



MARINA COAST WATER DISTRICT

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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

Marina Council Chambers
211 Hillcrest Avenue, Marina, California
Tuesday, February 17, 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 6:30 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 54956.8
Conference with Real Property Negotiator
Property: Recycled Water Pipeline, Recycled Water
Agency Negotiators: Peter Le and Howard Gustafson
Negotiating parties: MRWPCA, MCWRA, MPWMD, City of Salinas, and others.
Under Negotiation: Price and Terms

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 Thursday, February 12, 2015. 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.

- B. 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**

- 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. Receive and File the Check Register for the Month of January 2015

- B. Approve the Draft Minutes of the Regular Board Meeting of February 2, 2015

- 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. Receive the Marina Coast Water District FY 2014-2015 Mid-Year Report

- Action: The Board of Directors will receive the mid-year budget report for FY 2014-2015.*

- B. Receive the Draft District FY 2015-2016 a Budget Schedule and Consider Setting a Date for the Budget Workshop

- Action: The Board of Directors will receive the budget schedule for FY 2014-2015 and consider setting a date for the budget workshop.*

- C. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-06 to Approve a FY 2014-2015 Capital Budget Adjustment of \$650,000 for the Regional Desalination Project

- Action: The Board of Directors will consider approving a FY 2014-2015 Capital Budget Adjustment of \$650,000 for the Regional Desalination Project.*

- D. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-05 to Approve the Purchase of a Ford Transit Van and Installation of the Existing District Pipeline Inspection Camera System into the New Van

Action: The Board of Directors will consider approving the purchase of a Ford Transit Van and installation of the existing District Pipeline Inspection Camera System into the new van.

- E. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-07 to Authorize the General Manager to Execute a Memorandum of Understanding between Monterey Regional Water Pollution Control Agency and Marina Coast Water District for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group

Action: The Board of Directors will consider authorizing the General Manager to Execute a Memorandum of Understanding between Monterey Regional Water Pollution Control Agency and Marina Coast Water District for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group.

- F. Discussion and Possible Action to Consider the Adoption of Resolution No. 2015-08 to Approve the Proposed Revisions to the Board Procedure Manual

Action: The Board of Directors will consider action on the revisions to the Board Procedures Manual.

- G. Consider Setting a Date for a Public Hearing Regarding Annexation of the Cemex Property

Action: The Board of Directors will consider setting a date for a Public Hearing on annexing the Cemex property.

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 | 6. LAFCO Liaison |
| 2. Joint City-District Committee | 7. FORA |
| 3. Executive Committee | 8. WWOC Report |
| 4. Community Outreach | 9. JPIA Liaison |
| 5. MRWPCA Board Member 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):*

*Special Meeting: Saturday, February 28, 2015, 9:00 a.m.,
District Offices
11 Reservation Road, Marina*

*Regular Meeting: Monday, March 2, 2015, 6:30 p.m.,
Marina Council Chambers
211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8

Meeting Date: February 17, 2015

Prepared By: Bill Kocher

Approved By: Bill Kocher

Agenda Title: Consent Calendar

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

Background: *“2014 Strategic Plan Mission Statement – To 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 2015
- B) Approve the Draft Minutes of the Regular Board Meeting of February 2, 2015

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

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

Material Included for Information/Consideration: The Check Register for January 2015; and, the draft minutes of February 2, 2015.

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

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: 8-A

Meeting Date: February 17, 2015

Prepared By: Kelly Cadiente

Approved By: Bill Kocher

Agenda Title: Receive and File the Check Register for the Month of January 2015

Staff Recommendation: The Board of Directors receive and file the January 2015 expenditures totaling \$1,079,422.08.

Background: *2014 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 2015 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 2015 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: 8-B

Meeting Date: February 17, 2015

Prepared By: Paula Riso

Approved By: Bill Kocher

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of February 2, 2015

Staff Recommendation: The Board of Directors approve the draft minutes of the February 2, 2015 regular Board meeting.

Background: *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.*

Discussion/Analysis: The draft minutes of February 2, 2015 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: Draft minutes of February 2, 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: 9-A

Meeting Date: February 17, 2015

Prepared By: Kelly Cadiente

Approved By: Bill Kocher

Agenda Title: Receive the Marina Coast Water District FY 2014-2015 Mid-Year Report

Staff Recommendation: The Board receives the Marina Coast Water District Mid-Year Report for FY 2014-2015.

