MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099
Home Page: www.mcwd.org
TEL: (831) 384-6131 FAX: (831) 883-5995

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
Monday, December 14, 2020, 6:30 p.m. PST

Due to Governor Newsom's Executive Order N-29-20 and recommendations on protocols to contain the spread of COVID-19, staff and Board members will be attending the December 14, 2020 meeting remotely from various locations and the meeting will be held via Zoom conference. There will be NO physical location of the meeting. The public is strongly encouraged to use the Zoom app for best reception.
There may be limited opportunity to provide verbal comments during the meeting. Persons who are participating via telephone will need to press *9 to be acknowledged for comments. Members of the public participating by Zoom will be placed on mute during the proceedings and will be acknowledged only when public comment is allowed, after requesting and receiving recognition from the Board President. Public comment can also be submitted in writing to Paula Riso at priso@mcwd.org by 9:00 am on Monday, December 14, 2020; such comments will be distributed to the MCWD Board before the meeting.

This meeting may be accessed remotely using the following Zoom link:
https://us02web.zoom.us/j/86563310507?pwd=NDkxcVVrVW5LQlRPYzZMYmdScEczQT09
Passcode: 328145

To participate via phone, please call: 1-669-900-9128; Meeting ID: 865 6331 0507 Passcode: 328145

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. Administer Oath of Office

Action: The Oath of Office will be administered to Thomas P. Moore and Herbert Cortez so they can serve as Directors to the Marina Coast Water District Board.
(Page 1)

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 District offices at 11 Reservation Road and 2840 4th Avenue, Marina. 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): City of Marina Council Chambers. A complete Board packet containing all enclosures and staff materials will be available for public review on the District website, Thursday, December 10, 2020. 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. Roll Call

4. Election of Board President and Vice-President for 2021
(Page 2)

5. 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.*

6. Closed Session

A. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation

1) 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)

2) Marina Coast Water District, and Does 1-100 v, County of Monterey, Monterey County Board of Supervisors, and Does 101-110 (California-American Water Company, Real Party in Interest), Monterey County Superior Court Case No. 19CV003305 (Petition for Writ of Mandate and Complaint for Injunctive Relief)

3) Appeal No. A-3-MRA-19-0034 by California-American Water Company to the California Coastal Commission over Denial by the City of Marina for a Coastal Development Permit for Construction of Slant Intake Wells for the Monterey Peninsula Water Supply Project

4) City of Marina vs. RMC Lonestar [CEMEX], California-America Water Company, Marina Coast WD, et al Defendants, Monterey County Superior Court Case No. 20CV001387 (Complaint for Breach of Contract, Declaratory Relief under the Agency Act, and Tortious Interference with Existing Contract)

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 Damages, Breach of Warranties, etc.)

B. Pursuant to Government Code Section 54956.9 and paragraph (4) of Subdivision (d) of Government Code Section 54956.9- one case
Conference with Legal Counsel – Existing Litigation and Anticipated Litigation
Name of Case: California-American Water Company v. All Persons Interested…, Complaint for Reverse Validation, Monterey County Superior Court Case No. 20CV002436, and Marina Coast Water District's consideration of joining that case

C. Pursuant to Government Code 54957
Public Appointment
Title: Legal Counsel

7:00 p.m. Reconvene Open Session

7. 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.*

8. Pledge of Allegiance

9 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.*

10. Presentation

A. Consider Adoption of Resolution No. 2020-67 in Recognition and Appreciation of Keith Van Der Maaten for Dedicated and Outstanding Service as General Manager to Marina Coast Water District from August 2015 to December 2020
(Page 3)

11. Consent Calendar

A. Receive and File the Check Register for the Month of November 2020
(Page 9)

B. Receive the Quarterly Financial Statements for April 1, 2020 to June 30, 2020
(Page 16)

C. Conisder Approving the Draft Minutes of the Regular Joint Board/GSA Meeting of November 16, 2020
(Page 29)

D. Consider Approving the Draft Minutes of the Special Joint Board/GSA Meeting of December 7, 2020
(Page 38)

E. Receive the Validated 2019 Water Loss Audit Report and Level 1 Validation Document
(Page 42)

F. Consider Renumbering Resolution No. 2020-62, Proclaiming the Marina Coast Water District's 60th Anniversary, to Resolution No. 2020-68
(Page 77)

G. Consider Approving the Proposed Regular Board/GSA Meeting and Workshop Meeting Schedule for 2021
(Page 80)

H. Consider Adoption of Resolution No. 2020-69 to Approve New Fees and Charges for Griffith, Masuda & Hobbs Legal Services for 2021
(Page 82)

I. Consider Adoption of Resolution No. 2020-70 to Approve a Professional Services Agreement with Boutin Jones to Provide Special Legal Counsel in Labor and Employment Law Services to the District
(Page 86)

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 Accepting the Comprehensive Annual Financial Report and the Independent Auditor's Report for the Fiscal Year ended June 30, 2020
(Page 104)

B. Consider Adoption of Resolution No. 2020-71 to Authorize an Amendment to the Professional Services Agreement with Schaaf & Wheeler Consulting Civil Engineers for the 2020 MCWD Urban Water Management Plan
(Page 106)

C. Consider Adoption of Resolution No. 2020-72 to Authorize a Construction Contract between Marina Developers, Inc. and Monterey Peninsula Engineering for Reconstruction of the Booker Lift Station; and, Amend the FY 2020-2021 Capital Improvement Budget
(Page 119)

D. Consider Adoption of Resolution No. 2020-73 to Approving the Reorganization of the Operations and Maintenance Department
(Page 126)

E. Receive the 2020 Year In Review Report and Provide Comments
(Page 142)

F. Consider Director Appointments to Standing Committees of the Board and to Outside Agencies for 2021, and as Negotiators to any Ad Hoc Committees of the Board
(Page 152)

G. Review the Revisions to the Board Procedure Manual
(Page 154)

13. 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. JPIA Liaison
9. Special Districts Association
10. MCWD/SVBGSA Steering Committee

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: Wednesday, January 20, 2021, 6:30 p.m.

Return to Agenda

Agenda Transmittal

Agenda Item: 2 Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Administer Oath of Office

Staff Recommendation: Administer the oath of office to Thomas P. Moore and Herbert Cortez.

Background: *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: In accordance with the certified November 3, 2020 election results, two individuals are to be sworn in to begin serving new four-year terms as members of the District Board of Directors. Thomas P. Moore and Herbert Cortez will be sworn in at this meeting.

> *"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."*

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: None.

Action Required: _____Resolution _____Motion _____Review ___X__Oath

---

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 4 Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Election of Board President and Vice-President

Staff Recommendation: The Board of Directors elect a President and Vice-President to serve the next 1-year term.

Background: *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 Board Procedures Manual states in part:

> "The Board of Directors shall have a President who is elected by the Board from among the five Directors. The President shall be elected annually in the month of December but not before any newly elected or reelected Director(s) have taken office. No Director shall serve more than three consecutive years as President. If a majority of the Directors cannot agree on who should be the new President, then the existing President shall remain President until the issue can be resolved."
>
> "This Board of Directors shall have one Vice-President who shall be elected by the Board from among the five Directors at the same time as the President is elected. The Vice-President shall be elected annually in the month of December but not before any newly elected or reelected Director(s) have taken office. It is the Board's policy to rotate the office of Vice-President among the Board members. However, no Director shall serve more than three consecutive years as Vice President. If a majority of the Directors cannot agree on who should be the new Vice President, then the existing Vice President shall continue in office until the issue can be resolved."

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: None.

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_____

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 10-A Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Thomas P. Moore

Agenda Title: Consider Adoption of Resolution No. 2020-67 in Recognition and Appreciation of Keith Van Der Maaten for Dedicated and Outstanding Service as General Manager to Marina Coast Water District from August 2015 to December 2020

Recommendation: The Board of Directors consider adoption of Resolution No. 2020-67 in recognition and appreciation of Keith Van Der Maaten upon his resignation following more than 5 years of dedicated and outstanding service to Marina Coast Water District.

Background: *Strategic Plan, Strategic Element 5.0 – Our objective is to recruit and maintain a highly qualified, diverse and inspired workforce that delivers the essential services of our mission statement to the public while providing outstanding customer service*.

Discussion/Analysis: Keith Van Der Maaten became the District's General Manager on August 3, 2015. During the last five and a half years, Keith's leadership and service has made a significant difference for the District's customers, staff, Board and neighboring agencies and cities.

Not only has Keith's leadership helped guide the District's mission and vision for the Marina and the Ord Community service areas, his excellent relationships with representatives from other local, regional, state and national agencies and private organizations has greatly assisted the District in executing its important roles.

Under his guidance, the State of California recognized MCWD as having exclusive GSA status within its service areas overlying the Monterey and the 180/400 Subbasins. Keith also arranged a partnership with Stanford University to perform the first Airborne Electromagnetic Survey of significant parts of the Salinas Valley Groundwater Basin. He oversaw the construction of the conveyance pipeline and reservoir that serve both the Regional Urban Water Augmentation Project and, in partnership with Monterey One Water, the Pure Water Monterey project.

Following many years of effort, in 2019 Keith successfully guided the District through the Monterey County LAFCO annexation process, expanding the District's legal boundaries to encompass all the areas of the former Fort Ord served by the District. As part of this process, Keith was instrumental in ensuring that the cities in the Ord Community that are served by Marina Coast would continue to receive the same levels of service once the Fort Ord Reuse Authority ceased to exist.

Keith's leadership has been instrumental in improving customer services, water supply project plans, District organizational structure and staffing, relations with the employee bargaining units; rate structures, budgets and financial plans, facility and capital projects plans, real property management, public outreach and education.

Therefore, the Board of Directors, as well as the employees of the Marina Coast Water District, recognizes and appreciates Keith's many contributions to the District during the past five and a half years and wish him continued success in his future endeavors.

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2020-67.

Action Required: ___X___Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020-67
Resolution of the Board of Directors
Marina Coast Water District
in Recognition and Appreciation of Keith Van Der Maaten
for his Dedicated and Outstanding Service as General Manager to the
Marina Coast Water District from August 2015 to December 2020

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, Keith Van Der Maaten joined the District on August 3, 2015 as its General Manager; and,

WHEREAS, he brought with him significant experience and a desire to improve the status of the Marina Coast Water District and the contributions it makes in the region; and,

WHEREAS, Keith's keen appreciation of the District's mission and vision for the Marina and the Ord Community service areas, and his productive relationships with representatives from local, regional, state and national public agencies and private organization has greatly assisted the District in fulfilling its important roles; and,

WHEREAS, Keith's honesty and leadership have been instrumental in improving customer service, water supply master plans, District organizational structure and staffing, relations with employee bargaining units, rate structures, budgets, financial plans, facility and capital projects plans, real property management, public outreach and water conservation education.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and recognizes Keith Van Der Maaten for his years of service as the General Manager to Marina Coast Water District, and wishes him success with his future endeavors.

PASSED AND ADOPTED on December 14, 2020, 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_____

_____
, 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. 2020-67 adopted December 14, 2020.

_____
Keith Van Der Maaten, Secretary

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11 Meeting Date: December 14, 2020

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: *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 November 2020
B) Receive the Quarterly Financial Statements for July 1, 2020 to September 30, 2020
C) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of November 16, 2020
D) Approve the Draft Minutes of the Special Joint Board/GSA Meeting of December 7, 2020
E) Receive the Validated 2019 Water Loss Audit Report and Level 1 Validation Document
F) Consider Renumbering Resolution No. 2020-62, Proclaiming the Marina Coast Water District's 60th Anniversary, to Resolution No. 2020-68
G) Consider Approving the Proposed Regular Board/GSA Meeting and Workshop Meeting Schedule for 2021
H) Consider Adoption of Resolution No. 2020-69 to Approve New Fees and Charges for Griffith, Masuda & Hobbs Legal Services for 2021
I) Consider Adoption of Resolution No. 2020-70 to Authorize a Contract for District Legal Services with Boutin Jones, Inc. for Labor and Employment Law Matters

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 November 2020; quarterly financial statements for June 1, 2020 to July 30, 2020; draft minutes of November 16, 2020; draft minutes of December 7, 2020; the Validated 2019 Water Loss Audit Report and review document; Rexolution No. 68; Fee Notice from Griffith, Masuda, & Hobbs; and, engagement letter from Boutin Jones, Inc.

Action Required: _____Resolution ___X___Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-A Meeting Date: December 14, 2020

Prepared By: Kelly Cadiente Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of November 2020

Staff Recommendation: The Board of Directors receive and file the November 2020 expenditures totaling $3,531,027.03.

Background: *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 November 2020 and the Board is requested to receive and file the check register.

Environmental Review Compliance: None required.

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

Other Consideration: None.

Material Included for Information/Consideration: November 2020 Summary Check Register.

Action Required: _____Resolution __X__Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

NOVEMBER 2020 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
11/05/2020	Wire	Friedman & Springwater LLP	63,587.50
11/05/2020	69821-69894	Check Register	1,095,323.11
11/19/2020	Wire	MUFG Union Bank, N.A.	953,263.23
11/23/2020	69895-69931	Check Register	949,661.81
11/04/2020	ACH	CalPERS	400.00
11/05/2020	500930-500943	Check Register	10,999.16
11/13/2020	ACH	CalPERS	25,334.07
11/13/2020	ACH	Internal Revenue Service	41,193.98
11/13/2020	ACH	MassMutual Retirement Services, LLC	8,338.26
11/13/2020	ACH	State of California - EDD	9,468.50
11/13/2020	500944-500946	Payroll Checks and Direct Deposit	105,845.92
11/13/2020	500947-500948	Check Register	1,482.27
11/23/2020	500949-500959	Check Register	75,903.69
11/27/2020	ACH	CalPERS	25,368.96
11/27/2020	ACH	Internal Revenue Service	40,634.18
11/27/2020	ACH	MassMutual Retirement Services, LLC	8,190.77
11/27/2020	ACH	State of California - EDD	9,220.87
11/27/2020	500960-500962	Payroll Checks and Direct Deposit	106,194.48
11/27/2020	500963	Check Register	616.27
		TOTAL DISBURSEMENTS	**3,531,027.03**

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
Wire	10/05/2020	11/05/2020	Friedman & Springwater LLP	Legal Fees - MCWD v CPUC, CEMEX Litigation 09/2020	63,587.50
69821	10/09/2020	11/05/2020	Monterey Peninsula Unified School District	Water Conservation Education 09/2020	2,028.50
69822	10/22/2020	11/05/2020	Grainger	General Supplies	208.08
69823	10/20/2020	11/05/2020	Area Communications	Answering Service 09/23 - 10/20	159.16
69824	09/29/2020	11/05/2020	Monterey Peninsula Engineering	RUWAP Distribution System - Construction Pmt #2	599,047.23
69825	10/05/2020	11/05/2020	WateReuse Association	2021 Membership Dues	1,070.00
69826	10/27/2020	11/05/2020	Monterey Bay Analytical Services	Laboratory Testing	3,150.00
69827	10/18/2020	11/05/2020	Verizon Wireless	Cell Phone Service 10/2020	1,463.42
69828	10/02/2020	11/05/2020	Harris & Associates	Inspection Services - RUWAP Distribution, Construction Services/ Inspections - Imjin LS, Developers (Dunes Residential, East Garrison, Wathen-Castanos Homes)	70,194.38
69829	10/16/2020	11/05/2020	Federal Express	Shipping Charges	56.78
69830	10/05/2020	11/05/2020	HD Supply Facilities Maintenance LTD	General Supplies	270.06
69831	10/19/2020	11/05/2020	CSC of Salinas	Maintenance - Vehicle #0801	25.47
69832	10/25/2020	11/05/2020	NEC Financial Services, Inc.	Phone Equipment Lease 10/2020	335.76
69833	10/12/2020	11/05/2020	Carollo Engineers, Inc.	Construction Meetings, Submittal Review, RFI's, Design Clarifications - RUWAP	28,458.56
69834	09/02/2020	11/05/2020	American Supply Company	Janitorial Supplies	172.04
69835	10/28/2020	11/05/2020	O'Reilly Automotive Stores, Inc.	Auto/ General Supplies	162.08
69836	10/27/2020	11/05/2020	McGrath Rent Corp.	Modular Office - Water Resources 11/2020	743.69
69837	09/29/2020	11/05/2020	Calcon Systems, Inc.	Cellular Modem Installation	2,306.89
69838	10/12/2020	11/05/2020	E&M Electric and Machinery, Inc.	Historian/ Support Upgrade	13,000.00
69839	10/20/2020	11/05/2020	Sturdy Oil Company	(20) 5-gallon Pails Clarion FM AW32	1,581.92
69840	09/30/2020	11/05/2020	Star Sanitation LLC	Mobile Restroom Rental - Beach Office	71.01
69841	10/19/2020	11/05/2020	Daiohs USA	Coffee Supplies	200.26
69842	09/30/2020	11/05/2020	ECAM Secure	Monthly Security Fees - Ord Waste Water Treatment Facility	2,437.00
69843	10/05/2020	11/05/2020	Sherwin-Williams Co.	(1) gallon Graffiti Remover	81.94
69844	10/21/2020	11/05/2020	Conservation Rebate Program	157 Dolphin Cir - Washer Rebate	100.00
69845	08/17/2020	11/05/2020	NozzTeq, Inc.	Sewer Lateral Cleaning Cart	2,976.34
69846	10/09/2020	11/05/2020	Green Rubber-Kennedy AG, LP	General Supplies	268.37
69847	10/06/2020	11/05/2020	U.S. Bank Corporate Payment Systems	Portable Diesel Fuel Storage Tank/ Pump Set, APC UPS Power Supply - SCADA, Sampling Webinar I/ II - O&M, AWWA Annual Fall Conference, Applications Training: Crystal Reports, General Supplies	6,331.73
69848	10/08/2020	11/05/2020	Richards, Watson & Gershon	Legal Fees - Opp to Cal AM Asserted Water Rights to CEMEX Prop, Regional Project Litigation 09/2020	53,891.20
69849	10/19/2020	11/05/2020	Mid-State Fleet Repair	PSIP - Vehicles #0801, 1102	120.00
69850	10/21/2020	11/05/2020	Conservation Rebate Program	3068 Helena Way - (2) Toilet Rebates	150.00
69851	11/02/2020	11/05/2020	Conservation Rebate Program	487 Palisade Dr - Washer Rebate	150.00
69852	11/02/2020	11/05/2020	Conservation Rebate Program	601 Bluffs Dr - Washer Rebate	150.00
69853	10/16/2020	11/05/2020	Remy Moose Manley, LLP	Legal Fees - Desalination Plan/ MPWSP, CPUC, H2O 09/2020	115,587.12
69854	11/02/2020	11/05/2020	Monterey Bay Technologies, Inc.	IT Support Services 11/2020	3,451.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
69855	10/28/2020	11/05/2020	ICONIX Waterworks (US), Inc.	Repair Clamps, Manhole Covers and Frames	4,838.79
69856	11/03/2020	11/05/2020	Eurofins Eaton Analytical, Inc.	Laboratory Testing	5,495.00
69857	10/15/2020	11/05/2020	The Pun Group, LLP	2020 Audit - 1st Progress Billing	20,000.00
69858	10/06/2020	11/05/2020	Griffith, Masuda & Hobbs	Legal Fees - Armstrong Ranch, Bay View Mobile Home Park, City of Marina, GSA (Cal Am Supply & Demand, City of Marina vs CEMEX, GSA Law, Local Coastal Development Permit, Groundwater, PWM Expansion/ Project), Developer (Ft Ord Dunes State Park), General Matters 09/2020	33,205.00
69859	10/19/2020	11/05/2020	Aleshire & Wynder, LLP	Legal Fees - Opinion for Bay View Community vs. MCWD 08/2020	30,225.00
69860	10/31/2020	11/05/2020	Peninsula Messenger LLC	Courier Service 11/2020	162.00
69861	10/15/2020	11/05/2020	Tope's Tree Service, Inc.	Eucalyptus Tree Removal	1,500.00
69862	10/28/2020	11/05/2020	AT&T	Phone and Alarm Line Services 10/2020	212.58
69863	10/14/2020	11/05/2020	Security Shoring & Steel Plates, Inc.	General Supplies	642.00
69864	11/01/2020	11/05/2020	Pure Janitorial, LLC	Janitorial Services 10/2020	1,032.00
69865	10/21/2020	11/05/2020	R&B Company	(250) 3/4" 3G-DS Registers, Manhole Cover	41,818.20
69866	09/21/2020	11/05/2020	GovInvest, Inc.	OPEB Annual Licensing Fee, GASB 75 Report	6,450.00
69867	09/17/2020	11/05/2020	SBRK Finance Holdings, Inc.	Annual Maintenance 07/2020 - 06/2021	28,622.00
69868	10/01/2020	11/05/2020	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services - 10/2020	723.91
69869	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 716 Brown Ct	7.85
69870	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - Hydrant Meter	1,494.46
69871	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 18823 Sedgwick Ln	29.73
69872	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 13005 Pope Ln	134.24
69873	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 16614 Early Ln	95.19
69874	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - Hydrant Meter	2,007.00
69875	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 337 1/2 Reservation Rd	8.05
69876	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 3283 Michael Dr	41.20
69877	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 135 Lakewood Dr	28.59
69878	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 21630 Ord Ave	55.69
69879	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 19034 Schofield Ln	31.39
69880	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 4755 Peninsula Point Dr	16.50
69881	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 2726 Sea Glass Ave	115.17
69882	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 18203 Caldwell St	151.88
69883	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - Hydrant Meter	1,797.93
69884	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 21207 Ord Ave	81.05
69885	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 487 Ferris Ave	14.10
69886	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 2613 Bluewater Ct	101.34
69887	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 5100 Ocean Bluff Ct	34.85
69888	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 17722 Reynolds St	15.17
69889	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - Hydrant Meter	1,983.90
69890	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 326 Metz Rd	52.18
69891	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - Hydrant Meter	1,317.25
69892	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 3027 Andesite Dr	22.81

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
69893	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - 3009 Shorebird Pl	30.63
69894	10/21/2020	11/05/2020	Customer Service Refund	Refund Check - Hydrant Meter	328.49
Wire	10/05/2020	11/19/2020	MUFG Union Bank, N.A.	2015 Series A Bond, 2019 Series Bond Payments	953,263.23
69895	10/31/2020	11/23/2020	Ace Hardware of Watsonville, Inc.	General Supplies	877.11
69896	10/27/2020	11/23/2020	Quinn Company	Controller Repair - Watkins Gate Well Generator	2,083.44
69897	10/30/2020	11/23/2020	Insight Planners	Web Development/ Maintenance and Hosting 10/2020	819.00
69898	10/07/2020	11/23/2020	Denise Duffy & Associates, Inc.	Water Distribution Laterals Construction Compliance - RUWAP, CSUMB, Imjin/Bayonet; Windyhill Tree Removal Permit - RUWAP	48,024.32
69899	11/05/2020	11/23/2020	PG&E	Gas and Electric Service 10/2020	87,283.86
69900	09/30/2020	11/23/2020	Schaaf & Wheeler	Design Phase - A1/A2 Tanks B/C, Developers (Dunes Ph 2E, Lower Stilwell)	62,479.33
69901	10/31/2020	11/23/2020	Monterey Regional Waste Management District	Pallet Disposal - O&M Yard	167.57
69902	10/06/2020	11/23/2020	Monterey Peninsula Engineering	RUWAP Distribution System - Construction Pmt #3	563,739.26
69903	11/06/2020	11/23/2020	MBS Business Systems	Copier Maintenance (C659) 11/12 - 2/11	125.36
69904	10/31/2020	11/23/2020	Peninsula Welding & Medical Supply, Inc.	Gas Cylinder Tank Rental Fee - Welding Supplies	12.90
69905	11/05/2020	11/23/2020	Staples Credit Plan	Furniture - Engineering, Office Supplies	1,215.49
69906	10/02/2020	11/23/2020	Harris & Associates	Developer (CSUMB Student Union)	82.50
69907	11/06/2020	11/23/2020	Orkin Franchise 925	BLM/ IOP Pest Control 11/2020	191.00
69908	10/31/2020	11/23/2020	Pacific Smog	Smog Test - Vehicles #0503, 1235, 1239	119.25
69909	11/10/2020	11/23/2020	Maynard Group	Point to Point Setup/ Network Configuration - IOP Building, AT&T Wireless Backup, eMVS Cloud, VoIP Services, NEC Phone Equipment Maintenance, General Services 11/2020	8,253.84
69910	11/04/2020	11/23/2020	E.H. Wachs Company	Transducer Kit and Tachometer/ Hourmeter - Vehicle #1102	1,034.62
69911	10/31/2020	11/23/2020	DataProse, LLC	Customer Billing Statements 10/2020	4,997.55
69912	10/29/2020	11/23/2020	American Supply Company	Janitorial Supplies	514.32
69913	10/28/2020	11/23/2020	Sabre Backflow, LLC	General Supplies	139.16
69914	10/28/2020	11/23/2020	Univar Solutions USA, Inc.	(1,795) gals Chlorine - Wells 10 and 11, Intermediate Reservoir	3,847.09
69915	09/15/2020	11/23/2020	WIN-911 Software	Annual Software Maintenance and Support	1,200.00
69916	11/16/2020	11/23/2020	Daiohs USA	Coffee Supplies	463.10
69917	10/24/2020	11/23/2020	Voyager Fleet Systems, Inc.	Fleet Gasoline	3,234.51
69918	10/25/2020	11/23/2020	GSE Construction Co., Inc.	Imjin LS Improvements - Construction Pmt #3	33,630.00
69919	10/30/2020	11/23/2020	The Pape Group, Inc.	Hammerhead 2.5 inch Water Mole	6,282.65
69920	11/17/2020	11/23/2020	SC Works	MCWD Door Decals - IOP Building	166.01
69921	11/19/2020	11/23/2020	Access Monterey Peninsula, Inc.	Filming and Production 11/2020	460.00
69922	10/31/2020	11/23/2020	Western Exterminator Company	Pest Control - Beach Office 10/2020	91.50
69923	11/06/2020	11/23/2020	TIAA Commercial Finance, Inc.	(3) Office Copiers, eCopy ScanStation Leases 11/2020	1,163.67
69924	10/31/2020	11/23/2020	Iron Mountain, Inc.	Shredding Service 10/2020	190.18
69925	11/01/2020	11/23/2020	Simpler Systems, Inc.	UB Datapp Maintenance 11/2020	500.00
69926	10/30/2020	11/23/2020	Marina Coast Water District (BLM)	BLM Water, Sewer, Fire Service 10/2020	359.48
69927	10/30/2020	11/23/2020	Johnson Electronics	BLM Fire Alarm Monitoring 10/2020 - 12/2020	84.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
69928	10/14/2020	11/23/2020	EKI Environment & Water, Inc.	City of Marina Permitting of CalAm Project Wells - Environmental, Groundwater Planning Sustainability Study, Monterey Subbasin Groundwater Sustainability Study	66,962.08
69929	10/13/2020	11/23/2020	Akel Engineering Group, Inc.	Master Plans/Capacity Fees Study - Water, Sewer, Recycled Water	48,105.75
69930	11/01/2020	11/23/2020	Verizon Connect NWF, Inc.	GPS Service - (2) Meter Reader Trucks 10/2020	38.00
69931	11/01/2020	11/23/2020	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services - 11/2020	723.91
ACH	10/05/2020	11/04/2020	CalPERS	218 SSA Annual Fee	400.00
500930	10/29/2020	11/05/2020	Becks Shoe Store, Inc. - Salinas	Boot Benefit	561.62
500931	11/03/2020	11/05/2020	Calif-Nevada Section, AWWA	Cross Connection Specialist Renewal	100.00
500932	10/16/2020	11/05/2020	CWEA - Monterey Bay Section	CWEA Membership Renewal	384.00
500933	10/25/2020	11/05/2020	AFLAC	Employee Paid Benefits 10/2020	3,052.65
500934	10/23/2020	11/05/2020	Pinnacle Medical Group, Inc.	Drug Test (DOT)	115.00
500935	10/30/2020	11/05/2020	Government Finance Officers Association	Annual Governmental GAAP Update Webinar	135.00
500936	10/18/2020	11/05/2020	Principal Life	Employee Paid Benefits 11/2020	332.02
500937	10/09/2020	11/05/2020	Lincoln National Life Insurance Company	Life, Short/ Long Term, AD&D Insurance 11/2020	2,692.02
500938	10/15/2020	11/05/2020	WageWorks, Inc.	FSA Admin Fees 09/2020	152.00
500939	08/17/2020	11/05/2020	Irrigation Association	2021 Irrigation Association Annual Membership	422.00
500940	11/05/2020	11/05/2020	Herbert Cortez	Board Compensation 12/2016 - 07/2019 (Re-Issue 13 Stale/ Voided Checks)	1,000.00
500941	10/19/2020	11/05/2020	Transamerica Life Insurance Company	Employee Paid Benefits 10/2020	1,179.75
500942	10/31/2020	11/05/2020	Cintas Corporation No. 630	Uniforms, Towels, Rugs 10/2020	573.10
500943	09/08/2020	11/05/2020	American Society of Civil Engineers	Membership Renewal 01/2021 - 12/2021	300.00
ACH	11/13/2020	11/13/2020	CalPERS	Payroll Ending 11/06/20	25,334.07
ACH	11/13/2020	11/13/2020	Internal Revenue Service	Payroll Ending 11/06/20	41,193.98
ACH	11/13/2020	11/13/2020	State of California - EDD	Payroll Ending 11/06/20	9,468.50
ACH	11/13/2020	11/13/2020	MassMutual Retirement Services, LLC	Payroll Ending 11/06/20	8,338.26
500944-500946	11/13/2020	11/13/2020	Payroll Checks and Direct Deposit	Payroll Ending 11/06/20	105,845.92
500947	11/13/2020	11/13/2020	General Teamsters Union	Payroll Ending 11/06/20	866.00
500948	11/13/2020	11/13/2020	WageWorks, Inc.	Payroll Ending 11/06/20	616.27
500949	11/06/2020	11/23/2020	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 12/2020	70,675.07
500950	11/16/2020	11/23/2020	CWEA - Monterey Bay Section	Grade I Collection System Maintenance	91.00
500951	10/28/2020	11/23/2020	SWRCB - DWOCP	Grade III Water Distribution Certification Renewal	180.00
500952	11/25/2020	11/23/2020	AFLAC	Employee Paid Benefits 11/2020	1,988.30
500953	11/19/2020	11/23/2020	Thomas P. Moore	Board Compensation 11/2020	50.00
500954	11/05/2020	11/23/2020	LegalShield	Employee Paid Benefits 11/2020	25.90
500955	11/19/2020	11/23/2020	Matthew Zefferman	Board Compensation 11/2020	50.00
500956	11/10/2020	11/23/2020	Lincoln National Life Insurance Company	Life, Short/ Long Term, AD&D Insurance 12/2020	2,668.42
500957	11/06/2020	11/23/2020	Irrigation Association	2021 Irrigation Association Certification Renewal	75.00
500958	11/19/2020	11/23/2020	Herbert Cortez	Board Compensation 11/2020	50.00
500959	11/19/2020	11/23/2020	Jan Shriner	Board Compensation 11/2020	50.00
ACH	11/27/2020	11/27/2020	MassMutual Retirement Services, LLC	Payroll Ending 11/20/20	8,190.77

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
ACH	11/27/2020	11/27/2020	State of California - EDD	Payroll Ending 11/20/20	9,220.87
ACH	11/27/2020	11/27/2020	Internal Revenue Service	Payroll Ending 11/20/20	40,634.18
ACH	11/27/2020	11/27/2020	CalPERS	Payroll Ending 11/20/20	25,368.96
500960-500962	11/27/2020	11/27/2020	Payroll Checks and Direct Deposit	Payroll Ending 11/20/20	106,194.48
500963	11/27/2020	11/27/2020	WageWorks, Inc.	Payroll Ending 11/20/20	616.27
				Total Disbursements for November 2020	**3,531,027.03**

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-B Meeting Date: December 14, 2020

Prepared By: Kelly Cadiente Approved By: Keith Van Der Maaten

Agenda Title: Receive the Quarterly Financial Statements for April 1, 2020 to June 30, 2020

Staff Recommendation: The Board receives the Quarterly Financial Statements for April 1, 2020 to June 30, 2020.

Background: *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 $4.440 million and expenses of $6.801 million, resulting in a net loss from operations of $2.361 million. The District budget projected net gain from operations of $0.504 million for the same period.

The difference between the actual net loss from operations for the quarter from the budget gain expectation is $2.865 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. This is also due to the settlement with Cal-AM on the Regional Desalination Project litigation which was paid out in May 2020.

Summary of Cost Centers:

Description	Actual Qtr	Budget Qtr	Actual FYTD	Budget FYTD
Marina Water				
Revenue	1,091,650	1,076,064	4,138,452	4,304,255
Expenses	1,417,252	921,569	3,796,672	3,686,269
Net Gain/(Loss)	(325,602)	154,495	341,780	617,986
Marina Sewer				
Revenue	364,684	367,757	1,443,185	1,471,027
Expenses	291,748	208,721	830,411	834,882
Net Gain/(Loss)	72,936	159,036	612,774	636,145
Ord Community Water				
Revenue	2,161,107	2,183,863	8,559,121	8,735,449
Expenses	4,286,278	2,149,876	10,011,085	8,599,501
Net Gain/(Loss)	(2,125,171)	33,987	(1,451,964)	135,948
Ord Community Sewer				
Revenue	822,344	750,490	3,178,652	3,001,959
Expenses	648,023	488,400	2,044,234	1,953,598
Net Gain/(Loss)	174,321	262,090	1,134,418	1,048,361

Recycled Water Project				
Revenue	16	50	121	200
Expenses	157,827	105,252	389,891	421,009
Net Gain/(Loss)	(157,811)	(105,202)	(389,770)	(420,809)
Regional Project				
Revenue	-	-	-	-
Expenses	-	-	-	-
Net Gain/(Loss)	-	-	-	-
Consolidated Cost Centers				
Revenue	**4,439,801**	**4,378,224**	**17,319,531**	**17,512,890**
Expenses	**6,801,128**	**3,873,818**	**17,072,293**	**15,495,259**
Net Gain/(Loss)	**(2,361,327)**	**504,406**	**247,238**	**2,017,631**

As of June 30, 2020, the District had $19.888 million in liquid investments. The District also had $16.946 million of 2019 Revenue Certificates of Participation Project Funds.

The District owed $17.585 million for the new 2019 Revenue Certificates of Participation which closed December 19, 2019, $26.050 million for the 2015 Senior Revenue Refunding Bonds Series A as well as $2.553 million to Holman Capital Corporation for the conversion of the Rabobank N.A. construction loan for the BLM building, and $1.200 million to BVAA Compass Bank Line of Credit for the Regional Urban Water Augmentation Project as of June 30, 2020.

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___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 ___X___Review

Board Action

Motion By_____ Seconded By_____No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

CONSOLIDATED

	CURRENT QUARTER				YEAR-TO-DATE			
	2019/2020	2018/2019	$ VARIANCE	% VARIANCE	2019/2020	2018/2019	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	3,051,979	2,703,049	348,930	12.91%	11,652,404	10,693,992	958,412	8.96%
SEWER SALES	1,153,926	1,087,724	66,202	6.09%	4,484,940	4,196,352	288,588	6.88%
INTEREST INCOME	68,916	61,482	7,434	12.09%	359,505	220,362	139,143	63.14%
OTHER REVENUE	164,980	274,032	(109,052)	(39.80%)	822,682	912,885	(90,203)	(9.88%)
TOTAL REVENUES	4,439,801	4,126,287	313,514	7.60%	17,319,531	16,023,591	1,295,940	8.09%
EXPENSES								
ADMINISTRATIVE	3,927,123	1,389,281	2,537,842	182.67%	8,243,137	5,024,423	3,218,714	64.06%
OPERATING & MAINTENANCE	915,001	1,033,764	(118,763)	(11.49%)	3,698,491	3,658,830	39,661	1.08%
LABORATORY	2,859	82,216	(79,357)	(96.52%)	255,418	280,385	(24,967)	(8.90%)
CONSERVATION	78,392	126,343	(47,951)	(37.95%)	326,074	336,553	(10,479)	(3.11%)
ENGINEERING	356,958	292,372	64,586	22.09%	1,151,857	1,042,564	109,293	10.48%
WATER RESOURCES	344,677	456,302	(111,625)	(24.46%)	948,216	871,915	76,301	8.75%
INTEREST EXPENSE	1,000,022	736,434	263,588	35.79%	1,753,074	1,498,610	254,464	16.98%
FRANCHISE FEE	176,096	143,654	32,442	22.58%	696,026	554,847	141,179	25.44%
TOTAL EXPENSES	6,801,128	4,260,366	2,540,762	59.64%	17,072,293	13,268,127	3,804,166	28.67%
NET GAIN (LOSS) FROM OPERATIONS	(2,361,327)	(134,079)	(2,227,248)	1661.15%	247,238	2,755,464	(2,508,226)	(91.03%)
CAPACITY FEE/ CAPITAL SURCHARGE	735,237	1,106,049	(370,812)	(33.53%)	3,296,628	4,306,233	(1,009,605)	(23.45%)
CONTRIBUTIONS/ GRANT REVENUE	5,309,681	3,122,373	2,187,308	70.05%	6,188,854	7,373,639	(1,184,785)	(16.07%)
NON-OPERATING REVENUE	124,514	151,303	(26,789)	(17.71%)	497,152	497,767	(615)	(0.12%)
CAPITAL IMPROVEMENT PROJECT	(27,951,501)	3,300,841	(31,252,342)	(946.80%)	(18,962,336)	11,884,958	(30,847,294)	(259.55%)
DEVELOPER REVENUE	102,220	134,409	(32,189)	(23.95%)	382,614	457,122	(74,508)	(16.30%)
DEVELOPER EXPENSES	93,821	78,445	15,376	19.60%	373,763	427,759	(53,996)	(12.62%)
RDP CLOSEOUT	24,019,800	-	24,019,800	100.00%	24,019,800	-	24,019,800	100.00%

MARINA COAST WATER DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

CONSOLIDATED

	MW FUND		MS FUND		OW FUND		OS FUND		RW FUND		RP FUND		CONSOLIDATED		CONSOLIDATED (YTD)	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES																
WATER SALES	1,065,447	1,048,647	-	-	1,986,532	1,975,184	-	-	-	-	-	-	3,051,979	3,023,831	11,652,404	12,095,323
SEWER SALES	-	-	358,696	360,447	-	-	795,230	740,769	-	-	-	-	1,153,926	1,101,216	4,484,940	4,404,861
INTEREST INCOME	13,080	15,142	3,989	6,635	27,786	21,125	24,045	6,271	16	50	-	-	68,916	49,223	359,505	196,891
OTHER REVENUE	13,123	12,275	1,999	675	146,789	187,554	3,069	3,450	-	-	-	-	164,980	203,954	822,682	815,815
TOTAL REVENUES	1,091,650	1,076,064	364,684	367,757	2,161,107	2,183,863	822,344	750,490	16	50	-	-	4,439,801	4,378,224	17,319,531	17,512,890
EXPENSES																
ADMINISTRATIVE	773,257	286,250	84,655	57,773	2,858,953	748,555	210,227	146,827	31	300	-	-	3,927,123	1,239,705	8,243,137	4,958,818
OPERATING & MAINTENANCE	239,306	288,257	118,914	107,811	430,588	533,753	126,193	181,511	-	-	-	-	915,001	1,111,332	3,698,491	4,445,326
LABORATORY	2,715	25,389	-	-	144	66,785	-	-	-	-	-	-	2,859	92,174	255,418	368,694
CONSERVATION	27,598	37,544	-	-	50,794	74,246	-	-	-	-	-	-	78,392	111,790	326,074	447,158
ENGINEERING	81,806	73,692	20,879	20,822	204,872	181,682	49,401	58,834	-	-	-	-	356,958	335,030	1,151,857	1,340,118
WATER RESOURCES	137,513	165,356	-	-	207,164	248,033	-	-	-	-	-	-	344,677	413,389	948,216	1,653,553
INTEREST EXPENSE	155,057	45,081	67,300	22,315	407,321	197,706	212,548	64,256	157,796	104,952	-	-	1,000,022	434,310	1,753,074	1,737,241
FRANCHISE FEE	-	-	-	-	126,442	99,116	49,654	36,972	-	-	-	-	176,096	136,088	696,026	544,351
TOTAL EXPENSES	1,417,252	921,569	291,748	208,721	4,286,278	2,149,876	648,023	488,400	157,827	105,252	-	-	6,801,128	3,873,818	17,072,293	15,495,259
NET GAIN (LOSS) FROM OPERATIONS	(325,602)	154,495	72,936	159,036	(2,125,171)	33,987	174,321	262,090	(157,811)	(105,202)	-	-	(2,361,327)	504,406	247,238	2,017,631
CAPACITY FEE/ CAPITAL SURCHARGE	-	104,188	-	71,226	527,114	499,823	208,123	179,397	-	-	-	-	735,237	854,634	3,296,628	3,418,533
CONTRIBUTIONS/ GRANT REVENUE	221,001	38,283	10,650	-	159,181	75,940	977,624	-	3,941,225	250,000	-	-	5,309,681	364,223	6,188,854	1,456,890
NON-OPERATING REVENUE	34,864	36,895	9,961	10,542	62,257	65,884	17,432	18,448	-	-	-	-	124,514	131,769	497,152	527,074
CAPITAL IMPROVEMENT PROJECT	96,298	-	52,070	-	235,341	-	63,357	-	188,613	-	(28,587,180)	-	(27,951,501)	-	(18,962,336)	-
DEVELOPER REVENUE	2,516	-	1,029	-	59,446	100,000	39,229	26,250	-	-	-	-	102,220	126,250	382,614	505,000
DEVELOPER EXPENSES	940	5,375	-	550	61,412	90,000	31,469	26,250	-	-	-	-	93,821	122,175	373,763	488,700
RDP CLOSEOUT	2,396,282	-	-	-	19,170,259	-	-	-	-	-	2,453,259	-	24,019,800	-	24,019,800	-

