



# 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

### Special Board Meeting, Board of Directors Marina Coast Water District Dual Locations

Marina City Counsel Chambers  
211 Hillcrest Avenue, Marina, California  
and  
Residence Inn Arlington Capital View  
2850 S. Potomac Avenue, Arlington, VA 22202

Monday, March 24, 2014, 7:00 p.m. PST

*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. Pledge of Allegiance**
- 4. 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.*

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 Friday, March 21, 2014 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 April 7, 2014.

**5. 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. Accept the District's Draft Five-Year Strategic Plan  
(Requested by the Board)
- B. Approve Letter to Seaside County Sanitation District  
(Requested by the Board)
- C. Adopt Resolution No. 2014-13 to Approve the Job Description, Salary Range, and Hiring of a Full-Time Engineering Technician  
(Requested by Staff)
- D. Adopt Resolution No. 2014-14 to Authorize the General Manager to Execute an Agreement with Surfline/Wavetrak Inc. for Installation of a Surf Monitoring Camera on District Facilities at 11 Reservation Road  
(Requested by Staff)
- E. Receive and File the Check Register for the Month of February 2014  
(Requested by Staff)
- F. Approve the Revised Draft Minutes of the Regular Board Meeting of February 3, 2014  
(Requested by the Board)

**6. Action Item** *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. Provide Direction to MCWD's Interim General Manager Regarding the Water Conservation Commission's Recommendation to Engage with CSUMB to Develop Water Conservation Outreach Activities  
(Requested by the Water Conservation Commission)

*Action: The Board of Directors will consider providing direction to the Water Conservation Commission regarding CSUMB and their Service Learning Program for student interns.*

**7. 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
  - Draft Board Procedures Manual, Section 42, Payment of Bills
  - Quarterly Financial Statements for October 1, 2013 to December 31 2013
  - Correspondence Received by Board or General Manager

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 |

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

A. Board Member Requests

**9. Director's Comments**

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

*Regular Meeting: Monday, April 7, 2014, 6:45 p.m.,  
Marina Council Chambers  
211 Hillcrest Avenue, Marina*

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 5

Meeting Date: March 24, 2014

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consent Calendar

Detailed Description: Consent calendar consisting of:

- A) Accept the District's Draft Five-Year Strategic Plan
- B) Approve Draft Letter to Seaside County Sanitation District
- C) Adopt Resolution No. 2014-13 to Approve the Job Description, Salary Range, and Hiring of a Full-time Engineering Technician
- D) Adopt Resolution No. 2014-14 to Authorize the General Manager to Execute an Agreement with Surfline/Wavetrak Inc. for Installation of a Surf Monitoring Camera on District Facilities at 11 Reservation Road
- E) Receive and File the Check Register for the Month of February 2014
- F) Approve the Revised Draft Minutes of the Regular Board Meeting of February 3, 2014

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.)

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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: 5-A

Meeting Date: March 24, 2014

Submitted By: Brent Ives

Presented By: Brian C. Lee

Reviewed By: Brian C. Lee

Agenda Title: Consider Accepting the Five-Year Strategic Plan for Marina Coast Water District

Detailed Description: In February 2013, the Board of Directors gave staff direction to amend a Professional Services Agreement (PSA) with BHI Management Consulting to facilitate a Board workshop and develop a five-year strategic plan.

In early March 2013, Mr. Brent Ives met with individual Board members and conducted a public meeting to gain insight and feedback for creating a strategic plan for the District. On April 13, 2013, the Board and department heads met with Mr. Ives to begin the goal setting and planning process. Periodically, staff and Mr. Ives communicated by phone and email to construct a draft strategic plan that was presented to the Board at a workshop on January 11, 2014.

Mr. Ives and staff have made the changes recommended by the Board and are ready to present the final draft for approval and implementation. Once accepted, the Interim General Manager/General Manager will work with Board leadership and the department heads to execute the plan according to the goals, objectives and timelines therein.

Environmental Review Compliance: None required.

Prior Committee or Board Action: The Board held a public workshop on January 11, 2014 to complete the final draft of the five-year strategic plan for the District. On March 3, 2014, the Board tabled this item until a full Board was present for approval. On March 17, 2014, the Board again tabled this item.

Financial Impact:  Yes  No

Funding Source/Recap: N/A

Material Included for Information/Consideration: Draft Strategic Plan (provided separately).

