



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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DIRECTORS

THOMAS P. MOORE
President

JAN SHRINER
Vice President

HERBERT CORTEZ
MATT ZEFFERMAN
PETER LE

Agenda

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

and

**Regular Board Meeting, Board of Directors
Marina Coast Water District Groundwater Sustainability Agency**

Marina Council Chambers

211 Hillcrest Avenue, Marina, California

Monday, April 15, 2019, 6:30 p.m. PST

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

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

1. Call to Order

2. Roll Call

3. Public Comment on Closed Session Items *Anyone wishing to address the Board on matters appearing on Closed Session may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

4. Closed Session

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

- 1) 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

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 Thursday, April 10, 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 (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.
 - 3) 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
 - 4) 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.)
 - 5) 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
 - 6) 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)
 - 7) 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 Negotiators
Agency Negotiators (Keith Van Der Maaten, Jan Shriner)
Employee Organization: Marina Coast Water District Employees Association
- C. Pursuant to Government Code 54957.6
Conference with Labor Negotiators
Agency Negotiators (Keith Van Der Maaten, Jan Shriner)
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. Presentation

A. [Adopt Resolution No. 2019-20 in Recognition and Appreciation of Richard Green and to Adjourn the Meeting in his Memory](#)

9. [Consent Calendar](#)

A. [Receive and File the Check Register for the Month of March 2019](#)

B. [Approve the Draft Minutes of the Joint Board/GSA Meeting of March 18, 2019](#)

C. [Consider Approval of the 2018 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community](#)

D. [Consider Approval of the Water Conservation Commission Public Outreach Event Schedule for 2019](#)

E. [Consider Adoption of Resolution No. 2019-21 to Approve an Update to the Employee Handbook](#)

F. [Consider Adoption of Resolution No. 2019-22 to Authorize a Notice of Completion for the Repair and Recoat of Reservoir 2 to be Filed with the Monterey County Recorder](#)

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

A. [Consider Adoption of Resolution No. 2019-23 to Approve Amendment No. 3 to the Professional Services Agreement with Akel Engineering Group, Inc. for the Master Plans and Capacity Fees Study for Sewer, Water and Recycled Water](#)

Action: The Board of Directors will consider approving an amendment to the Master Plans contract with Akel Engineering Group, Inc.

B. [Discuss, Consider, and Determine Action on Director Peter Le's Racial Discrimination Complaint against District Staff](#)

Action: The Board of Directors will discuss Director Peter Le's racial discrimination complaining against District staff and determine what action should be taken.

C. [Consider Adoption of Resolution No. 2019-24 to Approve Revisions to the Board Procedured Manual](#)

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

11. Staff Reports

A. [Receive the 1st Quarter 2019 MCWD Water Consumption Report](#)

B. [Receive the 2019 Sewer Flow Report through March 31, 2019](#)

C. [Receive a Status Update on the FY 2019-2020 Budget](#)

12. Informational Items *Informational items are normally provided in the form of a written report or verbal update and may not require Board action. The public may address the Board on Informational Items as they are considered by the Board. Please limit your comments to four minutes.*

A. General Manager's Report

1. Update on the Ord Community Service Agreements

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

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

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

*Regular Meeting: Monday, May 20, 2019, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8

Meeting Date: April 15, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Adopt Resolution No. 2019-20 in Recognition and Appreciation of Richard Green and to Adjourn the Meeting in his Memory

Staff Recommendation: The Board of Directors adopt Resolution No. 2019-20 recognizing and showing appreciation of Richard Green and to adjourn the meeting in his memory.

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 February 24, 2019, Richard Green, the District's Operations and Maintenance Supervisor, unexpectedly passed away. The District was rocked by this unexpected event. Everyone is deeply saddened by this loss and his exuberant personality, hard work, and helpfulness will be greatly missed.

In honor of Richard and the nearly 19 years of his service to the District, it is requested to adjourn the meeting in his memory.

Environmental Review Compliance: None required.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2019-20.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

April 15, 2019

Resolution No. 2019 - 20
Resolution of the Board of Directors
Marina Coast Water District
In Recognition and Appreciation of Richard Green
And Adjourning the Meeting In his Memory

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on April 15, 2019 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on February 24, 2019, our dear friend and co-worker, Richard Green, unexpectedly passed away; and,

WHEREAS, Richard was a well-liked and valued employee with the District for nearly 19 years; and,

WHEREAS, through Richard's hard work and determination, he worked his way up from an entry level position within Operations and Maintenance to become the Operations and Maintenance Supervisor; and,

WHEREAS, Richard's extensive knowledge of the water and wastewater system made him the go to person; and,

WHEREAS, Richard loved fixing water main breaks and was always the first in the hole, the last one out, and always the muddiest; and,

WHEREAS, Richard had a glowing personality and was always willing to help anyone; and,

WHEREAS, Richard truly touched the lives of all those he came into contact with; and,

WHEREAS, the Board of Directors and the employees of the Marina Coast Water District are deeply saddened by the passing of Richard and he will be sorely missed; and,

WHEREAS, Richard left behind a beautiful and loving family and they will remain in our thoughts and prayers.

NOW, THEREFORE, BE IT RESOLVED, that the Marina Coast Water District does hereby express to the Green Family their deep grief and sincere sympathy on behalf of the Board and the employees; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Green Family; and,

BE IT FURTHER RESOLVED; that the Board of Directors of the Marina Coast Water District does hereby adjourn this meeting in memory of Richard Green.

PASSED AND ADOPTED April 15, 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. 2019-20 adopted April 15, 2019.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9

Meeting Date: April 15, 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 March 2019
- B) Approve the Draft Minutes of the Joint Board/GSA Meeting of March 18, 2019
- C) Consider Approval of the 2018 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community
- D) Consider Approval of the Water Conservation Commission Event Schedule for 2019
- E) Consider Adoption of Resolution No. 2019-21 to Approve an Update to the Employee Handbook
- F) Consider Adoption of Resolution No. 2019-22 to Authorize a Notice of Completion for the Repair and Recoat of Reservoir 2 to be Filed with the Monterey County Recorder

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 March 2019; draft minutes of March 18, 2019; Draft 2018 Consumer Confidence Report; Water Conservation Commission Event Schedule for 2019; Resolution No. 2019-21, Redlined version of the Employee Handbook; and Resolution No. 2019-22.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: April 15, 2019

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

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

Staff Recommendation: The Board of Directors receive and file the March 2019 expenditures totaling \$2,330,733.08.

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 March 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: March 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 _____

March 2019 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
03/01/2019	WIRE	Mountain Cascade, Inc.	760,034.79
03/04/2019	67304 - 67400	Check Register	673,466.10
03/18/2019	67401 - 67440	Check Register	304,621.54
03/26/2019	67441	Check Register	86,550.00
03/06/2019	500260 - 500276	Check Register	73,825.26
03/08/2019	500277 - 500282	Payroll Checks and Direct Deposit	105,594.16
03/08/2019	500283 - 500284	Payroll Withholdings, Period Ended 03/01/19	1,218.23
03/08/2019	ACH	MassMutual Retirement Services, LLC	8,616.34
03/08/2019	ACH	Internal Revenue Service	47,767.60
03/08/2019	ACH	State of California - EDD	10,856.44
03/08/2019	ACH	CalPERS	21,712.44
03/18/2019	500285 - 500290	Check Register	66,451.32
03/22/2019	500291 - 500295	Payroll Checks and Direct Deposit	89,997.51
03/22/2019	500296	Payroll Withholdings, Period Ended 03/15/19	619.23
03/22/2019	500297	Payroll Checks and Direct Deposit	1,575.71
03/22/2019	ACH	MassMutual Retirement Services, LLC	8,418.57
03/22/2019	ACH	State of California - EDD	8,701.40
03/22/2019	ACH	Internal Revenue Service	39,221.98
03/22/2019	ACH	CalPERS	21,484.46
TOTAL DISBURSEMENTS			<u>2,330,733.08</u>

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
WIRE	01/25/2019	03/01/2019	Mountain Cascade, Inc.	RUWAP - Mobilization and Demobilization	760,034.79
67304	02/21/2019	03/04/2019	Alhambra and Sierra Springs	Lab Grade Water	95.97
67305	01/31/2019	03/04/2019	Quinn Company	Diesel Genset Oil Sample Testing	1,008.75
67306	02/05/2019	03/04/2019	Carlons Fire Extinguisher	First Aid Supplies	99.72
67307	01/24/2019	03/04/2019	University Enterprises, Inc.	Collection System 3rd Edition Course and Enrollment	139.44
67308	02/12/2019	03/04/2019	Monterey Peninsula Unified School District	MPUSD Conservation Education 01/2019	3,714.16
67309	02/25/2019	03/04/2019	Insight Planners	Web Development/ Maintenance, Hosting 02/2019	784.00
67310	02/08/2019	03/04/2019	Fisher Scientific	Lab Maintenance Supplies	309.00
67311	02/15/2019	03/04/2019	Grainger	General Supplies	193.21
67312	02/13/2019	03/04/2019	Jane's Answering Service	Answering Service 02/2019	213.88
67313	01/31/2019	03/04/2019	Schaaf & Wheeler	Staff Meetings, Annexation, Booker Lift Station, CSUMB, Master Plan Review, Developers (Beach Town Apartments, Campus Town WSA, Estate Sea Haven) 01/2019	12,814.00
67314	02/19/2019	03/04/2019	Consolidated Electrical Distributors, Inc.	Part - Marina Booster Station	1.92
67315	02/19/2019	03/04/2019	Hopkins Technical Products, Inc.	PVC Connectors/ Adapters, Parts - Wells 29, 30, 31, 34, Watkins Gate Chlorine Systems	892.39
67316	02/13/2019	03/04/2019	Monterey Bay Analytical Services	Laboratory Quality Control Testing	1,732.00
67317	02/18/2019	03/04/2019	Verizon Wireless	Cell Phone Service 02/2018	1,106.54
67318	02/11/2019	03/04/2019	Harris & Associates	Developer Inspection Services (CSUMB Student Union, Dunes, East Garrison, VA DOD Health Care Center) 12/2018 - 01/2019	25,810.00
67319	02/21/2019	03/04/2019	Orkin Franchise 925	IOP/ BLM Pest Control 02/2019	191.00
67320	02/11/2019	03/04/2019	Mettler Toledo, Inc.	Calibrate/ Certify Balances (Top-Loader and 2 Analyticals)	622.84
67321	02/15/2019	03/04/2019	Federal Express	Shipping Charges	115.14
67322	02/13/2019	03/04/2019	Waterless Co LLC	Janitorial Supplies	267.78
67323	02/07/2019	03/04/2019	Core & Main LP	(175) 1" Multi-Jet Meter with 3G Dialog, (144) 3/4" 3G-DS Register Bottom Load	46,468.33
67324	02/15/2019	03/04/2019	NEC Financial Services, Inc.	Phone Equipment Lease 02/2019	335.76
67325	02/13/2019	03/04/2019	Carollo Engineers, Inc.	RUWAP - Construction Meetings, Submittal Review, RFI's, Record Drawings, RWQCB NOI, Project Administration	15,874.65
67326	02/28/2019	03/04/2019	O'Reilly Automotive Stores, Inc.	Auto/ General Supplies	5.97
67327	01/03/2019	03/04/2019	Associated Services Company	Coffee Supplies	92.99
67328	02/14/2019	03/04/2019	Whitson Engineers	Design Engineering Services - Inter Garrison Water Line	676.00
67329	01/30/2019	03/04/2019	Calcon Systems, Inc.	SCADA PC's - O&M; Repair Alarms - Gigling and Ord Village LS	5,621.88
67330	02/14/2019	03/04/2019	Univar USA, Inc.	(800) gals Sodium Hypochlorite - Wells 10, 11	1,600.06
67331	01/31/2019	03/04/2019	Olympus and Associates, Inc.	Preparation/ Painting of Tank Interior - Reservoir 2	218,452.50
67332	02/26/2019	03/04/2019	Cook's Photography	Photography Sitting Fee - New Board Member	137.11
67333	02/21/2019	03/04/2019	Sturdy Oil Company	Diesel Fuel - LS Promontory, Hodges, Schoonover, Imjin, San Pablo; Remove Old Diesel Fuel - Ord Village LS, Wells 30, 31	1,365.98
67334	02/26/2019	03/04/2019	Conservation Rebate Program	272 Cosky Dr - Hot Water Recirculation Pump Rebate	199.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67335	02/26/2019	03/04/2019	Conservation Rebate Program	3020 Seeno Cir - Washer Rebate	50.00
67336	02/26/2019	03/04/2019	Conservation Rebate Program	319 Hatten Rd - Washer Rebate	150.00
67337	02/26/2019	03/04/2019	Conservation Rebate Program	3013 W Abrams Dr - Washer Rebate	100.00
67338	03/01/2019	03/04/2019	Conservation Rebate Program	122 Redondo Ct - Washer Rebate	150.00
67339	01/24/2019	03/04/2019	Voyager Fleet Systems, Inc.	Fleet Gasoline	2,024.46
67340	02/15/2019	03/04/2019	Green Rubber-Kennedy AG, LP	Parts - Intermediate Reservoir Chlorine System	20.98
67341	02/06/2019	03/04/2019	U.S. Bank Corporate Payment Systems	Training Expenses: 2019 CA Irrigation Institute Conference Hotel, Nor Cal Landscape/ Nursery Show - Lord, CSUMB Meeting Parking Fee - Van Der Maaten, Nuts/ Bolts of Negotiations - Gill, Furniture - O&M Manager, GFOA - Certificate of Achievement Program, Advertisement - Senior Engineer, General Supplies	3,403.77
67342	02/11/2019	03/04/2019	Marina Tire & Auto Repair	Oil Change - Vehicle #1401 F150	38.00
67343	02/13/2019	03/04/2019	Friedman & Springwater LLP	MCWD v CPUC Legal Fees, Ag Land Trust CEQA Lawsuit, RDP Superior Court Damages Cases 01/2019	124,851.03
67344	02/13/2019	03/04/2019	Richards, Watson & Gershon	Regional Project Litigation 01/2019	48,751.52
67345	02/11/2019	03/04/2019	Remy Moose Manley, LLP	RAMCO Well, CPUC, Well Project 01/2019	54,347.52
67346	02/27/2019	03/04/2019	Monterey Bay Technologies, Inc.	IT Support Services 03/2019; HP 8715 Officejet Pro Printer/ Scanner - Laboratory	3,645.30
67347	02/19/2019	03/04/2019	Corix Water Products	Parts - 761 Neeson Rd Project; Check Valve - Pump 1	2,677.60
67348	02/28/2019	03/04/2019	Eurofins Eaton Analytical, Inc.	Lab Water - Total Organic Carbon and Organic Nitrogen	100.00
67349	12/31/2018	03/04/2019	The Pun Group, LLP	2018 Audit - Final Billing	4,000.00
67350	02/07/2019	03/04/2019	Griffith & Masuda	General Matters, Annexation, Bay View Mobile Home Park, FORA, Groundwater, RAMCO Lawsuit, Water Supply Assessments, Developer (Campus Town Project) 01/2019	31,309.98
67351	02/26/2019	03/04/2019	James Heitzman	01/31 Deposition Hotel	250.61
67352	11/17/2014	03/04/2019	Conservation Rebate Program	3014 Eddy St - Toilet Rebate (Check Re-Issue)	125.00
67353	02/25/2019	03/04/2019	Dataflow Business Systems, Inc.	Ord Copier Maintenance (5551ci) 02/2019	676.73
67354	02/22/2019	03/04/2019	AT&T	Modem Line, Ord Alarm 02/2019	103.61
67355	02/19/2019	03/04/2019	PR Diamond Products, Inc.	Hydraulic Chain Saw - O&M	4,541.00
67356	03/01/2019	03/04/2019	Simpler Systems, Inc.	UB Datapp Maintenance 03/2019	500.00
67357	03/01/2019	03/04/2019	Pure Janitorial, LLC	BLM Janitorial Services 02/2019	1,927.54
67358	01/31/2019	03/04/2019	Runyon Saltzman Einhorn, Inc.	Public Relations	881.00
67359	02/26/2019	03/04/2019	Conservation Rebate Program	LV44 LP - (4) Toilet Rebates	384.11
67360	02/05/2019	03/04/2019	Akel Engineering Group, Inc.	Master Plans/Capacity Fees Study - Water, Sewer, Recycled Water	31,309.50
67361	02/14/2019	03/04/2019	R&B Company	Check Valve - Pump 2	1,180.93
67362	02/19/2019	03/04/2019	Ferguson Enterprises, Inc #686	PVC Fittings/ Adapter - Intermediate Reservoir Chlorine System; Freezing Gel for Freeze Kit	172.55
67363	01/21/2019	03/04/2019	Interstate Battery of San Jose	(2) Batteries - Well 11	69.81
67364	02/01/2019	03/04/2019	Greenwaste Recovery, Inc.	Garbage Collection and Recycling Services 02/2019	697.75

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67365	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 162 Okinawa Rd	70.97
67366	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 308 Reservation Rd	4.02
67367	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 13941 Sherman Blvd	39.06
67368	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 334 Parson Cir	35.00
67369	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 13937 Sherman Blvd	41.50
67370	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3091 Messinger Dr	9.08
67371	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - East Garrison Dr Irrigation Meter	767.50
67372	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - Breckinridge East of Logan Irrigation/Landscape Meter	432.33
67373	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3022 Independence Ave	39.92
67374	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 18622 Mc Clellan Cir	51.37
67375	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 14842 Kit Carson Dr	178.35
67376	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 13419 Warren Ave	34.33
67377	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 13154 Chamberlain Ave	139.77
67378	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 18243 Caldwell St	73.77
67379	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - Hydrant Meter	1,909.05
67380	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - Hydrant Meter	138.08
67381	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 18327 Steedman St	95.31
67382	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - West End Breckinridge Ave Irrigation Meter	708.59
67383	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 2953 Harvey Ct	35.00
67384	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3005 Eddy St	35.00
67385	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3039 Kennedy Ct	48.26
67386	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 14830 Kit Carson Dr	73.23
67387	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - East Garrison/ Sherman/ Chapel Hill Irrigation Meter	255.70
67388	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - Sherman Blvd/ Reynolds Irrigation	5,687.60
67389	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 180 Noumea Rd	40.00
67390	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3055 Redwood Dr	12.27
67391	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3003 Shorebird Pl	9.19
67392	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - Park B Warren Ave	769.71
67393	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3095 Crescent Ave	35.00
67394	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 3095 Crescent Ave	31.79
67395	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 14330 Sherman Blvd	19.52
67396	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 14846 Kit Carson Dr	73.23
67397	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 14326 Sherman Blvd	24.42
67398	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 164 Linde Cir	171.54
67399	02/21/2019	03/04/2019	Customer Service Refund	Refund Check - 13929 Sherman Blvd	41.50
67400	02/22/2019	03/04/2019	Customer Service Refund	Refund Check - 176 Palm Ave	1,952.87
67401	02/28/2019	03/18/2019	Ace Hardware	General Supplies	789.42
67402	02/26/2019	03/18/2019	Idexx Distribution Corporation	Laboratory Chemicals	1,753.68
67403	02/28/2019	03/18/2019	Peninsula Welding Supply	Gas Cylinder Tank Rental Fee - Welding Supplies	12.90

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67404	02/21/2019	03/18/2019	Valley Saw and Garden Equipment	Carb Repair Kit - Stihl Saw	678.12
67405	03/04/2019	03/18/2019	Environmental Resource Associates	Laboratory Performance Testing Samples	1,167.98
67406	03/07/2019	03/18/2019	Conservation Rebate Program	3139 Messinger Dr - Landscape Incentive Rebate	705.00
67407	03/05/2019	03/18/2019	Staples Credit Plan	Office Supplies	2,596.03
67408	03/01/2019	03/18/2019	Maynard Group	NEC Phone Equipment Maintenance, AT&T Wireless Backup, eMVS Cloud, VoIP Services 03/2019; Network Repair - Customer Service Front Desk Area	3,080.53
67409	02/15/2019	03/18/2019	USABluebook	Safety Jacket - O&M	73.17
67410	02/28/2019	03/18/2019	DataProse, LLC	Customer Billing Statements 02/2019	5,452.53
67411	03/01/2019	03/18/2019	American Messaging Services, LLC	Pager Service - O&M	55.66
67412	03/01/2019	03/18/2019	Azteca Systems, Inc.	Cityworks Update/ Support 04/2019 - 03/2020	15,000.00
67413	03/07/2019	03/18/2019	Carollo Engineers, Inc.	RUWAP - Construction Meetings RFI's, Drawings, RWQCB NOI, Project Administration, Project Management, Design Plans/ Specifications, Pipeline Surveying	68,091.29
67414	03/01/2019	03/18/2019	Val's Plumbing & Heating, Inc.	Drinking Fountain Service/ Maintenance - BLM	206.87
67415	02/19/2019	03/18/2019	831 Heating, Inc.	Repair Ventilation System - Gigling, Ord Village Lift Stations	19,945.00
67416	02/20/2019	03/18/2019	Bay Area Coating Consultants, Inc.	Tank Inspection Services - Reservoir 2	8,024.84
67417	03/06/2019	03/18/2019	Sturdy Oil Company	Clear Diesel - O&M Yard Tank	1,654.59
67418	03/13/2019	03/18/2019	Conservation Rebate Program	Marina Beach Inn - (5) Toilet Rebates	495.00
67419	03/13/2019	03/18/2019	Conservation Rebate Program	Marina Beach Inn - (6) Toilet Rebates	594.00
67420	03/05/2019	03/18/2019	Conservation Rebate Program	18003 McDowell St - Washer Rebate	50.00
67421	02/24/2019	03/18/2019	Voyager Fleet Systems, Inc.	Fleet Gasoline	2,740.20
67422	03/05/2019	03/18/2019	Green Rubber-Kennedy AG, LP	Rain Gear/ PPE - (2) O&M	595.70
67423	03/08/2019	03/18/2019	Remy Moose Manley, LLP	RAMCO Well, CPUC 02/2019	78,189.50
67424	03/14/2019	03/18/2019	Monterey Bay Technologies, Inc.	McAfee Antivirus 1-Year Renewal - 52 Licenses; Dell G3 15-3579 Laptop - IT Administrator	2,622.64
67425	03/04/2019	03/18/2019	Conservation Rebate Program	239 Sean Ct - (2) Toilet Rebates	244.00
67426	02/23/2019	03/18/2019	GHD, Inc.	Professional Services/ Design Phase - Imjin LS	907.25
67427	03/07/2019	03/18/2019	Access Monterey Peninsula, Inc.	Filming and Production 02/2019	360.00
67428	02/19/2019	03/18/2019	Aleshire & Wynder, LLP	Opinion for Bay View Community vs MCWD 01/2019	4,813.75
67429	03/12/2019	03/18/2019	Conservation Rebate Program	2703 3rd Ave - Washer Rebate	150.00
67430	02/28/2019	03/18/2019	Peninsula Messenger LLC	Courier Service 03/2019	145.00
67431	02/28/2019	03/18/2019	Western Exterminator Company	Pest Control - Beach Office 02/2019	86.50
67432	03/06/2019	03/18/2019	TIAA Commercial Finance, Inc.	(3) Office Copiers (C754E, 454E, 5551ci), eCopy ScanStation Leases 03/2019	1,119.89
67433	02/28/2019	03/18/2019	Iron Mountain, Inc.	Shredding Service 02/2019	101.88
67434	03/12/2019	03/18/2019	Conservation Rebate Program	227 Cosky Drive - Washer Rebate	100.00
67435	02/28/2019	03/18/2019	AT&T	Beach Alarm, IOP Fire Alarm, Main Frame Computer 02/2019	96.89

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
67436	03/12/2019	03/18/2019	Conservation Rebate Program	3240 Isla Del Sol Way - Toilet Rebate	125.00
67437	02/28/2019	03/18/2019	Marina Coast Water District (BLM)	BLM Water, Sewer, Fire Service 02/2019	346.02
67438	03/07/2019	03/18/2019	EKI Environment & Water, Inc.	Evaluation of Aquifer Storage Recovery, Groundwater Planning Sustainability Study, Water Supply Augmentation Study - Fort Ord, City of Marina Permitting of CalAm Project Wells - Environmental	81,289.96
67439	03/01/2019	03/18/2019	Verizon Connect NWF, Inc.	GPS Service - (2) Meter Reader Trucks	38.00
67440	03/05/2019	03/18/2019	Interstate Battery of San Jose	Battery - LS Genset	122.75
67441	03/26/2019	03/26/2019	Aqua Geo Frameworks LLC	Hydrogeologic Framework	86,550.00
500260	02/14/2019	03/06/2019	Becks Shoe Store, Inc. - Salinas	Boot Benefit - Water Resources	200.00
500261	02/12/2019	03/06/2019	Thomas Barkhurst	2019 CA-NV AWWA Fall Conference Per Diem Meals	198.00
500262	02/04/2019	03/06/2019	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 03/2019	65,242.47
500263	03/06/2019	03/06/2019	AFLAC	Employee Paid Benefits 02/2019	2,868.34
500264	02/20/2019	03/06/2019	Thomas P. Moore	Board Compensation 02/2019	50.00
500265	02/05/2019	03/06/2019	LegalShield	Employee Paid Benefits 02/2019	25.90
500266	02/20/2019	03/06/2019	Matthew Zefferman	Board Compensation 02/2019	50.00
500267	02/17/2019	03/06/2019	Principal Life	Employee Paid Benefits 03/2019	454.00
500268	02/15/2019	03/06/2019	Paula Riso	02/14 SF Superior Court (CalAM Hearing) Fuel	130.20
500269	02/08/2019	03/06/2019	Lincoln National Life Insurance Company	Life, Short/Long Term, AD&D Insurance 03/2019	2,037.56
500270	02/15/2019	03/06/2019	WageWorks, Inc.	FSA Admin Fees 01/2019	128.00
500271	02/20/2019	03/06/2019	Peter Le	Board Compensation 02/2019	50.00
500272	02/20/2019	03/06/2019	Herbert Cortez	Board Compensation 02/2019	50.00
500273	02/15/2019	03/06/2019	Transamerica Employee Benefits	Employee Paid Benefits 02/2019	1,205.30
500274	02/28/2019	03/06/2019	Cintas Corporation No. 630	Uniforms, Towels, Rugs 02/2018	532.99
500275	03/04/2019	03/06/2019	Springbrook National User Group	2019 Springbrook User Conference - Espero	552.50
500276	02/20/2019	03/06/2019	Jan Shriner	Board Compensation 02/2019	50.00
500277-500282	03/08/2019	03/08/2019	Payroll Checks and Direct Deposit	Payroll Ending 03/01/19	105,594.16
500283	03/08/2019	03/08/2019	General Teamsters Union	Payroll Ending 03/01/19	599.00
500284	03/08/2019	03/08/2019	WageWorks, Inc.	Payroll Ending 03/01/19	619.23
ACH	03/08/2019	03/08/2019	CalPERS	Payroll Ending 03/01/19	21,712.44
ACH	03/08/2019	03/08/2019	State of California - EDD	Payroll Ending 03/01/19	10,856.44
ACH	03/08/2019	03/08/2019	MassMutual Retirement Services, LLC	Payroll Ending 03/01/19	8,616.34
ACH	03/08/2019	03/08/2019	Internal Revenue Service	Payroll Ending 03/01/19	47,767.60
500285	03/01/2019	03/18/2019	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 04/2019	65,247.17
500286	03/05/2019	03/18/2019	CWEA - Monterey Bay Section	Membership Renewal - Cray	376.00
500287	03/14/2019	03/18/2019	Joe Correa	Fluid Mechanics Course	200.00
500288	03/05/2019	03/18/2019	LegalShield	Employee Paid Benefits 03/2019	25.90
500289	02/26/2019	03/18/2019	Pinnacle Medical Group, Inc.	Pre-Employment Physical - (2) New Hires	300.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
500290	02/28/2019	03/18/2019	Justifacts Credential Verification, Inc.	Background Checks - (3) New Hires	302.25
500291-500295	03/22/2019	03/22/2019	Payroll Checks and Direct Deposit (Check 500292 Void)	Payroll Ending 03/15/19	89,997.51
ACH	03/22/2019	03/22/2019	MassMutual Retirement Services, LLC	Payroll Ending 03/15/19	8,418.57
ACH	03/22/2019	03/22/2019	Internal Revenue Service	Payroll Ending 03/15/19	39,221.98
ACH	03/22/2019	03/22/2019	CalPERS	Payroll Ending 03/15/19	21,484.46
ACH	03/22/2019	03/22/2019	State of California - EDD	Payroll Ending 03/15/19	8,701.40
500296	03/22/2019	03/22/2019	WageWorks, Inc.	Payroll Ending 03/15/19	619.23
500297	03/22/2019	03/22/2019	Payroll Checks and Direct Deposit	Payroll Ending 03/15/19 (Check 500292 Re-Issue)	1,575.71

Total Disbursements for March 2019 2,330,733.08

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: April 15, 2019

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Joint Board/GSA Meeting of March 18, 2019

Staff Recommendation: The Board of Directors approve the draft minutes of the March 18, 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 March 18, 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 March 18, 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
March 18, 2019

Draft Minutes

1. Call to Order:

President Moore called the meeting to order at 6:30 p.m. on March 18, 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

Board Members Absent:

Matt Zefferman

Staff Members Present:

Keith Van Der Maaten, General Manager
Roger Masuda, District Counsel
Kelly Cadiente, Director of Administrative Services
Derek Cray, Operations and Maintenance Manager
Michael Wegley, District Engineer
Rose Gill, HR/Risk Administrator
Patrick Breen, Water Resources Manager
Brian True, Senior Engineer
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
Sarah Babcock, Marina Resident, WCC Member
Darren McBain, LAFCO Principal Analyst

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

- 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

Agenda Item 4-A (continued):

- 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)

The Board ended closed session at 7:12 p.m.

President Moore reconvened the meeting to open session at 7:13 p.m.

5. Reportable Actions Taken during Closed Session:

Roger Masuda, District Counsel, stated that there were no reportable actions taken during Closed Session and direction was given.

6. Pledge of Allegiance:

Mr. Masuda led everyone present in the pledge of allegiance.

7. Oral Communications:

There were no public comments.

8. Consent Calendar:

Vice President Shriner made a motion to approve the Consent Calendar consisting of: A) Receive and File the Check Register for the Month of February 2019; B) Approve the Draft Minutes of the Joint Board/GSA Meeting of February 19, 2019; and, C) Approve the Draft Minutes of the Joint Board/GSA Meeting of March 11, 2019. Director Cortez seconded the motion. The motion was passed by the following vote:

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

9. Action Items:

A. Review the LAFCO Municipal Services Review for the Marina Coast Water District and Provide Comments and Direction:

Mr. Michael Wegley, District Engineer, introduced this item and gave a brief presentation. The Board asked clarifying questions and made the following suggested changes to the Administrative Draft:

- Page 14 – Clarify that “The Dunes on Monterey Bay” was previously known as University Villages so that it is consistent with Marina Heights/Sea Haven
- Page 19 – clarify that there is no limit to pumping in the deep aquifer and add wording on the Army retaining water upon the transfer
- Pages 21/22 – clarify the difference between the 180/400 foot aquifer and the 180/400 foot aquifer subbasin; correct date to 2015 under SGMA
- Page 23 – first paragraph, put the quotation in italics; add a target date for other water sources
- Page 27 – first paragraph, correct the meeting frequency and venue for the Joint City District Committee
- Page 28/38 – possibly re-word “contested and spirited” campaigns
- Page 30 – update the number of staff positions and title of Operations and Maintenance “Manager”
- Page 35 – add to first paragraph “SVBGSA” as the lead agency for the 180/400 foot basin plan; third paragraph, change to “Cal-Am *has* appealed the Planning Commission’s decision...”
- Pages 41-45 – make the legend bigger, perhaps one full page for all maps since they have the same legend
- Pages 46/47 – add 400 foot aquifer map and perhaps AEM maps
- Page 49 – Add key MCWD staff (including Carl Niizawa) and counsel to Acknowledgements

President Moore made a motion receive the draft report the LAFCO Municipal Services Review. Vice President Shriner seconded the motion. The motion was passed.

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

B. Consider Adoption of Resolution No. 2019-17 to Approve the District Maintenance Management Plan:

Mr. Derek Cray, Operations and Maintenance Manager, introduced this item noting that this Plan will be a working document that will be updated annually. He gave a brief presentation. The Board asked clarifying questions. President Moore recommended keeping paper back-up of the District system in case of a catastrophic power outage and the system is inaccessible.

Agenda Item 9-B (continued):

Director Cortez made a motion to adopt Resolution No. 2019-17 to approve the District Maintenance Management Plan. Vice President Shriner seconded the motion. The motion was passed.

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

C. Consider Adoption of Resolution No. 2019-18 to Amend a Professional Services Agreement with MWH Constructors for Regional Urban Water Augmentation Project Construction Management Services:

Mr. Wegley introduced this item. The Board asked clarifying questions.

Vice President Shriner made a motion to adopt Resolution No. 2019-18 to amend a Professional Services Agreement with MWH Constructors for Regional Urban Water Augmentation Project Construction Management Services. Director Le seconded the motion. The motion was passed.

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

D. Consider Adoption of Resolution No. 2019-19 to Approve Revisions to the Board Procedures Manual:

Mr. Keith Van Der Maaten, General Manager, introduced this item and noted the revisions were to Section 12 regarding the Water Conservation Commission. Director Le voiced his disappointment that they were unable to make additional changes on the Board Procedures Manual (BPM) at this meeting. Mr. Van Der Maaten noted that the BPM can be brought back at another meeting for more discussion and revisions. Director Le said he would like the BPM to be brought back with the proposed changes he had emailed to the General Manager. Director Cortez asked if all Directors can propose changes. President Moore assured him that all Directors can propose changes. Discussion followed. Director Le said the two items he requested are: 1) changing the Closed Session to 1 hour; and, 2) increasing compensation from \$50 to \$100.

Vice President Shriner made a motion to adopt Resolution No. 2019-19 to approve the revisions to the Board Procedures Manual with the additional language stating that changes were made to Section 12.B. President Moore seconded the motion. The motion was passed.

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

10. Staff Report:

A. Receive the Developer Account Update through December 31, 2018:

Mr. Brian True, Senior Engineer, introduced this item. The Board asked clarifying questions. Director Le asked if the report could be broken into two reports, one listing developers that owe money, and one listing developers that have a credit. He also suggested looking at how other agencies keep track of their projects.

11. Workshop:

A. Review the 5-Year Strategic Plan:

Mr. Van Der Maaten introduced this item and quickly reviewed staff's revisions. The following changes were suggested by the Board:

- Page 2 - listing the Board member names alphabetically by last name
- Page 7 - rework the Vision Statement
- Page 11 - add comma after, "...and recycled water"; end of paragraph, correct the date
- Page 15 - incorporate green policies into Section 2.2 to reduce carbon emissions
- Page 21 - update the Objective for Section 4.0 (will also be discussed in the Community Outreach Committee)
- Page 22 - correct Sections to 4.3 and 4.4 and un-italicize Section 4.3
- Page 27 - end of Section 6.6, correct the date
- Page 29 - under 1.2, clarify who is responsible for 180/400 GS Plan and Target Date
- Pages 31-34 - Target Dates need to be updated

12. Informational Items:

A. General Manager's Report:

1. Update on the Salinas River Stakeholder Statement:

Mr. Van Der Maaten said that he needs to do additional research to see what is happening with the Salinas River Stakeholder Statement because the planning group he was a part of has concluded and the facilitator is no longer on the project. He noted that the County is now in charge of the statement and he will need to follow up with them.

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 and noted the next meeting is April 4th.

2. Joint City District Committee:

President Moore said they would be meeting on May 1st.

3. Executive Committee:

President Moore noted that they met, and the next meeting is April 9th.

4. Community Outreach Committee:

Director Cortez gave a brief update.

5. Budget and Personnel Committee:

Director Cortez gave a brief update.

6. M1W Board Member:

President Moore gave a brief update and noted the next meeting is on March 25th.

7. LAFCO Liaison:

Director Cortez noted the next meeting is March 25th.

8. FORA:

Mr. Van Der Maaten gave a brief update.

9. WWOC:

Mr. Van Der Maaten stated that they met, and the next meeting is April 3rd.

Vice President Shriner noted that it was 10:00 p.m. and, President Moore asked if there was a motion to continue past 10:00 p.m.

Vice President Shriner made a motion to continue the meeting past 10:00 p.m. Director Cortez seconded the motion. With a vote of 4-Ayes, 0-Noes, 1-Absent (Zefferman), 0-Abstained, the motion was passed.

10. JPIA Liaison:

No report was given.

11. Special Districts Association Liaison:

President Moore noted the next meeting was April 16th and Pete Delgado, Salinas Valley Memorial Healthcare, would be the speaker.

12. SVGSA Liaison:

No update was given.

13. Correspondence:

There were no comments.

14. Board Member Requests for Future Agenda Items:

President Moore noted that they can email in their requests. Director Cortez asked to have the Board Procedures Manual brought back.

15. Director's Comments:

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

16. Adjournment:

The meeting was adjourned at 10:09 p.m.

APPROVED:

Thomas P. Moore, President

ATTEST:

Paula Riso, Deputy Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-C

Meeting Date: April 15, 2019

Prepared By: Thomas Barkhurst
Reviewed By: Derek Cray

Approved By: Keith Van Der Maaten

Agenda Title: Consider Approval of the 2018 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community

Staff Recommendation: Staff recommends approval of the 2018 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community.

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 Safe Drinking Water Act requires water utilities to provide accurate and timely information to consumers about the quality of their drinking water. The US Environmental Protection Agency and California State Water Resource Control Board, Division of Drinking Water (formerly known as the California Department of Public Health (CDPH)) adopted regulations requiring the distribution of the Consumer Confidence Report (CCR) to water utility customers by July 1st each year. The District has provided CCR's (formerly called annual water quality report) to District customers since 1989.

The 2018 CCR summarizes the results of detected contaminants in District's supply wells and distribution systems conducted in calendar year 2018, or, the most recent sampling year. The District's water system did not have any violation in 2018 and is in compliance with State and Federal drinking water regulations.

A list of contaminants tested for but not detected will be posted in the District's website at www.mcwd.org/2018ccr-ND.html.

The 2018 CCR will be mailed together with each customer's water bill starting May 2019. A separate mailing will be conducted for residents in the Ord military housing at or about the same time. Copies will be distributed to Alliance Residential, businesses, apartment managers, and school administrators for further distribution to customers who do not receive a water bill directly from the District. Staff will coordinate with the US Army and CSUMB's News and Public Information Officer to establish the website links for access by the military and university communities. The CCR will be available at the District's website at www.mcwd.org.

Environmental Review Compliance: None required.

Financial Impact: X Yes No Funding Source/Recap: Printing Expense, Laboratory Budget, Marina Water Fund and Ord Water Fund.

Other Considerations: This is regulatory.

Material Included for Information/Consideration: Draft 2018 Consumer Confidence Report.

Action Required: _____Resolution X Motion _____Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District

2018 Consumer Confidence Report

Newly installed upgraded dedicated sampling station

Marina Coast Water District is proud to present the 2018 Consumer Confidence Report. This annual water quality report includes information about where your water comes from, what it contains and how it compares to drinking water standards. As in the past, the District gives you the assurance that your drinking water meets stringent California and Federal drinking water standards.

If you have any questions regarding the information in this report or about your water, please contact our Laboratory Supervisor, Thomas Barkhurst at 384-6131. You can also visit our website at www.mcwd.org.

Water Supply and Treatment

The District provides groundwater produced from eight wells delivered through a distribution system network of eight storage tanks and nearly 162 miles of water main pipeline.

Three deep supply wells (10, 11, and 12) located in Central Marina draw groundwater from the 900-foot aquifer of the Salinas Valley Groundwater Basin. The groundwater is treated at each well site for disinfection and to remove naturally-occurring hydrogen sulfide that can cause odor. Well 12 did not supply water to the distribution system in 2018.

Five supply wells (29, 30, 31, 34 and Watkins Gate) located in the Ord Community draw groundwater from the Salinas Valley Groundwater Basin 900-foot, 400-foot and lower 180-foot aquifers. Groundwater from these supply wells is disinfected in the Ord Community chlorination treatment plant.

In 2005, the Central Marina and Ord Community water systems were connected to allow water to flow between the systems to meet peak demands and improve overall service.

Source Water Assessment

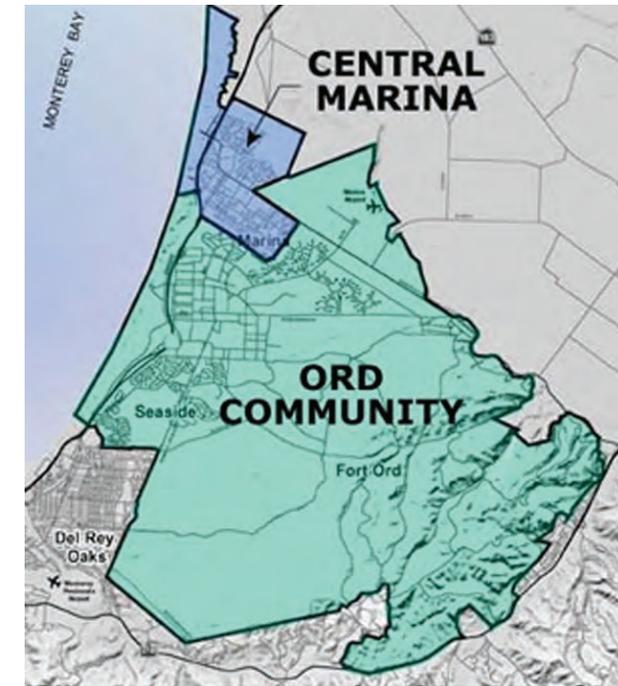
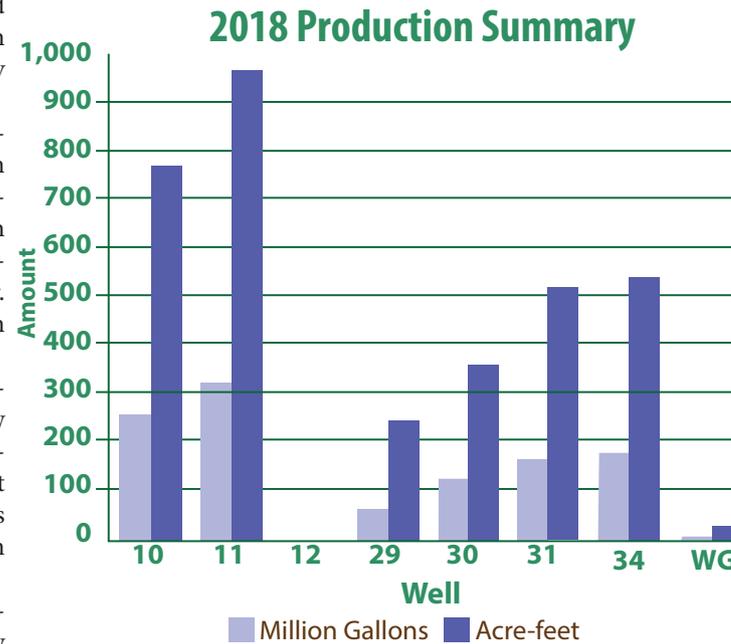
Several source water assessments have been completed. The source water assessment considers several factors: The presence of a possible contaminating activity (PCA) such as current or historic human activities that are potential origins of contamination for a drinking water source, its proximity to the source, the risk associated with the PCA, and the construction and setting of the source. These factors are then ranked, the source is considered most vulnerable to the PCAs at the top of the ranking.

In July 2001, the California Department of Public Health (CDPH) completed an assessment of each groundwater supply well in Central Marina, which concluded they are most vulnerable to historic waste dumps, landfill activities and military installations.

For the Ord Community: In February 2002, an assess-

ment was completed of each groundwater supply well. They are most vulnerable to known volatile organic contaminant plumes from the closed landfill on the former Fort Ord, as well as to saltwater intrusion, sewer collection system, above ground storage tanks, irrigated crops, transportation corridors, farm machinery repairs and septic systems. In November 2012, a completed source assessment for Watkins Gate well determined the well to be most vulnerable to Military Installations. In February 2014, a completed assessment for Well 34 determined the well most vulnerable to Military installations (former Fort Ord), agricultural drainage, salt water intrusion, and sewer collection systems.

Full details of the assessment may be viewed at the following locations: MCWD, 11 Reservation Road, Marina, CA, or at SWRCB DDW, 1 Lower Ragsdale Drive, Building 1, Suite 120, Monterey, CA.



11 Reservation Road, Marina, CA 93933-2099
Phone: (831) 384-6131 • Fax: (831) 883-5995
www.mcwd.org • mcwd@mcwd.org • ccr@mcwd.org

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.

Board meetings are open to the public and held the third Monday of every month at the City of Marina Council Chambers, 211 Hillcrest Avenue at 6:30 pm. Agendas are posted in the following places at least 72 hours before each meeting: Marina Coast Water District, Marina and Seaside City Halls, Marina and Seaside Libraries and the Marina Post Office.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

Water Quality

The District diligently monitors drinking water quality and once again, is proud to report that your tap water meets California and Federal drinking water standards.

Federal Groundwater Rule

The California Department of Public Health (CDPH) implemented the Federal Groundwater Rule (GWR); compliance started on December 1, 2009. The purpose of the GWR is to reduce the risk of illness caused by microbial contamination in public groundwater systems. The District is pleased to report that coliforms were not detected in all but two of the required 526 distribution system samples collected in Central Marina and Ord Community.

Trichloroethylene (TCE)

TCE was a common solvent used by the US Army on the former Fort Ord. In 2018, TCE (below the MCL or standard) was detected in District supply Wells 29, 30 and 31, and also in the Sand Tank and Intermediate Tank. With the interconnection of the two water systems the Intermediate and Sand Tanks may supply drinking water to the Central Marina and Ord Community distribution systems. The District continues to monitor quarterly its Wells 29, 30, 31, 34 and Watkins Gate for TCE.

The Army operates a network of shallow groundwater monitoring wells to track progress in its ongoing cleanup of the TCE contamination plume from the now-closed landfill and fire drill area. The Army groundwater monitoring wells do not supply drinking water to District customers. TCE has been detected in a majority of Army groundwater monitoring wells.

Nitrate

Nitrate in drinking water at levels above 10 mg/L is a health risk for infants of less than six months of age. Such nitrate levels in drinking water can interfere with the capacity of the infant's blood to carry oxygen, resulting in a serious illness; symptoms include shortness of breath and blueness of the skin. Nitrate levels above 10 mg/L may also affect the ability of the blood to carry oxygen in other individuals, such as pregnant women and those with certain specific enzyme deficiencies. If you are caring for an infant, or you are pregnant, you should ask advice from your health care provider. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity.

Arsenic

While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The arsenic standard balances the current understanding of arsenic's possible health effects against the costs

of removing arsenic from drinking water. The U.S. Environmental Protection Agency continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Marina Coast Water District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>. No lead service lines are known to exist in the District.

What Are the Sources of Contaminants?

The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or human activity. Contaminants that may be present in source water include:

- **Microbial Contaminants**, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- **Inorganic Contaminants**, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- **Pesticides and Herbicides**, that may come from a variety of sources such as agriculture, urban stormwater runoff and residential uses.
- **Organic Chemical Contaminants**, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- **Radioactive Contaminants**, that can be naturally-occurring or

A Notice on Radon

Radon is a radioactive gas that you cannot see, taste, or smell. It is found throughout the U.S. Radon can move up through the ground and into a home through cracks and holes in the foundation. Radon can build up to high levels in all types of homes. Radon can also get into indoor air when released from tap water from showering, washing dishes, and other household activities. Compared to radon entering the home through soil, radon entering the home through tap water will in most cases be a small source of radon in indoor air. Radon is a known human carcinogen. Breathing air containing radon can lead to lung cancer. Drinking water containing radon may also cause increased risk of stomach cancer. If you are concerned about radon in your home, test the air in your home. Testing is inexpensive and easy. You should pursue radon removal for your home if the level of radon in your air is 4 picocuries per liter of air (pCi/L) or higher. There are simple ways to fix a radon problem that are not too costly. For additional information, call your State radon program (1-800-745-7236), the EPA Safe Drinking Water Act Hotline (1-800-426-4791), or the National Safety Council Radon Hotline (1-800-767-7236).

be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (USEPA) and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

A note to the Immuno-compromised: Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).



The District's Customer Service staff is available to assist you Monday through Friday, 8 AM to 5:30 PM.

Educational Information and Special Health Information

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

Other Water Information Sources

CA State Water Resources Control Board Division of Drinking Water Programs:

waterboards.ca.gov/drinking_water/programs

USEPA Division of Ground Water and Drinking Water:

water.epa.gov/drink

Centers for Disease Control: cdc.gov

Fort Ord Cleanup Project: fortordcleanup.com

How to Read Water Quality Tables

The following tables list the results of detected contaminants in the District's distribution system and groundwater supply wells. While most monitoring was completed through December 2018, regulations allow the District to monitor certain chemicals less than once per year because the levels do not change frequently. The test results are divided into the following sections: *Primary Drinking Water Standards*, *Secondary*

Drinking Water Standards, *Other Constituents* and *Unregulated Contaminants*. To help better understand the report, use the *Definitions of Terms* given below.

To read the table, start with the column titled *Detected Contaminant(s)* and read across the row. *Units* express the amount measured. *MCL* shows the highest amount of contaminant allowed. *PHG/MCLG* is the goal amount for that

contaminant (this may be lower than what is allowed). *Year Tested* is usually in 2018 or for some contaminants the most recent sampling year. *Annual Average* is the average amount measured or detected. *Range* tells the lowest and highest amounts measured. A *No Violation* indicates that regulation requirements were met. *Major Sources in Drinking Water* tell where the contaminant usually originates.

Distribution System Water Quality

PRIMARY DRINKING WATER STANDARDS — Microbiology

Detected Contaminant	Units	MCL	(MCLG)	Year Tested	Total Samples Collected & Month Positive	Violation	Major Sources in Drinking Water
Total Coliform Bacteria	Positive Samples	5.0% Monthly Samples	(0)	2018	526 Samples 1 Positive (2.3%) in May & 1 Positive (1.9%) in July.	No	Naturally present in the environment.

PRIMARY DRINKING WATER STANDARDS — Disinfection Byproducts & Disinfectant Residual

Detected Contaminants	Units	MCL [MRDL]	PHG (MCLG) [MRDLG]	Year Tested	Annual Average	Range Low - High	Violation	Major Sources in Drinking Water
Total Trihalomethanes (TTHM)	ppb	80	n/a	2018	8	3.9 - 8.1	No	Byproduct of drinking water disinfection.
Chlorine Residual [as Cl ₂]	ppm	[4.0]	[4]	2018	0.84	0.15 - 1.97	No	Drinking water disinfectant added for treatment.

PRIMARY DRINKING WATER STANDARDS — Lead & Copper Indoor Tap Samples

Detected Contaminant	Units	Action Level	PHG	Year Tested	* 90th Percentile Level	No. of Sites Above Action Level	Violation	Major Sources in Drinking Water
Copper	ppm	1.3	0.3	2016	0.29	0 of 35	No	Internal corrosion of household plumbing systems.
Lead	ppb	15	0.2	2016	ND (<5)	1 of 35	No	Internal corrosion of household plumbing systems.

PRIMARY DRINKING WATER STANDARDS — Lead In Schools Testing (All eleven Monterey Peninsula Unified School District schools in MCWD service areas requesting testing were tested — up to five samples were collected at each school.)

Detected Contaminant	Units	Action Level	PHG	Year Tested	* 90th Percentile Level	No. of Sites Above Action Level	Violation	Major Sources in Drinking Water
Lead	ppb	15	0.2	2017	4	0 of 40	No	Internal corrosion of household plumbing systems.

* 90th Percentile: For compliance, the sample result at the 90th percentile level must be less than the Action Level.

Definitions of Terms Used

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water supplier must follow.

UCMR: Unregulated Chemicals Monitoring Rule that help EPA and CDPH to determine where certain contaminants occur and need to be regulated.

MRL: Method Reporting Limit or the lower-limit of quantitation

n/a: Not Applicable

ND: Non-Detected

Notification Level: DDW established health-based advisory levels for chemicals in drinking water that lack maximum contaminant levels

NTU: Nephelometric Turbidity Units

pCi/L: picocuries per liter

ppm: parts per million or milligrams per liter

ppb: parts per billion or micrograms per liter

ppt: parts per trillion or nanograms per liter

TON: Threshold Odor Number



Laboratory staff continually monitor drinking water. Water quality data is posted monthly on the MCWD website (www.mcwd.org).

Groundwater Supply Wells Water Quality

Detected Contaminants	Units	MCL	PHG (MCLG)	Year Tested ^(b)	Annual Average	Range Low - High	Violation	Major Sources in Drinking Water
PRIMARY DRINKING WATER STANDARDS								
Arsenic	ppb	10	0.004	2018	3.0	ND - 7.0	No	Erosion of natural deposits.
Dichloromethane [Methylene Chloride]	ppb	5	4	2018	ND	ND - 2.9	No	Paint removal products, pharmaceutical and chemical factories.
Fluoride (Natural)	ppm	2.0	1	2018	0.20	ND - 0.28	No	Erosion of natural deposits.
Gross Alpha particle activity	pCi/L	15	(Zero)	2016/2014/2013 ^(d)	ND	ND - 4.9	No	Erosion of natural deposits.
Nitrate (as N)	ppm	10	10	2018	1.9	ND - 5.5	No	Erosion of natural deposits.
Selenium	ppb	50	30	2018	ND	ND - 5.4	No	Erosion of natural deposits.
Trichloroethylene [TCE]	ppb	5	1.7	2018	ND	ND - 2.2	No	Discharge from metal degreasing sites.
Uranium	pCi/L	20	0.43	2013 ^(c)	2.1	ND - 4.8	No	Erosion of natural deposits.
SECONDARY DRINKING WATER STANDARDS								
Chloride	ppm	500	n/a	2018	99	55 - 200	No	Leaching from natural deposits; seawater influence.
Odor Threshold	TON	3	n/a	2018	1.7	ND - 2.0	No	Naturally-occurring organic materials.
pH Units	Units	6.5 - 8.5	n/a	2018	8.0	7.7 - 8.3	No	Naturally-occurring minerals.
Specific Conductance	µS/cm	1600	n/a	2018	677	520 - 1100	No	Substances that form ions when in water; seawater influence.
Sulfate	ppm	500	n/a	2018	49	36 - 57	No	Leaching from natural deposits.
Total Dissolved Solids	ppm	1000	n/a	2018	410	290 - 610	No	Leaching from natural deposits.
Turbidity	NTU	5	n/a	2018	0.15	ND - 0.24	No	Soil run-off.
OTHER CONSTITUENTS — No Drinking Water Standards								
Alkalinity	ppm	n/a	n/a	2018	120	93 - 180	n/a	Naturally-occurring minerals.
Bicarbonate Alkalinity	ppm	n/a	n/a	2018	146	110 - 230	n/a	Naturally-occurring minerals.
Calcium	ppm	n/a	n/a	2018	44	24 - 60	n/a	Naturally-occurring mineral.
Magnesium	ppm	n/a	n/a	2018	14	2.4 - 24	n/a	Naturally-occurring mineral.
Potassium	ppm	n/a	n/a	2018	2.9	1.9 - 4.0	n/a	Naturally-occurring mineral.
Sodium	ppm	n/a	n/a	2018	70	39 - 130	n/a	Naturally-occurring mineral.
Hardness ^(a)	ppm	n/a	n/a	2018	166	85 - 240	n/a	Naturally-occurring minerals.
Radon 222	pCi/L	n/a	n/a	2000 ^(b)	532	208 - 1408	n/a	Naturally-occurring gas.
UNREGULATED CONTAMINANTS — No Drinking Water Standards								
Boron	ppb	1000 (AL)	n/a	2018	ND	ND - 120	n/a	Erosion of natural deposits.
Vanadium	ppb	50 (AL)	n/a	2018	6.3	ND - 15	n/a	Erosion of natural deposits.

Footnotes:

(a) Water Hardness Unit Conversion: Total Hardness (Annual Average) = 9.7 grains/gallon (for 166 ppm). Total Hardness (Range) = 5.0 - 14 grains/gallon.

(b) Testing in Year (most recent sampling for compliance) 2000 did not include Well 34 and Watkins Gate Well as they did not exist in 2000.

(c) Wells 12 & 29 waived--due 2016 depending on Gross Alpha results. 2016 Gross Alpha was ND for Wells 12 & 29, thus no Uranium tested in 2016.

(d) Year Tested (most recent sampling dates for compliance) 2013, 2014, 2016: Wells 31 34 & Watkins Gate 1/8/13, 4/2/13, 7/6/13, 10/8/13; Well 11 2/25/14; Wells 10 & 29 7/12/16; Well 30 8/22/16, 12/6/16; Well 12 12/6/16.

Not Detected Chemicals: The list of chemicals tested but not detected are reported at www.mcwd.org/2018ccr-ND.html.

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: April 15, 2019

Prepared By: Patrick Breen

Approved By: Keith Van Der Maaten

Agenda Title: Consider Approval of the Water Conservation Public Outreach Event Schedule for 2019

Staff Recommendation: The Board of Directors approve the Water Conservation Public Outreach Event Schedule for 2019.

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.*

When presented to the Water Conservation Commission on February 7 2019, the Commission asked if staff could measure and determine how effective the public outreach at such events is and bring it back.

Following the Commission meeting, staff discussed past efforts to track public attendance at such events, and reviewed a past survey of customer participation in District rebate programs to determine if such a survey could be used again to measure the efficacy of public outreach at public events. Staff does believe that counting attendees, collecting contact information, and conducting surveys of attendees at public events may provide some insight to customer contacts, opinions and behaviors. But, staff does not believe that such efforts would quantify the water savings achieved by participating in such events.

Staff also researched the internet and brainstormed to find ways to determine how effective the public outreach at such events is. Although it would not measure any water savings, one finding was that some agencies utilize subscription and clipping (articles) monitoring services, such as Google Alerts, to count the number of media articles generated from public outreach efforts. Although this method is most often used to measure the collective, total results of a public awareness program, it may be useful to measure the results of attendance at a single, or multiple events.

This information was discussed at the March 3, 2019 Water Conservation Commission meeting and the Commission recommended forwarding the event schedule to the Board for approval.

Discussion/Analysis: Staff has prepared a listing of public events to attend in 2019. These events are typically attended each year, being selected as having good attendance and/or targeting a specific group of customers. As promising opportunities arise staff may attend additional events. Staff will also attend Marina's Farmer's Market (dates to be determined).

In a typical year, staff attends 10-15 public, and semi-public events where water conservation education and information about the District's water conservation programs is provided to guests that visit staff's booth. Water conservation booklets, informational flyers, and water saving retrofit devices are provided free of charge to guests.

The events planned for 2019 are shown in the following table:

Calendar Of Public Events 2019	
Date	Event
January	
February 2, 2019	Fort Ord Clean-Up
March 23, 2019	Marina Rotary "Cars in the Park"
April 13, 2019	Marina Earth Day
April 22, 2019	CSUMB EarthFest Celebration
April 26, 2019	Presidio Earth Day
May 11, 2019	Marina Children's Birthday Celebration
June	
July 13, 2019	Fort Ord Clean-Up
August (to be determined)	CSUMB Otter Showcase
August 31, 2019	Marina Labor Day
August 31, 2019	Monterey County Fair
September 21, 2019	Seaside Parking Day
October (to be determined)	CSUMB Otter Expo
November	
December	

Environmental Review Compliance: None required.

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

Other Considerations: Modify the schedule by making additions or removing events.

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
Agenda Transmittal

Agenda Item: 9-E

Meeting Date: April 15, 2019

Prepared By: Rose Gill

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2019-21 to Approve an Update to the Employee Handbook

Staff Recommendation: The Board is requested to adopt Resolution No. 2019-21 to update the Districts Employee Handbook for clearer interpretation.

Background: 5-Year Strategic Plan, Strategic Element No. 5 Organizational Health/Personnel – 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 last revision to the Employee Handbook was on January 22, 2019. After staff reviewed the latest revision of the employee handbook, there were recommendations for additional changes that need to be made to clarify interpretation. Section 8.0 is being removed because it does not apply to Public Agencies. In addition, it is a best practice to periodically review employment and personnel policies for practicality and legal compliance, as well as, to replicate the District's Memorandums of Understanding (MOU's). As for Section 14 – Employee Service Awards Program, changing to gift certificates only and forgoing the plaque will save District funds as the plaques can get quite costly. Staff is agreeable to forgo the plaque. Upon retirement from the District, employees will still receive a plaque thanking them for their entire service period.

Staff recommends following revisions:

- Section 8.0 Show-up or Reporting Pay (Pg 47)
- Section 9.0 Absenteeism (Pg 52)
- Section 13 Employee Relations (Pg 91)
- Section 14 Employee Service Awards Program (Pg 93)

A complete list of changes is listed in the Handbook Revision Chronology page of the Employee Handbook.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: The Board can suggest additional changes.

Material Included for Information/Consideration: Redlined 2019 Employee Handbook (provided separately).

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

April 15, 2019

Resolution No. 2019-21
Resolution of the Board of Directors
Marina Coast Water District
Approving Updates to the 2019 Employee Handbook

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on April 15, 2019 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District's Employee Handbook was last revised on January 22, 2019; and,

WHEREAS, upon further review by staff, there are a few more recommends to clarify interpretation of the Employee Handbook Sections 8.0, 9.0, 13, and revise Section 14.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2019-21 to approve the proposed District Employee Handbook changes.

PASSED AND ADOPTED on April 15, 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. 2019-21 adopted April 15, 2019.

Keith Van Der Maaten, Secretary



Employee Handbook



Marina Coast Water District



Employee Handbook

Amended ~~January 22~~April 15, 2019

Administration and Customer Service

11 Reservation Road, Marina, CA 93933-2099

Engineering and Operations & Maintenance

2840 4th Avenue, Marina, CA 93933

Telephone: (831)384-6131

Website: www.mcwd.org

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ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

All employees of the Marina Coast Water District (MCWD) are expected to read and understand the attached employee handbook, then sign, date and return this page to the HR/Risk Administrator.

This acknowledges that I, _____, have received a copy of the MCWD Employee Handbook. I understand that this Handbook is intended to be used as a ready reference and as a summary of the MCWD’s personnel policies, work rules and benefits. It is designed to provide a quick overview of MCWD policies and procedures, but does not supersede the Memorandums of Understanding (MOUs) for the individual bargaining units.

I acknowledge that I am expected to read, understand, and adhere to the policies documented in this Handbook. I understand it is my responsibility to comply with the policies contained in this Handbook and any revisions made hereafter.

I understand the statements contained in the Handbook are not intended to create any contractual or other legal obligations of MCWD. I further understand that MCWD may revise, modify, supplement, or rescind any of the policies summarized in this Handbook at any time.

I understand that if I am an employee who is covered by this Handbook and I have subsequently entered into a written employment agreement signed by me and the MCWD, the guidelines, procedures and benefits discussed in this Handbook are not applicable to the extent they are inconsistent with my written employment agreement. However, if the written agreement does not address conditions or terms set forth in the Handbook, the Handbook shall apply to me.

Employee Signature Date

Witness Signature Date

Handbook Revision Chronology

09-14-10

Revised Section 10.14 Management leave

Effective July 15, 2009, management leave shall be accrued on a bi-weekly basis at the rate of 3.077 hours per pay period. The maximum accrual allowance for management leave will be eighty (80) hours per fiscal year. Management leave earned by the end of each fiscal year shall be taken within the first quarter of the following fiscal year or the leave shall be forfeited.

Revised Section 17 Request for Reasonable Accommodation –
Interactive Process

Section 17 was renumbered to Section 17.0

Revised Section 17 Return to Work Program

The entire section was added.

3-13-2012

Revised Section 3.10 Add A.5 Internet, E-Mail, Telephones, and
Electronic Communications Ethics, Usage and Security Policy

5. Transmitting any of the District's confidential or proprietary information, including customer data or other materials covered by the District's confidentiality policy; transmitting or posting information that may harm the District or its reputation or any of its employees regardless of whether the information is defamatory. This includes expressing opinions or personal views on Internet web logs ("blogs"), social networking sites such as Facebook, Twitter, LinkedIn, etc., that could be misconstrued as being those of the District. The prohibitions described apply to employees whether the employee is on or off duty or working from a non-District computer.

Revised Section 11.9 Bereavement Leave

Employees shall be entitled to up to three (3) days of paid leave for the death of a family member. A family member includes the employee's spouse or State-registered domestic partner and the following persons related to the employee or spouse or State-registered domestic partner: mother, father, brother, sister, child, step-parent, step-child, grandparents, grandchild, or legal guardian. Such leave shall be separate from sick, vacation, compensatory, and management leave and is to be used within two (2) weeks

upon the death of the family member or at the discretion of the General Manager or designee. Up to five (5) days may be granted for exceptional circumstances approved by the General Manager or designee.

Upon approval, employees may use either accumulated sick, vacation, compensatory, or management leave if more time off is necessary.

2/12/2013

Revised Sections 3, 5, 10, 11, and 17. Replace with new, complete handbook.

4/15/2013

Revised Section 5.12 Gift or Gratuity Acceptance

Designated employees listed in the District's Conflict of Interest Code, Exhibit A are prohibited from accepting, directly or indirectly, any gift, rebate, money, or anything else of value over twenty-five dollars (\$25) from a single source. All employees are prohibited from accepting directly or indirectly, any gift, rebate, money or anything else of value if the gift, rebate, money, or item of value is intended as a reward or inducement for conducting business, placing orders with, or otherwise using the employee's position to favor the contributor.

Revised Section 8.5 Certification Incentive Bonus

The District will pay for employee's memberships in professional organizations and associations that issue certifications/licenses required for the employee's current position.

2/18/2014

Revised Section 3.1 Equal Employment Opportunity

MCWD does not unlawfully discriminate on the basis of race, creed, color, age, religion, religious dress practices and religious grooming practices, gender, nationality, national origin, ancestry, citizenship status, military or veteran status, physical or mental disability, medical condition (including pregnancy, childbirth, breastfeeding and related medical conditions, HIV or AIDS-related conditions), marital status, genetics, gender identification, or sexual orientation.

3/106/2015

Revised Section 11.7 Sick Leave

The addition of a paragraph at the end of the current Sick Leave Policy that specifies District employees who are not regular, full-time will receive sick leave benefits in accordance with the new California Paid Sick Leave Policy.

1/22/2019

- **Renumbered Sections:** In light of the revisions noted below, several sections were renumbered. The section numbers referenced below are those that appear in our revised version (except for sections that were removed, which are referenced by their original number).
- **Section 1.0, 1.3, and 1.5:** We revised sections 1.0 and 1.3 to clarify that the Handbook is a statement of binding policies, while still reserving the right to modify the Handbook at a later time. We also moved the paragraph explaining the District's open-door policy into a new section.
- **Section 2:** Per our discussion, we revised the definition of "part-time employee" to have them be at-will employees by default. Further, the definition of "non-exempt employee" was simplified to avoid the misleading implication that the District's daily overtime policy is mandated by the FLSA.
- **Sections 3.1 and 3.2:** We revised these sections to include legally protected characteristics that were missing, and to broaden the harassment policy to cover all forms of harassment.
- **Sections 3.10 and 3.11:** We removed the portion of the electronic communications policy that covered social media, as this is now encompassed by a separate social media policy, Section 3.11.
- **Section 3.19:** Because this policy covers not only "Cell Phone Usage" but use of personal electronic devices more generally, we revised the section heading accordingly.
- **Section 3.20:** We re-inserted language providing examples of what constitutes acceptable attire for office employees.
- **Section 3.23:** We added the new scavenging policy.
- **Sections 3.24 and 16.1:** Section 3.24 was substantially revised to remove references to DOT requirements (other than a reference to the District's separate DOT testing policy), to reflect the District's actual non-DOT drug testing policy, and to clarify ambiguous provisions. References to the Public Safety Officer's Procedural Bill of Rights were also removed, as the district does not employ any sworn peace officers covered by that law. In light of the revisions to Section 3.24 and in light of the District's separate DOT testing policy, Section 16.1 was removed.
- **Sections 4.3 and 4.4:** We added language to clarify that the introductory/probationary period applies only to regular full-time employees, and not to contract or part-time employees.

- **Section 5.0:** Employee evaluations will be done on an annual basis. January through December.
- **Section 5.2:** We added language clarifying that an employee in a promotion-related introductory period who does not pass that introductory period is returned to their previous position rather than terminated entirely.
- **Section 5.4:** We revised this section to reflect Labor Code 1198.5, under which employees are entitled to a copy of their whole file including unsigned documents.
- **Sections 5.7 and 5.8:** We added a clarification that these policy sections prohibit texting only while driving.
- **Section 5.14:** Because the District is a municipal corporation, pursuant to Labor Code section 220, it is exempt from the obligation to provide a final paycheck at the time of termination (required for private sector employers under Labor Code section 201), and need only provide it as provided under the FLSA at the next regular payday; we revised this section accordingly. The District is free to make the final paycheck early, but you are not obligated to do so.
- **Section 7.0:** The District's overtime policy is more generous than the FLSA. We added language clarifying that not everything in this policy is legally mandated.
- **Section 7.1:** This policy implies that Compensatory Time is only available for time-and-a-half overtime, and not the double-time overtime for working over 12 hours in a workday.
- **Section 7.3:** We note that while having the FLSA workweek begin Friday at noon for all employees is permissible, it is important to make sure that the District has in fact been tracking overtime within this workweek. In the alternative, the District can set different FLSA workweeks for employees who work 5/40 and 9/80 schedules. For 9/80 employees, we typically recommend having each employee's designated workweek begin 4 hours into their regularly scheduled shift on the alternating day off. If the Friday noon workweek is staying, then in order to avoid FLSA overtime, employees on a 9/80 schedule should work no more than 4 hours before noon on Fridays, with Friday also being the alternating day off.
- **Section 7.4:** The District's meal break policy complies with the California wage-and-hour law, but we note that the District is exempt from that law, and the District does have the flexibility to adopt a different policy.
- **Section 8.0:** We note that the District is exempt from the requirement to provide reporting time pay. The District is free to provide such pay but is not required to do so.

- **Section 10:** This section indicates that only full-time employees working 32 hours or more are eligible for health benefits; the Affordable Care Act mandates health benefits to employees working 30 or more hours. This section needs to be revised for compliance with the ACA. We are not familiar with what the District has done to address its ACA compliance and would need to gather more information to finalize any revisions to this section.
- **Section 10.1:** We have not made any revisions to this section regarding Retiree Health Benefits. However, the District may want to review this section further regarding any vested rights that it may create.
- **Section 10.8:** We revised this section to more closely reflect applicable CalPERS rates and differentiate between CalPERS benefits and Social Security/Medicare.
- **Section 11.0:** We revised this section to better reflect the interaction between CFRA/FMLA and PDL, which in some circumstances will require more than 12 weeks of continued health benefits. We also added a clarification that the loss of health benefits applies only to unpaid leaves of absences, and not to vacation, sick leave, etc., and language indicating the option for employees to elect continued coverage under COBRA.
- **Sections 11.1 and 11.2:** We substantially revised these sections to more accurately reflect the FMLA, CFRA, PDL, and interaction between the three. These revised sections replace sections 11.1 through 11.4 of the previous version.
- **Section 11.4:** We added language reflecting the District's obligation in some circumstances to grant a medical/disability-related leave of absence under the ADA/FEHA.
- **Section 11.5:** We revised this section to better reflect the application of California's Paid Sick Leave Law and to distinguish between the accruals of regular full-time employees and part-time and temporary employees.
- **Section 11.10:** We added language clarifying that victims of domestic violence or sexual assault are eligible for unpaid leave to the extent provided by law.
- **Section 13:** We added language clarifying that the progressive discipline policy applies only to full-time non-introductory employees.
- **Section 16.1:** As noted above, the drug and alcohol policy in the old Section 16.1 was consolidated with Section 3.24.
- Added new policies:
 - Scavenging Section:
 - Social Media Section:
 - Open Door Policy

4/15/19

Revised Section 8. Special Pay Practices

This section was deleted because it does not apply to public agencies.

Revised Section 9. Absenteeism

Removed verbiage: Excessive tardy is when an employee is late more than ten minutes.

Added to verbiage: Excessive absenteeism occurs when the number of accumulated absences exceeds twelve (12) days **of unexcused absences** in any twelve (12) month period and/or three (3) separate days **of unexcused absences** in a one (1) month period prior to the most recent absence.

Revised Section 13. Appeal of Disciplinary Action

Corrected “no later than 15th day after receipt of said noticed of disciplinary action” to 5 days per MOU.

Revised Section 14 Employee Service Awards Program

Took out last sentence to remove, “and recognition item”. Also added 50.00 to years of service, in lieu of plaque.

- **Renumbered Sections:** In light of the revisions noted above, several sections were renumbered. The section numbers referenced below are those that appear in our revised version (except for sections that were removed, which are referenced by their original number).

Section 1. Introduction and General Provisions

1.0 Welcome to Marina Coast Water District

Welcome! As an employee of the Marina Coast Water District (“MCWD” or “the District”), you are an important member of our team. We hope that you will find your position here rewarding, challenging, and productive.

This employee handbook is intended to explain the terms and conditions of employment of all employees and supervisors. Written employment contracts between District and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be approved by the Board of Directors or their designee.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

1.1 Scope of Handbook

The policies and procedures contained herein supersede any and all previously issued policies, procedures, rules or instructions related to human resource management at MCWD with the exception of the individual bargaining unit’s MOU’s.

1.2 Administration

The General Manager, as Appointing Authority, shall have unilateral authority to interpret and implement the provisions contained herein. The General Manager may develop and issue procedures, consistent with the Handbook, to facilitate implementation.

A copy of this Handbook shall be made available to all employees.

1.3 Distribution of Handbook

All employees shall receive and understand they are bound by the provisions of this Handbook as a condition of continued employment whether it is read or not. Employees shall sign and return an "Acknowledgement of Receipt of Employee Handbook" form confirming receipt of the Handbook.

1.4 Customer Service

Our goal is to leave a positive, lasting impression with the customers who do business with us. We accomplish this through caring and professional employees who strive to provide exceptional customer service by not only meeting but exceeding our customers' expectations in every way possible.

What we say to our customers and *how* we say it are the basic building blocks to exceptional customer service. All of us should constantly look for opportunities to enhance the satisfaction of our customers. This requires a committee, team approach. We are all expected to accommodate customer requests and needs as they arise. The primary tools in accomplishing this are knowledge of your job, the products and services we provide our customers, and your attitude when delivering that knowledge, service or product. Remember to always interact with our customers, whether external or internal with dignity and respect.

1.5 Open-Door Policy

The District is constantly striving to improve its operations, the services that it provides its customers and its relations with its employees. In addition, The District is committed to creating the best work environment - a place where everyone's voice is heard, where issues are promptly raised and resolved, and where communication flows across all levels of the organization. Openness is essential to quickly resolve customer concerns, to recognize business issues as they arise, and to address the changing needs of our diverse workforce.

The essence of the District's Open Door Policy is open communication in an environment of trust and mutual respect that creates a solid foundation for collaboration, growth, high performance and success across the organization.

It provides for a work environment where:

- Open, honest communication between managers and employees is a day-to-day business practice
- Employees may seek counsel, provide or solicit feedback, or raise concerns within the District
- Managers hold the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early

and are candidly shared without the fear of retaliation when this input is shared in good faith

If you have a question or wish to discuss a possible concern in the workplace, you should first discuss it with those in your management chain, such as your supervisor or department manager. If you are not comfortable with that approach for any reason, or if no action is taken on such discussions within your management chain, please contact the HR/Risk Administrator or the General Manager.

Section 2. Definition of Terms

The following definitions are meant to standardize and ensure common understanding with reference to employees and employment.

Employee – refers to any person currently employed or on a leave of absence. Not included under this term are applicants for employment, contracted agents, or others.

Regular Full-Time Employee– refers to employees who are hired to fill a full-time position, regularly scheduled to work at least thirty-two (32) hours per week, and have completed a six (6) month introductory period for that position. Employees in a regular, full-time position may be classified as “exempt” or “non-exempt” as defined below.

Introductory Employee – refers to employees during the initial six (6) months of employment in a classification. An employee in an introductory status is considered at-will.

Part-time Employee – refers to employees who are hired to work less than full-time and who are at-will employees.

Contract Employee – refers to employees hired on a temporary basis for a specific project or time period, but not more than 1,000 hours in a fiscal year. If a project requires additional hours, the contract employee may be extended by the General Manager. Contract employees are considered at-will employees and not normally eligible for benefits; however, in order to attract qualified candidates, benefits may be offered on a case-by-case basis.

Volunteer – refers to a person who is not a paid employee, who participates in any MCWD activity by providing his/her labor and services free of charge. Use of volunteers on MCWD projects must be approved by the HR/Risk Administrator for liability and workers' compensation purposes.

Exempt Employee – refers to employees who are exempt from the minimum wage, overtime and other provisions of the Fair Labor Standards Act (FLSA) and the appropriate Industrial Welfare Commission (IWC) Order as amended. These employees do not receive overtime pay.

Non-exempt Employee – refers to employees who are overtime eligible and paid overtime under the terms and conditions referenced in this Handbook.

Section 3. General Employment Policies

3.0 Employment

The laws of the State of California affirm that employees are hired and serve at the pleasure of the MCWD. However, under normal circumstances, all regular, full-time employees, except the General Manager are entitled to certain disciplinary and grievance procedures specified in Section 12. All employees have a responsibility to read and understand Section 13 that defines the type of discipline that may be imposed by MCWD and the processes associated with the type of discipline.

3.1 Equal Employment Opportunity

MCWD is an equal opportunity employer. It is MCWD's policy to provide equal employment opportunity for all applicants and employees, in all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, social/recreational programs and general treatment during employment.

MCWD does not unlawfully discriminate on the basis of race, creed, color, age, religion, religious dress practices and religious grooming practices, gender (including gender identity and gender expression), nationality, national origin, ancestry, citizenship status, physical or mental disability, veteran/military status, medical condition (including pregnancy, childbirth, breastfeeding and related medical conditions, HIV or AIDS-related conditions), marital status, genetics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. MCWD also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or based on association with a person who has or is perceived as having any of those characteristics. MCWD shall make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant/employee unless undue hardship for the employer would result. Applicants may submit requests for accommodations to the HR/Risk Administrator. The HR/Risk Administrator and/or a designee of the General Manager shall conduct an investigation into whether reasonable accommodations can be made. For more information, please refer to Section 17.

