



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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

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## DIRECTORS

THOMAS P. MOORE  
*President*

JAN SHRINER  
*Vice President*

WILLIAM Y. LEE  
HOWARD GUSTAFSON  
HERBERT CORTEZ

**Agenda**  
**Regular Board Meeting, Board of Directors**  
**Marina Coast Water District**  
**and**  
**Regular Board Meeting, Board of Directors**  
**Marina Coast Water District Groundwater Sustainability Agency**  
Marina Council Chambers  
211 Hillcrest Avenue, Marina, California  
Monday, April 16, 2018, 6:30 p.m. PST

*This meeting has been noticed according to the Brown Act rules. The Board of Directors meet regularly on the third Monday of each month with workshops scheduled for the first Monday of some months. 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

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, April 11, 2018. 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.

- 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
- 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 Nos. A145604, A146166, A146405
- 5) Marina Coast Water District vs California-American Water Company, Monterey County Water Resources Agency; and, California-American Water Company, Monterey County Water Resources Agency vs Marina Coast Water District, San Francisco Superior Court Case Nos. CGC-15-547125, CGC-15-546632 (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. 15CV00267
- 7) Bay View Community DE, LLC; Bryan Taylor; Greg Carter; and Brooke Bilyeu vs Marina Coast Water District; Board of Directors of Marina Coast Water District; County of Monterey and Does 1-25, inclusive, Monterey County Superior Court Case No. 18CV000765 (Petition for Writ of Mandate or Administrative Mandate, and Complaint for Declaratory and Injunctive Relief and Breach of Contract)
- 8) LandWatch Monterey County v Marina Coast Water District and Does 1 through 25, inclusive, Monterey County Superior Court Case No. 18CV000877 (Petition for Writ of Mandate)
- 9) Keep Fort Ord Wild v Marina Coast Water District, Marina Coast Water District Board of Directors, and Does 1 through 25, Monterey County Superior Court Case No. 18CV000883 (Petition for Writ of Mandate)
- 10) Marina Coast Water District, and Does 1-100 v, County of Monterey, County of Monterey Health Department Environmental Health Bureau, and Does 101-110, Monterey County Superior Court Case No. 18CV000816 (Petition for Writ of Mandate and Complaint for Injunctive Relief)

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

- C. Pursuant to Government Code 54956.8  
Conference with Real Property Negotiator  
Property: Water Supply  
Negotiating parties: to be determined  
Under Negotiation: Price and Terms
- D. Pursuant to Government Code 54957  
Public Employee Performance Evaluation  
Title: General Manager

**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 of a Refund Check from ACWA/JPIA from the Rate Stabilization Fund**

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**9. Marina Coast Water District Groundwater Sustainability Agency Matters**

**A. Presentations**

- 1. Receive a Presentation from Stanford University on the Final Results of the Airborne Electromagnetic Survey of the Salinas Valley
- 2. Receive an Update from EKI on the Groundwater Sustainability Agency Progress

**B. Action Item**

- 1. Consider Adoption of Resolution No. 2018-GSA01 to Approve Amendment 1 to the Professional Services Agreement with EKI Environment & Water, Inc. for Groundwater Sustainability Planning

**C. Staff Report**

- 1. Receive Update on the Notice of Intent to Prepare a Groundwater Sustainability Plan to the California Department of Water Resources and Other Interested Parties

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**10. Return to Marina Coast Water District Matters**

**11. Consent Calendar**

- A. Receive and File the Check Register for the Month of March 2018
- B. Approve the Draft Minutes of the Joint Board/GSA Meeting of March 12, 2018
- C. Approve the Draft Minutes of the Joint Board/GSA Meeting of March 19, 2018
- D. Approve the 2017 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community
- E. Adopt Resolution No. 2018-20 to Approve the Updated District Expense Reimbursement and Travel Policy
- F. Adopt of Resolution No. 2018-21 to Update the District Procurement Policy

**12. 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. 2018-22 to Approve a New Classification and Salary Range for a Human Resource/Risk Administrator

*Action: The Board of Directors will consider approving the Human Resources/Risk Administrator job description and compensation.*

- B. Consider Adoption of Resolution No. 2018-23 to Approve Amendment No. 4 to the Professional Services Agreement with Carollo Engineers for Design of the Regional Urban Water Augmentation Project Distribution Mains

*Action: The Board of Directors will consider approving an amendment to the Carollo Engineers Professional Services Agreement for design of the RUWAP distribution mains.*

- C. Consider Adoption of Resolution No. 2018-24 Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 6, 2018

*Action: The Board of Directors will consider calling for an election to be held at the November 6, 2018 General Election.*

- D. Consider Providing Direction to the Board President Regarding Voting for Election of One Special District Alternate Representative to LAFCO

*Action: The Board of Directors will consider providing direction regarding voting for election of one Special District alternate representative to LAFCO.*

**13. Staff Report**

- A. Receive the 1<sup>st</sup> Quarter 2018 MCWD Water Consumption and Sewer Flow Report
- B. Receive Status Report on FY2018-2019 Budget Process

**14. 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
  - 2. Joint City-District Committee
  - 3. Executive Committee
  - 4. Community Outreach Committee
  - 5. Budget and Personnel Committee
  - 6. M1W Board Member Liaison
  - 7. LAFCO Liaison
  - 8. FORA
  - 9. WWOC Report
  - 10. JPIA Liaison
  - 11. Special Districts Association
  - 12. SVBGSA Liaison

**15. Correspondence**

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

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

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

*Monday, May 21, 2018, 6:30 p.m.,  
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District  
Staff Report

Agenda Item: 8

Meeting Date: April 16, 2018

Prepared By: Jean Premutati

Approved by: Keith Van Der Maaten

Agenda Title: ACWA/JPIA will Present a Refund Check from the Rate Stabilization Fund

*Background: 5-Year 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.*

Mr. David Hodgin, an Executive Committee member from the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA), will be in attendance to present to the District a refund check for \$41,627.76. The ACWA/JPIA insures the District for liability, property, workers' compensation, and health insurance.

These funds are from the Rate Stabilization Fund. They are returned to members when they exceed -50% of the current year's Liability Basic Premium. The ACWA/JPIA's Liability, Property, and Workers' Compensation programs are pooled programs and any excess amounts are returned to members; compared to an insurance broker who keeps any profit.

