



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 ZEPPERMAN
PETER LE

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

**Tuesday, February 19, 2019, 6:30 p.m. PST
(Please note the date)**

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, H039559, and H043902, and related California Supreme Court petitions for review.

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, February 13, 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.

- 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 Application (“A.”) 12-04-019
- 3) In the Matter of the Application of California-American Water Company (U 210 W) for an Order (1) Approving a Settlement Agreement with the County of Monterey and the Monterey County Water Resources Agency to Settle and Resolve Claims and Issues Between the Parties and to Promote the Development, Construction and Operation of a Water Supply Project for Monterey County on an Expedited Basis, and (2) Authorizing the Transfer of Authorized Costs Related to the Settlement Agreement to Its Special Request 1 Surcharge Balancing Account, California Public Utilities Commission Application (“A.”) 13-05-017, and related California Supreme Court petition for writ of review.
- 4) City of Marina and Marina Coast Water District, Petitioners v. Public Utilities Commission of the State of California, Respondent (California-American Water Company, et al., Real Parties in Interest), Petitions for Writ of Review, California Supreme Court Case No. S253585
- 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 Damages, 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, Sixth Appellate District Court of Appeals Case No. H045468
- 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) 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 54957.6

Conference with Labor Negotiator

Agency Negotiator (to be determined)

Employee Organization: Marina Coast Water District Employees Association

- C. Pursuant to Government Code 54957.6
Conference with Labor Negotiator
Agency Negotiator (to be determined)
Employee Organization: Teamsters Local 890

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. Consent Calendar

- A. [Receive and File the Check Register for the Month of January 2019](#)
- B. [Receive the Quarterly Financial Statements for October 1, 2018 to December 31, 2018](#)
- C. [Approve the Draft Minutes of the Joint Board/GSA Meeting of January 14, 2019](#)
- D. [Approve the Draft Minutes of the Joint Board/GSA Meeting of January 22, 2019](#)
- E. [Approve the Salinas River Stakeholders' Statement](#)

9. 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. [Receive the Marina Coast Water District FY 2018-2019 Mid-Year Report Action:](#)
The Board of Directors will consider receiving the Marina Coast Water District FY 2018-2019 Mid-Year Report.
- B. [Consider Adoption of Resolution No. 2019-12](#) to Approve the Reorganization of the Operations and Maintenance Department to Create One New Full-Time Electrical/Mechanical Field Supervisor Position by Replacing an Operator II Position
Action: The Board of Directors will consider approving a job description and recruitment for an Electrical Mechanical Field Supervisor position to replace an Operator II position.

- C. [Consider Adoption of Resolution No. 2019-13](#) to Revise the Job Descriptions for the System Operator III and Operations and Maintenance Supervisor Positions
Action: The Board of Directors will consider approving the revisions to the job descriptions for the System Operator III and Operations and Maintenance Supervisor positions.

- D. [Consider Adoption of Resolution No. 2019-14](#) to Approve a Contract with Maggoria Bros Drilling, Inc. for the Radical Injection Surge and Development Rehabilitation of Watkins Gate Well
Action: The Board of Directors will consider approving a contract with Maggoria Bros for the rehab of the Watkins Gate Well.

- E. [Consider Adoption of Resolution No. 2019-15](#) to Amend the On-Call Engineering Professional Services Agreement with Schaaf & Wheeler for the Ord Village Lift Station Design
Action: The Board of Directors will consider amending the On-Call Engineering Professional Services Agreement with Schaaf & Wheeler for the Ord Village Lift Station Design.

- F. [Consider Designating Agency Negotiator\(s\) to Meet and Confer with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding Renewal of Memorandums of Understanding](#)
Action: The Board of Directors will consider appointing an agency negotiator(s) to meet with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding the Memorandums of Understanding that expire on June 30, 2019.

11. Staff Report

- A. [Receive Sewer Flows for July 1, 2018 until December 31, 2018](#)

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. Annexation Update
 - 2. Update on Outreach to Other Cities
 - 3. Response to Requested Agenda Items from January 22, 2019

- 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 (Steering Committee) |

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):*

*Regular Meeting: Monday, March 4, 2019, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

*Monday, March 18, 2019, 6:30 p.m.
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8

Meeting Date: February 19, 2019

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 January 2019
- B) Receive the Quarterly Financial Statements for October 1, 2018 to December 31, 2018
- C) Approve the Draft Minutes of the Joint Board/GSA Meeting of January 14, 2019
- D) Approve the Draft Minutes of the Joint Board/GSA Meeting of January 22, 2019
- E) Approve the Salinas River Stakeholders' Statement

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 January 2019; Quarterly Financial Statements; draft minutes of January 14, 2019; and, draft minutes of January 22, 2019.

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: 8-A

Meeting Date: February 19, 2019

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of January 2019

Staff Recommendation: The Board of Directors receive and file the January 2019 expenditures totaling \$1,883,489.95.

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 January 2019 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: January 2019 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 _____

JANUARY 2019 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
01/04/2019	67045 - 67052	Check Register	12,800.72
01/09/2019	67053 - 67135	Check Register	706,798.37
01/17/2019	WIRE	Santa Cruz County Bank	118,694.06
01/22/2019	WIRE	Mountain Cascade, Inc.	155,384.61
01/23/2019	67136 - 67199	Check Register	413,765.58
01/07/2019	500190 - 500209	Check Register	9,643.77
01/11/2019	500210 - 500215	Payroll Checks and Direct Deposit	104,416.44
01/11/2019	500216 - 500217	Payroll Withholdings, Period Ended 01/04/19	1,300.92
01/11/2019	ACH	Internal Revenue Service	43,216.94
01/11/2019	ACH	MassMutual Retirement Services, LLC	8,153.82
01/11/2019	ACH	State of California - EDD	13,263.67
01/11/2019	ACH	CalPERS	22,062.09
01/23/2019	500218 - 500224	Check Register	93,201.45
01/25/2019	500225 - 500230	Payroll Checks and Direct Deposit	97,889.97
01/25/2019	500231	Payroll Withholdings, Period Ended 01/18/19	740.38
01/25/2019	ACH	Internal Revenue Service	40,937.98
01/25/2019	ACH	State of California - EDD	11,062.77
01/25/2019	ACH	MassMutual Retirement Services, LLC	8,153.82
01/25/2019	ACH	CalPERS	22,002.59
TOTAL DISBURSEMENTS			<u>1,883,489.95</u>

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67045	12/20/2018	01/04/2019	Postmaster	Mail Permit #33000 Fee	225.00
67046	12/01/2018	01/04/2019	OnTrac	Shipping Fees	111.05
67047	12/21/2018	01/04/2019	NEC Financial Services, Inc.	Phone Equipment Lease 12/2018	335.76
67048	12/12/2018	01/04/2019	SWRCB	RUWAP Storm Water Permit Fee 10/01/18 - 09/30/19	526.00
67049	12/19/2018	01/04/2019	Union Bank of California	2010 Bond Administration Fee 12/2018 - 11/2019	1,377.00
67050	12/06/2018	01/04/2019	U.S. Bank Corporate Payment Systems	Training Expenses: Cross Connection Control - Cray, Supervisor's Role as Trainer and Coach - Green, Cloud Hosted Server - City Works/ ESRI, Adjustable Stand-Up Desk/ Office Chair - Accountant I, Name Plate - Zefferman, Plaques - 15 Year Service/ Board Member, Advertisement - System Operator I, Modem - SCADA, General Supplies	4,814.80
67051	12/28/2018	01/04/2019	Corix Water Products	Repair Parts - 1st and 2nd Ave and 2855 Ardennes; Comp Flanges - Wells 10, 11, 12; Hydrant/ Pack Joint and Parts	3,671.11
67052	12/26/2018	01/04/2019	James Heitzman	11/09 - 11/18, 11/29 Deposition Preparation with Attorney	1,740.00
67053	12/11/2018	01/09/2019	Carlons Fire Extinguisher	First Aid Supplies - Ord Office, Recharge (5) Fire Extinguishers - Vehicle's	191.29
67054	12/17/2018	01/09/2019	Monterey Pen Unified Sch Dist	Conservation Education 11/2018	4,006.00
67055	12/26/2018	01/09/2019	Insight Planners	Web Development/ Maintenance, Hosting 12/2018	806.00
67056	12/12/2018	01/09/2019	Thermo Electron North America LLC	Laboratory Supplies	1,706.82
67057	12/11/2018	01/09/2019	PG&E	Gas and Electric Service 11/2018	62,494.85
67058	11/28/2018	01/09/2019	Home Depot Credit Services	Ballast - Beach Office Lights, Materials - Ord Building Door, Respirator - O&M, General Supplies - Well 11, Drill Bit and Clamps - Intermediate Reservoir	399.36
67059	12/17/2018	01/09/2019	Grainger	General Supplies	131.94
67060	12/19/2018	01/09/2019	Jane's Answering Service	Answering Service 12/2018	210.04
67061	11/30/2018	01/09/2019	Schaaf & Wheeler	Staff Meetings, Water Demand Rates for Commercial, Ord Village LS and Force Main Improvements, Update Backflow Details, RFI by Masuda, Annexation, Developers (Dunes, East Garrison, Junsay Oaks, Main Gate WSA) 11/2018	28,569.70
67062	12/10/2018	01/09/2019	3T Equipment Company, Inc.	Followers and Reel Wind - Jetter# 0801	1,848.56
67063	12/13/2018	01/09/2019	Inorganic Ventures Inc	Laboratory Chemicals	386.65
67064	12/07/2018	01/09/2019	Valley Saw and Garden Equipment	Garden Maintenance Equipment - Conservation	468.63
67065	12/17/2018	01/09/2019	Environmental Resource Associates	External Quality Control Samples	1,183.21
67066	12/19/2018	01/09/2019	Monterey One Water	Deposit for MRWPCA EIR Update NPDES Amendment Permit	13,058.59
67067	12/05/2018	01/09/2019	Staples Credit Plan	Office Supplies	1,441.91
67068	12/18/2018	01/09/2019	Verizon Wireless	Cell Phone Service 12/2018	1,310.53
67069	12/04/2018	01/09/2019	Harris & Associates	Developer Inspection Services (Dunes, East Garrison, Junsay Oaks, Marina Heights) 11/2018	13,490.00
67070	12/21/2018	01/09/2019	Orkin Pest Control	IOP/ BLM Pest Control 12/2018	191.00
67071	12/21/2018	01/09/2019	Federal Express	Shipping Fees	113.67
67072	12/01/2018	01/09/2019	Maynard Group	NEC Phone Equipment Maintenance, AT&T Wireless Backup, eMVS Cloud, VoIP Services 12/2018	2,866.96
67073	12/19/2018	01/09/2019	Core & Main LP	(80) 1 " Multi - Jet Meter with 3G Dialog	22,862.82

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67074	11/30/2018	01/09/2019	DataProse, LLC	Customer Billing Statements 11/2018	5,134.02
67075	12/07/2018	01/09/2019	CSC of Salinas	Supplies - Valve Truck#1102	23.82
67076	09/18/2018	01/09/2019	Carollo Engineers, Inc.	RUWAP - Construction Meetings, RFI's, Design Clarifications, RWQVB NOI, Project Administration, Project Management, Design Plans/ Specifications	58,012.38
67077	12/18/2018	01/09/2019	University of Southern CA	Water Purveyor Membership 01/2019 - 12/2019	250.00
67078	12/07/2018	01/09/2019	Fastenal Industrial & Construction Supplies	Janitorial Supplies	102.95
67079	12/28/2018	01/09/2019	O'Reilly Automotive Stores, Inc.	Auto/ General Supplies	29.78
67080	12/13/2018	01/09/2019	Associated Services Company	Coffee Supplies	256.36
67081	12/14/2018	01/09/2019	Integrity Print & Design LLC	(1,000) Business Cards - Engineering, Board Members	175.55
67082	12/18/2018	01/09/2019	Burlingame Engineers, Inc.	2" Fittings - Intermediate Reservoir Hypochlorite Tank	1,078.58
67083	12/21/2018	01/09/2019	Olympus and Associates, Inc.	Preparation/ Painting of Tank Interior, Mobilization/ Demobilization, Safety Plan 10/2018 - 12/2018	184,395.00
67084	12/19/2018	01/09/2019	WIN-911 Software	Software Maintenance/ Support	2,970.00
67085	12/17/2018	01/09/2019	Cook's Photography	Photography Sitting Fee - New Board Member	273.13
67086	12/20/2018	01/09/2019	Conservation Rebate Program	3184 Tallmon St - Toilet Rebate	115.43
67087	12/20/2018	01/09/2019	Conservation Rebate Program	4550 Peninsula Point Dr - (3) Toilet Rebates	434.99
67088	12/27/2019	01/09/2019	Green Rubber-Kennedy AG, LP	Rain Gear and Pants - O&M	163.62
67089	12/26/2018	01/09/2019	Centro Print Solutions	W2, 1099 Forms	55.58
67090	12/03/2018	01/09/2019	Marina Tire & Auto Repair	Oil Change - Vehicle #1239	38.00
67091	12/20/2018	01/09/2019	Conservation Rebate Program	3003 Bayer Dr - Washer Rebate	50.00
67092	12/11/2018	01/09/2019	Friedman & Springwater LLP	CalAm Coastal Water Project, MCWQD v CPUC, Ag Land Trust CEQA Lawsuit, RDP Superior Court Damages Cases 11/2018	103,921.81
67093	12/12/2018	01/09/2019	Richards, Watson & Gershon	Regional Project Litigation 11/2018	31,124.09
67094	12/05/2018	01/09/2019	Remy Moose Manley, LLP	Annexation, Well Project, CPUC, RAMCO Well 11/2018	35,314.53
67095	12/31/2018	01/09/2019	Monterey Bay Technologies, Inc.	IT Support Services 01/2019, Security Certificate Renewal, (2) CyberPower 1350VA UPS - Engineering	3,965.00
67096	12/29/2018	01/09/2019	Eurofins Eaton Analytical, Inc.	Lab Water - Total Organic Carbon and Organic Nitrogen	100.00
67097	10/10/2018	01/09/2019	Association of California Water Agencies	2019 Annual Agency Dues	21,185.00
67098	12/07/2018	01/09/2019	Griffith & Masuda	General Matters, UCMBEST, Annexation, PRA Request, Groundwater, Del Rey Oaks, Bay View Mobile Home Park, GWR Project - Seaside Basin, Shea Homes, Existing Desalination Plant, Developers (Seaside Main Gate, VA DoD Health Care Center) 11/2018	30,398.76
67099	01/03/2019	01/09/2019	Access Monterey Peninsula, Inc.	Filming and Production 12/2018	460.00
67100	12/11/2018	01/09/2019	Evoqua Water Technologies, LLC	(2,500) gals of Bioxide - East Garrison LS	8,027.38
67101	12/07/2018	01/09/2019	BAVCO	Reclaimed RP Jumper - General Jim Moore	208.99
67102	12/20/2018	01/09/2019	Lou's Gloves, Inc.	Nitrile Gloves	532.00
67103	12/26/2018	01/09/2019	Dataflow Business Systems, Inc.	Ord Copier Maintenance (5551ci) 12/2018	345.58
67104	01/01/2019	01/09/2019	Simpler Systems, Inc.	UB Datapp Maintenance 01/2019	500.00
67105	01/01/2019	01/09/2019	Pure Janitorial, LLC	BLM Janitorial Services 12/2018	1,850.00
67106	11/30/2018	01/09/2019	Runyon Saltzman Einhorn, Inc.	Public Relations	757.48
67107	12/20/2018	01/09/2019	Conservation Rebate Program	228 Hillcrest Ave #8 - Toilet Rebate	125.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67108	12/13/2018	01/09/2019	EKI Environment & Water Inc.	Water Supply Augmentation Study - Fort Ord	22,464.32
67109	12/12/2018	01/09/2019	Akel Engineering Group, Inc.	Master Plans/Capacity Fees Study - Water, Sewer, Recycled Water	7,420.13
67110	12/20/2018	01/09/2019	R&B Company	Repair Parts - 3094 Carmel Ave Water Service Line	746.40
67111	11/29/2018	01/09/2019	MWH Constructors Inc.	Construction Management Services 10/2018	15,185.87
67112	11/30/2018	01/09/2019	American Water Works Assoc.	Standards Update Service 03/2019 - 02/2020	790.00
67113	12/01/2018	01/09/2019	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services 12/2018	697.75
67114	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - Ocean Terrace Irrigation Meter	22.36
67115	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - Hydrant Meter	1,890.00
67116	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 3256 Vista Del Camino	26.03
67117	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 147 Aaron Way	20.47
67118	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - Hydrant Meter	1,687.18
67119	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 3097 Pleasant Cir	37.43
67120	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - Hydrant Meter	1,694.42
67121	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 311 Costa Del Mar Rd	35.00
67122	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 3072 Clarke Pl	35.17
67123	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 300 Park Cir	3.44
67124	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - Hydrant Meter	1,538.98
67125	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 3055 Redwood Dr	35.00
67126	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 5003 Telegraph Blvd	23.21
67127	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 261 Young Cir	442.61
67128	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - Hydrant Meter	1,691.09
67129	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 141 Petunia	9.07
67130	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 122 Redondo Ct	35.00
67131	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 2959 Bluffs Dr	35.00
67132	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 139 Robin Dr	58.16
67133	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 3232 De Forest Rd	8.77
67134	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 3158 Shuler Cir	17.17
67135	12/20/2018	01/09/2019	Customer Service Refund	Refund Check - 2700 Boardwalk Ave	35.00
WIRE	01/11/2019	01/17/2019	Santa Cruz County Bank	BLM Construction Loan 01/2019	118,694.06
WIRE	01/11/2019	01/22/2019	Mountain Cascade, Inc.	RUWAP - Blackhorse Reservoir	155,384.61
67136	12/31/2018	01/23/2019	Ace Hardware	General Supplies	522.27
67137	01/07/2019	01/23/2019	Carlons Fire Extinguisher	First Aid Supplies - Ord Office	61.82
67138	12/31/2018	01/23/2019	City of Marina	Franchise Tax Fee 10/2018 - 12/2018	32,385.23
67139	12/31/2018	01/23/2019	Fort Ord Reuse Authority	Franchise Tax Fee 10/2018 - 12/2018	124,767.47
67140	01/02/2019	01/23/2019	Fisher Scientific	Laboratory Chemicals, Glassware, and General Supplies	1,743.76
67141	01/10/2019	01/23/2019	Pitney Bowes (Lease)	Postage Machine Lease 11/2018 - 01/2019	649.44
67142	12/28/2018	01/23/2019	Home Depot Credit Services	Maintenance Supplies - Wells 10, 11, Intermediate Reservoir Chlorine System, Orange Barrier Fencing	213.57
67143	12/21/2018	01/23/2019	Grainger	Cable Riser - Intermediate Reservoir Hypochlorite System	160.34
67144	01/11/2019	01/23/2019	MBS Business Systems	(2) Copier Maintenance (C754e, 454e) 10/2018 - 01/2019	1,221.95
67145	01/04/2019	01/23/2019	3T Equipment Company, Inc.	PTO Belts - Jetter #0801	1,131.61
67146	01/07/2019	01/23/2019	Idexx Distribution Corporation	Laboratory Quality Control and Glassware Supplies	560.64

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67147	01/04/2019	01/23/2019	Peninsula Welding Supply	Gas Cylinder Tank Rental Fee - Welding Supplies, Nitrogen UHP/ Gas Tank - Annual Lease Renewal	284.67
67148	01/07/2019	01/23/2019	Environmental Resource Associates	Laboratory Contract Testing	891.74
67149	01/02/2019	01/23/2019	DLT Solutions, LLC	2019 Autodesk AutoCAD 2D Government Renewal	2,996.44
67150	01/04/2019	01/23/2019	Staples Credit Plan	Office Supplies	486.41
67151	12/04/2018	01/23/2019	Harris & Associates	Developer Inspection Services (East Garrison, VA DoD Health Care Center)	3,323.00
67152	01/02/2019	01/23/2019	Green Line	Tanker Service - Ord Village Sewer Main Break	3,740.00
67153	12/15/2018	01/23/2019	Johnson Controls Security Solutions LLC	Security Service 01/2019 - 06/2019 (Pro-rated Charge)	143.70
67154	01/01/2019	01/23/2019	Maynard Group	NEC Phone Equipment Maintenance, AT&T Wireless Backup, eMVS Cloud, VoIP Services 01/2019	2,866.96
67155	12/31/2018	01/23/2019	DataProse, LLC	Customer Billing Statements 12/2018	5,117.78
67156	11/27/2018	01/23/2019	Transact Technologies, Inc.	Office Supplies	102.60
67157	12/17/2018	01/23/2019	Carollo Engineers, Inc.	RUWAP - Construction Meetings, Submittal Review, Project Administration, USBR WIIN Grant Application, Final Design Plans/ Specifications, Project Management	32,247.84
67158	12/26/2018	01/23/2019	Fastenal Industrial & Construction Supplies	Janitorial Supplies	54.99
67159	12/13/2018	01/23/2019	Whitson Engineers	Design Engineering Services - Inter Garrison Water Line	856.80
67160	01/10/2019	01/23/2019	Integrity Print & Design LLC	(1,000) Letterhead - 4 Reams	188.14
67161	01/04/2019	01/23/2019	Conservation Rebate Program	347 Carmel Ave #88 - Toilet Rebate	125.00
67162	01/04/2019	01/23/2019	Conservation Rebate Program	3089 Bostick Ave - Landscape Incentive Rebate	312.50
67163	12/31/2018	01/23/2019	Univar USA, Inc.	(1,095) gals of Sodium Hypochlorite - Wells 10, 11, Intermediate Reservoir	2,190.09
67164	12/19/2018	01/23/2019	Bay Area Coating Consultants, Inc.	Tank Inspection Services - Reservoir 2	14,115.00
67165	01/04/2019	01/23/2019	Conservation Rebate Program	217 Mindanao Rd - Washer Rebate	100.00
67166	01/04/2019	01/23/2019	Conservation Rebate Program	347 Carmel Ave #56 - Toilet Rebate	125.00
67167	01/09/2019	01/23/2019	Conservation Rebate Program	3096 Stewart Ct - Washer Rebate	100.00
67168	01/09/2019	01/23/2019	Conservation Rebate Program	233 Metz - Washer Rebate	100.00
67169	01/09/2019	01/23/2019	Conservation Rebate Program	300 Whitney Pl - Toilet Rebate	125.00
67170	01/14/2019	01/23/2019	Conservation Rebate Program	176-182 Palm Ave - (23) Toilet Rebates	1,736.96
67171	01/14/2019	01/23/2019	Conservation Rebate Program	710 Ready Ct - Washer Rebate	150.00
67172	01/16/2019	01/23/2019	Conservation Rebate Program	18335 Steedman St - Washer Rebate	150.00
67173	01/16/2019	01/23/2019	Conservation Rebate Program	304 Park Cir - Washer Rebate	150.00
67174	01/16/2019	01/23/2019	Conservation Rebate Program	154 Normandy Rd - Washer Rebate	150.00
67175	12/24/2018	01/23/2019	Voyager Fleet Systems, Inc.	Fleet Gasoline	3,111.72
67176	01/07/2019	01/23/2019	U.S. Bank Corporate Payment Systems	Training Expenses: Managing Multiple Priorities/ Deadlines Training - Ybarra, Advertisement - System Operator I/ II, Cloud Hosted Server - CityWorks/ ESRI, Nest Ware Subscription - Security Camera, General Supplies	4,643.80
67177	01/08/2019	01/23/2019	Marina Tire & Auto Repair	(4) Tires/ Oil Change - Meter Reader Truck #1238	767.16
67178	01/08/2019	01/23/2019	Friedman & Springwater LLP	CalAm Coastal Water Project, Ag Land Trust CEQA Lawsuit, MCWD v CPUC, RDP Superior Court Damages Cases 12/2018	65,194.05
67179	01/04/2019	01/23/2019	Channing Bete Company, Inc.	(30) Booklets - Parliamentary Procedure for WCC	91.30

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67180	12/14/2018	01/23/2019	Edges Electrical Group, LLC	(6) Heater Elements - Airfield and Airport LS Panel, (6) STR Connectors	258.29
67181	01/10/2019	01/23/2019	Remy Moose Manley, LLP	Annexation, Well Project, CPUC, RAMCO Well 12/2018	26,993.65
67182	01/15/2019	01/23/2019	California Water Efficiency Partnership	2019 Membership Dues	3,107.84
67183	01/10/2019	01/23/2019	Griffith & Masuda	General Matters, UCMBEST, FORA, CSUMB, Groundwater, Conflict of Interest, Bay View Mobile Home Park, RAMCO Lawsuit, Developer (Seaside Main Gate) 12/2018	20,147.63
67184	12/21/2018	01/23/2019	GHD, Inc.	Design/Construction Support Services - Clark and Cosky LS, Professional Services/ Design Phase - Imjin LS	1,111.15
67185	01/14/2019	01/23/2019	Conservation Rebate Program	4439 Cypress Ridge Ct - (2) Toilet Rebates	250.00
67186	12/31/2018	01/23/2019	Peninsula Messenger LLC	Courier Service 01/2019	145.00
67187	12/31/2018	01/23/2019	Western Exterminator Company	Pest Control - Beach Office 12/2018	86.50
67188	01/06/2019	01/23/2019	TIAA Commercial Finance, Inc.	(3) Office Copiers (C754E, 454E, 5551ci), eCopy ScanStation Leases 01/2019	1,119.89
67189	12/31/2018	01/23/2019	Iron Mountain, Inc.	Shredding Service 08/2018 - 12/2018	521.76
67190	12/28/2018	01/23/2019	AT&T	Ord/ Beach Alarm, Modem Line, Main Frame Computer, IOP Fire Alarm 12/2018	201.13
67191	01/04/2019	01/23/2019	Conservation Rebate Program	3240 Isla Del Sol Way - Toilet Rebate	125.00
67192	12/31/2018	01/23/2019	Marina Coast Water District (BLM)	BLM Water, Sewer, Fire Service 12/2018	327.86
67193	01/04/2019	01/23/2019	Conservation Rebate Program	281 C Carmel Ave - Toilet Rebate	119.00
67194	12/20/2018	01/23/2019	EKI Environment & Water Inc.	Groundwater Planning Sustainability Study	31,261.13
67195	01/09/2019	01/23/2019	Conservation Rebate Program	LV44 LP - (6) Toilet Rebates	579.14
67196	01/01/2019	01/23/2019	California Landscape Contractors Association	2019 Affiliate Membership	120.00
67197	01/01/2019	01/23/2019	Networkfleet, Inc.	GPS Service - (2) Meter Reader Trucks	38.00
67198	12/31/2018	01/23/2019	City of Seaside	City Utility Tax 10/2018 - 12/2018	16,398.11
67199	01/01/2019	01/23/2019	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services 01/2019	697.75
500190	08/09/2018	01/07/2019	Becks Shoe Store, Inc. - Salinas	Boot Benefit - O&M	162.51
500191	01/03/2019	01/07/2019	CWEA - Monterey Bay Section	CWEA Membership - Nguyen, Kelsey	376.00
500192	12/10/2018	01/07/2019	CWEA - Monterey Bay Section	Grade I Collection System Exam Fee - Luongo	170.00
500193	01/03/2019	01/07/2019	SWRCB - DWOCP	Grade II Water Treatment Certification Renewal - Magdaleno, Nguyen	120.00
500194	12/03/2018	01/07/2019	USABluebook	(3) Safety Sweatshirts - O&M	239.94
500195	01/02/2019	01/07/2019	AFLAC	Employee Paid Benefits 12/2018	2,653.12
500196	12/19/2018	01/07/2019	Thomas P. Moore	Board Compensation 12/2018	50.00
500197	12/31/2018	01/07/2019	Jonathan P Lord	2019 Irrigation Association Certification Renewal Fee	50.00
500198	12/19/2018	01/07/2019	Matthew Zefferman	Board Compensation 12/2018	50.00
500199	12/19/2018	01/07/2019	Pinnacle Medical Group, Inc.	DMV Physical - O&M	115.00
500200	12/17/2018	01/07/2019	Principal Life	Employee Paid Benefits 01/2019	454.00
500201	12/31/2018	01/07/2019	Justifacts Credential Verification, Inc.	Background Checks - New Hire	105.25
500202	12/10/2018	01/07/2019	Lincoln National Life Insurance Company	Life, Short/Long Term, AD&D Insurance 01/2019	2,030.47
500203	12/17/2018	01/07/2019	WageWorks, Inc.	FSA Admin Fees 11/2018	110.00
500204	12/19/2018	01/07/2019	Peter Le	Board Compensation 12/2018	50.00
500205	12/19/2018	01/07/2019	Herbert Cortez	Board Compensation 12/2018	50.00
500206	12/18/2018	01/07/2019	Transamerica Employee Benefits	Employee Paid Benefits 12/2018	1,205.30
500207	12/31/2018	01/07/2019	Cintas Corporation No. 630	Uniforms, Towels, Rugs 12/2018	552.18

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
500208	12/19/2018	01/07/2019	Jan Shriner	Board Compensation 12/2018	50.00
500209	11/30/2018	01/07/2019	Liebert Cassidy Whitmore	Employee Handbook Review	1,050.00
500210-500215	01/11/2019	01/11/2019	Payroll Checks and Direct Deposit	Payroll Ending 01/04/19	104,416.44
500216	01/11/2019	01/11/2019	General Teamsters Union	Payroll Ending 01/04/19	599.00
500217	01/11/2019	01/11/2019	WageWorks, Inc.	Payroll Ending 01/04/19	701.92
ACH	01/11/2019	01/11/2019	Internal Revenue Service	Payroll Ending 01/04/19	43,216.94
ACH	01/11/2019	01/11/2019	MassMutual Retirement Services, LLC	Payroll Ending 01/04/19	8,153.82
ACH	01/11/2019	01/11/2019	State of California - EDD	Payroll Ending 01/04/19	13,263.67
ACH	01/11/2019	01/11/2019	CalPERS	Payroll Ending 01/04/19	22,062.09
500218	01/16/2019	01/23/2019	ACWA Joint Power Ins Authority	Workers Compensation Insurance 10/2018 - 12/2018	24,086.03
500219	01/09/2019	01/23/2019	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 02/2019	65,249.52
500220	01/14/2019	01/23/2019	SWRCB - DWOCB	Grade V Water Treatment Certification Renewal - Cray, Grade III Water Treatment Certification Renewal - Rodriguez	195.00
500221	01/15/2019	01/23/2019	Special District Association	SDA Quarterly Meeting - Moore, Shriner, Le, Zefferman	120.00
500222	01/05/2019	01/23/2019	LegalShield	Employee Paid Benefits 01/2019	25.90
500223	01/15/2019	01/23/2019	WageWorks, Inc.	FSA Admin Fees 12/2018	110.00
500224	12/28/2018	01/23/2019	Liebert Cassidy Whitmore	Employment Relations Consortium Membership 01/2019 - 12/2019	3,415.00
500225-500230	01/25/2019	01/25/2019	Payroll Checks and Direct Deposit	Payroll Ending 01/18/19	97,889.97
500231	01/25/2019	01/25/2019	WageWorks, Inc.	Payroll Ending 01/18/19	740.38
ACH	01/25/2019	01/25/2019	Internal Revenue Service	Payroll Ending 01/18/19	40,937.98
ACH	01/25/2019	01/25/2019	State of California - EDD	Payroll Ending 01/18/19	11,062.77
ACH	01/25/2019	01/25/2019	MassMutual Retirement Services, LLC	Payroll Ending 01/18/19	8,153.82
ACH	01/25/2019	01/25/2019	CalPERS	Payroll Ending 01/18/19	22,002.59

Total Disbursements for January 2019 1,883,489.95

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: February 19, 2019

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Quarterly Financial Statements for October 1, 2018 to December 31, 2018

Staff Recommendation: The Board receives the Quarterly Financial Statements for October 1, 2018 to December 31, 2018.