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

MARINA WATER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	1,065,447	1,048,647	16,800	1.60%	3,970,782	4,194,589	(223,807)	(5.34%)
SEWER SALES	-	-	-	-	-	-	-	-
INTEREST INCOME	13,080	15,142	(2,062)	(13.62%)	77,350	60,566	16,784	27.71%
OTHER REVENUE	13,123	12,275	848	6.91%	90,320	49,100	41,220	83.95%
TOTAL REVENUES	1,091,650	1,076,064	15,586	1.45%	4,138,452	4,304,255	(165,803)	(3.85%)
EXPENSES								
ADMINISTRATIVE	773,257	286,250	487,007	170.13%	1,879,423	1,144,999	734,424	64.14%
OPERATING & MAINTENANCE	239,306	288,257	(48,951)	(16.98%)	870,366	1,153,028	(282,662)	(24.51%)
LABORATORY	2,715	25,389	(22,674)	(89.31%)	75,302	101,555	(26,253)	(25.85%)
CONSERVATION	27,598	37,544	(9,946)	(26.49%)	98,021	150,175	(52,154)	(34.73%)
ENGINEERING	81,806	73,692	8,114	11.01%	265,351	294,768	(29,417)	(9.98%)
WATER RESOURCES	137,513	165,356	(27,843)	(16.84%)	378,113	661,422	(283,309)	(42.83%)
INTEREST EXPENSE	155,057	45,081	109,976	243.95%	230,096	180,322	49,774	27.60%
FRANCHISE/MEMBERSHIP FEES	-	-	-	-	-	-	-	-
TOTAL EXPENSES	1,417,252	921,569	495,683	53.79%	3,796,672	3,686,269	110,403	2.99%
NET GAIN (LOSS) FROM OPERATIONS	(325,602)	154,495	(480,097)	(310.75%)	341,780	617,986	(276,206)	(44.69%)
CAPACITY FEE/ CAPITAL SURCHARGE	-	104,188	(104,188)	(100.00%)	141,619	416,750	(275,131)	(66.02%)
CONTRIBUTIONS/ GRANT REVENUE	221,001	38,283	182,718	477.28%	221,001	153,132	67,869	44.32%
NON-OPERATING REVENUE	34,864	36,895	(2,031)	(5.50%)	139,203	147,581	(8,378)	(5.68%)
CAPITAL IMPROVEMENT PROJECT	96,298	-	96,298	100.00%	662,323	-	662,323	100.00%
DEVELOPER REVENUE	2,516	-	2,516	100.00%	36,024	-	36,024	100.00%
DEVELOPER EXPENSES	940	5,375	(4,435)	(82.51%)	27,511	21,500	6,011	27.96%
RDP CLOSEOUT	2,396,282	-	2,396,282	100.00%	2,396,282	-	2,396,282	100.00%

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

MARINA SEWER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	-	-	-	-	-	-	-	-
SEWER SALES	358,696	360,447	(1,751)	(0.49%)	1,398,578	1,441,787	(43,209)	(3.00%)
INTEREST INCOME	3,989	6,635	(2,646)	(39.88%)	38,154	26,540	11,614	43.76%
OTHER REVENUE	1,999	675	1,324	196.15%	6,453	2,700	3,753	139.00%
TOTAL REVENUES	364,684	367,757	(3,073)	(0.84%)	1,443,185	1,471,027	(27,842)	(1.89%)
EXPENSES								
ADMINISTRATIVE	84,655	57,773	26,882	46.53%	265,009	231,090	33,919	14.68%
OPERATING & MAINTENANCE	118,914	107,811	11,103	10.30%	394,747	431,243	(36,496)	(8.46%)
LABORATORY	-	-	-	-	-	-	-	-
CONSERVATION	-	-	-	-	-	-	-	-
ENGINEERING	20,879	20,822	57	0.27%	67,733	83,288	(15,555)	(18.68%)
WATER RESOURCES	-	-	-	-	-	-	-	-
INTEREST EXPENSE	67,300	22,315	44,985	201.59%	102,922	89,261	13,661	15.30%
FRANCHISE/MEMBERSHIP FEES	-	-	-	-	-	-	-	-
TOTAL EXPENSES	291,748	208,721	83,027	39.78%	830,411	834,882	(4,471)	(0.54%)
NET GAIN (LOSS) FROM OPERATIONS	72,936	159,036	(86,100)	(54.14%)	612,774	636,145	(23,371)	(3.67%)
CAPACITY FEE/ CAPITAL SURCHARGE	-	71,226	(71,226)	(100.00%)	120,966	284,905	(163,939)	(57.54%)
CONTRIBUTIONS/ GRANT REVENUE	10,650	-	10,650	100.00%	10,650	-	10,650	100.00%
NON-OPERATING REVENUE	9,961	10,542	(581)	(5.51%)	39,772	42,166	(2,394)	(5.68%)
CAPITAL IMPROVEMENT PROJECT	52,070	-	52,070	100.00%	409,094	-	409,094	100.00%
DEVELOPER REVENUE	1,029	-	1,029	100.00%	5,828	-	5,828	100.00%
DEVELOPER EXPENSES	-	550	(550)	(100.00%)	1,250	2,200	(950)	(43.18%)
RDP CLOSEOUT	-	-	-	-	-	-	-	-

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

ORD COMMUNITY WATER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	1,986,532	1,975,184	11,348	0.57%	7,681,622	7,900,734	(219,112)	(2.77%)
SEWER SALES	-	-	-	-	-	-	-	-
INTEREST INCOME	27,786	21,125	6,661	31.53%	176,756	84,500	92,256	109.18%
OTHER REVENUE	146,789	187,554	(40,765)	(21.74%)	700,743	750,215	(49,472)	(6.59%)
TOTAL REVENUES	2,161,107	2,183,863	(22,756)	(1.04%)	8,559,121	8,735,449	(176,328)	(2.02%)
EXPENSES								
ADMINISTRATIVE	2,858,953	748,555	2,110,398	281.93%	5,425,964	2,994,221	2,431,743	81.21%
OPERATING & MAINTENANCE	430,588	533,753	(103,165)	(19.33%)	1,727,250	2,135,013	(407,763)	(19.10%)
LABORATORY	144	66,785	(66,641)	(99.78%)	180,116	267,139	(87,023)	(32.58%)
CONSERVATION	50,794	74,246	(23,452)	(31.59%)	228,053	296,983	(68,930)	(23.21%)
ENGINEERING	204,872	181,682	23,190	12.76%	657,971	726,726	(68,755)	(9.46%)
WATER RESOURCES	207,164	248,033	(40,869)	(16.48%)	570,103	992,131	(422,028)	(42.54%)
INTEREST EXPENSE	407,321	197,706	209,615	106.02%	717,529	790,825	(73,296)	(9.27%)
FRANCHISE/MEMBERSHIP FEES	126,442	99,116	27,326	27.57%	504,099	396,463	107,636	27.15%
TOTAL EXPENSES	4,286,278	2,149,876	2,136,402	99.37%	10,011,085	8,599,501	1,411,584	16.41%
NET GAIN (LOSS) FROM OPERATIONS	(2,125,171)	33,987	(2,159,158)	(6352.89%)	(1,451,964)	135,948	(1,587,912)	(1168.03%)
CAPACITY FEE/ CAPITAL SURCHARGE	527,114	499,823	27,291	5.46%	2,114,929	1,999,290	115,639	5.78%
CONTRIBUTIONS/ GRANT REVENUE	159,181	75,940	83,241	109.61%	159,181	303,758	(144,577)	(47.60%)
NON-OPERATING REVENUE	62,257	65,884	(3,627)	(5.51%)	248,576	263,537	(14,961)	(5.68%)
CAPITAL IMPROVEMENT PROJECT	235,341	-	235,341	100.00%	2,299,147	-	2,299,147	100.00%
DEVELOPER REVENUE	59,446	100,000	(40,554)	(40.55%)	201,187	400,000	(198,813)	(49.70%)
DEVELOPER EXPENSES	61,412	90,000	(28,588)	(31.76%)	230,899	360,000	(129,101)	(35.86%)
RDP CLOSEOUT	19,170,259	-	19,170,259	100.00%	19,170,259	-	19,170,259	100.00%

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

ORD COMMUNITY SEWER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	-	-	-	-	-	-	-	-
SEWER SALES	795,230	740,769	54,461	7.35%	3,086,362	2,963,074	123,288	4.16%
INTEREST INCOME	24,045	6,271	17,774	283.43%	67,124	25,085	42,039	167.59%
OTHER REVENUE	3,069	3,450	(381)	(11.04%)	25,166	13,800	11,366	82.36%
TOTAL REVENUES	822,344	750,490	71,854	9.57%	3,178,652	3,001,959	176,693	5.89%
EXPENSES								
ADMINISTRATIVE	210,227	146,827	63,400	43.18%	672,597	587,308	85,289	14.52%
OPERATING & MAINTENANCE	126,193	181,511	(55,318)	(30.48%)	706,128	726,042	(19,914)	(2.74%)
LABORATORY	-	-	-	-	-	-	-	-
CONSERVATION	-	-	-	-	-	-	-	-
ENGINEERING	49,401	58,834	(9,433)	(16.03%)	160,802	235,336	(74,534)	(31.67%)
WATER RESOURCES	-	-	-	-	-	-	-	-
INTEREST EXPENSE	212,548	64,256	148,292	230.78%	312,780	257,024	55,756	21.69%
FRANCHISE/MEMBERSHIP FEES	49,654	36,972	12,682	34.30%	191,927	147,888	44,039	29.78%
TOTAL EXPENSES	648,023	488,400	159,623	32.68%	2,044,234	1,953,598	90,636	4.64%
NET GAIN (LOSS) FROM OPERATIONS	174,321	262,090	(87,769)	(33.49%)	1,134,418	1,048,361	86,057	8.21%
CAPACITY FEE/ CAPITAL SURCHARGE	208,123	179,397	28,726	16.01%	919,114	717,588	201,526	28.08%
CONTRIBUTIONS/ GRANT REVENUE	977,624	-	977,624	100.00%	977,624	-	977,624	100.00%
NON-OPERATING REVENUE	17,432	18,448	(1,016)	(5.51%)	69,601	73,790	(4,189)	(5.68%)
CAPITAL IMPROVEMENT PROJECT	63,357	-	63,357	100.00%	647,976	-	647,976	100.00%
DEVELOPER REVENUE	39,229	26,250	12,979	49.44%	139,575	105,000	34,575	32.93%
DEVELOPER EXPENSES	31,469	26,250	5,219	19.88%	114,103	105,000	9,103	8.67%
RDP CLOSEOUT	-	-	-	-	-	-	-	-

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

RECYCLED WATER FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	-	-	-	-	-	-	-	-
SEWER SALES	-	-	-	-	-	-	-	-
INTEREST INCOME	16	50	(34)	(68.00%)	121	200	(79)	(39.50%)
OTHER REVENUE	-	-	-	-	-	-	-	-
TOTAL REVENUES	16	50	(34)	(68.00%)	121	200	(79)	(39.50%)
EXPENSES								
ADMINISTRATIVE	31	300	(269)	(89.67%)	144	1,200	(1,056)	(88.00%)
OPERATING & MAINTENANCE	-	-	-	-	-	-	-	-
LABORATORY	-	-	-	-	-	-	-	-
CONSERVATION	-	-	-	-	-	-	-	-
ENGINEERING	-	-	-	-	-	-	-	-
WATER RESOURCES	-	-	-	-	-	-	-	-
INTEREST EXPENSE	157,796	104,952	52,844	50.35%	389,747	419,809	(30,062)	(7.16%)
FRANCHISE FEE	-	-	-	-	-	-	-	-
TOTAL EXPENSES	157,827	105,252	52,575	49.95%	389,891	421,009	(31,118)	(7.39%)
NET GAIN (LOSS) FROM OPERATIONS	(157,811)	(105,202)	(52,609)	50.01%	(389,770)	(420,809)	31,039	(7.38%)
CAPACITY FEE/ CAPITAL SURCHARGE	-	-	-	-	-	-	-	-
CONTRIBUTIONS/ GRANT REVENUE	3,941,225	250,000	3,691,225	1476.49%	4,820,398	1,000,000	3,820,398	382.04%
NON-OPERATING REVENUE	-	-	-	-	-	-	-	-
CAPITAL IMPROVEMENT PROJECT	188,613	-	188,613	100.00%	1,038,924	-	1,038,924	100.00%
DEVELOPER REVENUE	-	-	-	-	-	-	-	-
DEVELOPER EXPENSES	-	-	-	-	-	-	-	-
RDP CLOSEOUT	-	-	-	-	-	-	-	-

MARINA COAST WATER DISTRICT
INCOME STATEMENT
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

REGIONAL PROJECT FUND

	CURRENT QUARTER				YEAR-TO-DATE			
	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE	ACTUAL	BUDGET	$ VARIANCE	% VARIANCE
REVENUES								
WATER SALES	-	-	-	-	-	-	-	-
SEWER SALES	-	-	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENSES								
ADMINISTRATIVE	-	-	-	-	-	-	-	-
OPERATING & MAINTENANCE	-	-	-	-	-	-	-	-
LABORATORY	-	-	-	-	-	-	-	-
CONSERVATION	-	-	-	-	-	-	-	-
ENGINEERING	-	-	-	-	-	-	-	-
WATER RESOURCES	-	-	-	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-	-	-	-
FRANCHISE FEE	-	-	-	-	-	-	-	-
TOTAL EXPENSES	-	-	-	-	-	-	-	-
NET GAIN (LOSS) FROM OPERATIONS	-	-	-	-	-	-	-	-
CAPACITY FEE/ CAPITAL SURCHARGE	-	-	-	-	-	-	-	-
CONTRIBUTIONS/ GRANT REVENUE	-	-	-	-	-	-	-	-
NON-OPERATING REVENUE	-	-	-	-	-	-	-	-
CAPITAL IMPROVEMENT PROJECT	(28,587,180)	-	(28,587,180)	(100.00%)	(24,019,800)	-	(24,019,800)	(100.00%)
DEVELOPER REVENUE	-	-	-	-	-	-	-	-
DEVELOPER EXPENSES	-	-	-	-	-	-	-	-
RDP CLOSEOUT	2,453,259	-	2,453,259	100.00%	2,453,259	-	2,453,259	100.00%

MARINA COAST WATER DISTRICT
SCHEDULE OF INVESTMENTS SUMMARY
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

ACCOUNT	ACCT TYPE	YIELD APR	3/31/2020 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	6/30/2020 BALANCE
LAIF ACCOUNT		1.47%	12,584,609	INTEREST 04/15/2020	4,563,336	17,147,945
				TRANSFERS	-	17,147,945
SAVINGS ACCOUNT	MM	0.08%	274,726	INTEREST 04/01/20 - 06/30/20	110	274,836
				TRANSFERS	-	274,836
CPFCA DEPOSIT ACCOUNT	MM	0.08%	100,531	INTEREST 04/01/20 - 06/30/20	16	100,547
RESTRICTED FUNDS	MM	0.25%	5,220,771	INTEREST 04/01/20 - 06/30/20	(4,142,061)	1,078,710
				TRANSFERS	-	1,078,710
RUWAP LOC PROCEEDS	CK		4,810	DEPOSITS	-	4,810
				WITHDRAWALS	-	4,810
CHECKING ACCOUNT	CK		6,372,506	QUARTERLY DEPOSITS & CREDITS	15,656,992	22,029,498
				QUARTERLY CHECKS & DEBITS	(20,747,766)	1,281,732
				TRANSFERS	-	1,281,732

SUMMARY	As of June 30 2019	2020
LAIF ACCOUNT	12,384,178	17,147,945
SAVINGS ACCOUNT	274,309	274,836
CPFCA DEPOSIT ACCOUNT	100,494	100,547
RESTRICTED FUNDS	5,214,436	1,078,710
RUWAP LOC PROCEEDS	4,810	4,810
CHECKING ACCOUNT	2,561,866	1,281,732
TOTAL INVESTMENT	**20,540,093**	**19,888,580**

RESERVES DETAIL (LAIF ACCOUNT)	As of June 30 2019	2020
MW GEN OP RESERVE	967,414	882,848
MW CAPACITY REVENUE FUND	608,758	1,257,415
MW CAP REPL RESERVE FUND	1,026,241	1,162,791
MS GEN OP RESERVE	1,377,187	310,416
MS CAPACITY REVENUE FUND	106,618	186,319
MS CAP REPL RESERVE FUND	99,032	200,231
OW GEN OP RESERVE	171,947	1,769,528
OW CAPITAL/CAPACITY REVENUE FUND	6,910,496	7,623,356
OW CAP REPL RESERVE FUND	90,888	165,056
OS GEN OP RESERVE	146,777	758,906
OS CAPITAL/CAPACITY REVENUE FUND	878,822	2,769,237
OS CAP REPL RESERVE FUND	-	61,842
TOTAL	**12,384,180**	**17,147,945**

MARINA COAST WATER DISTRICT
SCHEDULE OF INVESTMENTS SUMMARY - BOND PROCEEDS
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

ACCOUNT	ACCT TYPE	YIELD APR	3/31/2020 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	6/30/2020 BALANCE
RESERVE FUND	TFUND	0.10%	855,063	INTEREST 04/01/20 - 06/30/20	719	855,782
2010 REFUNDING BOND				FUNDS TRANFER	(855,782)	-
PROJECT FUND	MM	0.16%	19,577,052	FUNDS TRANFER	(2,630,699)	16,946,353
2019 SERIES BOND						

MARINA COAST WATER DISTRICT
SCHEDULE OF DEBT SUMMARY
APRIL 1, 2020 TO JUNE 30, 2020
(UNAUDITED)

PRINCIPAL AMOUNT	FIRST PAYMENT	FINAL PAYMENT	RATE	3/31/2020 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	6/30/2020 BALANCE
HCC - BLM INSTALLMENT LOAN							
2,799,880	07/20/2017	01/20/2037	5.750%	2,553,577	PAYMENT - PRINCIPAL	-	2,553,577
					INTEREST PAYMENT	(155,944)	
2010 REFUNDING BOND - CLOSING DATE 12/23/2010							
8,495,000	06/01/2011	06/01/2020	4.340%	1,735,000	PAYMENT - PRINCIPAL	(1,735,000)	-
					INTEREST PAYMENT	(43,375)	
2015 SERIES A REFUNDING BOND - CLOSING DATE 07/15/2015							
29,840,000	12/01/2015	06/01/2037	3.712%	27,045,000	PAYMENT - PRINCIPAL	(995,000)	26,050,000
					INTEREST PAYMENT	(627,075)	
2019 SERIES REVENUE BOND - CLOSING DATE 12/19/2019							
17,725,000	06/01/2020	06/01/2049	2.990%	17,725,000	PAYMENT - PRINCIPAL	(140,000)	17,585,000
					INTEREST PAYMENT	(313,425)	
BVAA COMPASS RUWAP LOC							
		08/01/2020	1.612% *	5,423,325	ADVANCES	-	5,423,325
					PAYMENT - PRINCIPAL	(3,423,453)	1,999,872
					INTEREST PAYMENT	(24,825)	

*Line of Credit interest calculated on a variable basis (65.01% of the 30-Day Monthly LIBOR plus 1.50%). Amount represents interest rate at 06/01/2020.

SUMMARY

HCC - BLM INSTALLMENT LOAN	2,553,577	
2010 REFUNDING BOND	-	
2015 REFUNDING BOND SERIES A	26,050,000	-
2019 SERIES REVENUE BOND	17,585,000	
BVAA COMPASS RUWAP LOC	1,999,872	
TOTAL DEBT	**48,188,449**	

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-C Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of November 16, 2020

Staff Recommendation: The Board of Directors approve the draft minutes of the November 16, 2020 regular joint Board meeting.

Background: *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 November 16, 2020 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 November 16, 2020.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Marina Coast Water District

Regular Board Meeting/Groundwater Sustainability Agency Board Meeting
Via Zoom Teleconference
November 16, 2020

Draft Minutes

1. Call to Order:

President Moore called the meeting to order at 6:31 p.m. on November 16, 2020 via Zoom teleconference in Marina, California.

2. Roll Call:

Board Members Present:

Thomas P. Moore – President
Jan Shriner – Vice President
Herbert Cortez
Matt Zefferman

Board Members Absent:

Peter Le

Staff Members Present:

Keith Van Der Maaten, General Manager
Roger Masuda, District Counsel
Kelly Cadiente, Director of Administrative Services
Michael Wegley, District Engineer
Derek Cray, Operations and Maintenance Manager
Patrick Breen, Water Resources Manager
Teo Espero, IT Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Andrew Sterbenz, Schaaf & Wheeler
Peter Said
Adam Scow
Laura Staman
Anne Davis

3. Public Comment on Closed Session Items:

There were no comments.

The Board entered into closed session at 6:33 p.m. to discuss the following items:

4. Closed Session:

   A. Pursuant to Government Code 54956.9
   Conference with Legal Counsel – Existing Litigation

      1) 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)

      2) Marina Coast Water District, and Does 1-100 v, County of Monterey, Monterey County Board of Supervisors, and Does 101-110 (California-American Water Company, Real Property in Interest), Monterey County Superior Court Case No. 19CV003305 (Petition for Writ of Mandate and Complaint for Injunctive Relief)

      3) Appeal No. A-3-MRA-19-0034 by California-American Water Company to the California Coastal Commission over Denial by the City of Marina for a Coastal Development Permit for Construction of Slant Intake Wells for the Monterey Peninsula Water Supply Project

      4) City of Marina vs. RMC Lonestar [CEMEX], California-America Water Company, et al., Defendants, Marina Coast WD, et al., Real Parties in Interest, Monterey County Superior Court Case No. 20CV001387 (Complaint for Breach of Contract, Declaratory Relief under the Agency Act, and Tortious Interference with Existing Contract)

      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 Damages, Breach of Warranties, etc.)

   B. Pursuant to Government Code Section 54956.9 and paragraph (4) of Subdivision (d) of Government Code Section 54956.9- one case
   Conference with Legal Counsel – Existing Litigation and Anticipated Litigation
   Name of case: California-American Water Company v. All Persons Interested…, Complaint for Reverse Validation, Monterey County Superior Court Case No. 20CV002436, and Marina Coast Water District's consideration of joining that case

The Board ended closed session at 6:57 p.m. President Moore reconvened the meeting to open session at 7:00 p.m.

5. Reportable Actions Taken during Closed Session:

Mr. Roger Masuda, District Counsel, stated that there were no reportable actions taken during Closed Session.

6. Pledge of Allegiance:

Mr. Masuda led everyone present in the pledge of allegiance.

7. Oral Communications:

There were no comments made.

8. Presentation:

A. Consider Adoption of Resolution No. 2020-62 to Proclaim the Marina Coast Water District's 60th Anniversary:

Mr. Keith Van Der Maaten, General Manager, introduced this item.

Director Cortez made a motion to adopt Resolution No. 2020-62 proclaiming the Marina Coast Water District's 60th anniversary. Director Zefferman seconded the motion. The motion was passed by the following vote:

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Cortez	-	Yes	President Moore	-	Yes
Director Le	-	Absent			

9. Consent Calendar:

Director Zefferman requested to pull Item D from the Consent Calendar.

Vice President Shriner made a motion to approve the Consent Calendar consisting of: A) Receive and File the Check Register for the Month of September 2020; B) Receive and File the Check Register for the Month of October 2020; C) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of September 21, 2020; and, E) Consider Adoption of Resolution No. 2020-63 to Ratify the Emergency 30" Sewer Repair Located Near the Ord Wastewater Facility. Director Cortez seconded the motion. The motion was passed by the following vote:

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Cortez	-	Yes	President Moore	-	Yes
Director Le	-	Absent			

D. Approve the Draft Minutes of the Special Joint Board/GSA Meeting of November 4, 2020:

Director Zefferman noted a typo on page 2 of the minutes and noted that "Vice" needed to be added to Vice President Shriner's title.

Director Zefferman made a motion to approve the draft minutes of the special Joint Board/GSA meeting of November 4, 2020 with the correction. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Absent	President Moore	-	Yes
Director Zefferman	-	Yes			

10. Action Items:

A. Consider Adoption of Resolution No. 2020-64 to Approve a Water, Sewer and Recycled Water Infrastructure Agreement between the Marina Coast Water District and the Marina Developers, LLC for the Sea Haven Phase 3B Development Project:

President Moore stated that this item has been pulled from the agenda.

B. Consider Adoption of Resolution No. 2020-65 to Approve a Professional Services Agreement with The Paul Davis Partnership for Architectural Services for Tenant Improvements at 920 Second Avenue:

Mr. Patrick Breen, Water Resources Manager, introduced this item. He noted some corrections to the scope of work: Section 4.2 – change 'County' to 'District'; Section 5.5 – change 'CHOMP' to 'District'; and, renumber the subsections under Section 5.

Director Cortez made a motion to adopt Resolution No. 2020-65 approving a Professional Services Agreement with The Paul Davis Partnership for architectural services for tenant improvements at 920 Second Avenue with the noted corrections. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Absent	President Moore	-	Yes
Director Zefferman	-	Yes			

C. Consider Referring the Hiring of Interim General Manager to an Ad Hoc Committee:

Mr. Van Der Maaten introduced this item and explained options available to the Board. He noted that staff was recommending referring this to the Ad Hoc Committee (Vice President Shriner and President Moore) for their review and recommendation to the Board. The Board asked clarifying questions regarding the process. President Moore summarized that a notice would be placed on the District website and for interested parties to send their letters of interest by 5:00 p.m. on November 20th, and the Ad Hoc Committee would meet and narrow the selection down to two candidates.

Agenda Item 10-C (continued):

Director Cortez made a motion to refer the review of letters of interest to the Ad Hoc Committee for them to narrow the selection, but all Board members would receive copies of the letters of interest at the next Board meeting. Director Zefferman seconded the motion. The motion was passed by the following vote:

Director Zefferman	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Absent	President Moore	-	Yes
Director Cortez	-	Yes			

11. Staff Reports:

A. Receive a Report on the Fiscal Impacts to the District due to Covid-19:

Ms. Kelly Cadiente, Director of Administrative Services, introduced this item noting that there was a significant drop in revenue in the Ord Community possibly due to CSUMB holding virtual classes and not having students physically on campus. She also pointed out that Central Marina revenue was down due to laundromats not paying their bills. Director Cortez asked if staff could make courtesy calls to delinquent accounts requesting payment. Ms. Cadiente answered that they would begin making courtesy calls.

B. Receive a Report on Current Capital Improvement Projects:

Mr. Michael Wegley, District Engineer, introduced this item. President Moore noted Regional Urban Water Augmentation Project distribution pipeline work being done on various roads in Marina.

C. Receive the 3rd Quarter 2020 MCWD Water Consumption Report:

Ms. Cadiente introduced this item.

D. Receive the 3rd Quarter 2020 Sewer Flow Report:

Ms. Cadiente introduced this item.

E. Receive a Report on 2020 Pure Water Monterey and MCWD Recycled Water Flows through September 30, 2020:

Mr. Derek Cray, Operations and Maintenance Manager, introduced this item.

F. Receive a Report on 2020 Potable Water Production through September 30, 2020:

Mr. Cray introduced this item.

12. Informational Items:

A. General Manager's Report:

Mr. Van Der Maaten informed the Board that staff from the 4th Avenue office, with the exception of the Operations and Maintenance department, have moved into the Imjin office.

B. Counsel's Report:

No report was given.

C. Committee and Board Liaison Reports:

1. Water Conservation Commission:

No meeting was held.

2. Joint City District Committee:

President Moore stated that the next meeting is scheduled for November 18th.

3. Executive Committee:

President Moore stated that the next meeting is scheduled for December 8th.

4. Community Outreach Committee:

Director Cortez gave a brief update.

5. Budget and Personnel Committee:

Vice President gave a brief update.

6. M1W Board Member:

President Moore gave a brief update and noted the next meeting is November 30th.

7. LAFCO Liaison:

Director Cortez stated there was no report.

8. JPIA Liaison:

No report was given.

9. Special Districts Association Liaison:

President Moore noted they met, and the next meeting is scheduled for January 19, 2021 and will be held via Zoom.

13. Correspondence:

President Moore noted the letters received by the District.

14. Board member Requests for Future Agenda Items:

President Moore noted that the Board members can email in their requests. Director Zefferman suggested adding the MCWD/SVBGSA Steering Committee to the next agenda.

President Moore asked if any Board member wished to take up the items Director Le requested to have as future agenda items. Mr. Masuda stated that his request needs to be agendized for the next meeting.

15. Director's Comments:

Director Zefferman, Director Cortez, Vice President Shriner, and President Moore made comments.

Director Le provided written comments via email on November 16, 2020 as follows:

> Dear Board of Directors:
> Please excuse my absence for the regular Board meeting on November 16, 2020. However, I like to submit written comments on the following agenda items as follows:
> 1. Agenda item 9 C. Consider Referring the Hiring of Interim General Manager to an Ad Hoc Committee.
> The Board previously discussed the Interim General Manager position and the potential candidates as described by the General Manager at the Board special meeting on November 4, 2020 during closed session. At that time, I preferred asking an Executive Recruiter to search for both an Interim GM and a permanent GM. I also like the Board to consider placing ads on relevant professional organizations, our District web site, and other relevant websites for the vacant Interim GM position.
> 2. Agenda Item 14. Board Member Requests for Future Agenda Items.
> At the regular Board meeting on September 21, 2020 I requested the Board to place agenda items for the fire flow adequacy within the District service areas, and records of fire hydrant flow tests.
> The District Legal Counsel, Mr. Masuda, advised the Board that my agenda requests to be placed on the Board agenda so that the Board can consider approving my requests.
> The Board did not meet in October 2020 and the reason given was lack of agenda items.

Agenda Item 15 (continued):

> I also asked the Board to consider these fire flows items a few months ago by email. My above requests were not placed on the November 4, 2020 Board agenda nor the November 16, 2020 Board agenda.
> I like to know when the Board will place my requests on the Board agenda for consideration.
> Please incorporate my above comments into the meeting records and minutes.
> Sincerely,
>
> (s)
>
> Peter Le

16. Adjournment:

The meeting was adjourned at 8:36 p.m. to December 7th at 6:30 p.m.

APPROVED:

_____
Thomas P. Moore, President

ATTEST:

_____
Paula Riso, Deputy Secretary

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-D Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Adjourned Joint Board/GSA Meeting of December 7, 2020

Staff Recommendation: The Board of Directors approve the draft minutes of the December 7, 2020 adjourned joint Board meeting.

Background: *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 December 7, 2020 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 December 7, 2020.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Marina Coast Water District

Adjourned Board Meeting/Groundwater Sustainability Agency Board Meeting
Via Zoom Teleconference
December 7, 2020

Draft Minutes

1. Call to Order:

President Moore called the meeting to order at 6:37 p.m. on December 7, 2020 via Zoom teleconference in Marina, California.

2. Roll Call:

Board Members Present:

Thomas P. Moore – President
Jan Shriner – Vice President
Herbert Cortez – joined at 6:40 p.m.
Matt Zefferman

Board Members Absent:

Peter Le

Staff Members Present:

Keith Van Der Maaten, General Manager
Roger Masuda, District Counsel
Kelly Cadiente, Director of Administrative Services
Michael Wegley, District Engineer
Derek Cray, Operations and Maintenance Manager
Patrick Breen, Water Resources Manager
Rose Gill, Human Resources/Risk Administrator
Teo Espero, IT Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Mike McCullough, Monterey One Water
Shannon Cotulla
Stephenie Verduzco, MCWD

3. Public Comment on Closed Session Items:

There were no comments.

The Board entered into closed session at 6:38 p.m. to discuss the following item:

4. Closed Session:

   A. Pursuant to Government Code 54957
      Public Employee Employment
      Title: General Manager

The Board ended closed session at 7:01 p.m. President Moore reconvened the meeting to open session at 7:03 p.m.

5. Reportable Actions Taken during Closed Session:

Mr. Roger Masuda, District Counsel, stated that the reportable action will be covered under Agenda Item 8-A.

6. Pledge of Allegiance:

Ms. Paula Riso, Executive Assistant/Clerk to the Board, led everyone present in the pledge of allegiance.

7. Oral Communications:

There were no comments.

8. Action Item:

   A. Consider Appointing an Interim General Manager:

Vice President Shriner made a motion to appoint Mr. Derek Cray as the Interim General Manager. Director Zefferman seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Absent	President Moore	-	Yes
Director Zefferman	-	Yes			

   B. Consider Adoption of Resolution No. 2020-66 to Approve a Professional Services Agreement to Conduct an Executive Recruitment and Placement for the Position of General Manager:

Ms. Rose Gill, Human Resources/Risk Administrator, introduced this item noting that on November 24th, the Ad Hoc Committee reviewed the proposals received by the District and selected Alliance Resource Consulting to conduct the executive recruitment for the General Manager position.

Agenda Item 8-B (continued):

Director Cortez made a motion to adopt Resolution No. 2020-66 to approve a Professional Services Agreement with Alliance Resource Consulting to conduct an executive recruitment and placement for the position of General Manager. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Yes	Vice President Shriner	-	Yes
Director Le	-	Absent	President Moore	-	Yes
Director Zefferman	-	Yes			

9. Director's Comments:

Director Cortez, Director Zefferman, Vice President Shriner, and President Moore made comments.

10. Adjournment:

The meeting was adjourned at 7:19 p.m.

APPROVED:

_____
Thomas P. Moore, President

ATTEST:

_____
Paula Riso, Deputy Secretary

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-E | Meeting Date: December 14, 2020

Prepared By: Paul Lord | Approved By: Keith Van Der Maaten
Reviewed By: Patrick Breen

Agenda Title: Receive the Validated 2019 Water Loss Audit Report and Level 1 Validation Document

Staff Recommendation: The Board of Directors receive the Validated 2019 Water Loss Audit Report and Level 1 Validation Document.

Background: *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.*

California Senate Bill 555, passed in October 2015, requires all urban retail water suppliers in the state to submit a completed third party validated water loss audit annually to the California Department of Water Resources.

A water loss audit is an accounting exercise that is conceptually similar to a financial audit. Whereas a financial audit tracks all sources and uses of funds for an organization, a water loss audit tracks all sources and uses of water within a water system over a specified period to estimate the volume and value of water loss. Water loss audits are a valuable tool used to help identify and prioritize a water purveyor's operations that can be improved to maximize the efficiency of water production and delivery. The water loss audit also helps improve the generation of revenue by estimating the financial value of water losses. Having a water loss audit validated by an independent third party assures that the source of the data is reliable, complete, consistent, and accurate.

The 2019 calendar year water audit metrics reveal an Infrastructure Leakage Index (ILI) of 1.76. This describes a water distribution system that experiences low leakage at only 1.76 times the modeled technical minimum for its system characteristics. Out of 282.80 acre-feet of total Real Losses, 160.49 acre-feet of those losses are an expected and unavoidable low limit of leakage for a system like MCWD's.

In a continuing effort to improve data validity and reduce real and apparent losses for the 2019 audit, district staff accomplished the following tasks:

- All production well meters were flow tested.
- Complete production well meter testing allowed us to calculate and apply a Master Meter & Supply Error Adjustment to our water production figure.
- By the end of 2019, all unmetered connections were removed (65). All water services are now metered.
- Many of our largest, field testable meters over 3" in size were flow tested. Poor performing meters were identified for replacement. One 8" meter replaced.
- All hydrant flushing was metered.

- Using data from GIS, a more accurate measurement of the distribution system mainline length was obtained.
- A more accurate calculation of Commodity Revenue (Ord Service Area capacity charges no longer included in commodity revenue) resulted in a more accurate calculation of the Customer Retail Unit Cost of water for our Ord Community.

Compared to 2018, the District's Real Water Losses decreased, but Apparent Losses increased:

- Because of the increasing average age of our meters the Validator increased the default estimate of water losses due to customer metering inaccuracies from 0.5% to a more realistic 1.5 % (15 Acre-Feet per year to 44 Acre-Feet per year).

Unfortunately, the Data Validity Score dropped from a score of 68 in 2018 to a score of 63 in 2019 because:

- Production well meter accuracy testing showed that more than 25% of our wells tested outside the acceptable +/- 6% margin of error. Wells #30 & #31 tested at -14.4% each (under-registering production volume) which elevated the meter accuracy error outside the 6% margin.
- We did not conduct any annual meter calibration tests on our production well meters.

As summarized in the attached validation review documentation that summarizes the key audit metrics, the overall Data Validity Score of 63, falling within Band III (51-70) of five bands and a scale to 100, suggests that the next improvement steps for the District may be focused simultaneously on improving the measurement of water production, testing and replacing inaccurate customer meters, and identifying potential data gaps in metering and billing functions.

The following operational factors would lead to an improvement in data reliability and data validity grades:

- Automation of production well meter readings and records
- The testing of oldest meters for accuracy
- The replacement of oldest meters based on age
- The random testing of all customer meters for accuracy
- The installation of distribution system pressure monitoring equipment
- The completion of a Real Loss Component Analysis to develop a leakage profile
- The completion of an Apparent Loss Component Analysis to develop an apparent loss profile
- Implement a Cost-benefit analysis & target setting for water loss components
- Design and implement a water loss control program for cost-effective interventions

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: 2019 Water Loss Audit Validation Review Document; and, the 2019 Water Loss Audit.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

AWWA 2019 Water Audit Level 1 Validation – Review Document

Validator Provided

Audit Information:

Utility: Marina Coast Water District PWS ID: 2710017

System Type: Potable Audit Period: Calendar 2019

Utility Representation: Paul Lord, Kelly Cadiente, Patrick Breen, Derek Cray

Validation Date: 7/15/2020 Call Time: 12:00pm Sufficient Supporting Documents Provided: Yes

Validation Findings & Confirmation Statement:

Key Audit Metrics:

Data Validity Score: 63 Data Validity Band (Level): Band III (51-70)

ILI: 1.76 Real Loss: 1063.01 (gal/mile-main/day) Apparent Loss: 7.26 (gal/conn/day)

Non-revenue water as percent of cost of operating system: 1.4%

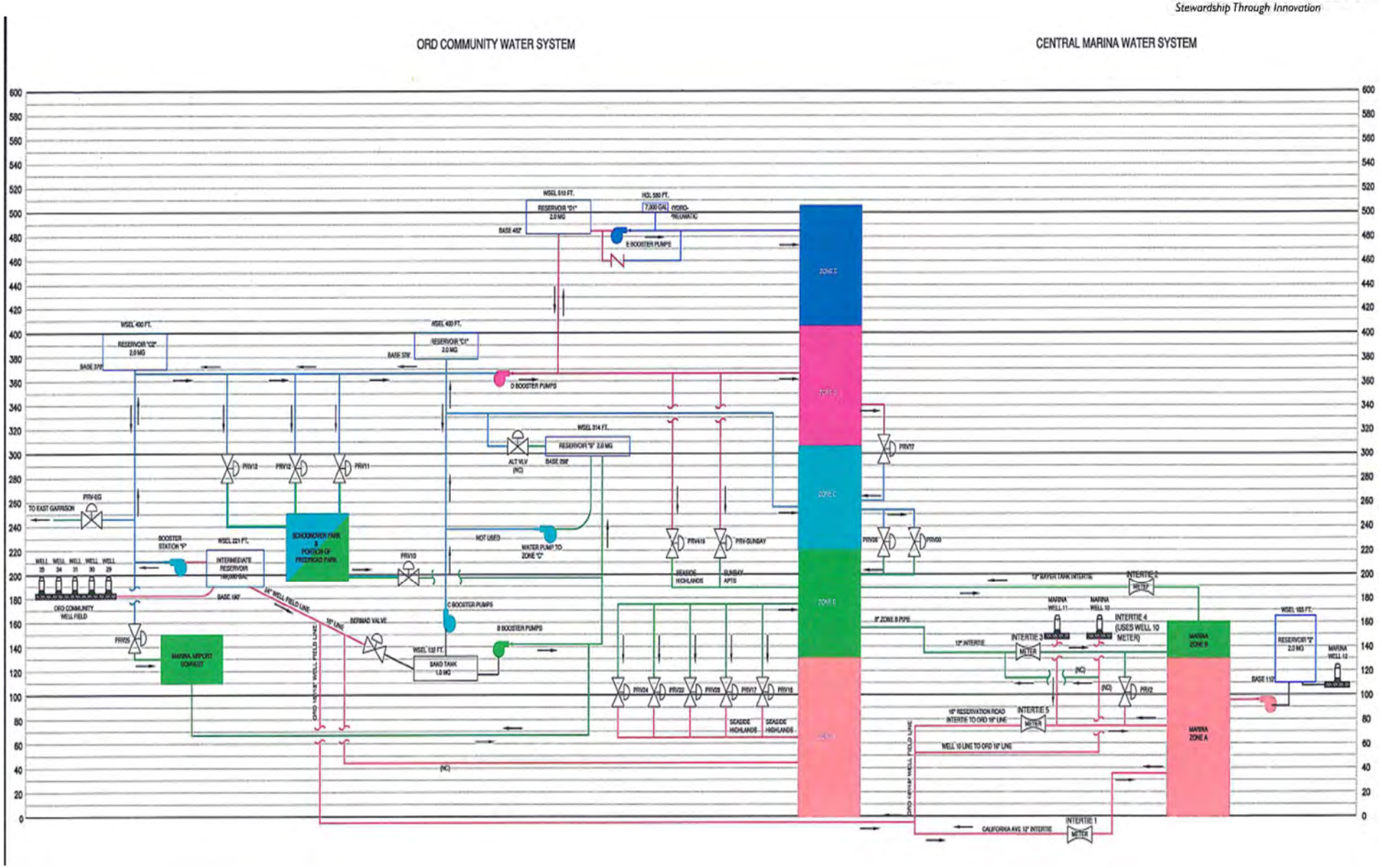
Certification Statement by Validator:

This water loss audit report has been Level 1 validated per the requirements of California Code of Regulations Title 23, Division 2, Chapter 7 and the California Water Code Section 10608.34.

