



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

THOMAS P. MOORE
President

JAN SHRINER
Vice President

WILLIAM Y. LEE
HOWARD GUSTAFSON
HERBERT CORTEZ

Agenda
Regular Board Meeting, Board of Directors
Marina Coast Water District
and
Regular Board Meeting, Board of Directors
Marina Coast Water District Groundwater Sustainability Agency
Marina Council Chambers
211 Hillcrest Avenue, Marina, California
Monday, August 20, 2018, 6:30 p.m. PST

This meeting has been noticed according to the Brown Act rules. The Board of Directors meet regularly on the third Monday of each month with workshops scheduled for the first Monday of some months. The meetings normally begin at 6:30 p.m. and are held at the City of Marina Council Chambers at 211 Hillcrest Avenue, Marina, California.

Our Mission: *We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment on Closed Session Items** *Anyone wishing to address the Board on matters appearing on Closed Session may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*
4. **Closed Session**
 - A. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation
 - 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

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, August 15, 2018. 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.

- 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) Marina Coast Water District v. California Public Utilities Commission, California Supreme Court Case No. S230728, Writ of Review
- 4) 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); First Appellate District Court of Appeals Case Nos. A145604, A146166, A146405
- 5) Marina Coast Water District vs California-American Water Company, Monterey County Water Resources Agency; and, California-American Water Company, Monterey County Water Resources Agency vs Marina Coast Water District, San Francisco Superior Court Case Nos. CGC-15-547125, CGC-15-546632 (Complaint for Breach of Warranties, etc.)
- 6) Marina Coast Water District v, California Coastal Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. 15CV00267
- 7) Bay View Community DE, LLC; Bryan Taylor; Greg Carter; and Brooke Bilyeu vs Marina Coast Water District; Board of Directors of Marina Coast Water District; County of Monterey and Does 1-25, inclusive, Monterey County Superior Court Case No. 18CV000765 (Petition for Writ of Mandate or Administrative Mandate, and Complaint for Declaratory and Injunctive Relief and Breach of Contract)
- 8) LandWatch Monterey County v Marina Coast Water District and Does 1 through 25, inclusive, Monterey County Superior Court Case No. 18CV000877 (Petition for Writ of Mandate)
- 9) Keep Fort Ord Wild v Marina Coast Water District, Marina Coast Water District Board of Directors, and Does 1 through 25, Monterey County Superior Court Case No. 18CV000883 (Petition for Writ of Mandate)
- 10) Marina Coast Water District, and Does 1-100 v, County of Monterey, County of Monterey Health Department Environmental Health Bureau, and Does 101-110, Monterey County Superior Court Case No. 18CV000816 (Petition for Writ of Mandate and Complaint for Injunctive Relief)

B. Pursuant to Government Code 54956.8
Conference with Real Property Negotiator
Property: Sewer Infrastructure
Negotiating parties: Thomas Moore and Jan Shriner
Under Negotiation: Price and Terms

7:00 p.m. Reconvene Open Session

5. Reportable Actions Taken During Closed Session *The Board will announce any reportable action taken during closed session and the vote or abstention on that action of every director present, and may take additional action in open session as appropriate. Any closed session items not completed may be continued to after the end of all open session items.*

6. Pledge of Allegiance

7. Oral Communications *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

8. Presentation

- A. Receive an Update and Presentation from Akel Engineers on the Water and Sewer Master Plans

9. Consent Calendar

- A. Receive and File the Check Register for the Month of July 2018
- B. Approve the Draft Minutes of the Joint Board/GSA Meeting of July 16, 2018

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. Consider Adopting Resolution No.2018-46 to Approve Restructuring the Water Conservation Commission

Action: The Board of Directors will discuss and consider approving the restructure of the Water Conservation Commission and approving a new committee application.