Background: *5-Year 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 operating revenues of \$3.903 million and expenses of \$3.414 million, resulting in a net gain from operations of \$0.489 million. The District budget projected net gain from operations of \$0.584 million for the same period.

The difference between the actual net gain from operations for the quarter from the budget gain expectation is \$0.095 million due to the timing of when revenues are earned and expenses are accrued producing different results than those in which the annual budget amounts are divided evenly by quarter.

Summary of Cost Centers:

<u>Description</u>	<u>Actual Qtr</u>	<u>Budget Qtr</u>	<u>Actual FYTD</u>	<u>Budget FYTD</u>
Marina Water				
Revenue	992,110	1,015,715	2,083,561	2,031,430
Expenses	<u>740,404</u>	<u>785,063</u>	<u>1,304,903</u>	<u>1,570,126</u>
Net Gain/(Loss)	251,706	230,652	778,658	461,304
Marina Sewer				
Revenue	335,596	356,468	672,639	712,936
Expenses	<u>205,939</u>	<u>194,538</u>	<u>356,844</u>	<u>389,076</u>
Net Gain/(Loss)	129,657	161,930	315,795	323,860
Ord Community Water				
Revenue	1,871,440	1,848,868	4,051,761	3,697,736
Expenses	<u>1,835,269</u>	<u>1,770,598</u>	<u>3,288,384</u>	<u>3,541,196</u>
Net Gain/(Loss)	36,171	78,270	763,377	156,540

Ord Community Sewer				
Revenue	704,050	687,798	1,407,512	1,375,596
Expenses	<u>487,542</u>	<u>486,153</u>	<u>842,468</u>	<u>972,306</u>
Net Gain/(Loss)	216,508	201,645	565,044	403,290
Recycled Water Project				
Revenue	95	9	95	18
Expenses	<u>145,362</u>	<u>88,160</u>	<u>183,195</u>	<u>176,320</u>
Net Gain/(Loss)	(145,267)	(88,151)	(183,100)	(176,302)
Regional Project				
Revenue	-	-	-	-
Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Gain/(Loss)	-	-	-	-
Consolidated Cost Centers				
Revenue	3,903,291	3,908,858	8,215,568	7,817,716
Expenses	<u>3,414,516</u>	<u>3,324,512</u>	<u>5,975,794</u>	<u>6,649,024</u>
Net Gain/(Loss)	488,775	584,346	2,239,774	1,168,692

As of December 31, 2018, the District had \$20.566 million in liquid investments. The District also had \$0.852 million of 2010 refunding bond proceeds for debt reserve purposes in the bank.

The District owed \$28.005 million for the 2015 Senior Revenue Refunding Bonds Series A as well as \$2.585 million for the 2010 Subordinate Revenue Refunding Bonds, \$2.682 million to Holman Capital Corporation for the conversion of the Rabobank N.A. construction loan for the BLM building, and \$3.149 million to BVAA Compass Bank Line of Credit for the Regional Urban Water Augmentation Project as of December 31, 2018.

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
INCOME STATEMENT
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

CONSOLIDATED

	CURRENT QUARTER				YEAR-TO-DATE			
	2018/2019	2017/2018	\$ VARIANCE	% VARIANCE	2018/2019	2017/2018	\$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	2,648,923	2,730,512	(81,589)	(2.99%)	5,652,643	5,615,110	37,533	0.67%
SEWER SALES	1,020,253	917,068	103,185	11.25%	2,034,183	1,830,556	203,627	11.12%
INTEREST INCOME	54,330	28,735	25,595	89.07%	102,710	54,556	48,154	88.27%
OTHER REVENUE	179,785	233,108	(53,323)	(22.87%)	426,032	523,128	(97,096)	(18.56%)
TOTAL REVENUES	3,903,291	3,909,423	(6,132)	(0.16%)	8,215,568	8,023,350	192,218	2.40%
EXPENSES								
ADMINISTRATIVE	1,258,245	1,071,495	186,750	17.43%	2,258,713	2,088,980	169,733	8.13%
OPERATING & MAINTENANCE	880,062	730,712	149,350	20.44%	1,812,116	1,590,584	221,532	13.93%
LABORATORY	73,470	52,613	20,857	39.64%	135,078	123,065	12,013	9.76%
CONSERVATION	68,856	70,126	(1,270)	(1.81%)	146,920	139,290	7,630	5.48%
ENGINEERING	167,224	346,708	(179,484)	(51.77%)	457,189	617,364	(160,175)	(25.94%)
WATER RESOURCES	195,598	-	195,598	100.00%	241,984	-	241,984	100.00%
INTEREST EXPENSE	613,909	621,383	(7,474)	(1.20%)	660,712	630,417	30,295	4.81%
FRANCHISE FEE	157,152	174,285	(17,133)	(9.83%)	263,082	328,317	(65,235)	(19.87%)
TOTAL EXPENSES	3,414,516	3,067,322	347,194	11.32%	5,975,794	5,518,017	457,777	8.30%
NET GAIN (LOSS) FROM OPERATIONS	488,775	842,101	(353,326)	(41.96%)	2,239,774	2,505,333	(265,559)	(10.60%)
CAPACITY FEE/ CAPITAL SURCHARGE	982,173	1,141,644	(159,471)	(13.97%)	2,149,720	3,151,695	(1,001,975)	(31.79%)
CONTRIBUTIONS/ GRANT REVENUE	-	-	-	-	-	-	-	-
NON-OPERATING REVENUE	125,374	133,953	(8,579)	(6.40%)	248,788	265,496	(16,708)	(6.29%)
CAPITAL IMPROVEMENT PROJECT	2,642,242	2,085,747	556,495	26.68%	6,837,146	2,864,806	3,972,341	138.66%
DEVELOPER REVENUE	114,518	137,936	(23,418)	(16.98%)	221,882	245,889	(24,007)	(9.76%)
DEVELOPER EXPENSES	124,351	113,449	10,902	9.61%	240,174	231,613	8,561	3.70%

MARINA COAST WATER DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

CONSOLIDATED

	MW FUND		MS FUND		OW FUND		OS FUND		RW FUND		RP FUND		CONSOLIDATED		CONSOLIDATED (YTD)	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES																
WATER SALES	959,957	1,001,002	-	-	1,688,966	1,701,668	-	-	-	-	-	-	2,648,923	2,702,670	5,652,643	5,405,340
SEWER SALES	-	-	325,752	350,712	-	-	694,501	683,164	-	-	-	-	1,020,253	1,033,876	2,034,183	2,067,752
INTEREST INCOME	16,011	1,788	9,263	4,406	22,318	6,500	6,643	434	95	9	-	-	54,330	13,137	102,710	26,274
OTHER REVENUE	16,142	12,925	581	1,350	160,156	140,700	2,906	4,200	-	-	-	-	179,785	159,175	426,032	318,350
TOTAL REVENUES	992,110	1,015,715	335,596	356,468	1,871,440	1,848,868	704,050	687,798	95	9	-	-	3,903,291	3,908,858	8,215,568	7,817,716
EXPENSES																
ADMINISTRATIVE	305,402	228,307	56,816	62,912	768,897	520,359	127,100	140,749	30	1,000	-	-	1,258,245	953,327	2,258,713	1,906,654
OPERATING & MAINTENANCE	223,959	253,159	101,563	93,989	374,109	473,850	180,431	202,582	-	-	-	-	880,062	1,023,580	1,812,116	2,047,160
LABORATORY	21,382	28,145	-	-	52,088	61,310	-	-	-	-	-	-	73,470	89,455	135,078	178,910
CONSERVATION	35,359	39,191	-	-	33,497	60,476	-	-	-	-	-	-	68,856	99,667	146,920	199,334
ENGINEERING	20,700	73,658	16,322	16,624	84,742	160,923	45,460	45,819	-	-	-	-	167,224	297,024	457,189	594,048
WATER RESOURCES	75,431	122,975	-	-	120,167	184,462	-	-	-	-	-	-	195,598	307,437	241,984	614,874
INTEREST EXPENSE	58,171	39,628	31,238	21,013	285,454	174,852	93,714	57,229	145,332	87,160	-	-	613,909	379,882	660,712	759,764
FRANCHISE FEE	-	-	-	-	116,315	134,366	40,837	39,774	-	-	-	-	157,152	174,140	263,082	348,280
TOTAL EXPENSES	740,404	785,063	205,939	194,538	1,835,269	1,770,598	487,542	486,153	145,362	88,160	-	-	3,414,516	3,324,512	5,975,794	6,649,024
NET GAIN (LOSS) FROM OPERATIONS	251,706	230,652	129,657	161,930	36,171	78,270	216,508	201,645	(145,267)	(88,151)	-	-	488,775	584,346	2,239,774	1,168,692
CAPACITY FEE/ CAPITAL SURCHARGE	-	64,722	-	46,660	680,499	850,585	301,674	298,159	-	-	-	-	982,173	1,260,126	2,149,720	2,520,252
CONTRIBUTIONS/ GRANT REVENUE	-	61,717	-	-	-	92,576	-	-	-	300,000	-	-	-	454,293	-	908,586
NON-OPERATING REVENUE	35,105	36,895	10,030	10,542	62,687	65,884	17,552	18,448	-	-	-	-	125,374	131,769	248,788	263,538
CAPITAL IMPROVEMENT PROJECT	205,753	-	36	-	24,738	-	40,434	-	2,100,182	-	271,100	-	2,642,242	-	6,837,146	-
DEVELOPER REVENUE	5,167	-	585	-	73,449	118,125	35,317	27,500	-	-	-	-	114,518	145,625	221,882	291,250
DEVELOPER EXPENSES	4,696	2,500	114	500	95,840	95,000	23,701	22,500	-	-	-	-	124,351	120,500	240,174	241,000

MARINA COAST WATER DISTRICT
INCOME STATEMENT
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

MARINA WATER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	959,957	1,001,002	(41,045)	(4.10%)	2,024,279	2,002,004	22,275	1.11%
SEWER SALES	-	-	-	-	-	-	-	-
INTEREST INCOME	16,011	1,788	14,223	795.47%	30,312	3,576	26,736	747.65%
OTHER REVENUE	16,142	12,925	3,217	24.89%	28,970	25,850	3,120	12.07%
TOTAL REVENUES	992,110	1,015,715	(23,605)	(2.32%)	2,083,561	2,031,430	52,131	2.57%
EXPENSES								
ADMINISTRATIVE	305,402	228,307	77,095	33.77%	523,035	456,614	66,421	14.55%
OPERATING & MAINTENANCE	223,959	253,159	(29,200)	(11.53%)	436,270	506,318	(70,048)	(13.83%)
LABORATORY	21,382	28,145	(6,763)	(24.03%)	39,685	56,290	(16,605)	(29.50%)
CONSERVATION	35,359	39,191	(3,832)	(9.78%)	57,290	78,382	(21,092)	(26.91%)
ENGINEERING	20,700	73,658	(52,958)	(71.90%)	98,577	147,316	(48,739)	(33.08%)
WATER RESOURCES	75,431	122,975	(47,544)	(38.66%)	89,347	245,950	(156,603)	(63.67%)
INTEREST EXPENSE	58,171	39,628	18,543	46.79%	60,699	79,256	(18,557)	(23.41%)
FRANCHISE/MEMBERSHIP FEES	-	-	-	-	-	-	-	-
TOTAL EXPENSES	740,404	785,063	(44,659)	(5.69%)	1,304,903	1,570,126	(265,223)	(16.89%)
NET GAIN (LOSS) FROM OPERATIONS	251,706	230,652	21,054	9.13%	778,658	461,304	317,354	68.79%
CAPACITY FEE/ CAPITAL SURCHARGE	-	64,722	(64,722)	(100.00%)	15,796	129,444	(113,648)	(87.80%)
CONTRIBUTIONS/ GRANT REVENUE	-	61,717	(61,717)	(100.00%)	-	123,434	(123,434)	(100.00%)
NON-OPERATING REVENUE	35,105	36,895	(1,790)	(4.85%)	69,661	73,790	(4,129)	(5.60%)
CAPITAL IMPROVEMENT PROJECT	205,753	-	205,753	100.00%	206,498	-	206,498	100.00%
DEVELOPER REVENUE	5,167	-	5,167	100.00%	10,412	-	10,412	100.00%
DEVELOPER EXPENSES	4,696	2,500	2,196	87.84%	10,699	5,000	5,699	113.98%

MARINA COAST WATER DISTRICT
INCOME STATEMENT
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

MARINA SEWER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	-	-	-	-	-	-	-	-
SEWER SALES	325,752	350,712	(24,960)	(7.12%)	653,597	701,424	(47,827)	(6.82%)
INTEREST INCOME	9,263	4,406	4,857	110.24%	17,527	8,812	8,715	98.90%
OTHER REVENUE	581	1,350	(769)	(56.96%)	1,515	2,700	(1,185)	(43.89%)
TOTAL REVENUES	335,596	356,468	(20,872)	(5.86%)	672,639	712,936	(40,297)	(5.65%)
EXPENSES								
ADMINISTRATIVE	56,816	62,912	(6,096)	(9.69%)	113,360	125,824	(12,464)	(9.91%)
OPERATING & MAINTENANCE	101,563	93,989	7,574	8.06%	180,632	187,978	(7,346)	(3.91%)
LABORATORY	-	-	-	-	-	-	-	-
CONSERVATION	-	-	-	-	-	-	-	-
ENGINEERING	16,322	16,624	(302)	(1.82%)	30,892	33,248	(2,356)	(7.09%)
WATER RESOURCES	-	-	-	-	-	-	-	-
INTEREST EXPENSE	31,238	21,013	10,225	48.66%	31,960	42,026	(10,066)	(23.95%)
FRANCHISE/MEMBERSHIP FEES	-	-	-	-	-	-	-	-
TOTAL EXPENSES	205,939	194,538	11,401	5.86%	356,844	389,076	(32,232)	(8.28%)
NET GAIN (LOSS) FROM OPERATIONS	129,657	161,930	(32,273)	(19.93%)	315,795	323,860	(8,065)	(2.49%)
CAPACITY FEE/ CAPITAL SURCHARGE	-	46,660	(46,660)	(100.00%)	-	93,320	(93,320)	(100.00%)
CONTRIBUTIONS/ GRANT REVENUE	-	-	-	-	-	-	-	-
NON-OPERATING REVENUE	10,030	10,542	(512)	(4.86%)	19,903	21,084	(1,181)	(5.60%)
CAPITAL IMPROVEMENT PROJECT	36	-	36	100.00%	36	-	36	100.00%
DEVELOPER REVENUE	585	-	585	100.00%	2,724	-	2,724	100.00%
DEVELOPER EXPENSES	114	500	(386)	(77.20%)	1,071	1,000	71	7.10%

MARINA COAST WATER DISTRICT
INCOME STATEMENT
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

ORD COMMUNITY WATER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	1,688,966	1,701,668	(12,702)	(0.75%)	3,628,364	3,403,336	225,028	6.61%
SEWER SALES	-	-	-	-	-	-	-	-
INTEREST INCOME	22,318	6,500	15,818	243.35%	42,228	13,000	29,228	224.83%
OTHER REVENUE	160,156	140,700	19,456	13.83%	381,169	281,400	99,769	35.45%
TOTAL REVENUES	1,871,440	1,848,868	22,572	1.22%	4,051,761	3,697,736	354,025	9.57%
EXPENSES								
ADMINISTRATIVE	768,897	520,359	248,538	47.76%	1,360,373	1,040,718	319,655	30.71%
OPERATING & MAINTENANCE	374,109	473,850	(99,741)	(21.05%)	861,352	947,700	(86,348)	(9.11%)
LABORATORY	52,088	61,310	(9,222)	(15.04%)	95,393	122,620	(27,227)	(22.20%)
CONSERVATION	33,497	60,476	(26,979)	(44.61%)	89,630	120,952	(31,322)	(25.90%)
ENGINEERING	84,742	160,923	(76,181)	(47.34%)	244,860	321,846	(76,986)	(23.92%)
WATER RESOURCES	120,167	184,462	(64,295)	(34.86%)	152,637	368,924	(216,287)	(58.63%)
INTEREST EXPENSE	285,454	174,852	110,602	63.25%	289,969	349,704	(59,735)	(17.08%)
FRANCHISE/MEMBERSHIP FEES	116,315	134,366	(18,051)	(13.43%)	194,170	268,732	(74,562)	(27.75%)
TOTAL EXPENSES	1,835,269	1,770,598	64,671	3.65%	3,288,384	3,541,196	(252,812)	(7.14%)
NET GAIN (LOSS) FROM OPERATIONS	36,171	78,270	(42,099)	(53.79%)	763,377	156,540	606,837	387.66%
CAPACITY FEE/ CAPITAL SURCHARGE	680,499	850,585	(170,086)	(20.00%)	1,502,030	1,701,170	(199,140)	(11.71%)
CONTRIBUTIONS/ GRANT REVENUE	-	92,576	(92,576)	(100.00%)	-	185,152	(185,152)	(100.00%)
NON-OPERATING REVENUE	62,687	65,884	(3,197)	(4.85%)	124,394	131,768	(7,374)	(5.60%)
CAPITAL IMPROVEMENT PROJECT	24,738	-	24,738	100.00%	39,907	-	39,907	100.00%
DEVELOPER REVENUE	73,449	118,125	(44,676)	(37.82%)	136,109	236,250	(100,141)	(42.39%)
DEVELOPER EXPENSES	95,840	95,000	840	0.88%	176,166	190,000	(13,834)	(7.28%)

MARINA COAST WATER DISTRICT
INCOME STATEMENT
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

ORD COMMUNITY SEWER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	\$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	-	-	-	-	-	-	-	-
SEWER SALES	694,501	683,164	11,337	1.66%	1,380,586	1,366,328	14,258	1.04%
INTEREST INCOME	6,643	434	6,209	1430.65%	12,548	868	11,680	1345.62%
OTHER REVENUE	2,906	4,200	(1,294)	(30.81%)	14,378	8,400	5,978	71.17%
TOTAL REVENUES	704,050	687,798	16,252	2.36%	1,407,512	1,375,596	31,916	2.32%
EXPENSES								
ADMINISTRATIVE	127,100	140,749	(13,649)	(9.70%)	261,855	281,498	(19,643)	(6.98%)
OPERATING & MAINTENANCE	180,431	202,582	(22,151)	(10.93%)	333,862	405,164	(71,302)	(17.60%)
LABORATORY	-	-	-	-	-	-	-	-
CONSERVATION	-	-	-	-	-	-	-	-
ENGINEERING	45,460	45,819	(359)	(0.78%)	82,860	91,638	(8,778)	(9.58%)
WATER RESOURCES	-	-	-	-	-	-	-	-
INTEREST EXPENSE	93,714	57,229	36,485	63.75%	94,979	114,458	(19,479)	(17.02%)
FRANCHISE/MEMBERSHIP FEES	40,837	39,774	1,063	2.67%	68,912	79,548	(10,636)	(13.37%)
TOTAL EXPENSES	487,542	486,153	1,389	0.29%	842,468	972,306	(129,838)	(13.35%)
NET GAIN (LOSS) FROM OPERATIONS	216,508	201,645	14,863	7.37%	565,044	403,290	161,754	40.11%
CAPACITY FEE/ CAPITAL SURCHARGE	301,674	298,159	3,515	1.18%	631,894	596,318	35,576	5.97%
CONTRIBUTIONS/ GRANT REVENUE	-	-	-	-	-	-	-	-
NON-OPERATING REVENUE	17,552	18,448	(896)	(4.86%)	34,830	36,896	(2,066)	(5.60%)
CAPITAL IMPROVEMENT PROJECT	40,434	-	40,434	100.00%	47,261	-	47,261	100.00%
DEVELOPER REVENUE	35,317	27,500	7,817	28.43%	72,637	55,000	17,637	32.07%
DEVELOPER EXPENSES	23,701	22,500	1,201	5.34%	52,238	45,000	7,238	16.08%

MARINA COAST WATER DISTRICT
SCHEDULE OF INVESTMENTS SUMMARY
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

ACCOUNT	ACCT TYPE	YIELD APR	9/30/2018 BALANCE	QUARTERLY ACTIVITIES		12/31/2018 BALANCE
				TRANSACTION TYPE	AMOUNT	
LAIF ACCOUNT		2.40%	7,647,637	INTEREST 10/15/2018	41,553	7,689,190
SAVINGS ACCOUNT	MM	0.20%	972,857	INTEREST 10/01/18 - 12/31/18	501	973,358
CPFCA DEPOSIT ACCOUNT	MM	0.05%	100,456	INTEREST 10/01/18 - 12/31/18	13	100,469
RESTRICTED FUNDS	MM	0.16%	6,327,444	INTEREST 10/01/18 - 12/31/18	2,608	6,330,052
RUWAP LOC PROCEEDS	CK		4,855	DEPOSITS WITHDRAWALS	1,232,543 (1,232,573)	1,237,398 4,825
CHECKING ACCOUNT	CK		3,583,092	QUARTERLY DEPOSITS & CREDITS QUARTERLY CHECKS & DEBITS	9,023,937 (7,138,971)	12,607,029 5,468,058

SUMMARY	As of December 31		RESERVES DETAIL (LAIF ACCOUNT)	As of December 31	
	2017	2018		2017	2018
LAIF ACCOUNT	7,560,352	7,689,190	MW GEN OP RESERVE	518,072	513,868
SAVINGS ACCOUNT	2,170,213	973,358	MW CAPACITY REVENUE FUND	489,352	571,185
CPFCA DEPOSIT ACCOUNT	100,419	100,469	MW CAP REPL RESERVE FUND	1,325,910	1,288,044
RESTRICTED FUNDS	6,319,876	6,330,052	MS GEN OP RESERVE	1,291,638	1,349,561
RUWAP LOC PROCEEDS	4,985	4,825	MS CAPACITY REVENUE FUND	146,629	113,216
CHECKING ACCOUNT	4,608,072	5,468,058	MS CAP REPL RESERVE FUND	1,932	1,965
TOTAL INVESTMENT	20,763,917	20,565,952	OW GEN OP RESERVE	322,817	82,664
			OW CAPITAL/CAPACITY REVENUE FUND	2,370,504	2,784,292
			OW CAP REPL RESERVE FUND	194,515	70,092
			OS GEN OP RESERVE	282,597	17,648
			OS CAPITAL/CAPACITY REVENUE FUND	614,726	894,967
			OS CAP REPL RESERVE FUND	1,660	1,689
			TOTAL	7,560,352	7,689,190

MARINA COAST WATER DISTRICT
 SCHEDULE OF INVESTMENTS SUMMARY - BOND PROCEEDS
 OCTOBER 1, 2018 TO DECEMBER 31, 2018
 (UNAUDITED)

ACCOUNT	ACCT TYPE	YIELD APR	9/30/2018 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	12/31/2018 BALANCE
RESERVE FUND 2010 REFUNDING BOND	TFUND	2.49%	855,553	INTEREST 10/01/18 - 12/31/18 FUNDS TRANFER	4,294 (7,379)	859,847 852,468

MARINA COAST WATER DISTRICT
SCHEDULE OF DEBT SUMMARY
OCTOBER 1, 2018 TO DECEMBER 31, 2018
(UNAUDITED)

PRINCIPAL AMOUNT	FIRST PAYMENT	FINAL PAYMENT	RATE	9/30/2018 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	12/31/2018 BALANCE
HCC - BLM INSTALLMENT LOAN							
2,799,880	07/20/2017	01/20/2037	5.750%	2,681,962	PAYMENT - PRINCIPAL	-	2,681,962
					INTEREST PAYMENT	-	
2010 REFUNDING BOND - CLOSING DATE 12/23/2010							
8,495,000	06/01/2011	06/01/2020	4.340%	2,585,000	PAYMENT - PRINCIPAL	-	2,585,000
					INTEREST PAYMENT	(64,625)	
2015 SERIES A REFUNDING BOND - CLOSING DATE 07/15/2015							
29,840,000	12/01/2015	06/01/2037	3.712%	28,005,000	PAYMENT - PRINCIPAL	-	28,005,000
					INTEREST PAYMENT	(646,275)	
BVAA COMPASS RUWAP LOC							
55,000	-	08/01/2020	3.027% *	1,916,255	ADVANCES	1,232,543	3,148,798
					PAYMENT - PRINCIPAL	-	3,148,798
					INTEREST PAYMENT	(21,463)	

*Line of Credit interest calculated on a variable basis (65.01% of the 30-Day Monthly LIBOR plus 1.50%). Amount represents interest rate at 12/01/2018.

SUMMARY

HCC - BLM INSTALLMENT LOAN	2,681,962
2010 REFUNDING BOND	2,585,000
2015 REFUNDING BOND SERIES A	28,005,000
BVAA COMPASS RUWAP LOC	3,148,798
TOTAL DEBT	36,420,760

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-C

Meeting Date: February 19, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Joint Board/GSA Meeting of January 14, 2019

Staff Recommendation: The Board of Directors approve the draft minutes of the January 14, 2019 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 January 14, 2019 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 January 14, 2019.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Marina Coast Water District

Regular Board Meeting/Groundwater Sustainability Agency Board Meeting
January 14, 2019

Draft 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 Cadiante, 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 Item6-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

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-D

Meeting Date: February 19, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Joint Board/GSA Meeting of January 22, 2019

Staff Recommendation: The Board of Directors approve the draft minutes of the January 22, 2019 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 January 22, 2019 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 January 22, 2019.

Action Required: ___ Resolution ___ X Motion ___ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Marina Coast Water District

Regular Board Meeting/Groundwater Sustainability Agency Board Meeting
January 22, 2019

Draft Minutes

1. Call to Order:

President Moore called the meeting to order at 6:30 p.m. on January 22, 2019 at the Marina Council Chambers, 211 Hillcrest Avenue, Marina, California.

2. Roll Call:

Board Members Present:

Thomas P. Moore – President
Jan Shriner – Vice President
Herbert Cortez
Peter Le
Matt Zefferman

Board Members Absent:

None

Staff Members Present:

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

Audience Members:

Andrew Sterbenz, Schaaf & Wheeler
Philip Clark, Seaside Resident, WCC Member
Shawn Storm, Marina Resident, WCC Member
Efrem Valentin, Marina Resident

3. Public Comment on Closed Session Items:

There were no public comments.

The Board entered into closed session at 6:32 p.m. to discuss the following items:

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
- 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 No. 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)

Agenda Item 4-A (continued):

- 8) 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)

The Board ended closed session at 6:59 p.m.

President Moore reconvened the meeting to open session at 7:00 p.m.

5. Reportable Actions Taken during Closed Session:

Mr. Roger Masuda, Legal Counsel, stated that there were no reportable actions taken during Closed Session.

6. Pledge of Allegiance:

Director Zefferman led everyone present in the pledge of allegiance.

7. Oral Communications:

There were no public comments.

8. Presentations:

- A. Consider Adoption of Resolution No. 2019-01 In Recognition and Appreciation of Brian West, System Operator II, Upon his Retirement from the Marina Coast Water District:

Vice President Shriner made a motion to adopt Resolution No. 2019-01 in recognition and appreciation of Brian West, System Operator II, upon his retirement from the Marina Coast Water District. Director Zefferman seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- B. Consider Adoption of Resolution No. 2019-02 in Recognition of Charlie Eskridge, Public Member, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission:

Director Zefferman made a motion to adopt Resolution No. 2019-02 in recognition of Charlie Eskridge, public member, for his dedicated service to the Marina Coast Water District as a member on the Water Conservation Commission. Director Cortez seconded the motion.

Agenda Item 8-B (continued):

The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- C. Consider Adoption of Resolution No. 2019-03 in Recognition of Margaret-Anne Coppennoll, Public Member, for her Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission:

President Moore made a motion to adopt Resolution No. 2019-03 in recognition of Margaret-Anne Coppennoll, public member, for her dedicated service to the Marina Coast Water District as a member on the Water Conservation Commission. Vice President Shriner seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- D. Consider Adoption of Resolution No. 2019-04 in Recognition of Bethany Taylor, Public Member, for her Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission:

Vice President Shriner made a motion to adopt Resolution No. 2019-04 in recognition and appreciation of Bethany Taylor, public member, for her dedicated service to the Marina Coast Water District as a member on the Water Conservation Commission. Director Zefferman seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- E. Consider Adoption of Resolution No. 2019-05 in Recognition of Jim Felton, Public Member, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission:

President Moore made a motion to adopt Resolution No. 2019-05 in recognition and appreciation of Jim Felton, public member, for his dedicated service to the Marina Coast Water District as a member on the Water Conservation Commission. Director Cortez seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- F. Consider Adoption of Resolution No. 2019-06 in Recognition of Efrem Valentin, Public Member, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission:

Director Cortez made a motion to adopt Resolution No. 2019-06 in recognition and appreciation of Efrem Valentin, public member, for his dedicated service to the Marina Coast Water District as a member on the Water Conservation Commission. Vice President Shriner seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

President Moore presented Mr. Valentin with his Resolution of Recognition.

