



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

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President

PETER LE
Vice President

THOMAS P. MOORE
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Agenda

Regular Board Meeting, Board of Directors Marina Coast Water District

Marina Council Chambers
211 Hillcrest Avenue, Marina, California
Monday, March 16, 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. Action Item

- A. Discussion and Possible Action to Consider Designating Agency Negotiator(s) to Meet and Confer with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding Renewal of Memorandums of Understanding

Action: The Board of Directors will consider appointing an agency negotiator(s) to meet with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding the Memorandums of Understanding that expire on June 30, 2015.

4. 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.*

This agenda is subject to revision and may be amended prior to the scheduled meeting. Pursuant to Government Code section 54954.2(a)(1), the agenda for each meeting of the Board shall be posted at the City of Marina Council Chambers. The agenda shall also be posted at the following locations but those locations are not official agenda posting locations for purposes of section 54954.2(a)(1): District offices at 11 Reservation Road, Seaside City Hall, the City of Marina Library, and the City of Seaside Library. A complete Board packet containing all enclosures and staff materials will be available for public review on Wednesday, March 11, 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.

5. Closed Session

A. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation
(Subdivision (a) of Section 54956.9)

- 1) Ag Land Trust v. Marina Coast Water District, Monterey County Superior Court Case No. M105019; Sixth Appellate District Court of Appeals Case Nos. H038550 and H039559
- 2) In the Matter of the Application of California-American Water Company (U210W) for Approval of the Monterey Peninsula Water Supply Project and Authorization to Recover All Present and Future Costs in Rates, California Public Utilities Commission No. A.12-04-019 & A.13-05-017 Settlement Agreement
- 3) California-American Water Company vs Marina Coast Water District; Monterey County Water Resources Agency; and Does 1 through 10, San Francisco Superior Court Case No. CGC-13-528312 (Complaint for Declaratory Relief)
- 4) Marina Coast Water District v, California Coastal Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CGC-13-528312 (Petition for Writ of Mandate).

B. Pursuant to Government Code 54957
Public Employee Appointment
Title: General Manager

7:00 p.m. Reconvene Open Session

6. 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.*

7. Pledge of Allegiance

8. 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.*

9. Budget Workshop

A. Receive Presentation on Draft District FY 2015-2016 Budget, Rates, Fees and Charges for the Marina and Ord Community Service Areas and Provide Direction Regarding Preparation of the Final Budget Documents

- B. Receive District Draft Five-Year Capital Improvements Projects Budget for the Marina and Ord Community Service Areas and Provide Direction Regarding Preparation of the Final CIP Budget Documents

10. 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. Adopt Resolution No. 2015-09 to Revise the District's Sick Leave Policy
- B. Receive and File the Check Register for the Month of February 2015
- C. Approve the Draft Minutes of the Special Board Meeting of February 28, 2015
- D. Approve the Draft Minutes of the Regular Board Meeting of March 2, 2015

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

- A. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-11 to Approve the District Technology Plan Appendix for FY 2015-2016

Action: The Board of Directors will consider approving the District Technology Plan Appendix for FY 2015-2016.

- B. Discussion and Possible Action to Consider the Adoption of Resolution No. 2015-12 to Create a Water Conservation Specialist I/II Position; Reclassify the Current Water Conservation Specialist Position to a Water Conservation Specialist III; Approve the Job Descriptions and Salary Ranges for Both; and Direct the General Manager to Recruit and Fill the Water Conservation Specialist I/II Position in Fiscal Year 2015-2016

Action: The Board of Directors will consider adoption of Resolution No. 2015-12 to approve creating a Water Conservation Specialist I/II position, reclassifying the current Water Conservation Specialist position to a Water Conservation Specialist III; approving both job descriptions, and directing the General Manager to recruit and fill the Water Conservation Specialist I/II position in FY 2015-2016.

- C. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-13 to Approve Funding for Directors to Attend the American Association of Water Works (AWWA) ACE Conference in Anaheim

Action: The Board of Directors will consider approving funding for Directors to attend the AWWA conference in Anaheim.

