



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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

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

## DIRECTORS

THOMAS P. MOORE  
*President*

JAN SHRINER  
*Vice President*

HOWARD GUSTAFSON  
WILLIAM Y. LEE  
PETER LE

## Agenda

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

211 Hillcrest Avenue, Marina, California  
Monday, August 19, 2013, 6:00 p.m. PST  
*(Please note the earlier start time)*

*This meeting has been noticed according to the Brown Act rules. The Board of Directors meet regularly on the first and third Monday of each month. The meetings normally begin at 6:45 p.m. and are held at the City of Marina Council Chambers at 211 Hillcrest Avenue, Marina, California.*

**Mission:** *Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

**Vision:** *The Marina Coast Water District will be the leading public supplier of integrated water and wastewater services in the Monterey Bay Region.*

#### 1. Call to Order

#### 2. Roll Call

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

#### 4. Closed Session

A. Pursuant to Government Code 54956.9  
Conference with Legal Counsel – Existing Litigation  
(Subdivision (a) of Section 54956.9)

1) Ag Land Trust v. Marina Coast Water District, Monterey County Superior Court Case No. M105019; Sixth Appellate District Court of Appeals Case No. H038550

This agenda is subject to revision and may be amended prior to the scheduled meeting. A final agenda will be posted at the District office at 11 Reservation Road, Marina, 72 hours prior to the meeting. Copies will also be available at the Board meeting. A complete Board packet containing all enclosures and staff materials will be available for public review on Thursday, August 15, 2013 at the District office, Marina and Seaside City Halls, and at the Marina and Seaside Libraries. Information about items on this agenda or persons requesting disability related modifications and/or accommodations can contact the Board Clerk at: 831-883-5910. The next regular meeting of the Board of Directors is scheduled for September 3, 2013.

2) In the Matter of the Application of California-American Water Company (U210W) for Approval of the Monterey Peninsula Water Supply Project and Authorization to Recover All Present and Future Costs in Rates, California Public Utilities Commission No. A.12-04-019

3) California-American Water Company vs Marina Coast Water District; Monterey County Water Resources Agency; and Does 1 through 10, Monterey County Superior Court Case No. M120053 (Complaint for Declaratory Relief)

B. Pursuant to Government Code 54956.9(b)(1)  
Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation: One Potential Case

C. Pursuant to Government Code 54956.8  
Conference with Real Property Negotiator (General Manager, District Counsel)  
Property: Water Rights  
Negotiating Parties: Clark Colony Water Company and MCWD  
Under Negotiations: Price and Terms

## **7:00 p.m. Reconvene Open Session**

**5. Possible Action on Closed Session Items** *The Board will report out on any action taken during Closed Session, and may take additional action in Open Session, as appropriate. Any closed session items not completed will be discussed at the end of the meeting.*

## **6. Pledge of Allegiance**

**7. Oral Communications** *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

## **8. Presentations**

A. Consider Adoption of Resolution No. 2013-45 in Recognition and Appreciation for Ms. Sherrie Payne, Customer Service Representative II, for 30-Years of Service to the Marina Coast Water District

*Action: The Board of Directors will consider adopting Resolution No. 2013-45 recognizing Ms. Sherrie Payne, Customer Service Representative II, and awarding her a plaque and gift certificate for thirty years of service to the Marina Coast Water District.*

B. Consider Adoption of Resolution No. 2013-46 in Recognition of Community Member, Mr. Tom Jennings, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

*Action: The Board of Directors will consider adopting Resolution No. 2013-46 recognizing community member, Mr. Tom Jennings, with a certificate for his years of service to the Marina Coast Water District's Water Conservation Commission.*

- C. Consider Adoption of Resolution No. 2013-47 in Recognition of Community Member, Ms. Ruth Krotzer, for her Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

*Action: The Board of Directors will consider adopting Resolution No. 2013-47 recognizing community member, Ms. Ruth Krotzer, with a certificate for her years of service to the Marina Coast Water District's Water Conservation Commission.*

- D. Consider Adoption of Resolution No. 2013-48 in Recognition of Community Member, Mr. Harold Krotzer for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

*Action: The Board of Directors will consider adopting Resolution No. 2013-48 recognizing community member, Mr. Harold Krotzer, with a certificate for his years of service to the Marina Coast Water District's Water Conservation Commission.*

- E. Receive a Presentation on Advanced Seawater Reverse Osmosis Systems by Campbell Applied Physics

*Action: The Board of Directors will receive a presentation by Campbell Applied Physics on advanced seawater reverse osmosis systems.*

**9. Consent Calendar** *Board approval can be taken with a single motion and vote. A Board member or member of the public may request that any item be pulled from the Consent Calendar for separate consideration at this meeting or a subsequent meeting. The public may address the Board on any Consent Calendar item. Please limit your comment to four minutes.*

- A. Adopt Resolution No. 2013-49 to Approve a Memorandum of Understanding between Marina Coast Water District and the Monterey Peninsula Unified School District Regarding the In-School Water Conservation Education Program
- B. Adopt Resolution No. 2013-50 to Approve an On-Call Professional Services Agreement with The EDCCO Group for District Supervisory Control and Data Acquisition Integration Services
- C. Adopt Resolution No. 2013-51 to Designate District Representatives to the Special Districts Association of Monterey County
- D. Approve the Expenditures for the Month of July 2013
- E. Approve the Draft Minutes of the Regular Board Meeting of August 5, 2013

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

- A. Consider Adoption of Resolution No. 2013-44 to Approve an Employment Contract with Brian C. Lee for Interim General Manager/District Engineer

