



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://www.mcwd.org)

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## DIRECTORS

HOWARD GUSTAFSON  
*President*

PETER LE  
*Vice President*

THOMAS P. MOORE  
WILLIAM Y. LEE  
JAN SHRINER

## Agenda

### Regular Board Meeting, Board of Directors Marina Coast Water District

211 Hillcrest Avenue, Marina, California

Monday, January 5, 2015, 6:30 p.m. PST

*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 6:00 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 54957  
Public Employee Appointment  
Title: General Manager

#### 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

This agenda is subject to revision and may be amended prior to the scheduled meeting. A final agenda will be posted at City of Marina Council Chambers (211 Hillcrest Avenue, Marina) and the District office (11 Reservation Road, Marina) no less than 72 hours prior to the meeting. A complete Board packet containing all enclosures and staff materials will be available for public review on Wednesday, December 31, 2014. 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.

**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. 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. Approve the Draft Minutes of the Regular Board Meeting of December 15, 2014

B. Approve the Draft Minutes of the Special Board Meeting of December 29, 2014

**9. 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 Director Appointments to Standing Committees of the Board and to Outside Agencies for 2015, and as Negotiators for the Ad Hoc Recycled Water Pipeline, the Recycled Water, and the Sewer Infrastructure Committees

*Action: The Board of Directors will consider Director appointments to Standing Committees of the Board and to Outside Agencies for 2015, and as Negotiators for the Ad Hoc Recycled Water Pipeline, the Recycled Water, and the Sewer Infrastructure Committees.*

B. Discussion and Possible Action to Consider Appointing an Acting/Interim/Temporary General Manager

*Action: The Board of Directors will consider appointing an Acting/Interim/Temporary General Manager.*

C. Discussion and Possible Action to Consider Appointing an Acting District Engineer and Directing Staff to Advertise for the Position of District Engineer

*Action: The Board of Directors will consider appointing an Acting District Engineer and directing staff to advertise for the position of District Engineer.*

D. Discussion and Possible Action to Consider Directing Staff to Issue a Request for Proposals for Human Resource Legal Services

*Action: The Board of Directors will consider directing staff to issue a request for proposals for human resource legal services.*

- E. Discussion and Possible Action to Consider Directing Staff to Issue a Request for Proposals for General Legal Services

*Action: The Board of Directors will consider directing staff to obtain proposals for District's legal services.*

- F. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-01 to Approve a Professional Services Agreement to Conduct an Executive Recruitment and Placement for the Position of General Manager

*Action: The Board of Directors will consider approving an executive recruiter for recruitment of a General Manager.*

- G. Discussion and Possible Action to Consider Setting up a Date and Time to Discuss District Goals for 2015 and to Update the Adopted Strategic Plan with Senior Staff

*Action: The Board of Directors will consider setting up a date and time to discuss District goals for 2015 and to update the adopted strategic plan with senior staff.*

- H. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-02 to Modify the District's Check Signing Policy

*Action: The Board of Directors will consider adding another signatory to the District's signature card until a General Manager is hired.*

- I. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-03 to Approve Revisions to both the Board Procedures Manual Section Regarding the Water Conservation Commission, and the Water Conservation Commission Procedures, and Consider Appointing Public Members to the Available Water Conservation Commission Seats

*Action: The Board of Directors will consider appointing public members to the Water Conservation Commission and expanding the number of public members from 5 to 6.*

**10. 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
2. Joint City-District Committee
3. Executive Committee
4. Community Outreach
5. MRWPCA Board Member Liaison
6. LAFCO Liaison
7. FORA
8. WWOC Report
9. JPIA Liaison
10. Special Districts Association

## **11. Director's Comments**

- A. Director reports on meetings with other agencies, organizations and individuals on behalf of the District and on official District matters.

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

*Regular Meeting:*                      *Tuesday, January 20, 2015, 6:00 p.m.,  
Marina Council Chambers  
211 Hillcrest Avenue, Marina*

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8

Meeting Date: January 5, 2015

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consent Calendar

Detailed Description: Consent calendar consisting of:

- A) Approve the Draft Minutes of the Regular Board Meeting of December 15, 2014
- B) Approve the Draft Minutes of the Special Board Meeting of December 29, 2014

Environmental Review Compliance: None required.

