



MARINA COAST WATER DISTRICT & GROUNDWATER SUSTAINABILITY AGENCY

920 SECOND AVENUE, MARINA, CA 93933-6009

Home Page: www.mcwd.org

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DIRECTORS

GAIL MORTON
President

JAN SHRINER
Vice President

BRAD IMAMURA
THOMAS P. MOORE
STACEY SMITH

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
Dual Locations**

920 2nd Avenue, Marina, California

and

**Kāneʻohe Public Library
Windward Mall**

46-056 Kamehameha Hwy, Kaneohe, HI 96744

Monday, December 15, 2025, 6:00 p.m. PST

Members of the public may attend the Board meeting in person or can attend remotely via Zoom conference.

Members of the public participating by Zoom will be placed on mute during the proceedings and will be acknowledged only when public comment is allowed, after requesting and receiving recognition from the Board President. Persons who are participating via telephone will need to press *9 to be acknowledged for comments. Public comment on the action item can also be submitted in writing to Paula Riso at priso@mcwd.org by 9:00 am on Monday, December 15, 2025; such comments will be distributed to the MCWD Board before the meeting.

This meeting may be accessed remotely using the following Zoom link:

<https://us02web.zoom.us/j/87107754471?pwd=dnlWR3FMKuGQPj6Vv2t01d59LtAkCQ.1>

Passcode: 278679

To participate via phone: 1-669-900-9128; Meeting ID: 871 0775 4471 Passcode: 278679

Our Mission: Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.

1. Call to Order

2. Roll Call

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 District offices at 920 2nd Avenue, Marina. A complete Board packet containing all enclosures and staff materials will be available for public review on the District website, Wednesday, December 10, 2025. 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: 831-883-5931.

3. Pledge of Allegiance

4. [Election of Board President and Vice-President for 2026](#)

5. Oral Communications *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board. Disruptive behavior may result in the removal of the individual responsible.*

6. [Consent Calendar](#)

- A. [Receive and File the Check Register for the Month of November 2025](#)
- B. [Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of November 17, 2025](#)
- C. [Approve the Draft Minutes of the Special Joint Board/GSA Meeting of November 24, 2025](#)
- D. [Receive the Validated 2024 Water Loss Audit Report and 2024 Level 1 Validation Review Documents](#)
- E. [Approve the Proposed Regular Board/GSA Meeting and Workshop Meeting Schedule for 2026](#)

7. Action Item

- A. [Make Director Appointments to Standing Committees of the Board and to Outside Agencies for 2026, and as Negotiators to any Ad Hoc Committees of the Board](#)
- B. [Discussion and Potential Motion to Determine Violation of MCWD Board Procedures Manual Policy and Authorize Appropriate Action\(s\)](#)

8. 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
- B. Committee and Board Liaison Reports
 - 1. Executive Committee
 - 2. Outreach and Personnel Committee
 - 3. Resources and Groundwater Sustainability Committee
 - 4. M1W Board Member Liaison

9. Board Member Requests for Future Agenda Items

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

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

Regular Meeting: Wednesday, January 21, 2026, 6:00 p.m.

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 4

Meeting Date: December 15, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Election of Board President and Vice-President

Staff Recommendation: The Board of Directors elect a President and Vice-President to serve the next 1-year term.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: The Board Procedures Manual states in part:

“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, unless 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 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. 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.”

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Action: Not applicable.

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

Other Considerations: None.

Material Included for Information/Consideration: None.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6

Meeting Date: December 15, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Consent Calendar

Staff Recommendation: Approve the Consent Calendar as presented.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Consent calendar consisting of:

- A) Receive and File the Check Register for the Month of November 2025
- B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of November 17, 2025
- C) Approve the Draft Minutes of the Special Joint Board/GSA Meeting of November 24, 2025
- D) Receive the Validated 2024 Water Loss Audit Report and 2024 Level 1 Validation Review Documents
- E) Approve the Proposed Regular Board/GSA Meeting and Workshop Meeting Schedule for 2026

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Legal Counsel Review: See individual transmittals.

Climate Action: Not applicable.

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 November 2025; draft minutes of November 17, 2025; draft minutes of November 24, 2025; Water Loss Report for 2024; and, 2026 meeting schedule.

Action Required: X Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-A

Meeting Date: December 15, 2025

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Receive and File the Check Register for the Month of November 2025

Staff Recommendation: Receive and file the November 2025 expenditures totaling \$4,293,825.32.

Background: *Strategic Plan, Objective No. 3.2: Finances are well managed to provide adequate revenue and avoid volatile rates.*

Discussion/Analysis: These expenditures were paid in November 2025, and the Board is requested to receive and file the check register. The October check register was larger than normal due to the following payments:

1. Check No. 77870 – Salinas Valley Ford in the amount of \$83,00.00 for two 2025 Ford F-150's
2. Check No. 77873 – Monterey Peninsula Engineering in the amount of \$158,813.40 for LS Wet Well Lining – Construction Payment #2
3. Check No. 77879 – Maggiora Bros Drilling in the amount of \$157,907.93 for monitoring well installation – Progress Payment #1; Expose/bury well head – Reservation Road Desal Plant; Well Pump Equipment Rental – Well 12 Rehab
4. Check No. 77890 – Ausonio Incorporated in the amount of 100,664.61 for IOP B Side Improvements payments 7, 8, and Retention
5. Check No. 77902 – Garney Pacific, Inc. in the amount of \$194,512.50 for construction services – Imjin Parkway, Lightfighter Dr SS Manhole Rehab
6. Check No. 77904 – Golden State Construction & Utility, Inc in the amount of \$50,825.00 for Inter-Garrison Rd. Pipeline Upsizing – Construction Pymt #2
7. Check No. 77908 – Schaaf & Wheeler in the amount of \$125,509.74 for various Design Phase Engineering Services and Construction Phase On-Call Engineering Services
8. Check No. 77927 – EKI Environment & Water, Inc. in the amount of \$181,320.50 for contracting/permitting support for monitoring wells and Monterey Subbasin GSP Implementation
9. Check No. 77948 – Wallace Group in the amount of \$65,170.50 for Construction Phase Support, Bid Construction Support, Construction Management, and Engineering Design Services
10. Wire Transfer – U.S. Bank National Association in the amount of \$638,982.56 for 2025 Series Bond Payment
11. Wire Transfer – U.S. Bank National Association in the amount of \$305,734.75 for 2019 Series Bond Payment
12. Wire Transfer – U.S. Bank National Association in the amount of \$413,050.00 for 2024 Series Bond Payment

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

Financial Impact: ____ Yes X 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: November 2025 Summary Check Register.

Action Required: ____ Resolution X Motion ____ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

NOVEMBER 2025 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
11/04/2025	ACH	Friedman & Springwater LLP	158,911.00
11/04/2025	ACH	Griffith, Masuda & Hobbs	43,822.14
11/04/2025	77870 - 77905	Check Register	1,215,993.68
11/12/2025	77906 - 77936	Check Register	398,053.70
11/17/2025	77937 - 77969	Check Register	340,236.28
11/24/2025	Wire	U.S. Bank National Association	1,357,767.31
11/26/2025	77970 - 77987	Check Register	64,032.10
11/05/2025	502033 - 502040	Check Register	5,299.52
11/07/2025	ACH	Payroll Direct Deposits	159,535.69
11/07/2025	ACH	CalPERS	42,152.01
11/07/2025	ACH	Empower Retirement	19,124.84
11/07/2025	ACH	Internal Revenue Service	68,552.62
11/07/2025	ACH	State of California - EDD	16,185.35
11/07/2025	ACH	WageWorks, Inc.	2,270.53
11/13/2025	502041 - 502042	Check Register	1,214.46
11/14/2025	ACH	Board Compensation Direct Deposits	738.79
11/14/2025	ACH	Internal Revenue Service	122.42
11/17/2025	502043 - 502044	Check Register	98,674.85
11/21/2025	ACH	Payroll Direct Deposits	157,403.56
11/21/2025	ACH	CalPERS	41,271.36
11/21/2025	ACH	Empower Retirement	19,086.80
11/21/2025	ACH	Internal Revenue Service	65,264.81
11/21/2025	ACH	State of California - EDD	15,840.97
11/21/2025	ACH	WageWorks, Inc.	2,270.53
TOTAL DISBURSEMENTS			4,293,825.32

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
ACH	10/09/2025	11/04/2025	Friedman & Springwater LLP	Legal Services 09/2025	158,911.00
ACH	10/09/2025	11/04/2025	Griffith, Masuda & Hobbs	Legal Services 09/2025	43,822.14
77870	10/23/2025	11/04/2025	Salinas Valley Ford	(2) 2025 Ford F-150s	83,000.00
77871	09/28/2025	11/04/2025	Home Depot Credit Services	General Operations/ Maintenance Supplies	71.97
77872	10/14/2025	11/04/2025	ACWA Joint Power Ins Authority	Liability Insurance 10/2025 - 09/2026	176,659.91
77873	10/02/2025	11/04/2025	Monterey Peninsula Engineering	LS Wet Well Lining - Construction Pmt #2	158,813.40
77874	10/16/2025	11/04/2025	Owen Equipment	General Operations/ Maintenance Supplies	442.21
77875	10/21/2025	11/04/2025	Monterey Bay Analytical Services	Laboratory Testing	2,482.00
77876	10/23/2025	11/04/2025	Harris & Associates	Inspection Services - Armstrong Ranch Irrigation Connections 09/2025; Developers (Campus Town, Dunes 1B Promenade, Dunes 2 West, Dunes 3 North, Enclave Phase 4, Marina Station)	53,682.17
77877	10/24/2025	11/04/2025	Orkin Central Coast	Pest Control - BLM/ IOP 10/2025	227.00
77878	10/24/2025	11/04/2025	Federal Express	Lab Sample Shipping	27.59
77879	10/20/2025	11/04/2025	Maggiora Bros Drilling	Monitoring Wells Installation - Progress Pmt #1; Expose/ Bury Well Head - RDP Reservation Rd Desal Plant; Well Pump Equipment Rental - Well 12 Rehab 09/2025	157,907.93
77880	10/15/2025	11/04/2025	Maynard Group	Audio/ Video Solutions - IOP B Side (Deposit)	24,136.02
77881	10/20/2025	11/04/2025	CSC of Salinas	General Operations/ Maintenance Supplies	25.04
77882	10/24/2025	11/04/2025	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance Supplies	2,584.50
77883	09/24/2025	11/04/2025	Wallace Group	Bid/ Construction Support - Imjin, Lightfighter Manhole Rehab 07/2025 - 08/2025	7,850.75
77884	10/28/2025	11/04/2025	O'Reilly Automotive Stores, Inc.	General Operations/ Maintenance Supplies	184.35
77885	10/22/2025	11/04/2025	Green Rubber-Kennedy AG, LP	General Operations/ Maintenance Supplies	525.55
77886	10/27/2025	11/04/2025	Government Finance Officers Association	Annual Governmental GAAP Update Webinar - (2) Accounting	360.00
77887	10/06/2025	11/04/2025	U.S. Bank Corporate Payment Systems	(2) Uninterruptible Power Supplies - SCADA; 2025 ACWA Fall Conference/ Expo - Board Member; 2025 Government Tax Webinar - (3) Accounting; 2025 CSDA Leadership Academy - (2) Board Members; Financial Management, HR, Organizational Development, Supervisory Skills, Special District Laws Workshops - DAS; Shirts, Standing Desk - O&M; Monthly/ Annual Software Subscriptions; General Supplies	19,428.53
77888	10/13/2025	11/04/2025	Richards, Watson & Gershon	Legal Services 09/2025	39,836.85
77889	10/26/2025	11/04/2025	U.S. Bank National Association	IOP A Side Office Copier Lease 10/20 - 11/19	287.34
77890	10/03/2025	11/04/2025	Ausonio Incorporated	Construction Phase - IOP B Side Improvements Pmts 7, 8, Retention	100,664.61
77891	10/08/2025	11/04/2025	Remy Moose Manley, LLP	Legal Services 09/2025	51,395.00
77892	10/29/2025	11/04/2025	ICONIX Waterworks (US), Inc.	Repair Clamps, Couplings, Valves, Waterworks Supplies	13,214.18
77893	10/30/2025	11/04/2025	Brigantino & Davis Real Estate Appraisal	Appraisal Report	2,500.00
77894	10/07/2025	11/04/2025	Ferguson Enterprises, Inc.	General Operations/ Maintenance Supplies	148.58
77895	10/25/2025	11/04/2025	WEX Bank	Fleet Gasoline 10/2025	5,488.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
77896	10/07/2025	11/04/2025	Zanjero, Inc.	Engineering Procedures/ Guidelines Support; Engineering Programmatic Support; MS Project Implementation Support; Planning/ Permitting - Armstrong Ranch Site Plans; Power Generation, Microgrid Strategy Support; Program Management/ Permitting - Reservation Rd Desal; Property Requirements/ Easements, Well Project Analysis; Water Supply Investigations 09/2025	41,805.00
77897	11/01/2025	11/04/2025	The Ferguson Group, LLC	Grant Writing and Legislative Advocacy 11/2025, FY 2025 CalOES State and Local Cybersecurity Grant Writing	4,645.00
77898	10/22/2025	11/04/2025	BSK Associates	Laboratory Testing	2,269.10
77899	10/21/2025	11/04/2025	T-Mobile	GPS Service - (40) Fleet Vehicles 10/2025	846.10
77900	10/23/2025	11/04/2025	Vortex Industries, LLC	Gate Repair - BLM	900.00
77901	10/22/2025	11/04/2025	Chavan & Associates, LLP	2025 Audit Services - 2nd Progress Billing	10,000.00
77902	09/25/2025	11/04/2025	Garney Pacific, Inc.	Construction Services - Imjin Pkwy, Lightfighter Dr SS Manhole Rehab 09/2025	194,512.50
77903	10/16/2025	11/04/2025	Blaine Tech Services Inc	Water Re-Sampling - Reservation Rd Beach and Injection Wells	5,355.00
77904	10/20/2025	11/04/2025	Golden State Construction & Utility, Inc.	Inter-Garrison Rd Pipeline Upsizing - Construction Pmt #2	50,825.00
77905	09/30/2025	11/04/2025	Minasian Law, LLP	Legal Services 09/2025	2,892.50
77906	10/31/2025	11/12/2025	Quinn Company	Load Bank Testing, Oil Analysis - (10) Sites	11,706.70
77907	11/01/2025	11/12/2025	Insight Planners	Web Development/ Maintenance and Hosting 10/2025	1,734.00
77908	09/30/2025	11/12/2025	Schaaf & Wheeler	Design Phase Engineering Services - Gigling LS FM Replacement 07/2025 - 09/2025; Design Phase Engineering Services - CA Ave Water Main; Design Phase - B2 Zone Tank, Tate Park LS; Construction Phase On-Call Engineering Services - A1/A2 Tanks B/C Booster 09/2025; Developers (Campus Town, Dunes 2N Gas Station & Hotels, Dunes Phase 3)	125,509.74
77909	10/31/2025	11/12/2025	Peninsula Welding & Medical Supply, Inc.	Gas Cylinder Tank Rental Fees - Welding Supplies 10/2025	64.50
77910	10/28/2025	11/12/2025	Monterey Bay Analytical Services	Laboratory Testing	3,294.00
77911	10/18/2025	11/12/2025	Verizon Wireless	Cell Phone Service 10/2025	461.88
77912	10/30/2025	11/12/2025	HD Supply, Inc.	Hydrant Meter, Stand	4,234.32
77913	10/27/2025	11/12/2025	McGrath Rent Corp.	Locker Room Trailer Rental - Ord Office 11/2025	7,286.98
77914	10/22/2025	11/12/2025	Cal-Risk Control Services, Inc	Forklift Training Class - (15) O&M	2,775.00
77915	10/13/2025	11/12/2025	Monterey County Water Resources Agency	Technical/ Professional Assistance - GSP Development 09/2025	933.50
77916	10/20/2025	11/12/2025	Green Rubber-Kennedy AG, LP	General Operations/ Maintenance Supplies	119.14
77917	10/22/2025	11/12/2025	Della Mora Heating Sheet Metal & Air Conditioning	Heater Repair - Beach Office	4,795.00
77918	10/29/2025	11/12/2025	Edges Electrical Group, LLC	General Operations/ Maintenance Supplies	352.04
77919	11/01/2025	11/12/2025	U.S. Bank National Association	Ord Office Copier Lease 10/26 - 11/25	221.77
77920	10/24/2025	11/12/2025	Evoqua Water Technologies, LLC	(3,050) gals Bioxide - East Garrison LS	14,794.64
77921	10/31/2025	11/12/2025	Peninsula Messenger LLC	Courier Service 11/2025	272.00
77922	10/31/2025	11/12/2025	Iron Mountain, Inc.	Shredding Service 10/2025	414.03