Staff Recommendation: Consider accepting the five-year strategic plan for the Marina Coast Water District.

Action Required:  Resolution  Motion  Review

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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: 5-B

Meeting Date: March 24, 2014

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Approve Draft Letter to Seaside County Sanitation District

Detailed Description: On March 10, 2014, the Board of Directors directed staff to draft a letter to the Seaside County Sanitation District regarding a meeting to discuss boundaries and annexation.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On March 17, 2014, the Board tabled this item.

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: N/A

Material Included for Information/Consideration: Copy of draft letter.

Staff Recommendation: Approve the Draft Letter to Seaside County Sanitation District.

Action Required:  Resolution  Motion  Review

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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: 5-C

Meeting Date: March 24, 2014

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Brian C. Lee

Agenda Title: Adopt Resolution No. 2014-13 to Approve the Job Description, Salary Range, and Hiring of a Full-time Engineering Technician

Detailed Description: In early February, one of the District's Associate Engineers resigned to accept another position elsewhere. At the same time, another Associate Engineer went on a leave of absence which leaves the Capital Project Manager assuming a major portion of the department technical workload. With the permanent loss of one Associate Engineer and the temporary, but undetermined length of the other Associate's leave of absence, there is a significant gap between the Engineering section workload and available staff to perform these duties.

Specific areas that will require attention are: inspection of work under construction, receiving and filing documents related to CIP and developer projects, updating District electronic records (GIS and CAD), editing of District Standard Specification, Guidelines and contract documents. Rather than replace the vacant Associate Engineer position at the same level of duties and rate of pay, staff is examining ways for cost-saving and streamlining measures for the District by restructuring the organizational chart. Staff is looking to eliminate one full-time Associate Engineer and the Assistant Engineer positions from the Staff Allocation List and creating an Engineering Technician. Staff recommends filling this full-time, non-exempt Marina Coast Water District Employees Association (MCWDEA) position at a salary range within \$4,177-\$5,332 per month. This should result in a cost-savings of \$21,550 for the remainder of FY 2013/2014 and a savings of approximately \$31,551 for FY 2014/2015.

The Engineering Technician will be assigned to perform less technical, entry level engineering duties and free up the licensed professional engineers to conduct the more difficult and complex duties of the District including project management, planning, design, and review.

The Engineering Technician will report to the Deputy General Manager/District Engineer and funding will come from all cost centers.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On March 17, 2014, the Board tabled this item.

Board Goals/Objectives: *Strategic Plan 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.*

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



Funding Source/Recap: Engineering salary account line item.

Material Included for Information/Consideration: Resolution No. 2014-13; Engineering Technician Job Description, and Organizational Chart.

Staff Recommendation: The Board of Directors consider adopting Resolution No. 2014-13 to approve the job description, salary range, and hire of a full-time Engineering Technician.

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

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Board Action

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

Ayes\_\_\_\_\_    Abstained\_\_\_\_\_

Noes\_\_\_\_\_    Absent\_\_\_\_\_

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

March 24, 2014

Resolution No. 2014-13  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving the Job Description, Salary Range and  
Hire of a Full-Time Engineering Technician

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a special meeting duly called and held on March 24, 2014 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District Engineering department is currently short two licensed staff members. The Capital Project Manager is assuming a major portion of the technical assignments. Presently there is a gap between the Engineering section workload and available staff to perform these duties; and,

WHEREAS, specific areas that will require attention are inspection of work under construction, receiving and filing documents related to CIP and developer projects, updating District electronic records (GIS and CAD), editing of District Standard Specification, Guidelines and contract documents require attention; and,

WHEREAS, a review of the current department structure and duties has been conducted. Staff is looking for cost-saving and streamlining measures for the District by the elimination of one full-time Associate Engineer and the Assistant Engineer from the Staff Allocation List and hiring a full-time Engineering Technician. Staff is recommending filling this full-time, non-exempt member of the Marina Coast Employees Association within a salary range of \$4,178-\$5,332. This should result in a cost-savings of \$21,550 for the remainder of FY 2013/2014 and a savings of approximately \$31,551 for FY 2014/2015; and,

WHEREAS, the Engineering Technician is expected to perform less technical, entry level engineering duties and free up the licensed professional engineers to conduct the more difficult and complex duties of the District including project management, planning, design and review.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve the job description, salary range, and hire of a full-time Engineering Technician.

