



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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

DIRECTORS

HOWARD GUSTAFSON
President

THOMAS P. MOORE
Vice President

WILLIAM Y. LEE
JAN SHRINER

Agenda

Regular Board Meeting, Board of Directors

Marina Coast Water District

Marina Council Chambers

211 Hillcrest Avenue, Marina, California

Monday, May 2, 2016, 6:30 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 6:30 p.m. and are held at the City of Marina Council Chambers at 211 Hillcrest Avenue, Marina, California.

Our Mission: We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.

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

1) Ag Land Trust v. Marina Coast Water District, Monterey County Superior Court Case No. M105019; Sixth Appellate District Court of Appeals Case Nos. H038550 and H039559

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 & A.13-05-017 Settlement Agreement

This agenda is subject to revision and may be amended prior to the scheduled meeting. Pursuant to Government Code section 54954.2(a)(1), the agenda for each meeting of the Board shall be posted at the City of Marina Council Chambers. The agenda shall also be posted at the following locations but those locations are not official agenda posting locations for purposes of section 54954.2(a)(1): District offices at 11 Reservation Road, Seaside City Hall, the City of Marina Library, and the City of Seaside Library. A complete Board packet containing all enclosures and staff materials will be available for public review on Thursday, April 28, 2016. Copies will also be available at the Board meeting. Information about items on this agenda or persons requesting disability related modifications and/or accommodations should contact the Board Clerk 48 hours prior to the meeting at: 831-883-5910.

- 3) Marina Coast Water District v. California Public Utilities Commission, California Supreme Court Case No. S230728, Writ of Review
- 4) California-American Water Company vs Marina Coast Water District; Monterey County Water Resources Agency; and Does 1 through 10, San Francisco Superior Court Case No. CGC-13-528312 (Complaint for Declaratory Relief); First Appellate District Court of Appeals Case No. A145604
- 5) Marina Coast Water District vs. California-American Water Company, Monterey County Water Resources Agency, and Does 1 through 50, San Francisco Superior Court Case No. CGC-15-547125 (Complaint for Breach of Warranties, etc.)
- 6) Marina Coast Water District v, California Coastal Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CV180839 (Petition for Writ of Mandate). Sixth District Court of Appeal Case No. H042742
- 7) Marina Coast Water District v, California State Lands Commission (California-American Water Company, Real Party in Interest), Santa Cruz County Superior Court Case No. CV180895 (Petition for Writ of Mandate)

B. Pursuant to Government Code 54956.8
 Conference with Real Property Negotiator
 Property: Sewer Infrastructure
 Negotiating parties: Howard Gustafson, Thomas Moore
 Under Negotiation: Price and Terms

7:00 p.m. Reconvene Open Session

5. **Reportable Actions Taken During Closed Session** *The Board will announce any reportable action taken during closed session and the vote or abstention on that action of every director present, and may take additional action in open session as appropriate. Any closed session items not completed may be continued to after the end of all open session items.*
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. **Presentation**
 - A. Consider Adoption of Resolution No. 2016-25 in Recognition of Ms. Colleen Courtney, Public Member, for her Service on the Water Conservation Commission

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. Approve the Draft Minutes of the Regular Board Meeting of April 18, 2016

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. 2016-26 to Approve a Memorandum of Understanding Regarding Fort Ord Water Augmentation and a Three-Party Effort to Study Alternatives

Action: The Board of Directors will consider approving a Memorandum of Understanding regarding water augmentation for the Ord Community and a Three-Party effort between Marina Coast Water District, the Fort Ord Reuse Authority, and the Monterey Regional Water Pollution Control Agency to study alternatives.

B. Consider Adoption of Resolution No. 2016-27 to Approve the Proposed Positions and Job Descriptions

Action: The Board of Directors will consider approving the job descriptions for the proposed positions.

C. Receive Revised Draft District FY 2016-2017 Budget, Rates, Fees and Charges for the Marina and Ord Community Service Areas and Provide Direction Regarding Preparation of the Final Budget Documents

Action: The Board of Directors will receive the draft District FY 2016-2017 Budget, Rates, Fees and Charges for the Marina and Ord Community service areas and provide direction regarding preparation of the final budget documents.

D. Consider Adoption of Resolution No. 2016-28 to Approve Amendment No. 1 to the Infrastructure Agreement Between MCWD and Hamstra-Appleton, LLC. for the VA-DoD Health Care Center Project and to Reallocate Funds in the FY 2015-2016 Capital Improvements Program Budget To Use the 2006 Certificates of Participation Proceeds for the Ord Community Service Area

Action: The Board of Directors will consider amending the Agreement with Hamstra for the Department of Defense Building.

- E. Consider Adoption of Resolution No. 2016-29 to Authorize an Increase to the Capital Improvement Project Budget for the Imjin Office Park Building E (Bureau of Land Management Office) by \$120,000

Action: The Board of Directors will consider authorizing an increase to the Capital Improvement Project Budget for the Imjin Office Park Building E, Bureau of Land Management's office space, by \$120,000.

- F. Consider Providing Direction to the Board President Regarding the Election of One Alternate Independent Special District Representative to the Local Agency Formation Commission of Monterey County

Action: The Board of Directors will provide direction to the Board President regarding the election of one Independent Special District alternate representative to LAFCO's Commission.

- G. Consider Appointing an Additional Alternate Ex-Officio Member to the Fort Ord Reuse Authority Board

Action: The Board of Directors will consider appointing an additional alternate ex-officio member to the Ford Ord Reuse Authority Board.

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

B. Counsel's Report

C. Committee and Board Liaison Reports

- | | |
|-----------------------------------|-----------------------------------|
| 1. Water Conservation Commission | 7. LAFCO Liaison |
| 2. Joint City-District Committee | 8. FORA |
| 3. Executive Committee | 9. WWOC Report |
| 4. Community Outreach Committee | 10. JPIA Liaison |
| 5. Budget and Personnel Committee | 11. Special Districts Association |
| 6. MRWPCA Board Member Liaison | |

12. Board Member Requests for Future Agenda Items

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

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

*Regular Meeting: Monday, May 16, 2016, 6:30 p.m.,
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: May 2, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-25 in Recognition of Community Member, Ms. Colleen Courtney, for her Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

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

Background: *2015 Strategic Plan Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: Ms. Courtney was appointed as a public member to the Water Conservation Commission in October 2015. As a member of the Commission, Ms. Courtney provided input on water conservation activities, practices and programs as well as invaluable insights and guidance. On April 14, 2016, Ms. Courtney notified staff that due to circumstances beyond her control, she needed to resign from her seat on the Commission.