It is the responsibility of every manager and employee to follow this policy. Employees with questions or concerns about any type of discrimination or harassment on any of the basis mentioned above in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the HR/Risk Administrator, or the General Manager or designee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination shall be subject to disciplinary action up to and including termination of employment with MCWD.

3.2 Harassment

MCWD is committed to providing a workplace free of harassment. In keeping with this commitment, MCWD maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on race, color, creed, religion, religious dress practices, religious grooming practices, sex, national origin, age, sexual orientation, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, military/veteran status or any other basis protected by federal, state or local law. MCWD also prohibits harassment based on the perception that anyone has any of those characteristics, or based on association with a person who has or is perceived as having any of those characteristics. The California Department of Fair Employment and Housing Act (DFEH) defines "sex" as including pregnancy, childbirth, breastfeeding and related medical conditions. This policy applies to all representatives and employees of MCWD, including supervisors, department heads, and non-supervisory employees, and prohibits harassment of employees in the workplace by any person, including non-employees. It also extends to harassment of or by vendors, independent contractors, and others doing business with MCWD. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist MCWD in an investigation.

Training: The labor law is as follows:

California's Fair Employment and Housing Act (FEHA) and the federal Title VII of the Civil Rights Act of 1964 make sexual harassment illegal in the workplace. California's [AB 1825](#), enacted in 2005, makes certain employer action items and training mandatory.

Effective Jan. 1, 2015, amendment [AB 2053](#) requires all California employers subject to the mandatory training requirement under AB 1825 to include a component on preventing "abusive conduct."

Effective Apr. 1, 2016, [FEHA regulations](#) were revised to clarify and expand the protections, employer actions and training requirements.

Effective Jan. 1, 2018, [SB 396](#) expanded required training for supervisors to prevent sexual harassment to include gender identity, gender expression and sexual orientation.

[SB 1343](#) amended the FEHA regulations and requires businesses with five or more employees to provide sexual-harassment-prevention training to *all* workers by Jan. 1, 2020, and every two years thereafter.

- A. Definition - Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
 - Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
 - Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
 - Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
 - Retaliation for reporting or threatening to report harassment.
- B. Reporting Procedures - Any employee or other person who believes he/she has been harassed by a co-worker, supervisor, agent of MCWD, or anyone encountered in the course of performing MCWD work should promptly report the facts of the incidents(s) and the names of the individuals involved to his/her supervisor, department head, HR/Risk Administrator or General Manager. It is the responsibility of each employee to immediately report any violation of suspected violation of this policy to one or more of the individuals identified above.
- C. Investigation - It is MCWD's policy to investigate all reports or complaints of harassment thoroughly, promptly, and discreetly. To the extent possible, the confidentiality of an employee or other person who has reported an incident and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. If an investigation has concluded that harassment occurred, MCWD will take appropriate remedial corrective action, up to and including termination as identified in Section 13.

Co-workers can be held legally responsible for sexual harassment, meaning their personal assets are at risk. Any employee is personally liable if he/she engages in sexual harassment. This is true regardless of whether the employer knows or should have known of the contact and fails to take immediate and appropriate corrective action.

3.3 Bullying

- A. Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks. Examples of bullying include: spreading rumors, gossip and innuendo, intimidating a person, undermining or deliberately impeding a person's work, physically abusing or threatening abuse, removing areas of responsibilities without cause, withholding

necessary information, making jokes that are obviously offensive, intruding on a person's privacy by pestering/spying/stalking, creating a feeling of uselessness, yelling or using profanity, criticizing a person consistently or constantly, belittling a person's opinion, unwarranted punishment, blocking applications for training/leave/promotion, tampering with a person's personal belongings. If in doubt if an action could be bullying, ask yourself if a reasonable person would consider the action acceptable.

- B. Preventive/Response Measure: Report bullying to your supervisor or the HR/Risk Administrator. An informal investigation will be conducted. In the event the informal stage is not sufficient, or the offense is of a serious nature, a formal investigation will be conducted. Any reports of workplace bullying will be treated seriously and investigated promptly. Managers and supervisors must ensure employees who make complaints, or witnesses are not victimized.

Training: In order to eliminate and/or minimize risks involved with bullying and incivility, the HR/Risk Administrator is responsible for scheduling training for employees. Staff is responsible for implementing the training. Managers and supervisors are responsible for enforcing the policy.

3.4 Governmental Administrative Remedies for Discrimination and Harassment

Discrimination, harassment and retaliation for opposing harassment or participating in investigations of harassment are illegal. In addition to notifying MCWD about discrimination, harassment or retaliation complaints, affected employees may also direct complaints to the California Department of Fair Employment and Housing (DFEH), which has the authority to conduct investigations. The deadline for filing complaints with the DFEH is one (1) year from the date of the alleged unlawful conduct. The employee can contact the nearest DFEH office or the Equal Employment Opportunity Commission (EEOC) at locations listed on MCWD's Employment Law posters located at each of the work facilities.

3.5 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interests. MCWD's reputation for integrity is its most valuable asset and is directly related to the conduct of its employees. Therefore, employees must avoid entering into transactions where it may appear that they are improperly benefiting from their employment with MCWD. An employee who has influence on purchases, contracts, or leases, shall not use that influence to benefit himself/herself or any relative or family member. Such employee should disclose the nature of the influence to his/her immediate supervisor, General Manager or designee, in order to avoid an appearance of a conflict of interest and so that appropriate safeguards can be established to protect all parties.

Additionally, any employee who should happen to find items of value during the course of their work will turn them over immediately to the Operations and Maintenance Manager for disposal. Employees are not to try and sell these items for their own personal gain. Failure to comply with this policy could result in discipline up to and including termination. Actions in violation of California State Law shall be referred to the appropriate governmental agency.

Employees who engage in employment outside of MCWD, as defined in Section 3.6 below must disclose that information to MCWD and obtain written confirmation that the outside employment does not constitute a conflict of interest.

3.6 Outside Employment

Employees may engage in outside employment, subject to Section 3.5 above and the restrictions contained in this section, as long as the employee meets the performance standards of his/her assigned job and devotes his/her full loyalty to MCWD.

Employees are required to provide advance notice to the General Manager or designee before accepting secondary employment. Once approved, if MCWD determines an employee's outside work interferes with his/her performance or ability to meet the requirements of his/her position, the employee will be asked to terminate the outside employment. Outside employment may not be conducted during the employee's actual hours of work. Furthermore, MCWD premises, equipment, vehicles, supplies, or electronic communication systems may never be used for outside employment.

MCWD's Workers' Compensation Insurance will not pay for an illness or injury arising from any outside employment or outside business activity.

3.7 Employment of Relatives

MCWD discourages the hiring and employment of relatives or individuals in domestic partnership relations with current employees. However, MCWD reserves the right to exercise appropriate discretion in each case. "Relative" means spouse, domestic partner, former spouse, mother, father, stepmother, stepfather, or person who has acted in place of one of these, father-in-law, mother-in-law, child, stepchild, brother, sister, brother-in-law, and sister-in-law, or a person who co-habits with such other employee.

MCWD will accept and consider applicants for employment from relatives of a current employee, as defined above. Applicants must identify any individual who is a relative, as defined above, already employed by MCWD at the time they apply for employment.

Employees' relatives will not be eligible for employment where potential problems of supervision, safety, security or morale, or potential conflicts of interest exist. In cases where a potential conflict arises such as might occur through a romantic relationship or marriage of two employees, even if there is not managerial relationship involved, the parties may be separated by reassignment or terminated from employment. If the

relationship is established after employment, and the determination is made to separate, then the individuals concerned must decide within thirty (30) calendars days, who will be transferred or terminated.

3.8 Political Activity

While on the job, during working hours, employees may not campaign for, or against, any candidate or issue, engage in political activities, or solicit funds for political groups, on MCWD premises. Employees may not engage in such activities while wearing a MCWD uniform, badge or similar apparel that is likely to identify them as MCWD employees. Likewise, employees may not solicit or distribute politically oriented information or materials, nor place or post such materials on MCWD bulletin boards including the placement of stickers on MCWD vehicles, buildings or other property owned by MCWD.

These restrictions are solely for the purpose of keeping MCWD jobs free from political influence. Nothing in this policy is intended to prevent employees from voting, belonging to political organizations, or attending political meetings on their own time.

3.9 Smoking

In order to provide employees with a safe and healthful work environment and ensure compliance with the California Workplace Tobacco Laws (AB 13 and AB 846) as well as the California Labor Code Section 64045, smoking is not permitted within twenty-five (25) feet of any exit or operable window of MCWD facilities. In addition, smoking in a MCWD vehicle is prohibited.

The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on MCWD premises share in the responsibility of adhering to this policy. Likewise, all MCWD employees are responsible for advising members of the public or other visitors who are observed smoking tobacco products on MCWD property of this policy. These individuals shall be asked by staff to refrain from smoking and vaping, and if the person fails to comply, the requesting staff members should inform a member of the management staff.

3.10 Electronic Communications Ethics, Usage and Security Policy

MCWD believes that employee access to and uses of the Internet, e-mail, telephones, social media, and other electronic communication resources benefits MCWD. However, the misuse of these sources has the potential to harm the District's short and long-term success.

MCWD has established this ethics, usage, and security policy to ensure that all MCWD employees use the computer resources which MCWD has provided its employees, such as the Internet and e-mail in an ethical, legal, and appropriate manner. This policy establishes acceptable and unacceptable use of the internet, e-mail, and other electronic communications. Nothing in this policy shall operate to prohibit or in any way limit an

employee's right to discuss the terms and conditions of his or her employment, as provided by law.

This policy also establishes the steps the District may take for inappropriate use of the internet and e-mail. All employees must read and adhere to these guidelines. Failure to follow this policy may lead to discipline, up to and including termination.

- A. Inappropriate use of the Internet and e-mail includes, but is not limited to:
 - 1. Accessing sites that contain pornography, sites that exploit children, sites that contain gambling opportunities, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
 - 2. Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity, or any activity that is inconsistent in any way with MCWD policies (e.g. policy on sexual harassment).
 - 3. Exploiting security weaknesses of MCWD's computing resources and/or other networks or computers outside MCWD.
 - 4. Knowingly allowing unauthorized persons access to or use of MCWD computing resources.
 - 5. Transmitting any of the District's confidential or proprietary information, including customer data or other materials covered by the District's confidentiality policy; transmitting or posting information that may harm the District or its reputation or any of its employees regardless of whether the information is defamatory. The prohibitions described apply to employees whether the employee is on or off duty or working from a non-District computer.
- B. Personal use of MCWD's computer system and access to the Internet and e-mail is not a benefit of employment with MCWD. Use of the Internet should not interfere with the timely and efficient performance of job duties.
- C. Employees should not have any expectation to the right of privacy in any MCWD computer resources, including e-mail messages produced, sent, or received by MCWD computers, cell phones, or transmitted via MCWD's servers and network. The Network Administrator(s) may monitor the contents of all e-mail messages to promote the administration of its business and policies.
- D. Use of another employee's name/account to access MCWD's network or the Internet is prohibited without express permission of the Network Administrator(s).
- E. Employees may not use MCWD's computer resources for personal commercial activity.

- F. To maintain the integrity and firewall protection of MCWD's system, personal Internet accounts should not be accessed using MCWD's network system, telephone system, modem pool, or communication server to access the Internet.
- G. The vast majority of MCWD records are public documents. Employees should not transmit information in an electronic mail message that could be written in a letter, memorandum, or document available to the public. E-mail attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letter, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which MCWD or the employee may be involved.
- H. Downloading software and programs for other than MCWD-authorized tasks is prohibited. When required to download authorized software programs for MCWD, the Network Administrator(s) should be notified immediately. Computer viruses can become attached to executable files and program files and result in significant losses to MCWD. Employees should scan all downloaded materials before using or opening them on their computers to prevent the introduction of a virus. All copyright and license agreements regarding software or publications will be adhered to. MCWD will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by illegal use or infringement. Any software or publication which is downloaded onto a MCWD computer may become the sole property of MCWD.

3.11 Social Media Policy

Purpose

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

In the rapidly expanding world of electronic communication, Social Media can mean many things. In general, Social Media encompasses the various activities that integrate technology, social interaction, and content creation. Through Social Media, individuals can create Web content, can organize, edit or comment on content, as well as combine and share content on their own web site or on someone else's. Social Media uses many technologies and forms, including Web feeds, blogs, wikis, photography and video

sharing, web logs, journals, diaries, chat rooms, bulletin boards, affinity web sites, podcasts, social networking, fan sites, mashups, and virtual worlds.

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

Use of Social Media for Official District Purposes

General

The same principles and guidelines found in the District policies apply to employee activities online. Before creating online content, keep in mind that if your conduct adversely affects your job performance, the performance of co-workers or otherwise adversely affects members of the public served by the District, people who work on behalf of the District, or the District's legitimate business interests, the District may take disciplinary action against you, up to and including termination.

To the extent that your Social Media impacts District personnel, the community, and/or rate payers follow District policies and regulations, including but not limited to those that protect individual privacy rights, anti-discrimination and harassment policies, anti-workplace violence and other relevant policies. Employees using District-provided internet resources shall do so only in support of official District business

Any users of the District's Social Media channels must comply with applicable federal, state and local laws. This includes adherence to established laws and policies regarding copyright, records retention, California Public Records Act, e-discovery law, First Amendment, privacy laws, and information security and therefore must be able to be managed, stored, and retrieved to comply with these laws.

The District has an overriding interest in protecting the integrity of information posted on Social Media platforms or websites that are attributed to the District and to its officials. One of the purposes of this Policy is to establish guidelines, standards and instructions for the use of Social Media sites by the District.

Messages and content posted on a District Social Media site may constitute speech on behalf of the District, but such speech takes place on a non-District venue. Therefore, the District Board of Directors finds and intends that speech posted on a Social Media site venue by District representatives and comments by the public posted on a social media site venue in response, do not create a public forum or limited public forum on any portion of the District's websites, equipment or other District property.

Public Comment Policy

Employees or elected officials using Social Media for official District purposes are prohibited from posting:

- 1) Information about actual or potential claims and litigation involving the District,
- 2) The intellectual property of others without written permission,
- 3) Photographs of employees or members of the public without written permission,
- 4) Defamatory material,
- 5) Any personal, sensitive, or confidential information about anyone,
- 6) Obscene, pornographic, or other offensive/illegal material or links,
- 7) Racist, sexist, and other disparaging language about a group of people,
- 8) Political campaign materials or comments,
- 9) Threatening, harassing, hateful, or mean-spirited comments,
- 10) Information that is not public in nature,
- 11) Information or comments that are potentially libelous,
- 12) Personal Attacks, insults, threatening language,
- 13) Commercial promotions or spam,
- 14) Off-topic or link to material that is off topic, or
- 15) Embed imagers and external sources.

All District social networking sites shall clearly provide notice of the following:

- 1) The types of postings that are violation of the District's Social Media Policy (as listed above). The District reserves the right to remove postings that violate its Social Media policy.
- 2) The District only monitors postings during regular business hours and thus information conveyed after hours will not be received and responded to (if applicable) until the next business day.
- 3) Postings are subject to disclosure as public records.

The following are guidelines for employee or elected officials in responding to comments when using Social Media for official District purposes:

- 1) Be honest/transparent.
- 2) Post only within one's area of expertise.
- 3) Post only useful information.
- 4) Keep it professional – avoid confrontation.
- 5) Be accurate.
- 6) Correct errors, and if modifying an earlier post, identify the change.
- 7) Be responsive to citizen concerns.

Roles/Responsibilities

Human Resources will maintain a list of approved social media pages that have been approved by the General Manager and will have authority to edit or remove inappropriate comments or content from the District's social media pages.

The District's Public Relations Consultant will monitor the content of the social media pages and the District's Human Resources Manager will monitor and respond to comments.

Public Records and Retention

All social media postings will be in compliance with the District's existing public records and retention policy. To facilitate compliance, the following apply:

- 1) Post all original content to the District's website and use the social media site as a secondary outlet.
- 2) Link back to the official District Website for additional information.
- 3) Employees who post public records to a social media site will ensure that the original document is retained in a manner that complies with public record policy.

Personal Use of Social Media

General

District personnel and Elected Officials are free to express themselves as private citizens on Social Media sites to the degree that the speech does not impair or impede the performance of District duties, impair discipline and harmony among co-workers. A public official's personal social media site may transform into a limited public forum when acting on official public business. Use caution when posting about public business on your personal page. Use good and ethical judgement.

While Social Media offers great opportunities for District employees and Elected Officials to communicate and collaborate, both internally and externally, it also brings equally great responsibilities. Social Media blurs the lines between personal and professional as no other technology has before. By virtue of identifying yourself as a District employee or Elected Official within a social network, you are now connected to your colleagues, managers, and community members. Your online postings should always represent your personal point of view and not that of Marina Coast Water District. When posting your point of view, you should neither claim nor imply you are speaking on the District's behalf. Please be clear to indicate that the views expressed on your posts are your own and do not necessarily reflect the views of the District. Include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District". Do not create a link from your blog, website or other Social Media/Networking site to a District website without identifying yourself as an employee or an Elected Official.

Responsibility to Clarify

If an employee or Elected Official provides their own opinion on a Social Media platform, and such opinion is questioned by the media or public as being connected with the District, then the person who wrote their opinion should respond and should clarify their opinion is not associated with the District.

Personal Use of Social Media by Elected Officials

Elected Officials should follow the guidelines of the ethics code training (i.e. Fair Political Practice Commission), when using social media. Informal communication with constituents is generally acceptable, but discussion of public business is risky, especially if it involves other Elected Officials. Elected Official use of social media to discuss public business may violate the open meetings law or may violate the law against using government resources for political purposes. To address these risks, the following policies apply:

- 1) It is prohibited that Elected Official use any social media (personal, professional or the District's official social media) to discuss public business before the Board that should otherwise be discussed in a properly agendized public Board meeting.
- 2) A social media site used by an Elected Official to communicate with constituents must include a link back to the District's official website for detailed information.
- 3) Elected Officials who use social media for campaigning must establish separate social media for that purpose and not access that social media through the District's technology. District officials or employees on a non-District site must include a disclaimer, only when mentioning District business, (i.e. "The postings on this site are my own and do not necessarily reflect the views of the Marina Coast Water District. This is not an official Marina Coast Water District social media site").

3.12 Nondisclosure of Confidential Information

During the course of employment, employees may have access to certain confidential information including: legal information, employee information, business records, customer information, business systems, future plans and other information that MCWD considers confidential and sensitive. Employees are expected to use discretion and exercise caution in regard to keeping information confidential about MCWD business and employees. Only the General Manager or designees are authorized to disclose confidential information as deemed appropriate for a public entity, or as otherwise authorized by the Board of Directors. Any question about the confidentiality of information should be referred to the General Manager or designees.

3.13 Inquiries from Outside Sources

From time to time, news media or the general public may contact MCWD with requests for information. All inquiries concerning MCWD operations and/or policies should be referred to the General Manager or designee. All inquiries regarding former or current employees should be referred to the HR/Risk Administrator.

3.14 Workplace Violence and Security, and Monitoring

MCWD recognizes the importance of maintaining a safe and violence-free workplace. MCWD is committed to providing a workplace that is free from acts or threats of violence. Although some kinds of violence result from societal problems that are beyond MCWD's control, MCWD believes that measures can be adopted to increase protection for employees and to provide a secure workplace. Accordingly, acts and/or threats of violence by or toward employees will not be tolerated and will be grounds for discipline and/or other remedial action up to and including immediate termination. Similarly, acts and/or threats of violence by visitors, members of the public, or other non-employees will likewise not be tolerated and will be grounds for appropriate remedial action. Remedial action includes, but is not limited to, removal of offenders from the premises, removal of employees from work schedules, unpaid administrative leave pending the outcome of an investigation, disciplinary action up to and including termination, the filing of a temporary restraining order or court ordered injunction, and such other actions as may be deemed appropriate based on specific conditions and circumstances.

MCWD believes prevention of workplace violence begins with recognition and awareness of potential early warning signs of a situation that presents the possibility of violence. Workplace violence includes threats of any kind; threatening or physically aggressive or violent behavior; harassing or threatening phone calls; stalking; other behavior that suggests a propensity toward violence such as belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of MCWD property; a demonstrated pattern or refusal to follow MCWD policies and procedures; defacing MCWD property or causing physical damage to MCWD facilities; or bringing weapons, firearms or any device reasonably believed by MCWD to be hazardous or a threat on MCWD premises.

Consequently, every employee has an obligation to report to his/her supervisor, or a member of the management staff, any incident involving any threat or act of violence, use or observation of any weapon or hazardous device on MCWD premises or vehicles, including acts of intimidation or confrontational behavior. Employees should request assistance from the nearest available manager to help resolve any difficult situation or security problem. Do not confront any person who is hostile or overly agitated. Instead, immediately report to management any person(s) who acts in a suspicious, hostile, or violent manner. All reports of workplace violence will be taken seriously and will be reviewed promptly, and appropriate corrective action will be taken.

In addition to these efforts, all employees are to notify management of any security hazards. Recommendations of appropriate action to prevent workplace violence and limit access to work areas by unauthorized persons should be made to management or directly to the General Manager or designee.

In an effort to ensure the proper security of MCWD premises and related work locations, MCWD may visit, inspect, monitor and/or provide camera surveillance at certain locations, and from time to time, as conditions warrant.

3.15 Privacy

MCWD recognizes the need and expectation employees have concerning their privacy rights. Therefore, it should be understood that records and information about MCWD customers, suppliers, contractors and employees are considered strictly confidential and only those employees that have a job-related need to know have a right to access and use such information and then only for operational purposes. Similarly, employees should avoid undue intrusion into the personal affairs of other employees with the exception of an appropriate investigation into an alleged act of misconduct by an employee. In these cases, the privacy of those employees being investigated, including potential witnesses will be maintained to the degree possible.

Failure on the part of an employee to maintain the confidentiality and privacy of customer and employee information can result in disciplinary action up to and including termination.

3.16 MCWD Communications/Bulletin Boards

All MCWD employees are encouraged to openly and honestly communicate while maintaining tact, courtesy, respect, dignity and professionalism.

Staff Meetings

Staff meetings are held on an “as-needed” or pre-scheduled basis. All employees scheduled to work on meeting days are expected to attend while unscheduled employees are expected to learn about the content of meetings on their next scheduled workday. These meetings are held to provide information, promote employee participation, contribute constructive ideas in solving problems, improve the organization, and allow MCWD to operate more efficiently. It is an opportunity to exchange ideas, set goals, discuss opportunities for growth, and solve any problems with particular projects or assignments. If unable to attend, employees should notify their immediate supervisor and offer to submit ideas in writing.

Bulletin Boards

Bulletin boards are used to display required documents and to provide employees with information about job openings, changes in MCWD operations, or information of general interest relative to daily operations.

Posting of any notice or document on bulletin boards or elsewhere on MCWD premises must be approved by management. Employees are discouraged from posting personal notices and solicitations on MCWD bulletin boards without prior approval from management. MCWD will follow all applicable laws regarding employees’ communication rights when deciding whether to permit postings.

3.17 Personal Possessions

Employees are encouraged to avoid bringing expensive items or personal possessions that have monetary or sentimental value to work and to take all precautions to safeguard all such items especially wallets and purses, if brought to work. Employees who bring any kind of personal items and possessions to work do so at their own risk since MCWD accepts no responsibility for any items or possessions that are stolen, lost, or damaged in any way.

3.18 Personal Mail and Telephone Calls

MCWD facilities are available for MCWD business. Due to the volume of business calls required during the business days, personal calls on MCWD telephones during working hours should be kept to a minimum. Personal telephone calls, including cell phone calls, should be handled during non-work time such as break periods.

While in the office during working hours, employees are to keep pagers and cell phones on vibrate or silent mode so as not to disturb others. Use of MCWD telephones for personal long distance is not permitted. Employees are to charge such calls to their home phone, cell phone, or calling card.

MCWD will assume that all mail addressed to the office is official MCWD mail, even though it may be addressed to an individual. Employees should not have personal mail sent to them at MCWD. Personal mail (including UPS, FED EX, etc.) and faxes are not to be delivered to MCWD facilities. All business-related mail will be opened, date stamped, and forwarded to the appropriate employee for receipt and handling.

3.19 Use of Cell Phones and Electronic Devices

This policy establishes procedures governing the use of cellular telephones and other electronic devices (such as laptops computers, iPods, CD players or MP3 players) during working hours, the use of MCWD-issued cellular telephones or laptop computers, and limitations on the use of cellular telephones or laptop computers to ensure both safety and compliance with applicable laws. As noted in Section 3.10, employees can have no expectation of privacy for any communications stored or transmitted on MCWD computers or cell phones.

Personal Cellular Telephones and Other Electronic Devices

Cellular telephones are an important resource for communication between MCWD and its employees, and, for individual employees in conducting their personal affairs. While at work employees are expected to exercise discretion in using personal cellular phones as is expected for the use of MCWD phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and may be distracting to others. Employees are therefore encouraged to make personal calls on non-work time.

MCWD understands that emergencies occur and will be flexible in these circumstances; however, personal conversations should not in any way be a discourtesy to others. Employees must also remember to use discretion when making statements that could be considered inappropriate. Cellular phones and other electronic devices should be in the off or vibrate mode while in the work environment. MCWD is not liable for the loss of personal cellular telephones or other electronic devices brought into the workplace.

Care of MCWD-Issued Cellular Telephones and Laptop Computers

Employees in possession of MCWD equipment such as cellular telephones or laptop computers are expected to protect equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the telephone or laptop computer for return or inspection. Employees unable to present the telephone or laptop computer in good working condition within the time period requested may be expected to bear the cost of a replacement.

Cellular Telephone/Laptop Computer Safety

Employees whose job responsibilities include regular or occasional driving and who are issued a cellular telephone or laptop computer for business use will be provided at MCWD's expense, hands-free cellular telephone equipment to facilitate the provisions of this policy and the current Federal and/or State of California laws.

Employees are strongly encouraged to safely stop the vehicle before placing/accepting a call or operating a laptop computer regardless of the circumstances. If acceptance of a call is unavoidable and stopping safely is not an option, employees are expected to keep the call short, use MCWD-provided hands-free telephone equipment, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or when the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cellular telephone or laptop computer for business use, are also expected to abide by the provisions of this policy. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their personal or MCWD-issued cellular telephone while driving will be solely responsible for all liabilities that result from such actions. While the California Department of Motor Vehicles may not issue a point violation; the employee will receive a conviction notation on his/her driving record.

Any violation of this policy may be subject to disciplinary action.

3.20 Personal Appearance

A professional image is important and is maintained, in part, by the image that employees present to customers, visitors, vendors, and others in our business. No one gets a second

chance to make a good first impression. Employees are expected to consistently utilize good judgment in determining dress and appearance on a daily basis. In choosing appropriate work attire, employees should consider tastefulness, public contact, the nature of the job, and working conditions. MCWD expects all employees to be appropriately dressed and groomed at all times. It is, however, the responsibility of each manager to communicate MCWD's dress code standards to all current employees and each new employee as he/she is hired. Employees are expected to check with their immediate supervisor if they are unsure about the appropriateness of their attire or grooming.

Extreme styles that are revealing or distracting and do not conform to our acceptable dress codes are not permitted. Some examples of attire that the District does not consider appropriate are T-shirts, sweat pants, workout clothes, tank tops, muscle shirts, shorts, flip-flops, slippers, torn or patched clothing, revealing attire, halter tops, sheer clothing, bare midriffs or bare back tops/shirts, low cut or off-the-shoulder attire, clothes with inappropriate, profane or offensive slogans or pictures.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Office employees may dress in business casual attire. Business casual attire includes, but is not limited to, slacks, khakis, sport shirts, skirts and dresses, turtlenecks, sweaters, loafers, and walking shoes, but not tennis shoes. Due to the effect it may have on others, employees are also expected to refrain from the use of cologne, perfume, air fresheners, and excessive make-up and/or jewelry.

Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who repeatedly violate MCWD's this policy and/or grooming standards will be subject to corrective action, up to and including termination.

3.21 Solicitation/Distribution of Literature

In order to avoid disruption of operations, the following rules apply to solicitation and distribution of literature on MCWD property or premises.

Outsiders

Persons who are not employed by MCWD may not solicit or distribute literature on MCWD premises or property at any time for any purpose.

Employees

Employees may not solicit or distribute literature during "work time" or in "working areas" at any time for any purpose. Work time includes both the time of the employee doing the soliciting or distributing and the time of the employee to whom the soliciting or distributing is being directed. Work time does not include meal periods, or any other specific periods

during the workday when both employees are not engaged in performing his/her work assignments.

Further, it is strictly prohibited for any employee to solicit or imply his/her availability to perform private work for any customer, Board member, or service provider of MCWD. The solicitation of private work, for pay or no pay, on or off duty, shall result in disciplinary action up to and including termination.

3.22 Personal Use of MCWD Property/Facilities

MCWD resources and facilities are to be used only for legitimate business purposes and are not to be used for personal reasons by employees. MCWD property includes equipment and tools, District vehicles, telephones, faxes and other communication equipment, computers, copy machines, postage, office supplies, and the like. Borrowing any MCWD property for personal use or removing MCWD property without approval is prohibited. Unauthorized use or removal of MCWD property by an employee is subject to corrective action, up to and including termination.

3.23 Scavenging

Purpose

The purpose of this policy is to establish the expectation and outline procedures concerning scavenging and salvaging materials directed to the District's service area.

Persons Affected

This policy applies to customers, vendors, visitors and staff who use and/or work at the District's service areas.

Policy

In order to maintain safety and health standards, deliver expected services to the public, and maximize operational efficiency, scavenging is not allowed on or from District's service areas. Items may only be removed through participation in an approved lost and unclaimed personal property program.

Scavenging of materials presents health and safety hazards, including being struck by heavy equipment and trucks, cuts and scrapes, back injuries and exposure to hazards and pathogens from needle sticks.

The District recognizes and encourages a systematic approach to unclaimed lost or unclaimed personal property.

In the event that an Employee discovers personal property while working, the Employee shall, as soon as reasonably possible, turn the property in to the Operations Manager.

The Employee who found the property shall include a brief written report containing the following information:

1. The location and manner in which the property was found and retrieved.
2. The date the property was found.
3. Whether the owner of the property is known or may be ascertainable with reasonable efforts.
4. A statement by the employee that he or she has not withheld or disposed of any part of the property.

The Operations Manager will submit the findings to the police department as indicated in California Civil Code section 2080. Any items not claimed by an individual, will be returned to the District for District wide purposes.

Policy Variances

Variances from this policy may be requested due to extenuating circumstances. Any variance request must be made in writing and submitted to the Operations Manager, prior to the removal of materials. Please note that no guarantee is made or implied that any variance requested will be approved. No variance will be considered or granted that would be in conflict with any applicable federal, state or local statute or regulation.

Responsibilities

Any violation of this policy will be considered theft of District property and will be enforced as such. District employees are required to report violations of this policy.

3.24 Drug and Alcohol Policy

A. Policy Purpose

MCWD is concerned about employees being under the influence of alcohol, drugs, or controlled substances at work and the use of such substances in the work environment. The District's position is that, any measurable amount of drugs or alcohol in an employee's system while on District time is counter-productive to the District's mission and goals. The District is also concerned about the possession, distribution, purchase or sale of illegal drugs and controlled substances in the workplace.

These activities may adversely affect work performance, efficiency, safety and health. In addition, they constitute a potential risk to the welfare and safety of other, risks of injury to other persons, property loss or damage, or negative image for the District.

In order to promote a safe, healthy, and productive work environment for all employees and the public, it is MCWD's objective to have a work force that is free from the influence of substance abuse.

This policy also is intended to comply with all applicable federal and state laws and regulations governing workplace anti-drug programs. The federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990 require employers to establish drug free workplace policies and to take appropriate action against an employee convicted of a workplace drug violation. Any questions regarding rights and obligations under this policy shall be referred to the employee's Supervisor, Manager or HR/Risk Administrator.

B. Individuals Covered.

MCWD's policy on drug and alcohol use in the workplace applies to all MCWD employees. Visitors, vendors, and contracted employees are governed by this policy while on MCWD premises or when performing MCWD-related business, and will not be permitted to conduct business if found to be in violation of this policy.

For certain employees who operate commercial vehicles and are required to have a commercial driver's license, regulations enacted by the federal Department of Transportation (DOT) and administered by the Federal Motor Carrier Safety Administration (FMSCA) mandate urine drug testing and breathalyzer alcohol testing and prohibit the performance of certain safety sensitive functions after a positive test result. To meet these requirements, MCWD has enacted a separate DOT Drug and Alcohol Testing Policy, a copy of which will be given to all employees covered by the DOT regulations. Employees who are covered by the DOT Drug and Alcohol Testing Policy are subject to the requirements contained in this policy as well as the DOT-mandated policy.

Definitions

1. "Alcohol" shall mean the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
2. "District equipment" shall mean all property and equipment, machinery and vehicles owned, leased, rented or used by District.
3. "Drug" or "drugs" shall mean any controlled substance that is not legally obtainable under State or Federal law, including, but not limited to medical and recreational marijuana, or a prescription drug obtained or used without benefit of a prescription by a licensed physician.
4. "Prescription Drug" shall mean any substance that can lawfully be obtained or possessed pursuant to a prescription by a licensed physician.

C. Employee Responsibilities and Conduct

District employees shall:

1. Not report to work or be on standby or on-call status while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use;
2. Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time, or use alcohol at any time while on District property or while on duty for the District at any location; Not directly or indirectly through a third party manufacture, sell, distribute, dispense, or provide drugs or controlled substances to any person, including any employee, at any time; or manufacture, sell, distribute, dispense or provide alcohol to any employee while either or both are on duty or on MCWD premises;
3. Not be absent or tardy as a result of having been under the influence of alcohol, drugs, or controlled substances during non-work time;
4. Notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of District equipment. Employees shall, in the case of prescription drugs, ask the prescribing physician or, in the case of medication available over-the-counter, review product packaging, to determine whether the use of a medication or drug may impair his/her ability to perform his/her job duties or to safely operate District equipment. Any employee taking any over-the-counter medication or drugs marked "do not drive," "do not operate heavy equipment" or similarly labeled, shall inform their supervisor of the use of the product prior to reporting for duty. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance; Notify the HR/Risk Administrator or Department Manager of any criminal conviction for a drug violation that occurred in the workplace within no more than five days after such conviction;
5. Notify the supervisor immediately of facts or reasonable suspicions when he or she observes behavior or other evidence that a fellow employee poses a risk to the health and safety of the employee or others;
6. Consent to drug or alcohol testing and searches pursuant to this Policy. Failure to appear for testing without the District's written authorization or knowingly, willingly, or purposely evading or obstructing testing or searches will be considered refusal to consent to such testing or searches in violation of this provision; and,
7. Follow the District's drug and alcohol-free workplace policy.

D. Consequences for violation of this policy

1. Discipline

Any violation of this Policy may result in discipline, up to and including termination. Discipline may be imposed regardless of whether or not an employee is convicted of any related to any violation of this Policy.

Any violation of this Policy that may constitute criminal conduct under federal, state, or local laws may be reported to the appropriate law enforcement agencies and/or subject the employee to civil and/or criminal penalties under the law.

2. Removal from the Work Site

Any employee reasonably believed to be under the influence of alcohol, drugs, or controlled substances shall be immediately prevented from engaging in further work and shall be detained for a reasonable time until they can be safely transported from the work site.

E. Searches

In order to promote a safe, productive and efficient workplace, the District reserves the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture, District vehicles, and other places under the common control of the District, or joint control of the District and employees, as well as to enlist the assistance of law enforcement personnel in connection with the enforcement of this Policy. No employee has any expectation of privacy in any District building, property, or communications system.

F. Alcohol and Drug Testing

Reasonable Suspicion Testing

If a supervisor reasonably suspects that an employee is under the influence of alcohol, drugs, or controlled substances while performing job duties or operating MCWD equipment the supervisor may, upon prior approval by the HR/Risk Administrator, require the employee to submit to an alcohol and/or drug test. An employee's refusal to submit to such a test is cause for discipline, up to and including termination.

Examples of indicators which can form a reasonable suspicion that an employee is under the influence of alcohol, drugs, or controlled substances include but are not limited to the following:

- a. Direct observation of drug or alcohol use;
- b. Slurred speech;
- c. Glossy or bloodshot eyes;
- d. Odor of alcohol;
- e. Unsteady walking and movement;
- f. An accident involving MCWD property, employee or client;
- g. A near accident or other safety violation;
- h. Physical or verbal altercation;
- i. Possession of alcohol, drugs, controlled substances, or drug paraphernalia;
- j. Sleeping on the job;
- k. Pattern of abnormal or erratic behavior;

- l. Information either provided by reliable and credible sources or independently corroborated;
- m. Conviction for a drug-related offense; and
- n. Tampering with previous drug test

G. Testing Procedures

The procedures regarding alcohol and drugs testing will be provided upon request to the HR/Risk Administrator.

G. Records Keeping and Confidentiality

Any information about an employee's use of prescription or non-prescription medication, the results of any drug and/or alcohol testing, and/or an employee's past or present participation in rehabilitation or treatment for substance abuse shall be considered confidential personnel information. Any laboratory reports and test results shall not appear in an employee's general personnel folder but will be contained in a separate, confidential medical folder that will be securely kept under the control of the HR/Risk Administrator. The report or tests results may be disclosed to MCWD management on a strictly need-to-know basis and to the tested employee upon request. The information received in enforcing this policy shall be disclosed only as necessary for disciplinary actions and appeals, for interactive process meetings and reasonable accommodation efforts, for resolving legal issues, or as required by law, subpoena, court order, or other judicial or administrative process.

H. Rehabilitation

MCWD encourages employees to use MCWD-sponsored employee's assistance programs voluntarily to assist them in resolving any alcohol, drug, or controlled substance abuse problems. Employees should contact their supervisor, Department manager, or HR/Risk Administrator for additional information, including further information concerning the dangerous effects of alcohol misuse and drug use on an employee's health, work, and personal life. MCWD is committed to providing reasonable accommodation to those employees whose alcohol or drug abuse problem classifies them as disabled under federal and/or state law.

While MCWD will be supportive of those who seek help voluntarily, MCWD will be firm in identifying and disciplining those who continue to be substance abusers and who do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs. Therefore, MCWD may require employees to use employee assistance programs, and in addition to mandatory referrals to a Substance Abuse Professional where applicable.

Section 4. Hiring

4.0 Hiring of New Employees

- A. Job Announcements - Public notices of recruitment shall be posted on official bulletin boards within MCWD for five (5) days. All department heads will be

notified when the postings occur. The need for further publicity and/or distribution of announcements may be determined by the General Manager or HR/Risk Administrator. Job announcements will contain the following information:

1. Title and rate of pay;
 2. Typical duties to be performed;
 3. Minimum qualifications required;
 4. Method of securing application forms and final dates on which applications will be accepted; and
 5. Other information as may be deemed useful in the recruitment of applicants.
- B. Application process - All applications should be made upon official forms furnished by MCWD and submitted to HR on or before the final filing date specified in the job announcement. All applications and examination papers become confidential records of MCWD and will not be returned to the applicants or made public. A separate and complete application must be filed for each recruitment.
- C. Screening of Applicants – Applications for a particular opening are normally reviewed by the appropriate Department manager and/or supervisor in conjunction with HR. A list of the most qualified applicants may be developed for an examination or interview process.
- D. Examinations – May be utilized to fairly test the applicant’s education and training, prior experience, skills, knowledge and abilities to perform the essential and more demanding aspects of the job for which he/she has applied. Applicants requiring reasonable accommodation under state or federal law shall be afforded such accommodation.

Examinations may include a combination of written tests, skill tests, and oral interviews. Such tests may include, but not be limited to written assessments of intelligence, experience, technical knowledge, manual skill, physical fitness, character, personality, education or any combination of these or any other relevant criteria that MCWD deems appropriate to a particular position.

- E. Job Offer – HR, with the approval of the General Manager or designee, will offer the position to the successful candidate, contingent upon passing a MCWD-paid pre-employment physical, and background/reference checks.

4.1 Recruitment and Selection of Positions Reporting Directly to the Board of Directors

Upon receipt by the Board of Directors of notice of a potential vacancy to any positions reporting to the Board, the Board of Directors will notify HR (or Appointee). HR will post a job announcement internally on official bulletin boards within MCWD for five (5) days.

HR or Appointee is authorized, to initiate, upon the Board's direction, a Request for Proposals (RFP) process to provide executive recruitment services for the District.

Upon completion of the RFP deadline, HR or Appointee will submit a list of respondents and summary of qualifications and costs to the Budget and Personnel Committee (B&P) for review. The B&P will authorize HR or Appointee to forward the proposals to the Board of Directors. At the next scheduled Board meeting, the Board will make a recommendation to select a firm. Once a selection is made, HR or Appointee will contact the selected firm and the recruitment process will commence.

- A. Job Announcements - Public notices of recruitment shall be posted on official bulletin boards within MCWD for six (5) days. All department managers will be notified when the postings occur. The need for further publicity and/or distribution of announcements may be determined by the General Manager or HR. Job announcements will contain the following information:
 - 1. Title and rate of pay;
 - 2. Typical duties to be performed;
 - 3. Minimum qualifications required;
 - 4. Method of securing application forms and final dates on which applications will be accepted; and
- B. Other information as may be deemed useful in the recruitment of applicants. Application process - All applications should be made upon official forms furnished by MCWD and submitted to HR on or before the final filing date specified in the job announcement. All applications and examination papers become confidential records of MCWD and will not be returned to the applicants or made public. A separate and complete application must be filed for each recruitment.
- C. Screening of Applicants – Applications for a particular opening are normally reviewed by the appropriate Department manager and/or supervisor in conjunction with the HR/Risk Administrator. A list of the most qualified applicants may be developed for an examination or interview process.
- D. Examinations – May be utilized to fairly test the applicant's education and training, prior experience, skills, knowledge and abilities to perform the essential and more demanding aspects of the job for which he/she has applied. Applicants requiring reasonable accommodation under state or federal law shall be afforded such accommodation.

Examinations may include a combination of written tests, skill tests, and oral interviews. Such tests may include, but not be limited to written assessments of intelligence, experience, technical knowledge, manual skill, physical fitness, character, personality, education or any combination of these or any other relevant criteria that MCWD deems appropriate to a particular position.

- E. Job Offer – HR, with the approval of the General Manager or designee, will offer the position to the successful candidate, contingent upon passing a MCWD-paid pre-employment physical, and background/reference checks.

4.2 Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986, MCWD will hire only those individuals who are authorized to work in the United States. All individuals who are offered employment shall be required to complete and sign the Immigration and Naturalization Service form I-9. This form requires the employee to attest that he/she is authorized to work in the United States and that documents submitted are genuine. Strict compliance with this legal requirement is a condition of continued employment.

4.3 Introductory Period

The Introductory Period is intended to give new and rehired employees in Regular Full-Time Employee job positions the opportunity to demonstrate his/her ability to achieve a satisfactory level of adaptation and performance, and to determine whether the new position meets the mutual expectations of the new hire and MCWD. MCWD uses this period to evaluate employee capabilities, work habits, conduct and overall performance. During the Introductory, employment may be terminated at any time, for any reason, with or without cause. All employees in Regular Full-Time Employee job positions serve an Introductory Period for the initial six (6) months after date of hire, rehire, transfer, promotion or demotion. MCWD may extend the duration of the Introductory Period if it determines that such an extension is necessary and appropriate. An extension of up to thirty (30) days may be granted, but the combined length of such extensions will not exceed sixty (60) days. Additionally, any absence for thirty (30) or more days, regardless of the type or purpose of the leave, will automatically extend the Introductory Period by the length of the absence.

All Introductory employees will be evaluated at two (2), four (4) and six (6) months by the immediate supervisor and department head. In all cases, the evaluation shall be discussed with the employee.

Introductory employees may be considered for a new position in another classification. If an employee is promoted during this period, the Introductory Period begins anew with the date of appointment to the new position.

Upon satisfactory completion of the Introductory Period, employees are reclassified as regular. Completion of the Introductory Period does not entitle an employee to remain employed by MCWD for any particular time period as a result of achieving regular employment status.

4.4 Re-Employment or Reinstated Employees

Rehired or reinstated employees in Regular Full-Time Employee positions who return more than six (6) months after resignation date, other than those re-employed following a lay-off, are considered new employees from the effective date of his/her reemployment and begin a new introductory period. All rehired or reinstated employees will be required to pass another pre-employment physical and drug screening.

Section 5. Employment Practices

5.0 Performance Evaluations

Except for Introductory employees, all employees should expect to have his/her performance evaluated by the immediate supervisor and department head every twelve (12) months. The evaluation process is normally January through December. The General Manager and HR will review all performance evaluations.

Neither the performance evaluations, nor the performance evaluation process, shall be subject to the Grievance Policy or Employee Relations Policy described in Sections 12 and 13.

A performance evaluation does not guarantee a wage or salary increase will be granted automatically. The General Manager or designee must approve all pay increases.

5.1 Performance Improvement Plans (PIP)

Periodically it may be necessary or appropriate for a supervisor to implement a PIP for an employee. The purpose of a PIP is to provide a mechanism for performance correction when an employee's job performance falls below established standards and where management deems it would be suitable to identify area(s) requiring improvement(s), to further outline performance expectations, additional training and development, and the timing to achieve a satisfactory performance level.

The following guidelines will be considered when implementing a PIP:

- A. If an employee demonstrates unsatisfactory performance, the manager/supervisor shall complete a PIP prior to meeting with the employee to identify areas of deficiency, explain performance expectations, provide assistance, and advise the employee of future consequences if significant improvement in performance does not occur.
- B. If an unsatisfactory performer does not improve with informal counseling, he/she shall be placed on a PIP. If performance improves, but not to an acceptable level, the PIP may be extended for up to an additional thirty (30) days if the supervisor/manager feels a satisfactory level of performance can be achieved and sustained by the extended date.

- C. If an unsatisfactory performer who is on a PIP fails to improve within a reasonable time period, the employee may be considered for transfer or reclassification to a more suitable position that may include a demotion or termination.

5.2 Promotions, Transfers, Demotions, and Reclassifications

- A. Promotions - A promotion is defined as a move up in pay grade and position responsibilities and skills. MCWD prefers to promote from within the organization whenever it is operationally efficient and appropriate based on the skills, knowledge and other competencies of the employee and the requirements of the vacant position. At the time of promotion, consideration may be given for a promotional pay rate increase based on related experience, internal equity, and the length of time since the employee's last performance evaluation. Promotions will normally include a minimum of five percent (5%) salary increase, depending upon the salary range and step at the time of promotion.

In all cases, promotions will re-establish the employee's new Introductory Period and performance evaluation date to reflect the effective date of change, but not seniority/hire date or longevity/anniversary dates. Salary increases normally become effective the first day of the first payroll period after the approved increase. To the extent that a regular employee who is in an Introductory Period for a promotion does not pass that Introductory Period, the employee will return to their last held job position.

- B. Transfers - A transfer is a lateral move within the same pay grade. Normally, an employee who requests a transfer to a different department is given preference over external applicants provided the employee is equally or better qualified. An employee subject to a PIP or disciplinary action will not be considered for transfer unless approved in advance by the General Manager or designee.

Transfer or Reassignment – In the case of a transfer or reassignment from one position to another in the same salary range, the employee shall continue in the same salary range and step. In the case of a transfer from one position to another in a classification with a lower salary range, the employee may be placed in any step closest to, but not exceeding his/her previous salary.

At the discretion of the General Manager or designee, an employee may be transferred or reassigned from one department to another, providing the employee possesses the minimum qualifications for the transferred or reassigned position.

When an employee voluntarily transfers, including to a position having a lower salary/pay rate, or is reassigned from one position to another of the same salary/pay rate, the salary and merit increase eligibility date shall not change.

- C. Demotions - A demotion is a move to a lower pay grade in a position having lesser responsibilities and/or required skills. MCWD regards demotions as rare and conducted only under unusual circumstances. Non-disciplinary demotions may be voluntary or involuntary but in either case, the affected employee will normally be provided with thirty (30) days advance notice of the change of classification and an opportunity to respond. However, MCWD reserves the right to determine, on an individual basis, how a demotion will affect pay and under what circumstances it is in the best interests of MCWD to demote an employee.
- D. Reclassifications - A reclassification is the redefinition of an existing position, either occupied or vacant, as needed to meet the changing operational demands of MCWD and usually requires a change in the job title, essential duties, responsibilities, and requirements.

The salary of an introductory or regular employee in a position which is reclassified, and for which the employee is fully qualified in all respects for the reclassified position, shall be determined as follows:

- 1. If to a class with the same salary range the salary and merit increase eligibility date will not change. If to a class with a higher or lower salary/pay rate; the salary/pay rate of the employee shall be determined as follows:
 - a. If the salary of the employee is the same or less than the maximum of the new class, the salary and merit increase eligibility date of the employee shall not change.
 - b. If the salary of the employee is greater than the maximum of the new range, the salary of the employee shall be designated as Y-rated (frozen) and shall not change during the continuous regular service until the maximum of the new range exceeds the salary of the employee.

A regular employee in good standing reclassified to a position in a lower class for reasons other than unsatisfactory performance shall receive the highest salary in the new grade that does not exceed the employee's rate of pay immediately prior to the reclassification, and shall retain the merit increase eligibility date to which the employee was entitled prior to reclassification.

5.3 Working Out of Classification

An out of classification assignment is a temporary assignment of a regular employee for more than twenty (20) days in a calendar year. When an employee is officially assigned to perform the primary and essential duties of a higher paid vacant position, that employee shall be compensated at the step in the higher classification that provides an increase to the assigned employee of at least five percent (5%). Such increase will normally begin on the twenty-first (21st) working day after the assignment to the higher position or earlier, subject to the discretion of the General Manager or designee.

5.4 Employee Records

MCWD maintains a personnel file of current and former employees and restricts disclosure of information to only authorized individuals. Employees who want to review his/her official records must notify HR and request an appointment during normal working hours. Personnel files will be reviewed under the supervision of HR and no documents may not be removed from the file.

Employees may take notes related to documents in his/her employee file; however, no alterations of these records are permitted nor can a document be added to or removed from the file at the time of an employee review. Employees may request and receive a copy of their personnel file upon request in accordance with California law.

It is important that employees promptly notify MCWD of any changes to his/her personal information including:

- Name
- Home and/or mailing address
- Telephone number(s)
- Number, names, and status of dependents
- Change of emergency contact information
- Educational accomplishments
- Marital status (including pending divorce proceedings)
- Payroll deductions
- Wage garnishments
- Benefit plan beneficiary
- Banking information (if participating in direct deposit)

5.5 Employment Verifications/References

All employment verification requests, either verbal or written shall be forwarded to HR for response. Responses by MCWD to such requests will be restricted to dates of employment and the last or current job title held by an employee. Requests for salary and any other additional information must be made in writing and accompanied by the employee's signed authorization to release this information.

5.6 Internships

Internships are available to full-time college students (taking twelve (12) or more units), and limited to no more than sixteen (16) hours per week during regular Fall/Spring semesters or quarters. Additional hours may be offered during semester or quarter breaks. Flexible scheduling will be available.

Driving a MCWD vehicle may be necessary to perform the job duties, therefore, the Intern will need to be insurable and have a valid California driver's license. All potential Interns will be required to complete a MCWD application and participate in an interview prior to hiring.

5.7 Use of MCWD Vehicles

It is MCWD's policy that before an employee can be eligible to operate any vehicle for MCWD business, a valid driver's license, and a California Department of Motor Vehicles driver's license Pull Report must be on file. In addition, employees are responsible for immediately reporting to his/her immediate supervisor any changes in automobile insurance policy or change in the status of his/her driver's license such as suspension or revocation. Employees who are uninsurable or who create the potential for an increase in MCWD's liability insurance premiums may be reassigned. Any questions regarding this policy should be directed to HR.

In addition to applying good common sense regarding the safe operation of vehicles, the following rules pertain when operating any vehicle on MCWD business:

No use of MCWD or personal cell phone is allowed while driving unless a proper hands-free device is used to the extent permitted by law.

- Text messaging while driving is strictly prohibited.
- Driver and all passengers must wear seat belts.
- Any employee who is under the influence of or impaired by any illegal drug or alcoholic beverage or any legal drug that may impair an employee's abilities must not operate any vehicle.
- MCWD vehicles are to be used by employees only for official business purposes and not for personal use.
- Use of any vehicle for MCWD business must have the prior approval of the employee's immediate supervisor. Any mechanical defects of a MCWD vehicle should be reported by the employee to his/her immediate supervisor before operating the vehicle. All employees driving a vehicle on MCWD business must immediately report to their immediate supervisor any accident and any moving or non-moving violation for which they are cited. MCWD accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on MCWD business under any circumstance. All liabilities created by any citation will be the responsibility of employees who receive them.
- All employees operating vehicles on MCWD business are required to obey all traffic regulations.

- Only designated employees may drive MCWD vehicles. No employee is permitted to lend a MCWD vehicle to a non-employee.

An employee who is involved in an accident in the course of using a MCWD vehicle on MCWD business shall adhere to the following procedure:

1. Do not argue, admit liability, or make a statement to anyone except the police, the employee's immediate supervisor, or other appropriate MCWD management.
2. Obtain the names and addresses of:
Owner of other vehicle(s)
Insurance Carrier of the other driver(s)
Witnesses
Injured person(s)
Other driver(s), including the number of and state issuing the driver's license
3. Note these items:
Speed of each vehicle with its direction of travel
Signal given by each driver, if any
Point and time of accident
Any mechanical aspect of the other vehicle, which may have caused the accident (e.g. no brake lights, etc.)
4. Promptly report to MCWD management any damage done to a customer, the public, an employee, or his/her property.

Accident reports and insurance contacts will be promptly handled by HR.

5.8 Use of Personal Vehicle for MCWD Business

Employees who are asked and agree to use his/her personal vehicle in the course of performing MCWD business shall be eligible for mileage reimbursement at the current IRS established rate. Travel must be confined to only the authorized destination and return location.

Employees who operate his/her own vehicles on MCWD business may do so provided the following conditions are met:

- The vehicle must be in sound and safe operating condition and maintained as such at the employee's own expense.
- The driver and vehicle must be insured in accordance with at least minimum coverage and liability standards established by the State of California. Proof of insurance is required and should be forwarded to HR.
- The driver must observe driving conditions and obey all State and local driving laws, including but not limited to wearing a seat belt, avoid eating, drinking, or the use of a cell phone while driving unless a proper hands-free device is used.
- Text messaging while driving is prohibited.

- The driver must possess and maintain a valid California driver's license. Employees who are required or may be called upon to use his/her vehicle in the course of MCWD business who have his/her driver's license suspended, revoked, or receive driving violations other than parking citations are required to promptly report these conditions to the HR/Risk Administrator. Employees who are required to drive in the course of MCWD business or operations who have his/her license revoked, suspended or receive driving violations other than parking citations or who are involved in an accident may be subject to either work modification or termination at MCWD's discretion.

When a privately-owned vehicle that is used for official travel and is damaged in an accident not caused by the employee, MCWD will reimburse an employee a maximum of \$250.00 for his/her automobile insurance deductible. The employee must provide satisfactory proof of loss and insurance deductible to HR.

For more information regarding the use of a personal vehicle on MCWD business, please see Section 5.B Transportation Expenses, paragraph 2.a-j of the MCWD Expense Reimbursement and Travel Policy dated May 2018.

5.9 Reimbursement of Business Expenses

Certain employees may incur business expenses in the course of his/her duties. Employees must be authorized in advance to incur business expenses, and all such expenditures must be documented on MCWD's Reimbursement Expense form and submitted to the Accounting Department, following the department head's review and approval. All original receipts for expenses should be attached to the form with an explanation of the nature of the expense. When and where applicable, the names of the persons and the business purpose for the meeting should be included.

Please refer to the MCWD Expense Reimbursement and Travel Policy dated May 2018 for more information.

5.10 Business Related Travel

Occasionally employees may be reimbursed for the cost of authorized travel to any business-related meeting or attendance at training or seminar programs, or attendance at an out-of-area conference. If the travel has been budgeted, and previously authorized by the employee's immediate supervisor, department head and approved by the General Manager or designee, reimbursement will be made upon submission of a completed MCWD Reimbursement Expense form with accompanying receipts.

Covered Expenses – HR or designee is the training/travel coordinator for MCWD. He/she will make all travel/training arrangements using the most cost effective and time efficient mode of travel and accommodations. A list of travel reminders will be provided along with a confirmation memo to employees who are scheduled to attend any cost-related training

or travel on MCWD business. Employees are expected to use prudence and good judgment when ordering meals and incurring travel-related expenses. Travel related expenses include those costs incurred in the use of rental car fees (where necessary), bus, shuttles, and taxi fares. Reimbursement expenses per Section 5.8 will apply for pre-approved use of the employee's personal vehicle.

For more information, please refer to the MCWD Expense Reimbursement and Travel Policy dated May 2018.

5.11 Time Off To Meet and Confer

Except as may otherwise be authorized by an existing MOU, employees shall be authorized time off with pay to meet and confer regarding terms and conditions of employment as follows:

- A. Authorized representatives of the Marina Coast Water District Employees Association (MCWDEA) and the Teamsters Local 890 (Union) meeting with the General Manager or designee regarding negotiating, preparing or interpreting an MOU between the District and its employees.
- B. During the last six months prior to the expiration of an existing MOU, the MCWDEA and the Union may meet with his/her authorized representatives for the purpose of discussing negotiations.

In addition, employees shall be authorized time off with pay to attend one meeting each calendar year of the MCWDEA in which general business of the Association or Union is conducted. Notice to all immediate supervisors should occur no later than three (3) working days prior to a meeting described above, including the date, time and location. Due to operational requirements, a department manager may require appropriate employees to remain on the job during all or part of the meeting.

5.12 Gift or Gratuity Acceptance

Employees of MCWD are prohibited from accepting, directly or indirectly, any gift, rebate, money, or anything else of value greater than \$25 from suppliers, consultants or contractors with whom the District has past, current or potential business relations.. Awards and promotional items shall not constitute a gift if received as a non-personal item by the employee, and the item is distributed to all employees by the contributor.

Similarly, it is strictly prohibited for any employee to solicit any gift, gratuity or other item, service or product of monetary value from any other person in connection with his/her employment with MCWD. Such actions will be subject to discipline up to and including termination. An employee having any questions concerning this policy, or concerning specific instances, should direct them to his/her immediate supervisor or HR.

5.13 Visitors

All visitors must enter MCWD facilities at the main entrance and must not enter work areas without specific management permission. Any unauthorized person or persons on MCWD property will be asked to leave immediately. Those employees who allow unauthorized visitors to enter the premises in any way may be subject to corrective action.

5.14 Separation of Employment

Separation of employment can be either voluntary or involuntary and may be initiated either by the employee or MCWD.

Voluntary Separation

When an employee resigns, the separation is considered voluntary. Employees are requested to give advance written notice, to his/her immediate supervisor. Generally, at least two (2) weeks' notice is expected in order to commence the recruitment process for replacement of a departing employee.

Involuntary Separation/Termination

An involuntary separation/termination is one that is initiated by MCWD for any reason including a reduction in force.

Job Abandonment

An employee who has been absent for three (3) consecutive scheduled workdays without notification to his/her immediate supervisor, and without legitimate extenuating circumstances that can be verified, will be considered to have abandoned his/her job and the employee will be terminated pursuant to this Handbook. The last day worked will be the date of separation.

Failure to return from an approved leave of absence or vacation within the time limits established also will be considered as a voluntary termination of employment without notice. The date of the expiration of the leave or vacation will be the separation date.

Exit Interviews

Whenever possible and appropriate, exit interviews normally will be conducted by HR or designee for all separating employees. This interview allows the separating employee to communicate his/her views on working at MCWD as well as the job requirements, operations, and training needs of the position.

Final Pay

A terminated employee shall receive his/her final pay on the regular payroll cycle.

Return of MCWD Property

It is the responsibility of any separating employee to return all property issued by MCWD at any time during employment. All such property, including any keys, identification badge, laptop computer, cell phone, pager, manuals, documents, and other items that the

employee may have in his/her possession, must be returned on or before the last day of work.

5.15 Reduction in Force/Layoff and Re-Employment

A layoff is normally an involuntary termination that is initiated by MCWD as a result of reorganization, position elimination, declining operations/lack of work, or lack of funds and not otherwise caused by the affected employee. Layoff of employees within each category of employment status and within a targeted job classification shall be based on seniority unless the employee's past job performance or disciplinary record justifies an exception to seniority ranking. For purposes of layoff, seniority shall be defined as length of continuous service while an employee of MCWD.

Authorization

The General Manager or designee may lay off any employee because of lack of appropriate funds, curtailment or lack of work, reorganization, abolition of position, or other reasons. Such lay-off shall take effect fourteen (14) working days after the receipt by the employee of a notice in writing of the proposed layoff action. The decision of the General Manager or designee to lay off employees is not subject to the grievance process in Section 12.

Order of Layoff

When it becomes necessary because of lack of work, lack of funds or other reasons to reduce the number of employees within a given department or job classification, the General Manager or designee will prepare a lay-off list and/or notice. Lay-offs shall be made among all employees in the same job classification within MCWD in the following order:

1. Temporary employees.
2. Employees in an initial introductory period.
3. Regular employees.

Order of Re-employment

For each classification in which lay-offs occur, MCWD will maintain a list. The list shall order the employees by position title, date of lay-off from first employee laid off to most recent employee laid off. Generally, any employee laid off shall be given preference over external applicants in the event the same position, or substantially similar position having reasonably similar requirements, becomes available during the reemployment period.

An employee appearing on the layoff list shall be eligible for re-hire for one (1) year following lay-off, provided the employee is qualified to perform the essential functions of the position offered. Employees appearing on the list will be offered re-employment in the inverse order of lay-off. If more than one (1) employee was terminated on the same day, the employee with the greatest seniority will be offered re-employment first.

It is the responsibility of the employee to keep MCWD advised of his/her availability to work, including a current address and telephone number(s) at which the employee may be reached.

Notice of Re-Employment

MCWD shall notify the laid off employee of the opportunity for re-employment by certified mail, return receipt requested. The Notice of Re-employment shall be sent to the address provided to MCWD by the employee. The notice will specify the date and time the employee's re-employment is scheduled to begin. The notice shall provide that the employee must notify MCWD of his/her intent to accept re-employment within seventy-two (72) hours of receiving the Notice of Re-employment. Failure to accept the offer of re-employment within seventy-two (72) hours, and/or failure to report for work on the date and time specified in the Notice of Re-employment shall be considered as the employee's waiver of reemployment consideration by MCWD.

Benefits for Employees Re-hired After Lay-Off

An employee re-hired following a lay-off will retain the level of seniority and benefits that were in effect at the time of the employee's layoff.

Section 6. Classification and Compensation Plan

The Board of Directors of MCWD establishes, by resolution, a classification and compensation plan. The classification plan provides a complete and continuous inventory of all classifications as well as job descriptions and specifications for each position. Positions having similar duties and responsibilities shall be classified and compensated on a uniform basis. The compensation plan creates the salary ranges and steps or rates of pay for positions within each bargaining unit. The Board of Directors shall administer the compensation plan for the General Manager. HR shall administer the compensation plan for all other MCWD employees.

Classification Plan

The classification plan shall consist of groupings of positions which are approximately equal in difficulty and responsibility, consisting of the same general qualifications, and which can be compensated with the same range of pay for similar working conditions.

Each classification specification shall include the title, a description of duties and responsibilities of the work, and minimum qualification criteria of the person who performs the work. Classification specifications may, from time to time, be reviewed and updated at the direction of HR. The General Manager or designee shall make the final determination on all actions arising under this provision, subject to approval by the Board of Directors where appropriate.

Compensation Plan

The basic compensation plan of MCWD consists of a progression of salary ranges, each containing six (6) steps. Upon original appointment with MCWD, an employee will

normally be placed in the first step of the salary range. In cases where it is difficult to secure qualified personnel, or if a person of higher qualifications is engaged, the General Manager or designee may authorize a higher initial step.

Merit Increase

Increases in compensation within an employee's range are not automatic, but are based on merit. Performance evaluations are conducted annually, January through December for each employee. Based on the evaluation, an employee may be eligible for a merit or step increase within the position's pay range. All merit increases must be approved by the General Manager or designee.

Demotion

In the case of a demotion after a promotion, employees will return to the step in the salary range held prior to promotion. An employee who is demoted to a job classification with a lower salary range shall be placed in the salary step for the new classification closest to that received by the employee prior to demotion.

6.0 Longevity Steps

The longevity pay plan recognizes the long-term service of regular, full-time MCWD employees. Longevity pay is based on total service and computed as a percentage of the employee's base rate of pay at the date of eligibility. Service toward longevity is credited for each month in which an employee is in pay status for one-half or more of the regularly scheduled work days and paid holidays in the month. The increase will become effective on the anniversary date. If an employee goes on leave in an unpaid status, longevity will be pro-rated. Employees on paid disability leave are an exception.

Upon reaching the following anniversaries, employees shall receive longevity pay increases as follows:

10 years of service	5% pay increase
15 years of service	5% pay increase
20 years of service	5% pay increase
25 years of service	2.5% pay increase
30 years of service	2.5% pay increase

Section 7. General Work Conditions

7.0 Overtime

Employees whose positions do not meet certain legal requirements necessary for exemption from applicable overtime laws are classified "non-exempt." Non-exempt employees are paid overtime rates for each hour of weekly overtime work performed, as requested and approved in advance by his/her immediate supervisor. Federal wage and

hour laws and MOU's govern overtime rates and conditions. Non-exempt employees may be paid either on a salaried or an hourly basis.

Any questions regarding exemption status should be directed to HR.

All non-exempt employees who are eligible for overtime shall be paid in accordance with applicable federal regulations and as provided in this policy. Overtime shall be defined as time actually worked in excess of forty (40) hours in a workweek or over eight (8) or nine (9) hours in a workday, depending upon the employee's regularly scheduled shift. All overtime work shall be authorized by the appropriate representatives of management and be paid at time and a half (1.5) for all hours worked in excess of his/her regularly scheduled daily hours or may be credited with the equivalent compensatory time off at the option of the affected employee. Time worked in excess of twelve (12) hours in one (1) work day shall be paid at double (2) time.

For the purpose of this section, paid holiday, vacation, and compensatory time off hours shall be considered as hours worked for the purpose of determining overtime. This does not apply to sick leave.

Employees who are statutorily non-exempt from state and federal overtime requirements and who may be required to work on a holiday will be permitted to choose compensatory time off at double time and one half (2.5) the regular salary rate for the holiday worked, or monetary payment for the day. If the monetary payment is selected, it will result in the employee being paid for the holiday at the regular salary rate. If the monetary payment is selected by the employee and the total credited hours for that week exceed forty (40), the employee will be paid for the hours in excess of forty (40) as overtime at a salary rate of double the regular salary rate.

7.1 Compensatory Time

Non-exempt employees working overtime shall elect whether to receive overtime pay at one and one-half hours (1.5) for each hour of overtime worked or double time pay at two hours (2) for each hours of double time worked, or compensatory time hours at the same conversion rate. Compensatory time is capped at 240 hours

Payment for compensatory time at termination shall be for all available compensatory time at the employee's prevailing hourly rate of pay.

7.2 Overtime Exemption Status

Employees classified as exempt from overtime under the FLSA (for purposes of this policy, such employees shall be called "Management Employees") will be considered salaried or exempt. In consideration of unusual hours worked routinely in excess of forty (40) hours per week, the Board of Directors has authorized a Management Leave provision as provided in Section 10.14.

A management employee is normally expected to be present during the hours of his/her department and devote all of the hours necessary to fulfill his/her duties. It is recognized that the number of hours actually worked in a particular week may be greater or less than forty (40) depending on job demands or time off for holidays, vacation, management leave or sick leave.

Because management employees receive additional leave in recognition of the job demands of his/her respective positions, principles of public accountability prohibit Flexible Scheduling to be a substitute for using management or sick leave. Accordingly, except as otherwise provided in a current MOU, any time off, for any purpose in excess of three (3) hours in any one day, shall be charged as vacation, management leave or sick leave, as appropriate. Management employees are responsible for notifying his/her immediate supervisor when taking time off in a manner that is acceptable to the supervisor.

The appropriate management employee's supervisor is responsible to monitor the performance and attendance of management employees to prevent abuse of this policy. Bona fide abuses may be subject to disciplinary action in accordance with MCWD policy. The General Manager or designee shall be responsible to ensure uniform implementation of this policy.

Overtime and/or compensatory time off, or cash conversions of same, shall not accrue for management employees. Timesheet Policy – Pursuant to the FLSA, management employees are not required to complete an accounting of his/her time for pay purposes. However, because MCWD is reimbursed for some of its personnel costs pursuant to grant programs and various agreements, it must maintain a record of the amount of time spent on each project. Therefore, timesheets shall be completed by all management employees. Timesheets completed by management employees shall be used strictly for staffing level evaluation and accounting as required by grant programs and other agreements.

7.3 Work Week and Hours

The regular work week shall be Monday to Friday, eight (8) or nine (9) hours per day depending upon the employee's regularly scheduled shift. In an emergency or in unusual circumstances the work week may be changed.

Beach Office:

Regular hours of operation are 7:30 am to 5:30 pm. Lunch periods shall be staggered so that continuous coverage of the office is provided. The hours of management personnel may vary from time to time according to the workload.

Ord Office:

Regular hours of operation are 6:30 am to 5:30 pm with thirty (30) minutes or one (1) hour for lunch. The hours of management personnel may vary from time to time according to the workload.

Alternative Work Week

The alternative work week addresses the need for flexibility for both the employer and employee. It allows employers to better utilize facilities and equipment by reducing idle time, enhances customer service due to potential for expanded service hours, and maximizes the value of employee compensation and benefit expenses. In addition, the alternative work week can improve the ability to recruit and retain workers and decrease tardiness and absenteeism. Employees can benefit from less time commuting, reduction in transportation costs, childcare or other daily work-related expenses, and possible increased morale and productivity.

A 9/80 compressed workweek is available for employees who elect this option. Managers will have the discretion to consider and implement this schedule based on the operational and managerial needs of MCWD. A compressed workweek is one in which employees work the same amount of hours in fewer days than the customary number of days per week. Nothing shall preclude MCWD from changing the hours of operation to better meet the needs of MCWD.

All employees of MCWD can request such schedule and MCWD agrees that the requests will not be unreasonably denied. Participation in the alternative work week affects the schedules of others; therefore, once established, changes can only be approved by the department manager and General Manager or designee. Each employee requesting to work an alternative work week must complete an Alternative Schedule Authorization form before participating in the plan and submit the form to Payroll one (1) full pay period prior to beginning any alternative work schedule.

Work Week Established

The FLSA workweek for all MCWD employees shall be 168 regularly recurring hours. For employees working the 5/8 work schedule, it shall begin on Sunday at 12:00 a.m. and end at 11:59 p.m. the following Saturday. For employees working a 9/80 alternative work week schedule, each employee's designated FLSA workweek (168 hours in length) shall begin exactly four hours after the start time of his/her eight-hour shift on the day of the week that corresponds with the employee's alternating regular day off. For employees working a 9/80 alternative work week schedule, each employee's designated FLSA workweek (168 hours in length) **shall begin exactly four hours after the start time of his/her eight-hour shift on the day of the week that corresponds with the employee's alternating regular day off.**

For Engineering and Accounting staff, normal working hours are between 7:00 am to 5:30 pm.

Administration office hours are from 7:00am to 5:30pm Monday through Friday, while the Ord office hours are from 6:30am to 5:30pm Monday through Friday, however, work schedules for employees vary throughout our District. Staffing needs and operational demands necessitate variations in starting and ending times.

Leave While Working an Alternative Work Week Schedule

If the employee is working an alternative work week schedule and takes sick, vacation, compensatory, or management leave time on a regularly scheduled nine (9)-hour day, he/she must take nine (9) hours of leave.

For further clarification, please contact HR for further clarification.

7.4 Meal Break

All employees shall be entitled to a duty-free, unpaid meal period of a minimum of thirty (30) minutes, which should be taken no more than five (5) hours after the beginning of the employee's shift. The length and the time of the meal period taken shall be determined by the immediate supervisor consistent with the employee's established work schedule. Employees are required to take this break; however, an on-duty meal period may occur due to the nature of the work being performed. In this case, the meal period will be paid.

7.5 Rest Period

Employees are provided two (2) fifteen (15) minute rest periods for each daily work shift worked. Rest periods are considered paid work time. Rest periods may not be added to meal breaks and are not to be used at the beginning or end of a daily work shift.

7.6 Pay Periods and Paydays

Pay Periods

MCWD pays all employees for time worked on a bi-weekly basis. Each pay period contains fourteen (14) consecutive calendar days. Pay periods begin at 12:01 pm on every other Friday and end at 12:00 pm every other Friday.

Pay Days

MCWD paydays occur on the Friday following the end of the pay period. Every effort will be made to distribute pay checks on the Thursday before pay day, but pay checks may not be cashed until Friday.

Employees are expected to report any errors in a paycheck to his/her immediate supervisor who will coordinate any appropriate corrections with the Accounting Department.

7.7 Timesheets and Recordkeeping

In accordance with applicable federal and state wage and hour laws, MCWD is required to maintain records for all hours worked by non-exempt employees. To comply with these laws, non-exempt employees are given a timesheet. A timesheet is an official, legal document and therefore must be accurately maintained. Timesheets should be kept on

a daily basis and turned in to the employee's immediate supervisor/manager for approval prior to the end of each pay period.

Completed, signed and approved timesheets are to be forwarded to the Accounting Department no later than Friday at 1pm, at the end of the pay period.

It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require MCWD to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

It is the employee's responsibility to sign his/her timesheet certifying the accuracy of all time recorded and that meal periods have been made available. *Employees are responsible for the accuracy of his/her own timesheet.* Altering, falsifying, tampering with timesheets, or recording time on another employee's time record is a serious violation of MCWD rules and may result in corrective action, up to and including termination.

Employees may report in no earlier than ten (10) minutes *before* the start of his/her shift and clock out no later than ten (10) minutes *after* completion of the shift, unless overtime work has been authorized by an immediate supervisor. *Overtime work must always be approved in advance before it is performed.* In accordance with federal law, MCWD rounds this time to the nearest one-quarter hour/fifteen (15) minutes.

7.8 Direct Deposit

MCWD offers direct deposit of paychecks for employees who select this service and who bank with institutions who are members of the Automated Clearing House. Net pay for employees participating in direct deposit will be available at the start of the banking business day on each designated payday.

To begin direct deposit, employees must complete a designation form including account number(s), bank routing number(s) (ABA), financial institution name(s), amount(s) desired, and provide a voided check. As required by the Federal Reserve, the first direct deposit normally takes place after an initial "test" pay period to assure all information provided is accurate.

Each payday, employees enrolled in direct deposit will receive a direct deposit pay stub stating all payroll deduction information, and the net deposit made. Employees should *not* call Payroll with questions regarding the deposit until the actual payroll date has passed. If there is a question, it is recommended the employee call the banking institution directly.

7.9 Pay Advances

MCWD does not allow pay advances on either earned or scheduled but not yet worked hours. Employees are therefore not eligible to receive manually processed paychecks

for hours worked through an existing pay period in advance of MCWD's normal payday regardless of the reason for such request.

Employees may, however, elect to cash out accumulated vacation, and compensatory leave provided the employee maintains at least forty (40) hours of accrued vacation credit. Cash out must be done in conjunction with a regular paycheck and requested no less than five (5) days before the end of a pay period.

7.10 Garnishments

A garnishment is a legal levy by a creditor against an employee's pay. MCWD expects all employees to manage his/her personal finances so as not to involve the MCWD. All garnishments and other attachment orders that are required by law will be honored. An employee who suspects this may happen to him/her should review the situation with HR immediately. Sometimes arrangements can be made to resolve the situation before it becomes costly and embarrassing.

7.11 Meal Allowance

If a non-exempt employee is unexpectedly ordered to work due to an emergency that occurs at least two (2) hours immediately preceding or following his/her normal work shift and conditions do not allow the employee to go home for a meal, MCWD will either provide a meal, or the employee may submit a receipt and be reimbursed for food and non-alcoholic beverages. Meal reimbursements will be paid at the rates designated in the MCWD Expense Reimbursement and Travel Policy dated May 2018.

For the purpose of this provision, "unexpectedly ordered" means the order was given on the same day the employee had to perform the work.

Section 8. Special Pay Practices

~~8.0 Show-Up or Reporting Pay~~

~~Non-exempt, full and part-time employees who report for work on their regularly scheduled shift and are not assigned work or are furnished less than one-half (.5) the usual scheduled day's work will be paid for one-half (.5) the usual scheduled day's work, or for two (2) hours, whichever is greater, at the regular rate of pay. At MCWD's option, employees in these circumstances may be assigned to other work not normally performed by the employee, instead of being sent home.~~

8.1 Call-Out Pay

Responding to call-outs is mandatory. Non-exempt employees who are called back to work outside his/her normally scheduled workweek and/or normally scheduled working hours will be paid at time and one-half (1.5) his/her regular pay rate for actual time worked but not less than two (2) hours, whichever is greater.

Once an employee has initially been called back to duty under call-out conditions, no subsequent call-outs which occur within the initial call-out minimum period of two (2) hours will be credited.

Since call-out time is paid at the normal overtime rate, such hours will not be included as hours worked for purposes of determining overtime pay eligibility over forty (40) hours in the work week. This is referred to as a “no pyramiding” rule in calculating overtime under the federal forty (40) hours worked standard.

8.2 On-Call/Standby Pay

Due to certain classification responsibilities, MCWD may require employees to be assigned to on-call or standby duty. On-call or standby duty refers to a situation where a non-exempt, off duty employee, holds him/herself available to immediate response as directed by management. Assigned standby shall be on an as-needed basis and compensated at the rate of pay in the applicable MOU. Additionally, the call-out payment as described in Section 8.1 above will apply.