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-A1

Meeting Date: April 16, 2018

Prepared By: Keith Van Der Maaten

Approved By: Keith Van Der Maaten

Agenda Title: Receive a Presentation from Stanford University on the Final Results of the Airborne Electromagnetic Survey of the Salinas Valley

Staff Recommendation: The Board of Directors receive a presentation from Stanford University on the final results of the Airborne Electromagnetic Survey of the Salinas Valley.

Background: *5-Year 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.*

In May 2017, the District utilized geophysics through an airborne electromagnetic (AEM) survey to map out the distribution of salt and freshwater in the northern Salinas Valley. Stanford University assisted the District with the logistics of planning the data acquisition and worked with the District to compile, locate, and format well data and assist in the processing and inversion of the AEM data and “ground truthing” the AEM data to available well data. The preliminary results of the AEM survey were presented to the Board on August 7, 2017, and now Stanford will present the final results and provide a final report for publication.

Marina Coast Water District  
Staff Report

Agenda Item: 9-A2

Meeting Date: April 16, 2018

Prepared By: Paula Riso

Approved by: Keith Van Der Maaten

Agenda Title: Receive an Update from EKI on the Groundwater Sustainability Agency Progress

Background: *5-Year 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 August 7, 2017, the Board of Directors awarded a Professional Services Agreement to EKI Environment & Water, Inc. for Stakeholder Coordination and initial Groundwater Sustainability Plan.

EKI will give a brief update on the progress of the District's Groundwater Sustainability Agency.



Marina Coast Water District  
Groundwater Sustainability Agency  
Agenda Transmittal

Agenda Item: 9-B1

Meeting Date: April 16, 2018

Prepared By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2018-GSA01 to Approve Amendment 1 to the Professional Services Agreement with EKI Environment & Water, Inc. for Groundwater Sustainability Planning

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

1. Adoption of Resolution No. 2018-GSA01 to Approve Amendment 1 to the Professional Services Agreement with EKI Environment & Water, Inc. for a total not-to-exceed amount of \$566,660 for Groundwater Sustainability Planning; and,
2. 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: 5-Year 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 Board of Directors awarded a Professional Services Agreement to EKI Environment & Water, Inc. (EKI) for Stakeholder Coordination and initial Groundwater Sustainability Plan (GSP) preparation on August 7, 2017, to provide the District with a solid foundation for meeting the challenges of groundwater sustainability in the Salinas Valley Groundwater Basin. Comprehensive groundwater sustainability planning in a manner that stakeholders will agree to and implement is paramount to the District's efforts. EKI assessed the District's administrative information and basin setting, and prepared the technical planning, meetings, inter-agency coordination, project description and physical benefits for a work plan, schedule and budget necessary that will be used to guide the development and preparation of the GSP meeting Sustainable Groundwater Management Act (SGMA) implementation and compliance. The GSP preparation budget is \$2,000,000 over the next 4 years.

The District also applied for a State Proposition 1 Category 2 GSP competitive grant with EKI's assistance that will comply with and meet the requirements of the GSP Regulations. On April 4, 2018, DWR announced the final awards for the Sustainable Groundwater Planning Grant Program which included the full grant amount requested for the MCWDGSA of \$1,000,000. The District match is \$1,000,000.

The District's Central Marina and Ord Community water service areas overly portions of two Salinas Valley groundwater subbasins called the Monterey and 180/400 Foot Aquifer Subbasin. The Ord Community also overlies part of the Seaside Adjudicated Basin. Adjudicated Basins are not part of the Sustainable Groundwater Management Act. The Monterey Subbasin is ranked medium priority and the 180/400 Foot Aquifer Subbasin is ranked high priority critically overdrafted by the Department of Water Resources (DWR). Groundwater Sustainability Plans

(GSP) are required by 2020 for high priority critically overdrafted subbasins and 2022 for medium priority subbasins. District wells are in the Monterey subbasin near the 180/400 Foot Aquifer Subbasin. Three wells are in Central Marina and five wells are in the Ord Community.

The MCWDGSA has an agreement with the Salinas Valley Groundwater Basin Groundwater Sustainability Agency (SVGBGSA) to coordinate GSP's for the 180/400 aquifer subbasin and for the Monterey subbasin. The SVGBGSA will be the lead for the 180/400 basin and the MCWDGSA will be the lead for the Monterey subbasin. Development of the GSP will require an open and inclusive process considering all beneficial uses and interests of groundwater, groundwater users, managers, stakeholders and interested parties. The District will have to develop, implement and operate the GSP with opportunities for input of interested stakeholders, public comment and development of roles and responsibilities of committees, committee meetings and technical advice regarding groundwater sustainability issues in addition to opportunities at regular and special Board meetings.

Planning, development, coordination and preparation of the GSP that will comply with and meet the requirements of the GSP regulations will be a 2-4 year process. The GSP must:

- Achieve the sustainability goal for the entire basin in 20 yrs
- Cannot adversely affect an adjacent basin
- Meet a substantial compliance standard
- Provide a description of basin-wide governance to reach sustainability
- Establish timeline and priority for filling data gaps
- Include adaptive management

The substantial compliance standard includes:

- Technical and Reporting Standards
  - Best Management Practices
  - Data and Reporting Standards
  - Data Management and Recordkeeping

The plan elements must include:

1. Administrative Information
  - a. Executive Summary
  - b. Agency Information
  - c. Description of Plan Area
  - d. Notice and Consultation
2. Basin Setting
  - a. Hydrologic Conceptual Model
  - b. Basin Conditions
  - c. Water Budget/Baseline
  - d. Management Areas
3. Sustainable Management Criteria
  - a. Sustainability Goal
  - b. Undesirable Results
  - c. Minimum Thresholds
  - d. Measureable Objectives
4. Monitoring Networks
  - a. Representative Monitoring
  - b. Assessment and Improvement
5. Projects and Management Actions

Groundwater sustainability planning involves establishing foundational information with the public processes, committee formation, technical planning and coordination with other GSAs that will serve as the basis for GSP development and implementation for SGMA compliance.