Ms. Courtney'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. Colleen Courtney for her service, and wishes her well in the future.

Environmental Review Compliance: None required.

Financial Impact: ___ Yes ___ X ___ No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2016-25.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

May 2, 2016

Resolution No. 2016 - 25
Resolution of the Board of Directors
Marina Coast Water District
Recognition of Community Member, Ms. Colleen Courtney,
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 May 2, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Colleen Courtney was appointed in October 2015 to serve as a member on the Water Conservation Commission of the Marina Coast Water District; and,

WHEREAS, during her tenure, Colleen 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 Colleen Courtney for outstanding and dedicated service to the District and the Committee's of the Board.

PASSED AND ADOPTED on May 2, 2016, 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 _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, 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. 2016-25 adopted May 2, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9

Meeting Date: May 2, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consent Calendar

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

Background: *2015 Strategic Plan Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Consent calendar consisting of:

A) Approve the Draft Minutes of the Regular Board Meeting of April 18, 2016

Discussion/Analysis: See transmittal.

Environmental Review Compliance: None required.

Other Considerations: The Board of Directors can approve this item or the Board can pull this item and discuss it.

Material Included for Information/Consideration: Draft minutes of April 18, 2016.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: May 2, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of April 18, 2016

Staff Recommendation: The Board of Directors approve the draft minutes of the April 18, 2016 regular Board meeting.

Background: *2015 Strategic Plan, Mission Statement – We Provide high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: The draft minutes of April 18, 2016 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact: ___ Yes __X__ No Funding Source/Recap: None

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

Material Included for Information/Consideration: Draft minutes of April 18, 2016.

Action Required: ___ Resolution __X__ Motion ___ Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-A

Meeting Date: May 2, 2016

Submitted By: Michael Wegley

Reviewed By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-26 to Approve a Memorandum of Understanding Regarding Fort Ord Water Augmentation and a Three-Party Effort to Study Alternatives

Staff Recommendation: The Board of Directors is requested to consider:

1. Adoption of Resolution No. 2016-26 to approve a Memorandum of Understanding (MOU) regarding Fort Ord water augmentation and a Three-Party effort to study alternatives (Study) between the Fort Ord Reuse Authority (FORA), the Monterey Regional Water Pollution Control Agency (MRWPCA) and Marina Coast Water District (MCWD); and,
2. Including an engineering consultants expense for the Study of \$157,000 in the MCWD Budget for Fiscal Year 2016/2017 and/or for future fiscal years to carry out the MOU; and,
3. Authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution and reimburse FORA for Fiscal Year 2016/2017 Study expenditures up to \$50,000.

Background: *2015 Strategic Plan Mission Statement – To provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

The 1997 Fort Ord Base Reuse Plan (BRP) identifies the availability of water as a resource constraint for development of the Ord Community. The BRP estimates that an additional 2,400 AFY of water is needed to augment the existing groundwater supply to achieve the permitted development level as reflected in the BRP. Under the 1998 Water/Wastewater Facilities Agreement, FORA has the responsibility to determine, in consultation with MCWD, what additional water and sewer facilities are necessary for MCWD's Ord Community service area in order to meet the BRP requirements. Once FORA determines that additional water supply and/or sewer conveyance capacity is needed, MCWD is responsible to plan, design, and construct such additional water and sewer facilities. FORA is required to insure that MCWD recovers all of its costs for the new facilities and their operation.

In 2002, FORA established the Basewide Community Facilities District (CFD) to collect fees for, among other impacts caused by development, 2,400 AFY of water augmentation to support the BRP. The Recycled Urban Water Augmentation Project (RUWAP) was proposed to deliver tertiary treated and disinfected recycled water to customers in Marina, the former Fort Ord and the Monterey Peninsula. In 2007, FORA and MCWD agreed on a recycled water augmentation alternative and the FORA Board allocated 1,427 acre feet per year (AFY) of recycled water to its land use jurisdiction member agencies.

On April 8, 2016, MCWD and PCA entered into the Pure Water Delivery and Supply Project agreement with a capacity sufficient to convey the 1,427 AFY of advance treated water to the MCWD service area.

Discussion and Analysis: The joint Pure Water Delivery and Supply Project between PCA and MCWD will provide 1,427 AFY. This leaves 973 AFY of water augmentation needed to provide 2,400 AFY of water augmentation to support the BRP. FORA, PCA and MCWD recognize that there could be a mix of different sources of water including conservation to meet the 973 AFY.

The FORA Board of Directors unanimously endorsed a joint water supply planning process among FORA, MRWPCA, and MCWD on October 9, 2015. On December 11, 2015, MCWD and FORA agreed in a Memorandum of Agreement resolving the 2015/2016 budget dispute to “participate in a tripartite planning process with PCA” in order to study and identify water sources to supply the additional 973 AFY of additional water augmentation.

The Study will identify a mix of water sources, options and alternatives to provide the 973 AFY of augmented water and whether more or less than 1,427 AFY of advance treated water is necessary to serve the Ord Community (see attached MOU).

The three party planning (TPP) effort will explore the most cost effective and technically efficient mix of advanced treated water, conservation, desalinization, groundwater recharge and recovery, and other water sources, options, and alternatives. The TPP will emphasize strategies that lower the cost burden on ratepayers and end users, such as economies of scale.

The Study will be performed to determine the economics of each option, a cost/benefit analysis, technical requirements, and a comparative analysis to determine a recommended additional water augmentation mix.

The Study will include a community engagement process with the land use jurisdictions, CSU Monterey Bay, UC Santa Cruz, Monterey Peninsula Collage, Monterey Presidio, stakeholders and the Public at large.

The FORA Board will utilize the Study to develop a preferred water augmentation mix for the collection of CFD impact fees. This will provide the basis for FORA to approve additional water augmentation project(s) to be developed by MCWD pursuant to the facilities agreement.