- G. Consider Adoption of Resolution No. 2019-07 in Recognition of Jason Montgomery, Public Member, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission:

Vice President Shriner made a motion to adopt Resolution No. 2019-07 in recognition and appreciation of Jason Montgomery, for his dedicated service to the Marina Coast Water District as a member on the Water Conservation Commission. Director Zefferman seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

9. Consent Calendar:

Director Le pulled items A and C from the Consent Calendar.

Director Zefferman made a motion to approve the Consent Calendar consisting of: B) Receive the Quarterly Financial Statements for July 1, 2018 to September 30, 2018. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

A. Receive and File the Check Register for the Month of December 2018:

Director Le asked about Check No. 66959, and what well was repaired. Mr. Michael Wegley, District Engineer, answered that it was for an Army groundwater monitoring well.

Director Cortez asked about Check No. 66948 and if the District was satisfied with the answering service. Ms. Kelly Cadiente, Director of Administrative Services, answered that there have been no issues with the answering service.

Vice President Shriner made a motion to receive and file the check register for the month of December 2018. Director Cortez seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

B. Approve the Draft Minutes of the Joint Board/GSA Meeting of December 17, 2018:

Director Le asked that page 2 of the minutes be corrected to show, "Director Moore nominated Director Shriner for Vice President."

Director Cortez made a motion to approve the draft minutes of the Joint Board/GSA meeting of December 17, 2018 with the correction. Director Zefferman seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

10. Action Items:

A. Consider Setting the Term Limits for the Water Conservation Commission Members:

Vice President Shriner commented that she attended the last Water Conservation Commission meeting and noted that there was discussion regarding the term limits and the Commission's recommendation to the Board was that Commissioner Babcock, Commissioner Walton, and Commissioner Huynh serve the 2-year terms, while Commissioner Clark and Commissioner Storm serve the 3-year terms.

Vice President Shriner made a motion for Commissioner Babcock, Commissioner Walton, and Commissioner Huynh to serve the 2-year terms, while Commissioner Clark and Commissioner Storm serve the 3-year terms. Director Zefferman seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- B. Consider Adoption of Resolution No. 2019-08 to Approve Advertising and Hiring at Either an Associate Engineer Level or a Senior Civil Engineer Level to Fill the Existing Vacancy in the Engineering Department:

Ms. Rose Gill, Human Resources/Risk Administrator, introduced this item. The Board asked clarifying question.

Director Cortez made a motion to adopt Resolution No. 2019-08 to approve advertising and hiring at either an Associate Engineer Level or a Senior Civil Engineer Level to fill the existing vacancy in the Engineering Department. Vice President Shriner seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- C. Consider Adoption of Resolution No. 2019-09 to Approve the Revisions to the District’s Employee Handbook:

Ms. Gill introduced this item explaining the last revision was in 2015 and these changes will bring the Employee Handbook current with legal requirements. Director Le suggested adding that Sexual Harassment Training is required for all employees. Vice President Shriner suggested adding language to the Smoking section regarding vaping and suggested it be treated the same as smoking. She also commented on “toll calls” and asked if that was still a relevant term.

Vice President Shriner made a motion to adopt Resolution No. 2019-09 to approve the revisions to the District’s Employee Handbook with the addition of language regarding Sexual Harassment Training and vaping. President Moore seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

- D. Consider Adoption of Resolution No. 2019-10 to Accept the Infrastructure Improvements Installed Under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Marina Community Partners for the Dunes 1B Development Project:

Mr. Brian True, Senior Civil Engineer, introduced this item. The Board asked clarifying questions regarding the infrastructure and the life expectancy of the pipelines.

Director Zefferman made a motion to adopt Resolution No. 2019-10 to accept the infrastructure improvements installed under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Marina Community Partners for the Dunes 1B Development Project. Director Cortez seconded the motion.

Agenda Item 10-D (continued):

President Moore made several additional comments including the suggestion of keeping track of water use by each phase of the Ord developments. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	No	President Moore	-	Yes
Director Cortez	-	Yes			

E. Consider Adoption of Resolution No. 2019-11 Placing a Director in Nomination as a Member of the Association of California Water Agencies Region 5 Position:

Ms. Paula Riso, Executive Assistant, introduced this item. Vice President Shriner asked clarifying questions and asked if Director Le would be interested in the position. Director Le said he would be interested in applying for the position.

President Moore made a motion to adopt Resolution No. 2019-11 by placing Director Le in nomination as a member of the Association of California Water Agencies Region 5 position. Director Zefferman seconded the motion. The motion was passed.

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Yes	President Moore	-	Yes
Director Cortez	-	Yes			

11. Staff Report:

A. Receive the 4th Quarter 2018 MCWD Water Consumption and Sewer Flow Reports:

Ms. Cadiente introduced this item. The Board asked clarifying questions. Director Zefferman asked if the flows could be shown in graphs to make it easier to see the fluctuations.

12. Informational Items:

A. General Manager's Report:

No report was given.

B. Counsel's Report:

No report was given.

C. Committee and Board Liaison Reports:

1. Water Conservation Commission:

Vice President Shriner gave a brief update.

2. Joint City District Committee:

President Moore said they would be meeting on February 27th.

3. Executive Committee:

President Moore noted that they met, and the next meeting is February 12th.

4. Community Outreach Committee:

The next meeting is February 12th.

5. Budget and Personnel Committee:

The next meeting is February 12th.

6. M1W Board Member:

President Moore stated that the next meeting is January 25th.

7. LAFCO Liaison:

Director Cortez said the next meeting is January 28th.

8. FORA:

Director Zefferman gave a brief update and noted that he would be unable to attend the next meeting.

9. WWOC:

Mr. Van Der Maaten stated that the meeting was canceled, and the next meeting is February 6th.

10. JPIA Liaison:

No update was given.

11. Special Districts Association Liaison:

President Moore gave a brief update.

12. SVGSA Liaison:

No update was given.

13. Correspondence:

Vice President Shriner commended the District on the low ratio of “Paid Claims and Case Reserves” as recognized by ACWA/JPIA.

14. Board Member Requests for Future Agenda Items:

Director Le requested the following items: 1) Discuss governance for annexation; 2) Review/Revision of the Board Procedures Manual; 3) A requirement to have developers put at least 1” of paving on the roads before the District accepts it; and, 4) An update on the status of the 180/400’ aquifers. President Moore noted that any requests could be emailed to staff.

15. Director’s Comments:

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

16. Adjournment:

The meeting was adjourned at 8:24 p.m.

APPROVED:

Thomas P. Moore, President

ATTEST:

Paula Riso, Deputy Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-E

Meeting Date: February 19, 2019

Prepared By: Keith Van Der Maaten

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Salinas River Stakeholders' Statement

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.

Discussion/Analysis: The District has been participating in the Salinas River Long Term Management Planning Group over the last several months. That group's purpose is to provide input into updating the Management Plan for the Salinas River to improve the plan's effectiveness in meeting the variety of interests and potential benefits of the Salinas River. The District's role in the group is to provide input primarily from the perspective of water supply and as a Groundwater Sustainability Agency.

The facilitator for the group, Consensus Building Institute, has suggested that the group agree on stakeholder statement and requested that each participant obtain agency level approval of the statement (as opposed to just at the participant level). Once approved, the statement would be a stand-alone document to be on the group's website. On February 1, 2019, the Consensus Building Institute sent the following statement for approval:

We, the Salinas River Long Term Management Stakeholder Planning Group (Planning Group), believe that the Salinas River (and the waters of the Salinas River Watershed) are the lifeblood of the Salinas Valley.

We believe that the Salinas River (and the waters of the Salinas River Watershed) can be managed to provide multiple benefits to the vested stakeholders including flood risk reduction, water supply (domestic and agricultural), non-impaired water quality, and natural resource conservation (including recovery of threatened and endangered species and compliance with federal and state Endangered Species Acts).

It is the consensus of this Planning Group that the Salinas River and the waters of the Salinas River Watershed currently do not fully meet the multiple benefits sought by the many stakeholders that rely on the river.

Building upon the work done on the watershed and in the river over the last 5 years, we agree to provide support for a long-term management process, which develops and implements management strategies that provide these multiple benefits, and which establishes a sustainable balance between competing needs, as needed.

The Salinas River Stakeholders Planning Group is composed of diverse individuals and organizational representatives including state and federal regulatory staff, landowners, land managers, agriculture representatives, water resource planners, advocacy staff, biological resource specialists, and other interested parties.

The statement has undergone several edits prior to this version, and there is the potential that stakeholders may request additional changes to the one included in this report. However, the facilitator has asked participants to get approval at the next opportunity, so staff is seeking approval at this meeting. If this is approved by the Board and should there be any substantive changes following that approval, staff will bring back the newer version for Board approval.

Environmental Review Compliance: None required.

Other Considerations: The Board of Directors can suggest edits to the document.

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
Mid-Year Summary
JULY - DECEMBER 2018

Ln #	2 REVENUE	3 MARINA WATER	4 SEWER	5 ORD COMMUNITY WATER	6 SEWER	7 RECYCLED WATER	8 REGIONAL PROJECT	9 TOTAL	10 Ln #
1	WATER SALES	1,977,909	-	3,541,400	-	-	-	5,519,309	1
2	FLAT RATE ACCOUNTS	-	-	82,487	-	-	-	82,487	2
3	OTHER WATER SALES	-	-	4,490	-	-	-	4,490	3
4	SEWER SALES	-	653,597	-	1,380,586	-	-	2,034,183	4
5	FIRE SYSTEM CHARGE	46,371	-	111,048	-	-	-	157,419	5
6	BACKFLOW PREVENTION	-	-	-	-	-	-	-	6
7	LATE CHARGES	8,972	-	99,561	-	-	-	108,533	7
8	PERMITS/PLAN CHECK	1,450	1,450	5,850	5,730	-	-	14,480	8
9	WHEELING CHARGE	-	-	12,000	-	-	-	12,000	9
10	METER FEES	-	-	150,304	-	-	-	150,304	10
11	CAPACITY FEES/CAPITAL SURCHARGE	15,796	-	1,502,030	631,894	-	-	2,149,719	11
12	OTHER INCOME	18,548	65	2,392	8,648	-	-	29,652	12
13	INTEREST INCOME	30,312	17,527	42,228	12,547	95	-	102,709	13
14	RENTAL REVENUE	69,660	19,903	124,393	34,830	-	-	248,786	14
15	DEVELOPER FEES	10,412	2,725	136,109	72,638	-	-	221,883	15
16	FORA RUWAP REIMBURSEMENT	-	-	-	-	-	-	-	16
17	M1W RUWAP REIMBURSEMENT	-	-	-	-	-	-	-	17
18	OTHER FUNDING SOURCE	-	-	-	-	5,628,103	-	5,628,103	18
19	GRANT FUNDING	-	-	-	-	-	-	-	19
20	TOTAL REVENUE	2,179,429	695,266	5,814,292	2,146,873	5,628,198	-	16,464,058	20
21	EXPENSES								21
22	SALARIES & BENEFITS	665,109	263,246	1,435,509	455,124	-	-	2,818,988	22
23	DEPT. EXPENSE	589,797	62,709	1,532,401	275,691	90	-	2,460,687	23
24	INTEREST EXPENSE	60,699	31,960	289,969	94,979	183,105	-	660,712	24
25	FRANCHISE & ADMIN FEES	-	-	206,670	68,912	-	-	275,582	25
26									26
27	TOTAL CIP/ CAPITALIZED EQUIPMENT	206,499	36	39,908	47,261	5,871,609	671,835	6,837,148	27
28									28
29	PRINCIPAL DEBT SERVICE ¹	-	-	-	-	-	-	-	29
30									30
31	TRANSFER TO CAP REPLACEMENT FUND ²	-	-	-	-	-	-	-	31
32									32
33	TRANSFER (FROM)/TO RESERVES ²	-	-	-	-	-	-	-	33
34									34
35	TOTAL EXPENSES	1,522,104	357,951	3,504,457	941,967	6,054,803	671,835	13,053,117	35
36	BALANCE	657,325	337,315	2,309,835	1,204,905	(426,605)	(671,835)	3,410,941	36

¹Principal debt service payments are made in the 4th quarter of the fiscal year.

²Transfers are made in the 4th quarter of the fiscal year.

MARINA COAST WATER DISTRICT
REVENUE BUDGET ANALYSIS
JULY - DECEMBER 2018

ACCOUNT NAME	ANNUAL BUDGET	JUL - DEC BUDGET	TOTAL	BUD vs ACTUALS \$ CHANGE	BUD vs ACTUALS % CHANGE
			JUL - DEC ACTUALS		
WATER SALES RESIDENTIAL	6,574,262	3,287,131	3,387,984	100,853	3.1%
WATER SALES BUSINESS	1,709,464	854,732	1,016,536	161,804	18.9%
WATER SALES SCHOOLS	376,960	188,480	175,522	(12,958)	-6.9%
WATER SALES MULTIPLES	1,533,905	766,953	748,082	(18,870)	-2.5%
WATER SALES GOVERNMENT	288,877	144,439	80,122	(64,316)	-44.5%
FIRE SYSTEM CHARGE	268,635	134,318	157,419	23,101	17.2%
HYDRANT METER	150,000	75,000	111,061	36,061	48.1%
OTHER WATER SALES	8,575	4,288	4,490	202	4.7%
LATE CHARGE FEES	68,000	34,000	108,533	74,533	219.2%
BACKFLOW REVENUE	49,000	24,500	-	(24,500)	-100.0%
FLAT RATE ACCOUNTS	50,000	25,000	82,487	57,487	229.9%
PLAN CHECK/PERMIT FEES	49,000	24,500	14,480	(10,020)	-40.9%
METER FEES	276,700	138,350	150,304	11,954	8.6%
WHEELING CHARGE	24,000	12,000	12,000	-	-
DEVELOPER FEES	582,500	291,250	221,883	(69,367)	-23.8%
SEWER SALES BUSINESS	993,794	496,897	1,475,037	978,140	196.8%
SEWER SALES RESIDENTIAL	3,141,712	1,570,856	559,146	(1,011,710)	-64.4%
TOTAL OPERATING REVENUES	16,145,384	8,072,692	8,305,088	232,396	2.88%
CAPITAL SURCHARGE	206,200	103,100	101,655	(1,445)	-1.4%
CAPACITY CHARGES	4,834,302	2,417,151	2,048,064	(369,087)	-15.3%
INTEREST INCOME	47,572	23,786	94,159	70,373	295.9%
INTEREST INCOME - 2010 BOND	4,776	2,388	8,137	5,749	240.7%
INTEREST INCOME - 2015 BONDS	201	101	413	313	311.2%
OTHER INCOME	20,000	10,000	23,839	13,839	138.4%
INSURANCE REFUNDS	-	-	5,813	5,813	100.0%
DEFD REVENUE -2010 SERIES BOND	11,304	5,652	-	(5,652)	-100.0%
DEFD REVENUE -2015 SERIES BOND	49,077	24,539	-	(24,539)	-100.0%
IOP RENTAL REVENUE	183,938	91,969	92,419	450	0.5%
BLM RENTAL REVENUE	343,136	171,568	154,407	(17,161)	-10.0%
ARMSTRONG RANCH RENTAL REVENUE	-	-	1,960	1,960	100.0%
FORA RUWAP REIMBURSEMENT	1,200,000	600,000	-	(600,000)	-100.0%
M1W RUWAP REIMBURSEMENT	10,464,000	5,232,000	-	(5,232,000)	-100.0%
OTHER FUNDING SOURCE	6,000,000	3,000,000	5,628,103	2,628,103	87.6%
GRANT FUNDING	617,170	308,585	-	(308,585)	-100.0%
TOTAL NON OPERATING REVENUES	23,981,676	11,990,838	8,158,970	(3,831,868)	-32.0%
TOTAL REVENUE	40,127,060	20,063,530	16,464,058	(3,599,472)	-17.9%

MARINA COAST WATER DISTRICT
 BUDGET ANALYSIS - ALL DEPARTMENTS
 JULY - DECEMBER 2018

ACCOUNT NAME	ANNUAL BUDGET	JUL - DEC BUDGET	TOTAL JUL - DEC ACTUALS	BUD vs ACTUALS \$ CHANGE	BUD vs ACTUALS % CHANGE
WAGES	3,949,369	1,974,685	1,902,224	(72,460)	-3.7%
WAGES/BENEFITS ALLOCATED TO CAPITAL	(80,000)	(40,000)	(63,316)	(23,316)	58.3%
OVERTIME	109,098	54,549	52,830	(1,719)	-3.2%
STANDBY WAGES	43,680	21,840	21,084	(756)	-3.5%
FICA EXPENSE	242,462	121,231	106,717	(14,514)	-12.0%
MEDI EXPENSE	59,481	29,741	27,686	(2,054)	-6.9%
MEDICAL INSURANCE	834,038	417,019	346,924	(70,095)	-16.8%
DENTAL INSURANCE	34,636	17,318	15,287	(2,031)	-11.7%
VISION INSURANCE	9,527	4,764	3,872	(891)	-18.7%
WORKERS COMP. INSURANCE	92,276	46,138	43,757	(2,381)	-5.2%
LIFE INSURANCE	14,580	7,290	7,844	554	7.6%
UNIFORM BENEFIT	14,801	7,401	3,078	(4,323)	-58.4%
BOOT BENEFIT	4,801	2,401	1,832	(568)	-23.7%
SUI EXPENSE	9,933	4,967	658	(4,309)	-86.8%
ETT EXPENSE	302	151	27	(124)	-81.8%
CAR ALLOWANCE EXPENSE	5,400	2,700	2,928	228	8.4%
DISABILITY PLAN	10,413	5,207	5,767	560	10.8%
CALPERS RETIREMENT (ER)	475,299	237,650	225,949	(11,700)	-4.9%
CALPERS RETIREMENT (EE)	237,249	118,625	112,439	(6,186)	-5.2%
OPEB EXPENSE	180,446	90,223	-	(90,223)	-100.0%
BOARD COMPENSATION	3,751	1,876	1,400	(476)	-25.4%
TOTAL SALARY & BENEFIT	6,251,542	3,125,771	2,818,988	(306,783)	-9.8%
PROPERTY & LIABILITY INSURANCE	44,000	22,000	60,253	38,253	173.9%
PROPERTY TAXES	1,000	500	-	(500)	-100.0%
MAINTENANCE & EQUIPMENT	988,364	494,182	312,383	(181,799)	-36.8%
POWER/GAS	915,000	457,500	428,930	(28,570)	-6.2%
BUILDING SECURITY & OTHER SERVICES	16,000	8,000	7,269	(731)	-9.1%
PHONE/ANSWERING SERVICE	59,000	29,500	22,003	(7,497)	-25.4%
RENT/LEASE EQUIPMENT	19,500	9,750	8,567	(1,183)	-12.1%
CONTRACT TESTING/ QUALITY CONTROL	69,014	34,507	20,975	(13,532)	-39.2%
BOOKS & REF MATERIALS	800	400	-	(400)	-100.0%
POSTAGE	46,538	23,269	22,313	(956)	-4.1%
PRINTING	44,948	22,474	16,536	(5,938)	-26.4%
OFFICE & GENERAL SUPPLY	38,754	19,377	19,863	486	2.5%
COMPUTER & SOFTWARE EXPENSES	112,000	56,000	38,271	(17,729)	-31.7%
ADVERTISEMENT	15,000	7,500	10,221	2,721	36.3%
MAINTENANCE AGREEMENTS	13,051	6,526	21,321	14,796	226.7%
HOSPITALITY & AWARDS	4,000	2,000	1,057	(943)	-47.2%
BOARD MEETING VIDEO RECORDING	6,000	3,000	2,710	(290)	-9.7%
ACCOUNTING SERVICES	37,000	18,500	20,758	2,258	12.2%
CONSULTING SERVICES	1,475,500	737,750	383,368	(354,382)	-48.0%
LEGAL FEES	250,000	125,000	591,329	466,329	373.1%
RW-0156 RECYCLED WATER EXPENSE	4,000	2,000	30	(1,970)	-98.5%
CONFERENCES/EDUCATION	30,235	15,118	5,128	(9,990)	-66.1%
TRAVEL	15,609	7,805	4,663	(3,141)	-40.3%
SAFETY	7,500	3,750	2,986	(764)	-20.4%
MEMBERSHIPS & DUES	46,639	23,320	9,742	(13,578)	-58.2%
PERMITS	91,548	45,774	9,210	(36,564)	-79.9%
BANK & ADMINISTRATION FEES	96,200	48,100	67,369	19,269	40.1%
INTEREST EXPENSE	1,459,150	729,575	660,712	(68,863)	-9.4%
REBATE PROGRAMS	128,500	64,250	49,953	(14,297)	-22.3%
CONSERVATION EDUCATION	44,250	22,125	12,935	(9,190)	-41.5%
IOP EXPENSES	17,250	8,625	2,572	(6,053)	-70.2%
BLM EXPENSES	61,390	30,695	24,336	(6,359)	-20.7%
FRANCHISE FEE	696,557	348,279	263,082	(85,196)	-24.5%
FORA ADMIN./LIAISON FEES	25,000	12,500	12,500	-	-
MEMBERSHIP ON FORA BOARD	86,928	43,464	43,464	-	-
BAD DEBT EXPENSE	25,000	12,500	-	(12,500)	-100.0%
DEVELOPER EXPENSES (REIMBURSABLE)	482,000	241,000	240,173	(827)	-0.3%
TOTAL DEPARTMENT EXPENSE	7,473,225	3,736,613	3,396,981	(339,631)	-9.1%
TOTAL EXPENSE	13,724,767	6,862,384	6,215,969	(646,415)	-9.4%

**MARINA COAST WATER DISTRICT
GENERAL CIP BUDGET ANALYSIS
JULY - DECEMBER 2018**

ACCOUNT NAME	TOTAL				
	ANNUAL BUDGET	JUL - DEC BUDGET	JUL - DEC ACTUALS	BUD vs ACTUALS \$ CHANGE	BUD vs ACTUALS % CHANGE
LABORATORY EQUIPMENT	-	-	-	-	-
NETWORK COMPUTER SYSTEM	47,000	23,500	-	(23,500)	-100.0%
VEHICLES	-	-	-	-	-
O&M EQUIPMENT	141,865	70,933	5,591	(65,341)	-92.1%
TOTAL	188,865	94,433	5,591	(88,841)	-94.1%

MARINA COAST WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECT BUDGET ANALYSIS
 JULY - DECEMBER 2018

ACCOUNT NAME	ANNUAL BUDGET	JUL - DEC BUDGET	TOTAL		
			JUL - DEC ACTUALS	BUD vs ACTUALS \$ CHANGE	BUD vs ACTUALS % CHANGE
MW - 0238 WELL 12 PUMP REPLACEMENT	400,000	200,000	348	(199,652)	-99.8%
MW-0163 RESERVOIR 2 RECOAT	-	-	205,787	205,787	100.0%
MS - 0133 REPLACE LIFT STATION NO. 5 (COSKY)	-	-	36	36	100.0%
OW - 0193 IMJIN PKWY PIPELINE	51,000	25,500	22,704	(2,796)	-11.0%
OW - 0201 GIGLING PIPELINE	205,000	102,500	-	(102,500)	-100.0%
OW - 0202 S BOUNDARY RD PIPE	205,000	102,500	438	(102,062)	-99.6%
OW - 0206 INTER-GARRISON PIPELINE	600,000	300,000	6,038	(293,962)	-98.0%
OS - 0147 ORD VILLAGE LS/ FM IMP	690,000	345,000	38,816	(306,184)	-88.7%
OS - 0241 ORD VILLAGE LS	-	-	875	875	100.0%
OS - 0152 HATTEN LS IMP	525,000	262,500	-	(262,500)	-100.0%
OS - 0200 CLARK LS IMPROVEMENT	-	-	42	42	100.0%
OS - 0205 IMJIN LS/ FORCE MAIN	650,000	325,000	7,528	(317,472)	-97.7%
GW - 0112 A1/A2 TANK B/C BSTR	3,644,000	1,822,000	1,011	(1,820,989)	-99.9%
RW - 0156 RUWAP - TRANSMISSION MAIN	17,364,000	8,682,000	5,828,869	(2,853,131)	-32.9%
RW - 0174 RUWAP - DISTRIBUTION SYSTEM	300,000	150,000	42,740	(107,260)	-71.5%
GW - 0157 DESAL DESIGN/CONST	-	-	491,229	491,229	100.0%
REGIONAL PROJECT(PTL FUND CST)	-	-	180,606	180,606	100.0%
WD - 0106 CORP YARD DEMOLITION AND REHAB	520,000	260,000	-	(260,000)	-100.0%
SEASIDE LAND TRANSFER	-	-	4,490	4,490	100.0%
TOTAL	25,154,000	12,577,000	6,831,557	(5,745,443)	-45.7%

MARINA COAST WATER DISTRICT
SCHEDULE OF INVESTMENTS SUMMARY
JULY - DECEMBER 2018
(UNAUDITED)

PURCHASE DATE	MATURITY DATE	ACCT TYPE	YIELD APR	6/30/2018 BALANCE	QUARTERLY ACTIVITIES		12/31/2018 BALANCE
					TRANSACTION TYPE	AMOUNT	
LAIF ACCOUNT			2.40%	7,611,520	INTEREST 07/13/2018	36,117	7,647,637
					INTEREST 10/15/2018	41,553	7,689,190
SAVINGS ACCOUNT	MM		0.20%	972,372	INTEREST 07/01/18 - 09/30/18	485	972,857
					INTEREST 10/01/18 - 12/31/18	501	973,358
CPFCA DEPOSIT ACCOUNT	MM		0.05%	100,444	INTEREST 07/01/18 - 09/30/18	12	100,456
					INTEREST 10/01/18 - 12/31/18	13	100,469
RESTRICTED FUNDS	MM		0.16%	6,324,920	INTEREST 07/01/18 - 09/30/18	2,524	6,327,444
					INTEREST 10/01/18 - 12/31/18	2,608	6,330,052
RUWAP LOC PROCEEDS	CK			4,885	DEPOSITS	7,874,384	7,879,269
					WITHDRAWALS	(7,874,444)	4,825
CHECKING ACCOUNT	CK			3,750,594	QUARTERLY DEPOSITS & CREDITS	33,366,731	37,117,325
					QUARTERLY CHECKS & DEBITS	(31,649,267)	5,468,058

SUMMARY	As of December 31		RESERVES DETAIL (LAIF ACCOUNT)	As of December 31	
	2017	2018		2017	2018
LAIF ACCOUNT	7,560,352	7,689,190	MW GEN OP RESERVE	518,072	513,868
SAVINGS ACCOUNT	2,170,213	973,358	MW CAPACITY REVENUE FUND	489,352	571,185
CPFCA DEPOSIT ACCOUNT	100,419	100,469	MW CAP REPL RESERVE FUND	1,325,910	1,288,044
RESTRICTED FUNDS	6,319,876	6,330,052	MS GEN OP RESERVE	1,291,638	1,349,561
RUWAP LOC PROCEEDS	4,985	4,825	MS CAPACITY REVENUE FUND	146,629	113,216
CHECKING ACCOUNT	4,608,072	5,468,058	MS CAP REPL RESERVE FUND	1,932	1,965
TOTAL INVESTMENT	20,763,917	20,565,952	OW GEN OP RESERVE	322,817	82,664
			OW CAPITAL/CAPACITY REVENUE FUND	2,370,504	2,784,291
			OW CAP REPL RESERVE FUND	194,515	70,092
			OS GEN OP RESERVE	282,597	17,648
			OS CAPITAL/CAPACITY REVENUE FUND	614,726	894,967
			OS CAP REPL RESERVE FUND	1,660	1,689
			TOTAL	7,560,352	7,689,190

MARINA COAST WATER DISTRICT
 SCHEDULE OF INVESTMENTS SUMMARY - BOND PROCEEDS
 AS OF DECEMBER 31, 2018
 (UNAUDITED)

PURCHASE DATE	MATURITY DATE	ACCT TYPE	YIELD APR	6/30/2018 BALANCE	QUARTERLY ACTIVITIES		12/31/2018 BALANCE
					TRANSACTION TYPE	AMOUNT	
RESERVE FUND		TFUND	2.49%	851,747	INTEREST	8,100	859,847
2010 REFUNDING BOND					FUNDS TRANSFER	(7,379)	852,468

MARINA COAST WATER DISTRICT
 SCHEDULE OF DEBT SUMMARY
 AS OF DECEMBER 31, 2018
 (UNAUDITED)

PRINCIPAL AMOUNT	FIRST PAYMENT	FINAL PAYMENT	RATE	6/30/2018 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	12/31/2018 BALANCE
HCC - BLM INSTALLMENT LOAN							
2,799,880	07/20/2017	01/20/2037	5.750%	2,722,387	PAYMENT - PRINCIPAL	(40,425)	2,681,962
					INTEREST PAYMENT	(78,269)	
2010 REFUNDING BOND - CLOSING DATE 12/23/2010							
8,495,000	06/01/2011	06/01/2020	4.340%	2,585,000	PAYMENT - PRINCIPAL	-	2,585,000
					PAYMENT - INTEREST ONLY	(64,625)	
2015 REFUNDING BOND - CLOSING DATE 07/15/2015 TAX-EXEMPT SERIES A							
29,840,000	12/01/2015	06/01/2037	3.712%	28,005,000	PAYMENT - PRINCIPAL	-	28,005,000
					PAYMENT - INTEREST ONLY	(646,275)	
BVAA COMPASS RUWAP LOC							
55,000	-	08/01/2020	3.027% *	6,562,695	ADVANCES	7,874,384	14,437,079
					PAYMENT - PRINCIPAL	(11,288,281)	3,148,798
					INTEREST PAYMENT	(59,236)	

*Line of Credit interest calculated on a variable basis (65.01% of the 30-Day Monthly LIBOR plus 1.50%). Amount represents interest rate at 12/01/2018.