All recommendations on volume derivation and Data Validity Grades were incorporated into the water audit. ☒

Validator Information:

Water Audit Validator: Larry Lewison, Drew Blackwell Validator Qualifications: Contractor for California Water Loss TAP


ORD COMMUNITY WATER SYSTEM
CENTRAL MARINA WATER SYSTEM
WSEL 510 FT.
RESERVOIR "D1"
2.0 MG
HGL 550 FT.
7,000 GAL HYDRO-PNEUMATIC
E BOOSTER PUMPS
WSEL 400 FT.
RESERVOIR "C2"
2.0 MG
WSEL 400 FT.
RESERVOIR "C1"
2.0 MG
D BOOSTER PUMPS
WSEL 314 FT.
RESERVOIR "B" 2.0 MG
ALT VLV (NC)
PRV13
PRV12
PRV11
PRV-EG
TO EAST GARRISON
BOOSTER STATION "F"
WSEL 221 FT.
INTERMEDIATE RESERVOIR
SCHOONOVER PARK & PORTION OF FREDERICKS PARK
PRV10
NOT USED
WATER PUMP TO ZONE "C"
PRV16
PRV-SUNDAY
SEASIDE HIGHLANDS
SUNDAY APTS
PRV17
PRV20
PRV19
WELL 35
WELL 34
WELL 31
WELL 30
WELL 29
ORD COMMUNITY WELL FIELD
PRV25
MARINA AIRPORT COMPLEX
16" WELL FIELD LINE
10" LINE
BERMAD VALVE
C BOOSTER PUMPS
B BOOSTER PUMPS
WSEL 132 FT.
BAND TANK 1.0 MG
PRV24
PRV22
PRV23
PRV17
PRV18
SEASIDE HIGHLANDS
SEASIDE HIGHLANDS
ORD 16"/12" WELL FIELD LINE
(NC)
12" BAYER TANK INTERTIE
INTERTIE 2
METER
MARINA WELL 11
MARINA WELL 10
INTERTIE 4 (USES WELL 10 METER)
8" ZONE B PIPE
12" INTERTIE
INTERTIE 3
METER
(NC)
(NC)
PRV2
MARINA ZONE B
WSEL 165 FT.
RESERVOIR "2" 2.0 MG
MARINA WELL 12
BASE 132'
16" RESERVATION ROAD INTERTIE TO ORD 16" LINE
INTERTIE 5
METER
WELL 10 LINE TO ORD 16" LINE
MARINA ZONE A
ORD 16"/12" WELL FIELD LINE
CALIFORNIA AVE 12" INTERTIE
INTERTIE 1
METER

#	AWWA Water Audit Input	Code	Final DVG	Basis on Input Derivation	Basis on Data Validity Grade
1	Volume from Own Sources	VOS	5	Supply meter profile: 8 wells, 7 active in CY19 with wells located centrally in the system (2 in Marina, 5 in Ord). Propeller-type meters for Wells 10, 11, 34 and WG are tied to SCADA to read flowrate only. VOS input derived from: Manual reads from production meters as archived. Comments: Input derivation from supporting documents confirmed. Exclusion of non-potable volumes confirmed. Wells #30 & 31 tested at -14.4% each which elevated meter accuracy error outside the 6% margins.	Percent of own supply metered: 100% Signal calibration frequency: Within last 5 years but less than annually. Volumetric testing frequency: Annual. Volumetric testing method: Clamp on meter with pump efficiency testing Percent of own supply volumetrically tested: 100%. Comments: Limiting criteria is accuracy of well meter test results with more than 25% testing outside +/- 6% margin of error.
2	VOS Master Meter & Supply Error Adjustment	VOS MMSEA	3	Input derivation: Volumetric accuracy results included and weighted appropriately. Net storage change included in MMSEA input: Yes. Comments: Error adjustment volume incorrect on audit. Made input change of -26.13 MG to -80.26 AF adjustment on the call.	Supply meter read frequency: Daily. Supply meter read method: Manual. Frequency of data review for trends & anomalies: Weekly. Storage levels monitored in real-time: Yes. Comments: No automatic data logging for all sources is limiting criteria.
3	Water Imported	WI	n/a	Import meter profile: One emergency connection with Cal American water, but not used during audit period.	
4	WI Master Meter & Supply Error Adjustment	WI MMSEA	n/a		
5	Water Exported	WE	n/a		
6	WE Master Meter & Supply Error Adjustment	WE MMSEA	n/a		
7	Billed metered	BMAC	6	Customer meter profile: Age profile: Many of small meters are less than 10-15 years old. Almost all small meters were upgraded to AMR in 2004-2005 Reading system: AMR. Read frequency: Monthly. Comments: Lag-time correction is employed in input derivation. Input derivation from supporting documents confirmed. BMAC volumes were	Percent of customers metered: 100% Small meter testing policy: Reactive - complaint based or flagged-consumption testing only. Number of small meters tested/year: 0 Large meter testing policy: Targeted testing is conducted annually for large meters. Number of large meters tested/year: 20

#	AWWA Water Audit Input	Code	Final DVG	Basis on Input Derivation	Basis on Data Validity Grade
				2904.27 AF plus the lag time adjustment (4.84 AF). Exclusion of non-potable volumes confirmed.	Meter replacement policy: Upon failure only or upon testing results. Number of replacements/year: uncertain Billing data auditing: Standard billing QC, plus review of volumes by use type each billing cycle. Comments: Limiting criteria is regular meter testing practices and results to guide meter replacement activities.
8	Billed unmetered	BUAC	9	Profile: In 2019, approximately 532 previously unmetered dwellings were newly metered in a military housing base. Input derivation: Extrapolation from like use data on metered connections (0.28 acre-feet/year). Comments: Fully Metered by the end of 2019.	Policy for metering exemptions: Migration to fully metered status is complete. Comments: Limiting criteria is reducing unmetered connections from approximately 7% to 0 during 2019.
9	Unbilled metered	UMAC	9	Profile: Own facilities, vactor/valve/jetter truck, lift stations Input derivation: Direct from meter readings read every 6 months. Comments: Input derivation from supporting documents confirmed.	Policy for billing exemptions: Limited to own facilities. Comments: Limiting factor is maintaining these meters with proper priority like revenue generating meters (e.g. read frequency).
10	Unbilled unmetered	UUAC	10	Profile: Fire department usage and flushing after repairs. Comments: The District records hydrant run times for fire pressure testing, fire training and fire suppression.	Comments: Good recordkeeping and estimation practices
11	Unauthorized consumption	UC	5	Comments: Default input applied.	Comments: Default grade applied.
12	Customer metering inaccuracies	CMI	3	See BMAC comments regarding meter testing & replacement activities. Input derivation: Rudimentary estimate. Comments: Although 500+ meters were installed in 2019, the average age of customer meter population is approximately 12 years. For 2019 audit, CMI raised from 0.5% to 1.5% for a more reasonable estimate based on meter age.	Characterization of meter testing: Routine (proactive), but not fully representative. Characterization of meter replacement: Limited (upon mechanical failure as well as testing failure). Comments: No additional comments.
13	Systematic data handling errors	SDHE	5	Comments: Default input applied.	Comments: Default grade applied.
14	Length of mains	Lm	9	Input derivation: Totaled from GIS based map. Hydrant leads included: Yes. Comments: The 2019 audit input of 237.7 miles was an increase of 15% over previous year. Increase was attributed to a thorough true-up in GIS and adding backlog of as-built maps.	Mapping format: Digital. Asset management database: In place and integrated with GIS system. Map updates & field validation: Accomplished through normal work order processes.

#	AWWA Water Audit Input	Code	Final DVG	Basis on Input Derivation	Basis on Data Validity Grade
					Comments: No additional comments.
15	Number of service connections	Ns	7	Input derivation: Standard report run from billing system to generate total metered connections. It is estimated that 70% of all 3,928 marina water service points share a connection to the mainline = 2750 water services share a connection. There are 2 services per connection so there are 1375 shared connections to the mains in Marina. Then there are the additional 1178 water services that do not share a connection to the main. All together in Marina there are 2573 water service connections to the main. Of the total 5,117 water services in the Ord Community, all 1872 military housing units share a connection to the mains. Therefore, there are 936 shared connections for these homes. The other 3,245 water services have a single connection. Combined, less fire connections, in the Ord community there are 4,453 service connections to the mains. In addition, throughout both Marina and Ord communities there are 130 fire connections. All combined, in both service areas, the number of total connections to the mains is 6,863 (2,573 + 4,453 + 130). Basis for database query: Meter ID - non-premise based. Comments: The 2019 audit input of 7,156 was an increase of 7% over previous year. Development within the service area is	CIS updates & field validation: No proactive visits to meters Estimated error of total count within: Believed to be less than 1%. Comments: Uncertain of true estimation or actual count of dual metered connections.
16	Ave length of cust. service line	Lp	10	Comments: Default input and grade applied, as customer meters are typically located at the property boundary given California climate.	
17	Average operating pressure	AOP	5	Number of zones, general profile: 5 pressure zones (Ord) & 2 in Marina controlled by approximately 20 PRVs Typical pressure range: 30 to 90 psi Input derivation: Calculated as simple average from analysis of field data. Comments: Planning to install pressure monitoring devices over next couple years to increase monitoring presence in the distribution system.	Extent of static pressure data collection: Hydrant pressures taken during routine system flushing and/or hydrant testing. Characterization of real-time pressure data collection: Basic - telemetry or pressure logging at boundary points (supply locations, tanks, PRVs, boosters). Hydraulic model: In place and calibrated within the last 5 years. Comments: Limiting criteria is well covered telemetry monitoring.
18	Total annual operating cost	TAOC	10	Input derivation: From official financial reports. Comments: Confirmed costs limited to water only, and water debt service included.	Frequency of internal auditing: Annually. Frequency of third-party CPA auditing: Annually. Comments: No additional comments.

#	AWWA Water Audit Input	Code	Final DVG	Basis on Input Derivation	Basis on Data Validity Grade
19	Customer retail unit cost	CRUC	9	Input derivation: Total consumptive revenue divided by Billed Metered Authorized Consumption. Sewer charges are not based on water meter readings. Sewer revenues are not applicable. Comments: Rate structures are different for Marina & Ord systems, but were combined in the calculation.	Characterization of calculation: Weighted average composite of all rates. Input calculations have not been reviewed by an M36 water loss expert. Comments: No additional comments.
20	Variable production cost	VPC	5	Supply profile: Own sources only. Primary costs included: Treatment chemicals and supply & distribution power. Secondary costs included: None currently included. Comments: Calculation conducted for Marina and Ord separately and then weighted by volume produced for each system. Initial input was for Ord system at $270.04. Weighted sum of electrical and chemical costs for both systems divided by water suppled volume for VPC = $145.69.	Characterization of calculation: Primary costs only. Input calculations have not been reviewed by an M36 water loss expert. Comments: Score increased based on method of calculations.

Key Audit Metrics

(~) VALIDITY Data Validity Score: 63 Data Validity Band (Level): Band III (51-70)

(#) VOLUME ILI: 1.76 Real Loss: 1063.01 (gal/mile-main/day) Apparent Loss: 7.26 (gal/conn/day)

($) VALUE Annual Cost of Real Losses: $61,475 Annual Cost of Apparent Losses: $134,161

Infrastructure & Water Loss Management Practices:

Infrastructure age profile: Ord system was inherited from federal gov't. Infrastructure replacement policy (current, historic):Any rehab areas are being fully replaced.

Estimated main failures/year: Not discussed Estimated service failures/year: Not discussed

Extent of proactive leakage management: Have purchased leak equipment and are implementing pilot program.

Other water loss management comments: Have isolated unused areas of the system and seen reduction in leaks.

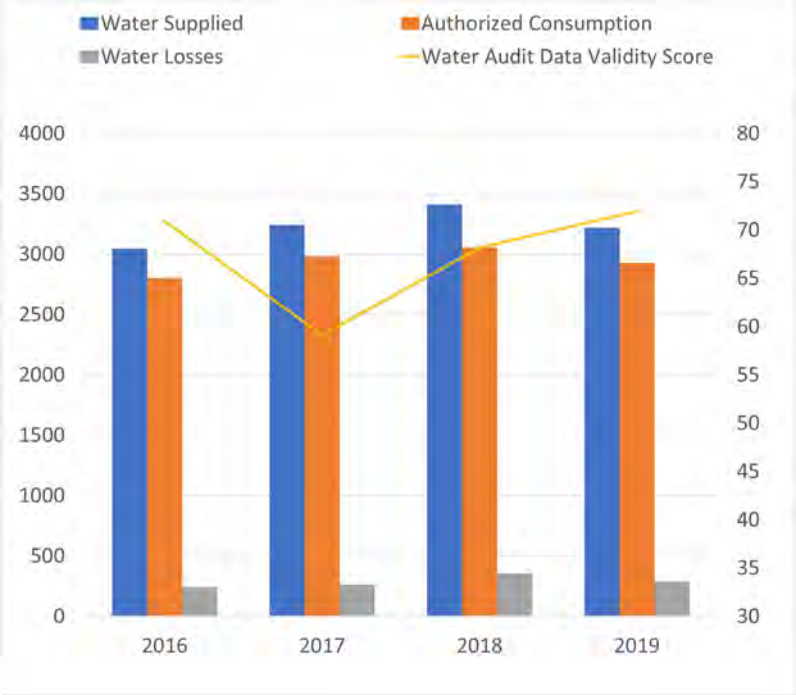
Comments on Audit Metrics & Validity Improvements

The Infrastructure Leakage Index (ILI) of 1.76 describes a system that experiences leakage at 1.76 times the modeled technical minimum for its system characteristics.

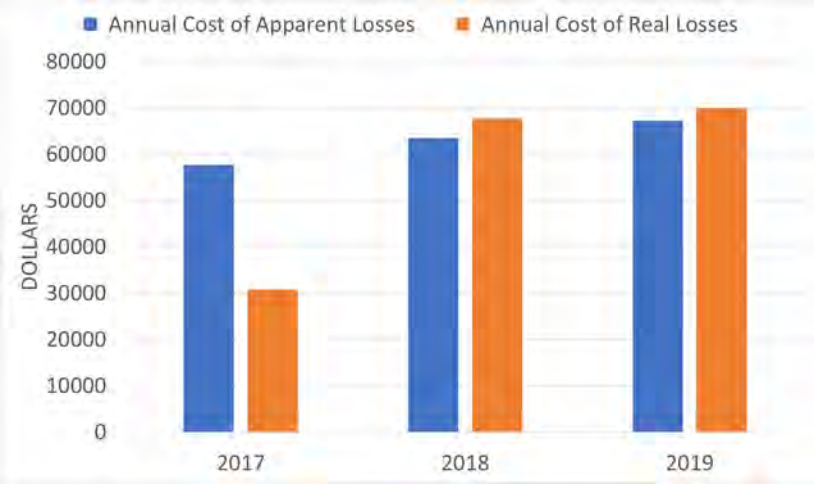
The Data Validity Score falling within Band III (51-70) suggests that next steps may be focused simultaneously on improving data reliability and evaluating cost-effective interventions for water & revenue loss recovery. Opportunities to improve the reliability of audit inputs and outputs include:

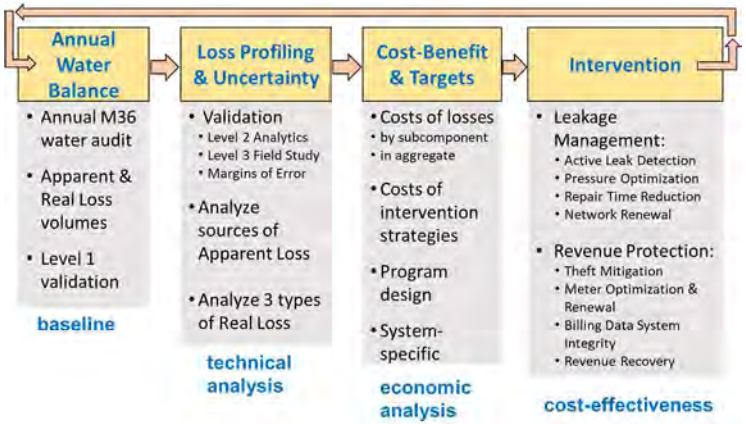
- Improved understanding of Supply Meter (Own) Master Meter Error: consider adopting or increasing the rigor of a source meter volumetric testing and calibration program, informed by the guidance provided in AWWA Manual M36 – Appendix A.
    - Great work getting all the meters tested in 2019 and developing a format to calculate total volumetric meter error. Continue exploring other feasible methods of accuracy testing.
    - Continue progress on replacing well meters with newer technologies and communication capabilities integrated with SCADA improvements.
- Improved estimation of CMI: consider a customer meter testing program which tests a sample of random meters whose stratification (by size, age, or other characteristics) represents the entire customer meter stock.

As noted above the Data Validity Score falls within Band III (51-70) which suggests that next steps may be focused primarily on establishing long-term apparent and real loss reduction goals, establish mechanisms for customer meter accuracy testing and identify any potential data gaps in the metering and billing functions. Generally, the largest component of non-revenue water by volume, are real losses. However, when the losses are valued according to CRUC and VPC the components by cost are relatively equal. Since a baseline of water audit data has been established with a moderate reliability in the supporting data, a reasonable next step to consider would be to **develop a real loss profile** through leakage component analysis as well as an **apparent loss profile** with an associated **economic analysis** to establish NRW recovery targets.


Water Supplied
Authorized Consumption
Water Losses
Water Audit Data Validity Score
4000
3500
3000
2500
2000
1500
1000
500
0
80
75
70
65
60
55
50
45
40
35
30
2016
2017
2018
2019


Real Losses
Apparent Losses
Water Losses
AF
400
350
300
250
200
150
100
50
0
2016
2017
2018
2019


Annual Cost of Apparent Losses
Annual Cost of Real Losses
DOLLARS
80000
70000
60000
50000
40000
30000
20000
10000
0
2017
2018
2019


Annual Water Balance
Loss Profiling & Uncertainty
Cost-Benefit & Targets
Intervention
• Annual M36 water audit
• Apparent & Real Loss volumes
• Level 1 validation
baseline
• Validation
• Level 2 Analytics
• Level 3 Field Study
• Margins of Error
• Analyze sources of Apparent Loss
• Analyze 3 types of Real Loss
technical analysis
• Costs of losses
• by subcomponent
• in aggregate
• Costs of intervention strategies
• Program design
• System-specific
economic analysis
• Leakage Management:
• Active Leak Detection
• Pressure Optimization
• Repair Time Reduction
• Network Renewal
• Revenue Protection:
• Theft Mitigation
• Meter Optimization & Renewal
• Billing Data System Integrity
• Revenue Recovery
cost-effectiveness

AWWA Free Water Audit Software:
Reporting Worksheet

WAS v5.0

? Click to access definition
+ Click to add a comment

Water Audit Report for: Marina Coast Water District (2710017)
Reporting Year: 2019 | 1/2019 - 12/2019

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

<---------- Enter grading in column 'E' and 'J' ---------->

Master Meter and Supply Error Adjustments

WATER SUPPLIED

					Pcnt:	Value:	
Volume from own sources:	5	3,189.490	acre-ft/yr	3		-80.218	acre-ft/yr
Water imported:	n/a		acre-ft/yr				acre-ft/yr
Water exported:	n/a		acre-ft/yr				acre-ft/yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

WATER SUPPLIED: 3,269.708 acre-ft/yr

AUTHORIZED CONSUMPTION

Click here: ? for help using option buttons below

				Pcnt:	Value:	
Billed metered:	6	2,909.110	acre-ft/yr			
Billed unmetered:	9	12.410	acre-ft/yr			
Unbilled metered:	9	3.680	acre-ft/yr			
Unbilled unmetered:	10	1.906	acre-ft/yr		1.906	acre-ft/yr

Use buttons to select percentage of water supplied **OR** value

AUTHORIZED CONSUMPTION: 2,927.106 acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption)

342.602 acre-ft/yr

Apparent Losses

				Pcnt:	Value:	
Unauthorized consumption:		8.174	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	3	44.357	acre-ft/yr	1.50%		acre-ft/yr
Systematic data handling errors:	5	7.273	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: 59.804 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: 282.798 acre-ft/yr

WATER LOSSES: 342.602 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: 348.188 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	9	237.5	miles
Number of active AND inactive service connections:	7	7,354	
Service connection density:		31	conn./mile main

Are customer meters typically located at the curbstop or property line? Yes

Average length of customer service line:

(length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure: 5 | 60.0 | psi

COST DATA

Total annual cost of operating water system:	10	$13,611,730	$/Year	
Customer retail unit cost (applied to Apparent Losses):	9	$5.15	$/100 cubic feet (ccf)	
Variable production cost (applied to Real Losses):	5	$217.38	$/acre-ft	☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

*** YOUR SCORE IS: 63 out of 100 ***

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Volume from own sources
2: Customer metering inaccuracies
3: Billed metered

AWWA Free Water Audit Software:
System Attributes and Performance Indicators

WAS v5.0

Water Audit Report for: Marina Coast Water District (2710017)
Reporting Year: 2019 | 1/2019 - 12/2019

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 63 out of 100 ***

System Attributes:

	Apparent Losses:	59.804	acre-ft/yr
+	Real Losses:	282.798	acre-ft/yr
=	Water Losses:	342.602	acre-ft/yr
?	Unavoidable Annual Real Losses (UARL):	160.49	acre-ft/yr
	Annual cost of Apparent Losses:	$134,161	
	Annual cost of Real Losses:	$61,475	Valued at Variable Production Cost

Return to Reporting Worksheet to change this assumpiton

Performance Indicators:

Financial:	Non-revenue water as percent by volume of Water Supplied:	10.6%	
	Non-revenue water as percent by cost of operating system:	1.4%	Real Losses valued at Variable Production Cost
Operational Efficiency:	Apparent Losses per service connection per day:	7.26	gallons/connection/day
	Real Losses per service connection per day:	N/A	gallons/connection/day
	Real Losses per length of main per day*:	1,063.01	gallons/mile/day
	Real Losses per service connection per day per psi pressure:	N/A	gallons/connection/day/psi

	From Above, Real Losses = Current Annual Real Losses (CARL):	282.80	acre-feet/year
?	Infrastructure Leakage Index (ILI) [CARL/UARL]:	1.76	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

AWWA Free Water Audit Software:
User Comments

Use this worksheet to add comments or notes to explain how an input value was calculated, or to document the sources of the information used.

General Comment:	2019 Prepared by: Amelia Sobrepena and Paul Lord. Find complete workbook with calculations, derivations and comments in the File Pathway: J: \ Water Systen #2710017 Demand \ Anual Water System Stats \ Water System Stats 2019 \ 2019 Water Loss Audit \ 2019 Water Loss Data \ 2019 Audit Calculations (CURRENT DATE)

Audit Item	Comment
Volume from own sources:	2019 MCWD has 8 wells, 7 of which are active. MCWD used well production numbers to determine the total water extracted. The data is reported by the O&M department. They produced a 2019 Well Production Summary Report in acre-feet. MCWD extracted a total of 3,189.49 acre-feet for the 2019 calendar year. File Pathway: P: \ 2019 WELL PRODUCTION \ Prod. Sum \ Production Summary
Vol. from own sources: Master meter error adjustment:	The Master meter & supply error calculations are outsources from Craig Evans Pumping Service. MCWD determined the total meter error for all active wells to be (under) reporting by 84.288 acre feet. For supporting calculations see 2019 Audit Calculations Workbook
Water imported:	The MCWD does not import any water into their system. MCWD has an emergency connection with Cal Am. Rarely used. 1 direction (to Marina). Not actively metered.
Water imported: master meter error adjustment:	The emergency connection with Cal AM is not metered and has not been used during the 2019 calendar year.
Water exported:	The MCWD does not export any water into their system. All water is produced and distributed within the Marina Coast Water District service area.
Water exported: master meter error adjustment:	N/A The MCWD does not have systems installed for exporting to other agencies.
Billed metered:	Billed Metered Consumption for 2019 adjusted for Lag Time by + 4.84 AF. For supporting calculations see: 2019 Audit Calculations Workbook.
Billed unmetered:	In 2019, 532 previously unmetered army housing units were metered. Prior to the end of 2019, all unmetered accounts were removed from the system. The estimate of billed unmetered consumption varies from month to month reducing some each month. For this report, only the number of active accounts each month were multiplied by a water use factor of 0.28 AF/YR divided by twelve months in a year. The total estimated billed unmetered water use is 12.41 AF. For supporting calculations see: 2019 Audit Calculations Workbook.

Audit Item	Comment
Unbilled metered:	Operations and maintenance reported numbers below to address any unbilled metered consumption for meter flushing or loss due to breaks. Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations. = 3.68 AF
Unbilled unmetered:	Fire fighting and practice drill water use is reported to us at 0.644 AF. Operations department calculates and records water loss during water main repairs. Marina used 0.028 AF and Ord used 0.954 AF for a total of 0.982 AF water used for these purposes. All water used for hydrant flushing goes through a hydrant water meter which measure in cubic feet. Marina used 0.126 AF for flushing and Ord used 0.154 AF, for a total of 0.28 AF used for flushing. The total unbilled unmetered consumption is 1.906 AF.
Unauthorized consumption:	This was derived automatically from the AWWA water loss audit software.
Customer metering inaccuracies:	The MCWD does not have a system in place to test small meters (under 4") for customer meter inaccuracies. Almost all small meters were upgrades to AMR in 2004-2005. Accuracy assumed to still be +/- 0.5% District did prioritize (by consumption and revenue) and test a number of the largest meters. Large meter testing to continue in 2020.
Systematic data handling errors:	The MCWD has not yet gathered detailed data or assesed the systematic data error. It's applying the default value of 0.25% of of the billing authorized consumption volume.
Length of mains:	The data was obtained from Engineer Alec. Supporting documentation can be found in the Waleter Loss Audit Folder 2019 Water System Desgn and Measurement.
Number of active AND inactive service connections:	It is estimated that 70% of all 3,958 marina water service points share a connection to the mainline = 2771 water services share a connection. There are 2 services per connection so there are 1386 (2771/2) shared connections to the mains in Marina. Then there are the additional 1187 water services that do not share a connection to the main. All together in Marina there are 2573 water service connections to the main. Of the total 5,389 water services in the Ord Community, all 1872 military housing units share a connection to the mains. Therefore there are 936 shared connections for these homes. It is estimated that the other 3,517 water services have a single connection. Combined, less fire connections, in the Ord community there are 4,453 service connections to the mains. In addition, throughout both Marina and Ord communities there are 130 fire connections. All combined, in both service areas, the number of total connections to the mains is 7,354 (2,771 + 4,453 + 130).
Average length of customer service line:	0 foot customer meters are typically located at the curbstop
Average operating pressure:	The O&M department measured service elevation in feet and service pressure to derive the average (PSI) for the individual zones (A-E). The average system operating pressure is calculated by the sum of all zones devided by the 5 zones to equal 60.0 PSI. 5 pressure zones (Ord) & 2 in Marina controlled by PRVs. Hydrant pressures taken during routine system flushing and/or hydrant testing. Basic - telemetry or pressure logging at boundary points (supply locations, tanks, PRVs, boosters).

Audit Item	Comment
Total annual cost of operating water system:	Input derivation: From official financial reports. Comments: Confirmed costs limited to water only, and water debt service included.
Customer retail unit cost (applied to Apparent Losses):	Total consumptive revenue divided by Billed Metered Authorized Consumption. Sewer charges are not based on water meter readings. Sewer revenues are not applicable. Rate structures are different for Marina & Ord systems, but were combined in the calculation. Weighted average composite of all rates.
Variable production cost (applied to Real Losses):	Characterization of calculation: Primary costs only. Calculation conducted for Marina and Ord separately and then weighted by volume produced for each system.

AWWA Free Water Audit Software: Water Balance

WAS v5.0

American Water Works Association.

Water Audit Report for:	Marina Coast Water District (2710017)	
Reporting Year:	2019	1/2019 - 12/2019
Data Validity Score:	63	

Own Sources (Adjusted for known errors)
3,269.708

Water Imported
0.000

System Input
3,269.708

Water Exported
0.000

Water Supplied
3,269.708

Authorized Consumption
2,927.106

Billed Authorized Consumption
2,921.520

Billed Water Exported
Billed Metered Consumption (water exported is removed)
2,909.110

Billed Unmetered Consumption
12.410

Unbilled Authorized Consumption
5.586

Unbilled Metered Consumption
3.680

Unbilled Unmetered Consumption
1.906

Water Losses
342.602

Apparent Losses
59.804

Unauthorized Consumption
8.174

Customer Metering Inaccuracies
44.357

Systematic Data Handling Errors
7.273

Real Losses
282.798

Leakage on Transmission and/or Distribution Mains
Not broken down

Leakage and Overflows at Utility's Storage Tanks
Not broken down

Leakage on Service Connections
Not broken down

Revenue Water
0.000

Revenue Water
2,921.520

Non-Revenue Water (NRW)
348.188

AWWA Free Water Audit Software:
Dashboard

WAS v5.0

The graphic below is a visual representation of the Water Balance with bar heights propotional to the volume of the audit components

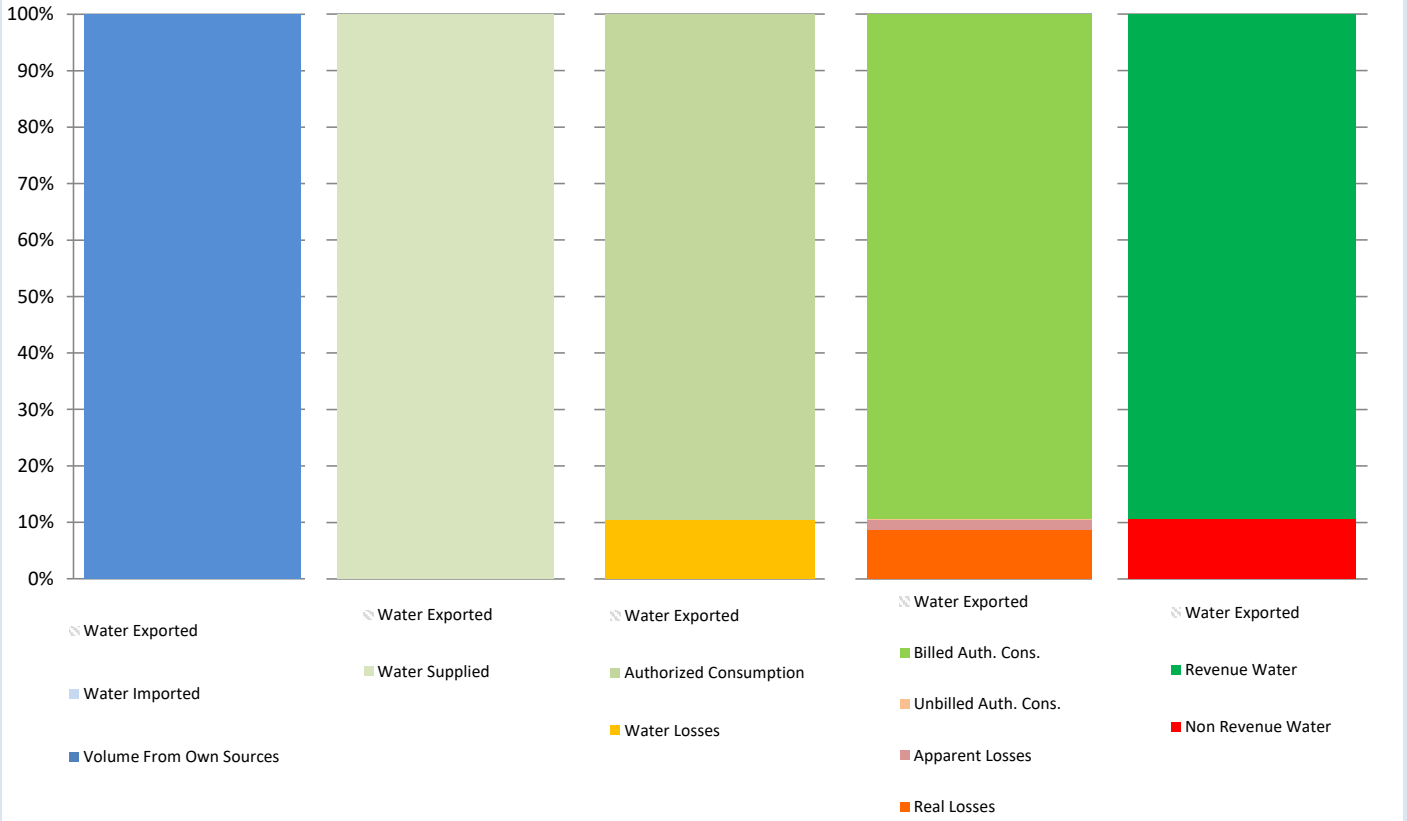
Water Audit Report for: **Marina Coast Water District (2710017)**

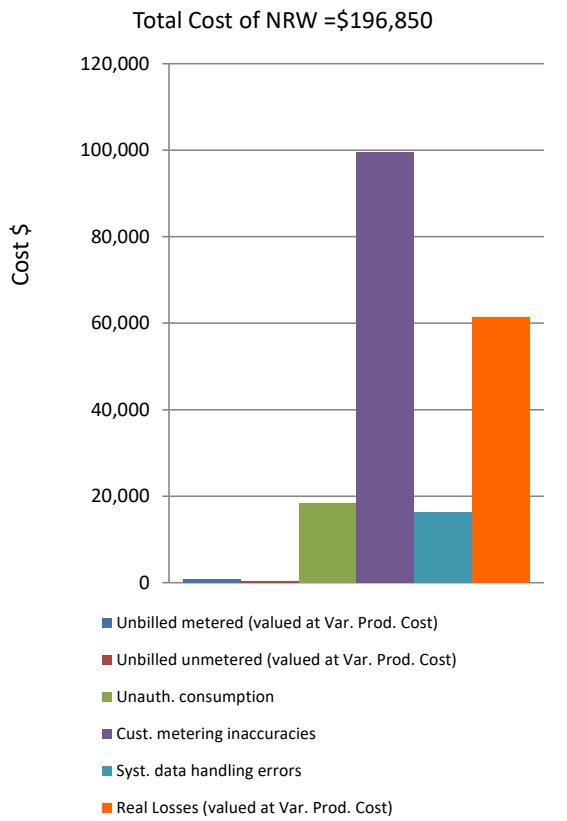
Reporting Year: **2019** **1/2019 - 12/2019**

Data Validity Score: **63**

○ Show me the VOLUME of Non-Revenue Water

◉ Show me the COST of Non-Revenue Water





AWWA Free Water Audit Software: Grading Matrix

WAS 5.0

The grading assigned to each audit component and the corresponding recommended improvements and actions are highlighted in yellow. Audit accuracy is likely to be improved by prioritizing those items shown in red