Discussion/Analysis: The overall GSP development effort will be conducted in four phases with a schedule targeting submittal of the GSP by the statutory deadline of 31 January 2022. The separate scope of services proposed by EKI for GSP development for the rest of Fiscal Year (FY) 2017-2018 and FY 2018-2019 aligns with the overall GSP budget and Proposition 1 grant. It also reflects GSP development work already conducted to date. The scope of services in Amendment 1 Exhibit A for the remaining FY 2017-2018 include:

- Task 1 – Conduct Foundation GSP Development Efforts
- Task 2 – Program Management and Grant Administration

The proposed scope of work for Exhibit A includes tasks scheduled to occur until the end of FY 2017-2018. These tasks generally fall under the GSP Foundation Phase (Phase 1) and the Basin Characterization and Analysis Phase (Phase 2).

The scope of services in Amendment 1 Exhibit B for FY 2018-2019 include:

- Task 1 – Develop Basin Setting Information
- Task 2 – Program Management and Grant Administration

The proposed scope of work for Exhibit B includes tasks scheduled to occur during FY 2018-19. These tasks generally fall under the Basin Characterization and Analysis Phase (Phase 2).

On the basis of the scope of work provided in Exhibits A and B, EKI proposes not-to-exceed budgets of \$114,000 to complete end of FY 2017-2018 tasks and \$452,660 to complete FY 2018-2019 tasks. Proposition 1 Grant expenses are reimbursable back to the start of SGMA in 2015.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: Funding for this project comes from the Engineering Professional Services Budget.

Other considerations: The Board can decide to approve the contract amendment with EKI Environment & Water, Inc., or reject EKI’s proposals and advertise for professional services.

Material Included for Information/Consideration: Resolution No. 2018-GSA01; Amendment 1 with Scope of Work Exhibits A & B; and, Attachments A-E (same for both scopes).

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

April 16, 2018

Resolution No. 2018-GSA01  
Resolution of the Board of Directors  
Marina Coast Water District Groundwater Sustainability Agency  
Approving Amendment 1 with EKI Environment & Water, Inc.  
for Groundwater Sustainability Planning

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District Groundwater Sustainability Agency (“District”), at a regular meeting duly called and held on April 16, 2018, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the Sustainable Groundwater Management Act (SGMA) of 2014, Water Code Sections 10720-10736.6 was signed into law September 16, 2014; and,

WHEREAS, the District formed Groundwater Sustainability Agencies for the Central Marina and Ord Community Service Areas in portions of the Monterey Subbasin and the 180/400 Subbasin in conformance with the SGMA; and,

WHEREAS, SGMA gives local agencies, such as the District, additional authorities and powers to manage groundwater; and,

WHEREAS, the District is committed to sustainable management of its groundwater resources; and,

WHEREAS, the District is developing an open and inclusive process to implement SGMA; and,

WHEREAS, the Groundwater Sustainability Plans for the District GSAs in conformance with SGMA for the 180/400 Aquifer and the Monterey Subbasins are required by 2020 and 2022 respectively; and,

WHEREAS, the District seeks to perform Groundwater Sustainability Planning consistent with the goals and objectives stated in the District’s Strategic Plan; and,

WHEREAS, SGMA requires a coordinated Groundwater Sustainability Plan (GSP) or GSPs among or between adjacent GSAs and adjacent subbasins; and,

WHEREAS, GSP development requires collaboration amongst GSAs and other local or regional water management groups at the groundwater subbasin level and encourages collaboration across groundwater subbasin boundaries; and,

WHEREAS, GSP development requires consideration of beneficial uses and engagement with beneficial users, stakeholders and interested parties with opportunities, both formal and informal, to provide input to the District throughout the process of developing, operating, and implementing the GSA and GSP; and,

WHEREAS, such opportunities include, but are not limited to, public comment periods required by SGMA (e.g., Water Code Section 10728.4); opportunities for public comment during

regular and special board meetings; and at other times to be determined and noticed pursuant to Water Code section 10727.8 (a); and,

WHEREAS, the District engaged EKI Water and Environment to assist in performing services to achieve the aforementioned SGMA planning and implementation process including stakeholder engagement, a Proposition 1 grant application, initial assessment of GSP strategies, and as-needed technical support and project management during development of a GSP; and,

WHEREAS, the District Board adopted the FY 2017/2018 Budget that includes Engineering Consultant Services with monetary resources for Groundwater Sustainability Planning; and,

WHEREAS, EKI Environment & Water, Inc. staff is familiar with the Marina Coast Water District and has demonstrated extensive knowledge related to Groundwater Resources and Planning; and District staff believes that the monetary resource proposed herein is reasonable given the complexities of the work.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to execute Amendment 1 with EKI Environment & Water, Inc. for preparing the GSP and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution, the total dollar amount not-to-exceed \$566,660 subject to approval of the FY 2018-19 Water Resources Budget for consultant services.

PASSED AND ADOPTED on April 16, 2018 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

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

ATTEST:

\_\_\_\_\_  
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. 2018-GSA01 adopted April 16, 2018.

\_\_\_\_\_  
Keith Van Der Maaten, Secretary

Marina Coast Water District  
Staff Report

Agenda Item: 9-C1

Meeting Date: April 16, 2018

Prepared By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Notice of Intent to Prepare a Groundwater Sustainability Plan

*Background: 5-Year Strategic Plan, Goal No. 1 – Our objective is to manage and protect our current water source (groundwater) and find alternative water sources. We will secure and protect our developed potable water sources sufficiently to supply current and future customers. Our water source strategy is to work with local land use jurisdictions to determine what their ultimate and interim projected demands will be and explore alternative water sources such as desalination, surface water treatment and recycled water, to find the most efficient, and to secure cost effective water source portfolio.*

Section 10727.8 of the California Water Code requires the Marina Coast Water District Groundwater Sustainability Agency (MCWDGSA) provide notice to the Department of Water Resources (DWR) of the MCWDGSA's intent to prepare a Groundwater Sustainability Plan (GSP). Notice is also to be provided to the public, the County of Monterey, City of Marina, City of Seaside, and the California Public Utilities Commission (because there are regulated water companies with the subbasin).

Discussion/Analysis: The MCWDGSA retained EKI Environment and Water, Inc. for groundwater sustainability planning and submitted a grant proposal to the DWR Sustainable Groundwater Planning Grant Program for \$1,000,000 to prepare the GSP. The grant will require 50% matching funds and filing a Notice of Intent to Prepare a Groundwater Sustainability Plan in conformance with section 10727.8 of the California Water Code.