SUMMARY

HCC - BLM INSTALLMENT LOAN	2,681,962
2010 REFUNDING BOND	2,585,000
2015 REFUNDING BOND SERIES A	28,005,000
BVAA COMPASS RUWAP LOC	3,148,798
TOTAL DEBT	<u>36,420,760</u>

MARINA COAST WATER DISTRICT
RESERVE DETAIL
PROJECTED AS OF DECEMBER 31, 2018

Description	MW	MS	OW	OS	RW	RP	TOTAL
Debt Reserve Fund (2010 Bond)*	238,691	68,197	426,234	119,345	-	-	852,467
CPCFA*	-	-	-	-	-	100,469	100,469
RUWAP LOC Proceeds*	-	-	-	-	4,985	-	4,985
Sub-total	238,691	68,197	426,234	119,345	4,985	100,469	957,921
Capital Reserves							
Capacity Charge/Capital Surcharge - LAIF**	571,185	113,216	2,784,292	894,967	-	-	4,363,660
Capacity Charge/Capital Surcharge - Checking**	15,796	-	1,276,308	590,308	-	-	1,882,412
Capacity Charge/Capital Surcharge - MM**	558,356	-	4,890,976	880,718	-	-	6,330,050
Capital Replacement - LAIF**	1,288,044	1,965	70,092	1,689	-	-	1,361,790
Capital Reserves Sub-total	2,433,381	115,181	9,021,668	2,367,682	-	-	13,937,912
General Operating Reserve							
General Business Checking	13,378,302	662,505	7,090,479	9,113,858	(8,972,872)	(17,695,824)	3,576,448
General Fund - LAIF	513,868	1,349,561	82,664	17,648	-	-	1,963,741
Savings	369,466	89,330	358,232	156,329	-	-	973,357
Sub-total	14,261,636	2,101,396	7,531,375	9,287,835	(8,972,872)	(17,695,824)	6,513,546
(Due From)/ Due To Other Funds	(12,472,872)	(1,500,000)	(4,695,824)	(8,000,000)	8,972,872	17,695,824	-
General Operating Reserve Sub-total	1,788,764	601,396	2,835,551	1,287,835	-	-	6,513,546
Total Reserves as of 12-31-2018	4,460,836	784,774	12,283,453	3,774,862	4,985	100,469	21,409,379
Capital Reserves as of 12-31-2018							
Capital Reserves as of 12-31-2018	2,433,381	115,181	9,021,668	2,367,682	-	-	13,937,912
Minimum balance required by Board***	1,000,000	1,000,000	1,000,000	1,000,000	-	-	4,000,000
Available Capital Reserve as of 12-31-2018	1,433,381	(884,819)	8,021,668	1,367,682	-	-	9,937,912
General Operating Reserves as of 12-31-2018							
General Operating Reserves as of 12-31-2018	1,788,764	601,396	2,835,551	1,287,835	-	-	6,513,546
6 mos. Avg operating expenses required by Board***	1,569,139	386,227	3,729,805	1,016,571	-	-	6,701,741
Available Operating Reserve as of 12-31-2018	219,626	215,170	(894,254)	271,264	-	-	(188,195)
Operating Expenses plus Interest & Bond Amortization	3,138,277	772,453	7,459,609	2,033,142	321,286	-	13,724,767

* Held by external Agencies

** Restricted to capital spending

***Per Board Policy

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: February 19, 2019

Prepared By: Derek Cray

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2019-12 to Approve the Reorganization of the Operations and Maintenance Department to Create One New Full-Time Electrical/Mechanical Field Supervisor Position by Replacing an Operator II Position

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2019-12 to approve and create the Electrical/Mechanical Field Supervisor position, replacing an Operator II position under the Operations and Maintenance Department and approve the job description for the new position.

Background: 5-Year Strategic Plan– Our objective is to recruit and retain a highly qualified, diverse and inspired workforce that delivers the essential services of our mission statement to the public while providing outstanding customer service. Our strategy is to utilize sound policies and personnel practices, offer competitive compensation and benefits, and provide opportunities for training, development, and professional growth while ensuring a safe and secure workplace.

The Marina Coast Water District (District) operates and maintains the water (CA 271007) and wastewater system (3SSO 10287) for Central Marina and the Ord Community. The District operates and maintains 8 drinking water wells, 5 water pump stations, 8 storage reservoirs and 20 sewer lift stations. Comprised within these stations are a total of: 71 motors, 71 pumps, 41 motor control centers (MCC's), 28 level transducers, 43 floats, 47 radios, 41 Programable Logic Controllers (PLC's), 19 generators, 2 angle drive diesel motors, 8 chlorine pumps, and numerous other electrical and mechanical components.

Discussion/Analysis: The District's pumping stations are the most critical of the District's assets as these keep water and sewer flowing to serve the District's customers without interruption. Many of the District's pump stations are very aged and failing on a continuous basis. Due to staffing constraints, staff typically makes just the necessary repairs in order to keep the systems going. While operating this way has continued to keep water and wastewater systems flowing, the downside is that many of these stations are in dire need of extensive and costly rehab. The addition of an Electrical/Mechanical Field Supervisor position would allow one person to focus their time completely on the District's pumping stations, which would allow the Department to design and rehab many of these stations in house, thus reducing the costs of having to hire a contractor.

This position would perform critical electrical and mechanical repairs, manage replacement/upgrade projects, and help implement and oversee a preventative maintenance program which will help reduce critical failures and prolong the life of equipment to its full useful life span. Some examples of preventative maintenance activities that would fall under this position are: megging of electrical motors, thermo imagery of MCC's, vibration testing of motors, water quality analyzer maintenance, routine lube and oil changing on pumps and motors, and pump packing replacement.

This position has the role of being a working supervisor within the department. The Electrical/Mechanical Field Supervisor will directly support the Operations and Maintenance Manager by assisting in the planning, design, and implementation of all electrical and mechanical assets that the District owns and operates. This Supervisor will be a critical component to the future growth within the Operations and Maintenance department and with possible future additions of Electrical/Mechanical Worker I/II's. This position would be in lieu of a currently budgeted Operator II position as there is more need for the EM Field Supervisor position within the department. The Electrical/Mechanical Field Supervisor salary range would be equal to the Operations and Maintenance Supervisor at range 30.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: This position will be funded in FY 2018-2019 through budget savings realized through a recently retired Operator II position. This position would be a replacement position of a currently budgeted Operator II. For FY 2019-2020 and beyond, an increase to the Operations and Maintenance staff budget to fund the position will be in the amount of \$33,637.00 plus any future cost of living adjustments (COLA) based on the bay area's consumer price index (CPI).

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2019-12, funding breakdown worksheet, and the Electrical/Mechanical Field Supervisor job description.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 19, 2019

Resolution No. 2019-12
Resolution of the Board of Directors
Marina Coast Water District
Approving the Reorganization of the Operations and Maintenance Department to Create
One New Full-Time Electrical/Mechanical Field Supervisor Position
by Replacing an Operator II Position

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District” or “MCWD”), at a regular meeting duly called and held on February 19, 2019 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District potable water system is regulated under the State Water Resources Control Board, Division of Drinking Water, Permit No. 2710701; and,

WHEREAS, the District sanitary sewer system is regulated under the State of California Central Coast Regional Water Quality Control Board, Permit No. 3SSO 10287; and,

WHEREAS, the District’s water system is comprised of eight potable well sites, eight water storage tanks and five booster pump stations; and,

WHEREAS, the District’s sewer system is comprised of twenty lift stations; and,

WHEREAS, the District’s Operations and Maintenance Department is responsible for operating and maintaining all the District’s pump stations and facilities; and,

WHEREAS, the District has a need to staff an Electrical/Mechanical Field Supervisor to design, repair and install electrical and mechanical components within the District’s facilities; and,

WHEREAS, the addition of an Electrical/Mechanical Field Supervisor will allow for rehabilitation of many of the District’s electrical and mechanical components to be done in house, thus reducing additional costs of having to hire an outside contractor.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District hereby adopt Resolution No. 2019-12 to approve the reorganization and addition of one full-time Electrical/Mechanical Field Supervisor position, replacing an Operator II position within the Operations and Maintenance department at a salary range of 30 and approve the job description for the new position.

PASSED AND ADOPTED on February 19, 2019, 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. 2019-12 adopted February 19, 2019.

Keith Van Der Maaten, Secretary

ELECTRICAL/MECHANICAL FIELD SUPERVISOR

DEFINITION

Under general supervision, assists in the planning, organizing, and direction of District's electrical and mechanical components and programs; performs work on a wide variety of electrical/mechanical equipment associated with the wastewater collections pumping stations, water distribution system pumping stations, recycle water system pumping stations and Districts office locations; and provides assistance to District management staff in areas of expertise, and performs related work as required. This is a working supervisor position.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Operations and Maintenance Manager.

Responsibilities include direct and indirect supervision of Electrical/Mechanical Maintenance Staff.

CLASS CHARACTERISTICS

This single-position, journey level class oversees day-to-day operations and maintenance of the District's pumping and storage facilities. Responsibilities include performing the work in all electrical and mechanical areas, depending upon the immediate needs of the District. The work involves preventive and corrective maintenance program implementation and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Manager in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Perform skilled journey level work related to electrical, mechanical, and electronic equipment associated with the wastewater collections pumping stations, water distribution pumping station, recycle water pumping stations.
- Implement, perform and oversee the Districts preventative maintenance program for the District's electrical and mechanical systems for the water, wastewater, and recycle water pumping and storage sites.
- Implement schedules and priorities; assign, supervise and review the work of Electrical/Mechanical Maintenance Staff in a wide variety of electrical and mechanical equipment; inspect work in progress and upon completion for compliance to standard trade practices.
- Repair and replace defective parts in motors, generators, pumps, relays, switches and other systems pertaining to wastewater collections pumping stations, water wells, water pump stations and recycle water pumping stations.
- Troubleshoot and repair District's standby generators.

- Install, replace, repair and modify equipment systems.
- Fabricate and modify parts and equipment as required.
- Use of computers for logging work completed, record keeping, equipment data retrieval using Computerized Maintenance Management Software (CMMS).
- Assist in monitoring the department budget.
- Assist in the performance evaluations of subordinate personnel.
- Train and supervise Electrical/Mechanical Maintenance staff.
- Ensure the use of safety rules and procedures, appropriate equipment and proper work techniques.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, tools and equipment used in the installation, adjustment, maintenance and repair of mechanical, electrical and electronic systems.
- Occupational hazards and standard safety precautions necessary in the work place.
- Electrical troubleshooting, SCADA system repair, and a wide variety of mechanical system repair.
- Methods and practices used in the supervision and training of personnel.
- Safe working practices and procedures.

Skill in:

- Operate electrical testing equipment.
- Respond to emergency conditions, using good judgement, and make the appropriate repairs.
- Diagnose and repair defects in a variety of mechanical, electrical and electronic equipment including, but not limited to, telemetry and associated equipment.
- Install, repair, or replace wastewater and water motors and pumps.
- Process purchase orders for equipment / material as needed.
- Utilize Microsoft Word and Microsoft Excel for report writing.
- Administer mobile work order systems.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted during the course of work.

EDUCATION/EXPERIENCE:

Equivalent to graduation from high school and five years of skilled electrical/mechanical experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with at least two years of increasingly responsible supervisory experience.

LICENSE OR CERTIFICATE

Possession of an appropriate, valid class C driver's license.

California Waterboards Water Distribution Operator Grade II, Water Treatment Operator Grade I.

Ability to obtain a grade II certification in Mechanical or Electrical/Instrumentation Technology issued by the California Water Environment Association within 24 months from date of employment.

PYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/ lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On- call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

**MARINA COAST WATER DISTRICT
UNBUDGETED ITEMS COVERAGE**

Updated 02/19/2019

Sources to Cover Unbudgeted Items	Total	Marina Water	Marina Sewer	Ord Water	Ord Sewer
Staffing Savings					
Meter Reader (Step 3 v. Step 6)	\$ 11,431.00	\$ 4,572.40		\$ 6,858.60	
Associate/Senior Engineer (July 2018-February 2019)	\$ 106,776.00	\$ 25,626.24	\$ 7,474.32	\$ 57,659.04	\$ 16,016.40
Water Resources Analyst	\$ 54,302.00	\$ 21,720.80		\$ 32,581.20	
Operator II (Step 6 & 20yrs longevity January-June 2019)	\$ 86,113.00	\$ 19,805.99	\$ 12,055.82	\$ 32,722.94	\$ 21,528.25
Subtotal Staffing Savings	\$ 258,622.00				
General O&M Maintenance & Equipment	\$ -		\$ -		
L/S 5990 Ord/V Maintenance & Equipment	\$ -				\$ -
L/S 7698 Gigling Maintenance & Equipment	\$ -				\$ -
Subtotal - Sources to cover Unbudgeted Items	\$ 258,622.00	\$ 71,725.43	\$ 19,530.14	\$ 129,821.78	\$ 37,544.65
Unbudgeted Items					
(2) Operator I (March-June 2019)	\$ 74,583.00	\$ 20,883.24	\$ 9,695.79	\$ 29,087.37	\$ 14,916.60
Electrical/Mechanical Field Supervisor (March-June 2019)	\$ 68,289.00	\$ 19,120.92	\$ 8,877.57	\$ 26,632.71	\$ 13,657.80
Subtotal - Unbudgeted Items	\$ 142,872.00	\$ 40,004.16	\$ 18,573.36	\$ 55,720.08	\$ 28,574.40
Available for Unbudgeted Items	\$ 115,750.00	\$ 31,721.27	\$ 956.78	\$ 74,101.70	\$ 8,970.25

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-C

Meeting Date: February 19, 2019

Prepared By: Derek Cray

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2019-13 to Revise the Job Descriptions for System Operator III and the Operations and Maintenance Supervisor positions.

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2019-13 to revise the job descriptions for System Operator III and the Operations and Maintenance Supervisor positions.

Background: 5-Year Strategic Plan– Our objective is to recruit and retain a highly qualified, diverse and inspired workforce that delivers the essential services of our mission statement to the public while providing outstanding customer service. Our strategy is to utilize sound policies and personnel practices, offer competitive compensation and benefits, and provide opportunities for training, development, and professional growth while ensuring a safe and secure workplace.

The Marina Coast Water District (District) Operations and Maintenance staff are required to hold certifications appropriate to their classification. Staff certifications are appropriated accordingly to their job title in order to meet State Requirements. Due to the recent Regional Urban Water Augmentation Project (RUWAP), three staff members will be required to have a valid Cross-Connection Specialist certification through the American Water Works Association (AWWA) for the District.

Discussion/Analysis: The Operations and Maintenance Department operators are comprised of the following titles: Operator I, Operator II, Operator II Cross Connection-Control Specialist, Operator III, Operations and Maintenance Supervisor and Operations and Maintenance Manager. Higher level certifications are required to obtain higher level positions in order to meet State regulations requirements per Title 22 and Title 17, operator certification requirements. With the addition of RUWAP coming online soon, it is critical that the District have a minimum of three Cross-Connection Control Specialists on staff. Currently, staff meets these requirements with the following positions holding the certifications: Operator III, Operator II Cross-Connection Specialist and the Operations and Maintenance Manager, however, two out of the three highest positions within Operations and Maintenance, the System Operator III and Operations and Maintenance Supervisor job descriptions do not list it as a required certification to hold. With near future retirements and additional internal movement, there should not be a need for any of the personnel in the recommended positions to have to obtain the certification as they already possess them. An AWWA Certified Backflow Tester is also being recommended as an addition to the job description as it is a prerequisite requirement in order to obtain your Cross-Connection Specialist certification. Adding the requirement ensures all future staff hold the appropriate levels of certification to meet State requirements.

Environmental Review Compliance: None.

Financial Impact: _____ Yes X No

Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2019-13; the System Operator III; and, Operations and Maintenance Supervisor's revised job description.

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

Board Action

Motion By _____ Secoded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 19, 2019

Resolution No. 2019-13
Resolution of the Board of Directors
Marina Coast Water District
Approving the Revised Job Descriptions for the System Operator III
and the Operations and Maintenance Supervisor Positions

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District” or “MCWD”), at a regular meeting duly called and held on February 19, 2019 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District has recently finished construction on the transmission and storage tank for the Regional Urban Water Augmentation Project (RUWAP); and,

WHEREAS, the District plans to serve its customers with recycle water which will be a product from the Monterey One Regional Wastewater Plant; and,

WHEREAS, State requirements mandate at least three staff members from the District to have Cross Connection Specialist certification through the American Water Works Association; and,

WHEREAS, currently two out of the three highest positions within Operations and Maintenance, the System Operator III and Operations and Maintenance Supervisor job descriptions do not list it as a required certification to hold; and,

WHEREAS, the additional certification requirements added to the job descriptions of System Operator III and the Operations and Maintenance Supervisor would ensure that the District meets State requirements for current and future use.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District hereby adopt Resolution No. 2019-13 to approve the updated job descriptions for the System Operator III and the Operations and Maintenance Supervisor positions.

PASSED AND ADOPTED on February 19, 2019, 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. 2019-13 adopted February 19, 2019.

Keith Van Der Maaten, Secretary

OPERATIONS AND MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, assists in the planning, organizing and direction of the District operations and maintenance functions and programs; performs work in support of water treatment, potable and recycled water distribution and/or wastewater collection system activities; ensures that all federal, state and local regulatory requirements are met; ensures departmental safety training and reporting is current and policies and procedures are compliant; provides assistance to District management staff in areas of expertise performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent. Direct supervision is provided to field operations and maintenance support staff.

CLASS CHARACTERISTICS

This single-position, journey level class oversees day-to-day operations and maintenance and participates in all District activities required to ensure that District systems and facilities are operated and maintained in a safe and effective working condition. Responsibilities include supervising the performance of work in all operations and maintenance areas, depending upon the immediate needs of the District. This may include water treatment, potable and recycled water distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Superintendent in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision. This position performs the duties of the Superintendent in his/her absence.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides direct supervision, training, and work evaluation to department staff and interpretation of District policies.
- Oversees both routine and non-routine implementation of Operations and Maintenance field duties.
- Performs operations and maintenance tasks in the repair, installation, and/or start-up of District-owned or operated facilities by coordinating with District O&M personnel, engineering consultants, and/or contractors who are under contract with the District.
- Develops, updates and maintains the District Asset Management system, provides oversight and support of the Fats, Oils, and Grease (FOG) and Cross Connection Control programs.

- Assists in evaluating and solving complex system problems including water distribution, collection system, lift station/booster pump station problems and/or SCADA system problems.
- Provides assistance to engineering department with operational input for engineering design.
- Oversees the routine inspection of water treatment facilities, water distribution, wastewater collection systems, and recycled water distribution systems.
- Directs the mitigation of sewer and recycled water overflow spills, leakages and other damage; reports such incidents to the proper regulatory agency if required by law.
- May perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations of water resources, water/wastewater and recycled water facilities and utility operations;
- SCADA software programming and repair;
- Principles and procedures of project management including planning, scheduling, budget and control;
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety;
- Principles and practices of preventative and predictive maintenance with emphasis on water supply, treatment and distribution; and wastewater collection;
- Experience with modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software;
- Knowledge and understanding of pertinent federal, state, and local codes, laws and regulations;
- Operation and maintenance of recycled water, water treatment, water distribution, and wastewater collections facilities and equipment;
- Principles, practices and equipment required to maintain and repair water treatment, potable and recycled water distribution and/or wastewater collection systems, including underground water and wastewater collection mains and pumping/lift stations;
- Safety equipment related to the handling and storage of hazardous chemicals;
- Safe work practices as related to underground construction and repair;
- Principles and practices of supervision and staff development and training,

Skill in:

- Operating, maintaining, troubleshooting and repair of water treatment and water distribution facilities and equipment, as well as wastewater collections and recycled water systems and related facilities;
- Training, motivating, supervising and evaluating the work of staff;

- Troubleshooting water/wastewater and recycled water system problems including, but not limited to hydraulics;
- Report writing, correspondence, and policy interpretation;
- Mathematical calculations;
- Reading maps, blueprints, manuals, and specifications;
- Meeting critical deadlines and record generation and submission requirements;
- Using tact, initiative, and independent judgment;
- Responding to public requests in a courteous and timely manner.

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and five years of skilled operations and maintenance experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with at least two years of increasingly responsible supervisory experience.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that may include physical, chemical or biological science and a minimum of two years of experience in water technology to include water distribution, treatment or wastewater management with some supervisory experience.

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework in a technical field related to the work that may include physical, chemical, or biological science and at least one year of experience working in water technology and some supervisory experience.

Licenses and Certifications:

Must possess valid California class C and B driver's licenses and have a satisfactory driving record. The following certification is required for this position or can be obtained within 24 months from appointment date:

California Department of Public Health Water Distribution Operator Grade IV

California Department of Public Health Water Treatment Operator Grade II

California Water Environment Association Collection System Maintenance Grade III

[AWWA Cross Connection Control Specialist](#)

[AWWA Backflow Tester-](#)

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: _____ **Non-exempt eligible for overtime**

Bargaining Unit: **MCWD Employees Association**

SYSTEM OPERATOR III

DEFINITION

Under general supervision, provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; performs underground televised water and wastewater line inspection and hydrocleaning of wastewater collection lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; acts as the Operations and Maintenance Supervisor on a relief basis; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent and the Operations and Maintenance Supervisor. Direct supervision is exercised as required. Crew direction and training in safety and work procedures are provided to field operations and maintenance staff on an as-needed basis.

CLASS CHARACTERISTICS

The Operator III is the skilled, advanced journey-level class that participates in all District activities required to ensure that systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment and distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that the District meets all regulatory agency requirements. The incumbent troubleshoots and performs repair on a variety of mechanical and electrical equipment as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is distinguished from the Operations and Maintenance Supervisor in that the latter is the full supervisory level in the class series, with responsibility for day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

When performing all assignments:

- Troubleshoots problems in water treatment and distribution and wastewater collection systems, including stationary and mobile mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills, leakages and damage as required.
- Acts as crew leader on a day to day basis; acts for the Operations and Maintenance Supervisor on a relief basis.
- Trains, directs and reviews the work of less experienced staff.
- Performs the full range of Operator duties, such as:

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection mains.
- Operates hydro-cleaning equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- Repairs and maintains, manholes, cleanouts, catch basins and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing the water distribution systems assignment:

- Inspects underground water pipes and associated appurtenances to locate leaks, breaks and infiltration on a scheduled preventive maintenance basis.
- Installs potable water mains, fittings, valves and fire hydrants; taps, repairs and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.

- May learn and perform water treatment plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- May learn and perform handling of water treatment instrumentation and control equipment.

When performing special projects or other administrative duties:

- May conduct purchases and order parts, supplies and safety equipment.
- May act as liaison between the District and contractors, vendors and other public agencies that provide services to the District and supervise the work of same; process purchase orders and invoices from suppliers, vendors, contractors and agencies in a timely manner.
- May dispatch emergency and non-emergency two-way communications to operations & maintenance crews.
- May support the efforts to implement and maintain the District's backflow program.
- With the Operations and Maintenance Superintendent's guidance, may develop work plans for the operations and maintenance department; identify issues, problems and set goals.
- May implement safety awareness program and training and ensure District compliance with federal, state and local safety laws and regulations.
- File reports with the appropriate federal, state and local authorities on sewage spills and other damager as required by law.
- Maintain reports, records and files related to work.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump and wastewater lift stations.
- Operating, maintaining and repairing water treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Maintaining accurate records of work performed.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Serving as crew leader and training others in work procedures.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and three years of skilled maintenance experience in both water distribution and wastewater collection systems or three years at a level equivalent to that of MCWD System Operator II.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that includes the fundamentals of water supply principles and one year of experience in water technology to include distribution, treatment or wastewater collection systems.

Licenses and Certifications:

Must possess a valid California class B and C driver’s license and have a satisfactory driving record. The following certification is required within 24 months from appointment date:

California Department of Public Health Water Treatment Operator Grade II;

California Department of Public Health Distribution Operator Grade III;

California Water Environment Collections System Maintenance Grade III

[AWWA Cross Connection Control Specialist](#)

[AWWA Backflow Tester-](#)

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: _____ **Non-exempt eligible for overtime**

Bargaining Unit: **MCWD Employees Association**

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: February 19, 2019

Prepared By: Derek Cray

Approved By: Keith Van Der Maaten

Agenda Title: Consider adoption of Resolution No. 2019-14 to Approve a Contract to Maggiora Bros. Drilling, Inc. for the Radical Injection Surge and Development Rehabilitation of Watkins Gate Well

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2019-14 to award the contract to the lowest bidder, Maggiora Bros. Drilling, Inc. in the amount of 120,212.44, plus 10% contingency for a total not to exceed of \$132,233.68 for the Radical Injection Surge and Development Rehabilitation of Watkins Gate Well and authorize the General Manager to execute the contract and all necessary documents.

Background: 5-Year Strategic Plan– 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.

Marina Coast Water District (District) operates and maintains the water (CA 271007) for Central Marina and the Ord Community. The District currently is solely reliant on ground water, pumped from its eight different wells located throughout Marina and the Ord Community. Seven of these wells are active and one is a standby source. Watkins Gate Well is one of seven active wells however, it is currently offline due to bacteriological problems and is in need of an extensive well rehabilitation in order to be put back online.

Discussion/Analysis: Watkins Gate Well was drilled and completed in late 2011 and it is the District's highest producing well at approximately 2,500 gallons per minute (gpm). It has a total depth of 658' and is screened in multiple areas between 400' and 600'. Also, this well is one of only two that have automatic standby power within the District. Historically, the well ran without bacteria issues until it suffered a failure in its pump equipment in September 2017. At that time, the well pump was removed to investigate, and it was found that the pump bowls had begun to separate because of a failure in the bolts holding them together. After replacement with new stainless bolts, the pump was reinstalled and disinfected in late February 2018. Numerous disinfection attempts were done on the well, but staff was unable to get negative Coliform samples.

Subsequent testing was performed on the well and it was determined that the well had moderate to heavy iron bacteria fouling from within the casing. At that time, it was determined by staff that the best course of action would be to perform a standard well rehabilitation with an acid descaler to eradicate the iron bacteria. In June 2018, a well rehabilitation was performed consisting of: nylon brushing, line swabbing, acid treatment and well development. Video was performed on the well prior to rehabilitation and right after. Results showed a drastic improvement within the wells perforations showing a large reduction in visible iron bacteria fouling. The well was again disinfected but it continued to have positive Coliform results.

Water Systems Engineering Inc., a consultant who specializes in well chemical and biological analysis, was hired by the District to perform a complete well analysis on the Watkins Gate Well to determine the best method of remediation. Analysis showed that the most probable area where the Coliform bacteria are populating is within the gravel pack and borehole interface zone. It was recommended that a chemical well rehabilitation coupled with Radical Injection and Surge Development (RISD) be performed on the well to eradicate the Coliform problem. Tom Morris from West Yost Associates, a consultant who specializes in RISD, was hired by the District to develop a scope, plans, specification and manage the actual RISD project for Watkins Gate. Mr. Morris has over thirty years of hands on experience performing well rehabilitation projects such as what is being recommended for Watkins Gate.

On January 29, 2019 a request for bid (RFB) was advertised for the RISD rehabilitation of Watkins Gate Well. The lowest bidder was Maggiora Bros. Drilling, Inc at \$120,212.44. Maggiora Bros. Drilling, Inc. has done extensive work with the District and are the drillers who originally installed Watkins Gate well. Since Maggiora Bros. has a positive work history with the District and are the lowest bidders, staff is recommending the Board of Directors award the contract to Maggiora Bros. with a 10% contingency so the rehabilitation of Watkins Gate can begin as soon as possible.

Environmental Review Compliance: None.

Financial Impact: Yes No Funding Source/Recap: Funding for this project will come from the Ord portion of the Corporation Yard demo and rehabilitation CIP project. A total amount of \$520,000.00 was budgeted for the Ord remodel, demolition and rehab. The Ord water portion equals an amount of \$280,800.00. As there is an immediate need to repair Watkins Gate well, staff is recommending utilizing these funds to cover the costs of the well rehabilitation.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2019-14, IFB Packet, and Bid results, Maggiora Bros. Drilling, Inc W9 and proof of insurance.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 19, 2019

Resolution No. 2019-14
Resolution of the Board of Directors
Marina Coast Water District

Approving a Contract with Maggiora Bros. Drilling, Inc for the Radical Injection Surge and
Development Rehabilitation of Watkins Gate Well

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District” or “MCWD”), at a regular meeting duly called and held on February 19, 2019 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District potable water system is regulated under the State Water Resources Control Board, Division of Drinking Water, Permit No. 2710701; and,

WHEREAS, the District’s water system is comprised of eight potable wells, seven of which are active sources; and,

WHEREAS, Watkins Gate Well is the District’s highest producing active source at approximately 2,500 gallons per minute; and,

WHEREAS, in September 2017 the well was taken offline due to a mechanical failure and has remained offline due to bacteria issues; and,

WHEREAS, a conventional well rehabilitation was performed in June 2018 and several disinfections were attempted since then, but bacteria issues continue keeping the well offline; and,

WHEREAS, the District hired Water System Engineering, to perform a complete well analysis to determine the best method of eradicating the bacteria; and,

WHEREAS, it was recommended that the well undergo an extensive well rehabilitation utilizing Radical Injection and Surge Development (RISD) to eradicate the bacteria within well; and,

WHEREAS, the District hired West Yost Associates, a consultant who specializes in RISD rehabilitation to oversee the project; and,

WHEREAS, the District publicly posted the invitation to bid for the Watkins Gate RISD Well Rehabilitation on January 29, 2019, and Maggiora Bros. Drilling, Inc was the lowest bidder at \$120,212.44.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District hereby adopt Resolution No. 2019-14 to award the contract to the lowest bidder Maggiora Bros. Drilling, Inc for \$120,212.44 plus ten percent contingency for a total not to exceed of \$132,233.68 and authorizes the General Manager to sign and execute all necessary contracts and documents for the project.

PASSED AND ADOPTED on February 19, 2019, 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. 2019-14 adopted February 19, 2019.

Keith Van Der Maaten, Secretary



Request for Bid
Watkins Gate RISD Rehab
January 29, 2019
Project # OW-04

Bid Closing:
February 5, 2019
3:00 PM Pacific Time

REQUEST FOR BIDS
MARINA COAST WATER DISTRICT

PROJECT #

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PART I

NOTICE CALLING FOR BIDS

The Marina Coast Water District (hereinafter referred to as District), is requesting bids for the rehabilitation of Watkins Gate Potable drinking water well through Radical Injection Surge and Development (RISD). Bids shall be addressed and delivered to Marina Coast Water District office:

Marina Coast Water District
Watkins Gate RISD Rehab; ATT: Derek Cray
11 Reservation Road, Marina CA 93933

Sealed bids will be received by Marina Coast Water District until **3:00 PM, Pacific Standard Time (PST), Tuesday February 5, 2019**. Bids will be opened at 3:15 P.M. Pacific standard time also at 11 Reservation Road.

