



# MARINA COAST WATER DISTRICT & GROUNDWATER SUSTAINABILITY AGENCY

920 SECOND AVENUE, MARINA, CA 93933-6009  
Home Page: [www.mcwd.org](http://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**

920 2<sup>nd</sup> Avenue, Marina, California 93933  
Monday, May 18, 2026, 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 Katie Lampkin at [klampkin@mcwd.org](mailto:klampkin@mcwd.org) by 9:00 am on Monday, May 18, 2026; 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/83499308783?pwd=dme7amlePlzQmp4lArBaMIHdNCGjWb.1>

Passcode: 096856

To participate via phone: 1-669-900-9128; Meeting ID: 834 9930 8783 Passcode: 096856

***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

### 3. Pledge of Allegiance

### 4. Public Hearing

#### A. [Receive the 2026 Marina Coast Water District's Recruitment and Vacancy Report for Fiscal Year 2025-2026](#)

(Page 1)

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, Thursday, May 14, 2026. 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.

## 5. Presentation

- A. [Adopt Resolution No. 2026-29 Congratulating and Recognizing Kurt Gonzalez, Maintenance Worker, on his Retirement after more than 16 Years of Service to MCWD](#)  
(Page 6)

**6. Public Comment on Closed Session Items** *Anyone wishing to address the Board on matters appearing in Closed Session may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board. Disruptive behavior may result in the removal of the individual responsible.*

## 7. Closed Session

- A. Pursuant to Government Code 54956.9  
Conference with Legal Counsel – Existing Litigation  
[Application of California-American Water Company to Obtain Approval of the Amended and Restate Water Purchase Agreement for the Pure Water Monterey Groundwater Replenishment Project, Update Supply and Demand Estimates for the Monterey Peninsula Water Supply Project, and Cost Recovery, before the California Public Utilities Commission, Application 21-11-024](#)
- B. Pursuant to Government Code 54956.8  
Wheeling Agreement  
Negotiating Parties: MCWD and Monterey One Water
- C. Pursuant to Government Code 54957  
Public Employee Performance Evaluation  
Title: General Manager

**Reconvene to Open Session Estimated to be at 7:30 p.m.**

**8. Reportable Actions Taken During Closed Session** *The Board will announce any reportable action taken during closed session and the vote or abstention on that action of every director present and may take additional action in open session as appropriate. Any closed session items not completed may be continued to after the end of all open session items.*

**9. 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.*

## 10. [Consent Calendar](#)

- A. [Receive and File the Check Register for the Month of April 2026](#)  
(Page 12)
- B. [Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of April 20, 2026](#)  
(Page 22)
- C. [Receive the First Quarter Investment Report for Calendar Year 2026](#)  
(Page 28)

- D. [Approve Amendment to the Agreement with Regional Government Services for Human Resources Support Services for Fiscal Year 2025-2026](#)  
(Page 32)
- E. [Adopt Resolution No. 2026-30 to Approve a Revised Job Description for Information Technology Administrator to Include Supervisory Responsibilities and Updated Job Description for the Engineering Technician \(GIS\) to Reflect a Change in Supervision](#)  
(Page 54)
- F. [Approve the Purchase of Water Meters and Registers](#)  
(Page 77)
- G. [Adopt Resolution No. 2026-24 to Amend the Construction Contract with Monterey Peninsula Engineering for the Construction and Closeout of Lift Station Improvement – Safety Grates Project \(CIP # GS-2532\)](#)  
(Page 80)
- H. [Adopt Resolution No. 2026-31 to Amend the Construction Contract with Perma Green Hydroseeding, Inc. for Landscaping at the A1/A2 Reservoir Site \(CIP # GW-0112\)](#)  
(Page 84)

## 11. Action Items

- A. [Adopt Resolution No. 2026-32 to Adopt the Marina Coast Water District Operating and Capital Improvement Budget for FY 2026-2027 and Waive Section 6.08.070 of the District Code](#)  
(Page 88)
- B. [Adopt Resolution No. 2026-33 Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 3, 2026](#)  
(Page 93)

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

- A. General Manager's Report
- B. Committee and Board Liaison Reports
  - 1. Budget and Engineering Committee
  - 2. Community Outreach Committee
  - 3. Special Districts Association

## 13. Public Comment on Closed Session Items *Anyone wishing to address the Board on matters appearing in Closed Session may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board. Disruptive behavior may result in the removal of the individual responsible.*

## 14. Board Member Requests for Future Agenda Items

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

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

*Regular Meeting: Monday, June 15, 2026, 6:00 p.m.*

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 4-A

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Receive the 2026 Marina Coast Water District's Recruitment and Vacancy Report for Fiscal Year 2025-2026

**Staff Recommendation:** Receive Marina Coast Water District's proposed Recruitment and Vacancy Report for Fiscal Year 2025-2026, in compliance with Assembly Bill 2561 (2024).

**Background:** *Strategic Plan, Goal No. 2.1 – The District attracts, onboards, and retains high-performing staff and manages succession effectively.*

Assembly Bill 2561 (Government Code Section 3502.3) addresses staffing vacancies within California's local public agencies. Effective January 1, 2025, the bill requires public agencies to present the status of job vacancies and their recruitment efforts at a public hearing before the Board at least once per fiscal year. This public hearing must occur prior to the Board's budget adoption.

During these hearings, agencies are required to identify any policies, procedures, or recruitment activities that may present obstacles in the hiring process and discuss potential changes to alleviate such issues. Recognized employee organizations are entitled to make presentations during these public hearings, ensuring that employees' perspectives are considered in addressing vacancy challenges. Notice of the public hearing was provided to the Employees Association and the Teamsters.

If vacancies within a single bargaining unit reach or exceed 20% of the total authorized full-time positions, the agency must, upon request from the recognized employee organization, provide:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for these positions.
3. The average time to complete the hiring process from the posting date.
4. Opportunities to improve compensation and other working conditions.

By mandating these measures, AB 2561 seeks to improve staffing levels in public agencies, thereby enhancing public service delivery and supporting public employees' well-being.

AB 2561 requires the Board to hold a public hearing before considering adoption of the Report. Notice of the public hearing was published in the Monterey Herald on May 6, 2026 in accordance with Government Code 65090.

**Discussion/Analysis:** In accordance with AB 2561, the District remains committed to filling all budgeted vacancies and newly created positions as swiftly and efficiently as possible. Our recruitment approach is structured to ensure fairness, equity, and competitiveness in the job market.

- Internal Recruitment First: Job openings are first posted internally, offering current employees clear opportunities for career growth and advancement.

- External Recruitment: Following internal posting periods, positions are advertised externally to attract a broad and diverse pool of qualified candidates.

**Current Vacancy Status:**

Bargaining Unit	No. of Employee	No. Vacant Positions	Vacancy Rate
Employees Association	40	3	8%
Teamsters	10	1	10%

**Recruitment and Retention Efforts:**

The District’s strategy includes:

- Internal Advancement Opportunities: Prioritizing internal posting to retain institutional knowledge and promote employee growth.
- External Outreach: Strategic external advertising through job boards, utility-specific industry platforms, and professional networks.
- Competitive Compensation: Maintaining competitive wages and benefits to remain an employer of choice within the public utility sector.
- Proactive Sourcing: Direct candidate sourcing through targeted outreach and partnership with industry associations and educational institutions.

**Policy and Procedure Review:**

To ensure hiring efficiency and minimize barriers to entry:

- The District utilizes a classification and compensation system to regularly evaluate the competitiveness of job descriptions and salary ranges.
- The District conducts reviews of minimum qualifications, including required certifications and licensure, to determine if these requirements continue to meet operational needs or create unnecessary hiring obstacles.
- The District assesses internal procedures to streamline the recruitment timeline and reduce time-to-hire.

By implementing these strategies, the District aims to maintain its high level of retention, staffing stability, support employee career development, and maintain high standards of public service delivery, in alignment with the goals of AB 2561.

**Environmental Review Compliance:** None required.

**Legal Counsel Review:** Legal Counsel has reviewed the transmittal.

**Climate Adaptation:** Not applicable.

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

**Other Considerations:** None.

**Material Included for Information/Consideration:** FY 2026 MCWD Recruitment and Vacancy Report.

**Action Required:**    \_\_\_\_\_ Resolution      X   Motion    \_\_\_\_\_ Review

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Board Action

Motion By \_\_\_\_\_    Seconded By \_\_\_\_\_    No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_    Abstained \_\_\_\_\_

Noes \_\_\_\_\_    Absent \_\_\_\_\_

# FY 2025-2026 MCWD Recruitment and Vacancy Report In Compliance with Assembly Bill 2561 (AB 2561)

## Background

Assembly Bill 2561 (AB 2561), effective January 1, 2025, mandates that California public agencies address staffing vacancies through increased transparency and structured recruitment efforts. Under the law, agencies must present the status of job vacancies, recruitment, and retention initiatives during a public hearing before their governing body at least once per fiscal year, and prior to the adoption of the agency’s annual budget.

## Agency Commitment

In accordance with AB 2561, our agency remains committed to filling all budgeted vacancies and newly created positions as swiftly and efficiently as possible. Our recruitment approach is structured to ensure fairness, equity, and competitiveness in the job market.

- **Internal Recruitment First:** Job openings are first posted internally, offering current employees clear opportunities for career growth and advancement.
- **External Recruitment:** Following internal posting periods, positions are advertised externally to attract a broad and diverse pool of qualified candidates.

## Current Vacancy Status

Bargaining Unit	No. Vacant Positions	Vacancy Rate
Employees Association	3	8%
Teamsters	1	10%

## Recruitment and Retention Efforts

Our recruitment strategy includes:

- **Internal Advancement Opportunities:** Prioritizing internal postings to retain institutional knowledge and promote employee growth.
- **External Outreach:** Strategic external advertising through job boards, utility-specific industry platforms, and professional networks.
- **Competitive Compensation:** Maintaining competitive wages and benefits to remain an employer of choice within the public utility sector.
- **Proactive Sourcing:** Direct candidate sourcing through targeted outreach and partnership with industry associations and educational institutions.

## **Policy and Procedure Review**

To ensure hiring efficiency and minimize barriers to entry:

- We utilize a classification and compensation system to regularly evaluate the competitiveness of job descriptions and salary ranges.
- We conduct reviews of minimum qualifications, including required certifications and licensure, to determine if these requirements continue to meet operational needs or create unnecessary hiring obstacles.
- We assess internal procedures to streamline the recruitment timeline and reduce time-to-hire.

By implementing these strategies, the agency aims to improve staffing stability, support employee career development, and maintain high standards of public service delivery, in alignment with the goals of AB 2561.

Marina Coast Water District  
Agenda Transmittal

**Agenda Item:** 5-A

**Meeting Date:** May 18, 2026

**Prepared By:** Derek Cray

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Adoption of Resolution No. 2026-29, Congratulating and Recognizing Kurt Gonzalez, Maintenance Worker, on his Retirement after 16 Years of Service to the Marina Coast Water District.

**Staff Recommendation:** Adopt Resolution No. 2026-29 recognizing and congratulating Kurt Gonzalez on his retirement after 16 years with the Marina Coast Water District.

**Background:** *Strategic Plan, Goal No. 2.1– The District attracts, onboards, and retains high-performing Staff, and manages succession effectively.*

Kurt Gonzalez joined the Marina Coast Water District (MCWD or District) on August 17, 2009, as a temporary Utility Laborer. In October 2009, Kurt became a full-time employee of the District as a Utility Worker. In July of 2019, Kurt was reclassified as a Maintenance Worker, and after sixteen years with the District, Kurt retired, effective April 9, 2026.

**Discussion/Analysis:** During Kurt's tenure with the District, he showed an exemplary work ethic and attitude in all aspects of his duties. Prior to working with the District, Kurt worked in the construction trade, specifically the roofing industry. Kurt took that knowledge and hard work ethic and put it to good use as the District's sole maintenance worker. Kurt was a jack-of-all-trades in his profession, as his duties varied significantly day to day. Kurt took care of all ground maintenance at the District's Administrative facilities, the Corporation Yard, and well lots, as well as all building maintenance for all facilities. Over the last several years, Kurt developed a roofing inspection program at our facilities to ensure proper maintenance and repairs were performed.

Kurt always arrived at work with a positive attitude and was always upbeat. At the start of the day, it was always a pleasure to hear Kurt's interactions with his coworkers, and his laugh truly resonated throughout the department. Kurt's excitement over even the smallest items would bring collective joy amongst the group. You often overheard Kurt mentoring the Operations and Maintenance (O&M) staff, always focusing on the positives, helping them feel at home, and promoting their strengths.

Kurt's enthusiasm and joy were noticed outside the department, as the District often received compliments from our ratepayers about their interactions with Kurt. Many compliments were given for the quality of the landscaping work he did at the District's well lots and for his hard work in transforming the properties to the neighborhood's satisfaction.

During the COVID-19 pandemic, Kurt unselfishly volunteered to adjust his schedule to come in early in the morning, before any other employees arrived, to ensure that all areas of the buildings were properly cleaned and sanitized. That work was one key component in the District's ability to minimize employee exposure risk. During this time, he made the health and safety of the District and his coworkers his top priority.

I can say that the Department and District will truly miss seeing Kurt walk through those doors every day, as his hard work, dedication, and demeanor will be hard shoes to fill. However, we wish him well in his next endeavor, retirement, and we take pride in knowing that his efforts throughout his tenure have paid off, and that he can now take a step back, relax, and enjoy life.

**Environmental Review Compliance:** None required.

**Legal Counsel Review:** None required.

**Climate Adaptation:** Not applicable.

**Financial Impact:**  Yes  No **Funding Source/Recap:** Expenditures for the plaque are allocated across four cost centers: 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, and 04-Fort Ord Sewer, in account number 01-035-009.

**Other Considerations:** None.

**Material Included for Information/Consideration:** Resolution No. 2026-29.

**Action Required:**  Resolution  Motion  Review

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

May 18, 2026

Resolution No. 2026-29  
Resolution of the Board of Directors  
Marina Coast Water District  
Congratulating and Recognizing Kurt Gonzalez, Maintenance Worker,  
on his Retirement after 16 Years of Service to the Marina Coast Water District

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District" or "MCWD"), at a regular meeting duly called and held on May 18, 2026, at 920 Second Avenue, Marina, California, as follows:

WHEREAS, Kurt Gonzalez joined the District on August 17, 2009, as a Utility Laborer, and in 2019, Kurt was reclassified as a Maintenance Worker; and,

WHEREAS, during his tenure with the District, he has been an exemplary employee, working in a sole classification position, and providing critical essential facility and ground maintenance throughout the District's service area; and,

WHEREAS, Kurt helped to build the District's landscape display gardens located at the Corporation Yard, which displayed various drought-tolerant plants, shrubs, and trees to provide the District's customers with an interactive learning experience; and,

WHEREAS, Kurt's knowledge in horticulture was evident by his ongoing landscaping services to all of the District's facilities and his ability to ensure all greenery remained in top condition; and,

WHEREAS, his interactions with the District's customers during his maintenance activities would often result in phone calls or emails to the District praising him for the work he provided and how courteous and helpful he was; and,

WHEREAS, in a time of uncertainty and heightened fears, while in the midst of the COVID-19 pandemic, Kurt unselfishly volunteered to change his work schedule to provide critical cleaning services to ensure the safety and well-being of all his coworkers, which was a critical component in keeping the District open throughout the pandemic; and,

WHEREAS, Kurt's demeanor and actions always resonated positively throughout the Operations and Maintenance department, and to all those around him; and,

WHEREAS, Kurt's actions, hard work, and dedication to this District have left an everlasting impression, and he will be deeply missed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby recognize and congratulate Kurt Gonzalez on his retirement after 16 years of service to the Marina Coast Water District and wishes him the best of luck and enjoyment in the next chapter of his life.

PASSED AND ADOPTED on May 18, 2026, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Gail Morton, President

ATTEST:

\_\_\_\_\_  
Remleh Scherzinger, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2026-29 adopted May 18, 2026.

\_\_\_\_\_  
Remleh Scherzinger, Secretary

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10

**Meeting Date:** May 18, 2026

**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 April 2026
- B. Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of April 20, 2026
- C. Receive the First Quarter Investment Report for Calendar Year 2026
- D. Approve Amendment to the Agreement with Regional Government Services for Human Resources Support Services for Fiscal Year 2025-2026
- E. Adopt Resolution No. 2026-30 to Approve a Revised Job Description for Information Technology Administrator to Include Supervisory Responsibilities and Updated Job Description for the Engineering Technician (GIS) to Reflect a Change in Supervision
- F. Approve the Purchase of Water Meters and Registers
- G. Adopt Resolution No. 2026-24 to Amend the Construction Contract with Monterey Peninsula Engineering for the Construction and Closeout of Lift Station Improvement – Safety Grates Project (CIP # GS-2532)
- H. Adopt Resolution No. 2026-31 to Amend the Construction Contract with Perma Green Hydroseeding, Inc. for Landscaping at the A1/A2 Reservoir Site (CIP # GW-0112)

**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 April 2026; Draft Minutes of April 20, 2026; Historical Investment Summary for First Quarter Calendar Year 2026; Regional Government Services FY 2025-2026 Contract; Amendment No. 1 to Regional Government Services FY 2025-2026 Contract; Resolution No. 2026-30; Current and Proposed Job Descriptions for the IT Administrator and Engineering Technician; Quote from HydroPro Solutions, Inc; Resolution No. 2026-24; and, Resolution No. 2026-31.