- B. Consider Adoption of Resolution No. 2018-47 to Amend the FY 2018-2019 Capital Improvement Budget; Consider Adoption of Resolution No. 2018-48 to Award a Construction Contract to Olympus and Associates, Inc.; and, Consider Adoption of Resolution No. 2018-49 to Approve a Professional Services Agreement with Bay Area Coating Consultant Services, Inc. for the Reservoir #2 Tank Coating Project

Action: The Board of Directors will consider awarding a construction contract to Olympus and Associates, Inc, and a professional services agreement with Bay Area Coating Consultant Services, Inc. for the recoating of Reservoir Tank No. 2, and amending the FY 2018-2019 Capital Improvement Budget.

- C. Consider Adoption of Resolution No. 2018-50 to Approve a Social Media Policy

Action: The Board of Directors will consider approving a Social Media Policy.

- D. Discuss and Consider Directing Staff to Look Into Stipends Provided by Other Agencies

Action: The Board will discuss whether to provide a stipend for Directors who are required to attend an event/activity on the District's behalf and provide direction to staff.

11. Staff Report

- A. Receive a Report on the Hot Water Recirculation Piping Issue within the Shea Homes in the Dunes Development

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. Update on the Monterey Bay Military Housing Meter Installation

- B. Counsel's Report

- 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. M1W Board Member Liaison | 12. SVBGSA Liaison |

13. Correspondence

14. Board Member Requests for Future Agenda Items

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

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

*Monday, September 17, 2018, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8

Meeting Date: August 14, 2018

Submitted By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Receive an Progress Update and Presentation from Akel Engineers on the Water and Sewer Master Plans

Staff Recommendation: The Board receive the presentation from Akel Engineers on the Water and Sewer Master Plans.

On November 21, 2016, the Board awarded a Master Plan study to Akel Engineering. On October 23, 2017, and June 18, 2018, the Board received updates on the master plan process. The finished product is expected to come before the Board in October 2018.

Discussion/Analysis: Several changes in the progress and scope of the work have extended the master planning schedule. Development of the rate study progressed quicker than the master plans to the point that capital improvement cost estimates for the new master plans would not be available in time to complete the rate study and approve new rates. Master planning work had to be set aside to develop updated current construction cost estimates based on existing master plans for the rate study. Additionally, the earlier masterplan improvements were compared to the Five-year Capital Improvement Program. The capital improvement costs were then escalated based on 2017 construction costs for the rate study. This resulted in a delay in the master planning process.

The preliminary design of future water system improvements to service growth led to larger pipelines, pumps, and tanks due in part to the use of an ambitious population growth rate from the Urban Water Management Plan (UWMP). In response, staff directed Akel Engineering to use a straight-line growth projection of three percent instead of the average projection of four percent from the UWMP. Additionally, the larger infrastructure was brought on by the District's fire flow criteria.

Akel Engineering contacted the fire departments (Marina, Seaside, Presidio of Monterey and Monterey County Regional) throughout the District's service area to determine if the District's fire flow and storage requirements could be reduced for their service area. All of the fire departments did not want to reduce any of the criteria. Therefore, Akel is evaluating providing a 25% operational storage capacity and achieving the requisite 50% emergency storage capacity.

Akel has prepared sewer, water and recycled water improvement tables and figures that staff are currently reviewing. Results of the review will be incorporated into the finished product for presentation to the Board.

The additional work to evaluate these changes has added 11 months to the project schedule.

Environmental Review Compliance: None.

Financial Impact: Yes No

Funding Source/Recap: None

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9

Meeting Date: August 20, 2018

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: *5-Year Strategic Plan Mission Statement – 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.*

Consent calendar consisting of:

- A) Receive and File the Check Register for the Month of July 2018
- B) Approve the Draft Minutes of the Joint Board/GSA Meeting of July 16, 2018

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Other Considerations: The Board of Directors can approve these items together or they can pull them separately for discussion.

Material Included for Information/Consideration: Check Register for July 2018; and, draft minutes of July 16, 2018.

