



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

HOWARD GUSTAFSON
President

THOMAS P. MOORE
Vice President

WILLIAM Y. LEE
JAN SHRINER
HERBERT CORTEZ

Agenda

Regular Board Meeting, Board of Directors

Marina Coast Water District

Marina Council Chambers

211 Hillcrest Avenue, Marina, California

Tuesday, February 21, 2017, 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 Wednesday, February 15, 2017. 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. 2017-09 in Recognition of Martin Rosales, System Operator II, for 15 Years of Service to the Marina Coast Water District

- 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. Receive and File the Check Register for the Month of January 2017
- B. Receive the Quarterly Financial Statements for October 1, 2016 to December 31, 2016
- C. Adopt Resolution No. 2017-10 to Revise the Associate Engineer Job Description Requirements
- D. Approve the Draft Minutes of the Regular Board Meeting of January 9, 2017
- E. Approve the Draft Minutes of the Regular Board Meeting of February 6, 2017

- 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 Approving the Proposed Water Conservation Commission Goals and Objectives for 2017

Action: The Board of Directors will consider approving the proposed 2017 Goals and Objectives for the Water Conservation Commission.

- B. Consider Adoption of Resolution No. 2017-11 to Approve the 2017 MCWD Sewer System Management Plan

Action: The Board of Directors will consider approving the 2017 MCWD Sewer System Management Plan.

- C. Receive the Marina Coast Water District FY 2016-2017 Mid-Year Report

Action: The Board of Directors will receive the mid-year budget report for FY 2016-2017.

- D. Consider Appointment of a Hearing Officer for an Employee Appeal

Action: The Board of Directors will consider appointing a Hearing Officer for an employee appeal.

11. Staff Reports

- A. Receive the 4th Quarter 2016 MCWD Water Consumption and Sewer Flow Reports
- B. Receive the Developer Account Update through December 31, 2016

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

A. General Manager's Report

B. 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 | |

13. Correspondence

14. Board Member Requests for Future Agenda Items

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

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

Regular Meeting/

Board Workshop: Monday, March 6, 2017 6:30 p.m.

Marina Council Chambers, 211 Hillcrest Avenue, Marina

Regular Meeting: Monday, March 20, 2017, 6:30 p.m.,

Marina Council Chambers, 211 Hillcrest Avenue, Marina

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: February 21, 2017

Prepared By: James Derbin

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2017-09 in Recognition of Martin Rosales, System Operator II, for 15 Years of Service to the Marina Coast Water District

Detailed Description: The Board is requested to adopt a resolution approving a plaque and gift certificate for Martin Rosales, System Operator II, who has reached his fifteen year anniversary with the District.

Martin Rosales began his employment with the District, January 29, 2002 as a full time meter reader. Martin quickly learned the District's meter reading schedule and routes. Martin is well respected by his co-workers and District customers. Over the last fifteen years, Martin has demonstrated a natural ability to handle a variety of customer issues and has received numerous accolades for his courteous demeanor.

On October 16, 2006, Martin accepted a position in the Operation and Maintenance Department. After three years, Martin earned a promotion to the System Operator II position. More recently, in 2013, Martin earned his State Water Resources Control Board, Division of Drinking Water (DDW) Grade 2 in Treatment. Following that, he passed his DDW Grade 3 in Water Distribution.

It is with great pleasure that the District recognizes Martin Rosales's fifteen years of service to the Marina Coast Water District.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: Hospitality Account for all Cost Centers

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2017-09.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 21, 2017

Resolution No. 2017-09
Resolution of the Board of Directors
Marina Coast Water District
Recognizing Mr. Martin Rosales, Systems Operator II,
For 15 Years of Service to MCWD and Awarding a Plaque and Gift Certificate

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 21, 2017 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Martin Rosales joined the District on January 29, 2002; and,

WHEREAS, Martin began his employment with the District as a meter reader, and on October 16, 2006 accepted a position in the Operation & Maintenance Collections Department as a Systems Operator I; and,

WHEREAS, after three years of successful employment as an Operator, Martin earned a promotion to the Systems Operator II position; and,

WHEREAS, Martin has shown initiative by earning his SWRCB DDW Grade II Water Treatment certification in 2013 and his Grade III Water Distribution certification in 2014; and,

WHEREAS, Martin is a dedicated and loyal employee who is well respected and admired by his fellow employees and District customers.