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
77923	10/28/2025	11/12/2025	AT&T	Phone and Alarm Line Services 10/2025	296.32
77924	11/01/2025	11/12/2025	Simpler Systems, Inc.	UB/ Finance Datapp Maintenance 11/2025	500.00
77925	11/01/2025	11/12/2025	Pure Janitorial, LLC	Janitorial Service - BLM/ MCWD Offices 10/2025	5,100.00
77926	10/30/2025	11/12/2025	Johnson Electronics	BLM Fire Alarm Monitoring 10/2025 - 12/2025	84.00
77927	10/28/2025	11/12/2025	EKI Environment & Water, Inc.	Contracting/ Permitting Support - Monitoring Wells, Monterey Subbasin GSP Implementation 09/2025	181,320.50
77928	10/17/2025	11/12/2025	Psomas	Construction Management - A1/A2 Tanks B/C Booster 09/2025	12,917.50
77929	06/02/2025	11/12/2025	Ritter GIS, Inc.	Springbrook UB Integration Development	7,000.00
77930	10/29/2025	11/12/2025	Golden State Truck and Trailer Repair, Inc.	Tow, Oil Change, Rear Brakes/ Drums Replacement - Vehicle #2001	6,518.37
77931	11/03/2025	11/12/2025	Kysmet Security & Patrol, Inc.	Security Patrol Services - MCWD Offices 10/2025	300.00
77932	10/21/2025	11/12/2025	T-Mobile	Cell Phone Service 10/2025, Cell Phone - Water Resources Assistant Engineer	2,292.87
77933	10/20/2025	11/12/2025	T-Mobile	Cellular Services 08/19 - 09/18	1,686.83
77934	10/31/2025	11/12/2025	Quick Quack Car Wash Holdings, LLC	Car Washes - (8) Fleet Vehicles 10/2025	64.00
77935	10/15/2025	11/12/2025	Bluebeam, Inc.	Annual Software Subscription 11/15/25 - 11/14/26	660.00
77936	10/21/2025	11/12/2025	Staples, Inc.	Office Supplies	344.07
77937	10/31/2025	11/17/2025	Ace Hardware of Watsonville, Inc.	General Meter Reader, Water Resources, Operations/ Maintenance Supplies	721.97
77938	11/06/2025	11/17/2025	Quinn Company	Genset Block Heater Repair	1,137.93
77939	11/05/2025	11/17/2025	Salinas Valley Ford	2025 Ford Escape; Oil Change, Rear Brakes/ Wipers Replacement - Vehicle #1501	29,610.62
77940	10/29/2025	11/17/2025	PG&E	Gas and Electric Service 10/2025	105,517.66
77941	11/07/2025	11/17/2025	PG&E	Electric Service 10/2025	1,879.58
77942	11/07/2025	11/17/2025	PG&E	Electric Service 10/2025	13,569.48
77943	10/28/2025	11/17/2025	Home Depot Credit Services	General Meter Reader, Operations/ Maintenance Supplies	362.71
77944	10/28/2025	11/17/2025	MBS Business Systems	Copier Maintenance 10/29 - 11/05	1,416.94
77945	11/11/2025	11/17/2025	Monterey Bay Analytical Services	Laboratory Testing	2,456.00
77946	10/23/2025	11/17/2025	American Supply Company	Janitorial Supplies	446.23
77947	11/04/2025	11/17/2025	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance Supplies	1,016.13
77948	11/04/2025	11/17/2025	Wallace Group	Construction Phase Support - LS Safety Grate Improvements, LS Wet Well Lining; Bid/ Construction Support, Management - Imjin, Lightfighter Manhole Rehab; Construction Management - Inter-Garrison Rd Pipeline; Engineering Design Services - Reservation Rd Desal Plant 09/2025; Developer (Seaside B&B Resort)	65,170.50
77949	11/04/2025	11/17/2025	Conservation Rebate Program	3210 De Forest Rd - Landscape Rebate	150.00
77950	11/04/2025	11/17/2025	Sabre Backflow LLC	General Operations/ Maintenance Supplies	68.65
77951	10/27/2025	11/17/2025	Univar Solutions USA, Inc.	(1,475) gals Chlorine - Wells 10, 11, Intermediate Reservoir	5,256.92
77952	10/05/2025	11/17/2025	Craig Evans Pump Testing Service	Pump Testing - (24) Pumps	7,800.00
77953	11/12/2025	11/17/2025	Graniterock Company	ATW Irrigation Connections at Armstrong Ranch - Retention Payment	13,670.00
77954	11/03/2025	11/17/2025	U.S. Bank National Association	IOP A Side Office Copier Lease 10/15 - 11/28	499.28
77955	11/06/2025	11/17/2025	ICONIX Waterworks (US), Inc.	(2) Couplings, (4) Ball Valves	2,505.74

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
77956	10/31/2025	11/17/2025	Evoqua Water Technologies, LLC	Chemical Pump Maintenance - East Garrison LS	1,006.20
77957	11/06/2025	11/17/2025	Ritter GIS, Inc.	GIS/ Cityworks AMS - IT Support Services 07/2025 - 10/2025	3,332.50
77958	10/31/2025	11/17/2025	AutoZone Parts, Inc.	General Operations/ Maintenance Supplies	11.41
77959	11/04/2025	11/17/2025	Golden State Truck and Trailer Repair, Inc.	U-Joint Repair, Oil Change, Brake Inspection - Vehicle #2101	1,150.85
77960	11/10/2025	11/17/2025	Zanjero, Inc.	Engineering Procedures/ Guidelines Support; MS Project Implementation Support; Planning/ Permitting - Armstrong Ranch Site Plans; Power Generation, Microgrid Strategy Support; Program Management/ Permitting - Reservation Rd Desal 10/2025	45,370.00
77961	11/07/2025	11/17/2025	Handyman 831	Handyman Services - IOP Office	1,430.00
77962	11/03/2025	11/17/2025	Interstate Battery of San Jose	UPS Battery - Landrum LS	159.83
77963	10/31/2025	11/17/2025	InfoSend, Inc.	Customer Billing Statements 10/2025	6,280.49
77964	10/23/2025	11/17/2025	QOVO Solutions, Inc.	Camera/ Equipment Installation - Security Access Improvements	14,331.59
77965	10/17/2025	11/17/2025	Aqua Sierra Controls, Inc.	Main Electrical Service Switchboard Upgrades - RDP Reservation Rd Desal Plant	7,575.00
77966	11/12/2025	11/17/2025	Blaine Tech Services Inc	Laboratory Testing	4,210.00
77967	11/15/2025	11/17/2025	First Alarm	Security, Fire Alarm Monitoring - MCWD Offices 12/2025	1,463.50
77968	11/01/2025	11/17/2025	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services 11/2025	658.57
77969			Void		
Wire	10/09/2025	11/24/2025	U.S. Bank National Association	2025 Series Bond Payment	638,982.56
Wire	10/09/2025	11/24/2025	U.S. Bank National Association	2019 Series Bond Payment	305,734.75
Wire	10/09/2025	11/24/2025	U.S. Bank National Association	2024 Series Bond Payment	413,050.00
77970	11/06/2025	11/26/2025	Quinn Company	Load Bank Testing, Oil Analysis - Reservation LS	1,220.00
77971	11/12/2025	11/26/2025	Jane's Answering Service	Answering Service 10/15 - 11/11	277.22
77972	11/18/2025	11/26/2025	Monterey Bay Analytical Services	Laboratory Testing	440.00
77973	06/30/2025	11/26/2025	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance Supplies	60.60
77974	09/30/2025	11/26/2025	The Paul Davis Partnership, LLP	Site Assessment for Hypothetical Corp Yard	345.00
77975	11/03/2025	11/26/2025	Wallace Group	Construction Management - LS Safety Gate Improvements, LS Wet Well Lining 09/2025	21,862.70
77976	10/31/2025	11/26/2025	Calcon Systems, Inc.	Pump Integration - Recycled Water; PLC Programming - Well 10; Power Fail Alarm Strategy Programming; Radio Configuration - C Reservoir/ EHP; SCADA/ Radio Programming	9,890.00
77977	10/31/2025	11/26/2025	Pacific Ag Rentals LLC	(5) Mobile Restroom Rental - MCWD Sites 10/2025	611.36
77978	11/13/2025	11/26/2025	Daiohs USA	Coffee Supplies	622.32
77979	11/18/2025	11/26/2025	Edges Electrical Group, LLC	General Operations/ Maintenance Supplies	135.46
77980	11/15/2025	11/26/2025	U.S. Bank National Association	IOP B Side Office Copier Lease 11/10 - 12/09	275.32
77981	11/14/2025	11/26/2025	ICONIX Waterworks (US), Inc.	(8) Ball Valves, Waterworks Supplies, General Meter Reader Supplies	2,107.20
77982	11/05/2025	11/26/2025	SmartCover Systems	(3) SmartCover Dual Sensors, Annual Subscription	14,976.86
77983	11/06/2025	11/26/2025	InfoSend, Inc.	Maintenance/ IVR Transaction Fees 10/2025	1,839.52
77984	11/03/2025	11/26/2025	Staples, Inc.	Office Supplies	216.54
77985	10/31/2025	11/26/2025	TerraVerde Energy LLC	Energy, Power Program Development 10/2025	9,025.00
77986	11/18/2025	11/26/2025	Conservation Rebate Program	501 Ridgeview Ave - Toilet Rebate	50.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
77987	11/18/2025	11/26/2025	EMSL Analytical Inc.	Soil Testing - Ord Office	77.00
502033	10/25/2025	11/05/2025	AFLAC	Employee Paid Benefits 10/2025	2,120.62
502034	10/17/2025	11/05/2025	Employnet, Inc.	Temporary Customer Service Representative 10/06 - 10/09	1,575.94
502035	10/18/2025	11/05/2025	Principal Life	Employee Paid Benefits 11/2025	342.24
502036	10/06/2025	11/05/2025	Federico Embroidery	Uniform Benefit - Engineering, Conservation	446.26
502037	10/15/2025	11/05/2025	Transamerica Life Insurance Company	Employee Paid Benefits 10/2025	313.96
502038	09/30/2025	11/05/2025	Regional Government Services Authority	Advertisement - Engineering Technician	230.00
502039	10/16/2025	11/05/2025	Agile Occupational Medicine, PC	Pre-Employment - New Hire	125.00
502040	09/30/2025	11/05/2025	Liebert Cassidy Whitmore	Legal Services 09/2025	145.50
ACH	11/07/2025	11/07/2025	Payroll Direct Deposits	Payroll Ending 10/31/25	159,535.69
ACH	11/07/2025	11/07/2025	CalPERS	Payroll Ending 10/31/25	42,152.01
ACH	11/07/2025	11/07/2025	Empower Retirement	Payroll Ending 10/31/25	19,124.84
ACH	11/07/2025	11/07/2025	Internal Revenue Service	Payroll Ending 10/31/25	68,552.62
ACH	11/07/2025	11/07/2025	State of California - EDD	Payroll Ending 10/31/25	16,185.35
ACH	11/07/2025	11/07/2025	WageWorks, Inc.	Payroll Ending 10/31/25	2,270.53
502041	11/07/2025	11/13/2025	Teamsters Local Union No. 856	Payroll Ending 10/31/25	866.00
502042	11/07/2025	11/13/2025	CA State Disbursement Unit	Payroll Ending 10/31/25	348.46
ACH	11/14/2025	11/14/2025	Board Compensation Direct Deposits	Board Compensation 10/2025	738.79
ACH	11/14/2025	11/14/2025	Internal Revenue Service	Board Compensation 10/2025	122.42
502043	11/04/2025	11/17/2025	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 12/2025	94,697.50
502044	10/10/2025	11/17/2025	Lincoln National Life Insurance Company	Life, Disability, AD&D Insurance 11/2025	3,977.35
ACH	11/21/2025	11/21/2025	Payroll Direct Deposits	Payroll Ending 11/14/25	157,403.56
ACH	11/21/2025	11/21/2025	CalPERS	Payroll Ending 11/14/25	41,271.36
ACH	11/21/2025	11/21/2025	Empower Retirement	Payroll Ending 11/14/25	19,086.80
ACH	11/21/2025	11/21/2025	Internal Revenue Service	Payroll Ending 11/14/25	65,264.81
ACH	11/21/2025	11/21/2025	State of California - EDD	Payroll Ending 11/14/25	15,840.97
ACH	11/21/2025	11/21/2025	WageWorks, Inc.	Payroll Ending 11/14/25	2,270.53
Total Disbursements for November 2025					4,293,825.32