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: August 20, 2018

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of July 2018

Staff Recommendation: The Board of Directors receive and file the July 2018 expenditures totaling \$ 6,642,623.27.

Background: *5-Year 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 July 2018 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: July 2018 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: 9-B

Meeting Date: August 20, 2018

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Joint Board/GSA Meeting of July 16, 2018

Staff Recommendation: The Board of Directors approve the draft minutes of the July 16, 2018 joint Board meeting.

Background: *5-Year 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 July 16, 2018 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 July 16, 2018.

Action Required: ___Resolution ___X___Motion ___Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Marina Coast Water District
Staff Report

Agenda Item: 10-A

Meeting Date: August 20, 2018

Prepared By: Patrick Breen

Approved by: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2018-46 to Approve Restructuring the Water Conservation Commission

Background: *5-Year Strategic Plan, Mission Statement – 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.*

Discussion/Analysis: On July 16, 2018, staff presented a report to the Board contemplating alterations to the Water Conservation Commission make up and operation to improve the effectiveness of the Commission through implementation of more formal and professional proceedings; clarification of roles, responsibilities, objectives, and goals; establishing necessary training and staff support to keep Commission informed on items within their purview; and, by creating a closer connection of the advisory body proceedings and necessary Board decisions.

Below are largely the same recommendations presented at the July Board meeting with changes based on comments from the Board and public.

The recommendations presented included:

- 1) Modify the WCC bylaws to establish a 5 public-member commission, no longer retaining a seat for representation from the City of Marina. The District Board will still appoint a Board liaison who will not be required to attend the regular commission meetings, but is able to meet with Commission members and Commission Secretary as appropriate and within Brown Act rules, to facilitate a strong connection between the advisory nature of the Commission and the Board. All existing appointments will cease, although current members will be able to submit an application as the 5 seats will be new appointments. A revised application is provided, and upon Board approval, formal solicitation of applications for the new 5-member commission will commence. None of the 5 public-member commission seats will be restricted to a particular user group, City, organization, or other and would be selected “at large” to allow the board to put together a group of individuals they believe provides the best set of knowledge, skills, and abilities for the present needs of the District. The corresponding bylaw modifications would come to the Board in September 2018 (based on the outcome of this item). In September 2018, the Board would select the new Commissioners from the applications received. The Commission Chair will be chosen by the Commissioners. The first meeting of the new commission would be in October 2018. The Commissioners would serve for two-year terms and the initial term for 2 of the new 5-member commission would be randomly selected to serve for 3-years so that all members seats would not come up for re-appointment at the same time.

- 2) The Commission would now hold meetings in the District Beach Office Board Room with the members seated at the dais along with the Commission secretary (Water Resources Manager). The meetings will be conducted in the same manner as the District Board of Directors meetings (i.e. roll call, pledge of allegiance, etc.). The meetings will be run strictly to the agenda, including public comment periods as appropriate, again similar to District Board meetings. Upon the initial seating of the new Commission, and annually thereafter, staff will provide an orientation of known Board decisions for the year that the Commission will be discussing (but not limited to this list); will provide training on how to run a meeting, how to be in compliance with the Brown Act rules; the purpose of the Commission; and, an overview of key information regarding the District that will provide the commissions a good foundation for decisions as well as the ability to respond to questions they may field from the general public. Initial key decisions for Fiscal Year 2018-2019 may include:
 - a. Outreach plans/setting outreach event schedule for the year
 - b. District Conservation Goals and evaluation metrics
 - c. Rebate Programs and Conservation Efforts (Expending Budgeted funds)
 - d. Review and updates to Policies and Ordinances
 - e. Water loss programs and conservation within the larger Water Resources Programs