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

PASSED AND ADOPTED on February 21, 2017 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. 2017-09, adopted February 21, 2017.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9

Meeting Date: February 21, 2017

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: *2016 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) Receive and File the Check Register for the Month of January 2017
- B) Receive the Quarterly Financial Statements for October 1, 2016 to December 31, 2016
- C) Adopt Resolution No. 2017-10 to Revise the Associate Engineer Job Description Requirements
- D) Approve the Draft Minutes of the Regular Board Meeting of January 9, 2017
- E) Approve the Draft Minutes of the Regular Board Meeting of February 6, 2017

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Other Considerations: The Board of Directors can approve these items together or they can pull them separately for discussion.

Material Included for Information/Consideration: Check Register for January 2017; Quarterly Financial Statements for October 1, 2016 to December 31, 2016; Resolution No. 2017-10; draft minutes of January 9, 2017; and, draft minutes of February 6, 2017.

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: February 21, 2017

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of January 2017

Staff Recommendation: The Board of Directors receive and file the January 2017 expenditures totaling \$826,797.70.

Background: *2016 Strategic Plan, Objective No. 3 – Our objective is to manage public funds to assure financial stability, prudent rate management and demonstrate responsible stewardship. Our fiscal strategy is to forecast, control and optimize income and expenditures in an open and transparent manner. We will efficiently use our financial resources to assure availability to fund current and future demands.*

Discussion/Analysis: These expenditures were paid in January 2017 and the Board is requested to receive and file the check register.

Environmental Review Compliance: None required.

Financial Impact: Yes 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.

Other Consideration: None.

Material Included for Information/Consideration: January 2017 Summary Check Register.

Action Required: Resolution 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-B

Meeting Date: February 21, 2017

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Quarterly Financial Statements for October 1, 2016 to December 31, 2016

Staff Recommendation: The Board receives the Quarterly Financial Statements for Oct 1, 2016 to December 31, 2016.

Background: *2016 Strategic Plan, Strategic Element No. 3.2 – Regular Financial Updates to Policymakers and Managers.*

Discussion/Analysis: All figures reported for the quarter are based on accrual basis accounting. The District’s consolidated financial statement for the quarter includes operating revenues of \$3.312 million and expenses of \$2.737 million, resulting in net gain from operations of \$0.575 million. The District budget projected net gain from operations of \$0.398 million for the same period.

The net gain from operations for the quarter was higher than the budget expectation by \$0.178 million due to the timing of when revenues are earned and expenses are accrued producing different results than those in which the annual budget amounts are divided evenly by quarter.

Summary of Cost Centers:

<u>Description</u>	<u>Actual Qtr</u>	<u>Budget Qtr</u>	<u>Actual FYTD</u>	<u>Budget FYTD</u>
Marina Water				
Revenue	908,099	950,681	1,885,070	1,901,360
Expenses	<u>587,854</u>	<u>676,313</u>	<u>1,127,368</u>	<u>1,352,626</u>
Net Gain/(Loss)	320,245	274,368	757,702	548,734
Marina Sewer				
Revenue	270,855	258,857	542,081	517,713
Expenses	<u>169,747</u>	<u>192,047</u>	<u>315,396</u>	<u>384,094</u>
Net Gain/(Loss)	101,108	66,810	226,685	133,619
Ord Community Water				
Revenue	1,560,142	1,452,717	3,240,287	2,905,433
Expenses	<u>1,408,259</u>	<u>1,481,595</u>	<u>2,535,292</u>	<u>2,963,193</u>
Net Gain/(Loss)	151,883	(28,878)	704,995	(57,760)

Ord Community Sewer				
Revenue	573,716	538,339	1,143,113	1,076,678
Expenses	<u>442,430</u>	<u>375,444</u>	<u>733,060</u>	<u>750,886</u>
Net Gain/(Loss)	131,286	162,895	410,053	325,792
Recycled Water Project				
Revenue	16	1	16	1
Expenses	<u>129,145</u>	<u>77,487</u>	<u>129,145</u>	<u>154,974</u>
Net Gain/(Loss)	(129,129)	(77,486)	(129,129)	(154,973)
Regional Project				
Revenue	-	-	-	-
Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Gain/(Loss)	-	-	-	-
Consolidated Cost Centers				
Revenue	3,312,828	3,200,595	6,810,567	6,401,185
Expenses	<u>2,737,435</u>	<u>2,802,886</u>	<u>4,840,261</u>	<u>5,605,773</u>
Net Gain/(Loss)	575,393	397,709	1,970,306	795,412

As of December 31, 2016, the District had \$17.771 million in liquid investments. The District also had \$0.850 million of 2010 refunding bond proceeds for debt reserve purposes in the bank.

