



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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

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## DIRECTORS

HOWARD GUSTAFSON  
*President*

THOMAS P. MOORE  
*Vice President*

WILLIAM Y. LEE  
JAN SHRINER

## Agenda

### Regular Board Meeting, Board of Directors Marina Coast Water District

Marina Council Chambers  
211 Hillcrest Avenue, Marina, California  
Monday, June 6, 2016, 6:30 p.m. PST

*This meeting has been noticed according to the Brown Act rules. The Board of Directors meet regularly on the first and third Monday of each month. The meetings normally begin at 6:30 p.m. and are held at the City of Marina Council Chambers at 211 Hillcrest Avenue, Marina, California.*

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

#### 1. Call to Order

#### 2. Roll Call

**3. Public Comment on Closed Session Items** *Anyone wishing to address the Board on matters appearing on Closed Session may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

#### 4. Closed Session

##### A. Pursuant to Government Code 54956.9

Conference with Legal Counsel – Existing Litigation

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

2) In the Matter of the Application of California-American Water Company (U210W) for Approval of the Monterey Peninsula Water Supply Project and Authorization to Recover All Present and Future Costs in Rates, California Public Utilities Commission No. A.12-04-019 & A.13-05-017 Settlement Agreement

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

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

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

## **7:00 p.m. Reconvene Open Session**

5. **Reportable Actions Taken During Closed Session** *The Board will announce any reportable action taken during closed session and the vote or abstention on that action of every director present, and may take additional action in open session as appropriate. Any closed session items not completed may be continued to after the end of all open session items.*
6. **Pledge of Allegiance**
7. **Oral Communications** *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*
8. **Presentations**
  - A. Consider Adoption of Resolution No. 2016-31 in Recognition of James Derbin, Operations and Maintenance Superintendent, and Awarding a Plaque and Gift Certificate for 10 years of Service to the Marina Coast Water District

- B. Consider Adoption of Resolution No. 2016-32 in Recognition of Brian West, Systems Operator II, and Awarding a Plaque and Gift Certificate for 20 Years of Service to the Marina Coast Water District

**9. Consent Calendar** *Board approval can be taken with a single motion and vote. A Board member or member of the public may request that any item be pulled from the Consent Calendar for separate consideration at this meeting or a subsequent meeting. The public may address the Board on any Consent Calendar item. Please limit your comment to four minutes.*

- A. Receive and File the Check Register for the Month of May 2016
- B. Approve the Draft Minutes of the Regular Board Meeting of May 16, 2016

**10. Public Hearing**

- A. Receive Public Comment on the Draft 2015 Urban Water Management Plan

**11. Action Items** *The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board on these items as each item is reviewed by the Board. Please limit your comment to four minutes.*

- A. Consider Adoption of Resolution No. 2016-33 to Approve and Adopt the District's 2015 Urban Water Management Plan

*Action: The Board of Directors will consider approving and adopting the District's 2015 Urban Water Management Plan.*

- B. Consider Adoption of Resolution No. 2016-34 to Approve the Marina Coast Water District Budget for FY 2016-2017

*Action: The Board of Directors will consider approving the FY 2016-2017 budget.*

- C. Consider Adoption of Resolution No. 2016-35 to Approve the District Five-Year Capital Improvement Projects Budget

*Action: The Board of Directors will consider approving the District five-year Capital Improvement Projects budget for the Central Marina and Ord Community service areas.*

- D. Consider Adoption of Resolution No. 2016-36 to Approve a Professional Services Agreement for Inspection and Construction Support Services for the Dunes-1C Phase 3 Development Project

*Action: The Board of Directors will consider approve a Professional Services Agreement for inspection and construction support services for the Dunes-1C Phase 3 development project.*

- E. Consider Adoption of Resolution No. 2016-37 to Approve a Professional Services Agreement to Provide Information Technology Support Services to the District for FY 2016-2017

*Action: The Board of Directors will consider approving a Professional Services Agreement to provide information technology support services to the District for FY 2016-2017.*

- F. Discuss and Consider Adoption of Resolution No. 2016-38 to Approve Revisions to the Board Procedures Manual

*Action: The Board of Directors will discuss and consider approving revisions to the Board Procedures Manual.*