Prior Committee or Board Action: See individual transmittals.

Board Goals/Objectives: *2014 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.*

Financial Impact: See individual transmittals.

Funding Source/Recap: See individual transmittals.

Material Included for Information/Consideration: See individual transmittals.

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

Action Required: \_\_\_\_\_Resolution      X   Motion    \_\_\_\_\_Review  
(Roll call vote is required.)

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Board Action

\_\_\_\_\_Resolution No \_\_\_\_\_    Motion By \_\_\_\_\_    Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_    Abstained \_\_\_\_\_

Noes \_\_\_\_\_    Absent \_\_\_\_\_

Reagendized \_\_\_\_\_    Date \_\_\_\_\_    No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: January 5, 2015

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of December 15, 2014

Detailed Description: The Board of Directors is requested to approve the draft minutes of December 15, 2014.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_ Yes     \_\_\_ **X** No

Funding Source/Recap: None.

Material Included for Information/Consideration: Draft minutes of December 15, 2014.

Staff Recommendation: The Board of Directors approve the draft minutes of the December 15, 2014 regular Board meeting.

Action Required:     \_\_\_ Resolution     \_\_\_ **X** Motion     \_\_\_ Review

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Board Action

\_\_\_ Resolution No \_\_\_     Motion By \_\_\_     Seconded By \_\_\_

Ayes \_\_\_     Abstained \_\_\_

Noes \_\_\_     Absent \_\_\_

Reagendized \_\_\_     Date \_\_\_     No Action Taken \_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: January 5, 2015

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Approve the Draft Minutes of the Special Board Meeting of December 29, 2014

Detailed Description: The Board of Directors is requested to approve the draft minutes of December 29, 2014.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_ Yes     \_\_\_ **X** \_\_\_ No

Funding Source/Recap: None.

Material Included for Information/Consideration: Draft minutes of December 29, 2014.

Staff Recommendation: The Board of Directors approve the draft minutes of the December 29, 2014 special Board meeting.

Action Required:     \_\_\_ Resolution     \_\_\_ **X** \_\_\_ Motion     \_\_\_ Review

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Board Action

\_\_\_ Resolution No \_\_\_     Motion By \_\_\_     Seconded By \_\_\_

Ayes \_\_\_     Abstained \_\_\_

Noes \_\_\_     Absent \_\_\_

Reagendized \_\_\_     Date \_\_\_     No Action Taken \_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: January 5, 2015

Requested By: Howard Gustafson

Presented By: Brian C. Lee

Agenda Title: Consider Director Appointments to Committees of the Board and to Outside Agencies for 2015, and as Negotiators for the Ad Hoc Recycled Water Pipeline, the Recycled Water and the Sewer Infrastructure Committees

Detailed Description: The Board is asked to consider Director appointments to committees and outside agencies for 2015. The Joint City/District, Executive and Community Outreach Committees shall have two appointed directors and such other persons as the Board may appoint; the Water Conservation Commission shall have one director appointed. The Board President also has the authority to appoint members to Ad Hoc Committees and negotiators to those Committees.

The Board also appoints directors to the following: Monterey Regional Water Pollution Control Agency (MRWPCA) Board of Director's, Fort Ord Reuse Agency (FORA) Board of Directors, liaison to the Monterey County Local Agency Formation Commission (LAFCO), ACWA Joint Powers Insurance Authority (JPIA), and the Special Districts Association of Monterey County (SDA).

