



# MARINA COAST WATER DISTRICT

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Home Page: [www.mcwd.org](http://www.mcwd.org)

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## DIRECTORS

JAN SHRINER  
*President*

HERBERT CORTEZ  
*Vice President*

BRAD IMAMURA  
THOMAS P. MOORE  
GAIL MORTON

## Board of Directors Executive Committee Meeting

Marina Coast Water District  
920 2<sup>nd</sup> Avenue, Suite A, Marina, CA  
and via Zoom Teleconference

December 5, 2023 at 6:30 p.m.

MCWD Committee members and staff will be attending the meeting in person. While the meeting is open to the public, the public may also attend via Zoom at the link provided below.

### Committee Members

Jan Shriner  
Herbert Cortez

### Agenda

*This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda. Disruptive behavior may result in removal of the individual responsible.*

1. Call to Order/Roll Call
2. Public Comment on Any Item Not on the Agenda *Anyone wishing to address the Committee 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 item(s) listed on the Agenda at the time the item(s) is considered by the Committee. Disruptive behavior may result in removal of the individual responsible.*
3. Approve the Draft Minutes of the November 7, 2023 Meeting
4. Discuss the Draft Agenda for the December 18th Board Meeting
5. Receive Draft DEI Policies for Discussion
6. General Manager Update
7. Identify Agenda Items for Future Committee Meetings
  - Website Accessibility Laws
8. Committee Member Comments
9. Adjournment

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Zoom access information:

<https://us02web.zoom.us/j/87698975568?pwd=UHpMVVdzckpWMVJnaURER3IyNm9UQT09>

To join via phone: 1-669-900-9128

Webinar ID: 876 9897 5568

Passcode: 982431



# Marina Coast Water District

## Draft Minutes Executive Committee Meeting

November 7, 2023

### 1. Call to Order:

The November 7, 2023 Executive Committee meeting was called to order at 6:35 p.m. by President Shriner. In attendance were:

- Committee members: President Shriner and Vice President Cortez
- Staff: Remleh Scherzinger, Roger Masuda, Mary Lagasca, and Paula Riso
- Public members: None

### 2. Public Comments on Any Item Not on the Agenda:

There were no comments made.

### 3. Approve the Draft Minutes of the October 9, 2023 Meeting:

Vice President Cortez made a motion to approve the minutes of October 9, 2023. President Shriner seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

### 4. Discuss the Draft Agenda for the November 13th Board Meeting:

Mr. Scherzinger reviewed the draft agenda for the November 13th Board meeting with the Committee members.

### 5. Receive an Update on the District's Capital Component Charge:

Ms. Lagasca gave a brief update noting that the Capital Component Charge was still being collected on properties whose meters were set between July 2005 through July 2014. She gave a brief history and explained that accounts with more than one EDU (namely commercial accounts such as Target) were only being charged for one instead of how many EDU's they were assigned. Ms. Lagasca noted that those accounts will be receiving a letter letting them know that they will now be billed for the number of EDU's they were assigned when the meter was set. Discussion followed.

### 6. General Manager Update:

Mr. Scherzinger stated that the District staff is working on the following items:

- working on getting a meeting with the Seaside City Council;
- legal counsel and staff are still working on a letter to LandWatch letter regarding 6160;
- focused on the A1/A2 project and budgetary needs;

### 7. Identify Agenda Items for Future Committee Meeting:

President Shriner stated that on the agenda were the DEI Policy and Website Accessibility Laws.

8. Committee Member Comments:

Vice President Cortez commented that he was impressed by the Capital Component Charge report and thanked Ms. Lagasca for her update. He also stated that he was very impressed by the recent tour of District facilities and the amazing work/duties of staff to keep everything running smoothly. Vice President Cortez suggested hiring a videographer to put together a 3-minute video of the District's impact to the service area, e.g. infrastructure, tanks, the locker room, and what staff has to go through to provide the services. President Shriner said she was impressed with how much work was done in-house and the cost savings to the customers of the District. She also thanked staff for diving into trying to figure out the Capital Component Charge issue.

9. Adjournment:

The meeting was adjourned at 7:28 p.m.

**MARINA COAST WATER DISTRICT  
DIVERSITY, EQUITY, AND INCLUSION POLICY STATEMENT**

**General Policy Statement**

Diversity, equity, and inclusion (DE&I) are integral to the mission of MCWD. We believe that creating an inclusive and equitable organization is vital to ensuring that the diverse perspectives of our members are valued, respected, and considered.

Diversity, equity, and inclusion are not mutually exclusive and the success of one is dependent on the other two. Therefore, these three are intentionally connected.

**Diversity**

Diversity encompasses the varying experiences, strengths, skills, perspectives, personal characteristics, cultures, and backgrounds represented by and within the MCWD workforce.

**Equity**

A commitment to equity means that we strive to create an environment where every employee has the opportunity and access to realize their full potential, and no-one is disadvantaged because of their group identity or other socially determined circumstance.

**Inclusion**

The act of inclusion embraces and celebrates the perspectives, voices, values, and needs of each individual with the goal of embracing a culture where all feel heard, respected, valued, and included in the broader MCWD purpose.

**Scope**

MCWD recognizes diversity, equity, and inclusion yield profound advantages to its overall operations and well-being and foster forward-thinking and innovative environments. It is MCWD's policy to:

1. Diversity
  - a. Attract a more diverse workforce through innovative recruitment and outreach.
  - b. Exhibit diversity in MCWD leadership positions.
  - c. Define succession planning protocols for MCWD leadership that embrace diversity.
  
2. Equity
  - a. Advocate for advancement for MCWD workforce from underrepresented populations.

- b. Support MCWD employees from underrepresented groups in advancing their careers in the water sector.
- c. Communicate criteria for advancement within the MCWD community.

### 3. Inclusion

- a. Provide outreach to the underrepresented populations in the community.
- b. Develop environments of inclusion and belonging for the MCWD workforce to share ideas and experiences.
- c. Create spaces for dialogue and relationship building to encourage new MCWD employees to become more involved.

To ensure accountability in achieving fairer outcomes for the MCWD workforce, we are committed to developing strategies for measuring success in achieving MCWD's diversity, equity, and inclusion goals in MCWD's annual business plan.

### **Related Policies**

MCWD's Non-Discrimination and Harassment policy exists to ensure equitable access to grievance procedures in cases of harassment or behaviors that undermine the objectives and scope outlined earlier in this policy.



**POLICY TITLE**  
**Diversity, Equity and Inclusion**  
**Policy**

**APPROVAL DATE**  
**November 17, 2021**

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TVMWD is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

TVMWD diversity initiatives are applicable, but not limited, to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all Directors and employees, whether temporary, part-time, or full-time.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.

All employees of TVMWD have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All Directors and employees are also required to attend and complete periodic diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts TVMWD's diversity policy and initiatives should seek assistance from a supervisor or a Human Resources representative.

## **Diversity, Equity and Inclusion Policy**

[Company Name] is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

[Company Name's] diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of [Company Name] have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.