



Marina Coast Water District
Regular Board Meeting/Groundwater Sustainability Agency Board Meeting
January 14, 2019

Minutes

1. Call to Order:

President Moore called the meeting to order at 6:00 p.m. on January 14, 2019 at the District Office, 11 Reservation Road, Marina, California.

2. Roll Call:

Board Members Present:

Thomas P. Moore – President
Jan Shriner – Vice President
Herbert Cortez – arrived at 6:20 p.m.
Peter Le
Matt Zefferman

Board Members Absent:

None

Staff Members Present:

Keith Van Der Maaten, General Manager
Roger Masuda, District Counsel
Kelly Cadiente, Director of Administrative Services
Derek Cray, Operations and Maintenance Manager
Michael Wegley, District Engineer
Patrick Breen, Water Resources Manager
Rose Gill, Human Resources/Risk Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Diane Avilar, Medical Health Network
Alvin Edwards, MPWMD

4. Pledge of Allegiance:

Vice President Shriner led everyone present in the pledge of allegiance.

5. Oral Communications:

No comments were made.

6. Workshops:

A. Sexual Harassment Training:

Ms. Diane Avilar, Medical Health Network, introduced herself and provided a two-hour training to the Board of Directors, Mr. Keith Van Der Maaten, Ms. Paula Riso, Mr. Roger Masuda, Ms. Kelly Cadiente, Mr. Derek Cray, Mr. Michael Wegley, Mr. Patrick Breen, Ms. Rose Gill, and Mr. Alvin Edwards beginning at 6:05 p.m.

Sexual Harassment Training Workshop ended at 8:15 p.m.

B. Meet Senior Marina Coast Water District Staff:

Mr. Keith Van Der Maaten, General Manager, introduced this item asking each of the management team to introduce themselves, including what their capabilities are and what they are working on.

Mr. Derek Cray, Operations and Maintenance Manager, stated that he has been with the District just over a year and explained that he oversees the water and wastewater for the District along with the fleet maintenance, building maintenance, and laboratory staff. He said he currently has a staff of eleven operators but is budgeted and recruiting for two additional operators. Mr. Cray stated that he is the chief operator and his job is to ensure that the District is state and federally compliant. He gave a brief work history stating that he has been in government for 18 years and worked in all areas of water, from distribution, to treatment, to collection, and at a wastewater treatment plant. Mr. Cray said that his biggest challenge is learning the system and getting the outdated system up to par and running smoothly. Mr. Van Der Maaten added that Mr. Cray has been instrumental in implementing the new Computerized Maintenance Management System (CMMS).

Mr. Michael Wegley, District Engineer, introduced himself and explained that his staff consists of three engineers and one administrative assistant. He said that they work on capital projects and support the operations and maintenance, but when the cost of repairs rises to a certain level, it becomes a capital project. Mr. Wegley stated that his department works with all the developers on the development projects, mainly in the Ord Community. He said that his department is working on updating the Geographic Information System (GIS) so that it works well with the CMMS. Mr. Wegley commented that consultants are used for a large amount of the engineering work, but he would like to see the engineering department staffed with more engineers so they could bring a lot of the work back in-house. He added that he has worked in government for 23 years and this District has a lot of work going on including the annexation of the Ord Community. Mr. Van Der Maaten said that the engineering department was instrumental in getting the Regional Urban Water Augmentation Project done quickly in the last year, both on time and on budget. He added that the distribution phase will continue this year.

Agenda Item6-B (continued):

Mr. Van Der Maaten stated that the engineering department is also focusing on completing lift station projects and completing the Master Plans.

Ms. Kelly Cadiente, Director of Administrative Services, commented that she has been at the District for eight years, and the accounting department performs the duties of budgeting, accounts payable, payroll and financial reporting. She stated that the customer service department is the face of the District, as there are many customers that come in person to pay their bill and sign up for water service. Ms. Cadiente added that the customer service department also does the billing and accounts receivable. She noted that she also managed the information technology administrator and that position has been key in getting the CMMS working and communicating with the GIS mapping. Ms. Cadiente stated that he has also worked on upgrading the District phone system and looking at the various software applications to ensure they are working efficiently for the District. She added that she is involved with seeking funding for the capital projects by working with the District's financial advisor and bond counsel. Ms. Cadiente commented that the District just completed a comprehensive financial rate study.

Mr. Patrick Breen, Water Resources Manager, stated that the water resources department has three primary functions; groundwater sustainability planning processes, water augmentation planning; and, conservation. He commented that the new Water Conservation Commission had their inaugural meeting the prior week and the new members are very sophisticated and will be an asset to the District. Mr. Breen noted that the water resources department will be looking at Urban Water Management Planning; water shortage contingency planning; and being a liaison to other local agencies as it pertains to water issues around land use jurisdictions. He said he is also the Imjin Office Park Manager. Mr. Breen commented that there was a million-dollar grant that the District will utilize to help pay for the Groundwater Sustainability Planning for the Monterey subbasin, which is due in January 2022. He said the District is also working with the Salinas Valley Basin Groundwater Sustainability Agency on the critically overdrafted 180'/400' aquifer which the plan is due by January 2020.

Ms. Rose Gill, Human Resources/Risk Administrator, said she is in charge of employee relations, recruitment and selection, benefits administration, classification and compensation, workers comp, and employee development. She said there are several recruitments open at this time that she is working on, as well as the Employee Handbook, which will be coming to the next Board meeting. Ms. Gill added that the two working group MOU negotiations would be starting up soon. President Moore suggested reviewing an existing or creating a new Employment Development and Training Policy, since there are several Board members that are in the teaching field.

Mr. Van Der Maaten gave a brief update of what he has been working on, what visions he has for the future, and how to move forward with regards to the FORA transition. He added that things are looking good and he is happy with the relationships between the District and other important local agencies. Vice President Shriner asked if senior staff would have input on the Strategic Plan and Mr. Van Der Maaten assured her they would. Director Le asked to have a tour of the new facilities and Monterey One Water's injection well if possible. Mr. Van Der Maaten said he would schedule it.

Agenda Item 6-B (continued):

Ms. Paula Riso, Executive Assistant, stated that she was pleased things are going better for the District, including the Water Conservation Commission. She looks forward to many more years at the District.

President Moore recessed the meeting from 9:02 until 9:10 p.m.

C. Board Procedures Manual and Brown Act:

Mr. Roger Masuda, District Counsel, gave a presentation on the Board Procedures Manual and the Brown Act and how they relate with each other.

President Moore noted that it was 10:00 p.m. and, per the Board Procedures Manual, there needed to be a motion to continue past 10:00 p.m.

Director Zefferman made a motion to continue the meeting past 10:00 p.m. Vice President Shriner seconded the motion. With a vote of 5-Ayes, 0-Noes, 0-Abstained, the motion was passed.

Mr. Masuda continued his presentation.

7. Director's Comments:

Director Cortez, Director Zefferman, Vice President Shriner, and President Moore made comments.

8. Adjournment:

The meeting was adjourned at 10:10 p.m.

APPROVED:



Thomas P. Moore, President

ATTEST:



Paula Riso, Deputy Secretary