements for October 1, 2015 to December 31, 2015
- C. Approve the Draft Minutes of the Regular Board Meeting of February 1, 2016

- 10. Action Items** *The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board on these items as each item is reviewed by the Board. Please limit your comment to four minutes.*

- A. Discussion and Possible Action to Consider Adoption of Resolution No. 2016-08 Calling for an Election to Fill Director Vacancy, Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 8, 2016

Action: The Board of Directors will consider filling the vacant seat on the Board by election and calling for an election to be held at the November 8, 2016 General Election.

- B. Discussion and Possible Action to Consider Adoption of Resolution No. 2016-10 to Approve a Professional Services Agreement with Runyon Saltzman Einhorn, Inc. to Provide Public Relations and Community Outreach Services to the District

Action: The Board of Directors will consider approving a Professional Services Agreement with Runyon Saltzman Einhorn, Inc. to provide Public Relations and Community Outreach Services to the District.

C. Receive the Marina Coast Water District FY 2015-2016 Mid-Year Report

Action: The Board of Directors will receive the mid-year budget report for FY 2015-2016.

D. Consider Directing a Board Member to Declare a Candidacy for the Independent Special District Selection Committee on the Local Agency Formation Commission of Monterey County

Action: The Board of Directors will consider directing a Board member to declare a candidacy for the Independent Special District Selection Committee on the Local Agency Formation Commission of Monterey County.

11. Staff Reports

A. Receive Developer's Report as of December 31, 2015

12. Informational Items *Informational items are normally provided in the form of a written report or verbal update and may not require Board action. The public may address the Board on Informational Items as they are considered by the Board. Please limit your comments to four minutes.*

A. General Manager's Report

B. Counsel's Report

C. Committee and Board Liaison Reports

- | | |
|-----------------------------------|-----------------------------------|
| 1. Water Conservation Commission | 7. LAFCO Liaison |
| 2. Joint City-District Committee | 8. FORA |
| 3. Executive Committee | 9. WWOC Report |
| 4. Community Outreach Committee | 10. JPIA Liaison |
| 5. Budget and Personnel Committee | 11. Special Districts Association |
| 6. MRWPCA Board Member Liaison | |

13. Board Member Requests for Future Agenda Items

14. Director's Comments and Reports on Meetings *Director reports on meetings with other agencies, organizations and individuals on behalf of the District and on official District matters.*

15. Adjournment *Set or Announce Next Meeting(s), date(s), time(s), and location(s):*

*Regular Meeting: Monday, March 7, 2016, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: February 16, 2016

Prepared By: James Derbin

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-06 in Recognition of Tuan Nguyen, Systems Operator II, and Awarding a Plaque and Gift Certificate for 10 Years of Service to the Marina Coast Water District

Staff Recommendation: recommends that the Board of Directors consider adoption of Resolution No. 2016-06 in recognition of Tuan Nguyen, Systems Operator II, and awarding a plaque and gift certificate for 10 Years of Service to the Marina Coast Water District.

Background: *2015 Strategic Plan Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: Tuan Nguyen began his employment with the District, as a Meter Reader, on January 2, 2006. Tuan immediately applied himself to his work in such a manner that he was transferred into the Operations and Maintenance (O&M) Department in January of 2008. Following Tuan's promotion into the O&M Department, Tuan immediately began his studies to earn his Water Distribution Grade I Certification in October and then followed up with earning his Water Distribution Grade II Certification, as soon as he was eligible. Tuan was recognized for this achievement with a promotion to Operator II. In January of 2014, Tuan earned his Distribution Grade III Certification.

Currently Tuan Nguyen holds the following professional certifications:

- SWRCB DDW Water Distribution Operator Grade D3
- SWRCB DDW Water Treatment Operator Grade II

In addition to Tuan's professional certifications, he continually strives to improve his water and wastewater operational skills. Overall, Tuan is a dedicated and loyal employee who is well-respected and admired by his fellow employees and District customers.

It is with great pleasure that the District recognizes Tuan Nguyen's ten years of service to the Marina Coast Water District. We collectively thank him for his years of outstanding service, and wish him well in his continued service to the District.

Environmental Review Compliance: None required.