## **12. Staff Report**

- A. Receive the Developer Account Update as of March 31, 2016
- B. Receive the 1<sup>st</sup> Quarter 2016 MCWD Water Consumption and Sewer Flow Report

## **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. MRWPCA Board Member Liaison
  - 7. LAFCO Liaison
  - 8. FORA
  - 9. WWOC Report
  - 10. JPIA Liaison
  - 11. Special Districts Association

## **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: Tuesday, July 5, 2016, 6:30 p.m.,  
Marina Council Chambers, 211 Hillcrest Avenue, Marina*

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: June 6, 2016

Prepared By: Keith Van Der Maaten

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-31 in Recognition of James Derbin, Operations and Maintenance Superintendent, and Awarding a Plaque and Gift Certificate for 10 years of Service to the Marina Coast Water District

Staff Recommendation: Staff recommends that the Board of Directors adopt Resolution No. 2016-31 in recognition of James Derbin, Operations and Maintenance Superintendent, and award a plaque and gift certificate for 10 years of service to the Marina Coast Water District

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

Discussion/Analysis: James Derbin began his employment with the District on May 31, 2006 as the Operations Engineer. James was promoted from Operations Engineer to Assistant O&M Superintendent in August 2009. In July 2010, he was made Interim O&M Superintendent. He received his Grade V Distribution certification in June 2011 and his Cross Connection Control Specialist and the Backflow Prevention Assembly General Tester certification in October 2011.

In March 2012, James was promoted from Interim O&M Superintendent to O&M Superintendent. He received his Grade IV Collections System Maintenance certification in June 2013. James has been instrumental in enhancing the District's FOG program and procuring the CCTV van. In the 2012 reorganization of the District O&M department, James was instrumental in creating a new certification requirement program for all Operators to obtain Distribution/Treatment/Collections certifications.

Through his leadership as the Operations and Maintenance Superintendent, the Operations and Maintenance Department has been very effective in ensuring that the District continues to provide high quality water, wastewater collection, and conservation services to our customers 24 hours a day, every day of the year. It is with great pleasure that the District recognizes James Derbin for his ten years of outstanding service to the Marina Coast Water District. We thank him for his years of outstanding service, and wish him well in his continued service to the District.

Environmental Review Compliance: Not required.

Financial Impact:   X   Yes        No Funding Source/Recap: Expenditures for plaque and gift certificate are allocated across four cost centers from the Hospitality & Awards account.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2016-31

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016-31  
Resolution of the Board of Directors  
Marina Coast Water District  
In Recognition of James Derbin  
For 10 Years of Service to MCWD

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on June 6, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, James Derbin joined the District May 31, 2006; and,

WHEREAS, James was originally hired as the Operations Engineer, has advanced to the position of Operations and Maintenance Superintendent; and,

WHEREAS received his Grade V Distribution certification in June 2011, his Cross Connection Control Specialist/Backflow Prevention Assembly General Tester certification in October 2011, and his Grade IV Collections System Maintenance certification in June 2013; and,

WHEREAS, James's accomplishments include enhancing the District’s FOG program and procuring the CCTV, and in creating a new certification requirement program for all Operators to obtain Distribution/Treatment/Collections certifications; and,

WHEREAS, through James’s leadership as the Operations and Maintenance Superintendent over the last five years, the Operations and Maintenance Department has been very effective in ensuring that the District continues to provide high quality water, wastewater collection, and conservation services to our customers 24 hours a day, every day of the year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude, award a plaque and gift certificate, and recognizes James Derbin for ten years of service with the District, and wishes him continued success with the District.

PASSED AND ADOPTED on June 6, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

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Howard Gustafson, President

ATTEST:

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Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-31 adopted June 6, 2016.

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Keith Van Der Maaten, Secretary



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: June 6, 2016

Prepared By: James Derbin

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-32 in Recognition of Brian West, Systems Operator II, and Awarding a Plaque and Gift Certificate for 20 Years of Service to the Marina Coast Water District

Staff Recommendation: The Board is requested to adopt a resolution awarding a plaque and gift certificate to Brian West, Systems Operator II, who has reached his twenty year anniversary with the District.