- D. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-14 to Concur in Nomination to the ACWA/JPIA Executive Committee

Action: The Board of Directors will consider if they want to concur in nomination, Paul Dorey of Vista Irrigation District, to the ACWA/JPIA Executive Committee.

- E. 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.

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

A. General Manager's Report

B. Counsel's Report

C. Committee and Board Liaison Reports

- | | |
|----------------------------------|-----------------------------------|
| 1. Water Conservation Commission | 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 |

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

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

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

Marina Coast Water District
Agenda Transmittal

Agenda Item: 3-A

Meeting Date: March 16, 2015

Prepared By: Bill Kocher

Approved By: Bill Kocher

Agenda Title: Discussion and Possible Action to Consider Designating Agency Negotiator(s) to Meet and Confer with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding Renewal of Memorandums of Understanding

Staff Recommendation: The Board of Directors consider whether to appoint an agency negotiator to meet and confer with the MCWDEA and Teamsters regarding the MOU that expires on June 30, 2015.

Background: *“2014 Strategic Plan 5.0 – Our objective is to recruit and retain a highly qualified, diverse and inspired workforce that delivers the essential services of our mission statement to the public while providing outstanding customer service. Our strategy is to utilize sound policies and personnel practices, offer competitive compensation and benefits, and provide opportunities for training, development, and professional growth while ensuring a safe and secure workplace.”*

Discussion/Analysis: On June 30, 2015, the current contracts with the two subject bargaining units expire. Staff is recommending that negotiations begin in March to assure that we have negotiated and signed contracts before the expiration of the current ones.

In the recent past, the Board negotiator was the General Manager (GM) who would shuttle back and forth between the bargaining groups and the Board. Prior to the GM being the Board negotiator, the Board hired an outside firm to represent it in negotiations.

Environmental Review Compliance: None required.

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

Other Considerations: Most special districts use one of the following three approaches to employee bargaining:

1. General Manager carries proposals back and forth between the bargaining groups and the Board of Directors.
 - a. The advantage of this approach is that it saves the District the cost of an outside negotiator.
 - b. The disadvantages of this approach are that: 1) it places the GM in an adversarial position that is generally not desirable, and; 2) it doesn't allow the expertise of an outside negotiator.
2. The Board hires a professional negotiator to represent it at the table.

- a. The primary advantage to this approach is that the negotiator is experienced and knowledgeable about all collective bargaining matters and generally more efficiently arrives at agreement.
 - b. The primary disadvantage to this approach, of course, is expense. Generally professional negotiators will cost the District at least \$250/hour.
 - c. This approach usually kicks off with the professional negotiator meeting with the Board, its HR director, and its General Manager to get a read on issues that are likely to be the subject of negotiations and to get initial direction from the Board on what it seeks in negotiations. Commonly, after meeting with the bargaining units, the negotiator will report to the Board on its demands and advising/recommending resolution. Unless negotiations are contentious, which is hopefully not the case here, back and forth is usually minimal.
3. A Hybrid approach where the GM negotiates for the Board with the bargaining units but is advised and supported by a professional negotiator, either remotely by phone or email or in person at the table with the GM.
- a. The advantage to this approach is that it provides the GM with professional guidance in areas where he/she may not have the knowledge and experience. This facilitates settlement by being able to more efficiently respond to demands at the table that are either not allowed by law or are recognized by the professional negotiator to be something that would clearly not be in the interest of the District to consider.
 - b. Again, obviously, the disadvantage of this approach is cost.

Staff would recommend the Board of Directors opt for one of the three aforementioned approaches to the designation of its negotiator to Meet and Confer with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding Renewal of Memorandums of Understanding

Material Included for Information/Consideration: None.

Action Required: _____Resolution X 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: March 16, 2015

Submitted By: Kelly Cadiente

Approved By: Bill Kocher

Agenda Title: Receive Presentation on Draft District FY 2015-2016 Budget, Rates, Fees and Charges for the Marina and Ord Community Service Areas and Provide Direction Regarding Preparation of the Final Budget Documents

Staff Recommendation: The Board receives the presentation on the draft District budget for FY 2015-2016 and provides direction to staff regarding preparation of the final budget documents.