Financial Impact: X Yes No Funding Source/Recap: Expenditures for plaque and gift certificate are allocated across four cost centers from the Hospitality & Awards account.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2016-06

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2016

Resolution No. 2016-06
Resolution of the Board of Directors
Marina Coast Water District
In Recognition of Mr. Tuan Nguyen
for 10 Years of Service to MCWD and Awarding a Plaque and Gift Certificate

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 16, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Tuan Nguyen joined the District on January 2, 2006 as a Meter Reader; and,

WHEREAS, in 2008, Tuan was promoted to Systems Operator I in the Operations and Maintenance Department; and,

WHEREAS, in 2009, following earning his Distribution Grade II certification, Tuan was promoted to System Operator II; and,

WHEREAS, Tuan holds professional certifications in Water Distribution and Treatment; and,

WHEREAS, over the past ten years, Tuan’s certification accomplishments have been balanced with steady improvement of his skills related to water treatment and distribution and wastewater collection system operations; and,

WHEREAS, Tuan is a dedicated and loyal employee who is well-respected and admired by his fellow employees and District customers.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude, award a plaque and gift certificate, recognizes Tuan Nguyen for ten years of service with the District, and wishes him continued success with the District.

PASSED AND ADOPTED on February 16, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-06 adopted February 16, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: February 16, 2016

Prepared By: James Derbin

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-07 in Recognition of Joe Pineda, Systems Operator II/Cross-Connection Control Specialist, and Awarding a Plaque and Gift Certificate for 10 Years of Service to the Marina Coast Water District

Staff Recommendation: recommends that the Board of Directors consider adoption of Resolution No. 2016-07 in recognition of Joe Pineda, Systems Operator II/Cross-Connection Control Specialist, and awarding a plaque and gift certificate for 10 Years of Service to the Marina Coast Water District.

Background: *2015 Strategic Plan Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: In 2006, Joe Pineda began employment with the District as a Collections Operator I. Joe immediately applied himself to his work, as a result of his quick learning, in November 2007, he was promoted to the position of System Operator I.

Following Joe's promotion, he began his studies to earn his Water Distribution Grade I Certification. He then followed up this achievement with earning his Water Distribution Grade II Certification as soon as he was eligible to take the exam. In 2009, Joe was recognized for this achievement with a promotion to System Operator II. Since 2009, Joe has earned the following professional Certifications: Water Treatment Operator Grade II, Water Distribution Operator Grade III, CA/NV AWWA Backflow Prevention Assembly General Tester, CA/NV AWWA Cross-Connection Control Specialist, and CWEA Collection System Maintenance Grade II.

Joe is always available to assist his coworkers or take on a new project. In 2013, Joe managed re-keying of all the District locks and further improved the MCWD master lock system. This work was completed in one week, and saved the District \$5,000. In addition, Joe has taken it upon himself to become very competent with using the District's Ground Penetrating Radar (GPR) unit that is utilized for Underground Service Alert (USA) markings.

Currently Joe Pineda holds the following professional certifications:

- SWRCB DDW Water Distribution Operator Grade D3
- SWRCB DDW Water Treatment Operator Grade II
- CA/NV AWWA Backflow Prevention Assembly General Tester
- CA/NV AWWA Cross-Connection Control Specialist
- CWEA Collection System Maintenance Grade II

In addition to Joe's professional certifications, he continually strives to improve his water and wastewater operational skills. Overall, Joe is a dedicated and loyal employee who is well-respected and admired by his fellow employees and District customers.

It is with great pleasure that the District recognizes Joe Pineda's ten years of service to the Marina Coast Water District. We collectively thank him for his years of outstanding service, and wish him well in his continued service to the District.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: Expenditures for plaque and gift certificate are allocated across four cost centers from the Hospitality & Awards account.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2016-07

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2016

Resolution No. 2016-07
Resolution of the Board of Directors
Marina Coast Water District
In Recognition of Mr. Joe Pineda
for 10 Years of Service to MCWD and Awarding a Plaque and Gift Certificate

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 16, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Joe Pineda joined the District on February 15, 2006 as a Collections Operator I; and,