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
WATER SUPPLIED											
Volume from own sources:	Select this grading only if the water utility purchases/imports all of its water resources (i.e. has no sources of its own)	Less than 25% of water production sources are metered, remaining sources are estimated. No regular meter accuracy testing or electronic calibration conducted.	25% - 50% of treated water production sources are metered; other sources estimated. No regular meter accuracy testing or electronic calibration conducted.	Conditions between 2 and 4	50% - 75% of treated water production sources are metered, other sources estimated. Occasional meter accuracy testing or electronic calibration conducted.	Conditions between 4 and 6	At least 75% of treated water production sources are metered, or at least 90% of the source flow is derived from metered sources. Meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually, with less than 10% found outside of +/- 3% accuracy. Procedures are reviewed by a third party knowledgeable in the M36 methodology.
Improvements to attain higher data grading for "Volume from own Sources" component:		to qualify for 2: Organize and launch efforts to collect data for determining volume from own sources	to qualify for 4: Locate all water production sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered water production sources and replace any obsolete/defective meters.		to qualify for 6: Formalize annual meter accuracy testing for all source meters; specify the frequency of testing. Complete installation of meters on unmetered water production sources and complete replacement of all obsolete/defective meters.		to qualify for 8: Conduct annual meter accuracy testing and calibration of related instrumentation on all meter installations on a regular basis. Complete project to install new, or replace defective existing, meters so that entire production meter population is metered. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Maintain annual meter accuracy testing and calibration of related instrumentation for all meter installations. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to further improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Volume from own sources master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its sources of supply	Inventory information on meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined	No automatic datalogging of production volumes; daily readings are scribed on paper records without any accountability controls. Flows are not balanced across the water distribution system: tank/storage elevation changes are not employed in calculating the "Volume from own sources" component and archived flow data is adjusted only when grossly evident data error occurs.	Conditions between 2 and 4	Production meter data is logged automatically in electronic format and reviewed at least on a monthly basis with necessary corrections implemented. "Volume from own sources" tabulations include estimate of daily changes in tanks/storage facilities. Meter data is adjusted when gross data errors occur, or occasional meter testing deems this necessary.	Conditions between 4 and 6	Hourly production meter data logged automatically & reviewed on at least a weekly basis. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and/or error is confirmed by meter accuracy testing. Tank/storage facility elevation changes are automatically used in calculating a balanced "Volume from own sources" component, and data gaps in the archived data are corrected on at least a weekly basis.	Conditions between 6 and 8	Continuous production meter data is logged automatically & reviewed each business day. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Tank/storage facility elevation changes are automatically used in "Volume from own sources" tabulations and data gaps in the archived data are corrected on a daily basis.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically balances flows from all sources and storages; results are reviewed each business day. Tight accountability controls ensure that all data gaps that occur in the archived flow data are quickly detected and corrected. Regular calibrations between SCADA and sources meters ensures minimal data transfer error.
Improvements to attain higher data grading for "Master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature.	to qualify for 4: Install automatic datalogging equipment on production meters. Complete installation of level instrumentation at all tanks/storage facilities and include tank level data in automatic calculation routine in a computerized system. Construct a computerized listing or spreadsheet to archive input volumes, tank/storage volume changes and import/export flows in order to determine the composite "Water Supplied" volume for the distribution system. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps.		to qualify for 6: Refine computerized data collection and archive to include hourly production meter data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Use daily net storage change to balance flows in calculating "Water Supplied" volume. Necessary corrections to data errors are implemented on a weekly basis.		to qualify for 8: Ensure that all flow data is collected and archived on at least an hourly basis. All data is reviewed and detected errors corrected each business day. Tank/storage levels variations are employed in calculating balanced "Water Supplied" component. Adjust production meter data for gross error and inaccuracy confirmed by testing.		to qualify for 10: Link all production and tank/storage facility elevation change data to a Supervisory Control & Data Acquisition (SCADA) System, or similar computerized monitoring/control system, and establish automatic flow balancing algorithm and regularly calibrate between SCADA and source meters. Data is reviewed and corrected each business day.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters. Continue to replace or repair meters as they perform outside of desired accuracy limits. Stay abreast of new and more accurate water level instruments to better record tank/storage levels and archive the variations in storage volume. Keep current with SCADA and data management systems to ensure that archived data is well-managed and error free.
Water Imported:	Select n/a if the water utility's supply is exclusively from its own water resources (no bulk purchased/ imported water)	Less than 25% of imported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of imported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of imported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of imported water sources are metered, meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually for all meter installations. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Water Imported Volume" component: (*Note: usually the water supplier selling the water - "the Exporter" - to the utility being audited is responsible to maintain the metering installation measuring the imported volume. The utility should coordinate carefully with the Exporter to ensure that adequate meter upkeep takes place and an accurate measure of the Water Imported volume is quantified.*)		<u>to qualify for 2:</u> Review bulk water purchase agreements with partner suppliers; confirm requirements for use and maintenance of accurate metering. Identify needs for new or replacement meters with goal to meter all imported water sources.	<u>To qualify for 4</u>: Locate all imported water sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered imported water interconnections and replace obsolete/defective meters.		<u>to qualify for 6</u>: Formalize annual meter accuracy testing for all imported water meters, planning for both regular meter accuracy testing and calibration of the related instrumentation. Continue installation of meters on unmetered imported water interconnections and replacement of obsolete/defective meters.		<u>to qualify for 8</u>: Complete project to install new, or replace defective, meters on all imported water interconnections. Maintain annual meter accuracy testing for all imported water meters and conduct calibration of related instrumentation at least annually. Repair or replace meters outside of +/- 6% accuracy.		<u>to qualify for 10:</u> Conduct meter accuracy testing for all meters on a semi-annual basis, along with calibration of all related instrumentation. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		<u>to maintain 10</u>: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Continue to conduct calibration of related instrumentation on a semi-annual basis. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Water imported master meter and supply error adjustment:	Select n/a if the Imported water supply is unmetered, with Imported water quantities estimated on the billing invoices sent by the Exporter to the purchasing Utility.	Inventory information on imported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with water Exporter(s) are missing or written in vague language concerning meter management and testing.	No automatic datalogging of imported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Imported supply metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis by the Exporter with necessary corrections implemented. Meter data is adjusted by the Exporter when gross data errors are detected. A coherent data trail exists for this process to protect both the selling and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly Imported supply metered data is logged automatically & reviewed on at least a weekly basis by the Exporter. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error confirmed by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling and the purchasing Utility.	Conditions between 6 and 8	Continuous Imported supply metered flow data is logged automatically & reviewed each business day by the Exporter. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the Exporter. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling and purchasing Utility at least once every five years.
Improvements to attain higher data grading for "Water imported master meter and supply error adjustment" component:		<u>to qualify for 2:</u> Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the selling and purchasing Utility.	<u>to qualify for 4</u>: Install automatic datalogging equipment on Imported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the Exporters to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		<u>to qualify for 6</u>: Refine computerized data collection and archive to include hourly Imported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		<u>to qualify for 8</u>: Ensure that all Imported supply metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		<u>to qualify for 10</u>: Conduct accountability checks to confirm that all Imported supply metered data is reviewed and corrected each business day by the Exporter. Results of all meter accuracy tests and data corrections should be available for sharing between the Exporter and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreement between the selling and the purchasing Utility; at least every five years.		<u>to maintain 10</u>: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the Exporter to help identify meter replacement needs. Keep communication lines with Exporters open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
Water Exported:	Select n/a if the water utility sells no bulk water to neighboring water utilities (no exported water sales)	Less than 25% of exported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of exported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of exported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of exported water sources are metered, meter accuracy testing and/or electronic calibration conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.
Improvements to attain higher data grading for "Water Exported Volume" component: (*Note: usually, if the water utility being audited sells (Exports) water to a neighboring purchasing Utility, it is the responsibility of the utility exporting the water to maintain the metering installation measuring the Exported volume. The utility exporting the water should ensure that adequate meter upkeep takes place and an accurate measure of the Water Exported volume is quantified.*)		<u>to qualify for 2:</u> Review bulk water sales agreements with purchasing utilities; confirm requirements for use & upkeep of accurate metering. Identify needs to install new, or replace defective meters as needed.	<u>To qualify for 4</u>: Locate all exported water sources on maps and in field, launch meter accuracy testing for existing meters, begin to install meters on unmetered exported water interconnections and replace obsolete/defective meters		<u>to qualify for 6</u>: Formalize annual meter accuracy testing for all exported water meters. Continue installation of meters on unmetered exported water interconnections and replacement of obsolete/defective meters.		<u>to qualify for 8</u>: Complete project to install new, or replace defective, meters on all exported water interconnections. Maintain annual meter accuracy testing for all exported water meters. Repair or replace meters outside of +/- 6% accuracy.		<u>to qualify for 10:</u> Maintain annual meter accuracy testing for all meters. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		<u>to maintain 10</u>: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Water exported master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its exported supply interconnections.	Inventory information on exported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with the utility purchasing the water are missing or written in vague language concerning meter management and testing.	No automatic datalogging of exported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Exported metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis, with necessary corrections implemented. Meter data is adjusted by the utility selling (exporting) the water when gross data errors are detected. A coherent data trail exists for this process to protect both the utility exporting the water and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly exported supply metered data is logged automatically & reviewed on at least a weekly basis by the utility selling the water. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error found by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling (exporting) utility and the purchasing Utility.	Conditions between 6 and 8	Continuous exported supply metered flow data is logged automatically & reviewed each business day by the utility selling (exporting) the water. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and any error confirmed by meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling (exporting) Utility and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the utility selling (exporting) the water. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling Utility and purchasing Utility at least once every five years.
Improvements to attain higher data grading for "Water exported master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the utility selling (exporting) the water and the purchasing Utility.	to qualify for 4: Install automatic datalogging equipment on exported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the purchasing utilities to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		to qualify for 6: Refine computerized data collection and archive to include hourly exported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		to qualify for 8: Ensure that all exported metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		to qualify for 10: Conduct accountability checks to confirm that all exported metered flow data is reviewed and corrected each business day by the utility selling the water. Results of all meter accuracy tests and data corrections should be available for sharing between the utility and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreements with the purchasing utilities; at least every five years.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the purchasing utilities to help identify meter replacement needs. Keep communication lines with the purchasing utilities open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
AUTHORIZED CONSUMPTION											
Billed metered:	n/a (not applicable). Select n/a only if the entire customer population is not metered and is billed for water service on a flat or fixed rate basis. In such a case the volume entered must be zero.	Less than 50% of customers with volume-based billings from meter readings; flat or fixed rate billing exists for the majority of the customer population	At least 50% of customers with volume-based billing from meter reads; flat rate billing for others. Manual meter reading is conducted, with less than 50% meter read success rate, remainding accounts' consumption is estimated. Limited meter records, no regular meter testing or replacement. Billing data maintained on paper records, with no auditing.	Conditions between 2 and 4	At least 75% of customers with volume-based, billing from meter reads; flat or fixed rate billing for remaining accounts. Manual meter reading is conducted with at least 50% meter read success rate; consumption for accounts with failed reads is estimated. Purchase records verify age of customer meters; only very limited meter accuracy testing is conducted. Customer meters are replaced only upon complete failure. Computerized billing records exist, but only sporadic internal auditing conducted.	Conditions between 4 and 6	At least 90% of customers with volume-based billing from meter reads; consumption for remaining accounts is estimated. Manual customer meter reading gives at least 80% customer meter reading success rate; consumption for accounts with failed reads is estimated. Good customer meter records eixst, but only limited meter accuracy testing is conducted. Regular replacement is conducted for the oldest meters. Computerized billing records exist with annual auditing of summary statistics conducting by utility personnel.	Conditions between 6 and 8	At least 97% of customers exist with volume-based billing from meter reads. At least 90% customer meter reading success rate; or at least 80% read success rate with planning and budgeting for trials of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) in one or more pilot areas. Good customer meter records. Regular meter accuracy testing guides replacement of statistically significant number of meters each year. Routine auditing of computerized billing records for global and detailed statistics occurs annually by utility personnel, and is verified by third party at least once every five years.	Conditions between 8 and 10	At least 99% of customers exist with volume-based billing from meter reads. At least 95% customer meter reading success rate; or minimum 80% meter reading success rate, with Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) trials underway. Statistically significant customer meter testing and replacement program in place on a continuous basis. Computerized billing with routine, detailed auditing, including field investigation of representative sample of accounts undertaken annually by utility personnel. Audit is conducted by third party auditors at least once every three years.
Improvements to attain higher data grading for "Billed Metered Consumption" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Conduct investigations or trials of customer meters to select appropriate meter models. Budget funding for meter installations. Investigate volume based water rate structures.	to qualify for 4: Purchase and install meters on unmetered accounts. Implement policies to improve meter reading success. Catalog meter information during meter read visits to identify age/model of existing meters. Test a minimal number of meters for accuracy. Install computerized billing system.		to qualify for 6: Purchase and install meters on unmetered accounts. Eliminate flat fee billing and establish appropriate water rate structure based upon measured consumption. Continue to achieve verifiable success in removing manual meter reading barriers. Expand meter accuracy testing. Launch regular meter replacement program. Launch a program of annual auditing of global billing statistics by utility personnel.		to qualify for 8: Purchase and install meters on unmetered accounts. If customer meter reading success rate is less than 97%, assess cost-effectiveness of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system for portion or entire system; or otherwise achieve ongoing improvements in manual meter reading success rate to 97% or higher. Refine meter accuracy testing program. Set meter replacement goals based upon accuracy test results. Implement annual auditing of detailed billing records by utility personnel and implement third party auditing at least once every five years.		to qualify for 10: Purchase and install meters on unmetered accounts. Launch Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system trials if manual meter reading success rate of at least 99% is not achieved within a five-year program. Continue meter accuracy testing program. Conduct planning and budgeting for large scale meter replacement based upon meter life cycle analysis using cumulative flow target. Continue annual detailed billing data auditing by utility personnel and conduct third party auditing at least once every three years.		to maintain 10: Continue annual internal billing data auditing, and third party auditing at least every three years. Continue customer meter accuracy testing to ensure that accurate customer meter readings are obtained and entered as the basis for volume based billing. Stay abreast of improvements in Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) and information management. Plan and budget for justified upgrades in metering, meter reading and billing data management to maintain very high accuracy in customer metering and billing.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Billed unmetered:	Select n/a if it is the policy of the water utility to meter all customer connections and it has been confirmed by detailed auditing that all customers do indeed have a water meter; i.e. no intentionally unmetered accounts exist	Water utility policy does not require customer metering; flat or fixed fee billing is employed. No data is collected on customer consumption. The only estimates of customer population consumption available are derived from data estimation methods using average fixture count multiplied by number of connections, or similar approach.	Water utility policy does not require customer metering; flat or fixed fee billing is employed. Some metered accounts exist in parts of the system (pilot areas or District Metered Areas) with consumption read periodically or recorded on portable dataloggers over one, three, or seven day periods. Data from these sample meters are used to infer consumption for the total customer population. Site specific estimation methods are used for unusual buildings/water uses.	Conditions between 2 and 4	Water utility policy does require metering and volume based billing in general. However, a liberal amount of exemptions and a lack of clearly written and communicated procedures result in up to 20% of billed accounts believed to be unmetered by exemption; or the water utility is in transition to becoming fully metered, and a large number of customers remain unmetered. A rough estimate of the annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 4 and 6	Water utility policy does require metering and volume based billing but established exemptions exist for a portion of accounts such as municipal buildings. As many as 15% of billed accounts are unmetered due to this exemption or meter installation difficulties. Only a group estimate of annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 6 and 8	Water utility policy does require metering and volume based billing for all customer accounts. However, less than 5% of billed accounts remain unmetered because meter installation is hindered by unusual circumstances. The goal is to minimize the number of unmetered accounts. Reliable estimates of consumption are obtained for these unmetered accounts via site specific estimation methods.	Conditions between 8 and 10	Water utility policy does require metering and volume based billing for all customer accounts. Less than 2% of billed accounts are unmetered and exist because meter installation is hindered by unusual circumstances. The goal exists to minimize the number of unmetered accounts to the extent that is economical. Reliable estimates of consumption are obtained at these accounts via site specific estimation methods.
Improvements to attain higher data grading for "Billed Unmetered Consumption" component:		to qualify for 2: Conduct research and evaluate cost/benefit of a new water utility policy to require metering of the customer population; thereby greatly reducing or eliminating unmetered accounts. Conduct pilot metering project by installing water meters in small sample of customer accounts and periodically reading the meters or datalogging the water consumption over one, three, or seven day periods.	to qualify for 4: Implement a new water utility policy requiring customer metering. Launch or expand pilot metering study to include several different meter types, which will provide data for economic assessment of full scale metering options. Assess sites with access difficulties to devise means to obtain water consumption volumes. Begin customer meter installation.		to qualify for 6: Refine policy and procedures to improve customer metering participation for all but solidly exempt accounts. Assign staff resources to review billing records to identify errant unmetered properties. Specify metering needs and funding requirements to install sufficient meters to significant reduce the number of unmetered accounts		to qualify for 8: Push to install customer meters on a full scale basis. Refine metering policy and procedures to ensure that all accounts, including municipal properties, are designated for meters. Plan special efforts to address "hard-to-access" accounts. Implement procedures to obtain a reliable consumption estimate for the remaining few unmetered accounts awaiting meter installation.		to qualify for 10: Continue customer meter installation throughout the service area, with a goal to minimize unmetered accounts. Sustain the effort to investigate accounts with access difficulties, and devise means to install water meters or otherwise measure water consumption.		to maintain 10: Continue to refine estimation methods for unmetered consumption and explore means to establish metering, for as many billed remaining unmetered accounts as is economically feasible.
Unbilled metered:	select n/a if all billing-exempt consumption is unmetered.	Billing practices exempt certain accounts, such as municipal buildings, but written policies do not exist; and a reliable count of unbilled metered accounts is unavailable. Meter upkeep and meter reading on these accounts is rare and not considered a priority. Due to poor recordkeeping and lack of auditing, water consumption for all such accounts is purely guesstimated.	Billing practices exempt certain accounts, such as municipal buildings, but only scattered, dated written directives exist to justify this practice. A reliable count of unbilled metered accounts is unavailable. Sporadic meter replacement and meter reading occurs on an as-needed basis. The total annual water consumption for all unbilled, metered accounts is estimated based upon approximating the number of accounts and assigning consumption from actively billed accounts of same meter size.	Conditions between 2 and 4	Dated written procedures permit billing exemption for specific accounts, such as municipal properties, but are unclear regarding certain other types of accounts. Meter reading is given low priority and is sporadic. Consumption is quantified from meter readings where available. The total number of unbilled, unmetered accounts must be estimated along with consumption volumes.	Conditions between 4 and 6	Written policies regarding billing exemptions exist but adherence in practice is questionable. Metering and meter reading for municipal buildings is reliable but sporadic for other unbilled metered accounts. Periodic auditing of such accounts is conducted. Water consumption is quantified directly from meter readings where available, but the majority of the consumption is estimated.	Conditions between 6 and 8	Written policy identifies the types of accounts granted a billing exemption. Customer meter management and meter reading are considered secondary priorities, but meter reading is conducted at least annually to obtain consumption volumes for the annual water audit. High level auditing of billing records ensures that a reliable census of such accounts exists.	Conditions between 8 and 10	Clearly written policy identifies the types of accounts given a billing exemption, with emphasis on keeping such accounts to a minimum. Customer meter management and meter reading for these accounts is given proper priority and is reliably conducted. Regular auditing confirms this. Total water consumption for these accounts is taken from reliable readings from accurate meters.
Improvements to attain higher data grading for "Unbilled Metered Consumption" component:		to qualify for 2: Reassess the water utility's policy allowing certain accounts to be granted a billing exemption. Draft an outline of a new written policy for billing exemptions, with clear justification as to why any accounts should be exempt from billing, and with the intention to keep the number of such accounts to a minimum.	to qualify for 4: Review historic written directives and policy documents allowing certain accounts to be billing-exempt. Draft an outline of a written policy for billing exemptions, identify criteria that grants an exemption, with a goal of keeping this number of accounts to a minimum. Consider increasing the priority of reading meters on unbilled accounts at least annually.		to qualify for 6: Draft a new written policy regarding billing exemptions based upon consensus criteria allowing this occurrence. Assign resources to audit meter records and billing records to obtain census of unbilled metered accounts. Gradually include a greater number of these metered accounts to the routes for regular meter reading.		to qualify for 8: Communicate billing exemption policy throughout the organization and implement procedures that ensure proper account management. Conduct inspections of accounts confirmed in unbilled metered status and verify that accurate meters exist and are scheduled for routine meter readings. Gradually increase the number of unbilled metered accounts that are included in regular meter reading routes.		to qualify for 10: Ensure that meter management (meter accuracy testing, meter replacement) and meter reading activities for unbilled accounts are accorded the same priority as billed accounts. Establish ongoing annual auditing process to ensure that water consumption is reliably collected and provided to the annual water audit process.		to maintain 10: Reassess the utility's philosophy in allowing any water uses to go "unbilled". It is possible to meter and bill all accounts, even if the fee charged for water consumption is discounted or waived. Metering and billing all accounts ensures that water consumption is tracked and water waste from plumbing leaks is detected and minimized.
Unbilled unmetered:		Extent of unbilled, unmetered consumption is unknown due to unclear policies and poor recordkeeping. Total consumption is quantified based upon a purely subjective estimate.	Clear extent of unbilled, unmetered consumption is unknown, but a number of events are randomly documented each year, confirming existence of such consumption, but without sufficient documentation to quantify an accurate estimate of the annual volume consumed.	Conditions between 2 and 4	Extent of unbilled, unmetered consumption is partially known, and procedures exist to document certain events such as miscellaneous fire hydrant uses. Formulae is used to quantify the consumption from such events (time running multiplied by typical flowrate, multiplied by number of events).	Default value of 1.25% of system input volume is employed	Coherent policies exist for some forms of unbilled, unmetered consumption but others await closer evaluation. Reasonable recordkeeping for the managed uses exists and allows for annual volumes to be quantified by inference, but unsupervised uses are guesstimated.	Conditions between 6 and 8	Clear policies and good recordkeeping exist for some uses (ex: water used in periodic testing of unmetered fire connections), but other uses (ex: miscellaneous uses of fire hydrants) have limited oversight. Total consumption is a mix of well quantified use such as from formulae (time running multiplied by typical flow, multiplied by number of events) or temporary meters, and relatively subjective estimates of less regulated use.	Conditions between 8 and 10	Clear policies exist to identify permitted use of water in unbilled, unmetered fashion, with the intention of minimizing this type of consumption. Good records document each occurrence and consumption is quantified via formulae (time running multiplied by typical flow, multiplied by number of events) or use of temporary meters.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Unbilled Unmetered Consumption" component:		to qualify for 5: Utilize the accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 2: Establish a policy regarding what water uses should be allowed to remain as unbilled and unmetered. Consider tracking a small sample of one such use (ex: fire hydrant flushings).	to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 4: Evaluate the documentation of events that have been observed. Meet with user groups (ex: for fire hydrants - fire departments, contractors to ascertain their need and/or volume requirements for water from fire hydrants).		to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process, and should focus on other components since the volume of unbilled, umetered consumption is usually a relatively small quatity component, and other larger-quantity components should take priority.	to qualify for 6 or greater: Finalize policy and begin to conduct field checks to better establish and quantify such usage. Proceed if top-down audit exists and/or a great volume of such use is suspected.	to qualify for 8: Assess water utility policy and procedures for various unmetered usages. For example, ensure that a policy exists and permits are issued for use of fire hydrants by persons outside of the utility. Create written procedures for use and documentation of fire hydrants by water utility personnel. Use same approach for other types of unbilled, unmetered water usage.		to qualify for 10: Refine written procedures to ensure that all uses of unbilled, unmetered water are overseen by a structured permitting process managed by water utility personnel. Reassess policy to determine if some of these uses have value in being converted to billed and/or metered status.		to maintain 10: Continue to refine policy and procedures with intention of reducing the number of allowable uses of water in unbilled and unmetered fashion. Any uses that can feasibly become billed and metered should be converted eventually.
APPARENT LOSSES											
Unauthorized consumption:		Extent of unauthorized consumption is unknown due to unclear policies and poor recordkeeping. Total unauthorized consumption is guesstimated.	Unauthorized consumption is a known occurrence, but its extent is a mystery. There are no requirements to document observed events, but periodic field reports capture some of these occurrences. Total unauthorized consumption is approximated from this limited data.	conditions between 2 and 4	Procedures exist to document some unauthorized consumption such as observed unauthorized fire hydrant openings. Use formulae to quantify this consumption (time running multiplied typical flowrate, multiplied by number of events).	Default value of 0.25% of volume of water supplied is employed	Coherent policies exist for some forms of unauthorized consumption (more than simply fire hydrant misuse) but others await closer evaluation. Reasonable surveillance and recordkeeping exist for occurrences that fall under the policy. Volumes quantified by inference from these records.	Conditions between 6 and 8	Clear policies and good auditable recordkeeping exist for certain events (ex: tampering with water meters, illegal bypasses of customer meters); but other occurrences have limited oversight. Total consumption is a combination of volumes from formulae (time x typical flow) and subjective estimates of unconfirmed consumption.	Conditions between 8 and 10	Clear policies exist to identify all known unauthorized uses of water. Staff and procedures exist to provide enforcement of policies and detect violations. Each occurrence is recorded and quantified via formulae (estimated time running multiplied by typical flow) or similar methods. All records and calculations should exist in a form that can be audited by a third party.
Improvements to attain higher data grading for "Unauthorized Consumption" component:		to qualify for 5: Use accepted default of 0.25% of volume of water supplied. to qualify for 2: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)	to qualify for 5: Use accepted default of 0.25% of system input volume to qualify for 4: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)		to qualify for 5: Utilize accepted default value of 0.25% of volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process.	to qualify for 6 or greater: Finalize policy updates to clearly identify the types of water consumption that are authorized from those usages that fall outside of this policy and are, therefore, unauthorized. Begin to conduct regular field checks. Proceed if the top-down audit already exists and/or a great volume of such use is suspected.	to quality for 8: Assess water utility policies to ensure that all known occurrences of unauthorized consumption are outlawed, and that appropriate penalties are prescribed. Create written procedures for detection and documentation of various occurrences of unauthorized consumption as they are uncovered.		to qualify for 10: Refine written procedures and assign staff to seek out likely occurrences of unauthorized consumption. Explore new locking devices, monitors and other technologies designed to detect and thwart unauthorized consumption.		to maintain 10: Continue to refine policy and procedures to eliminate any loopholes that allow or tacitly encourage unauthorized consumption. Continue to be vigilant in detection, documentation and enforcement efforts.
Customer metering inaccuracies:	select n/a only if the entire customer population is unmetered. In such a case the volume entered must be zero.	Customer meters exist, but with unorganized paper records on meters; no meter accuracy testing or meter replacement program for any size of retail meter. Metering workflow is driven chaotically with no proactive management. Loss volume due to aggregate meter inaccuracy is guesstimated.	Poor recordkeeping and meter oversight is recognized by water utility management who has allotted staff and funding resources to organize improved recordkeeping and start meter accuracy testing. Existing paper records gathered and organized to provide cursory disposition of meter population. Customer meters are tested for accuracy only upon customer request.	Conditions between 2 and 4	Reliable recordkeeping exists; meter information is improving as meters are replaced. Meter accuracy testing is conducted annually for a small number of meters (more than just customer requests, but less than 1% of inventory). A limited number of the oldest meters are replaced each year. Inaccuracy volume is largely an estimate, but refined based upon limited testing data.	Conditions between 4 and 6	A reliable electronic recordkeeping system for meters exists. The meter population includes a mix of new high performing meters and dated meters with suspect accuracy. Routine, but limited, meter accuracy testing and meter replacement occur. Inaccuracy volume is quantified using a mix of reliable and less certain data.	Conditions between 6 and 8	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for various types of meters.	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Statistically significant number of meters are tested in audit year. This testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for these meters.	Good records of all active customer meters exist and include as a minimum: meter number, account number/location, type, size and manufacturer. Ongoing meter replacement occurs according to a targeted and justified basis. Regular meter accuracy testing gives a reliable measure of composite inaccuracy volume for the customer meter population. New metering technology is embraced to keep overall accuracy improving. Procedures are reviewed by a third party knowledgeable in the M36 methodology.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Customer meter inaccuracy volume" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Gather available meter purchase records. Conduct testing on a small number of meters believed to be the most inaccurate. Review staffing needs of the metering group and budget for necessary resources to better organize meter management.	to qualify for 4: Implement a reliable record keeping system for customer meter histories, preferably using electronic methods typically linked to, or part of, the Customer Billing System or Customer Information System. Expand meter accuracy testing to a larger group of meters.		to qualify for 6: Standardize the procedures for meter recordkeeping within an electronic information system. Accelerate meter accuracy testing and meter replacements guided by testing results.		to qualify for 8: Expand annual meter accuracy testing to evaluate a statistically significant number of meter makes/models. Expand meter replacement program to replace statistically significant number of poor performing meters each year.		to qualify for 9: Continue efforts to manage meter population with reliable recordkeeping. Test a statistically significant number of meters each year and analyze test results in an ongoing manner to serve as a basis for a target meter replacement strategy based upon accumulated volume throughput.	to qualify for 10: Continue efforts to manage meter population with reliable recordkeeping, meter testing and replacement. Evaluate new meter types and install one or more types in 5-10 customer accounts each year in order to pilot improving metering technology.	to maintain 10: Increase the number of meters tested and replaced as justified by meter accuracy test data. Continually monitor development of new metering technology and Advanced Metering Infrastructure (AMI) to grasp opportunities for greater accuracy in metering of water flow and management of customer consumption data.
Systematic Data Handling Errors:	Note: all water utilities incur some amount of this error. Even in water utilities with unmetered customer populations and fixed rate billing, errors occur in annual billing tabulations. Enter a positive value for the volume and select a grading.	Policies and procedures for activation of new customer water billing accounts are vague and lack accountability. Billing data is maintained on paper records which are not well organized. No auditing is conducted to confirm billing data handling efficiency. An unknown number of customers escape routine billing due to lack of billing process oversight.	Policy and procedures for activation of new customer accounts and oversight of billing records exist but need refinement. Billing data is maintained on paper records or insufficiently capable electronic database. Only periodic unstructured auditing work is conducted to confirm billing data handling efficiency. The volume of unbilled water due to billing lapses is a guess.	Conditions between 2 and 4	Policy and procedures for new account activation and oversight of billing operations exist but needs refinement. Computerized billing system exists, but is dated or lacks needed functionality. Periodic, limited internal audits conducted and confirm with approximate accuracy the consumption volumes lost to billing lapses.	Conditions between 4 and 6	Policy and procedures for new account activation and oversight of billing operations is adequate and reviewed periodically. Computerized billing system is in use with basic reporting available. Any effect of billing adjustments on measured consumption volumes is well understood. Internal checks of billing data error conducted annually. Reasonably accurate quantification of consumption volume lost to billing lapses is obtained.	Conditions between 6 and 8	New account activation and billing operations policy and procedures are reviewed at least biannually. Computerized billing system includes an array of reports to confirm billing data and system functionality. Checks are conducted routinely to flag and explain zero consumption accounts. Annual internal checks conducted with third party audit conducted at least once every five years. Accountability checks flag billing lapses. Consumption lost to billing lapses is well quantified and reducing year-by-year.	Conditions between 8 and 10	Sound written policy and procedures exist for new account activation and oversight of customer billing operations. Robust computerized billing system gives high functionality and reporting capabilities which are utilized, analyzed and the results reported each billing cycle. Assessment of policy and data handling errors are conducted internally and audited by third party at least once every three years, ensuring consumption lost to billing lapses is minimized and detected as it occurs.
Improvements to attain higher data grading for "Systematic Data Handling Error volume" component:		to qualify for 2: Draft written policy and procedures for activating new water billing accounts and oversight of billing operations. Investigate and budget for computerized customer billing system. Conduct initial audit of billing records by flow-charting the basic business processes of the customer account/billing function.	to qualify for 4: Finalize written policy and procedures for activation of new billing acocunts and overall billing operations management. Implement a computerized customer billing system. Conduct initial audit of billing records as part of this process.		to qualify for 6: Refine new account activation and billing operations procedures and ensure consistency with the utility policy regarding billing, and minimize opportunity for missed billings. Upgrade or replace customer billing system for needed functionality - ensure that billing adjustments don't corrupt the value of consumption volumes. Procedurize internal annual audit process.		to qualify for 8: Formalize regular review of new account activation process and general billing practices. Enhance reporting capability of computerized billing system. Formalize regular auditing process to reveal scope of data handling error. Plan for periodic third party audit to occur at least once every five years.		to qualify for 10: Close policy/procedure loopholes that allow some customer accounts to go unbilled, or data handling errors to exist. Ensure that billing system reports are utilized, analyzed and reported every billing cycle. Ensure that internal and third party audits are conducted at least once every three years.		to maintain 10: Stay abreast of customer information management developments and innovations. Monitor developments of Advanced Metering Infrastructure (AMI) and integrate technology to ensure that customer endpoint information is well-monitored and errors/lapses are at an economic minimum.
SYSTEM DATA											
Length of mains:		Poorly assembled and maintained paper as-built records of existing water main installations makes accurate determination of system pipe length impossible. Length of mains is guesstimated.	Paper records in poor or uncertain condition (no annual tracking of installations & abandonments). Poor procedures to ensure that new water mains installed by developers are accurately documented.	Conditions between 2 and 4	Sound written policy and procedures exist for documenting new water main installations, but gaps in management result in a uncertain degree of error in tabulation of mains length.	Conditions between 4 and 6	Sound written policy and procedures exist for permitting and commissioning new water mains. Highly accurate paper records with regular field validation; or electronic records and asset management system in good condition. Includes system backup.	Conditions between 6 and 8	Sound written policy and procedures exist for permitting and commissioning new water mains. Electronic recordkeeping such as a Geographical Information System (GIS) and asset management system are used to store and manage data.	Conditions between 8 and 10	Sound written policy exists for managing water mains extensions and replacements. Geographic Information System (GIS) data and asset management database agree and random field validation proves truth of databases. Records of annual field validation should be available for review.
Improvements to attain higher data grading for "Length of Water Mains" component:		to qualify for 2: Assign personnel to inventory current as-built records and compare with customer billing system records and highway plans in order to verify poorly documented pipelines. Assemble policy documents regarding permitting and documentation of water main installations by the utility and building developers; identify gaps in procedures that result in poor documentation of new water main installations.	to qualify for 4: Complete inventory of paper records of water main installations for several years prior to audit year. Review policy and procedures for commissioning and documenting new water main installation.		to qualify for 6: Finalize updates/improvements to written policy and procedures for permitting/commissioning new main installations. Confirm inventory of records for five years prior to audit year; correct any errors or omissions.		to qualify for 8: Launch random field checks of limited number of locations. Convert to electronic database such as a Geographic Information System (GIS) with backup as justified. Develop written policy and procedures.		to qualify for 10: Link Geographic Information System (GIS) and asset management databases, conduct field verification of data. Record field verification information at least annually.		to maintain 10: Continue with standardization and random field validation to improve the completeness and accuracy of the system.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Number of active AND inactive service connections:		Vague permitting (of new service connections) policy and poor paper recordkeeping of customer connections/billings result in suspect determination of the number of service connections, which may be 10-15% in error from actual count.	General permitting policy exists but paper records, procedural gaps, and weak oversight result in questionable total for number of connections, which may vary 5-10% of actual count.	Conditions between 2 and 4	Written account activation policy and procedures exist, but with some gaps in performance and oversight. Computerized information management system is being brought online to replace dated paper recordkeeping system. Reasonably accurate tracking of service connection installations & abandonments; but count can be up to 5% in error from actual total.	Conditions between 4 and 6	Written new account activation and overall billing policies and procedures are adequate and reviewed periodically. Computerized information management system is in use with annual installations & abandonments totaled. Very limited field verifications and audits. Error in count of number of service connections is believed to be no more than 3%.	Conditions between 6 and 8	Policies and procedures for new account activation and overall billing operations are written, well-structured and reviewed at least biannually. Well managed computerized information management system exists and routine, periodic field checks and internal system audits are conducted. Counts of connections are no more than 2% in error.	Conditions between 8 and 10	Sound written policy and well managed and audited procedures ensure reliable management of service connection population. Computerized information management system, Customer Billing System, and Geographic Information System (GIS) information agree; field validation proves truth of databases. Count of connections recorded as being in error is less than 1% of the entire population.
Improvements to attain higher data grading for "Number of Active and Inactive Service Connections" component:	**Note: The number of Service Connections does <u>not</u> include fire hydrant leads/lines connecting the hydrant to the water main**	<u>to qualify for 2</u>: Draft new policy and procedures for new account activation and overall billing operations. Research and collect paper records of installations & abandonments for several years prior to audit year.	<u>to qualify for 4</u>: Refine policy and procedures for new account activation and overall billing operations. Research computerized recordkeeping system (Customer Information System or Customer Billing System) to improve documentation format for service connections.		<u>to qualify for 6</u>: Refine procedures to ensure consistency with new account activation and overall billing policy to establish new service connections or decommission existing connections. Improve process to include all totals for at least five years prior to audit year.		<u>to qualify for 8</u>: Formalize regular review of new account activation and overall billing operations policies and procedures. Launch random field checks of limited number of locations. Develop reports and auditing mechanisms for computerized information management system.		<u>to qualify for 10</u>: Close any procedural loopholes that allow installations to go undocumented. Link computerized information management system with Geographic Information System (GIS) and formalize field inspection and information system auditing processes. Documentation of new or decommissioned service connections encounters several levels of checks and balances.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve knowledge of system.
Average length of customer service line:	Note: if customer water meters are located outside of the customer building next to the curb stop or boundary separating utility/customer responsibility, then the auditor should answer "Yes" to the question on the Reporting Worksheet asking about this. If the answer is Yes, the grading description listed under the Grading of 10(a) will be followed, with a value of zero automatically entered at a Grading of 10. See the Service Connection Diagram worksheet for a visual presentation of this distance.	Gradings 1-9 apply if customer properties are unmetered, if customer meters exist and are located inside the customer building premises, or if the water utility owns and is responsible for the entire service connection piping from the water main to the customer building. In any of these cases the average distance between the curb stop or boundary separating utility/customer responsibility for service connection piping, and the typical first point of use (ex: faucet) or the customer meter must be quantified. Gradings of 1-9 are used to grade the validity of the means to quantify this value. (See the "Service Connection Diagram" worksheet)									<u>Either of two conditions can be met for a grading of 10</u>: a) Customer water meters exist outside of customer buildings next to the curb stop or boundary separating utility/customer responsibility for service connection piping. If so, answer "Yes" to the question on the Reporting Working asking about this condition. A value of zero and a Grading of 10 are automatically entered in the Reporting Worksheet . b). Meters exist inside customer buildings, or properties are unmetered. In either case, answer "No" to the Reporting Worksheet question on meter location, and enter a distance determined by the auditor. For a Grading of 10 this value must be a very reliable number from a Geographic Information System (GIS) and confirmed by a statistically valid number of field checks.
		Vague policy exists to define the delineation of water utility ownership and customer ownership of the service connection piping. Curb stops are perceived as the breakpoint but these have not been well-maintained or documented. Most are buried or obscured. Their location varies widely from site-to-site, and estimating this distance is arbitrary due to the unknown location of many curb stops.	Policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. The piping from the water main to the curb stop is the property of the water utility; and the piping from the curb stop to the customer building is owned by the customer. Curb stop locations are not well documented and the average distance is based upon a limited number of locations measured in the field.	Conditions between 2 and 4	Good policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. Curb stops are generally installed as needed and are reasonably documented. Their location varies widely from site-to-site, and an estimate of this distance is hindered by the availability of paper records of limited accuracy.	Conditions between 4 and 6	Clear written policy exists to define utility/customer responsibility for service connection piping. Accurate, well-maintained paper or basic electronic recordkeeping system exists. Periodic field checks confirm piping lengths for a sample of customer properties.	Conditions between 6 and 8	Clearly worded policy standardizes the location of curb stops and meters, which are inspected upon installation. Accurate and well maintained electronic records exist with periodic field checks to confirm locations of service lines, curb stops and customer meter pits. An accurate number of customer properties from the customer billing system allows for reliable averaging of this length.	Conditions between 8 and 10	
Improvements to attain higher data grading for "Average Length of Customer Service Line" component:		<u>to qualify for 2</u>: Research and collect paper records of service line installations. Inspect several sites in the field using pipe locators to locate curb stops. Obtain the length of this small sample of connections in this manner.	<u>to qualify for 4</u>: Formalize and communicate policy delineating utility/customer responsibilities for service connection piping. Assess accuracy of paper records by field inspection of a small sample of service connections using pipe locators as needed. Research the potential migration to a computerized information management system to store service connection data.		<u>to qualify for 6</u>: Establish coherent procedures to ensure that policy for curb stop, meter installation and documentation is followed. Gain consensus within the water utility for the establishment of a computerized information management system.		<u>to qualify for 8</u>: Implement an electronic means of recordkeeping, typically via a customer information system, customer billing system, or Geographic Information System (GIS). Standardize the process to conduct field checks of a limited number of locations.		<u>to qualify for 10</u>: Link customer information management system and Geographic Information System (GIS), standardize process for field verification of data.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve knowledge of service connection configurations and customer meter locations.
Average operating pressure:		Available records are poorly assembled and maintained paper records of supply pump characteristics and water distribution system operating conditions. Average pressure is guesstimated based upon this information and ground elevations from crude topographical maps. Widely varying distribution system pressures due to undulating terrain, high system head loss and weak/erratic pressure controls further compromise the validity of the average pressure calculation.	Limited telemetry monitoring of scattered pumping station and water storage tank sites provides some static pressure data, which is recorded in handwritten logbooks. Pressure data is gathered at individual sites only when low pressure complaints arise. Average pressure is determined by averaging relatively crude data, and is affected by significant variation in ground elevations, system head loss and gaps in pressure controls in the distribution system.	Conditions between 2 and 4	Effective pressure controls separate different pressure zones; moderate pressure variation across the system, occasional open boundary valves are discovered that breech pressure zones. Basic telemetry monitoring of the distribution system logs pressure data electronically. Pressure data gathered by gauges or dataloggers at fire hydrants or buildings when low pressure complaints arise, and during fire flow tests and system flushing. Reliable topographical data exists. Average pressure is calculated using this mix of data.	Conditions between 4 and 6	Reliable pressure controls separate distinct pressure zones; only very occasional open boundary valves are encountered that breech pressure zones. Well-covered telemetry monitoring of the distribution system (not just pumping at source treatment plants or wells) logs extensive pressure data electronically. Pressure gathered by gauges/dataloggers at fire hydrants and buildings when low pressure complaints arise, and during fire flow tests and system flushing. Average pressure is determined by using this mix of reliable data.	Conditions between 6 and 8	Well-managed, discrete pressure zones exist with generally predictable pressure fluctuations. A current full-scale SCADA System or similar realtime monitoring system exists to monitor the water distribution system and collect data, including real time pressure readings at representative sites across the system. The average system pressure is determined from reliable monitoring system data.	Conditions between 8 and 10	Well-managed pressure districts/zones, SCADA System and hydraulic model exist to give very precise pressure data across the water distribution system. Average system pressure is reliably calculated from extensive, reliable, and cross-checked data. Calculations are reported on an annual basis as a minimum.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Average Operating Pressure" component:		to qualify for 2: Employ pressure gauging and/or datalogging equipment to obtain pressure measurements from fire hydrants. Locate accurate topographical maps of service area in order to confirm ground elevations. Research pump data sheets to find pump pressure/flow characteristics	to qualify for 4: Formalize a procedure to use pressure gauging/datalogging equipment to gather pressure data during various system events such as low pressure complaints, or operational testing. Gather pump pressure and flow data at different flow regimes. Identify faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) and plan to properly configure pressure zones. Make all pressure data from these efforts available to generate system-wide average pressure.		to qualify for 6: Expand the use of pressure gauging/datalogging equipment to gather scattered pressure data at a representative set of sites, based upon pressure zones or areas. Utilize pump pressure and flow data to determine supply head entering each pressure zone or district. Correct any faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) to ensure properly configured pressure zones. Use expanded pressure dataset from these activities to generate system-wide average pressure.		to qualify for 8: Install a Supervisory Control and Data Acquisition (SCADA) System, or similar realtime monitoring system, to monitor system parameters and control operations. Set regular calibration schedule for instrumentation to insure data accuracy. Obtain accurate topographical data and utilize pressure data gathered from field surveys to provide extensive, reliable data for pressure averaging.		to qualify for 10: Annually, obtain a system-wide average pressure value from the hydraulic model of the distribution system that has been calibrated via field measurements in the water distribution system and confirmed in comparisons with SCADA System data.		to maintain 10: Continue to refine the hydraulic model of the distribution system and consider linking it with SCADA System for real-time pressure data calibration, and averaging.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
COST DATA											
Total annual cost of operating water system:		Incomplete paper records and lack of financial accounting documentation on many operating functions makes calculation of water system operating costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to estimate the major portion of water system operating costs.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. However, gaps in data are known to exist, periodic internal reviews are conducted but not a structured financial audit.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited periodically by utility personnel, but not a Certified Public Accountant (CPA).	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited at least annually by utility personnel, and at least once every three years by third-party CPA.	Conditions between 8 and 10	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited annually by utility personnel and annually also by third-party CPA.
Improvements to attain higher data grading for "Total Annual Cost of Operating the Water System" component:		to qualify for 2: Gather available records, institute new financial accounting procedures to regularly collect and audit basic cost data of most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Establish process for periodic internal audit of water system operating costs; identify cost data gaps and institute procedures for tracking these outstanding costs.		to qualify for 8: Standardize the process to conduct routine financial audit on an annual basis. Arrange for CPA audit of financial records at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and long-term cost trend, and budget/track costs proactively
Customer retail unit cost (applied to Apparent Losses):	Customer population unmetered, and/or only a fixed fee is charged for consumption.	Antiquated, cumbersome water rate structure is used, with periodic historic amendments that were poorly documented and implemented; resulting in classes of customers being billed inconsistent charges. The actual composite billing rate likely differs significantly from the published water rate structure, but a lack of auditing leaves the degree of error indeterminate.	Dated, cumbersome water rate structure, not always employed consistently in actual billing operations. The actual composite billing rate is known to differ from the published water rate structure, and a reasonably accurate estimate of the degree of error is determined, allowing a composite billing rate to be quantified.	Conditions between 2 and 4	Straight-forward water rate structure in use, but not updated in several years. Billing operations reliably employ the rate structure. The composite billing rate is derived from a single customer class such as residential customer accounts, neglecting the effect of different rates from varying customer classes.	Conditions between 4 and 6	Clearly written, up-to-date water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average residential rate using volumes of water in each rate block.	Conditions between 6 and 8	Effective water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average composite consumption rate, which includes residential, commercial, industrial, institutional (CII), and any other distinct customer classes within the water rate structure.	Conditions between 8 and 10	Current, effective water rate structure is in force and applied reliably in billing operations. The rate structure and calculations of composite rate - which includes residential, commercial, industrial, institutional (CII), and other distinct customer classes - are reviewed by a third party knowledgeable in the M36 methodology at least once every five years.
Improvements to attain higher data grading for "Customer Retail Unit Cost" component:		to qualify for 2: Formalize the process to implement water rates, including a secure documentation procedure. Create a current, formal water rate document and gain approval from all stakeholders.	to qualify for 4: Review the water rate structure and update/formalize as needed. Assess billing operations to ensure that actual billing operations incorporate the established water rate structure.		to qualify for 6: Evaluate volume of water used in each usage block by residential users. Multiply volumes by full rate structure.	Launch effort to fully meter the customer population and charge rates based upon water volumes	to qualify for 8: Evaluate volume of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to qualify for 10: Conduct a periodic third-party audit of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to maintain 10: Keep water rate structure current in addressing the water utility's revenue needs. Update the calculation of the customer unit rate as new rate components, customer classes, or other components are modified.
Variable production cost (applied to Real Losses):	Note: if the water utility purchases/imports its entire water supply, then enter the unit purchase cost of the bulk water supply in the Reporting Worksheet with a grading of 10	Incomplete paper records and lack of documentation on primary operating functions (electric power and treatment costs most importantly) makes calculation of variable production costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to roughly estimate the basic operations costs (pumping power costs and treatment costs) and calculate a unit variable production cost.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. Electric power and treatment costs are reliably tracked and allow accurate weighted calculation of unit variable production costs based on these two inputs and water imported purchase costs (if applicable). All costs are audited internally on a periodic basis.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Pertinent additional costs beyond power, treatment and water imported purchase costs (if applicable) such as liability, residuals management, wear and tear on equipment, impending expansion of supply, are included in the unit variable production cost, as applicable. The data is audited at least annually by utility personnel.	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent primary and secondary variable production and water imported purchase (if applicable) costs tracked. The data is audited at least annually by utility personnel, and at least once every three years by a third-party knowledgeable in the M36 methodology.	Conditions between 8 and 10	Either of two conditions can be met to obtain a grading of 10: 1) Third party CPA audit of all pertinent primary and secondary variable production and water imported purchase (if applicable) costs on an annual basis. or: 2) Water supply is entirely purchased as bulk water imported, and the unit purchase cost - including all applicable marginal supply costs - serves as the variable production cost. If all applicable marginal supply costs are not included in this figure, a grade of 10 should not be selected.
Improvements to attain higher data grading for "Variable Production Cost" component:		to qualify for 2: Gather available records, institute new procedures to regularly collect and audit basic cost data and most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Formalize process for regular internal audits of production costs. Assess whether additional costs (liability, residuals management, equipment wear, impending infrastructure expansion) should be included to calculate a more representative variable production cost.		to qualify for 8: Formalize the accounting process to include direct cost components (power, treatment) as well as indirect cost components (liability, residuals management, etc.) Arrange to conduct audits by a knowledgable third-party at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and budget/track costs proactively

Average Length of Customer Service Line

The three figures shown on this worksheet display the assignment of the Average Length of Customer Service Line, Lp, for the three most common piping configurations.