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

The District hired Brian West on June 3, 1996, and this month celebrates his 20-year anniversary. When the District assumed the responsibilities of the former Fort Ord water and sewer collection systems, it soon became apparent that Brian's mechanical and plumbing skills coupled with a natural ability to troubleshoot would benefit the District.

Discussion/Analysis: A few of Brian's many specialties include the SCADA system, pressure reducing valve repair and adjustment, large and small pumps, and all levels of plumbing and underground construction. Brian is often called upon by fellow co-workers to help troubleshoot challenging operational problems. Brian is always courteous and willing to take the time to help explain how the water or wastewater systems work to his co-workers and District staff. Brian is a dedicated and loyal employee who is well-respected and admired by his fellow employees, and District customers. The District is honored to have Brian as one of its valued employees.

It is with great pleasure that the District recognizes Brian West's twenty years of service to the Marina Coast Water District. We collectively thank him for his years of outstanding service, and wish him well in his continued service to the District.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: Expenditures for plaque and gift certificate are allocated across four cost centers from the Hospitality & Awards account.

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2016-32.

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016 - 32  
Resolution of the Board of Directors  
Marina Coast Water District  
Recognizing Brian West, System Operator II,  
For 20-Years of Service to MCWD

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on June 6, 2016, 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Brian West joined the District on June 3, 1996; and,

WHEREAS, Brian's mechanical and plumbing skills coupled with a natural ability to troubleshoot are a benefit to the District; and,

WHEREAS, Brian’s specialties include the SCADA system, pressure reducing valve repair and adjustment, pump repair and maintenance, troubleshooting, and all levels of plumbing and underground construction; and,

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

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

PASSED AND ADOPTED on June 6, 2016 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

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Howard Gustafson, President

ATTEST:

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

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-32 adopted June 6, 2016.

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9

Meeting Date: June 6, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Consent Calendar

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

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

Consent calendar consisting of:

- A) Receive and File the Check Register for the Month of May 2016
- B) Approve the Draft Minutes of the Regular Board Meeting of May 16, 2016

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 May 2016; and, draft minutes of May 16, 2016.

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

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Board Action

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

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

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: June 6, 2016

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Receive and File the Check Register for the Month of May 2016

Staff Recommendation: The Board of Directors receive and file the May 2016 expenditures totaling \$3,870,220.58.

Background: *2015 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 May 2016 and the Board is requested to receive and file the check register.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: Expenditures are allocated across the six cost centers; 01-Marina Water, 02-Marina Sewer, 03- Ord Water, 04-Ord Sewer, 05-Recycled Water, 06-Regional Water.

Other Consideration: None.

Material Included for Information/Consideration: May 2016 Summary Check Register.

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

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Board Action

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

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

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: June 6, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of May 16, 2016

Staff Recommendation: The Board of Directors approve the draft minutes of the May 16, 2016 regular Board meeting.

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

Discussion/Analysis: The draft minutes of May 16, 2016 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact:     \_\_\_ Yes     \_\_X\_\_ No     Funding Source/Recap: None

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

Material Included for Information/Consideration: Draft minutes of May 16, 2016.

Action Required:     \_\_\_ Resolution     \_\_X\_\_ Motion     \_\_\_ Review

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Board Action

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

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

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

Marina Coast Water District  
Public Hearing

Agenda Item: 10-A

Meeting Date: June 6, 2016

Prepared By: Andrew Sterbenz  
Reviewed by: Michael Wegley

Approved By: Keith Van Der Maaten

Subject: Public Hearing on the Draft 2015 Urban Water Management Plan

Detailed Description: The Board will conduct a public hearing and receive public comments on the District's Draft 2015 Urban Water Management Plan (UWMP). Following the public hearing, the comments received will be considered and a final UWMP will be considered for adoption by the Board.

In June 2011 the Board approved the *2010 Urban Water Management Plan*. The California Urban Water Management Planning Act requires any municipal supplier serving over 3,000 connections or 3,000 acre-feet of water per year to prepare an urban water management plan every five years. The 2015 plan deadline was extended due to changes in the law which required the Department of Water Resources to develop additional procedures and guidelines for completion of UWMPs, which were not completed by DWR until March 2016. The District must now adopt the 2015 UWMP not later than July 1, 2016.