*Action: The Board of Directors will consider approving an employment contract with Brian C. Lee for Interim General Manager/District Engineer.*

- B. Receive Presentation of Additional Rate Scenarios of the Draft 5-Year Rate Study Financial Plan; Provide Direction to Staff Regarding Preparation of the Final Rate Study; and Schedule a Special Board Meeting for a Budget Workshop

*Action: The Board of Directors will review and consider scenarios from Carollo Engineers and provide direction to staff for preparation of the final Financial Plan and Rate Study and schedule a special Board meeting.*

- C. Consider Adoption of Resolution No. 2013-52 to Approve a Quitclaim Deed of Certain Assignment of Easements for Water and Waste Water Systems on the Former Fort Ord and Ord Military Community to the State of California, Acting By and Through the Department of Veterans Affairs

*Action: The Board of Directors will consider approving a Quitclaim Deed for State of California-California Department of Veterans Affairs.*

- D. Consider Applying to California Special Districts Association to Become a District of Distinction

*Action: The Board of Directors will consider applying to the California Special Districts Association to become a District of Distinction.*

- E. Discuss and Consider Methods for Updating the General Manager's Job Description and Compensation Range and Hiring a General Manager

*Action: The Board of Directors will discuss and consider methods for updating the General Manager's job description and compensation range and hiring a General Manager.*

- F. Consider Revisiting the Two Board Meetings Per Month Schedule

*Action: The Board of Directors will consider whether to keep the two meeting per month schedule or revert back to one meeting per month.*

**11. 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

- Correspondence Received by Board or General Manager
- July 30, 2013 letter from Monterey County regarding East Garrison

B. Counsel's Report

C. Committee and Board Liaison Reports

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. Water Conservation Commission | 6. LAFCO Liaison                  |
| 2. Joint City-District Committee | 7. FORA                           |
| 3. Executive Committee           | 8. WWOC Report                    |
| 4. Community Outreach            | 9. JPIA Liaison                   |
| 5. MRWPCA Board Member Liaison   | 10. Special Districts Association |

**12. Board Member Requests for Future Agenda Items**

A. Board Member Requests

**13. Director's Comments**

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

*Regular Meeting:* **Tuesday, September 3, 2013, 6:45 p.m.,**  
*Marina Council Chambers*  
*211 Hillcrest Avenue, Marina*

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: August, 19, 2013

Submitted By: Kelly Cadiente

Presented By: Brian C. Lee

Reviewed By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2013-45 in Recognition of Sherrie Payne, Customer Service Representative II, and Awarding a Plaque and Gift Certificate for 30 Years of Service to the Marina Coast Water District

Detailed Description: The Board is requested to consider recognizing Sherrie Payne for 30 years of service to the Marina Coast Water District and presenting her with a plaque and gift certificate.

Mrs. Sherrie Payne joined the District on July 18, 1983. As a Customer Service Representative, her days are filled with demanding and challenging tasks. Sherrie communicates with the District's customers, often in difficult situations with a courteous sense of service. During her 30-year tenure, Sherrie has played an integral role in the District in performance of her duties.

Sherrie's primary responsibilities as a customer service representative include monitoring meter read reports, managing customer's accounts and greeting customers in the office. Sherrie is helpful in attending to customer queries regarding their water bill and other District issues.

It is with great pleasure that the District recognizes Sherrie Payne's thirty years of service to the Marina Coast Water District. We collectively thank her for her many years of faithful service, and wish her well in her continued service to this District.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:  Yes  No

Funding Source/Recap: Hospitality & Awards account numbers.

Material Included for Information/Consideration: Resolution No. 2013-45.

Staff Recommendation: The Board consider adoption of Resolution No. 2013-45 recognizing Sherrie Payne, Customer Service Representative II, and awarding a plaque and gift certificate for 30 years of service to the Marina Coast Water District.



August 19, 2013

Resolution No. 2013-45  
Resolution of the Board of Directors  
Marina Coast Water District  
Recognizing Mrs. Sherrie Payne, Customer Service Representative II,  
For 30-Years of Service to MCWD

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Sherrie Payne joined the District on July 18, 1983 as a Customer Service Representative; and,

WHEREAS, Sherrie is helpful in attending to customer queries regarding their water bills and other District issues; and,

WHEREAS, during her thirty years with the District, Sherrie has played an integral role in the District in her performance of her duties; and,

WHEREAS, Sherrie is a dedicated and loyal employee to the District and its customers.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and recognizes Sherrie Payne for thirty years of service to the Marina Coast Water District, presents her with a plaque and gift certificate and wishes her continued success with the District.

PASSED AND ADOPTED on August 19, 2013 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

---

Brian C. Lee, Deputy 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. 2013-45 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2013-46 in Recognition of Community Member, Mr. Tom Jennings, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

Detailed Description: The Board of Directors is asked to consider adopting a resolution that recognizes Mr. Tom Jennings for his service on the Water Conservation Commission.

Mr. Tom Jennings was appointed as a public member to the Water Conservation Commission in April 2012. As a member of the Commission he provided input on water conservation activities, practices and programs. During his tenure on the Water Conservation Commission, Mr. Jennings provided invaluable insights and guidance.

Mr. Jennings's dedication and commitment to public service has been recognized by his fellow Commission members and all those who have come into contact with him. For his unselfish dedication and commitment, the District wishes to recognize Mr. Tom Jennings for his service, and wishes him well in the future.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District's ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Financial Impact:  Yes  No

Funding Source/Recap: None

Material Included for Information/Consideration: Resolution No. 2013-46.

Staff Recommendation: The Board of Directors consider adopting a resolution recognizing Mr. Tom Jennings for his service on the Water Conservation Commission.