- 3) Staff, along with the Commission chair, will establish the agendas. The agenda items shall only include those items that are in support of a decision that the Board is needing to make. The staff reports before the commission will be of the same style and professional level as would be provided to the Board and will include a staff recommendation. Staff reports to the commission may include additional details that allow the Commission to “dive deeper” into matters than the Board (in order to support the advisory opinion to the Board). Due to the fact the discussions at the Commission meeting may include more technical analysis than typical at a Board meeting, staff shall be prepared to present the necessary technical information in a concise, easy-to-understand, and professional manner and should plan for the possibility that agenda items may take more than one meeting for the advisory committee to come to a recommendation; however, staff may make the decision that sufficient time has been provided to the topic and provide the item to the board without an advisory recommendation from the Commission, should that be necessary. Staff will provide the Commission’s recommendation and staff’s recommendation to the Board when the matter next comes to the Board. The Commission will have regular monthly meetings scheduled but will only meet if there are items that need to be discussed to provide a recommendation for the board to make or if the Commission needs to be informed in support for future recommendations. Due to the smaller size of the Commission, Working Group meetings will no longer be held. Throughout the year, as items are projected to come before the Board, staff will add the items to the Commission’s agenda first if they are under the purview of the commission such that the Board will receive the Commission’s advisory recommendation prior to Board consideration.

Environmental Review Compliance: None

Other Considerations: None

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

Material Included for Information/Consideration: Resolution No. 2018-46, Draft Water Conservation Commission Application.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

August 20, 2018

Resolution No. 2018 - 46
Resolution of the Board of Directors
Marina Coast Water District
Approving the Restructuring the Water Conservation Commission

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 20, 2018 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the Water Conservation Commission current make up and operation are not as efficient as possible to adequately advise the Board of Directors; and,

WHEREAS, staff has analyzed the current make up and provided a report with alternatives to the Board at the July, 16 2018 Board of Directors meeting and received comments from the public and Board; and,

WHEREAS, staff proposes to modify the WCC bylaws to establish a 5 public-member commission, no longer retaining a seat for representation from the City of Marina. The District Board will still appoint a Board liaison who will not be required to attend the regular commission meetings, but is able to meet with Commission members and Commission Secretary as appropriate; and,

WHEREAS, the Board of Directors will select the 5 public-members from the applications submitted, and the Commission will select their chair; and,

WHEREAS, the Commissioners would serve for two-year terms and the initial term for 2 of the new 5-member commission would be randomly selected to serve for 3-years so that all members seats would not come up for re-appointment at the same time; and,

WHEREAS, the Commission will provide advisory recommendations to the Board on items that are in support of a decision that the Board is needing to make.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby restructure the Water Conservation Commission to a 5 public-member commission; approve the revised application, and authorize the General manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED August 20, 2018, 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 _____

Thomas P. Moore, 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. 2018-46 adopted August 20, 2018.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-B

Meeting Date: August 20, 2018

Prepared By: Jaron Hollida

Approved By: Keith Van Der Maaten

Reviewed By: Michael Wegley

Agenda Title: Consider Adoption of Resolution No. 2018-47 to Amend the FY 2018-2019 Capital Improvement Budget; Consider Adoption of Resolution No. 2018-48 to Award a Construction Contract to Olympus and Associates, Inc.; and, Consider Adoption of Resolution No. 2018-49 to Approve a Professional Services Agreement with Bay Area Coating Consultant Services, Inc. for the Reservoir #2 Tank Coating Project

Staff Recommendation: The Board of Directors adopt Resolution No. 2018-47 to amend the FY 2018-2019 Capital Improvement Budget; adopt Resolution No. 2018-48 to award a Construction Contract to Olympus and Associates, Inc.; adopt Resolution No. 2018-49 to approve a Professional Services Agreement with Bay Area Coating Consultant (BACC) Services, Inc. for the Reservoir #2 Tank Coating Project base bid; and, authorize the General Manager to sign all necessary documents.

Background: *5-Year Strategic Plan, Element No. 2 Infrastructure – 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.*

The 5-year capital improvement program schedules the Well 12 Pump Replacement and Rehabilitation Project for FY 2018-2019 and the Repair and Recoat Reservoir 2 Project for FY 2022-2023. Both projects are on the same site behind Windy Hill Park near Beach Road and De Forest Road (Attachment 1). The well project budget is \$400,000 and the tank coating budget is \$500,000.