**Action Required:**      X   Resolution           Motion           Review

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_

Abstained \_\_\_\_\_

Noes \_\_\_\_\_

Absent \_\_\_\_\_

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-A

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Receive and File the Check Register for the Month of April 2026

**Staff Recommendation:** Receive and file the April 2026 expenditures totaling \$4,910,804.69.

**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 April 2026, and the Board is requested to receive and file the check register. The April check register contained the following significant items:

1. Check No. 78519 – Perma-Green Hydroseeding in the amount of \$122,890.05 for A1/A2 Tanks and B/C Booster Landscaping – Payments #1 and #2
2. Check No. 78520 – Zanjero, Inc. in the amount of \$136,600 for Program Management/Permitting, Engineering Support, MS Project Implementation, and CIP Program Management/Programmatic Support – Reservation Rd Desal
3. Check No. 78550 – Garney Pacific, Inc. in the amount of \$121,172.50 for Construction Services – Lightfighter Dr/Imjin Pkwy SS Manhole Rehab and Reservation Rd Desal
4. Check No. 78554 – Golden State Construction & Utility, Inc. in the amount of \$87,358.46 for Inter-Garrison Rd Pipeline Upsizing – Payment #4
5. Check No. 78555 – Scudder Roofing Sun Energy Systems in the amount of \$114,670.45 for Solar, Storage System Project – Solar Array
6. Check No. 78588 – Anderson Pacific Engineering Construction, Inc. in the amount of \$425,301.01 for A1/A2 Tanks B/C Booster – Payment #42
7. Check No. 78590 – Maggiora Bros Drilling in the amount of \$543,879.66 for Monitoring Wells Installation Payment #8 and #9, and Well Pump Equipment Rental – Well 12 Rehab
8. Check No. 78602 – EKI Environment & Water, Inc. in the amount of \$138,825.20 for GSP Implementation and Engineering Assistance
9. Check No. 78605 – Salinas Valley Groundwater Sustainability Agency in the amount of \$216,262.52 for SGMA/Corral de Tierra GSP – Grant Payment #8
10. Check No. 78614 – Shea Homes Limited Partnership in the amount of \$248,767.00 for 1st Ave Sewer Main – Dunes 3 Blackhorse Reimbursement Agreement
11. Check No. 78617 – Garney Pacific, Inc. in the amount of \$333,307.50 for Construction Services – Reservation Rd Desal 03/2026
12. Check No. 78622 – Marina Station Phases 1 and 2 LLC in the amount of \$284,624.55 for Armstrong Ranch Pipeline – Marina Station Reimbursement Agreement

**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, 07-Groundwater Sustainability.

**Other Consideration:** None.

**Material Included for Information/Consideration:** April 2026 Summary Check Register.

**Action Required:**    \_\_\_\_Resolution      X  Motion    \_\_\_\_Review

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Board Action

Motion By\_\_\_\_\_ Seconded By\_\_\_\_\_ No Action Taken\_\_\_\_\_

Ayes\_\_\_\_\_ Abstained\_\_\_\_\_

Noes\_\_\_\_\_ Absent\_\_\_\_\_

## APRIL 2026 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
04/01/2026	78500 - 78517	Check Register	98,125.30
04/02/2026	78518	Check Register	500.00
04/03/2026	78519 - 78520	Check Register	259,490.05
04/07/2026	ACH	Friedman & Springwater LLP	38,768.66
04/07/2026	78521 - 78557	Check Register	685,957.46
04/13/2026	ACH	Griffith, Masuda & Hobbs	40,260.48
04/13/2026	78558 - 78581	Check Register	26,191.54
04/20/2026	78582 - 78627	Check Register	2,797,775.91
04/28/2026	78628 - 78692	Check Register	136,070.14
04/01/2026	502117	Check Register	348.46
04/03/2026	502118 - 502127	Check Register	39,136.57
04/10/2026	ACH	Payroll Direct Deposits	173,945.73
04/10/2026	ACH	CalPERS	43,555.55
04/10/2026	ACH	Empower Retirement	23,461.67
04/10/2026	ACH	Internal Revenue Service	83,531.51
04/10/2026	ACH	State of California - EDD	19,438.08
04/10/2026	ACH	WageWorks, Inc.	3,129.03
04/13/2026	502128 - 502131	Check Register	3,614.43
04/15/2026	502132 - 502133	Check Register	1,214.46
04/20/2026	502134 - 502137	Check Register	119,404.86
04/24/2026	ACH	Payroll Direct Deposits	154,502.98
04/24/2026	ACH	CalPERS	41,714.23
04/24/2026	ACH	Empower Retirement	23,220.84
04/24/2026	ACH	Internal Revenue Service	69,333.45
04/24/2026	ACH	State of California - EDD	15,783.31
04/24/2026	ACH	WageWorks, Inc.	3,129.03
04/27/2026	502138	Check Register	348.46
04/28/2026	502139 - 502141	Check Register	8,577.43
04/30/2026	ACH	Internal Revenue Service	275.07
<b>TOTAL DISBURSEMENTS</b>			<b>4,910,804.69</b>

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
78500	01/31/2026	04/01/2026	Schaaf & Wheeler	Assessment Study - Eastern Well Field Supply 10/2025 - 12/2025; Flow Modeling - 5th Ave Pipeline Replacement 01/2026	21,042.00
78501	03/13/2026	04/01/2026	MBS Business Systems	Copier Maintenance 03/20 - 06/19	225.18
78502	03/17/2026	04/01/2026	Rauch Communication Consultants, Inc.	Public Relations 02/2026	16,574.49
78503	03/18/2026	04/01/2026	Verizon Wireless	Cell Phone Service 03/2026	430.67
78504	03/23/2026	04/01/2026	Conservation Rebate Program	422 Exeter Pl - (2) Toilet Rebates	150.00
78505	02/25/2026	04/01/2026	ARC Document Solutions, LLC	General Engineering Supplies	158.96
78506	03/11/2026	04/01/2026	Carollo Engineers, Inc.	Recycled Water Title 22 Report Update 02/2026	140.50
78507	01/21/2026	04/01/2026	Wallace Group	Construction Management - Inter-Garrison Rd Pipeline 10/2025, 12/2025	14,621.81
78508	02/11/2026	04/01/2026	Muniquip, LLC	Vertical Turbine Submersible Pump - Reservation Rd Desal Plant	10,626.71
78509	03/26/2026	04/01/2026	McGrath Rent Corp.	Locker Room Trailer Rental - Ord Office 04/2026	7,286.98
78510	03/13/2026	04/01/2026	Whitson Engineers	Civil Engineering Services - 4" Water Pipeline Upsizing 02/2026	1,032.00
78511	02/27/2026	04/01/2026	SoCal Pacific Construction Corp	Reservoir 2 Improvements/ Recoating - Construction Pmt #1	13,300.00
78512	03/13/2026	04/01/2026	Brigantino & Davis Real Estate Appraisal	Appraisal Services - (3) Properties	8,500.00
78513	03/17/2026	04/01/2026	Federico Embroidery	Jacket Embroidery - Board Member	15.00
78514	03/11/2026	04/01/2026	Silkscreen Express	(62) 2026 Earth Day T-Shirts - All Staff	1,312.42
78515	03/09/2026	04/01/2026	HPS West, Inc.	General Conservation Supplies	160.60
78516	03/09/2026	04/01/2026	Handyman 831	Water Line Cap Wall Repair - IOP Office/ Solar Array; White Boards Installation - Customer Service, Water Resources	1,171.06
78517	03/11/2026	04/01/2026	Staples, Inc.	General Administration, Engineering, Office Supplies	1,376.92
78518	04/02/2026	04/02/2026	Monterey Co Assessor	Lot Line Change/ (4) Parcels Combined to Single APN	500.00
78519	03/12/2026	04/03/2026	Perma-Green Hydroseeding, Inc.	Landscaping - A1/A2 Tanks B/C Booster Pmts 1, 2	122,890.05
78520	03/09/2026	04/03/2026	Zanjero, Inc.	Program Management/ Permitting - Reservation Rd Desal 11/2025 - 12/2025; Engineering Support - Reservation Rd Desal Phase 1 12/2025 - 02/2026; CIP Program Management/ Programmatic Support, MS Project Implementation Support 01/2026 - 02/2026	136,600.00
ACH	03/12/2026	04/07/2026	Friedman & Springwater LLP	Legal Services 02/2026	38,768.66
78521	03/19/2026	04/07/2026	Quinn Company	Engine Coolant/ Block Heater Repair - Schoonover LS	2,441.01
78522	03/25/2026	04/07/2026	Denise Duffy & Associates, Inc.	Environmental Consulting Services - MCWD Service Area Annexation	2,618.00
78523	04/01/2026	04/07/2026	PG&E	Gas and Electric Service 03/2026	97,081.49
78524	02/23/2026	04/07/2026	PG&E	Service Connection - Tate Park Lift Station	2,650.36
78525	02/28/2026	04/07/2026	Home Depot Credit Services	General Meter Reader, Operations/ Maintenance Supplies	484.22
78526	03/09/2026	04/07/2026	Grainger	General Operations/ Maintenance Supplies	102.70
78527	02/28/2026	04/07/2026	Schaaf & Wheeler	Construction Phase On-Call Engineering Services - A1/A2 Tanks B/C Booster, Design Phase - B2 Zone Tank, Engineering Support - CA Ave Water Main Pipeline 02/2026	41,521.94
78528	03/31/2026	04/07/2026	Monterey Bay Analytical Services	Laboratory Testing	5,007.00
78529	03/17/2026	04/07/2026	Rauch Communication Consultants, Inc.	Conservation Outreach Program 02/2026	1,155.00
78530	02/10/2026	04/07/2026	Johnson Associates	General Operations/ Maintenance Supplies	185.51
78531	02/28/2026	04/07/2026	Calcon Systems, Inc.	Battery Replacement Design - PLC Cabinets; Report Building; Flow Meter Troubleshooting - A1/A2 Tanks; Flume Replacement, Troubleshooting - Promontory LS; SCADA Meter Programming - Reservoir A; SCADA Updates	13,150.86

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
78532	02/28/2026	04/07/2026	Graniterock Company	Erosion Control - Well 34	1,102.88
78533	03/06/2026	04/07/2026	U.S. Bank Corporate Payment Systems	2026 ACWA Spring Conference - GM; (62) Power Banks - All Staff; TV - IOP Conference Room; (2) White Boards - Customer Service, Water Resources; Water Use Efficiency I Webinar - WR Technician I; IT/ Computer Supplies; Monthly/ Annual Software Subscriptions; General Supplies	8,893.69
78534	02/25/2026	04/07/2026	Las Animas Concrete and Building Supply, Inc	General Operations/ Maintenance Supplies	696.00
78535	03/11/2026	04/07/2026	Richards, Watson & Gershon	Legal Services 02/2026	20,383.50
78536	04/01/2026	04/07/2026	U.S. Bank National Association	Ord Office Copier Lease 03/26 - 04/25	190.10
78537	03/09/2026	04/07/2026	Remy Moose Manley, LLP	Legal Services 02/2026	73,710.73
78538	03/18/2026	04/07/2026	ICONIX Waterworks (US), Inc.	(12) Meter Boxes/ Lids, General Operations/ Maintenance Supplies	3,247.48
78539	02/28/2026	04/07/2026	Evoqua Water Technologies, LLC	Chemical Pump Maintenance - East Garrison LS	1,006.20
78540	03/22/2026	04/07/2026	AT&T	Phone and Alarm Line Services 03/2026	159.98
78541	03/26/2026	04/07/2026	GovInvest, Inc.	OPEB, GASB 75 Report Services - Fiscal Year 2026	3,978.38
78542	02/16/2026	04/07/2026	Psomas	Construction Management - A1/A2 Tanks B/C Booster 11/2025 - 01/2026	22,841.25
78543	03/25/2026	04/07/2026	WEX Bank	Fleet Gasoline 03/2026	5,420.60
78544	03/12/2026	04/07/2026	TW Associates, LLC	General Operations/ Maintenance Supplies	989.10
78545	04/01/2026	04/07/2026	The Ferguson Group, LLC	Grant Writing and Legislative Advocacy 04/2026	1,870.00
78546	03/16/2026	04/07/2026	HPS West, Inc.	(29) 2" MS FLG Bronze Meters with Allegro Register	33,091.18
78547	02/28/2026	04/07/2026	Regional Government Services Authority	CS/UB Assessment, Change Implementation Services; Finance Consulting Services 02/2026	437.20
78548	03/22/2026	04/07/2026	T-Mobile	Cell Phone Service 03/2026	2,217.59
78549	03/18/2026	04/07/2026	Meter Group, Inc	(3) Tripods, Bird Spike Kits, Cable Splice Kit - Weather Station	2,961.92
78550	03/17/2026	04/07/2026	Garney Pacific, Inc.	Construction Services - Lightfighter Dr SS Manhole Rehab 01/2026 - 02/2026; Construction Services - Imjin Pkwy SS Manhole Rehab, RDP Reservation Rd Desal Plant 02/2026	121,172.50
78551	03/17/2026	04/07/2026	Amazon Capital Services, Inc.	General Operations/ Maintenance Supplies	212.18
78552	03/26/2026	04/07/2026	Blaine Tech Services Inc	Water Quality Testing - Well FO-11S 03/2026	7,468.00
78553	03/21/2026	04/07/2026	Honey Bee Rescue and Removal	Inspection/ Bee Colony Removal - Ord Office	2,000.00
78554	02/18/2026	04/07/2026	Golden State Construction & Utility, Inc.	Inter-Garrison Rd Pipeline Upsizing - Construction Pmt #4, Retention Payment	87,358.46
78555	03/13/2026	04/07/2026	Scudder Roofing Sun Energy Systems	Solar, Storage System Project - Solar Array	114,670.45
78556	02/12/2026	04/07/2026	CSG Consultants, Inc.	Construction Management - Imjin LS Odor Control 01/2026	1,680.00
78557	03/13/2026	04/07/2026	California Creative Solutions, Inc.	Cybersecurity Awareness Training Services/ (60) Licenses	1,800.00
ACH	03/05/2026	04/13/2026	Griffith, Masuda & Hobbs	Legal Services 02/2026	40,260.48
78558	04/01/2026	04/13/2026	Insight Planners	Web Development/ Maintenance and Hosting 03/2026	2,304.00
78559	03/20/2026	04/13/2026	Pitney Bowes Global Financial Services LLC	Postage Machine Lease 02/09 - 05/08, Annual Property Tax	1,199.96
78560	04/01/2026	04/13/2026	Jane's Answering Service	Answering Service 03/04 - 03/31	286.25
78561	03/31/2026	04/13/2026	Peninsula Welding & Medical Supply, Inc.	Gas Cylinder Tank Rental Fees - Welding Supplies 03/2026	64.50
78562	03/24/2026	04/13/2026	Monterey Bay Analytical Services	Laboratory Testing	540.00
78563	03/20/2026	04/13/2026	Rauch Communication Consultants, Inc.	2025 Consumer Confidence Report - Layout/ Digital Production	4,320.00
78564	03/31/2026	04/13/2026	Monterey One Water	Sewer Treatment Charge - Beach/IOP 03/2026 - 04/2026	177.50

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78565	04/01/2026	04/13/2026	Maynard Group	Network Support 04/2026	5,434.44
78566	04/07/2026	04/13/2026	Special District Association	SDA Quarterly Meeting	80.00
78567	03/20/2026	04/13/2026	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance Supplies	311.49
78568	03/20/2026	04/13/2026	Edges Electrical Group, LLC	General Operations/ Maintenance Supplies	115.11
78569	04/04/2026	04/13/2026	U.S. Bank National Association	IOP A Side Office Copier Lease 03/29 - 04/28	391.12
78570	03/20/2026	04/13/2026	Western Exterminator Company	Pest Control - BLM/ MCWD Offices 03/2026	465.00
78571	03/31/2026	04/13/2026	Iron Mountain, Inc.	Shredding Service 03/2026	180.91
78572	03/28/2026	04/13/2026	AT&T	Phone and Alarm Line Services 03/2026	140.93
78573	04/01/2026	04/13/2026	Simpler Systems, Inc.	UB/ Finance Datapp Maintenance 04/2026	500.00
78574	03/25/2026	04/13/2026	Marina Coast Water District (BLM)	BLM Water, Sewer, Fire Service 03/2026	1,032.92
78575	04/01/2026	04/13/2026	Pure Janitorial, LLC	Janitorial Service - BLM/ MCWD Offices 03/2026	7,300.00
78576	03/30/2026	04/13/2026	Conservation Rebate Program	228 Hillcrest Ave #1 - Toilet Rebate	50.00
78577	03/31/2026	04/13/2026	Interstate Battery of San Jose	General Administration Supplies	91.41
78578	03/31/2026	04/13/2026	Costco Wholesale Membership	Membership Renewal	130.00
78579	03/22/2026	04/13/2026	T-Mobile	GPS Service - (40) Fleet Vehicles 03/2026	854.00
78580	03/31/2026	04/13/2026	Quick Quack Car Wash Holdings, LLC	Car Washes - (9) Fleet Vehicles 03/2026	72.00
78581	04/01/2026	04/13/2026	Conservation Rebate Program	2942 Harvey Ct - Washer Rebate	150.00
78582	03/31/2026	04/20/2026	Ace Hardware of Watsonville, Inc.	General Administration, Meter Reader, Water Resources, Operations/ Maintenance Supplies	1,185.13
78583	04/01/2026	04/20/2026	Denise Duffy & Associates, Inc.	Pre-Con Survey, Environmental Monitoring - C2 Reservoir Monitoring Well 02/2026; On-Call CTS Clearance Survey - Monitoring Wells 02/2026 - 03/2026	8,984.72
78584	04/10/2026	04/20/2026	PG&E	Electric Service 03/2026	12,825.98
78585	02/28/2026	04/20/2026	Schaaf & Wheeler	Engineering Services During Construction - Tate Park LS 11/2025 - 02/2026; Developer (Dunes Phase 3)	54,837.67
78586	03/17/2026	04/20/2026	Rauch Communication Consultants, Inc.	Support Development - Fire Water System Preparedness Response Plan	21,258.38
78587	03/31/2026	04/20/2026	Monterey One Water	Sewer Treatment Charge - BLM 03/2026 - 04/2026	204.60
78588	12/24/2025	04/20/2026	Anderson Pacific Engineering Construction, Inc.	A1/A2 Tanks B/C Booster - Construction Pmt #42	425,301.01
78589	04/01/2026	04/20/2026	Harris & Associates	Developers (Campus Town, Enclave Phase 4)	14,875.27
78590	04/14/2026	04/20/2026	Maggiora Bros Drilling	Monitoring Wells Installation - Progress Pmts 8, 9; Well Pump Equipment Rental - Well 12 Rehab 10/2025, 01/2026 - 03/2026	543,879.66
78591	04/06/2026	04/20/2026	Perma-Green Hydroseeding, Inc.	Landscaping - A1/A2 Tanks B/C Booster Pmt #3	59,035.95
78592	04/08/2026	04/20/2026	Carollo Engineers, Inc.	Recycled Water Title 22 Report Update 03/2026	852.50
78593	03/26/2026	04/20/2026	American Supply Company	Janitorial Supplies	632.12
78594	03/31/2026	04/20/2026	Wallace Group	Construction Management, Engineering Design Services - Reservation Rd Desal Plant; Construction Management - Tate Park LS, CA Ave Water Main Pipeline; Construction Support Services - LS Safety Grate Improvements 02/2026	46,183.95
78595	04/09/2026	04/20/2026	Whitson Engineers	Surveying - (7) New Monitoring Wells 04/2026	4,900.00
78596	03/31/2026	04/20/2026	Pacific Ag Rentals LLC	(6) Mobile Restroom Rentals - MCWD Sites 03/2026	729.75
78597	03/27/2026	04/20/2026	Monterey Signs, Inc.	Graphic Design/ Installation Services - IOP B Side Signs	25,470.25
78598	04/15/2026	04/20/2026	U.S. Bank National Association	IOP B Side Office Copier Lease 04/10 - 05/09	275.32