PASSED AND ADOPTED on March 24, 2014 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 \_\_\_\_\_

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Jan Shriner, Vice President

ATTEST:

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Brian C. Lee, 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. 2014-13 adopted March 24, 2014.

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Brian C. Lee, Secretary

## **ENGINEERING TECHNICIAN**

### **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. 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

Must possess 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: 5-D

Meeting Date: March 24, 2014

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Consider Adoption of Resolution No. 2014-14 to Authorize the General Manager to Execute an Agreement with Surfline/Wavetrak Inc. for Installation of a Surf Monitoring Camera on District Facilities at 11 Reservation Road

Detailed Description: In early February 2014, the City of Marina approached the District inquiring if we would be interested in letting Surfline/Wavetrak Inc. install a camera and camera server computer on our facility at 11 Reservation Road. They are currently investigating locations for a camera to monitor current surf conditions along Marina State Beach, allowing beach-goers the opportunity to view current surf conditions over the internet prior to a beach visit.

Staff met with the City, reviewed the proposed contract and provided suggestions that staff would be willing to take to the Board in support of the contract. Legal counsel has reviewed the contract and the suggested revisions have been accepted by Surfline/Wavetrak Inc.

As the contract is currently proposed, for the City's efforts Surfline/Wavetrak Inc. will provide an ad banner on the City's website, a 30 second feed from the camera located on the City's website and a monthly retainer of \$200. For the District's efforts we will get a logo displayed prominently on the City's website next to the 30 second feed. The contract is for a three year duration.

Environmental Review Compliance: None.

Prior Committee or Board Action: On March 17, 2014, the Board tabled this item.

Board Goals/Objectives: *Strategic Plan 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.*

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

Funding Source/Recap: None.

Material Included for Information/Consideration: Resolution No. 2014-14; Draft Contract with Surfline/Wavetrak Inc.

Staff Recommendation: The Board of Directors consider adopting Resolution No. 2014-14 to authorize the General Manager to execute a contract with Surfline/Wavetrak Inc.

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

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Board Action

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

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

Noes \_\_\_\_\_    Absent \_\_\_\_\_

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



March 24, 2014

Resolution No. 2014-14  
Resolution of the Board of Directors  
Marina Coast Water District

Authorizing the General Manager to Execute a Contract with Surfline/Wavetrak Inc.

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a special meeting duly called and held on March 24, 2014 at 211 Hillcrest Avenue, District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District was asked by Surfline/Wavetrak Inc. and the City of Marina to host a webcam at the District facilities located at 11 Reservation Road; and,

WHEREAS, District staff met with the City and Surfline/Wavetrak Inc. to negotiate terms of the agreement; and,

WHEREAS, the Board has reviewed said agreement and finds the terms contained therein acceptable.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manger to execute a three year contract with Surfline/Wavetrak Inc., allowing placement of a camera and associated equipment on the facilities at 11 Reservation Road.

PASSED AND ADOPTED on March 24, 2014 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 \_\_\_\_\_

\_\_\_\_\_  
Jan Shriner, Vice President

ATTEST:

\_\_\_\_\_  
Brian C. Lee, 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. 2014-14 adopted March 24, 2014.

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Brian C. Lee, Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 12-E

Meeting Date: March 24, 2014

Submitted By: Kelly Cadiente

Presented By: Kelly Cadiente

Agenda Title: Receive and File the Check Register for the Month of February 2014

Detailed Description: The Board of Directors is requested to receive and file the attached February 2014 check register for expenditures totaling \$1,057,613.29.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On March 17, 2014, the Board tabled this item.

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: February 2014 Summary Check Register.

Staff Recommendation: The Board of Directors receive and file the February 2014 expenditures totaling \$1,057,613.29.

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

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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: 12-F

Meeting Date: March 24, 2014

Submitted By: Brian C. Lee

Presented By: Brian C. Lee

Agenda Title: Approve the Revised Draft Minutes of the Regular Board Meeting of February 3, 2014

Detailed Description: The Board of Directors is requested to approve the revised draft minutes of February 3, 2014.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On May 3, 2014, the Board asked staff to bring back revised minutes of February 3, 2014. On May 17, 2014, the Board tabled this item.

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: Revised draft minutes of February 3, 2014.