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

---

Board Action

\_\_\_\_ Resolution No \_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

August 19, 2013

Resolution No. 2013 - 46  
Resolution of the Board of Directors  
Marina Coast Water District  
Recognition of Community Member, Mr. Tom Jennings,  
for his Dedicated Service to the Marina Coast Water District as a Member on the  
Water Conservation Commission

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Tom Jennings was appointed in April 2012 to serve as a member on the Water Conservation Commission of the Marina Coast Water District; and,

WHEREAS, during his tenure, Tom Jennings rendered superior service to the District by providing invaluable participation and insights, and by contributing significant personal time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and commends Tom Jennings for outstanding and dedicated service to the District and the Committee's of the Board.

PASSED AND ADOPTED on August 19, 2013, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

\_\_\_\_\_  
Brian C. Lee, Deputy 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. 2013-46 adopted August 19, 2013.

\_\_\_\_\_  
Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-C

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2013-47 in Recognition of Community Member, Ms. Ruth Krotzer, for her Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

Detailed Description: The Board of Directors is asked to consider adopting a resolution that recognizes Ms. Ruth Krotzer for her service on the Water Conservation Commission.

Ms. Ruth Krotzer was appointed as a public member to the Water Conservation Commission in January 2011. As a member of the Commission she provided input on water conservation activities, practices and programs. During her tenure on the Water Conservation Commission, Ms. Krotzer provided invaluable insights and guidance.

Ms. Krotzer's dedication and commitment to public service has been recognized by her fellow Commission members and all those who have come into contact with her. For her unselfish dedication and commitment, the District wishes to recognize Ms. Ruth Krotzer for her service, and wishes her well in the future.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District's ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Financial Impact:  Yes  No

Funding Source/Recap: None

Material Included for Information/Consideration: Resolution No. 2013-47.

Staff Recommendation: The Board of Directors consider adopting a resolution recognizing Ms. Ruth Krotzer for her service on the Water Conservation Commission.

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

---

Board Action

\_\_\_\_ Resolution No \_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

August 19, 2013

Resolution No. 2013 - 47  
Resolution of the Board of Directors  
Marina Coast Water District  
Recognition of Community Member, Ms. Ruth Krotzer,  
for her Dedicated Service to the Marina Coast Water District as a Member on the  
Water Conservation Commission

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Ruth Krotzer was appointed in January 2011 to serve as a member on the Water Conservation Commission of the Marina Coast Water District; and,

WHEREAS, during her tenure, Ruth Krotzer rendered superior service to the District by providing invaluable participation and insights, and by contributing significant personal time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and commends Ruth Krotzer for outstanding and dedicated service to the District and the Committee's of the Board.

PASSED AND ADOPTED on August 19, 2013, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

\_\_\_\_\_  
Brian C. Lee, Deputy 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. 2013-47 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-D

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2013-48 in Recognition of Community Member, Mr. Harold Krotzer, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

Detailed Description: The Board of Directors is asked to consider adopting a resolution that recognizes Mr. Harold Krotzer for his service on the Water Conservation Commission.

Mr. Harold Krotzer was appointed as a public member to the Water Conservation Commission in April 2011. As a member of the Commission he provided input on water conservation activities, practices and programs. During his tenure on the Water Conservation Commission, Mr. Krotzer provided invaluable insights and guidance.

Mr. Krotzer's dedication and commitment to public service has been recognized by his fellow Commission members and all those who have come into contact with him. For his unselfish dedication and commitment, the District wishes to recognize Mr. Harold Krotzer for his service, and wishes him well in the future.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District's ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Financial Impact:  Yes  No

Funding Source/Recap: None

Material Included for Information/Consideration: Resolution No. 2013-48.

Staff Recommendation: The Board of Directors consider adopting a resolution recognizing Mr. Harold Krotzer for his service on the Water Conservation Commission.

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

---

Board Action

\_\_\_\_\_ Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

August 19, 2013

Resolution No. 2013 - 48  
Resolution of the Board of Directors  
Marina Coast Water District  
Recognition of Community Member, Mr. Harold Krotzer,  
for his Dedicated Service to the Marina Coast Water District as a Member on the  
Water Conservation Commission

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Harold Krotzer was appointed in April 2011 to serve as a member on the Water Conservation Commission of the Marina Coast Water District; and,

WHEREAS, during his tenure, Harold Krotzer rendered superior service to the District by providing invaluable participation and insights, and by contributing significant personal time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and commends Harold Krotzer for outstanding and dedicated service to the District and the Committee's of the Board.

PASSED AND ADOPTED on August 19, 2013, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_  
Noes: Directors \_\_\_\_\_  
Absent: Directors \_\_\_\_\_  
Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

\_\_\_\_\_  
Brian C. Lee, Deputy 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. 2013-48 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-E

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Receive a Presentation on Advanced Seawater Reverse Osmosis Systems by  
Campbell Applied Physics

Detailed Description: The Board of Directors will receive a brief presentation by Campbell Applied Physics on advanced seawater reverse osmosis systems.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: None.

Funding Source/Recap: None.

Material Included for Information/Consideration: Copy of Presentation.

Staff Recommendation: The Board of Directors receive the presentation.