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
78599	04/01/2026	04/20/2026	ICONIX Waterworks (US), Inc.	(400) Meter Gaskets, (50) Bolt Up Sets - Meter Readers; (4) Hydrant Break-Off Extensions, General Operations/ Maintenance Supplies	6,269.16
78600	03/16/2026	04/20/2026	Backflow Prevention Specialists, Inc.	Cross-Connection Testing - RW Distribution Line, Irrigation Use Sites 02/2026	81,975.00
78601	03/31/2026	04/20/2026	Peninsula Messenger LLC	Courier Service 04/2026	272.00
78602	04/15/2026	04/20/2026	EKI Environment & Water, Inc.	Engineering Assistance - FO-10 MW Replacement; Monterey Subbasin GSP Implementation 03/2026	138,825.20
78603	04/09/2026	04/20/2026	In-Situ Inc.	Groundwater Level Gear/ Equipment - New Monitoring Wells	29,565.16
78604	03/31/2026	04/20/2026	Ferguson Enterprises, Inc.	(24) Ball Valves, (34) Ball Corp Stops, Couplers, Brass Fittings	15,475.94
78605	03/25/2026	04/20/2026	Salinas Valley Basin Groundwater Sustainability Agency	SGMA/ Corral de Tierra GSP Grant Payment #8 - Qtr 12/2025	216,262.52
78606	03/31/2026	04/20/2026	Cisco Air Systems	(3) Spare Filters - E Booster	3,712.32
78607	04/09/2026	04/20/2026	Zanjero, Inc.	2025 Urban Water Management Plan Development; CIP Program Management/ Programmatic Support; Engineering Procedures/ Guidelines Support; Engineering Support - Reservation Rd Desal Phases 1 and 2; Planning/ Permitting - Armstrong Ranch Site Plans; Power Generation, Microgrid Strategy Support 03/2026	83,577.27
78608	04/01/2026	04/20/2026	HPS West, Inc.	Annual Software Support/ Maintenance 05/2026 - 04/2027; General Conservation Supplies	8,262.69
78609	04/07/2026	04/20/2026	Handyman 831	Desks Support Brace Installation, TV Mount Repositioning - IOP Office	375.00
78610	04/07/2026	04/20/2026	City of Seaside	City Utility Tax 01/2026 - 03/2026	24,618.73
78611	02/10/2026	04/20/2026	Kona Jerry's BBQ	2026 Earth Day Luncheon - All Staff	1,309.36
78612	04/02/2026	04/20/2026	Kysmet Security & Patrol, Inc.	Security Patrol Services - MCWD Offices 03/2026	321.00
78613	03/20/2026	04/20/2026	T-Mobile	Cellular Services 01/19 - 02/18	1,279.42
78614	03/24/2026	04/20/2026	Shea Homes Limited Partnership	1st Ave 30" Sewer Main - Dunes 3 Backbone Reimbursement Agreement	248,767.00
78615	04/09/2026	04/20/2026	InfoSend, Inc.	Maintenance/ IVR Transaction Fees 03/2026	1,895.55
78616	02/17/2026	04/20/2026	Chavan & Associates, LLP	2025 Audit Services/ Annual Financial Transactions Report	1,250.00
78617	03/31/2026	04/20/2026	Garney Pacific, Inc.	Construction Services - RDP Reservation Rd Desal Plant 03/2026	333,307.50
78618	04/07/2026	04/20/2026	Amazon Capital Services, Inc.	General Administration Supplies	209.84
78619	04/07/2026	04/20/2026	Blaine Tech Services Inc	Water Quality Testing - Beach Desal Plant/ (5) Wells 04/2026	2,720.00
78620	04/15/2026	04/20/2026	First Alarm	Security, Fire Alarm Monitoring - MCWD Offices 05/2026	1,471.00
78621	04/01/2026	04/20/2026	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services 04/2026	658.57
78622	03/17/2026	04/20/2026	Marina Station Phases 1 and 2 LLC	Armstrong Ranch Pipeline - Marina Station Reimbursement Agreement	284,624.55
78623	04/15/2026	04/20/2026	Ghirardelli Associates, Inc.	Construction Management/ Inspection - Monitoring Wells 03/2026	34,524.00
78624	04/02/2026	04/20/2026	Shannon & Wilson, Inc.	Hydrogeologic Services - Reservation Rd Desal Plant 03/2026	54,484.87
78625	04/14/2026	04/20/2026	Conservation Rebate Program	4765 Peninsula Point Dr - Toilet Rebate	50.00
78626	04/14/2026	04/20/2026	Conservation Rebate Program	292 Quebrada Del Mar Rd - Washer Rebate	150.00
78627	04/14/2026	04/20/2026	Conservation Rebate Program	3194 Crescent Ave - Landscape Rebate	130.00
78628	03/24/2026	04/28/2026	Quinn Company	Load Bank Testing, Oil Analysis - Ord Booster	2,670.00
78629	03/27/2026	04/28/2026	Home Depot Credit Services	General Operations/ Maintenance Supplies	161.38
78630	04/06/2026	04/28/2026	Grainger	General Operations/ Maintenance Supplies	60.10
78631	01/31/2026	04/28/2026	Schaaf & Wheeler	Developers (Campus Town, Dunes 2N Gas Station & Hotels)	2,112.50
78632	03/31/2026	04/28/2026	Monterey Regional Waste Management District	Yard Waste Disposal - Well 11	45.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
78633	04/21/2026	04/28/2026	MBS Business Systems	Copier Maintenance 04/28 - 07/27	1,320.76
78634	03/31/2026	04/28/2026	Monterey Newspapers Partnership	Invitation to Bidders - Bayer St Pipeline, Patton Pkwy Loop Connector Pipeline	806.16
78635	04/14/2026	04/28/2026	Monterey Bay Analytical Services	Laboratory Testing	2,154.00
78636	04/10/2026	04/28/2026	Maggiora Bros Drilling	Recycled Water Makeup Pump Repair - Blackhorse Reservoir	14,480.05
78637	04/01/2026	04/28/2026	HD Supply, Inc.	General Operations/ Maintenance Supplies	517.71
78638	03/23/2026	04/28/2026	Core & Main LP	General Operations/ Maintenance Supplies	686.69
78639	04/10/2026	04/28/2026	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance Supplies	1,707.30
78640	04/20/2026	04/28/2026	Wallace Group	Construction Management - Inter-Garrison Rd Pipeline 03/2026	940.50
78641	04/16/2026	04/28/2026	Whitson Engineers	Civil Engineering Services - 4" Water Pipeline Upsizing 03/2026	9,183.00
78642	03/19/2026	04/28/2026	Sturdy Oil Company	(145) gals Clear Diesel - Convault Tank/ O&M Yard; (202) gals Dyed Diesel - (2) Sites	2,255.60
78643	04/13/2026	04/28/2026	Daiohs USA	Coffee Supplies	658.08
78644	04/09/2026	04/28/2026	Monterey County Water Resources Agency	Technical/ Professional Assistance - GSP Development 03/2026	386.75
78645	04/06/2026	04/28/2026	U.S. Bank Corporate Payment Systems	2026 ACWA Spring Conference - Board Member; GFOA Annual Membership Renewal; GASB 103: Trending Topics Course - Controller; Water Treatment/ Distribution Operator Exam Refresher Course - O&M; Longevity Gift Card - O&M; (2) Monitors - WR Analyst; IT/ Computer Supplies; Monthly/ Annual Software Subscriptions; General Supplies	8,228.35
78646	03/31/2026	04/28/2026	Las Animas Concrete and Building Supply, Inc	Service Fee	10.44
78647	04/07/2026	04/28/2026	Marina Tire & Auto Repair	Oil Change - Vehicle #2302; Tire Replacements - Vehicles 1102, 1701, 2103	2,471.90
78648	04/10/2026	04/28/2026	Monterey Bay Technologies, Inc.	IT Support Services 03/2026, Computer/ IT Supplies	5,594.62
78649	04/13/2026	04/28/2026	ICONIX Waterworks (US), Inc.	General Operations/ Maintenance Supplies	348.57
78650	03/20/2026	04/28/2026	Evoqua Water Technologies, LLC	(3,012) gals Bioxide - East Garrison LS	14,610.31
78651	04/13/2026	04/28/2026	Applied Best Practices	Continuing Disclosure Annual Report	2,669.30
78652	04/08/2026	04/28/2026	Cisco Air Systems	Air Compressor - E Booster	11,192.66
78653	04/09/2026	04/28/2026	Zanjero, Inc.	Water Supply Investigations 03/2026	5,120.00
78654	03/31/2026	04/28/2026	The Ferguson Group, LLC	FY 2025 WaterSmart Drought Resiliency Grant Writing	4,675.00
78655	04/08/2026	04/28/2026	HPS West, Inc.	(2) Octave Meters, Encoder Modules, Pit Units - (2) Sites	11,124.44
78656	03/31/2026	04/28/2026	RoadSafe Traffic Systems, Inc.	(100) Traffic Cones, (15) Delineator Posts/ Bases	3,181.26
78657	04/13/2026	04/28/2026	Amazon Capital Services, Inc.	General Operations/ Maintenance Supplies	80.95
78658	04/10/2026	04/28/2026	CSG Consultants, Inc.	Construction Management - Imjin LS Odor Control 03/2026	1,680.00
78659	04/16/2026	04/28/2026	Ghirardelli Associates, Inc.	Construction Inspection Support - Fire Hydrant Replacement Project, Developer (Dunes Phase 3)	3,726.00
78660	03/23/2026	04/28/2026	OnPoint Generators, Inc.	Generator Handle Replacement - Watkins Gate Well	704.75
78661	04/05/2026	04/28/2026	Tierra Plan LLC	Water Data Platform Design/ Development 02/05/26 - 04/01/26	11,338.54
78662	03/31/2026	04/28/2026	KAZU 90.3FM	2026 Annual Campaign 03/2026	2,269.50
78663	04/20/2026	04/28/2026	Conservation Rebate Program	3034 Vaughan Ave - Toilet Rebate	50.00
78664	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - Hydrant Meter	457.70
78665	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 249 9th St (Re-Issue)	4.60
78666	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 4637 Sea Breeze Ct (Re-Issue)	8.04
78667	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 2006 Canvas Way (Re-Issue)	24.21

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
78668	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 181 Paddon Pl #202 (Re-Issue)	22.62
78669	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 21614 Ord Ave (Re-Issue)	6.59
78670	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 21850 Ord Ave (Re-Issue)	6.59
78671	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 3155 Shuler Cir (Re-Issue)	8.06
78672	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 265 Reservation Rd #O (Re-Issue)	8.69
78673	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 139 Seal Ct (Re-Issue)	23.59
78674	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 268 9th St (Re-Issue)	8.04
78675	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 128 Redondo Ct (Re-Issue)	4.15
78676	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 3001 Tyndall Way (Re-Issue)	8.04
78677	09/08/2025	04/28/2026	Customer Service Refund	Refund Check - 333 Brittany Rd (Re-Issue)	34.55
78678	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 21610 Ord Ave	27.33
78679	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 282 Wharf Terr	25.50
78680	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - Hydrant Meter	813.18
78681	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 446 Kelli Ct	84.86
78682	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 292 Quebrada Del Mar Rd	86.27
78683	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 16618 Early Ln	102.89
78684	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 14538 Lee Ave	114.14
78685	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - Hydrant Meter	2,174.45
78686	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 13305 Warren Ave	41.57
78687	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - Hydrant Meter	2,244.00
78688	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 220 Rosebud Ct	197.53
78689	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 236 Michael Dr	90.34
78690	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 277 Young Cir	15.18
78691	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 4750 Sea Crest Dr	46.00
78692	04/20/2026	04/28/2026	Customer Service Refund	Refund Check - 3078 Arroyo Dr	159.26
502117	03/27/2026	04/01/2026	CA State Disbursement Unit	Payroll Ending 03/20/26	348.46
502118	04/01/2026	04/03/2026	ACWA Joint Power Ins Authority	Workers Compensation Insurance 01/01/26 - 03/31/26	20,193.08
502119	02/12/2026	04/03/2026	CWEA - Monterey Bay Section	Grades II/III Collection System Certification Renewals	362.00
502120	04/02/2026	04/03/2026	Employee Reimbursement	Water Conference of the West Per Diem Meals	245.00
502121	03/24/2026	04/03/2026	WageWorks, Inc.	FSA Admin Fees 03/2026	242.00
502122	01/13/2026	04/03/2026	Federico Embroidery	(20) Beanies - O&M	404.23
502123	03/17/2026	04/03/2026	Transamerica Life Insurance Company	Employee Paid Benefits 03/2026	313.96
502124	04/02/2026	04/03/2026	Employee Reimbursement	Water Conference of the West Per Diem Meals	245.00
502125	04/02/2026	04/03/2026	Employee Reimbursement	Water Conference of the West Per Diem Meals	245.00
502126	02/28/2026	04/03/2026	Regional Government Services Authority	Classification/ Compensation Study, Human Resources Consulting Services 02/2026	16,061.80
502127	02/28/2026	04/03/2026	Liebert Cassidy Whitmore	Legal Services 02/2026	824.50
ACH	04/10/2026	04/10/2026	Payroll Direct Deposits	Payroll Ending 04/03/26	173,945.73
ACH	04/10/2026	04/10/2026	CalPERS	Payroll Ending 04/03/26	43,555.55
ACH	04/10/2026	04/10/2026	Empower Retirement	Payroll Ending 04/03/26	23,461.67
ACH	04/10/2026	04/10/2026	Internal Revenue Service	Payroll Ending 04/03/26	83,531.51
ACH	04/10/2026	04/10/2026	State of California - EDD	Payroll Ending 04/03/26	19,438.08
ACH	04/10/2026	04/10/2026	WageWorks, Inc.	Payroll Ending 04/03/26	3,129.03

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
502128	03/25/2026	04/13/2026	AFLAC	Employee Paid Benefits 03/2026	1,847.18
502129	03/31/2026	04/13/2026	Cintas Corporation No. 630	Uniforms, Towels, Rugs 03/2026; Jacket	1,321.25
502130	04/07/2026	04/13/2026	Agile Occupational Medicine, PC	Drug Test (DOT) - O&M; Pre-Employment - New Hire	250.00
502131	03/08/2026	04/13/2026	Language Testing International Inc.	Language Testing/ Spanish - Engineering	196.00
502132	04/10/2026	04/15/2026	Teamsters Local Union No. 856	Payroll Ending 04/03/26	866.00
502133	04/10/2026	04/15/2026	CA State Disbursement Unit	Payroll Ending 04/03/26	348.46
502134	04/01/2026	04/20/2026	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 05/2026	117,132.41
502135	04/17/2026	04/20/2026	Employee Reimbursement	Water Conference of the West Hotel, Transportation, Parking	785.42
502136	04/17/2026	04/20/2026	Employee Reimbursement	Water Conference of the West Hotel	565.53
502137	12/31/2025	04/20/2026	Liebert Cassidy Whitmore	Legal Services 12/2025	921.50
ACH	04/24/2026	04/24/2026	Payroll Direct Deposits	Payroll Ending 04/17/26	154,502.98
ACH	04/24/2026	04/24/2026	CalPERS	Payroll Ending 04/17/26	41,714.23
ACH	04/24/2026	04/24/2026	Empower Retirement	Payroll Ending 04/17/26	23,220.84
ACH	04/24/2026	04/24/2026	Internal Revenue Service	Payroll Ending 04/17/26	69,333.45
ACH	04/24/2026	04/24/2026	State of California - EDD	Payroll Ending 04/17/26	15,783.31
ACH	04/24/2026	04/24/2026	WageWorks, Inc.	Payroll Ending 04/17/26	3,129.03
502138	04/24/2026	04/27/2026	CA State Disbursement Unit	Payroll Ending 04/17/26	348.46
502139	03/10/2026	04/28/2026	Lincoln National Life Insurance Company	Life, Disability, AD&D Insurance 04/2026	4,293.43
502140	04/26/2026	04/28/2026	Employee Reimbursement	2026 ACWA Spring Conference Per Diem Meals	210.00
502141	03/31/2026	04/28/2026	Liebert Cassidy Whitmore	Legal Services 03/2026	4,074.00
ACH	04/30/2026	04/30/2026	Internal Revenue Service	FICA Taxable Benefit	275.07
<b>Total Disbursements for April 2026</b>					<b>4,910,804.69</b>

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-B

**Meeting Date:** May 18, 2026

**Prepared By:** Paula Riso

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of April 20, 2026

**Staff Recommendation:** Approve the draft minutes of the April 20, 2026 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 April 20, 2026 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 April 20, 2026.

**Action Required:**     Resolution     Motion     Review

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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  
April 20, 2026

Draft Minutes

### 1. Call to Order:

President Morton called the meeting to order at 6:00 p.m. on April 20, 2026 at 920 2nd Avenue, Marina, California; and, via Zoom teleconference.

### 2. Roll Call:

Board Members Present:

President Morton, Vice President Shriner, Director Moore, Director Imamura; and, Director Smith.

Board Members Absent:

None.

Staff Members Present:

Remleh Scherzinger, General Manager; Roger Masuda, District Counsel; Derek Cray, Operations and Maintenance Manager; Mary Lagasca, Director of Administrative Services; Jack Gao, Senior Project Manager; Charly Liscomb, Interim Water Resources Manager; Andrew Racz, Senior Engineer; Tobias Osborne, Water Resources Technician; Derrell Parker, Customer Service Supervisor; Teo Espero, Information Technology Administrator; Katie Lampkin, Water Resources Analyst; and, Paula Riso, Executive Assistant/Clerk to the Board.

Members of the Public in Attendance:

Access Media Productions; Tina Wang; Vera Nelson; Dana Gillespie; Michael Cady; Andrew Hunter; Reinal Lagman; Mayra Magdaleno; Andy Sterbenz; Reinal Lagman; Kaila Kasper; Joel Lagrimas; AC; Alex; and, Michael.

### 3. Pledge of Allegiance:

Jack Gao led everyone present in the pledge of allegiance.

### 4. Oral Communications:

There were no comments made.

**5. Presentation:**

**A. Adopt Resolution No. 2026-18 to Recognize Remleh Scherzinger, General Manager, for 5 Years of Service to the Marina Coast Water District:**

Motion by: President Morton Second by: Director Moore;  
to: 1) Adopt Resolution No. 2026-18 to Recognize Remleh Scherzinger, General Manager, for 5 Years of Service to the Marina Coast Water District. Motion passed.

Ayes: Imamura, Moore, Smith, Shriner, Morton Noes: None  
Absent: None Abstained: None

**6. Marina Coast Water District Groundwater Sustainability Agency Matters:**

**A. Action Item:**

**1. Receive the 2025 Monterey Subbasin Annual Groundwater Sustainability Plan Report:**

Charley Liscomb, Interim Water Resources Manager, provided the report, and it was received by the Board of Directors.

**7. Return to Marina Coast Water District Matters:**

**8. Consent Calendar:**

Remleh Scherzinger, General Manager, stated that staff was pulling Item 8-L. President Morton requested to pull Item 8-G and Director Smith requested to pull Item 8-A from the consent calendar.

