



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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DIRECTORS

HOWARD GUSTAFSON
President

PETER LE
Vice President

THOMAS P. MOORE
WILLIAM Y. LEE
JAN SHRINER

Agenda

Regular Board Meeting, Board of Directors

Marina Coast Water District

Marina Council Chambers

211 Hillcrest Avenue, Marina, California

Monday, December 7, 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. **Election of Board President and Vice-President**

Action: The Board will elect two Directors to serve as President and Vice-President of the Board until December 2016.

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.*

5. **Closed Session**

- A. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation

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, December 2, 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.

- 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 vs. California-American Water Company, Monterey County Water Resources Agency, and Does 1 through 50, San Francisco Superior Court Case No. CGC-15-547125 (Complaint for Breach of Warranties, etc.)
 - 5) Marina Coast Water District v. California Coastal Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CV180839 (Petition for Writ of Mandate). Sixth District Court of Appeal Case No. H042742
 - 6) Marina Coast Water District v. California State Lands Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CV180895 (Petition for Writ of Mandate)
- B. Pursuant to Government Code 54956.8
Conference with Real Property Negotiator
Property: Recycled Water Pipeline, Recycled Water
Agency Negotiators: Peter Le and Howard Gustafson
Negotiating parties: MRWPCA, MCWRA, MPWMD, City of Salinas, and others.
Under Negotiation: Price and Terms
- C. Pursuant to Government Code 54956.8
Conference with Real Property Negotiator
Property: Sewer Infrastructure
Negotiating parties: Howard Gustafson and Peter Le
Under Negotiation: Price and Terms
- D. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4)
Two Potential Cases

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. 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 the Quarterly Financial Statements for July 1, 2015 to September 30, 2015

B. Approve the Draft Minutes of the Regular Board Meeting of November 16, 2015

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

A. Discussion and Possible Action to Consider Adoption of Resolution Nos. 2015-58 through 2015-60 to Approve an Updated District Investment Policy; an Updated District Reserve Policy; and, a District Debt Management Policy

Action: The Board of Directors will consider adopting an updated Investment Policy; an updated Reserve Policy and a new Debt Management Policy.

B. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-61 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.

C. Discussion and Possible Action to Consider Adoption of Resolution No. 2015-53 to Approve Revisions to the Board Procedures Manual

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

11. Correspondence Received by the District, Directors and General Manager

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

1. Receive an Update on the Bureau of Land Management Building
2. Receive an Update on the Developer Accounts as of September 30, 2015

B. Counsel's Report

1. Receive an Update on the Board Voting Submission of an Annexation Application to LAFCO versus on Annexation Study Activities

C. Committee and Board Liaison Reports

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

13. Board Member Requests for Future Agenda Items

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

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

*Regular Meeting: Monday, December 21, 2015, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 3

Meeting Date: December 7, 2015

Submitted By: Paula Riso

Presented By: Keith Van Der Maaten

Agenda Title: Election of Board President and Vice-President

Staff Recommendation: The Board of Directors elect a President and Vice-President to serve the next 1-year term.

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

Discussion/Analysis: Resolution No. 98-1, as amended, states that the Board will annually elect a President and Vice-President. The Board Procedures Manual last revised on April 20, 2015 states:

“This District shall have a President who shall be elected by the Board from among the five (5) elected directors. The President shall be elected annually in the month of December but not before any newly elected or reelected director(s) have taken office. No Director shall serve more than two (2) consecutive years as President. If a majority of the directors cannot agree on who should be the new President, then the existing Vice President shall become the new President.”

“This District shall have one Vice-President who shall be elected by the Board from among the five (5) elected directors at the same time the President is elected. The Vice-President shall be elected annually in the month of December but not before any newly elected or reelected director(s) have taken office. It is the Board's policy to rotate the office of Vice-President among the Board members. However, no director shall serve more than three (3) consecutive years as Vice President. If a majority of the directors cannot agree on who should be the new Vice President, then the existing Vice President shall continue in office subject to the three-consecutive-year limitation.”

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: None.

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

Meeting Date: December 7, 2015

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consent Calendar

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

Background: *2015 Strategic Plan Mission Statement – 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 the Quarterly Financial Statements for July 1, 2015 to September 30, 2015
- B) Approve the Draft Minutes of the Regular Board Meeting of November 16, 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: Quarterly Financial Statements for July 1, 2015 to September 30, 2015; and, the draft minutes of November 16, 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: 9-A

Meeting Date: December 7, 2015

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Quarterly Financial Statements for July 1, 2015 to September 30, 2015

Staff Recommendation: The Board receives the Quarterly Financial Statements for July 1, 2015 to September 30, 2015.

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

Discussion/Analysis: All figures reported for the quarter are based on accrual basis accounting. The District's consolidated financial statement for the quarter includes revenues of \$3.203 million and expenses of \$1.908 million, resulting in net gain from operations of \$1.295 million. The District budget projected net gain from operations of \$0.420 million for the same period.