The draft development and water demand projections tables, which form the basis of the plan, were mailed to the land use jurisdictions (LUJs) for review on October 30, 2015, and discussed at the January 13, 2016 Fort Ord Reuse Authority's Administrative Committee meeting. On February 10, 2016, notice of preparation of the proposed *2015 UWMP* was provided to area cities and the county in accordance with the UWMP Act. Additionally, notification was extended to affected area agencies to invite input, review and comments on the UWMP.

Copies of the Draft 2015 UWMP were distributed to all of the land use jurisdictions on May 20, 2016, with a cover letter stating that the deadline for submitting comments was 5:00 p.m. on Friday, June 3, 2016. The required public notice was published in a local newspaper. All timely comments received will be provided to the Board at the Board meeting and will be included in the final 2015 UWMP. Copies of the notices and proofs of publication mentioned above are on file with the District Secretary and will be available for inspection by the Board at the Board meeting. The Draft 2015 UWMP is available at the District's Reservation Road and Ord offices and on the District website.

Material Included for Information/Consideration: The Draft 2015 Urban Water Management Plan was provided for public review on May 23, 2016 and is also available on the District website, [www.mcwd.org](http://www.mcwd.org). Staff errata for the Draft 2015 UWMP is also included.



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-A

Meeting Date: June 6, 2016

Submitted By: Andrew Sterbenz  
Reviewed by: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-33 to Approve and Adopt the District's 2015 Urban Water Management Plan

Staff Recommendation: The Board of Directors approve Resolution No. 2016-33 to adopt the District's 2015 Urban Water Management Plan.

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

On June 14, 2011, the Board approved Resolution No. 2011-45, approving and adopting the 2010 Urban Water Management Plan. On July 6, 2015, the Board approved Resolution 2015-33, adopting an updated Water Shortage Contingency Plan. On April 4, 2016, the Board received an update on the 2015 UWMP. On June 6, 2016, the Board received comments and conducted a public hearing on the Draft 2015 UWMP.

The California Urban Water Management Planning Act (Section 10610 et seq of the California Water Code) requires any municipal supplier serving over 3,000 connections or 3,000 acre-feet of water per year to prepare an urban water management plan every five years. The 2015 plan deadline was extended due to changes in the law which required the Department of Water Resources to develop additional procedures and guidelines for completion of Urban Water Management Plans (UWMP). The District must adopt the 2015 UWMP not later than July 1, 2016.

Discussion/Analysis: The UWMP projects water demands and water supply through the year 2035. District staff and its consultant worked with FORA, the U.S. Army and the affected land use jurisdictions to compile updated development projections. Based on these projections, future water demands have been projected through the year 2035. These projections are approximately equal to those in the 2010 UWMP due to the continued slow pace of redevelopment in the Ord Community.

In accordance with the UWMP Act, notice of preparation of the proposed 2015 UWMP was posted. It was mailed to the county and cities in February 2016. The draft development and water demand projections tables, which form the basis of the plan, were mailed to the land use jurisdictions (LUJs) for review on October 30, 2015, and discussed at the January 13, 2016 Fort Ord Reuse Authority's Administrative Committee meeting.

As part of the plan preparation, the District's Water Shortage Contingency Plan was reviewed for compliance with the requirements of Section 10632 of the Water Code. The Water Shortage Contingency Plan was last updated by the District on July 6, 2015, and is fully compliant with the Water Code. It is included as Appendix F to the 2015 UWMP.

The draft 2015 UWMP was made available for public review and comment on May 20, 2016. The District conducted a public hearing on the draft 2015 UWMP on June 6, 2016, and received comments on the plan. Comments will be summarized and addressed in Appendix K of the draft Plan.

Environmental Review Compliance: CEQA action is not required for this item.

Financial Impact:  Yes  No Funding Source/Recap: Funding for the UWMP report comes from the Engineering Consultants budget, Marina Water and Ord Water Cost Centers.

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

1. Approve Resolution No. 2016-33 to adopt the District's 2015 Urban Water Management Plan with specified revisions (specific items to be addressed in the motions); or,
2. Refer to staff for reconsideration of specific items (specific items to be addressed in the motions); or,
3. Continue to a future meeting (date and time to be specified in motion); or,
4. Deny the action.