On-call or standby duty shall be defined as that circumstance that requires an employee to:

1. Be ready to respond within thirty (30) minutes to a call for service;
2. Be readily available at all hours by telephone or other agreed-upon communication equipment; and
3. Not engage in activities that might impair assigned duties upon call. Use of alcohol, illegal drugs, and/or any substance that would affect duty performance is prohibited while on standby duty.

On-call/standby pay is compensation given to an employee for hours in which he/she agrees to respond should there be a requirement to report for work. If an on-call/standby employee is called to respond to a telephone advisory situation, no additional pay is warranted, whereas if the on-call/standby employee is required to respond to an on-site operational need, then the employee will be paid under the Call-Out provisions in Section 8.1. In that instance, the employee will resume his/her on-call/standby pay rate upon completion of the call-back work.

8.3 Seminar Attendance and Education Reimbursement

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of MCWD or the individual employee. Attendance at such activities may be required by MCWD *or requested by individual employees*. However, attendance *will not* be considered an officially authorized activity, subject to the policies on reimbursement and compensation, unless prior written approval has been given by the General Manager or designee.

To obtain approval, employees wishing to attend an activity must submit a completed Request for Training/Travel Form to his/her immediate supervisor, department manager, and, if approved, to the General Manager or designee detailing all relevant information, including date, hours, location, cost, expenses, nature, purpose and justification for attendance.

Seminar Attendance

Where attendance is required or authorized by MCWD, MCWD will reimburse reasonable expenses that generally include registration fees, materials, meals (excluding alcoholic beverages), transportation and parking. Reimbursement policies regarding these expenses should be discussed with the employee's immediate supervisor or the HR/Risk Administrator in advance. Employee attendance, *when required*, will be considered time worked in accordance with applicable state law and the FLSA. Seminars, conference attendance and other training programs in which an employee's participation would be beneficial to MCWD may be approved by the General Manager or designee on an individual discretionary basis, and based on available funding.

For more information, please refer to the MCWD Expense Reimbursement and Travel Policy dated May 2018.

Education Reimbursement

The Employee Tuition Reimbursement Program is intended to reimburse out-of-pocket expenses for tuition, books, supplies and other incidental expenses specifically associated with an employee's course of study and encourage employees to continue his/her education in order to meet present and future MCWD needs to:

- increase effective work performance and employee efficiency;
- facilitate MCWD promotion from within; and,
- attract and retain individuals having superior ability and potential for advancement.

Eligible Courses/Tuition and Book Reimbursement

Based on an employee's advance submission of a completed Education Reimbursement request form, including the supervisor and department manager's recommendation and General Manager or designee's approval, a regular full-time employee will be reimbursed for *books and tuition* for a job-related course of study. In order to assure that the particular educational program is authorized, the employee is required to submit a course/class description along with the reimbursement form. The supervisor shall evaluate the job relationship to the course of study based on the employee's current or potential future job description.

The employee will receive reimbursement of the course if he/she receives a grade of "C" or higher. Confirmation transcripts or evidence which verifies the student's grade or "pass/fail" completion must be submitted to the HR/Risk Administrator upon completion of the course and prior to receiving reimbursement.

Courses must be taken on the employee's own time unless otherwise authorized by the General Manager or designee.

8.4 Certification Incentive Bonus

Certain personnel holding positions in the Operations and Maintenance (O&M) and Laboratory Departments are required to obtain certification commensurate with his/her position from the California Department of Public Health (CDPH), California Water Environment Association (CWEA), the American Water Works Association California/Nevada Section (AWWA CA/NV), State Water Resources Control Board (SWRCB), or other certifying boards. Those who become employed by MCWD in positions requiring certification and whose employment commences after the effective date of this certification requirement, must obtain the specified grade of certification within one (1) year following the date upon which they have fulfilled the experience requirement. However, employees must obtain the required level of certification before they can be promoted to any other position for which they apply. For more information on what type of certification is required, employees should refer to the classification job description and discuss with his/her immediate supervisor.

MCWD shall pay one-time bonuses of two hundred fifty dollars (\$250) per certificate for employees who obtain the following certificates from the SWRCB: Wastewater Treatment Operator II, III, IV, V; from the CDPH: Water Distribution Operator II, III, IV, V, and Water Treatment Operator II, III, IV, V; CWEA: Collection System Maintenance II, III, IV, V; Laboratory Analyst II, III, IV, V; AWWA CA-NV: Water Quality Analyst II, III, IV; Backflow Prevention Assembly Tester, Cross Connection Control Specialist, Water Conservation Practitioner I, II, III; and, any other pertinent certifications on which the parties may agree.

After providing proof of completion of a course of study or passing of a certification or licensing exam, employees will be reimbursed for the cost of licenses, certificates and renewals which are required to perform his/her job duties.

8.5 Certification Pay

As an incentive to encourage employees to acquire knowledge in areas related to current or future position(s), MCWD provides a one-time, ongoing, salary increase based on certification at a higher level than what is required for the current classification, provided the classification is maintained.

Probationary employees are not eligible to receive certification bonuses or certification pay until they complete the initial MCWD probationary period and satisfy the current job specification certification for new employees.

Only one (1) certification incentive will be approved above the requirement of the current classification. To avoid confusion as to which certifications are authorized, the employee should request approval from his/her immediate supervisor and the General Manager or designee before beginning this program.

System Operator II Collection Operator II Laboratory Analyst II Water Quality Analyst II	Obtains Grade III certification from CWEA, CDPH, SWRCB, AWWA CA-NV	Receives 5% ongoing increase (as long as certification is maintained)
System Operator III Collection Operator III Laboratory Analyst III Water Quality Analyst III	Obtains Grade IV certification from CWEA, CDPH, SWRCB, AWWA CA-NV	Receives a 5% ongoing increase (as long as certification is maintained and not a requirement of the position)
System Operator IV Collection Operator IV Laboratory Analyst IV Water Quality Analyst IV	Obtains Grade V certification from CWEA, CDPH, SWRCB, AWWA CA-NV	Receives 5% ongoing increase (as long as certification is maintained and not a requirement of the position)

The maximum amount allowable is five percent (5%) and certifications cannot be “stacked”.

Certification for positions not listed above will also be considered. The level of bonus will be set after evaluation of the program and with respect to the above specified bonuses.

Management employees are not eligible for this certification pay incentive.

Section 9. Absenteeism

9.0 Attendance

Employees of MCWD are expected to be punctual and maintain regular attendance. Tardiness and absenteeism place an additional burden on fellow employees and cause the rescheduling of work assignments. Good attendance is an essential element in determining satisfactory job performance. An unsatisfactory attendance record can result in corrective action, up to and including termination.

Occasionally, it may be necessary for an employee to be absent from work as a result of illness, injury, or other personal reasons. In such cases, employees are expected to give his/her supervisor as much advance notice as possible before the beginning of his/her scheduled starting time. Failure to provide this notification within one (1) hour before start time may result in the unreported period of absence being considered as leave without pay.

Reporting an Absence/Tardiness

For any absence or tardiness, an employee shall speak or leave a message with his/her immediate supervisor or department head. Speaking or leaving a message with anyone else *does not meet* MCWD’s reporting requirements. Emails are not acceptable for this purpose. If an employee expects to be late or is unable to show up for work, the employee shall call his/her immediate supervisor, when possible, at least one (1) hour in advance.

Tardiness occurs when an employee arrives late at the required workstation and/or is not dressed and ready to work. Excessive tardiness occurs when an employee is late ~~more than ten (10) minutes~~ on more than three (3) occasions within any thirty (30) day period. The immediate supervisor will advise the employee when excessive tardiness has occurred.

Excessive absenteeism occurs when the number of accumulated absences exceeds twelve (12) days of unexcused absences in any twelve (12) month period and/or three (3) separate days of unexcused absences in a one (1) month period prior to the most recent absence.

In order to protect the health of other employees, MCWD may also require a health care provider's verification that an employee who has been absent for health-related reasons is capable of resuming his/her job responsibilities before being permitted to return to work.

Any falsification, misrepresentation, or other violation of this attendance policy can result in disciplinary action, up to and including termination.

Approved Time Off

Employees who know in advance they will be absent or late must make the necessary arrangements with their immediate supervisor or department manager. If time off from work is needed, please schedule and obtain prior approval for any intended absence by submitting a written request for time off in accordance with the applicable procedures in this Handbook.

Planned time off includes any situation that prevents an employee from reporting to work on time for any scheduled workday or time off that needs to be scheduled (e.g., vacations, doctor's appointments, personal obligations, leaves of absence, etc.). If prior arrangements have not been made, employees must discuss an absence or inability to be at work on time directly with his/her immediate supervisor.

MCWD recognizes that it is sometimes necessary for employees to take care of personal business during the workday. However, personal business should be kept to a minimum and should be conducted during break times whenever possible.

Section 10. Employee Benefits

This section of the Handbook is intended to provide a general overview of the benefits currently available to eligible employees of MCWD. State and/or federal laws govern some of these benefits, while others are determined by MCWD or governed by a benefit provider. Should there be a discrepancy between the contents of this Handbook and a provision of an applicable law, summary plan document (SPD) or contract, then the law, SPD, or contract will prevail.

All eligible employees shall be provided information regarding benefit plans during his/her probationary period. This information includes SPD's, which are detailed benefit documents. It is recommended that employees understand fully all costs and insurance coverage prior to obtaining care. Employees are responsible for being familiar with the provisions and limitations of the health care insurance, as detailed in the SPD provided at the time of orientation.

MCWD has the right and the obligation to administer the various insurance programs. These rights and obligations include, but are not limited to, the right to select the carriers and insurance claims administrators after consideration of the recommendations of the health insurance labor-management committee and prior meeting and consultation with the appropriate employee groups. In the event a change in insurance carriers is made, an open enrollment period will be authorized.

Eligibility

Regular full-time employees working thirty two (32) or more hours per week are eligible to enroll in the group benefit plans. Effective dates of coverage may vary depending upon the carrier(s).

NOTE: It is the employee's responsibility to notify the HR/Risk Administrator upon divorce, termination of Domestic Partnership, over-age dependent, or any event that changes the status of dependency within 31 days from the date of event.

Payment of Premiums

Depending upon the type of coverage selected, the monthly insurance premiums for eligible employees may be partially or fully paid by MCWD in accordance with the applicable MOU and/or authorizing Resolution by the Board of Directors. Presently, MCWD pays the entire premium cost for employee benefit coverage of medical, dental, vision, life, accidental death and dismemberment, and short term and long-term disability insurance. Employees always pay the monthly insurance premiums for any voluntary insurance coverage elected for themselves and/or dependents through authorized pre-tax payroll deductions.

Enrollment in MCWD's health plans is not automatic. Each new regular, full-time, employee will need to complete the appropriate Enrollment Form(s).

10.0 Medical

MCWD provides medical insurance through a Preferred Provider Organization (PPO). Eligibility to enroll is available during the thirty-one (31)-day period after a regular employee is hired or a new dependent is acquired, during the annual open-enrollment period, after a ninety (90)-day waiting period as a "late enrollee", or during special enrollment circumstances.

If an employee enrolls during the thirty-one (31) days after employment begins, the effective date of coverage is the first of the month following date of hire.

10.1 Retiree Health Benefits

At the option of the employee, MCWD will provide continued medical benefits for retired MCWD employees provided the minimum requirements established by MCWD are met. The requirements shall be as follows:

- A. The employee shall be at least fifty-five (55) years of age and have a total of twenty (20) years of service with MCWD.
- B. MCWD will pay fifty percent (50%) of the medical insurance cost for the employee at retirement who meets the requirements stated in item A above.
- C. All employees who exercise this option and who retire with twenty (20) years of service are required to pay fifty percent (50%) of the cost of medical insurance and shall make his/her payments on the first of each month after retirement. Any retired employee who fails to make the required payment to MCWD shall have all benefits cancelled if not paid within thirty (30) days of the due date.
- D. Retirees shall be notified in writing of the amounts owed to MCWD at the time of retirement. The amount paid shall be calculated based on fifty percent (50%) of the rates charged by MCWD's insurance carrier at the time of retirement. The employee shall be notified in writing of any changes in the amount owed each year.

In the event costs are increased by a carrier, the MCWD will notify the bargaining units and will meet and confer on the proposed change.

10.2 Dental

All eligible employees are enrolled in MCWD's dental plan. Dependent coverage is optional. This dental program covers several categories of benefits, when the services are provided by a licensed dentist and when they are necessary and customary under the generally accepted standards of dental practice.

10.3 Vision

All eligible employees are enrolled in MCWD's vision plan. Dependent coverage is optional. Benefits for examination, lenses, frames or contact lenses are provided based upon the restrictions of the plan.

10.4 Term Life Insurance and Accidental Death and Dismemberment (AD&D)

MCWD pays the full cost of the premium for term life and AD&D insurance coverage for all regular full-time and eligible employees effective on the date of hire. The face amount of life insurance for each eligible employee under the age of seventy (70) shall be equal

to two (2) times his/her normal gross annual salary up to a maximum of three hundred thousand (\$300,000). Accidental death is covered by double indemnity (AD&D). At age seventy (70), Life and AD&D benefits reduce to sixty-seven percent (67%) and at age seventy-five (75) are reduced to fifty percent (50%).

10.5 Short-Term Disability (STD)/Long-Term Disability (LTD)

In addition to State Disability Insurance (SDI), MCWD provides, at no cost to the employee, a short-term/long-term disability plan that supplements SDI and covers up to two-thirds (2/3) of the employee's base annual salary, subject to provisions of the contract with the carrier. Employees with a non-occupational related illness or injury are eligible for income replacement benefits under these plans for the duration of the illness or injury, as provided in the policy provisions, however, MCWD will maintain the employee's position for a period not to exceed twelve (12) months.

The terms and conditions of this policy are subject to the provisions of the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

10.6 Continuation of Group Health Insurance (COBRA)

COBRA (the Consolidated Omnibus Budget Reconciliation Act) is a federal law that requires most employers sponsoring group health plans to offer covered employees and qualified beneficiaries the opportunity for a temporary extension of health coverage (called "continuation coverage") in certain instances where coverage under the plan would otherwise end. This extension of coverage is offered at group rates plus an administrative fee, the cost of which is fully borne by the employee or beneficiary.

Employees and dependents covered by MCWD's health insurance plan may have the right to choose continuation coverage if they lose group health coverage for certain qualifying events which are: termination of employment, reduction in hours or leave of absence, death, divorce or legal separation of an employee, employee's entitlement to Medicare, termination of domestic partnership, or a dependent child who no longer meets eligibility requirements. *In order to ensure rights to benefit continuation, it is the employee's responsibility to notify HR/Risk Administrator in writing within thirty (30) days.* Questions concerning COBRA qualifying events and eligibility requirements should be addressed to HR/Risk Administrator.

Certificate of Coverage

Under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), MCWD or the benefit provider will provide a certificate of prior insurance coverage whenever an employee loses coverage; when a qualifying event occurs; when COBRA coverage

begins or ends; or upon request by an employee within twenty-four (24) months after coverage ends under MCWD's health insurance plan.

10.7 IRS Section 125 – Flexible Benefits Plan

MCWD sponsors a Section 125 "Flexible Benefits Plan". This Plan has three (3) components. As part of the Salary Redirection Plan, employees may use pre-tax dollars to pay for all of the employee-paid health premiums. Employees may also choose to direct a portion of salary into an Unreimbursed Medical Expenses Plan and/or a Dependent Care Expense Reimbursement Plan. The Unreimbursed Medical Expenses Plan allows employees to redirect up to two thousand five hundred (\$2,500) each year into a pre-tax account which can be used to reimburse qualified medical expenses not covered by the healthcare provider. Through the Dependent Care Expense Reimbursement Plan, employees may elect to receive tax-free reimbursements for qualified work-related dependent care expenses regarding the care of children age twelve (12) and under and/or elderly or incapacitated dependents to a maximum of five thousand dollars (\$5,000).

10.8 Retirement Plan

CalPERS Retirement Tiers

MCWD participates in the California Public Employees Retirement System (CalPERS) which is a defined benefit retirement program. MCWD provides the following retirement benefits:

Classic Members: 2%@60

New Members: 2%@62

Under the Public Employees' Pension Reform Act (PEPRA), New Members include:

- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who has no prior membership** in any California public retirement system
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who is not eligible for reciprocity** with another California public retirement system

Enrollment in the CalPERS Plan is automatic for those employees who work a minimum of one thousand (1,000) hours per fiscal year. Vesting in the Plan occurs after five (5) years of participation in CalPERS, either with MCWD or based on bridged service from another CalPERS participating organization.

Additional information concerning this Plan can be obtained from HR/Risk Administrator.

CalPERS Employee Contributions

MCWD currently pays one hundred (100)% of employer and employee contributions for Classic Members only.

New Members are required under PEPRA to pay 50% of normal cost of their CalPERS contribution of their CalPERS contribution:

Social Security/Medicare

MCWD participates in Social Security and Medicare and pays the employer portions. The employee pays the employee cost through payroll deductions, as required by the Social Security Administration.

10.9 Deferred Compensation Plan

MCWD makes available to all regular and probationary employees the opportunity to voluntarily participate in a deferred compensation plan which is established in accordance with the provisions of Section 457 of the Internal Revenue Service (IRS) Code. Employees may choose from a variety of plans and MCWD retains the right to choose which plan or plans will be offered. Under the "savings account" plan, the minimum interest rate is negotiated by contract. Monthly deferrals from the employee's pay and all interest earned remain tax deferred until commencement of withdrawal of funds. Funds may be withdrawn at the time of (a) retirement, (b) termination of employment, (c) severe, unforeseeable financial hardship, or (d) death. In addition, a loan provision of the plan allows for participants to borrow funds from his/her accounts.

Employees having questions or interest in learning more about the eligibility, investment options, contribution limits, loan options, and other features of MCWD's Deferred Compensation Plan should contact HR/Risk Administrator for Plan materials and further information.

10.10 Workers' Compensation Insurance

All employees are covered by Workers' Compensation Insurance, effective the first day of employment. Workers' Compensation Insurance provides employees and/or his/her beneficiaries with certain benefits in the event of job-related illness, injury or accidental death.

MCWD pays the full cost of this insurance. If an employee sustains a job-related illness or injury, he/she should report the illness or injury to his/her immediate supervisor/department manager or HR/Risk Administrator *the day it occurs or not later than 24 hours after the occurrence*. Failure to do so could result in a delay of benefits by the insurance carrier.

All payments for lost wages or salary due to a legitimate job-related illness or injury, medical treatment, and any other benefits will be made by the Workers' Compensation Insurance carrier as required by law. Workers' Compensation Insurance payments are

coordinated with any accrued sick, vacation, compensatory or management leave taken as part of a medical or disability leave of absence. Contact the HR/Risk Administrator for more information about Workers' Compensation Insurance benefits.

MCWD Provided Physician

MCWD provides medical treatment for work-related illnesses or injuries through a pre-determined clinic that provides medical care to employees.

Employees who are injured in a work-related accident will be referred to the clinic assigned for the location, unless MCWD has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to HR/Risk Administrator prior to any illness or injury. In all cases, an employee may seek treatment from his/her own health care provider after thirty (30) days, should he/she so desire.

Workers' Compensation in Coordination with FMLA/CFRA

An employee who is ill or injured as a result of a work-related incident and who is eligible for family and medical leave under state and federal law (Family Medical Leave Act and the California Family Rights Act) will be placed on FMLA/CFRA during the time the employee is disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of twelve (12) weeks in a continuous twelve (12)-month period.

Workers' Compensation Fraud

California law makes it a crime to knowingly file a false or fraudulent claim for Workers' Compensation benefits, or to knowingly submit false or fraudulent information in connection with any Workers' Compensation claim. *Violation of this law is punishable by imprisonment of up to five (5) years, a fine of up to one hundred and fifty thousand dollars (\$150,000), or both.* Filing a false or fraudulent Workers' Compensation claim is also a violation of MCWD policy, and will result in corrective action, up to and including termination.

MCWD's policy is to investigate all questionable Workers' Compensation claims and to refer them to the Bureau of Fraudulent Claims.

10.11 Unemployment Insurance

MCWD pays the entire cost of this benefit to a State unemployment compensation reserve account in accordance with State laws and regulations. Unemployment compensation provides a weekly benefit for a specified period due to a qualifying condition of unemployment. These benefits, and MCWD's costs, change periodically as determined by State law.

Unemployment insurance benefits are not available to employees who voluntarily quit without good cause or who are terminated for misconduct. At the time of employment separation, employees will be provided with a booklet published by the Employment

Development Department (EDD) explaining benefits, eligibility, and claim filing procedures.

10.12 Holidays

Regular, full-time employees are eligible for holiday pay from the date of hire. Eligible employees also receive holiday pay, without deduction of a vacation day, whenever the employee is on an approved vacation during which MCWD observes a holiday.

Employees who are on an unpaid leave of absence as of the date MCWD observes a holiday are not eligible for holiday pay.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Working day immediately preceding Christmas Day
- Christmas Day
- Floating Holiday – taken at employees' option with supervisor's approval
- Employee's Birthday – taken at employee's option within the calendar year

Observed holidays falling on Saturday will be celebrated on Friday; those falling on Sunday will be celebrated on Monday.

Employees who work a holiday should refer to Section 7.0 for holiday pay.

Religious Holiday Accommodation – In order to reasonably accommodate the religious needs of employees, time off for religious observances that are not scheduled paid holidays observed by MCWD may be taken, without pay or through use of accrued vacation, compensatory or management leave hours. Employees must give reasonable advance notice to their immediate supervisor. Reasonable notice is considered to be a minimum of fourteen (14) consecutive calendar days.

10.13 Vacation

MCWD offers paid vacation benefits that, in addition to enjoying opportunities for leisure time away from work, may also be used for personal time off due to personal appointments, family matters, school activities, religious observances, and other personal obligations. All employees are encouraged and expected to take no less than one (1) week or forty (40) hours of vacation annually for rest and relaxation.

Eligibility –

All regular, full-time employees are eligible to accrue paid vacation leave. Employees who are serving in an initial six (6) month introductory period accrue paid vacation but are not eligible to take paid time off unless prior authorization has been received from the General Manager or designee. Vacation leave is accrued each pay period. Thereafter, eligible employees accrue vacation benefits to their anniversary date in each succeeding year based upon length of continuous service with MCWD. Vacation benefit hours may be discontinued or suspended during certain types and durations of leaves of absence including Military Leave in excess of thirty (30) calendar days.

Accrual

Based on the length of continuous service, the following vacation accrual schedule shall apply. To be eligible, regular full-time employees must be scheduled to work at least thirty-two (32) hours per week.

Length of Service (From Employee's Hire Date)	Vacation Days Accrued Per Benefit Year
Date of hire through first year	10 days
Beginning of 2 nd year – end of 3 rd year	11 days
Beginning of 4 th year – end of 10 th year	16 days
Beginning of 11 th year onward	20 days

Maximum Accrual and Unused Vacation

Employees are encouraged to use accrued vacation benefits each calendar year. Vacation time is accrued throughout the year and is pro-rated and credited at the end of each pay period. Full-time employees may accrue up to a maximum of two hundred sixty (260) hours. Vacation time earned in excess of two hundred sixty (260) hours shall be paid during the next following pay period.

Cash-Out

Employees may elect to cash out accumulated vacation time provided that the employee maintains forty (40) hours of accrued vacation credit. Cash-out must be done in conjunction with a regular paycheck and requested no less than five (5) days before the end of a pay period.

Holidays During Vacation

If an observed holiday occurs during a scheduled vacation and employees are otherwise eligible for holiday pay; such employees will be paid for the holiday rather than a vacation day.

Scheduling a Vacation

The time at which a regular employee shall take vacation leave shall be determined with due regard for the employee's wishes and particular regard to the service needs of the department. Vacations will be approved if the appropriate department supervisor can demonstrate to the department manager that sufficient coverage can be maintained during the absence. It is the department manager's task to determine the base level of

service required to meet MCWD's goals and objectives. Under extraordinary circumstances, MCWD reserves the right to cancel previously approved vacations, unless doing so would prove to be an extreme financial hardship to the employee. In such cases, MCWD will reimburse the employee for any committed and non-refundable expenses incurred by the employee.

Employees planning vacations exceeding three (3) weeks should give their immediate supervisor as much advance notice as possible. Under emergency situations exceptions may be made with the written endorsement of the appropriate supervisor. All vacation leave must be approved by the immediate supervisor prior to use.

Vacation time may be coordinated with other approved absences such as disability, family leave, or in observance of a religious holiday. Vacation pay will be based on the employee's base pay rate in effect at the time such vacation is taken. It does not include overtime or any special forms of compensation such as shift differential, standby or other forms of pay otherwise available during normal work schedules. Payment for vacation time will be made on an employee's regularly scheduled payday.

MCWD reserves the right, if necessary, to designate vacation periods during which employees are expected to schedule his/her vacations in order to accommodate overall work schedules and/or to ensure employees actually use his/her accrued vacation benefits. MCWD may also direct an employee to take mandatory time off for a specified period if conditions warrant.

10.14 Management Leave

Represented employees who are exempt from state and federal overtime requirements shall be permitted to take management leave in recognition of the special requirements of their jobs. Effective July 15, 2009, management leave shall be accrued on a bi-weekly basis at the rate of 3.077 hours per pay period. The maximum accrual allowance for management leave will be eighty (80) hours per fiscal year. Management leave earned by the end of each fiscal year shall be taken within the first quarter of the following fiscal year or the leave will be forfeited.

Section 11. Leaves of Absence

11.0 General Information

To the extent required by law, MCWD will continue to pay MCWD's normal employer contribution of an employee's health benefits during any leave of absence protected under the Family Medical Leave Act (FMLA) the California Family Rights Act (CFRA), or the Pregnancy Disability Leave law (PDL) . The normal MCWD-paid premiums for benefits for all other unpaid leaves of absence will continue only through the end of the month in which the leave begins subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, and except where otherwise mandated by State or Federal law. Where an employee's health benefits have been discontinued as a result of an unpaid leave of absence, an employee may elect to

continue such health benefits under COBRA as provided in Section 10.6 of this Handbook.

When the employee returns from leave, MCWD will again provide benefits according to the applicable plans.

It is the *employee's responsibility* to ensure that MCWD receives all necessary documentation regarding the leave and any subsequent requests for extension. Employees absent without leave and those who fail to return to work promptly at the end of a leave are considered to have voluntarily resigned his/her positions.

Benefit accruals, such as sick, vacation, management and holiday benefits, will be suspended during unpaid leaves, and will resume upon the employee's return to active employment. Employee performance and wage and salary review dates will also be adjusted by the total amount of time taken for leaves of absence exceeding thirty (30) consecutive calendar days.

MCWD will attempt to accommodate employees returning to work from injuries, illnesses or other disabilities with short-term "modified duty" assignments when practical. Please refer to Section 17 for accommodation process. Such accommodations may be made depending upon the extent and nature of the work restrictions imposed by the health care provider, the anticipated duration of the restrictions, the availability of modified duty assignments, and other relevant considerations.

Instances may exist where two (2) or more leave of absence policies provide overlapping protection for eligible employees. It is the intention of MCWD's policies to limit employees to the time available under the single most favorable leave of absence policy and to prevent employees from exceeding the limitations of that policy. *This means that all leaves of absence run concurrently to the extent provided by law.*

The leave shall be unpaid except that an employee may elect to be paid by using any accrued sick leave, compensatory, vacation, or management leave benefits. The substitution of paid leave does not extend the total duration of FMLA/CFRA/PDL to which an employee is entitled.

Accordingly, any leave of absence that is taken by an employee under any policy that could have been taken under any other policy of MCWD (if the employee had requested to do so) shall be credited against the maximum limit on leaves established in each of the policies that provided the employee a basis to request a leave of absence.

All leave requests should be submitted and approved in advance. See HR/Risk Administrator for appropriate forms and specific information. When leaves are foreseeable, the employee must provide at least thirty (30) days advance notice. If the leave is not foreseeable, the employee must provide notice as soon as practicable.

11.1 Family and Medical Care Leaves (FMLA/CFRA)

Policy Statements

To the extent not already provided for under current leave policies and provisions, the Marina Coast Water District (District) will provide family and medical care leave for eligible employees as required by State and Federal Law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulation of the California Family Rights Act ("CFRA"). Unless otherwise provided by this article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.

Definitions

- A. "12-Month Period" means a 12-month period measured backwards from the date FMLA leave begins.
- B. "Single 12-month period" means a 12-month period which begins on the first day the eligible employee takes FMLA military caregiver leave and ends 12 months after that date.
- C. "Child" means a biological, adopted, foster or step-child, legal ward, or a child of a person standing in "loco parentis" (in place of a parent) who is a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (there is no age limit for military family/qualifying exigency leave).
- D. A child is "incapable of self-care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, such as, caring for grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- E. "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- F. "Spouse" means a husband or wife as defined or recognized under California State Law for purposes of marriage. "Spouse" also includes registered domestic partners and same-sex partners in marriage.
- G. "Domestic Partner" is defined by the California Domestic Partner Rights and
- H. Responsibilities Act (Family Code §§ 297 and 299.2) and shall have the same meaning as "Spouse" for purposes of CFRA Leave.

- I. "Serious health condition" means an illness, injury impairment, or physical or mental condition that involves:
 1. Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom); or any subsequent treatment in connection with such inpatient care; A person is considered an "inpatient" when a health care facility formally admits him or her to the facility with the expectation that he or she will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or
 2. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - a. A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery) of more than three full consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by, a health care provider. The first in-person treatment visit must take place within seven days of the first day of incapacity; or
 - ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it is not, by itself, sufficient to constitute a regimen of continuing treatment.
 - b. Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA Leave, but not CFRA Leave.) (The right to take Family & Medical Care Leave is separate from the right to take pregnancy disability leave. State law allows an employee to take up to four months of pregnancy disability leave. If an employee exhausts her pregnancy disability leave prior to the birth of the child, and her physician certifies that

- c. continued leave is medically necessary, the employee may use Family & Medical Care Leave prior to the birth of the child. The maximum possible combined leave for pregnancy disability/CFRA/FMLA is four months and 12 workweeks.)
- d. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - i. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts less than one day.
- e. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include Alzheimer's disease, a severe stroke or the terminal stages of a disease.
- f. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or, kidney disease (dialysis).
- g. "Health Care Provider" means:
 - 1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices; or
 - 2. Any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.
 - 3. Others "capable of providing health care services" as determined by the U.S. Secretary of Labor include only:

- a. Podiatrists, dentists, clinical psychologist, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law;
 - b. Nurse practitioners, nurse-midwives, physician's assistants and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law;
 - c. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. Where an employee or family member is receiving treatment from a Christian Science practitioner, an employee may not object to any requirement from an employer that the employee or family member submit to examination (though not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner except as otherwise provided under applicable state or local law or collective bargaining agreement.
 - d. Any health care provider from whom an employer or the employer's group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and
 - e. A health care provider listed above who practices in a country other than the United States, who is performing within the scope of his or her practice as defined under such law and who is authorized to practice in accordance with the law of that country.
 - f. The phrase "authorized to practice in the state" as used in this section means that the provider must be authorized to diagnose and treat physical or mental health conditions without supervision by a doctor or other health care provider.
- J. "Qualifying Exigency" means a need to take military family leave arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. This is intended to assist families with non-medical needs such as:
- 1. Short-notice deployment
 - 2. Military events and related activities (before or during deployment)
 - 3. Childcare and school activities (e.g., arrange for alternate childcare)

4. Financial and legal arrangements
5. Counseling (non-medical for oneself, the service member, or child)
6. Rest and recuperation (up to 5 days for each)
7. Post-deployment activities (ceremonies or briefings)
8. Additional activities agreed to by the employer and employee

K. "Covered active duty" means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country, or
2. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of member of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.

L. "Covered Servicemember" means

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

M. "Outpatient Status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to either:

1. A military medical treatment facility as an outpatient; or
2. A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

N. "Next of Kin of a Covered Servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his

or her nearest blood relative for purposes of military caregiver leave under the FMLA.

O. “Serious Injury or Illness” means:

1. In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or
2. In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Reasons for Leave

Leave is only permitted for the following reasons:

- A. The birth of a child or to care for a newborn of an employee;
- B. The placement of a child with an employee in connection with the adoption or foster care of a child;
- C. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition; or
- D. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.
- E. Leave due to a qualifying exigency arising out of the fact that an employee’s spouse/domestic partner, son/daughter, or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status (under FMLA only, not CFRA).
- F. Leave to care for an employee’s spouse/domestic partner, son/daughter, parent, or next of kin who is a covered service member with a serious injury or illness incurred in the line of duty while on active military duty or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces (“Military Caregiver Leave”). This leave

can run up to 26 weeks of unpaid leave during a single 12-month period. (under the FMLA only, not the CFRA).

Employees who misuse or abuse FMLA leave may be disciplined up to and including termination. An employee who fraudulently obtains or uses CFRA leave is not protected by the CFRA's job restoration or maintenance of health benefits provisions.

Employees Eligible for Leave

An employee is eligible for leave if the employee:

- A. Has been employed for at least 12 months; and
- B. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Amount of Leave

Eligible employees are entitled to a total of 12 workweeks (or 26 weeks for military caregiver leave) of leave during any 12-month period. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

A. Minimum Duration of Leave

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, unless otherwise approved by the employee's department manager, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for a duration of at least one day but less than two weeks on any two occasions.

If leave is requested to care for a child, parent, spouse, domestic partner or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

B. Parents Both Employed by the District

In any case in which both parents are both employed by the District are entitled to leave, the aggregate number of workweeks of CFRA leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave).

In any case in which a husband and wife both employed by the District are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 26 workweeks during any 12-month period if leave is taken for military caregiver leave under FMLA.

Except as noted above, this limitation does not apply to any other type of leave under this policy.

Employee Benefits While on Leave

Leave under this policy is unpaid. While on leave, employees will continue to be covered by the District's group health insurance to the same extent that coverage is provided while the employee is on the job for up to 12 weeks each leave year (or 26 weeks for military caregiver leave). If the employee is disabled by pregnancy, coverage will continue to be covered for up to 4 months each leave year. In the event an employee is disabled by pregnancy and also uses CFRA leave, District will maintain the employee's health benefits while the employee is disabled by pregnancy (up to four months or 17 weeks) and during the employee's CFRA leave (up to 12 weeks). Employees are responsible for group health insurance benefit premiums on the same basis as employees not on leave.

However, employees will not continue to be covered under the District's non-health benefit plan while on leave. Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the District will inform you whether the premiums should be paid to the carrier or to the District.

Your coverage on a group health insurance plan may be dropped if you are more than 30 days late in making a premium payment. However, you will receive a notice at least 15 days before coverage is to cease, advising you that you will be dropped if your premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The District shall have the right to recover premiums through deduction from any sums due the employee (e.g. unpaid wages, sick, vacation pay, etc.).

Substitution of Paid Accrued Leaves

While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the District may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave, and

may also require an employee to use Family and Medical Care Leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA qualifying.

If an employee is receiving a paid benefit (e.g., State Disability Insurance or workers' compensation), the employee is not considered to be on an unpaid leave, and an employee may, at his/her option, coordinate the use of paid time off, sick leave, or accrued vacation up to his/her regular salary amount.

A. Employee Right to Use Paid Accrued Leaves Concurrently with FMLA/CFRA Leave

Where an employee has earned or accrued vacation, management leave, floating holidays, or compensatory time, that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.

As for sick leave, an employee may elect or the District may require an employee to use accrued sick leave only if:

1. The leave is for the employee's own serious health condition; or
2. The leave is for another reason mutually agreed upon between the District and the employee.

If the District and the employee do not "mutually agree" to allow use of accrued sick leave to care for a family member, the District may still be required to allow the employee to use some sick leave for the employee to care for a family member with a serious health condition pursuant to the Protected Sick Leave law under Labor Code section 233 and the California Paid Sick Leave Law.

An employee receiving Paid Family Leave to care for the serious health condition of a family member or to bond with a new child is not on "unpaid leave." Therefore the District may not require the employee to use the paid time off, sick leave, or accrued vacation.

B. The District's Right to Require an Employee to Use Paid Leave When Using FMLA/CFRA Leave

Employees who otherwise would be on an unpaid leave of absence must exhaust their accrued leaves (including accrued vacation, management leave, sick leave, floating holidays, and compensatory time) concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave as noted above.

Medical Certification

Employees who request leave for their own serious health condition or to care for a child, parent, spouse, or domestic partner who has a serious health condition, must provide

written certification from the health care provider of the individual requiring care if requested by the District.

If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position.

Employees who request military caregiver leave for a child, spouse, parent, or "next of kin" of the employee must provide written certification from a health care provider regarding the injured servicemember's serious injury or illness.

The first time an employee requests leave because of a qualifying exigency, an employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to active duty status in a foreign country, and the dates of the military member's active duty service. A copy of new active duty orders or similar documentation shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different military member.

A. Time to Provide a Certification

When an employee's leave is foreseeable and at least 30 days' notice has been provided, if a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification to the District within the time frame requested by the District (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

B. Consequences for Failure to Provide an Adequate or Timely Certification

If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency.

However, if an employee fails to provide a medical certification within the time frame established by this policy, the District may delay the taking of FMLA/CFRA leave until the required certification is provided.

C. Second and Third Medical Opinions

If the District has reason to doubt the validity of a certification for an employee's serious health condition, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee, but paid for by the District. The opinion

of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a recertification.

D. Intermittent Leave or Leave on a Reduced Leave Schedule

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

Employee Notice of Leave and District Designation of Leave

Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be given orally. If the District determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the District may delay the granting of the leave up to 30 days until it can, in its discretion, adequately cover the position with a substitute. Calling in "sick" without providing the reasons for the needed leave will not be considered sufficient notice for FMLA leave under this policy.

If an employee takes a leave of absence for any reason which is FMLA/CFRA-qualifying, the District may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement.

If an employee requests to utilize accrued vacation leave or other accrued paid time off, other than accrued sick leave, without reference to a FMLA/CFRA-qualifying purpose, the District may not ask the employee if the leave is for a FMLA/CFRA-qualifying purpose. However, if the District denies the employee's request and the employee provides information that the requested time off is for a FMLA/CFRA-qualifying purpose, the District may inquire further into the reason for the absence. If the reason is FMLA/CFRA-qualifying, the District may require the employee to exhaust accrued leave as described above.

Reinstatement Upon Return From Leave

A. Right to Reinstatement

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of

employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and District, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return.

B. Employee's Obligation to Periodically Report on His/Her Condition

Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

C. Fitness for Duty Certification

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. This requirement does not apply to employees returning from an intermittent leave. Failure to provide such certification will result in denial of reinstatement.

D. Reinstatement of "Key Employees"

The District may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the District) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.

Worker's Compensation and Family And Medical Care Leave Coordination

Family and Medical Care Leave will be designated by the District when an employee qualifies for such leave as a result of a District work-related injury or illness.

Required Forms

Employees must fill out the applicable forms in connection with leave under this policy, and may receive all applicable forms through the District's HR department.

11.2 Pregnancy Disability Leave (PDL)

Pregnancy Disability Leave and Accommodations Available

Any employee with appropriate doctor certification may request accommodations, up to and including an unpaid leave of absence for up to four months (defined as 17 and 1/3 weeks), due to conditions related to pregnancy, childbirth, or related medical conditions. The District will provide such accommodations unless the requested accommodations would constitute an undue hardship.

Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child. Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached. Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

The duration of a pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Any additional leave needed by an employee beyond the four months provided under Pregnancy Disability Leave will only be provided as a reasonable accommodation of the individual's disability as required otherwise under state and federal laws. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law (FMLA), but not family and medical leave under California law (CFRA).

Required Procedures for Requesting PDL Leave

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the HR Department to discuss the following conditions:

- Employees who need to take pregnancy disability leave must inform District when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the HR Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;

- Pregnancy leave usually begins when ordered by the employee’s physician. The employee must provide District with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed;

Compensation During PDL Leave

PDL leave provided by the District is an unpaid leave of absence. A pregnant employee may be entitled to disability insurance payments through the California Employment Development Department (EDD) depending on their evaluation of your medical condition. A pregnant employee should contact the local EDD office for more information on eligibility for pregnancy disability insurance.

An employee will be required to use accrued sick time during an eligible pregnancy disability leave unless the employee is receiving paid disability benefits from a third party at the same time (such as the EDD), therefore allowing the employee the option of using accrued sick time benefits concurrently. An employee will be allowed to use accrued vacation, management leave, floating holidays, or compensatory time (separate from the use of any sick leave) during an eligible pregnancy disability leave;

Benefits During PDL Leave

If you take pregnancy disability leave, the District will maintain group health insurance coverage for up to a maximum of four (4) months if such insurance was provided before the leave was taken on the same terms as if you had continued to work. In some instances, the District may recover premiums it paid to maintain health coverage for you if you fail to return to work following pregnancy disability leave. Employees should contact the HR Department for further information.

Job Reinstatement Following PDL Leave

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed. Leave returns

will be allowed only when the employee's physician sends a release allowing the employee to return to work.

11.3 Voluntary Furlough Without Pay Plan

The following shall apply to the "Voluntary Furlough Without Pay Plan":

- A. No form of salary compensation may be taken (i.e. vacation, sick, compensatory time, or management leave). Paid holidays which occur during the furlough period will continue to be paid as usual.
- B. All existing benefits that have been paid by MCWD shall continue to be paid by MCWD and all deductions previously paid by the employee shall continue to be taken out of the employee's check when a check has been issued with sufficient funds. In other cases, it shall be the employee's responsibility to make arrangement to pay his/her portion of benefits or other payroll deductions. These include, but are not limited to, health, union dues, court ordered payments, voluntary supplemental life insurance premiums and voluntary supplemental health insurance such as AFLAC.
- C. No loss of seniority or break in service will be suffered by the employee.
- D. All benefits shall accrue as if the employee were working (i.e., sick, vacation, or management leave).
- E. An employee may take up to forty (40) hours of voluntary furlough without pay leave at any one time in a fiscal year. A written request must be approved, in advance, by the employee's immediate supervisor. Shorter increments of time (no less than four (4) hours) may be requested. The immediate supervisor may accept or reject a request for furlough after consideration of the employee's position and department workload.
- F. Employees with accrued vacation, compensatory and/or management leave in excess of MCWD maximum may not participate in this plan until they are in compliance with the maximum hours allowed.
- G. Taking unpaid furlough should not result in the need for any other employee to work overtime.

For further clarification, please contact the Management Services Administrator.

11.4 Personal Leave of Absence/Leave Without Pay

The MCWD General Manager or designee may grant a regular, full-time employee a leave of absence without pay for a definite period of time. Generally, such personal leave of absence will not be granted for more than ninety (90) days, except in the case of a personal leave for a disability or medical condition that can be reasonably accommodated further in accordance with state and federal disability laws based on a written certification of the need for leave from a qualified medical care provider.

Requests for personal leaves may be considered on a case-by-case basis supported by factors related, but not limited to, staffing levels in the department among similar jobs,

existing or projected workload demands, the requesting employee's work record, and the basis of the request. Personal leaves are generally considered for reasons such as a verifiable family or personal emergency not provided for by legally mandated leaves of absence, to complete a short-term educational requirement not associated with a condition of the employee's present job, or to attend to a medical condition not otherwise eligible or qualified under legally mandated leaves of absence.

The personal leave of absence shall be without pay unless the employee specifically requests and is granted the use of available vacation, compensatory time off or management leave. Available sick, vacation, and management leave balances shall be calculated as of the preceding pay period. Sick, vacation, and management leave accruals will stop immediately upon entering personal leave without pay status.

If personal leave without pay status exceeds one (1) full daily shift for the employee, the employee may maintain health insurance benefits during the remainder of the personal leave of absence by paying his/her portion of the normal premium contribution to MCWD for such coverage prior to commencement of the leave. For leaves of longer than one (1) month, premiums must be paid no later than the fifteenth (15th) of the month prior to the month being covered. If premiums have not been received by the deadline, coverage will be terminated for all unpaid months and continuation or reinstatement of coverage must be made in accordance with COBRA guidelines. If an employee wishes to continue coverage, the employee must pay all employer-paid and employee-paid premiums for the duration of the personal leave of absence.

Any employee desiring a personal leave of absence must submit a written request and attach any supporting documentation as to the nature of the leave. The request should be submitted to the employee's department head before being forwarded to HR/Risk Administrator. HR/Risk Administrator will review the request and submit it to the General Manager or designee for approval.

Failure by the employee to return to work on the designated date shall mean MCWD may fill the position. If an employee's position is filled while he/she is off on an approved personal leave of absence, the employee may, at the conclusion of his/her scheduled leave, apply for any open MCWD position for which he/she is qualified. However, if no such position is available, the employee's employment will be terminated. In the event the employee is terminated, MCWD will provide the employee with COBRA eligibility information within thirty (30) calendar days following employment separation, provided the employee is otherwise qualified for continuation of the healthcare insurance under MCWD's group plans.

If a position is available, an employee is expected to return to work at the scheduled conclusion of his/her personal leave of absence. If the employee fails to do so, the employee will be treated as having voluntarily resigned his/her employment with MCWD.

11.5 Sick Leave

Regular Full-Time Employees

Regular full-time employees who work at least thirty-two (32) hours per week are eligible for paid sick leave benefits which accrue at the rate of one (1) day per calendar month for each *full* month of employment from his/her date of hire. Since MCWD provides for CalPERS sick leave credit, and because employees are encouraged to conserve sick leave should it be needed for an unexpected personal illness or disability, there is no limit on the maximum number of hours an employee can accumulate.

Employees who are absent from work due to illness or injury must notify his/her immediate supervisor as stated in Section 9.0 of this Handbook.

Sick Leave Use

Sick leave is to be used for absences due to the following reasons:

- For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
- For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including:
 - *Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)*
 - *Spouse or Registered Domestic Partner*
 - *Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)*
 - *Grandparent*
 - *Grandchild.*
 - *Sibling.*
- To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - *A temporary restraining order or restraining order.*

- *Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.*
- *To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.*
- *To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.*
- *To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.*
- *To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.*

All sick leave payments will be based on an employee's regular pay rate in effect at the time such payments are made. These payments will be coordinated with applicable disability insurance payments or Workers' Compensation Insurance benefit payments, so that all such payments will not exceed the employee's normal weekly gross earnings.

Full or partial days off due to illness or injury in excess of accrued sick leave by non-exempt employees will be taken without pay. Exempt employees who have used all of his/her accrued sick leave benefits continue to receive his/her salary for an occasional illness that is less than a full day under this sick leave policy. The salary of exempt employees who have exhausted his/her sick leave will be deducted for absences of a full day or more due to illness or disability.

Sick Leave Certification

Employees who are absent for three (3) or more consecutive workdays due to illness or injury will be required to submit a health care provider's certification to substantiate the use of sick leave. In addition, before an employee may return to work, MCWD may require a health care provider's written certification that the employee is capable of resuming his/her job responsibilities. Employees are not expected to disclose any diagnosis or private health information, but any material misrepresentations regarding the use of sick leave (e.g., using sick leave for an unqualified absence) may result in corrective action, up to and including termination.

Pay-Out

Employees who use two (2) days or less of his/her annual sick leave entitlement will be given the opportunity at the end of the calendar year to convert two (2) days of the remaining sick leave into vacation, or let the sick leave accumulate. Sick leave used for doctor/dentist appointments, of four (4) hours or less, during work hours will not be subject to this provision. Appointments of over four (4) hours require a doctor's note.

Retirement Payoff

After ten (10) years of continuous service, or at age sixty (60) years or above, upon termination or retirement, an employee shall be paid for sixty percent (60%) of his/her accumulated sick leave up to a maximum of two hundred forty (240) hours. All payments will be made at the current rate of pay. Employees hired after January 1, 2013 are not eligible for this benefit.

All Other District Employees

Employees who are not regular full-time employees will be provided sick leave in accordance with California's Paid Sick Leave law under the following conditions:

- An employee begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. An employee is not eligible to begin using any accrued paid sick leave until the 90th day of employment with the District.
- An employee is only allowed to use up to a maximum of 3 days or 24 hours of paid sick leave in a 12-month period.
- An employee can only accrue paid sick leave up to a cap of 6 days or 48 hours ongoing. Any unused accrued paid sick leave does carry over year to year while continuously employed.
- Sick leave can be taken for one of the reasons noted in the policy above for Regular Full-Time Employees under "Sick Leave Use".
- An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.
- An employee who uses paid sick leave must do so with a minimum increment of two hours of sick leave.
- An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the District.
- If an employee separates from District employment and is re-hired by the District within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement

- collectively over the periods of employment with the District before any paid sick leave can be used.
- Paid sick leave will not be considered hours worked for purposes of overtime calculation.

11.6 School Activity Leave

Any employee who is the parent or guardian of a child in kindergarten through grade twelve (12) may request up to forty (40) hours of leave per school year for the purpose of participating in school activities. This time will be unpaid unless the employee elects to use vacation, compensatory time off, or management leave for this purpose. The employee will be limited to no more than eight (8) or nine (9) hours off depending upon the regularly scheduled work shift for this purpose in any one (1) calendar month. Upon request, MCWD reserves the right to require documentation from the school as proof that the employee has participated in the school activity. This request should be made with as much advance notice as possible.

11.7 Bereavement Leave

Employees shall be entitled to up to three (3) days of paid leave for the death of a family member. A family member includes the employee's spouse or State-registered domestic partner and the following persons related to the employee or spouse or State-registered partner: mother, father, brother, sister, child, step-parent, step-child, grandparents, grandchild, or legal guardian. Such leave shall be separate from sick, vacation, compensatory, and management leave and is to be used within two (2) weeks upon the death of the family member or at the discretion of the General Manager or designee. Up to five (5) days may be granted for exceptional circumstances approved by the General Manager or designee.

Upon approval, employees may use either accumulated sick, vacation, compensatory, or management leave if more time off is necessary.

11.8 Jury Duty

Jury duty shall be considered leave with pay provided the employee submits a copy of the jury summons and documentation indicating the dates and times of jury service to his/her immediate supervisor. An employee serving on jury duty will receive pay in the amount of the difference between the employee's regular earnings and any amount received for jury service. The employee may retain any fee paid as travel allowance.

If an employee desires to serve on the Grand Jury, he/she shall submit a leave of absence request and will serve without MCWD salary and benefits.

Within three (3) days of receiving a jury duty summons, or as soon as reasonable, employees should provide a copy of the notice that specifies the date(s) the employee

will be reporting for jury duty or serving as a juror to his/her immediate supervisor. Employees are required to provide a copy of the jury duty notice to HR/Risk Administrator for retention in their personnel file *before* reporting for jury duty service.

While on jury duty, employees shall report for work whenever their presence is not required at court, including during “phone in” or “on call” status, or if released by the court early enough to return to work for at least two (2) hours. Employees who cannot report to work due to jury duty will be required to show proof of jury service or appearance for each such workday absence. MCWD may submit a request for a postponement in the event that compelling business reasons make postponement of jury duty necessary.

11.9 Witness Duty and Subpoenas

MCWD Business Related Court Appearance – Employees will be paid their normal wage or salary if required to be a witness or required by a subpoena to appear in court on or related to MCWD business. An employee who serves as an MCWD-related business witness, or on a case related to the employee's job, on a day that is a regularly scheduled day off, shall be paid at the employee's regular base rate of pay or at time and one-half (1.5), if the employee otherwise qualifies for overtime compensation, for all hours the employee actually is required to be in Court.

Personal Business Court Appearance – Employees may be allowed unpaid time off if summoned to appear in court as a witness or because of a subpoena related to personal business or those matters occurring outside the course and scope of MCWD employment. Use of any available paid time off may be used for this purpose with reasonable advance notice, and proof of subpoena service, from the employee to his/her immediate supervisor or department head.

11.10 Domestic Violence and Sexual Assault Leave

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave to the extent provided under California law. Leave may be requested if an employee is involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure the health, safety or welfare of the employee or the employee's child(ren).

Notice and certification of the need to take leave under this policy must be provided to HR/Risk Administrator. Certification may be any of the following:

- A police report indicating that the employee was a victim of domestic violence, or documentation from legal counsel or attorney.
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court of prosecuting attorney that the employee appeared in court.
- Documentation from a medical professional, domestic violence services advocate, health care provider, or counselor that the employee was

undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

MCWD will, to the maximum extent possible and as required by law, maintain the confidentiality of an employee requesting leave under this provision. The length of unpaid leave an employee may take is twelve (12) weeks as is provided for in the Federal Family and Medical Leave Act of 1993.

11.11 Victims of Crime Leave

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and,
- The employee must be the victim of a crime, or an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member, as defined by this law, includes a spouse, child, stepchild, brother/sister, stepbrother/sister, mother, father, or stepmother/father. MCWD further extends this leave to include a grandparent, grandchild, niece, nephew, registered domestic partner, child of a domestic partner, or parent of a registered domestic partner.

The absence from work should be in order to attend to judicial proceedings related to a crime listed above. Before an employee is absent for such a reason, documentation of the scheduled proceeding must be provided to the HR/Risk Administrator. Such notice is typically given to the victim of a crime by a court or government agency setting the hearing, an attorney or prosecuting attorney office or a victim/witness office.

If advance notice is not possible, employees must provide appropriate documentation within a reasonable time after the absence. Any absence from work to attend judicial proceedings will be unpaid unless an employee chooses to take paid time off, such as accrued vacation, compensatory, sick, or management leave.

11.12 Military Leave

Employees will be granted military leave in accordance with Division II, Part I, Chapter VII of the Military and Veteran's Code of the State of California and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), for a period of up to five (5) years to engage in ordered military duty, military training, encampment, naval cruises, special exercises or like activity, as a member of the reserve corps or force of the Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, or Air National Guard.

Military leave is generally unpaid. However, an employee who has been employed with MCWD for a period of not less than one (1) year immediately prior to the day which the leave of absence begins, shall be entitled to receive his/her full salary or compensation

when he/she is ordered to active military duty, training, encampment, naval cruises, special exercises or like activity, up to a maximum of thirty (30) calendar days in any one (1) fiscal year. Paid leave is *not* available for periods when an employee is required to attend inactive military training such as weekend reserve drill periods during a time when the employee would not be employed in a regular shift. If the employee desires to be paid for this unpaid temporary military leave of absence, vacation, management or compensatory time may be used. During paid portions of temporary military leave of absence, employees shall continue to receive the same vacation, sick, management leave and holiday privileges as if he/she were actively at work.

Employees shall notify MCWD, whenever possible, at least sixty (60) calendar days prior to the commencement of the temporary military leave of absence. Employees shall furnish the immediate supervisor with a copy of their military orders, or other written verification from the appropriate military authority, for inclusion in their personnel file. The immediate supervisor will forward a copy to the Management Services Administrator and Payroll.

A "Request for Leave" form shall be submitted to the General Manager or designee for any requested leave in excess of thirty (30) days. The written request form will indicate appropriate arrangements have been made regarding health insurance coverage and other pertinent issues should the leave exceed sixty (60) days.

Upon return from military leave, employees shall have the same rights and privileges of employment, re-employment, seniority and promotion had they not been absent. Any uncompleted probationary period must be satisfied upon completion of the temporary military leave of absence. An employee returning from military duty shall be offered re-employment in accordance with USERRA. If an employee fails to notify MCWD of his/her intent to return to work within the time period allowed by law, the employee will be considered to have resigned.

11.13 Time Off to Vote

MCWD encourages employees to fulfill his/her civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after his/her regular work schedule. If employees are unable to reach a polling place during his/her non-working hours, MCWD will grant up to two (2) hours of paid time off to vote.

Employees must request time off to vote from his/her supervisor at least two (2) working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees must submit documentation of their polling place and a voter's receipt on the first working day following the election to qualify for paid time off.

11.14 Volunteer Firefighters and Peace Officers

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer or emergency rescue worker. Such employees are also allowed to take temporary leaves of absence without pay, up to a total of fourteen (14) days per calendar year, to engage in fire or law enforcement training. If an employee is an official registered volunteer firefighter, peace officer, or emergency rescue worker, he/she should inform his/her immediate supervisor that time off for emergency duty is necessary. In the event the emergency or disaster directly affects MCWD operations, the services of such employees may be required to assist with MCWD operations.

11.15 Terminal Leave

Terminal leave is that period during which an employee remains on the payroll beyond his/her last working day until all of his/her accrued vacation, compensatory, and/or management leave has been exhausted. Terminal leaves are beneficial to the MCWD and its programs since they may provide a means to reallocate positions and other resources from low demand to high demand programs. The General Manager or designee may grant a terminal leave, upon written application by the employee, in accordance with the following provisions:

- A. Only regular, full-time employees with a performance evaluation of satisfactory or above, shall be eligible for terminal leave;
- B. The employee shall not be required to perform duties of any kind during the period of leave unless otherwise stipulated;
- C. The employee shall agree, in writing, to the conditions of the leave, waiving all claims arising out of his/her employment;
- D. The discretion to determine the employee's last working day is reserved by the General Manager or designee. The employee retains the right to make his/her last working day *prior* to the date established by the General Manager or designee;
- E. During a period of terminal leave, an employee shall continue to be eligible for group health insurance coverage as long as he/she is in a paid status;
- F. During a period of terminal leave, an employee shall not be eligible for any salary increases; however, he/she shall receive credit for any official holiday occurring during a period of terminal leave; and,
- G. Once notice of leave is submitted and approved, an employee must cease work and the terminal leave cannot be revoked.

Section 12. Grievance Procedure

MCWD has an established informal grievance procedure to resolve issues and concerns. This informal procedure should not be used to resolve disciplinary actions, OSHA, performance evaluation, workers' compensation issues, bargaining disputes or any exercise of MCWD's normal discretionary rights and obligations. The purpose of this

procedure is to identify and resolve differences between employees and management regarding this agreement and general working conditions.

MCWD encourages employees to use this process to resolve problems and will not discriminate against any employee for using this procedure.

The employee shall raise the grievance as soon as possible but no later than thirty (30) calendar days after learning of the act or issue causing the grievance.

- A. Immediate Supervisor – The employee should raise any problem with his/her immediate supervisor. The immediate supervisor will respond within fifteen (15) calendar days. (Harassment grievances may start at Step B.) Every effort will be made to resolve the grievance at this stage
- B. General Manager/HR/Risk Administrator – If the employee is not satisfied with the result reached in Step A, he/she may file a written grievance to HR/Risk Administrator within ten (10) calendar days of the immediate supervisor's response. HR/Risk Administrator will meet with the employee and the immediate supervisor to resolve the problem. If necessary, the General Manager or designee will be consulted. HR/Risk Administrator, the General Manager, or designee will make a decision within ten (10) calendar days of receipt of the grievance and notify the employee of such decision either verbally or in writing.
- C. Appeal – Any employee who is not satisfied with the decision reached in Step B may file a written appeal to the MCWD Board within ten (10) calendar days of the Step B decision. The appeal shall contain all documents and arguments necessary to resolve the matter. The appeal will be reviewed by the Board. The Board, at its discretion, may allow a short oral presentation in a closed session of the next regular Board meeting. The Board may affirm or change the decision of the General Manager or designee. The Board's decision shall be given to the employee and shall be final and binding.

For more detailed information, represented employees should refer to the appropriate MOU.

Section 13. Employee Relations

Standards of Conduct

The following examples are given in order to provide the employees guidance concerning unacceptable behavior. If the MCWD chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective discipline up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- A. Failure to meet job standards as described in the job description or as determined by the immediate supervisor, including becoming uninsurable based upon the driving standards of MCWD's insurance carrier.
- B. Failure to observe or comply with the provisions of the Employee Handbook.
- C. Insubordination.
- D. Abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors.
- E. Theft or unauthorized removal of MCWD property from MCWD premises.
- F. Misuse of MCWD's monies.
- G. Harassment, including but not limited to unlawful sexual harassment or gender-based or racial remarks.
- H. Excessive absenteeism or tardiness.
- I. Using, possessing, or being under the influence of (including as a result of prior indulgence) alcohol or illegal drugs while on MCWD premises or on duty, including while on-call.
- J. Job abandonment.
- K. Carelessness or negligence when performing duties or failure to follow health and safety regulations while on MCWD premises or while on duty.
- L. Unauthorized possession or removal of property, records, or other MCWD materials.
- M. Release of confidential information about the MCWD or its members.
- N. Altercations with or threats to fellow employees or the public.
- O. Possession of firearms on MCWD property or within MCWD vehicles.
- P. Gambling while on the job or on MCWD time.
- Q. Eavesdropping. Under California state law the consent of all parties participating in a call must be obtained before any person may record a telephone conversation or before a person who is not a party to a call may eavesdrop on or wiretap a call.
- R. Failure to report involvement in an accident occurring on the MCWD's premises, or involving MCWD's equipment, or giving false information in accident or insurance reports.
- S. Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of his/her employment.
- T. Installing unauthorized software on MCWD's computer system and/or misuse of electronic systems (email, internet, fax) per policy.

Progressive Discipline

As a general policy, MCWD follows a progressive discipline policy for regular full-time employees to ensure a fair method of correcting employee conduct. The progressive discipline policy is intended to give employees advance notice of problems with their conduct or performance in order to provide them with an opportunity to correct any problems through the use of disciplinary actions less severe than termination. Normally, progressive discipline involves verbal counseling and one or more written warnings,

however, exceptions or deviations from progressive discipline may occur whenever MCWD deems that circumstances warrant that one or more steps in the process be skipped. However, progressive discipline is not mandatory. Accordingly, circumstances may sometimes warrant immediate termination.

The progressive discipline policy and the disciplinary process outlined herein do not apply to at-will, part-time, or contract employees, or full-time employees during their introductory period. Such employees are at-will and may be terminated with or without cause at any time.

Disciplinary Actions

The objective of any disciplinary action is to correct less than satisfactory performance and to bring a worker's performance up to MCWD standards. Disciplinary action is not primarily punitive in intent, but is intended to be corrective action.

The appointing authority may take disciplinary action against any employee, provided that the rules and regulations prescribed herein are followed and that regular full-time employees have the right to appeal pursuant to this section, except as herein provided. As used in this section, "disciplinary action" shall mean formal written reprimand, suspension, disciplinary demotion, disciplinary probation, or dismissal. No regular full-time employee shall be terminated or disciplined without just cause and the principles of progressive discipline shall be followed unless circumstances warrant immediate termination. Regular full-time employees shall be subject to disciplinary action by the General Manager or designee only in accordance with the procedures set forth below.

As part of MCWD's progressive disciplinary process, an employee may be placed on disciplinary probation for a specified period of time not to exceed four (4) months for each instance, with the understanding that should the causes for such action not be satisfactorily corrected or remedied during the period, subsequent disciplinary action may be taken, up to and including termination.

Notice of Disciplinary Action

In order to institute disciplinary action, the appointing authority shall serve notice of the proposed disciplinary action in accordance with the following procedures:

Except as otherwise provided herein or when emergency or other special circumstances require immediate action, a notice of proposed disciplinary action (other than for formal reprimand) shall be delivered to the employee, either personally or by the US Postal Service, to the current address listed on the employee's most recent personnel action form, no less than five (5) calendar days prior to the effective date of any punitive action against the employee.

The notice of proposed disciplinary action shall include the following:

- A. The nature of the disciplinary action;
- B. The effective date of the action;

- C. The causes for the action in ordinary, concise language with the dates and places thereof, when known;
- D. A statement that identifies the material or documents upon which the action is based and states that it is available for inspection; and
- E. A statement advising the employee of his/her right to respond either verbally or in writing to the appointing authority or his/her designee imposing the disciplinary action prior to the effective date and the right to be represented in that response.

Pre-Disciplinary Due Process Meeting

If the employee does not waive his/her right to a Skelly meeting, the General Manager or designee shall conduct an informal meeting to allow the employee to respond to the charges made.

The employee may present information and respond to questions personally or through his/her representative.

The General Manager or designee shall give the employee written notice of the decision which shall be reached within five (5) working days after said meeting.

Implementation of Discipline

In the case of a suspension without pay of one (1) working day or less, or a suspension with pay of twenty (20) working days or less, the suspension may be imposed by a single notice containing items A, B, C, D & E above. This notice shall be delivered to the employee on or as soon after the effective date of the suspension as possible.

Except as provided above, in order to implement the proposed disciplinary action of a lesser disciplinary action based on the same cause(s), a notice of disciplinary action shall be delivered to the employee, either personally or by the US Postal Service to the current address listed on the employee's most recent Personnel Action form, on or before the effective date of the disciplinary action.

The notice of disciplinary action shall contain the information in items A, B, C, D & E above and, in addition, shall include a statement as to the right to appeal and representation by a party of his/her own choice and shall include a referral to the section of this agreement concerning appeals from disciplinary action.

Reprimand

An appointing authority may reprimand an employee by furnishing him/her with a statement, in writing, of the specific reasons for such reprimand. A copy of notice of the reprimand shall be given to HR/Risk Administrator for inclusion in the employee's personnel file and shall not be subject to appeal, but the employee and/or his/her representative shall have the right to discuss the reprimand, or notice of reprimand during normal business hours, with the supervisor issuing the reprimand within three (3) working days of receipt of reprimand.

Disciplinary reprimands shall be removed from the employee's personnel file after the second (2nd) year of their issuance, upon the employee's request, and if the employee does not receive any further disciplinary action in the two (2) year period.

Appeal of Disciplinary Action

A. Appeal

If an employee who has had a pre-disciplinary due process (Skelly) meeting wishes to appeal the decision of the General Manager or designee further, and who has completed his/her six (6) months probationary status, he/she shall file with the MCWD Board of Directors no later than ~~the fifteenth~~five (15th) days after receipt of said notice of disciplinary action.

Should said ~~fifteenth~~fifth (15th) day fall on a day in which offices of the MCWD are not open for business, the time within which said notice of appeal may be filed shall be extended until 5:30 p.m. of the next following day when MCWD offices are open for business.

B. Time of Hearing - Notice

A hearing by the MCWD Board of Directors or by a Hearing Officer appointed by the Board, relating to the validity of the charges upon which the disciplinary action was based shall commence not later than thirty (30) days after the date of the filing of the notice of appeal.

The appellant employee shall be given not less than ten (10) days written notice of the date, time, and place of said hearing of the Directors or the Hearing Officer. Said notice of the date, time, and place of hearing shall be effective upon its deposit in the US mail, postage prepaid with return receipt requested, and addressed to the last known address of the appellant as set forth in the appellant employee's personnel file.

C. Conduct of Hearing

At the time and place designated, the MCWD Board of Directors or Hearing Officer shall hold a hearing for the purpose of determining the validity of the charges brought against the appellant employee and of the reasonableness of the discipline imposed pursuant to said charges. Such hearing shall be closed to the public unless otherwise requested by the appellant employee. The appellant employee may be present and have the right to be represented by counsel.

The hearing may be continued from time to time and at the end of such presentation the MCWD Board of Directors or Hearing Officer may take the

evidence under consideration for a reasonable period of time before announcing its decision in the matter.

D. Hearing

The General Manager or designee and the appellant employee may call witnesses, shall have the right of cross-examination and may present documentary and demonstrative evidence.

E. Recommendation of Hearing Officer

If a Hearing Officer is appointed by the MCWD Board of Directors, a non-binding advisory opinion or recommendation shall be presented in writing to the MCWD Board of Directors no later than ten (10) days after the hearing is complete.

F. Decision of MCWD Board of Directors

The decision of the MCWD Board of Directors shall designate express findings of the charges upon which the disciplinary action was based and may wholly reverse or affirm the disciplinary action imposed by the General Manager or designee or modify the severity of the same.

G. Loss of Salary

If the discipline action of the General Manager or designee is wholly reversed by the MCWD Board of Directors, or the severity of discipline imposed is partially reversed, the appellant employee shall be entitled, upon the decision of the Board of Directors or Hearing Officer, to complete the partial reinstatement, as the case may be, and shall be entitled to reimbursement from MCWD funds of that salary forfeited by virtue of that portion of the disciplinary action which was overruled by the MCWD Board of Directors.

H. Appeals of Decision

The findings and decision of the MCWD Board of Directors on appeal shall be final and conclusive on all parties, and not subject to the grievance procedures provided for in this handbook. Any employee whose termination for violation of MCWD rules is upheld by the MCWD Board of Directors shall not be eligible for rehire.

Section 14. Employee Service Awards Program

Each employee plays an important role in the efficient operation of MCWD; therefore, we feel it is important to recognize each employee's long-term service contribution to MCWD. Each employee completing five (5) years of service and additional five (5)-year increments, thereafter, will receive a gift ~~certificate card and recognition item~~.

5 years	\$ 50 <u>100</u> .00 gift certificate <u>card</u>
10 years	\$ 100 <u>150</u> .00 gift certificate <u>card</u>
15 years	\$ 150 <u>200</u> .00 gift certificate <u>card</u>
20 years	\$ 200 <u>250</u> .00 gift certificate <u>card</u>
25 years	\$ 250 <u>300</u> .00 gift certificate <u>card</u>
30 years	\$ 300 <u>350</u> .00 gift certificate <u>card</u>
<u>35 years</u>	<u>\$400.00 gift card</u>
<u>40 years</u>	<u>\$450.00 gift card</u>

~~Employees may select gift certificates from various local businesses.~~

14.0 Retiree Recognition Program

In order to recognize the years of service to MCWD, employees with twenty (20) years or more of employment, will, upon retirement, receive fifty dollars (\$50), after taxes, for each year of service.

Section 15. Employee Health and Safety

15.0 Injury & Illness Prevention Program

MCWD greatly values the safety and health of all its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the maintenance of an effective Injury & Illness Prevention Program (IIPP).

All managers and supervisors are responsible for adhering to the IIPP in his/her respective departments and for answering worker questions regarding the IIPP.

A. Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The MCWD's system of ensuring that all employees comply with the rules and maintain a safe work environment include:

- All employees will be annually evaluated on their safety performance;
- Employees who do not exercise safe and healthful work practices will be trained or retrained; and,

- An employee that does not comply with or intentionally ignores safe and healthful work practices will be subject to appropriate corrective action, up to and including termination.

B. Communication of Safety and Health Information

The MCWD recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

The MCWD will provide employees with up-to-date safety and health information that is readily understandable. Generally, this information is provided by:

- New employee orientation
- Department meetings
- Posters and/or bulletin boards
- Safety Committee meetings
- Emails/Memorandums

The information provided will include the MCWD's safety and health policies, rules and regulations, and new work procedures. Employees are encouraged to share safety and health ideas, information, and concerns with the MCWD management.

C. Safety and Healthful Work Practices

MCWD recognizes its responsibility to create a safe and healthful workplace for all employees. However, each employee must also share in this responsibility. Specifically, every employee:

- Is responsible for the safe operation of all MCWD's equipment, tools, machinery, vehicles, or other MCWD property in his/her charge;
- Must not remove or inactivate any established safeguards. Mechanical safeguards must be in place at all times;
- Is expected to report any machine, tool, or equipment malfunctions to his/her manager. Managers shall investigate and take the necessary steps to correct the malfunction as soon as possible;
- Must wear appropriate personal protective equipment (PPE) when required. All PPE shall be provided and maintained by MCWD. Failure to wear the required PPE is cause for disciplinary action;
- Shall follow the beneficial ergonomic criteria and adjustments;
- Will utilize defensive driving techniques supported by the MCWD while driving a MCWD or personal vehicle while on MCWD business; and,
- Must immediately report all accidents, injuries, exposures, and "close call" incidents to his/her manager.

D. Emergency Action

Employees are required to know the location of all emergency exits in their work area and the routes to these exits.

Employees are to know the location of all alarms and fire extinguishers and become familiar with the proper use of emergency equipment should the need ever arise. Employees are also to review and become familiar with MCWD's emergency evacuation plan and to clarify any unclear aspect of our emergency procedures with their immediate supervisor.

E. Hazard Assessment

Semi-annual inspections to identify and evaluate workplace hazards will be conducted by a member of the Safety Committee and with assistance from a Risk Management Consultant from MCWD's liability carrier.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing a checklist contained in the IIPP.

F. Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. The inspection checklist will be presented to management and the hazards will be corrected in accordance with the following:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employees or property, all exposed workers will be removed from the department except those necessary to correct the existing condition, who are trained to handle the condition and have the appropriate PPE; and,
- All corrective actions taken and the dates they are completed will be documented on the checklist inspection form and maintained by the Operations & Maintenance Manager.

G. Training

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the IIPP is changed;
- During new-hire orientations;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- To all supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and,

- To all employees with respect to hazards specific to each employee's job assignment.

H. Recordkeeping

The following procedures are taken to maintain the MCWD IIPP:

- Records of hazard assessment inspections, including the names of persons conducting the inspection, the date and unsafe work conditions and practices that have been identified and the action taken to correct the identified unsafe work conditions and work practices, will be recorded on a hazard assessment and correction form; and,
- Documentation of safety and health training for each employee, including the employee's name, training date(s), and type of training will be recorded on a worker training and instruction form.

I. Safety and Health Committee

The MCWD Safety Committee will:

- Meet quarterly each calendar;
- Provide action items to management and post for employees via email or bulletin boards;
- Review results of semi-annual or other periodic worksite inspections;
- Review investigations of occupational accidents, close calls, or reported unsafe incidents without violating the privacy of the individual involved;
- Review investigations of alleged hazardous conditions brought to the attention of any committee member;
- Assist in the evaluation of employee safety suggestions; and,
- Submit its own recommendations to management for consideration.

J. Ergonomics

It is the intention of MCWD to reduce exposure to ergonomic hazards through modifications to equipment, processes and employee training. Any necessary, reasonable adjustments to minimize workplace repetitive motion injuries will be considered and made. If an employee requires any adjustments or has any concerns or questions about ergonomics, he/she is encouraged to discuss these issues with his/her immediate supervisor, department manager, or HR/Risk Administrator.

K. Bomb Threats and/or Threatening Calls

Should an employee receive an emergency or threatening phone call, it is important to remain calm and try to write down the exact wording of the

emergency/threat. Employees should notify a manager immediately, and if appropriate, phone 9-1-1.

15.1 Wellness Program

MCWD recognizes its employees are its greatest asset and encourages all staff to participate in a Wellness Program. Wellness Programs have been proven to lower stress, reduce absenteeism, and improve morale. However, participation is voluntary and employees do so at their own risk. To further encourage the wellness of its employees, MCWD authorizes employees (upon approval of their immediate supervisor) who participate in aerobic physical exercise (walking, jogging, etc.) to use up to thirty (30) minutes of regular work time for this purpose two (2) days per week.

Exercise is normally done over the lunch break, with an extension of thirty (30) minutes. This amount of time is intended to allow the exercising employee the opportunity to receive a thorough aerobic workout and time to return to work refreshed and relieved of stress.

In addition to the physical activity of the Wellness Program, MCWD will, from time to time, offer employees information on nutrition, disease prevention and management, smoking cessation, obesity, etc. through posters, flyers and brown bag lunches.

15.2 Uniforms and Safety Equipment

MCWD shall provide and maintain appropriate safety clothing and equipment for Laboratory and Operations and Maintenance staff. Such items may include, depending upon assigned duties, coats, dust masks, non-prescription safety glasses, pants, shirts, all-weather items, and MCWD hats. Hats with logos from vendors, or wearing of personal hats, are not acceptable. Uniforms shall be cleaned weekly and worn clothing replaced by MCWD.

MCWD will provide up to two-hundred dollars (\$200) credit for the initial purchase of safety-toed boots or safety shoes for the appropriate personnel and up to one hundred dollars (\$100) for the cost of prescription safety glasses.

Replacement boots or shoes will be provided on an as-needed basis. Wearing of uniforms, safety boots, and, if appropriate, safety glasses is mandatory for all employees provided with or eligible for reimbursement of same.

Uniforms and boots are to be worn for MCWD purposes only. Obscene or excessive adornment may not be worn.

Tools and Equipment

When using equipment or tools in performing tasks, employees are expected to exercise care and follow all operating and maintenance instructions, safety standards, and guidelines. No employee is to attempt to repair any equipment without the express

authorization of the department manager. Use equipment and tools only for the purpose for which they were designed. Do not attempt to operate any equipment or machine until properly trained on the correct use.

If any MCWD equipment, machine, or tool is broken, damaged, defective, or in need of repair, employees should notify their immediate supervisor. Prompt reporting of damage, defects, and need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of tools or equipment, including the removal from MCWD premises, can result in corrective action up to and including termination.

Section 16. Risk Management

16.0 DMV Pull Notice Program

MCWD participates in the California Department of Motor Vehicles (DMV) Pull Notice Program. This is a service for public agencies that provides driver record reports on employees.

Procedures

MCWD obtains from the DMV a copy of the driving record of all employees that are authorized to operate vehicles (MCWD or personal) on MCWD's business.

1. If an employee's duties require driving a MCWD vehicle, he/she must maintain a driving record that will not cause the MCWD's insurance rate to increase or for the employee to become uninsurable. Any such actions could lead to disciplinary action.
2. If an employee elects to drive a personal vehicle, he/she will be asked to provide proof of insurance on an annual basis.

16.1 Respiratory Protection

In order to protect employees from respiratory hazards and comply with OSHA regulations, employees who are required to work in confined spaces and hazardous atmospheres must be tested annually for medical fitness for wearing personal respiratory protection equipment. These employees must ensure their personal grooming, such as facial hair (including sideburns and mustaches) is kept in the condition that was certified.

This policy applies to any employee required to perform confined space entries and/or emergency work in hazardous atmospheres, except those employees with a valid and current written waiver on file.

Temporary Waivers

A temporary waiver may be granted to employees whose long-term assignments adequately restrict their work in hazardous atmospheres and confined space entries to planned and scheduled projects, provided that the employee agrees to meet all of the respiratory fit test requirements for those planned and scheduled projects. The employee must complete a Temporary Waiver Request form and have received written approval by his/her immediate supervisor and/or department manager.

The waiver may be revoked at any time at the discretion of the Operations & Maintenance Manager, General Manager, or designee. The employee must continue to successfully fit test under the MCWD annual respiratory protection program protocol to retain this accommodation. Employees with a valid waiver may grow a beard, mustache and sideburns provided that a neat and well-groomed appearance is maintained.

16.2 Fitness For Duty

As conditions warrant, and based on documented reasonable suspicion of an employee's questionable fitness for duty, MCWD reserves the right as a condition of employment to refer an employee for professional evaluation of his/her fitness for duty. Such evaluations may include drug and/or alcohol testing, a medical examination by a qualified occupational health physician, referral for evaluation by a duly licensed SAP, or such other professional sources as may be considered by MCWD to be appropriate to prevailing conditions.