Motion by: Director Moore Second by: Vice President Shriner;  
to: 1) approve the Consent Calendar consisting of items: B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of March 16, 2026; C) Approve the Draft Minutes of the Special Joint Board/GSA Meeting of March 24, 2026; D) Receive the 1st Quarter 2026 MCWD Water Consumption and Wastewater Flow Report; E) Receive a Status Report Update on Current Capital Improvement Projects; F) Receive the 2025 Consumer Confidence Report for the Marina Coast Water System; H) Adopt Resolution No. 2026-20 Water Year Declaration; I) Adopt Resolution No. 2026-21 for Closeout of Lightfighter Drive Sanitary Sewer Manhole Rehabilitation Project (CIP # OS-2305); J) Adopt Resolution No. 2026-22 for Closeout of Imjin Parkway Sanitary Sewer Manhole Rehabilitation Project (CIP # OS-0350); K) Adopt Resolution No. 2026-23 for Closeout of Lift Station Wet Well Lining Project (CIP # GS-2531); M) Adopt Resolution No. 2026-25 to Accept the Infrastructure Improvements Installed Under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Marina Developers, LLC for the Sea Haven Phase 4B Development Project; N) Adopt Resolution No. 2026-26 to Accept the Infrastructure Improvements Installed Under a Water, Sewer, and

Agenda Item 8 (continued):

Recycled Water Infrastructure Agreement between Marina Coast Water District and Marina Station, LLC for the Marina Station Phases 1 & 2 Development Project; and, O) Adopt Resolution No. 2026-27 to Approve a Water, Sewer and Recycled Water Infrastructure Agreement between the Marina Coast Water District and Seneca Family of Agencies for the 3289-3301 Drew Street Development Project. Motion passed.

Ayes: Imamura, Moore, Smith, Shriner, Morton Noes: None  
Absent: None Abstained: None

**A. Receive and File the Check Register for the Month of March 2026:**

Clarification was given on Agenda Item 8-A.

Motion by: Director Moore Second by: Director Smith;  
to: A) Receive and File the Check Register for the Month of March 2026. Motion passed.

Ayes: Imamura, Moore, Smith, Shriner, Morton Noes: None  
Absent: None Abstained: None

**G. Adopt Resolution No. 2026-19 to Approve a District Public Records Act Policy:**

This item was discussed and will be brought back to the next meeting.

**9. Action Items:**

**A. Set a Public Hearing Date for May 18, 2026 to Receive the 2026 Marina Coast Water District's Recruitment and Vacancy Report for Fiscal Year 2025-2026:**

Motion by: Director Moore Second by: Director Smith;  
to: 1) Set a Public Hearing Date for May 18, 2026 to Receive the 2026 Marina Coast Water District's Recruitment and Vacancy Report for Fiscal Year 2025-2026. Motion passed.

Ayes: Imamura, Moore, Smith, Shriner, Morton Noes: None  
Absent: None Abstained: None

**B. Adopt Resolution No. 2026-28 to Approve a Customer Assistance Program for Low-Income Customers:**

Motion by: Director Moore Second by: Vice President Shriner;  
to: 1) Adopt Resolution No. 2026-28 to Approve a Customer Assistance Program for Low-Income Customers pursuant to the direction given. Motion passed.

Ayes: Moore, Shriner, Morton Noes: Imamura, Smith  
Absent: None Abstained: None

President Morton recessed the meeting from 8:19 p.m. to 8:28 p.m.

**10. Workshop:**

**A. Receive a Presentation on the Proposed FY 2026-2027 District Operating and CIP Budget and Provide Direction Regarding Preparation of the Final Budget Documents:**

Mary Lagasca, Director of Administrative Services, reviewed the draft FY 2026-2027 Operating and CIP budget. Direction was given and clarification will be brought to the Budget and Engineering Meeting in May.

Noting it was 10:00 p.m., Director Moore made a motion to continue the meeting to finish the Informational Items. Motion died for lack of a second.

Motion by: Director Imamura Second by: President Morton;  
to: 1) continue the meeting until 10:15 p.m. Motion passed.

Ayes: Imamura, Moore, Shriner, Morton Noes: None  
Absent: Smith Abstained: None

**11. Informational Items:**

A. General Manager's Report:

General Manager had nothing to report.

B. Committee and Board Liaison Reports:

1. Executive Committee:

Committee members provided a report.

2. Budget and Engineering Committee:

Committee member provided a report.

3. M1W Board Member Liaison:

Committee members provided a report.

4. Joint City District Committee:

Committee members provided a report.

5. MCWDGSA/SVBGSA Steering Committee:

Committee member provided a report.

**16. Director's Comments:**

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

**17. Adjournment:**

President Morton adjourned the meeting at 10:13 p.m.

APPROVED:

\_\_\_\_\_  
President Morton

ATTEST:

\_\_\_\_\_  
Paula Riso, Deputy Secretary

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-C

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Receive the First Quarter Investment Report for Calendar Year 2026

**Staff Recommendation:** The Board receives the Marina Coast Water District Quarterly Investment Report for 2026.

**Background:** *Strategic Plan, Objective 3.2 – Finances are well managed to provide adequate revenue and avoid volatile rates.*

The California Government Code Section 53646 and the District’s Investment Policy requires that a Quarterly Investment Report be submitted to the Board for review. This investment report allows the Board and the public to verify that the District’s funds are invested in a safe and prudent manner, and that such investments comply with the District’s Investment Policy and State Law.

**Discussion/Analysis:** The District’s combined portfolio as of March 31, 2026, has a book value of \$52,744,227 with total interest earnings of \$493,357 through the first three months of the calendar year. The portfolio is diversified across several investment types, as outlined below:

- **Checking, Savings, and Money Market Accounts – 52%**
  - Includes both non-interest-bearing checking account (for operating activities) and interest-bearing savings and money market accounts (ranging from **3.74% to 4%** interest rate).
  - A portion of this reflects proceeds from Certificates of Deposit (CDs) that matured early last year and were reallocated to Five Star Bank savings account to take advantage of higher interest rates.
- **Local Agency Investment Fund (LAIF) – 30%**
  - Earning interest rate: **3.98%**
  - Provides liquidity and stable returns through the State of California pooled investment program.
- **California Cooperative Liquid Assets Securities System (CA CLASS) – 18%**
  - A Joint Powers Authority (JPA) investment pool sponsored by the California Special Districts Association (CSDA) and the League of California Cities.
  - Current interest rate: **3.70%**

Overall, the District’s investments continue to perform well, as reflected in the historical investment summary provided. In the calendar year 2025, the District saw an increase of \$5.1 million in total investments and an 8% increase in interest earnings from prior year. Three months into the calendar year 2026, the principal balance has increased by \$887,465, demonstrating the ongoing success and effective management of the portfolio.

**Environmental Review Compliance:** None required.

**Legal Counsel Review:** None required.

**Climate Adaptation:** Not applicable.

**Financial Impact:** \_\_\_\_\_ Yes      X   No

**Funding Source/Recap:** None

**Material Included for Information/Consideration:** Historical Investment Summary for First Quarter Calendar Year 2026

**Action Required:** \_\_\_\_\_ Resolution    \_\_\_\_\_ Motion      X   Review

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Board Action

Motion By \_\_\_\_\_    Seconded By \_\_\_\_\_    No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_    Abstained \_\_\_\_\_

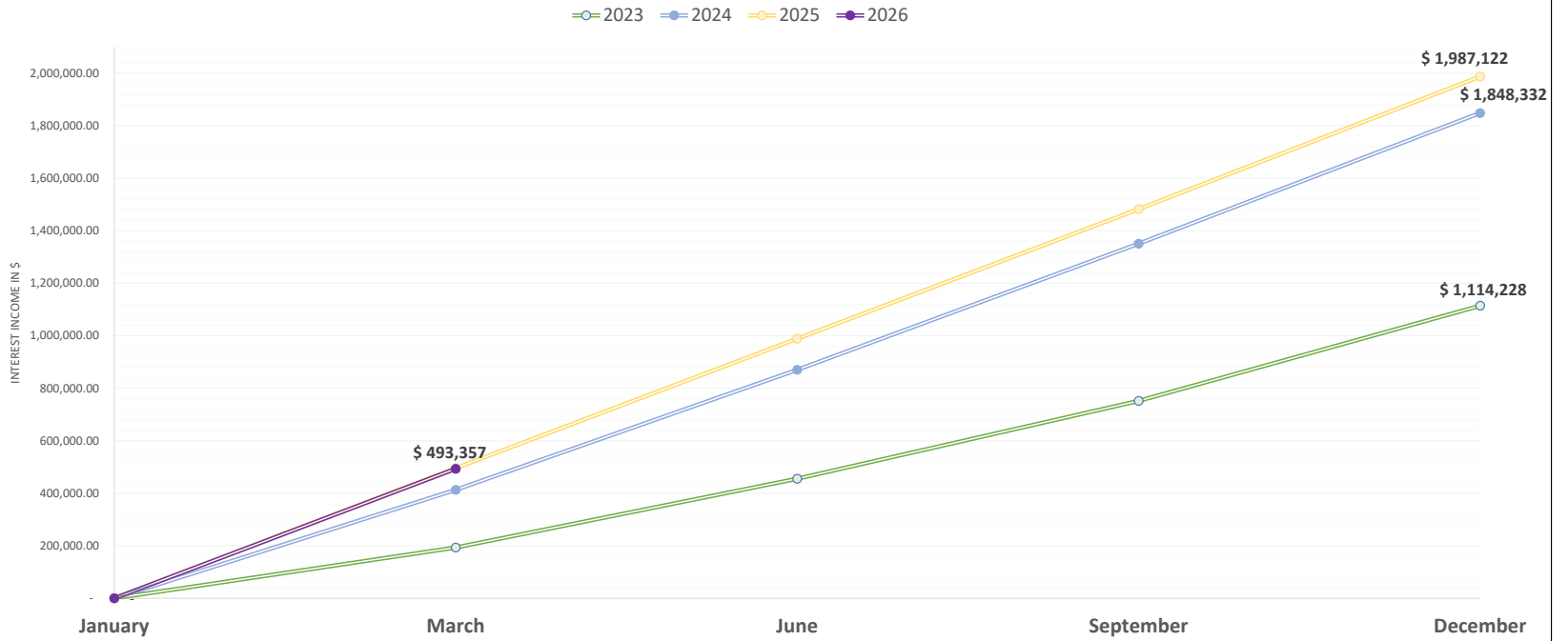
Noes \_\_\_\_\_    Absent \_\_\_\_\_



## Historical Investment Summary as of March 31, 2026

Depository	BALANCE AS OF 12/31/24	YTD INTEREST 12/31/24	RATE	BALANCE AS OF 12/31/25	YTD INTEREST 12/31/25	RATE	BALANCE AS OF 03/31/26	YTD INTEREST 03/31/26	MATURITY DATE	RATE
<b>Mechanics Bank</b>										
General Checking	2,143,583	-		358,395	-		262,526	-		
Savings/MMK	17,162,219	605,648	4.67%	17,972,144	934,009	3.74%	18,694,485	169,341		3.74%
Savings - Bldg. Removal Fund	1,068,608	49,548	4.67%	667,234	70,669	3.74%	671,839	6,064		3.74%
Certificate of Deposit	5,124,658	256,755	5.25%	-	129,290	4.25%	-	-		
Certificate of Deposit	3,074,795	154,512	5.25%	-	80,670	4.25%	-	-		
Certificate of Deposit	2,101,531	100,565	4.25%	-	36,215	4.25%	-	-		
<b>Five Star Bank</b>										
Savings/MMK	-	-		8,012,578	12,578	4.18%	8,091,117	78,539		3.95%
<b>State of California</b>										
Local Agency Investment Fund (LAIF)	7,258,828	356,995	4.71%	15,587,501	336,450	4.20%	15,679,701	153,764		3.98%
<b>California CLASS</b>	8,871,669	324,308	4.64%	9,258,910	387,242	3.88%	9,344,559	85,648		3.70%
<b>Total Investment</b>	<b>46,805,891</b>	<b>1,848,331</b>	<b>4.78%</b>	<b>\$ 51,856,762</b>	<b>\$ 1,987,123</b>	<b>4.06%</b>	<b>52,744,227</b>	<b>493,357</b>		<b>3.82%</b>
<b>YTD Change in Ending Balance</b>				<b>\$ 5,050,871</b>	<b>8%</b>		<b>\$ 887,465</b>			

## YTD INTEREST INCOME BY QUARTER



Interest Income	CY 2023	CY 2024	CY 2025	CY 2026
Q1	\$ 193,290	\$ 412,848	\$ 496,075	\$ 493,357
Q2	\$ 262,412	\$ 457,270	\$ 492,422	
Q3	\$ 295,927	\$ 480,513	\$ 494,135	
Q4	\$ 362,599	\$ 497,701	\$ 504,490	
<b>Total Interest</b>	<b>\$ 1,114,228</b>	<b>\$ 1,848,332</b>	<b>\$ 1,987,122</b>	<b>\$ 493,357</b>

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-D

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Approve Amendment to the Agreement with Regional Government Services for Human Resources Support Services for Fiscal Year 2025-2026.

**Staff Recommendation:** The Board approves an amendment to the agreement with Regional Government Services to increase the contract amount by \$50,000, for a total not-to-exceed amount of \$240,000 for Fiscal Year 2025-2026.

**Background:** *Strategic Plan, Objective 3.2 – Finances are well managed to provide adequate revenue and avoid volatile rates.*

The District has an existing contract with Regional Government Services to provide Human Resources support. Key functions provided under this agreement include:

- Provide professional advice regarding best practice to facilitate the effective and compliant administration of District’s personnel rules, HR related policies and practices, and payroll practices.
- Provide professional guidance and assistance to District staff in the areas of performance management, training development, compensation, and benefits.
- Review of classification descriptions and FLSA designation and recommend updates as needed.
- Development and coordination of executive and non-executive level recruitments.
- Serves as risk manager in matters relating to workers compensation, liability and property damage claims.
- Monitor changes in laws, regulation and technology that may affect human resources function; implements policy and procedural changes as required.

The approved contract amount for Fiscal Year 2025-2026 is \$190,000. During this fiscal year, the demand for HR services has increased significantly beyond original projections particularly in the areas of disability management, leave administration, and accommodation cases, all of which require extensive coordination and documentation.

**Discussion/Analysis:** Year-to-date actuals for RGS HR support related to accommodation and leave management only indicate that costs will exceed the budgeted amount for Fiscal Year 2025-2026. Below is a summary of last year’s cases and current year activity.

- FY 2024-2025 (12 months actual)
  - 14 accommodation and leave cases
  - \$18,495.50 in 12 mos.
- FY 2025-2026 (9 months actual)
  - 19 cases processed year to date
  - \$35,697.70 year to date expenditures
  - 17 cases closed



**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN MARINA COAST WATER DISTRICT  
AND REGIONAL GOVERNMENT SERVICES AUTHORITY  
FOR HUMAN RESOURCE SERVICES**

Funding: Consulting Services (01-01-038-111, 02-01-038-111, 03-01-038-111, 04-01-038-111, 05-01-038-111, 07-01-038-111)  
Task No. PSAXWD-4017AD

THIS AGREEMENT, made and entered into this Human Resource Consulting and Risk Management Services, by and between Marina Coast Water District, 11 Reservation Road, Marina, CA, 93933, hereinafter called "DISTRICT", and Regional Government Services Authority, with its principal offices at P.O. Box 1350, Carmel Valley, CA 93924 hereinafter called the "CONSULTANT":

WHEREAS, the DISTRICT, desires to receive the professional services related to Human Resources and Risk Management with a scope generally defined in Appendix A; and,

WHEREAS, DISTRICT is desirous of engaging the services of said CONSULTANT to perform or furnish said services; and,

WHEREAS, CONSULTANT has available and offers to provide personnel and facilities necessary to accomplish said services in a timely manner, for an amount not-to-exceed \$190,000.

NOW, THEREFORE, said DISTRICT and said CONSULTANT, for the considerations hereinafter set forth, mutually agree as follows:

**ARTICLE I - PROFESSIONAL ENGAGEMENT**

DISTRICT hereby engages REGIONAL GOVERNMENT SERVICES AUTHORITY as an independent contractor, to perform or furnish the services hereinafter more particularly described in Appendix A, commencing on the date of this Agreement.

CONSULTANT hereby agrees to perform or furnish as an independent contractor the indicated services as set forth herein. CONSULTANT may retain qualified subconsultants to assist in the performance of professional services. DISTRICT shall be notified prior to CONSULTANT sub-contracting such services and sufficient time shall be provided to allow DISTRICT to review the subconsultant's qualification. Should DISTRICT, based upon reasonable cause, not accept any such subcontractor or subconsultant for use on the Project, DISTRICT shall so notify CONSULTANT within five (5) days following DISTRICT 's receipt of such notice from CONSULTANT, and CONSULTANT shall not subcontract with any such subcontractor or subconsultant for the Project. DISTRICT shall

have the right at any time to revoke its acceptance (whether given affirmatively or by its failure to object within said five (5) day period) of any subcontractor or subconsultant on the basis of reasonable cause, in which case CONSULTANT shall submit an acceptable substitute and a Task Order equitably adjusting CONSULTANT's compensation will be issued. No acceptance of any subcontractor or subconsultant shall waive: (1) DISTRICT's right not to accept defective services performed or furnished for CONSULTANT by said subcontractor or subconsultant; or (2) any other right or remedy DISTRICT has under this Agreement, including but not limited to its rights to suspend or terminate services under this Agreement.

CONSULTANT is an independent contractor and is not and shall not be deemed to be an employee, agent, servant, partner, or joint venturer of DISTRICT. CONSULTANT shall have the exclusive supervision, direction and control of all employees, subconsultants, subcontractors, suppliers, materials, equipment and facilities employed, contracted with or used by, CONSULTANT in performing or furnishing services under this Agreement. Further, DISTRICT confirms that CONSULTANT employer are not assuming and are not expected to assume any DISTRICT staff position(s).

## **ARTICLE II - SCOPE OF SERVICES**

The scope of services performed or furnished by CONSULTANT under the terms of this Agreement is defined in Appendix A and in the executed Amendment(s) pursuant hereto which will authorize CONSULTANT to perform specific Human Resource services related to the project. Unless modified in writing by both parties through an Amendment, duties of CONSULTANT shall not be construed to exceed those services specifically established in Appendix A. (**NOTE: ANY ADDITIONAL FEES ASSOCIATED WITH SERVICES NOT INCLUDED IN APPENDIX A MUST BE DEFINED AND AGREED TO BY DISTRICT IN WRITING PRIOR TO INITIATION OF THESE SERVICES.**)

## **ARTICLE III – GENERAL PROVISIONS**

A. The CONSULTANT hereby represents that all work described herein shall be performed only by persons under the supervision of a person who is currently licensed, if applicable, to perform such work and that to the best of its professional ability, all work shall be performed in accordance with applicable Federal, State, and local laws and regulations.