Other considerations: Refer back to staff with further direction.

Financial Impact: Yes No Funding Source/Recap: Not applicable.

Material Included for Information/Consideration: Resolution No. 2016-26; and, Draft Memorandum of Understanding.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

May 2, 2016

Resolution No. 2016-26
Resolution of the Board of Directors
Marina Coast Water District
Approving a Memorandum of Understanding Regarding
Fort Ord Water Augmentation and
A Three Party Effort to Study Alternatives

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District” or “MCWD”), at a regular meeting duly called and held on May 2, 2016, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, FORA has determined in its Base Reuse Plan adopted June 1997 (BRP) that new additional facilities capable of delivering 2,400 acre-feet per year (AFY) of water for the redevelopment of the Fort Ord Community are required; and,

WHEREAS, in accordance with Section 1.3 of the 1998 Water/Wastewater Facilities Agreement (Facilities Agreement) “FORA and MCWD intend to establish terms and conditions for FORA to plan and arrange for the provision of the facilities, and for MCWD to acquire, construct, operate, and furnish the facilities, to benefit mutually the service area and the area within MCWD’s jurisdictional Boundaries;” and,

WHEREAS, MCWD will design, and construct new water facilities as FORA, in consultation with MCWD, reasonably determines are necessary for the service area and to support the BRP recovery program, in accordance with Section 3.2.1 of the Facilities Agreement and Section 7.1.2 requires FORA to insure that MCWD recovers all of its costs for the new facilities and their operation; and,

WHEREAS, on January 18, 2002, the FORA adopted Resolution No. 02-1 establishing the Fort Ord Reuse authority Basewide Community Facilities District (CFD) to collect fees for, among other impacts caused by development, 2,400 AFY of water augmentation to support the BRP; and,

WHEREAS, in 2002, MCWD, in cooperation with FORA, initiated the Regional Urban Water Augmentation Project (RUWAP) to explore water supply alternatives to provide the additional 2,400 AFY of water supply needed under the BRP; and,

WHEREAS, the stated purpose of the RUWAP was to identify feasible water augmentation supplies capable of meeting the water demands for redevelopment requirements of the former Fort Ord as anticipated by the Base Reuse Plan and its accompanying EIR; and,

WHEREAS, the FORA and MCWD Board of Directors approved a recommendation consisting of a hybrid of two projects (Recycled & Desalinization) in order to implement the Regional Urban Water Augmentation Project (RUWAP) on June 10, 2005, at a joint meeting of the Boards in order to provide the 2,400 AFY of water required by the California Environmental Quality Act Environmental Impact Report associated with the BRP to mitigate the reuse of the closed former Fort Ord US Army Military Reservation; and,

WHEREAS, FORA and MCWD agreed upon a modified RUWAP Hybrid Alternative to provide 1,427 AFY of recycled water to the Ord Community without the need for seasonal storage, and this in turn resulted in the FORA Board adopting Resolution No. 07-10 (May 2007), which allocated that 1,427 AFY of RUWAP recycled water to its member agencies having land use jurisdiction (hereafter referred to as the “Recycled Water Project”); and,

WHEREAS, the PCA Board approved in its Resolution Number 2015-24 on October 8, 2015, The Pure Water Monterey Project which includes: construction and operation of all source water facilities, Product Water Conveyance Facilities, Advanced Water Treatment Facility (AWTF), and other improvements at the Regional Treatment Plant site, and other System Improvements described in the EIR for the Pure Water Monterey Project.; and,

WHEREAS, the FORA Board of Directors unanimously endorsed the PCA Pure Water Monterey Project as a potential supplier of augmented water to the Ord Community on October 9, 2015; and,

WHEREAS, on April 8, 2016, MCWD and PCA entered into that certain Pure Water Delivery and Supply Project Agreement wherein the Product Water Conveyance Facilities will be designed, constructed, owned, and operated by MCWD with a capacity sufficient to convey the 1,427 AFY of advance treated water and wherein MCWD will have the right to utilize up to and including a net 1,427 AFY of the AWTF’s treatment capacity to implement FORA Board Resolution 07-10.; and,

WHEREAS, as a result of the RUWAP Recycled Water Project and the Pure Water Monterey Project, there still exists 973 AFY of augmentation water needed for the Ord Community (Additional Water Augmentation); and,

WHEREAS, the FORA Board of Directors unanimously endorsed a joint water supply planning process among FORA, PCA, and MCWD on October 9, 2015; and,

WHEREAS, MCWD and FORA agreed in a Memorandum of Agreement resolving the 2015/2016 budget dispute, and approved by the FORA Board of Directors on December 11, 2015, to “participate in a tripartite planning process with PCA;” in order to study and identify water sources to supply the additional 973 AFY of Additional Water Augmentation; and,

WHEREAS, FORA, PCA, and MCWD recognize that there could be a mix of different sources of water to meet the 973 AFY of Additional Water Augmentation, including water conservation and to possibly increase or decrease the advance treated water component.

NOW, THEREFORE, BE IT RESOLVED, that Board of Directors of District (“Directors”) after consideration of the information contained in the May 2, 2016 Staff Report to the District hereby Approves The Memorandum of Understanding (MOU) Regarding Fort Ord Water Augmentation And A Three Party Effort to Study Alternatives (Study) between the Fort Ord Reuse Authority (FORA), the Monterey Regional Water Pollution Control Agency (MRWPCA) and Marina Coast Water District (MCWD); and,

FURTHER RESOLVED, that the Directors approve including an engineering consultants expense for the Study of \$157,000 in the MCWD Budget for Fiscal Year 2016/2017 and/or for future fiscal years to carry out the MOU; and,

FURTHER RESOLVED, that the Directors authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution and reimburse FORA for Fiscal Year 2016/2017 Study expenditures up to \$50,000.