Employees so referred must comply with instructions, dates, times and locations of the referred source as a condition of continued employment. Failure to cooperate and/or participate in such referrals may be considered grounds for termination.

All information pertaining to a fitness for duty referral shall be regarded and held in the strictest confidence by the employee's department manager, HR/Risk Administrator and the General Manager or designee. Only the General Manager or designee shall have the authority to receive information from referred sources regarding the conditions surrounding the nature of the referral and resultant outcomes from the referral source.

Section 17. Return To Work Program

MCWD recognizes that our employees are a critical part of our operation, and even if an employee becomes injured, on or off the job or has a temporary disability as a result of surgery or an illness, he/she remains a valuable part of our staff. A Return to Work Program (RTWP) is a proven essential cost containment element of our overall risk management program. In conjunction with our Safety Program, it is an effective tool in returning employees to productive work in the shortest time possible, while maintaining high morale and keeping costs to a minimum.

It is MCWD's goal to bring an employee back to work in a useful capacity as soon as possible. We are looking at transitional duty from the positive point of view that our employees want to work and should recognize this practice as a benefit.

If you are injured on or off the job, or have a temporary disability as a result of surgery or illness, the RTWP looks at ways to bring you back to work as soon as the doctor determines you are medically ready. This may mean making temporary modifications to your job duties or work hours to accommodate your recovery.

If the employee does not report to work (modified duty or regular work) when the doctor releases the employee or leave has expired, the employee may not be eligible for temporary disability payments, workers' compensation payments, or regular wages, and the employee could be subject to disciplinary action, up to and including termination.

The HR/Risk Administrator will act as a liaison between the employee, supervisor, doctor, and the JPIA Claims representative (if workers' compensation is involved).

Modified or Alternate Duty

MCWD will consider the following when attempting to identify alternative duties:

- The first priority should be to return the employee to the same job, if possible, based on the medical restrictions, as prescribed by the treating physician. Building on existing work experience and working relationships avoids adding stresses of adjusting to new tasks and surroundings.
- If this is not possible, the returned employee should be provided modified work in the same department. Job or work site modifications may include a temporarily reduced work schedule, changed duties, trading heavier parts of the job with co-workers, altering the way duties are performed, making physical changes in the workstation, and providing the employee with specialized tools or adaptive devices.
- As a last alternative, the employee may be returned to work in a different department. Transferable employment skills will be emphasized and on-the-job training will be provided to supplement these skills.

Regardless of the accommodations made, we want our transitional employment to be productive and will be tailored to the employee's individual abilities in order to facilitate recovery. The duties will be flexible so that they can be easily altered to meet the requirements of the employee's medical program or our internal needs.

Our RTWP is designed to accommodate temporary disability. The time in the program should typically not exceed ninety (90) calendar days. As healing occurs, the employee's work duties will be changed and frequently modified to reflect increased work capacity of the recovering employee, as dictated by the physician's restrictions.

For workers' compensation claims, if the employee is not going to reach full duty within the ninety (90) calendar-day period, HR/Risk Administrator will work with the JPIA Claims representative and the doctor on an alternative plan of action. In the case of a non-industrial claim or disability, the MSA will contact the doctor to discuss an alternative plan of action.

Designated Industrial Medical Provider for on the Job injuries/illnesses

For workers' compensation, HR/Risk Administrator will meet with the doctor to discuss the RTWP. The success of the program will depend on good communication between HR/Risk Administrator, the doctor, the injured worker and the JPIA claims representative.

When an injury occurs, we want to get immediate medical attention for our injured worker. Depending on the seriousness of the injury, 911 will be contacted or the employee's supervisor will drive the employee to our industrial medical provider. If the employee has to go to the hospital, the ambulance should be directed to take the employee to:

- Community Hospital of the Monterey Peninsula (CHOMP)/Salinas Valley Memorial Hospital (SVMH) (depending upon the employee's location at the time of the emergency).

Once the employee is released from the hospital, he/she may be redirected to the MCWD industrial medical clinic, Pinnacle (Salinas). HR/Risk Administrator will ensure that Doctors on Duty has a copy of the employee's job description.

In the event a supervisor accompanies an employee to the clinic, the supervisor will take a copy of the job description. A discussion should be held between the supervisor and the physician at the conclusion of the appointment regarding what restrictions will be placed on the employee's job duties. Once determined, HR/Risk Administrator will contact the physician.

Employee Eligibility

All regular full-time employees are eligible to participate in the RTWP, however, under certain situations, it may not be offered.

Management Orientation

The management team will be held accountable for the effective implementation of the RTWP.

The management team plays an essential role in helping an injured or ill employee transition back to work. Training, dedication, and commitment are essential to the success of our RTWP.

If an injured worker is not released to return to full or modified duty, the employee's supervisor will make regular calls to the employee to review his/her health and recovery. The supervisor should let the employee know that he/she is missed and that MCWD is looking forward the employee's early recovery and quick return. The supervisor should determine when the employee's next doctor's appointment is scheduled. This information should be communicated to HR/Risk Administrator.

The injured employee and his/her supervisor will meet with HR/Risk Administrator when the employee returns with restrictions from the physician. A determination will be made regarding job duties based on the physician's restrictions. A Transitional Duty Assignment form will be completed and signed by the employee, supervisor, and the HR/Risk Administrator.

Employee Orientation

All employees will be notified of the RTWP at the time it is implemented. New hires will be informed of the RTWP at his/her employee orientation. All employees will be held accountable for providing assistance with the RTWP if called upon. The success of this program will be judged on the collective effort of all of our employees.

Monitoring an Injury/Illness

The HR/Risk Administrator will give the injured/ill worker all the pertinent forms and information, as well as reviewing with the employee his/her responsibilities.

If an employee is not returned to full or modified duty immediately, HR/Risk Administrator may need to follow-up with the physician to determine if there are any restrictions that could be imposed which might allow the worker to return. HR/Risk Administrator will ask the physician to complete a Physician's Report/Employee Work Status form. HR/Risk Administrator will meet with the employee's supervisor and the employee to determine what modifications can be made to meet the doctor's restrictions. For non-workers' compensation cases, a Fitness for Duty Exam may be warranted. The District will coordinate this and inform the employee once an appointment has been secured.

Employee's Responsibilities

If the physician releases the employee to full duty with no restrictions, the employee will provide his/her supervisor with a copy of the Physician's Report/Employee Work Status form and return to full duty.

If the employee is not released to return to work, it is the employee's responsibility to attend each scheduled doctor's appointment.

If the physician releases the employee with restrictions, the employee will provide a copy of the Physician's Report/Employee Work Status form to his/her supervisor. The employee will then participate in a meeting with the supervisor and HR/Risk Administrator

regarding how the employee's job duties will be modified to meet the restrictions. A Transitional Duty/Assignment form will be completed at this time and signed by the employee, supervisor, and HR/Risk Administrator. Once this form has been signed, it will be the employee's responsibility to:

- Work within the physical limitations set by the physician at all times, and perform only those temporary duties assigned to the employee by their supervisor.
- Advise his/her supervisor if he/she is having difficulties performing the assigned tasks.
- Provide advance notice to the supervisor if he/she must miss work for a medical appointment.
- On future visits to the physician, ensure that his/her supervisor is advised of any changes to the work restrictions and provide the supervisor with an updated copy of the Physician's Report/Employee Work Status form.

It is the supervisor's responsibility to ensure the employee is following the restrictions and directions provided. If the employee is not, then appropriate action will be taken after consultation with the HR/Risk Administrator.

17.0 Request for Reasonable Accommodation – Interactive Process

MCWD is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities or religious creeds. It is the policy of MCWD to provide reasonable accommodation to a qualified person and to enable such person to perform the essential functions of the position for which he/she is applying or in which he/she is employed. The Americans with Disabilities Amendments Act (ADAAA), Title VII of the Civil Rights Act of 1964 and the California Fair Employment and Housing Act (FEHA) requires employers to provide reasonable accommodation for the known disability or religious creed of a qualified applicant or employee unless it would impose undue hardship on an employer's business, or unless the applicant or employee would cause a direct threat to other workers. The FEHA coincides with the ADAAA, however, it extends some of the requirements of the ADAAA.

This reasonable accommodation policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, examination and testing, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfers and reassignment, and promotions.

While immediate supervisors/department managers are encouraged to continue responding directly to requests from individuals, there may be occasions when making a decision about accommodations is complicated by other factors. For instance, the need for an accommodation may be obvious, or it may be difficult to determine what constitutes a reasonable accommodation, or a department's budget may be unable to absorb the total cost of providing the accommodation requested. The following procedure has been developed to ensure that a request for reasonable accommodation is treated as consistently and equitably as possible.

The requestor should meet with his/her department manager and/or HR/Risk Administrator to discuss the situation. If the request is within his/her scope of authority and meets the legal requirements for accommodation, the request may be approved. Alternatively, HR/Risk Administrator may forward the request for accommodation to the General Manager or designee for review and determination.

Disability Accommodation

If a review by the General Manager or designee is determined to be appropriate, the requestor should submit a written request that includes the following:

- A. Name, address, and phone number of the requestor;
- B. The specific limitation, the type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity; and
- C. Verification of a disability by the requestor's medical physician or provider or vocational/rehabilitation counselor may be required. (If medical verification is required, the requestor must sign a release form authorizing release of this information). A copy of the job description shall be provided to the medical provider to assist in the determination of the requested accommodation as it relates to performing the essential functions of the position.

Religious Creed Accommodation

If a review by the General Manager or designee is determined to be appropriate, the requestor should submit a written request that includes the following:

- A. Name, address, and phone number of the requestor;
- B. The specific type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity.

Examples of reasonable accommodation for religious creed:

1. Religious dress practice – includes the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts and any other item that is part of the observance by an individual of his/her religious creed.
2. Religious grooming practice includes all forms of head, facial and body hair that are part of the observance by an individual of her/her religious creed.
3. Religious holidays.
4. Interview and examination times and schedules.

An accommodation of a religious dress or grooming practice does not require MCWD to segregate an individual from other employees or the public.

Determination of Reasonable Accommodation

The determination of providing a reasonable accommodation is made on a case-by-case process, known as the “interactive process”. This is a timely individual process where appropriate management and the individual discuss the request and effective reasonable accommodation(s).

If the request is approved, management will notify and meet with the requestor to make necessary arrangements. If the request is denied, management will notify and meet with the requestor to explain the decision, elicit other possible solutions and determine the outcome. The decision of the General Manager or designee is final.

Section 18. General Housekeeping

MCWD wants to provide an attractive and pleasant atmosphere for its employees and customers. All employees are expected to keep their work area clean, organized, and uncluttered. It is important that employees understand and fulfill responsibilities to the MCWD and to fellow employees when it comes to housekeeping.

It is every employee’s responsibility to keep all work areas clean and trash free. This includes such items as the refrigerator, microwave and coffee maker. Please help in this regard by cleaning up and disposing of food, drink and trash properly at the end of each rest or meal period. Employees are responsible for the cleaning of the mugs, glasses, dishes and utensils that they use. In general, it is for the safety and benefit of everyone that we keep our facilities and workstations clean and orderly. The result will be a work environment in which we all can take pride.

Section 19. Miscellaneous Policies

19.0 Social Events

Employees are not required to attend or participate in any off-duty party or recreational, social, or athletic activity.

Participation in any off-duty MCWD-sponsored social activity is strictly voluntary and is at the employee’s own risk. MCWD assumes no liability for any injury or accident arising out of any off-duty party, social event or recreational activity. It is important to note that participation in any MCWD recreational, athletic or social activity is not covered by Workers’ Compensation Insurance.

Employees are advised and expected to refrain from drinking alcoholic beverages or engaging in any other activity to the extent that it would cause them to be unfit for the safe operation of a motor vehicle, or to behave in an intoxicated or disorderly manner. Any

employee who feels his/her driving skills or reaction times might be impaired, even a little, should not drive. Safe options include but are not limited to: taking a cab home, calling a friend or relative for a ride, asking another employee who has not been drinking alcohol for a ride home, or requesting any supervisor or manager to arrange transportation.

The behavior of all employees and respective guests attending a MCWD-sponsored social event is expected to conform to the provisions in the Conduct Guidelines section in this Handbook.

19.1 Lactation Accommodation

MCWD provides sufficient break time for employees who are breast-feeding to express milk at work. When possible, this need should coincide with the employee's paid rest time. Any additional time that is needed will be unpaid. When possible, supervisors will consider flexible schedules to accommodate an employee's needs. In addition, the MCWD will provide a private room or space, close to an employee's work area, to express milk whenever possible.

19.2 Anti-Fraud

The MCWD and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their immediate supervisor.

The MCWD expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of MCWD. Employees are expected to take great care when working with MCWD suppliers or contractual contacts and members. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee believes that a course of action may involve a conflict of interest, fraud, financial impropriety, and/or dishonesty, he/she should immediately communicate the facts to his/her immediate supervisor, General Manager, designee, or member of the Board.

The General Manager, designee, or Board President will promptly investigate any such report and retaliation against a MCWD employee or other person for reasonable, good faith reporting under this policy will not be tolerated and subject to appropriate disciplinary action.

19.3 Falsification of Records

MCWD strictly and expressly prohibits the falsification of employment application, personnel, timekeeping, work orders, customer account information, injury report, or any other report, document or record pertaining to MCWD employment, operations or compliance with any applicable laws. Any employee found guilty of this form of misconduct, by a preponderance of evidence, shall be subject to immediate termination and possible prosecution.

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-F

Meeting Date: April 15, 2019

Prepared By: Jaron Hollida

Approved By: Keith Van Der Maaten

Reviewed By: Michael Wegley

Agenda Title: Consider Adoption of Resolution 2019-22 to Authorize a Notice of Completion for the Repair and Recoat Reservoir 2 Project to be filed with the Monterey County Recorder

Staff Recommendation: The Board of Directors adopt Resolution No. 2019-22 to authorize a Notice of Completion for the Repair and Recoat Reservoir #2 Project be filed with the Monterey County Recorder.

Background: 5-Year Strategic Plan, Element No. 2 Infrastructure – Our objective is to provide a high quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers. Through the master planning process, our infrastructure strategy is to carefully maintain our existing systems and ensure future additions and replacements will meet District standards.

On July 31, 2018, District staff conducted a bid opening for the “Repair and Recoat of Reservoir 2 Project”. This project consisted of repairing and recoating the interior surfaces of the Reservoir 2 potable storage tank by applying new protective coatings and paints to the tank.

On August 20, 2018, the Board adopted Resolution No. 2018-48 authorizing a construction contract with Olympus and Associates in the amount of \$495,480.00 and authorized ten percent contingency amount for a total Board authorized project budget dollar amount not-to exceed \$545,028.00. In addition to the authorized construction contract, the Board also adopted Resolution No. 2018-49 authorizing the General Manager to execute a Professional Services Agreement with Bay Area Coating Consultants (BACC) Services, Inc. in the amount of \$51,163.00 which included ten percent contingency amount for a Board total authorized project budget dollar amount not-to-exceed \$56,279.00.

Discussion/Analysis: Work Reservoir #2 Project began in October 2018 and was substantially completed in March 2019.

During the project Olympus and Associates removed, repaired, and replaced the original interior coating system of Reservoir #2. The Reservoir was built in 1979 and was in critical need of an interior coating system that had been deteriorating for years. Olympus and Associates successfully replaced the interior coating system that inevitably improved A-zone water distribution while also providing the District emergency storage. Bay Area Coating Consultants played a critical role as the contractor began to remove the original coating system and prepared the interior of the tank for the new coating system. The District was provided daily reports and recommendations such as replacing the corroded bolts on the dollar plate at the top, center of the tank. Moving forward, Bay Area Coating Consultants provided further recommendations such as an exterior coating system to improve the longevity of the Reservoir for years to come.

The table below represents the authorized amount compared to the contracted amount.

Repair and Recoat Reservoir #2 Project Cost		
Item	Board Authorized Amount	Actual Amount
Bid Price (Olympus and Associates)	\$545,028.00	\$495,480.00
Inspections (BACC)	\$56,279.00	\$42,624.30
Change Orders	-	\$0.00
Total	\$601,307.00	\$538,104.30

The total cost of the construction from Olympus and Associates amounted to \$495,480.00 which was within the Board authorized amount of \$545,028.00 (Resolution No. 2018-48). The total cost of inspection from Bay Area Coating Consultants amounted to \$42,624.30 which was within the Board authorized amount of \$56,279.00 (Resolution No. 2018-49).

Staff is recommending a Notice of Completion be filed with the Monterey County Recorder as the work was completed pursuant to the plans and specification and contract obligations.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: Capital Improvements Budget, Project MW-0163.

Other considerations: None required.

Material Included for Information/Consideration: Resolution No. 2019-22.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

April 15, 2019

Resolution No. 2019-22
Resolution of the Board of Directors
Marina Coast Water District

Authorize a Notice of Completion for the Repair and Recoat Reservoir #2 Project

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 15, 2019, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District Capital Improvement Program included the Repair and Recoat Reservoir #2 Project, the removal and replacement of the interior coating system; and,

WHEREAS, the Board approved a contract with Olympus and Associates to provide construction services for the Repair and Recoat Reservoir #2 Project in the amount of \$495,480.00 and authorized a total project budget amount of \$545,028.00 (Resolution No. 2018-48); and,

WHEREAS, the Board approved a contract with Bay Area Coating Consultants to provide inspection services for the Repair and Recoat Reservoir #2 Project in the amount of \$51,163.00 and authorized a total project budget amount of \$56,279.00 (Resolution No. 2018-49); and,

WHEREAS, Olympus and Associates has completed the Repair and Recoat Reservoir #2 Project according to the contract documents with a total project cost of \$495,480.00; and,

WHEREAS, staff is recommending a Notice of Completion be filed with the Monterey County Recorder as the work was completed pursuant to the plans and specification and contract obligations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to file a Notice of Completion for the Repair and Recoat Reservoir #2 Project with the Monterey County Recorder, and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on April 15, 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 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. 2019-22 adopted April 15, 2019.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-A

Meeting Date: April 15, 2019

Prepared By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2019-23 to Approve Amendment No. 3 to the Professional Services Agreement with Akel Engineering Group, Inc. for the Master Plans and Capacity Fees Study for Sewer, Water and Recycled Water

Staff Recommendation: Staff recommends that the Board of Directors adopt Resolution No. 2019-23 approving Amendment No. 3 to the Professional Services Agreement with Akel Engineering Group, Inc. to add the total dollar amount of \$38,550 for a not-to-exceed contract amount of \$569,018 to complete the Master Plans and Capacity Fee Study for Sewer, Water and Recycled Water; and, to authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

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 District engaged Akel Engineering Group, Inc. in 2016 to prepare the master plans and capacity fee study for sewer, water and recycled water for \$463,715.00. The Board approved two contract amendments increasing the contract to \$530,468 and extending the completion date to February 28, 2019. Akel has prepared staff level draft reports.

Discussion and Analysis: Review of the draft sewer masterplan discovered errors in pump station data used for sewer modelling and master planning. Schaaf and Wheeler was engaged to research District pump station records and update the pump station inventory. The information was provided to Akel to update the sewer model and masterplan for \$9,092.

Development Capacity Fees for the Ord Community are a major concern. Staff has considered different ways to mitigate capacity fee increases on development. One potential solution is to evaluate a fee structure for a 15-year development capital improvement program (CIP) horizon rather than for full buildout. The District can prepare a 15-year planning horizon based on the Fort Ord Reuse Authority's (FORA) development forecast, development limits, and CIP. Akel estimates a 15-year CIP and capacity fee structure will cost \$35,483 to prepare.

Akel compared their progress to date with their remaining project budget and determined that approximately \$6,385 dollars of budget savings could be applied to the contract amendment request. Therefore, the total estimated fee for Amendment No. 3 (Attachment 1) is \$38,550. The final completion date for this amendment is approximately July 15, 2019 based on the Master Plan Production Schedule (Attachment 2).

Environmental Review Compliance: California Environmental Quality Act (CEQA) review is part of the individual projects and not part of the Sewer, Water and Recycled Water Master Plans.

Financial Impact: Yes No Funding Source/Recap: Sufficient funds are available in the Engineering Consultants budget line.

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2019-23; Attachment 1 – Amendment No. 3; and, Attachment 2 – Production Schedule.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

April 15, 2019

Resolution No. 2019-23
Resolution of the Board of Directors
Marina Coast Water District
Approving Amendment No. 3 to the Professional Services Agreement with
Akel Engineering Group, Inc. for Master Plans and Capacity Fees Study for
Sewer, Water and Recycled Water

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 15, 2019, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on November 21, 2016, the Board adopted Resolution No. 2016-66 that approved a Professional Services Agreement with Akel Engineering Group, Inc. for the Master Plans and Capacity Fees Study for Sewer, Water and Recycled Water; and,

WHEREAS, on April 18, 2018, the General Manager approved Amendment No. 1 to the Professional Service Agreement with Akel Engineering Group, Inc. for scope, fee and schedule changes to update 2017 CIP construction costs for the rate study, review fire follow criteria with fire department officials and update the hydraulic model and storage analysis in the amount of \$14,694; and,

WHEREAS, on October 15, 2018 the Board of Directors approved Amendment No. 2 for scope, fee and schedule changes to develop and update existing and future land uses based on comments received and allowable growth projections for the Fort Ord Reuse Authority (FORA) Base Reuse Plan capital improvement program; Equivalent Dwelling Unit Analysis and meetings with the FORA Water and Wastewater Oversight Committee; Update Water and Sewer System Evaluations for recommended improvements in the Capital Improvement Program in the amount of \$52,059; and,

WHEREAS, review of the draft sewer masterplan discovered errors in pump station data used for sewer modelling and master planning, that needed to be fixed; and, staff has requested an evaluation of a fee structure for a 15-year development capital improvement program (CIP) horizon rather than for full buildout; and,

WHEREAS, Akel estimated the total fee for this work as Amendment No. 3 to be \$38,550.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve Amendment No. 3 to the Professional Services Agreement with Akel Engineering Group, Inc. for the scope and fee changes to add a 15-year planning CIP Horizon Capacity Fee structure in the amount of \$38,550.

BE IT FURTHER RESOLVED, to authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on April 15, 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. 2019-23 adopted on April 15, 2019.

Keith Van Der Maaten, Secretary

**AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT FOR
SEWER, WATER AND RECYCLED WATER
MASTERPLANS AND CAPACITY FEE STUDY
BETWEEN
MARINA COAST WATER DISTRICT
AND
AKEL ENGINEERING GROUP**

AMENDMENT NO. 3

The Professional Services Agreement between the Marina Coast Water District (DISTRICT) and Akel Engineering Group (CONSULTANT), for The Sewer, Water and Recycled Water Master Plans (Master Plans) and Capacity Fee Study dated December 5, 2016 (AGREEMENT), is hereby amended.

The undersigned CONSULTANT agrees to furnish the following as a modification to the original Scope:

The scope and fee for this amendment is incorporated into the contract document as Attachment A1. The scope generally may be described as update and revise lift station data per Schaaf and Wheeler information; and add a 15-year planning CIP Horizon Capacity Fee structure. The basis of payment for the work conducted under this amendment is an hourly charge rate multiplied by the actual hours directly chargeable to the project with a not-to-exceed value for the amendment of \$38,550.00.

With this amendment, the contract values and completion date are understood to be:

Original Contract Value: \$ 463,715.00

Amendment No.1 Value: \$ 14,694.00

Amendment No. 2 Value: \$ 52,059.00

Amendment No. 3 Value: \$ 38,550.00

New Contract Value w/ Amendment No. 2: \$ 569,018.00

New Completion Date: July 15, 2019 (approx.)

All other articles of the AGREEMENT remain the same.

DISTRICT and CONSULTANT have caused the Agreement to be amended by representatives duly authorized to act, all as of the effective date of _____.

Prepared by: _____
Michael Wegley
District Engineer

Date: April 4, 2019

Accepted: Marina Coast Water District

CONSULTANT
Akel Engineering Group

By _____
Keith Van Der Maaten

By _____

Title General Manager

Title _____

ATTACHMENT A1

Akel Engineering Group
Scope of Work and Fee Estimate
For Amendment 3

Marina Coast Water District
Master Plans Production Schedule

Master Plans	<p>Submit Final Draft CIP Package</p> <p>CIP Workshop (Web Conference)</p> <p>Submit Draft Report, Excluding Capacity Fees</p> <p>Submit Model</p> <p>Submit Draft Capacity Fees and EDU Analysis (Separate Draft)</p> <p>Capacity Fees Workshop (in person)</p> <p>Submit Final Draft Report, plus Review Checklist, Excluding Capacity Fees ⁽¹⁾</p> <p>Submit Revised CIP, reflecting updated FORA horizon in lieu of Buildout Horizon</p> <p>Final CIP Comments from MCWD Staff</p> <p>Submit Revised Final Draft Report, reflecting updated FORA horizon in lieu of Buildout Horizon ⁽¹⁾</p> <p>Submit Final Model, plus Review Checklist</p> <p>Submit Revised Final Draft Capacity Fees Report and EDU Analysis (Separate Report)</p> <p>Capacity Fees Workshop Final Draft (in person)</p> <p>Submit Final Capacity Fees Report and EDU Analysis (Separate Report)</p> <p>FORA WWOC Presentation</p> <p>MCWD Board Presentation</p> <p>Submit Final Report ⁽²⁾</p>																
Water Master Plan	1/10/2019	1/22/2019	1/28/2019	1/31/2019	2/15/2019	2/28/2019	2/22/2019	3/29/2019	4/5/2019	4/12/2019	4/17/2019						
Sewer Master Plan	1/10/2019	1/22/2019	2/7/2019	2/19/2019	2/15/2019	2/28/2019	Delayed on 3/1/2019 for adding 15-Year Horizon CIP and Lift Station Rev	3/29/2019	4/5/2019	4/12/2019	4/17/2019	4/26/2019	5/1/2019	5/22/2019	5/29/2019	6/17/2019	Pending Stakeholders and MCWD Comments on Final Draft and Capacity Fees
Recycled Water Master Plan			2/11/2019	2/19/2019			Delayed on 3/1/2019 for adding 15-Year Horizon CIP	3/29/2019	4/5/2019	4/12/2019	4/17/2019						



Notes:

1. Submittal dates reflect electronic PDF versions. Hard copies will be produced for the Final Draft and Final Reports and sent via mail within 3 business days of request.
2. Final Report Submittal date is subject to Stakeholders, MCWD and FORA meetings and review comments.
3. On 3/1/2019, Revised Lift Station information (capacities and wet wells info) were submitted by Shcaaf and Wheeler. This required updating the hydraulic model, analysis, and master plan report
4. On 3/5/2019, MCWD staff directed to add a 15-year CIP to all 3 master plans, and to use them in the Capacity Fees. The submittal dates after 3/1/2019 reflect a 1 month delay in schedule accordingly.

Color Coding

Submitted
Planned Submittal
Planned Workshop
Pending

Updated:
3/13/2019

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-B

Meeting Date: April 15, 2019

Prepared By: Keith Van Der Maaten

Approved By: Keith Van Der Maaten

Agenda Title: Discuss, Consider, and Determine Action on Director Peter Le's Racial Discrimination Complaint against District Staff

Staff Recommendation: The Board of Directors discuss, consider, and determine action on Director Le's racial discrimination complaint against District staff.

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.*

On February 19, 2019 Director Le provided a letter to the Board of Directors dated February 14, 2019 entitled "Complaint of Racial Harassment" which was handed directly to President Moore. Board President Moore asked the General Manager to respond to the issues raised in the letter as they appear to involve actions taken by District staff that were unrelated to any Board action, and therefore, the General Manager is in a better position to respond as a result. Director Le's complaint consists of three parts as follows:

1. A racial discrimination complaint against District staff.
2. A request for the Board to investigate his complaint.
3. A request for the Board to inform him of the Board's decision in writing

As the complaint was addressed to the Board, Legal Counsel has directed staff that the appropriate response is to agendaize the item for the Board subject to District employee's right to have the matter heard in closed session.

Discussion/Analysis: The basis of the complaint are twofold. First, Director Le pointed out that his name is listed at the bottom of the list of Directors on the MCWD letterhead and believes his name was placed at the bottom of the list because MCWD discriminated against him based on his race. Second, Director Le complains that it took until January 25, 2019 to get his photo on the District's website and until January 18, 2019 to have his name and email listed on the website as a Director.

The District takes any such allegations very seriously and therefore promptly looked into the allegations raised in the letter. A response was ready to be provided to the Board at the March 18, 2019 Board meeting; however, it was delayed until this meeting in the hope that perhaps it would not need to be agendaized. The following is a summary of the investigation:

Placement of Name on District Letterhead

In checking with Clerk of the Board, Paula Riso, the District does not have any formal or informal policy or practice as to the placement of each Director's name on the District letterhead or that the placement of such names is based on seniority, alphabetically, or any other categorical method.

The only policy or practice related to the placement of Directors names on the District letterhead is that the first two Board members listed are the President and Vice President of the Board of Directors.

After further investigation of the specific issue of Director Le's name being placed on the bottom of the list of Directors on the letterhead, the General Manager confirmed that Ms. Riso in her capacity as Clerk of the Board is the one who prepared the letterhead. However, she indicated that the placement of the name on the bottom of the list was only done for aesthetic purposes as the formatting of the names is centered and she felt the appearance of the names looked more professional this way. Nonetheless, there is no indication whatsoever that Director Le's race played any role whatsoever in the placement of his name on the District Letterhead.

In an effort to address the concern going forward, the District staff is recommending that a policy be approved regarding the placement of Board names on the District letterhead after the President and Vice President of the Board.

Placement of Photo on District Website

The District also looked into the allegation regarding the delay in the posting of the profile picture and delay in listing of the director on the District's website. There is no indication that the cause of the delay had anything to do with race or any other discriminatory motive. While it is correct that the profile photograph for the District website was taken on December 12, 2018 by Cook's Photography and it appears that Director Le chose the photo that he wanted placed on the website on or about December 17, 2018, the Clerk of the Board, Ms. Riso, did not subsequently receive the photograph from Cook's Photography at that time. After Director Le raised this issue about his photo with the General Manager in mid-January 2019, the General Manager followed up with Ms. Riso on the issue. She subsequently followed up with Cook's Photography on January 29, 2019 to inquire about the status of the final photo for the website. Cook's Photography indicated that the photo had been sent in December (but the District has no proof of receiving) and then they re-sent the photo to Ms. Riso on January 30, 2019. As soon as Ms. Riso received the picture on January 30, 2019, she placed it on the website.

In the end, it was an unfortunate delay in getting the profile and photo posted to the website after the election, but there is no indication that race was a factor at all in any such delay. As background, the same delay also impacted the profile posting of newly elected Director Matt Zefferman. Nonetheless, this incident highlights the need for the District to review its practices and procedures going forward to ensure the prompt updating of new Director profiles following future elections as well as the need to have a policy for listing of Director's names on the District letterhead.

District Employee Waives Right to Have the Matter Heard in Closed Session

Government Code Section 54957(b)(1) allows the Board to hear complaints or charges brought against a District employee by another person or employee unless the employee requests a public session. Since Director Le's complaint appears to focus on Paula Riso, the General Manager asked

her whether she wanted the complaint to be heard in closed or open session. She indicated that she had no objection to the matter being heard in open session.

In closing, the General Manager is confident, based on the information above, that Director Le's race did not play any factor in the issues raised in his complaint.

Recommended Action: The Board should vote on whether or not Director Le's complaint warrants an investigation by the Board and, if an investigation is warranted, what form that investigation should take.

Environmental Review Compliance: None required.

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

Other Considerations: The Board may suggest changes to the response or provide additional direction on how to respond.

Material Included for Information/Consideration: Letter of complaint from Director Le.

Action Required: _____Resolution X Motion _____Review
(Roll call vote is required.)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 14, 2019

Board of Directors
Marina Coast Water District
11 Reservation Road
Marina, CA 93933

PERSONAL AND CONFIDENTIAL

Re: Complaint of Racial Discrimination

Dear Fellow Directors:

I want so submit a complaint on racial discrimination against me and ask the Board to investigate my complaint promptly, and inform me of your decision in writing. Details of my complaint are described below.

Today I read the Board agenda package. I noticed for the first time and was surprised that my name was listed at the bottom of the list of Directors at the top right hand side of the Marina Coast Water District (MCWD) letterhead. I could not locate any written rules or procedures on listing the Directors' names on letterhead nor who has authority to list the names in any order.

In the past MCWD listed the elected Directors based on their seniority or the number of years they had served on the Board like many other agencies. I have previously served the Board for three years and this year is my fourth year of service. If MCWD follows this unwritten, but generally accepted, rule, my name should not have been placed on the bottom of the list.

Some other agencies list their Directors' last names in alphabetical order. If MCWD follows this rule, my name should not have been placed at the bottom of the list either.

I strongly believe that my name was placed at the bottom of the list because MCWD discriminates against me based on my race. I was placed at the bottom of the list because I am Asian and Director Zefferman name was placed above me because he is Caucasian.

I also want to submit to the Board additional information as follows.

I was sworn in and attended the first Board meeting on December 17, 2018. A photographer took my photo on December 12, 2018 and the photo was ready to be placed on the District website on December 17, 2018. A MCWD email address was created for me on December 7, 2018.

On January 12, 2019, I was aware that a member of the public wanted to contact me by email and could not find my email address on the District website, www.mcwd.org. I accessed the District website on January 12, 2019 and was surprised that I was not shown as a Director on the District website. I informed MCWD General Manager of this issue and he said I would be listed as a Director by January 18, 2019.

I was asked on January 14, 2019 to submit a bio of a few sentences. I submitted the requested information on the same date.

On January 25, 2019 my photo was still not placed on the District website even though the photo was available to be placed on the website on December 17, 2018.

Many public agencies removed unelected directors and placed the names of newly elected directors on their websites after the election results have been certified. The MCWD election was certified on December 11, 2018. For MCWD, the placement of my name and email address were not done until January 18, 2019.

I look forward to receive the responses from the Board on my complaint.

Sincerely,

A handwritten signature in black ink that reads "Peter Le". The signature is written in a cursive style with a large, prominent "P" and "L".

Peter Le
Director

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-C

Meeting Date: April 15, 2019

Prepared By: Keith Van Der Maaten

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2019-24 to Approve Revisions to the Board Procedures Manual

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

Background: *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.*

On March 18, 2019, the Board approved several revisions to the BPM with regards to Section 12- Board Committees, Commissions and Negotiators. The Board requested the BPM be brought back with several suggested revisions for further discussion.

Discussion/Analysis: There has been some interest expressed by a Board Member and by legal counsel to further update the Board Procedures Manual. In response, the following suggested changes have been made to the Board Procedures Manual for discussion and approval by the Board:

- 1) A Director has requested to revisit the compensation for Board members and increase the stipend from \$50 to \$100 (Section 38) with the fiscal impact increasing approximately \$3,000 per year; and,
- 2) Legal counsel recommended changes clarifying expectations of legal counsel in addressing questions they receive from a single director versus questions that come from the entire board (Section 16D); and,
- 3) Inclusion of new language that describes how the Board of Directors will be officially listed on the District's letterhead and website (Section 11); and,
- 4) A Director has requested addressing time allotted to closed session to ensure there is sufficient time to discuss those matters. There is inclusion of new language stating that if there is insufficient time to cover closed session items in the time allotted prior to the open session as shown in the Order of Business (Section 23), that the Board through a simple majority vote may decide to adjourn to an additional closed session after the conclusion of the open session.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: Board Compensation funding line item.

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

Material Included for Information/Consideration: Resolution No. 2019-24; the BPM with revisions in track change (provided separately).

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

April 15, 2019

Resolution No. 2019-24
Resolution of the Board of Directors
Marina Coast Water District
Amending the Board Procedures Manual

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 15, 2019 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on March 18, 2019, the Board approved several revisions to the BPM with regards to Section 12-Board Committees, Commissions and Negotiators. The Board requested the BPM be brought back with several suggested revisions for further discussion.; and,

WHEREAS, there has been some interest expressed by a Board Member and by legal counsel to further update the Board Procedures Manual; and,

WHEREAS, in response to the interest, staff is proposing revisions to the Board Procedures Manual; and,

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

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

- 1) increase the stipend from \$50 to \$100 (Section 38); and,
- 2) clarifying language of legal counsel in addressing questions they receive from a single director versus questions that come from the entire board (Section 16D); and,
- 3) new language that describes how the Board of Directors will be officially listed on the District’s letterhead and website (Section 11); and,
- 4) new language stating that if there is insufficient time to cover closed session items in the time allotted prior to the open session as shown in the Order of Business (Section 23), that the Board through a simple majority vote may decide to adjourn to an additional closed session after the conclusion of the open session.

PASSED AND ADOPTED on April 15, 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. 2019-24 adopted April 15, 2019.

Keith Van Der Maaten, Secretary

Marina Coast Water District



Board Procedures Manual

Amended ~~March 18~~April 15, 2019

Marina Coast Water District
Board Procedures Manual

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Board Procedures Manual Revision Record

08-28-02 Added Section 11-E

“Absence from a Committee: If a committee member’s schedule in any given month precludes that director from attending a regularly scheduled committee meeting, that director will ask the alternate committee member to attend the meeting. If the alternate committee member can not attend the regularly scheduled meeting, the two primary committee members will then select a special committee meeting date and time. If the two primary committee members’ schedules can not accommodate the scheduling of a special meeting date/time, the committee chair will contact the alternate committee member in an attempt to have two directors available for the meeting.”

03-10-09 Revisions were made to Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 20, 21, 27, 28, 30, 32, 33, 34, 35, 37, 39, 45, and 46.

Sections 11 – 46 were renumbered.

Section 14 was moved to Section 11.

Section 12 was moved to Section 43.

Section 13 was moved to Section 44.

Sections 21, 33, and 34 were removed.

09-13-11 Revisions to Sections 3, 5, 7P, 9, 9G, 9I, 9J, 11, 12A, 14, 14D, 16, 17, 27, and 40.

Section 17 was removed.

Sections 18 – 43 were renumbered.

An Appendix with Resolution No. 98-1 was added to the end of the document.

11-08-11 Revision was made to Section 1.

Section 43 was added.

11-13-12 Revision was made to Section 12-B1 Water Conservation Commission.

- 12-02-13 Revision was made to Section 16 including title.
- 06-02-14 Revision was made to Section 42.
- 01-05-15 Revision was made to Section 12-B1 Water Conservation Commission.
- 04-20-15 Revisions were made to Sections 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 20, 21, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42 – Section 31 was deleted and the subsequent Sections were renumbered.
- 07-05-16 Revisions were made to Sections 1, 2, 3, 4, 6, 7, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 22, 23, 24, 25, 28, 29, 30, 31, 32, 33, 34, 37, 40, 41, 42 – Section 31 was deleted and the subsequent Sections were renumbered.
- 03-18-19 Revisions were made to Section 12-B1 Water Conservation Commission; and, Section 12-B2.
- 04-15-19 Revisions were made to Sections 11, 16.D, 23, and 38.

1. Purpose of Board Procedures Manual.

The purpose of this Board Procedures Manual is to describe the procedures approved by the Board of Directors to be used in the conduct of Board business. The intent of these procedures is to:

- Provide for the fair and efficient consideration of board decisions;
- To ensure that the public is informed of the matters coming before the Board;
- To ensure that the public has an opportunity to witness and comment upon the deliberations of the Board; and
- To encourage proper public involvement in the Board's decision making.

Each Director, upon assuming office, shall be given a copy of this Board Procedures Manual, and shall be asked to comply with the policies and procedures in this Board Procedures Manual.

2. District Mission.

The Marina Coast Water District Board of Directors has adopted the following 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.

3. Authority.

The Board of Directors is the governing body of the District. It derives its authority from the County Water District Law (Division 12, Part 3 sections 30000 et seq. of the Water Code of the State of California; and, Division 2, Part 1, Chapter 4, Article 2, sections 53630 et seq. of the Government Code of the State of California). The District was formed in 1960 and has provided water and wastewater services within its service area since that time.

Apart from his/her normal function as a member of the Board, a Director have no individual authority. As single individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community but represent the entire service area as a whole.

4. Governing Laws and Rules.

The Board of Directors will conduct all meetings of the Board and meetings of committees of the Board in accordance with the Ralph M. Brown Act, California's Open Meeting Law. The Board conducts its meetings "guided but not bound by" Rosenberg's Rules of Order (as published by the California League of Cities) as to those situations not specifically addressed by an applicable law or statute. Directors must become familiar with the Brown Act, Rosenberg's Rules of Order, the conflict of interest laws, the County Water District Law, and all other laws applicable to the District, in order to effectively execute their duties.

5. Harassment-Free Work Environment.

Each Director shall act to provide a District work environment and a Boardroom free of harassment, disrespectful or other unprofessional conduct. The District's policy is more fully set forth in the Marina Coast Water District Employee Handbook, and each Director should become familiar with the Employee Handbook and the harassment rules contained therein.

6. Attendance at Board and Committee Meetings.

Directors are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, directors should be present for scheduled meetings of the Board, special meetings, meetings of board committees, and District events. If a Director cannot attend a regular Board meeting for any one of the following reasons, that absence shall be deemed excused: illness or injury, family emergencies, or a Director's regular job duties. If a Director does not attend a regular Board meeting for any other reason unless the Director's absence is approved by vote of the other Directors, then the Director's absence shall be deemed an unexcused absence. A Director having three (3) or more consecutive unexcused absences shall be deemed to be in violation of Board Policy and subject to Board action pursuant to Section 42.

7. Duties of the Directors Acting as Members of the District Board of Directors.

The duties of the directors include:

- A. setting policies, procedures, goals, directions, and adopting rules and regulations for the governance of the District;
- B. taking action only by the affirmative vote of at least a majority of the directors on ordinances, resolutions and motions;
- C. safeguarding the assets of the District and maintaining the District's financial stability;
- D. assuring that the District is well managed;
- E. assuring the District is responsive to the interests of the voters and the needs of the persons served by the District;
- F. assuring that the actions of the Board and of each director and the actions of all employees of the District conform to all federal, state, and local statutes and ordinances, and to the ordinances, rules, regulations and policies of the District;
- G. assuring that each employee of the District and each constituent of the District is treated courteously and fairly by the District, and that privacy rights of District employees and constituents are safeguarded in accordance with law;
- H. making reasonable and diligent inquiry of competent, qualified and reliable advisors and other sources to obtain sufficient information for informed and timely decisions and judgments;

I. assisting the General Manager by looking at problems from broader points of view, and providing outside perspective and guidance;

J. appointing the persons to serve as the District's General Manager and Secretary to the Board, the District's Legal Counsel, the independent Auditor, and such other attorneys, and consultants as the Board determines are necessary or convenient to be appointed by the Board for the business of the District. Each such appointed person shall serve at the pleasure of the Board;

K. establishing rules for and assuring the effective conduct of the Board's proceedings, and adjourning meetings of the Board by 10 p.m. unless the meeting is extended by Board action;

L. preparing for and attending all regular and special meetings of the Board and assigned committees of the Board, unless excused by the Board for good reason;

M. appointing persons to the District's Joint District-City Committee, Water Conservation Commission, and such other committees as the Board determines;

N. nominating and electing representatives and alternates to outside boards, committees, and other bodies for which the District is entitled to appoint one or more representatives;

O. preparing for and attending all regular and special meetings of boards, committees, and other bodies to which the Board elects a director as the District's representative, or arranging for attendance by an alternate, if the director cannot attend and if the Board has selected an alternate;

P. assuring that the conduct of the District's business is open and public and that actions and records of the District are taken and held in confidence only as permitted by law, including: Article I, Section 3 of the California Constitution; the Ralph M. Brown Act, Govt. Code sections 54950 and following; the Public Records Act; Govt. Code sections 6250 and following; and as necessary to safeguard the assets of the District and to protect the rights of the District's employees;

Q. protecting confidential information of the District, its officers and employees from unauthorized disclosure and dissemination;

R. reporting any question or doubt about the possibility of the creation of the perception of a conflict of interest to the District Counsel and avoiding any possible conflicts of interest; and,

S. completing and documenting training for Directors in: exercising oversight and supervision of management; the roles and responsibilities of Directors; how to understand budgets; how to monitor budget compliance; and how to work together as a team in problem solving.

8. Prohibited Service.

A director is prohibited by law from being employed by or entering into any contract with the District while serving on the Board. Water Code Section 30541 also prohibits a director from serving as the General Manager, Secretary, Treasurer, or Auditor.

9. Duties of the President.

The Board of Directors shall have a President who is elected by the Board from among the five directors. The President shall be elected annually in the month of December but not before any newly elected or reelected director(s) have taken office. No Director shall serve more than three (3) consecutive years as President. If a majority of the directors cannot agree on who should be the new President, then the existing President shall remain President until the issue can be resolved. The President's responsibilities include:

A. presiding over all meetings of the Board, with guidance from Rosenberg's Rules of Order, including:

(1). announcing each item of business on the agenda and the action recommended by staff;

(2). calling for motions;

(3). calling for public participation during meetings when appropriate;

(4). determining questions of order and enforcing rules of the Board;

(5). stating the motion and announcing its passage or failure;

(6). adjourning any regular or special Board meeting which is still in progress at 10 p.m., unless the meeting is extended by Board action; and,

(7). reviewing and approving the agenda in conjunction with the Vice President and the General Manager or Secretary of the Board. The final approval shall be made by the President (when there is not consensus on the agenda items). However, a majority of the Board may also order the placement of an item on the agenda.

B. appointing members to Ad Hoc Committees of the Board;

C. serving on committees and commissions as appointed by the Board;

D. setting the time and place for any special meeting of the Board, except a special meeting called by a majority of the Board;

E. adjourning meetings of the Board;

F. representing the District at public events;

G. serving as public spokesperson of the District, along with the General Manager;

H. signing all contracts on behalf of the District, except as the Board alternatively authorizes the General Manager or other person, subject to limitations and conditions as the Board may determine;

I. assist with the orientation of new Board members as they are elected or appointed to the Board of Directors; and,

J. upon advice from District Legal Counsel, and approved by the Board, gives direction to outside legal counsel on matters where the General Manager should not direct counsel as he or she is the subject of a legal issue.

10. Duties of the Vice-President.

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

A. performing all the duties of the President during any absence of the President; and,

B. if for any reason the office of President is vacant, acting in the place of the President until a new President is elected.

11. Orientation, Training and Preparation of Directors.

Each new director, upon assuming his or her duties, will be provided a comprehensive District orientation by the General Manager and Board President. The Board shall strive to develop and maintain a superior level of competence and preparation among its members through a process of continuing training, education and preparation.

Upon the swearing in of a new director or due to a change in the President/Vice President, the District will may the necessary changes to the official listing of its Board Members on its website and letterhead such that the Board is listing in the following order: President, Vice President, and then the remaining members of the Board in alphabetical order by last name.

Directors may schedule to attend, on behalf of the District, such educational programs, conferences, and meetings to the extent funds are allocated in annual Budgets. Attendance will be scheduled through the General Manager. Travel done by Directors will comply with the District's travel policies. Directors shall endeavor to be reasonably frugal with their expenditures of District travel funds.

Any Director may request attendance either by email, phone or written requests, preferably three weeks before the deadline for early registration or accommodation discount. If funds are budgeted and available, the Management Services Administrator shall register the Director for attendance, book travel, accommodation and meals and pay all costs accordingly. If funds are not available, the General Manager shall place an item on the earliest possible Board agenda (and preferably before the deadline(s) for early registration discount(s)) to request the Board approval for such expenditure. Within 72 hours after the registration is complete, the Management Services Administrator shall email the Director(s) all the completed registration forms, and accommodation and traveling details. After these travel arrangements are made, if the Director(s) can no longer attend the meeting or conference, the Director(s) shall notify the General Manager within 24 hours of such event so that the Management Services Administrator can cancel the registration, accommodation and traveling arrangements. If such cancellation is not possible, the General Manager shall inform the Board to determine if it is possible that another Director could attend. The District will not pay for training or conferences that the Director personally pays up for but does not attend. If the Director(s) prefers to personally pay for some or all of the costs related to the trip, the General Manager shall, upon request of the Director(s), promptly reimburse the Director(s) for those costs authorized in the District's travel policy. Receipts for all travel, meal, hotel expenses shall be given to the Management Services Administrator as soon as possible upon return.

The General Manager will from time to time provide the Directors with a list of such conferences or meetings so that the Board may consider individual or collective attendance.

12. Board Committees, Commissions and Negotiators.

A. Committee and Commission Actions. Committee and Commission actions shall be governed by the provisions of the California Water Code and all other applicable California Codes as well as District policies, rules, and regulations. The Board may adopt rules for the governance of any committee consistent with the provisions of the California Codes. Committees have no legal authority to act for the Board or the District except with prior Board approval, but shall report their findings and recommendations to the Board for action. All committees and commissions of the Board are advisory in nature and are authorized only to provide recommendations to the whole Board. Committees and commissions are evaluated periodically by the Board based on their necessity and value to District business.

B. Standing Committees. District standing committees shall be the Water Conservation Commission, the Joint City-District Committee, the Executive Committee, the Budget and Personnel Committee, and the Community Outreach Committee. Each committee shall consist of two Directors and such other persons as the Board may appoint. The Water Conservation Committee shall have one director appointed as a liaison and one appointed as an alternate. Standing Committees constitute legislative bodies for the purposes of the Brown Act. Public members of the Water Conservation Commission shall be appointed for terms of two years. Public members of committees shall not receive confidential information of the District and shall not participate in closed meetings except upon advice from Legal Counsel. Each director shall serve on one or more standing committees.

(1). Water Conservation Commission: The Board will select one Director to serve as a Board Liaison to the Water Conservation Commission, and one Director as an alternate.

The Board will appoint five (5) members of the public from within the area served by the District (either annexed or served by contract), for terms of two years. The members of the Water Conservation Commission shall have the duties and responsibilities to:

- (a) Review water conservation ordinances and policies and advise the Board in matters related to conservation and water usage by customers of the District;
- (b) Review and advise the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and water loss programs and conservation within the larger Water Resources Programs;
- (c) Review and advise the Board on the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;
- (d) Review and advise the Board on equipment and technologies that promote water conservation;
- (e) Review conservation outreach activities and get Board approval on an annual event calendar for actions to inform the public about the District's conservation activities.

(2). Joint City-District Committee: The Board President or Vice President shall serve on this committee along with another Director. The duties and responsibilities of the Joint District - City Committee shall be:

- (a) Communicating with the Land Use Jurisdictions and maintaining a harmonious working relationship between the Board and the City officials and staff; and,
- (b) Reporting to the Board its findings and recommend appropriate action with respect to any inter-agency matters.

(3). Executive Committee: The Board President and Vice President shall serve on this committee. This committee shall meet on an as-needed-basis to discuss topics of a general nature with the General Manager. The purpose of the Executive Committee is to provide the President and Vice President with a routine opportunity to discuss ideas, information flows, current and potential future projects and future agenda items with the General Manager and any staff members that the General Manager deems appropriate.

(4). Community Outreach Committee: The Board President shall select two Directors to serve on this committee. This committee shall meet on an as-needed-basis. The duties and responsibilities of the Community Outreach Committee shall be:

- (a) Provide ideas and recommendations to the Board regarding public information activities beyond the routine activities and reports required by law or existing District ordinances and policies;
- (b) Receive periodic reports from staff and consultants regarding District public information activities; and
- (c) Provide comments and recommendations to staff regarding draft public information products created by staff or consultants.

C. Ad Hoc Committees: An ad hoc committee is an advisory committee composed of less than a quorum of the Board. An ad hoc committee serves a limited or single purpose, is not perpetual, and will be dissolved once its specific task is completed, and whose meetings are not fixed by formal action of the Board. In accordance with Government Code Section 54952(b) ad hoc committees are not legislative bodies subject to the Brown Act. No staff or public members may be appointed to an ad hoc committee. The director or two directors comprising an ad hoc committee shall be appointed by the President of the Board. An ad hoc committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act on behalf of the Board and the District except such as specifically conferred by action of the Board.

D. Special Committees: Special committees are committees other than standing or ad hoc committees. Special committees are legislative bodies subject to the Brown Act. Special committees may be established by and its members may be appointed by the President of the Board or the Board for such special tasks as circumstances warrant. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act on behalf of the Board and the District except such as specifically conferred by action of the Board. Upon completion of the task for which appointed, a special committee shall be dissolved. Staff and public members may be appointed to a special committee.

E. Board-Appointed Negotiators: Under the Brown Act, the Board has the authority to appoint property negotiators, labor negotiators, and litigation representatives, which may include one or two directors or staff members. Such negotiators are authorized to meet in closed session with the Board. Property and labor negotiators are appointed in public session by the Board. Private meetings of such negotiators are not subject to the Brown Act. The negotiators may meet in closed session with the Board subject to compliance with applicable provisions of the Brown Act. See also Section 16.G. The role of the negotiator does not directly replace, limit, or change the administrative and operational responsibilities of the General Manager and staff to meet with staff from other agencies and to prepare the analysis, documentation, draft agreements, and other administrative tasks necessary to support the current and/or future negotiations and to represent the District as it's General Manager in the process.

F. Attendance and Vacancies: Any person serving on a standing or special committee must be prepared for and attend all committee meetings, unless excused for good reason. If a committee member fails to attend meetings of a committee and is not excused for good reason for two consecutive meetings, his or her position as a committee member shall be deemed vacant. In any committee, vacancies shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment.

G. Absence from a Committee: If a committee member's schedule in any given month precludes that director from attending a regularly scheduled committee meeting, that director will ask the alternate committee member to attend the meeting. If the alternate committee member cannot attend the regularly scheduled meeting, the two primary committee members will then select a special meeting date and time. If the two primary committee members' schedules cannot accommodate the scheduling of a special meeting date/time, the committee chair will contact the alternate committee member in an attempt to have two directors available for the meeting.

H. Referral to Committee: Matters may be referred to any committee through the Chair of the committee by the Board, by any director, or by any other person. Each Committee Chair shall discuss each referred matter with the committee.

13. Communications.

The Board and the individual board members will be committed to establishing and maintaining an environment that encourages the open exchange of ideas and information among Board members, the staff and the public, that is positive, honest, respectful, concise, understandable, responsive, and cost-efficient.

14. Code of Ethics.

AB 1234 requires agencies to provide mandatory ethics training and develop compensation and reimbursement regulations for their agencies. Board members are required to complete an ethics training course every two (2) years. Newly elected and/or appointed Board members are required to complete the course within one (1) year of being sworn in and then follow the two (2) year refresher course time frame. The District encourages training as soon as reasonably possible.

The Board of Directors is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its customers. The Board and its individual members are expected to maintain the highest ethical standards, to follow District policies and procedures, and to abide by all applicable local, state, and federal laws. Board member conduct should at all times enhance the integrity and Mission of the District, and the confidence the public has in the District. In order to assist in the governance of the behavior between and among members of the Board, the following rules shall be observed:

- A. The dignity, style, values and opinions of each director shall be respected.
- B. Responsiveness and attentive listening in communications is encouraged.
- C. The needs of the District's customers should be the priority of the Board.
- D. The primary responsibility of the Board is the formulation and evaluation of policy. All operational aspects of the District are the responsibility of the General Manager.
- E. Directors should commit themselves to emphasizing the positive.
- F. Directors shall commit themselves to focusing on issues and not on personalities.
- G. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree about ideas and opinions, but without being disagreeable. Once the Board takes action, directors shall commit to supporting said action and not to creating barriers to the implementation of the action. Board approved committee members must take action in support of the Board's decision and not take action based on an individual

- view, position, or prior voting history on a matter, or any other reason in conflict with the Board's direction.
- H. Any concerns regarding a safety hazard should be reported to the General Manager at the earliest possible moment. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - I. In seeking clarification for policy-related concerns, especially those involving issues related to personnel matters, legal actions, property, finance, projects or programs, a Director should confer directly with the General.
 - J. When approached by an employee of the District concerning specific District management or operations, Board members should direct all inquiries to the General Manager.
 - K. The work of the District is a team effort. All individuals should work together in a collaborative way, assisting each other in the conduct of the District's affairs.
 - L. Directors should develop a working relationship with the General Manager so that current issues, concerns and District projects can be discussed comfortably and openly. However, a Director does not have the power to individually direct the work of the General Manager or the District staff. Only the Board itself has the power to direct the work of the General Manager and only the General Manager has the power to direct the work of the District staff.
 - M. Directors should function as part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
 - N. The Board as a whole is responsible for setting goals and objectives for the District in part by doing periodic strategic planning. Each Director is responsible for monitoring the District's progress in attaining these goals and objectives.
 - O. Harassment, in any form, will not be tolerated.
 - P. Directors shall protect confidential information of the District, its officers, employees, and customers from unauthorized disclosure or dissemination.
 - Q. Directors shall avoid and report conflicts of interest.
 - R. Directors should periodically avail themselves of available training for the exercise of oversight and supervision of management, the roles and responsibilities of Directors, how to understand budgets, how to monitor budget compliance, and how to work together as a team to solve problems.

15. Comments by Directors Concerning District Staff Members.

Board members shall refrain from publicly censuring or criticizing members of the District staff. Such criticism shall be given in private communications through the General Manager. Directors should also be aware that their free speech rights may be limited when it comes to certain information related to District staff. Examples of such information include employee medical information, employee disciplinary actions and specific compensation information regarding an employee. Directors should check with the General Manager before ~~publically~~publicly revealing any information regarding specific District staff members that might be considered negative, slanderous, disrespectful or discriminatory.

16. Board and Individual Director Consultations with, and Directions to, General Manager and Attorneys. Relationship and Authorities between General Manager and Legal Counsel and Special Legal Counsels.

- A. The Board and its members shall deal with the administrative services of the District only through the General Manager, and neither the Board nor any individual director shall give orders or instructions to any subordinate of the General Manager.
- B. Legal Counsel: Duties: The Board shall employ an individual or firm of attorneys licensed to practice law in the State of California, to advise and represent the District and to assure full compliance with the requirements of the District Enabling Act and applicable laws. Legal counsel shall serve at the pleasure and direction of the Board of Directors. The resolution appointing the Legal Counsel shall include terms of an agreed upon fee schedule. Legal Counsel shall be responsible for:
- (1) Reviewing, preparing documents as requested by the Board, or by the General Manager pursuant to Water Code Section 30580, and making appropriate comment on matters or recommendations presented in written or oral form;
 - (2) Reviewing and preparing documents as requested by the Board in advance of meetings. The General Manager will request that Legal Counsel or Special Legal Counsel review and/or prepare notices, agendas, resolutions, ordinances, minutes, agreements, contracts and supporting materials pursuant to Water Code Section 30580;
 - (3) Attending each meeting of the Board, unless excused, in advance or during a meeting; and attending other meetings as authorized by the Board or directed by the General Manager; and,
 - (4) Attending Board Committee meetings, upon request of the General Manager or the Board, as well as attending other business meetings of the District as requested by the Board.
- C. The Board of Directors shall appoint Special Legal Counsel to assist the Board and District when the Board determines that attorneys with specialized legal expertise are needed to represent or advise the Board and District staff. The legal services agreement with each Special Legal Counsel shall specify the scope of legal services to be provided.
- D. The Legal Counsel and Special Legal Counsels report to the Board as a whole. However, the Legal Counsel is available to each individual director for consultation regarding legal matters particular to that individual director's participation in matters where the individual director may have a conflict of interest. However, no attorney-client relationship shall be established with the individual director as a result of such consultation. An individual director (1) may not give direction to the Legal Counsel or any Special Legal Counsel without prior concurrence of the Board, but (2) may email Legal Counsel or any Special Legal Counsel a question or questions on any closed session item before a Board meeting but such Counsel is not required to respond to any such question or questions unless and until (a) directed by the Board in closed session or (b) directed by the General Manager or the Board President or (c) unless the request relates to questions regarding that individual director's participation in any board

~~decision. The Board President and General Manager shall be copied on all such messages to Legal Counsel or Special Legal Counsel. All individual director questions relating to an open session item shall be directed to the General Manager with a copy to the Board President and Legal Counsel. An individual director (1) may not give direction to the Legal Counsel or any Special Legal Counsel without prior concurrence of the Board, and (2) may not request a legal opinion of the Legal Counsel or any Special Counsel without the prior concurrence of the Board, except as such requests relate to questions regarding that individual director's participation in board decisions.~~ The Legal Counsel and Special Legal Counsels shall be available to the General Manager and District staff to the extent authorized by the Board or authorized by the General Manager pursuant to Water Code Section 30580, for consultation on applicable issues and activities within the scope of the applicable legal services agreement approved by the Board. The General Manager may approve legal work on urgent items that require legal action, wherein a Special meeting cannot be promptly scheduled, and then ratified at the next closed session by the Board, provided the costs incurred up to the Board closed session are less than \$3,000.

- E. Legal Counsel and Special Legal Counsels shall report directly to the Board and General Manager all potential legal problems and liabilities they notice or discover during their employment by the District. If the subject of the potential legal problem or liability is a Director or the General Manager, then the report shall be made to other than that Director or General Manager.
- F. Legal Counsel and Special Legal Counsels shall be available to answer questions from the Board during closed sessions. The General Manager shall copy all correspondences and communications to and from Legal Counsel and Special Counsels to the Board on all closed session items.
- G. The President or the Board may appoint one or two directors to an Ad Hoc Committee for each legal case. The Board may grant limited authority to the Ad Hoc Committees to direct Legal Counsel and Special Legal Counsels. The limited authority will be assigned and described by the Board in a resolution when any such Ad Hoc Committee is created. The Ad Hoc Committee shall report in closed session (if permitted) to the Board at the next Board meeting following any direction given by the Ad Hoc Committee to Legal Counsel and Special Legal Counsels and any other actions taken. See also Section 12.E.
- H. Legal Counsel and Special Legal Counsels shall notify the Board and the General Manager about important events, rulings or decisions made regarding the District's case(s). Legal Counsel and Special Legal Counsel shall endeavor to do so within 72 hours of such events, rulings or decisions.
- I. Legal Counsel and Special Legal Counsels shall email the entire Board and the General Manager, if the General Manager is not subject of the case, copies of all briefs, dockets, applicable court calendars, motions and filings submitted to the Court and all documents and notices received from the Court and opposing parties.

- J. Legal Counsel and Special Legal Counsels shall only perform work that has been authorized by the Board, or by the General Manager pursuant to Water Code Section 30580.

17. Conduct of Business.

- A. The Board of Directors shall comply with the Ralph M. Brown Act (Brown Act) that requires meetings of the Board of Directors to be open and public.
- B. Regular District Board meetings shall be held at the City of Marina's Council Chambers at 211 Hillcrest Avenue, Marina, CA, unless otherwise specified.
- C. The notice and agenda for each meeting of the Board or committees of the Board shall be posted at the District offices at 11 Reservation Road, Marina, CA, and the City of Marina offices at 211 Hillcrest Avenue, Marina, CA in accordance with the Brown Act.
- D. The General Manager shall submit the draft Board agenda to the Board President and Vice President for review and approval before posting such agenda. Either the Board President or Vice President can add any items to the final Board agenda. No item on the final Board agenda can be deleted without the approval of both the Board President and Vice President. If there is not consensus on the items, the President shall have the final say. Emergency matters can be added to the agenda without advanced request or notice.
- E. The agenda and agenda package for regular board meetings will be distributed to the Board and made available to the public on Wednesday in advance of the Board meeting on Monday or Tuesday if Monday is a holiday. The General Manager shall include all copies of contracts, proposals, agreements, plans, specifications, exhibits, attachments, test results, investigation reports, etc. in the agenda packet for the Board to review and approve.
- F. The General Manager shall request District Legal Counsel and/or Special Legal Counsel to review all proposed contracts, agreements, employment agreements, etc. and approve them before including in the Board agenda package. All staff reports shall contain background information, previous Board actions, adopted goals and objectives, concerned issues, recommendations by staff, funding sources and available fund in the adopted budget. If options were evaluated, they should be included in the background, but not required for all staff reports.
- G. Teleconferencing may be used for any meeting if such request is made sufficiently in advance of the meeting to permit compliance with posting requirements under Government Code section 54953(b)(3). Agendas shall be posted at teleconference locations in a place most likely to be seen by the public and also at the specific area or areas where the meeting will be held.
- H. Any Board member may place a non-emergency item on the agenda by submitting it, in writing, to the General Manager, at least ten (10) days before the meeting, to provide

enough time to include it in the agenda. Such requests shall explain the issue and provide a recommendation for Board action.

18. Directors Preparation for Meetings.

Board members are to prepare for all Board meetings. In preparing for meetings, directors shall identify the need to obtain any supplemental or clarifying information in order to better prepare or enhance their knowledge to improve the legislative decision-making process and communicate same to the General Manager. Board members are encouraged to do so as far in advance of the Board meeting as possible, to allow the General Manager time to provide the requested additional information. Any Director may elect NOT to receive materials or documents requested by any other Director.

19. Quorums.

In order to constitute a quorum of the Board, a majority of the Board members (three of the five directors) must be present at the designated meeting location authorized by the Brown Act. If a quorum is not present, no meeting shall take place. For quorums of board committees, a majority of committee members is required. For committees of two (2), both members are required to be present to constitute a quorum and hold a committee meeting. If a committee quorum is not present, the committee meeting can be adjourned to another time and the lack of a quorum will be reported to the Board.

20. Adjourned Meetings.

The Board of Directors may adjourn any regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may adjourn a meeting. If all members are absent, then the Secretary or the Secretary's designee shall comply with the procedure specified in the Brown Act. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at 6:00 p.m.

21. Special Meetings.

An emergency or special meeting may be called in accordance with the Brown Act.

22. Parliamentary Procedure.

A. Rules of Order. The presiding officer shall preserve order and decorum and shall decide on questions of order, subject to appeal to the Board. District Legal Counsel shall advise the President as Parliamentarian. The Board shall use Rosenberg's Rules of Order and this Board procedures manual.

B. Non-Roll Call Votes. Following any non-roll call vote, the President shall announce the results of the vote, including the vote or abstention of each director present unless the vote is unanimous.

C. Roll Call Votes. After a motion has been made and duly seconded, any Board member may call for a roll call vote. Additionally, action on all District resolutions and ordinances and items that expend District funds shall be taken by a roll call vote.

23. Order of Business.

The regular order of business of the Board shall contain any or all of the following items:

Call to Order
Roll Call
Public Comment on Closed Session Items
Closed Session Items
Reportable Actions Taken During Closed Session
Pledge of Allegiance
Oral Communications from the Public
Special Presentations
Public Hearings
Consent Calendar
Action Items
Correspondence Received by the District, Directors and General Manager
Informational Items
Board Member Requests for Future Agenda Items
Directors Comments
Additional Closed Session (If Necessary)
Adjournment

The regular order of business may be changed by the President subject to the Board determining otherwise.

If there is insufficient time to cover closed session items prior to the open session, the Board, through a simple majority vote, may decide during closed session to adjourn to an additional closed session after the conclusion of the open session.

24. Board Actions.

All actions of the Board shall be in the form of an ordinance, resolution or motion.

A. Ordinances. The Board shall enact as ordinances any items of business presented to the Board and approved by the Board which:

- 1) Are required by law to be enacted as ordinances;
- 2) Repeal, supersede or amend an existing ordinance, except that the Board may adopt an ordinance authorizing that an existing ordinance may be repealed, superseded or amended by resolution;
- 3) Adopt a policy, rule or regulation to be enforced as a misdemeanor;
- 4) Relate to any other item of business which could be adopted as a resolution or motion which the Board determines to enact as an ordinance.

5) Each ordinance shall state whether it amends the District Code and, if so, which part or parts of the District Code the ordinance amends.

B. Resolutions. The Board shall adopt as resolutions, any items of business presented to the Board and approved by the Board which:

- 1) Are required by law to be adopted by resolution;
- 2) Supersede or amend an item previously adopted by resolution;
- 3) Interpret any ordinance;
- 4) Establish or change a policy, rule or regulation which does not need to be enforced as an ordinance;
- 5) Adopt procedures for the Board, Officers or Staff to use in implementing any ordinance;
- 6) Make a determination (Determination of Exemption, Negative Declaration or Environmental Impact Report) under the California Environmental Quality Act; 7) Adopt or amend a budget;
- 8) Approve any written contract;
- 9) Approve the acquisition or disposition of real property;
- 10) Approve the acquisition of personal property with a value of \$5,000 or more;
- 11) Approve the disposition of personal property;
- 12) Adopt or amend any plan for the District;
- 13) Adopt or amend authorized positions for the District; and
- 14) Relate to any other item of business which could be adopted as a motion and which the Board determines to adopt as a resolution.
- 15) All resolutions shall state whether the contents of the resolution will become a policy, rule or regulation of the Marina Coast Water District.

C. Motions. The Board shall adopt as motions, any items of business presented to the Board and approved by the Board which:

- 1) Are not required by law to be approved as an ordinance or resolution;
- 2) Are not enacted as ordinances or adopted as resolutions by the Board; and
- 3) Require an action of the Board.
- 4) If the Board so directs in its motion, a motion shall become a rule and regulation of the District; however, most rules and regulations of the District should be adopted either by resolution or ordinance.

D. Ordinances, Resolutions and Motions. All ordinances and resolutions shall be adopted by roll call vote. All motions to approve the expenditure or transfer of District funds and to approve personnel actions shall be adopted by roll call vote. All motions shall be reflected in the minutes of the Board, which shall state the contents of the motion, who made the motion, who seconded the motion and the ayes and noes on the vote.

25. Procedure for Action Items.

The Board shall act only by ordinance, resolution or motion. Except where action is taken by the unanimous vote of all directors present and voting, the ayes, noes, and abstentions shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. Any

member of the Board, including the President, can make a motion. Motions require a second. The President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing, and if it is necessary for the full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form and will be put into complete form in the minutes. Until the President states the question, the maker of the motion may modify their motion or withdraw it completely. It shall be the procedure of the Board, when considering all action items, to:

- (1) Receive a staff report on the item from the General Manager or the responsible staff person;
- (2) Allow Board members to ask clarifying questions of staff, through the President;
- (3) Receive public comment of the item;
- (4) Seek a motion and a second on a proposed action for the item;
- (5) Provide for Board discussion of the item; and
- (6) Conclude discussion/debate and consider taking action on the item through an appropriate motion. See also Section 28.B below if there is an applicant at the meeting.

26. Closed Sessions.

Closed sessions shall be agendized and conducted in accordance with the Brown Act. The most common purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the Board or compromise the privacy interests of employees. Directors have a fiduciary duty to protect the confidentiality of closed session discussions. The California Attorney General has issued an opinion that includes sanctions that could apply to a person who discloses closed session information. For more detailed information on closed sessions see the *California Attorney General's web site and publications*.

27. Orderly Discussion.

In order to promote discussion of the issues before the Board, each member shall be recognized by the President before speaking. Notwithstanding any provision of this procedures manual, however, each member of the Board shall have the right to be heard within reason on any issue before the Board.

28. Process for Public Comment.

- A. The public will always be afforded the opportunity to be heard on any item not on the Board's agenda, at each meeting during the period provided for Public Comment. Unless otherwise authorized by a majority of the Board, speakers will be limited to four (4) minutes during Public Comment unless the majority of the Board authorizes a shorter or longer time limit depending upon the circumstances.
- B. For all items being considered by the Board on the agenda, after the staff presentation for any public hearing, action item, information item, or consent item, and after staff responds to any clarifying questions from Board members but prior to discussion by the Board, the President shall seek public input. If there is an applicant, the President

shall first call upon the applicant to comment on the staff recommendation and to present additional information concerning the application. The President shall then ask for comments from the public. Unless otherwise authorized by a majority of the Board, speakers will be limited to four (4) minutes. The President may, in the interest of facilitating the business of the Board, and avoidance of repetition, limit the amount of time a person may use to address the Board. The President may close public comment at any time restricting further discussion to the Board level unless a majority of the Board wishes to hear from other persons. At the conclusion of the public comment, if there is an applicant, he/she shall be given the opportunity to respond to the comments received. All questions of staff from the public and Board members shall be addressed to the President. Staff responses to questions from the public shall ordinarily be made only after the public comment period has ended.

29. Limitations on Board/Staff Reports.

At each regular Board meeting, reports or comments by Board members shall be made under the Director's Comments and Reports. Reports or comments by staff members shall be made under Staff Reports or Informational Items. Any written report from a Board member shall be placed on the meeting agenda with prior consent of the President. Unless authorized by the President, each director's reports and comments shall not exceed five (5) minutes. The President, with consensus of the Board, may defer some or all Board reports until after the Board has taken action on any Deferred Consent Calendar Items. This may be done in the interest of facilitating the business of the Board, or as a courtesy to members of the public desiring to participate in Public Hearings or other Action Items which are also on the agenda.

30. Referrals.

Any matter coming before the Board may, if deemed necessary, be referred by the President, without Board action, to the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing or special committee of the District. The matter shall be reported back to the Board at the next Board meeting by the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing or special committee of the District on the status, responses, recommendations and/or plans to address the matter.

31. Conflict of Interest.

A director who has a disqualifying conflict of interest on any matter before the Board shall declare the nature of the conflict and it shall be reflected in the Board minutes. The Director shall not participate in the discussion of that agenda item; shall leave the Board chamber after making the declaration and before any discussion on the matter occurs; and shall not cast a vote on that matter. The minutes shall record a director's absence for any circumstance when a Director is not seated at the dais.

32. Minutes of Board and Board Committee Meetings.

The minutes of meetings of the Board and of board committees shall be action minutes that will accurately reflect actions of the Board and the committees and the vote taken on such actions and shall not be verbatim minutes of all matters discussed and comments made at Board or committee

meetings. The minutes shall summarize the concerns and questions expressed by the public during public comment periods.

33. Notification of Absences of Directors.

If any member of the Board is unable to attend a meeting, that member shall, if possible, notify the Board President and the General Manager prior to the meeting.

34. Annual Meeting Schedule.

The Board shall determine at the beginning of each calendar year the dates for regular Board meetings and regular board committee meetings. Such annual schedule shall include vacation periods, if any, during which no regular meetings will be held.

35. Director's Legal Liabilities.

The District shall defend and indemnify directors from any claim, liability or demand that arises out of a director's performance of his/her duties or responsibilities as a director or officer of the District to the fullest extent permitted by law.

36. General Provisions.

Any of the policies or procedures in this procedures manual not required by law may be suspended by a majority of the Board. Any policy or procedure not required by law may be altered, amended or repealed by a majority of the Board at a duly authorized and noticed meeting.

37. Gifts.

Each Director shall comply with the Gift provision in the MCWD Employee Handbook. In addition, each Director shall comply with the limitations and restrictions on gifts, honoraria, travel, and loans as prescribed by the Political Reform Act (Gov. C. 81000 et seq.) and by the Fair Political Practices Commission (Title 2, CCR 18110 et seq.). If the MCWD Employee Handbook and the Political Reform Act/FPPC regulations conflict, the Director shall comply with the more restrictive requirement. The General Manager shall provide newly elected Director with the latest version of the Employee Handbook. Additionally, the General Manager shall provide all Directors with newly updated version of the Employee Handbook whenever it is updated.

38. Board Member Compensation.

Each member of the Board of Directors will receive compensation for his/her services at a rate of ~~\$50-100~~ for attending each Board meeting. No compensation will be paid to any Director for attending other types of meetings such as standing, special or ad-hoc committees. Directors shall be reimbursed for actual necessary expenses incurred in the performance of official business of the District pursuant to assignment of the Board consistent with the reimbursement schedules and policies of the District.

39. Political Activity.

It is the policy of the District to prohibit Directors from engaging in political activities on the premises of the District, and to prohibit Directors, from using any District property equipment, machines or tools for any political activities or purposes except as a part of their duties as a member of the Board of Directors. All permitted political activities shall comply with all current Federal, State and local laws and regulations and District policies and procedures.

40. Payment of Bills.

By approving the fiscal year District Budget, the Board of Directors approves the categories and types of goods and services (including public works) that will be acquired or used by the District for that fiscal year. The actual purchase of those goods and services will comply with the District Procurement Policy that has been approved by the Board of Directors.

41. Director's Violation of Policies.

Whenever the District, a Director or the General Manager receives a complaint or concern regarding potential or alleged violation of policies by a Director or Directors, the matter shall be reported immediately to the Board President. If the President is the subject of the complaint, the matter shall be reported immediately to the Vice President. The Board President or Vice President shall immediately place the matter on the Board agenda for the Board to discuss the alleged violation(s) and take appropriate action. If the matter(s) is serious, the Board President or Vice President may call a special meeting to address the complaint. If a Director breaches any of the policies contained in Sections 5, 6, 8, 13, 14, 15, 16, 26, 38, and 40 the Board may, in addition to other consequences provided by law, publicly censure the offending Director and may as part of the censure take any or all of the following other actions, to be effective for a time determined by the Board:

- a) Remove the offending Director from committees and representative positions to which the Director has been appointed or designated by the Board or by the President,
- b) Prevent the offending Director from placing items on the agenda without the specific, advance authorization of the Board.

Appendix

Resolution No. 98-1 and Amendments

Marina Coast Water District
Staff Report

Agenda Item: 11-A

Meeting Date: April 15, 2019

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the 1st Quarter 2019 District Water Consumption Report

Summary: The Board of Directors is requested to receive the 1st Quarter 2019 District Water Consumption Report. The report is a ten-year comparative report that is provided to the Board on quarterly basis. Quarterly water consumption reports of the Ord Community have been submitted to the Board since 2006 and are organized by land-use jurisdiction. Reports submitted since 2016 include the consumption information for Central Marina as well as an analysis of variances between current-year projected consumption and prior-year consumption. However, a variance report has not been submitted with this report due to nearly all jurisdictions quarterly consumption annualized amounts having a 10% or greater variance from 2018. In addition, staff has generated two graphs of the data in the consumption report; 1) 10-Year Comparison of Annual Usage of Central Marina and the Ord Community; and 2) 10-Year Comparison of Annual Usage of the Ord Community by Jurisdiction.

In preparation of the report, staff discovered a conversion bug in the report for gallons converted to acre feet which has been resolved however the result is that the consumption reported in previous reports was slightly lower than actual consumption due to the conversion error. Because this error only affected subdivisions that still have accounts with gallon meters, not all subdivisions were affected. The subdivision affected are highlighted on the report.