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

On February 17, 2015, the Board set the date for the FY 2015-2016 Budget Workshop for March 16, 2015.

Discussion/Analysis: The Draft FY 2015-2016 District Budget was distributed to the Board on March 6, 2015 for review in preparation for the budget workshop. Edits and further revisions are anticipated based on discussions by the Board of the Draft Budget and on items for consideration by the Board on the March 16, 2015 Board agenda.

Environmental Review Compliance: None.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: Draft FY 2015-2016 Budget Document dated March 6, 2015 provided separately.

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-B

Meeting Date: March 16, 2015

Prepared By: Andrew Sterbenz

Approved By: Bill Kocher

Agenda Title: Receive District Draft Five-Year Capital Improvement Projects (CIP) Budget for the Marina and Ord Community Service Areas and Provide Direction Regarding Preparation of the Final CIP Budget Documents

Staff Recommendation: The Board of Directors receive the District draft Five Year CIP Budget overview for the Marina and Ord Community Service Areas and provide direction to staff to include preparation of the final budget documents.

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

Each year, the District follows a budget development process that results in Board approval of the annual budget. Annual update of the District’s CIP follows the same schedule. The current budget was adopted on June 24, 2014.

Discussion/Analysis: The attached Five-Year CIP project list includes projects under work in the current FY 2014-2015 and those required in future years. Those needed in the next five years are shown with funding in the proposed FY, and the remaining projects are shown in “Out Years” (beyond FY 2019-2020). The Category column in the table indicates the project addresses an existing deficiency (E), a single development project (S), or multiple development projects (M). The majority of the projects needed address existing deficiencies (aging equipment requiring replacement, service mains which have failed in recent years, and a water storage tank for the A-Zone. In the out years, the category EDS means Eastern Distribution System, which is the planned relocation of wells inland to avoid seawater intrusion, should that need arise.

Projects are listed by service area and system. General Water (GW) and General Sewer (GS) projects affect both service areas. District-wide projects (WD) affect all four cost centers. Water augmentation projects are listed at the very end. The CIP includes the estimated cost of a conceptual design engineering report for the RUWAP desalination plant, and an estimated cost to complete the design plans for the recycled water pipeline.

Some of the projects have moved earlier or later compared to the FY 2014-2015 budget projection, due to the observed pace of redevelopment in the Ord Community and synchronizing pipeline projects with the related road improvements by the land use jurisdictions. In particular, pipeline projects required to provide commercial fire flows to the Dunes on Monterey Bay and to East Garrison have been moved forward.

The highest priority project remains an A-Zone water storage reservoir, located at an elevation which allows operational and fire flows to be met without pumping. The system is currently operated inefficiently, meeting A-Zone demands directly from the wells, which requires starting

and stopping pumps throughout the day, and by boosting the water into the B- and C-Zones where there is storage tank capacity. Some of that stored water returns to the A-Zone through pressure-reducing valves. The District Board entered into an agreement with California State University in 2006 to locate the A-Zone reservoir on the CSUMB campus, but the District Staff has been unable to obtain a final easement for the tanks. This delay affects the planned replacement of the Sand Tank and B/C Booster Pump Station, which were constructed in prior to 1963 and are reaching the end of their service life.

Individual project sheets are included for proposed 2015-2016 projects, and remaining 2014-2015 projects.

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

Other Considerations: The Board can suggest alternative projects.

Materials Included for Information/Consideration: Draft Five-Year CIP Budget Sheets.

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: 10

Meeting Date: March 2, 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) Adopt Resolution No. 2015-09 to Revise the District’s Sick Leave Policy
- B) Receive and File the Check Register for the Month of February 2015
- C) Approve the Draft Minutes of the Special Board Meeting of February 28, 2015
- D) Approve the Draft Minutes of the Regular Board Meeting of March 2, 2015

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

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

Material Included for Information/Consideration: The current and revised Sick Leave Policies; the check register for February 2015; the draft minutes of February 28, 2015; and, the draft minutes of March 2, 2015.