Material Included for Information/Consideration: Resolution No. 2016-33; and, the Draft 2015 Urban Water Contingency Plan (provided separately).

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016-33  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving and Adopting the District's 2015 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 June 6, 2016, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the California Legislature enacted Assembly Bill 797 (Water Code Section 10610 et seq, known as the Urban Water Management Plan Act) during the 1983-84 Regular session, and as amended subsequently, which mandates that every supplier providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually, prepare an Urban Water Management Plan (UWMP), the primary objective of which is to plan for conservation and efficient use of water; and,

WHEREAS, the District is an urban supplier of water providing water to more than 3,000 customers; and,

WHEREAS, the Plan must be adopted, after a public review and hearing, and must be filed with the California Department of Water Resources within thirty days of adoption; and,

WHEREAS, pursuant to Water Code §10642 the District mailed notices to affected cities and to Monterey County Water Resources Agency in February 2016, solicited input from affected land use jurisdictions in which the District serves water, prepared and circulated a draft 2015 UWMP in May 2016, publicly noticed and conducted a public hearing on the draft 2015 UWMP on June 6, 2016; and,

WHEREAS, pursuant to Water Code §10632, the UWMP must also contain a Water Shortage Contingency Plan, which the Board of Directors has adopted by separate resolution; and,

WHEREAS, copies of the adopted 2015 UWMP will be transmitted to land use jurisdictions in which the District serves water as well as the Monterey County Water Resources Agency, and the plan shall be made available on the District's website.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby:

1. Approves and adopts the 2015 Urban Water Management Plan, and,
2. Authorizes and directs the General Manager to file the 2015 Urban Water Management Plan with the California Department of Water Resources within 30 days after this date.

PASSED AND ADOPTED on June 6, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Howard Gustafson, President

ATTEST:

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

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-33 adopted June 6, 2016.

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-B

Meeting Date: June 6, 2016

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-34 to Approve the Marina Coast Water District Budget for FY 2016-2017

Staff Recommendation: The Board of Directors adopt Resolution No. 2016-34 approving the Marina Coast Water District Budget for FY 2016-2017.

Background: *2016 Strategic Plan, Goal No. 4 – To manage the District's finances in the most effective and fiscally responsible manner.*

On January 11, 2016, the Board approved the FY 2016-2017 Budget Schedule. On March 7, 2016, the Board held the Budget Workshop for the FY 2016-2017 Budget. The Board received a revised draft of the FY 2016-2017 Proposed Budget on April 4, 2016 and again on May 2, 2016.

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

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

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

On May 2, 2016, the WWOC and the District Board received another revised draft FY 2016-2017 Budget at their respective meetings which included further revisions from the April 4<sup>th</sup> and April 13<sup>th</sup> versions. The WWOC voted unanimously to recommend that the FORA approve the Ord Community and RUWAP portions of District's FY 2016-2017 Budget.

On May 13, 2016, the FORA Board unanimously adopted Resolution Nos. 2016-10 and 2016-11 approving the Ord Community and RUWAP portions of the District's FY 2016-2017 Budget.

Environmental Review Compliance: None required.

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

Materials Included for Information/Consideration: FY 2016-2017 Budget Document dated June 6, 2016 (provided separately).

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

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Board Action

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

Ayes \_\_\_\_\_

Abstained \_\_\_\_\_

Noes \_\_\_\_\_

Absent \_\_\_\_\_

June 6, 2016

Resolution No. 2016 - 34  
Resolution of the Board of Directors  
Marina Coast Water District  
Adopting the Marina Coast Water District Budget for FY 2016-2017

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on June 6, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, staff prepared and presented the draft FY 2016-2017 Budget that includes projected revenues, expenditures and capital improvement projects for the six cost centers of the District’s Water and Wastewater systems, including the area within the jurisdiction of the Fort Ord Reuse Authority (“FORA”) and the area remaining within the jurisdiction of the U.S. Army; and,

WHEREAS, the District Board reviewed the proposed FY 2016-2017 Budget on March 7, 2016, April 4, 2016 and May 2, 2016; and,

WHEREAS, rates, fees, charges and capacity charges for Central Marina service area were adopted by the Board in Ordinances 56 and 57; and,

WHEREAS, rates, fees, charges and capacity charges for the Ord Community service area were adopted by the Board in Resolution No. 2014-18 and 2014-20; and,

WHEREAS, on May 13, 2016, the FORA Board unanimously adopted Resolution Nos. 2016-10 and 2016-11 approving the Ord Community and RUWAP portions of the FY 2016-2017 District Budget.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby approve and adopt the FY 2016-2017 Budget of the Marina Coast Water District.