If awarded, the contract will be awarded to the lowest responsive, responsible Bidder, cost and other factors being considered. The award of bid is tentatively scheduled for presentation at the next Marina Coast Water District's Board meeting, February 19, 2019.

The District reserves the right to cancel this request in writing or postpone the date and time for submitting bids at any time prior to the bid due date. The District by this bid request does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all bids, or waive any formal bid requirements, to investigate the qualifications and experience of any bidder, to correct bid contents, to obtain new bids, or to proceed to do the work otherwise.

Any questions or inquiries shall be addressed to:

Derek Cray
Operations and Maintenance Manager
Marina Coast Water District
2840 4th Avenue
Marina, CA 93933

(831) 883-5903
dcray@mcwd.org

REQUEST FOR BIDS – This Request for Bids consists of this Notice Calling for Bids, Instructions to Bidder, Bid Documents, General Provisions, Special Provisions, and Detailed Specifications, and drawings. The Request for Bids may be obtained by contacting Derek Cray at the above address.

BID FORM – Bids must be submitted on the required Bid Form.

ADDENDUM – The right is reserved, as the interests of the District may require, to revise or amend the Request for Bids prior to the date set for opening bids. Such revisions or amendments will be announced to the prospective Bidders by Addenda to the bid documents. Addenda, if issued, must be either acknowledged on the Bid Form or be signed by the Bidder and submitted with its bid. Addenda may be delivered via e-mail, fax or courier.

BACKGROUND & DESCRIPTION OF WORK –

Watkins Gate Well was drilled October 20, 2011 and completed December 8, 2011. The well produces approximately 2,500 gallons per minute (gpm) with a specific capacity of approximately 15.3 gallons per foot of drawdown. The well had no prior bacteriological issues prior to the pump needing to be pulled in September of 2017. The well was pulled in September of 2017 due to significantly reduced pumping rates. The cause was found to be a mechanical failure from the pump bowls separating due to a failure in the bolts. Due to weather constraints and other non-related well issues, the well was not put back in service until early February 2018. At that time, the well was disinfected per AWWA standards but was ineffective and the well would not pass coliform presence/absence testing.

Additional chlorination was performed several times on the well but positive coliform results continued. Additional biological sampling was performed and it was found that the well had moderate to severe iron bacteria growth. In June of 2018, the well underwent a rehabilitation to eradicate the iron bacteria and

coliform issues. That rehab included: brushing, swabbing, acid descaler chemical treatment and development of the well. The well rehab was completed in early July 2018. As part of the final rehab, the well was disinfected per AWWA standards. Subsequent testing showed the iron bacteria had been eliminated, however the well was still experiencing coliform bacteria positive results. District staff continued to try to disinfect the well through means of surging but coliform positive results continued. More investigative samples were taken from nearby monitoring wells located on the same property which are screened in the same aquifers as Watkins Gate Well. District staff took samples throughout the different monitoring wells and found all source water was negative in bacteria, thus leaving the most likely source of contamination within the gravel pack of the well.

The District hired West Yost Associates for consulting services to determine the best means to eradicate the bacteria within the well. Through additional sampling, pumping and testing, it was determined that the best method is to utilize RISD by means of mechanical, hydraulic and chemical treatment. A detailed description of the Scope of Work and Technical Specifications are included in Part VI.

SUBMITTAL REQUIREMENTS – The bid must contain, but is not limited to, the following information:

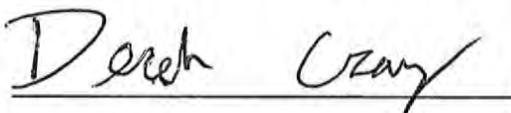
1. Completed bid form submitted on PART III-A, BID FORM.
2. Completed list of pricing as indicated submitted on PART III-B, BIDDING SCHEDULE.
3. Completed list of proposed subcontractors submitted on PART III-C, LIST OF PROPOSED SUBCONTRACTORS.
4. A summary of the Bidders experience with projects similar to the types of work stated in this Request for Bids, submitted on PART III-D, BIDDERS EXPERIENCE STATEMENT.

5. A Non-Collusion Declaration, submitted on PART III-E, NON-COLLUSION DECLARATION.
6. Total bid cost of Bidders services in response to and in compliance with this Request for Bids. Bid costs shall be detailed and are to include all labor, material, travel, related expenses, equipment, supervision, etc. The Bidder shall also submit a rate sheet that may be used for any possible additional services not included in this Request for Bids.
7. Any additional information which the Bidder deems appropriate.

Any and all explanations desired by a Bidder regarding the meaning or interpretation of the Request for Bids, or any part thereof, must be requested in writing and directed to the person name in accordance with PART II "INSTRUCTIONS TO BIDDERS", Section 1, "EXPLANATIONS TO BIDDERS", and Section 15, "FURTHER INFORMATION". Violation(s) may be cause for rejection of the bid.

Dated: January 29, 2019

MARINA COAST WATER DISTRICT

A handwritten signature in cursive script, reading "Derek Gray", is written over a horizontal line.

PART II

INSTRUCTIONS TO BIDDERS GENERAL CONSTRUCTION CONTRACTS

1. EXPLANATIONS TO BIDDER

Any explanation desired by a Bidder regarding the meaning or interpretation of the Request for Bids, or any part thereof, must be requested in writing and with sufficient time allowed for a reply to reach Bidders before the submission of their bids. Any interpretation made will be in the form of an addendum to the Request for Bids and will be furnished to all prospective Bidders. Oral explanations or instructions given before bid opening will not be binding.

2. CONDITIONS AFFECTING THE WORK

- a. Before submitting a bid, each Bidder must (1) examine the bid documents thoroughly, (2) visit the site to familiarize himself with local conditions that may, in any manner, affect cost, progress or performance of the work, (3) familiarize himself with federal, state and local laws, ordinances, rules and regulations that may, in any manner, affect cost, progress or performance of the work; and (4) study and carefully correlate Bidder's observations with the bid documents. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The District will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract unless included in the bid documents or any written addenda.
- b. The submissions of a bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of this section 2 and that the bid documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

3. SUBMISSION OF BID

Bids must be sealed and addressed as directed below. Bids must be received by 3 PM, on Tuesday February 5 2019. Failure to do so may result in a premature opening of, or failure to open, such bids. Such premature or late opening, or failure to open, may result in disqualification of the bid. The outside of the envelope must bear the notation:

PROJECT # OW-04

The envelope must be addressed and delivered to:
Operations and Maintenance, ATT: Derek Cray
Marina Coast Water District
211 Reservation Rd. Marina, CA 93933

4. LATE BIDS AND MODIFICATIONS

Bids and modifications thereof received after the exact time of closing of bids which is 3 PM, on February 5, 2019, will not be considered.

5. WITHDRAWAL OF BID

Unless otherwise specified, bids may be withdrawn by written request received from Bidders prior to the time set for closing of bids.

6. BID REQUIREMENTS

To receive consideration, the bid must comply with the following requirements:

- a. The bid and all other documents or material submitted by the Bidder will be deemed to constitute part of the bid.

In case of conflict between specific provisions and statements of a general nature made in the Request for Bids, the specific provisions will

be deemed to govern. Conflicts which may occur in submittals made by the Bidder will be interpreted similarly.

- b. Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the bid. Telegraphic bids will not be considered. All blank spaces must be filled.
- c. Bids must be valid for a period of at least sixty (60) calendar days from date of opening.
- d. No mandatory pre-bid meeting is scheduled.

7. INTENT OF REQUEST FOR BIDS

The objective of this Request for Bids is to provide sufficient information to enable qualified Bidders to submit written bids. This Request for Bids is not a contractual offer to commitment to purchase services.

Contents of this Request for Bids and Bidder's bid will be used for establishment of final contractual obligations. It is to be understood that this Request for Bids and the Bidder's bid may be attached or included by reference in an agreement between the District and successful Bidder.

8. BIDDERS QUALIFICATION

- a. Each Bidder shall submit with its bid a Bidder's Experience Statement, substantially in the form included in Part III of the Request for Bids. Before a bid is considered for award, the Bidder may be requested by the District to submit additional information regarding its previous experience in performing comparable work and information regarding the Bidder's business and technical organization, financial resources, and plant and equipment to be used in performing the work, or lack of successful experience in performing comparable work is such that it is not in the District's best interest to accept the Bidder's bid.

- b. Each Bidder shall have a current California State Contractor's license.
- c. Ineligible Contractors Prohibited from Performing Work on Public Agency Public Works Projects (Public Contract Code Section 6109). A Bidder who is ineligible to work on public works projects pursuant to Labor Code Section 1777.1 or 1777.7 is prohibited from performing work on a public works project for the District. An ineligible Bidder is ineligible to bid on, be awarded, or perform work as a contractor or subcontractor on any public works project.

9. AWARD OF CONTRACT

- a. If awarded, the contract will be awarded to the lowest responsive, responsible Bidder, cost and other factors being considered.
- b. The District may, when in its interest, reject any or all bids or waive any informality in bids received.
- c. The District may accept any item or combination of items of a bid.

10. BONDS, INSURANCE CERTIFICATES AND SAFETY REQUIREMENTS

- a. The Bidder to whom the contract is awarded shall furnish to the District a Payment Bond and Performance Bond executed by a corporate surety acceptable to the District and authorized to issue such surety bonds in the State of California. The Payment Bond and Performance Bond shall be in an amount equal to one hundred percent (100%) of the contract price. The entire cost of the bonds shall be borne by the successful Bidder.
- b. The successful Bidder shall also deliver to the District two (2) copies of certificate attesting to the fact that the required policies of insurance have been obtained by the Bidder.

- c. The required bonds and certificates of insurance shall be delivered to the District within (15) calendar days after receipt by Bidder of the District's Conditional Notice of Award.
- d. The successful Bidder shall deliver to the District, in writing, the contact name and phone number of a Project Safety Officer or representative who shall be a responsible member of its organization for safety at the work site.
- e. The successful Bidder shall deliver to the District a written copy of their business's Injury and Illness Prevention Program (IIPP) per the California Code of Regulations Title 8, Section 3203 if the successful Bidder employs ten (10) or more employees.
- f. The Bidder shall comply with all applicable federal, state, county, and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss ("safety laws"). Where any of these are in conflict, the more stringent safety requirement or procedure shall be complied with. The Bidder's failure to thoroughly familiarize itself with the above safety laws shall not relieve it from compliance with any duty, obligation or penalty provided therein.

11. PREVAILING WAGE RATES

Not less than the general prevailing rate of per diem wages for work of a similar character in locality in which this contract is to be performed, and not less than the general prevailing rate per diem wages for holidays and overtime work fixed as provided in Chapter 1 (commencing with Section 1720), Part 7, Division 2 of the Labor Code, shall be paid to all workers employed on this public work. Information on the prevailing rate of per diem wages is available by calling the State of California's Labor Market Information (LMI) at 415-703-4780 or on the Internet at www.dir.ca.gov/DLSR.

12. SUBCONTRACTORS

- a. Each Bidder in its bid shall set forth the following:
 - (1) The name and location of the place of business of each subcontractor whom it intends to use to perform work or labor, or render service to the Bidder in or about the construction of any work, in an amount in excess of one-half of one percent (0.5%) of the total for all bid items.
 - (2) The portion of work which will be done by each such proposed subcontractor, if the Bidder is awarded the contract.
- b. Each Bidder shall furnish such information substantially in the form set forth in Part III-C of the Request for Bid. If no subcontracts are to be used, other than within the one-half of one percent (0.5%) limit referred to above, the Bidder shall state "None" on the form.

13. ESTIMATED QUANTITIES

Where the quantity of any bid item in the bidding schedule is indicated as an estimated quantity, the estimated quantity is being used as a basis for the comparison of bids and the District does not represent or warrant, either expressly or by implication, that the actual quantity will correspond with the estimated quantity.

14. CONTRACT COMPLETION DATE

- a. The successful Bidder shall be required to (a) sign a District contract, (b) commence work under this contract within seventy-two (72) hours after receiving the Notice to Proceed, (c) prosecute the work diligently, and (d) complete the entire work within 35 business days from commencement of work.
- b. The District will issue the Notice to Proceed to the Bidder within ten (45) calendar days of receipt by the District of a properly executed Construction Contract, Performance Bond, Payment Bond, Warranty Bond, IIPP, Project Safety Officer or representative contact information and Certificates of Insurance satisfactory to the District.

15. FURTHER INFORMATION

Further information regarding this Request for Bid may be obtained from:

MARINA COAST WATER DISTRICT
211 Reservation Road
Marina, CA 93933
ATT: Derek Cray

Phone: (831) 883-5903
Fax: (831) 384-0267
E-mail: dcray@mcwd.org

All inquiries must be in writing.

PART III

BID DOCUMENTS

A - BID FORM

TO: Marina Coast Water District
Watkins Gate RISD Rehab; ATT: Derek Cray
11 Reservation Road, Marina CA 93933

In response to the Request for Bids, the undersigned Bidder hereby proposes to furnish labor, materials, travel, technical and professional services, permits, plans, supervision, equipment and equipment rental and all related expenses, and to perform all work necessary and required to complete the following project in strict accordance with the terms of this Request for Bids and the final contract and for the prices specified by the Bidder for:

PROJECT # OW-04

Bidder certifies that he has examined and is fully familiar with all the provisions of the Request for Bids and any addenda thereto, that he is submitting this bid in strict accordance with the Instructions to Bidders, that he has carefully checked all of the words and figures shown in its Bidding Schedule(s), and that he has carefully reviewed the accuracy of all attachments to this bid.

Bidder certifies that he has visited and examined the work site(s), satisfied himself as to the nature and location of all work, the general and local conditions to be encountered in the performance of the work, the requirements of the contract and all other matters which can in any way affect the work or the cost thereof.

Bidder agrees that this Bid constitutes a firm offer to the District which cannot be withdrawn by the Bidder for sixty (60) calendar days from the date of actual opening bids. If awarded the contract, Bidder agrees to execute and deliver to the District within (15) calendar days after receipt of District's Conditional Notice of Award, the applicable Contract form, Performance Bond, Payment Bond, Warranty Bond, Injury and Illness Prevention Program (IIPP) (if applicable), contact information (name and phone number) for the designated Project Safety Officer or representative and Certificates of Insurance.

Attached are the following forms which have been completed by Bidder and made a part of this bid:

- III.B. Bidding Schedule;
- III.C. List of Proposed Subcontractors;
- III.D. Bidder's Experience Statement;
- III.E. Non-Collusion Declaration;

Bidder also acknowledges receipt of the addenda listed below. The Addenda have been considered and all associated costs are included in the bid price. Addenda may have been delivered via e-mail, fax or courier.

Addendum Number(s) _____

Bidder certifies that he is currently licensed as a contractor under the California State Contractors License Law to perform all work required under this contract.

Bidder's California State
Contractor's License #: _____

License Expiration Date: _____

Type of Contractor's License: _____

Bidder's Federal Tax ID No.: _____

Bidder certifies that there will be apprentices employed to work on this project as defined in Labor Code Section 3077:

(Circle One) Yes No

Bidder certifies that he has ten (10) or more employees:

(Circle One) Yes No

If yes and awarded the contract, Bidder agrees to execute and deliver to the District a written copy of business's IIPP.

Submitted by,

BIDDER'S BUSINESS NAME (Type or Print)

By: _____
(Signature in Ink)

Date: _____

Name (Type or Print): _____

Title (Type or Print): _____

Bidder's Business Address:

Bidder's Business Phone #: _____

Bidder's Business Fax #: _____

Bidder's Business E-mail: _____

Note: If Bidder is a corporation, give state of incorporation; if a partnership or joint venture, give full names of all partners or joint venturers.

PART III

**BID DOCUMENTS
B – BIDDING SCHEDULE**

TO: Marina Coast Water District
Derek Cray, Operations and Maintenance Manager
Project Name: Watkins Gate RISD Rehab
Project Number: OW-04

1. CONTRACT TIME

If this bid is accepted, we will:

Complete the Watkins Gate RISD Rehab Project (exclusive of warranty activities) within **35 business days from commencement of work**. Time for commencement, progression, and completion of the work is important and is to be the essence of the contract.

2. PRICE

The following is the list of unit and lump sum prices for each item of work, the product of the unit prices and estimate quantity for a total amount for each item and the sum of the total amounts and lump sum prices for a total price for the work of each schedule described in these documents (bid amounts of each of the bid items below must be filled in and typed or completed in ink).

WATKINS GATE RISD WELL REHABILITATION FOR MARINA COAST WATER DISTRICT

UNIT PRICE BID

Task Item No.	Approximate Quantity	Task Description	Unit Price	Amount
1	Lump Sum	Mobilization and demobilization	\$	\$

2	Lump Sum	Remove and reinstall permanent pumping equipment	\$	\$
3	Lump Sum	Install and remove test pump and associated appurtenances (twice)	\$	\$
4	64 hours	Surge pump development of the well (twice)	\$	\$
5	Lump Sum	Install Chemical Mud Dispersant NW-220 (optional)	\$	\$
6	23 Gallons	Johnson Screens NW-220	\$	\$
7	Lump Sum	Install Chlorine and Enhancer NW-410	\$	\$
8	50 Gallons	Sodium Hypochlorite	\$	\$
9	29 Gallons	Johnson Screens NW-410 Chlorine Enhancer	\$	\$
10	40 hours	Swab and Air-Lift Develop Well (twice)	\$	\$
11	20 gallons	Johnson NW-500 Chlorine Neutralizer	\$	\$
12	17 Pounds	Granular Calcium Hypochlorite 65%	\$	\$
13	Lump Sum	Video Inspection of Well Post Rehabilitation	\$	\$
14	Lump Sum	Final Disinfection	\$	\$
		Total Bid Price for Items 1-14		\$

Total Bid Price for Items 1-14: \$ _____

Additional Materials: \$ _____

CA State Sales Tax @ %: \$ _____

Total Not-to Exceed: \$ _____

Total in Words

Note: Bidder must bid on all items on this Bidding Schedule.

3. BID FORM SIGNATURE

BIDDER'S BUSINESS NAME:

DATE: _____

BY: _____

(Signature in Ink)

The undersigned certifies that none of the individuals or companies listed above is ineligible to work on public works project pursuant to Labor Code Section 1777.1 or 1777.7

BIDDER'S BUSINESS NAME:

DATE:

BY:

(Signature in Ink)

PART III
BID DOCUMENTS
D - BIDDER'S EXPERIENCE STATEMENT

The Bidder submits as part of its bid, the following information as to its experience and qualification:

- a. The Bidder has been engaged in this business under its present business name for [] years.
- b. Experience in work of a nature similar in type and magnitude to that set forth in the Request for Bids extends over a period of _____ years.
- c. The Bidder, as Contractor, has satisfactorily completed all contracts awarded to it, except as follows: (Name any and all exceptions and reasons therefore. Bidder should attach additional pages if necessary.)

- d. The following contracts covering work similar in type and magnitude to that set forth in the Request for Bids have been satisfactorily completed within the last ten (10) years for the following owners (persons, firms or public entities):

Name & Address of Owner	Year Complete	Type of Work	Contract Amount

--	--	--	--

(Bidder should attach additional pages if necessary)

I certify that the above information is true and correct to the best of my knowledge.

BIDDER'S BUSINESS NAME:

DATE:

BY:

(Signature in Ink)

PART III
BID DOCUMENTS
E – NON-COLLUSION DECLARATION

By signing below, the Bidder submitting this bid declares that the bid is not submitted in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and not collusive or sham.

The Bidders also declares that they have not directly or indirectly induced or solicited any other bidder to put in false or sham bid and has not directly or indirectly colluded, conspired, connived, agreed with any bidder, anyone who shall refrain from bidding, or anyone else, to put in a sham bid. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder, or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder, or to secure any advantage against the District or anyone interested in the contract.

The Bidder has not, directly or indirectly, submitted their bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

If at any time it is found that the person, firm, or corporation to whom a contract has been awarded has, in submitting a bid, colluded with any other party of parties, said person, firm or corporation shall be liable to the District for all loss of damage which the District may incur as the result of the collusive activity, including, but not limited to, the cost of advertising and awarding of a new contract for the required work. In addition, the collusive Bidder will be disqualified from bidding on District future contracts for a period to be determined by the District.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

BIDDER'S BUSINESS NAME:

DATE:

BY:

(Signature in Ink)

PART IV

GENERAL PROVISIONS

See attached *General Provisions (January 2017 Edition)*, which are hereby incorporated.

PART V

SPECIAL PROVISIONS

(Not Used)

PART VI

DETAILED SPECIFICATIONS (INCLUDING DRAWINGS)

SCOPE OF WORK

The District seeks to rehabilitate Watkins Gate Well (well), an existing 18-inch diameter, 658-foot-deep well located at 13330 Reservation Rd. Marina CA 93933 (figure 1-3) through the means of mechanical, hydraulic and chemical treatment incorporating Radical Injection Surge and Development (RISD) methods. The awarding bid will be working under direction of the District's consultant, West Yost and Associates, for this project.

Figure 1



Figure 2



Figure 3

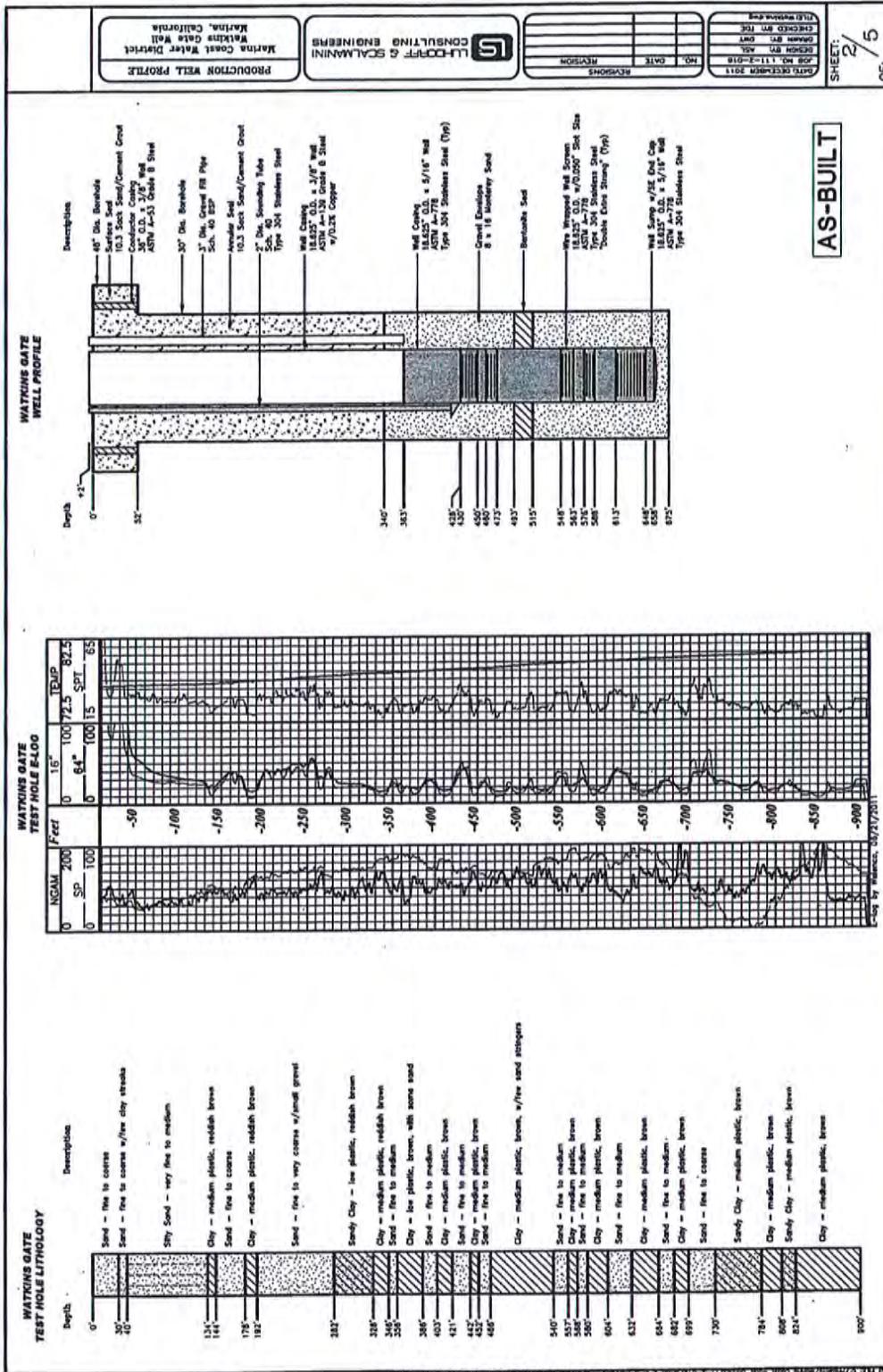


The well casing is 18-inches in diameter and is comprised of low carbon steel and 304 stainless steel. Figure 4 depicts the casing screen locations and material type, and figure 5 is the as-built for the test hole and well profile.

Figure 4

Feet From Surface	Type	Material
0'-363'	Blank	Low Carbon Steel
365'-432'	Blank	304 Stainless Steel
430-450'	Screen	304 Stainless Steel
450'-460'	Blank	304 Stainless Steel
460'-473'	Screen	304 Stainless Steel
473'-548'	Blank	304 Stainless Steel
548'-563'	Screen	304 Stainless Steel
563'-576'	Blank	304 Stainless Steel
576'-588'	Screen	304 Stainless Steel
588'-613'	Blank	304 Stainless Steel
613'-648'	Screen	304 Stainless Steel
648'-658'	Blank	304 Stainless Steel

Figure 5



The work plan for the entire RISD well rehab should consist of the following:

1. Remove permanent pumping equipment.
2. Install Test pump and associated appurtenances.
3. Develop well through surge pumping and injection slugs.
4. Remove Test pump and bail out fill.
5. Install chemical mud remover.
6. Swab and air-lift develop well.
7. Install chlorine and enhancer.
8. Swab and air-lift develop well.
9. Install test pump and associated appurtenances.
10. Develop well through surge pumping and injection slugs.
11. Remove test pump and bail out oil and fill.
12. Post Rehabilitation video of well.
13. Disinfect well.
14. Install permanent pumping equipment.
15. Site cleanup.

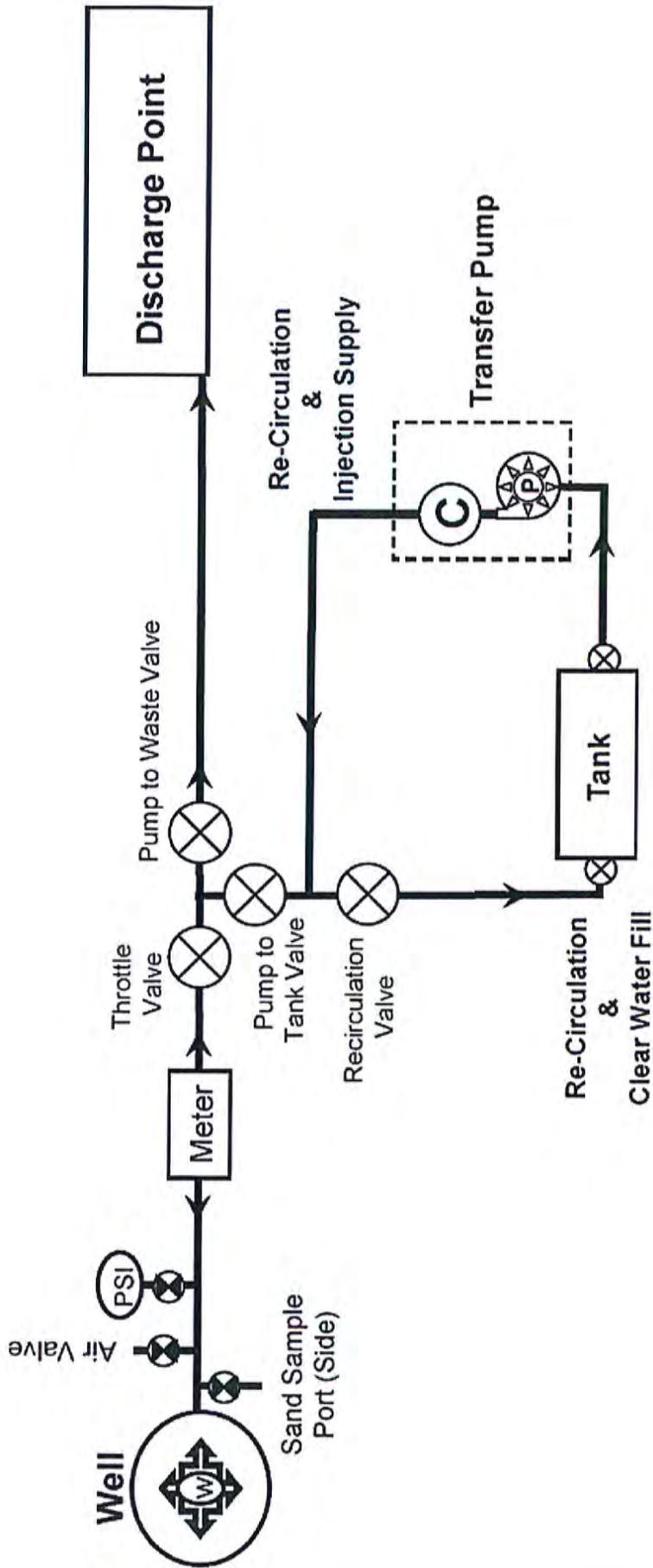
TECHNICAL SPECIFICATIONS

1.0 Remove Permanent Pumping Equipment

- 1.1 Vertical line-shaft, oil lubricated system, 10-inch column, with a set depth 400 feet.
- 1.2 Well Information: Cased 18.625-inch O.D., no reductions, to total depth 658 feet. Mild steel casing material to 363 feet, then 304 stainless steel material from 363 to 558 feet. Double Extra Strong Wire Wrap well screen.
- 1.3 Contractor may have to remove surface piping back to the system check valve, and must provide sufficient support under the check valve prior to removal of existing piping.
- 1.4 Store materials on-site on plastic sheeting. Bag or cap all open column, pump, discharge head, and pipeline openings.