PASSED AND ADOPTED on May 2, 2016, 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 _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, 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. 2016-26 adopted May 2, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item 10-B

Meeting Date: May 2, 2016

Prepared by: Jean Premutati

Approved by: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No 2016-27 to Approve the Proposed Positions and Job Descriptions

Staff Recommendation: The Board of Directors adopt Resolution No. 2016-27 to Approve the Proposed Positions and Job Descriptions

Background: *2015 Strategic Plan, Goal 5.2 – “Establish a workforce succession plan in order to sustain a high quality, diverse and inspired workforce, the District will strive to ensure that it maintains a mission-focused workforce that has the skills and experience to meet the needs of the District today and in the future.*

Discussion/Analysis: At the March 7, 2016 Budget Workshop, staff discussed inclusion of the newly created Application Systems Analyst and Human Resources/Customer Relations Manager positions in the FY 2016/2017 budget. In addition, as a part of the overall discussion, staff indicated potentially adding an approved, but not funded, Meter Reader as well as re-establishing the Assistant Engineer position which was eliminated in April 2014 to create the Engineering Technician position.

The **Application Systems Analyst** will perform routine to complex technical duties related to developing, managing and supporting District software systems at the enterprise level. The Analyst will develop, implement, support and manage computer applications such as Financial, Customer Information, Utility Billing, Geographic Information, Content Management, Database Management, System Integration, and others as provided by the District. In addition, the Analyst will evaluate user requirements and procedures, make recommendations to improve existing system capabilities and workflow, and develop technical solutions as needed.

The budgeted salary for this position is Range 32 of the Marina Coast Water District Employees Association (MCWDEA) salary schedule (\$83,789-\$106,939). This is standard for the industry and level of education and experience required. Below is a comparison of agencies used for setting the salary:

Title	Agency	Salary Range
Marina Coast Water District	Application Systems Analyst	\$83,789-\$106,939
MRWPCA	Information Systems Analyst	\$86,558-\$110,482
Irvine Ranch Water District	Applications Analyst	\$79,884-\$110,616
East Bay Municipal Utilities District	Information Systems Support Analyst I/II	\$74,712-\$113,388
Alameda County Water District	Network Analyst I/II	\$82,804-\$114,073
Santa Clara Valley Water District	Information Systems Analyst II	\$98,675 - \$126,339
American Water	Business Systems Analyst II	Starts at \$125,000

Staff anticipates this new position will save time and productivity by eliminating the frequent and preventable communication with the software vendors' support teams for patches to system failures and shortfalls. Direct supervision will be provided by the Director of Administrative Services.

This position will be funded over all four (4) cost centers with salary and benefits budgeted at \$100,580 for FY 2016/2017.

Creating the **Human Resources/Customer Relations Manager** position is a very innovative and unique means of incorporating our Customer Service and Water Conservation departments under the direction and management of Human Resources. The primary functions of each department are to provide outstanding customer service, troubleshoot problems and resolve issues. This concept came about as a result of a review of the organizational chart and identifying where we could make process changes and business improvements to better customer service and to eliminate communication roadblocks and redundancies in processes.

Currently, Water Conservation is supervised by the Operations & Maintenance Superintendent, while the Customer Service department is managed by the Director of Administrative Services. By merging the three (3) departments, it is anticipated this will enhance the overall customer experience by having one voice providing direction as well as a presence in the Administrative Office. It is estimated that eventually all employees within this department will be under one roof in order to be able provide more efficient, full service to our ratepayers and staff.

This change will have an impact on the duties and responsibilities of the position as well as direct supervision of the Customer Service Supervisor and the Water Conservation Specialist III. In researching anything similar to this, staff was unable to find comparison positions in other entities. As such, a recommendation is proposed for a salary increase to Range U37 of the MCWD Unrepresented Employees Salary Schedule (\$105,176-\$134,234). This \$15,430 increase is funded over all four (4) cost centers and includes salary and benefits.

In the current FY 2015/2016 budget, there are two (2) approved **Meter Reader** positions on the Staff Allocation List; however only one (1) is presently budgeted.

Due to the loss of two (2) O&M employees through attrition, in January 2013, the General Manager at the time requested we open an internal growth opportunity with an approved and budgeted System Operator I. A decision was made to utilize only one (1) Meter Reader. It was presumed that with Automated Meter Reading (AMR) system one employee could efficiently handle the reads, change outs, and shut offs. However, the second Operator position remained open and budgeted.

Over the past three (3) years the District has utilized one Meter Reader with assistance from the O&M staff to meet the functions of the Meter Reader position. While O&M has been able to provide this assistance, it has an impact to the department. Because Meter Readers are not on-call, the O&M on-call staff has to respond to customer service for connects and disconnects during off duty hours of the Meter Reader. In addition, O&M staff also provides coverage in reading meters, setting door tags, connects and disconnects when the Meter Reader is off. In February, the Meter Reader was moved from the O&M department to the Customer Service department and now reports to the Customer Service Supervisor. This has facilitated a more positive impact on communication.

Presently, with the increased growth and development in the Ord community, it has become impracticable for only one staff member to maintain the day-to-day functions of the position. The Ord community customer base has increased over the past three years from East Garrison and the Dunes developments. The Meter Reader sets and installs those meters. In addition, the Meter Reader sets over 2,200 door tags per year across both service areas.

The current Meter Reader's schedule is 6:30am-4:00pm. It is the goal to hire another Meter Reader and maintain availability throughout the work day up to, and until, the Customer Service department closes at 5:30 pm. In addition, there will be a Meter Reader on duty five (5) days each week rather than have a System Operator cover those duties.

The Meter Reader is on Range 8 of the MCWD Employees Association (\$46,325-\$59,124). This position is listed in the FY 2016/2017 budget. The position will be funded over the Marina Water and Ord Water cost centers with salary and benefits budgeted at \$84,942.

The **Assistant Engineer** position was eliminated in 2014 to create an Engineering Technician position. In addition, there were two (2) Associate Engineers on staff. When one of the Associates resigned from the District we eliminated one of those approved and funded positions as well. The result was a cost savings of \$21,000 in FY 2013/2014 and \$31,000 in FY 2014/2015

Often, some of the work that an Associate Engineer up to the District Engineer performs can be done just as efficiently and accurately at a lower level position that does not require registration. This type of work would be best suited for an entry-level non-registered Assistant Engineer that can gain the experience needed for registration.