Informational annotations for the data included in the report such as rainfall totals, and the evapotranspiration rate for the quarter were not available at time of publication.



Marina Coast Water District

10 Year Annual Consumption as of March 31, 2019

Note: Boundary = Jurisdiction

Criteria: Group = Boundary; Aggregate = Boundary,SubDiv; Compare = Reading_Year_AF; Account Status = *; Read Year = 2010..2019; Subdivision = *

Subdivision	2010 Consumption	2011 Consumption	2012 Consumption	2013 Consumption	2014 Consumption	2015 Consumption	2016 Consumption	2017 Consumption	2018 Consumption	As of 03/31/19 2019 Consumption	Water Allocation	3 months Water Allocation	% of Allocation Used
Boundary: Central Marina													
Central Marina	1,712.61	1,619.38	1,683.93	1,695.96	1,599.54	1,389.33	1,327.55	1,350.67	1,400.85	283.58			
East Ridge	11.75	10.54	11.04	11.40	10.26	8.16	7.92	8.20	8.53	2.42			
MarinaConstruction	-	-	-	-	-	-	-	-	-	0.03			
MB Estates II	13.54	13.00	13.67	14.48	12.27	9.74	9.40	9.61	10.66	1.46			
MB Estates III	3.85	3.99	5.29	4.47	3.86	3.17	2.73	2.95	3.46	0.72			
Sea Breeze	10.54	9.76	10.65	11.24	10.27	9.02	8.81	8.80	8.91	1.51			
Total Central Marina	1,752.29	1,656.67	1,724.57	1,737.56	1,636.19	1,419.42	1,356.41	1,380.22	1,432.41	289.73			
Boundary: FOArmy													
Army (unmetered)	410.00	410.00	377.00	377.00	200.75	205.80	224.64	190.94	52.17	4.57			
Army	45.29	35.91	24.80	27.53	22.84	19.39	25.05	24.51	26.59	4.92			
ArmyConstruction	2.73	0.13	-	-	-	-	-	-	-	-			
Fitch Park	73.39	78.02	70.23	80.05	66.31	60.20	56.97	97.06	101.89	21.75			
Hayes Park	75.30	78.31	74.79	77.32	71.18	53.40	46.78	53.24	59.12	6.67			
Marshall Park	-	-	-	-	-	-	-	5.66	56.31	15.58			
Ord Kidney	72.91	83.39	95.54	104.17	80.47	71.44	70.02	70.14	83.27	13.25			
Stilwell Park	0.02	0.82	26.65	44.01	28.44	33.74	23.91	21.47	32.21	11.08			
Total FOArmy	679.64	686.58	669.01	710.07	470.00	443.97	447.37	463.02	411.56	77.82	1,577.00	394.25	19.74%
Boundary: FOCounty													
County	10.14	5.93	5.35	9.75	3.00	3.17	5.40	8.78	7.13	5.45			
CountyConstruction	0.17	4.33	1.71	0.57	-	-	0.68	-	0.86	-			
EastGarrison	0.06	1.13	2.80	5.56	35.21	71.62	65.92	136.90	175.55	30.92			
Total FOCounty	10.37	11.38	9.85	15.89	38.21	74.79	72.00	145.68	183.55	36.37	710.00	177.50	20.49%
Boundary: FOCSUMB													
CSUMB	127.32	150.28	156.05	176.63	152.68	104.04	97.61	128.61	130.90	18.51			
Frederick Park	100.99	109.95	93.13	93.21	63.02	65.91	67.34	63.52	56.50	14.29			
Schoonover I	137.36	140.73	127.43	123.49	105.32	102.44	97.96	98.39	103.96	21.71			
Schoonover II	33.74	33.73	28.88	32.10	23.92	20.69	20.15	23.84	26.73	4.69			
Total FOCSUMB	399.41	434.68	405.50	425.43	344.95	293.08	283.06	314.36	318.08	59.20	1,035.00	258.75	22.88%



Marina Coast Water District

10 Year Annual Consumption as of March 31, 2019

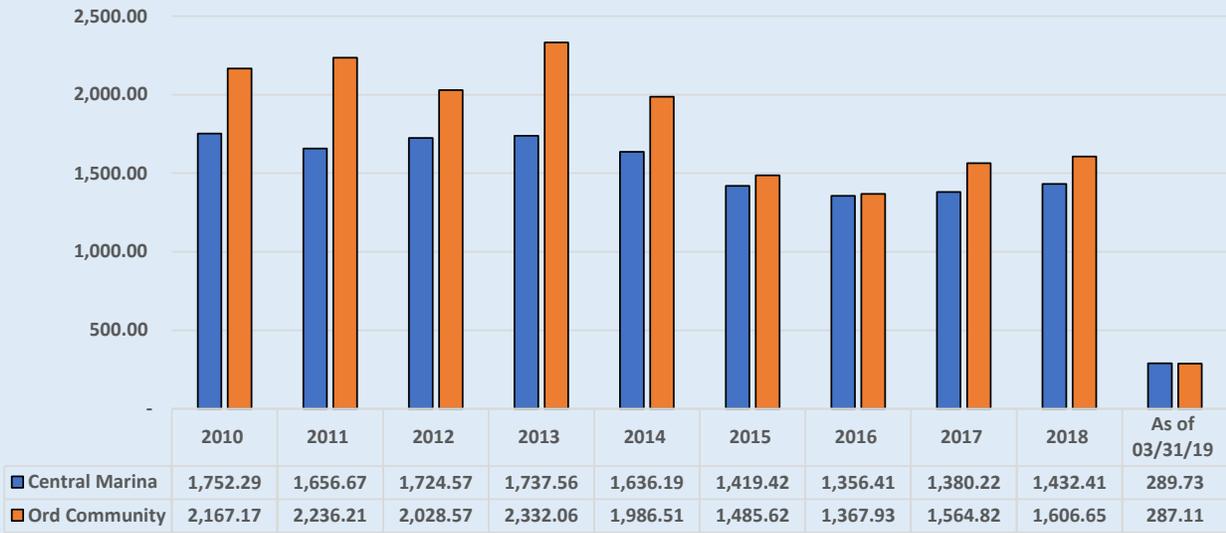
Note: Boundary = Jurisdiction

Criteria: Group = Boundary; Aggregate = Boundary,SubDiv; Compare = Reading_Year_AF; Account Status = *; Read Year = 2010..2019; Subdivision = *

Subdivision	2010 Consumption	2011 Consumption	2012 Consumption	2013 Consumption	2014 Consumption	2015 Consumption	2016 Consumption	2017 Consumption	2018 Consumption	As of 03/31/19 2019 Consumption	Water Allocation	3 months Water Allocation	% of Allocation Used
Boundary: FOMarina													
Abrams HAuthor	16.10	13.49	10.31	12.14	8.98	8.39	9.43	10.77	12.02	2.13			
Abrams Interim	5.77	5.33	5.12	5.42	4.92	3.89	3.75	4.12	5.08	0.93			
Abrams Park	50.40	51.56	62.12	56.35	56.92	44.20	39.54	50.92	54.50	10.86			
Dunes CHOMP	-	11.04	8.19	7.14	9.12	8.58	6.77	5.41	6.88	1.49			
Dunes Comm	20.18	14.28	15.12	16.81	14.28	12.71	14.06	30.12	32.89	5.96			
Dunes on MB Res	-	-	-	-	0.10	4.69	24.69	45.20	63.81	8.75			
Dunes UV Apts	21.37	23.69	10.76	9.13	28.85	33.97	20.23	23.56	23.86	2.89			
Dunes UVSpecPlan	3.53	3.07	3.44	5.06	3.52	1.98	2.45	3.24	2.25	0.20			
Dunes VA DOD	-	-	-	-	-	-	0.09	5.42	2.08	0.41			
Imjin Office Park	1.85	1.81	2.30	1.28	1.60	2.03	4.89	4.61	2.47	0.66			
Marina	11.70	10.60	11.78	17.81	13.80	16.99	31.61	31.54	36.69	7.94			
MarinaAirport	9.76	6.90	5.26	4.08	2.75	2.30	2.03	2.77	7.50	0.64			
MarinaConstruction	17.25	7.26	8.56	16.55	35.13	25.33	39.64	42.83	25.28	3.20			
MarinaRecreation	-	-	-	-	-	-	-	0.05	-	-			
Preston Park	98.63	95.49	103.14	101.17	83.30	51.93	51.63	56.31	61.31	11.80			
Preston Shelter	5.54	7.70	6.39	6.63	5.85	5.43	6.63	5.83	5.92	1.66			
School	0.00	3.88	3.23	4.26	3.34	4.54	1.93	1.95	2.27	0.54			
SeaHaven	8.70	9.41	8.97	13.61	7.49	7.34	10.02	23.37	38.03	9.21			
Total FOMarina	270.78	265.52	264.68	277.44	279.97	234.28	269.40	348.02	382.84	69.27	1,325.00	331.25	20.91%
Boundary: FOSeaside													
Bay View	70.89	65.41	85.15	91.10	79.48	44.24	46.43	57.97	51.60	9.92			
GolfCourse	349.23	429.66	265.42	457.47	524.88	139.06	1.18	1.11	1.21	0.15			
School	100.39	77.97	79.34	102.72	39.80	50.02	48.91	30.95	43.57	3.59			
Seaside	5.10	4.69	13.38	5.65	4.17	3.91	7.08	5.97	8.06	0.20			
Seaside Resort	-	0.13	0.31	0.45	0.63	0.51	0.89	0.98	1.23	0.22			
Seaside Soper	9.14	11.15	6.86	11.38	12.70	9.58	9.30	8.50	9.12	0.01			
SeasideConstruction	52.84	24.23	13.38	10.00	11.39	18.86	14.39	13.41	13.65	3.65			
SeasideHighland	156.70	154.51	146.57	158.76	134.27	123.69	109.28	114.89	126.20	14.97			
Sun Bay	60.25	69.17	66.54	64.40	44.95	48.70	57.89	58.66	54.20	11.61			
Total FOSeaside	804.55	836.93	676.95	901.94	852.27	438.57	295.35	292.44	308.83	44.32	1,012.50	253.13	17.51%
Boundary: FOUCMBES													
UCMBest	2.43	1.12	2.57	1.29	1.11	0.94	0.75	1.30	1.80	0.12			
Total FOUCMBES	2.43	1.12	2.57	1.29	1.11	0.94	0.75	1.30	1.80	0.12	230.00	57.50	0.20%
Total Ord Community	2,167.17	2,236.21	2,028.57	2,332.06	1,986.51	1,485.62	1,367.93	1,564.82	1,606.65	287.11	5,889.50	1,472.38	19.50%
Grand Total	3,919.46	3,892.88	3,753.14	4,069.62	3,622.69	2,905.03	2,724.34	2,945.04	3,039.06	576.84			

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Marina Coast Water District 10-Year Comparison Annual Consumption in Acre Feet



Marina Coast Water District - Ord Community 10-Year Comparison Annual Consumption in Acre Feet



Marina Coast Water District
Staff Report

Agenda Item: 11-B

Meeting Date: April 15, 2019

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the 2019 Sewer Flow Report through March 31, 2019

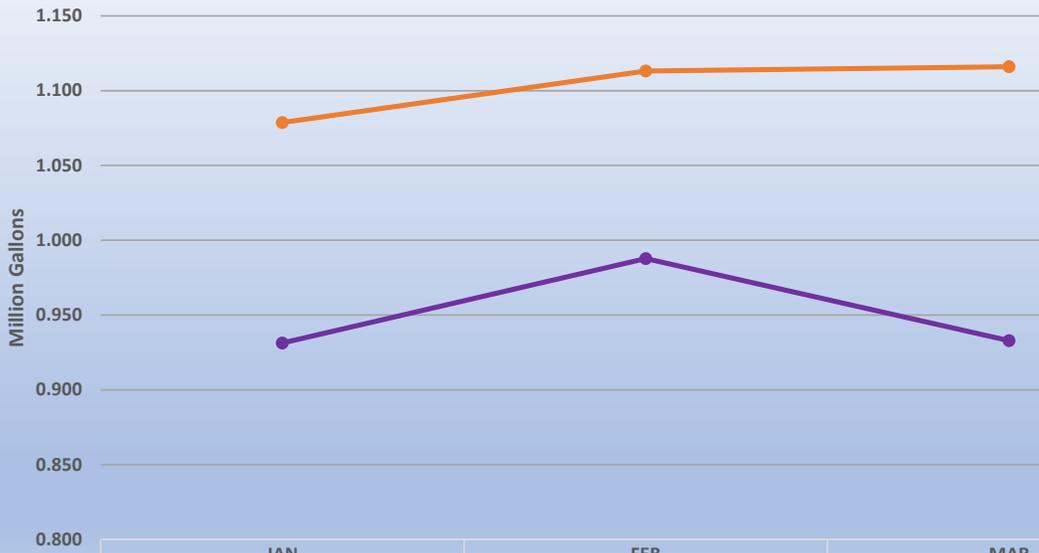
Summary: The Board is requested to receive the 2019 Sewer Flow Report through March 31, 2019. This staff report also includes tracking information on sewer flows through the Monterey One Water Agency's (M1W) Fort Ord and Marina pump stations.

M1W provides flow data for the Marina Pump Station monthly through an automated report. Central Marina sanitary sewer flows for the quarter ended March 31, 2019 were 99.310-million-gallons or 304.71 acre feet (AF) which yielded an average daily sewer flow of 1.103-million-gallons-per-day (MGD) or 3.385 AF per day.

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 March 31, 2019 was 85.434-million-gallons or 262.187 AF, which yielded an average daily sewer flow of 0.949 MGD or 2.912 AF per day.

This staff report also includes charts for January – March 2019 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. Beginning May 2019, staff will provide the Sewer Flow report as part of the Board's monthly consent agenda.

2019 Average Daily Flows by Month



	JAN	FEB	MAR
ORD COMMUNITY	0.931	0.988	0.933
CENTRAL MARINA	1.079	1.113	1.116

2019 Total Flows by Month



	JAN	FEB	MAR
ORD COMMUNITY	28.871	27.658	28.905
CENTRAL MARINA	33.440	31.170	34.700

Marina Coast Water District
Staff Report

Agenda Item: 11-C

Meeting Date: April 15, 2019

Submitted By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Revised Draft FY 2019-2020 District Budget and Update on the Budget Process

Staff Recommendation: The Board receive the Revised Draft FY 2019-2020 Budget and update on the FY 2019-2020 District Budget Process.

Background: *5-Year Strategic Plan, Objective No. 3 – 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.*

On December 17, 2018, the Board originally set the date for the FY 2019-2020 Budget Workshop for March 4, 2019. The workshop was re-scheduled to March 11, 2019 based on staff's request. Staff made a presentation on the Draft FY 2019-2020 Budget to the Board at the workshop.

Discussion/Analysis: The Ord Community portion of the Draft FY 2019-2020 District Budget was presented to the Fort Ord Reuse Authority's (FORA) Water and Wastewater Oversight Committee (WWOC) on March 13, 2019 for discussion and review at its March 28th meeting however that discussion has been moved to the WWOC's April 11th meeting.

Based on Board discussion and review from the March 11th Budget Workshop, items from staff and a request made by the WWOC at its March 13th meeting, staff has revised the Draft FY 2019-2020 Budget. A detailed list of line item revisions has been included for the Board's consideration.

Attachments:

List of Revisions to the Draft FY 2019-2020 District Budget
Revised Draft FY 2019-2020 District Budget (provided separately)

MARINA COAST WATER DISTRICT
 LIST OF CHANGES INCLUDED IN THE REVISED DRAFT FY 2019-2020 DISTRICT BUDGET
 DATED APRIL 15, 2019

BUDGET SUMMARY (PAGE 12)				
Line #	Line Item	4/15/2019	3/11/2019	Change
24	NEW DEBT PROCEEDS	(8,605,000)	(7,995,000)	(610,000)
30	TOTAL CIP/CAPITALIZED EQUIPMENT	27,007,873	23,736,873	3,271,000
33	TRANSFER FROM RESERVES, NET	(2,659,293)	1,707	(2,661,000)
Total:		15,743,580	15,743,580	-

BUDGET EXPENSE SUMMARY BY DEPARTMENT (PAGE 13)				
Line #	Line Item	4/15/2019	3/11/2019	Change
29	CAPITAL IMPROVEMENT PROJECTS	25,991,117	22,720,117	3,271,000
41	TRANSFER (FROM)/TO CAP REPL RESERVES, NET	720,347	881,347	(161,000)
29	TRANSFER (FROM)/TO CAP CHGS RESERVES, NET	(4,877,025)	(2,377,025)	(2,500,000)
Total:		21,834,439	21,224,439	610,000

BUDGET SUMMARY COMPARISON 2019-2020 PROPOSED (PAGE 14)				
Line #	Line Item	4/15/2019	3/11/2019	Change
24	NEW DEBT PROCEEDS	(8,605,000)	(7,995,000)	(610,000)
30	TOTAL CIP/CAPITALIZED EQUIPMENT	27,007,873	23,736,873	3,271,000
33	TRANSFER FROM RESERVES, NET	(2,659,293)	1,707	(2,661,000)
Total:		15,743,580	15,743,580	-

REVENUE 2019-2020 PROPOSED MARINA SEWER (PAGE 17)				
	Line Item	4/15/2019	3/11/2019	Change
	NEW DEBT PROCEEDS	(8,605,000)	(7,995,000)	(610,000)
Total:		(8,605,000)	(7,995,000)	(610,000)

CAPITAL IMPROVEMENT PROJECT SUMMARY (PAGE 64)				
PROJECT NO.	Line Item	4/15/2019	3/11/2019	Change
MS-0143	REPLACE LIFT STATION NO. 6 (CRESCENT)	700,000	90,000	610,000
OW-0202	SOUTH BOUNDARY ROAD PIPELINE	2,660,000	160,000	2,500,000
OW-0306	D-ZONE BOOSTER PUMP REPLACEMENT	80,000	-	80,000
GW-00307	INTERTIE METER REPLACEMENT	81,000	-	81,000
Total:		3,521,000	250,000	3,271,000

RESERVE DETAIL				
LINE #	Line Item	(PAGE 100) 4/15/2019	(PAGE 96) 3/11/2019	Change
21	OW PROPOSED CAPITAL COSTS [D]	(5,298,728)	(2,798,728)	(2,500,000)
31	MW PROPOSED CAPITAL COSTS [D]	(1,970,303)	(1,929,803)	(40,500)
31	MS PROPOSED CAPITAL COSTS [D]	(954,620)	(344,620)	(610,000)
31	OW PROPOSED CAPITAL COSTS [D]	(2,265,642)	(2,145,142)	(120,500)
Total:		(10,489,293)	(7,218,293)	(3,271,000)



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Marina Coast Water District
 FY 2019/2020 Draft Budget Calendar
 (Includes Marina & Ord Community)
 Revised 04/15/2019

<u>DATE</u>	<u>RP</u>	<u>MCWD</u>	<u>WWOC</u>	<u>FORA</u>	<u>DESCRIPTION</u>
12/17/2018	DAS/GM	X			Distribute 2019-2020 Draft Budget Schedule to MCWD Board
12/19/2018	DAS/GM		X		Distribute 2019-2020 Draft Budget Schedule to FORA
02/12/2019	DAS/DH	X			Distribute 2019-2020 Budget Worksheets to Department Heads
02/19/2019	DAS/GM	X			Present 2017-2018 Mid-Year Report to MCWD Board. PUBLIC MEETING
02/19/2019	DAS/DH	X			2019-2020 Budget Worksheets due from Department Heads
02/27/2019	DAS/GM	X	X		Present 2018-2019 Mid-Year Report and Draft 2019-2020 5-Year CIP Plan to WWOC. PUBLIC MEETING
03/11/2019	DAS/GM	X			Budget Workshop Meeting (Department Heads/Board). PUBLIC MEETING
03/13/2019	DAS/GM	X	X		Present 2019-2020 Ord Community Draft Budget to WWOC. PUBLIC MEETING
03/28/2019 Special Meeting	DAS/GM		X		Q&A with WWOC on 2019-2020 Ord Community Draft Budget and provide WWOC with updates from the Budget Workshop. PUBLIC MEETING
04/11/2019	DAS/GM		X		Further discussion 2019-2020 Ord Community Revised Draft Budget with WWOC. Possible WWOC recommendation to FORA Board. PUBLIC MEETING
04/15/2019	DAS/GM	X			Present Revised 2016-2020 Draft Budget to the Board. PUBLIC MEETING
04/25/2019 Special Meeting	DAS/GM		X		Further discussion 2019-2020 Ord Community Revised Draft Budget with WWOC. Possible WWOC recommendation to FORA Board. PUBLIC MEETING
05/09/2019 Special Meeting	DAS/GM	X	X		2019-2020 Ord Community Revised Draft Budget presented to WWOC for recommendation to FORA Board (if necessary). PUBLIC MEETING
05/10/2019	DAS/GM FORAStaff	X		X	FORA Board first vote to adopt 2019-2020 Ord Community Budgets. PUBLIC MEETING
06/14/2019	DAS/GM FORAStaff	X		X	FORA Board second vote to adopt 2019-2020 Ord Community Budgets (if necessary) PUBLIC MEETING
06/17/2019	DAS//GM	X			MCWD Board adopts 2019-2020 District Budget. PUBLIC MEETING

GM= General Manager; DAS= Director of Administrative Services; DH=Department Heads

MEMORANDUM

Marina Coast Water District

DATE: April 15, 2019

TO: Board of Directors
FROM: Kelly Cadiente, Director of Administrative Services
SUBJECT: Budget Summary

Introduction.

On behalf of the District staff, I am pleased to present the Fiscal Year 2019-2020 Budget. This budget was developed with a focus on cost containment of system operations and infrastructure needs and is designed to assist in meeting the strategic goals of the Board.

The purpose of this Budget Summary is to provide an overview of the FY 2019–2020 Draft Budget document and the key assumptions used in developing this Budget.

The Draft Budget includes 6 separate cost centers:

- Marina Water
- Marina Wastewater Collection (Sewer)
- Ord Community Water
- Ord Community Wastewater Collection (Sewer)
- Regional Urban Water Augmentation Project (RUWAP)
- Regional Desalination Project

In accordance with Article 7 of the Water Wastewater Facilities Agreement between Marina Coast Water District (MCWD) and Fort Ord Reuse Authority (FORA), the District maintains separate cost centers to ensure that revenues and expenses are appropriately segregated and maintained for the Marina systems, the Ord Community systems, and the accruing costs for the Regional Urban Water Augmentation Project (RUWAP). On October 25, 2006, the Board adopted Ordinance No. 43 which also requires the cost centers remain separate after the expiration of the Agreement between MCWD and FORA.

District costs that are not dedicated to a specific cost center are shared among the four primary cost centers - Marina Water, Marina Sewer, Ord Community Water, and Ord Community Sewer. Sharing of these expenses, in turn, creates efficiencies and cost savings for administrative functions for the two service areas that would otherwise not be realized. The District uses the expense ratio method to allocate these shared expenses which represent approximately 15% of the District's **Operating Expenses**. This **approach is also referred to by "as all others"** – essentially that general benefit functions mirror how the first **85% of the District's costs** are accrued. These costs include Admin salaries and benefit costs, Board related costs, information technology related costs, accounting services, rate study costs etc. These functions serve the District as a whole and cannot be reasonably allocated on a direct basis or by one of the above metrics. The District contracted with Carollo Engineers in 2017 to review the District's cost

allocation methods and provide a Cost Allocation Plan that can be found on the District's website at following link:

[http://www.mcwd.org/docs/financials/MCWD%20Cost%20Allocation%20Plan%20\(f\)%2026Feb.pdf](http://www.mcwd.org/docs/financials/MCWD%20Cost%20Allocation%20Plan%20(f)%2026Feb.pdf)

For FY 2019-2020, the assigned percentages are as follows:

Marina Water	23%	Ord Community Water	57%
Marina Sewer	6%	Ord Community Sewer	14%

Over the past several years, direct operating expenses throughout the Ord Community has increased causing its allocation percentages of shared expenses to increase. These expenses include the **administrative costs associated with fulfilling the District's responsibilities** under the Facilities Agreement with the FORA and the operations and maintenance costs on the large and aged systems within the Ord Community.

The following tables are historical and current calculations of general allocation percentages:

¹Total Operating Expenses less depreciation/amortization. RUWAP operating expenses are included in Ord Water cost center for % allocation purposes for FY 2015-16 through FY 2019-20.

All Cost Centers	FY 2013-14 Operating Costs ¹	FY 2015-16 Allocation %	FY 2014-15 Operating Costs ¹	FY 2016-17 Allocation %	FY 2015-16 Operating Costs ¹	FY 2017-18 Allocation %	FY 2016-17 Operating Costs ¹	FY 2018-19 Allocation %	FY 2017-18 Operating Costs ¹	FY 2019-20 Allocation %
Marina Water	\$2,039,492	27%	\$2,015,266	26%	\$2,111,909	25%	\$2,277,038	24%	\$2,374,800	23%
Marina Sewer	\$526,952	7%	\$550,054	7%	\$528,332	7%	\$621,365	7%	\$603,516	6%
Ord Water	\$4,155,620	54%	\$4,294,101	54%	\$4,540,636	54%	\$5,236,646	54%	\$6,032,725	57%
Ord Sewer	\$893,864	12%	\$1,002,451	13%	\$1,187,678	14%	\$1,476,337	15%	\$1,453,937	14%
Total	\$7,615,928	100%	\$7,861,872	100%	\$8,368,555	100%	\$9,611,386	100%	\$10,464,978	100%
Marina Only Cost Centers	FY 2013-14 Operating Costs ¹	FY 2015-16 Allocation %	FY 2014-15 Operating Costs ¹	FY 2016-17 Allocation %	FY 2015-16 Operating Costs ¹	FY 2017-18 Allocation %	FY 2016-17 Operating Costs ¹	FY 2018-19 Allocation %	FY 2017-18 Operating Costs ¹	FY 2019-20 Allocation %
Marina Water	\$2,039,492	79%	\$2,015,266	79%	\$2,111,909	80%	\$2,277,038	79%	\$2,374,800	80%
Marina Sewer	\$526,952	21%	\$550,054	21%	\$528,332	20%	\$621,365	21%	\$603,516	20%
Ord Only Cost Centers	FY 2013-14 Operating Costs ¹	FY 2015-16 Allocation %	FY 2014-15 Operating Costs ¹	FY 2016-17 Allocation %	FY 2015-16 Operating Costs ¹	FY 2017-18 Allocation %	FY 2016-17 Operating Costs ¹	FY 2018-19 Allocation %	FY 2017-18 Operating Costs ¹	FY 2019-20 Allocation %
Ord Water	\$4,155,620	82%	\$4,294,101	81%	\$4,540,636	79%	\$5,236,646	78%	\$6,032,725	81%
Ord Sewer	\$893,864	18%	\$1,002,451	19%	\$1,187,678	21%	\$1,476,337	22%	\$1,453,937	19%

Water Only Cost Centers	FY 2013-14 Operating Costs ¹	FY 2015-16 Allocation %	FY 2014-15 Operating Costs ¹	FY 2016-17 Allocation %	FY 2015-16 Operating Costs ¹	FY 2017-18 Allocation %	FY 2016-17 Operating Costs ¹	FY 2018-19 Allocation %	FY 2017-18 Operating Costs ¹	FY 2019-20 Allocation %
Marina Water	\$2,039,492	33%	\$2,015,266	32%	\$2,111,909	32%	\$2,277,038	30%	\$2,374,800	28%
Ord Water	\$4,155,620	67%	\$4,294,101	68%	\$4,540,636	68%	\$5,236,646	70%	\$6,032,725	72%
Sewer Only Cost Centers	FY 2013-14 Operating Costs ¹	FY 2015-16 Allocation %	FY 2014-15 Operating Costs ¹	FY 2016-17 Allocation %	FY 2015-16 Operating Costs ¹	FY 2017-18 Allocation %	FY 2016-17 Operating Costs ¹	FY 2018-19 Allocation %	FY 2017-18 Operating Costs ¹	FY 2019-20 Allocation %
Marina Sewer	\$526,952	37%	\$550,054	35%	\$528,332	31%	\$621,365	30%	\$603,516	29%
Ord Sewer	\$893,864	63%	\$1,002,451	65%	\$1,187,678	69%	\$1,476,337	70%	\$1,453,937	71%

Assumptions. The key assumptions used to build this Budget include:

- Projected revenues in Marina and Ord Systems are based on current customer accounts and projected development activity. In addition, the District conducted a 5-year rate study which proposed a 6% water rate increase and a 7% sewer rate increase for Marina customers and a 5% water rate increase and 6% sewer rate increase for Ord customers.
- Proposed monthly rates are based on the 5-year rate study conducted in 2017-2018 and approved by the Board January 22, 2018. Water rates consist of a fixed charge and commodity rates.
 - o **The fixed charge generates the needed revenue to cover the District's fixed costs** which include:
 - Base Costs – operating and capital costs incurred by the water system to provide a basic level of service to each customer.
 - Peak Costs – those operating costs incurred to meet peak demands in excess of base demand which include basic water supply and distribution costs.
 - Customer Costs – Fixed expenditures that relate to operational support such as accounting, billing, customer services, administrative and technical support.
 - Service Costs – Meter maintenance costs and capacity related costs including debt service.
 - o The commodity rates generate revenue to cover base, peak and customer costs directly related to the production and distribution of water production. The rate study included the change from a 3-tier system to a 2-tier system for commodity rates. **The rate study can be accessed on the District's website by clicking on the following link:** <http://www.mcwd.org/docs/financials/MCWD%202018%20CoS%20Rate%20Study%20Final%20Report.pdf>.
- Wastewater collection rates consist of fixed costs to collect and transmit to the Monterey One Water Agency (M1W). The rate is calculated based on the total projected costs of the collection system (Base Costs and Customer Costs) divided by the projected equivalent dwelling units (edu) of the District.
- Proposed monthly rates with the proposed rate increases for the Marina customers and for Ord Community customers as follows:

Effective January 1, 2020

<u>Water Rate (monthly)</u>	<u>Marina</u>	<u>Ord Community</u>
Meter Service Charge	\$25.21	\$43.62
Tier 1 (0 - 10 hcf)	3.25	4.37
Tier 2 (10+ hcf)	4.95	8.51
<u>Flat Rate Billing</u>	<u>N/A</u>	<u>172.75</u>
Average monthly bill (10 hcf)	\$59.01	\$87.32

<u>Wastewater Collection Rate (monthly)</u>	<u>Marina</u>	<u>Ord Community</u>
Flat Rate	\$15.99	\$34.85

- The average combined water and wastewater collection monthly invoice increased 2.6% for Central Marina and 5% for the Ord Community respectively.
- Projected revenues and funding sources of \$43.613 million for all cost centers; Marina Water \$7.036 million, Marina Sewer \$2.761 million, Ord Community Water \$13.923 million, Ord Community Sewer \$7.422 million, and RUWAP \$12.471 million which includes contributions from FORA of \$1.000 million and \$11.440 million of loan proceeds from the State Revolving Fund which funded in April 2018.
- Projected expenses and CIP of \$42.855 million for all cost centers; Marina Water \$5.966 million, Marina Sewer \$1.784 million, Ord Community Water \$16.469 million, Ord Community Sewer \$6.122 million, and \$12.514 million for RUWAP.
- Scheduled debt (principal/interest) payments on the 2010 \$8 million bond that refinanced the Armstrong Ranch Promissory Note. June 1, 2020 will be the final payment on this debt.
- Scheduled debt (principal/interest) payments on the 2015 \$29.840 million bond for Marina and Ord Community service area that advance refunded the 2006 bond to take advantage of lower interest rates.
- Scheduled debt (principal/interest) payments on the \$2.800 million 2017 Santa Cruz County Bank Loan for the conversion of the Rabobank N.A. Construction Loan for the construction of the building leased to the Bureau of Land Management (BLM). Lease revenues from BLM will fund the debt service over the life of the loan.
- Capital replacement reserve funding for Marina and Ord Systems per Board Policy \$0.200 million for Marina Water, \$0.100 million for Marina Sewer, \$0.200 million for Ord Water and \$0.100 million for Ord Sewer.
- \$25.991 million of Capital Improvement Projects; Marina Water \$2.112 million, Marina Sewer \$0.778, Ord Community Water \$7.126 million, Ord Community Sewer \$3.851 million and RUWAP \$12.124 million.
- New Debt will need to be issued for approximately \$8.605 million in order to fund the needed capital equipment replacement as well as the scheduled capital improvement projects.

- Salaries adjusted 4.0% for Cost of Living Adjustment (COLA). MOU agreements with District employee groups require the COLA be based on the April Consumer Price Index.
- Support for a staff of 42 positions:
 - Administration – 16
 - Operations & Maintenance – 16
 - Laboratory – 1
 - Conservation – 1
 - Engineering – 6
 - Water Resources - 2
- Increased healthcare costs based on information received as of February 2019 (a 15% increase has been included).
- Continuation of various conservation rebate program costs.
- Cost of new technology (upgrades per the **District's** Technology Plan).
- Annual maintenance of facilities for Operations & Maintenance.

Prior Year Accomplishments. In FY 2018-2019 the District recognized the following accomplishments:

- **MCWD's 2017 Comprehensive Annual Financial Report (CAFR) was awarded the Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association (GFOA). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. This marks the tenth consecutive award for MCWD, indicative of our efforts to be transparent and prudent with our financial reporting. The District is confident that the 2018 CAFR, submitted to the GFOA in December 2018, will also receive the award.
- In December 2018, the District presented its second Year in Review for FY 2017-2018 as part of **the District's** ongoing commitment to communication, transparency and collaboration with the community.
- On February 20, 2018, the District held its groundbreaking of the RUWAP Transmission Pipeline. MCWD awarded the construction contract to Mountain Cascade, Inc. in the amount of \$22,648,480 to build the RUWAP pipeline and the Blackhorse Recycled Water Reservoir. **Construction is substantially complete and awaits the completion of M1W's Pure Water** Monterey Advanced Water Treatment Plant in order to provide advanced treated water to our customers as well as to the Pure Water Monterey.
- On April 28, 2018 The District received an additional \$11.4 million Proposition 1 (the Water Quality, Supply, and Infrastructure Improvement Act of 2014 and the Clean Water State Revolving Fund) low-interest loan and grant for the RUWAP distribution system.

- In April 2018, the District submitted an application to the Local Agency Formation Commission (**LAFCO**) for annexation of the current service area of MCWD known as Central Marina and the Ord Community service areas within the former Fort Ord. The Municipal Services Review was conducted in February/March 2019. Once annexation is complete, ratepayers within the Ord Community **will have the ability to vote for the District's Board of Directors and thereby** receive direct representation from the Board. Currently, Ord Community ratepayers receive indirect representation via the FORA Board through a facilities contract between the District and FORA.

MARINA
WATER & WASTEWATER SYSTEM
RATES, FEES and CHARGES
FY 2019 - 2020
Effective July 1, 2019 and January 1, 2020

		<u>Current Rates</u>				<u>January 1, 2020</u>	
		<u>July 1, 2019</u>					
Water Consumption Charge							
0 - 10 hcf	First Tier	3.25	per hcf	0 - 10 hcf	First Tier	3.38	per hcf
10+ hcf	Second Tier	4.95	per hcf	10+ hcf	Second Tier	5.15	per hcf
Monthly Minimum Water Charges							
	<u>Size</u>		<u>Fee</u>				<u>Fee</u>
	5/8" or 3/4"	24.24	per month			25.21	per month
	1"	32.69	per month			33.99	per month
	1 1/2"	53.80	per month			55.95	per month
	2"	79.14	per month			82.30	per month
	3"	146.72	per month			152.57	per month
	4"	222.74	per month			231.62	per month
	6"	433.91	per month			451.22	per month
	8"	856.25	per month			890.40	per month
Monthly Minimum Sewer Charges							
		Monthly Wastewater Charge	15.37	per EDU		15.99	per EDU
Temporary Water Service							
	Meter Deposit Fee	676.00				704.00	
	Hydrant Meter Fee (Set/Remove Fee)	146.00	one time fee			152.00	one time fee
	Hydrant Meter Fee (Relocate Fee)	146.00	per occurrence			152.00	per occurrence
	Minimum Monthly Service Charge	102.25	per month			106.35	per month
	Estimated Water Consumption Deposit	1,144.00	minimum			1,190.00	minimum
Private Fire Meter Charge							
	<u>Size</u>		<u>Fee</u>				<u>Fee</u>
	1"	1.73	per month			1.80	per month
	1 1/2"	5.02	per month			5.22	per month
	2"	10.70	per month			11.13	per month
	2 1/2"	19.25	per month			20.01	per month
	3"	31.09	per month			32.33	per month
	4"	66.25	per month			68.90	per month
	6"	192.43	per month			200.13	per month
	8"	410.08	per month			426.48	per month
Capacity Charges							
	Water	\$4,526.00	per edu			\$4,526.00	per edu
	Sewer	\$2,333.00	per edu			\$2,333.00	per edu

ORD COMMUNITY
WATER & WASTEWATER SYSTEM
RATES, FEES and CHARGES
FY 2019 - 2020
Effective July 1, 2019 and January 1, 2020

		<u>Current Rates</u> <u>July 1, 2019</u>				<u>January 1, 2020</u>	
Water Consumption Charge							
0 - 10 hcf	First Tier	4.13	per hcf	0 - 10 hcf	First Tier	4.37	per hcf
10+ hcf	Second Tier	8.04	per hcf	10+ hcf	Second Tier	8.51	per hcf
Monthly Capital Surcharge (Connections after June 30, 2005 & before July 5, 2014)		20.00	per EDU			20.00	per EDU
Flat Rate		162.95	per unit			172.75	per unit
Monthly Minimum Water Charges							
	<u>Size</u>		<u>Fee</u>				<u>Fee</u>
	5/8" or 3/4"	41.20	per month			43.62	per month
	1"	57.88	per month			61.28	per month
	1 1/2"	99.57	per month			105.43	per month
	2"	149.61	per month			158.41	per month
	3"	283.05	per month			299.68	per month
	4"	433.16	per month			458.62	per month
	6"	850.15	per month			900.12	per month
	8"	1,684.12	per month			1,783.11	per month
Monthly Minimum Sewer Charges							
Monthly Wastewater Charge		33.80	per EDU			34.85	per EDU
Monthly Capital Surcharge (Connections after June 30, 2005 & before July 5, 2014)		5.00	per EDU			5.00	per EDU
Temporary Water Service							
Meter Deposit Fee		702.00				745.00	
Hydrant Meter Fee (Set/Remove Fee)		152.00	one time fee			162.00	one time fee
Hydrant Meter Fee (Relocate Fee)		152.00	per occurrence			162.00	per occurrence
Minimum Monthly Service Charge		163.70	per month			173.55	per month
Estimated Water Consumption Deposit		1,188.00	minimum			1,260.00	minimum
Private Fire Meter Charge							
	<u>Size</u>		<u>Fee</u>				<u>Fee</u>
	1"	2.44	per month			2.94	per month
	1 1/2"	7.08	per month			7.51	per month
	2"	15.11	per month			16.02	per month
	2 1/2"	27.16	per month			28.79	per month
	3"	43.88	per month			46.51	per month
	4"	93.51	per month			99.12	per month
	6"	271.61	per month			287.91	per month
	8"	578.82	per month			613.54	per month
Capacity Charges							
Water		\$8,010.00	per edu			\$8,010.00	per edu
Sewer		\$3,322.00	per edu			\$3,322.00	per edu

MARINA & ORD COMMUNITY
WATER & WASTEWATER SYSTEM
RATES, FEES and CHARGES
FY 2019 - 2020
Effective July 1, 2019

General Manager	\$176.00 per hour
District Engineer	\$138.00 per hour
Director of Administrative Services	\$126.00 per hour
Senior Engineer	\$110.00 per hour
Associate Engineer	\$80.00 per hour
Engineering Administrative Assistant	\$77.00 per hour
Engineering Assistant	\$61.00 per hour
Lab Supervisor	\$103.00 per hour
O&M Manager	\$123.00 per hour
O&M Supervisor	\$112.00 per hour
O&M Electrical/Mechanical Supervisor	\$112.00 per hour
Operations & Maintenance System Operator 3	\$108.00 per hour
Operations & Maintenance System Operator 2/Backflow Specialist	\$100.00 per hour
Operations & Maintenance System Operator 2	\$96.00 per hour
Operations & Maintenance System Operator 1	\$61.00 per hour
Conservation Specialist	\$87.00 per hour
Water Resources Manager	\$103.00 per hour
Water Resources Analyst	\$77.00 per hour

Work Truck	\$20.00 per hour
Backhoe Tractor	\$30.00 per hour
Front Loader Tractor	\$58.00 per hour
Vector Truck	\$30.00 per hour
Dump Truck	\$30.00 per hour
Ground Penetrating Radar Uit	\$10.00 per hour
CCTV Camera	\$65.00 per hour

Photocopy Charges \$0.20 per copy

<u>Size</u>	<u>Meter Installation Fee</u>
5/8" or 3/4"	\$350.00
1"	\$400.00
1 1/2"	\$450.00
2"	\$700.00
3" or Larger	Actual direct and indirect cost to district. Advance payment to be based on estimated cost.

Preliminary Project Review Fee (large projects)	\$500.00
Plan Review Fees:	
Existing Residential Modifications	\$200.00 per unit plus additional fees
Existing Commercial Modifications	\$400.00 per unit plus additional fees
Plan Review	\$500.00 per unit plus additional fees
Water/Sewer Permit Fee	\$30.00 each
Small Project Inspection Fee (single lot)	\$400.00 per unit
Large Project Inspection Fee (large projects)	\$500.00 per unit plus 3% of water & sewer construction cost
Building Modification/Addition Fee	\$200.00 per unit
Deposit for a Meter Relocation	\$200.00 deposit, plus actual costs
Mark and Locate Fee (USA Markings)	\$100.00 first mark and locate at no-charge, each additional for \$100
Backflow/Cross Connection Control Fee	\$45.00 per device
Additional Backflow/Cross Connection Device	\$30.00 per device
Deposit for New Account/Re-Establish Account	\$35.00 per edu
Meter Test Fee	\$15.00 for 3/4" meter, actual cost for 1" and larger
Returned Check Fee	\$15.00 per returned item
Basic Penalty	10% of the delinquent amount
Additional Penalty	1.50% per month of the delinquent amount

Marina Coast Water District
Budget Summary
Budget FY 2019-2020

1 Ln #	2 REVENUE AND OTHER SOURCES	3 MARINA WATER	4 SEWER	5 ORD COMMUNITY WATER	6 SEWER	7 RUWAP	8 RDP	9 TOTAL	10 Ln #
1	WATER SALES	4,095,244	-	7,599,670	-	-	-	11,694,914	1
2	FLAT RATE ACCOUNTS	-	-	50,000	-	-	-	50,000	2
3	OTHER WATER SALES	-	-	9,756	-	-	-	9,756	3
4	SEWER SALES	-	1,441,786	-	2,963,074	-	-	4,404,861	4
5	FIRE SYSTEM CHARGE	99,345	-	241,308	-	-	-	340,652	5
6	HYDRANT METER WATER SALES	-	-	243,613	-	-	-	243,613	6
7	BACKFLOW PREVENTION	22,000	-	30,000	-	-	-	52,000	7
8	LATE CHARGES	18,000	-	100,000	-	-	-	118,000	8
9	PERMITS/PLAN CHECK	3,000	1,500	25,000	11,000	-	-	40,500	9
10	WHEELING CHARGE	-	-	24,000	-	-	-	24,000	10
11	DEVELOPER FEES	-	-	400,000	105,000	-	-	505,000	11
12	METER FEES	1,500	-	300,000	-	-	-	301,500	12
13	CAPACITY FEES/CAPITAL SURCHARGE	416,750	284,905	1,999,290	717,588	-	-	3,418,533	13
14	OTHER INCOME	4,600	1,200	11,400	2,800	-	-	20,000	14
15	INTEREST INCOME	60,566	26,540	84,500	25,085	200	-	196,891	15
16	DEFD REVENUE - BONDS	14,071	7,720	71,090	23,395	31,355	-	147,631	16
17	GRANT REVENUE	153,132	-	303,758	-	-	-	456,890	17
18	IOP RENTAL REVENUE	51,503	14,715	91,969	25,751	-	-	183,938	18
19	BLM RENTAL REVENUE	96,078	27,451	171,568	48,039	-	-	343,136	19
20	ARMSTRONG RANCH RENTAL REVENUE	-	-	-	-	-	-	-	20
21	GAIN OR LOSS ON ASSET SALES	-	-	16,200	-	-	-	16,200	21
22	FORA RUWAP CONTRIBUTION	-	-	-	-	1,000,000	-	1,000,000	22
23	MIW RUWAP REIMBURSEMENT	-	-	-	-	-	-	-	23
23	LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	-	-	11,440,000	-	11,440,000	23
24	NEW DEB T PROCEEDS ²	2,000,000	955,000	2,150,000	3,500,000	-	-	8,605,000	24
25	TOTAL REVENUE AND OTHER SOURCES	7,035,788	2,760,817	13,923,123	7,421,733	12,471,555	-	43,613,015	25
EXPENSES AND OTHER USES									
26	SALARIES & BENEFITS	1,664,244	544,930	3,671,883	992,910	-	-	6,873,967	26
27	DEPT. EXPENSE	1,867,727	202,891	4,017,715	632,961	1,200	-	6,722,494	27
28	INTEREST EXPENSE	166,251	81,541	719,737	233,629	388,454	-	1,589,612	28
29	FRANCHISE & ADMIN FEES	-	-	485,864	175,700	-	-	661,564	29
30	TOTAL C I P/CAPITALIZED EQUIPMENT	2,267,565	954,620	7,574,126	4,086,980	12,124,582	-	27,007,873	30
31	PRINCIPAL DEBT SERVICE	589,703	195,494	1,388,499	414,252	228,850	-	2,816,797	31
32	TRANSFER TO CAP REPLACEMENT FUND	200,000	100,000	200,000	100,000	-	-	600,000	32
33	TRANSFER TO/(FROM) RESERVES NET	280,297	681,342	(4,134,700)	785,300	(271,531)	-	(2,659,293)	33
34	TOTAL EXPENSES AND OTHER USES	7,035,788	2,760,818	13,923,123	7,421,732	12,471,555	-	43,613,015	34
35	BALANCE	0	0	0	0	0	0	0	35

¹Includes proceeds from the State Revolving Fund to be obtained for the RUWAP Distribution System Project

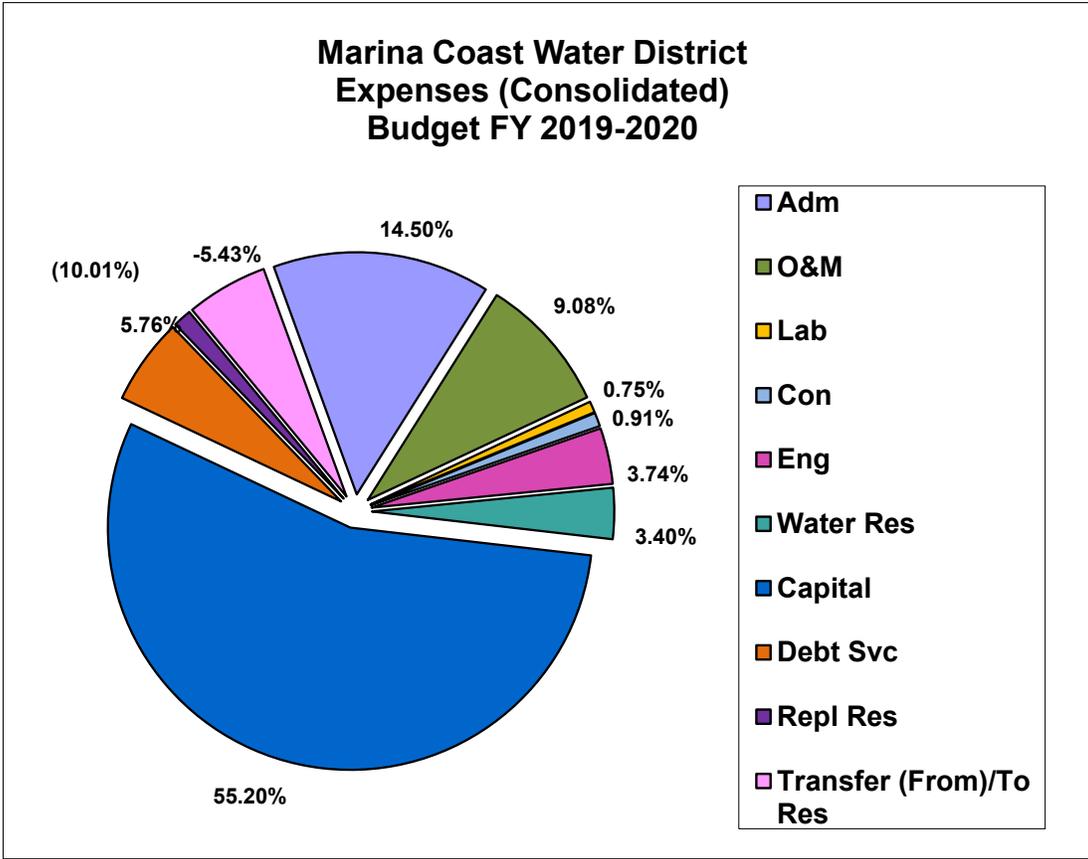
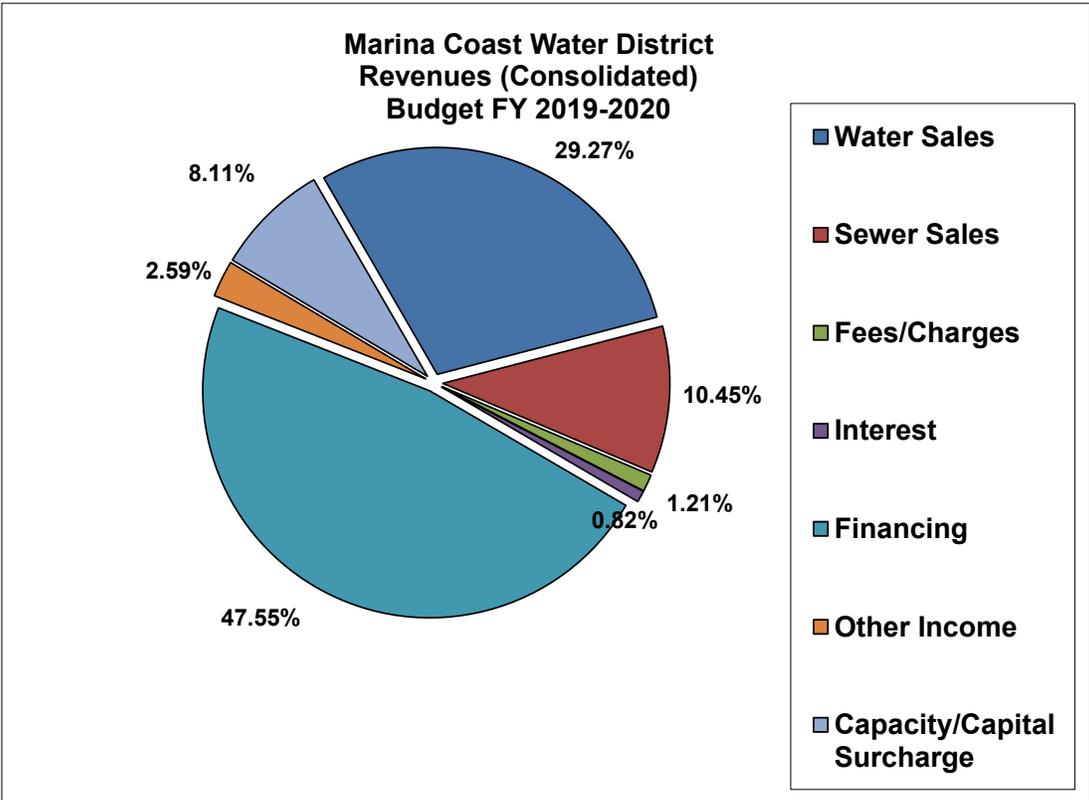
²Includes proceeds from New Debt to be issued in FY 2019-2020

Marina Coast Water District
Budget Expense Summary by Department
Budget FY 2019-2020

Ln #	EXPENSES	MARINA WATER	SEWER	ORD COMMUNITY WATER	SEWER	RUWAP	RDP	TOTAL	Ln #
1	ADMIN								1
2	SALARIES & BENEFITS	576,112	150,245	1,427,556	350,572			2,504,485	2
3	DEPT. EXPENSE	568,885	80,845	1,477,263	208,922	1,200		2,337,115	3
4	INTEREST EXPENSE	166,251	81,541	719,737	233,629	388,454		1,589,612	4
5	FRANCHISE & ADMIN FEE	-	-	485,864	175,700			661,564	5
6	TOTAL - ADMINISTRATION EXP	1,311,248	312,631	4,110,420	968,823	389,654	-	7,092,776	6
7	O & M								7
8	SALARIES & BENEFITS	615,225	337,397	1,195,054	502,002			2,649,679	8
9	DEPT. EXPENSE	537,803	93,846	939,957	224,039			1,795,645	9
10	TOTAL - OPER & MAINT EXP	1,153,028	431,243	2,135,011	726,041	-	-	4,445,324	10
11	LABORATORY								11
12	SALARIES & BENEFITS	63,158		162,408				225,566	12
13	DEPT. EXPENSE	38,397		104,731				143,128	13
14	TOTAL - LABORATORY EXP	101,555	-	267,139	-	-	-	368,694	14
15	CONSERVATION								15
16	SALARIES & BENEFITS	57,095		146,813				203,908	16
17	DEPT. EXPENSE	93,080		150,170				243,250	17
18	TOTAL - CONSERVATION EXP	150,175	-	296,983	-	-	-	447,158	18
19	ENGINEERING								19
20	SALARIES & BENEFITS	233,768	57,288	561,726	140,336			993,118	20
21	DEPT. EXPENSE	82,500	28,200	525,000	200,000			835,700	21
22	TOTAL - ENGINEERING EXP	316,268	85,488	1,086,726	340,336	-	-	1,828,818	22
23	WATER RESOURCES								23
24	SALARIES & BENEFITS	118,886		178,325				297,211	24
25	DEPT. EXPENSE	547,062		820,594				1,367,656	25
26	TOTAL - WATER RESOURCES EXP	665,948	-	998,919	-	-	-	1,664,867	26
27	TOTAL EXPENSES	3,698,222	829,362	8,895,199	2,035,200	389,654	-	15,847,637	27
28	CAPITAL COSTS								28
29	CAPITAL IMPROVEMENT PROJ.	2,111,625	778,400	7,125,710	3,850,800	12,124,582	-	25,991,117	29
30	CAPITALIZED EQUIPMENT	155,940	176,220	438,660	236,180	-	-	1,007,000	30
31	SEASIDE LAND TRANSFER	-	-	9,756	-	-	-	9,756	31
32	TOTAL CIP/CAPITALIZED EQUIPMENT	2,267,565	954,620	7,574,126	4,086,980	12,124,582	-	27,007,873	32
33	TOTAL EXPENSES & CIP	5,965,787	1,783,982	16,469,325	6,122,180	12,514,236	-	42,855,510	33
34	PRINCIPAL DEBT SERVICE								34
35	PRINCIPAL (2010 Bond)	485,800	138,800	867,500	242,900			1,735,000	35
36	PRINCIPAL (2015 Bond)	79,600	49,750	477,600	159,200	228,850		995,000	36
37	SANTA CRUZ COUNTY BANK LOAN (BLM)	24,303	6,944	43,399	12,152			86,797	37
38	TOTAL - PRINCIPAL DEBT SERVICE	589,703	195,494	1,388,499	414,252	228,850	-	2,816,797	38
39	TRANSFER TO CAPITAL REPL FUND	200,000	100,000	200,000	100,000			600,000	39
40	TRANSFER (FROM)/TO DEBT RES	(237,866)	(67,691)	(424,740)	(118,933)	-		(849,230)	40
41	TRANSFER (FROM)/TO CAP REPL RES, NET	117,215	60,210	304,209	238,713	-		720,347	41
42	TRANSFER (FROM)/TO CAP CHG RES, NET	31,971	225,075	(4,161,921)	(385,200)	(586,949)	-	(4,877,025)	42
43	TRANSFER (FROM)/TO OPERATING RES, NET	131,111	396,057	(276,988)	931,787	315,418	-	1,497,385	43
44	TOTAL - TRANSFERS (FROM)/TO RES, NET	280,297	681,342	(4,134,700)	785,300	(271,531)	-	(2,659,293)	44
45	TOTAL EXPENSES & USES	7,035,787	2,760,818	13,923,123	7,421,732	12,471,555	-	43,613,015	45

Marina Coast Water District
Budget Summary Comparison
Budget FY 2019-2020

	2017-2018 ACTUALS	2018-2019 EST. ACTUALS	2018-2019 ADOPTED	2019-2020 PROPOSED	BUD vs. BUD % CHANGE	BUD vs. EST % CHANGE	
REVENUE							
1 WATER SALES	9,903,576	10,471,043	10,633,468	11,938,527	12.3%	14.0%	1
2 FLAT RATE ACCOUNTS	925,653	151,777	50,000	50,000	0.0%	-67.1%	2
3 OTHER WATER SALES	8,836	9,204	8,575	9,756	-	6.0%	3
4 SEWER SALES	3,828,160	4,196,952	4,135,506	4,404,861	6.5%	5.0%	4
5 FIRE SYSTEM CHARGE	293,489	323,173	268,635	340,652	26.8%	5.4%	5
6 BACKFLOW PREVENTION	51,306	50,000	49,000	52,000	6.1%	4.0%	6
7 LATE CHARGES	178,806	117,775	68,000	118,000	73.5%	0.2%	7
8 PERMITS/PLAN CHECK	34,500	39,930	49,000	40,500	-17.3%	1.4%	8
9 WHEELING CHARGE	24,000	24,000	24,000	24,000	0.0%	0.0%	9
10 DEVELOPER FEES	536,021	407,993	582,500	505,000	-13.3%	23.8%	10
11 METER FEES	657,748	302,309	276,700	301,500	9.0%	-0.3%	11
12 CAPACITY FEES/CAPITAL SURCHARGE	5,151,848	4,136,345	5,040,502	3,418,533	-32.2%	-17.4%	12
13 OTHER INCOME	82,008	29,652	20,000	20,000	0.0%	-32.6%	13
14 INTEREST INCOME	132,982	196,908	52,531	196,891	274.8%	0.0%	14
15 DEFED REVENUE - BONDS	147,629	147,629	60,381	147,631	144.5%	0.0%	15
16 RENTAL REVENUE	519,024	495,613	527,074	527,074	0.0%	6.3%	16
17 GRANT REVENUE	-	543,110	617,170	456,890	0.0%	0.0%	17
18 GAIN OR LOSS ON ASSET SALES	30,013	-	-	16,200	0.0%	0.0%	18
19 GAIN OR LOSS BOND ACCOUNTS	3	-	-	-	0.0%	0.0%	19
20 FORA RUWAP CONTRIBUTION	3,596,221	1,200,000	1,200,000	1,000,000	-16.7%	-16.7%	20
21 MIW RUWAP CAPACITY SHARE CONTRIBUTION	7,079,937	3,560,063	10,464,000	-	-100.0%	-100.0%	21
22 LOAN PROCEEDS - ST REV FUND	-	9,057,011	6,000,000	11,440,000	90.7%	0.0%	22
23 LINE OF CREDIT PROCEEDS	6,562,695	-	-	-	-	-	23
24 NEW DEBT PROCEEDS	-	-	-	8,605,000	0%	0.0%	24
25 TOTAL REVENUE	39,744,454	35,460,485	40,127,042	43,613,015	8.7%	23.0%	25
EXPENSES							
26 SALARIES & BENEFITS	5,321,920	5,576,647	6,251,537	6,873,967	10.0%	23.3%	26
27 DEPT. EXPENSE	4,984,792	4,712,856	5,222,739	6,722,494	28.7%	42.6%	27
28 INTEREST EXPENSE	1,658,569	1,689,757	1,442,000	1,589,612	10.2%	-5.9%	28
29 FRANCHISE & ADMIN FEES	758,267	637,081	808,484	661,564	-18.2%	3.8%	29
30 TOTAL C IP/CAPITALIZED EQUIPMENT	26,132,429	14,499,370	25,351,440	27,007,873	6.5%	86.3%	30
31 PRINCIPAL DEBT SERVICE	1,827,493	1,892,013	1,965,375	2,816,797	43.3%	48.9%	31
32 TRANSFER TO CAP REPLACEMENT FUND	600,000	400,000	600,000	600,000	100.0%	100.0%	32
33 TRANSFER (FROM)/TO RESERVES	(1,539,016)	6,052,762	(1,514,535)	(2,659,293)	75.6%	-143.9%	33
34 TOTAL EXPENSES	39,744,453	35,460,485	40,127,042	43,613,015	8.7%	23.0%	34
35 BALANCE	0	0	0	0	0	0%	35



Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WATER SALES RESIDENTIAL	1,777,522	1,910,538	2,054,567	2,013,450	2,039,081	-0.8%	1.3%
WATER SALES BUSINESS	644,959	770,233	611,172	665,525	674,066	10.3%	1.3%
WATER SALES SCHOOLS	-	-	-	-	-	-	-
WATER SALES MULTIPLES	991,292	1,039,753	1,070,671	1,105,369	1,129,167	5.5%	2.2%
WATER SALES GOVERNMENT	38,145	44,210	176,324	59,606	252,930	43.4%	324.3%
FIRE SYSTEM CHARGE	86,619	91,476	91,274	95,524	99,345	8.8%	4.0%
HYDRANT METER WATER SALES	-	-	-	-	-	-	-
OTHER WATER SALES	-	-	-	-	-	-	-
LATE CHARGE FEES	16,218	18,479	18,000	18,213	18,000	0.0%	-1.2%
BACKFLOW REVENUE	20,878	21,975	21,000	22,000	22,000	4.8%	0.0%
FLAT RATE ACCOUNTS	-	-	-	-	-	-	-
RECLAIMED WATER SALES	37	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	6,090	3,405	6,000	2,900	3,000	-50.0%	3.4%
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	1,550	1,150	1,700	1,700	1,500	-11.8%	-11.8%
WHEELING CHARGE	-	-	-	-	-	-	-
DEVELOPER FEES	-	35,567	-	10,412	-	-	-
SEWER SALES BUSINESS	-	-	-	-	-	-	-
SEWER SALES RESIDENTIAL	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	3,583,310	3,936,787	4,050,708	3,994,699	4,239,088	4.7%	6.1%
CAPITAL SURCHARGE	-	-	-	-	-	-	-
CAPACITY CHARGES	4,526	14,505	258,888	15,796	416,750	61.0%	2538.4%
INTEREST INCOME	19,977	36,968	5,000	56,002	56,000	1020.0%	0.0%
INTEREST INCOME - 2010 BOND	844	2,778	2,125	4,556	4,500	111.8%	-1.2%
INTEREST INCOME - 2015 BONDS	10	72	28	66	66	135.7%	-0.2%
OTHER INCOME	28,910	28,794	5,000	14,629	4,600	-8.0%	-68.6%
INSURANCE REFUNDS	2,015	10,407	-	3,919	-	-	-
DEFERRED REVENUE -2010 SERIES BOND	3,165	3,165	3,165	3,165	3,165	0.0%	0.0%
DEFERRED REVENUE - 2015 A BOND	10,906	10,906	10,906	10,906	10,906	0.0%	0.0%
IOP RENTAL REVEUE	61,707	51,629	51,503	51,755	51,503	0.0%	-0.5%
BLM RENTAL REVEUE	95,858	92,875	96,078	86,468	96,078	0.0%	11.1%
ARMSTRONG RANCH RENTAL REVENUE	1,098	823	-	549	-	-	-
GRANT REVENUE	-	-	246,868	246,868	153,132	-38.0%	-38.0%
GAIN/LOSS ON ASSET SALES	1,690	7,498	-	-	-	-	-
GAIN/LOSS 2010 BOND	1	1	-	-	-	-	-
FORA RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
M1W RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	-	-	-	-	-
NEW DEBT PROCEEDS	-	-	-	-	2,000,000	-	-
TOTAL NON OPERATING REVENUES	230,707	260,420	679,561	494,678	796,700	17.2%	61.1%
TOTAL REVENUE	3,814,018	4,197,207	4,730,269	4,489,377	5,035,788	6.5%	12.2%

Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	MARINA SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD APPROVED	BUD vs EST % CHANGE
WATER SALES RESIDENTIAL	-	-	-	-	-	-	-
WATER SALES BUSINESS	-	-	-	-	-	-	-
WATER SALES SCHOOLS	-	-	-	-	-	-	-
WATER SALES MULTIPLES	-	-	-	-	-	-	-
WATER SALES GOVERNMENT	-	-	-	-	-	-	-
FIRE SYSTEM CHARGE	-	-	-	-	-	-	-
HYDRANT METER WATER SALES	-	-	-	-	-	-	-
OTHER WATER SALES	-	-	-	-	-	-	-
LATE CHARGE FEES	-	-	-	-	-	-	-
BACKFLOW REVENUE	-	-	-	-	-	-	-
FLAT RATE ACCOUNTS	-	-	-	-	-	-	-
RECLAIMED WATER SALES	-	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	4,260	4,005	4,000	1,450	1,500	-62.5%	3.4%
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	-	-	-	-	-	-	-
WHEELING CHARGE	-	-	-	-	-	-	-
DEVELOPER FEES	-	14,215	-	2,725	-	-	-
SEWER SALES BUSINESS	167,115	183,378	210,427	195,514	203,335	-3.4%	4.0%
SEWER SALES RESIDENTIAL	953,821	1,057,448	1,192,422	1,157,431	1,238,452	3.9%	7.0%
TOTAL OPERATING REVENUES	1,125,195	1,259,047	1,406,849	1,357,120	1,443,286	2.6%	6.3%
CAPITAL SURCHARGE	-	-	-	-	-	-	-
CAPACITY CHARGES	2,333	8,166	186,640	-	284,905	52.6%	-
INTEREST INCOME	10,813	20,688	17,000	25,201	25,200	48.2%	0.0%
INTEREST INCOME - 2010 BOND	241	794	606	1,302	1,300	114.5%	-0.1%
INTEREST INCOME - 2015 BONDS	6	45	18	41	40	122.2%	-3.2%
OTHER INCOME	472	137	1,400	65	1,200	-14.3%	1759.6%
INSURANCE REFUNDS	543	2,914	-	-	-	-	-
DEFD REVENUE -2010 SERIES BOND	904	904	904	904	904	0.0%	0.0%
DEFERRED REVENUE - 2015 A BOND	6,816	6,816	6,816	6,816	6,816	0.0%	0.0%
IOP RENTAL REVEUE	17,630	14,751	14,715	14,787	14,715	0.0%	-0.5%
BLM RENTAL REVEUE	27,388	26,536	27,451	24,705	27,451	0.0%	11.1%
ARMSTRONG RANCH RENTAL REVENUE	314	235	-	157	-	-	-
GRANT REVENUE	-	-	-	-	-	-	-
GAIN/LOSS ON ASSET SALES	455	2,099	-	-	-	-	-
GAIN/LOSS 2010 BOND	0	0	-	-	-	-	-
FORA RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
M1W RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	-	-	-	-	-
NEW DEBT PROCEEDS	-	-	-	-	955,000	-	-
TOTAL NON OPERATING REVENUES	67,916	84,084	255,550	73,978	362,531	41.9%	390.1%
TOTAL REVENUE	1,193,112	1,343,130	1,662,399	1,431,098	1,805,817	8.6%	26.2%

Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	ORD WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WATER SALES RESIDENTIAL	2,941,605	4,095,467	4,519,695	4,308,914	4,524,360	0.1%	5.0%
WATER SALES BUSINESS	717,425	932,959	1,098,292	1,192,183	2,114,108	92.5%	77.3%
WATER SALES SCHOOLS	282,966	312,332	376,960	359,821	385,008	2.1%	7%
WATER SALES MULTIPLES	366,390	420,277	463,234	433,565	463,915	0.1%	7.0%
WATER SALES GOVERNMENT	63,737	90,909	112,553	104,934	112,279	-0.2%	7.0%
FIRE SYSTEM CHARGE	184,522	202,013	177,361	227,649	241,308	36.1%	6.0%
HYDRANT METER WATER SALES	172,977	286,897	150,000	227,676	243,613	62.4%	7.0%
OTHER WATER SALES	8,336	8,836	8,575	9,204	9,756	13.8%	6.0%
LATE CHARGE FEES	93,481	160,326	50,000	99,561	100,000	100.0%	0.4%
BACKFLOW REVENUE	27,818	29,331	28,000	28,000	30,000	7.1%	7.1%
FLAT RATE ACCOUNTS	1,382,768	925,653	50,000	151,777	50,000	0.0%	-67.1%
RECLAIMED WATER SALES	-	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	14,220	14,650	25,000	24,850	25,000	0.0%	0.6%
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	295,857	656,598	275,000	300,609	300,000	9.1%	-0.2%
WHEELING CHARGE	24,000	24,000	24,000	24,000	24,000	0.0%	0.0%
DEVELOPER FEES	448,935	369,551	472,500	272,219	400,000	-15.3%	46.9%
SEWER SALES BUSINESS	-	-	-	-	-	-	-
SEWER SALES RESIDENTIAL	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	7,025,036	8,529,799	7,831,170	7,764,961	9,023,348	15.2%	16.2%
CAPITAL SURCHARGE	167,052	167,971	166,300	163,351	165,000	-0.8%	1.0%
CAPACITY CHARGES	4,008,223	3,429,782	3,236,040	3,236,354	1,834,290	-43.3%	-43.3%
INTEREST INCOME	23,123	51,396	24,000	75,922	76,000	216.7%	0.1%
INTEREST INCOME - 2010 BOND	1,507	4,961	1,900	8,137	8,100	326.3%	-0.4%
INTEREST INCOME - 2015 BONDS	61	431	100	397	400	300.0%	0.8%
OTHER INCOME	4,676	2,666	10,800	498	11,400	5.6%	2190.3%
INSURANCE REFUNDS	4,185	22,479	-	1,894	-	-	-
DEFD REVENUE -2010 SERIES BOND	5,652	5,652	5,652	5,652	5,652	0.0%	0.0%
DEFERRED REVENUE - 2015 A BOND	65,436	65,436	-	65,436	65,436	-	0.0%
IOP RENTAL REVEUE	110,190	92,194	91,969	92,419	91,969	0.0%	-0.5%
BLM RENTAL REVEUE	171,176	165,848	171,568	154,407	171,568	0.0%	11.1%
ARMSTRONG RANCH RENTAL REVENUE	1,960	1,470	-	980	-	-	-
GRANT REVENUE	-	-	370,302	296,242	303,758	-18.0%	2.5%
GAIN/LOSS ON ASSET SALES	3,510	16,211	-	-	16,200	-	-
GAIN/LOSS 2010 BOND	2	2	-	-	2	-	-
FORA RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
M1W RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	-	-	-	-	-
NEW DEBT PROCEEDS	-	-	-	-	2,150,000	-	-
TOTAL NON OPERATING REVENUES	4,566,754	4,026,499	4,078,631	4,101,688	2,749,775	-32.6%	-33.0%
TOTAL REVENUE	11,591,790	12,556,299	11,909,801	11,866,649	11,773,123	-1.1%	-0.8%

Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	ORD SEWER				2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED			
WATER SALES RESIDENTIAL	-	-	-	-	-	-	-
WATER SALES BUSINESS	-	-	-	-	-	-	-
WATER SALES SCHOOLS	-	-	-	-	-	-	-
WATER SALES MULTIPLES	-	-	-	-	-	-	-
WATER SALES GOVERNMENT	-	-	-	-	-	-	-
FIRE SYSTEM CHARGE	-	-	-	-	-	-	-
HYDRANT METER WATER SALES	-	-	-	-	-	-	-
OTHER WATER SALES	-	-	-	-	-	-	-
LATE CHARGE FEES	-	-	-	-	-	-	-
BACKFLOW REVENUE	-	-	-	-	-	-	-
FLAT RATE ACCOUNTS	-	-	-	-	-	-	-
RECLAIMED WATER SALES	-	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	13,830	12,440	14,000	10,730	11,000	-21.4%	2.5%
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	-	-	-	-	-	-	-
WHEELING CHARGE	-	-	-	-	-	-	-
DEVELOPER FEES	123,056	116,689	110,000	122,638	105,000	-4.5%	-14.4%
SEWER SALES BUSINESS	2,329,203	2,587,333	783,367	530,748	557,285	-28.9%	5.0%
SEWER SALES RESIDENTIAL	-	-	1,949,290	2,313,258	2,405,789	23.4%	4.0%
TOTAL OPERATING REVENUES	2,466,089	2,716,461	2,856,657	2,977,374	3,079,074	7.8%	3.4%
CAPITAL SURCHARGE	39,847	39,867	39,900	39,930	39,900	0.0%	-0.1%
CAPACITY CHARGES	1,281,657	1,491,557	1,152,734	680,914	677,688	-41.2%	-0.5%
INTEREST INCOME	6,951	13,111	1,572	22,684	22,700	1344.0%	0.1%
INTEREST INCOME - 2010 BOND	422	1,389	145	2,278	2,250	1451.7%	-1.2%
INTEREST INCOME - 2015 BONDS	20	144	20	132	135	575.0%	2.1%
OTHER INCOME	9,387	8,783	2,800	8,648	2,800	0.0%	-67.6%
INSURANCE REFUNDS	1,008	5,828	-	-	-	-	-
DEFD REVENUE -2010 SERIES BOND	1,583	1,583	1,583	1,583	1,583	0.0%	0.0%
DEFERRED REVENUE - 2015 A BOND	21,812	21,812	-	21,812	21,812	-	0.0%
IOP RENTAL REVEUE	30,853	25,814	25,751	25,877	25,751	0.0%	-0.5%
BLM RENTAL REVEUE	47,929	46,437	48,039	43,234	48,039	0.0%	11.1%
ARMSTRONG RANCH RENTAL REVENUE	549	412	-	274	-	-	-
GRANT REVENUE	-	-	-	-	-	-	-
GAIN/LOSS ON ASSET SALES	845	4,205	-	-	-	-	-
GAIN/LOSS 2010 BOND	1	0	-	-	-	-	-
FORA RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
M1W RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	-	-	-	-	-
NEW DEBT PROCEEDS	-	-	-	-	3,500,000	-	-
TOTAL NON OPERATING REVENUES	1,442,862	1,660,943	1,272,544	847,367	842,658	-33.8%	-0.6%
TOTAL REVENUE	3,908,951	4,377,404	4,129,201	3,824,741	3,921,733	-5.0%	2.5%

Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	RUWAP				2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED			
WATER SALES RESIDENTIAL	-	-	-	-	-	-	-
WATER SALES BUSINESS	-	-	-	-	-	-	-
WATER SALES SCHOOLS	-	-	-	-	-	-	-
WATER SALES MULTIPLES	-	-	-	-	-	-	-
WATER SALES GOVERNMENT	-	-	-	-	-	-	-
FIRE SYSTEM CHARGE	-	-	-	-	-	-	-
HYDRANT METER WATER SALES	-	-	-	-	-	-	-
OTHER WATER SALES	-	-	-	-	-	-	-
LATE CHARGE FEES	-	-	-	-	-	-	-
BACKFLOW REVENUE	-	-	-	-	-	-	-
FLAT RATE ACCOUNTS	-	-	-	-	-	-	-
RECLAIMED WATER SALES	-	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	-	-	-	-	-	-	-
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	-	-	-	-	-	-	-
WHEELING CHARGE	-	-	-	-	-	-	-
DEVELOPER FEES	-	-	-	-	-	-	-
SEWER SALES BUSINESS	-	-	-	-	-	-	-
SEWER SALES RESIDENTIAL	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	-	-	-	-	-	-	-
CAPITAL SURCHARGE	-	-	-	-	-	-	-
CAPACITY CHARGES	-	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-	-
INTEREST INCOME - 2010 BOND	-	-	-	-	-	-	-
INTEREST INCOME - 2015 BONDS	29	206	35	190	200	471.4%	5.2%
OTHER INCOME	-	-	-	-	-	-	-
INSURANCE REFUNDS	-	-	-	-	-	-	-
DEFD REVENUE -2010 SERIES BOND	-	-	-	-	-	-	-
DEFERRED REVENUE - 2015 A BOND	31,355	31,355	31,355	31,355	31,355	0.0%	0.0%
IOP RENTAL REVEUE	-	-	-	-	-	-	-
BLM RENTAL REVEUE	-	-	-	-	-	-	-
ARMSTRONG RANCH RENTAL REVENUE	-	-	-	-	-	-	-
GRANT REVENUE	-	-	-	-	-	-	-
GAIN/LOSS ON ASSET SALES	-	-	-	-	-	-	-
GAIN/LOSS 2010 BOND	-	-	-	-	-	-	-
FORA RUWAP REIMBURSEMENT	555,104	3,596,221	1,200,000	1,200,000	1,000,000	-16.7%	-16.7%
M1W RUWAP REIMBURSEMENT	-	7,079,937	10,464,000	3,560,063	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	6,000,000	9,057,011	11,440,000	90.7%	26.3%
NEW DEBT PROCEEDS	-	-	-	-	-	-	-
TOTAL NON OPERATING REVENUES	586,488	10,707,719	17,695,390	13,848,619	12,471,555	-29.5%	-9.9%
TOTAL REVENUE	586,488	10,707,719	17,695,390	13,848,619	12,471,555	-29.5%	-9.9%

Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	REGIONAL DESALINATION PROJECT					BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED		
WATER SALES RESIDENTIAL	-	-	-	-	-	-	-
WATER SALES BUSINESS	-	-	-	-	-	-	-
WATER SALES SCHOOLS	-	-	-	-	-	-	-
WATER SALES MULTIPLES	-	-	-	-	-	-	-
WATER SALES GOVERNMENT	-	-	-	-	-	-	-
FIRE SYSTEM CHARGE	-	-	-	-	-	-	-
HYDRANT METER WATER SALES	-	-	-	-	-	-	-
OTHER WATER SALES	-	-	-	-	-	-	-
LATE CHARGE FEES	-	-	-	-	-	-	-
BACKFLOW REVENUE	-	-	-	-	-	-	-
FLAT RATE ACCOUNTS	-	-	-	-	-	-	-
RECLAIMED WATER SALES	-	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	-	-	-	-	-	-	-
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	-	-	-	-	-	-	-
WHEELING CHARGE	-	-	-	-	-	-	-
DEVELOPER FEES	-	-	-	-	-	-	-
SEWER SALES BUSINESS	-	-	-	-	-	-	-
SEWER SALES RESIDENTIAL	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	-	-	-	-	-	-	-
CAPITAL SURCHARGE	-	-	-	-	-	-	-
CAPACITY CHARGES	-	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-	-
INTEREST INCOME - 2010 BOND	-	-	-	-	-	-	-
INTEREST INCOME - 2015 BONDS	-	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-	-
INSURANCE REFUNDS	-	-	-	-	-	-	-
DEFD REVENUE -2010 SERIES BOND	-	-	-	-	-	-	-
DEFERRED REVENUE - 2015 A BOND	-	-	-	-	-	-	-
IOP RENTAL REVEUE	-	-	-	-	-	-	-
BLM RENTAL REVEUE	-	-	-	-	-	-	-
ARMSTRONG RANCH RENTAL REVENUE	-	-	-	-	-	-	-
GRANT REVENUE	-	-	-	-	-	-	-
GAIN/LOSS ON ASSET SALES	-	-	-	-	-	-	-
GAIN/LOSS 2010 BOND	-	-	-	-	-	-	-
FORA RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
M1W RUWAP REIMBURSEMENT	-	-	-	-	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	-	-	-	-	-
NEW DEBT PROCEEDS	-	-	-	-	-	-	-
TOTAL NON OPERATING REVENUES	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-

Marina Coast Water District

MARINA COAST WATER DISTRICT
REVENUE BUDGET FOR FY 2019-2020

ACCOUNT NAME	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	TOTAL 2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WATER SALES RESIDENTIAL	4,719,126	6,006,006	6,574,262	6,322,364	6,563,441	-0.2%	3.8%
WATER SALES BUSINESS	1,362,385	1,703,192	1,709,464	1,857,708	2,788,174	63.1%	50.1%
WATER SALES SCHOOLS	282,966	312,332	376,960	359,821	385,008	2.1%	7%
WATER SALES MULTIPLES	1,357,682	1,460,030	1,533,905	1,538,934	1,593,081	3.9%	3.5%
WATER SALES GOVERNMENT	101,882	135,119	288,877	164,540	365,210	26.4%	122.0%
FIRE SYSTEM CHARGE	271,141	293,489	268,635	323,173	340,652	26.8%	5.4%
HYDRANT METER WATER SALES	172,977	286,897	150,000	227,676	243,613	62.4%	7.0%
OTHER WATER SALES	8,336	8,336	8,575	9,204	9,756	13.8%	6.0%
LATE CHARGE FEES	109,699	178,806	68,000	117,775	118,000	73.5%	0.2%
BACKFLOW REVENUE	48,695	51,306	49,000	50,000	52,000	6.1%	4.0%
FLAT RATE ACCOUNTS	1,382,768	925,653	50,000	151,777	50,000	0.0%	-67.1%
RECLAIMED WATER SALES	37	-	-	-	-	-	-
PLAN CHECK/PERMIT FEES	38,400	34,500	49,000	39,930	40,500	-17.3%	1.4%
MAINTENANCE REVENUE	-	-	-	-	-	-	-
METER FEES	297,407	657,748	276,700	302,309	301,500	9.0%	-0.3%
WHEELING CHARGE	24,000	24,000	24,000	24,000	24,000	0.0%	0.0%
DEVELOPER FEES	571,991	536,021	582,500	407,993	505,000	-13.3%	23.8%
SEWER SALES BUSINESS	2,496,318	2,770,711	993,794	726,262	760,620	-23.5%	4.7%
SEWER SALES RESIDENTIAL	953,821	1,057,448	3,141,712	3,470,690	3,644,240	16.0%	5.0%
TOTAL OPERATING REVENUES	14,199,630	16,442,094	16,145,384	16,094,154	17,784,796	10.2%	10.5%
CAPITAL SURCHARGE	206,899	207,838	206,200	203,281	204,900	-0.6%	0.8%
CAPACITY CHARGES	5,296,738	4,944,010	4,834,302	3,933,064	3,213,633	-33.5%	-18.3%
INTEREST INCOME	60,865	122,163	47,572	179,809	179,900	278.2%	0.1%
INTEREST INCOME - 2010 BOND	3,015	9,922	4,776	16,273	16,150	238.1%	-0.8%
INTEREST INCOME - 2015 BONDS	128	898	201	827	841	318.4%	1.8%
OTHER INCOME	43,444	40,380	20,000	23,839	20,000	0.0%	-16.1%
INSURANCE REFUNDS	7,751	41,628	-	5,813	-	-	-
DEFD REVENUE -2010 SERIES BOND	11,304	11,304	11,304	11,304	11,304	0.0%	0.0%
DEFERRED REVENUE - 2015 A BOND	136,325	136,325	49,077	136,325	136,325	177.8%	0.0%
IOP RENTAL REVEUE	220,380	184,388	183,938	184,838	183,938	0.0%	-0.5%
BLM RENTAL REVEUE	342,351	331,695	343,136	308,814	343,136	0.0%	11.1%
ARMSTRONG RANCH RENTAL REVENUE	3,920	2,940	-	1,960	-	-	-
GRANT REVENUE	-	-	617,170	543,110	456,890	-26.0%	-15.9%
GAIN/LOSS ON ASSET SALES	6,500	30,013	-	-	16,200	-	-
GAIN/LOSS 2010 BOND	4	3	-	-	2	-	-
FORA RUWAP REIMBURSEMENT	555,104	3,596,221	1,200,000	1,200,000	1,000,000	-16.7%	-16.7%
M1W RUWAP REIMBURSEMENT	-	7,079,937	10,464,000	3,560,063	-	-	-
LOAN PROCEEDS - STATE REVOLVING FUND ¹	-	-	6,000,000	9,057,011	11,440,000	90.7%	26.3%
NEW DEBT PROCEEDS	-	-	-	-	8,605,000	-	-
TOTAL NON OPERATING REVENUES	6,894,728	16,739,664	23,981,676	19,366,330	25,828,219	7.7%	33.4%
TOTAL REVENUE	21,094,359	33,181,759	40,127,060	35,460,485	43,613,015	8.7%	23.0%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ADM	349,503	366,752	361,609	361,071	364,663	0.8%	1.0%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	13,057	15,577	9,661	14,671	11,612	20.2%	-20.8%
FICA EXPENSE	19,281	20,547	21,324	19,585	21,494	0.8%	9.7%
MEDI EXPENSE	4,946	5,177	5,383	5,526	5,456	1.4%	-1.3%
MEDICAL INSURANCE EXPENSE	40,757	49,407	72,238	54,081	81,483	12.8%	50.7%
DENTAL INSURANCE EXPENSE	3,160	3,373	3,005	3,000	3,366	12.0%	12.2%
VISION INSURANCE EXPENSE	820	880	1,127	817	1,112	-1.4%	36.0%
WORKERS COMP. INSURANCE	3,558	3,545	4,361	4,555	4,304	-1.3%	-5.5%
LIFE INSURANCE EXPENSE	1,143	1,322	1,300	1,499	1,299	-0.1%	-13.4%
UNIFORM BENEFIT	610	424	468	460	449	-4.2%	-2.5%
BOOT BENEFIT	163	176	184	193	172	-6.5%	-11.0%
SUI EXPENSE	1,077	757	942	304	903	-4.1%	197.5%
ETT EXPENSE	37	31	29	13	27	-5.6%	114.2%
CAR ALLOWANCE EXPENSE	1,406	1,350	1,296	1,405	1,242	-4.2%	-11.6%
DISABILITY PLAN	1,239	1,287	978	1,113	987	0.9%	-11.3%
CALPERS RETIREMENT (ER) - Classic Plan	27,818	28,986	32,835	30,906	34,229	4.2%	10.8%
CALPERS RETIREMENT (EE) - Classic Plan	19,272	18,671	18,480	17,606	16,705	-9.6%	-5.1%
CALPERS-62 RETIREMENT (ER)	3,887	6,025	8,333	8,857	9,476	100.0%	7.0%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	100.0%	-
PENSION EXPENSE	51,100	2,966	-	-	-	100.0%	-
PARS RETIREMENT	33,562	32,271	-	-	-	-	-
OPEB EXPENSE	17,107	31,660	15,600	12,960	16,100	3.2%	24.2%
TUITION REIMBURSEMENT	2,219	981	-	-	-	-	-
BOARD COMPENSATION	1,066	1,138	900	876	1,035	15.0%	18.2%
TOTAL SALARY & BENEFIT	596,788	593,302	560,053	539,498	576,112	2.9%	6.8%
LIABILITY INSURANCE	26,926	24,852	2,520	21,874	21,850	767.1%	-0.1%
LIABILITY CLAIMS	-	-	-	-	-	-	-
PROPERTY INSURANCE	5,083	5,133	6,480	5,280	5,980	-7.7%	13.3%
AUTO INSURANCE	1,521	1,501	1,560	1,395	1,380	-11.5%	-1.1%
OFFICE POWER/GAS	4,609	4,098	3,600	3,541	3,450	-4.2%	-2.6%
BUILDING SECURITY	597	605	1,200	1,249	1,196	-0.3%	-4.3%
TRASH SERVICES	2,244	2,396	2,640	2,240	2,300	-12.9%	2.7%
ANSWERING SERVICE	811	680	720	560	690	-4.2%	23.2%
PHONE	12,911	12,725	12,000	9,976	9,890	-17.6%	-0.9%
RENT/LEASE EQUIPMENT	6,676	4,778	4,680	4,112	6,831	46.0%	66.1%
POSTAGE	11,905	12,582	10,800	11,118	10,810	0.1%	-2.8%
PRINTING	5,871	7,998	6,000	6,602	6,900	15.0%	4.5%
OFFICE SUPPLY	2,639	1,669	2,160	1,845	2,070	-4.2%	12.2%
GENERAL SUPPLY	2,989	4,200	2,640	2,805	2,760	4.5%	-1.6%
COMPUTERS/DATA PROCESSING	8,561	6,461	2,640	3,383	3,450	30.7%	2.0%
SOFTWARE AND LICENSING	6,147	14,639	24,000	13,953	26,703	11.3%	91.4%
ADVERTISEMENT	5,316	6,217	2,400	2,942	3,450	43.8%	17.3%
MAINTENANCE AGREEMENTS	16,226	10,555	3,132	9,514	10,546	236.7%	10.8%
HOSPITALITY & AWARDS	871	619	960	974	920	-4.2%	-5.5%
BOARD MEETING VIDEO RECORDING	1,537	1,580	1,440	1,250	1,380	-4.2%	10.4%
ACCOUNTING SERVICES	9,197	6,466	8,880	6,940	8,510	-4.2%	22.6%
CONSULTING SERVICES	67,852	112,491	66,720	46,622	69,000	3.4%	48.0%
LEGAL FEES	73,797	90,309	60,000	230,694	200,000	233.3%	-13.3%
CONFERENCE ATTENDANCE	2,062	905	2,873	2,499	3,077	7.1%	23.1%
CONFERENCE (BOD)	86	187	600	29	575	-4.2%	1896.5%
EDUCATION EXPENSES	2,368	3,033	3,873	2,170	4,123	6.5%	90.0%
TRAVEL	3,273	3,026	3,732	5,459	4,848	29.9%	-11.2%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
SAFETY	253	441	600	430	575	-4.2%	33.8%
MEMBERSHIPS & DUES	5,423	6,947	7,300	7,570	7,600	4.1%	0.4%
PERMITS	17,007	10,512	9,600	9,620	9,200	-4.2%	-4.4%
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	24,654	28,616	22,800	32,362	31,050	36.2%	-4.1%
BANK FEE - 2010 BOND	-	-	288	288	276	-4.2%	-4.2%
INTEREST EXPENSE	83	35	48	22	46	-4.2%	113.7%
BLM INTEREST EXP - HCC LOAN	19,938	44,220	4,800	41,830	41,583	766.3%	-0.6%
2010 BOND INTEREST EXPENSE	55,730	46,713	36,190	36,190	24,290	-32.9%	-32.9%
2015 BOND INTEREST EXPENSE	104,297	102,120	103,404	103,404	100,332	-3.0%	-3.0%
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	972	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	2,106	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	18,936	-	-	-	-	-	-
BLM LOAN FEES	7,125	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	-	-	-	-	-	-
METER READER GEN MAINT/EQUIP	2,237	605	345	399	860	149.3%	115.5%
METERS (METER READER ONLY)	53,023	66,657	46,000	33,931	79,550	72.9%	134.4%
IOP GENERAL EXPENSES	902	851	1,050	719	725	-31.0%	0.8%
IOP EXPENSE	3,080	3,080	3,080	3,080	3,080	0.0%	0.0%
IOP PERMITS	201	-	350	-	-	-	-
IOP MAINTENANCE	2,391	760	300	721	750	150.0%	4.1%
BLM GENERAL EXPENSES	11,804	12,034	12,000	12,551	12,600	5.0%	0.4%
BLM ASSOCIATION FEES	3,080	3,080	3,080	3,080	3,080	0.0%	0.0%
BLM MAINTENANCE	4,231	6,515	1,890	1,077	1,100	-41.8%	2.2%
FRANCHISE FEE	-	-	-	-	-	-	-
FORA ADMIN./LIAISON FEES	-	-	-	-	-	-	-
MEMBERSHIP ON FORA BOARD	-	-	-	-	-	-	-
BAD DEBT EXPENSE	-	-	6,000	6,000	5,750	-4.2%	-4.2%
RW-0156 RECYCLED WATER EXPENSE	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	621,068	674,526	497,615	692,298	735,136	47.7%	6.2%
TOTAL EXPENSE	1,217,856	1,267,829	1,057,668	1,231,796	1,311,248	24.0%	6.5%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ADM	81,367	89,670	105,469	98,820	95,130	-9.8%	-3.7%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	3,417	4,291	2,818	4,144	3,029	7.5%	-26.9%
FICA EXPENSE	4,468	4,992	6,220	5,346	5,607	-9.9%	4.9%
MEDI EXPENSE	1,163	1,272	1,570	1,526	1,423	-9.3%	-6.7%
MEDICAL INSURANCE EXPENSE	12,480	14,451	21,069	16,984	21,256	0.9%	25.2%
DENTAL INSURANCE EXPENSE	548	588	876	712	878	0.2%	23.2%
VISION INSURANCE EXPENSE	175	193	329	212	290	-11.9%	36.8%
WORKERS COMP. INSURANCE	512	563	1,272	1,037	1,123	-11.7%	8.3%
LIFE INSURANCE EXPENSE	308	370	379	437	339	-10.6%	-22.5%
UNIFORM BENEFIT	105	-	137	97	117	-14.6%	20.8%
BOOT BENEFIT	-	-	-	-	-	-	-
SUI EXPENSE	208	168	275	64	236	-14.3%	266.2%
ETT EXPENSE	7	7	8	3	7	-10.8%	163.5%
CAR ALLOWANCE EXPENSE	378	378	378	410	324	-14.3%	-21.0%
DISABILITY PLAN	333	360	285	325	257	-9.7%	-20.7%
CALPERS RETIREMENT (ER) - Classic Plan	7,423	7,474	9,577	8,916	8,929	-6.8%	0.1%
CALPERS RETIREMENT (EE) - Classic Plan	4,628	4,639	5,390	5,050	4,358	-19.2%	-13.7%
CALPERS-62 RETIREMENT (ER)	718	1,334	2,430	2,223	2,472	100.0%	11.2%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	100.0%	-
PENSION EXPENSE	13,758	831	-	-	-	100.0%	-
PARS RETIREMENT	9,036	9,036	-	-	-	-	-
OPEB EXPENSE	3,989	8,865	4,550	3,780	4,200	-7.7%	11.1%
TUITION REIMBURSEMENT	-	-	-	-	-	-	-
BOARD COMPENSATION	287	319	263	256	270	2.7%	5.7%
TOTAL SALARY & BENEFIT	145,310	149,800	163,295	150,343	150,245	-8.0%	-0.1%
LIABILITY INSURANCE	7,184	6,886	735	6,310	5,700	675.5%	-9.7%
LIABILITY CLAIMS	-	150	-	-	-	-	-
PROPERTY INSURANCE	772	779	1,890	1,228	1,560	-17.5%	27.1%
AUTO INSURANCE	418	424	455	407	360	-20.9%	-11.5%
OFFICE POWER/GAS	1,188	1,092	1,050	1,003	900	-14.3%	-10.3%
BUILDING SECURITY	161	170	350	364	312	-10.9%	-14.4%
TRASH SERVICES	604	671	770	653	600	-22.1%	-8.1%
ANSWERING SERVICE	218	191	210	163	180	-14.3%	10.2%
PHONE	2,625	3,143	3,500	2,874	2,580	-26.3%	-10.2%
RENT/LEASE EQUIPMENT	1,798	1,338	1,365	1,199	1,782	30.5%	48.6%
POSTAGE	11,321	12,005	3,150	7,157	2,820	-10.5%	-60.6%
PRINTING	5,486	6,892	1,750	3,808	1,800	2.9%	-52.7%
OFFICE SUPPLY	856	467	630	538	540	-14.3%	0.3%
GENERAL SUPPLY	809	1,176	770	818	720	-6.5%	-12.0%
COMPUTERS/DATA PROCESSING	1,568	1,808	770	987	900	16.9%	-8.8%
SOFTWARE AND LICENSING	1,507	4,213	7,000	3,545	6,970	-0.4%	96.6%
ADVERTISEMENT	1,301	2,523	700	784	900	28.6%	14.8%
MAINTENANCE AGREEMENTS	5,382	3,136	914	3,675	2,751	201.0%	-25.1%
HOSPITALITY & AWARDS	230	199	280	284	240	-14.3%	-15.5%
BOARD MEETING VIDEO RECORDING	414	442	420	365	360	-14.3%	-1.3%
ACCOUNTING SERVICES	2,436	1,800	2,590	2,016	2,220	-14.3%	10.1%
CONSULTING SERVICES	13,964	26,045	19,460	13,598	18,000	-7.5%	32.4%
LEGAL FEES	10,894	6,924	17,500	4,288	4,500	-74.3%	4.9%
CONFERENCE ATTENDANCE	212	36	84	520	727	765.5%	39.8%
CONFERENCE (BOD)	23	21	175	8	150	-14.3%	1685.7%
EDUCATION EXPENSES	480	700	1,589	1,108	1,797	13.1%	62.2%
TRAVEL	308	595	1,018	959	1,294	27.1%	34.9%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA SEWER						
	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	BUD vs BUD	BUD vs EST
	ACTUAL	ACTUAL	ADOPTED	ESTIMATED	PROPOSED	% CHANGE	% CHANGE
SAFETY	72	123	175	288	150	-14.3%	-47.9%
MEMBERSHIPS & DUES	1,451	1,945	1,500	1,865	1,900	26.7%	1.9%
PERMITS	731	647	2,800	2,453	2,400	-14.3%	-2.2%
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	6,644	8,015	6,650	9,437	8,100	21.8%	-14.2%
BANK FEE - 2010 BOND	-	-	84	84	72	-14.3%	-14.3%
INTEREST EXPENSE	22	10	14	6	12	-14.3%	91.1%
BLM INTEREST EXP - HCC LOAN	5,697	12,634	1,350	11,951	11,881	780.1%	-0.6%
2010 BOND INTEREST EXPENSE	15,923	13,347	10,340	10,340	6,940	-32.9%	-32.9%
2015 BOND INTEREST EXPENSE	65,439	64,078	64,628	64,628	62,708	-3.0%	-3.0%
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	278	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	602	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	5,410	-	-	-	-	-	-
BLM LOAN FEES	2,036	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	-	-	-	-	-	-
METER READER GEN MAINT/EQUIP	-	-	-	-	-	-	-
METERS (METER READER ONLY)	-	-	-	-	-	-	-
IOP GENERAL EXPENSES	258	245	300	206	250	-16.7%	21.6%
IOP EXPENSE	880	880	880	880	880	0.0%	0.0%
IOP PERMITS	57	-	100	-	-	-	-
IOP MAINTENANCE	683	217	100	206	100	0.0%	-51.4%
BLM GENERAL EXPENSES	3,373	3,439	3,400	3,586	3,600	5.9%	0.4%
BLM ASSOCIATION FEES	880	880	880	880	880	0.0%	0.0%
BLM MAINTENANCE	1,209	1,861	540	308	350	-35.2%	13.8%
FRANCHISE FEE	-	-	-	-	-	-	-
FORA ADMIN./LIAISON FEES	-	-	-	-	-	-	-
MEMBERSHIP ON FORA BOARD	-	-	-	-	-	-	-
BAD DEBT EXPENSE	-	-	1,750	1,750	1,500	-14.3%	-14.3%
RW-0156 RECYCLED WATER EXPENSE	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	183,970	192,346	164,686	167,526	162,386	-1.4%	-3.1%
TOTAL EXPENSE	329,280	342,146	327,981	317,869	312,631	-4.7%	-1.6%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	ORD WATER		BUD vs BUD % CHANGE	BUD vs EST % CHANGE
				2018-2019 ESTIMATED	2019-2020 PROPOSED		
WAGES - ADM	686,800	746,476	813,620	787,354	903,730	11.1%	14.8%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	27,270	33,972	21,738	32,220	28,779	32.4%	-10.7%
FICA EXPENSE	37,381	41,675	47,979	42,649	53,267	11.0%	24.9%
MEDI EXPENSE	9,648	10,549	12,113	12,102	13,522	11.6%	11.7%
MEDICAL INSURANCE EXPENSE	122,625	145,366	162,535	143,463	201,936	24.2%	40.8%
DENTAL INSURANCE EXPENSE	5,451	6,038	6,761	6,002	8,341	23.4%	39.0%
VISION INSURANCE EXPENSE	1,537	1,714	2,535	1,718	2,755	8.7%	60.4%
WORKERS COMP. INSURANCE	5,754	6,124	9,813	9,121	10,665	8.7%	16.9%
LIFE INSURANCE EXPENSE	2,375	2,855	2,926	3,373	3,219	10.0%	-4.6%
UNIFORM BENEFIT	1,278	901	1,053	1,046	1,112	5.6%	6.3%
BOOT BENEFIT	346	374	216	364	228	5.6%	-37.4%
SUI EXPENSE	1,927	1,474	2,121	580	2,238	5.5%	285.7%
ETT EXPENSE	66	61	64	24	68	6.0%	177.9%
CAR ALLOWANCE EXPENSE	2,916	2,916	2,916	3,162	3,078	5.6%	-2.7%
DISABILITY PLAN	2,572	2,781	2,200	2,503	2,445	11.2%	-2.3%
CALPERS RETIREMENT (ER) - Classic Plan	55,586	60,346	73,879	69,242	84,827	14.8%	22.5%
CALPERS RETIREMENT (EE) - Classic Plan	38,002	38,262	41,579	39,360	41,399	-0.4%	5.2%
CALPERS-62 RETIREMENT (ER)	6,763	11,615	18,748	18,399	23,483	100.0%	27.6%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	100.0%	-
PENSION EXPENSE	106,131	6,404	-	-	-	100.0%	-
PARS RETIREMENT	69,706	69,706	-	-	-	-	-
OPEB EXPENSE	33,668	68,385	35,100	29,160	39,900	13.7%	36.8%
TUITION REIMBURSEMENT	4,716	2,084	-	-	-	-	-
BOARD COMPENSATION	2,214	2,457	2,025	1,971	2,565	26.7%	30.1%
TOTAL SALARY & BENEFIT	1,224,730	1,262,535	1,259,921	1,203,812	1,427,556	13.3%	18.6%
LIABILITY INSURANCE	55,419	53,117	5,670	48,674	54,150	855.0%	11.3%
LIABILITY CLAIMS	-	-	-	-	-	-	-
PROPERTY INSURANCE	16,405	16,363	14,580	14,366	14,820	1.6%	3.2%
AUTO INSURANCE	3,222	3,273	3,510	3,138	3,420	-2.6%	9.0%
OFFICE POWER/GAS	9,383	8,691	8,100	7,870	8,550	5.6%	8.6%
BUILDING SECURITY	1,239	1,307	2,700	2,811	2,964	9.8%	5.4%
TRASH SERVICES	4,660	5,174	5,940	5,039	5,700	-4.0%	13.1%
ANSWERING SERVICE	1,684	1,470	1,620	1,260	1,710	5.6%	35.7%
PHONE	21,314	25,431	27,000	22,436	24,510	-9.2%	9.2%
RENT/LEASE EQUIPMENT	13,866	10,320	10,530	9,252	16,929	60.8%	83.0%
POSTAGE	7,629	10,655	24,300	17,611	26,790	10.2%	52.1%
PRINTING	5,507	8,352	13,500	11,567	17,100	26.7%	47.8%
OFFICE SUPPLY	5,336	3,604	4,860	4,152	5,130	5.6%	23.6%
GENERAL SUPPLY	6,228	9,072	5,940	6,311	6,840	15.2%	8.4%
COMPUTERS/DATA PROCESSING	17,912	13,956	5,940	7,613	8,550	43.9%	12.3%
SOFTWARE AND LICENSING	12,843	31,604	54,000	31,543	66,278	22.7%	110.1%
ADVERTISEMENT	11,065	10,647	5,400	6,641	8,550	58.3%	28.7%
MAINTENANCE AGREEMENTS	34,129	21,843	7,047	21,407	26,135	270.9%	22.1%
HOSPITALITY & AWARDS	1,854	1,334	2,160	2,191	2,280	5.6%	4.1%
BOARD MEETING VIDEO RECORDING	3,191	3,413	3,240	2,813	3,420	5.6%	21.6%
ACCOUNTING SERVICES	17,225	13,742	19,980	15,498	21,090	5.6%	36.1%
CONSULTING SERVICES	143,193	233,735	150,120	104,900	171,000	13.9%	63.0%
LEGAL FEES	183,605	294,266	135,000	738,337	675,000	400.0%	-8.6%
CONFERENCE ATTENDANCE	4,343	1,927	6,647	5,810	7,100	6.8%	22.2%
CONFERENCE (BOD)	178	400	1,350	65	1,425	5.6%	2099.1%
EDUCATION EXPENSES	5,002	6,538	8,889	4,969	9,415	5.9%	89.5%
TRAVEL	6,930	6,438	8,572	12,678	11,208	30.8%	-11.6%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	ORD WATER		BUD vs BUD % CHANGE	BUD vs EST % CHANGE
				2018-2019 ESTIMATED	2019-2020 PROPOSED		
SAFETY	529	952	1,350	969	1,425	5.6%	47.0%
MEMBERSHIPS & DUES	11,265	15,006	16,000	16,483	16,500	3.1%	0.1%
PERMITS	20,185	17,900	21,600	20,737	22,800	5.6%	10.0%
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	51,092	61,671	51,300	72,639	76,950	50.0%	5.9%
BANK FEE - 2010 BOND	-	-	648	648	684	5.6%	5.6%
INTEREST EXPENSE	182	74	108	48	114	5.6%	135.2%
BLM INTEREST EXP - HCC LOAN	35,604	78,962	8,600	74,698	74,256	763.4%	-0.6%
2010 BOND INTEREST EXPENSE	99,517	83,416	64,625	64,625	43,375	-32.9%	-32.9%
2015 BOND INTEREST EXPENSE	626,633	613,571	620,424	620,424	601,992	-3.0%	-3.0%
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	1,735	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	3,762	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	33,814	-	-	-	-	-	-
BLM LOAN FEES	12,723	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	-	-	-	-	-	-
METER READER GEN MAINT/EQUIP	4,755	1,286	405	801	1,140	181.5%	42.3%
METERS (METER READER ONLY)	29,547	105,511	54,000	68,175	105,450	95.3%	54.7%
IOP GENERAL EXPENSES	1,611	1,529	2,000	1,284	1,500	-25.0%	16.8%
IOP EXPENSE	5,500	5,500	5,500	5,500	5,500	0.0%	0.0%
IOP PERMITS	359	-	650	-	-	-	-
IOP MAINTENANCE	4,270	1,358	500	1,287	500	0.0%	-61.2%
BLM GENERAL EXPENSES	21,079	21,484	22,000	22,413	23,000	4.5%	2.6%
BLM ASSOCIATION FEES	5,500	5,500	5,500	5,500	5,500	0.0%	0.0%
BLM MAINTENANCE	7,555	11,634	3,715	1,922	2,000	-46.2%	4.0%
FRANCHISE FEE	349,363	471,602	537,463	381,214	396,463	-26.2%	4.0%
FORA ADMIN./LIAISON FEES	25,000	25,000	25,000	25,000	25,000	0.0%	0.0%
MEMBERSHIP ON FORA BOARD	37,000	77,301	60,710	61,924	64,401	6.1%	4.0%
BAD DEBT EXPENSE	-	-	13,500	13,500	14,250	5.6%	5.6%
RW-0156 RECYCLED WATER EXPENSE	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	1,983,272	2,397,501	2,052,733	2,568,746	2,682,864	30.7%	4.4%
TOTAL EXPENSE	3,208,002	3,660,037	3,312,654	3,772,558	4,110,420	24.1%	9.0%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	ORD SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ADM	154,972	180,862	226,006	211,755	221,969	-1.8%	4.8%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	6,349	8,586	6,038	8,880	7,068	17.1%	-20.4%
FICA EXPENSE	8,309	10,002	13,328	11,455	13,083	-1.8%	14.2%
MEDI EXPENSE	2,161	2,547	3,365	3,270	3,321	-1.3%	1.6%
MEDICAL INSURANCE EXPENSE	23,041	28,907	45,149	36,395	49,598	9.9%	36.3%
DENTAL INSURANCE EXPENSE	1,012	1,175	1,878	1,526	2,049	9.1%	34.2%
VISION INSURANCE EXPENSE	322	385	704	454	677	-3.9%	48.9%
WORKERS COMP. INSURANCE	958	1,129	2,726	2,222	2,620	-3.9%	17.9%
LIFE INSURANCE EXPENSE	572	740	813	937	791	-2.8%	-15.6%
UNIFORM BENEFIT	195	-	293	208	273	-6.8%	31.5%
BOOT BENEFIT	-	-	-	-	-	-	-
SUI EXPENSE	387	337	589	138	550	-6.7%	298.9%
ETT EXPENSE	13	14	18	6	17	-7.4%	189.7%
CAR ALLOWANCE EXPENSE	700	756	810	878	756	-6.7%	-13.9%
DISABILITY PLAN	619	721	611	695	601	-1.7%	-13.6%
CALPERS RETIREMENT (ER) - Classic Plan	12,780	14,947	20,522	19,106	20,835	1.5%	9.0%
CALPERS RETIREMENT (EE) - Classic Plan	8,595	9,282	11,550	10,822	10,168	-12.0%	-6.0%
CALPERS-62 RETIREMENT (ER)	1,334	2,668	5,208	4,763	5,768	100.0%	21.1%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	100.0%	-
PENSION EXPENSE	25,550	1,660	-	-	-	100.0%	-
PARS RETIREMENT	16,781	18,072	-	-	-	-	-
OPEB EXPENSE	7,614	17,729	9,750	8,100	9,800	0.5%	21.0%
TUITION REIMBURSEMENT	-	-	-	-	-	-	-
BOARD COMPENSATION	533	637	563	548	630	11.9%	15.1%
TOTAL SALARY & BENEFIT	272,796	301,157	349,921	322,159	350,572	0.2%	8.8%
LIABILITY INSURANCE	13,099	13,510	1,575	13,280	13,300	744.4%	0.2%
LIABILITY CLAIMS	-	4,610	-	-	-	-	-
PROPERTY INSURANCE	3,475	3,698	4,050	3,684	3,640	-10.1%	-1.2%
AUTO INSURANCE	806	863	975	872	840	-13.8%	-3.6%
OFFICE POWER/GAS	2,204	2,184	2,250	2,150	2,100	-6.7%	-2.3%
BUILDING SECURITY	298	339	750	781	728	-2.9%	-6.8%
TRASH SERVICES	1,122	1,341	1,650	1,400	1,400	-15.2%	0.0%
ANSWERING SERVICE	406	381	450	350	420	-6.7%	20.0%
PHONE	4,875	6,661	7,500	6,163	6,020	-19.7%	-2.3%
RENT/LEASE EQUIPMENT	3,338	2,676	2,925	2,570	4,158	42.2%	61.8%
POSTAGE	6,345	9,455	6,750	8,518	6,580	-2.5%	-22.8%
PRINTING	4,680	6,038	3,750	5,157	4,200	12.0%	-18.6%
OFFICE SUPPLY	1,320	934	1,350	1,153	1,260	-6.7%	9.3%
GENERAL SUPPLY	1,507	2,352	1,650	1,753	1,680	1.8%	-4.2%
COMPUTERS/DATA PROCESSING	2,911	3,616	1,650	2,115	2,100	27.3%	-0.7%
SOFTWARE AND LICENSING	2,799	8,481	15,000	7,595	16,300	8.7%	114.6%
ADVERTISEMENT	2,416	2,626	1,500	1,679	2,100	40.0%	25.1%
MAINTENANCE AGREEMENTS	11,236	6,511	1,958	8,046	6,419	227.8%	-20.2%
HOSPITALITY & AWARDS	427	301	600	609	560	-6.7%	-8.0%
BOARD MEETING VIDEO RECORDING	768	885	900	782	840	-6.7%	7.5%
ACCOUNTING SERVICES	4,136	3,638	5,550	4,305	5,180	-6.7%	20.3%
CONSULTING SERVICES	25,926	50,795	41,700	29,139	42,000	0.7%	44.1%
LEGAL FEES	23,443	40,359	37,500	40,308	35,000	-6.7%	-13.2%
CONFERENCE ATTENDANCE	394	71	175	1,200	1,643	838.9%	36.9%
CONFERENCE (BOD)	43	42	375	18	350	-6.7%	1844.4%
EDUCATION EXPENSES	892	1,339	3,605	2,522	4,056	12.5%	60.8%
TRAVEL	571	1,305	2,287	2,198	2,950	29.0%	34.2%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	ORD SEWER						
	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	BUD vs BUD	BUD vs EST
	ACTUAL	ACTUAL	ADOPTED	ESTIMATED	PROPOSED	% CHANGE	% CHANGE
SAFETY	134	247	375	650	350	-6.7%	-46.2%
MEMBERSHIPS & DUES	2,696	3,890	2,900	3,811	3,900	34.5%	2.3%
PERMITS	1,357	1,441	6,000	5,256	5,600	-6.7%	6.5%
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	12,327	16,005	14,250	20,181	18,900	32.6%	-6.3%
BANK FEE - 2010 BOND	-	-	180	180	168	-6.7%	-6.7%
INTEREST EXPENSE	41	19	30	13	28	-6.7%	108.2%
BLM INTEREST EXP - HCC LOAN	9,969	22,109	2,400	20,916	20,792	766.3%	-0.6%
2010 BOND INTEREST EXPENSE	27,864	23,357	18,095	18,095	12,145	-32.9%	-32.9%
2015 BOND INTEREST EXPENSE	207,741	203,387	206,808	206,808	200,664	-3.0%	-3.0%
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	486	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	1,053	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	9,468	-	-	-	-	-	-
BLM LOAN FEES	3,562	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	-	-	-	-	-	-
METER READER GEN MAINT/EQUIP	-	-	-	-	-	-	-
METERS (METER READER ONLY)	-	-	-	-	-	-	-
IOP GENERAL EXPENSES	451	434	550	360	400	-27.3%	11.2%
IOP EXPENSE	1,540	1,540	1,540	1,540	1,540	0.0%	0.0%
IOP PERMITS	101	-	200	-	-	-	-
IOP MAINTENANCE	1,196	380	150	360	150	0.0%	-58.4%
BLM GENERAL EXPENSES	5,902	6,017	5,900	6,276	6,300	6.8%	0.4%
BLM ASSOCIATION FEES	1,540	1,540	1,540	1,540	1,540	0.0%	0.0%
BLM MAINTENANCE	2,115	3,257	945	538	750	-20.6%	39.3%
FRANCHISE FEE	136,450	158,337	159,094	142,200	147,888	-7.0%	4.0%
FORA ADMIN./LIAISON FEES	-	-	-	-	-	-	-
MEMBERSHIP ON FORA BOARD	-	26,026	26,218	26,742	27,812	6.1%	4.0%
BAD DEBT EXPENSE	-	-	3,750	3,750	3,500	-6.7%	-6.7%
RW-0156 RECYCLED WATER EXPENSE	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	545,759	643,422	599,500	607,563	618,251	3.1%	1.8%
TOTAL EXPENSE	818,555	944,579	949,421	929,722	968,823	2.0%	4.2%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	RUWAP						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ADM	-	-	-	-	-	-	-
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	-	-	-	-	-	-	-
FICA EXPENSE	-	-	-	-	-	-	-
MEDI EXPENSE	-	-	-	-	-	-	-
MEDICAL INSURANCE EXPENSE	-	-	-	-	-	-	-
DENTAL INSURANCE EXPENSE	-	-	-	-	-	-	-
VISION INSURANCE EXPENSE	-	-	-	-	-	-	-
WORKERS COMP. INSURANCE	-	-	-	-	-	-	-
LIFE INSURANCE EXPENSE	-	-	-	-	-	-	-
UNIFORM BENEFIT	-	-	-	-	-	-	-
BOOT BENEFIT	-	-	-	-	-	-	-
SUI EXPENSE	-	-	-	-	-	-	-
ETT EXPENSE	-	-	-	-	-	-	-
CAR ALLOWANCE EXPENSE	-	-	-	-	-	-	-
DISABILITY PLAN	-	-	-	-	-	-	-
CALPERS RETIREMENT (ER) - Classic Plan	-	-	-	-	-	-	-
CALPERS RETIREMENT (EE) - Classic Plan	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
PENSION EXPENSE	-	-	-	-	-	-	-
PARS RETIREMENT	-	-	-	-	-	-	-
OPEB EXPENSE	-	-	-	-	-	-	-
TUITION REIMBURSEMENT	-	-	-	-	-	-	-
BOARD COMPENSATION	-	-	-	-	-	-	-
TOTAL SALARY & BENEFIT	-	-	-	-	-	-	-
LIABILITY INSURANCE	-	-	-	-	-	-	-
LIABILITY CLAIMS	-	-	-	-	-	-	-
PROPERTY INSURANCE	-	-	-	-	-	-	-
AUTO INSURANCE	-	-	-	-	-	-	-
OFFICE POWER/GAS	-	-	-	-	-	-	-
BUILDING SECURITY	-	-	-	-	-	-	-
TRASH SERVICES	-	-	-	-	-	-	-
ANSWERING SERVICE	-	-	-	-	-	-	-
PHONE	-	-	-	-	-	-	-
RENT/LEASE EQUIPMENT	-	-	-	-	-	-	-
POSTAGE	-	-	-	-	-	-	-
PRINTING	-	-	-	-	-	-	-
OFFICE SUPPLY	-	-	-	-	-	-	-
GENERAL SUPPLY	-	-	-	-	-	-	-
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-
SOFTWARE AND LICENSING	-	-	-	-	-	-	-
ADVERTISEMENT	-	-	-	-	-	-	-
MAINTENANCE AGREEMENTS	-	-	-	-	-	-	-
HOSPITALITY & AWARDS	-	-	-	-	-	-	-
BOARD MEETING VIDEO RECORDING	-	-	-	-	-	-	-
ACCOUNTING SERVICES	-	-	-	-	-	-	-
CONSULTING SERVICES	-	-	-	-	-	-	-
LEGAL FEES	-	-	-	-	-	-	-
CONFERENCE ATTENDANCE	-	-	-	-	-	-	-
CONFERENCE (BOD)	-	-	-	-	-	-	-
EDUCATION EXPENSES	-	-	-	-	-	-	-
TRAVEL	-	-	-	-	-	-	-

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	RUWAP					BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED		
SAFETY	-	-	-	-	-	-	-
MEMBERSHIPS & DUES	-	-	-	-	-	-	-
PERMITS	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	-	75	-	180	200	-	11.1%
BANK FEE - 2010 BOND	-	-	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-	-	-
BLM INTEREST EXP - HCC LOAN	-	-	-	-	-	-	-
2010 BOND INTEREST EXPENSE	-	-	-	-	-	-	-
2015 BOND INTEREST EXPENSE	306,252	299,993	297,286	297,286	288,454	-3.0%	-3.0%
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	-	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	-	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	-	-	-	-	-	-	-
BLM LOAN FEES	-	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	50,524	20,000	118,471	100,000	400.0%	-15.6%
METER READER GEN MAINT/EQUIP	-	-	-	-	-	-	-
METERS (METER READER ONLY)	-	-	-	-	-	-	-
IOP GENERAL EXPENSES	-	-	-	-	-	-	-
IOP EXPENSE	-	-	-	-	-	-	-
IOP PERMITS	-	-	-	-	-	-	-
IOP MAINTENANCE	-	-	-	-	-	-	-
BLM GENERAL EXPENSES	-	-	-	-	-	-	-
BLM ASSOCIATION FEES	-	-	-	-	-	-	-
BLM MAINTENANCE	-	-	-	-	-	-	-
FRANCHISE FEE	-	-	-	-	-	-	-
FORA ADMIN./LIAISON FEES	-	-	-	-	-	-	-
MEMBERSHIP ON FORA BOARD	-	-	-	-	-	-	-
BAD DEBT EXPENSE	-	-	-	-	-	-	-
RW-0156 RECYCLED WATER EXPENSE	-	1,033	4,000	59	1,000	-75.0%	1587.5%
TOTAL DEPARTMENT EXPENSE	306,252	351,625	321,286	415,996	389,654	21.3%	-6.3%
TOTAL EXPENSE	306,252	351,625	321,286	415,996	389,654	21.3%	-6.3%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	REGIONAL DESALINATION PROJECT						BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED			
WAGES - ADM	-	-	-	-	-	-	-	
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-	
OVERTIME	-	-	-	-	-	-	-	
FICA EXPENSE	-	-	-	-	-	-	-	
MEDI EXPENSE	-	-	-	-	-	-	-	
MEDICAL INSURANCE EXPENSE	-	-	-	-	-	-	-	
DENTAL INSURANCE EXPENSE	-	-	-	-	-	-	-	
VISION INSURANCE EXPENSE	-	-	-	-	-	-	-	
WORKERS COMP. INSURANCE	-	-	-	-	-	-	-	
LIFE INSURANCE EXPENSE	-	-	-	-	-	-	-	
UNIFORM BENEFIT	-	-	-	-	-	-	-	
BOOT BENEFIT	-	-	-	-	-	-	-	
SUI EXPENSE	-	-	-	-	-	-	-	
ETT EXPENSE	-	-	-	-	-	-	-	
CAR ALLOWANCE EXPENSE	-	-	-	-	-	-	-	
DISABILITY PLAN	-	-	-	-	-	-	-	
CALPERS RETIREMENT (ER) - Classic Plan	-	-	-	-	-	-	-	
CALPERS RETIREMENT (EE) - Classic Plan	-	-	-	-	-	-	-	
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-	
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-	
PENSION EXPENSE	-	-	-	-	-	-	-	
PARS RETIREMENT	-	-	-	-	-	-	-	
OPEB EXPENSE	-	-	-	-	-	-	-	
TUITION REIMBURSEMENT	-	-	-	-	-	-	-	
BOARD COMPENSATION	-	-	-	-	-	-	-	
TOTAL SALARY & BENEFIT	-	-	-	-	-	-	-	
LIABILITY INSURANCE	-	-	-	-	-	-	-	
LIABILITY CLAIMS	-	-	-	-	-	-	-	
PROPERTY INSURANCE	-	-	-	-	-	-	-	
AUTO INSURANCE	-	-	-	-	-	-	-	
OFFICE POWER/GAS	-	-	-	-	-	-	-	
BUILDING SECURITY	-	-	-	-	-	-	-	
TRASH SERVICES	-	-	-	-	-	-	-	
ANSWERING SERVICE	-	-	-	-	-	-	-	
PHONE	-	-	-	-	-	-	-	
RENT/LEASE EQUIPMENT	-	-	-	-	-	-	-	
POSTAGE	-	-	-	-	-	-	-	
PRINTING	-	-	-	-	-	-	-	
OFFICE SUPPLY	-	-	-	-	-	-	-	
GENERAL SUPPLY	-	-	-	-	-	-	-	
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-	
SOFTWARE AND LICENSING	-	-	-	-	-	-	-	
ADVERTISEMENT	-	-	-	-	-	-	-	
MAINTENANCE AGREEMENTS	-	-	-	-	-	-	-	
HOSPITALITY & AWARDS	-	-	-	-	-	-	-	
BOARD MEETING VIDEO RECORDING	-	-	-	-	-	-	-	
ACCOUNTING SERVICES	-	-	-	-	-	-	-	
CONSULTING SERVICES	-	-	-	-	-	-	-	
LEGAL FEES	-	-	-	-	-	-	-	
CONFERENCE ATTENDANCE	-	-	-	-	-	-	-	
CONFERENCE (BOD)	-	-	-	-	-	-	-	
EDUCATION EXPENSES	-	-	-	-	-	-	-	
TRAVEL	-	-	-	-	-	-	-	

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	REGIONAL DESALINATION PROJECT					BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED		
SAFETY	-	-	-	-	-	-	-
MEMBERSHIPS & DUES	-	-	-	-	-	-	-
PERMITS	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	-	-	-	-	-	-	-
BANK FEE - 2010 BOND	-	-	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-	-	-
BLM INTEREST EXP - HCC LOAN	-	-	-	-	-	-	-
2010 BOND INTEREST EXPENSE	-	-	-	-	-	-	-
2015 BOND INTEREST EXPENSE	-	-	-	-	-	-	-
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	-	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	-	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	-	-	-	-	-	-	-
BLM LOAN FEES	-	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	-	-	-	-	-	-
METER READER GEN MAINT/EQUIP	-	-	-	-	-	-	-
METERS (METER READER ONLY)	-	-	-	-	-	-	-
IOP GENERAL EXPENSES	-	-	-	-	-	-	-
IOP EXPENSE	-	-	-	-	-	-	-
IOP PERMITS	-	-	-	-	-	-	-
IOP MAINTENANCE	-	-	-	-	-	-	-
BLM GENERAL EXPENSES	-	-	-	-	-	-	-
BLM ASSOCIATION FEES	-	-	-	-	-	-	-
BLM MAINTENANCE	-	-	-	-	-	-	-
FRANCHISE FEE	-	-	-	-	-	-	-
FORA ADMIN./LIAISON FEES	-	-	-	-	-	-	-
MEMBERSHIP ON FORA BOARD	-	-	-	-	-	-	-
BAD DEBT EXPENSE	-	-	-	-	-	-	-
RW-0156 RECYCLED WATER EXPENSE	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	-	-	-	-	-	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	TOTAL						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ADM	1,272,643	1,383,760	1,506,704	1,459,000	1,585,492	5.2%	8.7%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	50,093	62,426	40,255	59,915	50,489	25.4%	-15.7%
FICA EXPENSE	69,440	77,217	88,851	79,036	93,451	5.2%	18.2%
MEDI EXPENSE	17,919	19,545	22,431	22,424	23,722	5.8%	5.8%
MEDICAL INSURANCE EXPENSE	198,902	238,131	300,991	250,924	354,274	17.7%	41.2%
DENTAL INSURANCE EXPENSE	10,171	11,172	12,520	11,240	14,633	16.9%	30.2%
VISION INSURANCE EXPENSE	2,854	3,172	4,695	3,202	4,833	2.9%	51.0%
WORKERS COMP. INSURANCE	10,781	11,361	18,172	16,934	18,711	3.0%	10.5%
LIFE INSURANCE EXPENSE	4,397	5,287	5,418	6,246	5,647	4.2%	-9.6%
UNIFORM BENEFIT	2,188	1,325	1,951	1,810	1,950	-0.1%	7.7%
BOOT BENEFIT	509	550	400	558	400	0.0%	-28.3%
SUI EXPENSE	3,598	2,735	3,927	1,086	3,927	0.0%	261.5%
ETT EXPENSE	123	114	119	46	119	0.0%	160.7%
CAR ALLOWANCE EXPENSE	5,400	5,400	5,400	5,856	5,400	0.0%	-7.8%
DISABILITY PLAN	4,764	5,149	4,074	4,636	4,290	5.3%	-7.5%
CALPERS RETIREMENT (ER) - Classic Plan	103,608	111,754	136,813	128,170	148,820	8.8%	16.1%
CALPERS RETIREMENT (EE) - Classic Plan	70,497	70,854	76,999	72,838	72,629	-5.7%	-0.3%
CALPERS-62 RETIREMENT (ER)	12,702	21,642	34,719	34,242	41,198	100.0%	20.3%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	100.0%	-
PENSION EXPENSE	196,539	11,861	-	-	-	100.0%	-
PARS RETIREMENT	129,085	129,085	-	-	-	-	-
OPEB EXPENSE	62,378	126,638	65,000	54,000	70,000	7.7%	29.6%
TUITION REIMBURSEMENT	6,935	3,065	-	-	-	-	-
BOARD COMPENSATION	4,100	4,550	3,751	3,650	4,500	20.0%	23.3%
TOTAL SALARY & BENEFIT	2,239,623	2,306,794	2,333,190	2,215,812	2,504,485	7.3%	13.0%
LIABILITY INSURANCE	102,628	98,365	10,500	90,137	95,000	804.8%	5.4%
LIABILITY CLAIMS	-	4,760	-	-	-	-	-
PROPERTY INSURANCE	25,735	25,973	27,000	24,557	26,000	-3.7%	5.9%
AUTO INSURANCE	5,968	6,060	6,500	5,812	6,000	-7.7%	3.2%
OFFICE POWER/GAS	17,384	16,065	15,000	14,565	15,000	0.0%	3.0%
BUILDING SECURITY	2,295	2,421	5,000	5,206	5,200	4.0%	-0.1%
TRASH SERVICES	8,629	9,582	11,000	9,332	10,000	-9.1%	7.2%
ANSWERING SERVICE	3,119	2,722	3,000	2,334	3,000	0.0%	28.5%
PHONE	41,724	47,960	50,000	41,449	43,000	-14.0%	3.7%
RENT/LEASE EQUIPMENT	25,679	19,111	19,500	17,134	29,700	52.3%	73.3%
POSTAGE	37,200	44,698	45,000	44,404	47,000	4.4%	5.8%
PRINTING	21,543	29,280	25,000	27,133	30,000	20.0%	10.6%
OFFICE SUPPLY	10,150	6,675	9,000	7,689	9,000	0.0%	17.1%
GENERAL SUPPLY	11,534	16,800	11,000	11,687	12,000	9.1%	2.7%
COMPUTERS/DATA PROCESSING	30,952	25,841	11,000	14,098	15,000	36.4%	6.4%
SOFTWARE AND LICENSING	23,296	58,937	100,000	56,636	116,251	16.3%	105.3%
ADVERTISEMENT	20,098	22,013	10,000	12,046	15,000	50.0%	24.5%
MAINTENANCE AGREEMENTS	66,972	42,045	13,051	42,642	45,851	251.3%	7.5%
HOSPITALITY & AWARDS	3,382	2,453	4,000	4,057	4,000	0.0%	-1.4%
BOARD MEETING VIDEO RECORDING	5,910	6,320	6,000	5,210	6,000	0.0%	15.2%
ACCOUNTING SERVICES	32,993	25,646	37,000	28,758	37,000	0.0%	28.7%
CONSULTING SERVICES	250,935	423,067	278,000	194,260	300,000	7.9%	54.4%
LEGAL FEES	291,739	431,857	250,000	1,013,627	914,500	265.8%	-9.8%
CONFERENCE ATTENDANCE	7,011	2,938	9,779	10,029	12,547	28.3%	25.1%
CONFERENCE (BOD)	330	650	2,500	120	2,500	0.0%	1983.3%
EDUCATION EXPENSES	8,742	11,610	17,956	10,769	19,391	8.0%	80.1%
TRAVEL	11,081	11,364	15,609	21,294	20,300	30.1%	-4.7%

**MARINA COAST WATER DISTRICT
ADMIN BUDGET FOR FY 2019-2020**

ACCOUNT NAME	TOTAL						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
SAFETY	987	1,763	2,500	2,337	2,500	0.0%	7.0%
MEMBERSHIPS & DUES	20,835	27,788	27,700	29,729	29,900	7.9%	0.6%
PERMITS	39,280	30,500	40,000	38,065	40,000	0.0%	5.1%
MISCELLANEOUS	-	-	-	-	-	-	-
BANK & ADMINISTRATION FEE	94,717	114,382	95,000	134,798	135,200	42.3%	0.3%
BANK FEE - 2010 BOND	-	-	1,200	1,200	1,200	0.0%	0.0%
INTEREST EXPENSE	329	138	200	90	200	0.0%	122.9%
BLM INTEREST EXP - HCC LOAN	71,208	157,925	17,150	149,396	148,512	766.0%	-0.6%
2010 BOND INTEREST EXPENSE	199,034	166,833	129,250	129,250	86,750	-32.9%	-32.9%
2015 BOND INTEREST EXPENSE	1,310,362	1,283,149	1,292,550	1,292,550	1,254,150	-3.0%	-3.0%
LEASED EQUIPMENT INTEREST	-	-	-	-	-	-	-
BLM INT EXP LINE OF CREDIT	3,471	-	-	-	-	-	-
BLM INT EXP COMMERCIAL LOAN	7,523	-	-	-	-	-	-
BLM INT EXP CONSTRUCTION LOAN	67,628	-	-	-	-	-	-
BLM LOAN FEES	25,446	-	-	-	-	-	-
RUWAP LOC INTEREST EXPENSE	-	50,524	20,000	118,471	100,000	400.0%	-15.6%
METER READER GEN MAINT/EQUIP	6,992	1,891	750	1,200	2,000	166.7%	66.6%
METERS (METER READER ONLY)	82,570	172,168	100,000	102,106	185,000	85.0%	81.2%
IOP GENERAL EXPENSES	3,222	3,059	3,900	2,569	2,875	-26.3%	11.9%
IOP EXPENSE	11,000	11,000	11,000	11,000	11,000	0.0%	0.0%
IOP PERMITS	718	-	1,300	-	-	-	-
IOP MAINTENANCE	8,541	2,715	1,050	2,574	1,500	42.9%	-41.7%
BLM GENERAL EXPENSES	42,158	42,973	43,300	44,826	45,500	5.1%	1.5%
BLM ASSOCIATION FEES	11,000	11,000	11,000	11,000	11,000	0.0%	0.0%
BLM MAINTENANCE	15,111	23,267	7,090	3,845	4,200	-40.8%	9.2%
FRANCHISE FEE	485,813	629,940	696,557	523,414	544,351	-21.9%	4.0%
FORA ADMIN./LIAISON FEES	25,000	25,000	25,000	25,000	25,000	0.0%	0.0%
MEMBERSHIP ON FORA BOARD	37,000	103,327	86,928	88,667	92,213	6.1%	4.0%
BAD DEBT EXPENSE	-	-	25,000	25,000	25,000	0.0%	0.0%
RW-0156 RECYCLED WATER EXPENSE	-	1,033	4,000	59	1,000	-75.0%	1587.5%
TOTAL DEPARTMENT EXPENSE	3,640,322	4,259,421	3,635,820	4,452,130	4,588,291	26.2%	3.1%
TOTAL EXPENSE	5,879,945	6,566,215	5,969,010	6,667,942	7,092,776	18.8%	6.4%

MARINA COAST WATER DISTRICT
 OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - OPM	264,048	272,889	308,753	301,769	366,555	18.7%	21.5%
WAGES ALLOCATED TO CAPITAL	-	(91)	-	-	-	-	-
OVERTIME	5,762	2,406	11,087	2,160	13,366	20.6%	518.8%
STANDBY WAGES	10,899	10,920	9,931	10,120	11,832	19.1%	16.9%
FICA - SS EXPENSE	17,162	17,399	20,192	18,635	23,923	18.5%	28.4%
FICA - MEDI EXPENSE	4,029	4,075	4,782	4,426	5,680	18.8%	28.3%
MEDICAL INSURANCE	69,161	69,536	74,378	71,441	90,109	21.1%	26.1%
DENTAL INSURANCE	3,370	3,097	3,146	3,169	3,885	23.5%	22.6%
VISION INSURANCE	655	631	643	629	753	17.1%	19.6%
WORKERS COMP. INSURANCE	8,282	8,895	13,229	12,688	15,891	20.1%	25.2%
LIFE INSURANCE EXPENSE	1,230	1,136	1,183	1,301	1,404	18.7%	8.0%
UNIFORM BENEFIT	2,001	953	2,546	1,163	2,972	16.7%	155.6%
BOOT BENEFIT	579	586	637	693	743	16.6%	7.2%
SUI EXPENSE	575	583	720	9	842	17.0%	8980.5%
ETT EXPENSE	20	24	22	0	26	16.1%	100.0%
DISABILITY PLAN	1,304	1,073	849	950	1,008	18.8%	6.2%
CALPERS RETIREMENT (ER) - Classic Plan	28,648	34,460	39,120	38,900	49,019	25.3%	26.0%
CALPERS RETIREMENT (EE) - Classic Plan	19,179	19,315	22,017	21,315	23,923	8.7%	12.2%
OPEB EXPENSE	13,054	-	14,050	13,800	-	-	-
TOTAL SALARY & BENEFIT	449,957	447,904	528,298	503,460	615,225	16.5%	22.2%
BOOKS & REF. MATERIALS	272	387	360	-	345	-4.2%	-
OFFICE SUPPLY	10	-	-	-	-	-	-
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-
CONSULTING SERVICES	-	-	-	-	5,000	-	-
MEMBERSHIPS & DUES	1,024	904	992	999	1,100	10.9%	10.1%
SAFETY EXPENSE	1,135	1,373	1,200	1,116	1,495	24.6%	34.0%
SUPPLIES	1,072	1,614	1,344	1,262	1,288	-4.2%	2.1%
GENERAL O&M MAINT & EQUIP	31,055	16,657	75,000	39,456	73,850	-1.5%	87.2%
CLARK PROJ - METERS AND PARTS	-	-	-	-	-	-	-
TANK MAINTENANCE - 5 YEAR	-	-	-	-	-	-	-
O&M POWER/GAS	-	-	-	-	-	-	-
REGULATORY FEES	-	-	-	-	3,850	-	-
LUBRICANTS	2,142	3,188	2,280	2,743	3,220	41.2%	17.4%
GENERAL O&M CHEMICALS	-	-	7,500	11,260	13,000	73.3%	15.5%
PHONE	2,679	(170)	1,440	99	345	-76.0%	249.6%
MAINTENANCE MANAGEMENT SYSTEM	3,662	140	2,400	2,169	2,300	-4.2%	6.0%
ANNUAL MAINTENANCE PROGRAM	2,906	646	10,000	6,966	10,000	0.0%	43.6%
REAL PROPERTY MAINT.	6,556	4,678	4,800	5,657	5,290	10.2%	-6.5%
FLEET MAINT. & REPAIR	11,026	10,687	13,200	14,273	15,640	18.5%	9.6%
TELEMETRY SYSTEM	6,898	2,087	8,400	8,683	12,650	50.6%	45.7%
METERS	9,400	5,005	4,000	4,000	4,000	0.0%	0.0%
INTERTIE #2 MAINT & EQUIP	-	-	500	-	500	0.0%	-
INTERTIE #2 POWER	409	387	410	416	430	4.9%	3.3%
WELL #10 MAINT & EQUIP	1,945	4,833	15,000	13,539	15,000	0.0%	100.0%
WELL #10 POWER	110,247	112,158	117,000	122,712	127,000	8.5%	3.5%
WELL #11 MAINT & EQUIP	2,611	2,889	15,000	13,516	15,000	0.0%	11.0%
WELL #11 POWER	95,795	116,352	119,000	136,714	141,000	18.5%	3.1%
WELL #12 MAINT & EQUIP	1,678	949	10,000	1,511	3,500	-65.0%	131.7%
WELL #12 POWER	1,621	1,768	40,000	1,386	5,000	-87.5%	260.7%
WELL #2 MAINT & EQUIP	-	-	-	-	-	-	-
DESAL POWER	17,501	16,859	17,510	16,088	17,000	-2.9%	5.7%
MARINA BOOSTER MAINT & EQUIP	-	1,126	2,000	7,275	20,000	900.0%	100.0%
MARINA BOOSTER POWER	978	1,134	15,000	7,074	40,000	166.7%	465.4%
L/S 2 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 2 POWER	-	-	-	-	-	-	-
L/S 3 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 3 POWER	-	-	-	-	-	-	-
L/S 5 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5 POWER	-	-	-	-	-	-	-
L/S 6 MAINT & EQUIP	-	-	-	-	-	-	-

MARINA COAST WATER DISTRICT
 OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
L/S 6 POWER	-	-	-	-	-	-	-
WELL #29 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #29 POWER	-	-	-	-	-	-	-
WELL #30 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #30 POWER	-	-	-	-	-	-	-
WELL #31 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #31 POWER	-	-	-	-	-	-	-
B/C BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
B/C BOOSTER POWER	-	-	-	-	-	-	-
D BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
D BOOSTER POWER	-	-	-	-	-	-	-
E BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
E BOOSTER POWER	-	-	-	-	-	-	-
F BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
F BOOSTER POWER	-	-	-	-	-	-	-
BOOSTER/SANDTANK MAINT & EQUIP	-	-	-	-	-	-	-
BOOSTER/SANDTANK POWER	-	-	-	-	-	-	-
WATKINS GATE WELL MAINT & EQUIP	-	-	-	-	-	-	-
WATKINS GATE WELL POWER	-	-	-	-	-	-	-
WELL #34 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #34 POWER	-	-	-	-	-	-	-
L/S RESERVATION MAINT & EQUIP	-	-	-	-	-	-	-
L/S RESERVATION POWER	-	-	-	-	-	-	-
L/S 528 A/FIELD MAINT & EQUIP	-	-	-	-	-	-	-
L/S 528 A/FIELD POWER	-	-	-	-	-	-	-
L/S 530 A/FIELD MAINT & EQUIP	-	-	-	-	-	-	-
L/S 530 A/FIELD POWER	-	-	-	-	-	-	-
L/S 4906 POWER	-	-	-	-	-	-	-
L/S 5398 W/MEYER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5398 W/MEYER POWER	-	-	-	-	-	-	-
L/S 5447 LANDRUM MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5447 LANDRUM POWER	-	-	-	-	-	-	-
L/S 5713 S/OVER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5713 S/OVER POWER	-	-	-	-	-	-	-
L/S 5790 HODGES MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5790 HODGES POWER	-	-	-	-	-	-	-
L/S 5871 IMJIN MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5871 IMJIN POWER	-	-	-	-	-	-	-
L/S 5990 ORD/V MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5990 ORD/V POWER	-	-	-	-	-	-	-
L/S 6143 CLARK MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6143 CLARK POWER	-	-	-	-	-	-	-
L/S 6225 S/PABLO MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6225 S/PABLO POWER	-	-	-	-	-	-	-
L/S 6634 HATTEN MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6634 HATTEN POWER	-	-	-	-	-	-	-
L/S 7698 GIGLING MAINT & EQUIP	-	-	-	-	-	-	-
L/S 7698 GIGLING POWER	-	-	-	-	-	-	-
L/S 8775 BOOKER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 8775 BOOKER POWER	-	-	-	-	-	-	-
L/S 514 CARMEL MAINT & EQUIP	-	-	-	-	-	-	-
L/S 514 CARMEL POWER	-	-	-	-	-	-	-
EG LIFT STATION MAINT & EQUIP	-	-	-	-	-	-	-
EG LIFT STATION POWER	-	-	-	-	-	-	-
PROMONTORY LS MAINT & EQUIP	-	-	-	-	-	-	-
PROMONTORY LS POWER	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	312,622	305,651	484,336	418,914	537,803	11.0%	28.4%
TOTAL EXPENSE	762,580	753,555	1,012,634	922,374	1,153,028	13.9%	25.0%

MARINA COAST WATER DISTRICT
OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	MARINA SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - OPM	162,456	149,655	189,961	195,571	201,023	5.8%	2.8%
WAGES ALLOCATED TO CAPITAL	-	(33)	-	-	-	-	-
OVERTIME	2,194	993	6,821	780	7,330	7.5%	839.5%
STANDBY WAGES	10,899	10,920	6,110	8,223	6,489	6.2%	-21.1%
FICA - SS EXPENSE	10,652	9,731	12,423	12,185	13,119	5.6%	7.7%
FICA - MEDI EXPENSE	2,496	2,279	2,942	2,878	3,115	5.9%	8.3%
MEDICAL INSURANCE	40,535	44,649	45,762	50,632	49,417	8.0%	-2.4%
DENTAL INSURANCE	1,971	2,015	1,936	2,238	2,130	10.0%	-4.8%
VISION INSURANCE	394	388	396	452	413	4.2%	-8.6%
WORKERS COMP. INSURANCE	4,950	4,724	8,139	7,882	8,715	7.1%	10.6%
LIFE INSURANCE EXPENSE	331	318	728	759	770	5.8%	1.4%
UNIFORM BENEFIT	539	267	1,567	689	1,630	4.0%	136.5%
BOOT BENEFIT	156	164	392	310	407	3.9%	31.6%
SUI EXPENSE	461	293	443	5	462	4.3%	8618.3%
ETT EXPENSE	16	12	13	0	14	7.7%	100.0%
DISABILITY PLAN	351	300	523	554	553	5.7%	-0.3%
CALPERS RETIREMENT (ER) - Classic Plan	16,940	16,451	24,069	24,443	26,883	11.7%	10.0%
CALPERS RETIREMENT (EE) - Classic Plan	11,910	10,620	13,546	13,649	13,120	-3.1%	-3.9%
OPEB EXPENSE	7,894	-	8,644	8,400	-	-	-
TOTAL SALARY & BENEFIT	275,146	253,763	325,038	330,078	337,397	3.8%	2.2%
BOOKS & REF. MATERIALS	152	40	105	-	90	-14.3%	-
OFFICE SUPPLY	-	-	-	-	-	-	-
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-
CONSULTING SERVICES	-	-	-	-	2,000	-	-
MEMBERSHIPS & DUES	1,733	1,568	1,520	1,303	1,600	5.3%	22.8%
SAFETY EXPENSE	302	379	350	325	390	11.4%	19.8%
SUPPLIES	290	623	392	368	336	-14.3%	-8.7%
GENERAL O&M MAINT & EQUIP	8,676	5,018	20,000	12,239	30,800	54.0%	151.6%
CLARK PROJ - METERS AND PARTS							
TANK MAINTENANCE - 5 YEAR							
O&M POWER/GAS	-	-	-	-	-	-	-
REGULATORY FEES	-	-	-	-	800	-	-
LUBRICANTS	675	728	665	800	840	26.3%	5.0%
GENERAL O&M CHEMICALS	-	-	-	-	-	-	-
PHONE	-	-	420	29	90	-78.6%	212.6%
MAINTENANCE MANAGEMENT SYSTEM	917	39	700	633	600	-14.3%	-5.2%
ANNUAL MAINTENANCE PROGRAM	913	181	4,000	2,404	4,000	0.0%	66.4%
REAL PROPERTY MAINT.	1,767	302	1,400	1,033	1,380	-1.4%	33.6%
FLEET MAINT. & REPAIR	6,142	3,702	3,850	4,614	4,080	6.0%	-11.6%
TELEMETRY SYSTEM	173	584	2,450	2,533	3,300	34.7%	30.3%
METERS	-	-	-	-	-	-	-
INTERTIE #2 MAINT & EQUIP	-	-	-	-	-	-	-
INTERTIE #2 POWER	-	-	-	-	-	-	-
WELL #10 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #10 POWER	-	-	-	-	-	-	-
WELL #11 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #11 POWER	-	-	-	-	-	-	-
WELL #12 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #12 POWER	-	-	-	-	-	-	-
WELL #2 MAINT & EQUIP	-	-	-	-	-	-	-
DESAL POWER	-	-	-	-	-	-	-
MARINA BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
MARINA BOOSTER POWER	-	-	-	-	-	-	-
L/S 2 MAINT & EQUIP	11,510	-	1,000	500	1,500	50.0%	100.0%
L/S 2 POWER	7,976	8,094	8,320	7,852	8,200	-1.4%	4.4%
L/S 3 MAINT & EQUIP	1,231	-	1,000	902	1,500	50.0%	66.3%
L/S 3 POWER	1,095	1,037	1,150	930	1,100	-4.3%	18.3%
L/S 5 MAINT & EQUIP	-	-	1,000	-	1,500	50.0%	-
L/S 5 POWER	672	783	655	1,184	1,300	98.5%	9.8%
L/S 6 MAINT & EQUIP	-	-	1,000	578	27,500	2650.0%	4654.8%

**MARINA COAST WATER DISTRICT
OPER & MAINT BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
L/S 6 POWER	642	1,003	940	892	940	0.0%	5.4%
WELL #29 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #29 POWER	-	-	-	-	-	-	-
WELL #30 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #30 POWER	-	-	-	-	-	-	-
WELL #31 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #31 POWER	-	-	-	-	-	-	-
B/C BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
B/C BOOSTER POWER	-	-	-	-	-	-	-
D BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
D BOOSTER POWER	-	-	-	-	-	-	-
E BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
E BOOSTER POWER	-	-	-	-	-	-	-
F BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
F BOOSTER POWER	-	-	-	-	-	-	-
BOOSTER/SANDTANK MAINT & EQUIP	-	-	-	-	-	-	-
BOOSTER/SANDTANK POWER	-	-	-	-	-	-	-
WATKINS GATE WELL MAINT & EQUIP	-	-	-	-	-	-	-
WATKINS GATE WELL POWER	-	-	-	-	-	-	-
WELL #34 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #34 POWER	-	-	-	-	-	-	-
L/S RESERVATION MAINT & EQUIP	-	-	-	-	-	-	-
L/S RESERVATION POWER	-	-	-	-	-	-	-
L/S 528 A/FIELD MAINT & EQUIP	-	-	-	-	-	-	-
L/S 528 A/FIELD POWER	-	-	-	-	-	-	-
L/S 530 A/FIELD MAINT & EQUIP	-	-	-	-	-	-	-
L/S 530 A/FIELD POWER	-	-	-	-	-	-	-
L/S 4906 POWER	-	-	-	-	-	-	-
L/S 5398 W/MEYER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5398 W/MEYER POWER	-	-	-	-	-	-	-
L/S 5447 LANDRUM MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5447 LANDRUM POWER	-	-	-	-	-	-	-
L/S 5713 S/OVER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5713 S/OVER POWER	-	-	-	-	-	-	-
L/S 5790 HODGES MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5790 HODGES POWER	-	-	-	-	-	-	-
L/S 5871 IMJIN MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5871 IMJIN POWER	-	-	-	-	-	-	-
L/S 5990 ORD/V MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5990 ORD/V POWER	-	-	-	-	-	-	-
L/S 6143 CLARK MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6143 CLARK POWER	-	-	-	-	-	-	-
L/S 6225 S/PABLO MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6225 S/PABLO POWER	-	-	-	-	-	-	-
L/S 6634 HATTEN MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6634 HATTEN POWER	-	-	-	-	-	-	-
L/S 7698 GIGLING MAINT & EQUIP	-	-	-	-	-	-	-
L/S 7698 GIGLING POWER	-	-	-	-	-	-	-
L/S 8775 BOOKER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 8775 BOOKER POWER	-	-	-	-	-	-	-
L/S 514 CARMEL MAINT & EQUIP	-	-	-	-	-	-	-
L/S 514 CARMEL POWER	-	-	-	-	-	-	-
EG LIFT STATION MAINT & EQUIP	-	-	-	-	-	-	-
EG LIFT STATION POWER	-	-	-	-	-	-	-
PROMONTORY LS MAINT & EQUIP	-	-	-	-	-	-	-
PROMONTORY LS POWER	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	44,867	24,080	50,917	39,119	93,846	84.3%	139.9%
TOTAL EXPENSE	320,012	277,843	375,955	369,197	431,243	14.7%	16.8%

MARINA COAST WATER DISTRICT
OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	ORD WATER				2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED			
WAGES - OPM	437,551	530,077	511,631	552,603	712,021	39.2%	28.8%
WAGES ALLOCATED TO CAPITAL	-	(97)	-	-	-	-	-
OVERTIME	6,897	3,934	18,372	5,569	25,964	41.3%	366.2%
STANDBY WAGES	10,899	10,920	16,456	13,283	22,984	39.7%	73.0%
FICA - SS EXPENSE	27,100	30,749	33,459	33,560	46,469	38.9%	38.5%
FICA - MEDI EXPENSE	6,366	7,199	7,924	7,935	11,034	39.2%	39.0%
MEDICAL INSURANCE	110,982	125,847	123,252	133,322	175,034	42.0%	31.3%
DENTAL INSURANCE	5,429	5,805	5,214	5,878	7,546	44.7%	28.4%
VISION INSURANCE	1,028	1,093	1,066	1,159	1,462	37.2%	26.2%
WORKERS COMP. INSURANCE	13,488	15,755	21,922	23,007	30,868	40.8%	34.2%
LIFE INSURANCE EXPENSE	2,555	2,454	1,960	2,210	2,727	39.1%	23.4%
UNIFORM BENEFIT	4,155	2,059	4,219	1,955	5,773	36.8%	195.3%
BOOT BENEFIT	1,203	1,266	1,055	1,357	1,443	36.8%	6.4%
SUI EXPENSE	881	896	1,192	23	1,636	37.2%	6907.0%
ETT EXPENSE	30	37	36	1	50	37.8%	100.0%
DISABILITY PLAN	2,708	2,317	1,408	1,614	1,959	39.1%	21.4%
CALPERS RETIREMENT (ER) - Classic Plan	45,283	52,601	64,826	68,242	95,218	46.9%	39.5%
CALPERS RETIREMENT (EE) - Classic Plan	30,747	35,081	36,484	38,627	46,469	27.4%	20.3%
OPEB EXPENSE	21,489	-	23,283	22,800	-	-	-
TOTAL SALARY & BENEFIT	728,790	828,282	875,437	913,923	1,195,054	36.5%	30.8%
BOOKS & REF. MATERIALS	565	827	810	-	855	5.6%	-
OFFICE SUPPLY	-	-	-	-	-	-	-
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-
CONSULTING SERVICES	-	-	-	40,000	5,000	-	-87.5%
MEMBERSHIPS & DUES	2,161	1,931	2,108	2,011	2,200	4.4%	9.4%
SAFETY EXPENSE	2,358	2,965	2,700	2,511	3,705	37.2%	47.6%
SUPPLIES	2,235	3,483	3,024	2,840	3,192	5.6%	12.4%
GENERAL O&M MAINT & EQUIP	68,506	30,937	155,000	87,222	159,650	3.0%	83.0%
CLARK PROJ - METERS AND PARTS	86,885	228,906	150,000	36,290	-	-	-
TANK MAINTENANCE - 5 YEAR	-	-	-	-	-	-	-
O&M POWER/GAS	-	-	-	-	-	-	-
REGULATORY FEES	-	-	-	-	9,650	-	-
LUBRICANTS	4,449	6,866	5,130	6,172	7,980	55.6%	29.3%
GENERAL O&M CHEMICALS	-	-	8,000	7,330	8,000	0.0%	9.1%
PHONE	10,192	6,059	3,240	222	855	-73.6%	285.1%
MAINTENANCE MANAGEMENT SYSTEM	7,618	302	5,400	4,880	5,700	5.6%	16.8%
ANNUAL MAINTENANCE PROGRAM	20,064	1,395	18,000	12,496	18,000	0.0%	44.0%
REAL PROPERTY MAINT.	15,958	2,328	10,800	9,020	13,110	21.4%	45.3%
FLEET MAINT. & REPAIR	23,087	22,977	29,700	32,232	38,760	30.5%	20.3%
TELEMETRY SYSTEM	10,417	4,508	18,900	19,537	31,350	65.9%	60.5%
METERS	6,718	10,636	4,000	4,000	4,000	0.0%	0.0%
INTERTIE #2 MAINT & EQUIP	-	-	-	-	-	-	-
INTERTIE #2 POWER	-	-	-	-	-	-	-
WELL #10 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #10 POWER	-	-	-	-	-	-	-
WELL #11 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #11 POWER	-	-	-	-	-	-	-
WELL #12 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #12 POWER	-	-	-	-	-	-	-
WELL #2 MAINT & EQUIP	-	-	-	-	-	-	-
DESAL POWER	-	-	-	-	-	-	-
MARINA BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
MARINA BOOSTER POWER	-	-	-	-	-	-	-
L/S 2 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 2 POWER	-	-	-	-	-	-	-
L/S 3 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 3 POWER	-	-	-	-	-	-	-
L/S 5 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5 POWER	-	-	-	-	-	-	-
L/S 6 MAINT & EQUIP	-	-	-	-	-	-	-