Background: *2014 Strategic Plan, Goal No. 4 – To manage the District’s finances in the most effective and fiscally responsible manner.*

On June 27, 2014, the Board passed and adopted Resolution 2014-26 adopting the Marina Coast Water District Budget for FY 2014-2015.

Discussion/Analysis: The FY 2014-2015 Mid-Year Report reflects the consolidated financial activity of the District through December 31, 2014 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 of \$7.252 million and expenses, including CIP/Capitalized Equipment of \$6.611 million, resulting in net gain of \$0.641 million. The net gain will be used to offset the annual principal debt service which is due and payable in May 2015.

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 ___X___ No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: Mid-year Report for FY 2014-2015 as of December 31, 2014.

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-B

Meeting Date: February 17, 2015

Prepared By: Kelly Cadiente

Approved By: Bill Kocher

Agenda Title: Receive the Draft District FY 2015-2016 Budget Schedule and Consider Setting a Date for the Budget Workshop

Staff Recommendation: The Board of Directors receive the Draft FY 2015-2016 Budget Schedule and set the date for the Budget Workshop for March 16, 2015.

Background: *2014 Strategic Plan, Element No. 3 – Fiscal Planning.*

Discussion/Analysis: Staff has begun the budget process for FY 2015-2016. Attached is the draft schedule for the FY 2015-2016 Budget. In order to get the budget approved by both the District Board and by FORA by June 30, 2015, staff requests the Board to set the date for the Budget Workshop for March 16, 2015.

Environmental Review Compliance: None.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: The Board can consider setting a special meeting for a Budget Workshop rather than holding the workshop at a regular meeting.

Materials Included for Information/Consideration: Draft FY 2015-2016 Budget Schedule.

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: 9-C

Meeting Date: February 17, 2015

Prepared By: Kelly Cadiente

Approved By: Bill Kocher

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2015-06 to Approve a FY 2014-2015 Capital Budget Adjustment of \$650,000 for the Regional Desalination Project

Staff Recommendation: The Board of Directors consider adoption of Resolution No. 2015-06 to approve FY 2014-2015 Capital Budget adjustment of \$650,000 for the Regional Desalination Project (RDP).

Background: *Strategic Plan, Goal No. 4 – To manage the District’s finances in the most effective and fiscally responsible manner.*

On June 27, 2014, the Board passed and adopted Resolution No. 2014-26 adopting the Marina Coast Water District Budget for FY 2014-2015.

Discussion/Analysis: The District captures legal costs for the RDP as a project cost within the Project. On June 27, 2014, the Board adopted the District budget including a capital budget that included \$1,000,000 for the RDP. Upon completion and analysis of the District’s FY 2014-2015 Mid-Year Financial Report, staff identified that the approved budgeted amount for the RDP legal costs of \$1,000,000 was nearly exhausted (\$945,634 as of December 31, 2014). In order to continue the District’s efforts to recapture the costs of the RDP this fiscal year, a budget adjustment to the Capital budget is necessary.

Staff contacted special counsels for the RDP and received estimated amounts for legal costs for January 1, 2015 through June 30, 2015 of \$650,000. The estimate includes work on the current litigation regarding the RDP.

Environmental Review Compliance: None.

Financial Impact: Yes No Funding Source/Recap: Ord Water Capital Reserves would fund the budget adjustment. The remaining balance of OW Capital Reserves = \$3,332,477.

Other Considerations: To the extent that we are committed to continuing the litigation in which we are currently involved, there is no alternative to the action recommended.

Materials Included for Information/Consideration: Resolution No. 2015-06.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

February 17, 2015

Resolution No. 2015 - 06
Resolution of the Board of Directors
Marina Coast Water District
Approving a FY 2014-2015 Capital Budget Adjustment of \$650,000
for the Regional Desalination Project

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 17, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on June 27, 2014, the Board adopted the District budget including a capital budget that included \$1,000,000 for the Regional Desalination Project (RDP); and,

WHEREAS, staff identified that the approved budgeted amount for the RDP legal costs of \$1,000,000 was nearly exhausted (\$945,634 as of December 31, 2014); and,

WHEREAS, based on estimates from special counsel for the RDP, in order to continue the District’s efforts to recapture the costs of the RDP this fiscal year, a budget adjustment to the Capital budget of \$650,000 is necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District adopt Resolution No. 2015-06, authorizing a FY 2014-2015 Capital Budget adjustment of \$650,000 for the Regional Desalination Project (RDP).