Action Required:     \_\_\_\_\_Resolution     \_\_\_\_\_Motion     \_\_\_\_\_Review

---

Board Action

\_\_\_\_\_Resolution No\_\_\_\_\_     Motion By\_\_\_\_\_     Seconded By\_\_\_\_\_

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

Noes\_\_\_\_\_     Absent\_\_\_\_\_

Reagendized\_\_\_\_\_     Date\_\_\_\_\_     No Action Taken\_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consent Calendar

Detailed Description: Consent calendar consisting of:

- A) Adopt Resolution No. 2013-49 to Approve a Memorandum of Understanding between Marina Coast Water District and the Monterey Peninsula Unified School District Regarding the In-School Water Conservation Education Program
- B) Adopt Resolution No. 2013-50 to Approve an On-Call Professional Services Agreement with The EDCCO Group for District Supervisory Control and Data Acquisition Integration Services
- C) Adopt Resolution No. 2013-51 to Designate District Representatives to the Special Districts Association of Monterey County
- D) Approve the Expenditures for the Month of July 2013
- E) Approve the Draft Minutes of the Regular Board Meeting of August 5, 2013

Environmental Review Compliance: None required.

Prior Committee or Board Action: See individual transmittals.

Board Goals/Objectives: *Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: See individual transmittals.

Funding Source/Recap: See individual transmittals.

Material Included for Information/Consideration: See individual transmittals.

Staff Recommendation: The Board of Directors approve the Consent Calendar as presented.

Action Required: \_\_\_\_\_Resolution      X   Motion    \_\_\_\_\_Review  
(Roll call vote is required.)

---

Board Action

\_\_\_\_\_Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: August 19, 2013

Submitted By: James Derbin

Presented By: James Derbin

Reviewed By: Brian C. Lee

Agenda Title: Adopt Resolution No. 2013-49 to Approve a Memorandum of Understanding between Marina Coast Water District and the Monterey Peninsula Unified School District Regarding the In-School Water Conservation Education Program

Detailed Description: The Board of Directors shall consider adopting Resolution No. 2013-49 approving a Memorandum of Understanding (MOU) between the Marina Coast Water District and the Monterey Peninsula Unified School District (MPUSD) regarding the In-School Water Conservation Education Program.

The two districts have worked together for more than twelve years to bring water conservation education to students in the service area. This agreement strengthens this relationship between the two partners and provides the means to integrate water conservation instruction into the curriculum at each elementary school in the water districts' service area for the 2013-2014 School Year. The water conservation instruction is provided to kindergarten through third grade students. Fourth and fifth grade students receive educational materials. All instruction given is designed to meet the state academic curriculum standards.

This MOU formalizes the planning and execution of the Water Conservation Education Program for the coming school year. With \$21,000 in financial support from the District, and the guidance and support of the Water Conservation Education Coordinator, a credentialed MPUSD instructor will develop and carry out instruction in more than sixty classroom sessions reaching approximately fifteen hundred students, teachers and staff. Specifically, the \$21,000 allocated to this effort is paid out as reimbursement to the school district for teacher wages and benefits.

Environmental Review Compliance: None required.

Prior Committee or Board Action: The Water Conservation Commission recommended approval of this MOU on July 11, 2013..

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:       X   Yes            No

Funding Source/Recap: This item is funded through the FY 2013/2014 Conservation Budget of the Central Marina and Ord Community cost centers.

Material Included for Information/Consideration: Resolution No. 2013-49; and, Draft MOU between MCWD and Monterey Peninsula Unified School District.

Staff Recommendation: The Board of Directors consider the adoption of Resolution No. 2013-49 approving a Memorandum of Understanding between the Marina Coast Water District and the Monterey Peninsula Unified School District.

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

---

Board Action

Resolution No  Motion By  Seconded By

Ayes  Abstained

Noes  Absent

Reagendized  Date  No Action Taken

August 19, 2013

Resolution No. 2013 - 49  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving a Memorandum of Understanding  
Between Marina Coast Water District and the Monterey Peninsula Unified School District  
Regarding In-School Water Conservation Education Program With Wage and Benefit  
Reimbursements Not to Exceed \$21,000

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“MCWD”), at a regular meeting duly called and held on August 19, 2013, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, MCWD has developed a Memorandum of Understanding (MOU) with the Monterey Peninsula Unified School District regarding the In-School Water Conservation Education Program that will facilitate the teaching of water conservation education; and,

WHEREAS, the MOU is an agreement to formalize planning and execution of the In-School Water Conservation Education Program; and,

WHEREAS, water conservation is within the District’s Mission and the funding for this MOU is included in the District’s budget for FY 2013/2014 under Conservation Education with a not-to-exceed amount of \$21,000.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve the proposed Memorandum of Understanding regarding the In-School Water Conservation Education Program.

BE IT FURTHER RESOLVED, that the Board of Directors does hereby authorize the General Manager or the Deputy General Manager/District Engineer to sign the MOU.

PASSED AND ADOPTED on August 19, 2013 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

---

Brian C. Lee, Deputy 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. 2013-49 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

# MEMORANDUM OF UNDERSTANDING

Between

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

And

MARINA COAST WATER DISTRICT

This agreement is between the Monterey Peninsula Unified School District (MPUSD) and the Marina Coast Water District (MCWD) for the 2013-2014 school year.

The terms and conditions set forth in this document shall constitute the entire agreement between MPUSD and MCWD and may not be amended except by a written document signed by both parties.