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: 10-A

Meeting Date: March 16, 2015

Prepared By: Jean Premutati

Approved By: Bill Kocher

Agenda Title: Adopt Resolution No. 2015-09 to Revise the District's Sick Leave Policy

Staff Recommendation: The Board of Directors adopt the revised sick leave policy that now meets the requirements of the new California Paid Sick Leave Policy for 2015.

Background: The new California Paid Sick Leave law was enacted January 1, 2015 but does not go into effect until July 1, 2015. This law entitles an employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave at the rate of one hour per 30 days worked. The leave is paid at the employee's regular wage rate. Accrued paid sick leave can carry over to the following year of employment and may be capped at forty-eight hours or six days of paid leave. However, employers may limit the use of paid sick days to twenty four hours or three days in each year of employment. Employees may not use the accrued paid sick leave until the 90th day of employment.

Discussion/Analysis: The District currently offers its regular, full-time employees paid sick leave at the rate of 3.7 hours per bi-weekly period with no maximum, accrual, but this new law will apply to paid interns and part-time employees only. We currently employ three interns.

Since the District's current policy for regular, full-time employees already exceeds the minimum standards for the new California Paid Sick Leave Policy for 2015, the only change required to our policy is the addition of a paragraph at the end of the current Sick Leave Policy (11.7) that specifies District employees who are not regular, full-time will receive sick leave benefits in accordance with the new California Paid Sick Leave Policy. No other changes to the District's current Sick Leave Policy (11.7) are proposed or before the Board at this time.

Environmental Review Compliance: None.

Financial Impact: X Yes No Funding Source/Recap: Fort Ord Water and Marina Water will fund \$936 and Fort Ord Sewer and Marina Sewer will fund \$312 for FY2015/2016.

Other Considerations: This is a State Law and must be followed.

Material Included for Information/Consideration: Resolution No. 2015-09; and, the Current and Revised Sick Leave Policies.

Action Required: X Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

March 16, 2015

Resolution No. 2015-09
Resolution of the Board of Directors
Marina Coast Water District
Revise Policy No. 11.7 of the Employee Handbook

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on March 16, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, staff is committed to revising the employee handbook as employment laws and programs change; and;

WHEREAS, the handbook should be reviewed periodically for practicality and legal compliance; and,

WHEREAS, staff recommends revisions and/or updates to the following policies:

11.7 – New California Paid Sick Leave Law

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-09 to update and revise Policy No. 11.7 of the employee handbook.

PASSED AND ADOPTED on March 16, 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. 2015-09 adopted March 16, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-B

Meeting Date: March 16, 2015

Prepared By: Kelly Cadiente

Approved By: Bill Kocher

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

Staff Recommendation: The Board of Directors receive and file the February 2015 expenditures totaling \$384,539.01.

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 February 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: February 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: 10-C

Meeting Date: March 16, 2015

Prepared By: Paula Riso

Approved By: Bill Kocher

Agenda Title: Approve the Draft Minutes of the Special Board Meeting of February 28, 2015

Staff Recommendation: The Board of Directors approve the draft minutes of the February 28, 2015 special 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 28, 2015 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

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

Material Included for Information/Consideration: Draft minutes of February 28, 2015.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-D

Meeting Date: March 16, 2015

Prepared By: Paula Riso

Approved By: Bill Kocher

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

Staff Recommendation: The Board of Directors approve the draft minutes of the March 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 March 2, 2015 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

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

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

Material Included for Information/Consideration: Draft minutes of March 2, 2015.

Action Required: _____Resolution X Motion _____Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-A

Meeting Date: March 16, 2015

Submitted By: Kelly Cadiente

Approved By: Bill Kocher

Agenda Title: Consider Adoption of Resolution No. 2015-11 to Approve the District Technology Plan Appendix for FY 2015-2016

Staff Recommendation: Consider Adoption of Resolution No. 2015-11 to approve the District 2015 Technology Plan Appendix for FY 2015-2016.