PASSED AND ADOPTED on June 6, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Howard Gustafson, President

ATTEST:

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Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-34 adopted June 6, 2016.

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Keith Van Der Maaten, Secretary



Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-C

Meeting Date: June 6, 2016

Submitted By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-35 to Approve the District Five-Year Capital Improvements Program Budget

Staff Recommendation: The Board of Directors is requested to consider adopting Resolution No. 2016-35 approving the District Five-Year Capital Improvements Program (CIP) Budget.

Background: *Strategic Plan, Goal No. 2 – 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.*

Each year, the District follows a budget development process for Board approval of the annual budget. Annual update of the District's one-year and five-year CIP program follows the same schedule. The current CIP budget was adopted on June 15, 2015. The draft five-year CIP was presented to the Board for review and direction on March 7, 2016.

The Ord Community portion of the draft five-year CIP Budget was included with the draft FY 2016-2017 MCWD Budget and Compensation Plan sent to the Fort Ord Reuse Authority (FORA) on March 10, 2016 and was presented to the Water and Wastewater Oversight Committee (WWOC) on March 16, 2016. The FORA Board approved the draft MCWD Budget and Compensation Plan on May 13, 2016.

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

The Ord Community portion of the draft FY 2016-2017 District Budget was sent to FORA on March 10, 2016 and was presented to the WWOC on March 16, 2016.

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

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

Environmental Review Compliance: None required.

Financial Impact:     \_\_\_\_\_Yes     \_\_\_X\_\_\_No   Funding Source/Recap: None

Materials Included for Information/Consideration: Revised draft five-year CIP budget.

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016-35  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving the District Five-Year Capital Improvements Program Budget  
for the Central Marina and Ord Community Service Areas

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on June 6, 2016, at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, Marina Coast Water District ("District") staff prepared and presented the draft FY 2016-2017 Budget which includes projected revenues, expenditures and capital improvement projects for Central Marina and the Ord Community Water, Recycled Water and Wastewater systems, including the area within the jurisdiction of Fort Ord Reuse Authority (“FORA”) and the area remaining within the jurisdiction of the U.S. Army; and,

WHEREAS, the Five-Year Capital Improvement Projects Budget for the Central Marina and Ord Community provides for funds necessary to meet operating and capital expenses for sound operation and provision of the water, recycled water and wastewater facilities and to enable the District to provide continued water, recycled water and sewer services within the existing service areas in Central Marina and in the Ord Community; and,

WHEREAS, the Water/Wastewater Oversight Committee of FORA and the District's full Board have reviewed the proposed Five-Year Capital Improvement Projects Budget; and,

WHEREAS, after a public meeting and based upon staff’s recommendations, the Board has determined that the Five-Year Capital Improvement Projects Budget should be adopted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Marina Coast Water District does hereby approve and adopt the Five-Year Capital Improvement Projects budget for Central Marina and the Ord Community.

PASSED AND ADOPTED on June 6, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Howard Gustafson, President

ATTEST:

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

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-35 adopted June 6, 2016.

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-D

Meeting Date: June 6, 2016

Submitted By: Brian True

Approved By: Keith Van Der Maaten

Reviewed By: Michael Wegley

Agenda Title: Consider Adoption of Resolution No. 2016-36 to Approve a Professional Services Agreement for Inspection and Construction Support Services for the Dunes-1C Phase 3 Development Project

Staff Recommendation: The Board consider adopting Resolution No. 2016-36 to enter into a Professional Services Agreement with Harris & Associates to provide inspection and construction support services for the Dunes-1C Phase 3 Development Project.