B. The CONSULTANT shall not discriminate in employment practices, in the performance of the terms of this Agreement, either directly or indirectly, on the grounds of race, color, religion, sex, age, or national origin, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age or national origin.

C. The General Manager of the DISTRICT shall forward an executed copy of this Agreement to the CONSULTANT within ten (10) days of execution of this Agreement by the DISTRICT.

#### **ARTICLE IV: COOPERATION BY DISTRICT**

DISTRICT shall, to the extent reasonable and practicable, cooperate with CONSULTANT in the performance of CONSULTANT's services hereunder. Such cooperation shall include, but not necessarily be limited to: providing right of access to work sites as required for CONSULTANT to perform or furnish services under this Agreement; providing relevant material available from DISTRICT 's files such as maps, drawings as available (WHETHER OR NOT AS-BUILT DRAWINGS), records, and operation and maintenance information; serving all notices; attending all hearings; payment of all permit and other required fees associated with the Project; and rendering assistance in determining the location of existing facilities and improvements which may be affected by the Project.

DISTRICT shall be responsible for providing legal services which it deems necessary for the Project including review of contract documents, public advertising and contract letting. DISTRICT shall pay fees for utility services to the Project.

DISTRICT shall appoint Paula Riso and Mary Lagasca as DISTRICT REPRESENTATIVE's with respect to the services to be performed under this Agreement. DISTRICT'S REPRESENTATIVE shall have complete authority to transmit instructions, receive information, and interpret and define DISTRICT's policies. CONSULTANT shall be entitled to rely on representations made by DISTRICT's REPRESENTATIVE unless otherwise specified in writing by DISTRICT.

#### **Article V – SCHEDULE**

A schedule for carrying out services performed by CONSULTANT under the terms of this Agreement is set forth in Appendix A. CONSULTANT will exert all reasonable efforts to perform or furnish all services under this Agreement in accordance with said schedule.

DISTRICT will be kept informed as to the progress of the services under this Agreement under the terms presented in Appendix A. Neither party shall hold the other responsible for damages caused by, arising out of or resulting from delays in performance caused by acts of God, strikes, lockouts, or events beyond the control of the other party.

#### **Article VI – LITIGATION**

The Agreement does not require CONSULTANT to prepare for or appear as a witness in any litigation or alternative dispute resolution proceeding on behalf of DISTRICT, other than as specified in Appendix A, except in consideration of additional reasonable compensation negotiated as part of an Amendment specifically issued for such purpose. Notwithstanding the preceding, CONSULTANT shall participate without additional compensation in any litigation or alternative dispute resolution proceeding in which CONSULTANT is a party or in which a claim is made against DISTRICT based in whole or in part on CONSULTANT's negligence, professional errors or omissions, breach of contract or deficiencies resulting from CONSULTANT's services hereunder.

## **ARTICLE VII: COMPENSATION**

Payment for the Human Resource Services set forth in Appendix A and specific executed Amendment(s) shall be made by DISTRICT to CONSULTANT and shall be considered as full compensation for such services and all personnel, materials, supplies, and equipment used and costs incurred in carrying out such services. In no event shall the amount of compensation exceed the total fee specified in Appendix A without approval from the DISTRICT.

A. If payment for services performed or furnished under terms of Appendix A and/or Amendment(s) is to be on a lump sum basis, compensation shall be as described below:

1. Appendix A and/or Amendments must specify that the work is to be performed on a lump sum basis.
2. Compensation to CONSULTANT shall be a lump sum amount specified in Appendix A and Amendment(s).
3. Payments shall be monthly, based on percent completion. As each payment is due, a statement describing the services which have been performed or furnished and listing the percent of completion and the total amount of prior payments paid by DISTRICT shall be submitted to DISTRICT. Payment shall be made for the balance due under such statement, without retention unless DISTRICT contests all or part of said billing in which event only that portion so contested will be retained by DISTRICT pending resolution of the dispute and any uncontested portion will be paid.

B. If payment for services performed or furnished under terms of Appendix A and/or Amendment(s) is to be on a time and expense reimbursable basis, with a total cost not-to-exceed, compensation shall be as described below:

1. Appendix A and/or Amendments must specify that the work is to be performed on a time and expenses basis with a total cost not-to-exceed.
2. Compensation to CONSULTANT shall be on a time and expense reimbursement basis in accordance with CONSULTANT's Schedule of Charges. A current copy of the Schedule of Charges will be included with each Amendment.
3. Payments for services provided by CONSULTANT on a time and expense basis shall be made monthly by the DISTRICT based on an itemized invoice from CONSULTANT which lists actual costs and expenses or units of work performed on the Project in the immediate preceding month. Such payments shall be for the invoice amount, without

retention unless DISTRICT contests all or part of said billing in which event only that portion so contested will be retained by DISTRICT pending resolution of the dispute and any uncontested portion will be paid.

4. A budget for compensation for services provided by CONSULTANT on a time and expense basis will be established in the Compensation section of Appendix A and/or the Amendment. The budget established shall not be exceeded without DISTRICT's written authorization.

5. The budget may be increased by Amendment if necessary to complete the scope of work. If appropriate, CONSULTANT will advise DISTRICT of the anticipated expenditure over the budgeted amount at the fifty (50) percent completion point of the Amendment work and request additional budget authorization.

6. Amendments using a time and expense reimbursement should be limited in scope. The product of these Amendment(s) should adequately define the specific scope and effort necessary to achieve the necessary addition/modification and develop a lump sum proposal for the required engineering services.

C. CONSULTANT's final statement or invoice for any services which include construction, or the final statement or invoice for the Project, whichever occurs earlier in time, shall include properly completed and executed Releases of Liens and Claims (see Appendix C). Payment of any invoice not satisfying these requirements may be withheld until the requirements has been satisfied.

D. The CONSULTANT shall submit an itemized statement or invoice of costs to the DISTRICT for each month that work is performed. The DISTRICT shall pay the CONSULTANT by the 25<sup>th</sup> of the month for invoices and itemized statements submitted by the first day of the same month. Payments are due upon receipt of a statement or invoice prepared in a manner acceptable to DISTRICT and approved by DISTRICT.

#### **ARTICLE VIII: RECORDS**

The CONSULTANT shall keep and maintain accurate records of costs incurred, and the time expended relating to all services to be compensated hereunder. All records shall be available to the DISTRICT for review thereof upon request by the DISTRICT or its authorized representative. All fiscal and accounting records and other supporting papers of the CONSULTANT shall be maintained for a minimum of three (3) years following the close of the DISTRICT fiscal year of expenditures.

**ARTICLE IX: TITLE TO DOCUMENTS**

All reports, drawings, specifications, submittals and other materials collected or produced by the CONSULTANT hereunder shall, after completion and acceptance, become the property of the DISTRICT.

The CONSULTANT may utilize existing materials developed by the CONSULTANT prior to the commencement of this engagement including, but not limited to, customized computer routines developed using proprietary or commercial software packages, reports, documents, maps, graphs, charts, photographs and photographic negatives. These materials shall remain the property of the CONSULTANT.

CONSULTANT shall be entitled to a reproducible copy of all material furnished to DISTRICT, the costs of which is included on the compensation amounts specified in Appendix A and/or the Amendment(s), Any uncompleted work of CONSULTANT delivered to DISTRICT due to cancellation of all or portions of the work or contract termination, which utilized by DISTRICT in any way, shall have CONSULTANT name removed, and DISTRICT agrees to defend, Indemnify, and hold harmless CONSULTANT from all claims, damages, and expenses including attorney's fees arising from any use by DISTRICT of such uncompleted work Product.

**ARTICLE X: KEY PERSONNEL**

The CONSULTANT shall specifically assign a project manager and necessary staff to complete the Scope of Work.

The CONSULTANT hereby agrees that the assigned personnel directly responsible for conducting the Scope of Work in Appendix A shall not be changed during the course of the work without prior written consent of the DISTRICT, which consent shall not be unreasonably withheld.

**ARTICLE XI: ASSIGNMENT AND SUBCONTRACTING**

The CONSULTANT shall not assign, sell, mortgage, hypothecate, or otherwise transfer its interest or obligations in this agreement without written consent of the DISTRICT. Further, none of the services covered by this agreement shall be subcontracted beyond that which is specifically noted in the CONSULTANT'S proposal unless approved by the DISTRICT in writing.

**ARTICLE XII: INSURANCE AND LIABILITY**

The CONSULTANT agrees to indemnify, defend against third party claims, and save harmless the DISTRICT, its officers, agents, and employees as provided in Appendix B, attached hereto and hereby incorporated by reference to the fullest extent permitted by law. CONSULTANT shall indemnify, hold harmless and defend DISTRICT against third party claims, its officers, directors, employees and agents, and authorized volunteers as provided in Attachment 4 from and against all claims, damages, costs, losses and expenses

(including but not limited to reasonable attorneys' fees) to the extent caused by, arising out of or related to the negligence (including but not limited to professional negligence, errors or omissions) of CONSULTANT, its partners, officers, employees, agents, subconsultants and subcontractors in the performance or furnishing of services under this agreement, provided however, that CONSULTANT's liability to DISTRICT shall not exceed the percentage share of such claim, damages, cost, loss and expense that the negligence (including professional negligence, errors or omissions) of CONSULTANT, its partners, officers, employees, agents subconsultants and subcontractors bears to the total negligence of all negligent entities and individuals determined on the basis of comparative negligence principles.

DISTRICT acknowledges that, pursuant to California Government Code §990, CONSULTANT, as a public entity, may satisfy the coverage requirements set forth herein with a combination of self-insurance and self-insured pool insurance. Insurance coverage shall provide that such insurance is primary insurance.

Coverages described in Appendix B shall be maintained through the term of this Agreement, and the CONSULTANT shall file with the DISTRICT prior to the execution of this Agreement, and as policy renewals occur, a Certificate of Insurance evidencing that the insurance coverages required herein have been obtained and are currently in effect.

A. CONSULTANT and its subcontractors shall maintain worker's compensation and employers' liability insurance in accordance with the amount(s) and coverage(s) in the attached Appendix B.

B. CONSULTANT and its subcontractors shall maintain commercial general liability and automobile liability insurance protecting it against claims arising from bodily or personal injury or damage to property, including loss of use thereof, resulting from operations of CONSULTANT pursuant to this AGREEMENT or from the use of automobiles and equipment of or by CONSULTANT. The amount(s) and coverage(s) shall be in accordance with Appendix B.

C. CONSULTANT shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions for which it is legally liable in the performance or furnishing of professional services pursuant to this AGREEMENT. (Such insurance shall be maintained for one (1) year after final completion of construction. The amount(s) and coverage(s) shall be in accordance with Appendix B.

D. CONSULTANT shall submit to the DISTRICT a Certificate of Insurance evidencing that the insurance coverages required herein have been obtained and are currently in effect. Upon written request from DISTRICT CONSULTANT is Required to provide DISTRICT with complete copies of such policies or certified evidence of coverage. Approval or acceptance of said insurance by DISTRICT shall not relieve or decrease the liability of CONSULTANT hereunder.

E. DISTRICT agrees to endeavor to include a provision in the DISTRICT 'S contract with the Construction Contractor engaged on the Project which requires that CONSULTANT be listed as an additional insured on such Construction Contractor(s) liability insurance policy and property insurance (Builder's Risk) policy, if any.

### **Article XIII – SUSPENSION OF WORK**

DISTRICT may, at DISTRICT'S discretion, suspend, in writing, all or a portion of the services under this Agreement. CONSULTANT may suspend the services under this Agreement in the event DISTRICT does not make payment in accordance with the payment terms in Article VII. The services under this AGREEMENT will only be suspended for non-payment after written notice is received by DISTRICT from CONSULTANT of its intention intending to suspend performance and a cure period of seven (7) days after receipt of this notification by DISTRICT. The time for completion of the services under this AGREEMENT shall be extended by the number of days the services under this AGREEMENT is suspended. If the period of suspension exceeds ninety (90) days, the terms of this AGREEMENT are subject to renegotiations, and both parties shall have the option to terminate the services under this AGREEMENT on the suspended portion of Project in accordance with Article XII.

### **ARTICLE XIV: TERMINATION**

Either party may terminate this Agreement upon substantial breach of the terms thereof by the other party. Either party may terminate this agreement at any time upon giving thirty (30) days written notice to the other party. Such notice shall set forth the effective date of such termination.

DISTRICT, by notifying CONSULTANT in writing, may terminate any or all of the services covered by this AGREEMENT. In the event of such termination, CONSULTANT shall have the right to expend a reasonable amount of additional time to assemble work in progress for the purpose of proper filing and closing of the job. Such additional time shall not exceed five percent (5%) of the total time expended to the date of notice of termination or a designated total time agreed upon in an Amendment. All charges thus incurred, together with associated expenses reasonably incurred by CONSULTANT and reasonable charges for any other commitments outstanding at the time of termination (such as for termination of subconsultants, rental agreements, orders for printing, etc.), shall be payable by DISTRICT within forty-five (45) days following submission of a final statement by CONSULTANT. However, in the event that termination of said AGREEMENT with CONSULTANT occurs at the completion of a specific phase of the design, the aforesaid provision for the proper filing and closing will not apply unless agreed to by DISTRICT under a specific Amendment. The payment provided for under this Article XII shall constitute full satisfaction of any obligation DISTRICT has, may have or could be found to have to pay for services performed or furnished and expenses or charges incurred by CONSULTANT pursuant to this AGREEMENT and any and all liabilities or damages arising out of or resulting from the termination of this AGREEMENT.

**ARTICLE XV: NOTICE**

Any notice to be given hereunder shall be delivered to the party to be noticed by either personal delivery or by first class mail, postage prepaid, and addressed as follows:

TO: Marina Coast Water District  
2<sup>nd</sup> Avenue, Suite A  
Marina, CA 93933  
Attention: General Manager

TO: Regional Government Services Authority  
P.O. Box 1350  
Carmel Valley, CA 93924  
Attention: Sophia Selivanoff, Executive Director

**ARTICLE XVI: BINDING EFFECT; AMENDMENTS; COUNTERPART EXECUTION; CONSTRUCTION**

This Agreement supersedes and integrates all prior writings and understandings between the parties concerning, is binding on the parties and their successors, and may be amended only by written agreement signed by the DISTRICT and the CONSULTANT. This Agreement may be signed in counterparts, each of which when fully executed shall be considered a duplicate original document. Both parties have participated fully in the review and revision of this Agreement, and neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code section 1654.

**ARTICLE XVII: DISPUTES**

The parties must submit any disputes arising under this Agreement to non-binding mediation before filing suit to enforce or interpret this Agreement. Upon request by either party, the parties will within ten (10) days select a single mediator, or if the parties cannot agree, they shall ask the then presiding Judge of the Monterey County Superior Court to select a mediator to mediate the dispute within fifteen (15) days of such selection.

In the event of legal proceedings to interpret or enforce this agreement, the prevailing party shall be awarded reasonable attorney fees and costs, including reasonable costs of experts reasonably engaged by the attorney.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions and provisions above stated the day and the year first above written.

Marina Coast Water District

  
Remleh Scherzinger  
General Manager

Regional Government Services Authority

Signed by: Sophia Selivanoff 9/25/2025  
Sophia Selivanoff, Executive Director

Appendix A includes:

Consultant's Proposal (Scope of Services)

**Appendix A**  
**Scope of Services for Fiscal Year 2025-2026**

Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as Advisors to the Marina Coast Water District, hereafter "District", which may require performing any or all of the functions described below:

1. Provide as needed human resources consulting services to the District. Consulting services include implementation of work on identified priority projects, and also include the following activities as needed:
  - 1.1. Provide professional advice regarding best practice to facilitate the effective and compliant administration of District's personnel rules, human resources related policies and practices, and payroll practices.
  - 1.2. Provide professional guidance and assistance to District staff in the areas of performance management, training development, compensation, and benefits.
  - 1.3. Development and coordination of executive and non-executive level recruitments.
  - 1.4. Review payroll processes and practices to ensure compliance with state and federal laws and best practices.
  - 1.5. Benefit review and analyze of administration; assist with benefit administration.
  - 1.6. Analyze a variety of information and recommend appropriate management action; provide written documentation of analysis and recommendations as needed.
  - 1.7. Draft specific documentation relevant to resolving a range of human resources issues; coach managers as needed on effective actions and communications to achieve resolution; coach supervisors on conducting sensitive personnel conversations.
  - 1.8. Draft required communications, including administrative policies, procedures, forms and templates as needed to develop an effective and compliant system of human resources management practices and transactions.
  - 1.9. Review of classification descriptions and FLSA designation and recommend updates as needed.
  - 1.10. Conduct salary surveys of comparable agencies.
  - 1.11. Coordinate and assist with leave management, including but not limited to workers' compensation, medical leaves, and reasonable accommodation.
  - 1.12. As requested, assist with employee/employer relations; assist with labor negotiations
  - 1.13. Update HR systems documentation for current best practices.
  - 1.14. Review of the occupational safety policies, resources and administrative systems to ensure legal compliance and best practices.

- 1.15. Serves as risk manager in matters relating to workers compensation, liability and property damage claims; ensures that safety issues and concerns of employees and the public are addressed.
  - 1.16. Manages the employee relations program and policies to ensure effective supervisory practices, advises and collaborates with managers and supervisors to utilize employee relations best practice strategies, assists with problem solving and the facilitation of conflict resolution.
  - 1.17. Administers the workers compensation program to include management of claims, monitoring employee injuries and accidents and follows up on treatment, procedures and payment of claims.
  - 1.18. Responds to grievances and assists managers and supervisors in administering disciplinary actions.
  - 1.19. Monitors changes in laws, regulations and technology that may affect the human resources function; implements policy and procedural changes as required.
2. Be reasonably available to perform the services during the normal work week. Meet as often as necessary for the purpose of consulting about the scope of work performed with the appropriate District project manager and with the RGS Lead Advisor or Advisors.
  3. RGS will maintain open communication lines with District staff through written documentation, video conference calls, phone, and e-mail.
  4. The District will only be invoiced for the actual hours worked. The work will be done remotely or onsite.
  5. Projects and activities may be modified on request of the District. The District will only be invoiced for the actual hours worked.
  6. The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor’s discretion.