Background: *Strategic Plan, Goal No. 4 – To manage the District’s finances in the most effective and fiscally responsible manner, Strategic Plan Element 4.2 – Adopt a plan for technology use in public affairs and Strategic Plan, Element No. 6.5 – Digitize district records.*

The Board approved Resolution No. 2014-11 adopting the 2014 District Technology Plan (DTP) Appendix at the March 10, 2014 special meeting.

Discussion/Analysis: According to the DTP adopted August, 23, 2000 by Resolution No. 2000-23, the DTP should be reviewed annually, not only for budgetary considerations, but also to facilitate updates reflecting technological advancements from previous reviews.

The DTP is a detailed and comprehensive plan, which identifies anticipated upgrades and maintenance of District technology. Attached is the 2015 appendix to the original DTP. Based on a needs assessment performed by the District’s information technology support service provider, this appendix outlines the recommended technology tasks for FY 2015-2016 as well as funding requirements for FY 2015-2016.

Environmental Review Compliance: None.

Financial Impact: X Yes No Funding Source/Recap: Funding for the FY 2015-2016 capital portion of the DTP (\$39,000) will come from the Network Computer System line item for all costs centers in the Capitalized Equipment Section of the proposed FY 2015-2016 District Budget. Funding for the non-capitalized portion of the DTP (\$45,000) will come from the Computers/Data Processing and Software and Licensing line items for all cost centers in the Administration Section of the proposed FY 2015-2016 District Budget. In aggregate, the funding per cost center is as follows: Marina Water (27%) - \$22,680; Marina Sewer (7%) – \$5,880; Ord Water (54%) – \$45,360; Ord Sewer (12%) – \$10,080; Total – \$84,000.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2015-11; and, Draft 2015 Technology Plan Appendix for FY 2015-2016.

Action Required: X Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

March 16, 2015

Resolution No. 2015-11
Resolution of the Board of Directors
Marina Coast Water District
Approving the 2015 District Technology Plan Appendix for FY 2015-2016

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on March 16, 2015, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the Board adopted the original District Technology Plan (DTP) on August 23, 2000 which included the anticipation of annual appendices; and,

WHEREAS, the DTP should be reviewed annually, not only for budgetary considerations, but also to facilitate updates reflecting technological advancements from previous reviews; and,

WHEREAS, the 2015 Technology Plan Appendix for FY 2015-2016 recommends a budget of \$84,000 for FY 2015-2016.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to implement the 2015 District Technology Plan Appendix for FY 2015-2016 (Exhibit A).

PASSED AND ADOPTED on March 16, 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. 2015-11 adopted March 16, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-B

Meeting Date: March 16, 2015

Submitted By: James Derbin

Approved By: Bill Kocher

Agenda Title: Consider Adoption of Resolution No. 2015-12 to Create a Water Conservation Specialist I/II Position; Reclassify the Current Water Conservation Specialist Position to a Water Conservation Specialist III; Approve the Job Descriptions and Salary Ranges for Both; and Direct the General Manager to Recruit and Fill the Water Conservation Specialist I/II Position in Fiscal Year 2015-2016

Staff Recommendation: The Board of Directors consider adopting Resolution No. 2015-12 to approve the job descriptions, salary ranges and hire of a full-time Water Conservation Specialist I/II.

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; 2014 Strategic Plan Element 1.7 Review and update our water conservation program. 2014 Strategic Plan Element 5.2 and 5.3 Establish a workforce succession plan and develop a knowledge transfer program.*

In 2012, following the retirement of several District Department heads including the Conservation Coordinator, the District reorganized to achieve enhanced operational efficiencies. In this reorganization, the Conservation Coordinator position was left vacant and unfunded. After several years of staffing the Conservation Department with one full time Water Conservation Specialist and a less than part time Intern, it is apparent that the broad scope of the conservation department responsibilities exceeds the workload for one full time staff person and an Intern. This has been especially evident recently with the mandated statewide drought response and related reporting requirements to the State Water Resources Control Board (which the District was just notified by the State in a "Notice of Proposed Emergency Rulemaking - Prohibition of Activities and Mandatory Actions During the Drought Emergency" will be extended and intensified this summer for all Urban Water Suppliers). Due to the historic drought and improvement in the local economy, staff has observed a significant increase in the number of inquiries from District customers about rebates, consumption records, other conservation programs and support. Staff recommends the Board approve the proposed creation of a Water Conservation Specialist (WCS) I/II position and reclassify the existing WCS to a WCS III position.