Figure 1 shows the configuration of the water meter outside of the customer building next to the curb stop valve. In this configuration Lp = 0 since the distance between the curb stop and the customer metering point is essentially zero.

Figure 2 shows the configuration of the customer water meter located inside the customer building, where Lp is the distance from the curb stop to the water meter.

Figure 3 shows the configuration of an unmetered customer building , where Lp is the distance from the curb stop to the first point of customer water consumption, or, more simply, the building line.

In any water system the Lp will vary notably in a community of different structures, therefore the average Lp value is used and this should be approximated or calculated if a sample of service line measurements has been gathered.

Click for more information

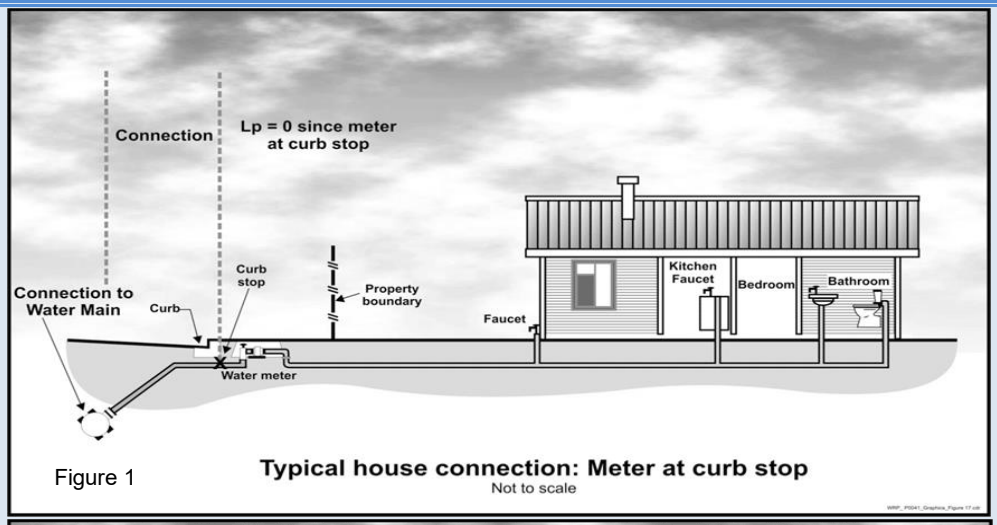


Figure 1 **Typical house connection: Meter at curb stop**
Not to scale

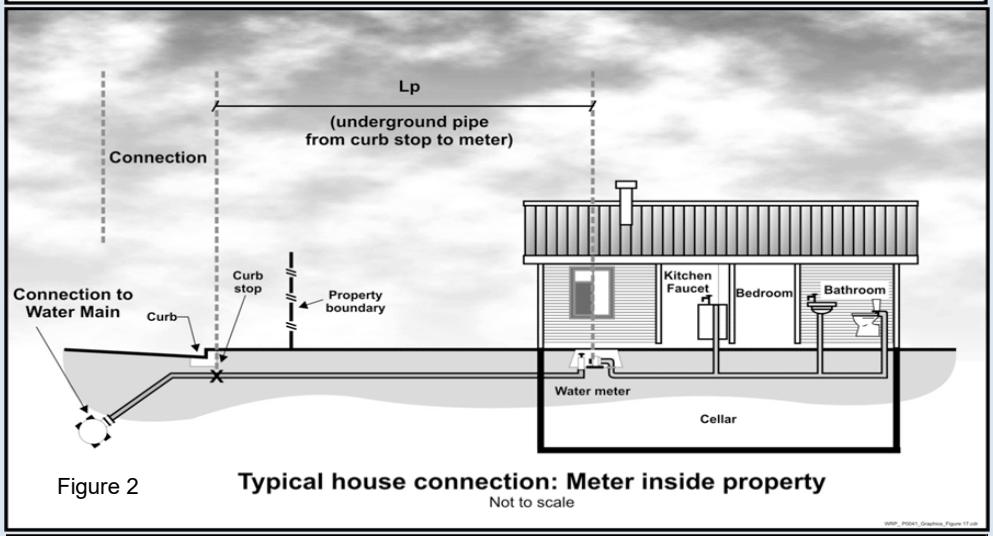


Figure 2 **Typical house connection: Meter inside property**
Not to scale

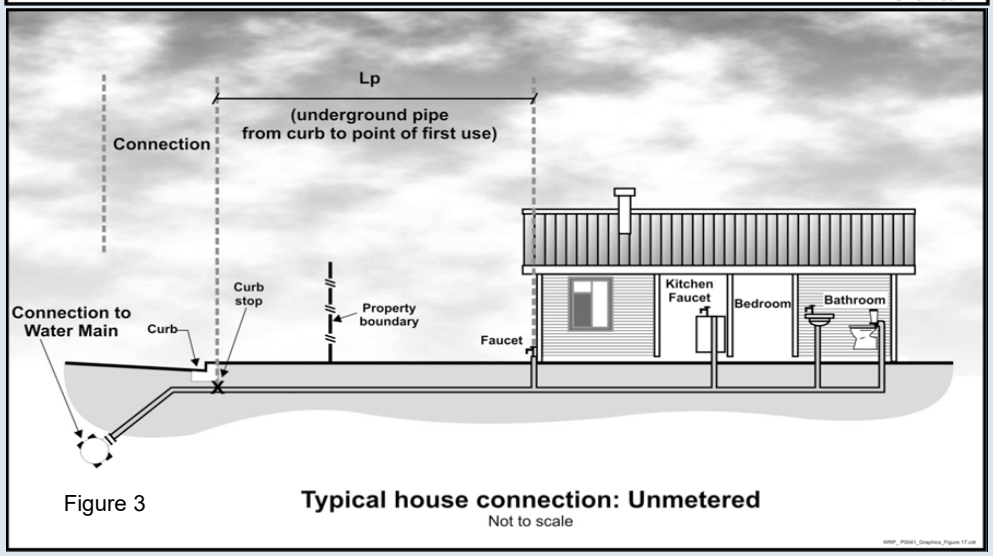


Figure 3 **Typical house connection: Unmetered**
Not to scale

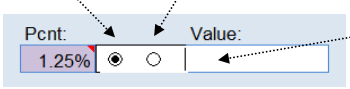
AWWA Free Water Audit Software: Definitions

WAS v5.0

Item Name	Description
Apparent Losses Find	= unauthorized consumption + customer metering inaccuracies + systematic data handling errors Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use). NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.
AUTHORIZED CONSUMPTION Find	= billed water exported + billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes. Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. **Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.** Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled unmetered consumption)
View Service Connection Diagram **Average length of customer service line** Find	This is the average length of customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping. If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10. If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a composite average Lp length for the entire system. Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.
Average operating pressure Find	This is the average pressure in the distribution system that is the subject of the water audit. Many water utilities have a calibrated hydraulic model of their water distribution system. For these utilities, the hydraulic model can be utilized to obtain a very accurate quantity of average pressure. In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading.
Billed Authorized Consumption	All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.
Billed metered consumption Find	All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. **It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.** The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.
Billed unmetered consumption Find	All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined by utility policy to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. **This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.**

Item Name	Description
Customer metering inaccuracies Find	Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger. The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for all customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly. Note that a value of zero will be accepted but an alert will appear asking if the customer population is unmetered. Since all metered systems have some degree of inaccuracy, a positive value should be entered. A value of zero in this component is valid only if the water utility does not meter its customer population.
Customer retail unit cost Find	The Customer Retail Unit Cost represents the charge that customers pay for water service. This unit cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different costs based upon class of customer, a weighted average of individual costs and number of customer accounts in each class can be calculated to determine a single composite cost that should be entered into this cell. Finally, the weighted average cost should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed. For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer. Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either $/1,000 gallons, $/hundred cubic feet, or $/1,000 litres) and automatically converts these units to the units that appear in the "WATER SUPPLIED" box. The monetary units are United States dollars, $.
Infrastructure Leakage Index (ILI) Find	The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). The ILI is a highly effective performance indicator for comparing (benchmarking) the performance of utilities in operational management of real losses.
Length of mains Find	Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as: Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile] or Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]
NON-REVENUE WATER Find	= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.
Number of active AND inactive service connections Find	Number of customer service connections, extending from the water main to supply water to a customer. Please note that this includes the actual number of distinct piping connections, including fire connections, whether active or inactive. This may differ substantially from the number of customers (or number of accounts). **Note: this number does not include the pipeline leads to fire hydrants - the total length of piping supplying fire hyrants should be included in the "Length of mains" parameter.**
Real Losses Find	Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.
Revenue Water	Those components of System Input Volume that are billed and have the potential to produce revenue.
Service Connection Density Find	=number of customer service connections / length of mains

Item Name	Description
Systematic data handling errors Find	Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. **Systematic Data Handling Errors result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component.** Utilities typically measure water consumption registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the consumption value being less than the actual consumption, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors. Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption, thus under-stating the actual consumption. Account activation lapses may allow new buildings to use water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building lacking a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors. If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Note: negative values are not allowed for this audit component. If the auditor enters zero for this component then a grading of 1 will be automatically assigned.
Total annual cost of operating the water system Find	These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized consumption Find	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended that the auditor apply a default value of 0.25% of the volume of water supplied. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities have some volume of unauthorized consumption occurring in their system. Note: if the auditor selects the default value for unauthorized consumption, a data grading of 5 is automatically assigned, but not displayed on the Reporting Worksheet.
Unavoidable Annual Real Losses (UARL) Find	UARL (gallons)=(5.41Lm + 0.15Nc + 7.5Lc) xP, or UARL (litres)=(18.0Lm + 0.8Nc + 25.0Lc) xP where: Lm = length of mains (miles or kilometres) Nc = number of customer service connections Lp = the average distance of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of Lp) Lc = total length of customer service connection piping (miles or km) Lc = Nc X Lp (miles or kilometres) P = Pressure (psi or metres) The UARL is a theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be successfully applied. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI). Striving to reduce system leakage to a level close to the UARL is usually not needed unless the water supply is unusually expensive, scarce or both. NOTE: The UARL calculation has not yet been proven as fully valid for very small, or low pressure water distribution systems. If, in gallons: (Lm x 32) + Nc < 3000 or P <35psi in litres: (Lm x 20) + Nc < 3000 or P < 25m then the calculated UARL value may not be valid. The software does not display a value of UARL or ILI if either of these conditions is true.

Item Name	Description
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Consumption + Unbilled Unmetered Consumption. See "Authorized Consumption" for more information. For Unbilled Unmetered Consumption, the Free Water Audit Software provides the auditor the option to select a default value if they have not audited unmetered activities in detail. The default calculates a volume that is 1.25% of the Water Supplied volume. If the auditor has carefully audited the various unbilled, unmetered, authorized uses of water, and has established reliable estimates of this collective volume, then he or she may enter the volume directly for this component, and not use the default value.
Unbilled metered consumption Find	Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. **It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.**
Unbilled unmetered consumption Find	Any kind of Authorized Consumption which is neither billed or metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component which is very often substantially overestimated. **It does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case.** This component has many sub-components of water use which are often tedious to identify and quantify. Because of this, and the fact that it is usually a small portion of the water supplied, it is recommended that the auditor apply the default value, which is 1.25% of the Water Supplied volume. Select the default percentage to enter this value. If the water utility has carefully audited the unbilled, unmetered activities occurring in the system, and has well validated data that gives a value substantially higher or lower than the default volume, then the auditor should enter their own volume. However the default approach is recommended for most water utilities. Note that a value of zero is not permitted, since all water utilities have some volume of water in this component occurring in their system.
Units and Conversions	The user may develop an audit based on one of three unit selections: 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units from the yellow unit boxes): Enter Units: 1 — Convert From… Million Gallons (US) = **Converts to….. 3.06888329 Acre-feet** (conversion factor = 3.06888328973723)
Use of Option Buttons	To use the default percent value choose this button To enter a value choose this button and enter the value in the cell to the right  **NOTE:** For Unbilled Unmetered Consumption, Unauthorized Consumption and Systematic Data Handling Errors, a recommended default value can be applied by selecting the Percent option. The default values are based on fixed percentages of Water Supplied or Billed Authorized Consumption and are recommended for use in this audit unless the auditor has well validated data for their system. Default values are shown by purple cells, as shown in the example above. If a default value is selected, the user does not need to grade the item; a grading value of 5 is automatically applied (however, this grade will not be displayed).
Variable production cost (applied to Real Losses) Find	The cost to produce and supply the next unit of water (e.g., $/million gallons). This cost is determined by calculating the summed unit costs for ground and surface water treatment and all power used for pumping from the source to the customer. It may also include other miscellaneous unit costs that apply to the production of drinking water. It should also include the unit cost of bulk water purchased as an import if applicable. It is common to apply this unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor can be justified in applying the Customer Retail Rate to the Real Loss volume, rather than applying the Variable Production Cost. The Free Water Audit Software applies the Variable Production costs to Real Losses by default. However, the auditor has the option on the Reporting Worksheet to select the Customer Retail Cost as the basis for the Real Loss cost evaluation if the auditor determines that this is warranted.
Volume from own sources Find	The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured at the effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, etc. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.

Item Name	Description
Volume from own sources: Master meter and supply error adjustment Find	An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common; thus a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration.
Water exported Find	The Water Exported volume is the bulk water conveyed and sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells bulk water in this manner, they are an exporter of water. Note: The Water Exported volume is sold to wholesale customers who are typically charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. **Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Reporting Worksheet. This volume should be included only in the Water Exported box.**
Water exported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment.
Water imported Find	The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water authority, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.
Water imported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment.
WATER LOSSES Find	= apparent losses + real losses Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA); if one of these configurations are the basis of the water audit.

Water Audit Report for: Marina Coast Water District (2710017)
Reporting Year: 2019 1/2019 - 12/2019
Data Validity Score: 63

Water Loss Control Planning Guide

Functional Focus Area	Water Audit Data Validity Level / Score				
	Level I (0-25)	**Level II** (26-50)	**Level III** (51-70)	**Level IV** (71-90)	**Level V** (91-100)
Audit Data Collection	Launch auditing and loss control team; address production metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations. Identify data gaps.	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs. Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc.	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or Automatic Meter Reading (AMR) system.	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process.	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon the Infrastructure Leakage Index (ILI) for performance comparisons for real losses (see below table)	Performance Benchmarking - ILI is meaningful in comparing real loss standing	Identify Best Practices/ Best in class - the ILI is very reliable as a real loss performance indicator for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

Once data have been entered into the Reporting Worksheet, the performance indicators are automatically calculated. How does a water utility operator know how well his or her system is performing? The AWWA Water Loss Control Committee provided the following table to assist water utilities is gauging an approximate Infrastructure Leakage Index (ILI) that is appropriate for their water system and local conditions. The lower the amount of leakage and real losses that exist in the system, then the lower the ILI value will be.

Note: this table offers an approximate guideline for leakage reduction target-setting. The best means of setting such targets include performing an economic assessment of various loss control methods. However, this table is useful if such an assessment is not possible.

General Guidelines for Setting a Target ILI (without doing a full economic analysis of leakage control options)

Target ILI Range	Financial Considerations	Operational Considerations	Water Resources Considerations
1.0 - 3.0	Water resources are costly to develop or purchase; ability to increase revenues via water rates is greatly limited because of regulation or low ratepayer affordability.	Operating with system leakage above this level would require expansion of existing infrastructure and/or additional water resources to meet the demand.	Available resources are greatly limited and are very difficult and/or environmentally unsound to develop.
>3.0 -5.0	Water resources can be developed or purchased at reasonable expense; periodic water rate increases can be feasibly imposed and are tolerated by the customer population.	Existing water supply infrastructure capability is sufficient to meet long-term demand as long as reasonable leakage management controls are in place.	Water resources are believed to be sufficient to meet long-term needs, but demand management interventions (leakage management, water conservation) are included in the long-term planning.
>5.0 - 8.0	Cost to purchase or obtain/treat water is low, as are rates charged to customers.	Superior reliability, capacity and integrity of the water supply infrastructure make it relatively immune to supply shortages.	Water resources are plentiful, reliable, and easily extracted.
Greater than 8.0	Although operational and financial considerations may allow a long-term ILI greater than 8.0, such a level of leakage is not an effective utilization of water as a resource. Setting a target level greater than 8.0 - other than as an incremental goal to a smaller long-term target - is discouraged.		
Less than 1.0	If the calculated Infrastructure Leakage Index (ILI) value for your system is 1.0 or less, two possibilities exist. a) you are maintaining your leakage at low levels in a class with the top worldwide performers in leakage control. b) A portion of your data may be flawed, causing your losses to be greatly understated. This is likely if you calculate a low ILI value but do not employ extensive leakage control practices in your operations. In such cases it is beneficial to validate the data by performing field measurements to confirm the accuracy of production and customer meters, or to identify any other potential sources of error in the data.		

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-F Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Consider Renumbering Resolution No. 2020-62, Proclaiming the Marina Coast Water District's 60th Anniversary, to Resolution No. 2020-68

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2020-68 proclaiming the Marina Coast Water District's 60th Anniversary.

Background: *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: At the November 16, 2020 Board meeting, the Board of Directors adopted Resolution No. 2020-62 proclaiming the Marina Coast Water District's 60th Anniversary. Unfortunately, Resolution No. 2020-62 was already used at the special Board meeting on November 4th to direct staff to distribute Request for Proposals to hire an Executive Recruiter for recruitment of a full-time General Manager.

To correct the problem, I am assigning number 68 to the proclamation of the District's 60th anniversary Resolution so that recognition will now be shown as Resolution No. 2020-68.

Environmental Review Compliance: None.

Financial Impact: _____ Yes ___X___No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2020-68.

Action Required: ___X___Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020 - 68
Resolution of the Board of Directors
Marina Coast Water District
Proclaiming the District's 60th Anniversary

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, the Marina County Water District was incorporated on March 17, 1960 and changed its name to Marina Coast Water District in 1994; and,

WHEREAS, with the acquisition of the former Fort Ord water and sewer infrastructure and water rights in 2001, and the annexation of the Ord Community in 2019, the District more than doubled its size; and,

WHEREAS, the District authorized Airborne Electromagnetic Surveys to proactively investigate the distribution of salt and freshwater in the underlying aquifers, and is the exclusive Groundwater Sustainability Agency in the Monterey Subbasin and the 180/400 Subbasin; and,

WHEREAS, the District has, and will persevere, to provide quality water and wastewater services and be a leader in water conservation; and,

WHEREAS, the District will continue to honor our past, celebrate our present and embrace our future.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby proclaim the District's 60th Anniversary.

PASSED AND ADOPTED on December 14, 2020 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_____

_____
, 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. 2020-68 adopted December 14, 2020.

_____

Keith Van Der Maaten, Secretary

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-G Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Approve the Proposed Regular Board/GSA Meeting and Workshop Meeting Schedule for 2021

Staff Recommendation: The Board of Directors is requested to approve the proposed regular Board/GSA meeting and workshop meeting schedule for 2021.

Background: *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 Board generally holds one meeting per month with the Board meeting held on the third Monday of the month. The first Monday of the month is reserved for special meetings and workshops. Staff is anticipating that in 2021 there will be very few months that would require more than one meeting.

1st Monday of Each Month – Reserved for Workshops/Special Meetings
3rd Monday of Each Month – Board Meetings
6:30 p.m.

January 20, 2021*
February 16, 2021**
March 15, 2021
April 19, 2021
May 17, 2021
June 21, 2021
July 19, 2021
August 16, 2021
September 20, 2021
October 18, 2021
November 15, 2021
December 13, 2021***

*Due to MLK Holiday (Jan 18th), SDA Meeting (Jan 19th)
**Monday is a holiday, so the meeting is scheduled for Tuesday
***To avoid Christmas week

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: The Board can suggest alternate meeting dates.

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_____

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-H Meeting Date: December 14, 2020

Prepared By: Paula Riso Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2020-69 to Approve New Fees and Charges for Griffith, Masuda & Hobbs Legal Services for 2021

Staff Recommendation: The Board of Directors consider approving the new fees and charges for Griffith, Masuda & Hobbs Legal Services for 2021.

Background: In October 2012, the Board hired Griffith and Masuda for interim legal counsel services. In May 2015, the Board approved a contract with Griffith and Masuda to continue to provide legal services.

Discussion/Analysis: The law firm of Griffith and Masuda has served as District counsel since 2012 and is familiar with the challenges of the District as well the regulatory and bureaucratic obstacles in Monterey County as it relates to water and sewer services. The proposed fees are as follows:

Position	Proposed 2021 Rates	2016 Rates	2015 Rates	2012 Rates
Roger Masuda, Legal Counsel	**$250**	**$240**	**$235**	**$250**
David Hobbs, Chief Assistant Legal Counsel	**$250**	**$235**	**$230**	**$215**
Sara Lima, Assistant Legal Counsel	**$245**	**$235**	**$230**	**$225**
Catherine Pasma, Paralegal	**$85**	**$-**	**$-**	**$-**
Barbara Hetrick, Law Clerk	**$85**	**$82**	**$80**	**$80**

Environmental Review Compliance: None required.

Financial Impact: __X__Yes _____No Funding Source/Recap: Marina Water, Marina Sewer, Ord Water Ord Sewer, and Recycled Water.

Other Considerations: The Board can decide to seek proposals from other law firms.

Material Included for Information/Consideration: Resolution No. 2020-69; and, Rate Request Letter from Griffith, Masuda & Hobbs.

Action Required: ___X__Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020-69
Resolution of the Board of Directors
Marina Coast Water District
Approving New Fees and Charges for Griffith, Masuda & Hobbs Legal Services for 2021

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, in October 2012, the Board hired Griffith and Masuda for interim legal counsel services. In May 2015, the Board approved a contract with Griffith and Masuda to continue to provide legal services; and,

WHEREAS, the last increase in fees was in 2016; and,

WHEREAS, Griffith, Masuda & Hobbs is proposing a rate increase as follows:

Position	Proposed 2021 Rates
Roger Masuda, Legal Counsel	**$250**
David Hobbs, Chief Assistant Legal Counsel	**$250**
Sara Lima, Assistant Legal Counsel	**$245**
Catherine Pasma, Paralegal	**$85**
Barbara Hetrick, Law Clerk	**$85**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve the rate increase as proposed.

PASSED AND ADOPTED on December 14, 2020, 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_____

_____
, 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. 2020-69 adopted December 14, 2020.

_____
Keith Van Der Maaten, Secretary

GRIFFITH, MASUDA & HOBBS

A PROFESSIONAL LAW CORPORATION
517 East Olive Street
Turlock, California 95380
(209) 667-5501
www.calwaterlaw.com
Founded 1920

W. Coburn Cook, 1892-1953
Lin H. Griffith, 1923-2014

Roger K. Masuda
rmasuda@calwaterlaw.com

Celebrating our 100th Anniversary

November 25, 2020

VIA U.S. MAIL & EMAIL

To: Thomas Moore, President, Marina Coast Water District

From: Roger K. Masuda
Roger K. Masuda, Legal Counsel

SUBJECT: Request for Hourly Rate Adjustments for Calendar Year 2021

We greatly appreciate serving as Legal Counsel for the Marina Coast Water District. As indicated in the table below, our last hourly rate increase was over four years ago on October 1, 2016. We request that the hourly rates that the District compensates this law firm for legal services be adjusted effective January 1, 2021, as follows:

Position	Proposed 2021 Rates	Rates since Oct. 1, 2016
Roger K Masuda, Legal Counsel	$250	$240
David L. Hobbs, Chief Assistant Legal	$250	$235
Sara J. Lima, Assistant Legal Counsel	$245	$235
Catherine Pasma, Paralegal	$85	$80
Barbara Hetrick, Law Clerk IV	$85	$80

As is currently the case, in addition to the above, the District will reimburse the law firm for all costs and expenses actually incurred by the law firm in its representation of the District including, but are not limited to, online/computer legal research time, mileage at the then applicable IRS reimbursement rate, lodging, meals, airfare, and all other travel expenses, photocopying and printing costs, postage for large envelopes and packages, overnight and express mail charges, filing fees, transcript costs, and other expenses incurred on behalf of the District. For vehicle travel to the District for Board and other meetings and any court appearances, we will only charge the attorney time for travel one-way.

Please do not hesitate to contact me if you have any questions or need any additional information.

cc: Jan Shriner, Vice President
Keith Van Der Maaten, General Manager

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-I Meeting Date: December 14, 2020

Prepared By: Rose Gill Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2020-70 to Approve a Professional Services Agreement with Boutin Jones to Provide Special Legal Counsel in Labor and Employment Law Services to the District

Staff Recommendation: The Board of Directors adopt Resolution No. 2020-70 to approve a Professional Services Agreement (PSA) with Boutin Jones Inc. to provide Special Legal Counsel in Labor and Employment Law Services to the District.

Background: *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 District has been using Liebert Cassidy and Whitmore (LCW) for Labor Law Employment. The District has been with LCW for two years and working with Labor Law Attorney, Gage Dungey. Gage Dungey is very familiar with the District, and the past labor law issues. Gage recently left LCW and is now with Boutin Jones Inc., located in Sacramento.

Discussion/Analysis: Staff would like to recommend the District become represented by Boutin Jones Inc., specifically Gage Dungy. Gage has been working with the District for two years and is very familiar with the District Policies and Procedures. Gage was instrumental in helping with updating the current Employee Handbook, MOUs, as well as other District labor law policies.

The employment lawyers at Boutin Jones help clients to meet challenges by providing strategic advice to prevent claims, as well as strong advocacy when a claim arises.

The Boutin Jones Inc. Employment Law Group includes attorneys who have extensive experience in employment law compliance, including discipline and termination, wage, and hour laws, and managing reasonable accommodation and leave rights.

Environmental Review Compliance: None.

Financial Impact: __X__Yes _____No Funding Source/Recap: Hourly rate is $380.00.

Material Included for Information/Consideration: Resolution No. 2020-70; Engagement Letter; and, BJI Brochure.

Action Required: ___X____Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020-70
Resolution of the Board of Directors
Marina Coast Water District
Approving a Professional Services Agreement with Boutin Jones Inc. to Provide Special Legal Counsel in Labor and Employment Law Services to the District

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, the District has been using Liebert Cassidy and Whitmore (LCW) for Labor Law Employment for two years and working with Labor Law Attorney, Gage Dungey; and,

WHEREAS, Gage recently left LCW and is now with Boutin Jones Inc., located in Sacramento; and,

WHEREAS, Gage is very familiar with the District Policies and Procedures and was instrumental in helping with updating the current Employee Handbook, MOUs, as well as other District labor law policies; and,

WHEREAS, it is in the best interest of the District to continue working with Gage Dungey and engage Boutin Jones Inc., to provide Special Legal Counsel in Labor and Employment Law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2020-70, to approve a Professional Services Agreement with Boutin Jones Inc., and authorizes 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 December 14, 2020, 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_____

_____
, 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. 2020-70 adopted December 14, 2020.

_____
Keith Van Der Maaten, Secretary

Boutin Jones INC
ATTORNEYS AT LAW

Gage C. Dungy
Attorney
gdungy@boutinjones.com

December 4, 2020

VIA EMAIL (RGill@mcwd.org)

Marina Coast Water District
Attn: Dr. Thomas P. Moore, Board President
11 Reservation Road
Marina, CA 93933

Re: Engagement Letter

Dear Dr. Moore:

We are pleased to represent the Marina Coast Water District in connection with its employment matters. In addition, we will provide other ongoing legal services, if any, requested or directed by you from time to time.

Legal Fees

We have agreed to undertake your representation at our standard hourly rates. My hourly rate is $380. Our firm includes lawyers with a variety of skills and experience, and we draw upon each other's skills to provide cost-effective legal services to you. When appropriate, we will assign certain portions of the work to persons with lower billing rates in order to minimize your legal costs. All work not performed by the firm's shareholders, however, will be completed under a shareholder's direct supervision, and Boutin Jones Inc. assumes full responsibility for all work performed.

Costs

In addition to legal fees, we charge for costs we incur on your behalf. We separately itemize certain costs such as express delivery fees, computerized legal research charges, fees for recording deeds or other documents, travel expenses, large-volume copy jobs and other reasonable costs and expenses. We may send the invoices for some of these costs directly to you for payment, and we may ask that you pay such costs in advance. For disbursements over $500, we may ask that billings be sent directly to you or that advances be provided.

We welcome a free and open discussion about our fee structure or any particular statement or charge. We respect the importance which our clients attach to the significant matter of fees.

Advance

It is the policy of our firm to ask for an advance from all new clients and from existing clients in connection with all new matters. **At this time, we are waiving the advance; however, we reserve the right to request one in the future.** All advances paid to us are deposited in our client trust account. This letter will authorize us to withdraw from the trust account balance the monthly fees and costs we bill you. If the trust account balance is insufficient to cover our fees and costs, we will bill you for the insufficiency and ask you to replenish the advance. If you fail to replenish the advance the firm may cease work on your file and/or withdraw from our representation in accord with the Rules of Professional Conduct. Any balance remaining in the trust account after the conclusion of our work will be promptly refunded to you.

Schedule of Payment

We request that you pay our invoice within ten (10) days following your receipt of our invoice, and we reserve the right to withdraw from your representation for nonpayment of our fees. Delinquencies of thirty (30) days or more from the date of the invoice will be subject to a late charge to cover additional costs that we incur. The late charge is 0.75% of the fees and costs incurred during the billing period covered by the invoice.

Attorney-Client Privilege

Attorney-client communications are privileged only if there is a reasonable expectation of privacy. Generally, there is no reasonable expectation of privacy regarding electronic communications, including e-mails, text messages and facsimile transmissions, through an employee's business e-mail account or through an employee's business hardware. Therefore, when communicating with us you should avoid using an e-mail address provided by your employer or using a personal e-mail account on a workplace device or system such as a smart-phone.

In addition, the invoices we send to you are intended to be and to remain privileged as they include or may include entries designed to confirm privileged communications between attorney and client and to keep you, as client, reasonably informed of significant developments.

Standard Provisions Attached

The enclosed Boutin Jones Inc. Standard Terms Regarding Services further clarify terms and conditions of our representation. Together with this letter, the Standard Terms contain our agreement for legal services.

I encourage you to contact me if you have any questions regarding our representation or our fees. If these terms are acceptable, please sign the Acceptance attached to this letter and return the

copy to me. This will confirm your agreement to the terms of our engagement as described in this letter and the Standard Terms. You may keep the original for your files.

Thank you for the opportunity to represent the Marina Coast Water District.

Very truly yours,

Gage C. Dungy

GCD:gc
Enclosure

ACCEPTANCE

The undersigned accepts the agreement for legal services contained in this letter and the attached Standard Terms.

Dated: _____

MARINA COAST WATER DISTRICT

By:_____
Dr. Thomas P. Moore, President
Board of Directors

BOUTIN JONES INC.
STANDARD TERMS REGARDING LEGAL SERVICES

These Standard Terms, together with the fee engagement letter, constitute the Agreement for Legal Services ("Agreement") between you and Boutin Jones Inc.

1. **Effective Date.** This Agreement is effective as of the date we first perform services on your behalf. If we perform legal services at your request while we are waiting for you to sign and return this Agreement, you will still be required to pay for those services even if you decide not to sign and return this Agreement.

2. **Conflicts of Interest.** We have conducted a search of our files to determine if any conflicts exist that would make it impossible for us to represent you in this matter. A conflict occurs when we are asked to represent a party against a present client. A conflict may also exist when we are asked to represent a party against a former client under certain circumstances, including where we have confidential information of the former client relevant to the proposed representation. We are prohibited from providing services where a conflict exists unless all affected parties give us permission in writing. If a conflict arises in the future, we may not be able to continue to represent you with respect to this matter unless we obtain the appropriate waivers. If we discover any such conflicts during the course of our representation, we will bring them to your attention immediately.

3. **Attorney Time.** Our lawyers and paralegals bill in minimum units of 0.10 hours (six minutes) for any task. We will charge for all telephone calls relating to your case, including, but not limited to, calls with you and opposing counsel. Our legal personnel may confer among ourselves about your matter, as required. When we do confer, each person will charge for the time expended. If more than one of our legal personnel attends a meeting or other proceeding, each will charge for his or her time. We will charge for waiting time and for travel time, both local and out of town. We will also charge for legal research and analysis, review of documents, drafting of documents and negotiation. All of the charges will be at the rates in effect when the services are rendered.

4. **Out-of-Pocket Costs.** In addition to our legal fees, we charge for costs we incur on your behalf. We separately itemize certain costs such as filing fees, process service fees, court reporter fees, messenger and other delivery fees, document recordation fees, travel and charges for computerized legal research. We may send the invoices for some of these costs directly to you for payment, and we may ask that you pay such costs in advance.

5. **Extraordinary Compensation.** In matters requiring great urgency, unusual complexity or special sophistication or training, the American Bar Association's Rules of Professional Conduct allow for these factors to be considered in formulating fees, and we would propose to do so in such instances. For example, in the course of our representation, we may be asked to render a legal opinion to a third party on your behalf. Where such an opinion is rendered by our firm, we may include a reasonable additional charge over and above the time spent on the matter by firm personnel. The amount of such additional charge will be determined by consideration of the following factors: (1) the complexity, novelty and difficulty of the questions involved and the skill, experience and professional judgment required for the opinion; (2) the amount involved in the transaction and the firm's responsibility to the recipient of the opinion rendered; (3) the

time limitations imposed by the circumstances; and (4) the scope of the diligence and investigation appropriate to the transaction.

6. Advances. It is our standard practice to request an advance from you prior to rendering any legal services on your behalf. The nature, amount and terms of the advance required for this work are set forth in the engagement letter above. Any advance remaining in the client trust account at the conclusion of our representation, after payment of all fees and costs, will be returned to you absent any agreement otherwise. Failure to pay our fees and costs on a timely basis, or failure to replenish the advance as requested from time to time, will be cause for Boutin Jones Inc. to withdraw from your representation.

7. Billing Statements. We will bill you on a monthly basis. Our billings are submitted electronically unless you request that billings be submitted by hard copy via U.S. mail. Our invoices will state the date of each service, the name and hourly rate of the professional performing the service, a description of the service performed, and the amount of time devoted to each item. Our out-of-pocket costs will be itemized. We invite you to discuss with us at any time any questions you may have regarding our invoices or the status of your matter. You agree to inform us in writing within thirty (30) days if you dispute any part of an invoice, and you agree that any invoice not disputed within that time is accurate.

8. Late Payment. Payment of our invoices is due within ten (10) days following your receipt of our invoice. If payment is not received within thirty (30) days from the date of the invoice, you agree to pay simple interest of 0.75% (3/4%) per month on the outstanding fees and costs. This interest covers additional costs that we incur as a result of late payment.

9. Notice of Change in Rates and Charges. The hourly rates quoted to you in the fee engagement letter are those currently used by our firm. Like all business people, we are not immune from increasing costs. From time to time, therefore, we must review and revise our rates and charges in order to keep pace with such demands. The revised rates and charges then will be applied to the services rendered thereafter on your behalf. While we will make every effort to notify you in advance of any increase, any increase will be reflected in our billings to you, and your receipt of such billings will constitute notice of any increase in our rates or charges.

10. Additional Services. We will provide other ongoing legal services as may be agreed upon between us from time to time. This Agreement shall apply to any such additional services.

11. Client Responsibilities. You agree to be truthful with us, to cooperate, to keep us informed of developments that relate to our services, to comply with this Agreement, to pay our bills on time and to keep us advised of your current address, telephone number and place of employment. You also agree to respond promptly, fully and accurately to requests for information or documents and to other requests for assistance made by Boutin Jones Inc. We may communicate with you by email at any email address you provide to us from time to time.

12. Litigation. We cannot precisely determine the full nature and extent of the legal services that may be necessary. Much of what will be done depends upon the responses of other parties or the actions of the courts. Consequently, compensation for our services is not a fixed fee. Our fees are based upon the time devoted to your representation, including time spent on telephone calls, negotiations, factual investigations and analysis, legal research and analysis, conferring with other attorneys or staff in the office, document preparation and revision, travel away from the office and all other items related to your representation.

13. Experts. To prepare or present your case or legal position, we may need expert witnesses, consultants or investigators. We will select and engage them and you are responsible for their bills. When feasible we will consult with you before completing the engagement of expert witnesses, consultants or investigators.

14. Settlement. If we are hired to pursue or defend a claim on your behalf, Boutin Jones Inc. will not settle the claim without your approval, and you have the absolute right to accept or reject any offer of settlement. We will notify you promptly of the terms of any settlement proposal that we receive on your behalf.

15. Liens. You grant Boutin Jones Inc. a lien on any and all claims or causes of action that are the subject of our representation and on any advance held in our client trust account on your behalf. Our lien is for any sums owing to us for any unpaid costs or attorneys' fees. The lien attaches to any recovery you obtain.

16. Disclaimer of Guaranty. Boutin Jones Inc. can make no promises or guarantees about the outcome of this representation. Our comments about the outcome of your matter are expressions of opinion only.

17. Termination of Representation. You have the right to terminate our representation of you at any time. We have the same right, subject to our ethical obligation to provide you with reasonable notice to arrange for alternative representation. If requested by you, we will return your file to you, or to a substitute attorney of your choice at your written direction. You agree to pay our time at our applicable hourly rates and out-of-pocket costs associated with copying, retrieving and processing the file (including client documents) in both paper and electronic form. In so doing, we will be under no obligation to create any new information, but will simply be turning over existing information in the form in which it is kept in the ordinary course of our practice.

18. **Negotiated Agreement.** This is a negotiated agreement that can be accepted or rejected by the parties. The terms of this Agreement are not set by law. You may consult independent counsel before entering into this Agreement.

19. **Attorneys' Fees.** In the event that suit or arbitration is brought to enforce or interpret any part of this engagement agreement, the prevailing party will be entitled to recover, in addition to the amount of any judgment or award, a sum as and for reasonable attorneys' fees and costs incurred. If collection is undertaken by the firm's attorneys or staff, and if we are determined to be the prevailing party, we shall be entitled to reimbursement for our time based on our hourly billing rates then in effect.

20. **Consent to the Use of E-Mail.** Unless you specifically direct us otherwise, we may use cell phones, e-mail and facsimile machines in the course of this engagement. Our e-mail and facsimile transmissions may not be encrypted so the use of such forms of communication under current technologies may place confidential or privileged information at risk. Similarly, the use of cell phones may place confidential or privileged information at risk. By signing the engagement letter, you consent to our use of these forms of communication.

21. **Client Documents.** During the engagement, we will maintain a file of documents relevant to your representation. The file may include correspondence, pleadings, deposition transcripts, exhibits, physical evidence, expert reports, transaction documents and other items reasonably necessary to your representation. Upon the completion of our engagement or the termination of our representation, you may request that the file be turned over to you. You agree to pay our labor, time and out-of-pocket costs associated with copying, retrieving and processing the file in both paper and electronic form. In so doing, we will be under no obligation to create any new information, but will simply be turning over existing information in the form in which it is kept in the ordinary course of our practice. We routinely retain files after completion of an engagement or termination of our representation that are not requested by a client to be returned for a period of five (5) years. If you have not requested possession of the file or any of its contents at the end of five (5) years, we may destroy the file, in both paper and electronic form.

22. **Entire Agreement.** This Agreement constitutes the entire agreement between you and Boutin Jones Inc. No other agreement or statement made on or before the effective date of this Agreement is binding. If any provision of this Agreement is held to be unenforceable, the remaining provisions shall continue in full force and effect. This Agreement may be modified only in writing signed by both parties. This Agreement is deemed to be entered into at our principal office in Sacramento, California. The laws of the State of California shall apply to this Agreement.

Boutin Jones INC
ATTORNEYS AT LAW

Meet Our Firm

Thank you for taking time to learn more about Boutin Jones. You may be surprised by what you find. We are one of the largest law firms in the Sacramento Region. We take on large and complex business transactions. We have the ability to take the most complicated and important cases to trial, and we're in the courtroom a lot. The region's biggest employers look to us for employment law representation. Our Real Estate Group works on big deals not only here at home, but throughout the state and country. Healthcare, Estate Planning, Insolvency and Creditors' Rights, Tax, Intellectual Property—we are a business law firm that does it all.

All of this hasn't gone unnoticed. We are one of only two California law firms chosen to be a member of the SCG Legal network, which affords our clients top legal resources in all 50 states and almost 100 countries. At heart, we are a homegrown Sacramento law firm comprised of accomplished lawyers who enjoy practicing law, feel a responsibility to our employees and the community, and want nothing more than to work hard to help you achieve your business goals.

Community

Community service has been at the foundation of Boutin Jones since the very beginning. We're big believers that our community thrives when people not only contribute to worthy causes, but step up as leaders. That's why you'll find our lawyers on nearly 25 nonprofit boards.