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-B

Meeting Date: December 15, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of November 17, 2025

Staff Recommendation: Approve the draft minutes of the November 17, 2025 regular joint Board/GSA meeting.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: The draft minutes of November 17, 2025 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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

Other Considerations: The Board can suggest changes/corrections to the minutes.

Material Included for Information/Consideration: Draft minutes of November 17, 2025.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Marina Coast Water District

Marina Coast Water District

Regular Board Meeting/Groundwater Sustainability Agency Board Meeting
November 17, 2025

Draft Minutes

1. Call to Order:

President Morton called the meeting to order at 6:14 p.m. on November 17, 2025 at 920 2nd Avenue, Marina, California.

2. Roll Call:

Board Members Present:

Gail Morton – President
Jan Shriner – Vice President
Brad Imamura
Thomas P. Moore
Stacey Smith

Board Members Absent:

None

Staff Members Present:

Remleh Scherzinger, General Manager
David Hobbs, District Counsel
Derek Cray, Operations and Maintenance Manager
Mary Lagasca, Director of Administrative Services
Garrett Haertel, District Engineer
Charly Liscomb, Interim Water Resources Manager
Teo Espero, Information Technology Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Access Media Productions
Andy Sterbenz, Schaaf & Wheeler Consulting Civil Engineers
Garren Fisher, MCWD
Jack Gao, MCWD
Reinel Lagman, MCWD
Sheldon Chavan, Chavan & Associates, LLP

3. Pledge of Allegiance:

Mr. Remleh Scherzinger, General Manager, led everyone present in the pledge of allegiance.

4. Public Hearing:

President Morton opened the Public Hearing at 6:16 p.m.

- A. Conduct a Public Hearing: Consider Waiving the Reading of Ordinance No. 65 in its Entirety; and, Consider the Second Reading of Ordinance No. 65, an Ordinance Amending Title 5, Sewer Service System, Chapter 5.20 Use of Public Sewers, Sections 5.20.050, and 5.20.060, and Adding Sections 5.20.045, 5.20.062, and 5.20.065 to the Marina Coast Water District Code in Accordance with Updated Standards and Requirements for the Reduction of Fats, Oil, and Grease in Public Sewer Systems:

Mr. Derek Cray, Operations and Maintenance Manager, introduced this item noting that the requested changes made at the October 20th Board meeting have been incorporated into this final document.

There were no comments or questions from the public.

President Morton closed the Public Hearing at 6:18 p.m.

Director Moore made a motion to waive the reading of Ordinance No. 65 in its entirety for the second reading of Ordinance No. 65, an Ordinance Amending Title 5, Sewer Service System, Chapter 5.20 Use of Public Sewers, Sections 5.20.050, and 5.20.060, and adding Sections 5.20.045, 5.20.062, and 5.20.065 to the Marina Coast Water District Code in Accordance with Updated Standards and Requirements for the Reduction of Fats, Oil, and Grease in Public Sewer Systems. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

President Morton made a motion to adopt Ordinance No. 65, an Ordinance Amending Title 5, Sewer Service System, Chapter 5.20 Use of Public Sewers, Sections 5.20.050, and 5.20.060, and adding Sections 5.20.045, 5.20.062, and 5.20.065 to the Marina Coast Water District Code in Accordance with Updated Standards and Requirements for the Reduction of Fats, Oil, and Grease in Public Sewer Systems. Director Moore seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

5. Oral Communications:

There were no comments made.

6. Consent Calendar:

Director Smith requested to pull Item 6-B from the Consent Calendar.

Director Moore made a motion to approve the Consent Calendar consisting of items: A) Receive and File the Check Register for the Month of October 2025; C) Receive the Third Quarter Investment Report for Calendar Year 2025; D) Receive a Status Report Update on Current Capital Improvement Projects; E) Adopt Resolution No. 2025-54 to Amend the FY 2025-2026 Capital Improvement Program Budget to Fund Capital Improvement Program) Project MW-2518 Water Distribution Pipeline Upsizing Project (MW-2518); F) Adopt Resolution No. 2025-55 to Amend the FY 2025-2026 Capital Improvement Program Budget and Award a Construction Contract to Granite Rock Company for General Construction Services for the Construction of California Avenue Water Main Project (MW-0321); G) Adopt Resolution No. 2025-56 to Amend the FY 2025-2026 Capital Improvement Program Budget to Fully Fund the Solar Energy and Battery Storage Project (WD-2405); H) Adopt Resolution No. 2025-57 to Amend the FY 2025-2026 Capital Improvement Program Budget to Fund Water Improvements Coinciding with the City of Marina's Imjin Parkway Widening Project (OW-2420); I) Adopt Resolution No. 2025-58 to Amend the FY 2025-2026 Capital Improvement Program Budget to Fully Fund the Gigling Sanitary Sewer Lift Station Replacement Project Design (OS-0218); J) Adopt Resolution No. 2025-59 to Amend the FY 2025-2026 Capital Improvement Program Budget and Award a Construction Contract to Golden State Construction & Utility, Inc. for General Construction Services for the Construction of the Gigling Road Water Pipeline Replacement Project (OW-0201); and, K) Adopt Resolution No. 2025-60 to Accept the Infrastructure Improvements Installed Under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Lightfighter Village GP, LLC for the Lightfighter Village Development in Marina, CA. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

B. Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of October 20, 2025:

Director Smith commented that she would like the minutes to show that she was present at the start and did not arrive late to the meeting.

Director Smith made a motion to approve the draft minutes of the Regular Joint Board/GSA Meeting of October 20, 2025 as amended. President Morton seconded the motion.

Agenda Item 6-B (continued):

The motion was passed by the following vote:

Director Imamura	-	Abstained	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

7. Action Items:

A. Review the Marina Coast Water District Fiscal Year 2024-2025 Preliminary Unaudited Year End Financials:

Mr. Garren Fisher, Controller, introduced this item and introduced Mr. Sheldon Chavan, Chavan & Associates, LLP. Mr. Chavan briefly reviewed the audit of the District's Year End Financials. Director Imamura asked if the Auditor's Letter was a template and if it was produced by Artificial Intelligence (AI). Mr. Chavan answered that the letter was a basic template with pertinent information regarding the District inserted into the letter. He added that AI was not used in this audit.

Hearing no other questions, President Morton stated that the audit was accepted by the Board of Directors.

B. Adopt Resolution No. 2025-61 to Consider an Amendment to the FY 2025-2026 Budget in the Amount of \$10,000 for the Board of Directors Training Budget:

Mr. Scherzinger introduced this item noting that Director Imamura requested to increase the Board training line item by an additional \$10,000. Director Imamura commented that the Board training budget is woefully inadequate and is not enough to cover conference costs throughout the year.

Director Imamura made a motion to adopt Resolution No. 2025-61 to consider an amendment to the FY 2025-2026 Budget in the amount of \$10,000 for the Board of Directors Training Budget. Director Smith seconded the motion. Discussion regarding training followed. There was discussion on online training verses in person training, pooling funds instead of individual allowances, and local verses out-of-area conferences.

Director Imamura called for the question. There was no second for the call for the question. Discussion again followed.

The motion to adopt Resolution No. 2025-61 to consider an amendment to the FY 2025-2026 Budget in the amount of \$10,000 for the Board of Directors Training Budget failed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	No
Director Moore	-	Yes	President Morton	-	No
Director Smith	-	Abstained			

8. Informational Items:

A. General Manager's Report:

Mr. Scherzinger reported the following:

- Staff is working with M1W to schedule a tour for the two Directors that missed the last one;
- staff is pulling together an Art Policy to allow the public to display their artwork in the District office;
- the Strategic Plan will come to the Board in March for an update;
- there may be a need for a special Board meeting to consider approving the installation of more monitoring wells with the additional Grant Funds forwarded to the District by the SVBGSA;
- the Request for Proposals will be going out soon for work on the Urban Water Management Plan that will begin early next year; and,
- the District staff member who is out on medical leave is doing well.

B. Committee and Board Liaison Reports:

1. Executive Committee:

President Morton and Vice President Shriner gave a brief update.

2. M1W Board Member Liaison:

Director Moore gave a brief update.

9. Board Member Requests for Future Agenda Items:

Vice President Shriner asked to look at jurisdictional boundaries of the District and Monterey Peninsula Water Management District.

Director Imamura asked to place on the agenda for discussion a December 2024 email sent from one Director to another Director regarding himself.

Director Smith asked to look at pooling training funds.

10. Director's Comments:

Director Smith, Director Moore, Vice President Shriner, and President Morton made comments.

11. Adjournment:

President Morton adjourned the meeting at 7:45 p.m.

APPROVED:

Gail Morton, President

ATTEST:

Paula Riso, Deputy Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-C

Meeting Date: December 15, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Approve the Draft Minutes of the Special Joint Board/GSA Meeting of November 24, 2025

Staff Recommendation: Approve the draft minutes of the November 24, 2025 special joint Board/GSA meeting.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: The draft minutes of November 24, 2025 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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

Other Considerations: The Board can suggest changes/corrections to the minutes.

Material Included for Information/Consideration: Draft minutes of November 24, 2025.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Marina Coast Water District

Marina Coast Water District

Special Board Meeting/Groundwater Sustainability Agency Board Meeting
November 24, 2025

Draft Minutes

1. Call to Order:

President Morton called the meeting to order at 9:01 a.m. on November 24, 2025 at 920 2nd Avenue, Marina, California; and, via Zoom teleconference.

2. Roll Call:

Board Members Present:

Gail Morton – President
Jan Shriner – Vice President
Brad Imamura – via teleconference
Thomas P. Moore

Board Members Absent:

Stacey Smith

Staff Members Present:

Remleh Scherzinger, General Manager
David Hobbs, Assistant District Counsel
Garrett Haertel, District Engineer
Charly Liscomb, MCWD
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Andy Sterbenz, Schaaf & Wheeler Consulting Civil Engineers
Reinel Lagman, MCWD
Katie Lampkin, MCWD
Tobias Osborne, MCWD
City of Seaside

3. Pledge of Allegiance:

Ms. Katie Lampkin, MCWD, led everyone present in the pledge of allegiance.

4. Action Item:

- A. Adopt Resolution No. 2025-GSA04 to Amend the FY 2025-2026 Capital Improvement Program Budget to Fund the Monitoring Wells Construction Project (GA-2402); and Authorize an Amendment to the Construction Contract with Maggiora Bros. Drilling, Inc.:

Mr. Charly Liscomb, Interim Water Resource Manager, introduced this item explaining that the Marina Coast Water District Groundwater Sustainability Agency received additional grant funds from the Salinas Valley Basin Groundwater Sustainability Agency that needed to be expended prior to March 1, 2015, thus resulting in the urgency to move this matter forward. He added that the additional funds would allow for the construction of several more monitoring wells to help to fill in any gaps in the basin monitoring areas. The Board asked clarifying questions.

Director Moore made a motion to adopt Resolution No. 2025-GSA04 to Amend the FY 2025-2026 Capital Improvement Program Budget to Fund the Monitoring Wells Construction Project (GA-2402); and Authorize an Amendment to the Construction Contract with Maggiora Bros. Drilling, Inc. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Absent			

5. Director's Comments:

Director Imamura, Vice President Shriner, and President Morton made comments.

6. Adjournment:

The meeting was adjourned at 9:13 a.m.

APPROVED:

Gail Morton, President

ATTEST:

Paula Riso, Deputy Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-D

Meeting Date: December 15, 2025

Prepared By: Katie Lampkin
Reviewed By: Charly Liscomb

Approved By: Remleh Scherzinger, PE

Agenda Title: Receive the Validated 2024 Water Loss Audit Report and 2024 Level 1 Validation Review Documents

Staff Recommendation: Receive the Validated 2024 Water Loss Audit (Audit) Report and 2024 Level 1 Validation Review Documents.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: In 2015, California Senate Bill 555 was adopted, requiring all urban retail water suppliers to submit a completed, certified, and validated Audit annually to the California Department of Water Resources.