2.0 Install Test Pump and all Associated Appurtenances

- 2.1 *Contractor shall install pump and all associated appurtenances in accordance to figure 6.*
- 2.2 Vertical line shaft with reverse rotation ratchet, or submersible pump with no foot/check valve. Vertical line shaft lubricating oil must be NSF 60 certified.
- 2.3 Yield 2,500 gpm with a lift of 250 feet. Static water level 85 feet.
- 2.4 One (1) 20,000 gallon (approx.) closed top storage tank.
- 2.5 Variable speed transfer pump rated at 1,750 gpm at 120 feet TDH for injection slugs.
- 2.6 Pipelines, valves, air vents, and flow meter in accordance with figure 4.
- 2.7 Waste discharge shall be in accordance with Section 5, Waste Discharges. A minimum 18-inch air gap shall be provided on the discharge end. The discharge end shall be equipped with a screen, comprised of mesh openings no larger than ¼-inch, to prevent animal entry.
- 2.8 The pump, pump column components, piping, valves, and storage tank must be disinfected with 200 ppm chlorine solution during installation and/or prior to being placed into service.



TEST PUMP
 2,500 GPM at 250 ft. Lift
 SWL ~ 85 ft.

METERING
 Bi-Directional Mag Meter
 GPM and Totalizer Display

SAMPLE PORTS
 Two (2) 3/4-inch Ports for Sand,
 Water Quality, and Pressure

TRANSFER PUMP
 1,750 GPM at 120 ft. TDH
 Variable Speed Driver

STORAGE TANK
 ~20,000 Gallons
 Closed Top

PIPES AND VALVES
 All Pipelines 10 to 12-inch
 Line Valves to be Butterfly Type

AIR VALVE
 2-inch Minimum
 Shut-Off Valve Required

LEGEND
 Check Valve (C)
 Butterfly Valve (X)
 Ball Valve (B)

**MCWD Watkins Gate Well
 Chemical Rehabilitation**

Concept Equipment Diagram

West Yost December 12, 2018

3.0 Develop Well through Surge Pumping and Injection Slugs

- 3.1 Conventional double or triple surge and pump tactics will be employed.
- 3.2 Additional water will be added to each “column-dump”, via the transfer pump and stored supply, to increase the reverse flow volume and impact distance into the formation. Injection slugs will vary in duration between 1 and 20 minutes.
- 3.3 Clean pumped well water will be used to fill the storage tank.
- 3.4 The Owners representative will guide development activities, provide monitoring equipment, monitor sand-turbidity-water levels, and provide assistance in conducting injection slugs.
- 3.5 A total of 40-hours of development pumping is anticipated.

4.0 Remove Test Pump and Bail out Fill

- 4.1 Upon test pump removal, gently bail any turbine oil from the water table surface, if applicable. All oil must be contained for disposal.
- 4.2 Remove fill material in the casing base. Refuse material must be contained within plastic lined bins to prevent native surface discoloration. Fluid run-off from the containment must be prevented.
- 4.3 Plastic sheeting shall be placed under all work areas to prevent discoloration of the native surface.

5.0 Install Chemical Mud Remover

- 5.1 Chemicals shall consist of NW-220 mud and clay remover (NSF 60 Certified). The product should be mixed at a rate of 1 gallon chemical to 300 gallons fresh water. Approximately 23-gallons of the product will be required.
- 5.2 The treated area per foot of well screen is 70 gallons as noted in the table below. This nets a treated area 4-times the gravel pack and borehole volume as encouraged by the vendor for stubborn well problems.

<u>LOCATION</u>	<u>DIAMETER</u>	<u>DESCRIPTION</u>	<u>POROSITY</u>	<u>VOLUME</u>
Casing	0 to 16 inch	Casing Inside	100%	10.4 gallons
Gravel Pack	16 to 26 inch	Casing +5 inches	40%	6.9 gallons
Formation	26 to 72 inch	Gravel Pack +24 inches	25%	51.5 gallons

5.3 Batch solutions will be mixed in a minimum 750-gallon tank equipped with a re-circulation pump. Batch solutions will be prepared at a volume of 70-gallons per foot of well screen, and applied in dosages per 10-foot (or less) of well screen section. Dosages include:

Displace Column Pipe Volume		450 gallons
613 to 648 feet (35 ft.)	Zone 5	2,450 gallons
576 to 588 feet (12 ft.)	Zone 4	840 gallons
548 to 563 feet (15 ft.)	Zone 3	1,050 gallons
460 to 473 feet (13 ft.)	Zone 2	910 gallons
430 to 450 feet (20 ft.)	Zone 1	1,400 gallons
<i>Total Screen = 95 ft.</i>		<i>6,650 gallons = Total Batching Volume</i>

- 5.4 Chemical batch solutions shall be pumped into each section through a double surge block, not less than 10-feet in length. It is acceptable to slowly move swab upward to dose sections longer than 10-feet.
- 5.5 Chemical dosing will start at the bottom zone and work upward. Dosing will begin by first displacing the fresh water in the educator pipe with a 450-gallon batch of chemical solution, lessor or greater, depending on the educator pipe size. Upon completion of introducing the chemical into a select screen zone, gently swab the solution into the formation for several minutes.
- 5.6 Upon completion of chemical dosing the well, raise swab to 360 feet (approx.) and flush column clean with a 500-gallon fresh water batch.
- 5.7 Gently swab all screen zones for 5-minutes each, every two (2) hours, during the 12-hour dosing period.

6.0 Swab and Air-Lift Develop Well

- 6.1 A dual-rubber disk swab shall be used with no less than 10-foot separation between disks. A perforated center pipe is to be used to allow extraction of water via air-lifting.
- 6.2 Air-lift pumping during swabbing shall produce approximately 500 gpm of average discharge yield from the well.
- 6.3 The swab shall be operated from a drill rig on rigid pipe, or through a pre-approved alternate method. Pump rigs and crane rigs may not produce enough line speed for aggressive swabbing and can be deemed unacceptable.
- 6.4 The conventional triple rapid swab, and then air-lift pumping method is to be used. Following each triple swab, air-lift pumping will be conducted while slowly moving swab over the section for several minutes until water clears.
- 6.5 Each 20-foot section (or less) is to be swabbed for a minimum of 2-hours. Swabbing is to be accomplished from the bottom of the well to the top. After completion of swabbing all screen sections, the well will be swabbed again for a minimum of 1-hour per zone, starting at the bottom.
- 6.6 All discharged water will be routed to a settling tank to remove solids prior to release to the approved discharge point.

7.0 Install Chlorine and Enhancer

- 7.1 Chemicals shall consist of NW-410 chlorine enhancer (NSF 60 Certified) and 12% sodium hypochlorite (NSF 60 Certified).
- 7.2 The product should be mixed at a rate of 1.7 quarts chemical, with 0.75 gallons hypochlorite, to 100 gallons fresh water. Approximately 29 gallons of chemical and 50 gallons of hypochlorite will be required. Batch mixing will be in accordance with the manufactures recommended procedures.
- 7.3 Batching and placement of the chemicals will be the same as identified in steps 5.2 through 5.5.
- 7.4 Upon completion of chemical dosing the well, raise swab to just above the water table, displacing the chemical stored in the column pipe into the blank well casing section.

7.5 Gently swab all screen zones for 5-minutes each, every two (2) hours, during the 12-hour dosing period.

8.0 Swab and Air-Lift Develop Well

8.1 Swabbing and air-lift development will be the same as identified in steps 6.1 through 6.6.

8.2 De-chlorination of the discharge water may be necessary if the free chlorine residual is greater than 2 ppm. De-chlorination shall be accomplished using NW-500, sodium thiosulfate, or an approved equivalent. Presuming a 100 ppm free chlorine residual, a dosage rate of 1 gallon NW-500 per 1,000 gallons discharge, and treatment of 3-well volumes, may result in the use of up to 20-gallons of the product.

9.0 Install Test Pump and all Associated Appurtenances

9.1 Test pump installation and associated appurtenances will be the same as identified in steps 2.1 through 2.8.

10.0 Develop Well through Surge Pumping and Injection Slugs

10.1 Surge pumping development will be the same as identified in steps 3.1 through 3.4.

10.2 Development will be less extensive than identified in Step 3, utilizing only short term injection slugs to enhance the energy of the column water drop following surges and pump stops. A total of 24-hours of development pumping is anticipated.

11.0 Remove Test Pump and Bail out Fill

11.1 Test pump and fill removal will be the same as identified in steps 4.1 through 4.3.

12.0 Post Video Inspection of Well

12.1 Prior to disinfection of well and installation of pumping equipment, the well shall be videoed to show the effectiveness of the rehabilitation.

- 12.2 Video shall be recorded to DVD, with one copy distributed to the District.

13.0 Disinfect Well

- 13.1 Immediately prior to the installation of the permanent pumping equipment, the wellbore will be disinfected with 65% calcium hypochlorite (NSF 60 Certified).
- 13.2 Approximately 17 pounds of course granulated product is required to bring the wellbore up at a 200 ppm free chlorine residual at a dosage rate of 2.6 pounds per 1,000 gallons. Large tablets will not be acceptable.

Well Casing Standing Water Volume = 5,982 gallons

Gravel Pack at Screen Sections Volume = 650 gallons

Total Treatment Volume of Well = 6,632 gallons

- 13.3 Disinfection will be accomplished using a fine wire mesh basket on a wire-line, raising and lowering the basket throughout the water column until the product dissolves and is thoroughly dispersed in the water column.

14.0 Install Permanent Pumping Equipment

- 14.1 All equipment to be re-installed into the wellbore shall be pressure washed and disinfected with a 200 ppm solution of free chlorine (NSF 60 Certified) with hand pump wand sprayer.
- 14.2 The inside of all re-assembled surface piping shall be disinfected with a 200 ppm solution of free chlorine.
- 14.3 The re-installed pumping equipment and re-installed surface piping shall be briefly tested to validate operation and absence of leaks.
- 14.4 If the discharge water free chlorine residual exceeds 2 ppm, then a de-chlorination agent must be added to the pumped water to reduce the free chlorine residual to below 2 ppm.

15.0 Site Cleanup

- 15.1 All equipment, tool, surplus materials, debris, trash and work scope by-products will be removed and disposed in accordance with Federal, State, County, and City requirements.

- 15.2 All discolored soils will be removed, replaced, and compacted with similar material.
- 15.3 All discolored, dirty, or stained surfaces will be steam cleaned with a pressure washer to restore the surface to as near original as possible.

WORK SCOPE ITEMIZATION

1. Mobilize and Demobilize	1 each
2. Remove and reinstall permanent pumping equipment	1 each
3. Install and remove test pump and associated appurtenances (twice)	2 each
4. Surge pump development of well (twice)	64 hours
5. Install chemical mud dispersant NW-220 (optional)	1 each
a. Johnson NW-220 Mud and Clay Dispersant	23 gallons
6. Install chlorine and enhancer NW-410	1 each
a. Johnson NW-410 Chlorine Enhancer	29 gallons
b. Sodium Hypochlorite 12%	50 gallons
7. Swab and air-lift develop well (twice)	40 hours
a. Johnson NW-500 Chlorine neutralizer (optional)	20 gallons
8. Post Rehabilitation video inspection of well	1 each
9. Final Wellbore Disinfection	1 each
a. Granular Calcium Hypochlorite 65%	17 pounds

WELL DISCHARGES

Two different discharge locations (figure 7) can be used during the RISD rehabilitation. Depended on the following water quality conditions will dictate where the well rehabilitation water will be allowed to be discharged to:

- 1. On site percolation pond:

This percolation pond (figure 8) is connected to the positive storm system and collects all nearby rain and surface water runoff. The well does have a discharge to waste which is connected to this pond also. Per the Central Coast Regional Waterboards, discharge water from the well shall be equal to the characteristics of nearby ground water sources. Discharge pumping to this pond is permitted only under the following conditions:

- a. Water pH is in the range of 6.5 and 8.3 (contractor will need a pH meter for chlorine enhancer mixing and for discharge water)
- b. Chlorine residual of 2 ppm or less
- c. Turbidity levels do not exceed 5 NTU
- d. Water does not have an objectionable color
- e. All chemicals have been neutralized
- f. Percolation pond shall have 2 feet of free board at all times to allow for rainstorms and surface water runoff.

2. Off-site Sanitary Sewer System:

The nearest manhole acceptable to discharge to is located approximately 2,000 feet away from the well head. Any water that does not meet the requirements of condition 1, or if the District's Operations and Maintenance Manager or his designee determine it is in the best interest of the District and public safety to not discharge to the percolation pond, then the contractor will be required to haul and or pipe discharge at no cost to the District's Sanitary Sewer system.

WORK HOURS

Marina Coast Water District's business hours are Monday through Thursday 06:30 am - 4:00 pm and every other Friday 06:30 am - 3:00 pm. Alternating Fridays, the District is closed. Work shall only be permitted during normal business hours, unless overtime or weekend work is approved by the Operations and Maintenance Manager.

SCHEDULE

Time is of the essence. Once the notice to proceed is given, the contractor shall begin work within 72 hours. Completion of the entire well rehabilitation shall be within 35 business days from commencement of work.

INSURANCE

The awarding bidder is required to possess and maintain, through the entirety of the job, insurance that meets MCWD's requirements.

Bidder shall provide proof of minimum coverage of:

- \$2,000,000 Commercial General Liability
- \$1,000,000 Automobile Liability
- \$1,000,000 Workers Compensation Insurance

PREVAILING WAGE, DIR REQUIREMENTS

This project is a Public Works projects thus requiring the contractor to pay prevailing wage and adhere to all Department of Industrial Relations (DIR) requirements including certified payroll reporting through the DIR website. The awarding bidder is subject to all Department of Industrial Relations requirements for Public Works Jobs and must adhere to sections 1771, 1774, 1775, 1776, 1777.5, 1813, and 1815 of the Labor Code.

PAYMENT.

Payment will be made according to the unit price scheduled in the contract based on the actual unit quantities expended as determined by the District. Unit prices shall remain in effect for up to 25-percent over, or 25-percent under, the estimated contract quantities. Payment or lump sum items shall be made only upon satisfactory completion of the entire task.

PREVIOUS BACTERIA SAMPLING RESULTS, FROM TIME OF FIRST FAILURE

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well									
DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS	
1/23/2018 1335 hours	Pineda	A	Watkins Gate Well sample A	Special	Present	Absent	0.00	samples pulled post downhole disinfection	
1/23/2018 1335 hours	Pineda	FD	Watkins Gate Well sample A field duplicate	Special	Present	Absent	0.00	(sample not for compliance purposes)	
1/23/2018 1410 hours	Pineda	B	Watkins Gate Well sample B	Special	Present	Absent	0.00		
1/25/2018 0817 hours	Duplissie	A	Watkins Gate Well sample A	Special	Present	Absent	0.00	samples pulled post downhole disinfection	
1/25/2018 0817 hours	Duplissie	FD	Watkins Gate Well sample A field duplicate	Special	Present	Absent	0.00	(sample not for compliance purposes)	
1/25/2018 0849 hours	Duplissie	B	Watkins Gate Well sample B	Special	Present	Absent	0.00		
2/12/2018 1430 hours	Duplissie	A	Watkins Gate Well sample A	Special	Absent	Absent	0.06	samples pulled post downhole disinfection	

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
2/12/2018 1430 hours	Duplissie	FD	Watkins Gate Well sample A field duplicate	Special	Absent	Absent	0.06	(sample not for compliance purposes)
2/21/2018 0925 hours	Duplissie	A	Watkins Gate Well sample A	Special	Present	Absent	0.04	
2/21/2018 0925 hours	Duplissie	FD	Watkins Gate Well sample A field duplicate	Special	Absent	Absent	0.04	(sample not for compliance purposes)
2/21/2018 0955 hours	Duplissie	B	Watkins Gate Well sample B	Special	Absent	Absent	0.04	
2/22/2018 0831 hours	Correa	A	Watkins Gate Well sample A	Special	1 MPN/100mL	<1 MPN/100mL	0.00	by enumeration
2/22/2018 0832 hours	Correa	FD	Watkins Gate Well sample A field duplicate	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
2/22/2018 0905 hours	Correa	B	Watkins Gate Well sample B	Special	1 MPN/100mL	<1 MPN/100mL	0.00	
2/28/2018 1017 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	365.4 MPN/100mL	<1 MPN/100mL	0.00	by enumeration

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
2/28/2018 1018 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
2/28/2018 1022 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
2/28/2018 1032 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
2/28/2018 1047 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
2/28/2018 1048 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
3/6/2018 0805 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	2.0 MPN/100mL	<1 MPN/100mL	0.00	by enumeration
3/6/2018 0806 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	3.1 MPN/100mL	<1 MPN/100mL	0.00	
3/6/2018 0810 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/6/2018 0820 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/6/2018 0835 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
3/6/2018 0636 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
3/13/2018 0918 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	by enumeration
3/13/2018 0919 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/13/2018 0923 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/13/2018 0933 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/13/2018 0948 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
3/13/2018 0949 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
3/16/2018 0800 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	by enumeration
3/16/2018 0801 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL (mg/L)	REMARKS
3/16/2018 0805 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
3/16/2018 0815 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/16/2018 0830 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
3/16/2018 0831 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
3/26/2018 1552 hours	Magdaleno	A	Watkins Gate Well sample A	Special	Present	Absent	0.00	[online]
3/26/2018 1552 hours	Magdaleno	FD	Watkins Gate Well sample A field duplicate	Special	Present	Absent	0.00	(sample not for compliance purposes)
3/27/2018 1420 hours	Correa	A	Watkins Gate Well sample A	Special	Present	Absent	0.00	
3/27/2018 1421 hours	Correa	FD	Watkins Gate Well sample A field duplicate	Special	Absent	Absent	0.00	(sample not for compliance purposes)
3/27/2018 1422 hours	Correa	WG	Watkins Gate Well	Special	Present	Absent	0.00	(1st quarterly source)

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
3/29/2018 1027 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	648.8 MPN/100mL	<1 MPN/100mL	0.00	by enumeration [back offline]
3/29/2018 1028 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	47.3 MPN/100mL	<1 MPN/100mL	0.00	
3/29/2018 1032 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	7.5 MPN/100mL	<1 MPN/100mL	0.00	
3/29/2018 1042 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	7.5 MPN/100mL	<1 MPN/100mL	0.00	
3/29/2018 1057 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
3/29/2018 1058 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	4.1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
4/10/2018 1520 hours	Cray	A	Watkins Gate Well sample A	Special	<1 MPN/100mL	<1 MPN/100mL	0.03	
4/10/2018 1520 hours	Cray	B	Watkins Gate Well sample B	Special	<1 MPN/100mL	<1 MPN/100mL	0.03	
4/10/2018 1520 hours	Cray	B FD	Watkins Gate Well sample B field duplicate	Special	<1 MPN/100mL	<1 MPN/100mL	0.03	(sample not for compliance purposes)

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
4/11/2018 1520 hours	Correa	A	Watkins Gate Well sample A	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
4/12/2018 1520 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	by enumeration
4/12/2018 1521 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
4/12/2018 1525 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
4/12/2018 1535 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
4/12/2018 1550 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
4/12/2018 1550 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
4/30/2018 0905 hours	Correa	WG A	Watkins Gate Well sample A	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	[offline]
4/30/2018 0906 hours	Correa	WG A FD	Watkins Gate Well sample A field duplicate	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
5/1/2018 1133 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	by enumeration [offline]
5/1/2018 1134 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
5/1/2018 1138 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
5/1/2018 1148 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
5/1/2018 1203 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
5/1/2018 1203 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)

7/3/2018 0933	Correa	A	Watkins Gate Well sample A	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	[offline]
7/3/2018 0934	Correa	FD	Watkins Gate Well sample A Field Duplicate	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
7/3/2018 1008	Correa	B	Watkins Gate Well sample B	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	

7/5/2018 0745 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	by enumeration [offline]
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Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
7/5/2018 0746 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
7/5/2018 0750 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
7/5/2018 0800 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
7/5/2018 0815 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
7/5/2018 0815 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)

8/22/2018 1330 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	by enumeration [offline]
8/22/2018 1331 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
8/22/2018 1335 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
8/22/2018 1345 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	
8/22/2018 1400 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
8/22/2018 1400 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)

8/27/2018 0800 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	6.3 MPN/100mL	<1 MPN/100mL	0.00	by enumeration [offline]
8/27/2018 0801 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	17.3 MPN/100mL	<1 MPN/100mL	0.00	
8/27/2018 0805 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	5.2 MPN/100mL	<1 MPN/100mL	0.00	
8/27/2018 0815 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
8/27/2018 0830 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
8/27/2018 0830 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	5.2 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)

9/17/2018 1015 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	55.6 MPN/100mL	<1 MPN/100mL	0.00	by enumeration [offline]
9/17/2018 1016 hours	Correa	2	Watkins Gate Well sample 2 one minute	Special	2.0 MPN/100mL	<1 MPN/100mL	0.00	
9/17/2018 1020 hours	Correa	3	Watkins Gate Well sample 3 five minutes	Special	2.0 MPN/100mL	<1 MPN/100mL	0.00	

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
9/17/2018 1030 hours	Correa	4	Watkins Gate Well sample 4 fifteen minutes	Special	3.0 MPN/100mL	<1 MPN/100mL	0.00	
9/17/2018 1045 hours	Correa	5	Watkins Gate Well sample 5 thirty minutes	Special	1.0 MPN/100mL	<1 MPN/100mL	0.00	
9/17/2018 1045 hours	Correa	FD	Watkins Gate Well sample 5 field duplicate thirty minutes	Special	<1 MPN/100mL	<1 MPN/100mL	0.00	(sample not for compliance purposes)
9/19/2018 0901 hours	Correa	1	Watkins Gate Well sample 1 first draw	Special	29.2 MPN/100mL	<1 MPN/100mL	0.01	by enumeration [offline]
9/19/2018 0901.5 hours	Correa	2	Watkins Gate Well sample 2 30 second	Special	26.2 MPN/100mL	<1 MPN/100mL	0.01	
9/19/2018 0902 hours	Correa	3	Watkins Gate Well sample 3 one minute	Special	74.9 MPN/100mL	<1 MPN/100mL	0.01	
9/19/2018 0903 hours	Correa	4	Watkins Gate Well sample 4 two minutes	Special	22.6 MPN/100mL	<1 MPN/100mL	0.01	
9/19/2018 0906 hours	Correa	5	Watkins Gate Well sample 5 five minutes	Special	11.0 MPN/100mL	<1 MPN/100mL	0.01	
9/19/2018 0916 hours	Correa	6	Watkins Gate Well sample 6 fifteen minutes	Special	3.1 MPN/100mL	<1 MPN/100mL	0.01	
9/19/2018 0931 hours	Correa	7	Watkins Gate Well sample 7 thirty minutes	Special	2.0 MPN/100mL	<1 MPN/100mL	0.01	

Watkins Gate Sampling Results From Start of First Coliform Positive in the Well

DATE COLLECTED	COLLECTED BY	BOTTLE NUMBER	SAMPLING POINT	SAMPLE TYPE	TOTAL COLIFORM (MPN/100mL)	E. COLI (MPN/100mL)	FREE CHLORINE RESIDUAL mg/L	REMARKS
9/19/2018 0931 hours	Correa	FD	Watkins Gate Well sample 7 field duplicate thirty minutes	Special	2.0 MPN/100mL	<1 MPN/100mL	0.01	(sample not for compliance purposes)
10/8/2018 <0929 hours	Correa	A	Watkins Gate Well [A] offline	Special	7.3	<1	none stated	(FIO) by enumeration
10/17/2018 1100 hours	Green	A	Watkins Gate Well Aquifer [A] offline	Special	1.0	<1	0.0	Isxed after ~ 3 hours of pumping parallel to WSE Aquifer sx] (FIO) by enumeration
12/6/2018 0950 hours	Correa	WG A	Watkins Gate Well [A] offline	Special	2.0	<1	0.0	(FIO) by enumeration

Thomas Barkhurst, Lab Supervisor

17-Jan-2019

Date of Report

WATER SYSTEMS ENGINEERING, INC. SAMPLING REPORT



Date: November 8, 2018
Lab Report No. 21339

Preliminary Draft Report

Derek Gray
Marina Coast Water District
11 Reservation Rd
Marina, CA 93933

Project Description: Watkins Gate Well PS Code: 2710017-034; Samples dated 10/17/18
Complete Well Profile (1); PO#27068

Test Description:

The Complete Well Profile analysis is designed for comparative analysis of two samples, typically one static and one pumping sample. The Complete Well Profile utilizes a series of inorganic chemical and microbiological tests to identify fouling and corrosion issues with potential impacts on the operation of the sampled well. The tests include a number of inorganic chemical parameters such as pH, total dissolved solids/conductivity, hardness, alkalinity, oxidation reduction potential (ORP), bicarbonate, carbonates, silica, sodium, potassium, chloride, iron, manganese, phosphate, nitrate, sulfate, and total organic carbon (TOC). Biological assessment is designed to quantify the total bacterial population, identify two dominant populations of bacteria, assess anaerobic conditions, and identify the presence of iron related bacteria and sulfate reducing organisms. Also included are tests for Adenosine triphosphate (ATP), heterotrophic plate count (HPC), total coliform and E. coli coliform, and a microscopic evaluation.

Testing Procedures:

All laboratory testing procedures are performed according to the guidelines set forth in *Standard Methods for the Examination of Water and Wastewater* as established by the American Public Health Association (APHA), American Water Works Association (AWWA), and Water Environment Federation (WEF). Corrosion analyses are performed in accordance with the guidelines as set forth by the National Association of Corrosion Engineers (NACE). In general, these methods are approved by both the Environmental Protection Agency (EPA) and AWWA for the reporting of water and/or wastewater data.

Sample collection and shipment is the responsibility of the customer, performed according to protocol and procedures defined by the laboratory in advance of the sampling event with regards to the specific project and nature of the problem.

Disclaimer:

The data and interpretations presented are based on an evaluation of the samples and submitted data. Conclusions reached in this report are based upon the data available at the time of submittal and the accuracy of the report depends upon the validity of information submitted. Any recommendations presented are based on laboratory and field evaluations of similar fouling occurrences within potable water systems. Further investigative efforts, such as efficiency testing, site inspection, video survey, or other evaluation methods may offer additional insight into the system's condition and the degree of fouling present.

Client: Marina Coast Water District

Date: November 8, 2018

Lab Report No. 21339

Re: Watkins Gate Well PS Code: 2710017-034; Samples dated 10/17/18

Complete Well Profile (1); PO#27068

	Well Casing	Well Aquifer	Detection Limits
ND - Not Detected			
NA - Not Applicable			
* as CaCO ₃			
pH Value	7.17	7.20	NA
Phenolphthalein Alkalinity*	ND	ND	4 mg/l
Total Alkalinity*	184	188	4 mg/l
Hydroxide Alkalinity	ND	ND	4 mg/l
Carbonate Alkalinity	ND	ND	4 mg/l
Bicarbonate Alkalinity	184	188	4 mg/l
Total Dissolved Solids	795	732	1.0 mg/l
Conductivity (µm or µS/cm)	1,105	1,017	NA
ORP (mV)	209.5	206.9	NA
Langelier Saturation Index (at 16°C)	- 0.58	- 0.53	NA
Total Hardness*	228	224	4 mg/l
Carbonate Hardness	184	188	4 mg/l
Non Carbonate Hardness	44	36	4 mg/l
Calcium*	136	140	4 mg/l
Magnesium*	92	84	4 mg/l
Sodium (as Na)	131.00	128.00	0.02 mg/l
Potassium (as K)	3.80	3.90	0.1 mg/l
Phosphate (as PO ₄)	0.24	0.20	0.06 mg/l
Chlorides (as Cl)	201.2	196.8	2 mg/l
Nitrate (Nitrogen)	1.1	1.2	0.3 mg/l
Chlorine (as Cl)	ND	ND	0.02 mg/l
Dissolved Iron (as Fe ²⁺)	ND	ND	0.02 mg/l
Suspended Iron (as Fe ³⁺)	0.04	0.03	0.02 mg/l
Iron Total (as Fe)	0.04	0.03	0.02 mg/l
Iron (resuspended)	0.19	0.03	0.02 mg/l
Copper (as Cu)	ND	ND	0.04 mg/l
Manganese (as Mn)	ND	ND	0.1 mg/l
Sulfate (as SO ₄)	33	33	2 mg/l
Silica (as SiO ₂)	48.0	46.6	1.0 mg/l
Tannin/Lignin	ND	ND	0.1 mg/l
Total Organic Carbon (C)	0.0	0.0	0.0 mg/l

Biological Analysis:

	Well Casing	Well Aquifer	Detection Limit
Plate Count (colonies/ml)	550	210	NA
Anaerobic Growth (%)	30	<10	NA
Sulfate Reducing Bacteria	Positive	Negative	NA
SRB Occurrence	<i>moderate</i>	-	NA
Fe/Mn Oxidizing Bacteria	Negative	Negative	NA
ATP (cells per ml) Initial	36,000	32,000	NA
ATP (cells per ml) 24 Hour	39,000	18,000	NA
Total Coliform	Negative	Negative	NA
E. Coli	Negative	Negative	NA
Bacterial Identification	<i>Acinetobacter venetianus</i>	<i>Acinetobacter venetianus</i>	NA
Bacterial Identification	<i>Delftia acidovorans</i>	<i>Bacillus pumilus</i>	NA
Bacterial Identification	-	<i>Bacillus safensis</i>	NA

Microscopic Evaluation:

Casing: Very low visible bacterial activity with a low amount of crystalline debris.

Aquifer: Very low visible bacterial activity with very low amount of crystalline debris.

Observations:

When received in the lab, the Watkins Gate samples were clear and free of sediment with neutral pH values recorded. The recorded oxidation-reduction potentials (ORP) were stable and at a level considered oxidative. Total dissolved solids (TDS) and conductivity levels were elevated and exhibited a slight decrease with pumping. Moderate total alkalinity levels and slightly elevated levels of hardness were recorded for the samples.

Calculation of the Langelier Saturation Index (LSI) yielded negative values for both samples at a base temperature of 16°C. Negative LSI values indicate that the water is undersaturated with respect to calcium carbonate and that carbonate scale formation is not likely to occur. With near-zero values, fluctuations can occur dependent on temperature, pressure, and the water chemistry which may result in limited scale development. With negative LSI values, there remains the potential for chemical corrosion to occur within the well.

Dissolved iron was not present in either sample. Minor concentrations of suspended iron (Fe³⁺) were present. Resuspended iron testing, a total iron test that accounts for both chemically mobilized and biologically concentrated iron, was present in relatively low levels. As resuspended iron reaches a concentration of 1.0 mg/L, fouling can develop, however neither of the samples exceeded this level. Manganese, a ion that behaves very similar to iron, was not detected in either sample.