Attachment 1 is the Notice of Intent filed and accepted by DWR on March 29, 2018 for the Monterey Subbasin. The Notice of Intent was provided to the public, the County of Monterey, City of Marina, City of Seaside, and the California Public Utilities.

The MCWDGSA has an agreement with the Salinas Valley Groundwater Basin Groundwater Sustainability Agency (SVGBGSA) to coordinate GSP's for the 180/400 aquifer subbasin and for the Monterey subbasin. The SVGBGSA will be the lead for the 180/400 basin and the MCWDGSA will be the lead for the Monterey subbasin.

On April 4, 2018, DWR announced the final awards for the Sustainable Groundwater Planning Grant Program which included the full grant amount requested for the MCWDGSA.

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11

Meeting Date: April 16, 2018

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: *5-Year 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 March 2018
- B) Approve the Draft Minutes of the Joint Board/GSA Meeting of March 12, 2018
- C) Approve the Draft Minutes of the Joint Board/GSA Meeting of March 19, 2018
- D) Approve the 2017 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community
- E) Adopt Resolution No. 2018-20 to Approve an Update to the District Expense Reimbursement and Travel Policy
- F) Adopt Resolution No. 2018-21 to Approve an Update to the District Procurement Policy

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 March 2018; draft minutes of March 12, 2018; draft minutes of March 19, 2018; 2017 Consumer Confidence Report; Resolution No. 2018-20; District Expense Reimbursement and Travel Policy; Resolution No. 2018-21; and, District Procurement Policy.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-A

Meeting Date: April 16, 2018

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of March 2018

Staff Recommendation: The Board of Directors receive and file the March 2018 expenditures totaling \$1,881,882.40.

Background: *5-Year 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 March 2018 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: March 2018 Summary Check Register.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-B

Meeting Date: April 16, 2018

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Joint Board/GSA Meeting of March 12, 2018

Staff Recommendation: The Board of Directors approve the draft minutes of the March 12, 2018 joint Board meeting.

Background: *5-Year 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 March 12, 2018 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 March 12, 2018.

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

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Board Action

Motion By\_\_\_\_\_ Seconded By\_\_\_\_\_ No Action Taken\_\_\_\_\_

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

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-C

Meeting Date: April 16, 2018

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Joint Board/GSA Meeting of March 19, 2018

Staff Recommendation: The Board of Directors approve the draft minutes of the March 19, 2018 joint Board meeting.

Background: *5-Year 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 March 19, 2018 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 March 19, 2018.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-D

Meeting Date: April 16, 2018

Prepared By: Thomas Barkhurst

Approved By: Keith Van Der Maaten

Agenda Title: Consider Approval of the 2017 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community

Staff Recommendation: Staff recommends approval of the 2017 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community.

Background: *5-Year 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.*

The Water Conservation Commission reviewed this item at its April 5, 2018 meeting and recommends approval of the 2017 Consumer Confidence Report for the Marina Coast Water District Water System, Central Marina and Ord Community.

Discussion/Analysis: The Safe Drinking Water Act requires water utilities to provide accurate and timely information to consumers about the quality of their drinking water. The US Environmental Protection Agency and California State Water Resource Control Board, Division of Drinking Water (formerly known as the California Department of Public Health (CDPH)) adopted regulations requiring the distribution of the Consumer Confidence Report (CCR) to water utility customers by July 1st each year. The District has provided CCR's (formerly called annual water quality report) to District customers since 1989.

The 2017 CCR summarizes the results of detected contaminants in District's supply wells and distribution systems conducted in calendar year 2017, or, the most recent sampling year. The District's water system did not have any violation in 2017 and is in compliance with State and Federal drinking water regulations.

A list of contaminants tested for but not detected will be posted in the District's website at [www.mcwd.org/2017ccr-ND.html](http://www.mcwd.org/2017ccr-ND.html).

The 2017 CCR will be mailed together with each customer's water bill starting May 2018. A separate mailing will be conducted for residents in the Ord military housing at or about the same time. Copies will be distributed to Alliance Residential, businesses, apartment managers, and school administrators for further distribution to customers who do not receive a water bill directly from the District. Staff will coordinate with the US Army and CSUMB's News and Public Information Officer to establish the website links for access by the military and university communities. The CCR will be available at the District's website at [www.mcwd.org](http://www.mcwd.org).

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: Printing Expense, Laboratory Budget, Marina Water Cost Center and Ord Water Cost Center.

Other Considerations: Regulatory.

Material Included for Information/Consideration: Draft 2017 Consumer Confidence Report.

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

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Board Action

Motion By\_\_\_\_\_ Seconded By\_\_\_\_\_ No Action Taken\_\_\_\_\_

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

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-E

Meeting Date: April 16, 2018

Prepared By: Jean Premutati

Approved by: Keith Van Der Maaten

Agenda Title: Adopt Resolution No. 2018-20 to Approve the Updated District Expense Reimbursement and Travel Policy

Staff Recommendation: Adopt Resolution No. 2018-20 to Approve the updated District Expense Reimbursement and Travel Policy.

*Background: 5-Year Strategic Plan, Objective 5.0 - Our objective is to recruit and retain a highly qualified, diverse and inspired workforce that delivers the essential services of our mission statement to the public while providing outstanding customer service. Our strategy is to utilize sound policies and personnel practices, offer competitive compensation and benefits, and provide opportunities for training, development, and professional growth while ensuring a safe and secure workplace.*

The District's expense reimbursement and travel policy was last updated in March 2017. It contains information regarding District-related training, travel and expense reimbursements. The employee handbook, which was revised in March 2015, contains additional guidelines and procedures when traveling on District business.

All training, travel and expense reimbursement request go through an approval process and are submitted to the HR/Customer Relations Manager who is responsible for making any necessary training or travel arrangements and authorizing related expenses. Upon completion of any travel, employees must submit an expense form to the HR/Customer Relations Manager with original receipts in order to receive reimbursement.

Discussion/Analysis: In 2017, the per diem section of the policy was deleted as this was no longer a District practice. However, since then staff has revisited adding that section back in as there have been many instances where the reconciling of the expenses takes a substantial amount of staff time both in human resources and accounting. In addition, after reviewing past reimbursement forms, it was found that there were many occasions where employees owed money for going over the allowed amount for meals and the money had not been paid back. Additionally, employees must turn in original receipts and when those are lost it becomes difficult to make the reimbursements.