The parties agree to the following:

1. MCWD agrees to fully fund a part time science teacher position (not to exceed a total of \$21,000, and paid at a rate of \$30.08 per hour plus statutory benefits) for the 2013-2014 school year.
2. This teacher will teach the water science and water conservation awareness program in all the elementary schools within the MCWD service area during the 2013-2014 school year.
3. MPUSD will send a monthly invoice of the science teacher's monthly salary and benefit costs for reimbursement to the MCWD, Attn. Paul Lord, 11 Reservation Rd., Marina, 93933.  
(Email: [plord@mcwd.org](mailto:plord@mcwd.org), Tel: 883-5905, FAX: 384-0197)  
The final invoice is to be processed prior to July 1, 2014.
4. The MCWD shall submit a check within 30 days of invoice receipt made payable to the Monterey Peninsula Unified School District and sent to: Attn. Christine Reyes, P.O. Box 1031, Monterey, CA 93942-1031.
5. The payment will be deposited in an account dedicated for this purpose only.
6. The position shall be filled through MPUSD's established hiring process and shall be an employee of MPUSD and shall be entitled to the same rights, privileges and applicable benefits as other MPUSD employees.

The term of this MOU is for 2013-2014 school year only.

MARINA COAST WATER DISTRICT

MONTEREY PENINSULA UNIFIED SCHOOL  
DISTRICT

---

Brian Lee  
Interim General Manager/District Engineer  
11 Reservation Road  
Marina, CA 93933

---

Dan Albert  
Associate Superintendent, Business Services  
P.O. Box 1031  
Monterey, CA 93942-1031

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: August 19, 2013

Submitted By: Sean Knight  
Reviewed By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Adopt Resolution No. 2013-50 to Approve an On-Call Professional Services Agreement with The EDCCO Group for District Supervisory Control and Data Acquisition Integration Services

Detailed Description: The Board of Directors is requested to approve a Professional Services Agreement (PSA) with The EDCCO Group for District Supervisory Control and Data Acquisition (SCADA) Integration Services for a not-to-exceed amount of \$100,000 for a contract period ending June 30, 2014.

The EDCCO Group has provided both routine and emergency SCADA integration services to the District for the last several years. EDCCO has assisted District staff in upgrading and troubleshooting its past and current systems and as a result has an extensive and comprehensive knowledge of the District's SCADA system.

Due to the sensitive nature of information available from the District's Central SCADA interface and the need to have a consistent integrator verifying programming and functionality of the system, the District has used EDCCO Group for the last five years as its integrator with several on-call contracts including Fiscal Year 2012-2013. In this role, the District has had consistent and effective work performed by EDCCO.

This On-Call Professional Services Agreement is for SCADA integration services and support as needed through the fiscal year end June 30, 2014 on a time and materials basis for a not-to-exceed amount of \$100,000. The on-call consultant will be asked to perform tasks only related to SCADA Central and provide professional advice and recommendations for integration of new projects into the District's SCADA System as needed.

Environmental Review Compliance: None Required.

Prior Committee or Board Action: Resolution No. 2012-64 approval of on-call PSA with the EDCCO Group for FY 2012-2013 on October 9, 2012.

Board Goals/Objectives: – *Objectives Goal No. 2 – To meet 100% of current and future customers' needs and make timely improvements and increase infrastructure and level of services and human resources to meet needs of expanding service areas in an environmentally sensitive way.*

Financial Impact:       X   Yes          No



August 19, 2013

Resolution No. 2013 - 50  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving a Professional Services Agreement with the  
EDCCO Group for District SCADA Integration Services

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District has a need for SCADA Integration for the District’s SCADA Central System on projects and other system needs; and,

WHEREAS, due to the sensitive nature of information available from the District’s Central SCADA interface, the District has the need to have a consistent integrator to verify programming and functionality of the system with EDCCO Group performing this function in years past; and,

WHEREAS, The EDCCO Group has comprehensive knowledge of the District’s SCADA system and has consistently provided quick and beneficial integration services to the District as its SCADA Integrator for the last 5-years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the Interim General Manager and/or Deputy General Manager/District Engineer to execute a Professional Services Agreement with The EDCCO Group for SCADA Integration Services on a time and material basis for a not-to-exceed amount of \$100,000 for a contract period ending June 30, 2014, and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on August 19, 2013 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

---

Brian C. Lee, Deputy 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. 2013-50 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-C

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Adopt Resolution No. 2013-51 to Designate District Representatives to the Special Districts Association of Monterey County

Detailed Description: In 2003, the Board of Directors adopted Resolution No. 2003-26 to authorize membership in the Special Districts Association of Monterey County (SDAMC) and designate District representatives.

In reviewing all the membership resolutions, several special districts have either named certain directors or positions as their representatives. This can pose a problem for voting rights when the Director is no longer on their Board or the position is no longer being filled.

To maintain voting ability, those special districts have been asked to adopt a new resolution, citing the Board President or designee as the voting representative, with the General Manager, Fire Chief, or staff member as the alternate. Per the SDAMC bylaws, the alternate does not have voting rights, only the Board representative can vote on any matters at hand.

In reviewing the District's Resolution No. 2003-26, the District named the Board's primary and alternate LAFCO representatives as their voting member with the General Manager as the alternate. The Board annually appoints members to the various District Committees and the appointment to the SDAMC has not necessarily been the same as the LAFCO representatives.

To clarify the District representatives, it has been suggested to adopt a new resolution appointing the Board President or designee as the voting representative.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On May 28, 2003, the Board of Directors adopted Resolution No. 2003-26 authorizing membership in the SDAMC and designated District representatives.

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

Funding Source/Recap: NA

Material Included for Information/Consideration: Resolution No. 2013-51.

Staff Recommendation: Consider adopting Resolution No. 2013-51 designating District representatives to the Special Districts Association of Monterey County.