The District owed \$29.840 million for the 2015 Senior Revenue Refunding Bonds Series A as well as \$4.190 million for the 2010 Subordinate Revenue Refunding Bonds, and \$2.776 million in for the BLM construction financing at December 31, 2016.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: Quarterly Financial Statements, Investments and Debt Summary Statements.

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: 9-C

Meeting date: February 21, 2017

Prepared by: Jean Premutati

Approved by: Keith Van Der Maaten

Agenda Title: Adopt Resolution No. 2017-10 to Revise the Associate Engineer Job Description Requirements

Staff Recommendation: The Board is requested to adopt Resolution No. 2017-10 to revise the Associate Engineer job description requirements.

Background: *2016 Strategic Plan – Recruit and retain a high performing, engaged workforce.*

In March 2016, staff began a recruitment to replace the vacant Associate Engineer position. The recruitment was active for one month on many public job recruiting websites including Engineering schools and did not result in any qualified candidates.

In August 2016, staff initiated another recruitment for the Associate Engineer and modified our advertisements and outreach for candidates. Again, we received no qualified candidates.

One of the Engineering schools staff spoke with said that they are noticing a decline in enrollment in the civil engineering field as it is has become much harder to obtain a Professional Engineer's (PE) license.

Additionally, we conducted a salary survey of public agencies in Monterey and Santa Cruz Counties to determine if our salary was competitive with the market.

City/District	Title	Salary Range
MRWPCA	Associate Engineer	\$9,277-\$11,841
City of Monterey	Associate Civil Engineer	\$7,764-\$9,436
City of Santa Cruz	Associate Professional Engineer	\$6,919-\$9,364
MCWD	Associate Engineer	\$6,989-\$8,920
City of Seaside	Associate Civil Engineer	\$7,304-\$8,715
City of Salinas	Associate Engineer	\$6,675-\$8,518
Santa Cruz County	Associate Engineer	\$6,340-\$8,495
Monterey County	Associate Engineer	\$6,176-\$8,431

The District compares very well with the salaries of like positions.

Staff would like to lower the Associate Engineer job description requirements by allowing someone with an Engineer-in-Training (EIT) certificate to be considered a qualified candidate provided he/she would be eligible to sit for the exam within twenty-four (24) months from date of hire. That would give someone a reasonable amount of time to get the necessary work experience while studying for the exam.

Environmental Review Compliance: None required.

Financial Impact: ___Yes ___X___No Funding Source/Recap: None

Material Included for Information Consideration: Resolution No. 2017-10; and, Associate Engineer job description.

Action Required: ___X___Resolution ___Motion ___Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

February 21, 2017

Resolution No. 2017-10
Resolution of the Board of Directors
Marina Coast Water District
Approving a Modification to the Associate Engineer Job Description

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 21, 2017 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the current job requirements for the Associate Engineer require a Professional Engineer’s license; and,

WHEREAS, staff have attempted to fill this vacant position for nearly one year without success though the salary is aligned with same or similar positions in the local area; and,

WHEREAS, staff is concerned that it will be more difficult in the future to attract the necessary talent to fill this position, therefore, a modification to the current job description is proposed to lower the license requirement to an Engineer-in-Training certificate and be eligible to sit for the civil engineer exam within twenty-four (24) months from date of hire.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2017-10 approving a modification to the Associate Engineer job description.

PASSED AND ADOPTED on February 21, 2017, 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. 2017-10 adopted February 21, 2017.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-D

Meeting Date: February 21, 2017

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of January 9, 2017

Staff Recommendation: The Board of Directors approve the draft minutes of the January 9, 2017 regular Board meeting.

Background: *2016 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 January 9, 2017 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 January 9, 2017.

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: 9-E

Meeting Date: February 21, 2017

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of February 6, 2017

Staff Recommendation: The Board of Directors approve the draft minutes of the February 6, 2017 regular Board meeting.

Background: *2016 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 February 6, 2017 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 February 6, 2017.

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: February 21, 2017

Prepared By: Paul Lord

Approved By: Keith Van Der Maaten

Reviewed By: Jean Premutati

Agenda Title: Consider Approving the Proposed Water Conservation Commission Goals and Objectives for 2017

Staff Recommendation: The Board of Directors approve the proposed 2017 Water Conservation Commission Goals and Objectives.