Staff Recommendation: The Board of Directors approve the revised draft minutes of the February 3, 2014 regular Board meeting.

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

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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: 6-A

Meeting Date: March 24, 2014

Submitted By: Brian True

Presented By: Brian C. Lee

Reviewed By: Brian C. Lee

Agenda Title: Provide Direction to MCWD's Interim General Manager Regarding the Water Conservation Commission's Recommendation to Engage with CSUMB to Develop Water Conservation Outreach Activities

Detailed Description: The Board is requested to provide direction to MCWD's Interim General Manager for any action required regarding a Water Conservation Commission (WCC) recommendation to the MCWD Board of Directors.

On December 5, 2013, the WCC passed a motion to recommend to the MCWD Board of Directors that MCWD pursue the possibility of entering into a relationship with CSUMB with the intent of developing Water Conservation-related outreach activities through the vehicles of their Service Learning and Cap Stone Project programs. The WCC's intent is to leverage Commissioner willingness and labor in conjunction with volunteer CSUMB student labor to provide outreach opportunities and activities with water conservation as the theme.

Since that time, MCWD staff has researched the method for developing such a relationship with CSUMB. To develop the relationship, MCWD and CSUMB would enter into a University-Agency Agreement for Placement of Students (Agreement). The Agreement template appears to include the ability to engage with both CSUMB's Service Learning and Cap Stone Project programs. The District's Management Services Administrator consulted with MCWD's insurance provider/risk management organization (the JPIA) regarding the Agreement and they indicated that the Agreement is feasible from their specific perspective.

District staff's evaluation of the Agreement's terms and conditions does not support a recommendation for further action. Plainly stated, MCWD staff recommends to the MCWD Board of Directors that no further action be taken regarding the WCC's recommendation on this topic at this moment in time. The basis for this recommendation is because of problematic provisions within the Agreement as specified below:

- 1) The Agreement term is too long – 5-years - which is not appropriate based on MCWD staff turn-over as well as the annual MCWD budgeting cycle that may or may not continue funding for certain programs.
- 2) Implementing the Agreement, while ostensibly harnessing “volunteer” labor resources without having to pay for labor, would still require MCWD to pay for Workers Compensation insurance for the volunteers; thus, the Agreement is not a “no-cost” proposition.
- 3) The Agreement stipulates that MCWD undertake expensive and time-consuming tasks (such as finger-printing and extensive background checks) to appropriately bring on-board the participants – tasks and requirements well beyond normal MCWD procedures.

- 4) The Agreement stipulates that MCWD would be required to provide participants with work-space and tools (computers being the main tool required) that MCWD simply does not have at this moment in time.
- 5) The Agreement stipulates that MCWD would be required to provide personnel resources for supervising, training, and administering the participants. The participants would have to be provided tasks, trained to perform those tasks, have weekly meetings with the supervisor and/or administrator, have their work product evaluated, and have their performance be evaluated on a regular basis using MCWD personnel resources. Further, MCWD personnel would be required to provide preparatory and feedback information to CSUMB about each of the participants.

While MCWD staffs' recommendation is negative for taking action at this moment in time, the MCWD Board could provide for the needed MCWD personnel resources to make the WCC-recommended engagement with CSUMB a feasible proposition. Staffs' estimate of the labor hours needed to well implement the Agreement as evaluated is in the range of 25-to-30—hours-per-week. Staff believes that a full-time staff position could be created that would fulfill the needs of an Agreement with CSUMB as well as other outreach and communications functions that are currently being covered by current staff members that are less perfectly suited for those tasks or have workloads beyond reasonable levels (for example, MCWD's most senior civil engineer and Capital Projects Manager coordinating the activities of the Water Conservation Commission). Allowing staff to obtain the required labor resources would certainly yield a more affirmative recommendation for action by staff.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On December 5, 2013, the WCC passed a motion to recommend to the MCWD Board of Directors that MCWD pursue the possibility of entering into a relationship with CSUMB with the intent of developing Water Conservation-related outreach activities through the vehicles of their Service Learning and Cap Stone Project programs. On May 17, 2014, the Board tabled this item.

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

Financial Impact:      Yes      No

Funding Source/Recap:     None

Material Included for Information/Consideration:     N/A

Staff Recommendation: District staff recommends taking no action on this WCC recommendation at this moment in time.

Action Required:      Resolution      Motion      Review

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Board Action

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

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

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

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