Every year, we support regional organizations that work for families and children in need of food and shelter. We are happy to share the names of the recipients of our 2020 gift giving program.

The 2020 recipients are:

Child Abuse Prevention Center (http://thecapcenter.org)
River City Food Bank (http://rivercityfoodbank.org/)
Sacramento Food Bank & Family Services (http://www.sacramentofoodbank.org)
Sacramento Loaves & Fishes (http://www.sacloaves.org/)
Short Term Emergency Aid Committee (http://www.steac.org)
St. John's Program for Real Change (http://saintjohnsprogram.org/)
Wellspring Women's Center (http://www.wellspringwomen.org/)

Employment Law

The Basics

Businesses and public entities in California, more than in any other state, continue to face increasing challenges in employment law. The employment lawyers at Boutin Jones help our clients meet these challenges by providing strategic advice to prevent claims, as well as strong advocacy when a claim arises. The Boutin Jones Employment Law Group includes attorneys who have extensive experience in employment law compliance, including discipline and termination, wage and hour laws, and managing reasonable accommodation and leave rights. We counsel employers in every step of the employment relationship to help them create a productive and well-managed workforce. In addition, the Employment Law Group includes seasoned litigators who regularly defend employers in federal and state court against claims of wrongful termination, harassment, and discrimination, as well as defend employers against class action lawsuits.

Attorneys

Shareholder

Gage C. Dungy

Julia L. Jenness

Kimberly A. Lucia

James D. McNairy

Bruce M. Timm

Counsel

Michael G. Cross

Associate

Errol C. Dauis

Andrew M. Ducart

Kendall C. Fisher-Wu

Lissa Oshei

Employment Counseling

Representative Experience

The employment law attorneys at Boutin Jones provide prompt, common-sense solutions to help our clients comply with the law and manage sensitive workplace issues. Here are some of the ways we do this:

Advise employers on the interactive process to develop practical reasonable accommodation solutions as well as advise on the interplay of federal and state leaves of absence statutes and regulations.

Train and advise employers on wage and hour compliance, sexual harassment, and hiring practices.

Plan for complex employment issues related to mergers and acquisitions, such as WARN Act notification and potential successor employer liability.

Develop policies and procedures to protect an employer's intellectual property and reputation, including drafting Trade Secrets and Confidentiality Agreements, Social Media policies and Use of Technology policies.

Advise employers on all aspects of employee performance, including performance reviews, discipline, and termination.

Draft, review and revise Employee Handbooks, policies, and procedures.

Draft Executive Employment Agreements, Compensation and Incentive Bonus Plans, and Indemnification Agreements for officers and directors.

Conduct or oversee investigations of claims by employees or former employees.

Develop and implement Reductions in Force, including Severance Packages.

Employment Litigation

The litigators in the Boutin Jones Employment Law Group are widely respected for their strong advocacy of our employer clients. Our attorneys have experience in complex litigation, including class action defense. Our litigators routinely:

Respond to and defend against claims filed with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, the U. S. Department of Labor, the California Labor Commissioner's Office, the Public Employment Relations Board, the Workers' Compensation Appeals Board, and the Department of Homeland Security.

Defend employers against individual employment claims in state and federal court, and in mediation/private arbitration proceedings, regarding discrimination, harassment, wrongful termination, defamation, invasion of privacy, wage and hour violations, and breach of contract.

Prosecute and defend against claims of unfair competition, trade secrets, and intellectual property rights.

Represent employers in state and federal court in public accommodation civil rights suits.

Representative Experience

Lead counsel in countless lawsuits alleging sexual harassment, discrimination (including disability, race and gender), retaliation (including whistleblower, workers' compensation and workplace safety related claims), wage and hour violations on an individual and class-wide basis and family leave law violations.

Disposed of multiple lawsuits on summary judgment and at the pleadings stage in state and federal court, and successfully and efficiently resolved multiple lawsuits on favorable terms prior to trial.

Prosecuted matters arising under the Uniform Trade Secrets Act and unfair competition laws.

Defended multiple claims of harassment and discrimination before the Equal Employment Opportunity Commission and the California Department of Fair Employment & Housing, wage and hour disputes before the California Labor Commissioner and discrimination claims before the Workers' Compensation Appeals Board.

BoutinJones INC
ATTORNEYS AT LAW

Gage C. Dungy

Shareholder

(916) 321-4444
gdungy@boutinjones.com

Practices

Employment Law

Education

University of California, Davis School of Law, J.D., 2003

University of Notre Dame, B.A., 2000

Bar Admissions

California

Delivering for Clients

"I focus on assisting clients to address labor and employment law issues either beforehand or as they arise, with a focus on getting ahead of potential issues before they can become a greater liability for the client."

Experience

Employment Counseling

Development of Employee Handbooks, Executive Employment Contracts, Employee Severance Agreements, Independent Contractor Agreements, among other employment policies and agreements.

Advise employers on application of laws relating to workplace discrimination/ harassment/retaliation, including response to employee complaints.

Advise employers on application of family and medical leave of absence laws, the application of the disability interactive process, and the determination of disability reasonable accommodations in the workplace.

Advise employers on the application of wage and hour laws and the proper payment of employee wages.

Advise employers on state and federal labor and employment law legislative updates and provide strategy on implementation of new legal requirements.

Provide training for employers on preventing workplace harassment and various employment-related topics.

Represent employers against claims filed with the Equal Employment Opportunity Commission (EEOC), the California Department of Fair Employment and Housing (DFEH), and the California Department of Labor Standards Enforcement (Labor Commissioner).

Labor Relations and Negotiations

Serve as Chief Negotiator for employers in collective bargaining negotiations with employee organizations and unions.

Advise clients on the application of labor relations laws for workplaces with represented employees.

Detailed Practice Description

Gage is experienced in representing and advising employers on various labor and employment law issues, including matters pertaining to employment discrimination/harassment/retaliation, disability accommodation and family/medical leaves of absence, wage and hour law, employee discipline and due process, the meet and confer process, labor relations and negotiations, and the preparation of employment guidelines and policies. Gage represents a range of employers in matters before the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the Public Employment Relations Board, the California Unemployment Insurance Appeals Board, the U.S. Department of Labor and the California Division of Labor Standards Enforcement.

Gage has served as chief negotiator for employers in labor negotiations with their employee organizations and unions. Based on this experience, he is very familiar with the relevant laws and strategic considerations related to the representation of employers at the bargaining table, including the impact of impasse obligations and unfair labor practices.

Gage is a popular speaker and trainer and has presented numerous presentations, preventative trainings, and workshops for employers and trade associations on the following topics, among others: Preventing Workplace Harassment (Supervisors, Non-Supervisors, and Elected Officials), Disability and Leave Laws, Performance Management, Labor Relations and the Meet and Confer Process, Employee Discipline, Employee Performance Evaluations, Generational Diversity and Succession Planning, Ethics in Public Service, and Wage and Hour Laws.

Professional Associations and Memberships

Member, Sacramento County Bar Association’s Labor and Employment Section

Former Board Member and President, U.C. Davis School of Law Alumni Association Board of Directors

Honors

Northern California Super Lawyers, Rising Star, 2009 – 2018

University of Notre Dame Young Alumni Award, 2008

Articles

Quoted, “Newsom Takes Aim at ‘Gap’ in COVID-19 Paid Sick Leave Law,” Law360 (September 11, 2020).

Co-Author, “New Law Expands Workplace Lactation Accommodation Requirements for Employers.” Western City (April 2020).

Co-Author, “Lactation Accommodation Requirements Expand in California Jan. 1, 2020,” Bloomberg Law (December 5, 2019).

Co-Author, “What Employers Should Know About California’s New Lactation Accommodation Requirements,” The Recorder (November 27, 2019).

Author, “A Recap of New Employer Requirements as Cleanup Bill Passes,” Daily Journal (September 23, 2019).

Quoted, “Nepotism Investigations Spur Questions for California State Workers: Where is it Happening?” The Sacramento Bee (April 15, 2019).

Author, “Workplace Protections for Transgender Employees,” Western City (April 2017).

Quoted, “Regulations on Family and Medical Leave,” SHRM (April 23, 2015).

Presentations

Sacramento County Bar Association’s Labor and Employment Law Section’s Annual New Laws Roundup Presentation, 2018-2019.

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-A Meeting Date: December 14, 2020

Prepared By: Kelly Cadiente Approved By: Keith Van Der Maaten

Agenda Title: Consider Accepting the Comprehensive Annual Financial Report and the Independent Auditor's Report for the Fiscal Year ended June 30, 2020

Staff Recommendation: Consider Accepting the Comprehensive Annual Financial Report and the Independent Auditor's Report for the fiscal year ended June 30, 2020.

Background: *Strategic Plan, Objective 3.4 Close and Audit financial statements in a timely manner.*

The Board is requested to review and accept the Comprehensive Annual Financial Report (CAFR) and the Independent Auditor's Report for the fiscal year ended June 30, 2020. This is the thirteenth consecutive year that staff has prepared a CAFR report for the District.

On June 15, 2015, the District approved a three-year Audit Contract with the Pun Group, LLP, Certified Public Accountants (Auditors), as the District's external auditors. Fiscal year 2016-2017 was Year 3 of the contract. The Auditors provided an Independent Auditor's Report (included in the CAFR report) stating that the financial statements present fairly, in all material respects, the financial position of the District for fiscal year 2016-2017.

On May 21, 2018 the Board adopted Resolution No. 2018-31 to extend its contract with the Pun Group, LLP for one year in order to audit the fiscal year 2017-2018. The extension was granted because the pending settlement of litigation regarding the Regional Desalination Project (RDP) was due to conclude by fiscal year end June 30, 2018, and having been the audit firm for the District for the past six years, the Pun Group had extensive knowledge and background with regards to the RDP and therefore best suited to audit fiscal year 2017-2018 for the District.

With the District's motion granted for summary judgement against California American Water by the California Superior Court on June 2019, and the expected pending settlement of remaining litigation regarding the RDP by fall 2019, staff recommended that the District extend the contract with its current independent audit firm, the Pun Group for an additional year. On July 15, 2019, the Board adopted Resolution No. 2019-49 to extend the contract with the Pun Group to provide audit services for FY 2018-2019.

Unfortunately, the settlement of the RDP litigation was not completed until March 10, 2020. On June 15, 2020, the Board adopted Resolution No. 2020-38 to extend the contract with the Pun for one final year to provide audit services for FY 2019-2020.

Discussion/Analysis: The CAFR is an extensive report summarizing the financial activities of the District that occurred from July 1, 2019 through June 30, 2020 and is divided into three sections: Introductory, Financial and Statistical Sections.

The introductory section contains a Letter of Transmittal, awards and achievements, organizational chart and directory of officials. The letter of transmittal includes a brief overview of the District, its policies and how the District controls its finances.

The financial section contains the Management's Discussion and Analysis report. This analysis illustrates the basic financial operations of the District in a more detailed manner than is found in the Letter of Transmittal. Also included in this section are the Independent Auditor's Report and the Basic Financial Statements and Notes to the Financial Statements.

The final section of the report is a compilation of statistical schedules for the last ten years that depict various trends and general information of the District.

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its CAFR for the fiscal year ended June 30, 2019. This is the twelfth consecutive year that the District has received this prestigious award. In order to be awarded a Certificate of Achievement, the District had to publish an easily readable and efficiently organized CAFR that satisfied both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. Staff believes that Districts current CAFR continues to meet the Certificate of Achievement Program's requirements and is submitting it to GFOA to determine its eligibility for another certificate.

Kenneth Pun, Managing Partner of the Pun Group, LLP and Frances Kuo, Partner in charge of the District's audit team will be available at the Board meeting to answer any questions on their audit report and the District's CAFR.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None.

Material Included for Information/Consideration: The Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020 (provided separately).

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-B Meeting Date: December 14, 2020

Prepared By: Patrick Breen Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2020-71 to Authorize an Amendment to the Professional Services Agreement with Schaaf & Wheeler Consulting Civil Engineers for the 2020 MCWD Urban Water Management Plan

Staff Recommendation: The Board of Directors is requested to adopt Resolution No. 2020-71 to authorize an amendment to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers (S&W) to compile the 2020 MCWD Urban Water Management Plan.

Background: *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 Urban Water Management Plan addresses urban water supply/demand topics and strategies to promote the efficient use of water resources. The plan must be prepared every 5 years and submitted to the Department of Water Resources (DWR). The deadline for submission of the 2020 plan is July 1, 2021. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 urban connections is required to assess the reliability of its water sources over a 20-year planning horizon.

This 2020 update needs to address the development within the Ord Community, the impact of sustained water conservation on water demand/allocations and the progress on developing new/augmented water supply sources.

DWR has been updating the Urban Water Management Plan Guidebook for the 2020 round. The release of the 2020 UWMP Guidebook is targeted for early 2021.

Discussion/Analysis: Schaaf & Wheeler has a team of capable engineers experienced in water supply planning to develop the UWMP for the District. Andrew A. Sterbenz, PE, who prepared the Marina Coast Water District 2010 and 2015 UWMPs and the related Water Supply Assessments which tiered off of them, will be the project manager. Conor Murphy, PE, who has prepared civil designs for District projects, will assist with the analysis. Leif Coponen, PE, who has prepared Water Supply Assessments for projects in Mountain View and has managed the MCWD water system modeling, will be the principal-in-charge and will provide quality reviews and oversight. The proposed team has a proven track record of assembling written reports that meet the requirements of the State regulatory agencies.

Staff did not conduct a Request for Proposal for this work due to:

- S&W's extensive knowledge of the District and plans; other supply and demand analysis work S&W is currently conducting for the District that will be incorporated into the UWMP;
- the work is of a professional nature which is not required to have a competitive process;

- the current pandemic restrictions impedance for data gathering;
- the lack of respondents in 2015 (only one other proposal was received in 2015); and,
- the increase of only $500 over the Schaaf & Wheeler 2015 UWMP proposal.

The current Professional Services Agreement (PSA) for General Engineering Services with Schaaf & Wheeler was approved by the Board on June 19, 2012 (Resolution No. 2012-29). The scope of that Agreement included a broad range of activities that are consistent with those contemplated with this proposed Amendment. Schaaf & Wheeler provides service to the District under their Professional Services Agreement for General Engineering Services at a six percent (6%) discount off their standard labor charge rate schedule. Schaaf & Wheeler's charge rates are comparable to other engineering firms.

The proposed contract amendment will be performed and invoiced on a time and expense basis, for the not-to-exceed amount of $80,600.

Environmental Review Compliance: None required.

Financial Impact: ___X___Yes _____No Funding Source/Recap: Funding for this project comes from the Water Resources Consulting Services Budget.

Other considerations: The Board can decide to issue an RFP for these services or reject the proposal and direct staff to re-negotiate.

Material Included for Information/Consideration: Resolution No. 2020-71; and S&W proposal dated November 19, 2020.

Action Required: ___X___Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020-71
Resolution of the Board of Directors
Marina Coast Water District
Authorizing an Amendment to the Professional Services Agreement with
Schaaf & Wheeler Consulting Civil Engineers for the
2020 MCWD Urban Water 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 December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, in accordance with the California Urban Water Planning Act, the District seeks to update the existing 2015 Urban Water Management Plan for 2020 and that doing so is consistent with the goals and objectives stated in the District's Strategic Plan; and,

WHEREAS, on May 8, 2012, the Board adopted Resolution No. 2012-29 approving a Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers; and,

WHEREAS, the District Board adopted the FY 2020/2021 Budget that includes Water Resources Consultant Services and is resourced with $100,000 for the UWMP divided between the Marina Water and the Ord Community Water Cost Centers; and,

WHEREAS, Schaaf & Wheeler staff is exceptionally familiar with the Central Marina and Ord Community's water system, current Master Plans for the water system, on-going changes to the system and has demonstrated extensive regional knowledge related to the District's Urban Water Management Plan; and District staff believes that the monetary resource proposed herein is reasonable given the complexities of the work, the savings in time and effort that will be realized, and the six (6%) discount.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to execute an amendment to the existing Professional Services Agreement with Schaaf & Wheeler Consulting Civil Engineers for updating the 2015 MCWD Urban Water Management Plan for 2020 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 $80,600.

PASSED AND ADOPTED on December 14, 2020 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_____

_____
, 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. 2020-71 adopted December 14, 2020.

_____
Keith Van Der Maaten, Secretary

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS
3 Quail Run Circle, Suite 101
Salinas, CA 93907
831-883-4848
FAX 831-758-6328

November 19, 2020

Mr. Patrick Breen
Marina Coast Water District
11 Reservation Road
Marina, CA 93933

Subject: Proposal for Preparation of the 2020 Urban Water Management Plan Update

Dear Patrick:

Schaaf & Wheeler is pleased to propose professional services to prepare the **Marina Coast Water District's 2020 Urban Water Management Plan** (UWMP). Schaaf & Wheeler team members are well-suited to perform the anticipated tasks. We prepared the 2015 Urban Water Management Plans for the Marina Coast Water District, and the Water Supply Assessment reports for the Campus Town Specific Plan, the Marina Downtown Vitalization Specific Plan and the Marina Airport Business Park Specific Plan. Our firm has provided on-call services to Marina Coast Water District for over two decades and is familiar with the system and the service areas.

The 2020 planning cycle will include new elements added to the Water Code in 2018. These changes include analysis of a 5-year long drought instead of the previous 3-year drought period, an assessment of seismic risk and other hazards, and adding required elements to the Water Shortage Contingency Plan. This is the first planning cycle since the sunset of the Fort Ord Reuse Authority. The previous plans used the FORA redevelopment forecasts as the baseline for population growth, which was more accurate than the relying on the AMBAG regional projection. The last FORA forecast was published in spring 2019. The 2020 UWMP must be submitted to the Department of Water resources by July 1, 2021, so we will be able to use the 2020 U.S. Census results as the population baseline.

Schaaf & Wheeler has a team of capable engineers experienced in water supply planning to develop the UWMP for the District. Andrew A. Sterbenz, PE, who prepared the Marina Coast Water District 2010 and 2015 UWMPs and the related Water Supply Assessments which tiered off of them, will be the project manager. Conor Murphy, PE, who has prepared civil designs for District projects, will assist with the analysis. Leif Coponen, PE, who has prepared Water Supply Assessments for projects in Mountain View and has managed the MCWD water system modeling, will be the principal-in-charge and will provide quality reviews and oversight. Our proposed team is adept at assembling written reports that meet the requirements of the State regulatory agencies.

Our detailed scope of work and fee estimate are attached. Our proposed schedule is as follows:

Activity/Milestone:	Dates:
Data Collection	12/15/2020 – 1/15/2021
Notice Letters to Cities/County	1/15/2021
Develop report tables/text	1/15/2021 – 4/1/2021
Admin Draft Report for Staff Review	4/1/2021
Board Presentation	4/19/2021
Public Draft Report Published	4/22/2021
Public Hearing/Adopt Plan	6/21/2021
Submit Final Plan to DWR	6/28/2021

We thank you for this opportunity to propose professional services to prepare the **Marina Coast Water District's 2020 Urban Water Management Plan**. Should you need any further information, please contact Andy Sterbenz at (831) 883-4848 or asterbenz@swsv.com.

Sincerely,
Schaaf *&* Wheeler

Charles D. Anderson, PE
President
License # C43776

Encl.

2020 Urban Water Management Plan Scope of Work

Schaaf & Wheeler will update the Marina Coast Water District Urban Water Management Plan per the requirements of the California Urban Water Management Planning Act (Water Code Division 6, Part 2.6) and the guidelines published by the California Department of Water Resources. The final deliverable is the Urban Water Management Plan Report, structured to follow the table of contents in the DWR guideline. The report will include updated graphics and tables, as required in the guidelines. Specific tasks are outlined below.

Task 1: Plan Preparation

Task 1.1: Review District Information and Available Data

The primary data sources for the Urban Water Management Plan update will be the 2015 UWMP, planning documents prepared by the various land use jurisdictions, and regional planning documents prepared by the Association of Monterey Bay Area Governments (AMBAG), the Monterey County Water Resources Agency (MCWRA), the Monterey Regional Water Pollution Control Agency (MRWPCA) and the Fort Ord Reuse Authority (FORA). Items anticipated from the District are listed below. After reviewing available data, Schaaf & Wheeler will prepare a memorandum identifying any missing data. Some items will not be available until the end of the calendar year (final 2020 water production and sales data). We will coordinate with District Staff in the fall to set up the required reports in SpringBrook to facilitate the capture of the final data early in January.

a. 2015 Urban Water Management Plan

b. 2020 Master Plan Reports (Water, Recycled Water And Sanitary Sewer)

c. City and County General Plans

d. Specific Plans, including the Draft Monterey Downs Specific Plan

e. City Housing Elements

f. Water supply agreements

g. Other records necessary to develop the Plan, including utility billing history and water production data

Task 1.2: Kick-Off Meeting

Upon notice to proceed, Schaaf & Wheeler will schedule a kick-off meeting with the District staff to review existing data and schedule milestones and deadlines for deliverables.

Task 1: Deliverables

1. Memorandum highlighting any identified data deficiencies.

2. Meeting summary within five (5) business days of the kick-off meeting

Task 2: UWMP Development

Schaaf and Wheeler will prepare the 2020 Update to the MCWD Urban Water Management Plan Report in accordance with the State Guidelines, which have been published as draft, with the final version expected in December 2020. This scope reflects the task outline from the Draft UWMP Guidebook 2020, issued by DWR in August. The tasks are not expected to change.

Task 2.1: Plan Preparation

2.1.1 Required Elements — Coordination

Schaaf & Wheeler will coordinate with the Cities of Marina, Seaside, Del Rey Oaks and Monterey, Monterey County, California State University-Monterey Bay and the University of California-Santa to determine projected population and demands. The primary source of information in prior plans was the Fort Ord Reuse Authority redevelopment forecast included in their annual CIP. The FORA FY 2019-20 CIP was the last one published and will be used as the starting point for this projection.

2.1.2 Required Elements — Plan Adoption, Submittal, and Implementation

This element is included in Tasks 4 and 5, below.

Task 2.2: System Description

2.2.1 Required Element — Service Area Physical Description

The District annexed the Ord Community in 2019, but the physical area served has not changed since 2015. Schaaf & Wheeler will update the description as needed to reflect the annexation, as well as updating the climate summary.

2.2.2 Required Element — Service Area Population

The District's current service area includes all of the City of Marina, and portions of the City of Seaside and unincorporated Monterey County. Because this does not align with a single jurisdictional boundary, Schaaf & Wheeler will prepare an estimate of current population based on census tract data from the 2020 census. Future population growth will be based on the infill and redevelopment forecast using a persons per housing type methodology. Just as in 2015, Schaaf & Wheeler will document our methodology and results in a technical memorandum which will be submitted to staff for review, and included in the final report as an appendix.

Task 2.3: System Demands

2.3.1 Required Element — Baselines and Targets

Schaaf & Wheeler will calculate the District's progress towards meeting the 2015 and 2020 water conservation targets established in the 2010 UWMP. The methodology will follow the final UWMP Guidebook. The District had met the 2020 target in 2015 as a result of implementing water conservation stages during the drought. Schaaf & Wheeler will calculate the current per capita use and document the results in the report.

2.3.2 Required Element — Water Demands

Schaaf & Wheeler will meet with District staff and collect information on 2020 water use by customer type and service area.

2.3.3 Required Element — Water Demand Projections

Future projections will be based on the FORA 2019-20 redevelopment projections with input from the land use jurisdictions, current General Plans, approved specific plans and water supply assessments. We will update the UWMP demand factors to be consistent with the factors used in the 2020 Water Master Plan. Schaaf & Wheeler will send the draft water demand and population projections to the applicable land use jurisdiction for review and comment.

2.3.4 Required Element — Water Use Reduction Plan

The UWMP must include the District's plan to achieve the water conservation targets adopted in 2011. Progress towards achieving the water demand targets will be evaluated, and the current reduction plan will be reviewed. If additional measures are required to move the District toward achieving the targets, we will meet with District Conservation Staff and make recommendations. The Board of Directors will need to adopt any measures added to the plan, so they will be included in the Board Study Session (Task 3).

Task 2.4: System Supplies

2.4.1 Required Element — Water Sources

The District's primary source of supply is groundwater from the Salinas Valley Groundwater Basin. Schaaf & Wheeler will update this section of the UMWP, if needed.

2.4.2 Required Element — Groundwater

Schaaf & Wheeler will review available reports and studies on the Salinas Valley Groundwater Basin, the status of seawater intrusion and its effects on well use, and the Groundwater Sustainability Plans developed under the Groundwater Sustainability Act. The District has annexed into MCWRA Zones 2/2A, and is planning upon fully utilizing the groundwater pumping volumes in those agreements. Any changes to that assumption must be documented in the UWMP and addressed in the supply reliability analysis.

2.4.3 Required Element — Transfer Opportunities

This section will be updated as needed to reflect the current inter-tie with the California American Water Monterey Service Area.

2.4.4 Required Element — Desalinated Water Opportunities

Schaaf & Wheeler will update this section as needed to reflect the desalination portion of the Regional Urban Water Augmentation Project, and the current status of other seawater desalination projects in the region, including the District existing pilot desalination facility, the CalAm Monterey Regional Water Supply Project, and the Sand City Seawater Desalination Facility.

2.4.5 Required Element — Recycled Water Opportunities

Schaaf & Wheeler will update this section as needed to reflect the recycled water portion of the Regional Urban Water Augmentation Project, and the current status of the Pure Water Monterey Project. The UWMP will discuss both tertiary-treated and disinfected recycled water, and advanced treated and disinfected water.

2.4.6 Required Element — Future Water Projects

Schaaf & Wheeler will update this section of the report to document any planned supply wells or other projects not included in the previous sections.

2.4.7 Required Element — Energy Intensity

A new requirement of the water code is reporting the energy required to produce, treat and distribute water from the source to the customer. Schaaf & Wheeler will draft this section based on data received from District staff and information provided by Monterey One Water on the Pure Water Monterey system.

Task 2.5: Water Supply Reliability and Water Shortage Contingency Planning

2.5.1 Required Element — Water Supply Reliability and Inconsistent Water Sources

Schaaf & Wheeler will update the discussion of water supply in this section as needed to reflect the effects of the groundwater management on the District's water supply and usage. We will coordinate with District staff as needed on project details, and update the report text as needed.

2.5.2 Required Element — Water Shortage Contingency Planning

The District's Water Shortage Contingency Plan was updated under the 2015 UWMP. Schaaf & Wheeler will review the current WSCP to ensure it complies with the updated requirements of SB6060 (2018). We will review the plan with respect to the required plan portions listed below. Recommendations will be made in separate technical memoranda submitted before the final UWMP is published, so that the District may make the required updates prior to accepting the final plan. Required portions of the WSCP include the following:

- Methodology for preparing an Annual Water Supply and Demand Assessment
- Stages of Action
- Shortage Response Actions
- Communications Protocols
- Description of the legal authorities to implement and enforce restrictions
- Catastrophic Supply Interruption Plan
- Prohibitions, Penalties and Consumption Reduction Methods
- Analysis of Revenue Impacts of Reduced Sales During Shortages
- Draft Ordinance and Use Monitoring Procedure

Schaaf & Wheeler will present the draft WSCP to the District's Board of Directors and the public at a Board meeting. Based on the input received, we will make any necessary adjustments to plan prior to final adoption.

2.5.3 Required Element — Water Quality

Schaaf & Wheeler will update this section to reflect current information on water quality in the District's system, including seawater intrusion in the 180/400 Foot Aquifers and contaminants in the overlying A-Aquifer.

2.5.4 Required Element — Drought Risk Assessment

Schaaf & Wheeler will update the discussion of dry-year water demands to reflect the water conservation savings realized under the most recent drought restrictions. The Salinas Valley Groundwater Basin is not subject to significant dry-year impacts (water levels decline but there is sufficient water storage to maintain pumping levels). The Water Code has been revised, requiring an analysis of a 5-year drought instead of the previous 3-year drought period.

The required planning tables will be updated to reflect:

- Projected Normal Water Year Supply and Demand
- Projected Single-Dry-Year Supply and Demand Comparison
- Projected Multiple-Dry-Year Supply and Demand Comparison

This section will include relevant information on climate change impacts from studies prepared by other regional agencies with respect to water supply vulnerability or future demand trends, including climate change effects on evapotranspiration rates.

2.5.5 Required Element — Seismic Risk Assessment and Mitigation Plan

Schaaf & Wheeler will review the District's current plans as well as the Monterey County Multi-Jurisdictional Hazard Mitigation Plan to determine if an additional seismic risk assessment is required. If so, we will work with District staff to develop a risk assessment and mitigation plan for inclusion in the UWMP.

Task 2.6: Demand Management Measures

2.6.1 Required Element — DMMs

This section requires an analysis of those water conservation (demand management) measures outlined in the Urban Water Management Planning Act. The District is a member of the California Urban Water Conservation Council, and we will start with the annual reporting for that agency, then work with the District Water Conservation Staff to complete the description of the current programs, goals and planned future efforts.

Task 2.7: Completed UWMP Checklist

Schaaf & Wheeler will prepare the checklist of required plan elements for submission to the State.

Task 2.8 Meetings

Schaaf & Wheeler will conduct periodic meetings with District Staff during the planning process. Anticipated meetings include:

- Review of Progress toward Conservation Targets
- Water Shortage Contingency Plan Review
- Review of Administrative Draft Plan

Task 2 Deliverables

1. Ten (10) hard copies each of the administrative draft UWMP, with electronic copies in MS Word and Adobe pdf format.
2. DWR UWMP Checklist which cross-references the Water Code requirements to specific pages in the UWMP.
3. Meeting minutes within five (5) business days, of each meeting with staff, other agency staff or members of the public.

Task 3 – Board of Directors Presentation

Schaaf & Wheeler will attend and present at one Board of Directors meeting to discuss draft Plan and answer questions. We will consolidate the Board's comments and meet subsequently with Staff to coordinate responses and updates to the Draft UWMP. We will then update and submit a Public Review Draft of the 2020 UWMP.

Task 3 Deliverables

1. Ten copies of the Administrative Draft of the 2015 UWMP for the Board Meeting.

2. Public Review Draft of the 2020 UWMP incorporating Board and Staff comments, with up to 25 hardcopies and the Word and pdf files.

Task 4 - Public Notice, Final Draft Plan, and Council Public Hearing

California water code requires that prior to adoption, an UWMP is made available to the public, and a public hearing is held to gather input and comments on the Plan. We will coordinate with the District Staff to schedule the Public Hearing for the UWMP and to post and distribute meeting notices per the requirements of the UWMP Act. Schaaf & Wheeler will prepare the public review draft in hard copy for distribution and as a pdf file for the District website. Schaaf & Wheeler will facilitate a public hearing on the draft plan, which should be scheduled as part of a regular Board meeting. Facilitation will include, among other administrative tasks, responding to questions, as possible, as they arise at the meeting, and summarizing any written or verbal comments regarding the UWMP. Following the public hearing and the close of the comments period, we will meet with District staff to discuss Board and public comments received on the final draft Plan.

Task 4 Deliverables

1. Copies of notifications to public agencies of the Plan update (60 days prior to the public hearing)
2. Proof of public noticing and list of organizations to which notices were delivered and dates of mailing
3. Proof of publication and list of newspapers where they were published and publication dates

Task 5 – Final Plan, and Filing

Schaaf & Wheeler will prepare the Screen-Check Final UWMP and submit it electronically to the District Staff. We will then conduct one meeting Staff to discuss the final edits made to the plan and the responses to comments received. Following approval of the Screen Check UWMP, we will prepare a final version of the report for submission to the Board for acceptance, and attend the meeting to answer questions. Following plan approval, we will print and distribute copies of the approved plan to the Board, the State and the libraries as required by the UWMP Act.

Task 5 Deliverables

1. Meeting minutes with District staff
2. Final Plan with twenty-five (25) bound hardcopies each and the Word and pdf files
3. Certification that the final Plan is in accordance with all State requirements (completed UWMP checklist).
4. Proof of delivery to the Department of Water Resources (DWR), the State Library, and Monterey County
5. Electronic upload of the adopted UWMP documents and data tables to the DWR data portal.

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

Client: Marina coast Wtaer District
Project: 2020 Urban Water Management Plan
Task:
Estimate Date: 11/18/2020

NO.	TASK ITEMS DESCRIPTION	PRINCIPAL PROJ MGR $240	SEN PROJ MGR $225	SENIOR ENG $210	ASSOC ENG $190	ASST ENG $175	SUBTOTAL M.H.'S	IN-HOUSE LABOR COSTS $	IN-HOUSE MATERIAL COSTS $	TOTAL COSTS $ W/ MARK-UP	TASK TOTAL
1	**Preparation**										
1.1	Review Available Data		2		4	8	14	$2,610		$2,610	
1.2	Kick-Off Meeting		4		4	4	12	$2,360		$2,360	
	Subtotal Task 1										$4,970
2	**UWMP Development**										
2.1	Agency Coordination		8		4	4	16	$3,260		$3,260	
2.2	System Description						0	$0		$0	
2.2.1	Service Area Description		2			2	4	$800		$800	
2.2.2	Population		4			8	12	$2,300		$2,300	
2.3	System Demands						0	$0		$0	
2.3.1	Baselines and Targets		2			6	8	$1,500		$1,500	
2.3.2	Current Demands		2		2	2	6	$1,180		$1,180	
2.3.3	Demand Projections		4		2	12	18	$3,380		$3,380	
2.3.4	Water Use Reduction Plan		2		4	4	10	$1,910		$1,910	
2.4	System Supplies						0	$0		$0	
2.4.1	Water Sources		2			2	4	$800		$800	
2.4.2	Groundwater		8		4	8	20	$3,960		$3,960	
2.4.3	Transfer Opportunities		4			4	8	$1,600		$1,600	
2.4.4	Desalinated Water					2	2	$350		$350	
2.4.5	Recycled Water		4		4	4	12	$2,360		$2,360	
2.4.6	Future Water Projects					4	4	$700		$700	
2.5	Water Supply Reliability						0	$0		$0	
2.5.1	Water Supply Reliability		2			2	4	$800		$800	
2.5.2	Water Shortage Contignency Plan		4		8	8	20	$3,820		$3,820	
2.5.3	Water Quality		2			2	4	$800		$800	
2.5.4	Drought Risk Assessment and Planning		2		4	2	8	$1,560		$1,560	
2.5.5	Seismic Risk Assessment		4		8	4	16	$3,120		$3,120	
2.6	Demand Management						0	$0		$0	
2.6.1	Demand Management Measures		8			8	16	$3,200		$3,200	
2.7	Completed UWMP Checklist					4	4	$700		$700	
2.8	Review Meetings (assume 2)	2	8		2	8	20	$4,060		$4,060	
	Draft Plans (2 iterations)	8	32			40	80	$16,120	$250	$16,370	
	Subtotal Task 2										$58,530
3	**Board Presentation**										
3.1	Board Meeting		4			4	8	$1,600		$1,600	
3.2	Follow-up Meeting with Staff		4			4	8	$1,600		$1,600	
3.3	Updated draft plan	2	4			8	14	$2,780		$2,780	
	Subtotal Task 3										$5,980
4	**Public Notice, Hearing and Final Draft Plan**										
	Public Notices		2			2	4	$800	$250	$1,050	
	Attend Public Hearing		2				2	$450		$450	
	Compile comments and responses		2			4	6	$1,150		$1,150	
	Meet with Staff		2			2	4	$800		$800	
	Final Draft Plan	2	4			4	10	$2,080		$2,080	
	Subtotal Task 4										$5,530
5	**Final Plan and Filing**										
	Prepare Screen Check Final Plan		4			8	12	$2,300		$2,300	
	Prepare Final Plan		2			6	8	$1,500		$1,500	
	Distribute Final Plan		1			6	7	$1,275	$500	$1,775	
	Subtotal Task 5										$5,575
	Total	**14**	**141**	**0**	**50**	**200**	**405**	**$79,585**	**$1,000**	**$80,585**	
	ROUNDED TOTAL									**$80,600**	

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-C Meeting Date: December 14, 2020

Prepared By: Andrew Racz Approved By: Keith Van Der Maaten
Reviewed By: Michael Wegley

Agenda Title: Consider Adoption of Resolution No. 2020-72 to Authorize a Construction Contract between Marina Developers, Inc. and Monterey Peninsula Engineering for Reconstruction of the Booker Lift Station; and, Amend the FY 2020-2021 Capital Improvement Budget

Staff Recommendation: The Board of Directors consider adopting Resolution 2020-72 to authorize a construction contract between Marina Developers, Inc. and Monterey Peninsula Engineering for reconstruction of the Booker Lift Station (OS-0152); Amend the FY 2020-2021 Capital Improvement Budget; and authorize the General Manager to sign all necessary documents.

Background: *Strategic Plan, Element No. 2 Infrastructure – 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*.

MCWD's 2020 Sewer Master Plan identifies the Booker Lift Station as needing "major rehabilitation or replacement," and that "improvements should be coordinated with planning for the lift station service area." Replacing the Booker Lift Station has been identified as a safety priority by MCWD Operations and Maintenance. Although the existing lift station currently receives very little flow, the construction of new homes in Sea Haven Phase 3 beginning in early 2021 will replace sewer flows to the lift station that once served military housing and make the need for its replacement with a reliable, modern lift station more urgent.

In September 2019, MCWD entered into an Infrastructure and Reimbursement Agreement (2019-70) with Marina Developers, Inc. (Developer) for Phase 3A of the Sea Haven development. This agreement specifies both MCWD's and the Developer's roles in the Booker Lift Station project. Because of the need to finish construction of the new lift station in a timely manner and coordinate this work with new home construction, the Infrastructure Agreement assigns the Developer the lead role in project design, bidding and construction. MCWD's role is more supervisory in nature, providing data, design input and site access as needed. The Reimbursement Agreement stipulates a 25%-75% cost share between the Developer and MCWD, respectively (flows from Sea Haven are expected to account for 25% of total flows to the lift station when the area is built out). The Developer will front all costs for project design, construction, etc., and MCWD will provide the Developer with a lump sum reimbursement when all work is satisfactorily completed.

In late 2019, the Developer retained the engineering firm Wallace Group to design the new Booker Lift Station, for a not to exceed estimated fee of $94,754. Wallace Group provided a basis of design memo to MCWD in January 2020 and worked closely with MCWD Engineering and O&M through the spring and summer to create a design that fit District budget and needs, with 100% plans finalized in October 2020. Wallace Group estimated a total project construction cost of

$527,090. In October and November 2020, the Developer solicited bids for project construction. Three bidders were considered responsive. Monterey Peninsula Engineering's bid of $749,000 was the lowest (the other bids were $875,475 from Specialty Construction Inc. and $956,212 from Fluid Resource Management), and in late November 2020, the Developer offered MPE the contract. The Developer and MPE expect this contract to be formalized on or about January 1, 2021. Procurement is expected to take approximately six months, with project construction beginning in June 2021 and completion by mid-August.

Discussion/Analysis: Monterey Peninsula Engineering's low bid of $749,000 for the Booker Lift Station project is considered responsive and responsible. MCWD is ultimately responsible for reimbursing 75% of this cost ($562,000) to Marina Developers, Inc. upon project completion. Factoring in a 10% contingency ($56,000), construction inspection costs ($34,000), and MCWD's share of project design costs ($71,000), it is anticipated that District funds totaling $723,000 will be required to fully fund the project.

MCWD's 2019 Certificates of Participation proceeds provide $380,000 for the Booker Lift Station project (OS-0152). Staff recommends amending the Ord Community project capital improvement budget in order to adequately fund the Booker Lift Station project. The Booker Lift Station is budgeted as an Ord Sewer project with 100% bond funding. The proposed budget amendment is as follows:

CIP Budget Amendment	Budget	Change	Balance
From: OS-0203 Gigling Lift Station & Force Main	$ 2,125,000	$ (343,000)	$ 1,782,000
To: OS-0152 Booker Lift Station Improvements	$ 380,000	$ 343,000	$ 723,000

Design work for the Gigling Lift Station & Force Main will begin in January 2021, but construction is not likely to begin in the current fiscal year. The project can be rebudgeted for the 2021-2022 fiscal year.

Environmental Review Compliance: The Booker Lift Station project constitutes an in-kind replacement of an existing facility and therefore is categorically exempt from CEQA review under Section 15301(b) of the CEQA guidelines (existing sewerage facilities). The new lift station will be located on the same parcel as the original and occupy a similar footprint to the original, and design sewer flows will not exceed volumes experienced when former Army housing in the area was occupied.

Financial Impact: ___X___Yes _____No Funding Source/Recap: Funding for this project comes from the Ord Sewer FY 2020-2021 Capital Improvements Budget.

Material Included for Information/Consideration: Resolution No. 2020-72; Location map; and, Engineer's estimate.