Discussion/Analysis: The duties of the former Conservation Coordinator included staff support of the Water Conservation Committee (WCC), oversight of water conservation public outreach and education efforts, coordination of the District newsletters, oversight of the District conservation program efforts, reporting, water conservation rebates, and supervision of the WCS. The WCS was well versed in the duties of the Conservation Coordinator and able to assume the majority of the inherent broad scope of the District water conservation programs. The WCC

responsibilities were initially given to the District's Capital Projects Manager, but recently were taken back into the hands of the Conservation Department for more effective response, planning and coordination of the Commission.

In February 2015, the District adopted the updated Marina Coast Water District Strategic Plan. Several elements of this plan address staffing needs of the District Conservation Department. "Establishing a Workforce Succession Plan" (SP objective section 5.2). Since the Water Conservation Department is currently staffed by only one full time WCS and a less than part time Intern, there is a need for implementing succession planning now to develop future staff within that department and prepare for the inevitable retirement or departure of the WCS from the District. Without succession planning, the departure of the existing WCS would have a significant impact on the Conservation programs that are a great source of pride for the District. The addition of a WCS I/II position is a first step to achieve SP 5.2. Strategic Plan element 5.3 is "Develop a knowledge transfer program". The addition of the WCS I/II position will also aide the District in achieving this important element of the Strategic Plan. With the addition of the WCS I/II and reassigning the responsibility of the WCC to the existing WCS, staff proposes to reclassify this position to a WCS III. This is justified due to the addition of the supervisory role the WCS III will take on as well as responsibility of managing the WCC.

Water conservation, once just a noble practice, has been transformed by the state to a regulatory requirement. The main requirement of the water conservation program comes from the California Urban Water Management Planning Act as amended by AB 1420. It applies to all municipal suppliers with over 3,000 connections. The penalty for non-compliance is possible loss of grant funds from the California Department of Water Resources and the State.

AB 1420 requires the implementation of all Best Management Practices (BMPs) specified and determined by the California Urban Water Conservation Council. This mandate requires annual reports be submitted to the California Department of Water Resources and Monterey County Water Resources Agency, documenting compliance with the required BMPs. The BMPs are in five general areas: Utility Operations, Education Programs, Residential, Commercial/Industrial/Institutional, and Landscape.

The WCS I/II will be assigned to perform less technical, entry level conservation duties to include:

- Returning customer calls and emails requesting assistance, information about District programs and policies
- Assist in scheduling customer service appointments, water use surveys, and conservation certification inspections
- Processing paperwork and completing data entry for rebates, conservation inspections, customer service calls
- Design, production, and dissemination of public information materials
- Research and development of topics and data needed for reports, customer service, public outreach
- Collect water use field data, verify site information
- Compile data and help produce reports on water consumption
- Represent the District at public events
- Back-up for absences of the other Specialists

Specific areas that require more complex, focused attention of the WCS III are:

- Monthly and annual reporting
- Documenting completion of BMP's
- Large landscape audits and site evaluations
- Landscape plan review support
- Development of metering plan/s
- Revision of District's landscape standards
- Automated Metering Infrastructure support and water consumption data analysis
- Development and monitoring of landscape budgets and related policies
- Supervision of the WCS I/II
- Managing all aspects of the Water Conservation Commission

Staff recommends filling this full-time, non-exempt Marina Coast Water District Employees Association (MCWDEA) position at salary range 10 for the WCS I or if a qualified WCS II is evident, hire at the MCWDEA salary range of 14.

The WCS I/II will report to the WCS III and funding will come from MW and OW cost centers.

Environmental Review Compliance: None.

Financial Impact: X Yes No Funding Source/Recap: Total estimated cost of \$101,716 is included in the FY 2015-2016 proposed budget conservation department across its salary and benefit accounts MW (37%) = \$37,635; OW (63%) = \$64,081. This new salary commitment is being largely offset by the elimination of a funded vacancy of an Operator I position in the Operations and Maintenance department so the full fiscal impact is largely mitigated.