Background: *2016 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.*

The Executive Committee of the Board of Directors requested staff to take an agenda item to the September 6, 2016 meeting that allowed the Board to discuss options and provide direction to the WCC on how to best provide the most value to the Board and the District in the upcoming year. In the agenda item, the Board was asked to review the WCC’s listing of 2016 goals and objectives and, if appropriate, provide guidance to staff and the Commissioners on which goals and objectives to prioritize.

The outcome of that meeting was a request that the WCC review the whole water conservation program and develop a new list of goals and objectives for the upcoming year. Then, a report on those goals and objectives would be presented to the Board of Directors. The Directors stated that they would like to know more details about the actions proposed or taken in support of the goals. The Directors requested staff identify any work to be done in support of the goals, by the Commissioners verses work to be completed by Staff.

Discussion/Analysis: At the three Commission meetings since the September 2016 Board meeting, the Commissioners were led through a “brainstorming” exercise where the group successfully listed and prioritized goals and objectives for 2017. Below is a prioritized listing of these goals and objectives, and attached is an annual calendar to address these goals:

PRIORITIZED GOALS/OBJECTIVES

HE Toilets upon Property Sale	Consumption Analytics
Re-write Ordinance	Promote Lawn Replacement
Develop School Program	New State Guidelines
Review Toilet Rebates	Review WCC Goals
Gray Water/Laundry to Landscape	New Development Standards
Re-write Landscape Standards	Promote Low-Water Use Plants
Community Outreach	Review Water Shortage Contingency Plan
Public Outreach (How to Conserve)	Smart App for phones

The list developed during the brainstorming exercises supports the following staff recommendations for general objectives for the Commission; and the duties and responsibilities for the WCC listed in the MCWD Board Procedures Manual:

- Review/update conservation department rebates and incentive programs
- Review/update District code related to water conservation
- Learn about new/future technology in water conservation
- Broaden the scope of public information and engage more with the customer base via several methods
- Provide more recognition to customers for their water conservation achievements

To help the commissioners make progress towards the new goals, and learn/share more detailed information related to the objectives, it was suggested that voluntary working groups be formed. Staff has scheduled two working group meetings to be held each month in support of the monthly commission meetings as they are helpful for making progress on bi-weekly objectives.

Environmental Review Compliance: None

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

Other Considerations: The Board may desire to consider other alternatives to adopting the motion as recommended by staff including:

1. Modifying or conditioning the action; or,
2. Direct further staff work; or,
3. Deny the action.

Material Included for Information/Consideration: 2017 WCC Monthly Meeting and Working Group Topics Calendar; and MCWD Board Procedures Manual duties and responsibilities for the WCC.

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: 10-B

Meeting Date: February 21, 2017

Prepared By: James Derbin

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2017-11 to Approve the District's 2017 Sewer System Management Plan

Staff Recommendation: The Board of Directors is requested to approve the District's 2017 Sewer System Management Plan (SSMP).

Background: *2016 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.*

District operation and maintenance of the wastewater collection system is regulated under State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Collection Systems (WDR). The purpose of the WDR is to provide a consistent, statewide regulatory approach to address Sanitary Sewer Overflows (SSOs). This approach is aimed at preventing SSOs, and ensuring agencies are properly prepared to respond to and report any SSOs that occur.

Under this WDR, all California wastewater agencies that operate a collection system that is over one mile in length must electronically report all SSOs to the SWRCB and develop a Sewer System Management Plan (SSMP) which explains how the agency operates, maintains, and evaluates its sewer system. The SSMP must be approved by an agency's governing board.

Discussion/Analysis: The District is currently enrolled in the electronic reporting program and last completed an SSMP update in 2014. Staff has recently reviewed and updated the SSMP and is recommending the Board approve the District's 2017 SSMP. Once this plan is approved by the Board, the District will be in compliance with the requirements of SWRCB Order No. 2006-0003-DWQ and a copy of the SSMP will be posted on the District website. Going forward District staff will be auditing this program every two years and updating the SSMP every five years as required by the SWRCB.

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

Other Considerations: None as this is a SWRCB requirement.

Material Included for Information/Consideration: Resolution No. 2017-11; and, a copy of the 2017 MCWD Sewer System Management Plan (SSMP) provided separately.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

February 21, 2017

Resolution No. 2017-11
Resolution of the Board of Directors
Marina Coast Water District
Approve the 2017 MCWD Sewer System Management Plan

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 21, 2017 at 211 Hillcrest Avenue, Marina, California.