Reinstating the per diem will allow for employees to receive a check prior to their travel for the number of meals they will consume at the maximum allowable and not have to worry about receipts or having to pay out of pocket expenses upon return to work. Other non-substantive changes were made to the policy.

Environmental Review Compliance: None required.

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

Material Included for Information Consideration: Resolution No. 2018-20; and, Draft District Expense Reimbursement and Travel Policy

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

April 19, 2018

Resolution No. 2018-20  
Resolution of the Board of Directors  
Marina Coast Water District  
Approve the Updated District Expense Reimbursement and Travel Policy

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 16, 2018 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District’s expense reimbursement and travel policy was last updated in March 2017. At that time, the per diem section of the policy was deleted; and,

WHEREAS, all training and travel expense reimbursement requests go through an approval process and are submitted to human resources for making the necessary training or travel arrangements. Upon completion of travel, original receipts and an expense form must be submitted for reconciliation; and,

WHEREAS, significant staff time is spent reconciling the expense forms by human resources and accounting; and,

WHEREAS, reinstating the per diem will provide a check to employees for all meals prior to travel and receipts will no longer be required or repayment to the District if the maximum allowable is exceeded.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2018-20 to approve the updated District expense reimbursement and travel policy.

PASSED AND ADOPTED on April 16, 2018, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

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

ATTEST:

\_\_\_\_\_  
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. 2018-20 adopted April 16, 2018.

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Keith Van Der Maaten, Secretary



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-F

Meeting Date: April 16, 2018

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Adopt Resolution No. 2018-21 to Approve an Update to the District Procurement Policy

Staff Recommendation: The Board of Directors adopt Resolution No. 2018-21 to approve an update to the District Procurement Policy.

Background: *5-Year Strategic Plan, Strategic Element 3.3 – Fiscal Planning – Best Accounting Practices*. On July 12, 2012, the Board adopted Resolution No. 2012-46 to approve the District Procurement Policy (“Policy”). In July 2015, the Board adopted Resolution No. 2015-39 to approve an update of the Policy to reflect the change in the District’s organizational structure. In September 2016, another update was made to the Policy which included changes in format, authority thresholds and additional language.

Discussion/Analysis: Based on review and discussion by staff, additional language has been added to the policy to reflect or refer to language in the Code of Federal Regulations (CFR) Title 2: Grants and Administrative Requirements, Part 200.317-200.326 as the State Revolving Fund (SRF) Loan for the Regional Urban Water Augmentation Project (RUWAP) may be subject to the Title 2 requirements. Staff also included additional language regarding public works procurement in compliance with California Public Contracts Code, Section 20783 which requires formal bidding procedures for construction projects in excess of \$35,000; however the District has flexibility in establishing procedures and purchasing approval levels for alternate goods and services.

Other updates to the Procurement Policy include:

- Changing the vehicle replacement thresholds from (5) years or 75,000 miles to (7) years or 100,000 miles.
- Modifying the procurement authority for the Human Resources/Customer Relations Manager to the Administration Department
- Adding the Water Resources Manager to the Procurement Authority List.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2018-21; and, Redlined version of the Draft Updated District Procurement Policy

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_

Abstained \_\_\_\_\_

Noes \_\_\_\_\_

Absent \_\_\_\_\_

April 16, 2018

Resolution No. 2018-21  
Resolution of the Board of Directors  
Marina Coast Water District  
Approve Updates to the District Procurement Policy

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 16, 2018 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on July 12, 2012, the Board adopted Resolution No. 2012-46 to approve the District Procurement Policy; and,

WHEREAS, due to the change in the District’s organizational structure, the Board adopted Resolution No. 2015-39 to approve the update of the District Procurement Policy to reflect the changes; and,

WHEREAS in September 2016, the Board adopted Resolution No. 2016-49 to approve another update to the Policy which included changes in format, authority thresholds and additional language; and,

WHEREAS the District Procurement Policy (“Policy”) applies to all procurement actions of the District, regardless of the type of procurement or the source of funds; and,

WHEREAS, from time to time, the Policy is in need of update and review.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2018-21 to approve the updated District Procurement Policy.

PASSED AND ADOPTED on April 16, 2018, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

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

ATTEST:

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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. 2018-21 adopted April 16, 2018.

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Keith Van Der Maaten, Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 12-A

Meeting Date: April 16, 2018

Prepared By: Jean Premutati

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2018-22 to Approve a New Classification and Salary Range for a Human Resource/Risk Administrator

Staff Recommendation: The Board of Directors adopt Resolution No. 2018-22 to Approve a new classification and salary range for a Human Resource/Risk Administrator.

*Background: 5-Year Strategic Plan, Objective 5.2 – 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 into the future. We will develop a workforce succession plan that will take a comprehensive look and analysis to determine which positions are more mission critical and which have less bench strength than others to avoid staffing gaps, assuring appropriate depth in critical functions. Job descriptions for positions where internal candidates are not likely will be evaluated and modified to meet the District's future needs. Compensation will be reviewed and adjusted to attract highly qualified candidates. While succession planning will be ongoing throughout the years ahead a review of the organizational chart for additional opportunities and results of the classification study will be considered.*

In July 2016, the Management Services Administrator (MAS) position was revised and re-titled to Human Resources/Customer Relations Manager. A substantial component of the revised position was, not only maintaining the human resources function, but included overseeing the Customer Service and Conservation departments with a total of eight staff members. At that time, the incumbent MAS had served eight years with the District and was very familiar with the roles and tasks of these departments as well as the staff makeup, and transitioning into that function was expected to be a short learning curve.

In late 2017, the HR/Customer Relations Manager notified the General Manager of her intent to retire in August 2018. As she serves in such a hybrid position, staff felt it would be very difficult to fill the current position either internally or externally.

During the course of the classification study, Koff & Associates made a recommendation to take the major duties and responsibilities of the previous MAS and develop a new classification of HR/Risk Administrator. The new classification and job description are a closer match to the essential functions the previous MAS performed and are more in keeping with similar human resource positions in the labor market. The recommended salary range from Koff & Associates is on the Unrepresented Salary Schedule as follows:

Range U30 - \$91,933 - \$117,332

Prior to July 2016, the management of the Customer Service department was assigned to the Director of Administrative Services and the Conservation department was managed by the Operations & Maintenance Superintendent. It is the intent now to return the oversight of the

Customer Service department to the Director of Administrative Services and the Conservation staff will be managed by the new Water Resources Manager.