Other Considerations: The WCC has recently expressed support of providing additional staff to enhance and support the District's Water Conservation program.

Material Included for Information/Consideration: Resolution No. 2015-12; draft Water Conservation Specialist I/II and draft Water Conservation Specialist III job descriptions; and, Salary Schedules for both positions.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

March 16, 2015

Resolution No. 2015-12
Resolution of the Board of Directors
Marina Coast Water District

Creating a Water Conservation Specialist I/II Position; Reclassify the Current Water Conservation Specialist Position to a Water Conservation Specialist III; Approve the Job Descriptions and Salary Ranges for Both; and Direct the General Manager to Recruit and Fill the Water Conservation Specialist I/II Position

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on March 16, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District Conservation department is currently staffed by one full time Water Conservation Specialist and a less than part time Intern which has caused a gap between the Conservation section workload and available staff to perform these duties; and,

WHEREAS, specific areas that require more attention are customer outreach, timely response to customer requests for assistance with high water use/leak response and support, water consumption surveys, conservation certification inspections, review of the education program for continuous improvement, rebate processing, water use data analysis and report production, research and development of topics that support customer service, public outreach and support at public events; and,

WHEREAS, upon review of the current department structure and duties, staff is recommending filling the Water Conservation Specialist I/II full-time, non-exempt member of the Marina Coast Employees Association at salary range 10 and 14 respectively; and,

WHEREAS, the Water Conservation Specialist I/II is expected to perform less technical, entry level conservation duties and free up the Water Conservation Specialist III to conduct the more difficult and complex Conservation duties of the District including, supervising the Water Conservation Specialist I/II, managing the Water Conservation Commission, monthly and annual reporting, documenting California Urban Water Conservation Council BPM’s, large landscape site audits and evaluations, landscape design standards edits and improvements, landscape design review support; and,

WHEREAS, the existing Water Conservation Specialist is managing all aspects of the Water Conservation Commission and will be supervising the new Water Conservation Specialist I/II. Staff recommends reclassifying this position to a Water Conservation Specialist III full-time, non-exempt member of the Marina Coast Employees Association and move the salary range for this position from MCWDEA range 15 to range 18.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve both job descriptions, salary ranges, the hiring of a full-time Water Conservation Specialist I/II, and the reclassification of the current Water Conservation Specialist position to a Water Conservation Specialist III.

PASSED AND ADOPTED on March 16, 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. 2015-12 adopted March 16, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-C

Meeting Date: March 16, 2015

Submitted By: Jean Premutati

Approved By: Bill Kocher

Agenda Title: Consider Adoption of Resolution No. 2015-xx to Approve Funding for Directors to Attend the American Association of Water Works (AWWA) ACE Conference in Anaheim

Staff Recommendation: The Board is requested to consider approving funding for Directors to attend the AWWA conference to be held June 7-10, 2015 Anaheim.

Background: *Five-year Strategic Plan – 6.1 Encourage Board Development-Provide Board members with opportunities to engage in training to promote better decision and policy making to the District's benefit.*

Discussion/Analysis: A request from Vice President Le was received to add this item to the agenda as he would like to attend the AWWA ACE annual conference and have the District pay for conference registration, tours, several conference meal events and parking. Vice President Le has offered to pay for transportation, non-conference meals and hotel accommodations. Early bird registration ends March 27, 2015. The following is a breakdown of the requested conference costs:

Full Conference fee before March 27	\$795
Groundwater Replenishment Tour	\$50
Anaheim Water Recycling Facility and Lenain Treatment Plant	\$50
First Time Attendee Breakfast Program	\$ 0
Public Officials Breakfast and Caucus	\$0
Water Industry Luncheon	\$60
Fuller Award Breakfast	\$40
AAEES/AIDIS/AWWA Luncheon	\$50
Parking	??
<hr/> Total	<hr/> \$1,045

After Vice President Le attended the ACWA conference in December 2014, the remaining balance in the cost centers for Board of Directors conferences is \$1,020.