WHEREAS, District operations and maintenance of the wastewater collection system is regulated under State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Collection Systems; and,

WHEREAS, State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Collection Systems requires Marina Coast Water District to maintain a Sewer System Management Plan (SSMP); and,

WHEREAS, the District has maintained an SSMP since 2004; and,

WHEREAS, District staff updated the SSMP in 2014 and most recently in 2017; and,

WHEREAS, a required element of the District’s SSMP is to have the governing board approve the plan; and,

WHEREAS, once the District’s SSMP is approved by the Board it will be posted on the District website; and,

WHEREAS, once the District’s SSMP is approved and it is posted on the District website, the District will be in compliance with State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Collection Systems; and,

WHEREAS, staff recommends the Board approve the District’s 2017 SSMP.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby approve the District’s 2017 Sewer System Management Plan.

PASSED AND ADOPTED on February 21, 2017 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. 2017-11 adopted February 21, 2017.

Keith Van Der Maaten, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-C

Meeting Date: February 21, 2017

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive the Marina Coast Water District FY 2016-2017 Mid-Year Report

Staff Recommendation: The Board receives the Marina Coast Water District Mid-Year Report for FY 2016-2017.

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

On June 6, 2016, the Board passed and adopted Resolution No. 2016-34 adopting the Marina Coast Water District Budget for FY 2016-2017.

Discussion/Analysis: The FY 2016-2017 Mid-Year Report reflects the consolidated financial activity of the District through December 31, 2016, and compares the activity with the approved budget. This comparison will serve as indication of whether or not the District will need to do a budget adjustment.

The District's Mid-Year Report includes revenues and other funding sources of \$10.692 million and expenses, including CIP/Capitalized Equipment of \$6.945 million, resulting in net gain of \$3.747 million. The net gain will be used to offset the annual principal debt service which is due and payable in May, 2017.

Some of the individual line-items may have substantial variances from the approved budget however staff has worked diligently to keep the total activity within the total approved budget.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Material Included for Information/Consideration: Mid-year Report for FY 2016-2017 as of December 31, 2016

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-D

Meeting date: February 21, 2017

Prepared by: Jean Premutati

Approved by: Keith Van Der Maaten

Agenda Title: Consider Appointment of a Hearing Officer for an Employee Appeal

Staff Recommendation: Consider appointing a Hearing Officer for an Employee Appeal.

Background: An employee has appealed an adverse action by the General Manager. For privacy concerns at this phase in the proceeding, staff is not disclosing the employee's name.

Section 21.6 (Appeal of Disciplinary Action) of the Memorandum of Understanding (MOU) of the Marina Coast Water District Employees Association states that "if an employee who has had a pre-disciplinary due process (Skelly) meeting wishes to appeal the decision of the General Manager further, and who has completed his/her six (6) months probationary status, he/she shall file with the MCWD Board of Directors no later than ten calendar days after receipt of said notice of disciplinary action."

Section 21.6.A (Time of Hearing – Notice) "A hearing by the MCWD Directors or by a Hearing Office appointed by the Board relating to the validity of the charges upon which the disciplinary action was based shall commence not later than thirty (30) days after the date of the filing of the notice of appeal." The employee has waived the 30-day period to commence the appeal.

The employee's attorney and the District's special labor law counsel are working on the selection of a Hearing Officer and they are requesting that the Board appoint the person who they finally mutually agree upon as the Hearing Officer if they are able to agree prior to the Board meeting. If they are unable to agree by the Board meeting, then we request that the Board table the matter until the March 6 Board meeting.

Environmental Review Compliance: None required.

Financial Impact: _____ Yes X No Funding Source/Recap: All four cost centers.

Material Included for Information Consideration: None.

Action Required: _____ Resolution X Motion _____ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Staff Report

Agenda Item: 11-A

Meeting Date: February 21, 2017

Prepared By: Kelly Cadiente, and Paul Lord

Approved By: Keith Van Der Maaten

Agenda Title: 4th Quarter 2016 MCWD Water Consumption and Sewer Flow Reports

Summary: The Board of Directors is requested to receive the 4th Quarter 2016 District Water Consumption and Sewer Flow Report. Quarterly water consumption reports of the Ord Community have been submitted to the Board since 2006 and is organized by land-use jurisdiction. Reports submitted in 2016 include the consumption information for Central Marina as well an analysis of variances between 2015 consumption and 2016 consumption.