Background: *Strategic 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.*

The Marina Coast Water District (MCWD) Board of Directors adopted Resolution No. 2016-21 on April 18, 2016 authorizing a Water, Sewer, and Recycled Water Infrastructure Agreement (IA) between MCWD and Shea Homes (Developer). To implement the intent of that IA, MCWD needs to provide inspection services and other construction support duties.

To obtain the needed inspection and construction support services, staff requested quotations from the three best firms from MCWD's recently established list of pre-qualified firms that provide services similar to the planned scope of work for the Dunes-1C Phase 3 development. The three firms selected to provide quotations were Harris & Associates (Harris), 4-Leaf, Inc., and The Covello Group, Inc. Staff qualitatively reviewed for best value the quotations based on their experience and their expression and understanding of the scope and the needed level of effort. Staff also quantitatively reviewed the quotations based on their expected hours and prospective total cost. Staff determined that, of the three, Harris represented the best value to MCWD for this project. The Professional Service Agreement staff proposes to execute with Harris to perform the work is for a not-to-exceed amount of \$212,930.

Specific scope elements that Harris will undertake with this agreement include:

- Inspection/observation of the installation and testing of the sanitary sewer gravity sewer elements; Inspection/observation of the installation and testing of the potable water elements;
- Inspection/observation of the installation and testing of the recycled water elements;
- Work with MCWD to respond to material submittals, RFIs, and design modifications;
- Inspection/observation of landscape installation and post-construction landscape requirements;
- Provide post-construction As-Built and Easement reviews;

- Provide a post-construction Final Report compiling their work and providing a recommendation to accept (or not) the transfer of ownership of the installed infrastructure to MCWD;
- Provide final walk-throughs and Meter Application processing assistance.

Discussion/Analysis: The three Quotations were evaluated by staff with the results expressed in the Matrix of Results (Table 1 below). The results (where numbers/values are not warranted) are expressed by the use of 1, 0, and -1 where 1 is the best result, 0 is an appropriate and acceptable result, and -1 is used to differentiate from a result that could be improved upon.

Table 1. Matrix of Results

Company	Scope Understanding	Scope Expression	Cost Expression	Experience Expression	Hours Estimated	Total Proposed Cost	Best Value
The Covello Group	1	0	0	0	1,075	152,900	2
4-Leaf, Inc.	0	-1	0	-1	978	129,621	3
Harris & Associates	1	1	0	1	1,324	212,930	1

Staff’s review of the quotations finds the Harris & Associates proposal to be the best in understanding and expression of the scope and time dedicated to the project. Their rates are comparable to other inspection firms providing services to MCWD and their fee is competitive based on general industry-wide standards. Harris has qualified inspectors residing locally in Hollister and Pacific Grove and has local offices in Salinas and Gilroy; additionally, Harris will not charge MCWD for travel time.

The Harris quotation was superior in their understanding and expression of the development project scope as it relates to the work MCWD will oversee. In particular, Harris proposes the best understanding of a practical landscape, irrigation, and individual home close-out review and inspection process of the three quotations.

The quotation from Harris described above is comparable to the cost-per-dwelling-unit-installed for inspection and construction support for the other recent large Dunes residential development phases. The inspection contract cost-per-dwelling-unit-installed for Dunes 1C1 and Dunes 1C2 were determined (estimated for Dunes 1C2 – that projects remain in process) to be \$1,600 and \$1,704-per-dwelling-unit-installed (both values approximate) respectively. The proposed \$1,663-per-dwelling-unit-installed (approximately) value for this Dunes 1C3 project is between the two comparable values.

Staff recommends the Board authorize the General Manager to execute the proposed Professional Services Agreement with Harris & Associates by adopting Resolution No. 2016-36.

Environmental Review Compliance: Not Applicable; this action awarding a Professional Services Agreement is not a “project” under the California Environmental Quality Act (CEQA).

Financial Impact: \_\_\_\_\_Yes  No Funding Source/Recap: The Developer (Shea Homes) will provide deposits for all MCWD staff services and consultant invoices submitted under this contract and any amendments.

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2016-36.