WHEREAS, in 2007, Joe was promoted to System Operator I with the Operations and Maintenance Department; and,

WHEREAS, in 2009, following earning his Distribution Grade II certification, Joe was promoted to System Operator II; and,

WHEREAS, in 2012, when the District reorganized, Joe was promoted to System Operator II/Cross-Connection Control Specialist; and,

WHEREAS, since Joe’s promotion in 2012, the District’s Backflow Program has never been more effective; and,

WHEREAS, over the past ten years, Joe’s certification accomplishments have been balanced with steady improvement of his skills related to water distribution, water treatment, and wastewater collection system operations; and,

WHEREAS, Joe is a dedicated and loyal employee who is well-respected and admired by his fellow employees and District customers.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and recognizes Joe Pineda for ten years of service with the District, and wishes him continued success with the District.

PASSED AND ADOPTED on February 16, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-07 adopted February 16, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9

Meeting Date: February 16, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consent Calendar

Staff Recommendation: The Board of Directors approve the Consent Calendar as presented.

Background: *2015 Strategic Plan Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Consent calendar consisting of:

- A) Receive and File the Check Register for the Month of January 2016
- B) Receive the Quarterly Financial Statements for October 1, 2015 to December 31, 2015
- C) Approve the Draft Minutes of the Regular Board Meeting of February 1, 2016

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Other Considerations: The Board of Directors can approve these items together or the Board can pull these items and discuss each one individually.

Material Included for Information/Consideration: Check register for the month of January 2016; Quarterly Financial Statements for October 1, 2015 to December 31, 2015; and, the draft minutes of February 1, 2016.

Action Required: _____Resolution X Motion _____Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: February 16, 2016

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of January 2016

Staff Recommendation: The Board of Directors receive and file the January 2016 expenditures totaling \$533,288.93.

Background: *2015 Strategic Plan, Objective No. 3 – Our objective is to manage public funds to assure financial stability, prudent rate management and demonstrate responsible stewardship. Our fiscal strategy is to forecast, control and optimize income and expenditures in an open and transparent manner. We will efficiently use our financial resources to assure availability to fund current and future demands.*

Discussion/Analysis: These expenditures were paid in January 2016 and the Board is requested to receive and file the check register.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: Expenditures are allocated across the six cost centers; 01-Marina Water, 02-Marina Sewer, 03- Ord Water, 04-Ord Sewer, 05-Recycled Water, 06-Regional Water.

Other Consideration: None.

Material Included for Information/Consideration: January 2016 Summary Check Register.

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: February 16, 2016

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Quarterly Financial Statements for October 1, 2015 to December 31, 2015

Staff Recommendation: The Board receives the Quarterly Financial Statements for October 1, 2015 to December 31, 2015.

Background: *2015 Strategic Plan, Strategic Element No. 3.2 – Regular Financial Updates to Policymakers and Managers.*

Discussion/Analysis: All figures reported for the quarter are based on accrual basis accounting. The District’s consolidated financial statement for the quarter includes revenues of \$2.896 million and expenses of \$2.709 million, resulting in net gain from operations of \$0.187 million. The District budget projected net gain from operations of \$0.420 million for the same period.

The net gain from operations was lower than the budget expectation by \$0.233 million due to the timing of when revenues are earned and expenses are accrued produce different results than those in which the annual budget amounts are divided evenly by quarter.

Summary of Cost Centers:

Description	Actual Qtr	Budget Qtr	Actual FYTD	Budget FYTD
Marina Water				
Revenue	864,730	1,036,155	1,827,540	2,072,311
Expenses	<u>620,146</u>	<u>678,036</u>	<u>1,126,944</u>	<u>1,356,070</u>
Net Gain	244,584	358,119	700,596	716,241
Marina Sewer				
Revenue	248,058	258,132	500,174	516,263
Expenses	<u>179,304</u>	<u>189,172</u>	<u>307,965</u>	<u>378,345</u>
Net Gain	68,754	68,960	192,209	137,918
Ord Community Water				
Revenue	1,277,601	1,419,973	2,742,223	2,839,945
Expenses	<u>1,412,553</u>	<u>1,513,974</u>	<u>2,454,445</u>	<u>3,027,950</u>
Net Gain	(134,952)	(94,001)	287,778	(188,005)