This staff report also includes tracking information on sewer flows through the Monterey Regional Water Pollution Control Agency's (MRWPCA) Fort Ord and Marina pump stations. Central Marina sanitary sewer flows for the quarter ended December 31, 2016 was 99.296-million-gallons which yielded an average daily sewer flow of 1.0863-million-gallons-per-day (MGD). The Ord Community sanitary sewer flows for the quarter ended December 31, 2016 was 81.957-million-gallons which yielded an average daily sewer flow of 0.833-million-gallons-per-day (MGD).

The Ord Community's sanitary sewer flow to the Monterey Regional Water Pollution Control Agency (MRWPCA) interceptor system is measured by a District flume structure located adjacent to the retired Main Garrison wastewater treatment plant.

The District maintains sewage conveyance capacity within the Ord Community equivalent to 3.3-MGD. The 3.3-MGD capacity managed by the District is further divided into 1.1-MGD for use by the US Army and 2.2-MGD for use by others in the Ord Community.

Below are informational annotations for the data included in the report:

- The rainfall total for the 4th quarter of 2016 (October, November, December) in Marina (South Salinas) was 3.86 inches. This amount of rainfall is 1.0 inch lower than the historical quarterly average rainfall of 4.86 inches.
- The measured reference evapotranspiration rate in Marina (South Salinas) for the 4th quarter was 6.97 inches, just above the 6.93 inch historical quarterly average.

Marina Coast Water District
Staff Report

Agenda Item: 11-B

Meeting Date: February 21, 2017

Prepared By: Brian True

Approved By: Keith Van Der Maaten

Reviewed By: Michael Wegley

Agenda Title: Developer Account Update

Background: *Strategic Plan, Goal No. 2 – Our objective is to provide a high quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers. Through the master planning process, our infrastructure strategy is to carefully maintain our existing systems and ensure future additions and replacements will meet District standards.*

Staff provides quarterly reports to the Board on the status of the Development Accounts. The Board asked staff to improve the delinquent accounts and the process for managing development accounts.

Discussion/Analysis: The 2nd quarter 2017 Developer Account Update uses the new updated format for the Developer Deposit Balance Sheet presented to the Board in September 2016. In the future, Developer Deposit Balance Reports will be divided between large and medium/small active projects. This will separate subdivision developers from single parcel developments that have significantly different magnitudes, processes, and levels of outcomes. The project intake process (discussed below) will assist in making this change to the format of the Developer Deposit Balances Report.

Staff recommends writing-off balances owed to MCWD for the Marina Cottages and Del Rey Oaks projects. Obtaining compensation for MCWD expenses from either project is highly unlikely and legally challenging. The Del Rey Oaks developer is defunct. The Marina Cottages project is now a very aged account, and the units are owned by individuals (not the original developer).

Currently, deposits received for the suspended 300-AFY Existing Desal Agreement are included in the Developer Deposit Balance Sheet affecting three projects. They are Cypress Knolls, Marina Heights, and Dunes. Staff is working on a recommendation to come to the board in the near future to consider listing only those expenses and resources utilized to conduct the planning, design, and installation of the proposed project's infrastructure on the Developer Deposit Sheet. A policy along those lines would clear-up the Deposit Available or Balance Due for each of those three projects.

Several other internal process improvements are also under way. They are as follows:

- Development Project Application Form (project intake process)
- Development Review and Inspection Coordination with Land-Use Jurisdictions

The redesigned Development Project Application Form (draft attached) improves the internal workflow process and provides a more user-friendly application for small and medium-sized single parcel development projects. More importantly, this form creates a legally enforceable agreement not just for District codes and ordinances but also for cost recovery of District

expenses. The next step is to integrate the form's information fields with MCWD's existing database accounting tools such that the information contained in the new form will become part of the Developer Deposit Balance Report (and others) in a seamless manner between the Engineering, Customer Service, Operations and Finance Departments is underway.

Staff has been reaching-out to the local Land-Use Jurisdictions (LUJs) (i.e. the City of Marina, the City of Seaside, and Monterey County, etc.) to assist in developing improved development project review and approval processes. Progress has been made with the City of Marina regarding the building occupancy certification process. Anecdotally, the occupancy of the Springhill Suites hotel development has involved many improved levels of coordination between the City of Marina and MCWD. Next steps with the City of Marina is engagement with City staff regarding the LUJs responsibility for allocating water supply to development projects within both the Ord and Central Marina service areas.