A review of the District's well production and storage capacity places a higher priority for storage capacity than for well production, particularly for the 'A' pressure zone that Reservoir 2 serves. The newly recoated tank will improve the 'A' zone distribution network by providing the ability to maintain emergency storage of potable water for Central Marina. Therefore, staff prepared bid documents for recoating the interior of Reservoir 2, which is approximately 80 foot in diameter and 56 feet tall with a capacity of 2 million gallons. The Well 12 Pump Replacement Project will be rebudgeted in the near future.

Discussion/Analysis: On July 31, 2018, District staff conducted a bid opening for the "Reservoir #2 Tank Coating Project". The project generally consists of the base bid to clean, repair and recoat the tank interior and an alternate bid to repaint the tank exterior.

The District received three bids for this project summarized in the attached bid tabulation (Attachment 2). The lowest base bid received was from Olympus and Associates, Inc. for \$495,480. This bid is considered responsive and responsible. Two other bids received were from TRB Consulting & Construction at \$650,022 and Advanced Industrial Services at \$963,800. Due to funding constraints staff recommends awarding the base bid only.

Staff also requested proposals for inspection of the tank coating project and received two. The first proposal from MCS Inspection Group, Inc. was for \$54,002. The second proposal was from Bay Area Coating Consultant (BACC) Services, Inc. for \$51,163. Based on the proposals submitted, staff recommends BACC for tank coating inspection services (Attachment 3).

Total cost of the work, including a \$51,163 allowance for inspection and \$54,664 (10%) contingency, is \$601,307.

Based on the bids received, staff recommends amending the Five-year capital improvement program and the Marina Water Capital improvement project budget as follows in order to award the Reservoir 2 project:

CIP Budget Amendment	Budget	Change	Balance
From: MW-0238 Well 12 Pump Replacement	\$400,000	- \$400,000	\$0
From: GW-0112 A1& A2 Zone Tanks and B/C Booster Station	\$3,644,000	-\$201,307	\$3,442,693
To: MW-0163 Repair and Recoat Reservoir 2	\$0	+ \$601,307	\$601,307

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: Funding for this project comes from the Marina Water FY 2018-2019 Capital Improvements Budget.

Other considerations: The Board may consider rejecting all bids and re-advertising the project.

Material Included for Information/Consideration: Resolution No. 2018-47; Resolution No. 2018-48; Resolution No. 2018-49; Attachment 1 - location map; Attachment 2 - summary bid tabulation; and, Attachment 3 – tank coating inspection proposal.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

August 20, 2018

Resolution No. 2018-47
Resolution of the Board of Directors
Marina Coast Water District to
Amend the FY 2018-2019 Capital Improvement Budget

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 20, 2018, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District is in need of a new interior coating system at Reservoir #2 in Marina, CA to improve A-zone water distribution and emergency storage for District ratepayers within the A-zone distribution network; and,

WHEREAS, the ‘A’ pressure zone storage capacity provided by Reservoir #2 is a higher priority than the Well 12 Pump Replacement for the ability to maintain emergency storage of potable water for central Marina; and

WHEREAS, a FY 2018/2019 Marina Water Capital Improvements Budget amendment is required to resource this Construction Contract in order to achieve the desired facility objectives.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize amend the FY 2018-2019 Capital Improvement Budget as follows:

CIP Budget Amendment	Budget	Change	Balance
From: MW-0238 Well 12 Pump Replacement	\$400,000	- \$400,000	\$0
From: GW-0112 A1& A2 Zone Tanks and B/C Booster Station	\$3,644,000	-\$201,307	\$3,442,693
To: MW-0163 Repair and Recoat Reservoir 2	\$0	+ \$601,307	\$601,307

PASSED AND ADOPTED on August 20, 2018 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 _____

Thomas P. Moore, 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. 2018-47 adopted August 20, 2018.