PASSED AND ADOPTED on February 17, 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:

Bill Kocher, 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. 2015-06 adopted February 17, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: February 17, 2015

Prepared By: James Derbin

Approved By: Bill Kocher

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2015-05 to Approve the Purchase of a Ford Transit Van and Installation of the Existing District Pipeline Inspection Camera System into the New Van

Staff Recommendation: Approve the purchase of a 2015 Ford Transit Van including modifications and installation of District owned Pipeline Inspection Closed Circuit Television (CCTV) equipment from the portable “Cube” container (the Cube container will be traded in towards the cost of installation) to accommodate a safer, more productive working environment for District staff.

Background: *2014 Strategic Plan Mission Statement – To 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.*

On May 8, 2012 the Board authorized the purchase of a “Cube” container outfitted with CCTV pipeline inspection equipment with Resolution 2012-28. This system is self-contained and portable which requires forklift loading onto the bed of a District pickup truck (see pictures provided).

Discussion/Analysis: Since this equipment was purchased, it has served the intended use well. Four Operations and Maintenance staff are currently certified by the National Association of Sewer Service Companies (NASSCO) certified in Pipeline Assessment Certification Program (PACP) and Manhole Assessment Certification Program (MACP). Staff has recently achieved an average of 9 miles of CCTV pipeline inspection per year. This proposed new dedicated CCTV van is expected to increase annual pipeline inspections by 100% or more.

District operations and maintenance of the wastewater collection system is regulated under State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ. Under this order, the District, along with other municipalities in the state, are required to have a Sanitary Sewer Management Plan (SSMP). One of the key elements of an SSMP is to conduct regular sewer pipeline camera inspections and to have a system in place for ranking the condition of sewer pipes and scheduling repairs and rehabilitation. An ongoing sewer CCTV program is listed as an EPA and Water Environment Federation (WEF) recommended Best Management Practice as a useful tool to locate specific sources of infiltration, leakage, failure, and to evaluate pipe condition following an sewer main blockage and to determine the structural condition of the sewer system. Pipeline condition assessment data collection is necessary for the design of sewer replacement and rehabilitation projects.

Due to the current CCTV Cube configuration, staff feels having a dedicated vehicle equipped with the CCTV equipment will reduce the risk of workplace injury while loading and unloading this unit, not require staff to be exposed to the elements and minimize traffic hazards and ultimately increase efficiency and enhance regulatory compliance.

Staff has found using the CCTV equipment a valuable means to determine the cause of Sanitary Sewer Overflows (SSOs) and confirm that District response and actions to the spill have been effective and adequate. It is now standard operating procedure for District staff to follow up on a SSO with a pipeline inspection of the impacted sewer main. Often staff will find the cause of the spill still remains in place. With this system staff is able to take additional follow up actions to prevent future spills in the location of the blockage. These conditions include root intrusion, vandalism with debris, sags in the line, or remaining debris after jetting that requires follow up corrective measures.

If the Board chooses to upgrade the CCTV system, the increased information gained from an expanded CCTV program will further assist the Operations and Maintenance and Engineering Departments maintain a high level of service to our ratepayers and reduce the frequency of occurrence and magnitude of SSOs.

The Board of Directors is requested to approve the purchase of a 2015 Ford Transit Van and hire 3T Equipment Company Inc. to install the existing District owned pipeline inspection camera system and associated new equipment into the new van, for a total amount of \$84,240. This price reflects the cost of the van, \$41,000, installation of the existing District owned CCTV system including modifications to the van and additional equipment for \$29,199, and a 20% contingency for vehicle price changes or additional needed modifications. This is requested in an effort to enhance the existing District CCTV inspection program by increasing safety and productivity.

Once the Van is delivered, 3T Equipment Company Inc. will retrofit the Van with a mobile shop and Operator workstation (see attached plans). 3T Equipment Company, Inc. is the local vendor of the currently owned CCTV system made by R.S. Technical Services, Inc. The essential CCTV components in the Cube system will be removed and installed into the new van. Staff has negotiated a \$4,800 trade in credit for the Cube body, generator and wash-down system towards this work. The van will be purchased direct from Ford with Government Price Concession (GPC) pricing. Initial bids for the Transit Van indicate the final bid price expected to be in the range of \$39,000-\$41,000.