Ord Community Sewer				
Revenue	506,784	529,718	1,028,912	1,059,436
Expenses	<u>337,806</u>	<u>383,177</u>	<u>568,434</u>	<u>766,355</u>
Net Gain	168,978	146,541	460,478	293,081
Recycled Water Project				
Revenue	(849)	2,075	616	4,150
Expenses	<u>159,292</u>	<u>61,175</u>	<u>159,292</u>	<u>122,349</u>
Net Gain	(160,141)	(59,100)	(158,676)	(118,199)
Regional Project				
Revenue	-	-	-	-
Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Gain	-	-	-	-
Consolidated Cost Centers				
Revenue	2,896,324	3,246,053	6,099,465	6,492,105
Expenses	<u>2,709,101</u>	<u>2,825,534</u>	<u>4,617,080</u>	<u>5,651,069</u>
Net Gain	187,223	420,519	1,482,385	841,036

As of December 31, 2015, the District had \$13.963 million in liquid investments. The District also had \$1.721 million of bond proceeds for construction purposes and \$0.849 million of 2010 refunding bond proceeds for debt reserve purposes in the bank. The District owed \$29.840 million for the 2015 Senior Revenue Refunding Bonds Series A and \$1.115 million for Series B. In addition the District owed \$4.945 million for the 2010 Refunding Bond, and \$1.832 million in aggregate for the BLM building financing. The Construction loan financing for the IOP building was paid off in full on December 1, 2015.

Environmental Review Compliance: None required.

Financial Impact: Yes X No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: Quarterly Financial Statements, Investments and Debt Summary Statements.

Action Required: Resolution Motion X Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-C

Meeting Date: February 16, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of February 1, 2016

Staff Recommendation: The Board of Directors approve the draft minutes of the February 1, 2016 regular Board meeting.

Background: *2015 Strategic Plan, Mission Statement – We Provide high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: The draft minutes of February 1, 2016 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: The Board can suggest changes/corrections to the minutes.

Material Included for Information/Consideration: Draft minutes of February 1, 2016.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-A

Meeting Date: February 16, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2016-08 Calling for an Election to Fill Director Vacancy, Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 8, 2016

Staff Recommendation: The Board of Directors adopt Resolution No. 2016-08 calling for an election to fill the vacancy caused by Director Peter Le's resignation and additionally for Director Thomas Moore's office, which expires in 2016, ordering an election, requesting County Elections to conduct the election, and requesting consolidation of the election set for November 8, 2016. The Board is also asked to limit the Candidate's Statement to 200 words or less and the candidate is responsible for paying the cost of publishing the Candidate's Statement of Qualifications.

Background: *2015 Strategic Plan, Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: Director Peter Le resigned from the Board of Directors effective January 4, 2016. Pursuant to Government Code Section 1780, within 60 days of the resignation, the Board has the option of either making an appointment or calling an election to fill the vacancy. By not making an appointment at the February 1 Board meeting, the Board is to consider filling the appointment by election. If the Board decides to fill the vacancy by election, which would occur at the November 8, 2016 General Election, it is recommended that action be combined with the normal action to call an election for Director Thomas Moore's office, which term of office expires in 2016.

Pursuant to Section 10002 et seq. of the Elections Code, the Governing Body of the District must call the election to be held on November 8, 2016 for the purpose of electing successors to the terms of office which will expire in 2016. The Board must adopt a resolution calling for the election no later than July 6, 2016. The District has staggered terms and therefore must meet this requirement every two years.

Following the prior practice of the Board, the District will limit the Candidate's Statement to 200 words or less and the candidate is responsible for paying the cost of publishing the Candidate's Statement of Qualifications in the Voter's Information Pamphlet at the time of filing his/her statement.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: The approximate cost is \$40,000, which depends on the number of registered voters in the District's jurisdiction and how many pamphlets are printed and mailed. This cost will be allocated to both Marina cost centers; 01-Marina Water and 02-Marina Sewer.

Material Included for Information/Consideration: Resolution No. 2016-08; and, Election Calendar.