**RGS STAFF RATES**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
Agency Executive	\$222
Strategic Services Consultant	\$191
Senior Advisor	\$161
Advisor	\$137
Technical Specialist	\$121
Administrative Specialist	\$108

Appendix B Includes:

Insurance Requirements  
Indemnification Agreements / Insurance Requirements

## Appendix B

### Insurance Requirements

#### INDEMNIFICATION AGREEMENTS INSURANCE REQUIREMENTS

#### AGREEMENTS

**Workers' Compensation Insurance** - By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this contract.

**Indemnification** - To the fullest extent permitted by law, Consultant, at Consultant's own cost, shall defend against third party claims, and indemnify and hold harmless the Marina Coast Water District (District), its directors, officers, employees and each of them from and against:

- a. When the law establishes a professional standard of care for Consultant's services, all claims and demands of all persons to the extent that arise out of, pertain to, or relate to the Consultant's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs to the extent arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder, and shall not tender such claims to the District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.
- b. Other than in the performance of professional services, all claims and demands of all third parties arising out of the performance of the work or the furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the negligence or willful misconduct or, with respect to construction, the active negligence of the District, its directors, officers, employees, or authorized volunteers.
- c. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, to the extent arising out of, resulting from, or on account of the violation of any governmental law or regulation, where the compliance with which is the responsibility of Consultant.

- d. Any and all losses, expenses, damages (including damages to the work itself), reasonable attorneys' fees, and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Consultant to faithfully perform the work and all of the Consultant's obligations under the agreement. Such costs, expenses, and damages shall include all costs, including reasonable attorneys' fees, incurred by the indemnified parties in any lawsuit to which they are a party.

Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the District or any of its directors, officers, employees, or authorized volunteers, to the extent they are covered by the above obligations of indemnity.

Consultant shall pay and satisfy any the proportional judgment, award or decree that may be rendered against the District or any of its directors, officers, employees, or authorized volunteers, in any and all such aforesaid suits, actions, or other legal proceedings as determined.

Consultant shall reimburse District and its directors, officers, employees or authorized volunteers, for any reasonable legal expenses and costs incurred by each of them in connection with, in any way, all such aforesaid suits, actions or other legal proceedings or in enforcing the indemnity herein provided, to the extent that they are covered by the above obligations to indemnify.

Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, or its directors, officers, employees or authorized volunteers.

## GENERAL CONDITIONS

**Laws, Regulations and Permits** - The Consultant shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the conduct of the work. The Consultant shall be liable for all violations of the law in connection with work furnished by the Consultant. If the Consultant performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Consultant shall bear all costs arising there from.

**Safety** - The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property.

In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including State of California, Department of Industrial Relations (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act. Safety precautions, as

applicable, shall include but shall not be limited to: adequate life protection and life saving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of all safety measures.

**Liability Insurance** - The Consultant shall provide and maintain at all times during the performance of the work under this agreement, the following general liability, professional liability and automobile liability insurance:

**Coverage** - Coverage shall be at least as broad as the following:

1. Coverage for **Professional Liability** appropriate to the Consultant's profession covering Consultant's wrongful acts, negligent actions, errors or omissions. The retroactive date (if any) is to be no later than the effective date of this agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the contract work. Consultant shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.
2. Insurance Services Office Commercial **General Liability** Coverage (Occurrence Form CG 0001)
3. Insurance Services Office **Automobile Liability** Coverage (Form CA 0001), covering Symbol 1 (any auto) Symbol 8 (hired) and 9 (non-owned)

**Limits** - The Consultant shall maintain limits no less than the following:

1. **Professional Liability** – Limits no less than One million dollars (\$1,000,000) per occurrence or claim, and Two million dollars (\$2,000,000) policy aggregate. **[NOTE: THIS VALUE SHOULD BE ADJUSTED BASED ON VALUE OF PROJECT. UPPER RANGE IS ESTIMATED AT \$5,000,000 WHICH WOULD BE FOR LARGER CONSTRUCTION PROJECTS, E.G., STORAGE TANKS, TREATMENT FACILITIES, LARGE PUMP/LIFT STATIONS. ]**
2. **General Liability** - Two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage.

If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the District) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.

3. ***Automobile Liability*** - Two million dollars (\$2,000,000) for bodily injury and property damage each accident limit.

**Required Provisions** - The general liability policy is to contain, or be endorsed to contain the following provisions:

1. The District, its directors, officers, employees, or authorized volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Consultant; and premises owned, occupied or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District, its directors, officers, employees, or authorized volunteers.
2. For any claims related to this project, the Consultant's insurance shall be primary insurance as respects the District, its directors, officers, employees, or authorized volunteers. Any insurance, self-insurance, or other coverage maintained by the District, its directors, officers, employees, or authorized volunteers shall not contribute to it.
3. Any failure to comply with the reporting or other provisions of the policies including breaches and warranties shall not affect coverage provided to Member Water District, its directors, officers, employees, or authorized volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Such liability insurance shall indemnify the Consultant and his/her sub-consultants against loss from liability imposed by law upon, or assumed under contract by, the Consultant or his/her sub-consultants for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, underground excavation and removal of lateral support.

The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

The policies specified above shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Consultant, except after thirty (30) days (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the District.

All of the insurance shall be provided on a policy forms and through self-insurance or companies satisfactory to the District.

In the event any change is made in the insurance carrier, scope of coverage or retroactive date of professional liability coverage required under this agreement, Consultant shall notify the District prior to any changes.

**Workers' Compensation and Employer's Liability Insurance** - The Consultant and all sub-consultants shall cover or insure under the applicable laws relating to workers' compensation insurance, all of their employees employed directly by them or through sub-consultants in carrying out the work contemplated under this contract, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Consultant shall provide employer's liability insurance with limits no less than \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by the District. However, DISTRICT acknowledges that CONSULTANT, as a public entity, may satisfy these requirements with self-insurance or self-insured risk pool coverage

**MEC Coverage** – For work involving portions of the former Fort Ord outside the cantonment area, all insurance maintained by Consultant shall include coverage for services, work in or around MEC, or claims, damage or injury related in any way to this Agreement which arise from MEC. The Marina Coast Water District, its officers, directors and employees and any of its authorized representatives and volunteers shall be named as additional insureds under all insurance maintained by Consultant related in any way to work performed by it on behalf of the Marina Coast Water District.

**Evidences of Insurance** - Prior to execution of the Agreement, the Consultant shall file with the District a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an original copy of the additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include Required Provisions 1-4.

The Consultant shall, upon demand of the District, deliver to the District such policy or policies of insurance and the receipts for payment of premiums thereon.

All insurance correspondence, certificates, binders, etc., shall be mailed to:

Marina Coast Water District  
920 2<sup>nd</sup> Avenue, Suite A  
Marina, CA 93933  
Attn: Stephenie Verdusco

**Continuation of Coverage** – If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the District at least ten (10) days prior to the expiration date.

**Sub-Consultants** - In the event that the Consultant employs other consultants (sub-consultants) as part of the services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.

**AGREEMENT FOR PROFESSIONAL SERVICES**  
**BETWEEN MARINA COAST WATER DISTRICT**  
**AND REGIONAL GOVERNMENT SERVICES**  
**FOR HUMAN RESOURCES SERVICES**

**AMENDMENT NO. 1**

Article II - Scope of Services shall remain unchanged. The level of effort required to provide existing Human Resources support services has increased during Fiscal Year 2026, particularly in the areas of disability management, leave administration, accommodation case coordination, employee relations support, and recruitment activities.

Article IV - Schedule shall remain unchanged. The term of the agreement will continue through the existing contract period within Fiscal Year 2026.

Article IX - Payment shall be amended by a lump sum (or not-to-exceed if time and expense contract) amount of \$240,000.00.

Prepared by: Mary Lagasca

Date 05/11/2026

Regional Government Services Authority

Marina Coast Water District

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title: General Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-E

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Adopt Resolution 2026-30 to Approve a Revised Job Description for Information Technology Administrator to Include Supervisory Responsibilities and Updated Job Description for the Engineering Technician to Reflect a Change in Supervision

**Staff Recommendation:** Adopt Resolution No. 2026-30 approving the revised job descriptions for the Information Technology (“IT”) Administrator and Engineering Technician (GIS).

**Background:** *Strategic Plan, Goal 2.1 The District attracts, onboards, and retains high-performing staff, and manages succession effectively.*

The District periodically reviews job classifications and job descriptions to ensure they accurately reflect current operational needs and organizational structure. As part of this review, staff identified updates to IT Administrator position and the Engineering Technician (GIS) position to better reflect current oversight of technology systems, Geographic Information Systems (“GIS”) support functions, and related data management responsibilities.

**Discussion/Analysis:** Staff is recommending updates to the job descriptions for the IT Administrator and Engineering Technician (GIS) to reflect changes in supervisory responsibilities and alignment within the organization.

These proposed changes are part of the broader Engineering Department restructuring effort intended to improve operational efficiency, clarify roles and responsibilities, and better align the District’s organizational structure with evolving service needs.

Over time, GIS has evolved from a traditional mapping function into a core enterprise system that supports daily operations, infrastructure management, and District-wide decision-making. GIS now connects data across departments and serves as a central platform for asset management, capital planning, and service delivery.

The IT Administrator job description is being updated to reflect a change in supervision from the District Engineer to the IT Administrator. This adjustment aligns the position with the technical systems and infrastructure that support GIS functions, including coordination related to system performance, data management, and security.

While Engineering remains a primary stakeholder for asset and planning data, this updated alignment improves coordination and supports more consistent oversight of systems and data.

There is no proposed change in compensation for either position.

**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:** Resolution No. 2026-30; and, Current and Proposed Job Descriptions for the IT Administrator and Engineering Technician.

**Action Required:**      X  Resolution    \_\_\_\_\_Motion    \_\_\_\_\_Review

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Board Action

Motion By \_\_\_\_\_    Seconded By \_\_\_\_\_    No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_    Abstained \_\_\_\_\_

Noes \_\_\_\_\_    Absent \_\_\_\_\_

May 18, 2026

Resolution No. 2026-30  
Resolution of the Board of Directors  
Marina Coast Water District

Approve a Revised Job Description for Information Technology Administrator to Include Supervisory Responsibilities and Updated Job Description for the Engineering Technician to Reflect a Change in Supervision

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“MCWD” or “District”) at a special meeting duly called and held on May 18, 2026, at 920 Second Avenue, Marina, California as follows:

WHEREAS, as part of the District’s ongoing efforts to ensure job classifications and job descriptions accurately reflect current operational needs, staff has reviewed the duties, reporting relationships, and organizational alignment of the affected classifications; and,

WHEREAS, staff recommends revising the IT Administrator job description to include supervisory responsibilities in order to provide appropriate oversight of technology related functions and positions; and,

WHEREAS, staff further recommend updating the Engineering Technician (GIS) job description to reflect a change in supervision from the District Engineer to the IT Administrator in order to better align the classification with the technical systems and infrastructure that support GIS functions, including coordination related to system performance, data management and security; and,

WHEREAS, these proposed changes are part of the broader Engineering Department restructuring effort intended to improve operational efficiency, clarify roles and responsibilities, and better align the District’s organizational structure with evolving service needs; and,

WHEREAS, there is no proposed change in compensation associated with either revised job description.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby:

1. adopt Resolution 2026-30 to approve the revised job descriptions for IT Administrator and Engineering Technician (GIS); and,
2. authorize the General Manager to take all actions and execute all documents which may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on May 18, 2026, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Gail Morton, President

ATTEST:

\_\_\_\_\_  
Remleh Scherzinger, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2026-30 adopted May 18, 2026.

\_\_\_\_\_  
Remleh Scherzinger, Secretary



## Marina Coast Water District

920 2<sup>nd</sup> Ave Suite A, Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

## INFORMATION TECHNOLOGY ADMINISTRATOR

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### DEFINITION

Under general direction, plans, organizes, manages, oversees, and provides supervision to staff engaged in all programs, projects, and activities of the District's Information Technology function, including managing the District-wide information systems infrastructure, the installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, and communications systems; makes recommendations for enhancing business processes; administers short and long-range planning activities; manages the effective use of resources to improve organizational productivity and customer service; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Administrative Services in areas of expertise; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. Provides direct supervision of assigned staff. Provides direction and oversight to contractors and consultants, as required.

### CLASS CHARACTERISTICS

This is a one-position supervisory classification that manages and administers all information technology activities for the District, including short- and long-term planning, development and administration of related policies, procedures, and services. This class provides assistance to the Director of Administrative Services and General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and District functions and activities, including the role of an elected Board of Directors and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the assigned function with those of other District departments and outside agencies, and managing and overseeing the complex and varied functions of the assigned area of responsibility. The incumbent is accountable for accomplishing strategic planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

## EXAMPLES OF DUTIES (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the Information Technology (IT) function, including the installation, maintenance, and upgrade of IT systems, required hardware and software, infrastructure, personal computers, and communications systems.
- Participates in the development and implementation of strategic plans, goals, objectives, policies, and priorities for the overall IT function; recommends appropriate service levels; develops, implements, and administers policies, procedures, and technical standards for software applications and systems infrastructure.
- Develops and retains highly competent, customer service-oriented staff through selection, training, performance evaluation, discipline, and day-to-day supervisory practices that support the District's mission, vision, strategic plan, and values.
- Evaluates, develops, tests, and implements application enhancements.
- Participates in the development, administration, and oversight of assigned budgets.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems; identifies opportunities and makes recommendations for improvement and enhancements to business processes, software, and data.
- Administers and maintains the District's information technology infrastructure; evaluates, selects, and recommends District-wide computer purchases; develops long-term information systems strategies to plan for and control system upgrades and growth; evaluates and recommends new technologies; and encourages innovation in the utilization and implementation of ideas and techniques.
- Performs project planning, budgeting, and management of systems, applications, and data for all District departments and functions; analyzes and documents existing business processes, makes recommendations for enhancements, and writes appropriate documentation.
- Assesses, analyzes and evaluates cyber security issues and develops policies and procedures to ensure the safety and security of the District's information, data, and access to its systems.
- Performs data reporting, develops ad hoc reports, and resolves system and process issues related to data integrity across all systems.
- Performs special projects as assigned; participates in deliberations to address District operational issues as they relate to information technology.
- Negotiates and administers contracts with private vendors to provide District services.
- Personally resolves information technology system related problems and technical issues or provides direction and oversight to external consultants whose work involves core systems related tasks, as well as network administration.
- Identifies and proposes services projects appropriate for delivery by contractors; negotiates service contracts and computer hardware pricing with vendors; oversees contract preparation

and completion of work.

- Provides high-quality internal customer service and performs technical support, installation, maintenance, and repair of computers and other information systems equipment.
- Provides highly complex staff assistance to the Director; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Implements adopted information technology strategic plans, policies, and standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in information technology; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Information technology systems, database management, policies and procedures, including computer networks, personal computers, telecommunications, and other electronic office automation systems.
- Hardware and software characteristics of various computer systems and a general understanding of system features and their integration capabilities.
- Systems design and development process, including requirements analysis, feasibility studies, software design, programming, beta testing, installation, evaluation, and operational administration.
- Supervisory principles and practices, including employee supervision, work planning, assignment, review, training, and evaluation.
- Basic principles and practices of budget development and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to IT solutions and infrastructure.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Principles and practices of contract administration and evaluation.
- Recent and on-going developments, current literature, and sources of information related to

the operations of the assigned functions.

- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work. .English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of the computer infrastructure.
- Manage and monitor complex projects, on-time, and within budget.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education. Minimum requirements to obtain the requisite knowledge and abilities are:

### **Education:**

Equivalent to graduation from an accredited four-year college or university with major coursework in computer science, management information technology, or a related field.

### **Experience:**

Five (5) years of increasingly responsible experience in the development and administration of information technology systems infrastructure, telecommunication systems, and local area networks, including two (2) years providing functional supervision to staff and working with and overseeing the work of contractors and vendors.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA Status: Exempt, not eligible for overtime**

**Bargaining Unit: Teamsters Local 856**



# Marina Coast Water District

~~11 Reservation Road~~ 920 2<sup>nd</sup> Ave Suite A,  
Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

## INFORMATION TECHNOLOGY ADMINISTRATOR

### DEFINITION

Under general direction, plans, organizes, manages, oversees, and provides supervision to staff engaged in direction and oversight difficult for all programs, projects, and activities of the District's Information Technology function, including managing the District-wide information systems infrastructure, the installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, and communications systems; makes recommendations for enhancing business processes; administers short and long-range planning activities; manages the effective use of resources to improve organizational productivity and customer service; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Administrative Services in areas of expertise; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Director of Administrative Services~~ District Engineer. Provides direct supervision of assigned IT staff. ~~Exercises no direct supervision over staff~~. Provides direction and oversight to contractors and consultants, as required.

### CLASS CHARACTERISTICS

This is a one-position supervisory classification that manages and administers all information technology activities for the District, including short- and long-term planning, development and administration of related policies, procedures, and services. This class provides assistance to the Director of Administrative Services and General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and District functions and activities, including the role of an elected Board of Directors and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the assigned function with those of other District departments and outside agencies, and managing and overseeing the complex and varied functions of the assigned area of responsibility. The incumbent is accountable for accomplishing strategic planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

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- Supervisory principles and practices, including employee supervision, work planning, assignment, review, training, and evaluation.
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- Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of the computer infrastructure.
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### **Experience:**

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## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA Status: Exempt, not eligible for overtime**

**Bargaining Unit: Teamsters Local 856**



# Marina Coast Water District

920 2<sup>nd</sup> Ave Suite A, Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

# ENGINEERING TECHNICIAN

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## DEFINITION

Under general supervision or direction, performs skilled and sub-professional office and field technical engineering work of widely varying difficulty; including routine drafting, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

## SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Deputy General Manager/District Engineer or supervisory personnel. No direct supervision of staff is exercised.

## CLASS CHARACTERISTICS

This is the entry-level, non-registered class in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series.

## EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, revises and maintains a variety of maps, property maps, easements, right of ways, drawings and sketches;
- Prepares and revises a variety of graphic presentations, including visual displays for meetings, technical illustrations, signs, charts, graphs, pamphlets, and similar materials;
- Reads and interprets engineering contracts, plans, specifications, and survey notes; Calculates distances, angles, ties, areas, traverses, and enclosures;
- Makes field surveys to verify as-built discrepancies and to verify locations of existing facilities; assists in conducting, tabulating and analyzing various engineering surveys and studies;
- Uses and maintains a variety of drafting tools and equipment, including survey equipment, reproduction equipment, calculators, etc.; enters and retrieves data from computers and operates CAD and GIS equipment;
- Provides and obtains information as directed and delivers and picks up maps, drawings, records, and documents from other agencies;

- Compiles information required for assignments and consults with engineering staff to obtain necessary information;
- Updates and maintains engineering records and files of maps, drawings, notes and records, including project files, runs copies, and obtains supplies as necessary;
- Provides engineering support to construction inspectors; responds to inquiries and provides information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

## QUALIFICATIONS

### Knowledge of:

- Basic drafting principles, practices, and techniques; simple detailing practices and standard representations;
- Basic GIS principles, practices and techniques.
- Algebra, geometry, and solving mathematical problems related to drafting, basic surveying principles and equipment
- Basic principles and practices of civil engineering;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Construction methods and standards, and read and interpret plans and specifications; .Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

### Skill in:

- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Following oral and written directions with ability to work on projects alone or cooperatively in a group effort.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Maintaining accurate records and files.
- Providing excellent customer service when interacting with the public, other agencies

and co-workers.