The District fleet is comprised primarily of Ford vehicles. The District has participated in the Ford GPC pricing program since 1997. Ford GPC pricing typically allows the District a 20-30% discount off of manufacture's list price. Following Board approval of this purchase, staff will request new bids from local Ford commercial fleet dealers. The final bid will depend on available Ford GCP pricing available at the time of bid.

Currently staff sits outside on a modified tow hitch chair, while operating the CCTV equipment (see pictures provided). Having staff work inside the new van will allow increased safety, and allow onsite access to a small workbench for maintaining the equipment onsite. With the new dedicated CCTV van, staff will be able to conduct pipeline inspections in almost any weather conditions and have this equipment in operation every work day.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: The CCTV Van was approved by the Board as part of the FY 2014-2015 Capitalized Equipment Budget, however, the item was inappropriately budgeted across all four operating cost centers. The item will be funded instead from the Ord and Marina Sewer Capitalized Equipment Budgets (remaining balances of capitalized equipment budgets: MS = \$23,061 and OS = \$31,709), and through expense savings in the Marina and Ord Sewer Operations & Maintenance department (MS = \$42,363 and OS = 36,764 as of December 31, 2014).

The total cost for a 2015 Ford Transit Van including installation by 3T Equipment Company, Inc., with a 20% contingency, is \$84,240 and will be allocated based on miles of sewer pipeline (MS – 28% and OS – 72%). The following is the cost breakdown by Cost Center:

- MS 23,587
- OS 60,653

Other Considerations: Staff has inquired about Ford leasing options. Due to the extensive customization of this vehicle a lease option is not available. Due to the specific type and size of vehicle needed, the significant investment required for customization, the expected service life of Van and the discount GCP pricing offered by Ford, staff does not support the purchase of a used vehicle. Past practice of the District has been to not purchase used vehicles due to the risk involved and uncertainty of performance and reliability.

Material Included for Information/Consideration: Resolution No. 2015-05; pictures of existing equipment; drawings of the layout of the CCTV van; and, a quote from 3T Equipment Company, Inc.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 17, 2015

Resolution No. 2015 - 05
Resolution of the Board of Directors
Marina Coast Water District

Approving the Purchase of a 2015 Ford Transit Van and Installation of the Existing District Pipeline Inspection Camera System into the New Van

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 17, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, in 2012, staff evaluated and ranked several pipeline inspection camera systems based on the performance of the system, reputation, price and the availability of in state technical and repair support resources; and,

WHEREAS, on May 8, 2012, the Board authorized staff to purchase a portable CCTV camera “Cube” system in the amount of \$62,700 from R.S. Technical Services, Inc.; and,

WHEREAS, District operation and maintenance of the wastewater collection system is regulated under State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ; and,

WHEREAS, State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ requires Marina Coast Water District to maintain a Sewer System Management Plan (SSMP); and,

WHEREAS, one of the key elements of a Sewer System Management Plan is to conduct regular sewer pipeline camera inspections and to have a system in place for ranking the condition of sewer pipes and scheduling rehabilitation and repair; and,

WHEREAS, staff has determined that an improved CCTV program is an important and vital element of running an effective pipeline inspection program and will increase overall safety and productivity; and,

WHEREAS, 3T Equipment Company, Inc. is the now the local vendor of the currently owned CCTV system made by R.S. Technical Services, Inc.; and,

WHEREAS, staff recommends the District purchase a 2015 Ford Transit Van, and approve the installation of the existing District owned CCTV system, including modifications and added equipment to the van, to accommodate a safer more productive working environment for District staff.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby Authorize the General Manager to purchase a 2015 Ford Transit Van and hire 3T Equipment Company, Inc. to install the existing District owned CCTV pipeline inspection camera system and associated new equipment into the new van; and, to take all

actions and execute all documents as may be necessary or appropriate to give effect to this resolution, for a total dollar amount not-to-exceed \$84,240.

PASSED AND ADOPTED on February 2, 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:

Bill Kocher, 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. 2015-05 adopted February 17, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-E

Meeting Date: February 17, 2015

Prepared By: James Derbin

Approved By: Bill Kocher

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2015-07 to Authorize the General Manager, or Designee, to Execute a Memorandum of Understanding between Monterey Regional Water Pollution Control Agency and Marina Coast Water District for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group

Staff Recommendation: The Board of Directors is requested to authorize the General Manager, or designee, to execute a Memorandum of Understanding (MOU) between Monterey Regional Water Pollution Control Agency (MRWPCA) and Marina Coast Water District (MCWD) for MCWD's cost share for conducting of a public education program for the Southern Monterey Bay Dischargers Group of \$1,608.17.