Silica was present at an elevated level in each of the samples with a slight decline noted in the aquifer sample. In conjunction with the presence of accumulations of crystalline debris noted during microscopic evaluation, the silica levels raise concerns with mechanical fouling of the filter pack and aquifer/borehole interface zone.

Total organic carbon (TOC) and tannin/lignin testing yielded non-detect in each of the samples, confirming a very low level of nutrients present within the well and supporting aquifer.

Heterotrophic plate growth was moderately elevated for each of the samples. This is a reflection of the growth potential among aerobic bacteria that respond to the specific growth media utilized. Adenosine triphosphate (ATP) testing is a means of quantifying the microbial population that is not dependent on growth agar. Typically, potable wells exhibit an ATP range of 10,000 to 70,000 cells per milliliter (cpm) with levels above 100,000 cpm of concern for biofouling. The samples each exhibit moderate levels with a slight increase following 24-hours of ideal conditions.

Anaerobic growth, reported as a function of the total population, was high in the casing but remained low within the aquifer. The fluctuation in anaerobic growth follows the concern noted in limited production within the well. Testing for sulfate reducing bacteria (SRBs) was positive in the casing sample with a moderate level of occurrence noted.

Testing for the presence of iron and manganese oxidizing bacteria was negative in both samples. Total coliform testing, including E.coli specific coliforms, was negative for each of the Watkins Gate Well sample.

Identification of the dominant bacteria species present within the samples identified a variety of environmental based organisms likely related to recharge within the aquifer system. No opportunistic pathogens were identified. Background information on the identified species is included below.

Acinetobacter venetianus is a gram-negative bacterium that produces extracellular polyanionic heteropolysaccharide bioemulsifier termed emulsans which is known for its role as in oil and hydrocarbon degradation.

Bacillus pumilus is an aerobic, gram positive soil bacterium. *B. pumilus* is rod shaped and spore forming. The spores formed by *B. pumilus* generally show high resistance to environmental stresses, including UV light and strong oxidizers such as chlorine and hydrogen peroxide.

Bacillus safensis is a gram-positive, spore-forming, rod shaped, aerobic bacterium. *B. safensis* is a chemoheterotroph, utilizing a variety of organic energy sources such as carbohydrates, lipids, and proteins. *B. safensis* behaves very similar to *B. pumilus* which, as a can be resistant to a variety of environmental stresses including salt (halotolerant) and strong oxidizers. *B. safensis* has been isolated in sterile environments as well as within the rhizosphere.

Delftia acidivorans is a gram-negative, soil-dwelling bacterium, commonly found in the environment.

Microscopic evaluation of the well samples noted a very low level of visible bacterial activity with no appreciable biomass present. Each of the samples contained limited accumulations of crystalline debris, declining slightly with pumping. These accumulations likely reflecting filter pack or aquifer influence.

Interpretations:

Analysis of the samples noted very similar chemical and microbial characteristics present with minor changes noted in pumping (aquifer). Mineralization and resultant scale development is not likely although accumulations could develop overtime if changes to the chemical congestion occur. Based on the observed water chemistry, if scale formation were to occur, it would likely be comprised predominantly of iron oxide with limited calcium carbonate involvement.

Biological congestion, typically reflected in both population size and maturity, did not appear excessive at this time. Overall, the levels of active bacteria fell within the normal range for an operating potable well. Based on the evaluation of two samples from each well, biological accumulations are heaviest within the casing, a common response to the physical activity, blending of water chemistry and increased surface area present. The increased presence of anaerobic growth and sulfate reducing bacteria within the casing is of concern and should be addressed before it impacts produced water quality. The current lab analysis suggests that inactivity and the propagation of anaerobic growth are likely responsible for the coliform occurrence reported in February of 2018.

In evaluating the limited yield of the well, the analysis suggests that mechanical fouling, as a result of formation or construction influence on the interface zone, is the most likely influencing issue. Microbial growth and scale potential both appears insufficient to impact production at this time.

Recommendations:

Based on the results of the lab analysis and submitted documentation, the lack of efficient production and periodic coliform occurrence are most likely a result of mechanical fouling within the filter pack and well/aquifer interface zone. Although this type of impaction can occur with operation of a well overtime, the data would suggest that impaction extends back to the original construction of the well.

To remedy the identified problems, the following process is recommended. Please note, during each phase of the treatment, evaluation of the removed material should occur to insure the correct processes are being employed.

Recommended Treatment Procedure for Watkins Gate Well:

1. Aggressively pump the well to remove multiple volumes.
2. Remove pump and column pipe, inspect for damage, corrosion, or fouling; clean and repair as necessary. Disinfect entire assembly before returning it to the well following cessation of cleaning efforts.
3. Mechanically clean the well utilizing a stiff nylon brush, weighted and sized appropriately for the well (18-in).
4. Purge the disrupted debris utilizing a temporary pump or airlift or similar method capable of aggressively evacuating the material from the bottom of the well (658-ft). Collect a sample of the evacuated for visual evaluation onsite.
5. Conduct enhanced pump and surge development with **RISD** to open up low flow zones.
6. Conduct a pump test to document specific capacity and flow.

7. Blend a solution of potable water and NW-220, introduce into the well targeting the multiple screened zones. Surge the solution utilizing a weighted surge block (18-in);

- allow the solution to remain downhole for a minimum of 8 hours with periodic agitation; reapply surging and agitation prior to evacuation.
8. Begin evacuation of the well following the same means as step 4. Monitor the visual turbidity, and conductivity to insure full removal of the materials.
 9. Blend the disinfection solution at the surface in a large tank in this manner: fill tank with water, add NW-410, check pH (not below 5), add in chlorine, mix, verify chlorine concentration. Tremie into the well, surge to agitate, leave downhole overnight.
 10. Check chlorine concentration in the morning, add additional chlorine if below 100ppm.
 11. Set permanent pump and use to evacuate the well. Actively flush the well until the conductivity has reached a normal background level (approx. 1200 μ S/cm).
 12. Sample the well for regulatory purposes; periodically run the well while awaiting results.

Based on the submitted as-built diagram and current static water level, a standing well volume of 7,512-gallons was calculated. For development treatments, a two standing well volume basis is utilized and for disinfection treatment, a three standing well volume basis is recommended.

Chemical Development Phase:

NW-220 clay dispersant	35 gallons
Potable water	2,500 gallons

Disinfection Phase:

Sodium hypochlorite (12% strength)	50 gallons
NW-410 chlorine enhancer	45 gallons
Potable water	20,000 gallons

Once the well has been effectively developed and disinfected, it is advised that the well be sampled for monitoring purposes, tracking the water chemistry and microbial population as a means of establishing a new baseline for the well.

If you have any questions regarding the analysis, interpretations, or recommendations, please feel free to contact our office.

Michael Schnieders, PG, PH-GW
Hydrogeologist

Bid Opening Sign in Sheet



Watkins Gate RISD Rehab

BID OPENING: 3:15 PM, February 5, 2019

LOCATION: 11 RESERVATION ROAD

MARINA, CA 93933

Sign In Sheet

Name	Company	Email	Phone
Paula Riso	Marina coast water District	Priso@mcwd.org	831-883-5910
Debra Cuy	MARINA COAST WATER DISTRICT	dcuy@mcwd.org	831-883-5903

Bid Results



Watkins Gate RISD Rehab

BID OPENING: 3:15 PM, February 5, 2019

LOCATION: 11 RESERVATION ROAD

MARINA, CA 93933

BID SUBMITTAL ITEMS	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
	Maggiora Bros. Drilling, Inc.	Zim Industries, Inc.			
Total Bid Price for Items 1-14	\$119,435.00	\$160,660.00	\$	\$	\$
Additional Materials	\$0	\$0	\$	\$	\$
CA Sales Tax @ %	\$777.44	Included in bid			
Total Not-to Exceed	\$120,212.44	\$160,660	\$	\$	\$

BID SUBMITTAL ITEMS	BIDDER 6	BIDDER 7	BIDDER 8	BIDDER 9	BIDDER 10
Total Bid Price for Items 1-14	\$	\$	\$	\$	\$
Additional Materials	\$	\$	\$	\$	\$
CA Sales Tax @ %					
Total Not-to Exceed	\$	\$	\$	\$	\$

Lowest Bidders Packet

PART III

BID DOCUMENTS

A - BID FORM

TO: Marina Coast Water District
Watkins Gate RISD Rehab; ATT: Derek Cray
11 Reservation Road, Marina CA 93933

In response to the Request for Bids, the undersigned Bidder hereby proposes to furnish labor, materials, travel, technical and professional services, permits, plans, supervision, equipment and equipment rental and all related expenses, and to perform all work necessary and required to complete the following project in strict accordance with the terms of this Request for Bids and the final contract and for the prices specified by the Bidder for:

PROJECT # OW-04

Bidder certifies that he has examined and is fully familiar with all the provisions of the Request for Bids and any addenda thereto, that he is submitting this bid in strict accordance with the Instructions to Bidders, that he has carefully checked all of the words and figures shown in its Bidding Schedule(s), and that he has carefully reviewed the accuracy of all attachments to this bid.

Bidder certifies that he has visited and examined the work site(s), satisfied himself as to the nature and location of all work, the general and local conditions to be encountered in the performance of the work, the requirements of the contract and all other matters which can in any way affect the work or the cost thereof.

Bidder agrees that this Bid constitutes a firm offer to the District which cannot be withdrawn by the Bidder for sixty (60) calendar days from the date of actual opening bids. If awarded the contract, Bidder agrees to execute and deliver to the District within (15) calendar days after receipt of District's Conditional Notice of Award, the applicable Contract form, Performance Bond, Payment Bond, Warranty Bond, Injury and Illness Prevention Program (IIPP) (if applicable), contact information (name and phone number) for the designated Project Safety Officer or representative and Certificates of Insurance.

Attached are the following forms which have been completed by Bidder and made a part of this bid:

- III.B. Bidding Schedule;
- III.C. List of Proposed Subcontractors;
- III.D. Bidder's Experience Statement;
- III.E. Non-Collusion Declaration;

Bidder also acknowledges receipt of the addenda listed below. The Addenda have been considered and all associated costs are included in the bid price. Addenda may have been delivered via e-mail, fax or courier.

Addendum Number(s) None

Bidder certifies that he is currently licensed as a contractor under the California State Contractors License Law to perform all work required under this contract.

Bidder's California State Contractor's License #: 249957

License Expiration Date: 09-30-19

Type of Contractor's License: C-57

Bidder's Federal Tax ID No.: 94-1635647

Bidder certifies that there will be apprentices employed to work on this project as defined in Labor Code Section 3077:

(Circle One) Yes No There are no apprentices in the well/pump trade, thus none are available.

Bidder certifies that he has ten (10) or more employees:

(Circle One) Yes No

If yes and awarded the contract, Bidder agrees to execute and deliver to the District a written copy of business's IIPP.

Submitted by,

BIDDER'S BUSINESS NAME (Type or Print)

Maggiora Bros. Drilling, Inc.

By: Michael F. Maggiora
(Signature in Ink)
Date: 02-04-19

Name (Type or Print): Michael F. Maggiora

Title (Type or Print): Secretary

Bidder's Business Address:
595 Airport Blvd.
Watsonville, CA 95076

Bidder's Business Phone #: 831-724-1338

Bidder's Business Fax #: 831-724-3228

Bidder's Business E-mail: watsonville@maggiorabros.com

Note: If Bidder is a corporation, give state of incorporation; if a partnership or joint venture, give full names of all partners or joint venturers.

California

PART III

**BID DOCUMENTS
B – BIDDING SCHEDULE**

TO: Marina Coast Water District
Derek Cray, Operations and Maintenance Manager
Project Name: Watkins Gate RISD Rehab
Project Number: OW-04

1. CONTRACT TIME

If this bid is accepted, we will:

Complete the Watkins Gate RISD Rehab Project (exclusive of warranty activities) within **35 business days from commencement of work**. Time for commencement, progression, and completion of the work is important and is to be the essence of the contract.

2. PRICE

The following is the list of unit and lump sum prices for each item of work, the product of the unit prices and estimate quantity for a total amount for each item and the sum of the total amounts and lump sum prices for a total price for the work of each schedule described in these documents (bid amounts of each of the bid items below must be filled in and typed or completed in ink).

WATKINS GATE RISD WELL REHABILITATION FOR MARINA COAST WATER DISTRICT

UNIT PRICE BID

Task Item No.	Approximate Quantity	Task Description	Unit Price	Amount
1	Lump Sum	Mobilization and demobilization	\$ 32,350.00	\$32,350.00

2	Lump Sum	Remove and reinstall permanent pumping equipment	\$ 9,000.00	\$ 9,000.00
3	Lump Sum	Install and remove test pump and associated appurtenances (twice)	\$ 18,000.00	\$ 18,000.00
4	64 hours	Surge pump development of the well (twice)	\$ 300.00	\$ 19,200.00
5	Lump Sum	Install Chemical Mud Dispersant NW-220 (optional)	\$ 5,300.00	\$ 5,300.00
6	23 Gallons	Johnson Screens NW-220	\$ 125.00	\$ 2,875.00
7	Lump Sum	Install Chlorine and Enhancer NW-410	\$ 12,000.00	\$ 12,000.00
8	50 Gallons	Sodium Hypochlorite	\$ 10.00	\$ 500.00
9	29 Gallons	Johnson Screens NW-410 Chlorine Enhancer	\$ 120.00	\$ 3,480.00
10	40 hours	Swab and Air-Lift Develop Well (twice)	\$ 275.00	\$ 11,000.00
11	20 gallons	Johnson NW-500 Chlorine Neutralizer	\$ 75.00	\$ 1,500.00
12	17 Pounds	Granular Calcium Hypochlorite 65%	\$ 10.00	\$ 170.00
13	Lump Sum	Video Inspection of Well Post Rehabilitation	\$ 1,500.00	\$ 1,500.00
14	Lump Sum	Final Disinfection	\$ 2,200.00	\$ 2,200.00
		Total Bid Price for Items 1-14		\$ 119,435.00

Total Bid Price for Items 1-14: \$ 119,435.00

Additional Materials: \$ 0.00

CA State Sales Tax @ %: \$ 777.44

Total Not-to Exceed: \$ 120,212.44

Total in Words

One hundred twenty thousand two hundred twelve .44/100-----

Note: Bidder must bid on all items on this Bidding Schedule.

3. **BID FORM SIGNATURE**

BIDDER'S BUSINESS NAME:

Maggiora Bros. Drilling, Inc.

DATE:

02-04-19

BY:



(Signature in Ink)

The undersigned certifies that none of the individuals or companies listed above is ineligible to work on public works project pursuant to Labor Code Section 1777.1 or 1777.7

BIDDER'S BUSINESS NAME:
Maggiara Bros. Drilling, Inc.

DATE: 02-04-19

BY:



(Signature in Ink)

PART III
BID DOCUMENTS
D - BIDDER'S EXPERIENCE STATEMENT

The Bidder submits as part of its bid, the following information as to its experience and qualification:

- a. The Bidder has been engaged in this business under its present business name for [] years.
57
- b. Experience in work of a nature similar in type and magnitude to that set forth in the Request for Bids extends over a period of 51 years.
- c. The Bidder, as Contractor, has satisfactorily completed all contracts awarded to it, except as follows: (Name any and all exceptions and reasons therefore. Bidder should attach additional pages if necessary.)

None

- d. The following contracts covering work similar in type and magnitude to that set forth in the Request for Bids have been satisfactorily completed within the last ten (10) years for the following owners (persons, firms or public entities):

Name & Address of Owner	Year Complete	Type of Work	Contract Amount
San Lorenzo Valley Water	2018	Well rehabilitation	\$49,500.00
Soquel Creek Water District	2018	Well rehabilitation	\$120,000.00
Scotts Valley Water District	2017	Well rehabilitation	\$69,665.00

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(Bidder should attach additional pages if necessary)

I certify that the above information is true and correct to the best of my knowledge.

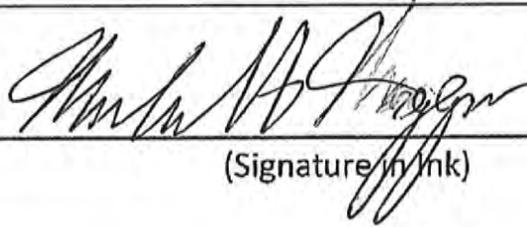
BIDDER'S BUSINESS NAME:

Maggiara Bros. Drilling, Inc.

DATE:

02-04-19

BY:



(Signature in Ink)

PART III
BID DOCUMENTS
E – NON-COLLUSION DECLARATION

By signing below, the Bidder submitting this bid declares that the bid is not submitted in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation and that the bid is genuine and not collusive or sham.

The Bidders also declares that they have not directly or indirectly induced or solicited any other bidder to put in false or sham bid and has not directly or indirectly colluded, conspired, connived, agreed with any bidder, anyone who shall refrain from bidding, or anyone else, to put in a sham bid. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder, or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder, or to secure any advantage against the District or anyone interested in the contract.

The Bidder has not, directly or indirectly, submitted their bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

If at any time it is found that the person, firm, or corporation to whom a contract has been awarded has, in submitting a bid, colluded with any other party of parties, said person, firm or corporation shall be liable to the District for all loss of damage which the District may incur as the result of the collusive activity, including, but not limited to, the cost of advertising and awarding of a new contract for the required work. In addition, the collusive Bidder will be disqualified from bidding on District future contracts for a period to be determined by the District.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

BIDDER'S BUSINESS NAME:

Maggiora Bros. Drilling, Inc.

DATE:

02-04-19

BY:



(Signature in Ink)

Maggiore Bros. Drilling, Inc
Insurance and W9

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-E

Meeting Date: February 19, 2019

Prepared By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2019-15 to Amend the On-Call Engineering Professional Services Agreement with Schaaf & Wheeler for the Ord Village Lift Station Design

Staff Recommendation: That the Board of Directors of the Marina Coast Water District adopt Resolution No. 2019-15 and authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate for Change Order No. 2 to On-Call Engineering Professional Services Agreement No. 2017-67, Amendment 3 with Schaaf & Wheeler for Ord Village Lift Station Improvements not-to-exceed \$130,000.

Background: *5-Year 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 Board of Directors awarded On-Call Engineering Professional Services Agreement (PSA) to Schaaf and Wheeler at the November 20, 2017 Board meeting. The services range from task orders to engineering studies and projects within the General Manager signing authority. Larger studies and budgeted capital improvement projects require approval by the Board of Directors. The On-Call contract is for a minimum 3-year term with the option to renew for two additional 1-year terms.

The Ord Village Lift Station is located west of Highway One. The Ord Village sewershed feeding the lift station is east of Highway 1 consisting of Seaside Highlands, Seaside High School, Hayes Park, Sunbay Suites, and Bay View. Wastewater crosses Highway 1 through a gravity pipe to the lift station that pumps the wastewater through a force main crossing back across Highway 1 and then north alongside Highway one to the Giggling Lift Station.

The Board awarded On-Call PSA Amendment 3 for engineering force main replacement design services for \$75,900 to Schaaf and Wheeler on January 22, 2018. Design began with a preferred alignment to connect the force main to the Monterey One Water Interceptor pipeline on the west side of Highway 1 near the lift station. Monterey One Water (M1W) was initially onboard with this alignment. However, following the January 20, 2018 regional treatment facility overflow/spill that entered Monterey Bay, M1W informed MCWD that the interceptor pipeline connection would not be allowed.

A second alignment pursued alongside the existing force main was encumbered by dense Monterey Pine groves and an existing Pacific Gas and Electric high-pressure gas main. This led to the evaluation of several alignments utilizing existing roadways in the Ord Military Community. Meetings with the Army and the Monterey Bay Military Housing resulted in the selection of an alignment along Monterey Road, Bougainville Road, Buna Loop and Kiska Road for the replacement force main. The Board awarded design Change Order No. 1 for the new alignment in the amount of \$22,800 on November 19, 2018 for a total design cost of \$98,700.

Discussion and Analysis: The Ord Village Lift Station replaced the Ord Village Treatment Works in the California State Park. This is in an environmentally sensitive area undergoing restoration. Maintenance of the lift station and force main is difficult to perform given the environmental conditions. Additionally, on January 2, 2019 the force main broke in front of the lift station spilling approximately 1,500 gallons of raw sewage. District staff had to call on the City of Seaside and a service provider to assist with pumping down and transporting sewage accumulating in the lift station pit during repair of the force main.

Considering the two highway crossings and the environmentally sensitive surroundings, it would be better to relocate the lift station across the highway than to rebuild it at its current location and replace the highway crossings. It would also reduce the potential for spills reaching Monterey Bay.

The proposed site for the replacement lift station is between Monterey Road and the Seaside Highlands storm drainage pond south of Coe Avenue. The new Ord Village lift station will require additional surveying to update the topographic map and preparing a plat and a legal description for the lift station easement, design of a wet-pit lift station with submersible pumps, a motor control center emergency generator and SCADA. Because the replacement lift station and force main are not in the same location as the existing facilities, environmental documents to satisfy the requirements of CEQA will necessitate an Initial Study/Mitigated Negative Declaration, too.

The estimated cost for the proposed change order with Schaaf and Wheeler to prepare designs, plans, specifications, estimates, permitting support, bid phase support, engineering during construction and record drawings is not-to-exceed \$130,000. Added to the previous scope of services for the force main the total cost for engineering services \$228,700.

Environmental Review Compliance: The Army will prepare a Record of Environmental Concern for the portion of work on the Ord Military Community and an initial study mitigated negative declaration will be filed for project outside of the Ord Community.

Financial Impact: Yes No Funding Source/Recap: Capital Improvement Project OS-0147 budget for consultant services.

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2019-15, Schaaf & Wheeler design scope change proposal, Ord Village Lift Station map.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 19, 2019

Resolution No. 2019-15
Resolution of the Board of Directors
Marina Coast Water District
Change Order 2 to Amendment 3 for the
Professional Services Agreement with Schaaf & Wheeler
for On-Call Engineering Services for the Ord Village Lift Station Improvements Design

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 22, 2019, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District Directors awarded a professional services agreement to Schaaf & Wheeler for On-Call Engineering Services at the November 20, 2017 Board Meeting with services ranging from task orders to engineering studies and projects; and,

WHEREAS, the Schaaf and Wheeler On-Call contract is for a minimum 3-year term with the option to renew for two additional 1-year terms; and,

WHEREAS, the District Directors awarded Amendment 3 to the on-call professional services agreement with Schaaf & Wheeler for the Ord Village Lift Station Improvements Design not to exceed \$75,900 at the January 22, 2018 Board meeting; and,

WHEREAS, the District Directors awarded Change Order No. 1 to Amendment 3 of the on-call professional services agreement with Schaaf & Wheeler for the Ord Village Lift Station Improvements Design not to exceed \$22,800 at the November 19, 2018 Board meeting; and,

WHEREAS, the Ord Village Lift Station and force main east of Highway 1 is on environmentally sensitive California State Park lands; and,

WHEREAS, on January 2, 2019; and the force main broke in front of the lift station spilling approximately 1,500 gallons of raw sewage; and,

WHEREAS, a spill can potentially reach the Monterey Bay; and,

WHEREAS, relocating the lift station west of Highway 1 between Monterey Road and the Seaside Highlands storm drainage pond south of Coe Avenue would greatly reduce the potential for spills impacting environmentally sensitive State Park lands and reaching the Monterey Bay; and,

WHEREAS, relocating the lift station would eliminate two highway crossings; and,

WHEREAS, the new lift station site will necessitate additional engineering, surveying and environmental clearance work.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution for Change Order 2

not to exceed \$130,000 to Amendment 3 of the Professional Services Agreement with Schaaf and Wheeler for On-Call Engineering Services for a total project cost not-to-exceed \$228,700.

PASSED AND ADOPTED on February 19, 2019, 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. 2019-15 adopted February 19, 2019.

Keith Van Der Maaten, Secretary

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

3 Quail Run Circle, Suite 101
Salinas, CA 93907
831-883-4848
FAX 831-758-6328

February 4, 2019

Mr. Mike Wegley, PE
District Engineer
Marina Coast Water District
2840 4th Avenue
Marina, CA 93933

Subject: Proposal for Ord Village Lift Station Replacement

Dear Mike:

Schaaf & Wheeler is pleased to propose engineering services for the **Ord Village Lift Station Replacement**. The District desires to relocate the Ord Village Lift Station to the east side of Highway 1, eliminating two pipeline crossings of the highway. The new lift station will be located on Monterey Road at the edge of the Seaside Highlands percolation pond, which is owned by the City of Seaside. The Ord Village force main is being rerouted into Monterey Road under a separate contract, and the new station will connect to the new force main.

Our detailed scope of work and fee estimate are attached. Our estimated fee for this project is \$130,000, which includes surveying by Whitson Engineers, electrical design by Fehr Engineering and a CEQA initial study by Denise Duffy & Associates. Costs will be billed on a time and materials basis, with a not-to-exceed limit. As part of our on-call contract, our standard rates will be discounted by 6%.

We thank you for this opportunity to propose services for the **Ord Village Lift Station Replacement**. Should you need any further information, please contact Andy Sterbenz at (831) 883-4848 or asterbenz@swwsv.com.

Sincerely,
Schaaf & Wheeler



Charles D. Anderson, PE
President

Encl.

Scope of Work: Ord Village Lift Station Relocation

Schaaf & Wheeler will prepare plans and specifications for the Ord Village Lift Station Relocation Project. The project entails designing a new lift station to be located at the City of Seaside percolation pond on Monterey Road, south of Coe Avenue. The new lift station will connect to the existing gravity sewers and to the new force main in Monterey Road (constructed under a separate contract). The existing pump station will be demolished and the underground pipelines through habitat areas and under the Highway 1 right of way will be abandoned in place. Specific tasks are outlined below.

1. **Project Management and Meetings.** Schaaf & Wheeler will manage our electrical sub-consultant, Fehr Engineering, surveyor, Whitson Engineers, and environmental consultant, Denise Duffy & Associates. We anticipate two meetings at 60% and 90% design review.
2. **Basis of Design Report.** Because this is the relocation of an existing facility, a formal basis of design report will not be prepared. The existing lift station pumps were replaced in 2016, and sized to meet the build-out capacity of the tributary area. The pumps will be reconfigured for wet-pit installation and relocated to the new station, and all of the electrical and controls equipment will be replaced. The plans and specifications will include demolition of the existing pump station and abandonment of the underground facilities.
3. **Plans, Specifications and Estimates.** Schaaf & Wheeler will prepare project plans, technical specifications and construction cost estimates for the project. Plans will be on Arch-D sized sheets. We assume the plan set will require 10 civil sheets and 8 electrical sheets. Specifications will use the CSI standard numbering system and format. As part of this task, Whitson Engineers will prepare a topographic survey of the project site to be used as the project base map. Electrical design will be by Fehr Engineering. Plans will be submitted at 60% and 90% complete for review by the District. Final plans will be sealed by California Registered Engineer.

Civil design assumes a submersible pump system, consisting of a wet well, valve vault, control panel and generator, as shown on the attached figure. Two of the three existing pumps will be required, with the third pump becoming a spare. We will review the new wastewater master plan to determine if a third pump may be required in the future. If so, we will size the wet well and piping to accommodate the third pump.

Electrical design assumes a new PG&E service coming underground from the nearest pole on Monterey Road (this line serves the existing pump station). The new motor control center will meet current codes and standards. An emergency generator and automatic transfer switch will be required. The SCADA and controls will match the existing system.

Surveying work includes extending the topographic base map (prepared for the force main replacement project) to include the new lift station site, and preparing a plat and legal description for the lift station easement.

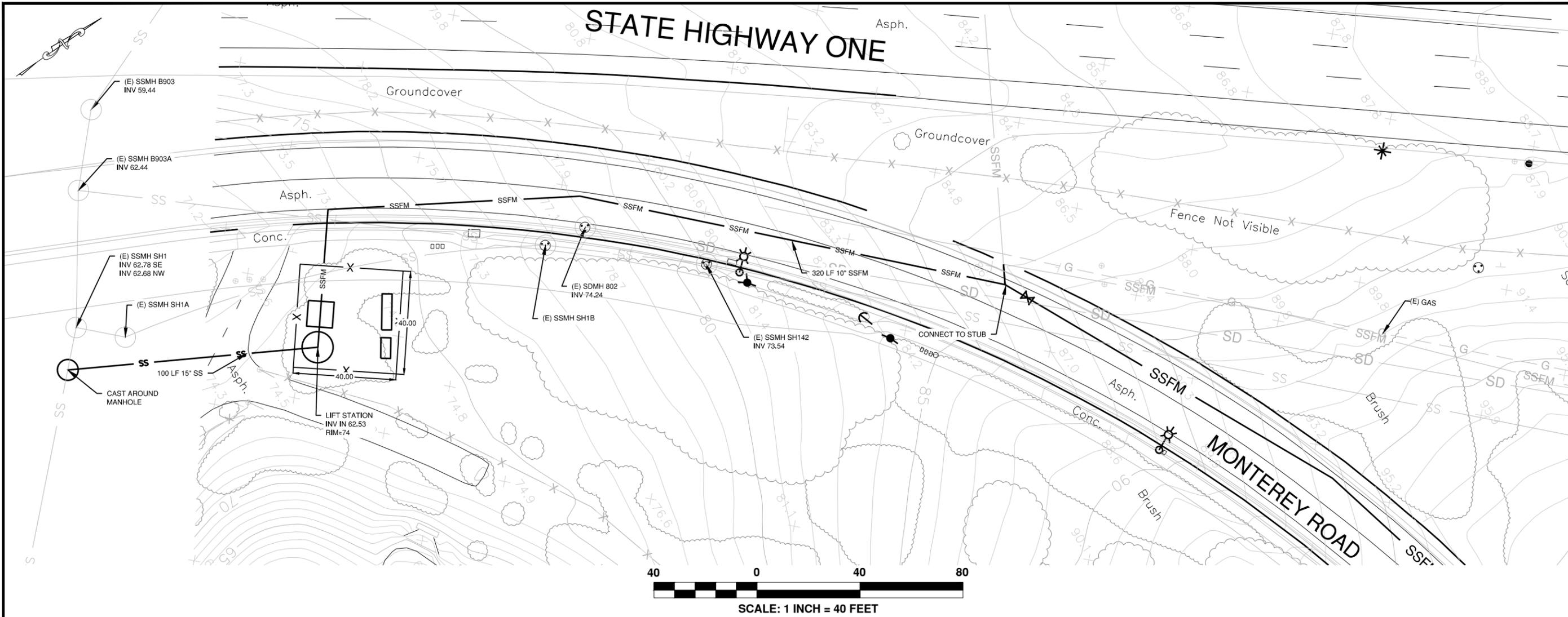
4. Permitting support. The Ord Village lift station is located in an easement within the Fort Ord Dunes State Beach lands. The proposed replacement site is on City of Seaside land. Schaaf & Wheeler will assist with obtaining permits for the work with California State Parks and the City of Seaside, attending meetings and preparing exhibits as needed. DD&A will prepare a CEQA IS/ND for the project and the related force main (see their attached scope of work). DD&A has included two optional tasks, Cultural Resources records search and Air Quality and Greenhouse Gas Emissions modeling, which will be performed only if requested.