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

---

Board Action

\_\_\_\_ Resolution No \_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

August 19, 2013

Resolution No. 2013-51  
Resolution of the Board of Directors  
Marina Coast Water District  
Designating District Representatives to  
the Special Districts Association of Monterey County

RESOLVED by the Board of Directors (“Directors”) of Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on June 13, 2002 the Monterey County Independent Special Districts Selection Committee adopted bylaws for the formation and governance of an organization to be known as, “The Special Districts Association of Monterey County”; and,

WHEREAS, this Board concurs with the purposes of the Association, to wit: to provide a forum for the District Board members, managers and fire chiefs to communicate with the elected special district representatives on the Local Agency Formation Commission of Monterey County; and, to provide opportunities for special districts to discuss and formulate strategies regarding issues they face on a local, state or federal level.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Marina Coast Water District, as follows, that:

1. The District’s Primary representative to the Association shall be the Board President or designee.
2. This District’s Alternate representative to the Association shall be its General Manager and/or the General Manager’s designated representative who must be an employee of the District.

PASSED AND ADOPTED on August 19, 2013, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

---

Brian C. Lee, Deputy 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. 2013-51 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: August 19, 2013

Submitted By: Kelly Cadiente

Presented By: Kelly Cadiente

Agenda Title: Approve the Expenditures for the Month of July 2013

Detailed Description: The Board of Directors is requested to approve the attached July 2013 check register for expenditures totaling \$1,571,896.87.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 4 – To manage the District’s finances in the most effective and fiscally responsible manner.*

Financial Impact:     \_\_\_Yes   \_\_\_X\_\_\_No

Funding Source/Recap: Expenditures are allocated across the six cost centers; 01-Marina Water, 02-Marina Sewer, 03- Ord Water, 04- Ord Sewer, 05-Recycled Water, 06-Regional Water.

Material Included for Information/Consideration: July 2013 Summary Check Register.

Staff Recommendation: The Board of Directors approve the July 2013 expenditures totaling \$1,571,896.87.

Action Required:     \_\_\_Resolution   \_\_\_X\_\_\_Motion   \_\_\_Review  
(Roll call vote is required.)

---

Board Action

\_\_\_Resolution No\_\_\_     Motion By\_\_\_     Seconded By\_\_\_

Ayes\_\_\_     Abstained\_\_\_

Noes\_\_\_     Absent\_\_\_

Reagendized\_\_\_     Date\_\_\_     No Action Taken\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-E

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of August 5, 2013

Detailed Description: The Board of Directors is requested to approve the attached draft minutes of August 5, 2013.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

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

Funding Source/Recap: None.

Material Included for Information/Consideration: Draft minutes of August 5, 2013.

Staff Recommendation: The Board of Directors approve the draft minutes of the August 5, 2013 regular Board meeting.

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

---

Board Action

\_\_\_ Resolution No \_\_\_     Motion By \_\_\_\_\_     Seconded By \_\_\_\_\_

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

Noes \_\_\_\_\_     Absent \_\_\_\_\_

Reagendized \_\_\_\_\_     Date \_\_\_\_\_     No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 10-A

Meeting Date: August 19, 2013

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2013-44 Approving an Employment Contract with Brian C. Lee for Interim General Manager/District Engineer

Detailed Description: The Board of Directors is requested to adopt Resolution No. 2013-44 approving an employment contract with Brian C. Lee for Interim General Manager/District Engineer.

Environmental Review Compliance: None required.

Prior Committee or Board Action: The Board-appointed District negotiator and Mr. Brian C. Lee have been negotiating an employment contract. On August 5, 2013, the Board agreed on the contract compensation and directed labor counsel to draft the agreement.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District's ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Financial Impact:  Yes  No

Funding Source/Recap: All four cost centers; Marina Water, Marina Sewer, Ord Water and Ord Sewer

Material Included for Information/Consideration: Resolution No. 2013-44; and, Employment contract between Brian C. Lee and the Marina Coast Water District.

Staff Recommendation: This is a Board requested item.

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

---

Board Action

Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

August 19, 2013

Resolution No. 2013 - 44  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving an Employment Contract with Brian C. Lee  
For Interim General Manager/District Engineer

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2013, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Brian C. Lee was hired on February 12, 2013 as the Deputy General Manager/District Engineer; and,

WHEREAS, the employment agreement between the General Manager and the District was terminated on May 31, 2013; and,

WHEREAS, Brian C. Lee has been performing the duties of the General Manager since June 1, 2013 and has been in negotiations with the Board-appointed District negotiator to finalize an employment contract.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve an employment contract with Brian C. Lee for Interim General Manager/District Engineer in the form attached to this Resolution and authorizes and directs the President to sign the contract on behalf of the District.

PASSED AND ADOPTED on August 19, 2013, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

---

Brian C. Lee, Deputy 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. 2013-44 adopted August 19, 2013.

---

Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 10-B

Meeting Date: August 19, 2013

Submitted By: Kelly Cadiente

Presented By: Kelly Cadiente

Reviewed By: Brian C. Lee

Agenda Title: Receive Presentation of Additional Rate Scenarios of the Draft 5-Year Rate Study Financial Plan; Provide Direction to Staff Regarding Preparation of the Final Rate Study; and Schedule a Special Board Meeting for a Budget Workshop

Detailed Description: The Board is requested to: (1) receive a presentation by Carollo Engineers on additional rate scenarios for Central Marina and Ord Community of the draft 5-year rate study and financial plan; (2) provide direction to District staff regarding preparation of the final rate study; (3) schedule a special Board meeting for a budget workshop based on the direction given on the rate study.

On July 15, 2013 the Board received a presentation by Pierce Rossum, Financial Services Lead, of Carollo Engineers who provided an overview of the methodology and approach taken in preparing the draft rate study, revenues necessary for the District to fund its operations, CIP plan, and meet debt requirements. The Board then requested additional analysis on the rates and directed staff to obtain additional rate scenarios based on certain factors which was presented by Mr Rossum on August 5, 2013.