Action Required: ___X___Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020-72
Resolution of the Board of Directors
Marina Coast Water District
Booker Lift Station Project
Authorize a Construction Contract between
Marina Developers, Inc. and Monterey Peninsula Engineering;
and Amend the FY 2020-2021 Capital Improvement Budget

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, the District is in need of a new replacement lift station at the Booker Avenue site in the City of Marina, CA, in part to accommodate new residential development in the Ord Community; and,

WHEREAS, the District is cooperating with Marina Developers, Inc. to complete this work, as per the terms of Infrastructure and Reimbursement Agreements 2019-70; and

WHEREAS, Marina Developers, Inc. solicited and received bids from qualified contractors for the construction of the Booker Lift Station, appurtenances and related equipment, and the low bidder was considered responsive; and,

WHEREAS, staff recommends Marina Developers, Inc. contracting with Monterey Peninsula Engineering to provide construction services for the Booker Lift Station in the amount of $749,000.00; and,

WHEREAS, a FY 2020/2021 Ord Sewer Capital Improvements Budget amendment is required to resource this project in order to achieve the desired facility objectives; and,

WHEREAS, this work is categorically exempt under sections 15301(b) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize Marina Developers, Inc. to execute a construction contract with Monterey Peninsula Engineering for the Booker Lift Station; and to take all actions and execute all documents as may be necessary or appropriate to give effort to this resolution, the total project budget dollar amount for which shall not-to-exceed $723,000; and to amend the FY 2020-2021 Capital Improvement Budget as follows:

CIP Budget Amendment	Budget	Change	Balance
From: OS-0203 Gigling Lift Station & Force Main	$ 2,125,000	$ (343,000)	$ 1,782,000
To: OS-0152 Booker Lift Station Improvements	$ 380,000	$ 343,000	$ 723,000

PASSED AND ADOPTED on December 14, 2020 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_____

_____
, 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. 2020-72 adopted December 14, 2020.

_____
Keith Van Der Maaten, Secretary

Exhibit A. Site Location Map

Booker Street Lift Station Improvements	
Bid Item	**Estimate**
Mobilization/Demobilization	$60,000
Demolition	$57,123
Earthwork, Excavation, Trenching, Backfilling, and Finished Surface	$29,589
Concrete	$6,981
Wet Utilities	$27,506
Civil Subtotal	$181,199
Markup (15%)	$27,180
Profit (10%)	$18,120
Civil Total	$226,498
Electrical Total (includes markup/profit)	$270,592
Startup and Commissioning	$30,000
Project Total	$527,090

Exhibit B. Engineer's cost estimate

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-D Meeting Date: December 14, 2020

Prepared By: Derek Cray Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2020-73 to Approve the Reorganization of the Operations and Maintenance Department

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2020-73 to approve the reorganization of the Operations and Maintenance Department as follows:

1) to create in Fiscal Year 2020/2021, one (1) new full-time equivalent (FTE) position of an Electrical/Mechanical Technician,
2) change and update the job description of the System Operator III to a Lead Operator,
3) add an additional (1) FTE Lead Operator position,
4) and approve an additional (1) FTE in Fiscal Year 2021/2022 System Operator I/II position.

Background: *Strategic Plan– 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.*

Marina Coast Water District (District) operates and maintains the water (CA 2710017) and wastewater system (3SSO 10287) for Central Marina and the Ord Community. The District operates and maintains 7 drinking water wells, 5 water pump stations, 8 storage reservoirs, 20 sewer lift stations and over 300 miles of main line pipe. Comprised within these stations are a total of: 71 motors, 71 pumps, 41 motor control centers (MCC's), 28 level transducers, 43 floats, 47 radios, 41 Programable Logic Controllers (PLC's), 29 generators, 1 angle drive diesel motor, 8 chlorine pumps, and numerous other electrical and mechanical components.

Discussion/Analysis: The District's pumping stations are the most critical of the District's assets as these keep water and sewer flowing to serve the District's customers without interruption. On February 19, 2019, the Board approved creating an Electrical/Mechanical Field Supervisor position to help oversee projects and perform work on the District's critical pump stations. The job was filled with an internal candidate, who was previously the O & M Supervisor. This candidate had both field and supervisory experience with over twenty years of working on all aspects within the water and wastewater field, with special focus on pumps and motors. During his time, he led numerous large inhouse rehab and repair projects and really helped rejuvenate the District's pump stations. However, in May of this year, that position became vacant as the person who filled it retired after nearly 28 years of service with the District. Since then, although the position has been posted in numerous venues, we have been unable to fill it. While COVID-19 probably plays a minor role in us not being able to fill the position, the other major components are the requirements and compensation of the position as well as service area in which we are trying to recruit. It is therefore recommended to not fill the budgeted Electrical/Mechanical Field Supervisor Position at this time, and instead use the resources to create and fund an Electrical/Mechanical Technician position which should be much easier to recruit and fill. This position would report to the Operations and Maintenance Supervisor and Manager and would not have any direct supervision of staff. Due to the amount of pump stations and large service area,

this is a critical position to fill within the department. Therefore, staff is recommending approving this position at salary range 21 ($72,926 - $93,075). The District's class and compensation firm Koff and Associates have reviewed the job description and salary range and concur with staff's recommendations.

In March 2020, the District unexpectedly had to close the laboratory doors, due to the sudden loss of the District's Laboratory Supervisor. Since then, the District has been outsourcing all its samples to outside ELAP accredited labs. Historically, most of the District's laboratory samples, except for microbiology, have been outsourced to other labs since the District did not have the staffing levels or equipment to do these complicated tests. With the creation of the Operations and Maintenance Analyst, that person has been able to greatly assist the O&M Manager in State Report generation and laboratory compliance. In addition, other O&M staff have assisted in sample coordination for outside testing. Because the immediate need is within the Operations and Maintenance field crew, staff is recommending to not fund the Laboratory Supervisor position at this time, and instead use those funds to fund an additional System Operator III position within the Operations and Maintenance Department. Due to the amount of pump stations, miles of sewer and water pipe, it is becoming cumbersome for one System Operator III to handle. Having a second, lead operator would be a significant help to the Operations and Maintenance department ensuring that preventative, reactive, and special projects are started and finished to full completion.

Staff is also recommending changing the title and modifying the job description of the System Operator III to a Lead Operator. The title change is more representative of the duties of the position. The position is a lead position and fills in for the Supervisor in his or her absence. The minor changes to the job description include the title change, as well as increasing the amount of time given for the candidate to get their California Water Environmental Association (CWEA) grade III certification. Since the department is combined (performing both water and wastewater) fields, obtaining certification in both areas is extremely time consuming as the State and CWEA require applicants to split their time 50% in each field. Therefore, staff recommends lengthening required amount of time to acquire the CWEA Collections Grade III certification from 24 months to 60 months, since currently it is not a State requirement unlike Water certifications. The title change and certification time constraints change would make recruiting for this position much easier both internally and externally.

Lastly, with the cost savings from not funding the laboratory and Operational budget savings, staff is recommending approval of one additional System Operator I/II position beginning in fiscal year 2021/2022. With the additional cost savings from the laboratory and reallocation of salaries and funds, this will allow for a much-needed additional System Operator I/II field position to be funded for the Operations department. Attached is a worksheet depicting the cost savings and budget adjustments from the Laboratory which will fund this additional position going forward, beginning 2021/2022.

The above recommendations have been reviewed and approved by Koff and Associates, the Employees Association and the Budget and Personnel Committee.

Environmental Review Compliance: None.

Financial Impact: ___X___ Yes _____No Funding Source/Recap: See funding Matrices attached.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2020-73, proposed Electrical/Mechanical Technician job description, proposed Lead Operator job description, funding matrices, and proposed organizational chart.

Action Required: ___X___Resolution _____Motion _____Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

December 14, 2020

Resolution No. 2020 - 73
Resolution of the Board of Directors
Marina Coast Water District
Approving the Reorganization of the Operations and Maintenance Department

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), regular meeting duly called and held on December 14, 2020 via a video conference pursuant to Governor Newsom's Executive Order N-29-20, as follows:

WHEREAS, the District potable water system is regulated under the State Water Resources Control Board, Division of Drinking Water, Permit No. 2710017; and,

WHEREAS, the District's wastewater collection system is regulated under State Water Resources Control Board Statewide General Discharge Requirements Order No. 2006-0003-DWQ; and,

WHEREAS, the District has a need to staff an Electrical/Mechanical Technician to repair and install electrical and mechanical components within the District's facilities; and,

WHEREAS, funding for this position would come from not filling the Electrical/Mechanical Field Supervisor position; and,

WHEREAS, the current title and job description for System Operator III is in need of updating; and,

WHEREAS, changing the title to Lead Operator from System Operator III better reflects the duties of the position; and,

WHEREAS, the current workload of the Lead Operator is becoming burdensome, and having an additional Lead Operator position would benefit the department; and,

WHERAS, the funding for the additional Lead Operator position would come from cost savings from not filling the Laboratory Supervisor position; and,

WHERAS, the additional cost savings from not funding the laboratory position and Operations and Maintenance budget reductions would allow for the funding of an additional System Operator I/II position beginning in fiscal year 2021/2022.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby approve the reorganization and addition of one full-time equivalent (FTE) Electrical/Mechanical Technician at a salary range of 21, approving the title and job description change of the System Operator III to a Lead Operator, approving one addition FTE Lead Operator position immediately for fiscal year 2020/2021, and approving one additional FTE System Operator I/II position to take effect beginning July 1, 2021 in fiscal year 2021/2022.

PASSED AND ADOPTED on December 14, 2020 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_____

_____
, 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. 2020-73 adopted December 14, 2020.

_____
Keith Van Der Maaten, Secretary

ELECTRICAL/MECHANICAL TECHNICIAN

DEFINITION
Under general supervision performs work on a wide variety of electrical/mechanical equipment associated with the wastewater collections pumping stations, water distribution system pumping stations, recycle water system pumping stations and District's office facilities.

SUPERVISION RECEIVED AND EXERCISED
General supervision is given by the Operations and Maintenance Manager and the Operations and Maintenance Supervisor. No direct supervision of staff is given.

CLASS CHARACTERISTICS

This is a skilled, journey-level class position that works on all District facilities to ensure the systems are operational and maintained in a safe and effective working condition. Responsibilities include performing the work in all electrical and mechanical areas, depending upon the immediate needs of the District. The work involves preventive and corrective maintenance. This class is distinguished from Operations and Maintenance Supervisor in that the latter is a supervisory level in the class series, with responsibility for all day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)
- Perform skilled journey level work related to electrical, mechanical, and electronic equipment associated with the wastewater collections pumping stations, water distribution pumping station, recycle water pumping stations.
- Perform preventative maintenance programs for the District's electrical and mechanical systems for the water, wastewater, and recycle water pumping and storage sites.
- Repair and replace defective parts in motors, generators, pumps, relays, switches and other systems pertaining to wastewater collections pumping stations, water wells, water pump stations and recycle water pumping stations.
- Troubleshoot and repair if capable the District's standby generators.
- Install, replace, repair and modify equipment systems.
- Megger test motors to ensure good working insulation of motor windings.
- Change motor oil and pump packing at the District's pump stations.
- Fabricate and modify parts and equipment as required.
- Use of computers for logging work completed, record keeping, equipment data retrieval using Computerized Maintenance Management Software (CMMS).
- Ensure the use of safety rules and procedures, appropriate equipment and proper work techniques.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, tools and equipment used in the installation, adjustment, maintenance and repair of mechanical, electrical and electronic systems.
- Occupational hazards and standard safety precautions necessary in the work place.
- Electrical troubleshooting, SCADA system repair, and a wide variety of mechanical system repair.
- Safe working practices and procedures including Arc Flash requirements.

Skill in:

- Operate electrical testing equipment.
- Respond to emergency conditions, using good judgement, and make the appropriate repairs.
- Diagnose and repair defects in a variety of mechanical, electrical and electronic equipment including, but not limited to, telemetry and associated equipment.
- Install, repair, or replace wastewater and water motors and pumps.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted during the course of work.

EDUCATION/EXPERIENCE:

Equivalent to graduation from high school and three years of skilled electrical/mechanical and electronic experience in water treatment or distribution and wastewater collection systems or similar field.

LICENSE OR CERTIFICATE

Possession of an appropriate, valid class C driver's license.

The following certification is required within 24 months from appointment date:

- California Waterboards Water Distribution Operator Grade II.
- California Water Environment Association (CWEA) Mechanical Technologist Grade I.
- (CWEA) Electrical & Instrumentation Technologist Grade I.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/ lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds;

vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

~~SYSTEM OPERATOR III~~LEAD OPERATOR

DEFINITION

Under general supervision, provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; performs underground televised water and wastewater line inspection and hydrocleaning of wastewater collection lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; acts as the Operations and Maintenance Supervisor on a relief basis; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance ~~Superintendent~~ Manager and the Operations and Maintenance Supervisor. Direct supervision is exercised as required. Crew direction and training in safety and work procedures are provided to field operations and maintenance staff on an as-needed basis.

CLASS CHARACTERISTICS

The Operator III is the skilled, advanced journey-level class that participates in all District activities required to ensure that systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment and distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that the District meets all regulatory agency requirements. The incumbent troubleshoots and performs repair on a variety of mechanical and electrical equipment as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is distinguished from the Operations and Maintenance Supervisor in that the latter is the full supervisory level in the class series, with responsibility for day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

When performing all assignments:

- Troubleshoots problems in water treatment and distribution and wastewater collection systems, including stationary and mobile mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills, leakages and damage as required.
- Acts as crew leader on a day to day basis; acts for the Operations and Maintenance Supervisor on a relief basis.
- Trains, directs and reviews the work of less experienced staff.
- Performs the full range of Operator duties, such as:

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection mains.
- Operates hydro-cleaning equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- Repairs and maintains, manholes, cleanouts, catch basins and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing the water distribution systems assignment:

- Inspects underground water pipes and associated appurtenances to locate leaks, breaks and infiltration on a scheduled preventive maintenance basis.
- Installs potable water mains, fittings, valves and fire hydrants; ~~tapsrepairs~~taps, repairs and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.

- May learn and perform water treatment plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- May learn and perform handling of water treatment instrumentation and control equipment.

When performing special projects or other administrative duties:

- May conduct purchases and order parts, supplies and safety equipment.
- May act as liaison between the District and contractors, vendors and other public agencies that provide services to the District and supervise the work of same; process purchase orders and invoices from suppliers, vendors, contractors and agencies in a timely manner.
- May dispatch emergency and non-emergency two-way communications to operations & maintenance crews.
- May support the efforts to implement and maintain the District's backflow program.
- With the Operations and Maintenance ~~Superintendent's~~ Manager's guidance, may develop work plans for the operations and maintenance department; identify issues, problems and set goals.
- May implement safety awareness program and training and ensure District compliance with federal, state and local safety laws and regulations.
- File reports with the appropriate federal, state and local authorities on sewage spills and other damager as required by law.
- Maintain reports, records and files related to work.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump and wastewater lift stations.
- Operating, maintaining and repairing water treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Maintaining accurate records of work performed.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Serving as crew leader and training others in work procedures.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and three years of skilled maintenance experience in both water distribution and wastewater collection systems or three years at a level equivalent to that of MCWD System Operator II.
Or
Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that includes the fundamentals of water supply principles and one year of experience in water technology to include distribution, treatment or wastewater collection systems.

Licenses and Certifications:

Must possess a valid California commercial class B ~~and C~~ driver's license with appropriate endorsements and have a satisfactory driving record. The following certification is required within 24 months from appointment date:
California ~~Department of Public Health~~Waterboards Water Treatment Operator Grade II~~,~~
California ~~Department of Public Health~~Waterboards Distribution Operator Grade III~~,~~
~~California Water Environment Collections System Maintenance Grade III~~
AWWA Cross Connection Control Specialist
AWWA Backflow Tester

The following certification is required within 60 months from appointment date:

California Water Environment Collections System Maintenance Grade III

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: _____Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

MARINA COAST WATER DISTRICT
UNBUDGETED PROPOSED STAFF ITEMS COVERAGE
as of December 14, 2020

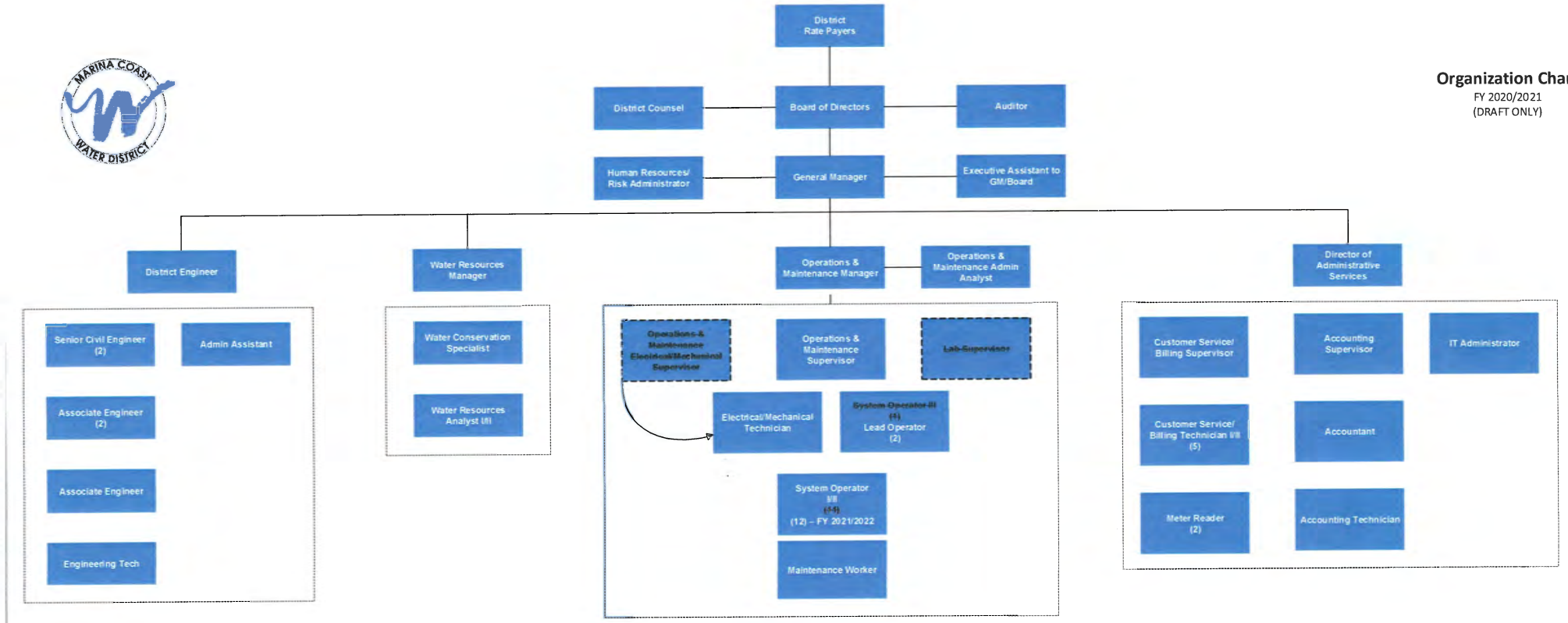
Sources to Cover Unbudgeted Items		Total	Marina Water	Marina Sewer	Ord Water	Ord Sewer
Staffing Savings						
Vacancy savings - O&M Electrical/Mechanical Supervisor	$ 180,080.00		$ 37,816.80	$ 19,808.80	$ 75,633.60	$ 46,820.80
Budget savings - O&M overtime (July - November 2020)	$ 21,465.24	$ 201,545.24	$ 4,461.08	$ 3,264.58	$ 8,386.25	$ 5,353.33
Subtotal - Sources to cover Unbudgeted Items		**$ 201,545.24**	**$ 42,277.88**	**$ 23,073.38**	**$ 84,019.85**	**$ 52,174.13**
Unbudgeted Items						
Electrical/Mechanical Technician (6 months)	$ 93,663.80		$ 19,669.40	$ 10,303.02	$ 39,338.80	$ 24,352.59
Lead Operator (6 months)	$ 79,413.28	$ 173,077.08	$ 16,676.79	$ 8,735.46	$ 33,353.58	$ 20,647.45
Subtotal - Unbudgeted Items		**$ 173,077.08**	**$ 36,346.19**	**$ 19,038.48**	**$ 72,692.37**	**$ 45,000.04**
Available for Unbudgeted Items		**$ 28,468.17**	**$ 5,931.69**	**$ 4,034.91**	**$ 11,327.48**	**$ 7,174.09**

MARINA COAST WATER DISTRICT
PROPOSED LAB AND O&M STAFF ITEMS COVERAGE FOR FY 2021-2022
December 14, 2020

Sources to Cover Proposed Staff Changes			Total	Marina Water	Marina Sewer	Ord Water	Ord Sewer
Vacancy savings - O&M Electrical/Mechanical Supervisor	$	180,080.00		$ 37,816.80	$ 19,808.80	$ 75,633.60	$ 46,820.80
- Lab Supervisor	$	160,040.00		$ 33,608.40		$ 126,431.60	
O&M Staff moved to Lab - O&M Manager from 10% to 15%	$	12,223.00		$ 2,566.83	$ 1,344.53	$ 5,133.66	$ 3,177.98
- System Operator II 20%	$	36,763.00		$ 7,720.23	$ 4,043.93	$ 15,440.46	$ 9,558.38
- O&M Administrative Analyst 50%	$	56,022.00		$ 11,764.62	$ 6,162.42	$ 23,529.24	$ 14,565.72
Lab cost reduction due to testing outsourcing	$	62,000.00		$ 13,020.00		$ 48,980.00	
Reduction in Operating budget (telemetery, Gen. O & M, East Garrison LS)	$	57,000.00		$ 5,000.00	$ 16,000.00		$ 36,000.00
O&M Overtime reduction	$	45,000.00	$ 609,128.00	$ 9,450.00	$ 4,950.00	$ 18,900.00	$ 11,700.00
		Subtotal - Sources to cover Unbudgeted Items	**$ 609,128.00**	**$ 120,946.88**	**$ 52,309.68**	**$ 314,048.56**	**$ 121,822.88**
Proposed Staff Changes							
Electrical/Mechanical Technician	$	187,328.00		$ 39,338.88	$ 20,606.08	$ 78,677.76	$ 48,705.28
Lead Operator	$	158,827.00		$ 33,353.67	$ 17,470.97	$ 66,707.34	$ 41,295.02
System Operator I	$	120,720.00		$ 25,351.20	$ 13,279.20	$ 50,702.40	$ 31,387.20
O&M Staff moved to Lab - O&M Manager from 10% to 15%	$	12,223.00		$ 2,566.83		$ 9,656.17	
- System Operator II 20%	$	36,763.00		$ 7,720.23		$ 29,042.77	
- O&M Administrative Analyst 50%	$	56,022.00	$ 571,883.00	$ 11,764.62		$ 44,257.38	
		Subtotal - Unbudgeted Items	**$ 571,883.00**	**$ 120,095.43**	**$ 51,356.25**	**$ 279,043.82**	**$ 121,387.50**
Available for Unbudgeted Items			**$ 37,245.00**	**$ 851.45**	**$ 953.43**	**$ 35,004.74**	**$ 435.38**

Organization Chart

FY 2020/2021
(DRAFT ONLY)



Return to Agenda

Marina Coast Water District
Staff Report

Agenda Item: 12-E Meeting Date: December 14, 2020

Prepared By: Rose Gill Approved By: Keith Van Der Maaten

Agenda Title: Receive the 2020 Year in Review Report and Provide Comments

Staff Recommendation: Staff recommends that the Board of Directors receive the 2020 Year in Review and provide comments.

Background: *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*.

District staff developed the 2020 Year in Review Report and is presenting the report to the Board to get any comments on the report.

Discussion/Analysis: Staff produced the report inhouse, versus using a consulting firm. It is more cost effective to bring the report inhouse, using staff knowledge and time to produce.

Staff will incorporate any suggestions, changes and edits to the report after this meeting and will bring the final copy of the report back to the Board for approval in January 2021.

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None.

Other Considerations: None.

Material Included for Information/Consideration: Draft 2020 Year in Review Report.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

2020 YEAR IN REVIEW

Message from the General Manager

Where does one start when looking back on 2020? Has there ever been a year like the last one? Without exception, we all have our stories, both personal and professional, about this incredible year. For MCWD, the 2020 story is about strength of character and persistence.

When we turned the page on 2019, it was anticipated that we would continue to move straight ahead in meeting our goals in serving our customers in 2020. Our path was set, and direction known, like a river flowing smoothly along. As such, we would continue to safeguard and prepare for sustainable long-term water supplies, to effectively manage and improve our infrastructure, to continue to build a solid fiscal foundation, and to continue supporting and developing our employees to best serve our customers.

But 2020 would be nothing like we had envisioned, instead, 2020 ushered in some of the most significant challenges in the District's history. First, there was COVID-19, which threatened the health and well-being of our employees, disrupted our customer relations, constrained our ability to manage and improve our infrastructure, and impacted our customer's ability to continue to pay their water bills. Then, Cal Am, with its bullpen of high-priced attorneys, relentless lobbyist efforts, and seemingly endless resources, went into a full-scale misinformation campaign and escalated efforts on all fronts to move ahead on getting Coastal Commission approval for its desal plant, a project that threatens our groundwater supplies and would destroy all the groundwater sustainability efforts that the District is implementing. These two turbulent forces, COVID and Cal Am, appeared like giant rocks dropped right in middle of our smooth flowing river.

Regardless of the circumstances, MCWD staff did not shrink, did not fail, and did not give up in the face of these, and many other, challenges. As the phrase goes, "A river cuts through rock, not because of its power, but its persistence". In 2020, MCWD staff held strong and persisted through, and this "2020 Year-in-Review" presents the results of those efforts! From the completion of the District's Master Plans and Capacity Fees for the Water, Recycled Water, and Wastewater systems, to the recommended denial of the Desal Plant by Coastal Commission staff, to many other accomplishes too numerous to list here, this has been a historic year in many areas.

While there is hope that 2021 will be less challenging than 2020, I am confident that MCWD staff will find a way to prevail, regardless of the challenges ahead. The character that makes up this District is special. It is one of strength and persistence that will allow us to move ahead in smooth or turbulent times. I'm so proud to be a part of this District and its successes in 2020 and look forward to another successful year in 2021!

Sincerely,

Keith Van Der Maaten

01: Water Sources

Patrick Breen

Water Resources Manager

The Conservation Department made changes to the District's Landscape Incentive Program including:

- **Large projects over 8,000 square feet may apply, and be considered, with unique landscape project criteria that varies from those established.**
- **ET Controller Incentive**
  - **For Multi-Family, Commercial, Institutional, Industrial, and Large Landscape accounts only, increased the ET Controller incentive from $20 to $40 for each additional irrigation station beyond six stations (doubles the incentive for larger sites)**
- **Rain and Soil Moisture Shut-off Switch Incentive**
  - **Increased the Rain Shut-off Switch Rebate incentive from a maximum payment of $50 to $100.**
- **Master Shut-off Valve Rebate**
  - **Added a new incentive for the modification of an irrigation system to include an approved master shut-off valve. The incentive will be equal to the net purchase price of the valve, up to $100.00.**
- **Flow Sensor Rebate**
  - **Added a new incentive for the modification of an irrigation system to include an approved flow sensor that alerts the user of leaks and unauthorized water flow. The incentive will be equal to the net purchase price of the sensor, up to $100.00.**
- **Lawn Replacement Incentive**
  - **Established that when replacing lawn with low water use landscaping, varying amounts the lawn area renovated may be replaced with new mature tree canopy area, synthetic grass, decorative rock, or organic mulch.**
  - **Increased the lawn replacement incentive from $0.25 to $1.00 per square foot for the first 5,000 square feet of lawn and replaced.**
  - **For Multi-Family, Commercial, Institutional, Industrial and Large Landscape accounts, raised the maximum rebate amount for lawn replacement and sprinkler conversion to drip irrigation from $2,000 to $5,000 per site or area served by a metered connection. The maximum incentive for single-family homes would remain at $2,000.**
  - **Established that at least one existing or new tree per ten thousand square feet of project area be present/installed in the converted landscape.**

1:Water Sources (Continued)

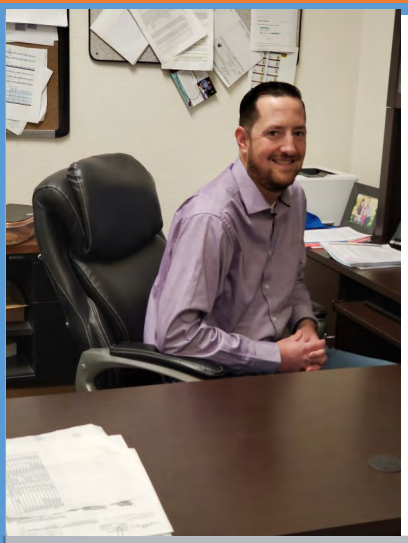
The Water Resources Department continued its Marina Coast Water District Groundwater Sustainability Agency (MCWD GSA) work including:

- **Adoption and submission to the Department of Water Resources of the 180/400 Sub-basin Groundwater Sustainability Plan in coordination with the Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) establishing a plan to achieve sustainability within the 180/400 Critically Overdrafted sub-basin of the Salinas Valley Groundwater Basin. The plan outlines how the basin will achieve sustainability within 20 years and maintain that sustainability for an additional 30 years.**

- **The MCWD GSA also began development of the Monterey Sub-basin Groundwater Sustainability Plan. The plan is also being developed in coordination with the SVBGSA. The MCWD GSA is developing the plan for area of the Monterey Sub-basin generally North of Highway 68 while the SVBGSA is developing the plan for the areas generally South of Highway 68. Each agency is meeting to incorporate these plans into one Groundwater Sustainability Plan for the Monterey Sub-basin to be turned in to Department of Water Resources by the deadline by January 31st 2022. Staff and Consultants will be conducting Stakeholder, Steering Committee, and Board Meeting meetings and presentations throughout the 2021.**

- **The Water Resources Department also completed a Three Party Planning process between the former Ft. Ord Reuse Authority, Monterey One Water, and the District to investigate Water Supply Augmentation Alternatives for the District to meet future water demand. The resulting study recommended an Indirect Potable Reuse (IPR) project as the preferred alternative. IPR involves injecting treated water into an aquifer to augment supply within the aquifer to be extracted to meet demand.**

- **Following the Alternatives Study Water Resources has commenced a follow on study to determine what source waters may be available to be treated for the conceptual IPR project. This Study will be complete in Spring of 2021.**



02: INFRASTRUCTURE (Operations & Maintenance)

Derek Cray

Operations & Maintenance Manager

- **Completed a large Generator project in response to PG&E Public Safety Shutoff Programs. This included installation of 7 new permanent generators, replacement of 2 non functioning generators, purchase of a new tow behind generator, and the integration of 24 existing pump stations into SCADA for the power status, and generator status feedback.**
- **SCADA underwent major improvements to include full redundancy during extended outages to allow control and alarm feedback uninterrupted.**
- **All the District's well sites and water pump stations got painted. This included epoxy painting all piping, and exterior and interior painting of all buildings.**
- **All the District's well and pump stations pump control valves were rebuilt.**
- **The District replaced its 17 year old Vactor truck.**
- **Crescent lift station underwent a full rehab done by O & M- new MCC, new pump bases, new discharge piping and new pump controls.**
- **Neeson lift station rehab was completed in house which included: new MCC, new pump bases, new pumps, new discharge piping and new pump controls, as well as integrating the site into SCADA.**
- **The RUWAP transmission line, and Blackhorse tank went online to serve Pure Water Monterey in February 2020.**
- **The District hired a new Operations and Maintenance Administrative Analyst.**
- **The District's potable water tanks were dove, cleaned and inspected.**
- **All of the District large chemical tanks were replaced with double wall safety tanks.**
- **The District's two flume meters were replaced and integrated into SCADA.**
- **Human Machine Interfaces (HMI's) installation has begun and is slated to be finished by the end of the year. This will be installing touch screen operator panels at all the water and sewer pump stations to allow complete control at each site.**
- **4 Operators got their certification in Wastewater Collections**

02: INFRASTRUCTURE (Engineering)

Mike Wegley

District Engineer

Two major accomplishments for engineering were:

Sewer, Water and Recycled Water Master Plans
Sewer and Water Capacity Fees

The sewer, water and recycled water master plans determine the future facilities needed for the projected development within the District. The master plans also evaluate the capacity adequacy of the existing sewer and water systems and recommends improvements to mitigate existing deficiencies as well as servicing future growth. The master plans were prepared for full build out and the capital improvement program costs were determined for the intermediate term planned development (through 2040).

New connections to the sewer and water systems pay capacity fees to recover the development share of existing facilities and capital improvements benefiting future users. The updated capacity fees are designed to recover the cost of facilities that benefit new growth including a share of existing water, wastewater and recycled water system facilities and assets as well as the cost of system upgrades and expansions needed serve growth through the intermediate term horizon. The sewer and water capacity fees were adopted to replace the capacity fees that had not changed since 2013.

With completion of the Regional Urban Water Augmentation Project (RUWAP) conveyance pipeline in 2019, construction moved into the next phase for the distribution mains in 2020. The RUWAP distribution main project includes five branch connections to the conveyance main. Four of the pipeline branches are in Beach Road, Carmel Avenue, Ninth Street and Coe Avenue. The fifth branch will connect Research Drive and Inter-Garrison Road with new pipelines in Abrams Drive, Imjin Parkway, Blanco Road and Reservation Road. The distribution pipelines will include pressure reducing stations and will tie-in existing irrigation systems that will be converted from potable water service and existing irrigation systems already plumbed for recycled water use.

Design of the A1/A2 Reservoir and B/C Booster Pump Station continued with construction slated for 2021. Construction was completed on the Inter-Garrison Water Main and reconstruction of the the Imjin Lift Station is underway.

The Dunes development was built out and building continued in East Garrison while Sea Haven development was in full swing only pausing momentarily for the Covid-19 pandemic. Central Marina continues to remain active with infill development.

03: Fiscal Planning

Kelly Cadiente

Director Finance & Administration

The Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reporting for the Districts' Comprehensive Annual Financial Report (CAFR) for FY 2018-2019 from the Government Finance Officers' Association (GFOA). This marks the twelfth straight year that the District has earned this award.

On December 19, 2019, the District issued $17.725 million of Enterprise Revenue Certificates of Participation at a premium and with an all-in TIC (True Interest Cost) of 2.999%. At closing, the District received funding in the amount of $19.500 million for a number of capital improvement projects and capital equipment replacement.

04: Strategic Partners and Public Affairs

This past year, MCWD worked extensively with our strategic partners on securing sustainable long-term water supplies for the Region. Those efforts were specifically in support of furthering groundwater sustainability, ensuring the availability Pure Water Monterey supplies and its further expansion, and in supporting the Coastal Commission staff by providing the truthful and accurate information they needed in evaluating Cal Am's proposed desalination project. Those Strategic Partners included Monterey One Water, the Monterey Peninsula Water Management District, the City of Marina, Citizens for Just Water, Public Water Now, and the Salinas Valley Groundwater Sustainability Agency.

The major accomplishment this past year was successfully preventing Cal Am from moving ahead on getting Coastal Commission approval for its destructive Desalination Project. Through dozens of meetings with regulators, commissioners, politicians, State Agencies, local agencies, Citizen groups, Environmental groups, and District staff and consultants, MCWD, along with the team of Strategic Partners, was able to inform the Coastal Commission of the many issues with the Cal Am project and to enable the Coastal Commission staff to see through the many Cal Am's misstatements and Cal Am's huge misinformation campaign. In the end, the Coastal Commission staff recommended denial of the Cal Am desal plant based on strong findings of fact on many issues. As a result of this staff report, and the likely inability that Cal Am would be able to obtain approval for its project, Cal Am withdrew its application from the Coastal Commission in September 2020. It is expected that Cal Am will resubmit its application to the Coastal Commission in late 2020 or early 2021 and to start the process all over again. We stand ready to continue to fight to protect our groundwater resources from Cal Am's self-serving, destructive, goals.

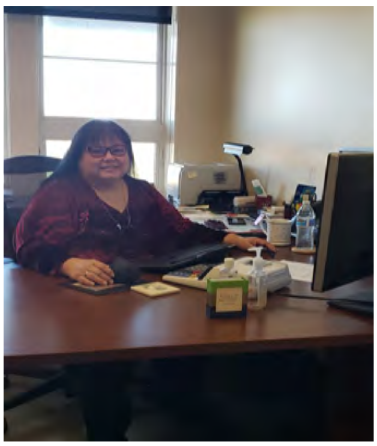
05: Organizational Health & Personnel

Rose Gill

HR/Risk Administrator

2020 was a challenging year for all due to COVID-19. A lot of the year was filled with communication about COVID-19. We developed a COVID Response Plan, which was distributed to all employees. The document was updated throughout the year and re-distributed every time there was updates from the Federal, State and local County.

2020 Anniversaries



Kelly Cadiente

10 Years

Candace Cuisinier

5 Years

Paul Lord

15 Years

Mike Wegley

5 Years

Keith Van Der Maaten

5 Years

Stephenie Verduzco

15 Years

2020 Board of Directors

Dr. Thomas P. Moore
President
Directormoore@mcwd.org

Jan Shriner
Vice-President
Directorshriner@mcwd.org

Herbert Cortez
Director
Directorcortez@mcwd.org

Peter Le
Director
Directorle@mcwd.org

Dr. Matt Zefferman
Director
Directorzeffer-man@mcwd.org

MCWD Management

Keith Van Der Maaten

General Manager

Administration and Customer Service

11 Reservation Road

Marina, CA 93933

(831) 384-6131 - (831) 883-5995 (fax)

Hours: Monday—Friday, 8 a.m. to 5:30 p.m.

WWW.MCWD.ORG

Engineering, Operations & Maintenance

2840 4th Avenue

Marina, CA 93933

(831) 384-6131

Hours: Monday—Friday, 8 a.m. to 5:00 p.m.

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-F Meeting Date: December 14, 2020

Prepared By: Paula Riso Presented By: Keith Van Der Maaten

Agenda Title: Consider Director Appointments to Committees of the Board and to Outside Agencies for 2021, and as Negotiators to any Ad Hoc Committees of the Board

Staff Recommendation: The Board of Directors consider making Director appointments to Board of Director's Committees and outside agencies for 2021.

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

Discussion/Analysis: The Board is asked to consider Director appointments to committees and outside agencies for 2021. The Joint City/District, Executive, Budget and Personnel, and Community Outreach Committees shall have two appointed directors and such other persons as the Board may appoint; and, the Water Conservation Commission shall have one director appointed as a liaison who doesn't attend the meetings, but is available for direction. The Board President has the authority to appoint members to Ad Hoc Committees and negotiators to those Committees.

The Board also appoints directors to the following: Monterey One Water (M1W) Board of Directors, liaison to the Monterey County Local Agency Formation Commission (LAFCO), ACWA Joint Powers Insurance Authority (JPIA), and, the Special Districts Association of Monterey County (SDA).

The Board appoints representatives to the following District Standing Committees:

1.	Water Conservation Commission Liaison	1 Board member & 1 Alternate
2.	Joint City/District Committee	2 Board members & 1 Alternate
3.	Executive Committee	2 Board members
4.	Budget and Personnel	2 Board members & 1 Alternate
5.	Community Outreach	2 Board members & 1 Alternate

The Board appoints representatives to the following outside agencies or committees:

1.	M1W	1 Board member & 2 Alternates
2.	LAFCO	1 Board member & 1 Alternate
3.	JPIA	1 Board member & 1 Alternate
4.	SDA	1 Board member & 4 Alternates

The Board appoints representatives to the following outside Ad Hoc Committees:

2.	MCWD/SVBGSA Steering Committee	1 Board member & 1 Alternate

Current Committee Assignments are:

1.	Water Conservation Commission	Zefferman – Shriner as Alternate
2.	Joint City/District Committee	Moore, Shriner – Cortez as Alternate
3.	Executive Committee	Moore, Shriner
4.	Budget and Personnel	Shriner, Cortez – Zefferman as Alternate
5.	Community Outreach	Zefferman, Cortez – Shriner as Alternate

Current appointments to outside agencies:

1.	M1W	Moore – Zefferman as Alternate
2.	LAFCO	Cortez – Zefferman as Alternate
3.	JPIA	Le – Cortez as Alternate
4.	SDA	Le – Moore, Shriner, Cortez, and Zefferman as Alternates

Current appointments to Ad Hoc Committees:

1.	MCWD/SVBGSA Steering Committee	Zefferman – Shriner as alternate

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: The Director appointed to serve on the M1W Board will receive a stipend of $50 per meeting and an updated FPPC Form 806 will be completed and posted on the District's website following the appointment.

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_____

Return to Agenda

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-G Meeting Date: December 14, 2020

Prepared By: Keith Van Der Maaten Approved By: Keith Van Der Maaten

Agenda Title: Review the Revisions to the Board Procedures Manual

Staff Recommendation: The Board of Directors review the revised Board Procedures Manual (BPM) and provide written comments by January 11, 2021, that will allow the Community Outreach Committee to perform a final review and prepare the BPM for final Board approval.

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

Discussion/Analysis: On June 25, 2019, the Board approved the latest revisions to the Board Procedures Manual (BPM). The Community Outreach Committee has been reviewing and discussing changes to the BPM since November 2019. A simplified, and more easily understandable version of the BPM has been created to replace the current BPM. District counsel has reviewed and provided comments on the BPM and those are included in this draft.

Staff is recommending that the Board review this revised BPM, provide written comments by Jan 11, 2021, and have the Outreach Committee review the written comments and finalize the Board Procedures Manual. It is expected that the final version from the Outreach Committee will be on the February Board meeting agenda for final adoption.

Environmental Review Compliance: None required.

Financial Impact: _____Yes ___X___No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: The BPM with revisions in track change.

Action Required: _____Resolution _____Motion ___X___Review
(Roll call vote is required.)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Marina Coast Water District
Board of Director's Manual

Version: ~~August 06, 2020~~November 10, 2020

Contents

MCWD Directgor Code of Conduct ~~Section~~

1. Purpose of the Code of Conduct ~~Section~~

(BPM 13)

The ~~purpose of this Code of Conduct Section is to~~MCWD Director Code of Conduct describe~~s~~ the conduct expected of each Board Member ~~in order~~ to ~~establish and maintain an environment that~~ encourage~~s~~ the open exchange of ideas ~~and information~~ among Board members, the staff, and the public, that is positive, honest, respectful, concise, understandable, responsive, and cost-efficient.

2. Attendance

(BPM 6, BPM 33, BPM 12 D, F).

Directors ~~should be present for~~are expected to attend scheduled meetings of the Board, special meetings, and meetings of ~~board~~ assigned Board committees~~, and District events~~. If ~~any~~ a member of the Board is unable to attend a meeting, that member shall, as soon as possible, notify the Board President and the General Manager prior to the meeting (BPM 33). If a Director cannot attend a regular Board meeting for any one of the following reasons, that absence shall be deemed excused: illness or injury, family emergencies, or a Director's regular job duties. If a Director does not attend a regular Board meeting for any other reason, unless the Director's absence is approved by vote of the other Directors, then the Director's absence shall be deemed an unexcused absence. A Director having three (3) or more consecutive unexcused absences shall be deemed to be in violation of the Board's Policies and subject to Board action (BPM 6).