Some examples of work that can be assigned to an Assistant include:

- Plan checks, inspection and connection fees for smaller projects such as houses, apartments, building additions and landscaping.
- Sewer and water usage calculations for houses, apartments, building additions and landscaping.
- Coordinating progress meetings and reviews for capital improvement projects.
- Assist registered engineers with calculations and estimates.
- Provide counter, phone and field customer service for contractors and the public with small to medium development questions and District procedures.
- Update GIS information, prepare and maintain maps, calculations, plans and records.

Staff is recommending this position and the Engineering Technician be flexibly staffed so that it would provide a career path within the Engineering department structure. For example, if the Engineering Technician were to meet the certification and requirements of the Assistant Engineer, the Technician, provided his/her performance is above average can be promoted without having to wait until he/she receives a P.E. and then possibly "moves out rather than up". We want to retain employee talent and the institutional knowledge. This position would be our first endeavor in succession planning.

Staff is proposing a change in the license requirements in that we want anyone in this position to already possess an Engineer-in-Training Certification vs. being eligible to sit for the exam.

The Engineering Technician will continue to be budgeted at Range 14 of the MCWDEA (\$53,723-\$68,565); however, if the requirements of the Assistant Engineer position are met, a promotion to the Assistant position is possible and the impact would be an increase in salary and benefits of \$9,390. The Assistant Engineer is budgeted at Range 20 of the MCWDEA (\$63,302-\$79,515). Both positions are funded across all four (4) cost centers.

Below is the impact on all four (4) cost centers to each position:

Position	Impact	MW	MS	OW	OS
Application Systems Analyst	\$100,580	\$26,151	\$7,041	\$54,313	\$13,075
HR/Customer Relations Manager	\$15,430	\$4,012	\$1,080	\$8,332	\$2,006
Meter Reader	\$84,942	\$27,181	-	\$57,761	-
System Operator I	(\$105,210)	(\$33,667)	(\$14,729)	(\$39,980)	(\$16,834)
Assistant Engineer	\$9,390	\$2,441	\$657	\$5,071	\$1,221
Total	\$105,132	\$26,118	(\$5,951)	\$85,497	(\$532)

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: All four (4) cost centers for each position with the Meter Reader in Marina Water (01) and Ord Water (03) only. Total impact to FY2016/2017 budget is \$105,132.

Other Considerations: The Board may want to consider implementation of a portion of the proposed changes or wait until the next fiscal year.

Material Included for Information/Consideration: Resolution No. 2016-27; Draft job descriptions for the Application Systems Analyst, Human Resources/Customer Relations Manager, revised job descriptions for the Director of Administrative Services and Assistant Engineer.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

May 2, 2016

Resolution No. 2016-27
Resolution of the Board of Directors
Marina Coast Water District
Approving Proposed Positions and Job Descriptions

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on May 2, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, in developing the FY 2016/2017 draft budget, staff completed a review of the organizational chart and looked at areas to make business and process improvements; and,

WHEREAS, at the March 7, 2016 Budget Workshop, staff made a presentation on proposed changes to staffing and changes in supervision of several departments, and,

WHEREAS, staff is proposing an Application Systems Analyst position which will perform routine to complex technical duties supporting the District software systems to include Financial and Customer Information, Utility Billing, Geographic Information, Content Management, Database Management, System Integration and others provided by the District. In addition, the Analyst will evaluate user requirements and procedures, make recommendations to improve existing system capabilities and workflow, and develop technical solutions as needed; and,

WHEREAS, staff is recommending a salary range for this position at \$83,789-\$106,939 of the Marina Coast Water District Employees Association (MCWDEA) salary schedule; and,

WHEREAS, District process improvements include incorporating the Customer Service and Water Conservation departments under the direction of the Human Resources department head and reclassifying the Management Services Administrator to the Human Resources/Customer Relations Manager. This is an innovative concept that staff anticipates will enhance the customer service experience for our ratepayers and staff; and,

WHEREAS, this change will help to provide improved communication and processes as well as present employees with new opportunities for cross-training and job shadowing in order to be more well-versed; and,

WHEREAS, staff is recommending a salary increase to Range U37 of the Unrepresented Employees salary schedule. This represents an increase of \$15,430 in salary and benefits; and,

WHEREAS, currently, the District has only one Meter Reader. Over the past three years, with increased growth and development it has become impracticable for only one Meter Reader to install meters, set door tags, perform change-outs, and do connects and disconnects. In addition, the Meter Reader sets an average of over 2,200 door tags each year across both service areas and many times must rely on the O&M staff for assistance; and,

WHEREAS, staff recommends adding a Meter Reader and staggering the daily schedule to cover more hours during the day. This will also help to eliminate having the on-call O&M crew having to respond to Meter Reader duties. This position is budgeted at Range 8 of the MCWDEA with a salary of \$46,325-\$59,124; and,

WHEREAS, staff recommends re-establishing the Assistant Engineer position and flexibly staffing this position along with the Engineering Technician to allow for promotional opportunity within the Engineering department structure and utilize this position as our first endeavor at succession planning; and,

WHEREAS, the Engineering Technician position will continue to be budgeted at Range 14 of the MCWDEA with a salary of \$53,723-\$68,565; however, should the current Technician satisfy the required criteria and certification for the Assistant Engineer, a promotional opportunity could occur with an increase in salary and benefits of \$9,390; and,

WHEREAS, the Assistant Engineer position will be reactivated at salary Range 20 of the MCWDEA at \$62,302-\$79,515; and,

WHEREAS, the proposed staffing will have the following impact on all four cost centers:

Position	Impact	MW	MS	OW	OS
Application Systems Analyst	\$100,580	\$26,151	\$7,041	\$54,313	\$13,075
HR/Customer Relations Manager	\$15,430	\$4,012	\$1,080	\$8,332	\$2,006
Meter Reader	\$84,942	\$27,181	-	\$57,761	-
System Operator I	(\$105,210)	(\$33,667)	(\$14,729)	(\$39,980)	(\$16,834)
Assistant Engineer	\$9,390	\$2,441	\$657	\$5,071	\$1,221
Total	\$105,132	\$26,118	(\$5,951)	\$85,497	(\$532)

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2016-27 approving Proposed Position and Job Descriptions.