The gravity main and force main cross State Highway 1. We will coordinate with Caltrans District 5 to ensure that the existing pipelines are abandoned per their standards.

5. Bid Phase Support. Schaaf & Wheeler will attend the pre-bid conference, respond to bidder requests for information and prepare clarifications or addenda as needed.
6. Construction Phase Support. Schaaf & Wheeler will attend the pre-construction conference, review contractor submittals, and attend progress meetings and system start-up. We will respond to contractor requests for information and issue addenda and clarifications as needed. Biological and environmental monitoring, if required, will be proposed separately after the IS/MND is completed.
7. Record drawings. When the work is completed, Schaaf & Wheeler will publish record drawings of the plan set, picking up the contractor and inspector red-line changes. We will then post those changes to the District's system map in CAD.

Assumptions:

1. Upgrades to the SCADA telemetry, if required, will be designed by the District's SCADA integrator.
2. A radio path survey from the new site, if required, will be by the District's SCADA integrator.
3. Demolition of the existing pump station will require removal of all structures and appurtenances within the existing fenced limits, including the fence. Pipelines outside the lift station will be abandoned in place. Manholes outside the site will be removed to a specified depth, and the remaining lower portion filled with cement slurry or structural backfill.
4. Sufficient geotechnical information is available from the Seaside Highlands project that a separate geotechnical investigation will not be required.
5. Landscaping plans for the site can be made available. Potholing to locate irrigation pipes will not be required.



40 0 40 80
 SCALE: 1 INCH = 40 FEET



80 0 80 160
 SCALE: 1 INCH = 80 FEET

NO.	REVISIONS	DATE	APPR.



Schaaf & Wheeler
 CONSULTING CIVIL ENGINEERS
 3 QUAIL RUN CIRCLE, STE. 101
 SALINAS, CA 93907
 (831) 883-4848

DATE:	1/7/19
SCALE:	AS SHOWN
DESIGN:	CJM
DRAWN:	CJM
CHECKED:	AAS

**ORD VILLAGE
 FORCE MAIN REPLACEMENT
 PROPOSED SITE PLAN**

**SHEET
 1 OF 1**



Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

February 1, 2019

Andy Sterbenz
Schaaf & Wheeler
3239 Imjin Rd.
Ste. 129
Marina, CA 93933

Mike Wegley
Marina Coast Water District
2480 Fourth Avenue
Marina, CA 93933

Subject: **Proposal and Cost to Prepare the Environmental Documentation for the Ord Village Force Main Replacement Project**

Dear Mr. Sterbenz & Mr. Wegley:

Thank you for providing Denise Duffy & Associates, Inc. (DD&A) with the opportunity to prepare the environmental documentation for the Ord Village Force Main Replacement Project (Project). It is DD&A's understanding that the Marina Coast Water District (MCWD) is proposing to relocate the Ord Village Lift Station and install a new sanitary sewer force main from where the existing force main crosses Highway One to MCWD's Sanitary Sewer Manhole (SSMH) C6. In preparing this scope of services, DD&A has conducted preliminary project review in consideration of the requirements of the California Environmental Quality Act (CEQA).

DD&A assumes that an Initial Study/Mitigated Negative Declaration (IS/MND) will be the appropriate level of environmental documentation in satisfaction with the requirements of CEQA, as outlined in the attached scope of work. In addition to preparing the IS/MND, DD&A proposes to provide a full-range of necessary environmental services for the project, including an initial review of all available project data, field surveys overseeing preparation of technical documents in the areas of cultural resources and biological resources, and project management. These tasks are outlined in detail in the attached scope of work.

The estimated costs for DD&A's proposed services on the Project is attached. If the attached scope and budget are acceptable, please sign and return a copy of the attached Authorization to Proceed form. We look forward to performing this work for you.

Sincerely,

Denise Duffy, Principal
DENISE DUFFY & ASSOCIATES, INC.
947 Cass St., Suite 5
Monterey, Ca. 93940
(831) 373-4341x13
dduffy@ddaplanning.com

Scope and Budget to Prepare Environmental Documentation for the Ord Village Force Main Replacement Project

INTRODUCTION

The following work program to be performed by DD&A is based on our review of the applicable sections of local, state and federal environmental guidelines and existing materials.

The scope of work includes the following tasks: 1) Project Initiation and Review of Available Data; 2) Field Surveys; 3) Preparation of Biological Resources Report; 4) Preparation of Administrative Draft IS/MND; 5) Response to Public Comments and Preparation of Final IS/MND; 6) Preparation of Mitigation Monitoring Report, and; 7) Attendance at Public Hearing. In addition, this scope includes two optional tasks: Preparation of Archaeological Report and AB 52 Consultation and Air Quality and Greenhouse Gas Emissions Modeling.

PROJECT UNDERSTANDING

The project is relocating the Ord Village Lift Station and rerouting the sewer force main. The Ord Village Lift Station used to be a small wastewater treatment plant and is located on the west side of Highway One. The former treatment plant was retired, and the plant converted to a sewer lift station, passing the flow north to the main wastewater treatment plant. Currently, sewage enters the regional (M1W) interceptor by gravity at the old plant site.

For the existing Ord Village system, sewage flows through gravity pipes west under Highway One to the pump station, then east under Highway One in a pressure pipeline. The pipeline follows the west edge of the Army housing area and connects to a gravity pipeline at a high point. For the replacement, the pump station will be located along Monterey Road at the edge of a City of Marina percolation pond, next to the existing gravity sewer. The force main will go north under Monterey Road, then turn into the Army housing area and reconnect to the gravity sewer on the back side of the hill. The total length of new pipeline is approximately 6,200 linear feet (LF); the new lift station project site will be about 40' x 40'.

The former Ord Village Lift Station west of Highway One will be demolished and removed. Pipelines and manholes outside the site will be abandoned in place. Work will be conducted within the currently disturbed area at this location.

WORK PLAN

Task 1. Project Initiation and Review Available Data

DD&A will initiate the project by consulting with Schaaf & Wheeler and MCWD to obtain pertinent reports, project information, and needed design plans. Project initiation will include the following tasks:

- Review of additional available background information,
- Conduct initial project management and subconsultant coordination,
- Attend a kick-off meeting with the project team to discuss the project documentation approach and finalize the scope of work,
- Identify data and documentation needs,
- Confirm format, quantities and distribution of deliverables, and
- Establish schedules and protocols for communication.

DD&A assumes maximum use of available data for this analysis. Review of additional available background information will including the existing condition and impact evaluation information available from the Fort Ord Reuse Plan Final Environmental Impact Report (Volume Four) (1997), 1997 Installation-wide Multispecies Habitat Management Plan for Former Fort Ord, the most recent available draft Fort Ord Habitat Conservation Plan (HCP) and supplemental resource studies, the Fort Ord Dunes State Park General Plan and EIR, recently completed area biological and traffic studies, and other available environmental studies and/or EIRs. During this task, DD&A will complete review and assessment of the information already available and identify any outstanding data needs.

Task 2. Field Surveys

DD&A will visit the site to assess the environmental conditions of the site and its surroundings. DD&A will collect, compile, and refine data needed to complete the environmental documentation. Where applicable, the data assembled will be incorporated into a Geographic Information System (GIS) database to assist in the environmental evaluation. Data gathered as part of this task will be reviewed and used to develop a comprehensive picture of the environmental resources that may be affected by the proposed project.

In addition, pre-survey research will be conducted utilizing available resources, including California Department of Fish and Wildlife (CDFW) California Natural Diversity Data Base (CNDDB), California Native Plant Society (CNPS) lists, local experts, and other published and unpublished materials as related to CEQA and regulatory permitting requirements. The field review will provide an evaluation of general habitat features and environmental constraints at the site and within the local vicinity. This task includes the identification of any sensitive habitats occurring within or adjacent to the project site.

Task 3. Preparation of Biological Resources Report

DD&A's Natural Resources Division (NRD) will conduct a biological resources analysis for the site to determine the potential impacts of the project on sensitive biological resources. This scope includes conducting protocol-level plant surveys for the proposed project as part of Task 2. The Biological Resources Report will include identification of known and potential sensitive biological resources within the project site. The results of the biological investigation will be incorporated into a technical memorandum and summarized in the IS/MND. The Biological Resources Report will address the following items:

- A description of the existing biological resources on and surrounding the site.
- Maps and descriptions of habitats and special-status plant and animal species known or anticipated to be present.
- An assessment of the direct and indirect impacts to sensitive biological resources, including potential impacts from construction disturbance and maintenance activities.
- Identification of mitigation for any significant biological impacts.

This scope does not include protocol-level wildlife species surveys or a jurisdictional wetland delineation.

Task 4 Preparation of Administrative Draft IS/MND

DD&A will prepare an Administrative Draft IS/MND for the project in accordance with CEQA requirements. The IS/MND will be prepared using a format similar to Appendix G of the CEQA Guidelines (2019). The IS/MND will be the basis for the District; determination of whether the project qualifies for a Negative Declaration or a Mitigated Negative Declaration, or whether the preparation of an EIR is warranted. Thresholds of significance will be determined based on State, regional, or local criteria.

The proposed IS/MND will contain the following sections:

1. **Project Description.** Description of project background, location, elements, and objectives supplemented with graphics to illustrate the proposed improvements. This section will identify the characteristics of the Project and construction details.
2. **Environmental Setting, Impacts, and Mitigation.** Description of the setting for each impact area, evaluation of impacts based on established CEQA thresholds, and identification of mitigation for significant impacts.
3. **Completed CEQA Checklist.** Site survey and analysis to identify the significance of impacts for each impact area.
4. **Graphics.** Preparation of appropriate graphics and tables to present the environmental analysis.
5. **References.** Identification of all sources and persons contacted during preparation of the document.

The IS/MND will address all issue areas identified in the most current version of the CEQA Environmental Checklist, including aesthetics, agricultural resources, air quality, biological resources, cultural/tribal resources, energy, geology/soils, greenhouse gas emissions, hazardous materials, land use/planning, mineral resources, population/housing, public services, recreation, transportation, utilities, and wildfire. The primary areas of analysis are summarized below.

Aesthetics: The IS/MND will describe the visual and aesthetic quality of the project site along Monterey Road/Highway One and assess potential visual impacts from the construction of the new force main and lift station on nearby public viewpoints (e.g., along adjacent public roads). This section will describe the physical characteristics of the new force main and lift station and identify landscape screening or other measures proposed to minimize visual effects. The removal of the pump station west of Highway One would eliminate above ground structures in this area; the IS/MND will address before and after views of the removal area.

Air Quality/Greenhouse Gas Emissions: The IS/MND will address potential air quality (dust/exhaust) impacts occurring during construction activities associated with the project. This evaluation will consider impacts to nearby sensitive receptors, if applicable. The IS/MND will also discuss increases in car and truck traffic on the immediate local roadway system during construction. Mitigation will be identified to reduce the effects of construction activities on affected sensitive receptors. This task will involve the identification, collection and evaluation of applicable information from Monterey Bay Air Resources Board (MBARD), as well as State resources related to GHGs, for example, the California Climate Change Portal. It is assumed that no emission modeling for proposed project land use changes will be required. However, should it be necessary after consultation with MBARD, DD&A will use MBARD-recommended methodology (i.e., CalEEMod), which uses estimates of future land use and other activities, and provides an analysis of both air quality and GHG emissions. A discussion of the proposed project's consistency with State implementation plans (SIPs), air quality management plans (AQMPs), and climate action plans (CAPs) will be provided.

Biological Resources: As discussed in Task 3, above, DD&A's NRD will prepare a Biological Resources Report for the project to determine the potential impacts of the project on vegetation and wildlife. The results of the biological investigation, including any proposed mitigation to reduce impacts to vegetation and wildlife to a less than significant level, will be summarized in the IS/MND.

Cultural/Tribal Resources: Under Assembly Bill (AB) 52 requirements, tribal consultation should be completed by the MCWD, as the CEQA lead agency, or through an authorized agent of the lead agency. DD&A will work with a cultural consultant to complete consultation per AB 52 requirements. DD&A and its cultural consultant will contact the California Native American Heritage Commission (NAHC) for a review of their Sacred Lands File. The NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project area. In addition, the NAHC will provide a list of Native American contacts for the project that they believe should be contacted for additional information. DD&A will provide this contact list to the District to facilitate its obligations under AB 52, as applicable. Under this task, DD&A will provide the District with an agency and tribal list as well as draft coordination letters that can be used to reach out to agencies and tribes that might have input into the environmental review process prior to the

environmental analysis being finalized. NOTE: These letters will need to be sent out by the District on MCWD letterhead. This section will also summarize the results of the Native American notification and consultation per the requirements of AB 52. Initial Native American Consultation.

In addition, this task assumes all the cultural/tribal resources information required for the proposed project site is covered under the Fort Ord Base Reuse Plan and a separate new Cultural Resources Report will not be required. The findings of the Fort Ord Base Reuse including recommendations for proposed mitigation to reduce impacts to cultural/tribal resources to a less than significant level, will be summarized in the IS/MND. An optional task is included below for a formal Cultural Resources Report for the project should initial consultation and findings determine this to be warranted.

Geology: The IS/MND will describe the geologic characteristics of the project site and area, based on the geologic study prepared for the project and provided to DD&A by Schaaf and Wheeler. This section will identify the potential geologic hazards at the tank site such as erosion, slope instability, seismic effects, and soil hazards. Mitigation will be identified based on the results and recommendations of the geologic analysis.

Hazardous Materials: The IS/MND will utilize the information in the Army's Finding of Suitability to Transfer Report (FOST 9) to describe the potential for contamination on the site and propose mitigation consistent with previous documentation. *This scope assumes the FOST 9 will be adequate for the analysis and a Phase 1 report will not be required.*

Hydrology/Water Quality: Given the relatively small size of the project sites, no long-term adverse impacts are anticipated to hydrology and water quality. The project includes new drainage improvements that will be described in the IS. The existing drainage regime on the site and area will be described. Best management practices (BMPs) will be identified to minimize water quality impacts during construction activities.

Traffic/Transportation: The IS/MND will analyze temporary impacts to traffic caused by construction on Monterey Road, and propose mitigation, if needed, to reduce any impacts to a less than significant level.

Land Use: A portion of the project site west of Highway One is owned by the California Department of Parks and Recreation and subject to the Fort Ord Dunes State Park General Plan. The project site area is also within the former Fort Ord. Land use jurisdictions and applicable plans and policies will be addressed in this section.

Other CEQA Requirements: The IS/MND will also address all other CEQA-required issues such as agricultural/forestry resources, energy, mineral resources, public services, utilities, wildfire, mandatory findings of significance, and references.

DD&A will submit five (5) hard copies and one electronic copy of the Administrative Draft IS/MND to Schaaf & Wheeler and MCWD for review and comment. Comments and revisions on the Administrative Draft IS/MND will be incorporated into the Public Review Draft IS/MND. Upon authorization, DD&A will submit ten (10) hardcopies and (10) copies on compact disk (CD) of the public review Draft IS/MND to MCWD for the mandatory 30-day public review period. If it is determined that the document has regional or statewide affect and the State Clearinghouse is used for distribution purposes, fifteen (15) of the Draft Initial Study copies will be provided to the State Office of Planning and Research by the District or by DD&A on behalf of the District.

Task 5. Response to Public Comments and Preparation of Final IS/MND

Following the 30-day public review period, DD&A, in consultation with the project team and MCWD, will prepare written responses to any comments received on the IS/MND. Written responses will be included, along with any necessary revisions, in the Final IS/MND. *This proposal assumes ten (10) hours of staff time to complete*

the responses to comments. Additional work effort to respond to comments in excess of this estimate would require a budget amendment.

Task 6. Preparation of Mitigation Monitoring Report

DD&A will prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with CEQA (Section 21081.6). DD&A will follow applicable guidelines for form/content. A Draft MMRP will be submitted to MCWD for review and comment, prior to preparation of the Final MMRP.

Task 7. Attendance at Public Hearing

This scope of work assumes attendance at two meetings at District offices (within the scope and costs of the previous tasks) but does not propose attendance at any public hearings. If requested, DD&A can be available to attend hearing(s) on a time-and-materials basis.

OPTIONAL TASKS

Cultural Resources Record Search and Literature Review

DD&A and its cultural consultant will perform a records search for the project area at the Northwest Information Center (NWIC) at Sonoma State University (the regional office of the California Historical Resources Information System). A cultural resources letter report will be prepared to summarize results of the cultural resources background research and records search. The report will be used for the cultural resource assessment in the IS/MND and to provide guidance on mitigation measures as needed.

Air Quality and Greenhouse Gas Emissions Modeling

It is assumed that no emission modeling for proposed project land use changes will be required. However, should it be necessary after consultation with MBARD, DD&A will use MBARD-recommended methodology (i.e., CalEEMod), which uses estimates of future land use and other activities, and provides an analysis of both air quality and GHG emissions.

SCHEDULE AND COST ESTIMATE

DD&A will prepare the IS/MND for the project approximately six (6) weeks after receipt of authorization to proceed and all project information has been received. This includes four (4) weeks for completion of the AB 52 consultation and cultural resources study.

The cost for preparation of the IS/MND will not exceed \$26,286.00, not including the optional costs. The budget is presented in the attached spreadsheet. All work will be billed monthly based on tasks completed. Expenses associated with the environmental services include, but are not limited to, mileage, graphics, delivery, and copying.

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

Client: MCWD
Project: Ord Village Lift Station
Task: Lift Station Design
Estimate Date: 2/4/2019

NO.	TASK ITEMS DESCRIPTION	PRINCIPAL PRJ MGR \$221.00	SENIOR PRJ MGR \$212.00	SENIOR ENG \$197.00	ASSOC ENG \$179.00	ASST ENG \$160.00	JUNIOR ENG \$150.00	SUBTOTAL M.H.'S	IN-HOUSE LABOR COSTS \$	IN-HOUSE MATERIAL COSTS \$	WHITSON ENGINEER SURVEY	FEHR ENGR ELEC	DD&A CEQA	TOTAL COSTS \$ W/ MARK-UP	TASK TOTAL
1	Project Management and Meetings														\$2,336
	Contracting		4					4	\$848						\$848
	60% Review Meeting		2					4	\$744						\$744
	90% Review Meeting		2					4	\$744						\$744
2	Basis of Design Memo														\$0
	Analysis and Memorandum		0					0	\$0						\$0
3	Plans, Specifications, Estimates														\$62,198
	60% Design Package		20					100	\$17,040		\$2,700	\$15,000			\$36,510
	90% Design Package		20					60	\$10,640			\$5,000			\$16,140
	Final Bid Documents		4					24	\$4,048			\$5,000			\$9,548
4	Permitting Support														\$40,994
	Attend meetings and prepare exhibits, as needed		6					8	\$1,272	\$50	\$2,300				\$3,857
	Prepare CEQA IS/MND							9	\$0				\$33,761		\$37,137
5	Bid Phase Services														\$4,292
	Pre-Bid Conference		2					4	\$744						\$744
	Respond to RFI's (assume 2)		2					6	\$1,064			\$500			\$1,614
	Prepare Addenda (assume 2)		2					6	\$1,064			\$500			\$1,614
	Bid Evaluation							2	\$320						\$320
6	Engineering During Construction														\$18,388
	Pre-Construction Meeting		2					4	\$744						\$744
	Submittal Reviews		4	4				48	\$8,036			\$4,000			\$12,436
	Site visits/meetings (assume 3)		6					12	\$2,232						\$2,232
	Respond to RFI's (assume 4)		8					16	\$2,976						\$2,976
7	Prepare Record Drawings														\$1,704
	Post Contractor's as-built mark-ups		2					10	\$1,704						\$1,704
	Total	0	86	4	0	220	0	321	\$54,220	\$50	\$5,000	\$30,000	\$33,761	\$129,912	
ROUNDED TOTAL														\$130,000	

Subconsultant Mark-up 10.0%



Existing Sewer Gravity Main

Existing Sewer Force Main

Seaside Senior Living Project

Ord Village Lift Station

Proposed Ord Village Lift Station

Proposed Sewer Force Main

Highway 1

Monterey Road

Coe Avenue



Marina Coast Water District
11 Reservation Road
Marina, CA 93933
mcwd.org

Ord Village Lift Station

Drawn By:
J.Hollida

Date:
02/06/2019

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-F

Meeting Date: February 19, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

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

Staff Recommendation: The Board of Directors designate an Agency negotiator(s) to meet and confer with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding renewal of Memorandums of Understanding (MOU) that expire on June 30, 2019.

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 June 30, 2019, the current contracts with the two subject bargaining units expire. Staff is recommending that the Board of Directors designate its negotiator(s) to Meet and Confer with the Marina Coast Water District Employees Association and Teamsters Local 890 regarding Renewal of Memorandums of Understanding negotiations with negotiations beginning in March to assure that we have negotiated and signed contracts before the expiration of the current ones.

In the recent past, the Board appointed one Board member and the General Manager as negotiators who would shuttle back and forth between the bargaining groups and the Board. Prior to that, the Board hired an outside firm to represent it in negotiations.

Environmental Review Compliance: None required.

Other Considerations: None.

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: 10-A

Meeting Date: February 19, 2019

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Sewer Flows for July 1, 2018 until December 31, 2018

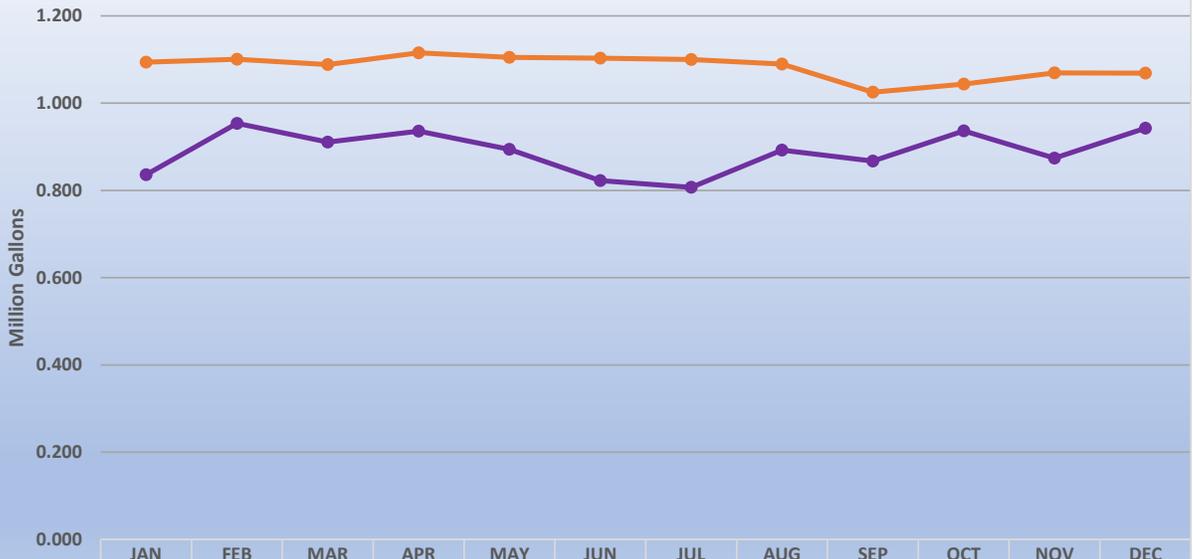
Summary: The Board of Directors typically received quarterly sewer flow information with the District's quarterly water consumption reports. However, for the 3rd and 4th quarters of 2018 ended September 30, 2018 and December 31, 2018 respectively, the sewer flow data was unavailable at the time of publication of the quarterly consumption reports. The District has obtained the information from Monterey One Water (M1W) for the 3rd and 4th quarters of 2018 which includes tracking information on sewer flows through M1W's Fort Ord and Marina pump stations.

Central Marina sanitary sewer flows for the quarter ended September 30, 2018 were 98.610-million-gallons or 302.621 acre feet (AF) which yielded an average daily sewer flow of 1.072-million-gallons-per-day (MGD) or 3.302 AF per day. For the quarter ended December 31, 2018, Central Marina sanitary sewer flows were 95.420-million-gallons or 292.831 AF which yielded an average daily sewer flow of 1.060 MGD or 3.265 AF.

The Ord Community's sanitary sewer flow to the M1W interceptor system is measured by a District flume structure located adjacent to the retired Main Garrison wastewater treatment plant. The Ord Community sanitary sewer flows for the quarter ended September 30, 2018 was 70.621-million-gallons or 216.726 AF, which yielded an average daily sewer flow of 0.861 MGD or 2.75 AF per day. For the quarter ended December 31, 2018, the Ord Community sanitary sewer flows were 84.330-million-gallons or 258.797 AF which yielded an average daily sewer flow of 0.917 MGD or 2.824 AF.

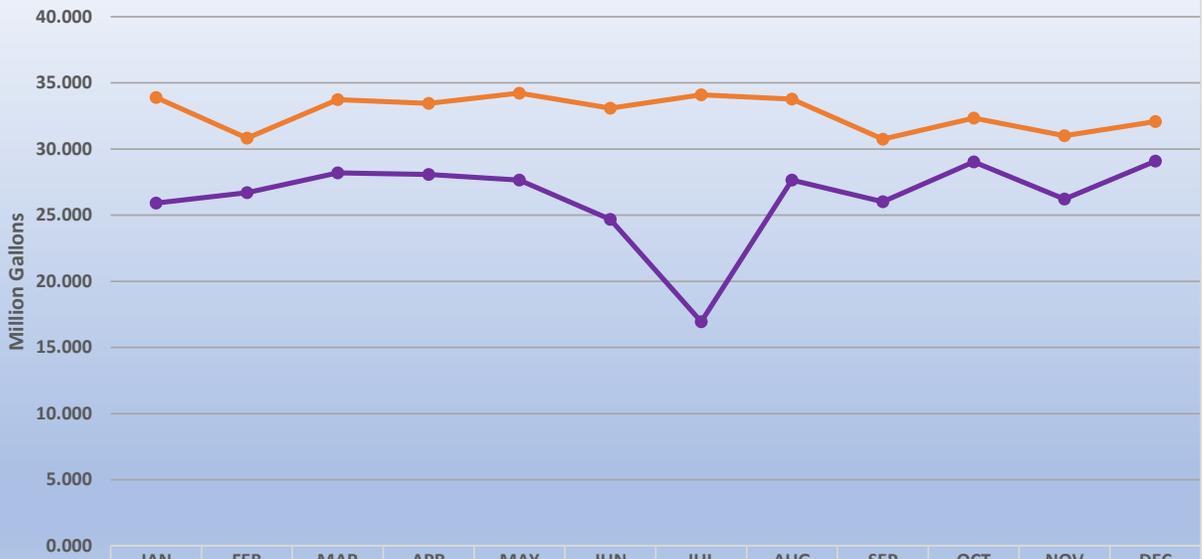
This staff report also includes charts for 2018 average daily flows and the total flows by month. Now that M1W provides flow data for the Marina Pump Station monthly through an automated report, District staff is working with M1W staff in obtaining the Fort Ord pump station data monthly as well. Staff is hopeful that this can be done and will attempt to provide the Sewer Flow report separately from the quarterly consumption report on a monthly basis.

2018 Average Daily Flows by Month



ORD COMMUNITY	0.836	0.954	0.911	0.936	0.894	0.823	0.807	0.892	0.867	0.936	0.874	0.943
CENTRAL MARINA	1.094	1.101	1.089	1.115	1.105	1.103	1.100	1.089	1.025	1.043	1.069	1.069

2018 Total Flows by Month



ORD COMMUNITY	25.916	26.704	28.198	28.081	27.656	24.679	16.945	27.656	26.020	29.027	26.222	29.081
CENTRAL MARINA	33.902	30.822	33.743	33.460	34.230	33.090	34.090	33.770	30.750	32.340	31.010	32.070

MEMORANDUM

TO: Board of Directors

FROM: Keith Van Der Maaten

SUBJECT: General Manager Report, February 19, 2019 BOD meeting

Annexation Update:

- 1) Staff met with LAFCO on 1/17.
- 2) Current LAFCO schedule is to have their public hearing in April.
- 3) LAFCO to provide draft MSR to the Board in March for review/comments
 - a. To include Cost Center Description
 - b. To include governance Description
- 4) Still not concluded potential SCSD overlap discussions, LAFCO hopes that the hearing in April will provide time to conclude. SCSD has a Board meeting on March 12.
- 5) MCWD has provided several agreements to SCSD, the latest was the "FORA transition Agreement" which, if agreed upon, would eliminate the issue. The Board also approved an MOU several months back that Seaside had verbally agreed to but subsequently backed away from that would have concluded the issue. Seaside has yet to provide comment and no discussions have taken place on this newest agreement; although there have been related discussions on Recycled Water and Development Agreements with Seaside.
- 6) If SCSD issue not put to rest in March, LAFCO will still proceed, but it may slow the process down.

"Outreach to Cities" Update:

- 1) Executive Committee discussions led to an agreed approach on outreach to the other cities (focus on LUJ's that MCWD serves).
- 2) The arrangement will be that MCWD staff would meet quarterly as a joint meeting with staff from each LUJ (similar to the WWOC) and MCWD would meet with each LUJ individually in an "elected's" style meeting on an annual basis, or as frequently as requested by the LUJ, but no more frequent than quarterly.
- 3) Staff will begin arranging these meetings in the next few weeks.
- 4) These outreach efforts will be discussed as part of the regular business of the Outreach Committee.

Response to requested Agenda Items from the January 22, 2019 Board Meeting:

- 1) Annexation Governance- Has been scheduled for March 18 (during draft MSR Review)
- 2) Board Procedures Manual Update-Has been scheduled for March 18
- 3) 1" paving requirement- TBD
- 4) Update on 180/400 aquifers- TBD, we are working on the GS Plan now, so when those chapters are available, we can provide an update.