Keith Van Der Maaten, Secretary

August 20, 2018

Resolution No. 2018-48
Resolution of the Board of Directors
Marina Coast Water District to
Authorize a Construction Contract with
Olympus and Associates, Inc. for the Reservoir #2 Tank Coating Project

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 20, 2018, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District is in need of a new interior coating system at Reservoir #2 in Marina, CA to improve A-zone water distribution and emergency storage for District ratepayers within the A-zone distribution network; and,

WHEREAS, the ‘A’ pressure zone storage capacity provided by Reservoir #2 is a higher priority than the Well 12 Pump Replacement for the ability to maintain emergency storage of potable water for central Marina; and,

WHEREAS, the District solicited and received bids from qualified contractors for the construction of Reservoir #2 Tank Coating, appurtenances and related equipment, and the low bidder was considered responsive; and,

WHEREAS, staff recommends contracting with Olympus and Associates, Inc to provide construction services for the Reservoir #2 Tank Coating for the base bid in the amount of \$495,480; and,

WHEREAS, this work is categorically exempt under section 15301 of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to execute a construction contract with Olympus and Associates, Inc., for Reservoir #2 Tank Coating Project, and to take all actions and execute all documents as may be necessary or appropriate to give effort to this resolution, the total project budget dollar amount for which shall not-to-exceed \$545,028, which includes a 10% contingency.

PASSED AND ADOPTED on August 20, 2018 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 _____

Thomas P. Moore, 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. 2018-48 adopted August 20, 2018.

Keith Van Der Maaten, Secretary

August 20, 2018

Resolution No. 2018-49
Resolution of the Board of Directors
Marina Coast Water District to
Authorize a Professional Services Agreement with
Bay Area Coating Consultant Services, Inc. for the Reservoir #2 Tank Coating Project

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 20, 2018, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District is in need of a new interior coating system at Reservoir #2 in Marina, CA to improve A-zone water distribution and emergency storage for District ratepayers within the A-zone distribution network; and,

WHEREAS, recoating the interior of Reservoir #2 will require special inspection; and,

WHEREAS, the District solicited and received proposals from qualified firms for the special inspection of Reservoir #2 Tank Coating; and,

WHEREAS, staff recommends contracting with Bay Area Coating Consultant (BACC) Services, Inc. to provide special inspection services for the Reservoir #2 Tank Coating in the amount of \$51,163.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to execute a Professional Services Agreement with Bay Area Coating Consultant (BACC) Services, Inc. in the amount not-to-exceed \$56,279, which includes a 10% contingency, for Reservoir #2 Tank Coating Project, and to take all actions and execute all documents as may be necessary or appropriate to give effort to this resolution,

PASSED AND ADOPTED on August 20, 2018 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 _____

Thomas P. Moore, 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. 2018-49 adopted August 20, 2018.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-C

Meeting date: August 20, 2018

Prepared by: Rose Gill

Approved by: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2018-50 to Approve a Social Media Policy

Staff Recommendation: The Board of Directors adopt Resolution No. 2018-50 to approve a Social Media Policy for the District.

Background: *5-Year Strategic Plan, Objective 6.2, Routinely review policies and procedures – To ensure the District is providing clear and consistent policy and communication that meets state and legal requirements and the needs of the District, the District will review all policies and procedures at least every two years.*

At the June 18, 2018 Board Meeting, the Board requested that the District bring forward a proposed Social Media Policy.

Discussion/Analysis: The District recognizes the role that Social Media tools may play in the personal lives of the District personnel and Elected Officials; and the effect Social Media may have on personnel in their official capacities. This policy establishes the District's position on the use and management of District authorized Social media and Personal Social Media, as well as providing guidelines on its management, administration, and oversight. This Policy provides guidance of a precautionary nature as well as stating specific restrictions and prohibitions on the use of Social Media by District personnel and Elected Officials.