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2016

Resolution No. 2016-08
Resolution of the Board of Directors
Marina Coast Water District

Resolution Calling for an Election to Fill Director Vacancy and Ordering an Election,
Requesting County Elections to Conduct the Election,
and Requesting Consolidation of the Election Set for November 8, 2016

RESOLVED by the Board of Directors ("Board"), of the Marina Coast Water District ("District"), at a regular meeting duly called and held on February 16, 2016, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Director Peter Le resigned from the Board effective January 4, 2016, and his office was up for election at the November 8, 2016 General Election; and

WHEREAS, the Board desires to fill the vacancy by election pursuant to Government Code Section 1780(e), which election would be held on the next established election date that is 130 or more days after the date of the adoption of this resolution, which would be the November 8, 2016 General Election; and

WHEREAS, Director Thomas P. Moore's office is also subject to election at the November 8, 2016 General Election; and

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and,

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and,

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and,

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and,

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and,

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision of the submission of any question, proposition, or

office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections office, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and,

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and,

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 8, 2016.

NOW THEREFORE BE IT RESOLVED AND ORDERED, by the Board of Directors of the Marina Coast Water District as follows:

1. That the vacancy on the Board created by the resignation of Director Peter Le be filled by election.

2. A District election is hereby called to fill the vacancy and for Director Thomas P. Moore's office, which expires in 2016.

3. The Board hereby requests the Board of Supervisors of the County of Monterey to order that the District election be consolidated with the statewide election pursuant to Elections Code Sections 10401 and 10403.

4. Monterey County Elections Department will conduct the election for the following offices on the November 8, 2016 ballot:

<u>Seats Open</u>	<u>Office</u>	<u>Term</u>	<u>District</u>
Thomas P. Moore	Director	4 Year	Marina Coast Water District
Vacant	Director	4 Year	Marina Coast Water District

5. The Board acknowledges that the consolidated election will be held and conducted in the manner prescribed in Elections Code Section 10418.

6. The Board hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for those services.

7. Each candidate shall submit payment to the Elections Department upon submission of the candidate's statement.

PASSED AND ADOPTED on February 16, 2016, by the Board of Directors of the Marina Coast Water District by the following vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-08 adopted February 16, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-B

Meeting Date: February 16, 2016

Prepared By: Jean Premutati

Approved By: Keith Van Der Maaten

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2016-10 to Approve a Professional Services Agreement with Runyon Saltzman Einhorn, Inc. to Provide Public Relations and Community Outreach Services to the District

Staff Recommendation: The Board of Directors adopt Resolution No. 2016-10 to approve a Professional Services Agreement (PSA) with Runyon Saltzman Einhorn, Inc. to provide public relations and community outreach services to the District.

Background: *2015 Strategic Plan, Goal 4.0 – Strategic Partners and Public Affairs - Our objective is to build our relationship with the public and local agencies. Our strategy in the areas of strategic partners and public affairs is to communicate in a positive way, including active listening and encouraging open discussions.*

At the September 19, 2015, meeting, the Board approved sending out RFP's for public relations and community outreach. Staff distributed sixteen (16) RFP's to firms that have prior experience with water, environmental issues, and special districts. Four (4) firms responded by the deadline of November 16, 2015.

Discussion/Analysis: Staff has reviewed and summarized the proposals. A matrix is included to assist the Board with its selection using the following evaluation criteria:

- depth and breadth of experience
- quality of work samples
- scope and understanding of the work
- competitiveness of the bid

On February 8, 2016, the four (4) proposals and the matrix were reviewed and discussed at the Board of Directors Community Outreach Committee meeting. Runyon Saltzman Einhorn, Inc. (RSE) was ranked the highest based on their qualifications, scope and understanding of the work, competitiveness of their bid, and quality of the work samples provided in their proposal. RSE stood out in their comprehensive and detailed 4-Phase plan which includes ample focus on PR efforts for future Water Augmentation projects.

Environmental Review Compliance: None required.

Financial Impact: X Yes No Funding Source/Recap – Across all four cost centers; Marina water – 27%, Marina sewer – 7%, Ord water – 54%, Ord sewer – 12%.

Other Considerations: The Board of Directors can select a firm other than RSE, or not select any firm at all.