**Education:**

Equivalent to graduation from the twelfth grade or its equivalent, including successful completion of coursework in mechanical drawing, algebra, geometry, and trigonometry.

**Experience:**

Two years of experience in engineering drafting or other technical civil engineering work or similar related experience. An Engineering degree or EIT may substitute for the two years' experience.

**License:**

Some positions may require possession of a valid California class C driver's license and provide proof of satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

***FLSA Status: Non-exempt eligible for overtime***  
***Bargaining Unit: MCWD Employees Association***





# Marina Coast Water District

# ENGINEERING TECHNICIAN

~~41 Reservation Road~~ 920 2<sup>nd</sup> Ave Suite A, Marina,  
CA 93933

(831) 384-6131 | Fax (831) 883-5995

## DEFINITION

Under general supervision or direction, performs skilled and sub-professional office and field technical engineering work of widely varying difficulty; including routine drafting, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

## SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Deputy General Manager/District Engineer or supervisory personnel. No direct supervision of staff is exercised.

## CLASS CHARACTERISTICS

This is the entry-level, non-registered class in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series.

## EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, revises and maintains a variety of maps, property maps, easements, right of ways, drawings and sketches;
- Prepares and revises a variety of graphic presentations, including visual displays for meetings, technical illustrations, signs, charts, graphs, pamphlets, and similar materials;
- Reads and interprets engineering contracts, plans, specifications, and survey notes; Calculates distances, angles, ties, areas, traverses, and enclosures;
- Makes field surveys to verify as-built discrepancies and to verify locations of existing facilities; assists in conducting, tabulating and analyzing various engineering surveys and studies;
- Uses and maintains a variety of drafting tools and equipment, including survey equipment, reproduction equipment, calculators, etc.; enters and retrieves data from computers and operates CAD and GIS equipment;
- Provides and obtains information as directed and delivers and picks up maps, drawings, records, and documents from other agencies;

- Compiles information required for assignments and consults with engineering staff to obtain necessary information;
- Updates and maintains engineering records and files of maps, drawings, notes and records, including project files, runs copies, and obtains supplies as necessary;
- Provides engineering support to construction inspectors; responds to inquiries and provides information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

## QUALIFICATIONS

### Knowledge of:

- Basic drafting principles, practices, and techniques; simple detailing practices and standard representations;
- Basic GIS principles, practices and techniques.
- Algebra, geometry, and solving mathematical problems related to drafting, basic surveying principles and equipment
- Basic principles and practices of civil engineering;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Construction methods and standards, and read and interpret plans and specifications; .Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

### Skill in:

- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Following oral and written directions with ability to work on projects alone or cooperatively in a group effort.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Maintaining accurate records and files.
- Providing excellent customer service when interacting with the public, other agencies

and co-workers.

**Education:**

Equivalent to graduation from the twelfth grade or its equivalent, including successful completion of coursework in mechanical drawing, algebra, geometry, and trigonometry.

**Experience:**

Two years of experience in engineering drafting or other technical civil engineering work or similar related experience. An Engineering degree or EIT may substitute for the two years' experience.

**License:**

Some positions may require possession of a valid California class C driver's license and provide proof of satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

***FLSA Status: Non-exempt eligible for overtime***  
***Bargaining Unit: MCWD Employees Association***

**Education:**

Equivalent to graduation from the twelfth grade or its equivalent, including successful completion of coursework in mechanical drawing, algebra, geometry, and trigonometry.

**Experience:**

Two years of experience in engineering drafting or other technical civil engineering work or similar related experience. An Engineering degree or EIT may substitute for the two years' experience.

**License:**

Some positions may require possession of a valid California class C driver's license and provide proof of satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

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

***Bargaining Unit: MCWD Employees Association***

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-F

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Approve the Purchase of Water Meters and Registers

**Staff Recommendation:** Approve the purchase of water meters and registers from Hydro Pro Solutions, Inc. in the amount of \$195,788.25.

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

**Discussion/Analysis:** Staff is requesting Board approval to purchase water meters and registers to replenish the District’s inventory. This purchase is necessary to support ongoing operations and increased development activity within the District’s service area.

The requested materials include a range of standard meter sizes and registers commonly used for new installations, replacements, and maintenance activities. Existing inventory levels have declined due to a higher volume of meter installations and related work.

The proposed purchase includes the following meter sizes and quantities:

- 50 – ¾" water meters
- 50 – 1" water meters
- 20 – 1½" water meters
- 30 – 2" water meters
- 150 – ¾" meter registers
- 150 – 1" meter registers

In addition to new service connections, meters and registers are replaced as needed based on field conditions. During routine work, staff may identify meters or registers that are no longer functioning properly due to age, wear, or environmental exposure. In these instances, replacements are completed at staff’s discretion to ensure accurate measurement, reliable system performance, and billing integrity.

Maintaining adequate meter stock is essential to ensure timely service connections, avoid project delays, and support continued growth within the District.

**Conclusion:** Approval of this purchase will allow the District to maintain sufficient inventory levels to meet operational needs and support increased development activity.

**Environmental Review Compliance:** None required.

**Legal Counsel Review:** None required.

**Financial Impact:** \_\_\_\_\_ Yes      X   No  
Water and 03-Ord Water

**Funding Source/Recap:** 01-Marina

**Other Considerations:** None.

**Materials Included for Information/Consideration:** Quote from HydroPro Solutions, Inc.

Action Required:    \_\_\_\_\_Resolution      X  Motion    \_\_\_\_\_Review

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Board Action

Motion By \_\_\_\_\_    Seconded By \_\_\_\_\_    No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_    Abstained \_\_\_\_\_

Noes \_\_\_\_\_    Absent \_\_\_\_\_



**HydroPro Solutions, Inc**

1180 East Francis Street  
 Ontario, CA 91761  
 M: 909-977-1227

**Quotation**

**DATE** 4/6/2026  
**Quotation #**  
**Salesperson:** Chris Medrano

**To:** Marina Coast Water District  
 920 2nd Avenue Suite A  
 Marina CA 93933

Quotation valid until: **30-Days**

**Subject:MCWD Water Quote**

Qty	DESCRIPTION	Part Number	Each	Extended
50	3/4" (7-1/2) BLMJ Meter Lead Free Body w/Bronze Bottom w/Allegro Register - Under The Glass CF	B13-A31-B15-0101A-M	\$ 355.55	\$ 17,777.50
			\$ -	\$ -
50	1" BLMJ Meter Lead Free Body w/Bronze Bottom w/Allegro Register - Under The Glass CF	B16-A31-B15-0101A-M	\$ 452.44	\$ 22,622.00
			\$ -	\$ -
20	1-1/2" MS Multi-Jet Meter Lead Free Body w/Allegro Register - Under The Glass CF	M21-A00-B15-0101A-M	\$ 782.97	\$ 15,659.40
			\$ -	\$ -
30	2" MS Multi-Jet Meter Lead Free Body w/Allegro Register - Under The Glass CF	M23-A00-B15-0101A-M	\$ 1,030.57	\$ 30,917.10
			\$ -	\$ -
150	Allegro UTG Register Kit - Master Meter - programmed to 3/4"	199-070-39-06-M	\$ 271.48	\$ 40,722.00
150	Allegro UTG Register Kit - Master Meter - programmed to 1"	199-070-39-06-M	\$ 271.48	\$ 40,722.00
			\$ -	\$ -
			\$ -	\$ -
1	7% Tariff Surcharge	Tariff Surcharge	\$ 11,789.40	\$ 11,789.40
			\$ -	\$ -

<b>Sub Total:</b>	<b>\$ 180,209.40</b>
<b>Tax:</b>	<b>\$ 15,578.85</b>
<b>Freight:</b>	<b>TBD</b>
<b>Est. Total:</b>	<b>\$ 195,788.25</b>

9.25% \*If the shipping address differs from the above, the tax amount may be subject to change.

PLEASE NOTE: This quotation is valid for 30 days. We reserve the right to amend prices after this period.  
 All orders will ship as soon as they are ready. Please be advised we will not hold any orders at our warehouse.

A 2.5% processing fee will be applied for all credit card purchases.

All invoices are due Net 30 per HydroPro Solutions standard terms and conditions

ALL RETURNS MUST BE AUTHORIZED BY HYDROPRO SOLUTIONS. ALL RETURNS ARE SUBJECT TO A 30% RESTOCKING FEE AND MUST BE RETURNED WITHIN 30 DAYS

**THANK YOU FOR YOUR BUSINESS!**

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-G

**Meeting Date:** May 18, 2026

**Prepared By:** Mayra Magdaleno

**Approved By:** Remleh Scherzinger, PE

**Reviewed By:** Jack Gao, EIT, PMP

**Agenda Title:** Adopt Resolution No. 2026-24 to Amend the Construction Contract with Monterey Peninsula Engineering for the Construction and Closeout of Lift Station Improvement – Safety Grates Project (CIP # GS-2532)

**Staff Recommendation:** Adopt Resolution No. 2026-24 to amend the construction contract with Monterey Peninsula Engineering (“MPE”) for the construction and closeout of Lift Station Improvement – Safety Grates Project (CIP # GS-2532).

**Background:** *Strategic Plan, Goal No. 4 – INFRASTRUCTURE: Reliable, Cost-Effective, and Sustainable Facilities and Properties. The District will develop a comprehensive plan to guide the use of its properties and the renewal and replacement of facilities for timeliness, cost-effectiveness, and maximum long-term benefit.*

*OBJECTIVE 4.1: A comprehensive plan guides long-term, cost-effective renewal, replacement, usage, and development of District facilities and properties.*

*OBJECTIVE 4.2: The comprehensive, long-term facility plan is funded.*

The Board of Directors of the Marina Coast Water District (MCWD) adopted Resolution No. 2025-36 on June 16, 2025, awarding a Construction Contract to MPE for General Construction Services for the construction of Lift Station Improvements – Safety Grates Project for the amount of \$151,395.

**Discussion/Analysis:** CIP # GS-2532 Lift Station Improvements – Safety Grates: The project involved the installation of safety grates to six existing wet wells. The safety grates were installed over the opening of a wet well to prevent falls into the wet well, which can be a hazardous environment. This offers a secure and durable platform for operators to conduct visual inspections and maintenance. In addition, several wet well access doors and valve access doors were replaced with new spring-assisted, dual-leaf access doors. As of April 3, 2026, the project is complete. There was one change order (“CO”) throughout the project, which accounted for the procurement and installation of guide rail relocation brackets to facilitate the installation of safety grates. The CO totaled \$6,541.37. The project’s remaining budget available balance is \$30,158 and is sufficient to cover the CO.

Overall, the project was a success as it was completed under budget, with its only schedule impact due to long lead times and weather conditions that prevented safe working conditions.

**Environmental Review Compliance:** Notice of Exemption (“NOE”).

**Legal Counsel Review:** Legal Counsel reviewed this agenda item.

**Climate Adaptation:** The District’s goal is to provide projects that address climate change and improve the District’s footprint on the environment. Sanitary Sewer System improvement projects provide overall system reliability and reduce the potential liability of impacts to the sensitive local environment.

**Financial Impact:**  Yes  No **Funding Source/Recap:** The Project (CIP # GS-2532) is funded in the FY 2025-2026 CIP budget. See table below.

Project	Budget	Spent and Encumbered	Budget Balance Available
GS-2532	\$249,000	\$219,845	\$29,155

**Material Included for Information/Consideration:** Resolution No. 2026-24.

**Action Required:**  Resolution  Motion  Review

Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

May 18, 2026

Resolution No. 2026-24  
Resolution of the Board of Directors  
Marina Coast Water District

Amend the Construction Contract with Monterey Peninsula Engineering for the Construction and Closeout of Lift Station Improvement – Safety Grates Project (CIP # GS-2532)

RESOLVED by the Board of Directors (“Board”) of the Marina Coast Water District (“MCWD” or “District”) at a regular meeting duly called and held on May 18, 2026 at 920 Second Avenue, Marina, California as follows:

WHEREAS, the MCWD is a County Water District and political subdivision of the State of California, organized under Division 12, Sections 3000 and following for the California Water Codes, established in 1960; and,

WHEREAS, the District owns and operates facilities and property for the supply, treatment and distribution of water, including recycled wastewater (the “Water System”), and the collection, treatment and disposal of wastewater (the “Wastewater System”) and the District wishes to allocate funds for the acquisition, construction and installation of improvements to the Water System and the Wastewater System, consisting generally of infrastructure improvements to pipelines, pumping stations, storage, groundwater wells, other water supply sources, facilities, and District operational systems to modernize the District’s water, wastewater and recycled water systems (the “Projects”); and,

WHEREAS, the Marina Coast Water District Groundwater Sustainability Agency (“MCWDGSA”) is a Sustainable Groundwater Agency (GSA) and a Political subdivision of the State of California, organized under Division 6 of the California Water Code; and,

WHEREAS, on May 18, 2020, the Board accepted the Water, Sewer and Recycled Water Master Plans; and,

WHEREAS, the Board passed and adopted Resolution No. 2025-31 adopting the District Budget for FY 2025-2026; and,

WHEREAS, the Board approved the Lift Station Improvement – Safety Grates construction contract with Monterey Peninsula Engineering on June 16, 2025, as Resolution No. 2025-36; and,

WHEREAS, one change order throughout the project accounted for the procurement and installation of guide rail relocation brackets to facilitate the installation of safety grates, totaling \$6,541.37; and,

WHEREAS, the project’s budget is sufficient to cover this change order.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby:

1. adopt Resolution No. 2026-24 to amend the Construction Contract with Monterey Peninsula Engineering for the construction and closeout of Lift Station Improvement –

Safety Grates Project CIP # GS-2532 in the amount of \$6,541.37 for a total of \$157,936.37; and,

2. authorize the General Manager to take all actions and execute all documents which may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on May 18, 2026, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Gail Morton, President

ATTEST:

\_\_\_\_\_  
Remleh Scherzinger, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2026-24 adopted May 18, 2026.

\_\_\_\_\_  
Remleh Scherzinger, Secretary

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 10-H

**Meeting Date:** May 18, 2026

**Prepared By:** Mayra Magdaleno

**Approved By:** Remleh Scherzinger, PE

**Reviewed By:** Jack Gao, EIT, PMP

**Agenda Title:** Adopt Resolution No. 2026-31 to Amend the Construction Contract with Perma Green Hydroseeding, Inc. for Landscaping at the A1/A2 Reservoir Site (CIP # GW-0112)

**Staff Recommendation:** Adopt Resolution No. 2026-31 to amend the construction contract with Perma Green Hydroseeding, Inc. for landscaping at the A1/A2 Reservoir site (CIP # GW-0112).

**Background:** *Strategic Plan, Goal No. 4 – INFRASTRUCTURE: Reliable, Cost-Effective, and Sustainable Facilities and Properties. The District will develop a comprehensive plan to guide the use of its properties and the renewal and replacement of facilities for timeliness, cost-effectiveness, and maximum long-term benefit.*

*OBJECTIVE 4.1: A comprehensive plan guides long-term, cost-effective renewal, replacement, usage, and development of District facilities and properties.*

*OBJECTIVE 4.2: The comprehensive, long-term facility plan is funded.*

The Construction Contract for the A1/A2 Reservoirs Landscaping Project was approved by the Board of Directors of Marina Coast Water District (MCWD) on September 22, 2025, as Resolution No. 2025-48.

**Discussion/Analysis:** CIP # GW-0112 A1/A2 Reservoirs Landscaping Project: The scope of the project involves the installation of concrete flush curbs, landscape soil, irrigation system installation, and planting approved plants around the site. There is added scope to supply and install concrete in the spaces between the existing fence posts and the new landscaping curb. Change order #1, totaling \$9,950 – 4.5% to the contract amount, which will cover this additional work and adjust the total construction contract amount for Perma Green Hydroseeding, Inc. to \$221,590. The project’s budget is sufficient to cover this amount.

**Environmental Review Compliance:** The MCWD Board of Directors approved a final EIR for the A1/A2 Reservoir B/C Booster Station project on March 15, 2021. This portion of the project is covered under the A1/A2 Reservoir B/C Booster Station project EIR.

**Legal Counsel Review:** Legal Counsel reviewed this agenda item.

**Climate Adaptation:** The District aims to implement projects that address climate change and enhance its environmental footprint. A positive environmental impact is achieved by doing this landscape project. Utilizing water-efficient irrigation technologies and drought resistant plants.

**Financial Impact:**      X   Yes         No

**Funding Source/Recap:** The Project (CIP # GW-0112) is funded in the FY 2025-2026 CIP budget. See table below.

Project	Budget	Spent and Encumbered	Budget Balance Available
GW-0112 A1/A2 Reservoirs and B/C Booster Pump Station	\$3,166,600	\$2,611,688	\$554,911

**Material Included for Information/Consideration:** Resolution 2026-31.

**Action Required:**      X   Resolution           Motion           Review

Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

May 18, 2026  
Resolution No. 2026-31  
Resolution of the Board of Directors  
Marina Coast Water District  
Amend the Construction Contract with Perma Green Hydroseeding, Inc.  
for Landscaping at the A1/A2 Reservoir Site (CIP # GW-0112)

RESOLVED by the Board of Directors (“Board”) of the Marina Coast Water District (“MCWD” or “District”) at a regular meeting duly called and held on May 18, 2026 at 920 Second Avenue, Marina, California as follows:

WHEREAS, the MCWD is a County Water District and political subdivision of the State of California, organized under Division 12, Sections 3000 and following for the California Water Codes, established in 1960; and,

WHEREAS, the District owns and operates facilities and property for the supply, treatment and distribution of water, including recycled wastewater (the “Water System”), and the collection, treatment and disposal of wastewater (the “Wastewater System”) and the District wishes to allocate funds for the acquisition, construction and installation of improvements to the Water System and the Wastewater System, consisting generally of infrastructure improvements to pipelines, pumping stations, storage, groundwater wells, other water supply sources, facilities, and District operational systems to modernize the District’s water, wastewater and recycled water systems (the “Projects”); and,

WHEREAS, the Marina Coast Water District Groundwater Sustainability Agency (“MCWDGSA”) is a Sustainable Groundwater Agency (“GSA”) and a Political subdivision of the State of California, organized under Division 6 of the California Water Code; and,

WHEREAS, on May 18, 2020, the Board accepted the Water, Sewer and Recycled Water Master Plans; and,

WHEREAS, the Board passed and adopted Resolution No. 2025-31 adopting the District Budget for FY 2025-2026; and,

WHEREAS, a construction contract was awarded to Perma Green Hydroseeding, Inc. for General Construction Services for the amount of \$211,640, as Resolution No. 2025-48, and,

WHEREAS, there is added scope to supply and install concrete in the spaces between the existing fence posts and the new landscaping curb; and,

WHEREAS, change order #1, totaling \$9,950, will cover this additional work and adjust the total construction contract amount to \$221,590; and,

WHEREAS, the project's budget is sufficient to cover this change order.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby:

1. adopt Resolution No. 2026-31 to amend the construction contract with Perma Green Hydroseeding Inc. for the construction of A1/A2 Reservoirs Landscaping Project (CIP # GW-0112) and approving change order #1, totaling \$9,950; and,
2. authorize the General Manager to take all actions and execute all documents which may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on May 18, 2026, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Gail Morton, President

ATTEST:

\_\_\_\_\_  
Remleh Scherzinger, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2026-31 adopted May 18, 2026.