The Board appoints representatives to the following District Standing Committees:

- |    |                               |                               |
|----|-------------------------------|-------------------------------|
| 1. | Water Conservation Commission | 1 Board member & 1 Alternate  |
| 2. | Joint City/District Committee | 2 Board members & 1 Alternate |
| 3. | Executive Committee           | 2 Board members & 1 Alternate |
| 4. | Community Outreach            | 2 Board members               |

The Board appoints representatives to the following outside agencies or committees:

- |    |           |                              |
|----|-----------|------------------------------|
| 1. | MRWPCA    | 1 Board member & 1 Alternate |
| 2. | FORA      | 1 Board member & 1 Alternate |
| 3. | LAFCO     | 1 Board member & 1 Alternate |
| 4. | JPIA      | 1 Board member & 1 Alternate |
| 5. | SDA       | 1 Board member & 1 Alternate |
| 6. | FORA WWOC | 1 Board member & 1 Alternate |

Current Committee Assignments are:

- |    |                               |                                |
|----|-------------------------------|--------------------------------|
| 1. | Water Conservation Commission | Shriner - Lee as Alternate     |
| 2. | Joint City/District Committee | Moore, Lee - Le as Alternate   |
| 3. | Executive Committee           | Moore, Shriner                 |
| 4. | Community Outreach            | Shriner, Le - Lee as Alternate |

Current appointments to outside agencies:

- |    |           |  |
|----|-----------|--|
| 1. | MRWPCA    | Moore – Le and Lee as Alternates                     |
| 2. | FORA      | Moore – Le and Gustafson as Alternates               |
| 3. | LAFCO     | Shriner – Gustafson as Alternate                     |
| 4. | JPIA      | Gustafson – Shriner and Lee as Alternates            |
| 5. | SDA       | Gustafson – Moore, Lee, Shriner, Le<br>as alternates |
| 6. | FORA WWOC | Le – Gustafson as Alternate                          |

Current appointments to Ad Hoc Committees:

1. MRWPCA / MCWD Ad Hoc Committee – Moore and Le as negotiators
2. MCWD / Seaside County Sanitation District Ad Hoc Committee – Moore and Le as negotiators

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:  Yes  No

Funding Source/Recap: N/A

Material Included for Information/Consideration: None.

Staff Recommendation: The Board of Directors consider making Director appointments to Board of Director's Committees and outside agencies for 2015.

Action Required:  Resolution  Motion  Review

Board Action

Resolution No  Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: January 5, 2015

Submitted By: Howard Gustafson

Presented By: Howard Gustafson

Agenda Title: Consider Appointing an Acting/Interim/Temporary General Manager

Detailed Description: The Board of Directors is requested to discuss and consider appointing an acting/interim/temporary General Manager.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_ Yes     \_\_\_ X No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: This is a Board requested item.

Action Required:     \_\_\_ Resolution     \_\_\_ X Motion     \_\_\_ Review

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Board Action

\_\_\_ Resolution No \_\_\_     Motion By \_\_\_     Seconded By \_\_\_

Ayes \_\_\_\_\_     Abstained \_\_\_\_\_

Noes \_\_\_\_\_     Absent \_\_\_\_\_

Reagendized \_\_\_\_\_     Date \_\_\_\_\_     No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-C

Meeting Date: January 5, 2015

Submitted By: Howard Gustafson

Presented By: Howard Gustafson

Agenda Title: Consider Appointing an Acting District Engineer and Directing Staff to Advertise for the Position of District Engineer

Detailed Description: The Board of Directors is requested to discuss and consider appointing an acting District Engineer and directing staff to advertise for the position of District Engineer.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_Yes   \_\_\_XNo

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: This is a Board requested item.

Action Required:     \_\_\_Resolution   \_\_\_XMotion   \_\_\_Review

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Board Action

\_\_\_Resolution No\_\_\_     Motion By\_\_\_     Seconded By\_\_\_

Ayes\_\_\_     Abstained\_\_\_

Noes\_\_\_     Absent\_\_\_

Reagendized\_\_\_     Date\_\_\_     No Action Taken\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: January 5, 2015

Submitted By: Howard Gustafson

Presented By: Howard Gustafson

Agenda Title: Consider Directing Staff to Issue a Request for Proposals for Human Resource Legal Services

Detailed Description: The Board of Directors is requested to discuss and consider directing staff to issue a Request for Proposals for Human Resource Legal Services. Jeanine DeBacker, McFarlin, Sprinkles & Thomas, has been handling the District's Human Resource legal issues since 2008.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_ Yes     \_\_\_X\_\_\_ No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: This is a Board requested item.