Ideally, staff would like to fill this position with someone from the public sector as employment laws, practices and challenges differ from the private sector. In addition, it will take some time to advertise and recruit, evaluate applications, conduct interviews and reference checks and train the new hire. Therefore, staff is requesting the Board approve this new classification and salary range now, ahead of the classification and compensation study which staff intends to bring to the Board in May.

Environmental Review Compliance: None required.

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

Material Included for Information Consideration: Resolution No. 2018-22; and, Draft HR/Risk Administrator job description.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

April 16, 2018

Resolution No. 2018-22  
Resolution of the Board of Directors  
Marina Coast Water District  
Approve a New Classification and Salary Range for a  
Human Resource/Risk Administrator

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 16, 2018 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District’s Management Services Administrator (MAS) position was revised and re-titled to Human Resources/Customer Relations Manager in July 2016 with responsibility to manage the Conservation and Customer Service departments; and,

WHEREAS, in late 2017, the HR/Customer Relations Manager notified the General Manager of her anticipated retirement date of August 3, 2018. Due to the hybrid makeup of the revised position it was determined by staff that this position would be very difficult to fill either internally or externally. As a result of the classification and compensation study by Koff & Associates, a recommendation was made to create a new classification of HR/Risk Administrator to replace the HR/Customer Relations Manager with an annual salary range of U30 at \$91,933 - \$117,332; and,

WHEREAS, the HR/Risk Administrator will perform the major duties and responsibilities of the previous MSA which are more closely aligned with similar human resource positions in the labor market; and,

WHEREAS, prior to July 2016, the management of the Customer Service department was assigned to the Director of Administrative Services (DAS) and the Conservation department was managed by the Operations & Maintenance Superintendent. It is the intent to return the oversight of the Customer Service department to the DAS when the HR/Customer Service Relations Manager retires and to assign the Conservation oversight now to the Water Resources Manager; and,

WHEREAS, the recruitment of the new HR/Risk Administrator will take time to conduct a thorough recruitment, staff is recommending the approval of this new position now ahead of the Koff & Associates salary and classification study which staff will bring to the Board in May.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2018-22 to approve a new classification and salary range for a Human Resource/Risk Administrator.

PASSED AND ADOPTED on April 16, 2018, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

ATTEST:

\_\_\_\_\_  
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. 2018-22 adopted April 16, 2018.

\_\_\_\_\_  
Keith Van Der Maaten, Secretary



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 12-B

Meeting Date: April 16, 2018

Prepared By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2018-23 to Approve Amendment No. 4 to the Professional Services Agreement with Carollo Engineers for Design of the Regional Urban Water Augmentation Project Distribution Mains

Staff Recommendation: Staff recommends that the Board of Directors consider adopting Resolution No. 2018-23:

1. Approving Amendment No. 4 to the Professional Services Agreement with Carollo Engineers to add the not-to-exceed dollar amount of \$478,801 for a not-to-exceed total contract amount of \$1,920,072 to complete plans specifications and engineers estimate for the Regional Urban Water Augmentation Project (RUWAP) distribution mains; and,
2. 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: *5-Year 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.*

In 2006, the District engaged Carollo Engineers for design and bid-phase services for the recycled water (RW) pipeline, Fifth Avenue Pump Station, Blackhorse Reservoir, and on-call services for the RUWAP through Resolution No. 2006-68. Carollo Engineers commenced with the project work. MCWD utilized the request for proposals qualifications based selection process as required for state and federal funded professional services. In 2007, the drawings and specifications for the RW pipeline and Blackhorse Reservoir were placed “on-hold” status.

On May 12, 2009, the District approved Amendment No. 1 for final design of the RW pipeline and Carollo Engineers resumed work on the project until it was placed on hold again.

On November 16, 2015, the Board of Directors authorized RW expenditures, and the submittal of the Clean Water State Revolving Fund (SRF) Financial Assistance Application for the RUWAP with the State Water Resources Control Board.

On May 1, 2017, the District Board of Directors directed staff to receive construction bids for the RUWAP Recycled Water Pipeline and Blackhorse Recycled Water Reservoir by Resolution No. 2017-27. On July 17, 2017, the Board directed the General Manager to award the RUWAP to Mountain Cascade as the low responsive bidder for \$22,648,480 by Resolution No. 2017-44. A map of the overall recycled water system with the distribution mains design project depicted in red is included as Attachment 1.

The State Water Resources Control Board (SWRCB) split the RUWAP into two separate State Revolving Fund (SRF) project loans. The first SRF loan for the Blackhorse Reservoir and

transmission main is funded in the amount of \$10,513,217. The second SRF loan anticipated to be \$11,439,583 for the distribution mains will require completed plans and specifications before it will be funded.

Discussion and Analysis: Carollo Engineers has provided engineering throughout the planning and design of the RUWAP and have provided excellent support since the projects beginning. The scope of engineering services includes design plans, specifications and estimate, calculations, permitting and bidding services. MCWD staff have reviewed Carollo's scope and schedule and find the negotiated fees for the time and materials not-to-exceed amount of \$478,801 to be reasonable. The amendment with scope of services and cost proposal breakdown is included as Attachment 2.

Carollo completed 60% design for several of the distribution mains early on along with the 90% design of the trunk main. With their deep understanding of the project during planning and design, changing consultants at this time would be detrimental to RUWAP.

Therefore, staff is recommending that the Board adopt Resolution No. 2018-23 to amend the Carollo Engineers Professional Service Agreement.

Environmental Review Compliance: The MCWD and MOW Environmental Impact Reports establishing Mitigation Monitoring and Environmental Compliance for the RUWAP meets both the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements.

Financial Impact:  Yes  No Funding Source/Recap: The RUWAP project budget includes project design, permits and other project related costs.

Other Considerations: Authorize the General Manager to advertise request for proposal from other qualified firms.

