



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

THOMAS P. MOORE
President

JAN SHRINER
Vice President

HERBERT CORTEZ
MATT ZEFFERMAN
PETER LE

Agenda

Regular Board Meeting, Board of Directors Board Workshop Marina Coast Water District

District Office, 11 Reservation Road, Marina, California
Monday, January 14, 2019, 6:00 p.m. PST

(Please note the change of meeting location and earlier start time)

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

4. Pledge of Allegiance

5. 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.*

6. Workshops

A. Sexual Harassment Training

Action: The Board will participate in their two-hour biennial Sexual Harassment Training workshop. The workshop will be facilitated by Medical Health Network.

B. Meet Senior Marina Coast Water District Staff

Action: Senior staff will introduce themselves and give a brief summary of their department's activities.

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, January 9, 2019. 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.

C. Board Procedures Manual and Brown Act

Action: District Legal Counsel, Roger Masuda, will give a presentation on the Brown Act and review of the Board Procedures Manual.

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

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

*Regular Meeting: Tuesday, January 22, 2019, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Staff Report

Agenda Item: 6-A

Meeting Date: January 14, 2019

Prepared By: Rose Gill

Approved By: Keith Van Der Maaten

Agenda Title: Sexual Harassment Prevention Training Workshop

Background: Assembly Bill (AB) 1661 requires local agency officials must complete sexual harassment prevention training, just like any other public employee. The training must occur within the first six (6) months of taking office or from date of hire and thereafter every two (2) years.

The training must be at least two (2) hours, include information regarding the federal and state statutes prohibiting harassment; the remedies available to victims of harassment; and practical examples to instruct the official in the prevention of sexual harassment, discrimination, and retaliation.

AB1661 aims to create uniformity, to improve health and safety, and to establish clear rules with respect to appropriate conduct in the workplace. It is also the intent to minimize loss in revenue to local agencies associated with settlement claims for sexual harassment.

As a benefit of MCWD's Employee Assistance Program (EAP), the District receives up to eight (8) hours annually of complementary training for its employees on a wide variety of topics. The EAP contracts with the Medical Health Network (MHN) and they will be presenting tonight's workshop.

Materials for the training will be available at the workshop.

Marina Coast Water District
Staff Report

Agenda Item: 6-B

Meeting Date: January 14, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Meet Marina Coast Water District Senior Staff

Background: The Marina Coast Water District has five senior staff members who manage the six departments within the District. Each senior staff member will introduce themselves and give a brief background on their department.

Derek Cray, Operations and Maintenance Manager, manages the Operations and Maintenance department's crew of twelve as well as the Laboratory department's supervisor.

Mike Wegley, District Engineer, manages the four members of the Engineering department.

Kelly Cadiente, Director of Administrative Services, manages the four members of the Finance department, which includes the Applications System Analyst, as well as the eight members of the Customer Service department, which includes the two Meter Readers.

Patrick Breen, Water Resources Manager, manages the Water Resources Department which includes the Water Conservation Specialist.

Rose Gill, Human Resources/Risk Administrator, handles all the District's Human Resource needs and is the risk manager in matters relating to worker's compensation, liability and property damage claims.

Marina Coast Water District
Staff Report

Agenda Item: 6-C

Meeting Date: January 14, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Board Procedures Manual and Brown Act

Background: On November 6, 2018, two new Directors were elected to the Marina Coast Water District Board. As part of new Board member training, the District's Legal Counsel, Roger Masuda, will give a presentation and review of the District's Board Procedures Manual and Brown Act.