Action Required:     \_\_\_ Resolution     \_\_\_X\_\_\_ Motion     \_\_\_ Review

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Board Action

\_\_\_ Resolution No \_\_\_     Motion By \_\_\_\_\_     Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_     Abstained \_\_\_\_\_

Noes \_\_\_\_\_     Absent \_\_\_\_\_

Reagendized \_\_\_\_\_     Date \_\_\_\_\_     No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-E

Meeting Date: January 5, 2015

Submitted By: Howard Gustafson

Presented By: Howard Gustafson

Agenda Title: Consider Directing Staff to Issue a Request for Proposals for General Legal Services

Detailed Description: The Board of Directors is requested to discuss and consider directing staff to issue a Request for Proposals for General Legal Services. Roger Masuda, Griffith & Masuda, has been handling the District's general legal issues since October 2012.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_Yes   \_\_\_X\_\_\_No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: This is a Board requested item.

Action Required:     \_\_\_Resolution   \_\_\_X\_\_\_Motion   \_\_\_Review

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Board Action

\_\_\_Resolution No\_\_\_     Motion By\_\_\_     Seconded By\_\_\_

Ayes\_\_\_     Abstained\_\_\_

Noes\_\_\_     Absent\_\_\_

Reagendized\_\_\_     Date\_\_\_     No Action Taken\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-F

Meeting Date: January 5, 2015

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2015-01 to Approve a Professional Services Agreement to Conduct an Executive Recruitment and Placement for the Position of General Manager

Detailed Description: At a regular meeting on December 2, 2013, the Board made a motion to direct staff to draft a Request for Proposal (RFP) to hire an Executive Recruiter to conduct a search for a full-time General Manager. The Board approved the drafted RFP at the December 16 meeting and on December 18, staff mailed copies to thirteen firms who specialize in public sector recruiting. The deadline for submission was February 6, 2014.

Staff received seven valid responses by the deadline. Two firms declined to respond and one proposal was received after the deadline. Staff conducted reference checks on the seven firms and prepared an analysis of the proposals based on the following criteria:

- Experience, qualification and references
- Economics and value
- Quality of proposal
- Scope of work and methodologies to be used

On February 18, 2014, the Board selected Neher & Associates to conduct the recruitment and placement of a General Manager. Although Neher & Associates provided the Board with several respectable candidates, the Board was unable to come to an agreement with any candidate.

On December 15, 2014, the Board authorized Neher & Associates to recruit for a temporary General Manager while the search for a permanent one continues.

On December 29, 2014, the Board requested to revisit the selection of a recruiting firm to conduct an executive recruitment and placement for the position of General Manager and asked staff to get an update on the cost proposals from each of the firms.

Prior Committee or Board Action: The Board of Directors requested staff to prepare a RFP and approved the RFP at the December 16, 2013 meeting. On February 18, 2014, the Board approved a PSA with Neher & Associates to conduct an executive recruitment and placement for the position of General Manager. On December 29, 2014, the Board requested to revisit the selection of a recruiting firm to conduct an executive recruitment and placement for the position of General Manager.

Financial Impact:       X   Yes                          No

Funding Resource/Recap: Across all four cost centers.

Material Included for Information/Consideration: Resolution No. 2015-01; and Analysis Matrix of Proposals.

Staff Recommendation: The Board of Directors adopt Resolution No. 2015-01 approving a professional services agreement to conduct an executive search and placement for the position of General Manager.