PASSED AND ADOPTED on May 2, 2016, 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 _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, 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. 2016-27 adopted May 2, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-C

Meeting Date: May 2, 2016

Submitted By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive Revised Draft District FY 2016-2017 Budget, Rates, Fees and Charges for the Marina and Ord Community Service Areas and Provide Direction Regarding Preparation of the Final Budget Documents

Staff Recommendation: The Board receives the revised of the draft District budget for FY 2016-2017 dated May 2, 2016 and provides direction to staff regarding preparation of the final budget documents.

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

On January 11, 2016, the Board approved the FY 2016-2017 Budget Schedule. On March 7, 2016, the Board held the Budget Workshop for the FY 2016-2017 Budget. The Board received a revised draft of the FY 2016-2017 Proposed Budget on April 4, 2016.

Discussion/Analysis: The Draft FY 2016-2017 District Budget was distributed to the Board on March 3, 2016 for review in preparation for the budget workshop. On March 7, 2016, the Board held its budget workshop and provided direction to staff for preparation of the final budget documents.

The Ord Community portion of the Draft FY 2016-2017 District Budget was sent to the Fort Ord Reuse Authority (FORA) on March 10, 2016 and was presented to the Water and Wastewater Oversight Committee (WWOC) on March 16, 2016.

Staff made further revisions to the draft budget, specifically to the Capital Improvement Project (CIP) section and presented the revised draft budget documents to the District Board and the WWOC on April 4, 2016 and April 13, 2016 respectively.

The revised draft FY 2016-2017 District Budget dated May 2, 2015 includes a \$157,000 change to the Engineering Consultants (page 53 of budget) line item in the Ord Water cost center from \$220,000 to \$377,000. The increase represents the District’s share to study alternative water sources for the Ord Community with FORA and the Monterey Regional Water Pollution Control Agency. The additional \$157,000 will be funded through Ord Water Operating Reserves (page 80 of budget).

Environmental Review Compliance: None required.

Financial Impact: ___ Yes ___ X No Funding Source/Recap: None

Materials Included for Information/Consideration: Revised Draft FY 2016-2017 Budget Document dated May 2, 2016.

Action Required: Resolution Motion X Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-D

Meeting Date: May 2, 2016

Submitted By: Brian True
Reviewed By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-28 to Approve Amendment No. 1 to the Infrastructure Agreement Between MCWD and Hamstra-Appleton, LLC. for the VA-DoD Health Care Center Project and to Reallocate Funds in the FY 2015-2016 Capital Improvements Program Budget To Use the 2006 Certificates of Participation Proceeds for the Ord Community Service Area

Staff Recommendation: The Board of Directors is requested to:

1. Adopt Resolution No. 2016-28 approving Amendment No. 1 to the Infrastructure Agreement Between MCWD and Hamstra-Appleton, LLC. for the VA-DoD Health Care Center Project; and,
2. Approve allocating 2006 COP Construction Fund Proceeds for the Ord Community Service Area for the 1st Avenue 30-inch Sanitary Sewer Replacement Project for an amount not to exceed \$348,000; and,
3. Approve reallocating funds in the FY 2015-2016 Ord Community Capital Improvements Program (Ord Sewer cost-center) Budget; and,
4. Authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

Background: *Strategic Plan, 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.*

Each year, the District follows a budget development process that results in Board approval of the annual budget which includes a Capital Improvement Program (CIP). Annual update of the District's CIP program follows the same schedule.

When the District refinanced the 2006 COP in July of 2015, it certified that the unexpended funds would be used by June 30, 2016 and are thereby obligated to do so. Proceeds available for Marina Sewer and Water are programmed to be expended by June 30, 2016.

Discussion/Analysis: The remaining 2006 COP Construction Fund proceeds for use to rehabilitate and replace existing sewer system deficiencies within the Ord Community service area by June 30, 2016 total \$340,000. Projects for development projects or that are not fixed works, i.e. temporary, mobile or easily moved, are not eligible. Ord Community CIP projects addressing existing deficiencies include replacement of aging lift stations and force mains which have failed, had to be replaced in recent years, or need to be enlarged for additional capacity to serve redevelopment of the former Fort Ord are eligible.

The highest priority sewer system project remains replacement of the Clark Lift Station. However, construction will not begin in time to expend the funds by June 30, 2016.

One possible repair and replacement capital improvement project for the Board of Directors consideration is to address an existing sewer system trunk main deficiency at the new Veterans Administration Department of Defense (VA-DoD) Health Care Center under development by Hamstra-Appleton, LLC. A recent video showed the existing 30” sanitary sewer is in poor condition with a couple of severely corroded interior sections. Sewer modelling indicates that a 24” sewer would be adequate for existing sewer flows plus future development in the area.

The former property owner installed a parallel 24” dry sewer intending to eventually replace the existing 30” sewer. However, the 24” dry pipe interferes with the footprint of the VA-DoD building. The VA-DoD project would have to make alterations to the dry line and install a new connecting pipe. Even then, the existing sewage flow in the 30” line can’t be diverted into the 24” pipe because the 30” pipe is deeper than the 24” pipe.

Alternatives for replacement of the 30” sewer are:

- Install a 24” pipe at the appropriate depth
- Slip-line the existing pipe
- Cured-in-place pipe (CIPP)

Harris & Associates evaluated the three methods and found all three to be suitable for this project in terms of cost and longevity. Harris & Associates recommended the CIPP method as being the best value for MCWD in this instance.

Table 1 below is the proposed budget for the project:

Table 1.

1 st Avenue 30-inch Sanitary Sewer Replacement Project Cost Estimate	
Description	OS cost center
CIPP installation	\$160,000
SS Bypass	\$65,000
Manholes & Tie-ins	\$70,000
Technical Support/Inspection	\$15,000
Subtotal	\$310,000
Contingency (12% of Subtotal, approx.)	\$38,000
TOTAL COST (Estimated)	\$348,000

Hamstra-Appleton will obtain bids and administer the contracts with District oversight for reimbursement of the work not-to-exceed \$348,000. Hamstra-Appleton is responsible for installing the VA-DoD building’s sewer laterals to the existing MCWD sanitary sewer network as well as maintaining responsibility for other sanitary sewer work specified by the MCWD-accepted set of plans. Because of this work, the VA-DoD project will be avoiding certain costs related to the sanitary sewer network on the property and, as such, the Amendment reflects Hamstra reimbursing MCWD for those avoided costs. Table 2 below shows the funding sources including the current estimate for the Hamstra reimbursement:

Table 2.