The Audit is an analytical tool designed to support urban retail water suppliers in identifying and quantifying water losses in their distribution system. The Audit is designed to help prioritize the operations within a water system that can be improved to maximize the efficiency of water production and delivery.

Using the method outlined in the American Water Works Association (AWWA) M36 Manual and AWWA Water Audit Software, staff compiled data across several key components including water consumption, water production, water losses, system data, and cost data. By tracking all sources and use of water within the water system, the software estimates the volume and value of water loss over a specified period.

This estimation of water loss is defined further into the categories of Real Loss, Apparent Loss, and Non-Revenue Water (NRW). Real Loss is defined as the physical water lost from the distribution system, Apparent Loss is the water lost through non-physical causes such as billing errors, meter inaccuracies, and unauthorized consumption, and NRW is all water loss that does not provide revenue to the urban retail water supplier. NRW includes both Real Loss and Apparent Loss in addition to unbilled consumption which consists of estimated fire training use and water consumption at District-owned facilities.

Adopted in 2023, the California Code of Regulations (CCR), Title 23, § 981 requires all urban retail water suppliers to reduce real loss to a volume no greater than a real water loss standard calculated using an economic model identified in CCR, Title 23, § 982 by 2028. This regulation is a part of the Making California a Conservation Way of Life (MCCWL) framework created for the implementation of new water use efficiency standards.

Throughout 2024, staff made several efforts to improve data validity and reduce real and apparent water loss, including:

- The installation of new Advanced Meter Infrastructure (AMI) ready water meters for new customers.
- Continued replacement of older large water meters.
- Flow tested water meters taken out of service to better analyze the systemwide inaccuracy of the current meter inventory.
- Production meters were flow tested.
- The Master Meter & Supply Error Adjustment (MM&SEA) calculation was modified to more accurately represent the average supply meter error derived from the production meter flow tests.
- Continued to develop a comprehensive GIS database of assets.

As seen in the attached 2024 Water Loss Audit Review Documents and the table below, the validity score increased from 80 in 2023 to 86 in 2024. This increase is largely due to the testing of small meters retired from service that allowed staff to better understand the profile of aging customer meter infrastructure in the distribution system and staff identifying and tracking instances of Billed Unmetered Authorized Consumption (BUAC). The inclusion of BUAC increases the portfolio of known and authorized consumption, resulting in an increased grade.

MCWD Water Loss Audit Data Validity Score Summary		
Year	Data Validity Score	Change in Score
2019	63	
2020	69	+7
2021	74	+5
2022	73	+1
2023	80	+7
2024	86	+6

A validity score of 86 positions MCWD in Tier IV of the Water Audit Data Validity Tiers. These tiers categorize the suggested areas a water utility can focus on to increase their scores. To advance to the last tier, Tier V, a score increase of 5 is required.

As shown in the table below, all categories of water loss with the exception of Apparent Loss decreased in 2024 compared to 2023. Real Loss decreased from 222 acre-feet a year (AFY) to 104 AFY, a reduction of 55%. Apparent Loss in 2023 amounted to 204 AFY and increased 2% in 2024 to 208 AFY. NRW decreased 25% from 434 AFY in 2023 to 327 AFY in 2024.

Water Loss Category	2023	2024	% Change
Real Loss	222 AFY	104 AFY	-55%
Apparent Loss	204 AFY	208 AFY	+2%
Non-Revenue Water	434 AFY	327 AFY	-25%

Overall, total water loss has decreased in 2024 due to the efforts of staff addressing leaks throughout the distribution system and maintaining a comprehensive portfolio of water, system, and cost data.

The following actions will be considered in the future to improve data reliability, long-term water loss control, and additional generation of revenue:

- Implement a cost-benefit analysis & target setting for water loss components.
- Design and implement a water loss control program for cost-effective interventions such as:

- Focused replacement of the aging meter population.
- Distribution system leak detection.
- The completion of an Apparent Loss Component Analysis to develop an apparent loss profile.
 - Determine meter inventory by age.
 - Expand small meter accuracy testing.

Due to Staff’s continued efforts in advancing the accuracy of all data inputs and refining the data collection practices, overall water loss within the water distribution system has decreased and the highest validity score to date was achieved, sustaining the trend of score improvement since 2019. This decrease in water loss highlights the District’s efficient and reliable water distribution system.

Environmental Review Compliance: None Required.

Legal Counsel Review: None Required.

Climate Adaptation: Not applicable.

Financial Impact: _____Yes ___X___No **Funding Source/Recap:** None

Other Considerations: None.

Material Included for Information/Consideration: Attachment A – 2024 Water Loss Audit Review Documents.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Certified Validation Report Template, Part A: Provided by Validator

Insert Logo (Optional)

Audit Information

Water System Name: Marina Coast Water District
Public Water System Identification (PWSID)¹: CA2710017



¹List only 1 PWSID, which should match the PWSID on the FWAS Instructions Tab. For Special cases where multiple water systems are connected with permanent two-way interties, list those additional PWSIDs in the Notes below and describe the water distribution system(s) configuration.

PWSID and Special Water System Configuration Notes (Provided to Validator by Water System):

Audit Period Start Date: 1/1/2024
Validation Date: 5/22/2025

Water System Representatives

Paul Lord,
 Patrick Breen,
 Katie Lampkin,
 Tobias Osborne

Sufficient Supporting Documents Provided: Yes

Validation Findings & Confirmation Statement

Key Audit Metrics:

Data Validity Score: 86 **Data Validity Tier:** Tier IV (71-90) **Real Loss:** 10.7 gal/conn/day or 377 gal/mile/day
Non-revenue water as percent of cost of operating system: 2.2 **Apparent Loss:** 21.6 gal/conn/day
ILI: 0.6

Certification Statement by Validator:

This water loss audit report has been Level 1 validated per the requirements of California Code of Regulations Title 23, Division 2, Chapter 7 and the California Water Code Section 10608.34.

All recommendations on volume derivation and Data Validity Grades were incorporated into the water audit: Yes

If not, rejected recommendations are included here:

Validator Information

Water Audit Validator Name: Ashlee Hollifield, P.E.
CA-NV AWWA WAV Certification Expiration Date: 3/7/2027

Email: ashlee.hollifield@cavanaugholutions.co
 Qualifications: Water Audit Validator Certificate issued by the CA-NV Section of the AWWA

Certified Validation Report Template, Part B: Provided by Utility

Water System Name: Marina Coast Water District
Public Water System Identification (PWSID)²: CA-271007

² List only 1 PWSID, which should match the PWSID on the FWAS Instructions Tab. For special cases where multiple water systems are connected with permanent two-way interties, those additional PWSIDs should be listed in the Notes Section on the Validator Certification to be submitted to DWR along with this Utility Certification form and the AWWA FWAS water loss audit.

Water Audit & Water Loss Improvement Steps:

1. Steps Taken:

Water System to identify steps taken in the preceding 3 years to increase data validity, reduce real loss, and reduce apparent loss as informed by the annual validated water audit (23 CCR Section 638.5(b)(3): Beginning in 2018, information identifying steps taken by the urban retail water supplier in the preceding 3 years to increase the validity of data entered into the final audit, reduce the volume of apparent losses, and reduce the volume of real losses, as informed by the annual validated water audit.

Audit Period Start Date: 1/1/2024

Steps Taken The Year After Audit Data Year: 2025: Continued to test small and large customer meters for flow accuracy. Continued to implement new volumetric sewer rate, based on the customer's winter average consumption usage. Completed phase two of SCADA upgrades. Engineering will continue to identify and incorporate missing assets into a database of all assets, including water, recycled water, and sewer distribution system. Continued the installation of AMI-ready meters for all newly installed meters and when replacing old meters. Continued the replacement of old meters to increase the overall meter accuracy.

Steps Taken During the Audit Data Year: 2024: Continued to install AMI compliant meters for all new services and meter replacements. Continued the replacement of older, large meters. All meter registers on older meters have been replaced. Production well meters flow tested and calibrated. Continued to test small and large customer meters for flow accuracy. Phase two of SCADA upgrades planned for completion in 2024-25. A comprehensive rate study was conducted in 2024, wherein it was recommended to change the existing customer billing rate structure. A uniform rate based is now billed to all customers except for Single Family account users, who continue to be billed according to the tiered rate structure. This new structure was accounted for within the CRUC calculation. Engineering continues to develop a comprehensive database for all District assets within the distribution system.

Steps Taken the Year Before The Audit Data Year: 2023: Continued installation of AMI-Ready meters, 324 new AMI-Ready meters installed in 2023 (3.2% of all active meters). Phase 1 of the SCADA upgrade project was completed. This work includes more intuitive screens, alarms, and faster communications to provide a quick response if there is a pressure drop in the system. Maintenance was performed on the District's PRVs to ensure proper operation and to prevent a surge of water that could cause line breaks and leaks. Production well meters tested and calibrated. Hydrant maintenance was performed, including exercising the stems and ensuring all hydrants were fully closed. A new calculation method to determine the CRUC. This new method includes using a weighted average of tiered consumption rate values for each service area, and using a weighted average to find a combined CRUC value. Large customer meters were flow tested for accuracy. Engineering began developing a comprehensive database of all service area assets, providing more system design accuracy. The number of dedicated/shared fire services was thoroughly evaluated and refined to generate a more accurate value

2. Planned Steps

(OPTIONAL UNLESS your audit reflects negative real losses or the cost of non-revenue water is greater than 100% of the operating costs. Your audit will not meet code requirements for these issues and you need to convey what steps you are planning in the coming year to address these issues. If you already know what steps you plan to take, you may list them here. If not, please prepare a response within 90 days (23 CCR Section 638.6(a)).

[Empty box for planned steps]

3. Certification Statement by Utility Executive:

Executive Name (Print) Remleh Scherzinger **Executive Position** General Manager

Date 11/9/25
 Insert Signed image or DocuSign PDF as

 Guidance

"This water loss audit report meets the requirements of California Code of Regulations Title 23, Division 2, Chapter 7 and California Water Code Section 10608.34 and has been prepared in accordance with the methods prescribed therein."



AWWA Free Water Audit Software v6.0

FWAS v6.0

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This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format and is not meant to take the place of a full-scale, comprehensive water audit format. Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targeting loss reduction levels. This tool contains several separate worksheets. Sheets can be accessed using the tabs at the bottom of the screen, or by clicking the TOC links below.

Table of Contents (TOC)

- Start Page** The current sheet. Enter contact information and basic audit details.
- Worksheet** Enter the required data on this worksheet to calculate the water balance and data grading.
- Interactive Data Grading** Answer questions about operational practices for each audit input, and the data validity grades will automatically populate.
- Dashboard** Review NRW components, performance indicators and graphical outputs to evaluate the results of the audit.
- Notes** Enter notes to explain how values were calculated, document data sources, and related information about data management practices.
- Blank Sheet** By popular demand! A blank sheet. The world is your canvas.
- Water Balance** The values entered in the Worksheet automatically populate the Water Balance.
- Loss Control Planning** Use this sheet to interpret the results of the audit validity score and performance indicators.
- Definitions** Use this sheet to understand the terms used in the audit process.
- Service Connection Diagram** Diagrams depicting possible customer service connection line configurations.
- Acknowledgements** Acknowledgements for development of the AWWA Free Water Audit Software v6.0.

AWWA Web Resources for Water Loss Control

<https://www.awwa.org/Resources-Tools/Resource-Topics/Water-Loss-Control>

Items referenced in the Free Water Audit Software v6.0 on the web:

- Data Grading Matrix v6.0
- Example Water Audit v6.0
- Water Audit Compiler v6.0
- AWWA Reports on Performance Indicators
- M36 Manual

Enter Basic Information

Name of Utility: Marina Coast Water District
 Name of Contact Person: Paul Lord
 Email: plord@mcwd.org
 Telephone | Ext.: 8318835905
 City/Town/Municipality: Marina
 State / Province: California (CA)
 Country: USA
 Audit Preparation Date: May 13 2025
 Audit Year: 2024
 Audit Year Label: Calendar (Fiscal, Calendar, etc)
 Audit Period Start Date: Jan 01 2024
 Audit Period End Date: Dec 31 2024
 Volume Reporting Units: Acre-feet
 Water System Structure: Retail
 Water Type: Potable Water
 System ID Number: CA2710017
 Validator Name/ID: Ashlee Hollifield
 Validator Email: ashlee.hollifield@cavanaugholutions.com
 Estimated Total Population Served by Water Utility: 38,377

Key of Input Acronyms

In order of appearance in the Worksheet

- VOS** Volume from Own Sources
- VOSEA** VOS Error Adjustment
- WI** Water Imported
- WIEA** WI Error Adjustment
- WE** Water Exported
- WEEA** WE Error Adjustment
- BMAC** Billed Metered Authorized Consumption
- BUAC** Billed Unmetered Authorized Consumption
- UMAC** Unbilled Metered Authorized Consumption
- UUAC** Unbilled Unmetered Authorized Consumption
- SDHE** Systematic Data Handling Errors
- CMI** Customer Metering Inaccuracies
- UC** Unauthorized Consumption
- Lm** Length of mains
- Nc** Number of service connections
- Lp** Average length of (private) customer service line
- AOP** Average Operating Pressure
- CRUC** Customer Retail Unit Charge
- VPC** Variable Production Cost

Color Key

User input Calculated Optional default

Guidance for the Worksheet

Choosing to enter unit of **percent** or **volume** (applies to VOSEA, WIEA, WEEA, CMI)

choose entry option:

1.00%	percent	or
	volume	25.000

Choosing to enter **default** or **custom input** (applies to UUAC, SDHE, UC)

choose entry option:

0.25%	default	or
	custom	75.000

Guidance for the Interactive Data Grading

Use acronym buttons in IDG header to navigate among inputs. Acronym Key above. White = needs answers, orange = complete, clear = not required. Example below.