Background: *2014 Strategic Plan Mission Statement – To 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: The MCWD operation and maintenance of the wastewater collection system is regulated under State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ. Under this order, wastewater agencies in the state are required to have a Sanitary Sewer Management Plan (SSMP). One of the required elements of an SSMP is that each agency implements a public education outreach program about proper disposal of grease and fats.

This required outreach activity can be most cost-effectively done on a cost-shared basis by a collective/regional group. One such group is the Southern Monterey Dischargers Group, which is composed of most of the wastewater agencies tributary to the MRWPCA plus California American Water, Pebble Beach Community Service District, and Carmel Area Wastewater District. MRWPCA initiated and funded a limited outreach program in FY 2003-2004 to assist member agencies in first year of compliance under a previous permit, California Regional Water Quality Control Board Waste Discharge Order No. R3-2002-0078. The regional group, including MCWD, has funded the program since FY 2004-2005.

In 2008, Regional Board Order R3-2002-0078 was rescinded and replaced with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (State Board Order No. 2006-003-DWQ). As the Statewide permit is virtually identical to that of the rescinded permit, the joint outreach program was continued.

Each participating agency has contributed a share of the cost based on population of the communities served. MCWD has participated in the Southern Monterey Bay Discharges Group

outreach activities every year since FY 04-05. Staff recommends that MCWD continue their support of the Public Education Program for the Southern Monterey Bay Dischargers Group.

Financial Impact: Yes No Funding Source/Recap: This item has historically been budgeted under the accounts for Memberships & Dues presumably because the District is a member of the Discharge Group. Staff intends to set up a separate account number for this item in FY 2015/2016. The following is the breakdown by Cost Center:

- MS \$643.27 Budget: \$520 Bal. Remaining to date: <\$119>
- OS \$964.90 Budget: \$715 Bal. Remaining to date: <\$163>

Although the District is over budget in Memberships & Dues for both cost centers, both Marina Sewer and Ord Sewer will be able to fund this item through expense savings in the Marina and Ord Sewer Operations & Maintenance department (MS = \$42,363 and OS = 36,764 as of December 31, 2014).

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2015-07; and, copy of Memorandum of Understanding between the Monterey Regional Water Pollution Control Agency and Marina Coast Water District for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 17, 2015

Resolution No. 2015 - 07
Resolution of the Board of Directors
Marina Coast Water District

Authorizing the General Manager, or Designee, to Execute a Memorandum of Understanding between Monterey Regional Water Pollution Control Agency and Marina Coast Water District for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 17, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, District operations and maintenance of the wastewater collection system is regulated under State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ; and,

WHEREAS, State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ requires Marina Coast Water District to maintain a Sewer System Management Plan; and,

WHEREAS, an required element of the Marina Coast Water District Sewer System Management Plan is a public outreach campaign that promotes proper disposal of grease and fats; and,

WHEREAS, the District has participated in this cooperative Southern Monterey Bay Dischargers Group outreach program since FY 2004/2005; and,

WHEREAS, this State required outreach activity can be most cost-effectively done on a cost-shared basis with the Southern Monterey Bay Dischargers Group members; and,

WHEREAS, the District’s shared cost of this outreach program is \$1,608.17 for the FY 2014/2015; and,

WHEREAS, staff recommends continuing support of this collective outreach effort.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby Authorize the General Manager, or designee, to execute a Memorandum of Understanding between Marina Coast Water District and the Monterey Regional Water Pollution Control Agency for MCWD’s cost share of Conduction a Public Education Program for the Southern Monterey Bay Dischargers Group for a total dollar amount of \$1,608.17.

PASSED AND ADOPTED on February 17, 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:

Bill Kocher, 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. 2015-07 adopted February 17, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-F

Meeting Date: February 17, 2015

Prepared By: Paula Riso

Approved By: Bill Kocher

Agenda Title: Discussion and Possible Action to Consider the Adoption of Resolution No. 2015-08 to Approve the Proposed Revisions to the Board Procedures Manual

Staff Recommendation: The Board of Directors review the proposed revisions to the Board Procedures Manual (BPM) and consider approving those changes.

Background: *“2014 Strategic Plan Mission Statement – To 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.”*

The last revision to the BPM was June 2014, where Section 42 was amended. Since that time, the Board and staff have been reviewing the BPM and are now bringing proposed revisions before the Board.