MARINA COAST WATER DISTRICT
OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	ORD WATER				2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED			
L/S 6 POWER	-	-	-	-	-	-	-
WELL #29 MAINT & EQUIP	-	-	15,000	4,604	15,000	0.0%	100.0%
WELL #29 POWER	13,163	15,881	42,500	24,744	35,000	-17.6%	41.5%
WELL #30 MAINT & EQUIP	2,762	415	15,000	3,072	15,000	0.0%	388.2%
WELL #30 POWER	18,883	35,604	42,000	38,272	41,000	-2.4%	7.1%
WELL #31 MAINT & EQUIP	1,507	302	15,000	3,233	15,000	0.0%	363.9%
WELL #31 POWER	26,630	40,197	40,000	52,956	54,000	35.0%	2.0%
B/C BOOSTER MAINT & EQUIP	-	-	500	-	1,000	100.0%	100.0%
B/C BOOSTER POWER	375	381	450	400	450	0.0%	12.4%
D BOOSTER MAINT & EQUIP	13,051	402	5,000	2,106	5,000	0.0%	137.4%
D BOOSTER POWER	13,086	14,307	16,600	15,478	16,000	-3.6%	3.4%
E BOOSTER MAINT & EQUIP	1,600	402	1,000	1,106	2,000	100.0%	80.8%
E BOOSTER POWER	6,151	7,980	8,400	8,660	9,000	7.1%	3.9%
F BOOSTER MAINT & EQUIP	18,181	654	1,000	6,652	2,000	100.0%	-69.9%
F BOOSTER POWER	5,206	5,486	6,700	4,172	4,300	-35.8%	3.1%
BOOSTER/SANDTANK MAINT & EQUIP	88	6,300	15,000	6,075	15,000	0.0%	100.0%
BOOSTER/SANDTANK POWER	150,029	176,275	191,500	193,346	199,200	4.0%	3.0%
WATKINS GATE WELL MAINT & EQUIP	2,000	79,402	7,000	22,354	10,000	42.9%	-55.3%
WATKINS GATE WELL POWER	83,257	54,821	85,000	59,347	85,000	0.0%	43.2%
WELL #34 MAINT & EQUIP	-	-	7,000	2,378	10,000	42.9%	100.0%
WELL #34 POWER	64,160	82,678	88,500	90,764	94,000	6.2%	3.6%
L/S RESERVATION MAINT & EQUIP	-	-	-	-	-	-	-
L/S RESERVATION POWER	-	-	-	-	-	-	-
L/S 528 A/FIELD MAINT & EQUIP	-	-	-	-	-	-	-
L/S 528 A/FIELD POWER	-	-	-	-	-	-	-
L/S 530 A/FIELD MAINT & EQUIP	-	-	-	-	-	-	-
L/S 530 A/FIELD POWER	-	-	-	-	-	-	-
L/S 4906 POWER	-	-	-	-	-	-	-
L/S 5398 W/MEYER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5398 W/MEYER POWER	-	-	-	-	-	-	-
L/S 5447 LANDRUM MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5447 LANDRUM POWER	-	-	-	-	-	-	-
L/S 5713 S/OVER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5713 S/OVER POWER	-	-	-	-	-	-	-
L/S 5790 HODGES MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5790 HODGES POWER	-	-	-	-	-	-	-
L/S 5871 IMJIN MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5871 IMJIN POWER	-	-	-	-	-	-	-
L/S 5990 ORD/V MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5990 ORD/V POWER	-	-	-	-	-	-	-
L/S 6143 CLARK MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6143 CLARK POWER	-	-	-	-	-	-	-
L/S 6225 S/PABLO MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6225 S/PABLO POWER	-	-	-	-	-	-	-
L/S 6634 HATTEN MAINT & EQUIP	-	-	-	-	-	-	-
L/S 6634 HATTEN POWER	-	-	-	-	-	-	-
L/S 7698 GIGLING MAINT & EQUIP	-	-	-	-	-	-	-
L/S 7698 GIGLING POWER	-	-	-	-	-	-	-
L/S 8775 BOOKER MAINT & EQUIP	-	-	-	-	-	-	-
L/S 8775 BOOKER POWER	-	-	-	-	-	-	-
L/S 514 CARMEL MAINT & EQUIP	-	-	-	-	-	-	-
L/S 514 CARMEL POWER	-	-	-	-	-	-	-
EG LIFT STATION MAINT & EQUIP	-	-	-	-	-	-	-
EG LIFT STATION POWER	-	-	-	-	-	-	-
PROMONTORY LS MAINT & EQUIP	-	-	-	-	-	-	-
PROMONTORY LS POWER	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	681,340	845,606	1,019,962	806,481	939,957	-7.8%	16.6%
TOTAL EXPENSE	1,410,130	1,673,888	1,895,399	1,720,405	2,135,011	12.6%	24.1%

MARINA COAST WATER DISTRICT
 OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	ORD SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - OPM	297,357	222,668	347,701	327,733	299,096	-14.0%	-8.7%
WAGES ALLOCATED TO CAPITAL	-	(55)	-	-	-	-	-
OVERTIME	1,618	1,201	12,485	1,620	10,907	-12.6%	573.3%
STANDBY WAGES	10,899	10,920	11,183	10,542	9,655	-13.7%	-8.4%
FICA - SS EXPENSE	18,373	14,018	22,739	20,133	19,520	-14.2%	-3.0%
FICA - MEDI EXPENSE	4,305	3,281	5,385	4,773	4,635	-13.9%	-2.9%
MEDICAL INSURANCE	70,672	56,653	83,761	73,176	73,526	-12.2%	0.5%
DENTAL INSURANCE	3,522	2,567	3,543	3,229	3,170	-10.5%	-1.8%
VISION INSURANCE	704	508	724	631	614	-15.2%	-2.6%
WORKERS COMP. INSURANCE	8,510	6,800	14,898	13,244	12,966	-13.0%	-2.1%
LIFE INSURANCE EXPENSE	615	636	1,332	1,366	1,146	-14.0%	-16.1%
UNIFORM BENEFIT	1,000	534	2,868	1,237	2,425	-15.4%	96.0%
BOOT BENEFIT	290	328	717	590	606	-15.4%	2.8%
SUI EXPENSE	729	540	810	9	687	-15.2%	7618.8%
ETT EXPENSE	25	23	25	0	21	-16.6%	100.0%
DISABILITY PLAN	652	601	957	998	823	-14.0%	-17.5%
CALPERS RETIREMENT (ER) - Classic Plan	29,410	25,272	44,055	41,824	39,998	-9.2%	-4.4%
CALPERS RETIREMENT (EE) - Classic Plan	21,375	15,705	24,794	22,779	19,520	-21.3%	-14.3%
OPEB EXPENSE	14,590	-	15,823	15,000	-	-	-
TOTAL SALARY & BENEFIT	484,646	362,267	594,940	539,529	502,002	-15.6%	-7.0%
BOOKS & REF. MATERIALS	283	79	225	-	210	-6.7%	-
OFFICE SUPPLY	-	-	-	-	-	-	-
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-
CONSULTING SERVICES	-	-	-	-	2,500	-	-
MEMBERSHIPS & DUES	3,219	3,472	3,381	2,754	3,000	-11.3%	8.9%
SAFETY EXPENSE	561	757	750	697	910	21.3%	30.5%
SUPPLIES	542	1,289	840	789	784	-6.7%	-0.6%
GENERAL O&M MAINT & EQUIP	32,538	10,489	35,000	19,889	55,000	57.1%	176.5%
CLARK PROJ - METERS AND PARTS							
TANK MAINTENANCE - 5 YEAR							
O&M POWER/GAS	-	-	-	-	-	-	-
REGULATORY FEES	-	-	-	-	15,000	-	-
LUBRICANTS	1,254	1,457	1,425	1,715	1,960	37.5%	14.3%
GENERAL O&M CHEMICALS	-	-	15,000	15,653	17,000	13.3%	8.6%
PHONE	-	-	900	62	210	-76.7%	240.5%
MAINTENANCE MANAGEMENT SYSTEM	1,703	78	1,500	1,356	1,400	-6.7%	3.3%
ANNUAL MAINTENANCE PROGRAM	9,489	362	9,500	5,438	9,500	0.0%	74.7%
REAL PROPERTY MAINT.	3,278	603	3,000	2,189	3,220	7.3%	47.1%
FLEET MAINT. & REPAIR	11,407	7,756	8,250	10,052	9,520	15.4%	-5.3%
TELEMETRY SYSTEM	16,163	1,190	5,250	5,789	7,700	46.7%	33.0%
METERS	-	-	-	-	-	-	-
INTERTIE #2 MAINT & EQUIP	-	-	-	-	-	-	-
INTERTIE #2 POWER	-	-	-	-	-	-	-
WELL #10 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #10 POWER	-	-	-	-	-	-	-
WELL #11 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #11 POWER	-	-	-	-	-	-	-
WELL #12 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #12 POWER	-	-	-	-	-	-	-
WELL #2 MAINT & EQUIP	-	-	-	-	-	-	-
DESAL POWER	-	-	-	-	-	-	-
MARINA BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
MARINA BOOSTER POWER	-	-	-	-	-	-	-
L/S 2 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 2 POWER	-	-	-	-	-	-	-
L/S 3 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 3 POWER	-	-	-	-	-	-	-
L/S 5 MAINT & EQUIP	-	-	-	-	-	-	-
L/S 5 POWER	-	-	-	-	-	-	-
L/S 6 MAINT & EQUIP	-	-	-	-	-	-	-

MARINA COAST WATER DISTRICT
 OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	ORD SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
L/S 6 POWER	-	-	-	-	-	-	-
WELL #29 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #29 POWER	-	-	-	-	-	-	-
WELL #30 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #30 POWER	-	-	-	-	-	-	-
WELL #31 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #31 POWER	-	-	-	-	-	-	-
B/C BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
B/C BOOSTER POWER	-	-	-	-	-	-	-
D BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
D BOOSTER POWER	-	-	-	-	-	-	-
E BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
E BOOSTER POWER	-	-	-	-	-	-	-
F BOOSTER MAINT & EQUIP	-	-	-	-	-	-	-
F BOOSTER POWER	-	-	-	-	-	-	-
BOOSTER/SANDTANK MAINT & EQUIP	-	-	-	-	-	-	-
BOOSTER/SANDTANK POWER	-	-	-	-	-	-	-
WATKINS GATE WELL MAINT & EQUIP	-	-	-	-	-	-	-
WATKINS GATE WELL POWER	-	-	-	-	-	-	-
WELL #34 MAINT & EQUIP	-	-	-	-	-	-	-
WELL #34 POWER	-	-	-	-	-	-	-
L/S RESERVATION MAINT & EQUIP	2,500	402	1,000	2,261	1,500	50.0%	-33.7%
L/S RESERVATION POWER	2,169	3,064	2,900	3,708	3,820	31.7%	3.0%
L/S 528 A/FIELD MAINT & EQUIP	-	1,458	2,000	-	3,000	50.0%	-
L/S 528 A/FIELD POWER	290	273	300	290	600	100.0%	106.7%
L/S 530 A/FIELD MAINT & EQUIP	1,600	402	1,000	9,443	2,000	100.0%	-78.8%
L/S 530 A/FIELD POWER	2,509	2,727	2,700	2,638	2,760	2.2%	4.6%
L/S 4906 POWER	-	-	-	-	-	-	-
L/S 5398 W/MEYER MAINT & EQUIP	1,507	7,504	1,000	1,101	2,000	100.0%	81.7%
L/S 5398 W/MEYER POWER	1,989	1,637	2,050	1,170	1,550	-24.4%	32.5%
L/S 5447 LANDRUM MAINT & EQUIP	1,507	302	1,000	991	1,500	50.0%	51.4%
L/S 5447 LANDRUM POWER	2,193	2,391	2,400	2,170	2,300	-4.2%	6.0%
L/S 5713 S/OVER MAINT & EQUIP	1,507	477	1,000	991	1,500	50.0%	51.4%
L/S 5713 S/OVER POWER	3,968	3,779	3,900	3,642	3,900	0.0%	7.1%
L/S 5790 HODGES MAINT & EQUIP	1,600	720	1,000	1,106	1,500	50.0%	35.6%
L/S 5790 HODGES POWER	2,064	2,104	2,150	1,994	2,150	0.0%	7.8%
L/S 5871 IMJIN MAINT & EQUIP	8,470	561	2,000	1,684	3,500	75.0%	107.8%
L/S 5871 IMJIN POWER	7,624	8,160	8,300	8,066	8,350	0.6%	3.5%
L/S 5990 ORD/V MAINT & EQUIP	8,826	859	28,000	28,375	5,000	-82.1%	-82.4%
L/S 5990 ORD/V POWER	11,141	10,398	11,000	9,884	11,000	0.0%	11.3%
L/S 6143 CLARK MAINT & EQUIP	2,003	539	1,000	1,106	1,500	50.0%	35.6%
L/S 6143 CLARK POWER	1,744	2,042	2,100	2,222	2,300	9.5%	3.5%
L/S 6225 S/PABLO MAINT & EQUIP	-	669	-	-	-	-	-
L/S 6225 S/PABLO POWER	-	-	-	-	-	-	-
L/S 6634 HATTEN MAINT & EQUIP	-	-	1,000	-	1,000	0.0%	100.0%
L/S 6634 HATTEN POWER	153	154	165	160	170	3.0%	6.1%
L/S 7698 GIGLING MAINT & EQUIP	7,369	435	28,000	13,184	5,000	-82.1%	-62.1%
L/S 7698 GIGLING POWER	11,332	11,329	11,900	11,046	11,900	0.0%	7.7%
L/S 8775 BOOKER MAINT & EQUIP	1,600	402	1,000	1,184	1,500	50.0%	26.6%
L/S 8775 BOOKER POWER	858	903	950	908	950	0.0%	4.7%
L/S 514 CARMEL MAINT & EQUIP	5,190	-	1,000	730	1,500	50.0%	100.0%
L/S 514 CARMEL POWER	1,433	1,464	1,500	1,454	1,505	0.3%	3.5%
EG LIFT STATION MAINT & EQUIP	15,801	14,970	1,000	902	2,000	100.0%	121.7%
EG LIFT STATION POWER	2,420	3,685	3,500	4,240	4,370	24.9%	3.1%
PROMONTORY LS MAINT & EQUIP	1,565	402	1,000	1,106	1,500	50.0%	100.0%
PROMONTORY LS POWER	2,505	2,565	2,550	2,898	3,000	17.6%	100.0%
TOTAL DEPARTMENT EXPENSE	195,872	114,308	215,386	187,037	224,039	4.0%	19.8%
TOTAL EXPENSE	680,517	476,574	810,326	726,566	726,041	-10.4%	-0.1%

MARINA COAST WATER DISTRICT
 OPER & MAINT BUDGET FOR FY 2019-2020

ACCOUNT NAME	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	TOTAL	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
				2018-2019 ESTIMATED			
WAGES - OPM	1,161,413	1,175,289	1,358,046	1,377,677	1,578,696	16.2%	14.6%
WAGES ALLOCATED TO CAPITAL	-	(277)	-	-	-	-	-
OVERTIME	16,471	8,534	48,765	10,129	57,567	18.0%	468.3%
STANDBY WAGES	43,596	43,680	43,680	42,168	50,960	16.7%	20.8%
FICA - SS EXPENSE	73,288	71,897	88,813	84,513	103,031	16.0%	21.9%
FICA - MEDI EXPENSE	17,195	16,834	21,033	20,012	24,465	16.3%	22.2%
MEDICAL INSURANCE	291,350	296,684	327,153	328,571	388,085	18.6%	18.1%
DENTAL INSURANCE	14,292	13,484	13,839	14,514	16,730	20.9%	15.3%
VISION INSURANCE	2,781	2,619	2,829	2,871	3,242	14.6%	12.9%
WORKERS COMP. INSURANCE	35,230	36,174	58,188	56,821	68,440	17.6%	20.4%
LIFE INSURANCE EXPENSE	4,732	4,545	5,203	5,636	6,047	16.2%	7.3%
UNIFORM BENEFIT	7,695	3,813	11,200	5,044	12,800	14.3%	153.8%
BOOT BENEFIT	2,228	2,344	2,801	2,949	3,200	14.2%	8.5%
SUI EXPENSE	2,645	2,312	3,165	47	3,627	14.6%	7646.7%
ETT EXPENSE	90	96	96	2	110	14.6%	100.0%
DISABILITY PLAN	5,014	4,291	3,737	4,116	4,343	16.2%	5.5%
CALPERS RETIREMENT (ER) - Classic Plan	120,280	128,784	172,070	173,409	211,117	22.7%	21.7%
CALPERS RETIREMENT (EE) - Classic Plan	83,210	80,720	96,841	96,370	103,032	6.4%	6.9%
OPEB EXPENSE	57,027	-	61,800	60,000	-	-	-
TOTAL SALARY & BENEFIT	1,938,538	1,892,216	2,323,713	2,286,990	2,649,679	14.0%	15.9%
BOOKS & REF. MATERIALS	1,272	1,332	1,500	-	1,500	0.0%	-
OFFICE SUPPLY	10	-	-	-	-	-	-
COMPUTERS/DATA PROCESSING	-	-	-	-	-	-	-
CONSULTING SERVICES	-	-	-	40,000	14,500	-	-63.8%
MEMBERSHIPS & DUES	8,137	7,875	8,001	7,067	7,900	-1.3%	11.8%
SAFETY EXPENSE	4,356	5,474	5,000	4,649	6,500	30.0%	39.8%
SUPPLIES	4,139	7,008	5,600	5,259	5,600	0.0%	6.5%
GENERAL O&M MAINT & EQUIP	140,775	63,100	285,000	158,807	319,300	12.0%	101.1%
CLARK PROJ - METERS AND PARTS	86,885	228,906	150,000	36,290	-	-	-
TANK MAINTENANCE - 5 YEAR	-	-	-	-	-	-	-
O&M POWER/GAS	-	-	-	-	-	-	-
REGULATORY FEES	-	-	-	-	29,300	-	-
LUBRICANTS	8,521	12,239	9,500	11,430	14,000	47.4%	22.5%
GENERAL O&M CHEMICALS	-	-	30,500	34,244	38,000	24.6%	11.0%
PHONE	12,871	5,889	6,000	411	1,500	-75.0%	264.8%
MAINTENANCE MANAGEMENT SYSTEM	13,900	560	10,000	9,037	10,000	0.0%	10.7%
ANNUAL MAINTENANCE PROGRAM	33,372	2,583	41,500	27,304	41,500	0.0%	52.0%
REAL PROPERTY MAINT.	27,559	7,910	20,000	17,899	23,000	15.0%	28.5%
FLEET MAINT. & REPAIR	51,661	45,122	55,000	61,172	68,000	23.6%	11.2%
TELEMETRY SYSTEM	33,652	8,370	35,000	36,541	55,000	57.1%	50.5%
METERS	16,118	15,642	8,000	8,000	8,000	0.0%	0.0%
INTERTIE #2 MAINT & EQUIP	-	-	500	-	500	0.0%	-
INTERTIE #2 POWER	409	387	410	416	430	4.9%	3.3%
WELL #10 MAINT & EQUIP	1,945	4,833	15,000	13,539	15,000	0.0%	100.0%
WELL #10 POWER	110,247	112,158	117,000	122,712	127,000	8.5%	3.5%
WELL #11 MAINT & EQUIP	2,611	2,889	15,000	13,516	15,000	0.0%	11.0%
WELL #11 POWER	95,795	116,352	119,000	136,714	141,000	18.5%	3.1%
WELL #12 MAINT & EQUIP	1,678	949	10,000	1,511	3,500	-65.0%	131.7%
WELL #12 POWER	1,621	1,768	40,000	1,386	5,000	-87.5%	260.7%
WELL #2 MAINT & EQUIP	-	-	-	-	-	-	-
DESAL POWER	17,501	16,859	17,510	16,088	17,000	-2.9%	5.7%
MARINA BOOSTER MAINT & EQUIP	-	1,126	2,000	7,275	20,000	900.0%	100.0%
MARINA BOOSTER POWER	978	1,134	15,000	7,074	40,000	166.7%	465.4%
L/S 2 MAINT & EQUIP	11,510	-	1,000	500	1,500	50.0%	100.0%
L/S 2 POWER	7,976	8,094	8,320	7,852	8,200	-1.4%	4.4%
L/S 3 MAINT & EQUIP	1,231	-	1,000	902	1,500	50.0%	66.3%
L/S 3 POWER	1,095	1,037	1,150	930	1,100	-4.3%	18.3%
L/S 5 MAINT & EQUIP	-	-	1,000	-	1,500	50.0%	-
L/S 5 POWER	672	783	655	1,184	1,300	98.5%	9.8%
L/S 6 MAINT & EQUIP	-	-	1,000	578	27,500	2650.0%	4654.8%

**MARINA COAST WATER DISTRICT
OPER & MAINT BUDGET FOR FY 2019-2020**

ACCOUNT NAME	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	TOTAL	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
				2018-2019 ESTIMATED			
L/S 6 POWER	642	1,003	940	892	940	0.0%	5.4%
WELL #29 MAINT & EQUIP	-	-	15,000	4,604	15,000	0.0%	100.0%
WELL #29 POWER	13,163	15,881	42,500	24,744	35,000	-17.6%	41.5%
WELL #30 MAINT & EQUIP	2,762	415	15,000	3,072	15,000	0.0%	388.2%
WELL #30 POWER	18,883	35,604	42,000	38,272	41,000	-2.4%	7.1%
WELL #31 MAINT & EQUIP	1,507	302	15,000	3,233	15,000	0.0%	363.9%
WELL #31 POWER	26,630	40,197	40,000	52,956	54,000	35.0%	2.0%
B/C BOOSTER MAINT & EQUIP	-	-	500	-	1,000	100.0%	100.0%
B/C BOOSTER POWER	375	381	450	400	450	0.0%	12.4%
D BOOSTER MAINT & EQUIP	13,051	402	5,000	2,106	5,000	0.0%	137.4%
D BOOSTER POWER	13,086	14,307	16,600	15,478	16,000	-3.6%	3.4%
E BOOSTER MAINT & EQUIP	1,600	402	1,000	1,106	2,000	100.0%	80.8%
E BOOSTER POWER	6,151	7,980	8,400	8,660	9,000	7.1%	3.9%
F BOOSTER MAINT & EQUIP	18,181	654	1,000	6,652	2,000	100.0%	-69.9%
F BOOSTER POWER	5,206	5,486	6,700	4,172	4,300	-35.8%	3.1%
BOOSTER/SANDTANK MAINT & EQUIP	88	6,300	15,000	6,075	15,000	0.0%	100.0%
BOOSTER/SANDTANK POWER	150,029	176,275	191,500	193,346	199,200	4.0%	3.0%
WATKINS GATE WELL MAINT & EQUIP	2,000	79,402	7,000	22,354	10,000	42.9%	-55.3%
WATKINS GATE WELL POWER	83,257	54,821	85,000	59,347	85,000	0.0%	43.2%
WELL #34 MAINT & EQUIP	-	-	7,000	2,378	10,000	42.9%	100.0%
WELL #34 POWER	64,160	82,678	88,500	90,764	94,000	6.2%	3.6%
L/S RESERVATION MAINT & EQUIP	2,500	402	1,000	2,261	1,500	50.0%	-33.7%
L/S RESERVATION POWER	2,169	3,064	2,900	3,708	3,820	31.7%	3.0%
L/S 528 A/FIELD MAINT & EQUIP	-	1,458	2,000	-	3,000	50.0%	-
L/S 528 A/FIELD POWER	290	273	300	290	600	100.0%	106.7%
L/S 530 A/FIELD MAINT & EQUIP	1,600	402	1,000	9,443	2,000	100.0%	-78.8%
L/S 530 A/FIELD POWER	2,509	2,727	2,700	2,638	2,760	2.2%	4.6%
L/S 4906 POWER	-	-	-	-	-	-	-
L/S 5398 W/MEYER MAINT & EQUIP	1,507	7,504	1,000	1,101	2,000	100.0%	81.7%
L/S 5398 W/MEYER POWER	1,989	1,637	2,050	1,170	1,550	-24.4%	32.5%
L/S 5447 LANDRUM MAINT & EQUIP	1,507	302	1,000	991	1,500	50.0%	51.4%
L/S 5447 LANDRUM POWER	2,193	2,391	2,400	2,170	2,300	-4.2%	6.0%
L/S 5713 S/OVER MAINT & EQUIP	1,507	477	1,000	991	1,500	50.0%	51.4%
L/S 5713 S/OVER POWER	3,968	3,779	3,900	3,642	3,900	0.0%	7.1%
L/S 5790 HODGES MAINT & EQUIP	1,600	720	1,000	1,106	1,500	50.0%	35.6%
L/S 5790 HODGES POWER	2,064	2,104	2,150	1,994	2,150	0.0%	7.8%
L/S 5871 IMJIN MAINT & EQUIP	8,470	561	2,000	1,684	3,500	75.0%	107.8%
L/S 5871 IMJIN POWER	7,624	8,160	8,300	8,066	8,350	0.6%	3.5%
L/S 5990 ORD/V MAINT & EQUIP	8,826	859	28,000	28,375	5,000	-82.1%	-82.4%
L/S 5990 ORD/V POWER	11,141	10,398	11,000	9,884	11,000	0.0%	11.3%
L/S 6143 CLARK MAINT & EQUIP	2,003	539	1,000	1,106	1,500	50.0%	35.6%
L/S 6143 CLARK POWER	1,744	2,042	2,100	2,222	2,300	9.5%	3.5%
L/S 6225 S/PABLO MAINT & EQUIP	-	669	-	-	-	-	-
L/S 6225 S/PABLO POWER	-	-	-	-	-	-	-
L/S 6634 HATTEN MAINT & EQUIP	-	-	1,000	-	1,000	0.0%	100.0%
L/S 6634 HATTEN POWER	153	154	165	160	170	3.0%	6.1%
L/S 7698 GIGLING MAINT & EQUIP	7,369	435	28,000	13,184	5,000	-82.1%	-62.1%
L/S 7698 GIGLING POWER	11,332	11,329	11,900	11,046	11,900	0.0%	7.7%
L/S 8775 BOOKER MAINT & EQUIP	1,600	402	1,000	1,184	1,500	50.0%	26.6%
L/S 8775 BOOKER POWER	858	903	950	908	950	0.0%	4.7%
L/S 514 CARMEL MAINT & EQUIP	5,190	-	1,000	730	1,500	50.0%	100.0%
L/S 514 CARMEL POWER	1,433	1,464	1,500	1,454	1,505	0.3%	3.5%
EG LIFT STATION MAINT & EQUIP	15,801	14,970	1,000	902	2,000	100.0%	121.7%
EG LIFT STATION POWER	2,420	3,685	3,500	4,240	4,370	24.9%	3.1%
PROMONTORY LS MAINT & EQUIP	1,565	402	1,000	1,106	1,500	50.0%	100.0%
PROMONTORY LS POWER	2,505	2,565	2,550	2,898	3,000	17.6%	100.0%
TOTAL DEPARTMENT EXPENSE	1,234,701	1,289,645	1,770,601	1,451,551	1,795,645	1.4%	23.7%
TOTAL EXPENSE	3,173,239	3,181,861	4,094,314	3,738,542	4,445,324	8.6%	18.9%

**MARINA COAST WATER DISTRICT
LAB BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - LAB	39,013	41,799	45,538	40,543	43,380	-4.7%	7.0%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	450	214	271	-	259	-4.4%	100.0%
FICA - SS EXPENSE	2,488	2,577	2,840	2,506	2,706	-4.7%	8.0%
FICA - MEDI EXPENSE	582	603	664	586	633	-4.7%	8.0%
MEDICAL INSURANCE	4,008	3,788	4,733	4,319	4,269	-9.8%	-1.2%
DENTAL INS. EXPENSE	171	145	174	172	152	-12.6%	-11.8%
VISION INS. EXPENSE	72	70	79	68	69	-12.7%	1.3%
WORKERS COMP. EXPENSE	1,319	1,351	2,024	1,792	1,940	-4.2%	8.2%
LIFE INSURANCE EXPENSE	137	146	159	148	153	-3.8%	3.3%
UNIFORM BENEFIT	127	92	208	78	182	-12.5%	133.9%
BOOT BENEFIT	-	-	64	-	56	-12.5%	100.0%
SUI EXPENSE	71	114	155	26	136	-12.3%	429%
ETT EXPENSE	2	5	5	2	4	-20.0%	156.4%
DISABILITY PLAN	142	137	115	108	110	-4.3%	1.7%
CALPERS RETIREMENT (ER) - Classic Plan	3,874	4,274	5,529	5,052	6,122	10.7%	21.2%
CALPERS RETIREMENT (EE) - Classic Plan	2,786	2,777	3,112	2,908	2,987	-4.0%	2.7%
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	1,916	-	2,318	1,890	-	-	100.0%
TOTAL SALARY & BENEFIT	57,158	58,093	67,988	60,198	63,158	-7.1%	4.9%
CHEMICALS	1,741	2,974	3,318	3,111	2,885	-13.1%	-7.3%
GLASSWARE	632	1,154	1,279	1,200	1,113	-13.0%	-7.3%
BOOKS & REF. MATERIAL	-	140	182	170	158	-13.2%	-7.1%
CONTRACT TESTING	10,085	6,911	16,681	14,834	13,440	-19.4%	-9.4%
GENERAL SUPPLY	1,462	1,455	3,155	2,957	2,742	-13.1%	-7.3%
QUALITY CONTROL PROGRAM	1,295	2,095	5,235	4,907	4,551	-13.1%	-7.3%
POSTAGE	99	11	428	368	379	-11.4%	3.0%
PRINTING	1,612	1,513	3,023	2,834	2,628	-13.1%	-7.3%
OFFICE SUPPLY	-	-	201	188	175	-12.9%	-6.9%
MEMBERSHIPS & DUES	690	709	780	732	676	-13.3%	-7.6%
LAB PERMITS	1,573	1,966	4,655	4,365	4,047	-13.1%	-7.3%
CERTIFICATION	-	-	169	158	147	-13.0%	-7.0%
DESAL - MONITORING	-	-	-	-	-	-	-
LAB MAINT. & REPAIR	4,523	2,757	5,487	5,144	5,456	-0.6%	6.1%
TOTAL DEPARTMENT EXPENSE	23,711	21,684	44,593	40,967	38,397	-13.9%	-6.3%
TOTAL EXPENSE	80,869	79,777	112,581	101,166	101,555	-9.8%	0.4%

**MARINA COAST WATER DISTRICT
LAB BUDGET FOR FY 2019-2020**

ACCOUNT NAME	ORD WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - LAB	86,818	89,531	96,769	94,601	111,550	15.3%	17.9%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	956	455	576	-	665	15.5%	100.0%
FICA - SS EXPENSE	5,334	5,521	6,036	5,848	6,957	15.3%	19.0%
FICA - MEDI EXPENSE	1,248	1,291	1,412	1,368	1,627	15.2%	19.0%
MEDICAL INSURANCE	8,660	8,123	10,058	10,078	10,979	9.2%	8.9%
DENTAL INS. EXPENSE	372	311	369	404	391	6.0%	-3.1%
VISION INS. EXPENSE	155	150	169	160	179	5.9%	12.2%
WORKERS COMP. EXPENSE	2,840	2,895	4,302	4,181	4,990	16.0%	19.3%
LIFE INSURANCE EXPENSE	290	309	338	346	393	16.3%	13.7%
UNIFORM BENEFIT	271	196	442	182	468	5.9%	157.5%
BOOT BENEFIT	-	-	136	-	144	5.9%	100.0%
SUI EXPENSE	152	244	330	59	349	5.8%	495%
ETT EXPENSE	5	10	10	2	11	10.0%	400.0%
DISABILITY PLAN	301	292	243	253	282	16.0%	11.3%
CALPERS RETIREMENT (ER) - Classic Plan	8,298	9,123	11,749	11,789	15,741	34.0%	33.5%
CALPERS RETIREMENT (EE) - Classic Plan	5,980	5,941	6,612	6,784	7,682	16.2%	13.2%
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	4,260	-	4,927	4,410	-	-	100.0%
TOTAL SALARY & BENEFIT	125,940	124,393	144,478	140,464	162,408	12.4%	15.6%
CHEMICALS	3,700	6,320	7,050	7,257	7,419	5.2%	2.2%
GLASSWARE	1,342	2,452	2,719	2,799	2,861	5.2%	2.2%
BOOKS & REF. MATERIAL	-	296	386	398	406	5.2%	2.0%
CONTRACT TESTING	21,513	15,995	35,447	37,294	34,560	-2.5%	-7.3%
GENERAL SUPPLY	3,108	3,091	6,703	6,901	7,052	5.2%	2.2%
QUALITY CONTROL PROGRAM	2,751	4,453	11,123	11,451	11,703	5.2%	2.2%
POSTAGE	193	73	910	970	975	7.1%	0.5%
PRINTING	3,128	3,425	6,425	6,614	6,756	5.2%	2.1%
OFFICE SUPPLY	-	-	427	440	449	5.2%	2.0%
MEMBERSHIPS & DUES	1,465	1,506	1,658	1,707	1,738	4.8%	1.8%
LAB PERMITS	3,344	4,179	9,893	10,184	10,407	5.2%	2.2%
CERTIFICATION	-	-	359	370	377	5.0%	1.9%
DESAL - MONITORING	-	-	6,000	6,000	6,000	0.0%	0.0%
LAB MAINT. & REPAIR	9,256	5,858	11,661	12,004	14,028	20.3%	16.9%
TOTAL DEPARTMENT EXPENSE	49,799	47,647	100,761	104,388	104,731	3.9%	0.3%
TOTAL EXPENSE	175,738	172,041	245,239	244,852	267,139	8.9%	9.1%

**MARINA COAST WATER DISTRICT
LAB BUDGET FOR FY 2019-2020**

ACCOUNT NAME	TOTAL						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - LAB	125,832	131,330	142,307	135,144	154,930	8.9%	14.6%
WAGES ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	1,405	669	847	-	924	9.1%	100.0%
FICA - SS EXPENSE	7,822	8,098	8,876	8,354	9,663	8.9%	15.7%
FICA - MEDI EXPENSE	1,829	1,894	2,076	1,954	2,260	8.9%	15.7%
MEDICAL INSURANCE	12,668	11,912	14,791	14,396	15,248	3.1%	5.9%
DENTAL INS. EXPENSE	543	456	543	576	543	0.0%	-5.7%
VISION INS. EXPENSE	227	220	248	228	248	0.0%	8.9%
WORKERS COMP. EXPENSE	4,159	4,247	6,326	5,974	6,930	9.5%	16.0%
LIFE INSURANCE EXPENSE	426	455	497	494	546	9.9%	10.6%
UNIFORM BENEFIT	398	288	650	260	650	0.0%	150.4%
BOOT BENEFIT	-	-	200	-	200	0.0%	100.0%
SUI EXPENSE	223	358	485	84	485	0.0%	475%
ETT EXPENSE	8	15	15	4	15	0.0%	298.9%
DISABILITY PLAN	444	430	358	362	392	9.5%	8.4%
CALPERS RETIREMENT (ER) - Classic Plan	12,172	13,397	17,278	16,842	21,863	26.5%	29.8%
CALPERS RETIREMENT (EE) - Classic Plan	8,766	8,719	9,724	9,692	10,669	9.7%	10.1%
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	6,176	-	7,245	6,300	-	-	100.0%
TOTAL SALARY & BENEFIT	183,098	182,486	212,466	200,662	225,566	6.2%	12.4%
CHEMICALS	5,441	9,294	10,368	10,368	10,304	-0.6%	-0.6%
GLASSWARE	1,973	3,606	3,998	3,999	3,974	-0.6%	-0.6%
BOOKS & REF. MATERIAL	-	436	568	568	564	-0.7%	-0.7%
CONTRACT TESTING	31,598	22,906	52,128	52,129	48,000	-7.9%	-7.9%
GENERAL SUPPLY	4,570	4,546	9,858	9,858	9,794	-0.6%	-0.6%
QUALITY CONTROL PROGRAM	4,045	6,548	16,358	16,358	16,254	-0.6%	-0.6%
POSTAGE	292	84	1,338	1,338	1,354	1.2%	1.2%
PRINTING	4,740	4,938	9,448	9,448	9,384	-0.7%	-0.7%
OFFICE SUPPLY	-	-	628	628	624	-0.6%	-0.6%
MEMBERSHIPS & DUES	2,155	2,215	2,438	2,439	2,414	-1.0%	-1.0%
LAB PERMITS	4,917	6,145	14,548	14,548	14,454	-0.6%	-0.6%
CERTIFICATION	-	-	528	528	524	-0.8%	-0.8%
DESAL - MONITORING	-	-	6,000	6,000	6,000	0.0%	0.0%
LAB MAINT. & REPAIR	13,779	8,614	17,148	17,148	19,484	13.6%	13.6%
TOTAL DEPARTMENT EXPENSE	73,510	69,331	145,354	145,356	143,128	-1.5%	-1.5%
TOTAL EXPENSE	256,608	251,818	357,820	346,018	368,694	3.0%	6.6%

**MARINA COAST WATER DISTRICT
CON BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - CON	47,003	41,977	35,282	29,029	36,899	4.6%	27.1%
OVERTIME	1,064	1,086	5,598	1,710	1,703	-69.6%	-0.4%
FICA - SS EXPENSE	2,868	2,579	2,535	1,912	2,393	-5.6%	25.1%
FICA - MEDI EXPENSE	671	603	593	448	560	-5.6%	25.1%
MEDICAL INSURANCE	8,331	5,904	4,210	3,489	4,080	-3.1%	16.9%
DENTAL INS. EXPENSE	339	315	146	122	137	-6.2%	12.6%
VISION INS. EXPENSE	129	114	68	62	64	-5.9%	3.3%
WORKERS COMP. EXPENSE	333	309	418	308	408	-2.4%	32.6%
LIFE INSURANCE EXPENSE	176	172	121	116	128	5.8%	10.3%
UNIFORM BENEFIT	82	-	60	-	56	-6.7%	-
SUI EXPENSE	205	139	152	30	142	-6.6%	380.5%
ETT EXPENSE	7	6	5	1	4	-20.0%	100.0%
DISABILITY PLAN	183	167	87	84	92	5.7%	9.0%
CALPERS RETIREMENT (ER) - Classic Plan	3,062	3,113	4,197	3,886	5,127	22.2%	31.9%
CALPERS RETIREMENT (EE) - Classic Plan	1,906	1,978	2,362	2,154	2,502	5.9%	16.1%
CALPERS-62 RETIREMENT (ER)	1,177	936	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	2,293	-	2,880	2,880	2,800	-2.8%	-2.8%
TOTAL SALARY & BENEFIT	69,829	59,397	58,714	46,230	57,095	-2.8%	23.5%
BOOKS & REF. MATERIAL	-	-	60	60	56	-6.7%	-6.7%
PRINTING	2,849	2,793	5,700	5,681	6,400	12.3%	12.7%
GENERAL SUPPLY	101	1,286	150	144	280	86.7%	94.4%
COMPUTERS/DATA PROCESSING	237	250	300	301	140	-53.3%	-53.4%
ADVERTISEMENT	1,690	75	2,500	2,309	2,500	0.0%	8.3%
CONSULTING SERVICES	-	-	750	750	1,540	105.3%	100.0%
MEMBERSHIPS & DUES	1,824	1,761	1,800	1,800	1,834	1.9%	1.9%
TOILET REBATE	19,657	17,606	29,250	29,250	29,000	-0.9%	-0.9%
WASHING MACHINE REBATE	8,750	3,950	3,840	2,650	2,660	-30.7%	0.4%
CONSERVATION EDUCATION	4,800	11,776	28,050	20,617	28,050	0.0%	36.0%
LANDSCAPE REBATE	8,191	7,005	20,000	8,254	15,000	-25.0%	81.7%
HOT WATER RECIR REBATE	3,272	1,747	2,700	3,347	2,700	0.0%	-19.3%
SHOWER HEADS AND AERATORS	4,323	1,638	2,500	2,717	2,500	0.0%	-8.0%
LANDSCAPE DEMONSTRATION	90	426	450	441	420	-6.7%	-4.7%
TOTAL DEPARTMENT EXPENSE	55,784	50,313	98,050	78,320	93,080	-5.1%	18.8%
TOTAL EXPENSE	125,614	109,710	156,764	124,550	150,175	-4.2%	20.6%

**MARINA COAST WATER DISTRICT
CON BUDGET FOR FY 2019-2020**

ACCOUNT NAME	ORD WATER						BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED			
WAGES - CON	102,219	89,298	82,326	67,733	94,884	15.3%	40.1%	
OVERTIME	2,262	2,307	13,061	3,991	4,378	-66.5%	9.7%	
FICA - SS EXPENSE	6,092	5,487	5,914	4,463	6,155	4.1%	37.9%	
FICA - MEDI EXPENSE	1,425	1,283	1,382	1,044	1,439	4.1%	37.8%	
MEDICAL INSURANCE	17,613	12,545	9,824	8,141	10,491	6.8%	28.9%	
DENTAL INS. EXPENSE	717	669	342	283	351	2.6%	24.2%	
VISION INS. EXPENSE	273	242	159	144	163	2.5%	13.0%	
WORKERS COMP. EXPENSE	713	657	975	717	1,049	7.6%	46.4%	
LIFE INSURANCE EXPENSE	372	365	282	270	329	16.7%	21.8%	
UNIFORM BENEFIT	174	-	140	-	144	2.9%	-	
SUI EXPENSE	436	296	356	68	366	2.8%	437.4%	
ETT EXPENSE	15	12	11	3	11	0.0%	308.9%	
DISABILITY PLAN	388	355	203	198	236	16.3%	19.3%	
CALPERS RETIREMENT (ER) - Classic Plan	6,507	6,616	9,794	9,066	13,183	34.6%	45.4%	
CALPERS RETIREMENT (EE) - Classic Plan	4,049	4,202	5,512	5,027	6,434	16.7%	28.0%	
CALPERS-62 RETIREMENT (ER)	2,500	1,989	-	-	-	-	-	
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-	
OPEB EXPENSE	4,982	-	6,721	6,721	7,200	7.1%	7.1%	
TOTAL SALARY & BENEFIT	150,736	126,324	137,002	107,869	146,813	7.2%	36.1%	
BOOKS & REF. MATERIAL	-	-	140	140	144	2.9%	2.9%	
PRINTING	2,247	2,048	4,300	4,288	3,600	-16.3%	-16.0%	
GENERAL SUPPLY	215	2,733	350	336	720	105.7%	114.3%	
COMPUTERS/DATA PROCESSING	503	530	700	701	360	-48.6%	-48.6%	
ADVERTISEMENT	538	-	2,500	2,366	2,500	0.0%	5.7%	
CONSULTING SERVICES	-	-	1,750	1,750	3,960	126.3%	100.0%	
MEMBERSHIPS & DUES	3,874	3,741	4,200	4,200	4,716	12.3%	12.3%	
TOILET REBATE	5,469	40,620	68,250	68,250	97,250	42.5%	42.5%	
WASHING MACHINE REBATE	8,250	4,400	3,160	4,275	4,340	37.3%	1.5%	
CONSERVATION EDUCATION	2,800	8,680	14,700	14,549	18,700	27.2%	28.5%	
LANDSCAPE REBATE	949	459	1,000	500	10,000	900.0%	1900.0%	
HOT WATER RECIR REBATE	-	-	300	300	300	0.0%	0.0%	
SHOWER HEADS AND AERATORS	2,953	1,004	2,500	2,717	2,500	0.0%	-8.0%	
LANDSCAPE DEMONSTRATION	190	906	1,050	1,028	1,080	2.9%	5.1%	
TOTAL DEPARTMENT EXPENSE	27,988	65,121	104,900	105,399	150,170	43.2%	42.5%	
TOTAL EXPENSE	178,724	191,445	241,902	213,268	296,983	22.8%	39.3%	

**MARINA COAST WATER DISTRICT
CON BUDGET FOR FY 2019-2020**

ACCOUNT NAME	TOTAL				2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED			
WAGES - CON	149,222	131,275	117,608	96,762	131,783	12.1%	36.2%
OVERTIME	3,327	3,393	18,659	5,702	6,081	-67.4%	6.7%
FICA - SS EXPENSE	8,960	8,066	8,449	6,375	8,548	1.2%	34.1%
FICA - MEDI EXPENSE	2,096	1,886	1,975	1,492	1,999	1.2%	34.0%
MEDICAL INSURANCE	25,944	18,449	14,034	11,630	14,571	3.8%	25.3%
DENTAL INS. EXPENSE	1,056	984	488	404	488	0.0%	20.7%
VISION INS. EXPENSE	403	356	227	206	227	0.0%	10.1%
WORKERS COMP. EXPENSE	1,046	966	1,393	1,024	1,457	4.6%	42.2%
LIFE INSURANCE EXPENSE	547	537	403	386	457	13.4%	18.3%
UNIFORM BENEFIT	256	-	200	-	200	0.0%	-
SUI EXPENSE	641	435	508	98	508	0.0%	420.2%
ETT EXPENSE	22	18	16	4	15	-6.3%	273.1%
DISABILITY PLAN	571	522	290	282	328	13.1%	16.2%
CALPERS RETIREMENT (ER) - Classic Plan	9,569	9,730	13,991	12,952	18,310	30.9%	41.4%
CALPERS RETIREMENT (EE) - Classic Plan	5,955	6,180	7,874	7,182	8,936	13.5%	24.4%
CALPERS-62 RETIREMENT (ER)	3,677	2,924	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	7,275	-	9,601	9,601	10,000	4.2%	4.2%
TOTAL SALARY & BENEFIT	220,565	185,721	195,716	154,099	203,908	4.2%	32.3%
BOOKS & REF. MATERIAL	-	-	200	200	200	0.0%	0.0%
PRINTING	5,096	4,841	10,000	9,969	10,000	0.0%	0.3%
GENERAL SUPPLY	316	4,019	500	480	1,000	100.0%	108.3%
COMPUTERS/DATA PROCESSING	740	780	1,000	1,001	500	-50.0%	-50.0%
ADVERTISEMENT	2,228	75	5,000	4,675	5,000	0.0%	7.0%
CONSULTING SERVICES	-	-	2,500	2,500	5,500	120.0%	100.0%
MEMBERSHIPS & DUES	5,698	5,502	6,000	6,000	6,550	9.2%	9.2%
TOILET REBATE	25,127	58,226	97,500	97,500	126,250	29.5%	29.5%
WASHING MACHINE REBATE	17,000	8,350	7,000	6,925	7,000	0.0%	1.1%
CONSERVATION EDUCATION	7,600	20,456	42,750	35,167	46,750	9.4%	32.9%
LANDSCAPE REBATE	9,139	7,463	21,000	8,754	25,000	19.0%	185.6%
HOT WATER RECIR REBATE	3,272	1,747	3,000	3,647	3,000	0.0%	-17.7%
SHOWER HEADS AND AERATORS	7,276	2,643	5,000	5,434	5,000	0.0%	-8.0%
LANDSCAPE DEMONSTRATION	280	1,332	1,500	1,469	1,500	0.0%	2.1%
TOTAL DEPARTMENT EXPENSE	83,773	115,434	202,950	183,719	243,250	19.9%	32.4%
TOTAL EXPENSE	304,337	301,154	398,666	337,818	447,158	12.2%	32.4%

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	124,861	135,178	161,438	120,841	162,651	0.8%	34.6%
WAGES-ALLOCATED TO CAPITAL	(5,571)	(857)	(5,000)	(3,953)	(5,000)	-100.0%	-100.0%
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-100.0%	-100.0%
OVERTIME	-	32	137	-	137	0.0%	100.0%
FICA - SS EXPENSE	6,822	7,303	9,131	5,959	9,438	3.4%	58.4%
FICA - MEDI EXPENSE	1,743	1,841	2,343	1,699	2,360	0.7%	38.9%
MEDICAL INSURANCE	19,753	19,428	33,540	18,013	29,187	-13.0%	62.0%
DENTAL INSURANCE	1,083	921	1,392	735	1,235	-11.3%	67.9%
VISION INSURANCE	240	259	297	234	285	-4.0%	21.7%
WORKERS COMP. INSURANCE	901	967	1,641	1,188	1,647	0.4%	38.6%
LIFE INSURANCE EXPENSE	485	541	606	527	606	0.0%	15.0%
BOOTS BENEFIT	96	49	240	240	230	-4.2%	-4.2%
SUI EXPENSE	369	252	333	333	319	-4.2%	-4.2%
ETT EXPENSE	13	10	10	9	10	0.0%	11.1%
DISABILITY PLAN	515	524	444	386	448	0.9%	16.1%
CALPERS RETIREMENT (ER) - Classic Plan	11,564	12,174	15,693	11,915	18,119	15.5%	52.1%
CALPERS RETIREMENT (EE) - Classic Plan	7,533	7,146	8,832	6,493	8,843	0.1%	36.2%
CALPERS-62 RETIREMENT (ER)	1,325	2,364	2,977	2,735	3,115	4.6%	13.9%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	6,496	-	8,832	7,680	-	-	-
TOTAL SALARY & BENEFIT	178,310	188,132	243,030	175,034	233,768	-3.8%	33.6%
BOOKS & REF MATERIALS	-	41	72	-	-	-	-
POSTAGE	6	-	48	-	-	-	-
PRINTING/ SCANNING SERVICES	292	372	120	-	-	-	-
OFFICE SUPPLY	-	-	120	-	-	-	-
GENERAL SUPPLY	-	37	-	-	-	-	-
MEMBERSHIPS & DUES	382	383	240	-	-	-	-
MAPPING SERVICES	-	-	5,000	5,000	6,000	20.0%	20.0%
ENGINEERING CONSULTANTS	112,982	139,026	46,000	51,996	55,000	19.6%	5.8%
DEVELOPER EXPENSES (NOT MCWD)	209	29,023	6,000	21,397	21,500	258.3%	100.0%
DEVELOPER EXPENSES - METERS	-	-	4,000	-	-	-	100.0%
TOTAL DEPARTMENT EXPENSE	113,871	168,883	61,600	78,392	82,500	33.9%	5.2%
TOTAL EXPENSE	292,181	357,015	304,630	253,426	316,268	3.8%	24.8%

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	MARINA SEWER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	65,981	48,895	47,085	34,813	42,430	-9.9%	21.9%
WAGES-ALLOCATED TO CAPITAL	(46,174)	(16,064)	(25,000)	-	(5,000)	-100.0%	-100.0%
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-100.0%	-100.0%
OVERTIME	-	9	40	-	36	-10.0%	100.0%
FICA - SS EXPENSE	3,836	2,721	2,663	1,711	2,462	-7.5%	43.9%
FICA - MEDI EXPENSE	939	674	683	489	616	-9.8%	25.9%
MEDICAL INSURANCE	12,348	7,544	9,783	5,202	7,614	-22.2%	46.4%
DENTAL INSURANCE	676	357	406	212	322	-20.7%	51.6%
VISION INSURANCE	122	91	87	67	74	-14.9%	9.8%
WORKERS COMP. INSURANCE	495	344	479	342	430	-10.2%	25.9%
LIFE INSURANCE EXPENSE	255	196	177	152	158	-10.7%	4.1%
BOOTS BENEFIT	26	14	70	70	60	-14.3%	-14.3%
SUI EXPENSE	100	71	97	97	83	-14.4%	-14.4%
ETT EXPENSE	3	3	3	3	3	0.0%	0.0%
DISABILITY PLAN	269	192	130	111	117	-10.0%	5.4%
CALPERS RETIREMENT (ER) - Classic Plan	5,755	4,299	4,577	3,464	4,727	3.3%	36.4%
CALPERS RETIREMENT (EE) - Classic Plan	4,454	2,817	2,576	1,884	2,307	-10.4%	22.4%
CALPERS-62 RETIREMENT (ER)	357	662	868	777	813	-6.3%	4.6%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	3,184	-	2,576	2,240	-	-	-
TOTAL SALARY & BENEFIT	52,648	52,824	47,342	51,635	57,288	21.0%	10.9%
BOOKS & REF MATERIALS	-	-	21	-	-	-	-
POSTAGE	2	-	14	-	-	-	-
PRINTING/ SCANNING SERVICES	83	104	35	-	-	-	-
OFFICE SUPPLY	-	-	35	-	-	-	-
GENERAL SUPPLY	-	10	-	-	-	-	-
MEMBERSHIPS & DUES	20	21	70	-	-	-	-
MAPPING SERVICES	-	-	2,000	2,000	4,000	100.0%	100.0%
ENGINEERING CONSULTANTS	12,684	15,515	17,000	22,090	22,000	29.4%	-0.4%
DEVELOPER EXPENSES (NOT MCWD)	-	5,120	2,000	2,142	2,200	10.0%	100.0%
DEVELOPER EXPENSES - METERS	-	-	-	-	-	-	100.0%
TOTAL DEPARTMENT EXPENSE	12,789	20,771	21,175	26,232	28,200	33.2%	7.5%
TOTAL EXPENSE	65,437	73,596	68,517	77,868	85,488	24.8%	9.8%

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	ORD WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	254,609	308,883	363,235	280,218	403,091	11.0%	43.8%
WAGES-ALLOCATED TO CAPITAL	-	(21,925)	(30,000)	(29,794)	(30,000)	-100.0%	-100.0%
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-100.0%	-100.0%
OVERTIME	-	69	309	-	339	9.7%	100.0%
FICA - SS EXPENSE	13,695	16,762	20,545	13,923	23,389	13.8%	68.0%
FICA - MEDI EXPENSE	3,508	4,206	5,271	3,942	5,850	11.0%	48.4%
MEDICAL INSURANCE	39,237	43,677	75,466	41,348	72,334	-4.2%	74.9%
DENTAL INSURANCE	2,146	2,051	3,133	1,684	3,061	-2.3%	81.8%
VISION INSURANCE	483	593	669	541	706	5.5%	30.5%
WORKERS COMP. INSURANCE	1,821	2,304	3,692	2,823	4,081	10.5%	44.6%
LIFE INSURANCE EXPENSE	976	1,104	1,362	1,221	1,502	10.3%	23.0%
BOOTS BENEFIT	199	106	540	540	570	5.6%	5.6%
SUI EXPENSE	767	544	748	748	790	5.6%	5.6%
ETT EXPENSE	26	23	23	21	25	8.7%	19.0%
DISABILITY PLAN	1,035	1,179	1,000	893	1,109	10.9%	24.1%
CALPERS RETIREMENT (ER) - Classic Plan	23,376	26,375	35,309	26,793	44,902	27.2%	67.6%
CALPERS RETIREMENT (EE) - Classic Plan	15,057	15,506	19,873	14,598	21,915	10.3%	50.1%
CALPERS-62 RETIREMENT (ER)	2,751	6,071	6,699	6,721	7,720	15.2%	14.9%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	13,312	-	19,872	17,280	-	-	-
TOTAL SALARY & BENEFIT	373,166	407,529	528,070	383,500	561,726	6.4%	46.5%
BOOKS & REF MATERIALS	-	88	162	-	-	-	-
POSTAGE	12	-	108	-	-	-	-
PRINTING/ SCANNING SERVICES	521	804	270	-	-	-	-
OFFICE SUPPLY	-	-	270	-	-	-	-
GENERAL SUPPLY	-	80	-	-	-	-	-
MEMBERSHIPS & DUES	809	817	540	-	-	-	-
MAPPING SERVICES	-	-	20,000	20,000	25,000	25.0%	25.0%
ENGINEERING CONSULTANTS	212,418	298,195	94,000	141,176	140,000	48.9%	-0.8%
DEVELOPER EXPENSES (NOT MCWD)	381,989	307,805	320,000	246,986	250,000	-21.9%	1.2%
DEVELOPER EXPENSES - METERS	96,382	94,916	60,000	105,345	110,000	83.3%	4.4%
TOTAL DEPARTMENT EXPENSE	692,131	702,704	495,350	513,507	525,000	6.0%	2.2%
TOTAL EXPENSE	1,065,298	1,110,233	1,023,420	897,007	1,086,726	6.2%	21.2%

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	ORD SEWER						BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED			
WAGES - ENG	95,361	82,940	100,899	75,969	99,005	-1.9%	30.3%	
WAGES-ALLOCATED TO CAPITAL	(43,402)	(9,832)	(20,000)	(3,523)	(5,000)	-100.0%	-100.0%	
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-100.0%	-100.0%	
OVERTIME	-	18	86	-	83	-3.5%	100.0%	
FICA - SS EXPENSE	5,354	4,494	5,707	3,752	5,745	0.7%	53.1%	
FICA - MEDI EXPENSE	1,328	1,125	1,464	1,068	1,437	-1.8%	34.6%	
MEDICAL INSURANCE	16,898	12,182	20,963	11,278	17,766	-15.3%	57.5%	
DENTAL INSURANCE	909	581	870	461	752	-13.6%	63.3%	
VISION INSURANCE	176	156	186	146	173	-7.0%	18.4%	
WORKERS COMP. INSURANCE	701	585	1,026	748	1,002	-2.3%	34.0%	
LIFE INSURANCE EXPENSE	356	329	378	331	369	-2.4%	11.6%	
BOOTS BENEFIT	48	28	150	150	140	-6.7%	-6.7%	
SUI EXPENSE	196	141	208	208	194	-6.7%	-6.7%	
ETT EXPENSE	7	6	6	6	6	0.0%	0.0%	
DISABILITY PLAN	375	321	278	242	272	-2.2%	12.5%	
CALPERS RETIREMENT (ER) - Classic Plan	8,352	7,340	9,808	7,479	11,029	12.4%	47.5%	
CALPERS RETIREMENT (EE) - Classic Plan	6,127	4,480	5,520	4,087	5,383	-2.5%	31.7%	
CALPERS-62 RETIREMENT (ER)	662	1,324	1,861	1,713	1,896	1.9%	10.7%	
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-	
OPEB EXPENSE	4,649	-	5,520	4,800	-	-	-	
TOTAL SALARY & BENEFIT	98,137	106,218	135,020	108,914	140,336	3.9%	28.9%	
BOOKS & REF MATERIALS	-	-	45	-	-	-	-	
POSTAGE	37	-	30	-	-	-	-	
PRINTING/ SCANNING SERVICES	146	209	75	-	-	-	-	
OFFICE SUPPLY	-	-	75	-	-	-	-	
GENERAL SUPPLY	-	21	-	-	-	-	-	
MEMBERSHIPS & DUES	37	42	150	-	-	-	-	
MAPPING SERVICES	-	-	10,000	10,000	15,000	50.0%	50.0%	
ENGINEERING CONSULTANTS	26,464	82,188	38,000	74,328	80,000	110.5%	7.6%	
DEVELOPER EXPENSES (NOT MCWD)	109,066	92,980	90,000	104,477	105,000	16.7%	0.5%	
DEVELOPER EXPENSES - METERS	-	-	-	-	-	-	-	
TOTAL DEPARTMENT EXPENSE	135,750	175,439	138,375	188,805	200,000	44.5%	5.9%	
TOTAL EXPENSE	233,887	281,657	273,395	297,719	340,336	24.5%	14.3%	

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	RUWAP					BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED		
WAGES - ENG	-	-	-	-	-	-	-
WAGES-ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-	-
OVERTIME	-	-	-	-	-	-	-
FICA - SS EXPENSE	-	-	-	-	-	-	-
FICA - MEDI EXPENSE	-	-	-	-	-	-	-
MEDICAL INSURANCE	-	-	-	-	-	-	-
DENTAL INSURANCE	-	-	-	-	-	-	-
VISION INSURANCE	-	-	-	-	-	-	-
WORKERS COMP. INSURANCE	-	-	-	-	-	-	-
LIFE INSURANCE EXPENSE	-	-	-	-	-	-	-
BOOTS BENEFIT	-	-	-	-	-	-	-
SUI EXPENSE	-	-	-	-	-	-	-
ETT EXPENSE	-	-	-	-	-	-	-
DISABILITY PLAN	-	-	-	-	-	-	-
CALPERS RETIREMENT (ER) - Classic Plan	-	-	-	-	-	-	-
CALPERS RETIREMENT (EE) - Classic Plan	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	-	-	-	-	-	-	-
TOTAL SALARY & BENEFIT	-	-	-	-	-	-	-
BOOKS & REF MATERIALS	-	-	-	-	-	-	-
POSTAGE	-	-	-	-	-	-	-
PRINTING/ SCANNING SERVICES	-	-	-	-	-	-	-
OFFICE SUPPLY	-	-	-	-	-	-	-
GENERAL SUPPLY	-	-	-	-	-	-	-
MEMBERSHIPS & DUES	-	-	-	-	-	-	-
MAPPING SERVICES	-	-	-	-	-	-	-
ENGINEERING CONSULTANTS	-	-	-	-	-	-	-
DEVELOPER EXPENSES (NOT MCWD)	-	-	-	-	-	-	-
DEVELOPER EXPENSES - METERS	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	-	-	-	-	-	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	REGIONAL DESALINATION PROJECT						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	-	-	-	-	-	-	-
WAGES-ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-	-
OVERTIME	-	-	-	-	-	-	-
FICA - SS EXPENSE	-	-	-	-	-	-	-
FICA - MEDI EXPENSE	-	-	-	-	-	-	-
MEDICAL INSURANCE	-	-	-	-	-	-	-
DENTAL INSURANCE	-	-	-	-	-	-	-
VISION INSURANCE	-	-	-	-	-	-	-
WORKERS COMP. INSURANCE	-	-	-	-	-	-	-
LIFE INSURANCE EXPENSE	-	-	-	-	-	-	-
BOOTS BENEFIT	-	-	-	-	-	-	-
SUI EXPENSE	-	-	-	-	-	-	-
ETT EXPENSE	-	-	-	-	-	-	-
DISABILITY PLAN	-	-	-	-	-	-	-
CALPERS RETIREMENT (ER) - Classic Plan	-	-	-	-	-	-	-
CALPERS RETIREMENT (EE) - Classic Plan	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (ER)	-	-	-	-	-	-	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	-	-	-	-	-	-	-
TOTAL SALARY & BENEFIT	-	-	-	-	-	-	-
BOOKS & REF MATERIALS	-	-	-	-	-	-	-
POSTAGE	-	-	-	-	-	-	-
PRINTING/ SCANNING SERVICES	-	-	-	-	-	-	-
OFFICE SUPPLY	-	-	-	-	-	-	-
GENERAL SUPPLY	-	-	-	-	-	-	-
MEMBERSHIPS & DUES	-	-	-	-	-	-	-
MAPPING SERVICES	-	-	-	-	-	-	-
ENGINEERING CONSULTANTS	-	-	-	-	-	-	-
DEVELOPER EXPENSES (NOT MCWD)	-	-	-	-	-	-	-
DEVELOPER EXPENSES - METERS	-	-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSE	-	-	-	-	-	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-

**MARINA COAST WATER DISTRICT
ENG BUDGET FOR FY 2019-2020**

ACCOUNT NAME	TOTAL						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	540,812	575,896	672,657	511,841	707,177	5.1%	38.2%
WAGES-ALLOCATED TO CAPITAL	(95,146)	(48,677)	(80,000)	(37,269)	(45,000)	-100.0%	-100.0%
WAGE/BENEFITS TO OTHER CC PROJ	-	-	-	-	-	-100.0%	-100.0%
OVERTIME	-	128	572	-	595	4.0%	100.0%
FICA - SS EXPENSE	29,707	31,280	38,046	25,346	41,034	7.9%	61.9%
FICA - MEDI EXPENSE	7,518	7,846	9,761	7,198	10,263	5.1%	42.6%
MEDICAL INSURANCE	88,237	82,831	139,752	75,840	126,901	-9.2%	67.3%
DENTAL INSURANCE	4,814	3,910	5,801	3,093	5,370	-7.4%	73.6%
VISION INSURANCE	1,020	1,100	1,239	989	1,238	-0.1%	25.2%
WORKERS COMP. INSURANCE	3,918	4,199	6,838	5,100	7,160	4.7%	40.4%
LIFE INSURANCE EXPENSE	2,072	2,170	2,523	2,230	2,635	4.4%	18.2%
BOOTS BENEFIT	368	197	1,000	1,000	1,000	0.0%	0.0%
SUI EXPENSE	1,432	1,008	1,386	1,386	1,386	0.0%	0.0%
ETT EXPENSE	49	42	42	39	44	4.8%	12.8%
DISABILITY PLAN	2,194	2,216	1,852	1,632	1,946	5.1%	19.2%
CALPERS RETIREMENT (ER) - Classic Plan	49,047	50,188	65,387	49,652	78,777	20.5%	58.7%
CALPERS RETIREMENT (EE) - Classic Plan	33,170	29,948	36,801	27,062	38,448	4.5%	42.1%
CALPERS-62 RETIREMENT (ER)	5,094	10,422	12,405	11,946	13,544	9.2%	13.4%
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	27,642	-	36,800	32,000	-	-	-
TOTAL SALARY & BENEFIT	702,262	754,703	953,462	719,084	993,118	4.2%	38.1%
BOOKS & REF MATERIALS	-	129	300	-	-	-	-
POSTAGE	56	-	200	-	-	-	-
PRINTING/ SCANNING SERVICES	1,042	1,490	500	-	-	-	-
OFFICE SUPPLY	-	-	500	-	-	-	-
GENERAL SUPPLY	-	149	-	-	-	-	-
MEMBERSHIPS & DUES	1,248	1,263	1,000	-	-	-	-
MAPPING SERVICES	-	-	37,000	37,000	50,000	35.1%	35.1%
ENGINEERING CONSULTANTS	364,549	534,923	195,000	289,590	297,000	52.3%	2.6%
DEVELOPER EXPENSES (NOT MCWD)	491,264	434,928	418,000	375,001	378,700	-9.4%	1.0%
DEVELOPER EXPENSES - METERS	96,382	94,916	64,000	105,345	110,000	71.9%	4.4%
TOTAL DEPARTMENT EXPENSE	954,542	1,067,797	716,500	806,936	835,700	16.6%	3.6%
TOTAL EXPENSE	1,656,803	1,822,500	1,669,962	1,526,020	1,828,818	9.5%	19.8%

**MARINA COAST WATER DISTRICT
WATER RESOURCES BUDGET FOR FY 2018-2019**

ACCOUNT NAME	MARINA WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	-	-	60,819	34,953	76,461	25.7%	118.8%
WAGES-ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	-	-	-	-	-	-	-
FICA - SS EXPENSE	-	-	3,771	2,013	4,741	25.7%	135.5%
FICA - MEDI EXPENSE	-	-	882	471	1,109	25.7%	135.5%
MEDICAL INSURANCE	-	-	14,927	6,357	20,859	39.7%	228.2%
DENTAL INSURANCE	-	-	578	217	855	47.9%	293.5%
VISION INSURANCE	-	-	116	54	157	35.3%	191.1%
WORKERS COMP. INSURANCE	-	-	544	350	683	25.6%	95.4%
LIFE INSURANCE EXPENSE	-	-	214	147	274	28.0%	86.6%
UNIFORM BENEFIT	-	-	80	-	80	0.0%	-
BOOTS BENEFIT	-	-	160	-	160	0.0%	-
SUI EXPENSE	-	-	185	-	185	0.0%	-
ETT EXPENSE	-	-	6	-	6	0.0%	-
DISABILITY PLAN	-	-	41	107	79	92.7%	-26.0%
CALPERS RETIREMENT (ER) - Classic Plan	-	-	6,404	5,264	7,643	19.3%	45.2%
CALPERS RETIREMENT (EE) - Classic Plan	-	-	3,604	2,602	3,748	4.0%	44.0%
CALPERS-62 RETIREMENT (ER)	-	-	869	-	1,846	112.4%	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	-	-	-	-	-	-	-
TOTAL SALARY & BENEFIT	-	-	93,200	52,533	118,886	27.6%	126.3%
BOOKS & REFERENCE MATERIALS	-	-	200	200	2,000	900.0%	900.0%
MEMBERSHIPS & DUES	-	-	600	600	600	0.0%	0.0%
ENGINEERING CONSULTANTS	-	-	400,000	244,202	544,462	36.1%	123.0%
TOTAL DEPARTMENT EXPENSE	-	-	400,800	245,002	547,062	36.5%	123.3%
TOTAL EXPENSE	-	-	494,000	297,535	665,948	34.8%	123.8%

MARINA COAST WATER DISTRICT
WATER RESOURCES BUDGET FOR FY 2018-2019

ACCOUNT NAME	ORD WATER						
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
WAGES - ENG	-	-	91,228	64,912	114,692	25.7%	76.7%
WAGES-ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	-	-	-	-	-	-	-
FICA - SS EXPENSE	-	-	5,656	3,740	7,111	25.7%	90.2%
FICA - MEDI EXPENSE	-	-	1,323	875	1,663	25.7%	90.0%
MEDICAL INSURANCE	-	-	22,390	11,660	31,289	39.7%	168.4%
DENTAL INSURANCE	-	-	867	405	1,282	47.9%	216.7%
VISION INSURANCE	-	-	173	100	235	35.8%	135.8%
WORKERS COMP. INSURANCE	-	-	815	648	1,025	25.8%	58.2%
LIFE INSURANCE EXPENSE	-	-	322	272	410	27.3%	51.0%
UNIFORM BENEFIT	-	-	120	-	120	0.0%	-
BOOTS BENEFIT	-	-	240	-	240	0.0%	-
SUI EXPENSE	-	-	277	-	277	0.0%	-
ETT EXPENSE	-	-	8	-	8	0.0%	-
DISABILITY PLAN	-	-	61	198	118	93.4%	-40.3%
CALPERS RETIREMENT (ER) - Classic Plan	-	-	9,605	9,776	11,465	19.4%	17.3%
CALPERS RETIREMENT (EE) - Classic Plan	-	-	5,406	4,832	5,622	4.0%	16.4%
CALPERS-62 RETIREMENT (ER)	-	-	1,304	-	2,768	112.3%	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	-	-	-	-	-	-	-
TOTAL SALARY & BENEFIT	-	-	139,795	97,415	178,325	27.6%	83.1%
BOOKS & REFERENCE MATERIALS	-	-	300	300	3,000	900.0%	900.0%
MEMBERSHIPS & DUES	-	-	900	900	900	0.0%	0.0%
ENGINEERING CONSULTANTS	-	-	600,000	366,302	816,694	36.1%	123.0%
TOTAL DEPARTMENT EXPENSE	-	-	601,200	367,502	820,594	36.5%	123.3%
TOTAL EXPENSE	-	-	740,995	464,918	998,919	34.8%	114.9%

**MARINA COAST WATER DISTRICT
WATER RESOURCES BUDGET FOR FY 2018-2019**

ACCOUNT NAME	TOTAL				2019-2020 PROPOSED	BUD vs BUD % CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED			
WAGES - ENG	-	-	152,047	99,864	191,153	25.7%	91.4%
WAGES-ALLOCATED TO CAPITAL	-	-	-	-	-	-	-
OVERTIME	-	-	-	-	-	-	-
FICA - SS EXPENSE	-	-	9,427	5,752	11,852	25.7%	106.0%
FICA - MEDI EXPENSE	-	-	2,205	1,346	2,772	25.7%	106.0%
MEDICAL INSURANCE	-	-	37,317	18,016	52,148	39.7%	189.5%
DENTAL INSURANCE	-	-	1,445	622	2,137	47.9%	243.5%
VISION INSURANCE	-	-	289	154	392	35.6%	155.2%
WORKERS COMP. INSURANCE	-	-	1,359	998	1,708	25.7%	71.2%
LIFE INSURANCE EXPENSE	-	-	536	418	684	27.6%	63.5%
UNIFORM BENEFIT	-	-	200	-	200		
BOOTS BENEFIT	-	-	400	-	400	0.0%	-
SUI EXPENSE	-	-	462	-	462	0.0%	-
ETT EXPENSE	-	-	14	-	14	0.0%	-
DISABILITY PLAN	-	-	102	304	197	93.1%	-35.3%
CALPERS RETIREMENT (ER) - Classic Plan	-	-	16,009	15,040	19,108	19.4%	27.0%
CALPERS RETIREMENT (EE) - Classic Plan	-	-	9,010	7,434	9,370	4.0%	26.0%
CALPERS-62 RETIREMENT (ER)	-	-	2,173	-	4,614	112.3%	-
CALPERS-62 RETIREMENT (EE)	-	-	-	-	-	-	-
OPEB EXPENSE	-	-	-	-	-	-	-
TOTAL SALARY & BENEFIT	-	-	232,995	149,949	297,211	27.6%	98.2%
	-	-	-	-	-		
BOOKS & REFERENCE MATERIALS	-	-	500	500	5,000	900.0%	900.0%
MEMBERSHIPS & DUES	-	-	1,500	1,500	1,500	0.0%	0.0%
ENGINEERING CONSULTANTS	-	-	1,000,000	610,504	1,361,156	36.1%	123.0%
TOTAL DEPARTMENT EXPENSE	-	-	1,002,000	612,504	1,367,656	36.5%	123.3%
TOTAL EXPENSE	-	-	1,234,995	762,453	1,664,867	34.8%	118.4%

MARINA COAST WATER DISTRICT
CAPTITALIZED EQUIPMENT BUDGET FOR FY 2019-2020

ACCOUNT NAME	MARINA WATER					MARINA SEWER				
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED
LABORATORY	-	-	-	-	-	-	-	-	-	-
NETWORK COMPUTER SYSTEM	721	2,500	11,750	-	7,360	194	700	3,290	-	1,920
VEHICLES	32,594	19,422	-	-	11,500	3,717	5,438	-	-	3,000
O&M EQUIPMENT	3,381	8,616	22,541	22,000	137,080	910	2,412	22,339	22,000	171,300
TOTAL EXPENSE	36,696	30,538	34,291	22,000	155,940	4,821	8,550	25,629	22,000	176,220

ACCOUNT NAME	ORD WATER					ORD SEWER				
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED
LABORATORY	-	-	-	-	-	-	-	-	-	-
NETWORK COMPUTER SYSTEM	1,499	5,400	25,380	-	18,240	361	1,400	6,580	-	4,480
VEHICLES	36,726	41,952	-	-	28,500	6,903	10,877	-	-	7,000
O&M EQUIPMENT	7,022	25,032	48,689	48,000	391,920	1,691	16,626	48,296	48,296	224,700
TOTAL EXPENSE	45,247	72,384	74,069	48,000	438,660	8,955	28,903	54,876	48,296	236,180

ACCOUNT NAME	TOTAL					BUD vs BUD %CHANGE	BUD vs EST % CHANGE
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 ESTIMATED	2019-2020 PROPOSED		
LABORATORY	-	-	-	-	-	0.0%	0.0%
NETWORK COMPUTER SYSTEM	2,775	10,000	47,000	-	32,000	-31.9%	0.0%
VEHICLES	79,940	77,689	-	-	50,000	0.0%	0.0%
O&M EQUIPMENT	13,004	52,686	141,865	140,296	925,000	552.0%	0.0%
TOTAL EXPENSE	95,719	140,375	188,865	140,296	1,007,000	433.2%	617.8%

Network Computer System

Human Resource Software 12,000
File/AD Controller Server Replacement 20,000 32,000

Vehicles

Variance from Board Vehicle Replacement Policy @ \$100,000/year 50,000

O&M Equipment

(3) Hypo Tank Replacements 40,000
East Garrison Double Wall Chemical Tank 20,000
Vactor 480,000
(2) Diesel Tank Replacements (Giggling & Booker) 30,000
(5) Conductivity Analyzers (Wells 29,30,31,34,WG) 40,000
(3) Standby Generators (2-Marina/1-Ord) 250,000
Dump Truck 65,000 925,000

TOTAL 1,007,000

**MARINA COAST WATER DISTRICT
CAPITAL IMPROVEMENT PROJECT BUDGET FOR FY 2019-2020**

Project No.	Project Name		Amount
MW-0111	Beach Road Pipeline	existing	\$ 494,815
MW-0302	Crescent Ave Connector to Reservoir 2	existing	\$ 216,000
MS-0143	Replace Lift Station No. 6 (Crescent)	existing	\$ 700,000
OW-0206	Inter-Garrison Road Pipeline Up-Sizing	East Garrison	\$ 650,000
OW-0193	Imjin Parkway Pipeline, Resv. Rd to Abrams Dr	existing	\$ 800,000
OW-0202	South Boundary Road Pipeline	DRO and Monterey	\$ 2,660,000
OW-0306	D-Zone Booster Pump Replacement	existing	\$ 80,000
OS-0147	Ord Village LS & Force Main Improvements	existing	\$ 2,500,000
OS-0205	Imjin Lift Station Improvements - Phase 1	East Garrison and UCMBEST	\$ 675,000
OS-0152	Hatten, Booker Neeson LS Improvements	existing	\$ 525,000
GW-0112	A1 & A2 Zone Tanks& B/C Booster Station	Ord & Marina	\$ 3,644,720
GW-0305	Calif. Ave & Imjin Pkwy Pipeline - Abrams to Marina Heights	Ord & Marina	\$ 200,000
GW-0307	Intertie Meter Replacement	existing	\$ 81,000
GS-0200	Odor Control Project	Ord & Marina	\$ 120,000
WD-0106	Ord Remodel, Demolition and Rehab	existing - District Wide	\$ 520,000
RW-0306	RUWAP - Imjin Pkwy Reservation Rd to Abrams Dr	FORA	\$ 885,000
RW-0174	RUWAP - Distribution System	SRF	\$ 11,239,582
RD-0101	Regional Desal		\$ -
Total:			\$ 25,991,117

Summary by Cost Center

		Existing	Development/Other
01 - Marina Water	\$ 2,111,625	\$ 1,814,363	\$ 297,262
02 - Marina Sewer	\$ 778,400	\$ 778,400	
03 - Ft Ord Water	\$ 7,125,710	\$ 1,826,982	\$ 5,298,728
04 - Ft Ord Sewer	\$ 3,850,800	\$ 3,175,800	\$ 675,000
05 - Recycled Water	\$ 12,124,582		\$ 12,124,582
Total:	\$ 25,991,117	\$ 7,595,545	\$ 18,395,572

Capital Improvement Project Sheet

Project:	Beach Road Pipeline
Project No:	MW-0163
Cost Center	Marina Water

Project Description
 This project entails the construction of a new 12" parallel pvc pipeline in Beach Road from De Forest Road to Del Monte Blvd.

Project Justification
 The pipeline is needed to improve reliability for existing fire flow deficiencies in Central Marina.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services		70,000						70,000
Internal Services		14,815						14,815
Construction								
External Services	0	400,000						400,000
Internal Services	0	10,000						10,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	0	494,815	0	0	0	0	0	494,815

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		100%	0	494,815	0	0	0	0	0	494,815
03 - Ft Ord Water		0%	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	494,815	0	0	0	0	0	494,815

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Project: Beach Road Pipeline			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 14,815	Manage contract
External Services: (Attorneys, Consultants)		\$ 70,000	Design
Total Design & Planning Cost:		\$ 84,815	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 10,000	Project/Construction Management
External Services: (Contractors)		\$ 400,000	Construction Contract(Labor/Material)
Total Construction & Installation Costs:		\$ 410,000	
Property / Easement Acquisition: NA			

Capital Improvement Project Sheet

Project:	Crescent Avenue Connector to Reservoir 2
Project No:	MW-0302
Cost Center	Marina Water

Project Description
 This project entails the construction of a new 12" pvc pipeline From Reservoir 2 to Crescent Avenue.