VOS	VOSEA	WI	WIEA	WE	WEEA	BMAC	BUAC	UMAC	UUAC
SDHE	CMI	UC	Lm	Nc	Lp	AOP	CRUC	VPC	

After clicking an acronym button, answer all visible questions in the order they're presented, choosing best-fit answer

Grade will populate when all visible questions are complete for an input

The limiting criteria will be labeled along the right. If only 1 limiting criterion is shown, improving on that criterion will achieve a higher data grade. If multiple limiting criteria are shown, improving on *each* limiting criterion is necessary to achieve a higher data grade. A complete inventory of data grading criteria is available in the Data Grading Matrix v6.0 (see web resources)

Limiting

If you have questions or comments regarding this software please contact us at: wlc@awwa.org



AWWA Free Water Audit Software: Worksheet

FWAS v6.0

American Water Works Association.

Water Audit Report for: **Marina Coast Water District**

Audit Year: **2024** Jan 01 2024 - Dec 31 2024 Calendar

Click 'n' to add notes To edit water system info: [go to start page](#)
Click 'g' to determine data validity grade

To access definitions, click the input name

All volumes to be entered as: ACRE-FEET PER YEAR

Water Supplied Error Adjustments

choose entry option:

VOS	Volume from Own Sources:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="9"/>	<input type="text" value="3,368.425"/>	Acre-ft/Yr	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="8"/>	<input type="text" value="volume"/> <input type="text" value="19.215"/>	acre-ft/yr	<input type="text" value="over-registration"/>	VOSEA
WI	Water Imported:	<input type="text" value="n"/> <input type="text" value="g"/>	<input type="text" value="0.000"/>	Acre-ft/Yr					WIEA
WE	Water Exported:	<input type="text" value="n"/> <input type="text" value="g"/>	<input type="text" value="0.000"/>	Acre-ft/Yr					WEEA

WATER SUPPLIED: Acre-ft/Yr

AUTHORIZED CONSUMPTION

BMAC	Billed Metered:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="9"/>	<input type="text" value="3,019.250"/>	Acre-ft/Yr					
BUAC	Billed Unmetered:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="10"/>	<input type="text" value="2.754"/>	Acre-ft/Yr					
UMAC	Unbilled Metered:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="4"/>	<input type="text" value="5.029"/>	Acre-ft/Yr					
UUAC	Unbilled Unmetered:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="10"/>	<input type="text" value="10.393"/>	Acre-ft/Yr					

choose entry option:

acre-ft/yr

AUTHORIZED CONSUMPTION: Acre-ft/Yr

WATER LOSSES

Acre-ft/Yr

Apparent Losses

Default option selected for Systematic Data Handling Errors, with automatic data grading of 3

SDHE	Systematic Data Handling Errors:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="3"/>	<input type="text" value="7.555"/>	Acre-ft/Yr					
CMI	Customer Metering Inaccuracies:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="6"/>	<input type="text" value="193.039"/>	Acre-ft/Yr					
UC	Unauthorized Consumption:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="3"/>	<input type="text" value="7.555"/>	Acre-ft/Yr					

choose entry option:

<input type="text" value="0.25%"/>	<input type="text" value="default"/>
<input type="text" value="6.00%"/>	<input type="text" value="percent"/>
<input type="text" value="0.25%"/>	<input type="text" value="default"/>

Default option selected for Unauthorized Consumption, with automatic data grading of 3

Apparent Losses: Acre-ft/Yr

Real Losses

Real Losses: Acre-ft/Yr

WATER LOSSES: Acre-ft/Yr

NON-REVENUE WATER

NON-REVENUE WATER: Acre-ft/Yr

SYSTEM DATA

Lm	Length of mains:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="10"/>	<input type="text" value="245.2"/>	miles	(including fire hydrant lead lengths)
Nc	Number of service connections:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="8"/>	<input type="text" value="8,620"/>		(active and inactive)
	Service connection density:		<input type="text" value="35"/>	conn./mile main	
Lp	Are customer meters typically located at the curbstop/property line?	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="10"/>	<input type="text" value="Yes"/>		
AOP	Average length of customer service line has been set to zero and a data grading of 10 has been applied				
	Average Operating Pressure:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="10"/>	<input type="text" value="60.0"/>	psi	

COST DATA

CRUC	Customer Retail Unit Charge:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="10"/>	<input type="text" value="\$6.84"/>	\$/100 cubic feet (ccf)	Total Annual Operating Cost
VPC	Variable Production Cost:	<input type="text" value="n"/> <input type="text" value="g"/> <input type="text" value="8"/>	<input type="text" value="\$388.93"/>	\$/acre-ft	<input type="text" value="\$29,162,156"/> \$/yr (optional input)

WATER AUDIT DATA VALIDITY TIER:

*** The Water Audit Data Validity Score is in Tier IV (71-90). See Dashboard tab for additional outputs. ***

[go to dashboard](#)

A weighted scale for the components of supply, consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION TO IMPROVE DATA VALIDITY:

Based on the information provided, audit reliability can be most improved by addressing the following components:

- 1: Volume from Own Sources (VOS)
- 2: Unauthorized Consumption (UC)
- 3: Systematic Data Handling Errors (SDHE)

KEY PERFORMANCE INDICATOR TARGETS:

OPTIONAL: If targets exist for the operational performance indicators, they can be input below:

Unit Total Losses:	<input type="text"/>	gal/conn/day
Unit Apparent Losses:	<input type="text"/>	gal/conn/day
Unit Real Losses ^A :	<input type="text"/>	gal/conn/day
Unit Real Losses ^B :	<input type="text"/>	gal/mile/day

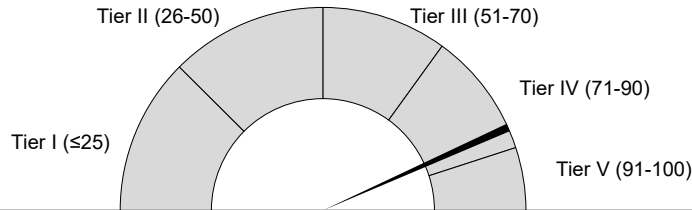
If entered above by user, targets will display on KPI gauges (see Dashboard)



Data Validity

Data Validity Score: **86** Data Validity Tier: **Tier IV (71-90)**

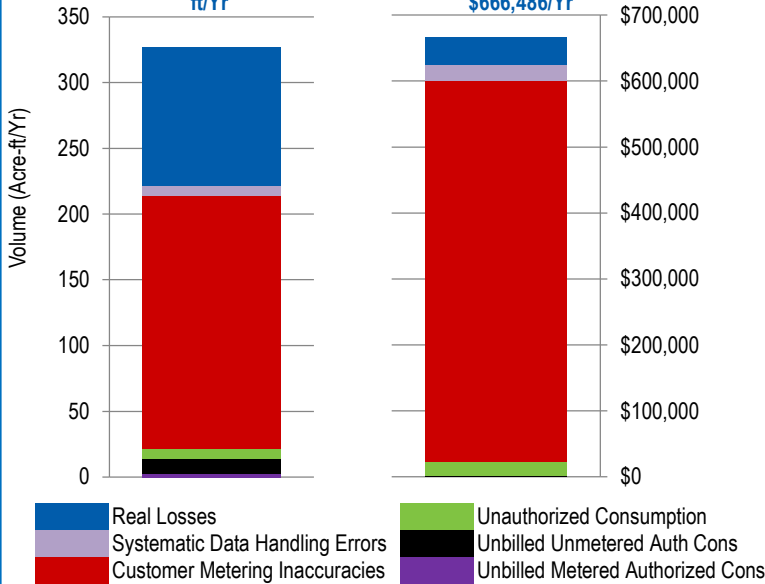
See [Loss Control Planning](#) for Tier Details



NRW Components Summary

Total Volume of NRW = **327 Acre-ft/Yr**

Total Cost of NRW = **\$666,486/Yr**

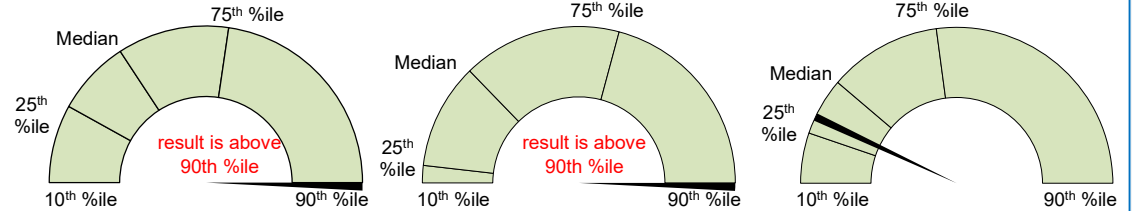


Actual KPI result

Key Performance Indicators

Target (see Worksheet)

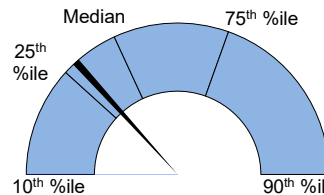
gauge %iles per validated industry ranges²



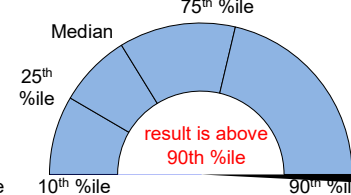
Total Loss Cost Rate
76.53 \$/conn/year

Apparent Loss Cost Rate
71.85 \$/conn/year

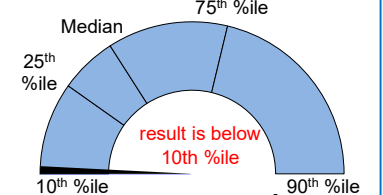
Real Loss Cost Rate
4.68 \$/conn/year



Unit Total Losses
32.3 gal/conn/day

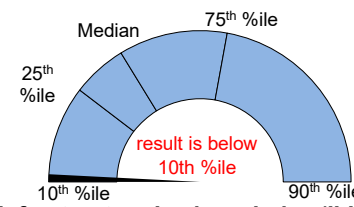
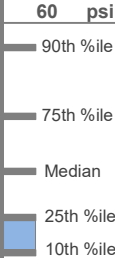


Unit Apparent Losses
21.6 gal/conn/day

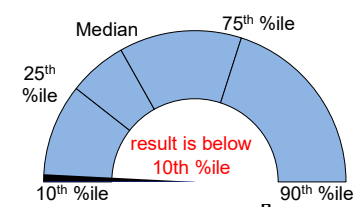


Unit Real Losses^A
10.7 gal/conn/day

Average Operating Pressure



Infrastructure Leakage Index (ILI)
0.6 dimensionless



Unit Real Losses^B
377 gal/mile/day

See UARL definition for additional guidance on the ILI

(UARL) Unavoidable Annual Real Losses **176.1 Acre-ft/Yr**

18.2 gal/conn/day

Guidance Information for Key Performance

- The eight indicators shown are the recommended suite per the AWWA Water Loss Control Committee 2020 Position on KPIs¹.
- A suite of KPIs is necessary, as no single KPI can holistically communicate water loss performance for a given water system.
- See Table 1 below for Uses and Limitations for each KPI, excerpted from the AWWA Water Loss Control Committee Report (2020)¹, with naming conventions updated.
- Percentiles (%iles) shown on KPI gauges come from Level 1 validated data in the AWWA WLCC Reference Water Audit Dataset (2020)².
- KPI %iles shown above are not segregated by cohorts. Limited KPI data by cohorts may be found in WRF 4695 Guidance Manual, Appendix B (2019)³.
- Actual KPI results that fall below 10th %ile or above 90th %ile do not necessarily imply error, but should be viewed with scrutiny.
- Percentiles not intended to imply targets. Targets may be input by user for operational KPIs, if desired, on Worksheet.
- See UARL and ILI in Definitions tab for discussion of size and pressure limitations.
- Systems that fall on the extreme ends of size or connection density should use caution when interpreting Unit Losses KPIs.