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

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Board Action

\_\_\_\_\_ Resolution No. \_\_\_\_\_      Motion By \_\_\_\_\_      Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_      Abstained \_\_\_\_\_

Noes \_\_\_\_\_      Absent \_\_\_\_\_

Reagendized \_\_\_\_\_      Date \_\_\_\_\_      No Action Taken \_\_\_\_\_

January 5, 2015

Resolution No. 2015-01  
Resolution of the Board of Directors  
Marina Coast Water District

Approving a Professional Services Agreement with \_\_\_\_\_ to Conduct an  
Executive Search and Placement for the Position of General Manager

RESOLVED by the Board of Directors ("Board") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on January 5, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, in December 2013, the Board approved staff to draft a Request for Proposals (RFP's) to conduct an executive search and placement for the position of General Manager; and,

WHEREAS, staff mailed copies to eleven firms whose specialty is public sector recruiting. Seven valid responses were received prior to the deadline of February 6, 2014. The proposals range in cost from \$16,000 to \$27,500; and,

WHEREAS, on February 18, 2014, the Board approved a Professional Services Agreement with Neher & Associates; and,

WHEREAS, Neher & Associates provided a pool of over one hundred applicants for consideration; and,

WHEREAS, the Board was unable to come to an agreement with any candidate and authorized Neher & Associates to recruit for a temporary General Manager while the search for a permanent one continues; and,

WHEREAS, the Board asked to revisit the list of recruiting firms; and,

WHEREAS, the attached matrix analysis provides a breakdown of the proposals.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-01, to approve a Professional Services Agreement with \_\_\_\_\_ for a cost not-to-exceed \_\_\_\_\_ to conduct an executive search and placement for the position of General Manager.

PASSED AND ADOPTED on January 5, 2015, 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 \_\_\_\_\_

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Howard Gustafson, President

ATTEST:

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Paula Riso, Deputy 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. 2015-01 adopted January 5, 2015.

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Paula Riso, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-G

Meeting Date: January 5, 2015

Submitted By: Howard Gustafson

Presented By: Howard Gustafson

Agenda Title: Consider Setting up a Date and Time to Discuss District Goals for 2015 and to Update the Adopted Strategic Plan with Senior Staff

Detailed Description: The Board of Directors is requested to discuss and consider setting a date and time to discuss District goals for 2015 and to update the adopted Strategic Plan with Senior Staff.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *2014 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.*

Financial Impact:     \_\_\_Yes   \_\_\_X\_\_\_No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: This is a Board requested item.

Action Required:     \_\_\_Resolution   \_\_\_X\_\_\_Motion   \_\_\_Review

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Board Action

\_\_\_Resolution No\_\_\_     Motion By\_\_\_     Seconded By\_\_\_

Ayes\_\_\_     Abstained\_\_\_

Noes\_\_\_     Absent\_\_\_

Reagendized\_\_\_     Date\_\_\_     No Action Taken\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-H

Meeting Date: January 5, 2014

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2015-02 to Modify the District's Check Signing Policy

Detailed Description: The Board of Directors is requested to consider adopting Resolution 2015-02 modifying the existing check signing policy to add the Management Services Administrator as a check signer. This action is required because two of the three current authorized positions are in a state of flux, potentially leaving only one authorized employee to sign checks; the Director of Administrative Services.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On January 14, 1998, the District adopted Resolution No. 98-1, which required a member of the Board of Directors to co-sign checks over \$500. On February 26, 2003, the District adopted Resolution No. 2003-09, which required two staff members to co-sign checks up to \$5,000, and a member of the Budget & Personnel Committee to co-sign checks above \$5,000. In the absence or unavailability of the Budget & Personnel Committee members to sign checks in a timely manner, any Board of Director is authorized to co-sign checks. On November 14, 2007, the District adopted Resolution No. 2007-81 requiring two staff members to co-sign checks up to \$25,000 and a member of the Board of Directors to co-sign checks over \$25,000. On December 12, 2007, the District adopted Resolution No. 2007-88 requiring only one staff member signature for checks up to \$25,000 and a member of the Board of Directors to co-sign checks over \$25,000. On January 12, 2010, the District adopted Resolution No. 2010-05 adding the Deputy General Manager/District Engineer to the policy. On February 22, 2011, the District adopted Resolution No. 2011-18 adding the Director of Administrative Services to the policy.

Board Goals/Objectives: *2014 Strategic Plan, Element No. 3, 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.*

Financial Impact: \_\_\_\_\_ Yes  No

Funding Source/Recap: N/A

Materials Included for Information/Consideration: Resolution No. 2015-02; and, Modified Check Signing Policy.