Any person serving on a standing, ~~or~~ special or ad hoc committee must be prepared for and attend all committee meetings, unless excused for good reason (BPM 12F). If a committee member's schedule in any given month precludes that Director from attending a regularly scheduled committee meeting, that Director will ask the alternate committee member to attend the meeting. If the alternate committee member cannot attend the regularly scheduled meeting, the two primary committee members will then select an alternate ~~special~~ meeting date and time. If the two primary committee members' schedules cannot accommodate the scheduling of an alternate ~~special~~ meeting date/time, the committee chair will contact the alternate committee member in an attempt to have two Directors available for the meeting (BPM 12D). If a committee member fails to attend meetings of a committee and is not excused for good reason for two consecutive meetings, his or her position as a committee member shall be deemed vacant. In any committee, vacancies shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment (BPM 12F).

3. Code of Conduct

(BPM5, BPM 14 A,B,C,E,F,G,K,M,N,O,P,Q).

Each Director shall act to provide a ~~District~~ work environment and a Boardroom free of harassment, disrespect, or other unprofessional conduct. To assist in the governance of the behavior between and among members of the Board, the following shall be observed:

- The dignity, style, ~~values~~values, and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communications ~~is encouraged~~.
- The needs of the District's customers should be the priority of the Board.

- Directors should commit themselves to emphasizing the positive.
- Directors shall commit themselves to focusing on issues and not on personalities.
- Individuals have the right to disagree about ideas and opinions, but without being disagreeable.
- Once the Board ~~takes action~~acts, Directors shall ~~commit to supporting said action and~~ not ~~to~~ create~~ing~~ barriers to the implementation of the action~~. Board approved committee members must take action in support of the Board's decision~~ and shall not take action based on an individual view, position, or prior voting history on a matter, or any other reason in conflict with the Board's action~~direction~~.
- All ~~individuals~~ Directors should work together in a collaborative way, assisting each other in the conduct of the District's affairs.
- Each Director~~s should~~ shall function as part of the whole Board. A Director has no independent individual authority. An individual Director may not commit the District to any policy, act, or expenditure.
- ~~Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.~~ [RM1]
- The Board as a whole is responsible for setting goals and objectives for the District
- Directors shall protect confidential information of the District, its officers, employees, and customers from unauthorized disclosure or dissemination.
- Directors shall avoid and report conflicts of interest.
- Individual Directors shall avoid actions that invite or could lead to litigation against the District.
- A Director does not represent any fractional segment of the community but represents the District's service areas as a whole.[RM2]

4. Comments by Directors Concerning District Staff Members

(BPM 15).

Board members shall refrain from publicly censuring or criticizing members of the District staff. ~~Such~~ Any criticism shall be given in private communications through the General Manager. Directors should also be aware that their free speech rights may be limited when it comes to certain information related to District staff. Examples of such information include employee medical information, employee disciplinary actions and specific compensation information regarding an employee. Directors should check with the General Manager before publicly revealing any information regarding specific District staff members that might be considered negative, slanderous, disrespectful or discriminatory.

5. Relationship with the General Manager and District Staff

(BPM 16A only; Moved to here BPM 14 D,H,I,J,L)

The primary responsibility of the Board is the formulation and evaluation of policy. All operational aspects of the District are the responsibility of the General Manager (BPM 14 D). The Board and its members shall deal with the administrative services of the District only through the General Manager, and neither the Board nor any individual Director shall give orders or instructions to any subordinate of the General Manager.

All individual Director questions relating to an open session item before a meeting shall be directed to the General Manager. Any concerns regarding a safety hazard should be reported to the General Manager at ~~the earliest~~as early as possible ~~moment~~. Emergency situations should be dealt with immediately by

seeking appropriate assistance (BPM 14H). In seeking clarification for policy-related concerns, especially those involving issues related to personnel matters, legal actions, property, finance, projects or programs, a Director should confer directly with the General Manager (BPM 14I). When approached by an employee of the District concerning specific District management or operations, Board members should direct all inquiries to the General Manager unless otherwise provide for in the Employee Handbook (BPM 14J).

Directors should develop a working relationship with the General Manager so that current issues, concerns and District projects can be discussed comfortably and openly. However, a Director does not have the power to individually direct the work of the General Manager or the District staff. Only the Board as a whole has the power to direct the work of the General Manager and only the General Manager has the power to direct the work of the District staff (BPM 14L).

6. Social Media Policy

(New).

Directors will refrain from posting about or discussing district business on social media when the discussion would violate the Brown act or other ~~open meeting~~ laws. Directors must also comply with all Code of Conduct sections.

When posting, communicating, or commenting about matters pertaining to the district or district business on social media, directors will include a clearly visible disclaimer that reads "These views are my own and do not necessarily reflect those of the Marina Coast Water District or its board of directors." The disclaimer will specifically name the Marina Coast Water District and its board. ~~Additionally, Board members should take into consideration the above code of conduct policy which states "Once the Board takes action on an item, Directors shall commit to supporting said action and not to creating barriers to the implementation of the action" and "shall not take action in making a posting based on an individual view, position, or prior voting history on a matter, or any other reason in conflict with the Board's direction".~~ [RM3]

Directors shall also avoid making comments on social media that invite litigation against the District. Once the Board takes action, Directors shall avoid making individual opinions or comments on litigation matters that conflicts with or does not support the actions of the board as a whole. Directors shall not make ~~avoid making~~ comments on social media regarding litigation strategy or making any comments on existing or anticipated litigation matters discussed in closed session.

Director communications using social media for political campaign purposes will follow federal and state rules and district policies regarding political activities. Directors using official district social media accounts will comply with district policies for those accounts.

7. Director's Violation of Policies

(BPM 41).

Whenever the District, a Director or the General Manager receives a complaint or concern regarding potential or alleged violation of policies by a Director or Directors, the matter shall be reported immediately to the Board President. If the President is the subject of the complaint, the matter shall be reported immediately to the Vice President. The Board President or Vice President shall immediately place

the matter on the Board agenda for the Board to discuss the alleged violation(s) and take appropriate action. If the matter(s) is serious, the Board President or Vice President may call a special meeting to address the complaint.

In addition to other consequences provided by law, the Board may publicly censure the offending Director and may as part of the censure take any or all of the following other actions, to be effective for a time determined by the Board:

- Remove the offending Director from committees and representative positions to which the Director has been appointed or designated by the Board or by the President;
- Prevent the offending Director from placing items on the agenda without the specific, advance authorization of the Board;
- Prevent the offending Director from receiving District funds for conferences or training.

Board Policy and Procedures ~~Section~~

8. Purpose of Board Policy and Procedures ~~Section~~

(BPM 1).

The purpose of this Board Policy and Procedures Section is to describe the roles and duties of the Board and legal counsel; the procedures for preparing, scheduling, and running Board meetings; the roles and procedures for committee meetings; and, other general polices or rules for Board members.

Roles and Duties ~~ROLES AND DUTIES~~

9. Orientation of New Directors

(BPM 11; Added BPM 14R, BPM 14 1st paragraph).

AB 1234 requires agencies to provide mandatory ethics training and develop compensation and reimbursement regulations for their agencies. Board members are required to complete an ethics training course every two (2) years. Newly elected and/or appointed Board members are required to complete the course within one (1) year of being sworn in and then follow the two (2) year refresher course time frame. The District encourages training as soon as reasonably possible (BPM 14, 1st Paragraph)

Directors should periodically avail themselves of available training for the exercise of oversight and supervision of management, the roles and responsibilities of Directors, how to understand budgets, how to monitor budget compliance, and how to work together as a team to solve problems (BPM 14 R).

Each new Director, upon assuming his or her duties, may be provided a District orientation by the General Manager and Board President upon request. Also upon request, the General Manager will provide the Marina Coast Water District Employee Handbook ~~and each if a Director shall become has an interest in becoming familiar with the Employee Handbook, including and the harassment rules contained therein~~ (BPM 5 partial). The Board shall strive to develop and maintain a superior level of competence and preparation among its members through a process of continuing training, education and preparation.

10. Duties of the President

(BPM 9).

The Board of Directors shall have a President who is elected by the Board from among the five Directors. The President shall be elected annually in the month of December but not before any newly elected or reelected Director(s) have taken office. No Director shall serve more than three (3) consecutive years as President~~,~~ unless ~~If~~ a majority of the Directors cannot agree on who should be the new President, then the existing President shall remain President until the issue can be resolved.

The President's responsibilities include:

- Presiding over all meetings of the Board, with guidance from Rosenberg's Rules of Order, including announcing each item of business on the agenda and the action recommended by staff; calling for motions; calling for public participation during meetings when appropriate; determining questions of order and enforcing rules of the Board; stating the motion and announcing its passage or failure; adjourning any regular or special Board meeting which is still in progress at 10 p.m., unless the meeting is extended by Board action; and, reviewing and approving the agenda in conjunction with the Vice President and the General Manager or Secretary of the Board.
- Appointing members to Ad Hoc Committees of the Board;
- Serving on committees and commissions as appointed by the Board;
- Setting the time and place for any special meeting of the Board, except a special meeting called by a majority of the Board;
- Adjourning meetings of the Board;
- Representing the District at public events;
- Serving as public spokesperson of the District, along with the General Manager;
- Signing all contracts on behalf of the District, except that ~~as~~ the Board may delegate to ~~alternatively authorizes~~ the General Manager or other person to sign all or certain contracts on behalf of the District, subject to limitations and conditions as the Board may determine;
- Assisting with the orientation of new Board members as they are elected or appointed to the Board of Directors; and,
- Upon advice from District Legal Counsel, and approved by the Board, giving direction to outside legal counsel on matters where the General Manager should not direct counsel as he or she is the subject of a legal issue.

11. Duties of the Vice-President (BPM 10).

This Board of Directors shall have one Vice-President who shall be elected by the Board from among the five (5) Directors at the same time as the President is elected. The Vice-President shall be elected annually in the month of December but not before any newly elected or reelected Director(s) have taken office. ~~It is the Board's policy to rotate the office of Vice President among the Board members. However, n~~No Director shall serve more than three (3) consecutive years as Vice President. If a majority of the Directors cannot agree on who should be the new Vice President, then the existing Vice President shall continue in office until the issue can be resolved. The Vice-President's responsibilities include:

- Performing all the duties of the President during any absence of the President; and,
- If for any reason the office of President is vacant, acting in the place of the President until a new President is elected.

12. Official Listing of Board Members
(BPM 11, 2ND PARAGRAPH)

Upon the swearing in of a new Director or due to a change in the President/Vice President changes to the official listing of its Board Members on the District's website and letterhead will be such that the Board is listing in the following order: President, Vice President, and then the remaining members of the Board in alphabetical order by last name (BPM 11, 2nd paragraph).

13. Duties of the District Board of Directors
(BPM 7).

The duties of the Directors include:

- setting policies, procedures, goals, directions, and adopting rules and regulations for the governance of the District;
- taking action only by the affirmative vote of at least a majority of the Directors on ordinances, resolutions and motions;
- safeguarding the assets of the District and maintaining the District's financial stability;
- assuring that the District is well managed;
- assuring the District is responsive to the interests of the voters and the needs of the persons served by the District;
- assuring that the actions of the Board and of each Director and the actions of the District conform to all federal, state, and local statutes and ordinances, and to the ordinances, rules, regulations and policies of the District;
- assuring that each employee of the District and each constituent of the District is treated courteously and fairly by the District, and that privacy rights of District employees and constituents are safeguarded in accordance with law;
- making reasonable and diligent inquiry of competent, qualified and reliable advisors and other sources to obtain sufficient information for informed and timely decisions and judgments;
- assisting the General Manager by looking at problems from broader points of view, and providing outside perspective and guidance;
- appointing the persons to serve as the District's General Manager and Secretary to the Board, the District's Legal Counsel, the independent Auditor, and such other attorneys, and consultants as the Board determines are necessary or convenient to be appointed by the Board for the business of the District. Each such appointed person shall serve at the pleasure of the Board;
- establishing rules for and assuring the effective conduct of the Board's proceedings
- preparing for and attending all regular and special meetings of the Board and assigned committees of the Board, unless excused by the Board for good reason;
- appointing persons to the District's Joint District-City Committee, Water Conservation Commission, and such other committees as the Board determines;
- nominating and electing representatives and alternates to outside boards, committees, and other bodies for which the District is entitled to appoint one or more representatives;
- preparing for and attending all regular and special meetings of boards, committees, and other bodies to which the Board elects a Director as the District's representative, or arranging for

attendance by an alternate, if the Director cannot attend and if the Board has selected an alternate;

- assuring that the conduct of the District's business is open and public and that actions and records of the District are taken and held in confidence only as permitted by law, including: Article I, Section 3 of the California Constitution; the Ralph M. Brown Act, Govt. Code sections 54950 and following; the Public Records Act; Govt. Code sections 6250 and following; and as necessary to safeguard the assets of the District and to protect the rights of the District's employees;
- protecting confidential information of the District, its officers and employees from unauthorized disclosure and dissemination;
- reporting any question or doubt about the possibility of the creation of the perception of a conflict of interest to the District Counsel and avoiding any possible conflicts of interest; and,
- completing and documenting training for Directors in the roles and responsibilities of Directors, how to understand budgets and budget compliance, and how to work together as a team in problem solving.
- become familiar with the Brown Act, Rosenberg's Rules of Order, the conflict of interest laws, the County Water District Law, and all other laws applicable to the District, in order to effectively execute their duties.

14. Role of Legal Counsel and Special Legal Counsels

(BPM 16 B, C, J).

The Board shall employ an individual or firm of attorneys licensed to practice law in the State of California, to advise and represent the District and to assure full compliance with the requirements of the District Enabling Act and applicable laws. Legal counsel shall serve at the pleasure and direction of the Board of Directors. The resolution appointing the Legal Counsel shall include terms of an agreed upon fee schedule. Legal Counsel shall be responsible for (BPM 16B):

Reviewing, preparing documents as requested by the Board, or by the General Manager pursuant to Water Code Section 30580, and making appropriate comment on matters or recommendations presented in written or oral form;

Reviewing and preparing documents as requested by the Board in advance of meetings. The General Manager may request that Legal Counsel or Special Legal Counsel review and/or prepare notices, agendas, resolutions, ordinances, minutes, agreements, contracts and supporting materials pursuant to Water Code Section 30580;

Attending each meeting of the Board, unless excused, in advance or during a meeting; and attending other meetings as authorized by the Board or directed by the General Manager; and,

Attending Board Committee meetings, upon request of the General Manager or the Board, as well as attending other business meetings of the District as requested by the Board.

The Board of Directors shall appoint Special Legal Counsel to assist the Board and District when the Board determines that attorneys with specialized legal expertise are needed to represent or advise the Board and District staff. The legal services agreement with each Special Legal Counsel shall specify the scope of legal services to be provided (BPM 16C).

Legal Counsel and Special Legal Counsels shall only perform work that has been authorized by the Board, or by the General Manager pursuant to Water Code Section 30580 (BPM 16J).

15. Procedures for the Use of Legal Counsel and Special Legal Counsels

(BPM 16 D, E, F, H, I).

The Legal Counsel and Special Legal Counsels report to the Board as a whole. However, the Legal Counsel is available to each individual Director for consultation regarding legal matters particular to that individual Director's participation in matters where the individual Director may have a conflict of interest. However, no attorney-client relationship shall be established with the individual Director as a result of such consultation (BPM 16D part).

An individual Director (1) may not give direction to the Legal Counsel or any Special Legal Counsel without prior concurrence of the Board, but (2) may email Legal Counsel or any Special Legal Counsel a question or questions on any closed session item before a Board meeting but such Counsel is not required to respond to any such question or questions unless and until (a) directed by the Board in closed session or (b) directed by the General Manager or the Board President or (c) unless the request relates to questions regarding that individual Director's participation in any board decision. The Board President and General Manager shall be copied on all such messages to Legal Counsel or Special Legal Counsel with a copy to the Board President and Legal Counsel (BPM 16D part).

The Legal Counsel and Special Legal Counsels shall be available to the General Manager and District staff to the extent authorized by the Board or authorized by the General Manager pursuant to Water Code Section 30580, for consultation on applicable issues and activities within the scope of the applicable legal services agreement approved by the Board. The General Manager may approve legal work on urgent items that require legal action outside the scope of Legal Counsel or Special Legal Counsel's role or duties under Section 14 above, wherein a Special meeting cannot be promptly scheduled, and then ratified at the next closed session by the Board, provided the costs incurred up to the Board closed session are less than $3,000 (BPM 16D part).

Legal Counsel and Special Legal Counsels shall notify the Board and the General Manager about important events, rulings or decisions made regarding the District's case(s) (BPM 16H). Legal Counsel and Special Legal Counsels shall email the entire Board and the General Manager, if the General Manager is not subject of the case, copies of all briefs, dockets, applicable court calendars, motions and filings submitted to the Court and all documents and notices received from the Court and opposing parties (BPM 16I) Legal Counsel and Special Legal Counsel shall endeavor to do so as soon as possible and within 72 hours of such events, rulings or decisions (BPM 16H). Legal Counsel and Special Legal Counsels shall be available to answer questions from the Board during closed sessions.

Legal Counsel and Special Legal Counsels shall report directly to the Board and General Manager all potential legal problems and liabilities they notice or discover during their employment by the District. If the subject of the potential legal problem or liability is a Director or the General Manager, then the report shall be made to other than that Director or General Manager (BPM 16 E).

16. Board Training and Conferences

(BPM 11, PARAGRAPHS 3-5).

Any Director may request attendance either by email, phone or written requests, preferably three weeks before the deadline for early registration or accommodation discount which will then be added to the next agenda for the Budget and Personnel Committee for approval. Upon review by the Budget and Personnel Committee, if funds are budgeted and available and the training approved by the Budget and Personnel Committee, District Staff will register the Director for attendance, book travel, accommodation and meals and pay ~~all~~ costs accordingly. District staff will email the Director(s) all the completed registration forms, and accommodation and traveling details.

Upon review by the Budget and Personnel Committee, if funds are not available, the General Manager will request an item to be placed on the earliest possible Board agenda (and preferably before the deadline(s) for early registration discount(s)) to request the Board approval for such expenditure. The agenda item will include the recommendation by the Budget and Personnel Committee.

Travel ~~done~~ by Directors will comply with the District's travel policies. Directors shall endeavor to be ~~reasonably~~ frugal with their expenditures of District travel funds.

After these travel arrangements are made, if the Director(s) can no longer attend the meeting or conference, the Director(s) shall notify the General Manager as soon as possible so that District staff can attempt to cancel the registration, accommodation, and traveling arrangements or find another Director to attend.

The District will not pay for training or conferences that the Director personally pays ~~up~~ for but does not attend.

If a Director personally pays for some or all of the costs related to the training and travel, those costs may be subject to reimbursement per the District's travel policy. Receipts will ~~be need~~need to be provided in order to reimburse a Director for travel and training related expenses.

During the annual budget process, the Directors will be provided a list of ~~optional~~ conferences or meetings that the Board may consider.

BOARD MEETING PREPERATIONS

17. Establishing the Meeting Schedule

(BPM 34, BPM 21).

The Board shall determine at the beginning of each calendar year the dates for regular Board meetings and regular board committee meetings. Such annual schedule shall include vacation periods, if any, during which no regular meetings will be held. An emergency or special meeting may be called as needed in accordance with the Brown Act (BPM 21).

18. Establishing Meeting Agendas

(BPM 17 D, G, H).

The General Manager shall submit the draft Board agenda to the Board President and Vice President for review and approval before posting such agenda. Either the Board President or Vice President can add any items to the final Board agenda. Emergency matters can be added to the agenda without advanced request or notice.

Any Board member may request to have a non-emergency item placed on the agenda by submitting it, in writing, to the General Manager, at least ten (10) days before the meeting. Such requests shall explain the issue and provide a recommendation for Board action. The request will be submitted by the General Manager to the President and Vice President for review and approval before posting such agenda and/or to determine at which future time to bring back the item for agenda review. This is typically done as part of the Executive Committee meeting. Requests for information only items or items regarding administrative functions of the District (e.g. items under the responsibility of the General Manager and staff) will be considered low priority when establishing the agenda to ensure there is sufficient meeting time to discuss necessary Board items.

19. Meeting Postings and Board Packets

(BPM 17 A, B, C, E, F).

The Board of Directors must comply with the Ralph M. Brown Act (Brown Act) that requires meetings of the Board of Directors to be open and public (BPM 17A). Regular District Board meetings are typically held at the City of Marina's Council Chambers at 211 Hillcrest Avenue, Marina, CA, unless otherwise specified (BPM 17B). The notice and agenda for each meeting of the Board or committees of the Board are typically posted at the District offices at 11 Reservation Road, Marina, CA, and the City of Marina offices at 211 Hillcrest Avenue, Marina, CA in accordance with the Brown Act (BPM 17C).

Teleconferencing may be used for any meeting if such request is made sufficiently in advance of the meeting to permit compliance with posting requirements under Government Code section 54953 unless modified by action of the Governor or other law.

The agenda and agenda package for regular board meetings are distributed to the Board and made available to the public in advance of the Board meeting in compliance with the Brown Act. To inform the Board in taking action on an agenda item, the agenda items may include, as necessary, relevant background information, previous Board actions, adopted goals and objectives, concerned issues, recommendations by staff, funding sources, available funds in the adopted budget, options that were evaluated, copies of contracts, proposals, agreements, plans, specifications, exhibits, attachments, test results, maps, or investigation reports. District Legal Counsel and/or Special Legal Counsel will review, as necessary, the proposed contracts and agreements that are included in the Board agenda package. (BPM 17E, F).

20. Directors Preparation for Meetings

(BPM 18).

Board members are to prepare for all Board meetings. In preparing for meetings, Directors shall identify the need to obtain any supplemental or clarifying information to better prepare or enhance their knowledge to improve the legislative decision-making process and communicate same to the General Manager. Board members are encouraged to do so as far in advance of the Board meeting as possible, to allow the General Manager time to provide the requested additional information. Any Director may elect NOT to receive materials or documents requested by any other Director.

Board members may propose non-substantive changes to any item in the agenda by contacting the General Manager by 9:00 a.m. the day of the meeting where the agenda item will be considered before the Board. Non-substantive changes include typos, misspellings, changes in punctuation, substitutions of

words or phrases for clarity without changing the meaning of the agenda item, correcting dates or other minor changes. A District staff member will read these proposed items to the board and into the record before discussion of the agenda item. For items on the consent agenda, a District staff member will read all of these changes to all items on the consent agenda at the beginning of the consent agenda. Approving the consent agenda item will also approve these non-substantive changes.

RUNNING A BOARD MEETING

21. Quorums

(BPM 19).

In order to constitute a quorum of the Board, a majority of the Board members (three of the five directors) must be present at the designated meeting location authorized by the Brown Act unless modified by action of the Governor or other law. If a quorum is not present, no meeting shall take place. ~~For quorums of board committees, a majority of committee members is required.~~ For committees consisting of one or two (2) Directors, ~~both~~ all appointed ~~members~~ Directors are required to be present to constitute a quorum and hold a committee meeting unless an alternate Director(s) can attend. If a committee quorum is not present, the committee meeting can be adjourned to another time and the lack of a quorum will be reported to the Board.

22. Order of Business

(BPM 23).

The regular order of business of the Board shall contain any or all of the following items:

- Call to Order
- Roll Call
- Public Comment on Closed Session Items
- Closed Session Items
- Reportable Actions Taken During Closed Session
- Pledge of Allegiance
- Oral Communications from the Public
- Special Presentations
- Public Hearings
- Consent Calendar
- Action Items
- Correspondence Received by the District, Directors and General Manager
- Informational Items
- Board Member Requests for Future Agenda Items
- Directors Comments
- Additional Closed Session (If Necessary)
- Adjournment

The regular order of business may be changed by the President subject to the Board determining otherwise.

23. Closed Sessions
(BPM 26).

Closed sessions shall be agendized and conducted in accordance with the Brown Act. ~~The most common purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the Board or compromise the privacy interests of employees.~~ [RM4]Directors have a fiduciary duty to protect the confidentiality of closed session discussions. The California Attorney General has issued an opinion that includes sanctions that could apply to a person who discloses closed session information. For more detailed information on closed sessions see the California Attorney General's web site and publications.

If there is insufficient time to cover closed session items prior to the open session, the Board, through a simple majority vote, may decide during closed session to adjourn to an additional closed session after the conclusion of the open session.

24. Parliamentary Procedure
(BPM 22).

Rules of Order. The presiding officer shall preserve order and decorum and shall decide on questions of order, subject to appeal to the Board. District Legal Counsel shall advise the President as Parliamentarian. ~~The~~ Board meetings shall ~~use~~ be conducted in accordance with this Board Manual and guided but not strictly governed by Rosenberg's Rules of Order ~~and this Board Manual~~.

Non-Roll Call Votes. Following any non-roll call vote, the President shall announce the results of the vote, including the vote or abstention of each Director present unless the vote is unanimous.

Roll Call Votes. After a motion has been made and duly seconded, any Board member may call for a roll call vote. Additionally, action on all District resolutions and ordinances and any agenda item~~s~~ that expend District funds shall be taken by a roll call vote.

25. Board Actions
(BPM 24).

All actions of the Board shall be in the form of an ordinance, resolution or motion.

Ordinances. The Board shall enact as ordinances any items of business presented to the Board and approved by the Board which:

- Are required by law to be enacted as ordinances;
- Repeal, supersede or amend an existing ordinance, except that the Board may adopt an ordinance authorizing that an existing ordinance may be repealed, superseded or amended by resolution;
- Adopt a policy, rule or regulation to be enforced as a misdemeanor;
- Relate to any other item of business which could be adopted as a resolution or motion which the Board determines to enact as an ordinance.
- Each ordinance shall state whether it amends the District Code and, if so, which part or parts of the District Code the ordinance amends.

Resolutions. The Board shall adopt as resolutions, any items of business presented to the Board and approved by the Board which:

- Are required by law to be adopted by resolution~~;~~
- Supersede or amend an item previously adopted by resolution~~;~~
- Interpret any ordinance~~;~~
- Establish or change a policy, rule or regulation which does not need to be enforced as an ordinance~~;~~
- Adopt procedures for the Board, Officers or Staff to use in implementing any ordinance~~;~~
- Make a determination (e.g., relating to ~~Determination of~~ Statutory or Categorical Exemption, Negative Declaration or Environmental Impact Report) under the California Environmental Quality Act~~; 7)~~
- Adopt or amend a budget~~;~~
- Approve any written contract~~;~~
- Approve the acquisition or disposition of real property~~;~~
- Approve the acquisition of personal property with a value of $5,000 or more~~; 11)~~
- Approve the disposition of personal property~~;~~
- Adopt or amend any plan for the District~~;~~
- Adopt or amend authorized positions for the District~~; and~~
- Relate to any other item of business which could be adopted as a motion and which the Board determines to adopt as a resolution.
- All resolutions shall state, when applicable, whether the contents of the resolution will become a policy, rule or regulation of the Marina Coast Water District.

Motions. The Board shall adopt as motions, any items of business presented to the Board and approved by the Board which:

- Are not required by law to be approved as an ordinance or resolution;
- Are not enacted as ordinances or adopted as resolutions by the Board; and
- Require ~~an~~ action ~~of~~ by the Board.
- If the Board so directs in its motion, a motion shall become a rule and regulation of the District; however, most rules and regulations of the District should be adopted either by resolution or ordinance.

All ordinances and resolutions shall be adopted by roll call vote. All motions to approve the expenditure or transfer of District funds and to approve personnel actions shall be adopted by roll call vote. All motions shall be reflected in the minutes of the Board, which shall state the contents of the motion, who made the motion, who seconded the motion and the ayes and noes on the vote.

26. Procedure for Action Items
(BPM 25).

The Board shall act only by ordinance, resolution or motion. Except where action is taken by the unanimous vote of all Directors present and voting, the ayes, noes, and abstentions shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. Any member of the Board, including the President, can make a motion. Motions require a second. The President may

vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing, and if it is necessary for the full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form and will be put into complete form in the minutes. Until the President states the question, the maker of the motion may modify their motion or withdraw it completely. It shall be the procedure of the Board, when considering all action items, to:

- Receive a staff report on the item from the General Manager or the responsible staff person~~;~~
- Allow Board members to ask clarifying questions of staff~~,~~ through the President~~;~~
- ~~Receive public comment of the item;~~
- If there is an applicant, ~~he/she~~ the applicant shall be given the opportunity to respond to the staff report and staff comments ~~received~~.
- Allow Board members to ask clarifying questions of the applicant through the President
- Receive public comment of the item
- The applicant shall be given the opportunity to respond to the public comment
- Seek a motion and a second on a proposed action for the item~~;~~
- Provide for Board discussion of the item~~; and~~
- Conclude discussion/debate and consider taking action on the item through an appropriate motion. ~~See also Section 28.B below if there is an applicant at the meeting.~~

27. Orderly Discussion
(BPM 27).

In order to promote discussion of the issues before the Board, each member shall be recognized by the President before speaking. Notwithstanding any provision of this Board Manual, however, each member of the Board shall have the right to be heard within reason on any issue before the Board.

28. Process for Public Comment
(BPM 28).

The public will always be afforded the opportunity to be heard on any item not on the Board's agenda, at each meeting during the period provided for Public Comment. Unless otherwise authorized by a majority of the Board, speakers will be limited to four (4) minutes during Public Comment unless the majority of the Board authorizes a shorter or longer time limit depending upon the circumstances.

For all agenda items being considered by the Board, public comment shall proceed as follows: ~~on the agenda, after the staff presentation for any public hearing, action item, information item, or consent item, and after staff responds to any clarifying questions from Board members but prior to discussion by the Board, the President shall seek public input. If there is an applicant, the President shall first call upon the applicant to comment on the staff recommendation and to present additional information concerning the application. The President shall then ask for comments from the public.~~ Unless otherwise authorized by a majority of the Board, speakers will be limited to four (4) minutes. The President may, in the interest of facilitating the business of the Board, and avoidance of repetition, limit the amount of time a person may use to address the Board. The President may close public comment at any time restricting further discussion to the Board level unless a majority of the Board wishes to hear from other persons. ~~At the~~

~~conclusion of the public comment, if there is an applicant, he/she shall be given the opportunity to respond to the comments received.~~ All questions of staff from the public ~~and Board members~~ shall be addressed to the President. ~~Staff responses to questions from the public shall ordinarily be made only after the public comment period has ended.~~[RM5]

29. Limitations on Board/Staff Reports
(BPM 29).

At each regular Board meeting, reports or comments by Board members shall be made under the Director's Comments and Reports. Reports or comments by staff members shall be made under Staff Reports or Informational Items. Any written report from a Board member shall be placed on the meeting agenda with prior consent of the President. Unless authorized by the President, each Director's reports and comments shall not exceed five (5) minutes. The President, with consensus of the Board, may defer some or all Board reports until after the Board has taken action on any Deferred Consent Calendar Items. This may be done in the interest of facilitating the business of the Board, or as a courtesy to members of the public desiring to participate in Public Hearings or other Action Items which are also on the agenda.

30. Referrals
(BPM 30, BPM 12H).

Any matter coming before the Board may, if deemed necessary, be referred by the President, without Board action, to the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing, ~~or~~ special or ad hoc committee of the District. As soon as it is has been appropriately processed, the matter shall be reported back to the Board at a Board meeting by the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing, ~~or~~ special or ad hoc committee of the District on the status, responses, recommendations and/or plans to address the matter. The matter shall then be heard in open or closed session if authorized by law.

Matters may be referred to any committee through the Chair of the committee by the Board~~,~~ or by ~~any Director, or by any other person~~ the President or General Manager. Each Committee Chair shall discuss each referred matter with the committee (BPM 12H).

31. Conflict of Interest
(BPM 31).

A Director who has a disqualifying conflict of interest on any matter before the Board shall declare the nature of the conflict and it shall be reflected in the Board minutes. The Director shall not participate in the discussion of that agenda item; shall leave the Board chamber after making the declaration and before any discussion on the matter occurs; and shall not cast a vote on that matter. The minutes shall record a Director's absence for any circumstance when a Director is not seated at the dais.

32. Adjourned Meetings
(BPM 20, BPM 7K partial).

The Board of Directors may adjourn any regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may adjourn a meeting. If all members are absent, then the Secretary or the Secretary's designee shall comply with the procedure specified in the

Brown Act. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at 6:30 ~~6:00~~ p.m.

The Board will adjourn the meeting of the Board by 10 p.m. unless the meeting is extended by Board action (BPM 7K partial).

33. Minutes of Board and Board Committee Meetings
(BPM 32).

The minutes of meetings of the Board and of ~~board~~ committees shall be action minutes that will accurately reflect actions of the Board and the committees and the vote taken on such actions and shall not be verbatim minutes of all matters discussed and comments made at Board or committee meetings. The minutes shall summarize the concerns and questions expressed by the public during public comment periods.

COMMITTEES ~~MEETINGS~~

34. Standing Committees
(BPM 12B).

District standing committees shall be the Water Conservation Commission, the Joint City-District Committee, the Executive Committee, the Budget and Personnel Committee, and the Community Outreach Committee. Each committee shall consist of two Directors and such other persons as the Board may appoint. Standing Committees constitute legislative bodies for the purposes of the Brown Act. Each Director shall serve on one or more standing committees.

Water Conservation Commission: The Board will select one Director to serve as a Board Liaison to the Water Conservation Commission, and one Director as an alternate. The Board will appoint five (5) members of the public from within the area served by the District (either annexed or served by contract), for terms of two years. Public members of committees shall not receive confidential information of the District and shall not participate in closed meetings except upon advice from Legal Counsel. The members of the Water Conservation Commission shall have the duties and responsibilities to:

- Review water conservation ordinances and policies and advise the Board in matters related to conservation and water usage by customers of the District;
- Review and advise the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and water loss programs and conservation within the larger Water Resources Programs;
- Review and advise the Board on the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;
- Review and advise the Board on equipment and technologies that promote water conservation;
- Review conservation outreach activities and get Board approval on an annual event calendar for actions to inform the public about the District's conservation activities.

Joint City-District Committee: The Board President or Vice President shall serve on this committee along with another Director. In addition to the two Directors appointed to this committee, all other Directors may serve as alternates to this committee. The duties and responsibilities of the Joint District - City

Committee are to communicate with the Land Use Jurisdictions, to maintain a harmonious working relationship between the Board and the City officials and staff, and to report to the Board its findings and recommend appropriate action with respect to any inter-agency matters.

Executive Committee: The Board President and Vice President shall serve on this committee. This committee shall meet on an as-needed-basis to discuss topics of a general nature with the General Manager. The purpose of the Executive Committee is to provide the President and Vice President with a routine opportunity to discuss ideas, information flows, current and potential future projects and future agenda items with the General Manager and any staff members that the General Manager deems appropriate.

Budget and Personnel Committee: The Board President shall ~~select~~ appoint two Directors to serve on this committee. This committee shall meet on an as-needed-basis. The duties and responsibilities of the Budget and Personnel Committee are to provide input in the process of approving the annual budget, provide input on rate and fee studies, and provide input on personnel issues, ~~hirings~~hiring's, or staff programs.

Community Outreach Committee: The Board President shall ~~select~~ appoint two Directors to serve on this committee. This committee shall meet on an as-needed-basis. The duties and responsibilities of the Community Outreach Committee shall be to provide ideas and recommendations to the Board regarding public information activities, to receive periodic reports from staff and consultants regarding District public information activities, and to provide comments and recommendations to staff regarding draft public information products created by staff or consultants.

35. Ad Hoc, Negotiators, and Special Committees
(BPM 12 C, D, E, 16G)

Ad Hoc Committees: An ad hoc committee is an advisory committee composed of less than a quorum of the Board. An ad hoc committee serves a limited or single purpose, is not perpetual, and will be dissolved once its specific task is completed, and whose meetings are not fixed by formal action of the Board. In accordance with Government Code Section 54952(b) ad hoc committees are not legislative bodies subject to the Brown Act. No staff or public members may be appointed to an ad hoc committee. The Director or two Directors comprising an ad hoc committee shall be appointed by the President of the Board. An ad hoc committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act on behalf of the Board and the District except such as specifically conferred by action of the Board (BPM 12 C).

The President ~~or the Board~~ may appoint one or two Directors to an Ad Hoc Committee for each legal case. The Board may grant limited authority to the Ad Hoc Committees to direct Legal Counsel and Special Legal Counsels. The limited authority will be assigned and described by the Board in a resolution when any such Ad Hoc Committee is created. The Ad Hoc Committee shall report in closed session (if permitted) to the Board at the next Board meeting following any direction given by the Ad Hoc Committee to Legal Counsel and Special Legal Counsels and any other actions taken (BPM 16G).

Special Committees: Special committees are committees other than standing or ad hoc committees. Special committees are legislative bodies subject to the Brown Act. Special committees may be established by and its members may be appointed by the President ~~of the Board~~ or the Board for such

special advisory tasks as circumstances warrant. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act on behalf of the Board and the District except such as specifically conferred by action of the Board. Upon completion of the task for which appointed, a special committee shall be dissolved. Staff and public members may be appointed to a special committee (BPM 12 D).

Board-Appointed Negotiators: Under the Brown Act, the Board has the authority to appoint property negotiators, labor negotiators, and litigation representatives, which may include one or two Directors or staff members. Such negotiators are authorized to meet in closed session with the Board. Property and labor negotiators are appointed in public session by the Board. Private meetings of such negotiators are not subject to the Brown Act. The negotiators may meet in closed session with the Board subject to compliance with applicable provisions of the Brown Act. The role of the negotiator does not directly replace, limit, or change the administrative and operational responsibilities of the General Manager and applicable staff to meet with staff from other agencies and to prepare the analysis, documentation, draft agreements, and other administrative tasks necessary to support the current and/or future negotiations and to represent the District ~~as it's General Manager in the process~~ (BPM 12 E).

GENERAL BOARD POLICIES

36. Board Member Compensation

(BPM 38).

Each member of the Board of Directors will receive compensation for his/her services at a rate of $50 for attending each Board meeting. No compensation will be paid to any Director for attending other types of meetings such as standing, special or ad-hoc committees.

37. Director's Legal Liabilities

(BPM 35).

The District will defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his/her duties or responsibilities as a Director or officer of the District to the fullest extent permitted by law.

38. Gifts

(BPM 37).

Each Director should comply with the gift provision in the MCWD Employee Handbook and~~,~~ are prohibited from accepting, directly or indirectly, any gift, rebate, money, or anything else of value greater than $25 from suppliers, consultants or contractors with whom the District has past, current or potential business relations. In addition, each Director should comply with the limitations and restrictions on gifts, honoraria, travel, and loans as prescribed by the Political Reform Act (Gov. C. 81000 et seq.) and by the Fair Political Practices Commission (Title 2, CCR 18110 et seq.). If the MCWD Employee Handbook and the Political Reform Act/FPPC regulations conflict, the Director should comply with the more restrictive requirement. Upon request, the General Manager will provide a Director with the latest version of the Employee Handbook.

39. Political Activity

(BPM 39).

It is the policy of the District to prohibit Directors from engaging in political activities on the premises of the District, and to prohibit Directors, from using any District property equipment, machines or tools for any political activities or purposes except as a part of their duties as a member of the Board of Directors. All permitted political activities should comply with all current Federal, State and local laws and regulations and District policies and procedures.

Board Reference Section[RM6]

Purpose of the Board Reference Section

(New)

The Board Reference Section provides general Information only. This section provides reference to some important laws, rules, staff processes, and/or other information that is created and updated separate from this Board Manual that may be useful to Board members as they become oriented with the District's authority, mission, and operations.

District Mission

(BPM 2).

The Marina Coast Water District Board of Directors has adopted the following 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."

Authority

(BPM 3).

The Board of Directors is the governing body of the District. It derives its authority from the County Water District Law (Division 12, Part 3 sections 30000 et seq. of the Water Code of the State of California; and, Division 2, Part 1, Chapter 4, Article 2, sections 53630 et seq. of the Government Code of the State of California). The District was formed in 1960 and has provided water and wastewater services within its service area since that time.

~~Apart from his/her normal function as a member of the Board, a Director have no individual authority. As single individuals, Directors may not commit the District to any policy, act, or expenditure.~~

~~Directors do not represent any fractional segment of the community but represent the entire service area as a whole.~~[RM7]

~~Governing Laws and Rules for the Board~~

~~(BPM 4).~~

~~The Board of Directors will conduct all meetings of the Board and meetings of committees of the Board in accordance with the Ralph M. Brown Act, California's Open Meeting Law. The Board conducts its meetings "guided but not bound by" Rosenberg's Rules of Order (as published by the California League of Cities) as to those situations not specifically addressed by an applicable law or statute~~. [RM8]

~~Governing Laws and Rules for Committees and Commissions~~

~~(BPM 12A).~~

~~Committee and Commission actions shall be governed by the provisions of the California Water Code and all other applicable California Codes as well as District policies, rules, and regulations. The Board may adopt rules for the governance of any committee consistent with the provisions of the California Codes. Committees have no legal authority to act for the Board or the District except with prior Board approval,~~

~~but shall report their findings and recommendations to the Board for action. All committees and commissions of the Board are advisory in nature and are authorized only to provide recommendations to the whole Board. Committees and commissions are evaluated periodically by the Board based on their necessity and value to District business (BPM 12A).~~ [RM9]

District Budget and Procurement of Goods and Services

(BPM 40).

By approving the fiscal year District Budget, the Board of Directors approves the categories and types of goods and services (including public works) that will be acquired or used by the District for that fiscal year. The actual purchase of those goods and services is then accomplished by staff in compliance with the District Procurement Policy. [RM10]