The Policy is not intended to address one particular form of Social Media, but rather, Social Media in general and in general terms, as technology will outpace the District's ability to discover emerging technology and create policies governing their specific uses.

Environmental Review Compliance: None required.

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

Other Considerations: The Board can direct staff to revise the Social Media Policy and bring it back at the next meeting.

Material Included for Information Consideration: Resolution No. 2018-50, and, Draft Social Media 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 _____

August 20, 2018

Resolution No. 2018-50
Resolution of the Board of Directors
Marina Coast Water District
Approving a Social Media Policy for the District

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 20, 2018 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, per Board request, the District’s Social Media Policy was developed and contains information regarding District’s use of Social Media for employees and Elected Officials; and,

WHEREAS, the District recognizes the role that Social Media tools may play in the personal lives of the District personnel and Elected Officials; and the effect Social Media may have on personnel in their official capacities; and,

WHEREAS, the District’s Social Media provides education and guidance on the use of Social Media.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt the Social Media Policy.

PASSED AND ADOPTED on August 20, 2018, 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 _____

Thomas P. Moore, 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. 2018-50 adopted August 20, 2018.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-D

Meeting date: August 20, 2018

Prepared by: Paula Riso

Approved by: Keith Van Der Maaten

Agenda Title: Discuss and Consider Directing Staff to Look Into Stipends Provided by Other Agencies

Staff Recommendation: The Board of Directors will discuss a stipend for Directors when required to attend District activities and direct staff to look at other agencies to see what stipend, if any, is provided.

Background: *5-Year 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 District understands that there are times that Directors of the Board are required to attend events, meetings, or an activity supporting the District's mission or goals. Sometimes these activities take place outside of the jurisdiction and require a Director to dedicate several hours or even an entire day to the activity. Since not all of the Directors are retired, some are required to use their personal or vacation time to attend the activity, and unless traveling with District staff, required to use their personal vehicle.

The Board is requested to consider providing a stipend to Directors that have to attend a District event, meeting or activity both locally and for travel outside of the District jurisdiction. The Board can discuss providing a stipend for an event requiring up to 4 hours or more than 6 hours of the Directors time.

Environmental Review Compliance: None required.

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

Other Considerations: The Board can reject the stipend suggestion.

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
Staff Report

Agenda Item: 11-A

Meeting Date: August 14, 2018

Submitted By: Keith Van Der Maaten

Approved By: Keith Van Der Maaten

Agenda Title: Receive a Report on Hot Water Recirculation Piping Issue within the Shea Homes

Staff Recommendation: The Board receive the staff report.

MCWD found out long after the homes within the Shea Development (the Dunes) were sold and occupied that they didn't have the hot water recirculation piping, even though Shea had the correctly installed hot water heater units with the recirculation function. According to Ordinance No. 20, established in April 1991 (attached), the District's Code Section 3.36.030, states that any new construction is required to be outfitted with a fully operational hot water recirculation system.

Although the developer installed the correct hot water heater unit, the hot-water recirculation system pipes were never installed. Our inspections confirmed the correct hot water unit was installed when we inspected the homes prior to setting the water meter. However, the inspectors wouldn't have been able to see the piping for the hot water recirculation as the walls/floors were complete with the plumbing behind the walls/floors at the time of inspection.

In response to this discovery that these homes were constructed with the correct recirculation unit but without the recirculation piping, MCWD had meetings with the City and have now better integrated our inspection earlier on in the building inspection processes before the walls/floors are closed up, and we have ensured that all homes, following this discovery, have included both the correct hot water heater unit and recirculation system.

As far as those homes that were not built with a hot water recirculation system, we are working with Shea to identify a fix they can use to respond to the complaints they've received from those residents they sold homes to that didn't have the hot water recirculation piping. There is retrofit work that can be done to achieve a similar level of water savings from the traditional recirculation piping loop without opening up the existing walls and floors.