Discussion/Analysis: The changes being suggested are very extensive and require a thorough review. Legal Counsel has also reviewed the changes and has made suggestions. Since the February 2nd meeting, staff and several Board members have made additional changes and those changes are also included in the document. Unfortunately, with so many different people revising the same document, some proposed revisions may have been altered by others. It was impossible to incorporate all the changes into one document, so staff is providing two documents.

Environmental Review Compliance: None required.

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

Other Considerations: The Board of Directors can consider approving the revisions at the February 17th Board meeting, or, since the revision is so extensive, the Board can schedule a workshop to discuss, and then consider approving, the revisions to the BPM.

Material Included for Information/Consideration: Two redlined versions of the BPM with balloons showing the comments 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 17, 2015

Resolution No. 2015-08
Resolution of the Board of Directors
Marina Coast Water District
Approving Revisions to the Board Procedures Manual

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 17, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, in late 2013, the Board directed staff to review the entire Board Procedures Manual and provide the Board potential revisions; and,

WHEREAS, over the course of several months, District staff provided revisions to the Board for discussion and in August 2014, the Board requested time to provide their suggestions and revisions; and,

WHEREAS, suggestions and extensive revisions have been received from staff, legal counsel, and Board members, and are included in this document for consideration.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-08, to approve the revisions to the Board Procedures Manual.

PASSED AND ADOPTED on February 17, 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:

Bill Kocher, 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. 2014-23 adopted June 2, 2014.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-G

Meeting Date: February 17, 2015

Prepared By: Bill Kocher

Approved By: Bill Kocher

Agenda Title: Consider Setting a Date for a Public Hearing Regarding Annexation of the Cemex Property

Staff Recommendation: Possible direction to staff on setting a date for a noticing public hearing regarding annexation of the Cemex property.

Background: At its January 21, 2015 meeting, the Board directed staff to begin the process of submitting an application to the Local Agency Formation Commission (LAFCO) for the annexation of the Cemex property into the Marina Coast Water District (MCWD) service area.

Discussion/Analysis: Staff reported to the Board at its February 2, 2015 meeting that it had contacted the environmental consultant originally contracted in 2008 to begin this annexation process; the Executive Director of LAFCO; Cemex officials. After having now met with those three parties, staff can offer the following that speaks to the issues surrounding any such application for annexation:

1. LAFCO's actions are governed by the Cortese-Knox-Hertzberg (CKH) Act and that Reorganization Act requires that MCWD apply for a Sphere of Influence Amendment concurrently with any application for annexation.
2. Adopted Spheres of Influence must reflect City and County General Plans.
3. The City of Marina General Plan specifies the Cemex property as "Habitat Reserve and Other Open Space."
4. Specifically, CKH says that, "Territory not in need of urban services, including open space, agriculture, recreational, rural lands ...shall not be assigned to an agency's Sphere of Influence.."
5. In considering a Sphere of Influence amendment, LAFCO should consider, "The need for organized community services and controls in the area; probable needs for those services and controls."
6. Generally speaking, in considering annexation, LAFCO must find that there is likely to be development with 5-7 years and the need for water and sewer within 20 years.
7. Cemex officials have told MCWD staff that it has no plans to develop this property for any use other than the one it currently is using the land for, i.e. mining.
8. Additionally, Cemex officials indicated they do not see any need to annex and would not be willing to pay any fee (\$166,000) to the Monterey County Water Resources Agency as would be required for annexation.
9. If all the conditions for a Sphere of Influence amendment as stated above are satisfied, LAFCO would require an amendment to the Municipal Services Review, which currently is stalled because of other questions of annexation not related to Cemex.

Given the above factors, any application for annexation of this property would be very lengthy, costly, and potentially not achievable in the end, particularly given the City of Marina General Plan designation for this property.

Environmental Review Compliance: Any application for annexation must be accompanied by CEQA compliance documents.

Financial Impact: Yes No Funding Source/Recap: There is nothing budgeted in the current budget for any expenses for this work.

Other Considerations: On November 30, 2012, the Board approved Resolution No. 2012-88 adopting the District Annexation Policy and Rule stating, in part, that any action authorizing the submission of an application for any change of the organization or reorganization involving the annexation of additional territory to the District "...would require the affirmative vote of at least four directors."

Material Included for Information/Consideration: None.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____