The net gain from operations was higher than the budget expectation by \$0.875 million due to the timing of when revenues are earned and expenses are accrued produce different results than those in which the annual budget amounts are divided evenly by quarter.

Summary of Cost Centers:

Description	Actual Qtr	Budget Qtr	Actual FYTD	Budget FYTD
Marina Water				
Revenue	962,810	1,036,155	962,810	1,036,155
Expenses	<u>506,798</u>	<u>678,036</u>	<u>506,798</u>	<u>678,036</u>
Net Gain	456,012	358,119	456,012	358,119
Marina Sewer				
Revenue	252,116	258,132	252,116	258,132
Expenses	<u>128,661</u>	<u>189,172</u>	<u>128,661</u>	<u>189,172</u>
Net Gain	123,455	68,960	123,455	68,960
Ord Community Water				
Revenue	1,464,622	1,419,973	1,464,622	1,419,973
Expenses	<u>1,041,892</u>	<u>1,513,974</u>	<u>1,041,892</u>	<u>1,513,974</u>
Net Gain	422,730	(94,001)	422,730	(94,001)
Ord Community Sewer				
Revenue	522,128	529,718	522,128	529,718
Expenses	<u>230,628</u>	<u>383,177</u>	<u>230,628</u>	<u>383,177</u>
Net Gain	291,500	146,541	291,500	146,541

Recycled Water Project				
Revenue	1,465	2,075	1,465	2,075
Expenses	-	61,175	-	61,175
Net Gain	1,465	(59,100)	1,465	(59,100)
Regional Project				
Revenue	-	-	-	-
Expenses	-	-	-	-
Net Gain	-	-	-	-
Consolidated Cost Centers				
Revenue	3,203,141	3,246,053	3,203,141	3,246,053
Expenses	1,907,979	2,825,534	1,907,979	2,825,534
Net Gain	1,295,162	420,519	1,295,162	420,519

As of September 30, 2015, the District had \$12.345 million in liquid investments. The District also had \$1.720 million of bond proceeds for construction purposes and \$0.849 million of 2010 refunding bond proceeds for debt reserve purposes in the bank. The District owed \$35.170 million in debt for the 2006 Revenue Certificates of Participation which were advanced refunded with the 2015 Senior Revenue Refunding Bonds Series A in the amount of \$29.840 million and Series B in the amount of \$1.115 million. In addition the District owed \$4.945 million for the 2010 Refunding Bond, \$2.228 million for IOP Construction Loan and \$0.618 million in aggregate for the BLM building financing.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None

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

Action Required: Resolution Motion 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: December 7, 2015

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of November 16, 2015

Staff Recommendation: The Board of Directors approve the draft minutes of the November 16, 2015 regular Board meeting.

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

Discussion/Analysis: The draft minutes of November 16, 2015 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

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

Material Included for Information/Consideration: Draft minutes of November 16, 2015.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item 10-A

Meeting Date: December 7, 2015

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution Nos. 2015-58 through 2015-60 to Approve an Updated District Investment Policy, an Updated District Reserve Policy, and a District Debt Management Policy

Staff Recommendation: The Board of Directors adopt the following Resolutions:

- No. 2015-58 to approve an updated District Investment Policy
- No. 2015-59 to approve an updated District Reserve Policy
- No. 2015-60 to approve a District Debt Management Policy

Background: *February 2015 Strategic Plan, Strategic Element 3.3 – Fiscal Planning – Best Accounting Practices.*

On May 18, 2015, the Board adopted Resolution No. 2015-22 approving a 3-year contract with Fieldman Rolapp & Associates (FRA) to provide financial advisory services to the District. In May 2015 through July 2015, FRA assisted the District with the 2015 Senior Revenue Refunding Bond transaction which advance refunded the District's outstanding 2006 Certificates of Participation. Part of that process was a bond rating presentation given by FRA and District staff. One of the assurances that staff and FRA made to the bond rating agency was that the District would be updating its financial policies, the Investment and Reserve policies in particular, and establishing a Debt Management Policy which is in line with the District's Strategic Plan, Strategic Element 3.3.

Discussion/Analysis: The following District financial policies have been updated or established for Board discussion and consideration:

Investment Policy: The District's current investment policy is in compliance with the State Government Code and is reviewed by the Board on an annual basis. The proposed updated investment policy has been updated by FRA to include U.S. Treasury notes, bonds, bills or certificates of indebtedness as an allowable investment type. In addition, FRA expanded the descriptions of the investment types to mirror the descriptions contained in the State Code.