Material Included for Information/Consideration: Resolution No. 2018-23; Attachment 1 - RUWAP project map; and, Attachment 2 – Scope of Services and Cost Budget for Carollo Engineering.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

April 16, 2018

Resolution No. 2018 – 23

Resolution of the Board of Directors

Marina Coast Water District

Approving Amendment No. 4 to the Professional Services Agreement with  
Carollo Engineers for Regional Urban Water Augmentation Project  
Distribution Mains Design and Bidding Services

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 16, 2018, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, in October 2004, the District Board of Directors certified its *Environmental Impact Report -- Regional Urban Water Augmentation Project* (Water Augmentation Project EIR); and,

WHEREAS, the FORA Board of Directors took action to approve a Capital Improvement Program and supporting financial programs for the water augmentation project; and,

WHEREAS, on August 9, 2006, the Board adopted Resolution No. 2006-68 that approved a Professional Services Agreement with Carollo Engineers for the design and bid-phase services for the recycled water pipeline, pump station, and storage tank for RUWAP; and,

WHEREAS, the District placed the recycled water portion of RUWAP “on-hold” in 2007 that placed the contract under Resolution No. 2006-68 in the same “on-hold” status; and,

WHEREAS, on May 12, 2009, the Board adopted Resolution No. 2009-31 that approved Amendment No. 1 to the Professional Service Agreement with Carollo Engineers to complete the project work and prepare the detailed engineering design, provide bid phase services for the recycled water pipeline and Blackhorse Reservoir, and provide as-requested services; and,

WHEREAS, on March 21, 2016, the Board of Directors Adopted Resolution No. 2016-18 to Approve Amendment No. 2 to the Professional Services Agreement with Carollo Engineers, P.C. for Design of the Regional Urban Water Augmentation Project and reaffirmed authorizing work on recycled water projects; and,

WHEREAS, on April 8, 2016, MCWD and MOW entered into the Pure Water Delivery and Supply Project Agreement pursuant to which the RUWAP pipeline would be designed, constructed, owned, and operated by MCWD in accordance with the 1998 MCWD-FORA Water/Wastewater Facilities Agreement. Under this 2016 Agreement, MCWD has the right to utilize advance treated water for the Ord Community up to and including a net 600 AFY during Phase 1 and a net 1,427 AFY during Phase 2 to implement FORA Board Resolution No. 07-10; and,

WHEREAS, on April 16, 2016, MCWD adopted Addendum No. 3 to the MCWD RUWAP EIR for the construction of one single transmission pipeline and related facilities to deliver advanced treated water from the Advanced Water Treatment Plant (AWTP) to the Seaside

Groundwater Basin for the PWM/GWR Project and to MCWD's irrigation customers for the RUWAP Project; and,

WHEREAS, on August 25, 2016, FORA committed reimbursement funds of up to \$6,000,000 for RUWAP; and,

WHEREAS, on May 1, 2017, the District Board of Directors directed staff to receive construction bids for the RUWAP Recycled Water Pipeline and Blackhorse Reservoir; and,

WHEREAS, on July 17, 2017, the Board directed the General Manager to award the RUWAP to Mountain Cascade for the RUWAP Recycled Water Pipeline and Blackhorse Reservoir; and,

WHEREAS, on August 21, 2017, the Board of Directors Adopted Resolution No. 2017-56 to Approve Amendment No. 3 to the Professional Services Agreement with Carollo Engineers, P.C. for Engineering Services During Construction for the RUWAP Recycled Water Pipeline and Blackhorse Reservoir; and,

WHEREAS, the District has an active application for CWSRF loan financing for the RUWAP Distribution Mains in the amount of \$11,439,583 with the SWRCB.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby reaffirm and authorize work on recycled water and recycled water projects; and,

BE IT FURTHER RESOLVED, to approve Amendment No. 4 to the Professional Services Agreement with Carollo Engineers, P.C. for engineering services during design of the RUWAP Distribution Main, to add the not-to-exceed dollar amount of \$478,801 for a not-to-exceed total contract amount of \$1,920,072; and,

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 April 16, 2018 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

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Thomas P. Moore, President

ATTEST:

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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. 2018-23 adopted on April 16, 2018.

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Keith Van Der Maaten, Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 12-C

Meeting Date: April 16, 2018

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2018-24 Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 6, 2018

Staff Recommendation: The Board of Directors adopt Resolution No. 2018-24 ordering an election; requesting County Elections to conduct the election; requesting consolidation of the election set for November 6, 2018; limiting the Candidate's Statement to 200 words or less with the candidate being responsible for paying the cost of publishing the Candidate's Statement of Qualifications; and, authorize the General Manager to sign a Service Agreement with the Monterey County Registrar of Voters.

Background: *5-Year 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: The District Board has three seats that are up for election in November 2018 and is asked to take action to call an election for Director William Lee's office, Director Howard Gustafson's office, and Director Jan Shriner's office.

Pursuant to Section 10002 et seq. of the Elections Code, the Governing Body of the District must call the election to be held on November 6, 2018 for the purpose of electing successors to the terms of office which will expire in 2018. The Board must adopt a resolution calling for the election no later than July 4, 2018. The District has staggered terms and therefore must meet this requirement every two years.

Following the prior practice of the Board, the District will limit the Candidate's Statement to 200 words or less and the candidate is responsible for paying the cost of publishing the Candidate's Statement of Qualifications in the Voter's Information Pamphlet at the time of filing his/her statement.

In the event of a tie vote, the county elections official shall notify the governing body of the district thereof, and the governing body shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by representative at a time and place designated by the governing body. The tie votes shall be determined by putting the candidate names in a container and having an independent person draw a name. The candidate so chosen shall qualify, take office and serve as though elected at the preceding general district election.

The Monterey County Registrar of Voters also requests the District to enter into a Service Agreement to provide election services.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: The approximate cost is \$30,000, which depends on the number of registered voters in the District's jurisdiction and how many pamphlets are printed and mailed. This cost will be allocated to both Marina cost centers; 01-Marina Water and 02-Marina Sewer.