January 5, 2015

Resolution No. 2015 – 02  
Resolution of the Board of Directors  
The Marina Coast Water District  
Temporarily Modifying the District's Check Signing Policy

RESOLVED by the Board of Directors of the Marina Coast Water District (Board), at a regularly scheduled meeting duly called and held on January 5, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Resolution No. 98-1 and the Board Procedures Manual requires a Board member to co-sign checks over \$500; and,

WHEREAS, Resolution No. 2003-09 revised Resolution No. 98-1 and the Board Procedures Manual and required a member of the Board of Directors to co-sign checks over \$5,000; and,

WHEREAS, Resolution No. 2007-81 revised Resolution No. 98-1 and the Board Procedures Manual and required two staff members to co-sign checks up to \$25,000; and a member of the Board of Directors to co-sign checks over \$25,000; and,

WHEREAS, Resolution No. 2007-88 revised Resolution No. 98-1 and the Board Procedures Manual to require one staff member signature on checks up to \$25,000, and a member of the Board of Directors to co-sign checks above \$25,000; and,

WHEREAS, Resolution No. 2010-05, approved a new check signing policy that authorized the Deputy General Manager/District Engineer as a check signer and amended Resolution No. 98-1 and the Board Procedures Manual, accordingly; and,

WHEREAS, Resolution No. 2011-18, approved a new check signing policy that authorized the Director of Administrative Services as a check signer and amended Resolution No. 98-1 and the Board Procedures Manual, accordingly; and,

WHEREAS, this revised check signing policy will allow the Management Services Administrator, along with the General Manager, Deputy General Manager/District Engineer and Director of Administrative Services signing authority on payroll and accounts payable checks up to \$25,000.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District adopt Resolution No. 2015-02, modifying the check signing policy (attached) and amending Resolution No. 98-1 and the Board Procedures Manual, accordingly.

PASSED AND ADOPTED on January 5, 2015 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:

\_\_\_\_\_  
Paula Riso, Deputy Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is full, true and correct copy of Resolution No. 2015-02 adopted January 5, 2015.

\_\_\_\_\_  
Paula Riso, Deputy Secretary

Marina Coast Water District  
Check Signing Policy

It is the policy of the District to pay bills promptly to take advantage of all financial incentives. All checks up to \$25,000 shall be signed by the District General Manager, Deputy General Manager/District Engineer, ~~or~~ the Director of Administrative Services, or the Management Services Administrator. All checks over \$25,000 shall be co-signed by a member of the Board of Directors.

As of February 22, 2011

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-I

Meeting Date: January 5, 2015

Submitted By: James Derbin

Presented By: James Derbin

Agenda Title: Consider Adoption of Resolution No. 2015-03 to Approve Revisions to both the Board Procedures Manual Section Regarding the Water Conservation Commission, and the Water Conservation Commission Procedures, and Consider Appointing Public Members to the Available Water Conservation Commission Seats

Detailed Description: The Board of Directors is requested to approve revisions to both the Board Procedures Manual section regarding the Water Conservation Commission, and the Water Conservation Commission Procedures. It is also requested that the Board of Directors appoint Public Members to the available Water Conservation Commission seats.

At the December 4, 2014 Water Conservation Commission meeting, the Commissioners reviewed two applications for public service in an endeavor to recommend one of those applicants fill a single available Commission Public Position #4. That seat was made available by a Commissioner resignation in November 2014.

The Commissioners found both applicants to have unique qualifications and they felt that their past experiences would be valuable and constructive to the Commission. Therefore, the Commissioners recommend the following actions be taken by the Board of Directors to allow both applicants the opportunity to serve as public members of the Commission:

- Consider changing the *Marina Coast Water District Board Procedures Manual* to state that the Board will appoint six (6) public members, not five (5) public members to serve on the Commission.
- Consider changing the *Procedures for Marina Coast Water District's Water Conservation Commission* to state that the Board will appoint six (6) public members, not five (5) public members to serve on the Commission.
- Consider the Commission recommendation that Applicant #1 fill the Commission Public Position # 4 left vacant by the recent Commissioner resignation.
- Consider the Commission recommendation that Applicant #2 fill a new Commission Public Position #6 made available and having a term ending in August of 2016.