Reserve Policy: In July 2009, the Board approved the District's current Reserve Policy which established a capital reserve with a minimum balance of \$1 million to be maintained for each cost center, an operating reserve that is to be maintained with a minimum balance equal to the average six months of operating costs, and a debt service reserve with funding levels equal to the required amounts listed in the bond documents. A rate stabilization fund was also established but never implemented by the District. Included in the proposed updated reserve policy are recommendations from FRA that include:

- Minimum and maximum funding levels for each reserve depending on its nature, except the capital reserves. This provides the flexibility to shift amounts between unrestricted reserve funds to achieve operational, capital or credit objectives.
- Revising the target amount for the operating reserve to “50% of budgeted O&M expenses” rather than an average.
- Eliminate the general reserve and establish funds with specialized purposes.
- Leaving the rate stabilization fund unfunded at this time.
- Establishing a capacity charge fund separate from the capital reserve.

Debt Management Policy: The purpose of a debt management policy is to demonstrate to potential lenders, ratings agencies and the public the District’s commitment to long-term capital financial planning using a formal set of written guidelines. Having and adhering to a formal debt management policy helps to ensure the District maintains a diversified debt portfolio that supports the District’s financing needs and minimizes the District’s cost of funds.

Environmental Review Compliance: None.

Financial Impact: ___Yes ___X___No Funding Source/Recap: None

Other Considerations: None suggested.

Material Included for Information/Consideration: Resolution Nos. 2015-58 – 2015-60; Current District Investment Policy; Proposed Updated District Investment Policy; Current District Reserve Policy; Proposed Updated District Reserve Policy; Proposed District Debt Management Policy

Action Required: ___X___Resolution ___Motion ___Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

December 7, 2015

Resolution No. 2015-58
Resolution of the Board of Directors
Marina Coast Water District
Approving a District Investment Policy

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on December 7, 2015 at the 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District’s current investment policy is in compliance with the State Government Code and is reviewed by the Board on an annual basis; and,

WHEREAS investment policy has been updated by Fieldman Rolapp & Associates (FRA), the District’s financial advisor, to include U.S. Treasury notes, bonds, bills or certificates of indebtedness as an allowable investment type; and,

WHEREAS, FRA also expanded the descriptions of the investment types to mirror the descriptions contained in the State Code.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-58 to approve the updated District Investment Policy.

PASSED AND ADOPTED on December 7, 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:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2015-58 adopted December 7, 2015.

Keith Van Der Maaten, Secretary

December 7, 2015

Resolution No. 2015-59
Resolution of the Board of Directors
Marina Coast Water District
Approving a District Reserve Policy

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on December 7, 2015 at the 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, in July 2009, the Board approved the District’s current Reserve Policy which established a capital reserve with a minimum balance of \$1 million to be maintained for each cost center, an operating reserve that is to be maintained with a minimum balance equal to the average six months of operating costs, and a debt service reserve with funding levels equal to the required amounts listed in the bond documents; and,

WHEREAS, on May 18, 2015, the Board adopted Resolution No. 2015-22 approving a 3-year contract with Fieldman Rolapp & Associates (FRA) to provide financial advisory services to the District who has updated the District’s Reserve Policy; and,

WHEREAS the updated reserve policy incorporates the following recommendations from FRA:

- Minimum and maximum funding levels for each reserve depending on its nature, except the capital reserves. This provides the flexibility to shift amounts between unrestricted reserve funds to achieve operational, capital or credit objectives.
- Revising the target amount for the operating reserve to “50% of budgeted O&M expenses” rather than an average.
- Eliminating the general reserve and establishing funds with specialized purposes.
- Leaving the rate stabilization fund unfunded at this time.
- Establishing a capacity charge fund separate from the capital reserve.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-59 to approve the updated District Reserve Policy.

PASSED AND ADOPTED on December 7, 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:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2015-59 adopted December 7, 2015.

Keith Van Der Maaten, Secretary

December 7, 2015

Resolution No. 2015-60
Resolution of the Board of Directors
Marina Coast Water District
Approving a District Debt Management Policy

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on December 7, 2015 at the 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on May 18, 2015, the Board adopted Resolution No. 2015-22 approving a 3-year contract with Fieldman Rolapp & Associates (FRA) to provide financial advisory services to the District; and,

WHEREAS, FRA assisted the District with the 2015 Senior Revenue Refunding Bond transaction which advance refunded the District’s outstanding 2006 Certificates of Participation. Part of that process was a bond rating presentation given by FRA and District staff in which assurances were made to the bond rating agency that the District would be updating its financial policies to include a Debt Management Policy; and,

WHEREAS, The purpose of a debt management policy is to demonstrate to potential lenders, ratings agencies and the public the District’s commitment to long-term capital financial planning using a formal set of written guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2015-60 to approve the District Debt Management Policy.