Funding Source	Balance
COP Construction Bond Proceeds	\$297,000
Developer Reimbursement (per Amendment; estimated)	\$51,000
TOTAL	\$348,000

The project budget sheet for OS-0239 is attached and is proposed to be added to the FY 2015-2016 CIP budget. The following amendments to the CIP program budget described in Table 3 below shows that the Gigling Lift Station & Force Main Improvements (OS-0203) and Imjin Lift Station (OS-0205) are recommended to have their budgets reduced in this current fiscal year to maintain budget balance after the addition of this First Avenue 30-inch Sanitary Sewer Replacement Project (OS-0239) CIP:

Table 3.

CIP	Budget	Change	Balance
From: OS-0203 (Gigling FM)	\$413,000	- \$163,000	\$250,000
From: OS-0205 (Imjin LS)	\$248,000	- \$185,000	\$63,000
To: OS-0239 (1 st Ave 30-inch)	\$0	\$348,000	\$348,000

The FY 2015/2016 CIPs having their funding reduced at this time does not eliminate the need for those projects nor does it eliminate those project from future CIP budgeting considerations. In this case, OS-0205 (Imjin LS) is being programmed for design work in FY 2016/2017 and for construction in FY 2017/2018 while OS-0203 (Gigling FM) is now being programmed for FY 2017/2018. Also, please note that the OS-0203 (Gigling FM) budget quantity in Table 3 above is not identical to the quantity that appears in the FY 2015/2016 CIP Budget. This is because the original budget value of \$573,000 that appears in the CIP Budget was reduced by \$160,000 on May 18, 2016 through the adoption of Resolution No. 2016-22 that resourced the procurement of several new sanitary sewer lift station pumps.

Environmental Review Compliance: This project is Statutorily and Categorically exempt under CEQA requirements.

Financial Impact: Yes No Funding Source/Recap: Available 2006 COP Construction Funds for Ord Community Sewer total \$340,000.

Allocation of the Bond proceeds for the amended Capital Improvement Budget will reduce the Ord Community Sewer Capital Reserve Balance to \$2,000.

Other considerations: Other possible actions for consideration of the Board:

1. Refer to staff for reconsideration of specific items (specific items to be addressed in the motion); or,
2. Continue to a future meeting (date and time to be specified in the motion); or,
3. Deny the action.

Material Included for Information/Consideration: Resolution No. 2016-28; draft Amendment No. 1 to the Infrastructure Agreement Between MCWD and Hamstra; the Proposed 1st Avenue Budget Sheet; and map of the First Avenue Sewer Rehab.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

May 2, 2016

Resolution No. 2016-28
Resolution of the Board of Directors
Marina Coast Water District
Approving Amendment No. 1 to the Infrastructure Agreement
Between MCWD and Hamstra-Appleton, LLC. for the
VA-DoD Health Care Center Project and to
Reallocate Funds in the FY 2015-2016 Capital Improvements Program Budget
To Use the 2006 Certificates of Participation Proceeds for the
Ord Community Service Area

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on May 2, 2016, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the 2006 Certificates of Participation (COP) Construction Funds available only for Ord Community Sewer Capital spending total \$600,000; and,

WHEREAS, the District is legally obligated to use the outstanding COP Fund proceeds by June 30, 2016; and,

WHEREAS, the proportionate share of FY 2015-2016 Ord Community Sewer Capital Improvement Project (CIP) that may be encumbered by June 30, 2016 leave an estimated COP Fund balance for Ord Community Water of \$340,000; and,

WHEREAS, other suitable 5-year Ord Community Sewer Capital Improvement Projects will be unable to have funds encumbered by June 30, 2016; and,

WHEREAS, District staff has identified an opportunity to replace and rehabilitate sanitary sewer infrastructure that benefits both the rate-payers and the VA-DoD Health Care Center Project with the timely use of the COP Funds available to the Ord Sewer cost-center; and,

WHEREAS, District and Hamstra-Appleton, LLC. have entered into an Infrastructure Agreement that provides a ready mechanism to contract and conduct the work under the existing Agreement that may be amended to reflect the Scope of Work anticipated for the 1st Avenue 30-inch Sanitary Sewer Replacement Project (OS-0239); and,

WHEREAS, District staff has reasonable FY 2015/2016 CIP budget resources within two existing Ord Sewer CIPs such that a CIP budget amendment could incorporate the expenditure of COP Fund resources within the Ord Sewer cost-center; and,

WHEREAS, District staff has recommended to the Board of Directors the Resolution stated herein and detailed in the report section of this Agenda Transmittal.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2016-28 approving Amendment No. 1 to the Infrastructure Agreement Between MCWD and Hamstra-Appleton, LLC. for the VA-DoD Health Care Center Project; and,

BE IT FURTHER RESOLVED, to approve allocating 2006 COP Construction Fund Proceeds for the Ord Community Service Area for the 1st Avenue 30-inch Sanitary Sewer Replacement Project for an amount not-to-exceed \$348,000; and,

BE IT FURTHER RESOLVED, to reallocate funds in the FY 2015-2016 Capital Improvement Budget as follows:

CIP	Budget	Change	Balance
From: OS-0203 (Gigling FM)	\$413,000	- \$163,000	\$250,000
From: OS-0205 (Imjin LS)	\$248,000	- \$185,000	\$63,000
To: OS-0239 (1 st Ave 30-inch)	\$0	\$348,000	\$348,000

BE IT FURTHER RESOLVED, to authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on May 2, 2016 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 _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, 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. 2016-28 adopted May 2, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-E

Meeting Date: May 2, 2016

Prepared By: Patrick Breen
Reviewed By: Mike Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-29 to Authorize an Increase to the Capital Improvement Project Budget for the Imjin Office Park Building E (Bureau of Land Management Office) by \$120,000

Staff Recommendation: The Board of Directors adopt Resolution No. 2016-29 to authorize an increase to the Capital Improvement Project Budget for the Imjin Office Park Building E (Bureau of Land Management's office) by \$120,000 and authorize the General Manager to execute all documents as may be necessary or appropriate to give effect to this resolution.