If the Board of Directors chooses not to add an additional Public Position #6 to the Commission by modifying the manual and procedures, then the Board may appoint either one of the two current applicants to fill the single, available commission seat by motion. The WCC recommends Applicant #1 be chosen to fill a single, available Public Position #4 in the event the Board chooses to follow this second alternative path.

Environmental Review Compliance: None required.

Prior Committee or Board Action: Prior to June 2012, the Commission had a total of nine (9) members. In June 2012, the Board took action to eliminate CSUMB and Army representatives to the Commission thus reducing the number of members to seven (7). Commissioner Meuse resigned from his Commission seat in November 2014.

Board Goals/Objectives: 2014 Five-year Strategic Plan, Strategic Goal 1.7 – Review and update our water conservation program.

Financial Impact:        \_\_\_\_\_ Yes          X   No

Funding Source/Recap: N/A

Material Included for Information/Consideration: Resolution No. 2015-03; documents containing the pertinent Board Procedures Manual section and the WCC Procedures showing the proposed revisions (with changes and strike-outs highlighted); two applications for Public Service from Applicant #1 (Ms. Bethany Taylor) and Applicant #2 (Mr. Audie Robinson); and, the proposed draft WCC Appointment Table.

Staff Recommendation: The Board of Directors adopt Resolution No. 2015-03 approving the revisions to both the Water Conservation Commission Procedures Manual and to the Board Procedures Manual Section regarding the Water Conservation Commission and adding an additional Public Position #6 to the Water Conservation Commission. Appoint the two available WCC Applicants to the Commission.

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

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Board Action

\_\_\_\_\_ Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

January 5, 2015

Resolution No. 2015 - 03  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving Revisions to the Water Conservation Commission Procedures and  
to the Board Procedures Manual Section Regarding the Water Conservation Commission  
and Appointing Commissioners to Available Public Positions

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on January 5, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the Water Conservation Commission reviewed applications for Public Service submitted in response to a notification of Commission vacancies, and the Commission has considered the applicants qualifications thoroughly; and,

WHEREAS, the Commission suggested proposed revisions to the composition of the Commission: and,

WHEREAS, the Commission recommends modifying the Water Conservation Commission Procedures document and the Board Procedures Manual section regarding the Water Conservation Commission, to incorporate one additional public position; and,

WHEREAS, with such proposed revisions to the composition of the Commission made, both current applicants for public service could serve as valuable members of the Commission.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve revisions to the Water Conservation Commission Procedures and to the Board Procedures Manual section regarding the Water Conservation Commission, as shown by the attachments to this Resolution, and appoints the two recommended applicants to serve as Commissioners.

PASSED AND ADOPTED January 5, 2015, 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 \_\_\_\_\_

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Howard Gustafson, President

ATTEST:

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Paula Riso, Deputy 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. 2015-03 adopted January 5, 2015.

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Paula Riso, Deputy Secretary

# Excerpt from the current Marina Coast Water District Board Procedures Manual

(Adopted November 13, 2012)

(1). Water Conservation Commission: The Board will select a Director and an alternate Director to serve on the Water Conservation Commission. There shall be one (1) voting position on the Commission for a member of the City Council of the City of Marina. The Board will appoint ~~five (5)~~ *six (6)* members of the public from within the area served by the District, for terms of two years. The members of the Water Conservation Commission shall have the duties and responsibilities to:

(a) review water conservation ordinances and policies and recommend changes to the Board in matters related to conservation and water usage by the customers of the District;

(b) review and make recommendations to the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and overall District conservation resources;

(c) review and make recommendations to the Board on customer appeals to the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;

(d) review and make recommendations to the Board on equipment and technologies that promote water conservation;

(e) review periodic newsletters, Consumer Confidence Reports, and other conservation outreach activities and make recommendations to the Board for actions to inform the public about the District's conservation activities.