Mr. Rossum will present the additional rate scenarios requested by the Board and provide a revised calculation of the proposed capacity fees for the District.

Once the Board provides direction on which rate scenario to use, Carollo Engineers will complete the final rate study and financial plan for acceptance by the Board at its September 3, 2013 regular meeting. A special Board meeting will also need to be scheduled in order for the Board to review the District's proposed budget based on the selected rates and begin the Prop 218 process. In order for Ord Community portion of the proposed budget be presented to the Fort Ord Reuse Authority (FORA) at its October 11, 2013 regular meeting, the District will need to have the Prop 218 notification approved and mailed out by August 27, 2013.

Prior Committee or Board Action: September 11, 2012, the Board adopted Resolution No. 2012-55 approving a professional services agreement with Carollo Engineers to prepare a five-year financial plan and rate study. On July 15, 2013, the Board received a presentation by Carollo Engineers on the preliminary findings of the rate study and financial plan, and provided direction to staff for further analysis. On August 5, 2013, Carollo Engineers presented additional rate scenarios to the Board per their request.

Board Goals/Objectives: *Strategic Plan Goal No. 4 – To manage the District's finances in the most effective and fiscally responsible manner.*

Financial Impact: \_\_\_\_\_ Yes \_\_\_X\_\_\_ No

Funding Source/Recap: None

Material Included for Information/Consideration: None.

Staff Recommendation: (1) receive a presentation by Carollo Engineers of additional rate options for the 5-year rate study and financial plan which includes operating rates and capacity charge options; (2) provide direction to District staff regarding preparation of the final rate study; (3) schedule a special Board meeting on or before August 26, 3013 for a budget workshop based on the direction given on the rate study.

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

---

Board Action

\_\_\_\_\_Resolution No\_\_\_\_\_    Motion By\_\_\_\_\_    Seconded By\_\_\_\_\_

Ayes\_\_\_\_\_    Abstained\_\_\_\_\_

Noes\_\_\_\_\_    Absent\_\_\_\_\_

Reagendized\_\_\_\_\_    Date\_\_\_\_\_    No Action Taken\_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 10-C

Meeting Date: August 19, 2013

Submitted By: Patrick Breen

Presented By: Brian C. Lee

Reviewed By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2013-52 to Approve a Quitclaim Deed of Certain Assignment of Easements for Water and Waste Water Systems on the Former Fort Ord and Ord Military Community to the State of California, Acting By and Through the Department of Veterans Affairs

Detailed Description: The Board of Directors is requested to approve a Quitclaim Deed of certain Assignment of Easements for Water and Waste Water Systems on the Former Fort Ord and Ord Military Community to the State of California, acting by and through the Department of Veterans Affairs for a future Veterans Cemetery site.

The State of California, acting by and through the Department of Veterans Affairs plans to construct a Veteran's Cemetery on the property described in Exhibit A, and require release of easements in order to secure the transfer of said property.

The Marina Coast Water District has no actual infrastructure in the property described in Exhibit A, only easements over the area (and entirety of the former Fort and Military Community) for potential water and waste water infrastructure of which none is contemplated. This Quitclaim of easements is only for the release of the rights for future water and waste water infrastructure which could be obtained (if necessary) in the future for infrastructure that may be necessary for the cemetery construction.

District staff requests the Board approve the quitclaim deed for the pipe and the associated easement as described in the attached legal description.

Environmental Review Compliance: None required.

Prior Committee or Board Action: Resolution No. 2000-45, Board Approved Water/Wastewater Facilities Agreement Between MCWD and FORA; Resolution No. 2001-52, Board Approved Assignments of Easements on the Former Fort Ord and Ord Military Community, County of Monterey.

Board Goals/Objectives: – *Objectives Goal No. 2 – To meet 100% of current and future customers' needs and make timely improvements and increase infrastructure and level of services and human resources to meet needs of expanding service areas in an environmentally sensitive way.*

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

Funding Source/Recap: None



August 19, 2013

Resolution No. 2013 - 52  
Resolution of the Board of Directors  
Marina Coast Water District

Approving a Quitclaim Deed of certain Assignment of Easements for Water and Waste Water Systems on the Former Fort Ord and Ord Military Community to the State of California, acting by and through the Department of Veterans Affairs

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on August 19, 2103 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District has received from the United States of America via FORA, through a public conveyance process, Assignment of Easements on Former Fort Ord and Ord Military Community, County of Monterey, and Quitclaim Deed for Water and Waste Water Systems recorded on October 26, 2001 in Official Records of Monterey County as Series No. 2001090793, and re-recorded November 7, 2001, Series No. 2001094583; and,

WHEREAS, the State of California, acting by and through the Department of Veterans Affairs plans to construct a Veteran’s Cemetery on the property described in Exhibit A and require release of easements in order to secure the transfer of said property; and,

WHEREAS, Marina Coast has no actual infrastructure in the property described in Exhibit A, only easements over the entire area (and former Fort and Military Community) for potential water and waste water infrastructure of which none is currently contemplated within the area described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, Marina Coast Water District, a County Water District and political subdivision of the State of California, does hereby remise, release, and forever quitclaim unto the State of California, acting by and through the Department of Veterans Affairs, any and all of its rights, title and interest conveyed by that certain Assignment of Easements on Former Fort Ord and Ord Military Community, County of Monterey, and Quitclaim Deed for recorded on October 26, 2001 in Official Records of Monterey County as Series No. 2001090793, and re-recorded November 7, 2001, Series No. 2001094583 of Official Records, Monterey County, for the real property described in the legal description attached hereto as Exhibit A and by reference incorporated herein.