Background: *2015 Strategic Plan, Element No. 3 – Fiscal Planning.*

On October 29, 2014 the Board adopted Resolution No. 2014-46 to authorize a construction contract with Dilbeck & Sons Incorporated to construct Building E at 940 Imjin Office Parkway in the amount of \$3,138,618 plus a 10% contingency of \$313,861.80 for a total budget of \$3,452,479. Building E houses the Bureau of Land Management Central Coast Offices pursuant to a long term lease between the United States of America General Services Administration (GSA) and the District.

Detailed Description: During the construction of the building the contingency was utilized for typical construction change order items including the architects directives in response to requests for information, building inspection required changes, and District requested changes totaling \$105,534.

Changes requested by the GSA on behalf of the Bureau of Land Management total \$82,816. These changes were priced by the contractor, reviewed by the architect and the District and accepted by the GSA. GSA also approved lease amendments to recover the expense.

The City of Marina required alterations to the site around the BLM Building after the project was underway. Specifically, the City mandated the construction of a sidewalk running north from Imjin Parkway along 11th Street for a total cost of \$77,017. In addition, the City withheld the building permit while the sidewalk issue was being resolved. The costs incurred by the contractor for suspension of the work during the project delay include trailer, temporary fencing and bathroom, utilities and insurance was \$88,514. The total cost associated with this is \$165,531.

Another delay cost was obtaining construction financing from Rabobank. The bank approved the loan early on and took an inordinate amount of time setting up the disbursement schedule and initial draw. The District ended up having to initially self-fund construction to start the project and keep going for over 6 months. To keep from having to dip into reserves, the District finally had to stop self-funding the project that resulted in a construction shutdown of 6 weeks until the

first bank draw. This resulted in indirect project delay costs similar to the sidewalk delay of \$44,918.

Below is a summary of the aforementioned project costs:

Change	Cost
Approved Change Orders	\$105,534
GSA Changes	\$82,816
City Sidewalk /Permit Delay	\$165,531
Rabobank Financing	\$44,918
Total	\$398,799

In order to finalize the project, staff is requesting an additional \$120,000 increase to CIP No. WD-202 from reserves to complete the construction and cover all construction costs for a total contingency of \$433,861.80. This includes approximately \$35,000 for any additional unforeseen City final inspection changes and BLM requests. Thus, the total project budget would be \$3,572,479.80.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: If authorized, funding would come from District reserves.

Other Considerations: Any of the following options may also be considered:

1. Refer the item back to staff for further consideration.

Material Included for Information/Consideration: Resolution No. 2016-29.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

May 2, 2016

Resolution No. 2016 - 29
Resolution of the Board of Directors
Authorizing an Increase to the Capital Improvement Project Budget for the Imjin Office Park
Building E (Bureau of Land Management Office) by \$120,000

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on May 2, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District has a Professional Services Agreement with Mahoney & Associates to obtain long term tenants for District owned property within the Imjin Office Park in Marina California; and,

WHEREAS, the District entered into a long term lease with the United States of America General Services Administration (GSA) to construct and house the Central Coast BLM Office; and,

WHEREAS, on November 17, 2014 the Board authorized a construction contract with Dilbeck & Sons Incorporated to construct Building E at 940 Imjin Office Parkway in the amount of \$3,138,618 with a total contract authorization of \$3,452,479 including a 10% contingency; and,

WHEREAS, during construction various items were necessary utilizing the contingency authorized including but not limited to BLM funded requests, Permitting Requirements, and Project Delays; and,

WHEREAS, in order to finalize the BLM Building Staff has determined an additional \$120,000 will be necessary.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2016-29 which authorizes an increase to the Capital Improvement Project Budget for the Imjin Office Park Building E (Bureau of Land Management Office) by \$120,000 in order finalize the project.

PASSED AND ADOPTED on May 2, 2016 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 _____

Howard Gustafson, President

ATTEST:

Keith Van Der Maaten, 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. 2016-29 adopted May 2, 2016.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-F

Meeting Date: May 2, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consider Providing Direction to the Board President Regarding the Election of One Alternate Independent Special District Representative to the Local Agency Formation Commission of Monterey County

Staff Recommendation: The Board of Directors is requested to consider providing direction regarding the election of one alternate Independent Special District representative to the Local Agency Formation Commission of Monterey County (LAFCO).

Background: *2015 Strategic Plan, Mission Statement – We provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: On February 1, 2016, LAFCO sent a Call for Nominations for Two Special District Seats on LAFCO for four-year terms with a deadline of March 1, 2016. On March 2, 2016, LAFCO sent a Ballot for Election of LAFCO Commissioner – Independent Special District Regular Member. On April 8, 2016, LAFCO sent a memorandum stating that Warren Poitras was elected to the Regular Member seat. A second ballot, for election of the Alternate Member, was included with the memorandum. The deadline for the ballot is May 16, 2016.

The candidates are Stephen Snodgrass, Pajaro/Sunny Mesa Community Services District, and Grant Leonard, North County Recreation and Park District.

Environmental Review Compliance: None required.

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

Other Considerations: None.

Material Included for Information/Consideration: LAFCO letter dated April 8, 2016 with ballot.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-G

Meeting Date: May 2, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consider Appointing an Additional Alternate Ex-Officio Member to the Fort Ord Reuse Authority Board

Staff Recommendation: The Board of Directors consider appointing an additional alternate ex-officio member to the Fort Ord Reuse Authority (FORA) Board.

Background: *2015 Strategic Plan Mission Statement – To provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

On January 11, 2016, the Board approved the Committee appointments to Standing Committees and liaison's to outside agencies.

Discussion/Analysis: In January, the Board appointed President Gustafson as the ex-officio Board member to FORA and Vice President Moore as the alternate.

Environmental Review Compliance: None required.

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

Other Considerations: The Board can decide if they want to add more than one additional alternate ex-officio member to the FORA Board.

Material Included for Information/Consideration: None.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____