Table 1

Source: AWWA Water Loss Control Committee Report (2020)¹, with naming conventions updated

2020 AWWA Water Audit Method – Water Audit Outputs and Key Performance Indicators: Uses and Limitations

Type	Indicator	Description	Suitable Purposes					Uses and Limitations	Principal Users
			Assessment	Bench-Marking	Target-Setting	Planning	Tracking		
Attribute	Apparent Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Apparent Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess cost loss level	Utility, Regulators
	Real Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Real Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess loss cost level	Utility, Regulators
	Unavoidable Annual Real Loss (UARL)	Calculated by Free Water Audit Software	✓				✓	Reveal theoretical technical low level of leakage	Utility, Regulators
Volume	Unit Apparent Losses (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators
	Unit Real Losses ^A (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators, Policy Makers
	Unit Real Losses ^B (vol/pipeline length/day)	Strong and understandable indicator for use by utilities with low connection density.	✓	✓	✓	✓	✓	Data collection and assessment of systems with “low” connection density	Utility, Regulators, Policy Makers
	Unit Total Losses (vol/conn/day) New KPI	Strong and understandable indicator, suitable for high-level performance measurement.	✓				✓	High level indicator for trending analysis. Not appropriate for target-setting or benchmarking	Utilities, Customers
	Infrastructure Leakage Index (ILI)	Robust, specialized ratio KPI; can be influenced by pressure and connection density.	✓	✓			✓	Benchmarking after pressure management is implemented	Utilities
Value	Apparent Loss Cost Rate (value/conn/year) New KPI	Indicators with sufficient technical rigor. Provide the unit financial value of each type of loss, which is useful for planning and assessment of cost efficiency of water loss reduction and control interventions and programs.	✓			✓	✓	Data collection and assessment on AWWA indicators or contextual parameters to use in conjunction with Loss Cost Rates	Utilities, Regulators, Customers
	Real Loss Cost Rate (value/conn/year) New KPI		✓			✓	✓		Utilities, Regulators, Customers
Validity	Data Validity Tier (DVT)	Strong indicator of water loss audit data quality, if data has been validated. Tier provides guidance on priority areas of activity.	✓	✓		✓	✓	Assess caliber of data inputs of the water audit	Regulators, Utilities

AWWA Free Water Audit Software Water Balance

Water Audit Report for: Marina Coast Water District

Audit Year: 2024

Jan 01 2024 - Dec 31 2024

Data Validity Tier: Tier IV (71-90)

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		Water Exported (WE) (corrected for known errors)	Billed Water Exported				Revenue Water (Exported)
		0.000					0.000
Volume from Own Sources (VOS) (corrected for known errors)	System Input Volume	Water Supplied	Authorized Consumption	Billed Authorized Consumption	Billed Metered Consumption (BMAC) (water exported is removed)	Revenue Water	
				3,022.004	3,019.250		3,022.004
3,349.210	3,349.210	3,349.210	3,037.426	Unbilled Authorized Consumption	Unbilled Metered Consumption (UMAC)	Non-Revenue Water (NRW)	
				15.422	5.029		327.206
Water Imported (WI) (corrected for known errors)			Water Losses	Apparent Losses	Systematic Data Handling Errors (SDHE)		
				311.784	208.149		7.555
0.000			311.784	Real Losses	Customer Metering Inaccuracies (CMI)		
				103.635	193.039		
				Unauthorized Consumption (UC)	7.555		
				Leakage on Transmission and/or Distribution Mains	Not broken down		
				Leakage and Overflows at Utility's Storage Tanks	Not broken down		
				Leakage on Service Connections	Not broken down		



AWWA Free Water Audit Software: User Notes

FWAS v6.0

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Water Audit Report for: Marina Coast Water District
Audit Year: 2024

Calendar
Jan 01 2024 - Dec 31 2024

General Notes:	2024 Prepared by: Paul Lord, Katie Lampkin, and Sonia. Validation Completed 5/2//25 by: Ashlee Hollifield The Data Validity Score falling within Band IV (71-90) suggests that next steps may be focused simultaneously on improving data reliability and evaluating cost-effective interventions for water & revenue loss recovery. Opportunities to improve the reliability of audit inputs and outputs include: •Improved estimation of CMI: consider a customer meter testing program which tests a sample of random meters whose stratification (by size, age, or	
	Notes on Input Derivation	Notes on Data Validity Grading
Volume from Own Sources (VOS)	VC: MCWD has 8 wells, 7 of which are active. Readings for each well are recorded throughout the month, and the monthly production is calculated using these readings. MCWD extracted a total of 3,368.425 acre-feet in the 2024 calendar year.	All production meters were replaced in early 2022. Production well meters are flow tested annually via pump efficiency test. All production well meters were tested for proper operation, function in 2024 and records were provided. VC: Electronic signal calibration no necessary since the meters utilizing digital signalling to SCADA via modbus. Meters are checked annually for proper calibration and flow tested utilizing pump efficiency test via well drawdown.
Volume from Own Sources Error Adjustment (VOSEA)	The master meter & supply error calculations are outsourced from Craig Evans Pumping Service. Using the calculations from Larry Lewison at Cavanaugh, MCWD determined the total meter error for all active wells to be over registering by 19.215 acre-feet.	VC: Input includes volumetric tank difference.
Water Imported (WI)	MCWD does not import any water into their system. MCWD has an emergency connection with Cal Am, rarely used. 1 direction (to Marina). Not actively metered.	
Water Imported Error Adjustment (WIEA)	The emergency connection with Cal Am is not metered and has not been used during the 2024 calendar year.	
Water Exported (WE)	MCWD does not export any water. All water is produced and distributed within the MCWD service area.	

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Audit Item	Notes on Input Derivation	Notes on Data Validity Grading
Water Exported Error Adjustment (WEIA)	MCWD does not export any water. All water is produced and distributed within the MCWD service area.	
Billed Metered Authorized Consumption (BMAC)	Billed Metered Consumption for 2024 adjusted for lag time by -7.67 acre-feet. This volume is a unique number because it's a year end total from the end-of-the year report including adjustments such as meter misreads and an estimated adjustment to account for billing periods overlapping 2023 and 2025.	
Billed Unmetered Authorized Consumption (BUAC)	In 2024, all billed water services known are metered. The only known Billed Unmetered water use in 2024 was reported by the Engineering department and used for Dunes 1B pipeline disinfection at (1) new construction site. Total use was 2.754 AF.	The Billed Unmetered water use by Engineering does not take place frequently. Only in a few rare instances where there is a large pipeline or adverse conditions exist is illed Unmetered water used to disinfect new distribution mainlines. All water quantities are estimated by Engineering department and billed to the developer.
Unbilled Metered Authorized Consumption (UMAC)	All district facilities and operations equipment is metered to record Unbilled Metered water use for operations. Hydrant flushing by District staff is metered. District facilities and operations equipment meters are read, and the usage is recorded every month at the same frequency as all Billed Metered accounts. Monthly Water use records are provided.	
Unbilled Unmetered Authorized Consumption (UUAC)	Line repair flushing is metered and part of UMAC. Fire department water use is unmetered and an estimated water use is recorded each month. Water use for fires and fire training is recorded monthly. This use was 0.534 AF. New water tanks were disinfected in 2024 using an additional 9.859 AF of Unbilled Unmetered Water. One pipeline disinfected with 0.039 AF and not billed to contractor. Total is 10.393 AF	
Systematic Data Handling Errors (SDHE)	MCWD has not yet gathered detailed data or assessed the systematic data error. It's applying the default value of 0.25% of the billing authorized consumption volume.	

[go to worksheet](#) [go to grading](#)

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[go to worksheet](#) [go to grading](#)

[go to worksheet](#) [go to grading](#)

Audit Item	Notes on Input Derivation	Notes on Data Validity Grading
<p>Customer Metering Inaccuracies (CMI)</p>	<p>No formal small meter testing program exists (under 4"). 43 small meters pulled and operative were tested. Results provided. 6 large meters replaced. 7 largest testable meters tested and results provided (prioritize by consumption and revenue). Almost all small meters were upgraded to AMR in 2004-2005. Assumed accuracy was changed from +/- 1.5% to 6% during the 2023 Water Loss Audit as advised by the validator. Although a complete meter replacement program has not been accelerated, the replacement of meter registers alone, on older meters, has stopped and older meters are now completely replaced. VC: customer meter inaccuracy has been maintained at 6% at the discretion of the District due to lack of testing data and known concerns of meter accuracy.</p>	
<p>Unauthorized Consumption (UC)</p>	<p>This was derived automatically from the AWWA water loss audit software.</p>	
<p>Length of Mains (Lm)</p>	<p>The data was obtained from Engineer Elijah. Current GIS data (May 2025) use for the 2024 Water Loss Audit is stored as a map titled CW_OPS_Clean4 and consists of enterprise geodatabase feature classes found within the sde database on the CMMS01 server. Additional support documentation found in Water Loss Audit Folder 2024 Water System Number of Mainline Connections.</p>	
<p>Number of Service Connections (Nc)</p>	<p>As Elijah measured in GIS in March 2024, the Marina service area has 1,467 shared connections serving 2,934 meters (74% of 3,944 meters visible in GIS). Compared to Teo's Active Meter Count for Marina (4,053) which includes new meters recently installed and not in GIS yet, there is an estimated 1,119 meters with a dedicated service connection (4,053 active meters - 2,934 shared meters = 1,119 single dedicated service meters). The amount of shared connections remains constant year-to-year because all connections since 2012 are dedicated to only one water meter. In addition, there are 64 fire connections in Marina. Therefore, there are now 2,650 (1,467 shared + 1,119 individual + 64 Fire) dedicated water service connections to the mainline in the Marina service area.</p> <p>Of the total 6,779 potable water services in Fort Ord, it is known that 1,800 military housing units share a connection to the mains. Therefore, there are 900 (1,800/2) shared connections to the mainline. It is estimated that the other 4,979 (6,779-1,800) water services have a dedicated connection. In addition, there are 81 fire connections in Fort Ord. All together, there are 5,970 (900 shared + 4,979 individual + 91 fire) connections to the main in the Fort Ord service area.</p> <p>In Marina and Ord communities combined, there is a total of 8,620 (2,650 Marina + 5,970 Fort Ord) connections to the mainline.</p>	

Audit Item	Notes on Input Derivation	Notes on Data Validity Grading
<p>go to worksheet go to grading</p> <p>Average Length of (private) Customer Service Line (Lp)</p>	<p>Zero. Customer meters are typically located at the curbstop.</p>	
<p>go to worksheet go to grading</p> <p>Average Operating Pressure (AOP)</p>	<p>The District's Engineering department measured service elevation in feet and service pressure to derive the average (PSI) for the individual zones (A-E). The average system operating pressure is calculated by the sum of all zones divided by the 5 zones to equal 60.0 PSI. 5 pressure zones (Ord) & 2 in Marina controlled by PRVs. Hydrant pressures taken during routine system flushing and/or hydrant testing. Basic - telemetry or pressure logging at boundary points (supply locations, tanks, PRVs, boosters).</p>	
<p>go to worksheet go to grading</p> <p>Customer Retail Unit Charge (CRUC)</p>	<p>Total consumptive revenue divided by Billed Metered Authorized Consumption. Starting in July 1, 2024, sewer charges are based on a winter consumption average. Rate structures are different for Marina & Ord systems. In 2024, we switched our methods of gathering data to be more refined and accurate. We now use a report generated by our IT Tech Teo of the monthly consumption by the tiered rate structure to calculate a weighted CRUC based on the commodity revenue in the different tiered rates and service areas. The rate structure changed on 7/1/2024 as determined by a 5-year rate study. The tiered rate structure now only applies to Single Family connections, and a uniform rate is applied for all other categories. All rates are included within the weighted CRUC.</p>	<p>VC: It is recommended that in future audits, the volumetric sewer revenue be taken into consideration since starting in 2025, MCWD customers will be charged volumetrically for sewer collection.</p>
<p>go to worksheet go to grading</p> <p>Variable Production Cost (VPC)</p>	<p>Characterization of calculation: Primary costs only. Calculation conducted for Marina and Ord separately and then weighted by volume produced for each system.</p>	



AWWA Free Water Audit Software: Determining Water Loss Standing

FWAS v6.0
American Water Works Association.
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Water Audit Report for: **Marina Coast Water District**
 Audit Year: **2024** **Jan 01 2024 - Dec 31 2024**
 Data Validity Tier: **Tier IV (71-90)**

Water Loss Control Planning Guide

Water Audit Data Validity Tier (Score Range)					
Functional Focus Area	Tier I (1-25)	Tier II (26-50)	Tier III (51-70)	Tier IV (71-90)	Tier V (91-100)
Audit Data Collection	Launch auditing and loss control team; address supply metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations; Identify data gaps; improve supply metering	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs; Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or AMR/AMI system	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon with PIs for performance comparisons for real losses	Performance Benchmarking with PIs is meaningful in comparing real loss standing	Identify Best Practices/ Best in class; PIs are very reliable as real loss performance indicators for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-E

Meeting Date: December 15, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Approve the Proposed Regular Board/GSA Meeting and Workshop Meeting Schedule for 2026

Staff Recommendation: Approve the proposed regular Board/GSA meeting and workshop meeting schedule for 2026.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: The Board generally holds one meeting per month on the third Monday of the month. The first Monday of the month is usually reserved for special meetings and workshops although the dates can vary depending on the subject. Staff is anticipating that in 2026 there will be very few months that would require more than one meeting.

1st Monday of Each Month – Reserved for Workshops/Special Meetings

3rd Monday of Each Month – Board Meetings

6:00 p.m.

January 21, 2026*

February 17, 2026**

March 16 or 23, 2026

April 20, 2026

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

September 21, 2026

October 19, 2026

November 16, 2026

December 21, 2026

*Due to MLK Holiday (19th) and Special Districts Association Meeting (20th)

**Monday is a holiday, so the meeting is scheduled for Tuesday, Feb 17th

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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

Other Considerations: The Board can suggest alternate meeting dates.

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: 7-A

Meeting Date: December 15, 2025

Prepared By: Paula Riso

Presented By: Remleh Scherzinger, PE

Agenda Title: Make Director Appointments to Committees of the Board and to Outside Agencies for 2026, and as Negotiators to any Ad Hoc Committees of the Board

Staff Recommendation: The Board of Directors discuss the standing committees of the Board.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

The Board of Director’s Manual, when it was first adopted in 2002, superseded Resolution No. 1993-3 and Resolution No. 1998-1 and memorialized the Standing Committees of the Board where they currently reside, in Section 34 of the Board of Director’s Manual, last updated in March 2025.