PASSED AND ADOPTED on August 19, 2013 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, President

ATTEST:

\_\_\_\_\_  
Brian C. Lee, Deputy 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. 2013-52 adopted August 19, 2013.

\_\_\_\_\_  
Brian C. Lee, Deputy Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 10-D

Meeting Date: August 19, 2013

Submitted By: Jean Premutati  
Reviewed By: Brian C. Lee

Presented By: Jean Premutati

Agenda Title: Consider Applying to California Special Districts Association to Become a District of Distinction

Detailed Description: The Board of Directors is requested to discuss and consider providing staff direction whether to apply for the California Special Districts Association (CSDA) Districts of Distinction Award (DODA).

Staff has examined the required criteria and application process to apply for the DODA. The process will require submission of a variety of documents and policies, Board and staff training, and a completed Special District Leadership Foundation (SDLF) Transparency Certificate of Excellence.

The SDLF transparency certification encompasses a more all-inclusive checklist of items than the DODA. Of note, in addition to ensuring all Board members have completed Sexual Harassment and Ethics training within the past two (2) years, it is mandatory that all Board of Directors and Executive staff (as determined by the Board) have completed six (6) hours of Governance Foundations training offered by CSDA's Special District Leadership Academy within the past five (5) years. Additionally, the District website will need to be updated to include compulsory information.

There is no fee to apply for the SDLF transparency certificate, but the fee for initial accreditation for the DODA varies based on each district's annual operating budget. The filing fee for Marina Coast will be \$1,000; however, CSDA will waive this fee for the remainder of 2013 if the District can submit its completed application and receive approval for the DODA prior to December 31. CSDA has not yet voted on whether to continue the practice of waiving the accreditation fee in 2014. If MCWD is approved, the District will receive the right to use the program's seal on District materials and a plaque honoring their accomplishment. SDLF will also write and issue press releases and notify legislators on the District's behalf.

Presently, there are over 1,000 of the 2,400 recognized independent special districts in California that are registered members in the CSDA. Of those, 18 are, or have been, recipients of the DODA and 9 are current holders of the SDLF transparency certificate.

The DODA was identified as a goal for the District's draft 2013 5-year strategic plan which staff is currently in the process of finalizing. The DODA was selected as a project to complete in 2014.

Environmental Review Compliance: None required.



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 10-E

Meeting Date: August 19, 2013

Submitted By: Jean Premutati  
Reviewed By: Brian Lee

Presented By: Jean Premutati

Agenda Title: Discuss and Consider Methods for Updating the General Manager's Job Description and Compensation Range and Hiring a General Manager

Detailed Description: The Board of Directors is requested to discuss and consider methods for updating the General Manager's (GM) job description and compensation range and hiring a General Manager.

The current job description for the GM classification is dated 1997. There have been no revisions or updates since that time. In 2012, Koff and Associates were hired to conduct a classification and salary survey. The GM's job description and compensation and benefit package were initially proposed for review and benchmarking in the survey; however the results were not incorporated into the final report.

Some organizations apply a set timeframe for reviewing job descriptions such as annually, every three (3) years, five (5) years, or on an ad-hoc basis whenever there are significant changes to the workforce, the business goals or demands. Presently, the District does not have a policy regarding how often job descriptions and specifications are examined. Normally, if there are changes to the essential job functions of a classification due to state-mandated requirements and/or changes in assignments or necessary qualifications, it is a best practice, at that time, for the supervisor or Human Resources to make appropriate changes. An analysis of the duties and responsibilities by the supervisor/manager and employee during the annual performance appraisal should also be a consideration. The employee who actually performs the job is always the best source of information. Alternatively, the Board may elect to consider job description updates anytime a new GM is hired.

The GM's compensation plan (base, contingent, benefits, deferred compensation, additional retirement benefits, severance, etc.) is normally set for a designated period of time, agreed upon by the GM and Board of Directors, and specified in the GM's employment contract. The amount of compensation is normally within industry and local standards and provides a fair market value for education, skills, and experience as required by the Board.

The compensation plan is expected to be financially feasible, competitive, and in scale with the compensation plans of similar industry positions, easily and objectively measurable and consistent with relevant policies. However, the Board may, at any time, award a bonus or increase for any of the following reasons: a) retention; b) recruitment; c) reward; or d) recompense for a conservative base pay.

The District has a policy approved in February 2012 for recruitment and selection of positions reporting directly to the Board of Directors.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District’s ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

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

Funding Source/Recap: N/A

Material Included for Information/Consideration: 1997 version of General Manager job description; Resolution No. 2012-11; and, Recruitment and Selection of Positions Reporting Directly to the Board of Directors Policy.

Staff Recommendation: The Board provide direction to staff on how to proceed with updates to the General Manager job description and compensation range and process to hire a General Manager.

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

---

Board Action

Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 10-F

Meeting Date: August 19, 2013

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consider Revisiting the Two Board Meetings Per Month Schedule

Detailed Description: The Board is requested to consider the Board meeting schedule of two meetings per month.

At the February 12<sup>th</sup> Board meeting, the Board approved changing the Board meeting day to the first and third Wednesday of each month at the City Council Chambers, 211 Hillcrest Avenue, Marina. At that time, the Board stated that it would revisit the two meetings per month after six months to see if it was still a viable option.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On February 12, 2013, the Board the Board approved a two Board meetings per month schedule.

Board Goals/Objectives: *Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: \_\_\_\_\_ Yes  No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: The Board of Directors consider revisiting the two Board meetings per month schedule.

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

---

Board Action

\_\_\_\_\_ Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

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

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

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_