Material Included for Information/Consideration: Resolution No. 2018-24; Election Calendar; and Service Agreement.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_

Abstained \_\_\_\_\_

Noes \_\_\_\_\_

Absent \_\_\_\_\_

April 16, 2018

Resolution No. 2018-24  
Resolution of the Board of Directors  
Marina Coast Water District

Resolution Calling for an Election Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election Set for November 6, 2018

RESOLVED by the Board of Directors ("Board"), of the Marina Coast Water District ("District"), at a regular meeting duly called and held on April 16, 2018, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Director William Lee, Director Howard Gustafson, and Director Jan Shriner's offices are subject to election at the November 6, 2018 General Election; and,

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and,

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and,

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and,

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and,

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and,

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision of the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections office, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and,

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city, or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or



400 words and to determine if the candidate and or the political subdivision will pay the cost of the statement; and,

WHEREAS, in the event that two or more candidates receive an equal number of votes and the highest number of votes (“tie votes”) for an office, Elections Code Section 10551(b) of the Uniform District Election Law requires the district’s governing body to determine the tie votes by lot; and,

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and,

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 6, 2018.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the governing body of the Marina Coast Water District hereby orders an election be called and consolidated with any and all elections also called to be held on November 6, 2018 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Marina Coast Water District requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403; and,

BE IT FURTHER RESOLVED AND ORDERED, that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services; and,

BE IT FURTHER RESOLVED AND ORDERED, that the Monterey County Elections Department conduct the election for the purpose of electing 3 Members to this Governing Board on the November 6, 2018 ballot:

<u>Seats Open</u>	<u>Office</u>	<u>Term</u>	<u>District</u>
William Y. Lee	Director	4 Year	Marina Coast Water District
Howard Gustafson	Director	4 Year	Marina Coast Water District
Jan Shriner	Director	4 Year	Marina Coast Water District

BE IT FURTHER RESOLVED AND ORDERED, that pursuant to Elections Code Section 13307 the Marina Coast Water District has resolved that all costs of the Candidate’s statement be paid by the candidate upon submission of Candidate’s statement, and that no candidate may submit a statement of over 200 words; and,

BE IT FURTHER RESOLVED AND ORDERED, in the event of a tie vote, the county elections official shall notify the governing body of the district thereof, and the governing body shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by representative at a time and place designated by the governing body. The governing body shall, at that time and place, determine the tie by lot and the results thereof shall be declared by the governing body. The candidate so chosen shall qualify, take office and serve as though elected at the preceding general district election; and,

BE IT FURTHER RESOLVED AND ORDERED, that tie votes shall be determined by putting the candidate names in a container and having an independent person draw a name.

PASSED AND ADOPTED on April 16, 2018, by the Board of Directors of the Marina Coast Water District by the following vote:

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

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

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

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

\_\_\_\_\_  
Thomas P. Moore, 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. 2018-24 adopted April 16, 2018.

\_\_\_\_\_  
Keith Van Der Maaten, Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 12-D

Meeting Date: April 16, 2018

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consider Providing Direction to the Board President Regarding Voting for Election of One Special District Alternate Representative to LAFCO

Staff Recommendation: The Board of Directors provide direction to the Board President regarding voting for election of one Special District alternate representative to the Local Agency Formation Commission of Monterey County (LAFCO).

Background: *5-Year 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.*

Discussion/Analysis: On February 2, 2018, LAFCO sent a ballot for election of a Special District representative regular member seat. The regular representative seat was filled by Mary Ann Leffel and now a second ballot has been received for election to the Special District representative alternate seat with a term that will expire in May 2020.

Ballots must be received by LAFCO by May 4, 2018 at 5:00 p.m.

Environmental Review Compliance: None required.

Financial Impact: \_\_\_\_\_Yes      X  No Funding Source/Recap: None.

Other Considerations: The Board can decide not to vote for any nominee running for office.

Material Included for Information/Consideration: LAFCO Memorandum regarding Ballot for Election of LAFCO Commissioner – Special District Alternate Member.

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

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Board Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

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

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

Marina Coast Water District  
Staff Report

Agenda Item: 13-A

Meeting Date: April 16, 2018

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: 1<sup>st</sup> Quarter 2018 Ord Community Water Consumption and Sewer Flow Reports

Summary: The Board of Directors is requested to receive the 1<sup>st</sup> Quarter 2018 District Water Consumption and Sewer Flow Report. Quarterly water consumption reports of the Ord Community have been submitted to the Board since 2006 and are organized by land-use jurisdiction. Reports submitted since 2016 include the consumption information for Central Marina as well as an analysis of variances between current-year projected consumption and prior-year consumption.

However, for the Quarter ended March 31, 2018, nearly all the subdivisions' 2018 projected use is less than 2017. This is mostly due to wet weather from January – March 2018. Extrapolating the 1<sup>st</sup> quarter consumption data to project the 2018 annual consumption results in a lower annual consumption. Therefore the variance analysis includes only those subdivisions whose variances are a result of factors other than 1<sup>st</sup> quarter wet weather. Reports submitted since December 2017 include the water allocations of the various jurisdictions (boundaries) within the Ord Community that currently receive water services from the District.

This staff report normally includes tracking information on sewer flows through the Monterey One Water Agency's (M1W) Fort Ord and Marina pump stations. However, flow data was not available at time of publication of the staff report.

The Ord Community's sanitary sewer flow to the M1W interceptor system is measured by a District flume structure located adjacent to the retired Main Garrison wastewater treatment plant.

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 13-B

Meeting Date: April 16, 2018

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive Update on the FY 2018-2019 District Budget Process

Staff Recommendation: The Board receive an update on the FY 2018-2019 District Budget Process.

Background: *5-Year Strategic Plan, Goal No. 4 – To manage the District's finances in the most effective and fiscally responsible manner.*

On January 20, 2018, the Board set the date for the FY 2018-2019 Budget Workshop for March 12, 2018. On March 12, 2018, the Board held the Budget Workshop for the FY 2018-2019 Budget and received a presentation from staff.

Discussion/Analysis: The Ord Community portion of the Draft FY 2018-2019 District Budget was sent to the Fort Ord Reuse Authority (FORA) on March 8, 2018 and was intended to be presented to the Water and Wastewater Oversight Committee (WWOC) on March 16, 2018 however, the WWOC postponed its March 16<sup>th</sup> meeting to March 28, 2018. Because there was no quorum at the WWOC March 28<sup>th</sup> meeting, District staff provided a presentation on the Ord Community Budget to the WWOC at its next meeting on April 11, 2018.

Based on discussion and review from the WWOC at its April 11<sup>th</sup> meeting, staff will make corrections/revisions to the draft budget that was initially presented to the Board at the March 12, 2018 Budget Workshop to present to the Board at its regular meeting on May 21, 2018.

A revised FY 2018-2019 District Budget Calendar is provided.