PASSED AND ADOPTED on December 7, 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:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2015-60 adopted December 7, 2015.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-B

Meeting Date: December 7, 2015

Prepared By: James Derbin

Approved By: Keith Van Der Maaten

Agenda Title: Discussion and Possible Action to Consider Adoption of Resolution No. 2015-61 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

Staff Recommendation: The Board of Directors is requested to authorize the General Manager 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 a public education program for the Southern Monterey Bay Dischargers Group for the amount of \$1,602.68.

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 03-04 to assist member agencies in the 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 04-05.

In 2008, the 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 shared 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 to participate in the Public Education Program for the Southern Monterey Bay Dischargers Group.

Financial Impact: Yes No Funding Source/Recap: The following is the breakdown by Cost Center: MS - \$592.99, OS - \$1009.68.

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2015-61; and, a copy of the 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 _____

December 7, 2015

Resolution No. 2015 - 61
Resolution of the Board of Directors
Marina Coast Water District

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

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on December 7, 2015 at 211 Hillcrest Avenue, Marina, California.

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, a 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 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 has participated in a cooperative Southern Monterey Bay Dischargers Group outreach program since FY 2004/2005; and,

WHEREAS, the District’s shared cost of this outreach program is \$1,602.68 for the FY 2015/2016; and,

WHEREAS, staff recommends continuing to participate in 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 to execute a Memorandum of Understanding (MOU) between Marina Coast Water District (MCWD) and the Monterey Regional Water Pollution Control Agency (MRWPCA) for MCWD’s cost share of the Public Education Program for the Southern Monterey Bay Dischargers Group for a total amount of \$1,602.68.

PASSED AND ADOPTED on December 7, 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:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2015-61 adopted December 7, 2015.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-C

Meeting Date: December 7, 2015

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Discussion and Possible Adoption of Resolution No. 2015-53 to Approve Revisions to the Board Procedures Manual

Staff Recommendation: The Board of Directors approve the latest revisions to the Board Procedures Manual (BPM).

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 April 20, 2015, when the Board approved, on a 3-2 vote, only Vice President Le and District Counsel’s revisions. On October 5, 2015, the Board requested the BPM be brought back with additional changes provided by Board members. On November 2, 2015 the Board tabled this item until the full Board was present.

Discussion/Analysis: The changes were very extensive and staff is providing a copy of the BPM highlighting the changes made during the April 20th revision and additional requested changes following the October 5, 2015 Board meeting in track-change. There were also Director comments that were made and those are provided in a separate list along with the proposed changes.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: The Board of Directors can approve the suggested changes, or the Board can request that the BPM be brought back for further revisions.

Material Included for Information/Consideration: Resolution No. 2015-53; Highlighted version of the BPM showing the changes (the April 20, 2015 changes highlighted and additional changes in track change); and, a listing of all proposed changes and comments.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

December 7, 2015

Resolution No. 2015-53
Resolution of the Board of Directors
Marina Coast Water District
Amending 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 December 7, 2015 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the original Board Procedures Manual (BPM) was adopted on April 24, 2002 and was last revised on April 20, 2015; and,

WHEREAS, the BPM is a resource for directors, staff and the public that defines the roles, responsibilities and procedures of the Board; and,

WHEREAS, the suggested revisions to the BPM have been reviewed and approved by Legal Counsel.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve the suggested revisions and updates to the Board Procedures Manual and directs staff to finalize the revisions.

PASSED AND ADOPTED on December 7, 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:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2015-53 adopted December 7, 2015.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-A1

Meeting Date: December 7, 2015

Prepared By: Patrick Breen

Approved By: Keith Van Der Maaten

Agenda Title: Receive an Update on the Bureau of Land Management Building

Staff Recommendation: The Board of Directors receive a report on the Bureau of Land Management (BLM) Building from the General Manager.

Background: *2015 Strategic Plan, Mission Statement – Our objective is to provide a high quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers. Through the master planning process, our infrastructure strategy is to carefully maintain our existing systems and ensure future additions and replacements will meet District standards*

Discussion/Analysis: The Board has requested to receive an update on the construction of the BLM Offices the District is constructing at 940 Second Avenue in Marina.

Currently the building is under construction and is scheduled to be completed in mid-January of 2016.

Thus far, the contractor has completed the structure, rough electrical, plumbing, fire suppression sprinklers, and heating and ventilation systems for the building. The contractor is completing the drywall, painting, installing the electrical switchgear and wiring, fitting the heating and ventilation ductwork, expanding the parking lot, conducting the site grading, fencing, and constructing the trash enclosure.

During December the contractor will be primarily installing finishes for the electrical, plumbing, tile, flooring, painting, tile, bathrooms partitions, and landscape installation.

In January the contractor will be completing finishes, system testing, and addressing any punch list items that require remedy.

The project is scheduled to be completed in January with BLM moving in to occupy during February.

BLM has just begun to discuss the planning of a Grand Opening and has yet to schedule a date or determine the details for the event.