Procedures for Marina Coast Water District's  
Water Conservation Commission

Adopted By the Commission October 2005

Last Revised by the Board of Directors ~~November 13, 2012~~ *January 5, 2015*

Mission Statement

To provide input to the Board of Directors on matters pertaining to the preservation of the District's water resource through conservation, technological improvements and policy.

**PURPOSE:** The purpose of this document is to specify the procedures for the selection to, operation of and removal from the Water Conservation Commission within the guidance provided by the Marina Coast Water District Board of Directors Procedures Manual.

1. SELECTION TO THE COMMISSION:

A. When a vacancy exists for the Water Conservation Commission, the vacancy will be advertised to the public by a posting at the same locations the District posts notices and MCWD Board of Directors Meeting Agendas and by providing a Public Service Announcement to the Marina Gazette, the Monterey Herald, and the Monterey County Weekly for potential publication at no-cost.

B. Any person residing within the District's service area (either annexed or served by contract) is eligible to volunteer for service on the Water Conservation Commission.

C. Any person who desires to apply will acquire and complete an application form. Staff will verify that the applicant is eligible for the vacancy to be filled.

D. An appointment application is received and verified by staff and placed on the Water Conservation Commission agenda. Applicants are informed as to when their application will be considered and that they have the opportunity to address the Commission at that time. The application is then presented to the Board with the recommendation of the Commission. Applicants are informed as to when their application will be considered and that they have the opportunity to address the Board at that time.

E. In the event that there is a commissioner vacancy and multiple applicants volunteer to fill the vacancy (or vacancies), the favored applicant(s) will be the person(s) that achieves Water Conservation Commission representation to the broadest constituency.

F. If appointed the applicant will be informed by staff of their appointment and the date and time of the next scheduled meeting. If not appointed the applicant will be thanked by staff for their interest in writing.

## 2. OPERATION OF THE WATER CONSERVATION COMMISSION:

A. Meeting Dates and Times: The Water Conservation Commission meets the 1<sup>st</sup> Thursday of each month at 5:30 PM in the Marina Coast Water District Board Room unless otherwise specified.

B. Water Conservation Commission Composition: The Board will select a Director and an alternate Director to serve on the Water Conservation Commission. There shall be a voting position on the Commission for a member of the City Council of the City of Marina. The Board will appoint **5 6** public members for terms of two years.

C. Brown Act: Meetings of the Water Conservation Commission are covered by and will be conducted in compliance with the Brown Act.

D. Conduct of Meetings:

1. Agendas: Staff will produce an agenda for each meeting and distribute the agenda to each member of the Commission either by mail, hand delivery or e-mail sufficiently early to ensure that members have appropriate time to review and prepare comments on said agenda.
2. Commission Leadership: The Commission will select a Chairperson and Vice Chairperson from among themselves. These offices will conduct the meetings to ensure orderly completion of the agenda.
3. Commissioner Meeting Responsibilities:
  - a. Attendance: Any person serving on the Water Conservation Commission must be prepared for and attend all committee meetings, unless excused for good reason. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770).
  - b. If a commissioner cannot attend any meeting he or she should give staff as much prior notification as possible to facilitate ensuring that a quorum is available.

## 3. COMMISSION RESPONSIBILITIES:

The members of the Water Conservation Commission shall have the duties and responsibilities to:

A. review water conservation ordinances and policies and recommend changes to the Board in matters related to conservation and water usage by the customers of the District;

B. Review and make recommendations to the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and overall District conservation resources;

C. Review and make recommendations to the Board on customer appeals to the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;

D. Review and make recommendations to the Board on equipment and technologies that promote water conservation;

E. review periodic newsletters, Consumer Confidence Reports, and other conservation outreach activities and make recommendations to the Board for actions to inform the public about the District's conservation activities.

#### 4. REMOVAL FROM THE COMMISSION:

A. If a commissioner fails to attend meetings of the Commission for three consecutive months his or her position as a commissioner member shall be deemed vacant, unless excused for good reason. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770). Such vacancy shall be reported to the Board and then advertised.

B. Commission vacancies shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment.