



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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

DIRECTORS

HOWARD GUSTAFSON
President

PETER LE
Vice President

THOMAS P. MOORE
WILLIAM Y. LEE
JAN SHRINER

Agenda

Special Board Meeting, Board of Directors Marina Coast Water District

11 Reservation Road, Marina, California

Saturday, February 28, 2015, **9:00 a.m. PST**

(Please note the different location)

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. **Pledge of Allegiance**
4. **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.*
5. **Workshop / 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. Workshop and Discussion on the District's Five-Year Strategic Plan; and, Consider Approving Updates to the Five-Year Strategic Plan

Action: The Board of Directors will hold a workshop to discuss and possibly update the District's Five-Year Strategic Plan.

This agenda is subject to revision and may be amended prior to the scheduled meeting. A final agenda will be posted at the District office at 11 Reservation Road, Marina, 24 hours prior to the 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. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-08 to Approve the Revisions to the Board Procedures Manual

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

6. Director's Comments

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

*Regular Meeting: Monday, March 2, 2015, 6:00 p.m.,
Marina Council Chambers
211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 5-A

Meeting Date: February 28, 2015

Submitted By: Paula Riso

Presented By: Bill Kocher

Agenda Title: Consider Approving Updates to the Five-Year Strategic Plan

Staff Recommendation: The Board of Directors discuss updates to the five-year strategic plan for the Marina Coast Water District and consider approving those updates.

Background: In February 2013, the Board of Directors gave staff direction to amend a Professional Services Agreement with BHI Management Consulting to facilitate a Board workshop and develop a five-year strategic plan.

In early March 2013, Mr. Brent Ives met with individual Board members and conducted a public meeting to gain insight and feedback for creating a strategic plan for the District. On April 13, 2013, the Board and department heads met with Mr. Ives to begin the goal setting and planning process. Periodically, staff and Mr. Ives communicated by phone and email to construct a draft strategic plan that was presented to the Board at a workshop on January 11, 2014. The five-year strategic plan was adopted on March 3, 2014.

Discussion/Analysis: Once the strategic plan was accepted, the Interim General Manager worked with Board leadership and the department heads to execute the plan according to the goals, objectives and timelines therein. This document requires updating on an annual basis as situations and directions change.

Environmental Review Compliance: None required.

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

Other Considerations: The Board of Directors can approve updates to the entire five-year strategic plan, or consider updating several sections each month until the entire five-year strategic plan is complete.

Material Included for Information/Consideration: 2014 Five-Year Strategic Plan.

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: 5-B

Meeting Date: February 28, 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 No Funding Source/Recap: None

Other Considerations: The Board of Directors can consider approving the revisions at the February 28th special Board meeting, or, since the revision is so extensive, the Board can consider approving several sections of the BPM each month until the entire document is complete.

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

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

February 28, 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 special meeting duly called and held on February 28, 2015 at the District Offices, 11 Reservation Road, 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 28, 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. 2015-08 adopted February 28, 2015.

Bill Kocher, Secretary