\_\_\_\_\_  
Remleh Scherzinger, Secretary

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 11-A

**Meeting Date:** May 18, 2026

**Prepared By:** Mary Lagasca, CPA

**Approved By:** Remleh Scherzinger, PE

**Agenda Title:** Adopt Resolution 2026-32 to Adopt the Marina Coast Water District Operating and Capital Improvement Program Budget for FY 2026-2027 and Waive Section 6.08.070 of the District Code.

**Staff Recommendation:** Adopt Resolution No. 2026-32 approving the Marina Coast Water District Operating and Capital Improvement Program budget for FY 2026-2027 and waive Section 6.08.070 of the District Code.

**Background:** *Strategic Plan, 3: FINANCE – Stable and Secure Funding and Affordable Rates – Objective 3.3 – The board receives understandable, timely, and up-to-date financial reports on an approved schedule. Objective 3.2 – Finances are well managed to provide adequate revenue and avoid volatile rates.*

In March 2026, staff presented the FY 2026–2027 Budget Schedule to the Board of Directors, outlining key milestones in the development process. The Budget and Engineering Committee subsequently reviewed the proposed budget in two meetings in April and May, providing recommendations that have been incorporated into the final version. On April 20, 2026, the District also held a Budget Workshop with the full Board, providing an in-depth review of the proposed budget and an opportunity for discussion and feedback.

**Discussion/Analysis:** The FY 2026–2027 Budget totals \$60.2 million, reflecting a 20% increase from the FY2026 Adopted Budget. This increase supports continued operational capacity, capital planning, and infrastructure investments while maintaining alignment with the District’s long-term financial strategy.

**Budget Summary:**

Operating Revenues: \$33,477,700  
Non-Operating Revenues: \$26,749,500  
**Total Revenues: \$60,227,200**

Operating Expenses - \$35,574,495  
Debt Service - \$2,585,841  
Capital Improvement Projects - \$30,373,200  
Capital Equipment/Vehicles - \$1,451,000  
Net Transfer – (\$9,757,336)  
**Total Expenses - \$60,227,200**

**Revenue Highlights:**

- Operating revenues are projected to increase by 15%, supported by the District’s Five-Year Rate Study and Ten-Year Financial Forecast, along with modest system growth estimates of 0.8% in Marina and 5.2% in Ord.

- Water and sewer services remain the District’s primary source of revenue and are consistent with the adopted rate study, now entering its third year, providing stable and predictable revenue to support ongoing operations and capital planning.
- Recycled water revenue is budgeted consistent with the rate study and reflect expected growth in customer connection this year.
- Developer-related revenues, including capacity fees and meter fees, are based on the forecasted construction of 400 new units (285 in Ord, 115 in Marina), as estimated by engineering staff.
- Water source revenues used to fund the MCWD Groundwater Sustainability Agency (GSA) are allocated based on groundwater pumping and are indexed to the Construction Cost Index (CCI-ENR), which is 2.72% for FY 2027.
- Capacity fees, wheeling charges, and other service charges are also adjusted annually based on CCI-ENR
- Interest earnings are budgeted between 3%–4%, in line with current market conditions, and are expected to remain a strong secondary revenue source.

#### **New Sources of Revenue:**

- Water Allocation fee is an annual charge to other jurisdictions for managing their water allocation, based on staff time and the volume of water managed.
- State Park (Beach Office) Lease

#### **Expense Highlights:**

- **Personnel Costs** are projected to increase by 19%, reflecting:
  - A 2.5% cost-of-living adjustment (COLA) based on the San Francisco CPI
  - Medical insurance reflects a 37% increase from prior year, driven by a 10% rate increase and changes in employee coverage elections.
  - CalPERS retirement contributions increased by 8% from prior year.
  - Taxes & Insurance increased by 4% (Social Security, Medicare and workers’ compensation)
  - Board of Directors Compensation from \$50 per meeting to \$100 per day.
  - O&M staff reclassification and additional positions budgeted at \$958k. This will support the ongoing operational needs and prepare for future demands associated with the Desalination project.
    - New positions:
    - Two System Operators
- **Department operating budgets** reflect an overall 4% increase in the upcoming fiscal year, driven by a combination of new budget needs and ongoing operational requirements across key service areas.

#### **Updates Since Budget Workshop:**

Several key updates have been incorporated since the preliminary budget workshop conducted on April 20, 2026. Based on the latest forecast provided by Engineering, developer related revenues and corresponding expenditures have both increased to \$770,000. The proposed budget also removes \$69,000 previously allocated for Board of Directors health insurance, while 3,200 is added for Board of Directors dental and vision insurance.

<b>Summary of Changes</b>	<b>From</b>	<b>To</b>
Developer revenues and expenses	\$517,100	\$770,000
Board of Directors health insurance	\$69,000	\$0
Board of Directors dental and vision	\$0	\$3,200

In conclusion, the FY 2026-2027 Budget is a strategic, balanced, and forward-looking financial plan. It supports long-term infrastructure investment, operational excellence, and financial resilience. Staff recommends adoption to ensure timely execution of District priorities and continued alignment with the Board’s strategic goals.

**Environmental Review Compliance:** None required.

**Legal Counsel Review:** None required.

**Climate Adaptation:** Not applicable.

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

**Other Considerations:** None.

**Materials Included for Information/Consideration:** Resolution No. 2026-32; and, FY 2026-2027 Budget Book. Provided Separately.

**Action Required:**  Resolution  Motion  Review

Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

May 18, 2026

Resolution No. 2026-32  
Resolution of the Board of Directors  
Marina Coast Water District  
Approve the Marina Coast Water District Budget for FY 2026-2027  
and Waive Section 6.08.070 of the District Code

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), a regular meeting duly called and held on May 18, 2026 at 920 Second Avenue, Suite B, Marina California as follows:

WHEREAS, staff prepared and presented the FY 2026-2027 District Budget that includes projected revenues, expenditures, and capital improvement projects for the six cost centers of the District’s Water, Wastewater, Recycled Water systems, and the MCWD Groundwater Sustainability Agency; and,

WHEREAS, the Budget and Engineering Committee reviewed the proposed budget in April and May 2026 and provided recommendations that have been incorporated into the final budget; and,

WHEREAS, the proposed FY 2026-2027 budget totals \$60,227,200 and supports continued operational capacity, capital planning, and infrastructure investment while maintaining alignment with the District’s long-term financial strategy; and,

WHEREAS, Section 6.08.070 of the District Code provides that twenty-five percent of all monthly charges collected by the District shall be used for long-term water supply projects, but this requirement may be waived by the Board on an annual basis; and,

WHEREAS, the Board finds, based on projected funding mechanisms and requirements, that is in the District’s interest to waive the requirements of Section 6.08.070 of the District Code for FY 2026-2027.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby:

1. adopt Resolution No. 2026-32 to adopt the FY 2026-2027 Budget of the Marina Coast Water District; and,
2. waive Section 6.08.070 of the District Code for FY 2026-2027; and,
3. authorize the General Manager to take all actions and execute all documents which may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on May 18, 2026, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Gail Morton, President

ATTEST:

\_\_\_\_\_  
Remleh Scherzinger, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2026-32 adopted May 18, 2026.

\_\_\_\_\_  
Remleh Scherzinger, Secretary

**Marina Coast Water District  
Agenda Transmittal**

**Agenda Item:** 11-B

**Meeting Date:** May 18, 2026

**Prepared By:** Paula Riso

**Approved By:** Remleh Scherzinger

**Agenda Title:** Adopt Resolution No. 2026-33 Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 3, 2026

**Staff Recommendation:** Adopt Resolution No. 2026-33 ordering an election; requesting County Elections to conduct the election; requesting consolidation of the election set for November 3, 2026; limiting the Candidate’s Statement to 200 words or less with the candidate being responsible for paying the cost of publishing the Candidate's Statement of Qualifications; and, authorize the General Manager to sign a Service Agreement with the Monterey County Registrar of Voters.

**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 District Board has three seats that are up for election in November 2026 and is asked to take action to call an election for Director Brad Imamura’s office, Director Gail Morton’s office, and Director Jan Shriner’s office.

Pursuant to Section 10002 et seq. of the Elections Code, the Governing Body of the District must call the election to be held on November 3, 2026 for the purpose of electing successors to the terms of office which will expire in 2026. The Board must adopt a resolution calling for the election no later than July 1, 2026. The District has staggered terms and therefore must meet this requirement every two years.

Following the prior practice of the Board, the District will limit the Candidate’s Statement to 200 words or less and the candidate is responsible for paying the cost of publishing the Candidate's Statement of Qualifications in the Voter's Information Pamphlet at the time of filing his/her statement.

In the event of a tie vote, the county elections official shall notify the governing body of the district thereof, and the governing body shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by representative at a time and place designated by the governing body. The tie votes shall be determined by putting the candidate names in a container and having an independent person draw a name. The candidate so chosen shall qualify, take office and serve as though elected at the preceding general district election.

The Monterey County Registrar of Voters also requests the District to enter into a Service Agreement to provide election services.

**Environmental Review Compliance:** None required.

**Legal Counsel Review:** None required.

**Climate Adaptation:** Not applicable.

**Financial Impact:**  X  Yes   No **Funding Source/Recap:** The approximate cost is \$80,000, which depends on the number of registered voters in the District's jurisdiction and how many pamphlets are printed and mailed. This cost will be allocated to all six cost centers; 01-Marina Water, 02-Marina Sewer, 03-Ord Water, 04-Ord Sewer, 05-Recycled Water, 07-Groundwater Sustainability.

**Other Considerations:** None.

**Material Included for Information/Consideration:** Resolution No. 2026-33; Election letter; Statement of Facts; and Service Agreement.

**Action Required:**  X  Resolution   Motion   Review

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

May 18, 2026

Resolution No. 2026-33  
Resolution of the Board of Directors  
Marina Coast Water District

Resolution Calling for an Election Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 3, 2026

RESOLVED by the Board of Directors ("Board"), of the Marina Coast Water District ("District"), at a meeting duly called and held on May 18, 2026, at 920 Second Avenue, Marina, California, as follows:

WHEREAS, Director Brad Imamura's office, Director Gail Morton's office, and Director Jan Shriner's office are subject to election at the November 3, 2026 General Election; and,

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and,

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and,

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and,

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and,

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and,

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision of the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections office, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and,

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city, or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and or the political subdivision will pay the cost of the statement; and,

WHEREAS, in the event that two or more candidates receive an equal number of votes and the highest number of votes (“tie votes”) for an office, Elections Code Section 10551(b) of the Uniform District Election Law requires the district’s governing body to determine the tie votes by lot; and,

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and,

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2026.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the governing body of the Marina Coast Water District hereby orders an election be called and consolidated with any and all elections also called to be held on November 3, 2026 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Marina Coast Water District requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403; and,

BE IT FURTHER RESOLVED AND ORDERED, that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services; and,

BE IT FURTHER RESOLVED AND ORDERED, that the Monterey County Elections Department conduct the election for the purpose of electing 3 Members to this Governing Board on the November 3, 2026 ballot:

<u>Seats Open</u>	<u>Office</u>	<u>Term</u>	<u>District</u>
Brad Imamura	Director	4 Year	Marina Coast Water District
Gail Morton	Director	4 Year	Marina Coast Water District
Jan Shriner	Director	4 Year	Marina Coast Water District

BE IT FURTHER RESOLVED AND ORDERED, that pursuant to Elections Code Section 13307 the Marina Coast Water District has resolved that all costs of the Candidate’s statement be paid by the candidate upon submission of Candidate’s statement, and that no candidate may submit a statement of over 200 words; and,

BE IT FURTHER RESOLVED AND ORDERED, in the event of a tie vote, the county elections official shall notify the governing body of the district thereof, and the governing body shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by representative at a time and place designated by the governing body. The governing body shall, at that time and place, determine the tie by lot and the results thereof shall be declared by the governing body. The candidate so chosen shall qualify, take office and serve as though elected at the preceding general district election; and,

BE IT FURTHER RESOLVED AND ORDERED, that tie votes shall be determined by putting the candidate names in a container and having an independent person draw a name.

PASSED AND ADOPTED on May 18, 2026, by the Board of Directors of the Marina Coast Water District by the following vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Gail Morton, President

ATTEST:

\_\_\_\_\_  
Remleh Scherzinger, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2026-33 adopted May 18, 2026.

\_\_\_\_\_  
Remleh Scherzinger, Secretary

# MONTEREY COUNTY ELECTIONS

1441 Schilling Place-North Building  
Salinas, CA 93901

PO Box 4400  
Salinas, CA 93912

831-796-1499 Phone  
831-755-5485 Fax

[CountyofMonterey.gov/Elections](http://CountyofMonterey.gov/Elections)

[elections@countyofmonterey.gov](mailto:elections@countyofmonterey.gov)

**Gina Martinez**  
Registrar of Voters

**Jessica Cedillo**  
Assistant Registrar of Voters



April 24, 2026

Marina Coast Water District  
Attention: Paula Riso  
920 2nd Ave Suite A  
Marina, CA 93933

## RE: DOCUMENTS REQUIRED FOR NOVEMBER 3, 2026, GENERAL ELECTION

In preparation for the November 3, 2026 General Election, please review the information below in completing and submitting required documents:

### Required documents:

Deadline	Document	Notes
<b>July 1, 2026</b> (125 days before the election)	Notice of Election	EC §§§10509, 10522, 10524
<b>July 1, 2026</b> (125 days before the election)	Statement of Election Facts	Form enclosed
<b>July 1, 2026</b> (125 days before the election)	District map showing boundaries and, if applicable, divisions	EC §10522 A map is required even if no changes have been made
<b>August 7, 2026</b> (88 days before the election)	Adopted Resolution and Service Agreement	Resolution checklist enclosed

\*Any city, school or special district that submits a contest for inclusion on a ballot at an election shall include a current map of the territory, including divisions, subject to election.

### Estimated Costs

To assist districts in preparing a budget for this election cycle, the estimated cost for the November General Election is \$6.00 to \$10.00 per registered voter. For districts under 1,000 voters, the estimated range can exceed \$20 per registered voter. The ranges provided in this letter are only estimates based on historical averages for jurisdictions of all sizes and the actual cost will vary. The estimate is inclusive of all required activities and mailing. Other variables may impact the actual cost. These variables include the number of jurisdictions sharing the cost of the election, the number of candidates, length of candidate statements, the party responsible for candidate statements, and the actual number of registered voters at the time of the election. Per Elections Code §10002, the district shall reimburse the county in full for the election services performed.

According to our records, the offices up for election include:

### **Director – 4-year term (3 seats)**

Please feel free to contact me for more information at [CandidateServices@countyofmonterey.gov](mailto:CandidateServices@countyofmonterey.gov) or (831) 796-1486.

Sincerely,

Brandon Shioya  
Elections Program Manager  
Enclosures



SERVICE AGREEMENT FOR THE PROVISION OF ELECTION  
SERVICES BETWEEN Marina Coast Water District AND  
COUNTY OF MONTEREY DEPARTMENT OF ELECTIONS  
**NOVEMBER 3, 2026**

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by and between Marina Coast Water District and County of Monterey Department of Elections (hereinafter referred to as the Department);

WHEREAS, it is necessary and desirable that the Department be retained for the purpose of conducting an election hereinafter described for the Marina Coast Water District (hereinafter referred to as the District);

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE DISTRICT:

- 1) No later than the 123rd day prior to the election the District shall submit a board approved resolution which requests the County of Monterey Department of Elections to conduct an election for the District on **NOVEMBER 3, 2026** and requesting election related services of the Department.
- 2) The District shall submit to the Department in writing the exact number of offices to be voted on and/or the exact ballot wording to be voted by no later than the 88th day prior to the election, or by the 83rd day prior to the election if Elections Code §§ 10510, 10515, and 10516 are applicable.
- 3) The District shall prepare and deliver to the Department the Voter Guide information containing, as applicable, the ballot measure and tax rate statements. The last day for the submission of primary arguments (300 words) and impartial analysis shall be no later than **AUGUST 13, 2026**. The last day for the submission of rebuttal arguments (250 words) is **AUGUST 20, 2026**.

- 4) The District shall be responsible for reviewing and approving the language of the sample ballot and official ballot wording for candidates and measures.

**SERVICES TO BE PERFORMED BY THE DEPARTMENT:**

- 1) The Department shall publish the Notice of Election and the Notice to File Declarations of Candidacy for the District offices to be voted on, and/or the Notice to File Arguments for or against any measure.
- 2) The Department shall select and contract with the sample and official ballot printer(s) on behalf of the District.
- 3) The Department shall prepare and deliver to the printer the official ballot information.
- 4) The Department shall issue, receive, and process all ballots on behalf of the District matters.
- 5) The Department shall procure all necessary and appropriate polling place locations, hire polling place workers, and conduct the election in accordance with all applicable state, federal and local laws.
- 6) The Department shall prepare a Canvass of Votes Cast and submit a Certificate of Registrar of Voters to the District regarding the District matters.
- 7) The Department shall conduct other various and miscellaneous election activities as required including but not limited to all those required as the District's Election Official other than those described under "Services to be Performed by the District".

**TERMS:**

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on **NOVEMBER 3, 2026**.

The parties will use best efforts to perform services herein. However, in the event the Department is unable to perform services required under this Agreement that are beyond their control, including an employee strike, vendor conditions, natural disasters, war, or other similar conditions, the Department will be relieved of all obligations under this Agreement. The Department will provide reasonable notice, if practical, of any conditions beyond their control, including notice at least 60 days prior to **NOVEMBER 3, 2026** of vendor conditions affecting the election services. In the event a vendor does not perform, the Department will attempt to obtain substitute services.

CONSIDERATION:

In consideration of the performance of services and supplies provided by the Department, the District shall pay to the Department a sum equal to the actual cost of such services, expenses, and supplies related to the work performed on behalf of District. In the event that this Agreement is terminated prematurely, the District shall pay to the Department a sum equal to the actual cost of such services performed or supplies/expenses incurred as of the effective date of the termination.

The District shall make payment within 30 days of receipt of invoice from the Department.

DISTRICT:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

COUNTY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Gina Martinez

Title: County of Monterey, Registrar of Voters