Environmental Review Compliance: None required.

Financial Impact: X Yes No Funding Source/Recap: Marina Water and Ord Water Cost Centers. Balance = \$1,020.

Other Considerations: The Board can make a substitute recommendation.

Material Included for Information/Consideration: Resolution No. 2015-13; Vice President Le's request; and a copy of the conference registration.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

March 16, 2015

Resolution No. 2015-13
Resolution of the Board of Directors
Marina Coast Water District
Approving Funding for Directors to Attend the American Water Works Association
(AWWA) ACE Conference to be held June 7-10, 2015 in Anaheim

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on March 16, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, a request from Director Le was received to attend the AWWA ACE conference to be held June 7-10, 2015 in Anaheim. Vice President Le has offered to pay for transportation, non-conference meals and hotel accommodations, but is requesting the District pay the full conference registration fee, tours, several conference meal events and conference parking; and,

WHEREAS, early bird registration ends on March 27, 2015 and will increase \$200 after that date. For FY 2014/2015, \$3,000 was budgeted for Board development. The current remaining balance is \$1,020 for Board development.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-13 to approve Director Le to attend the AWWA ACE conference June 7-10, 2015 in Anaheim. The District will pay the full registration fee, tours, conference meal events and parking.

PASSED AND ADOPTED on March 16, 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. 2015-13 adopted March 16, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-D

Meeting Date: March 16, 2015

Submitted By: Paula Riso

Presented By: Bill Kocher

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2015-14 to Concur in Nomination to the ACWA/JPIA Executive Committee

Staff Recommendation: The Board of Directors discuss whether to support Vista Irrigation District Director, Paul Dorey for election to the ACWA/JPIA Executive Committee.

Background: ACWA/JPIA sent notice that there will be an election to the Executive Committee on May 4, 2015. The candidates must receive concurring in nomination resolutions from three other JPIA members, and Vista Irrigation District has requested support of their Director.

Discussion/Analysis: There are three incumbents running for office, E.G. "Jerry" Gladback, Castaic Lake, WA; David Hodgkin, Scotts Valley Water District; W.D. "Bill" Knutson, Yuima Municipal Water District. The MCWD Board may concur in the nomination of as many candidates as they wish. On March 2, 2015, the Board concurred with the nomination of David Hodgkin of Scotts Valley Water District for reelection.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

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

Other Considerations: The Board can decide not to support Paul Dorey or any other incumbent running for office.

Material Included for Information/Consideration: Resolution No. 2015-14; ACWA/JPIA e-letter, Nomination Procedures, and correspondence from Vista Irrigation District with Paul Dorey's resume.

Action Required: X Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

March 16, 2015

Resolution No. 2015 - 14
Resolution of the Board of Directors
Marina Coast Water District
Concurring in Nomination to the Executive Committee of the
Association of California Water Agencies Joint Powers Insurance Authority ("ACWA/JPIA")

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on March 16, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, this district is a member district of the ACWA/JPIA; and,

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, three member districts must concur with the nominating district, and,

WHEREAS, another ACWA/JPIA member district, the Vista Irrigation District, has requested that this district concur in its nomination of its member of the ACWA/JPIA Board of Directors to the Executive Committee of the ACWA/JPIA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Marina Coast Water District, that this district concur with the nomination of Paul Dorey of the Vista Irrigation District to the Executive Committee of the ACWA/JPIA; and,

BE IT FURTHER RESOLVED, that the District Secretary is hereby directed to transmit a certified copy of this Resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

PASSED AND ADOPTED on March 16, 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. 2015-14 adopted March 16, 2015.

Bill Kocher, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-E

Meeting Date: March 16, 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 following a special Board meeting on February 28th, 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 28th meeting, staff made “tentative agreement” changes to sections 1, 2, 4, 8, 20, 21, 25, 26, 27, 32, 36, and 37, and those changes are 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 March 16th 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: X Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

March 16, 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 March 16, 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 March 16, 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 March 16, 2015.

Bill Kocher, Secretary