Discussion/Analysis: The Board President will recommend appointments to the following Committees:

The Board appoints representatives to the following District Standing Committees:

- | | | |
|----|--|------------------------------|
| 1. | Executive Committee | President and Vice President |
| 2. | Budget and Engineering | 2 Members, 1 Alternate |
| 3. | Community Outreach and Personnel | 2 Members, 1 Alternate |
| 4. | Resources and Groundwater Sustainability | 2 Members, 1 Alternate |
| 5. | Joint City/District Committee | 2 Members, 1 Alternate |

The Board appoints representatives to the following outside agencies or committees:

- | | | |
|----|-------|--------------------------------------|
| 1. | MIW | 1 Member, 1 Alternate |
| 2. | LAFCO | 1 Member, 1 Alternate |
| 3. | SDA | 1 Member, All Directors as Alternate |
| 4. | JPIA | 1 Member, 1 Alternate |

The Board appoints representatives to the following outside Ad Hoc Committees:

- | | | |
|----|--------------------------------|---------------------------|
| 1. | MCWD/SVBGSA Steering Committee | 1 Member, 1 Alternate |
| 2. | Climate Action Plan Committee | 1 Member, 1 public member |

Other Committees:

- | | | |
|----|---------------------------------------|-----------------------------------|
| 1. | Water Conservation Commission Liaison | TBD in a water shortage situation |
|----|---------------------------------------|-----------------------------------|

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

Other Considerations: None recommended.

Material Included for Information/Consideration: None.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 7-B

Meeting Date: December 15, 2025

Prepared By: Remleh Scherzinger, PE

Presented By: Remleh Scherzinger, PE

Reviewed By: Gail Morton Esq.

Reviewed By: Brad Imamura

Agenda Title: Discussion and Potential Motion to Determine Violation of MCWD Board Procedures Manual Policy and Authorize Appropriate Action(s)

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

At the November 17, 2025, Board meeting, Director Imamura requested to place an item on the agenda regarding an email that was sent from Vice President Shriner to Director Smith on December 20, 2024.

On November 18, 2025, the General Manager gave direction to staff not to destroy any materials that might relate to this matter and further directed the IT Administrator to make a backup of the systems servers so that no materials would be inadvertently lost.

On November 24, 2025, President Morton sent a letter to Director Imamura requesting additional information to support and clarify his request.

On December 9, 2025, Director Imamura provided to the District and President Morton the material attached. Director Imamura contends that in the December 20, 2024, email to Director Smith, Vice President Shriner implied that she had given direction to staff regarding review of Director Imamura’s travel expenses. Director Imamura asserts this action was in violation of Section 5 of the Board Policy Manual¹ (“BPM”).

Section 5.0 (Relationship with the General Manager and District Staff) states in part that: “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.”

BPM Section 7.0 (Director’s Violation of Policies) states: “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.”

Pursuant to the Board Policy Manual the item was promptly placed on the December Board Meeting Agenda and staff began crafting the necessary Agenda item. Further, on December 9, 2025, the District’s Executive Committee approved the Agenda with the Vice President recusing herself per District Counsel recommendation.

¹ The BPM was initially adopted in 2002 and last amended in March 2025.

Discussion/Analysis: The issue to be determined by the Board is whether, in light of the December 20, 2024 email and background matters, Vice President Shriner violated BPM Section 5’s prohibition concerning “neither the Board nor any individual Director shall give orders or instructions to any subordinate of the General Manager.”

For background, only two MCWD staff members handle travel expense accounting and reimbursement for the Board: the Executive Administrative Assistant and an Accounting Technician. A cursory review of staff email indicate that no email directive was sent to staff by the Vice President providing this advice suggested in the email. In a review of permanent correspondence, letters and faxes, there are no such documents that were found on hand.

Neither the Executive Administrative Assistant nor the Accounting Technician recall being advised in this way. Neither employee has added additional scrutiny to Director Imamura’s travel expenses over and above those given to any other Board members travel reports.

Should the Board wish to probe further into this matter a third-party investigator may be warranted.

There are a range of possible outcomes the Board can determine:

1. It can find that no violation of BPM Policy No. 5 occurred as alleged; or
2. It can find that a violation of BPM Policy No. 5 did occur as alleged; or
3. It can find that additional information is needed and direct staff to authorize a third-party investigator to produce a finding on the matter.

If a violation occurred and the Board determines further action is warranted, the BPM authorizes censure of the Director for a duration chosen by the Board:

- 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.
- Prevent the offending Director from placing items on the agenda without the specific, advance authorization of the Board. Advanced authorization of the Board requires the request is reviewed at the Executive Committee and no specific timeline or deadline is activated.
- Prevent the offending Director from receiving District funds for conferences or training.

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

Other Considerations: None recommended.

Material Included for Information/Consideration: Material provided by Director Imamura; and, the 2025 Board Procedures Manual.

Action Required: _____ Resolution Motion _____ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

TEL: (831) 384-6131 FAX: (831) 883-5995

DIRECTORS

GAIL MORTON
President

JAN SHRINER
Vice President

BRAD IMAMURA
THOMAS P. MOORE
STACEY SMITH

November 24, 2025

VIA EMAIL TO: DirectorImamura@mcwd.org

Dear Director Imamura:

At the November 17, 2025 MCWD Board of Directors meeting, you requested that the MCWD Board agendaize an item for a future board meeting to authorize an investigation into an email sent by one MCWD Director to another MCWD Director concerning allegations against you.

As you know, the Board treats all allegations of Director impropriety very seriously, but the party making a complaint must provide the Board with sufficient evidence supporting the complaint in order for the Board to determine in an open public session whether an investigation is warranted. If an investigation is authorized by the Board, then the Board will consider the final investigation report and act on your complaint in an open public session.

To better understand the basis for your complaint, please provide me as Board President with the following:

1. A statement setting forth the specific section[s] of the Board of Directors' Manual upon which you base your request, and/or any other basis for your request.
2. Copies of all documentary evidence in support of your request.
3. All other evidence you believe supports your request.

Please provide all of the above to Paula Riso by not later than 5 PM, Thursday, December 4, 2025 in order for the matter to be considered at the MCWD Executive Committee meeting scheduled for December 9, 2025. All materials and information you provide Ms. Riso will in turn be provided to the Executive Committee for review. If you need an extension of time to provide all of the above, please don't hesitate to write me requesting an extension and your requested extension date.

Please be advised that because this matter is against a sitting director all evidence and statements are public records and must be publicly disclosed.

Very truly yours,

Gail Morton
President, Board of Directors

cc: Roger Masuda, Legal Counsel
Remleh Scherzinger, Board Secretary

- Once the Board acts, Directors shall not create barriers to the implementation of the action and shall 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 action.
- All Directors should work together in a collaborative way, assisting each other in the conduct of the District's affairs.
- Each Director shall function as part of the whole Board. A Director has no independent individual authority. An individual Director may not commit the District to any policy, act, or expenditure.
- The Board as a whole is responsible for setting goals and objectives for the District
- Directors shall protect confidential information of the District, its officers, employees, and customers from unauthorized disclosure or dissemination.
- Directors shall avoid and report conflicts of interest.
- Individual Directors shall avoid actions that invite or could lead to litigation against the District.
- A Director does not represent any fractional segment of the community but represents the District's service areas as a whole.

4. Comments by Directors Concerning District Staff Members

Board members shall refrain from publicly censuring or criticizing members of the District staff. Any 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 publicly revealing any information regarding specific District staff members that might be considered negative, slanderous, disrespectful, or discriminatory.

5. Relationship with the General Manager and District Staff

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. 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.**

All individual Director questions relating to an open session item before a meeting shall be directed to the General Manager. Any concerns regarding a safety hazard should be reported to the General Manager at as soon as possible. Emergency situations should be dealt with immediately by seeking appropriate assistance. 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 Manager. When approached by an employee of the District concerning specific District management or operations, Board members should direct all inquiries to the General Manager.

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 as a whole 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.**

6. Social Media Policy

Directors will refrain from posting about or discussing district business on social media when the discussion would violate the Brown act or other laws. Directors must also comply with all Code of Conduct sections.

When posting, communicating, or commenting about matters pertaining to the district or district business on social media, directors will include a clearly visible disclaimer that reads “These views are my own and do not necessarily reflect those of the Marina Coast Water District or its board of directors.” The disclaimer will specifically name the Marina Coast Water District and its board.

Directors shall also avoid making comments on social media that invite litigation against the District. Once the Board takes action, Directors shall avoid making individual opinions or comments on litigation matters that conflicts with or does not support the actions of the board as a whole. Directors shall not make comments on social media regarding litigation strategy or make any comments on existing or anticipated litigation matters discussed in closed session.

Director communications using social media for political campaign purposes will follow federal and state rules and district policies regarding political activities. Directors using official district social media accounts will comply with district policies for those accounts.

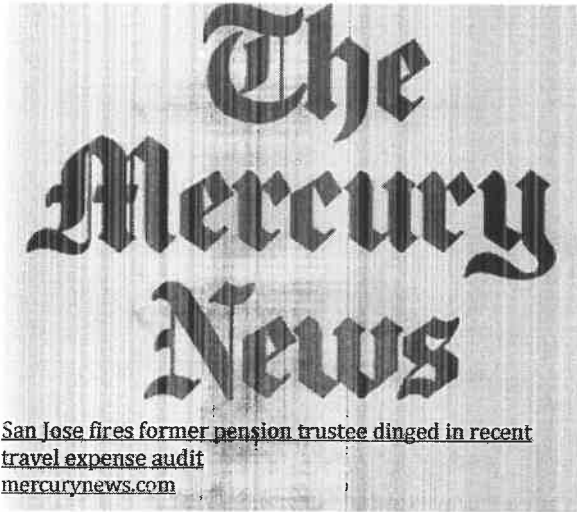
7. Director’s Violation of Policies

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.

In addition to other consequences provided by law, the Board may 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:

- 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;
- Prevent the offending Director from placing items on the agenda without the specific, advance authorization of the Board. Advanced authorization of the Board requires the request is reviewed at the Executive Committee and no specific timeline or deadline is activated;
- Prevent the offending Director from receiving District funds for conferences or training.

From: Jan Shriner <DirectorShriner@mcwd.org>
Date: December 20, 2024 at 6:18:36AM PST
Subject: Little more background



During the 2022 campaign a concerned voter shared this Mercury News article with me. I did not use it in the campaign process but I shared it with MCWD staff.

My advice to staff at the time was that if Brad Imamura won a seat on the MCWD board, his travel expenses documentation would need to be carefully reviewed.

Happy Holidays and see you in the new year,
Jan

Marina Coast Water District Board of Director's Manual

Version: March 17, 2025



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MCWD Director Code of Conduct

1. Purpose of the Code of Conduct

The MCWD Director Code of Conduct describes the conduct expected of each Board Member to encourage the open exchange of ideas among Board members, the staff, and the public, that is positive, honest, respectful, concise, understandable, responsive, and cost-efficient.

2. Attendance

Directors are expected to attend scheduled meetings of the Board, special meetings, and meetings of assigned Board committees. If a member of the Board is unable to attend a meeting, that member shall, as soon as possible, notify the Board President and the General Manager prior to the meeting. 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 the Board's Policies and subject to Board action.

Any person serving on a standing, special or ad hoc committee must be prepared for and attend all committee meetings, unless excused for good reason. 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 an alternate meeting date and time. If the two primary committee members' schedules cannot accommodate the scheduling of an alternate meeting date/time, the committee chair will contact the alternate committee member in an attempt to have two Directors available for the meeting. 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.

3. Code of Conduct

Each Director shall act to provide a work environment and a Boardroom free of harassment, disrespect, or other unprofessional conduct. To assist in the governance of the behavior between and among members of the Board, the following shall be observed:

- The dignity, style, values, and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communications.
- The needs of the District's customers should be the priority of the Board.
- Directors should commit themselves to emphasizing the positive.
- Directors shall commit themselves to focusing on issues and not on personalities.
- Individuals have the right to disagree about ideas and opinions, but without being disagreeable.

- Once the Board acts, Directors shall not create barriers to the implementation of the action and shall 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 action.
- All Directors should work together in a collaborative way, assisting each other in the conduct of the District's affairs.
- Each Director shall function as part of the whole Board. A Director has no independent individual authority. An individual Director may not commit the District to any policy, act, or expenditure.
- The Board as a whole is responsible for setting goals and objectives for the District
- Directors shall protect confidential information of the District, its officers, employees, and customers from unauthorized disclosure or dissemination.
- Directors shall avoid and report conflicts of interest.
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In addition to other consequences provided by law, the Board may 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:

- 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;
- Prevent the offending Director from placing items on the agenda without the specific, advance authorization of the Board. Advanced authorization of the Board requires the request is reviewed at the Executive Committee and no specific timeline or deadline is activated;
- Prevent the offending Director from receiving District funds for conferences or training.

Board Policy and Procedures

8. Purpose of Board Policy and Procedures

The purpose of this Board Policy and Procedures Section is to describe the roles and duties of the Board and legal counsel; the procedures for preparing, scheduling, and running Board meetings; the roles and procedures for committee meetings; and, other general polices or rules for Board members.

ROLES AND DUTIES

9. Orientation of New Directors

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.

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.

Each new Director, upon assuming his or her duties, may be provided a District orientation by the General Manager and Board President upon request. Also upon request, the General Manager will provide the Director a copy of the Marina Coast Water District Employee Handbook. 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.

10. 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, unless 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:

- Presiding over all meetings of the Board, with guidance from Rosenberg's Rules of Order, including announcing each item of business on the agenda and the action recommended by staff; calling for motions; calling for public participation during meetings when appropriate; determining questions of order and enforcing rules of the Board; stating the motion and announcing its passage or failure; 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, reviewing and approving the agenda in conjunction with the Vice President and the General Manager or Secretary of the Board.
- Appointing members to Ad Hoc Committees of the Board;
- Serving on committees and commissions as appointed by the Board;
- Setting the time and place for any special meeting of the Board, except a special meeting called by a majority of the Board;

- Adjourning meetings of the Board;
- Representing the District at public events;
- Serving as public spokesperson of the District, along with the General Manager;
- Signing all contracts on behalf of the District, except that the Board may delegate to the General Manager or other person to sign all or certain contracts on behalf of the District, subject to limitations and conditions as the Board may determine;
- Assisting with the orientation of new Board members as they are elected or appointed to the Board of Directors; and,
- Upon advice from District Legal Counsel, and approved by the Board, giving 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.