Project Justification
 The pipeline is needed to improve reliability for existing fire flow deficiencies in Central Marina.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services		40,000						40,000
Internal Services		6,000						6,000
Construction								
External Services	0	160,000						160,000
Internal Services	0	10,000						10,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	0	216,000	0	0	0	0	0	216,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		100%	0	216,000	0	0	0	0	0	216,000
03 - Ft Ord Water		0%	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	216,000	0	0	0	0	0	216,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "3" Cost Opinion: Estimated Range varies (-20%→+35%)"			
Crescent Avenue Connector to Reservoir 2			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	6,000	Manage contract
External Services: (Attorneys, Consultants)	\$	40,000	Design
Total Design & Planning Cost:	\$	46,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	10,000	Project/Construction Management
External Services: (Contractors)	\$	160,000	Construction Contract(Labor/Material)
Total Construction & Installation Costs:	\$	170,000	
Property / Easement Acquisition: NA			

Capital Improvement Project Sheet

Project:	Replace Lift Station No. 6 (Crescent)
Project No:	MS-0143
Cost Center	Marina Sewer

Project Description
 Located on Crescent Drive in Central Marina, this project will replace the current sanitary sewer lift station (LS) with a concrete below-grade wet-well/dual submersible pump/valve vault LS facility. A back-up generator, new electrical service, and electrical code up-grades are included to ensure reliable service.

Project Justification
 This project is needed because the existing LS is beyond its' useful life. In order to maintain operation, the facility requires frequent attention and and specially trained personnel to enter (confined space). Replacement of this facility will result in lower operational expenses.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services		2,000						2,000
Design								
External Services		80,000						80,000
Internal Services		8,000						8,000
Construction								
External Services	0	600,000						600,000
Internal Services	0	10,000						10,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	0	700,000	0	0	0	0	0	700,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
02 - Marina Sewer		100%	0	700,000	0	0	0	0	0	700,000
04 - Ft Ord Sewer		0%	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	700,000	0	0	0	0	0	700,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Replace Lift Station Number 6 (Crescent)			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 10,000	Manage contract
External Services: (Attorneys, Consultants)		\$ 80,000	Design
Total Design & Planning Cost:		\$ 90,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 10,000	Project/Construction Management
External Services: (Contractors)		\$ 600,000	Construction Contract(Labor/Material)
Total Construction & Installation Costs:		\$ 610,000	
Property / Easement Acquisition: NA			

Capital Improvement Project Sheet

Project:	Inter-Garrison Road Pipeline Up-Sizing
Project No:	OW-0206
Cost Center	Ord Community Water

Project Description
 This project entails the construction of approximately 1700-LF of 18-inch potable water pipeline in InterGarrison Road between Abrahms Drive and East Garrison to replace the existing 12-inch main. This will allow the District to meet commercial zone fire flows in East Garrison prior to building a B-Zone reservoir.

Project Justification
 The East Garrison Developer has completed construction of the Phase 3 infrastructure and is building homes in the area. Commercial development will begin this fiscal year.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services	45,000							45,000
Internal Services	5,000							5,000
Construction								
External Services		635,000						635,000
Internal Services		15,000						15,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	50,000	650,000	0	0	0	0	0	700,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		100%	51,000	650,000	0	0	0	0	0	701,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			51,000	650,000	0	0	0	0	0	701,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Project: Inter-Garrison Road Pipeline Up-sizing			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ -	Manage contract
External Services: (Attorneys, Consultants)		\$ -	Design
Total Design & Planning Cost:		\$ -	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 15,000	Const. Mgt
External Services: (Contractors)		\$ 635,000	Construction
Total Construction & Installation Costs:		\$ 650,000	
Property / Easement Acquisition: In ROW			

Capital Improvement Project Sheet

Project:	Imjin Parkway Pipeline, Reservation Rd to Abrams Drive
Project No:	OW-0193
Cost Center	Ord Community Water

Project Description
 This project entails the construction of approximately 2,800-LF of 12-inch PVC potable water pipeline in Imjin Parkway to improve connectivity within the B-Zone.

Project Justification
 This project is sequenced to coincide with the City of Marina Project to widen Imjin Parkway.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services	46,000							46,000
Internal Services	5,000							5,000
Construction								
External Services		780,000						780,000
Internal Services		20,000						20,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	51,000	800,000	0	0	0	0	0	851,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		100%	51,000	800,000	0	0	0	0	0	851,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			51,000	800,000	0	0	0	0	0	851,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Project: Imjin Parkway Pipeline, Reservation Rd to Abrams Drive			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ -	Manage contract
External Services: (Attorneys, Consultants)		\$ -	Design
Total Design & Planning Cost:		\$ -	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 20,000	Const. Mgt
External Services: (Contractors)		\$ 780,000	Construction
Total Construction & Installation Costs:		\$ 800,000	
Property / Easement Acquisition: In ROW			

Capital Improvement Project Sheet

Project:	South Boundary Road Pipeline
Project No:	OW-0202
Cost Center	Ord Community Water

Project Description
 This project entails the construction of approximately 7,300-LF of 24-inch potable water pipeline in South Boundary Road to serve Del Rey Oaks and Monterey.

Project Justification
 This project is sequenced to coincide with the FORA project to widen South Boundary Road.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services	37,000							37,000
Internal Services	3,000							3,000
Design								
External Services		150,000						150,000
Internal Services		10,000						10,000
Construction								
External Services		2,460,000						2,460,000
Internal Services		40,000						40,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	40,000	2,660,000	0	0	0	0	0	2,700,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		100%	40,000	2,660,000	0	0	0	0	0	2,700,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			40,000	2,660,000	0	0	0	0	0	2,700,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "4" Cost Opinion: Estimated Range varies (-30%→+50%)"			
Project: South Boundary Road Pipeline			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	10,000	Coordinate contracts
External Services: (Attorneys, Consultants)	\$	150,000	Contract with roadway designer
Total Design & Planning Cost:	\$	160,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	40,000	Const. Mgt
External Services: (Contractors)	\$	2,460,000	Construction
Total Construction & Installation Costs:	\$	2,500,000	
Property / Easement Acquisition: FORA ROW			

Capital Improvement Project Sheet

Project:	D-Zone Booster Pump Replacement
Project No:	OW-0306
Cost Center	Ord Community Water

Project Description
Replace one undersized D-Zone booster pump with a larger pump, new motor and motor control center.

Project Justification
Currently one of the D-Zone pumps is undersized and near the end of its useful life. Replacing it with a larger pump and motor will also extend the life of the other existing pump. The motor control center is also in need of replacement.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services								0
Internal Services		0						0
Construction								
External Services		65,000						65,000
Internal Services		15,000						15,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	0	80,000	0	0	0	0	0	80,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		100%	0	80,000	0	0	0	0	0	80,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	80,000	0	0	0	0	0	80,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Project: D-Zone Booster Pump Replacement			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ -	Coordinate contracts
External Services: (Attorneys, Consultants)		\$ -	Contract with roadway designer
Total Design & Planning Cost:		\$ -	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 15,000	Const. Mgt
External Services: (Contractors)		\$ 65,000	Construction
Total Construction & Installation Costs:		\$ 80,000	
Property / Easement Acquisition: Existing Easement			

Capital Improvement Project Sheet

Project:	Ord Village LS & Force Main Improvements
Project Number:	OS-0147
Cost Center:	Ord Community Sewer

Project Description
 This project includes reconstructing a the force main in a new alignment and relocating the existing lift station to a location east of Highway 1.

Project Justification:
 The existing lift station & force main has burst many times causing spills and necessitating point repairs. The existing lift station, located west of Highway 1 use to be on Army controlled land that was transferred to the CA State Parks and is now considered environmentally sensitive land. Additionally, relocating the lift station will eliminate two Highway 1 pipeline crossings. The existing pumps were replaced with Flygt pumps in 2016.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services	5,000	22,000						27,000
Internal Services	1,000	1,000						2,000
Design								
External Services	37,000	193,000						230,000
Internal Services	2,000	14,000						16,000
Construction								
External Services		2,240,000	0					2,240,000
Internal Services		30,000	0					30,000
Property / Easement Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	45,000	2,500,000	0	0	0	0	0	2,545,000

Project Funding / Cost Centers	G L Code	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
02 - Marina Sewer		0%	0	0	0	0	0	0	0	0
04 - Ft Ord Sewer		100%	45,000	2,500,000	0	0	0	0	0	2,545,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			45,000	2,500,000	0	0	0	0	0	2,545,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "4" Cost Opinion: Estimated Range varies (-30%→+50%)"			
Project: Ord Village LS & Force Main Improvements			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	15,000	Coordinate Contracts and permitting
External Services: (Attorneys, Consultants)	\$	215,000	Design, environmental clearance and easements
Total Design & Planning Cost:	\$	230,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	30,000	Project/Construction Management
External Services: (Contractors)	\$	2,240,000	Construction Contract, Management, Testing and Inspection
Total Construction & Installation Costs:	\$	2,270,000	
Property / Easement Acquisition: Lift Station Easement from City of Seaside			

Capital Improvement Project Sheet

Project:	Imjin LS & Force Main Improvements - Phase I
Project Number:	OS-0205
Cost Center:	Ord Community Sewer

Project Description
 The first phase of this project includes constructing another wetwell, installing two Flygt pumps with all accessories and appurtenances and space to add a third pump. The second Phase will be to install the third pump and replace the forcemain in conjunction with the Imjin Road widening project.

Project Justification:
 The existng lift station and forcemain can't handle all the anticipated wastewater flows from East Garrison, UCMBEST, Marina Airport, Existing Marina lift Station as was stated in the Ord Community Wastewater Master Plan; the project will be split into two phases and is necessary to accommodate near to long term future development

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services	36,000	4,000						40,000
Internal Services	4,000	1,000						5,000
Construction								
External Services		640,000						640,000
Internal Services		30,000						30,000
Property Easement / Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	40,000	675,000	0	0	0	0	0	715,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
02 - Marina Sewer		0%	0	0	0	0	0	0	0	0
04 - Ft Ord Sewer		100%	40,000	675,000	0	0	0	0	0	715,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			40,000	675,000	0	0	0	0	0	715,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Project: Imjin LS & Force Main Improvements - Phase I			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	1,000	Master plan integration, scope, conceptual design
External Services: (Attorneys, Consultants)	\$	4,000	commencing design/ plans preparation
Total Design & Planning Cost:	\$	5,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)	\$	30,000	Project/Construction Management
External Services: (Contractors)	\$	640,000	Construction Contract(Labor/Material)
Total Construction & Installation Costs:	\$	670,000	
Property / Easement Acquisition:			

Capital Improvement Project Sheet

Project:	Hatten, Booker, Neeson LS Improvements
Project Number:	OS-0152
Cost Center:	Ord Community Sewer

Project Description
Replacement of Hatten, Booker and Neeson wastewater lift stations. Hatten and Neeson Lift Stations will be replaced in 2018/19. Booker will be addressed in later years.

Project Justification:
The existing lift stations are reaching the end of their service life. Capacity increases are not required.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services		50,000					30,000	80,000
Internal Services		5,000					3,000	8,000
Construction								
External Services		460,000					362,000	822,000
Internal Services		10,000					5,000	15,000
Property Easement / Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	0	525,000	0	0	0	0	400,000	925,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
02 - Marina Sewer		0%	0	0	0	0	0	0	0	0
04 - Ft Ord Sewer		100%	0	525,000	0	0	0	0	400,000	925,000
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	525,000	0	0	0	0	400,000	925,000

Estimated Project Expenditures for FY 19/20:				Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"					
Project: Hatten, Booker, Neeson LS Improvements					
1- Design & Planning Costs:					
	External Services: (Attorneys, Consultants)			\$ 50,000	Design Plans & Specs
Total Design & Planning Cost:				\$ 55,000	
2- Construction & Installation Costs:					
	Internal Services : MCWD Staff time (Eng, O&M,Finances)			\$ 10,000	Project/Construction Management/Inspection
	External Services: (Contractors)			\$ 460,000	Construction Contract(Labor/Material)
Total Construction & Installation Costs:				\$ 470,000	
Property / Easement Acquisition: NA					

Capital Improvement Project

Project:	A1 & A2 Zone Tanks & B/C Booster Station
Project Number:	GW-0112
Cost Center:	Ord Community Water; Marina Water

Project Description
 Two A-Zone storage tanks with a total usable storage capacity of 3.2 Million Gallons, B-Zone and C-Zone Booster Pump Station, and associated piping and facilities. The project location is on the CSUMB main campus northwest of the interesection of Inter-Garrison Rd and 6th Ave. CSUMB will require architectural treatments not to exceed 10% of the cost of the tanks and buildings. Tank construction is assumed to be steel. A prestressed concrete tank would entail a 33% increase in cost.

Project Justification
 The District has minimal "A" Zone storage capacity. The A1/A2 Zone Tanks are to provide operational, fire, and emergency water storage for Zone A in the Ord Community and Central Marina. The B and C booster pumps will pump water from the A zone tanks to Zones B and C. The facilities currently serving these functions are over sixty years old and are approaching the end of their useful life.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services	36,000	125,000						161,000
Internal Services	4,000	14,000						18,000
Design								
External Services		250,720	30,000	30,000				310,720
Internal Services		25,000	5,000	10,000				40,000
Construction								
External Services		3,200,000	3,200,000	3,300,000				9,700,000
Internal Services		30,000	30,000	30,000				90,000
Property Easement / Acquisitions								0
Property rights have been paid for through a settelment agreement with CSUMB								
Other Project Costs								0
Estimated Cost By Fiscal Year	40,000	3,644,720	3,265,000	3,370,000	0	0	0	10,319,720

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		32%	12,800	1,166,310	1,044,800	1,078,400	0	0	0	3,302,310
02 - Marina Sewer		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		68%	27,200	2,478,410	2,220,200	2,291,600	0	0	0	7,017,410
04 - Ft Ord Sewer		0%	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			40,000	3,644,720	3,265,000	3,370,000	0	0	0	10,319,720

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes						
"Class "4" Cost Opinion: Estimated Range varies (-30%→+50%)"									
A1 & A2 Zone Tanks & B/C Booster Pump Station									
1- Design Planning Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ 4,000	\$ 39,000	Civil Design, Architecture & Permitting					
	External Services: (Attorney, Consultants)	\$ 36,000	\$ 375,720	Survey & Mapping, CEQA & Civil Design					
Total Design and Planning Cost:		\$ 40,000	\$ 414,720						
2- Construction & Installation Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ 30,000	Construction Award, Management & Oversight					
	External Services: (Contractors)	\$ -	\$ 3,200,000	Construction Contract (Equipment, Materials & Labor)					
Total Construction and Installation Cost		\$ -	\$ 3,230,000						
Property / Easement Acquisition									
	CSUMB								

Capital Improvement Project

Project:	California Avenue and Imjin Pkwy Pipeline - Abrams Dr to Marina Heights Dr
Project Number:	GW-0305
Cost Center:	Ord Community Water; Marina Water

Project Description
 This project entails the construction of approximately 2,550 feet of 24" diameter pipeline in Imjin Parkway and California Avenue from Abrams Drive to Marina-Heights Drive.

Project Justification
 This project identified in the Marina Heights Master Plan will reroute A zone transmission around the Sand Tank and existing B/C booster pump station to feed the new A1/A2 tanks and new B and C booster pumps that will serve the B and C pressure zones.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services		20,000						20,000
Internal Services		2,000						2,000
Design								
External Services		168,000	18,000					186,000
Internal Services		10,000	2,000					12,000
Construction								
External Services			2,140,000					2,140,000
Internal Services			40,000					40,000
Property Easement / Acquisitions								0
Property rights have been paid for through a settlement agreement with CSUMB								
Other Project Costs								0
Estimated Cost By Fiscal Year	0	200,000	2,200,000	0	0	0	0	2,400,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		32%	0	64,000	704,000	0	0	0	0	768,000
02 - Marina Sewer		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		68%	0	136,000	1,496,000	0	0	0	0	1,632,000
04 - Ft Ord Sewer		0%	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	200,000	2,200,000	0	0	0	0	2,400,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes						
"Class "4" Cost Opinion: Estimated Range varies (-30%→+50%)"									
Project: California Avenue and Imjin Parkway Pipeline - Abrams Dr to Marina-Heights Drive									
1- Design Planning Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ 12,000	Civil Design & Permitting					
	External Services: (Attorney, Consultants)	\$ -	\$ 188,000	Survey & Mapping, CEQA & Civil Design					
Total Design and Planning Cost:		\$ -	\$ 200,000						
2- Construction & Installation Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ -	Construction Award, Management & Oversight					
	External Services: (Contractors)	\$ -	\$ -	Construction Contract (Equipment, Materials & Labor)					
Total Construction and Installation Cost		\$ -	\$ -						
Property / Easement Acquisition		CSUMB							

Capital Improvement Project

Project:	Intertie Meter Replacement
Project Number:	GW-0307
Cost Center:	Ord Community Water; Marina Water

Project Description Replace the existing propeller meters with new Mag Meters and modbus
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Project Justification Replacement of the existing propeller meters with nes mag meters will allow totalizer information to be collected by SCADA
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PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services								0
Internal Services								0
Construction								
External Services		66,000						66,000
Internal Services		15,000						15,000
Property Easement / Acquisitions								0
Property rights have been paid for through a settlement agreement with CSUMB								
Other Project Costs								0
Estimated Cost By Fiscal Year	0	81,000	0	0	0	0	0	81,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		50%	0	40,500	0	0	0	0	0	40,500
02 - Marina Sewer		0%	0	0	0	0	0	0	0	0
03 - Ft Ord Water		50%	0	40,500	0	0	0	0	0	40,500
04 - Ft Ord Sewer		0%	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	81,000	0	0	0	0	0	81,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes						
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"									
Project: Intertie Meter Replacement									
1- Design Planning Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ -	Civil Design & Permitting					
	External Services: (Attorney, Consultants)	\$ -	\$ -	Survey & Mapping, CEQA & Civil Design					
Total Design and Planning Cost:		\$ -	\$ -						
2- Construction & Installation Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ 15,000	Construction Award, Management & Oversight					
	External Services: (Contractors)	\$ -	\$ 66,000	Construction Contract (Equipment, Materials & Labor)					
Total Construction and Installation Cost		\$ -	\$ 81,000						
Property / Easement Acquisition									
	CSUMB								

Capital Improvement Project

Project:	Odor Control Project
Project Number:	GS-0200
Cost Center:	Ord Community Water; Marina Water

Project Description
Installation of an odor control system to reduce or eliminate offensive odors emanating from lift stations.

Project Justification
Lift Stations can emit nauseous odors including methane, ammonia and hydrogen sulfide. Installation of an odor control system can reduce or eliminate the offensive odors.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services		18,000						18,000
Internal Services		1,000						1,000
Construction								
External Services		95,000						95,000
Internal Services		6,000						6,000
Property Easement / Acquisitions								0
Property rights have been paid for through a settlement agreement with CSUMB								
Other Project Costs								0
Estimated Cost By Fiscal Year	0	120,000	0	0	0	0	0	120,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		0%	0	0	0	0	0	0	0	0
02 - Marina Sewer		35%	0	42,000	0	0	0	0	0	42,000
03 - Ft Ord Water		0%	0	0	0	0	0	0	0	0
04 - Ft Ord Sewer		65%	0	78,000	0	0	0	0	0	78,000
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			0	120,000	0	0	0	0	0	120,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes						
"Class "4" Cost Opinion: Estimated Range varies (-30%→+50%)"									
Project: Odor Control Project									
1- Design Planning Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ 1,000	Civil Design & Permitting					
	External Services: (Attorney, Consultants)	\$ -	\$ 18,000	Survey & Mapping, CEQA & Civil Design					
Total Design and Planning Cost:		\$ -	\$ 19,000						
2- Construction & Installation Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI	\$ -	\$ 6,000	Construction Award, Management & Oversight					
	External Services: (Contractors)	\$ -	\$ 95,000	Construction Contract (Equipment, Materials & Labor)					
Total Construction and Installation Cost		\$ -	\$ 101,000						
Property / Easement Acquisition									
	CSUMB								

Capital Improvement Project

Project:	Corporation Yard Demolition and Rehab
Project Number:	WD - 0106
Cost Center:	Water District Wide

Project Description
 This project includes demolishing 2 buildings, installing a storage building and remodeling the Ord office for technology and work space.

Project Justification
 Equipment stored outside exposed to the elements deteriorates and rusts long before the useful life

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services		50,000		40,000	265,000			355,000
Internal Services		10,000		10,000	25,000			45,000
Construction								
External Services	22,000	450,000		440,000	2,670,000		2,000,000	5,582,000
Internal Services	2,000	10,000		10,000	40,000			62,000
Property Easement / Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	24,000	520,000	0	500,000	3,000,000	0	2,000,000	6,044,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
01 - Marina Water		25%	6,000	130,000	0	125,000	750,000	0	500,000	1,511,000
02 - Marina Sewer		7%	1,680	36,400	0	35,000	210,000	0	140,000	423,080
03 - Ft Ord Water		54%	12,960	280,800	0	270,000	1,620,000	0	1,080,000	3,263,760
04 - Ft Ord Sewer		14%	3,360	72,800	0	70,000	420,000	0	280,000	846,160
			0	0	0	0	0	0	0	0
Funding By Fiscal Year			24,000	520,000	0	500,000	3,000,000	0	2,000,000	6,044,000

Estimated Project Expenditures for FY 19/20:			Budget		Special Notes				
"Class "4" Cost Opinion: Estimated Range varies (-30%→+50%)"									
Project: Corporation Yard Demolition and Rehab									
1- Design Planning Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI		\$ -	\$ 10,000	Design				
	External Services: (Attorney, Consultants)		\$ -	\$ 50,000	Architectural Design and Permitting				
Total Design and Planning Cost:			\$ -	\$ 60,000					
2- Construction & Installation Costs:									
	Internal Services: MCWD Staff Time (Eng. O&M, FI		\$ 2,000	\$ 10,000	Construction Award, Management & Oversight				
	External Services: (Contractors)		\$ 22,000	\$ 450,000	Abatement & Construction (Equipment, Materials & Labor)				
Total Construction and Installation Cost			\$ 24,000	\$ 460,000					
Property / Easement Acquisition					None				

Capital Improvement Project Sheet

Project:	Recycled Urban Water Augmentation Project - Imjin Parkway from Reservation Rd. to Abrams Dr.
Project No:	RW-0306
Cost Center:	Recycled Water

Project Description
 This project entails the construction of approximately 2,800 LF of 12-inch PVC recycled water pipeline in Imjin Parkway .

Project Justification
 This project is sequenced to coincide with the City of Marina Project to widen Imjin Parkway.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services		40,000						40,000
Internal Services		5,000						5,000
Construction								
External Services		810,000						810,000
Internal Services		30,000						30,000
Property Easement / Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	0	885,000	0	0	0	0	0	885,000

Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
05 - Recycled Water		100%	0	885,000	0	0	0	0	0	885,000
			0	0	0	0	0	0	0	
			0	0	0	0	0	0	0	
Funding By Fiscal Year			0	885,000	0	0	0	0	0	885,000

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "2" Cost Opinion: Estimated Range varies (-10%→+25%)"			
Project: Recycled Trunk Main and Booster, MRWPCA to Normandy			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 5,000	Design Review/coordination
External Services: (Attorneys, Consultants)		\$ 40,000	Design updates-possible rerouting.
Total Design & Planning Cost:		\$ 45,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 30,000	Permitting, Construction Award, Coordination & Oversight
External Services: (Contractors)		\$ 810,000	Construction (Equipment, Materials and Labor), Const. Management & Environmental
Total Construction & Installation Costs:		\$ 840,000	
Property / Easement Acquisition:		Pending CSUMB	

Capital Improvement Project Sheet

Project:	Recycled Urban Water Augmentation Project - Distribution System
Project No:	RW-0174
Cost Center:	Recycled Water

Project Description
 This project is for completing the Recycled Water distribution laterals off of the transmission main at Coe Ave., Ninth Ave, Abrams Dr., Imjin Rd., Reservation Rd. Carmel Ave., and Beach Rd. To tie in existing irrigation systems ready for recycled water.

Project Justification
 The design and construction needs to be completed in order to implement Recycled Water as a water source to meet the needs of MCWDs' customers and to augment the current groundwater supply source for FORA.

PROJECT COSTS:	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
Cost Category / Phasing								
Planning								
External Services								0
Internal Services								0
Design								
External Services	190,000	210,000						400,000
Internal Services	10,000	10,000						20,000
Construction								
External Services		11,000,000						11,000,000
Internal Services		19,582						19,582
Property Easement / Acquisitions								0
Other Project Costs								0
Estimated Cost By Fiscal Year	200,000	11,239,582	0	0	0	0	0	11,439,582

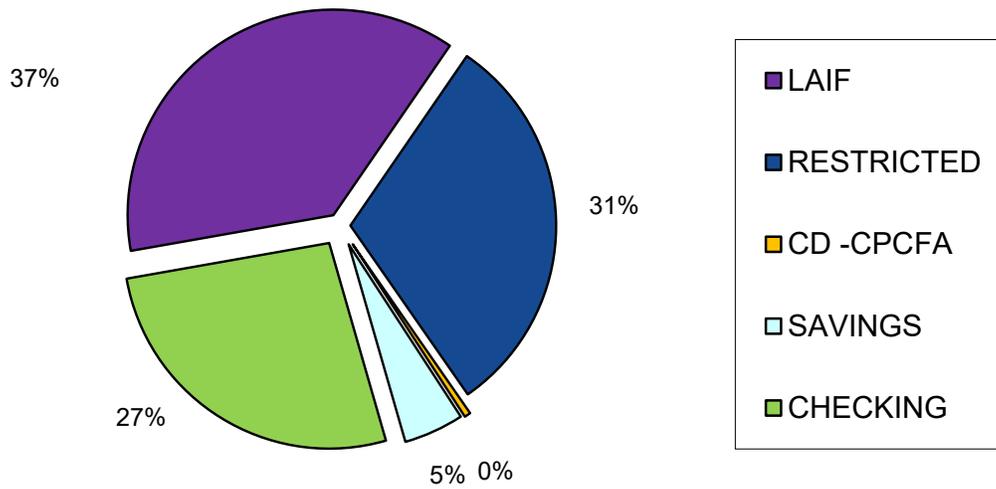
Project Funding / Cost Centers	G L CODE	% Cost	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 21/22	FY 22/23	OUT YEARS	Total
05 - Recycled Water		100%	200,000	11,239,582	0	0	0	0	0	11,439,582
			0	0	0	0	0	0	0	
			0	0	0	0	0	0	0	
Funding By Fiscal Year			200,000	11,239,582	0	0	0	0	0	11,439,582

Estimated Project Expenditures for FY 19/20:		Budget	Special Notes
"Class "3" Cost Opinion: Estimated Range varies (-20%→+35%)"			
Project: Recycled Urban Water Augmentation Project - Distribution System			
1- Design & Planning Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 10,000	Design Review/coordination
External Services: (Attorneys, Consultants)		\$ 210,000	Complete Design
Total Design & Planning Cost:		\$ 220,000	
2- Construction & Installation Costs:			
Internal Services : MCWD Staff time (Eng, O&M,Finances)		\$ 19,582	Construction Award, Management & Oversight
External Services: (Contractors)		\$ 11,000,000	Construction (Equipment, Materials and Labor), Const. Management & Environmental
Total Construction & Installation Costs:		\$ 11,019,582	
Property / Easement Acquisition:		Yet to be determined, pending negotiations.	

MARINA COAST WATER DISTRICT
DISTRICT INVESTMENTS
BUDGET FY 2019-2020

BANK	BALANCE AS OF 12/31/2018 AMOUNT	PROJECTED BALANCE AS OF 6/30/2019 AMOUNT
LOCAL AGENCY INVESTMENT FUND (LAIF)	\$ 7,689,190	\$ 7,699,185
MARINA CAPITAL REPL RESERVE FUND	1,290,009	
MARINA CAPACITY FEE	684,401	
MARINA GENERAL RESERVE	1,863,429	
ORD COMMUNITY CAPITAL REPL RESERVE FUND	71,781	
ORD COMMUNITY CAPACITY FEE	3,679,258	
ORD COMMUNITY GENERAL RESERVE	100,312	
RABOBANK N.A.		
RESTRICTED FUNDS	6,330,051	6,338,280
MARINA CAPACITY FEES	558,356	
ORD CAPACITY FEES	5,771,695	
CERTIFICATE OF DEPOSIT - CPCFA	100,356	100,370
SAVINGS ACCOUNT	973,357	974,622
CHECKING ACCOUNT	5,468,058	5,497,069
TOTAL - DISTRICT INVESTMENT	\$ 20,561,012	\$ 20,609,526

**Marina Coast Water District
Reserve Investment Summary as of June 30
Budget FY 2019-2020**



MARINA COAST WATER DISTRICT
RESERVE DETAIL
PROJECTED FOR JUNE 30, 2018

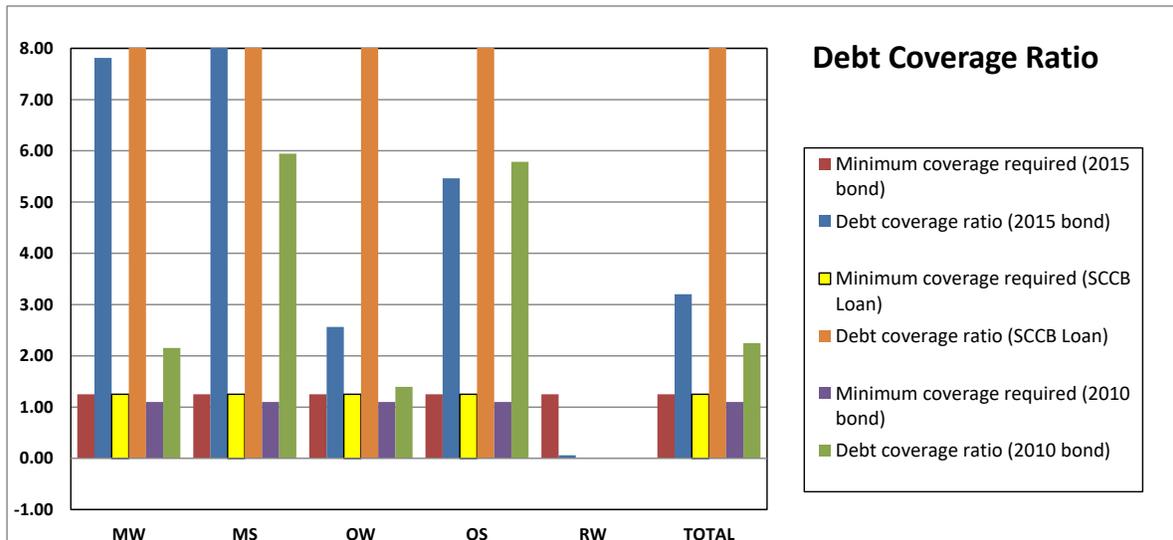
<u>Description</u>	MW	MS	OW	OS	RUWAP	RDP	TOTAL
1 Debt Reserve Fund*							
2 Debt Reserve Fund (2010 Bond)*	237,866	67,961	424,740	118,933	-	-	849,500
3 Final 2010 Bond Payment	(237,866)	(67,691)	(424,740)	(118,933)	-	-	(849,230)
4 CPCFA*						100,370	100,370
5 Total Debt Reserve Fund*	-	270	-	-	-	100,370	100,640
6 Capital Reserve Fund							
6 Capacity Charge/Capital Surcharge Fund**	1,146,806	113,363	10,136,272	2,667,154	-	-	14,063,595
7 Capital Replacement & Improvement Fund**	1,289,718	1,968	70,183	1,691	-	-	1,363,560
8 Administrative Reserve Fund	50,000	50,000	50,000	50,000	-	-	200,000
9 Operating Reserve Fund	1,370,737	324,769	2,065,418	1,121,078	-	-	4,882,001
10 Total Projected Reserve at 06-30-2019	3,857,261	490,370	12,321,873	3,839,922	-	100,370	20,609,796
11 FY 2018-2019 Capital Reserve Fund							
12 Beginning Balance	-	-	-	-	-	-	-
13 Proposed transfers from operations - [A]	-	-	-	-	-	-	-
14 Proposed transfers to operations - [B]	-	-	-	-	-	-	-
15 Proposed Capital Costs	-	-	-	-	-	-	-
16 Due to/(Due From) Interfund Transfers	-	-	-	-	-	-	-
17 Proposed Ending Balance as of 06-30-2020	-	-	-	-	-	-	-
18 FY 2018-2019 Capacity Charge/Capital Surcharge Fund							
19 Beginning Balance	1,146,806	113,363	10,136,272	2,667,154	-	-	14,063,595
20 Proposed Capacity Fees/Capital Surcharges [C]	329,233	225,075	1,579,439	566,895	-	-	2,700,642
21 Proposed Capital Costs [D]	(297,262)	-	(5,298,728)	(675,000)	-	-	(6,270,990)
22 Annual Debt Service Share [E]	-	-	(442,633)	(277,095)	(586,949)	-	(1,306,677)
23 Intrafund Transfers	-	-	-	-	315,418	-	315,418
24 Due to/(Due From) Interfund Transfers	-	-	(271,531)	-	271,531	-	-
25 Proposed Ending Balance as of 06-30-2020	1,178,777	338,438	5,702,820	2,281,953	-	-	9,501,988
FY 2018-2019 Capital Replacement & Improvement Fund							
26 Beginning Balance	1,289,718	1,968	70,183	1,691	-	-	1,363,560
27 Proposed transfers from operations per Board Policy	200,000	100,000	200,000	100,000	-	-	600,000
28 Proposed transfers from operations - [A]	-	-	-	-	-	-	-
29 Proposed transfers to operations - [B]	-	-	-	-	-	-	-
30 Proposed Capacity Fees/Capital Surcharges [C]	87,518	59,830	419,851	150,693	-	-	717,892
31 Proposed Capital Costs [D]	(1,970,303)	(954,620)	(2,265,642)	(3,411,980)	-	-	(8,602,545)
31 New Debt Proceeds [F]	2,000,000	955,000	2,150,000	3,500,000	-	-	8,605,000
32 Intrafund Transfers	-	-	-	-	-	-	-
33 Due to/(Due From) Interfund Transfers	-	-	-	-	-	-	-
34 Proposed Ending Balance as of 06-30-2020	1,606,933	162,178	574,392	340,404	-	-	2,683,907
35 FY 2018-2019 Administrative Reserve Fund	50,000	50,000	50,000	50,000	-	-	200,000
36 FY 2018-2019 Operating Reserve							
37 Beginning operating reserve	1,370,737	324,769	2,065,418	1,121,078	-	-	4,882,001
38 Proposed transfers from operations - [A]	131,111	396,057	(276,988)	931,787	315,418	-	1,497,385
39 Proposed transfers to operations - [B]	-	-	-	-	-	-	-
40 Intrafund Transfers	-	-	-	-	(315,418)	-	(315,418)
41 Due to/(Due From) Interfund Transfers	-	-	-	-	-	-	-
42 Proposed Ending Balance as of 06-30-2020	1,501,848	720,826	1,788,430	2,052,865	-	-	6,063,968
43 6 mths avg operating expenses required by Board***	1,849,111	414,681	4,447,599	1,017,600	-	-	7,728,991
44 Operating Reserve Balance over/(under) per Board Policy as of 06-30-2020	(347,263)	306,145	(2,659,170)	1,035,264	-	-	(1,665,023)
45 TOTAL PROPOSED ENDING RESERVE BALANCE AS OF 06-30-2020	4,337,557	1,271,442	8,115,642	4,725,222	-	-	18,449,863
46 Transfer (From)/To Reserves A+B+C+D+E+F Net	280,297	681,342	(4,134,700)	785,300	(271,531)	-	(2,659,293)
* Held by external Agencies							
** Restricted to only capital spending							
***Per Board Policy							
Operating Expenses plus Interest & Bond Amortization	3,698,222	829,362	8,895,199	2,035,200	389,654	-	15,847,637

MARINA COAST WATER DISTRICT
DEBT SERVICE
BUDGET FY 2019-2020

DESCRIPTION	PRINCIPAL AMOUNT	LOAN DATE	FINAL PAYMENT	REMAINING PRINCIPAL	PRINCIPAL AMOUNT	TOTAL
2010 SERIES BOND	8,495,000	12/23/2010	6/1/2020	1,735,000	1,735,000	-
2015 SERIES A BOND	29,840,000	7/15/2015	6/1/2037	27,045,000	995,000	26,050,000
SANTA CRUZ COUNTY BANK LOAN	2,799,880	1/20/2017	1/20/2037	2,640,374	86,797	2,553,577
CURRENT LOAN				31,420,374	2,816,797	28,603,577

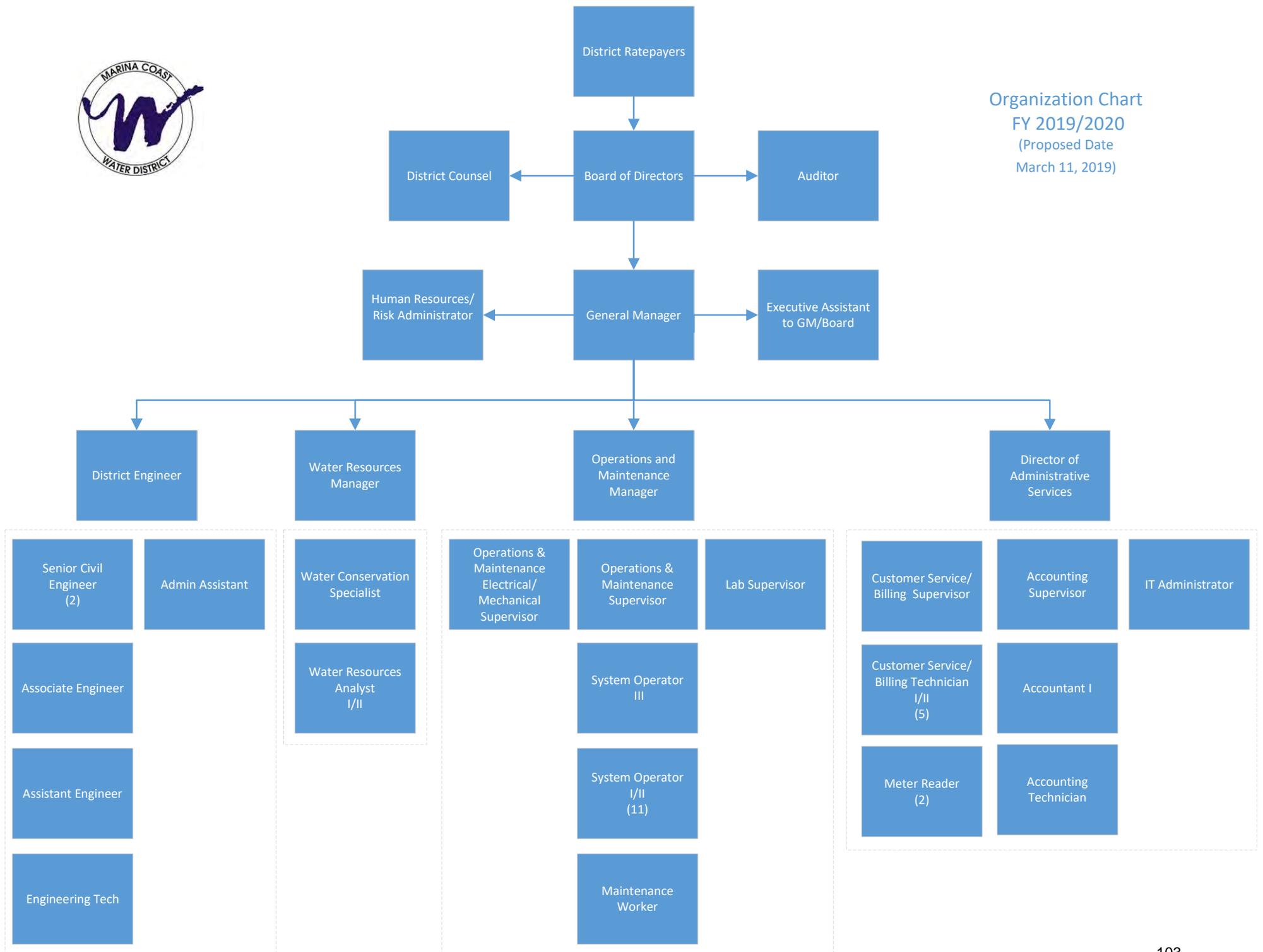
MARINA COAST WATER DISTRICT
DEBT SERVICE COVERAGE
BUDGET FY 2019-2020

	MW	MS	OW	OS	RW	RP	TOTAL
GROSS REVENUES							
Water sales	\$ 4,095,244	\$ -	\$ 7,649,670	\$ -	\$ -	\$ -	\$ 11,744,914
Sewer sales	-	1,441,786	-	2,963,074	-	-	4,404,861
Other water sales	-	-	9,756	-	-	-	9,756
Capacity/capital fee	416,750	284,905	1,999,290	717,588	-	-	3,418,533
Interest revenue	60,566	26,540	84,500	25,085	200	-	196,891
Other revenue	212,518	25,135	894,767	62,946	31,355	-	1,226,721
Grant revenue	153,132	-	303,758	-	-	-	456,890
Revenue adjustment	-	-	-	-	-	-	-
Total gross revenues	\$ 4,938,210	\$ 1,778,366	\$ 10,941,741	\$ 3,768,694	\$ 31,555	\$ -	\$ 21,458,566
OPERATING EXPENSES							
Salaries	1,664,244	544,930	3,671,883	992,910	-	-	6,873,967
Dept. expenses	1,867,727	202,891	4,017,715	632,961	1,200	-	6,722,494
Franchise & admin fees	-	-	485,864	175,700	-	-	661,564
Expense adjustment	-	-	-	-	-	-	-
Total operating expenses	3,531,971	747,821	8,175,462	1,801,571	1,200	-	14,258,025
Net available revenues	1,406,239	1,030,546	2,766,280	1,967,122	30,355	-	7,200,541
2015 BOND COVERAGE REQUIREMENT - SENIOR DEBT							
Debt service (principal)	79,600	49,750	477,600	159,200	228,850	-	995,000
Debt service (interest)	100,332	62,708	601,992	200,664	288,454	-	1,254,150
Debt coverage ratio (2015 bond)	7.82	9.16	2.56	5.47	0.06	0.00	3.20
Minimum coverage required (2015 bond)	1.25	1.25	1.25	1.25	1.25	0.00	1.25
SANTA CRUZ COUNTY BANK LOAN COVERAGE REQUIREMENT - SENIOR DEBT							
Debt service (principal)	24,303	6,944	43,399	12,152	-	-	86,797
Debt service (interest)	41,583	11,881	74,256	20,792	-	-	148,512
2015 Debt service + 1.25 covenant	224,915	140,573	1,349,490	449,830	646,630	-	2,811,438
Net revenues available for SCCB Loan	1,181,324	889,973	1,416,790	1,517,292	(616,275)	-	4,389,104
Debt coverage ratio (SCCB Loan)	17.93	47.28	12.04	46.06	0.00	0.00	18.65
Minimum coverage required (SCCB Loan)	1.25	1.25	1.25	1.25	-	-	1.25
2010 BOND COVERAGE REQUIREMENT - SUBORDINATE DEBT							
Debt service (principal)	485,800	138,800	867,500	242,900	-	-	1,735,000
Debt service (interest)	24,290	6,940	43,375	12,145	-	-	86,750
Senior Debt service + 1.25 covenant	307,273	164,103	1,496,558	491,009	646,630	-	3,105,574
Net revenues available for 2010 bond	1,098,966	866,442	1,269,722	1,476,113	(616,275)	-	4,094,967
Debt coverage ratio (2010 bond)	2.15	5.95	1.39	5.79	0.00	0.00	2.25
Minimum coverage required (2010 bond)	1.10	1.10	1.10	1.10	0.00	0.00	1.10





Organization Chart
 FY 2019/2020
 (Proposed Date
 March 11, 2019)



Marina Coast Water District
 Authorized and Proposed Staff Positions and Salary Range Schedule
 For FY 2019-2020

<u>Job Title</u>	<u>Department</u>	<u>Authorized Position(s)</u>	<u>Funded Position(s)</u>	<u>Approved Salary Range</u>
Authorized & Funded				
General Manager	Administration	1	1	Contract
Director of Administrative Services	Administration	1	1	Range T41
Human Resources/Risk Administrator	Administration	1	1	Range U32
Executive Assistant to GM/Board	Administration	1	1	Range T21
IT Administrator	Administration	1	1	Range T29
Accounting Supervisor	Administration	1	1	Range 31
Accountant I	Administration	1	1	Range 17
Accounting Technician	Administration	1	1	Range 13
Customer Service/Billing Supervisor	Administration	1	1	Range 28
Customer Service/Billing Technician II	Administration	4	4	Range 10
Customer Service/Billing Technician I	Administration	0	1	Range 6
Meter Reader	Administration	2	2	Range 8
Water Conservation Specialist III	Conservation	1	1	Range 23
District Engineer	Engineering	1	1	Range T44
Senior Civil Engineer	Engineering	1	1	Range T33
Associate Engineer	Engineering	1	2	Range T29
Assistant Engineer	Engineering	1	1	Range 21
Administrative Assistant	Engineering	1	1	Range 14
Lab Supervisor	Laboratory	1	1	Range 29
O&M Manager	Oper & Maint	1	1	Range T37
O&M Supervisor	Oper & Maint	1	1	Range 30
Electrical/Mechanical O&M Superviosr	Oper & Maint	1	1	Range 30
System Operator III	Oper & Maint	1	1	Range 23
System Operator II	Oper & Maint	8	8	Range 19
System Operator I	Oper & Maint	3	3	Range 15
Utility Laborer	Oper & Maint	1	1	Range 8
Water Resources Manager	Water Resources	1	1	Range T34
Water Resources Analyst I/II	Water Resources	1	1	Range 10
Total Authorized & Funded		<u>40</u>	<u>42</u>	
Authorized but not Funded				
Accountant II	Administration	1	0	Range 27
District Counsel	Administration	1	0	Range U49
Director of Finance	Administration	1	0	Range T27
Management Services Administrator	Administration	1	0	Range U34
HR/Customer Relations Manager	Administration	1	0	Range U37
Water Conservation Coordinator	Conservation	1	0	Range T20
Deputy General Manager/District Engineer	Engineering	1	0	Range U49
Project Manager	Engineering	1	0	Range T31
Engineering Technician	Engineering	1	0	Range 14
Water Quality Manager	Laboratory	1	0	Range T27
Total Authorized but not Funded		<u>9</u>	<u>0</u>	
Total Positions		<u>49</u>	<u>42</u>	

**Marina Coast Water District - Unrepresented (Exempt)
Management Classification and Salary Schedule for FY2019/2020**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

							7/1/19	
CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
HR/Risk Administrator	U32	103,664.80800	108,848.04840	114,290.45082	120,004.97336	126,005.22203	132,305.48313	
		8,638.73400	9,070.67070	9,524.20424	10,000.41445	10,500.43517	11,025.45693	
		3,987.10800	4,186.46340	4,395.78657	4,615.57590	4,846.35469	5,088.67243	
		49.83885	52.33079	54.94733	57.69470	60.57943	63.60841	
	U33	106,256.42820	111,569.24961	117,147.71209	123,005.09770	129,155.35258	135,613.12021	
		8,854.70235	9,297.43747	9,762.30934	10,250.42481	10,762.94605	11,301.09335	
		4,086.78570	4,291.12499	4,505.68123	4,730.96530	4,967.51356	5,215.88924	
		51.08482	53.63906	56.32102	59.13707	62.09392	65.19862	
	Mgmt Svcs Administrator (Unfilled)	U34	108,912.83891	114,358.48085	120,076.40489	126,080.22514	132,384.23639	139,003.44821
			9,076.06991	9,529.87340	10,006.36707	10,506.68543	11,032.01970	11,583.62068
			4,188.95534	4,398.40311	4,618.32327	4,849.23943	5,091.70140	5,346.28647
			52.36194	54.98004	57.72904	60.61549	63.64627	66.82858
U35		111,635.65988	117,217.44287	123,078.31502	129,232.23077	135,693.84230	142,478.53442	
		9,302.97166	9,768.12024	10,256.52625	10,769.35256	11,307.82019	11,873.21120	
		4,293.67923	4,508.36319	4,733.78135	4,970.47041	5,218.99393	5,479.94363	
		53.67099	56.35454	59.17227	62.13088	65.23742	68.49930	
U36		114,426.55137	120,147.87894	126,155.27289	132,463.03653	139,086.18836	146,040.49778	
		9,535.54595	10,012.32325	10,512.93941	11,038.58638	11,590.51570	12,170.04148	
		4,401.02121	4,621.07227	4,852.12588	5,094.73217	5,349.46878	5,616.94222	
		55.01277	57.76340	60.65157	63.68415	66.86836	70.21178	
Human Resources/Customer Relations Manager	U37	117,287.21516	123,151.57592	129,309.15471	135,774.61245	142,563.34307	149,691.51022	
		9,773.93460	10,262.63133	10,775.76289	11,314.55104	11,880.27859	12,474.29252	
		4,511.04674	4,736.59907	4,973.42903	5,222.10048	5,483.20550	5,757.36578	
		56.38808	59.20749	62.16786	65.27626	68.54007	71.96707	
	U38	120,219.39554	126,230.36531	132,541.88358	139,168.97776	146,127.42665	153,433.79798	
		10,018.28296	10,519.19711	11,045.15697	11,597.41481	12,177.28555	12,786.14983	
		4,623.82291	4,855.01405	5,097.76475	5,352.65299	5,620.28564	5,901.29992	
		57.79779	60.68768	63.72206	66.90816	70.25357	73.76625	
	U39	123,224.88043	129,386.12445	135,855.43067	142,648.20220	149,780.61231	157,269.64293	
		10,268.74004	10,782.17704	11,321.28589	11,887.35018	12,481.71769	13,105.80358	
		4,739.41848	4,976.38940	5,225.20887	5,486.46932	5,760.79278	6,048.83242	
		59.24273	62.20487	65.31511	68.58087	72.00991	75.61041	
U40	126,305.50244	132,620.77756	139,251.81644	146,214.40726	153,525.12762	161,201.38400		
	10,525.45854	11,051.73146	11,604.31804	12,184.53394	12,793.76064	13,433.44867		
	4,857.90394	5,100.79914	5,355.83909	5,623.63105	5,904.81260	6,200.05323		
	60.72380	63.75999	66.94799	70.29539	73.81016	77.50067		

**Marina Coast Water District - Unrepresented (Exempt)
Management Classification and Salary Schedule for FY2019/2020**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

							7/1/19
CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	U41	129,463.14000	135,936.29700	142,733.11185	149,869.76744	157,363.25581	165,231.41860
		10,788.59500	11,328.02475	11,894.42599	12,489.14729	13,113.60465	13,769.28488
		4,979.35154	5,228.31912	5,489.73507	5,764.22182	6,052.43292	6,355.05456
		62.24189	65.35399	68.62169	72.05277	75.65541	79.43818
	U42	132,699.71850	139,334.70442	146,301.43964	153,616.51163	161,297.33721	169,362.20407
		11,058.30987	11,611.22537	12,191.78664	12,801.37597	13,441.44477	14,113.51701
		5,103.83533	5,359.02709	5,626.97845	5,908.32737	6,203.74374	6,513.93093
		63.79794	66.98784	70.33723	73.85409	77.54680	81.42414
	U43	136,017.21146	142,818.07203	149,958.97564	157,456.92442	165,329.77064	173,596.25917
		11,334.76762	11,901.50600	12,496.58130	13,121.41037	13,777.48089	14,466.35493
		5,231.43121	5,493.00277	5,767.65291	6,056.03555	6,358.83733	6,676.77920
		65.39289	68.66253	72.09566	75.70044	79.48547	83.45974
	U44	139,417.64175	146,388.52383	153,707.95003	161,393.34753	169,463.01490	177,936.16565
		11,618.13681	12,199.04365	12,808.99584	13,449.44563	14,121.91791	14,828.01380
		5,362.21699	5,630.32784	5,911.84423	6,207.43644	6,517.80827	6,843.69868
		67.02771	70.37910	73.89805	77.59296	81.47260	85.54623
	U45	142,903.08279	150,048.23693	157,550.64878	165,428.18122	173,699.59028	182,384.56979
		11,908.59023	12,504.01974	13,129.22073	13,785.68177	14,474.96586	15,198.71415
		5,496.27242	5,771.08604	6,059.64034	6,362.62235	6,680.75347	7,014.79115
		68.70341	72.13858	75.74550	79.53278	83.50942	87.68489
	U46	146,475.65986	153,799.44285	161,489.41500	169,563.88575	178,042.08003	186,944.18403
		12,206.30499	12,816.62024	13,457.45125	14,130.32381	14,836.84000	15,578.68200
		5,633.67923	5,915.36319	6,211.13135	6,521.68791	6,847.77231	7,190.16092
		70.42099	73.94204	77.63914	81.52110	85.59715	89.87701
	U47	150,137.55136	157,644.42892	165,526.65037	173,802.98289	182,493.13203	191,617.78864
		12,511.46261	13,137.03574	13,793.88753	14,483.58191	15,207.76100	15,968.14905
		5,774.52121	6,063.24727	6,366.40963	6,684.73011	7,018.96662	7,369.91495
		72.18152	75.79059	79.58012	83.55913	87.73708	92.12394
	U48	153,890.99014	161,585.53965	169,664.81663	178,148.05746	187,055.46033	196,408.23335
		12,824.24918	13,465.46164	14,138.73472	14,845.67146	15,587.95503	16,367.35278
		5,918.88424	6,214.82845	6,525.56987	6,851.84836	7,194.44078	7,554.16282
		73.98605	77.68536	81.56962	85.64810	89.93051	94.42704
Deputy GM/DE (Unfilled)	U49	157,738.26489	165,625.17814	173,906.43705	182,601.75890	191,731.84684	201,318.43919
District Legal Counsel (Unfilled)		13,144.85541	13,802.09818	14,492.20309	15,216.81324	15,977.65390	16,776.53660
		6,066.85634	6,370.19916	6,688.70912	7,023.14457	7,374.30180	7,743.01689
		75.83570	79.62749	83.60886	87.78931	92.17877	96.78771

Percentage between Ranges = 2.5%

Percentage between Steps = 5.0%

Marina Coast Water District Teamsters Unit (Management & Confidential) - Classification and Salary Schedule for FY2019/2020

7/1/2019

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Conservation Coordinator (Unfilled)	T20	77,080.77335	80,934.81202	84,981.55262	89,230.63025	93,692.16177	98,376.76986
		6,423.39778	6,744.56767	7,081.79605	7,435.88585	7,807.68015	8,198.06415
		2,964.64513	3,112.87739	3,268.52125	3,431.94732	3,603.54468	3,783.72192
		37.05806	38.91097	40.85652	42.89934	45.04431	47.29652
Executive Assistant to GM/ Board	T21	79,007.79269	82,958.18232	87,106.09144	91,461.39601	96,034.46581	100,836.18910
		6,583.98272	6,913.18186	7,258.84095	7,621.78300	8,002.87215	8,403.01576
		3,038.76126	3,190.69932	3,350.23429	3,517.74600	3,693.63330	3,878.31497
		37.98452	39.88374	41.87793	43.97183	46.17042	48.47894
	T22	80,982.98751	85,032.13688	89,283.74373	93,747.93091	98,435.32746	103,357.09383
		6,748.58229	7,086.01141	7,440.31198	7,812.32758	8,202.94395	8,613.09115
		3,114.73029	3,270.46680	3,433.99014	3,605.68965	3,785.97413	3,975.27284
		38.93413	40.88084	42.92488	45.07112	47.32468	49.69091
	T23	83,007.56219	87,157.94030	91,515.83732	96,091.62918	100,896.21064	105,941.02118
		6,917.29685	7,263.16169	7,626.31978	8,007.63577	8,408.01755	8,828.41843
		3,192.59855	3,352.22847	3,519.83990	3,695.83189	3,880.62349	4,074.65466
		39.90748	41.90286	43.99800	46.19790	48.50779	50.93318
T24	85,082.75125	89,336.88881	93,803.73325	98,493.91991	103,418.61591	108,589.54671	
	7,090.22927	7,444.74073	7,816.97777	8,207.82666	8,618.21799	9,049.12889	
	3,272.41351	3,436.03419	3,607.83589	3,788.22769	3,977.63907	4,176.52103	
	40.90517	42.95043	45.09795	47.35285	49.72049	52.20651	
T25	87,209.82003	91,570.31103	96,148.82658	100,956.26791	106,004.08131	111,304.28537	
	7,267.48500	7,630.85925	8,012.40222	8,413.02233	8,833.67344	9,275.35711	
	3,354.22385	3,521.93504	3,698.03179	3,882.93338	4,077.08005	4,280.93405	
	41.92780	44.02419	46.22540	48.53667	50.96350	53.51168	
T26	89,390.06553	93,859.56881	98,552.54725	103,480.17461	108,654.18334	114,086.89251	
	7,449.17213	7,821.63073	8,212.71227	8,623.34788	9,054.51528	9,507.24104	
	3,438.07944	3,609.98342	3,790.48259	3,980.00672	4,179.00705	4,387.95740	
	42.97599	45.12479	47.38103	49.75008	52.23759	54.84947	
Director of Finance (Unfilled)	T27	91,624.81717	96,206.05803	101,016.36093	106,067.17897	111,370.53792	116,939.06482
		7,635.40143	8,017.17150	8,418.03008	8,838.93158	9,280.87816	9,744.92207
		3,524.03143	3,700.23300	3,885.24465	4,079.50688	4,283.48223	4,497.65634
Water Quality Manager (Unfilled)	T28	44.05039	46.25291	48.56556	50.99384	53.54353	56.22070
		93,915.43760	98,611.20948	103,541.76995	108,718.85845	114,154.80137	119,862.54144
		7,826.28647	8,217.60079	8,628.48083	9,059.90487	9,512.90011	9,988.54512
		3,612.13222	3,792.73883	3,982.37577	4,181.49456	4,390.56928	4,610.09775
		45.15165	47.40924	49.77970	52.26868	54.88212	57.62622

Marina Coast Water District Teamsters Unit (Management & Confidential) - Classification and Salary Schedule for FY2019/2020

Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%

7/1/2019

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Associate Engineer	T29	96,263.32354	101,076.48971	106,130.31420	111,436.82991	117,008.67141	122,859.10498
		8,021.94363	8,423.04081	8,844.19285	9,286.40249	9,750.72262	10,238.25875
		3,702.43552	3,887.55730	4,081.93516	4,286.03192	4,500.33352	4,725.35019
		46.28044	48.59447	51.02419	53.57540	56.25417	59.06688
	T30	98,669.90663	103,603.40196	108,783.57206	114,222.75066	119,933.88819	125,930.58260
		8,222.49222	8,633.61683	9,065.29767	9,518.56255	9,994.49068	10,494.21522
		3,794.99641	3,984.74623	4,183.98354	4,393.18272	4,612.84185	4,843.48395
		47.43746	49.80933	52.29979	54.91478	57.66052	60.54355
	T31	101,136.65429	106,193.48701	111,503.16136	117,078.31942	122,932.23540	129,078.84717
		8,428.05452	8,849.45725	9,291.93011	9,756.52662	10,244.35295	10,756.57060
		3,889.87132	4,084.36488	4,288.58313	4,503.01229	4,728.16290	4,964.57104
		48.62339	51.05456	53.60729	56.28765	59.10204	62.05714
	T32	103,665.07065	108,848.32418	114,290.74039	120,005.27741	126,005.54128	132,305.81834
		8,638.75589	9,070.69368	9,524.22837	10,000.43978	10,500.46177	11,025.48486
		3,987.11810	4,186.47401	4,395.79771	4,615.58759	4,846.36697	5,088.68532
		49.83898	52.33093	54.94747	57.69484	60.57959	63.60857
Senior Engineer	T33	106,256.69742	111,569.53229	117,148.00890	123,005.40935	129,155.67981	135,613.46380
		8,854.72478	9,297.46102	9,762.33408	10,250.45078	10,762.97332	11,301.12198
		4,086.79605	4,291.13586	4,505.69265	4,730.97728	4,967.52615	5,215.90245
		51.08495	53.63920	56.32116	59.13722	62.09408	65.19878
Water Resources Manager	T34	108,913.11485	114,358.77059	120,076.70912	126,080.54458	132,384.57181	139,003.80040
		9,076.09290	9,529.89755	10,006.39243	10,506.71205	11,032.04765	11,583.65003
		4,188.96596	4,398.41425	4,618.33497	4,849.25171	5,091.71430	5,346.30002
		52.36207	54.98018	57.72919	60.61565	63.64643	66.82875
	T35	111,635.94272	117,217.73986	123,078.62685	129,232.55819	135,694.18610	142,478.89541
		9,302.99523	9,768.14499	10,256.55224	10,769.37985	11,307.84884	11,873.24128
		4,293.69010	4,508.37461	4,733.79334	4,970.48301	5,219.00716	5,479.95752
		53.67113	56.35468	59.17242	62.13104	65.23759	68.49947
	T36	114,426.84129	120,148.18335	126,155.59252	132,463.37215	139,086.54076	146,040.86779
		9,535.57011	10,012.34861	10,512.96604	11,038.61435	11,590.54506	12,170.07232
		4,401.03236	4,621.08398	4,852.13817	5,094.74508	5,349.48234	5,616.95645
		55.01290	57.76355	60.65173	63.68431	66.86853	70.21196
O&M Manager	T37	117,287.51232	123,151.88794	129,309.48234	135,774.95645	142,563.70427	149,691.88949
		9,773.95936	10,262.65733	10,775.79019	11,314.57970	11,880.30869	12,474.32412
		4,511.05817	4,736.61107	4,973.44163	5,222.11371	5,483.21940	5,757.38036
		56.38823	59.20764	62.16802	65.27642	68.54024	71.96725

Marina Coast Water District Teamsters Unit (Management & Confidential) - Classification and Salary Schedule for FY2019/2020

Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%

7/1/2019

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	T38	120,219.70013	126,230.68514	132,542.21939	139,169.33036	146,127.79688	153,434.18673
		10,018.30834	10,519.22376	11,045.18495	11,597.44420	12,177.31641	12,786.18223
		4,623.83462	4,855.02635	5,097.77767	5,352.66655	5,620.29988	5,901.31487
		57.79793	60.68783	63.72222	66.90833	70.25375	73.76644
	T39	123,225.19263	129,386.45227	135,855.77488	142,648.56362	149,780.99180	157,270.04139
		10,268.76605	10,782.20436	11,321.31457	11,887.38030	12,481.74932	13,105.83678
		4,739.43049	4,976.40201	5,225.22211	5,486.48322	5,760.80738	6,048.84775
		59.24288	62.20503	65.31528	68.58104	72.01009	75.61060
	T40	126,305.82245	132,621.11357	139,252.16925	146,214.77771	153,525.51660	161,201.79243
		10,525.48520	11,051.75946	11,604.34744	12,184.56481	12,793.79305	13,433.48270
		4,857.91625	5,100.81206	5,355.85266	5,623.64530	5,904.82756	6,200.06894
		60.72395	63.76015	66.94816	70.29557	73.81034	77.50086
Director of Admin Svcs	T41	129,463.46801	135,936.64141	142,733.47348	149,870.14716	157,363.65451	165,231.83724
		10,788.62233	11,328.05345	11,894.45612	12,489.17893	13,113.63788	13,769.31977
		4,979.36415	5,228.33236	5,489.74898	5,764.23643	6,052.44825	6,355.07066
		62.24205	65.35415	68.62186	72.05296	75.65560	79.43838
	T42	132,700.05471	139,335.05745	146,301.81032	153,616.90083	161,297.74588	169,362.63317
		11,058.33789	11,611.25479	12,191.81753	12,801.40840	13,441.47882	14,113.55276
		5,103.84826	5,359.04067	5,626.99270	5,908.34234	6,203.75946	6,513.94743
		63.79810	66.98801	70.33741	73.85428	77.54699	81.42434
	T43	136,017.55608	142,818.43388	149,959.35558	157,457.32336	165,330.18952	173,596.69900
		11,334.79634	11,901.53616	12,496.61296	13,121.44361	13,777.51579	14,466.39158
		5,231.44446	5,493.01669	5,767.66752	6,056.05090	6,358.85344	6,676.79612
		65.39306	68.66271	72.09584	75.70064	79.48567	83.45995
District Engineer	T44	139,417.99498	146,388.89473	153,708.33947	161,393.75644	169,463.44426	177,936.61647
		11,618.16625	12,199.07456	12,809.02829	13,449.47970	14,121.95369	14,828.05137
		5,362.23058	5,630.34210	5,911.85921	6,207.45217	6,517.82478	6,843.71602
		67.02788	70.37928	73.89824	77.59315	81.47281	85.54645

**Marina Coast Water District Employees Association -
Classification and Salary Schedule for FY2019/2020**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

7/1/19

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	1	43,459.53697	45,632.51382	47,914.13951	50,309.84648	52,825.33881	55,466.60575
		3,621.62808	3,802.70948	3,992.84496	4,192.48721	4,402.11157	4,622.21715
		1,671.52065	1,755.09669	1,842.85152	1,934.99410	2,031.74380	2,133.33099
		20.89401	21.93871	23.03564	24.18743	25.39680	26.66664
	2	44,546.02539	46,773.32666	49,111.99299	51,567.59264	54,145.97228	56,853.27089
		3,712.16878	3,897.77722	4,092.66608	4,297.29939	4,512.16436	4,737.77257
		1,713.30867	1,798.97410	1,888.92281	1,983.36895	2,082.53740	2,186.66426
		21.41636	22.48718	23.61154	24.79211	26.03172	27.33330
	3	45,659.67603	47,942.65983	50,339.79282	52,856.78246	55,499.62158	58,274.60266
		3,804.97300	3,995.22165	4,194.98273	4,404.73187	4,624.96847	4,856.21689
		1,756.14139	1,843.94845	1,936.14588	2,032.95317	2,134.60083	2,241.33087
		21.95177	23.04936	24.20182	25.41191	26.68251	28.01664
	4	46,801.16793	49,141.22632	51,598.28764	54,178.20202	56,887.11212	59,731.46773
		3,900.09733	4,095.10219	4,299.85730	4,514.85017	4,740.59268	4,977.62231
		1,800.04492	1,890.04717	1,984.54952	2,083.77700	2,187.96585	2,297.36414
		22.50056	23.62559	24.80687	26.04721	27.34957	28.71705
	5	47,971.19712	50,369.75698	52,888.24483	55,532.65707	58,309.28992	61,224.75442
		3,997.59976	4,197.47975	4,407.35374	4,627.72142	4,859.10749	5,102.06287
		1,845.04604	1,937.29835	2,034.16326	2,135.87143	2,242.66500	2,354.79825
		23.06308	24.21623	25.42704	26.69839	28.03331	29.43498
Customer Service Rep I	6	49,170.47705	51,629.00091	54,210.45095	56,920.97350	59,767.02217	62,755.37328
		4,097.53975	4,302.41674	4,517.53758	4,743.41446	4,980.58518	5,229.61444
		1,891.17219	1,985.73080	2,085.01734	2,189.26821	2,298.73162	2,413.66820
		23.63965	24.82164	26.06272	27.36585	28.73415	30.17085
	7	50,399.73898	52,919.72593	55,565.71222	58,343.99784	61,261.19773	64,324.25761
		4,199.97825	4,409.97716	4,630.47602	4,861.99982	5,105.09981	5,360.35480
		1,938.45150	2,035.37407	2,137.14278	2,243.99992	2,356.19991	2,474.00991
		24.23064	25.44218	26.71428	28.05000	29.45250	30.92512
Maintenance Worker Meter Reader	8	51,659.73245	54,242.71908	56,954.85503	59,802.59778	62,792.72767	65,932.36405
		4,304.97770	4,520.22659	4,746.23792	4,983.54982	5,232.72731	5,494.36367
		1,986.91279	2,086.25843	2,190.57135	2,300.09991	2,415.10491	2,535.86016
		24.83641	26.07823	27.38214	28.75125	30.18881	31.69825
	9	52,951.22576	55,598.78705	58,378.72641	61,297.66273	64,362.54586	67,580.67316
		4,412.60215	4,633.23225	4,864.89387	5,108.13856	5,363.54549	5,631.72276
		2,036.58561	2,138.41489	2,245.33563	2,357.60241	2,475.48253	2,599.25666
		25.45732	26.73019	28.06670	29.47003	30.94353	32.49071

**Marina Coast Water District Employees Association -
Classification and Salary Schedule for FY2019/2020**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

7/1/19

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Customer Service Rep II	10	54,275.00641	56,988.75673	59,838.19457	62,830.10429	65,971.60951	69,270.18998
Water Resources Analyst I		4,522.91720	4,749.06306	4,986.51621	5,235.84202	5,497.63413	5,772.51583
		2,087.50025	2,191.87526	2,301.46902	2,416.54247	2,537.36960	2,664.23808
		26.09375	27.39844	28.76836	30.20678	31.71712	33.30298
	11	55,631.88157	58,413.47565	61,334.14943	64,400.85690	67,620.89975	71,001.94473
		4,635.99013	4,867.78964	5,111.17912	5,366.73808	5,635.07498	5,916.82873
		2,139.68775	2,246.67214	2,359.00575	2,476.95603	2,600.80384	2,730.84403
		26.74610	28.08340	29.48757	30.96195	32.51005	34.13555
	12	57,022.67861	59,873.81254	62,867.50317	66,010.87832	69,311.42224	72,776.99335
		4,751.88988	4,989.48438	5,238.95860	5,500.90653	5,775.95185	6,064.74945
		2,193.17995	2,302.83894	2,417.98089	2,538.87994	2,665.82393	2,799.11513
		27.41475	28.78549	30.22476	31.73600	33.32280	34.98894
	13	58,448.24557	61,370.65785	64,439.19074	67,661.15028	71,044.20780	74,596.41819
Accounting Technician		4,870.68713	5,114.22149	5,369.93256	5,638.42919	5,920.35065	6,216.36818
		2,248.00945	2,360.40992	2,478.43041	2,602.35193	2,732.46953	2,869.09301
		28.10012	29.50512	30.98038	32.52940	34.15587	35.86366
	14	59,909.45171	62,904.92430	66,050.17051	69,352.67904	72,820.31299	76,461.32864
Administrative Assistant Water Resources Analyst II		4,992.45431	5,242.07702	5,504.18088	5,779.38992	6,068.35942	6,371.77739
		2,304.20968	2,419.42017	2,540.39117	2,667.41073	2,800.78127	2,940.82033
		28.80262	30.24275	31.75489	33.34263	35.00977	36.76025
	15	61,407.18801	64,477.54741	67,701.42478	71,086.49601	74,640.82082	78,372.86186
Engineering Technician System Operator I		5,117.26567	5,373.12895	5,641.78540	5,923.87467	6,220.06840	6,531.07182
		2,361.81492	2,479.90567	2,603.90095	2,734.09600	2,870.80080	3,014.34084
		29.52269	30.99882	32.54876	34.17620	35.88501	37.67926
	16	62,942.36771	66,089.48609	69,393.96040	72,863.65842	76,506.84134	80,332.18340
		5,245.19731	5,507.45717	5,782.83003	6,071.97153	6,375.57011	6,694.34862
		2,420.86030	2,541.90331	2,668.99848	2,802.44840	2,942.57082	3,089.69936
		30.26075	31.77379	33.36248	35.03061	36.78214	38.62124
	17	64,515.92690	67,741.72324	71,128.80941	74,685.24988	78,419.51237	82,340.48799
Accountant I		5,376.32724	5,645.14360	5,927.40078	6,223.77082	6,534.95936	6,861.70733
		2,481.38180	2,605.45089	2,735.72344	2,872.50961	3,016.13509	3,166.94185
		31.01727	32.56814	34.19654	35.90637	37.70169	39.58677
	18	66,128.82507	69,435.26632	72,907.02964	76,552.38112	80,380.00018	84,399.00019
		5,510.73542	5,786.27219	6,075.58580	6,379.36509	6,698.33335	7,033.25002
		2,543.41635	2,670.58717	2,804.11652	2,944.32235	3,091.53847	3,246.11539
		31.79270	33.38234	35.05146	36.80403	38.64423	40.57644

**Marina Coast Water District Employees Association -
Classification and Salary Schedule for FY2019/2020**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

7/1/19

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
System Operator II	19	67,782.04570	71,171.14798	74,729.70538	78,466.19065	82,389.50018	86,508.97519
		5,648.50381	5,930.92900	6,227.47545	6,538.84922	6,865.79168	7,209.08127
		2,607.00176	2,737.35185	2,874.21944	3,017.93041	3,168.82693	3,327.26828
		32.58752	34.21690	35.92774	37.72413	39.61034	41.59085
	20	69,476.59684	72,950.42668	76,597.94802	80,427.84542	84,449.23769	88,671.69957
		5,789.71640	6,079.20222	6,383.16233	6,702.32045	7,037.43647	7,389.30830
		2,672.17680	2,805.78564	2,946.07492	3,093.37867	3,248.04760	3,410.44998
		33.40221	35.07232	36.82594	38.66723	40.60060	42.63062
Assistant Engineer	21	71,213.51176	74,774.18735	78,512.89672	82,438.54155	86,560.46863	90,888.49206
		5,934.45931	6,231.18228	6,542.74139	6,869.87846	7,213.37239	7,574.04101
		2,738.98122	2,875.93028	3,019.72680	3,170.71314	3,329.24879	3,495.71123
		34.23727	35.94913	37.74658	39.63391	41.61561	43.69639
System Operator II-Cross Connection Control Specialist	22	72,993.84956	76,643.54203	80,475.71913	84,499.50509	88,724.48035	93,160.70436
		6,082.82080	6,386.96184	6,706.30993	7,041.62542	7,393.70670	7,763.39203
		2,807.45575	2,947.82854	3,095.21997	3,249.98097	3,412.48001	3,583.10401
		35.09320	36.84786	38.69025	40.62476	42.65600	44.78880
System Operator III Water Conservation Spec	23	74,818.69579	78,559.63058	82,487.61211	86,611.99272	90,942.59235	95,489.72197
		6,234.89132	6,546.63588	6,873.96768	7,217.66606	7,578.54936	7,957.47683
		2,877.64215	3,021.52425	3,172.60047	3,331.23049	3,497.79201	3,672.68161
		35.97053	37.76905	39.65751	41.64038	43.72240	45.90852
	24	76,689.16319	80,523.62135	84,549.80242	88,777.29254	93,216.15716	97,876.96502
		6,390.76360	6,710.30178	7,045.81687	7,398.10771	7,768.01310	8,156.41375
		2,949.58320	3,097.06236	3,251.91548	3,414.51125	3,585.23681	3,764.49865
		36.86979	38.71328	40.64894	42.68139	44.81546	47.05623
	25	78,606.39227	82,536.71188	86,663.54748	90,996.72485	95,546.56109	100,323.88915
		6,550.53269	6,878.05932	7,221.96229	7,583.06040	7,962.21342	8,360.32410
		3,023.32278	3,174.48892	3,333.21336	3,499.87403	3,674.86773	3,858.61112
		37.79153	39.68111	41.66517	43.74843	45.93585	48.23264
	26	80,571.55208	84,600.12968	88,830.13616	93,271.64297	97,935.22512	102,831.98638
		6,714.29601	7,050.01081	7,402.51135	7,772.63691	8,161.26876	8,569.33220
		3,098.90585	3,253.85114	3,416.54370	3,587.37088	3,766.73943	3,955.07640
		38.73632	40.67314	42.70680	44.84214	47.08424	49.43845
	27	82,585.84088	86,715.13292	91,050.88957	95,603.43405	100,383.60575	105,402.78603
		6,882.15341	7,226.26108	7,587.57413	7,966.95284	8,365.30048	8,783.56550
		3,176.37850	3,335.19742	3,501.95729	3,677.05516	3,860.90791	4,053.95331
		39.70473	41.68997	43.77447	45.96319	48.26135	50.67442

**Marina Coast Water District Employees Association -
Classification and Salary Schedule for FY2019/2020**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

7/1/19

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
CS/Billing Supervisor	28	84,650.48690	88,883.01124	93,327.16181	97,993.51990	102,893.19589	108,037.85569
		7,054.20724	7,406.91760	7,777.26348	8,166.12666	8,574.43299	9,003.15464
		3,255.78796	3,418.57736	3,589.50622	3,768.98153	3,957.43061	4,155.30214
		40.69735	42.73222	44.86883	47.11227	49.46788	51.94128
Laboratory Supervisor	29	86,766.74907	91,105.08653	95,660.34085	100,443.35789	105,465.52579	110,738.80208
		7,230.56242	7,592.09054	7,971.69507	8,370.27982	8,788.79382	9,228.23351
		3,337.18266	3,504.04179	3,679.24388	3,863.20607	4,056.36638	4,259.18470
		41.71478	43.80052	45.99055	48.29008	50.70458	53.23981
O&M Supervisor	30	88,935.91780	93,382.71369	98,051.84937	102,954.44184	108,102.16393	113,507.27213
		7,411.32648	7,781.89281	8,170.98745	8,579.53682	9,008.51366	9,458.93934
		3,420.61222	3,591.64283	3,771.22498	3,959.78622	4,157.77554	4,365.66431
		42.75765	44.89554	47.14031	49.49733	51.97219	54.57080
Accounting Supervisor	31	91,159.31574	95,717.28153	100,503.14561	105,528.30289	110,804.71803	116,344.95393
		7,596.60965	7,976.44013	8,375.26213	8,794.02524	9,233.72650	9,695.41283
		3,506.12753	3,681.43391	3,865.50560	4,058.78088	4,261.71992	4,474.80592
		43.82659	46.01792	48.31882	50.73476	53.27150	55.93507
	32	93,438.29864	98,110.21357	103,015.72425	108,166.51046	113,574.83598	119,253.57778
		7,786.52489	8,175.85113	8,584.64369	9,013.87587	9,464.56967	9,937.79815
		3,593.78072	3,773.46975	3,962.14324	4,160.25040	4,368.26292	4,586.67607
		44.92226	47.16837	49.52679	52.00313	54.60329	57.33345
IT Administrator	33	95,774.25610	100,562.96891	105,591.11735	110,870.67322	116,414.20688	122,234.91723
		7,981.18801	8,380.24741	8,799.25978	9,239.22277	9,701.18391	10,186.24310
		3,683.62523	3,867.80650	4,061.19682	4,264.25666	4,477.46950	4,701.34297
		46.04532	48.34758	50.76496	53.30321	55.96837	58.76679