Material Included for Information/Consideration: Resolution No. 2016-10; RFP for Public Outreach Services; evaluation matrix; and, copies of proposals from Miller-Maxfield, Inc., MIG, Inc. Runyon Saltzman Einhorn, Inc. and KP Public Affairs are provided separately.

Action Required: X Resolution _____ Motion _____ Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2016

Resolution No. 2016-10
Resolution of the Board of Directors
Marina Coast Water District
Approving a Professional Services Agreement with Runyon Saltzman Einhorn, Inc.
to Provide Public Relations and Community Outreach Services to the District

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 16, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District adopted a Five-year Strategic Plan with an objective to build our relationship with the public and local agencies with a strategy to communicate with our strategic partners by establishing clear lines of communications between the District, other agencies, and the public to ensure that our message is clearly and quickly communicated so that we can establish and maintain a positive reputation; and,

WHEREAS, the need exists for a strategic approach to communication to ensure the District is able to clearly and concisely deliver its messages to stakeholders and ratepayers to ensure they understand and appreciate the valuable services provided by the District; and,

WHEREAS, at the September 19, 2015 Board meeting, the Board approved sending out a request for proposal (RFP) to provide public relations and community outreach services to the District; and,

WHEREAS, staff distributed the request for proposal for public relations and community outreach services to sixteen (16) firms with four (4) responding; and,

WHEREAS, staff reviewed the proposals, presented and discussed the proposals and staff’s recommendation to the Board of Directors Community Outreach Committee on February 8, 2016, and received approval from the Committee to move forward with staff’s recommendation to the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2016-10 approving a Professional Services Agreement with Runyon Saltzman Einhorn, Inc. to provide public relations and community outreach services to the District at a cost not-to-exceed \$161,750.

PASSED AND ADOPTED on February 16, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-10 adopted February 1, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-C

Meeting Date: February 16, 2016

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Marina Coast Water District FY 2015-2016 Mid-Year Report

Staff Recommendation: The Board receives the Marina Coast Water District Mid-Year Report for FY 2015-2016.

Background: 2015 Strategic Plan, Goal No. 3.0 – Fiscal Planning – Our objective is to manage public funds to assure financial stability, prudent rate management and demonstrate responsible stewardship. Our fiscal strategy is to forecast, control and optimize income and expenditures in an open and transparent manner. We will efficiently use our financial resources to assure availability to fund current and future demands..

On June 15, 2015, the Board passed and adopted Resolution 2015-29 adopting the Marina Coast Water District Budget for FY 2015-2016.

Discussion/Analysis: The FY 2015-2016 Mid-Year Report reflects the consolidated financial activity of the District through December 31, 2015 and compares the activity with the approved budget. This comparison will serve as indication of whether or not the District will need to do a budget adjustment.

The District's Mid-Year Report includes revenues and other funding sources of \$9.656 million and expenses, including CIP/Capitalized Equipment of \$8.367 million, resulting in net gain of \$1.289 million. The net gain will be used to offset the annual principal debt service which is due and payable in May, 2016.

Some of the individual line-items may have substantial variances from the approved budget however staff has worked diligently to keep the total activity within the total approved budget.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: Mid-year Report for FY 2015-2016 as of December 31, 2015.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-D

Meeting Date: February 16, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consider Directing a Board Member to Declare a Candidacy for the Independent Special District Selection Committee on the Local Agency Formation Commission of Monterey County

Staff Recommendation: The Board of Directors is requested to consider directing a Board member to the Independent Special District Selection Committee on the Local Agency Formation Commission of Monterey County (LAFCO).

Background: *2015 Strategic Plan, Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: On February 1, 2016, LAFCO sent a Call for Nominations for Two Special District Seats on LAFCO for four-year terms. Nominations must be received before March 1, 2016.

There is one Regular Member seat and one Alternate Member seat on the Commission. The seats are currently held by Stephen Snodgrass, Pajaro/Sunny Mesa Community Services District, and Warren Poitras, Monterey County Regional Fire Protection District.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None.

Other Considerations: None.

Material Included for Information/Consideration: LAFCO letter dated February 1, 2016 with nomination form and candidate statement.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