11. 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. 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:

- Performing all the duties of the President during any absence of the President; and,
- If for any reason the office of President is vacant, acting in the place of the President until a new President is elected.

12. Official Listing of Board Members

Upon the swearing in of a new Director or due to a change in the President/Vice President, changes to the official listing of its Board Members on the District's website and letterhead will be 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.

13. Duties of the District Board of Directors

The duties of the Directors include:

- setting policies, procedures, goals, directions, and adopting rules and regulations for the governance of the District;
- taking action only by the affirmative vote of at least a majority of the Directors on ordinances, resolutions and motions;
- safeguarding the assets of the District and maintaining the District's financial stability;
- assuring that the District is well managed;
- assuring the District is responsive to the interests of the voters and the needs of the persons served by the District;
- assuring that the actions of the Board and of each Director and the actions of the District conform to all federal, state, and local statutes and ordinances, and to the ordinances, rules, regulations and policies of the District;

- 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;
- 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;
- assisting the General Manager by looking at problems from broader points of view, and providing outside perspective and guidance;
- 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;
- establishing rules for and assuring the effective conduct of the Board's proceedings
- 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;
- appointing persons to the District's Joint District-City Committee, Water Conservation Commission, and such other committees as the Board determines;
- 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;
- 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;
- 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;
- protecting confidential information of the District, its officers and employees from unauthorized disclosure and dissemination;
- 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,
- completing and documenting training for Directors in the roles and responsibilities of Directors, how to understand budgets and budget compliance, and how to work together as a team in problem solving.
- 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.

14. Role of Legal Counsel and Special Legal Counsels

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:

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;

Reviewing and preparing documents as requested by the Board in advance of meetings. The General Manager may 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;

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,

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.

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.

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.

15. Procedures for the Use of Legal Counsel and Special Legal Counsels

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 with a copy to the Board President and Legal Counsel.

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 outside the scope of Legal Counsel or Special Legal Counsel's role or duties under Section 14 above, 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.

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 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 Legal Counsel and Special Legal Counsel shall endeavor to do so as soon as possible and within 72 hours of such events, rulings or decisions. Legal Counsel and Special Legal Counsels shall be available to answer questions from the Board during closed sessions.

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.

16. Board Training and Conferences

Any Director may request to attend training or a conference either by email, phone or written requests, preferably three weeks before the deadline for early registration or accommodation discount which will then be added to the next agenda for the Budget and Personnel Committee for approval. Upon review by the Budget and Personnel Committee, if funds are budgeted and available and the training approved by the Budget and Personnel Committee, District Staff will register the Director for attendance, book travel, accommodation and meals and pay costs accordingly. District staff will email the Director(s) all the completed registration forms, and accommodation and traveling details.

Upon review by the Budget and Personnel Committee, if funds are not available, the General Manager will request an item to be placed 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. The agenda item will include the recommendation by the Budget and Personnel Committee.

Travel by Directors will comply with the District's travel policies. Directors shall endeavor to be frugal with their expenditures of District travel funds.

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 as soon as possible so that District staff can attempt to cancel the registration, accommodation, and traveling arrangements or find another Director to attend.

The District will not pay for training or conferences that the Director personally pays for but does not attend.

If a Director personally pays for some or all of the costs related to the training and travel, those costs may be subject to reimbursement per the District's travel policy. Receipts will be required to reimburse a Director for travel and training related expenses.

During the annual budget process, the Directors will be provided a list of conferences or meetings that the Board may consider.

BOARD MEETING PREPERATIONS

17. Establishing the 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. An emergency or special meeting may be called as needed in accordance with the Brown Act.

18. Establishing Meeting Agendas

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. Emergency matters can be added to the agenda without advanced request or notice.

Any Board member may request to have a non-emergency item placed on the agenda by submitting it, in writing, to the General Manager, at least ten (10) days before the meeting. Such requests shall explain the issue and provide a recommendation for Board action. The request will be submitted by the General Manager to the President and Vice President for review and approval before posting such agenda and/or to determine at which future time to bring back the item for agenda review. This is typically done as part of the Executive Committee meeting. Requests for information only items or items regarding administrative functions of the District (e.g. items under the responsibility of the General Manager and staff) will be considered low priority when establishing the agenda to ensure there is sufficient meeting time to discuss necessary Board items.

19. Meeting Postings and Board Packets

The Board of Directors must comply with the Ralph M. Brown Act (Brown Act) that requires meetings of the Board of Directors to be open and public. Regular District Board meetings are typically held at the City of Marina's Council Chambers at 211 Hillcrest Avenue, Marina, CA, unless otherwise specified. The notice and agenda for each meeting of the Board or committees of the Board are typically 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.

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 unless modified by action of the Governor or other law.

The agenda and agenda package for regular board meetings are distributed to the Board and made available to the public in advance of the Board meeting in compliance with the Brown Act. To inform the Board in taking action on an agenda item, the agenda items may include, as necessary, relevant background information, previous Board actions, adopted goals and objectives, concerned issues, recommendations by staff, funding sources, available funds in the adopted budget, options that were evaluated, copies of contracts, proposals, agreements, plans, specifications, exhibits, attachments, test results, maps, or investigation reports. District Legal Counsel and/or Special Legal Counsel will review, as necessary, the proposed contracts and agreements that are included in the Board agenda package.

20. 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 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. Supplemental or clarifying information on Board Agenda items that were requested by a Director will be provided to all Directors so that all Directors have the same information.

Board members may propose non-substantive changes to any item in the agenda by contacting the General Manager by 9:00 a.m. the day of the meeting where the agenda item will be considered before the Board. Non-substantive changes include typos, misspellings, changes in punctuation, substitutions of words or phrases for clarity without changing the meaning of the agenda item, correcting dates or other minor changes. A District staff member will read these proposed items to the board and into the record before discussion of the agenda item. For items on the consent agenda, a District staff member will read all of these changes to all items on the consent agenda at the beginning of the consent agenda. Approving the consent agenda item will also approve these non-substantive changes.

RUNNING A BOARD MEETING

21. 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 unless modified by action of the Governor or other law. If a quorum is not present, no meeting shall take place. For committees consisting of one or two (2) Directors, all appointed Directors are required to be present to constitute a quorum and hold a committee meeting unless an alternate Director(s) can attend. 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.

22. Order of Business

The regular order of business of the Board shall contain any or all of the following items:

- Call to Order
- President Statement
- 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 a majority vote of the Board

23. Closed Sessions

Closed sessions shall be agendized and conducted in accordance with the Brown Act. 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.

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. Parliamentary Procedure

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. Board meetings shall be conducted in accordance with this Board Manual and guided but not strictly governed by Rosenberg’s Rules of Order.

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.

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 any agenda item that expend District funds shall be taken by a roll call vote.

25. Board Actions

All actions of the Board shall be in the form of an ordinance, resolution or motion.

Ordinances. The Board shall enact as ordinances any items of business presented to the Board and approved by the Board which:

- Are required by law to be enacted as ordinances;
- 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;
- Adopt a policy, rule or regulation to be enforced as a misdemeanor;
- 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.

- Each ordinance shall state whether it amends the District Code and, if so, which part or parts of the District Code the ordinance amends.

Resolutions. The Board shall adopt as resolutions, any items of business presented to the Board and approved by the Board which:

- Are required by law to be adopted by resolution
- Supersede or amend an item previously adopted by resolution
- Interpret any ordinance
- Establish or change a policy, rule or regulation which does not need to be enforced as an ordinance
- Adopt procedures for the Board, Officers or Staff to use in implementing any ordinance
- Make a determination (e.g., relating to Statutory or Categorical Exemption, Negative Declaration or Environmental Impact Report) under the California Environmental Quality Act
- Adopt or amend a budget
- Approve any written contract
- Approve the acquisition or disposition of real property
- Approve the acquisition of personal property with a value of \$5,000 or more
- Approve the disposition of personal property
- Adopt or amend any plan for the District
- Adopt or amend authorized positions for the District
- Relate to any other item of business which could be adopted as a motion and which the Board determines to adopt as a resolution.
- All resolutions shall state, when applicable, whether the contents of the resolution will become a policy, rule or regulation of the Marina Coast Water District.

Motions. The Board shall adopt as motions, any items of business presented to the Board and approved by the Board which:

- Are not required by law to be approved as an ordinance or resolution;
- Are not enacted as ordinances or adopted as resolutions by the Board; and
- Require action by the Board. 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.

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.

26. 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:

- Receive a staff report on the item from the General Manager or the responsible staff person
- Allow Board members to ask clarifying questions of staff through the President
- If there is an applicant, the applicant shall be given the opportunity to respond to the staff report and staff comments.
- Allow Board members to ask clarifying questions of the applicant through the President
- Receive public comment of the item
- The applicant shall be given the opportunity to respond to the public comment
- Seek a motion and a second on a proposed action for the item
- Provide for Board discussion of the item
- Conclude discussion/debate and consider taking action on the item through an appropriate motion.

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 Board 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

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.

For all agenda items being considered by the Board, public comment shall proceed as follows: 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. All questions of staff from the public shall be addressed to the President.

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, special or ad hoc committee of the District. As soon as it has been appropriately processed, the matter shall be reported back to the Board at a Board meeting by the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing, special or ad hoc committee of the District on the status, responses, recommendations and/or plans to address the matter. The matter shall then be heard in open or closed session if authorized by law.

Matters may be referred to any committee through the Chair of the committee by the Board or by the President or General Manager. Each Committee Chair shall discuss each referred matter with the committee.

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. 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 6:30 p.m.

The Board will adjourn the meeting of the Board by 10 p.m. unless the meeting is extended by Board action.

33. Minutes of Board and Board Committee Meetings

The minutes of meetings of the Board and of 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.

COMMITTEES

34. Standing Committees

- a. Standing Committees consisting of two Directors and such other persons as the Board may appoint shall be, the Joint City-District Committee, the Executive Committee, the Budget and Engineering Committee, the Community Outreach and Personnel Committee, the Resources and Groundwater Sustainability Committee, and the MCWD/SVBGSA Steering Committee. Each Director shall serve on one or more standing committees.

Joint City-District Committee: Two Directors shall be appointed to this committee, and one alternate Director. The duties and responsibilities of the Joint City-District Committee are to communicate with cities within the District's service areas, to maintain a harmonious working relationship between the Board and the City officials and staff, and to report to the Board its findings and recommend appropriate action with respect to any inter-agency matters. The District will host two meetings per year with the City of Marina. The City of Marina and any other city within a District service area may request a meeting during the year, which the Committee will seek to accommodate.

Executive Committee: The Board President and Vice President shall serve on this committee. This committee shall meet monthly 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.

Budget and Engineering Committee: The Board President shall appoint two Directors to serve on this committee. This committee shall meet on an as-needed-basis. The duties and responsibilities of the Budget and Engineering Committee are to provide input in the process of approving the annual budget, provide input on rate and fee studies, and provide input on engineering projects and programs.

Community Outreach and Personnel Committee: The Board President shall appoint two Directors to serve on this committee. This committee shall meet on an as-needed-basis. The duties and responsibilities of the Community Outreach and Personnel Committee shall be to provide ideas and recommendations to the Board regarding public information activities, to receive periodic reports from staff and consultants regarding District public information activities, and to provide comments and recommendations to staff regarding draft public information products created by staff or consultants, and to provide input on staff programs.

Resources and Groundwater Sustainability Committee: The Board President shall appoint two Directors to serve on this committee. This committee shall meet on an as-needed-basis. The duties and responsibilities of the Resources and Groundwater Sustainability Committee shall be to provide input on resource, conservation, and GSA projects and programs, comments

and recommendations to staff regarding draft documents, and preliminary resources department activities.

MCWD/SVBGSA Steering Committee: The Board President shall appoint one Director, and one alternate, to serve on this committee. This committee shall meet on an as-needed basis. The duties and responsibilities of the MCWD/SVBGSA Committee are outlined in the Framework Agreement.

b. Other Standing Committees of the District.

Water Conservation Commission: The Water Conservation Commission will meet when the Board declares a Stage 3 drought and at such times as requested by the Board. The Board will appoint five (5) members of the public who reside within a District service area, for terms of two years. The members of the Water Conservation Commission shall have the duties and responsibilities to review and advise the Board on Stage 3 of the District's Water Shortage Contingency Plan.

c. All Standing Committees shall comply with the Brown Act.

35. Ad Hoc, Negotiators, and Special Committees

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 member 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.

The President 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.

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 or the Board for such special advisory 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.

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. The role of the negotiator does not directly replace, limit, or change the administrative and operational responsibilities of the General Manager and applicable 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.

GENERAL BOARD POLICIES

36. Board Member Compensation

Each member of the Board of Directors will receive compensation for his/her services at a rate of \$50 for attending each District Board/Committee meeting.

37. Director's Legal Liabilities

The District will 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.

38. Gifts

Each Director should comply with the gift provision in the MCWD Employee Handbook and 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. In addition, each Director should 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 should comply with the more restrictive requirement. Upon request, the General Manager will provide a Director with the latest version of the Employee Handbook.

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 should comply with all current Federal, State and local laws and regulations and District policies and procedures.

Board Reference Section

Purpose of the Board Reference Section

The Board Reference Section provides general information only. This section provides reference to some important laws, rules, staff processes, and/or other information that is created and updated separate from this Board Manual that may be useful to Board members as they become oriented with the District's authority, mission, and operations.

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."

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.

District Budget and Procurement of Goods and Services

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 is then accomplished by staff in compliance with the District Procurement Policy.