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016 – 36  
Resolution of the Board of Directors  
Marina Coast Water District  
for a Professional Services Agreement with Harris & Associates for  
Inspection and Construction Support Services for the  
Dunes-1C Phase 3 Development Project

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on June 6, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the District entered into a Water, Sewer, and Recycled Water Infrastructure Agreement with Shea Homes (Developer) for their Dunes-1C Phase 3 development project; and,

WHEREAS, the District is in need of Inspection and Construction Support services to implement the Water, Sewer, and Recycled Water Infrastructure Agreement; and,

WHEREAS, the District received three Quotations from qualified consulting firms able to perform the work; and,

WHEREAS, District staff determined Harris & Associates to be the best value for the District to provide Inspection and Construction Support Services for the Dunes-1C Phase 3 development project; and,

WHEREAS, District staff finds that the Harris & Associates scope and fee Quotation to conduct the scope of work is reasonable with competitive rates comparable to other inspection firms providing services to the District based on general industry-wide standards.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to execute a Professional Services Agreement with Harris & Associates for Inspection and Construction Support Services for the Dunes-1C Phase 3 development project, 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 \$212,930.

PASSED AND ADOPTED on June 6, 2016 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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



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Howard Gustafson, President

ATTEST:

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Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-36 Adopted June 6, 2016.

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Keith Van Der Maaten, Secretary

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-E

Meeting Date: June 6, 2016

Prepared By: Kelly Cadiente

Approved By: Keith Van Der Maaten

Agenda Title: Consider Adoption of Resolution No. 2016-37 to Approve a Professional Services Agreement with Monterey Bay Technologies, Inc. to Provide Information Technology Support Services to the District for FY 2016-2017

Staff Recommendation: The Board of Directors adopt Resolution No. 2016-37 to approve a Professional Services Agreement (PSA) with Monterey Bay Technologies, Inc. (MBT) to provide Information Technology (IT) support services to the District.

Background: *2014 Strategic Plan Mission Statement – To provide our customers with high quality water, wastewater collection and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.*

On October 11, 2011, the Board approved Resolution No. 2011-76 to approve outsourcing IT support services of the District. Staff issued a Request for Proposals (RFP) and on December 13, 2011, the Board adopted Resolution No. 2011-89 awarding a contract with Monterey Bay Technologies, Inc. (MBT) to provide services for rest of FY 2011-2012. The Board has renewed MBT's contract for the 4 subsequent years. As it has been five years since the first RFP was issued for IT support services, the Board requested that an RFP be issued to provide IT support services for FY 2016-2017.

Discussion/Analysis: On March 31, 2016, staff issued a Request for Proposals (RFP) for IT support services with a proposal due date of April 29, 2016. Nine proposals were received and evaluated by staff which were summarized in the evaluation matrix attached. The proposals were evaluated based on the following criteria:

- Experience, qualifications and recommendations
- Economics and value
- Locale of proposer
- Quality of proposer

Staff recommends the PSA be awarded to Monterey Bay Technologies, Inc. based on:

- MBT's experience and its prior service to the District in addition to the excellent references received by other local governmental entities
- Their reasonable rates
- The fact that MBT is a local firm which will enable faster response time to onsite calls

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: Funded through FY 2016/2017 Operating Budget of the Central Marina and Ord Community cost centers – (MW: 26%, MS: 7%, OW: 54%, OS: 13%)

Other Considerations: The Board can award the contract to one of the other proposals received or can direct staff to reissue the RFP.

Material Included for Information/Consideration: Resolution No. 2016-37; Proposals; and, Evaluation Matrix.

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016-37  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving a Professional Services Agreement with Monterey Bay Technologies, Inc.  
to Provide Information Technology Support 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 June 6, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, on March 31, 2016, staff issued a Request for Proposals for Information Technology support services with a proposal due date of April 29, 2016 and,

WHEREAS, nine proposals were received and evaluated by staff which were summarized in the evaluation matrix attached; and,

WHEREAS, staff recommends the Professional Services Agreement be awarded to Monterey Bay Technologies, Inc. based on MBT’s experience and its prior service to the District in addition to the excellent references received by other local governmental entities, their reasonable rates and the fact that it is a local firm which will enable faster response time to onsite calls.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2016-37, to approve a professional services agreement with Monterey Bay Technologies to provide information technology support services to the District.

PASSED AND ADOPTED on June 6, 2016, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Howard Gustafson, President

ATTEST:

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

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-37 adopted June 6, 2016.

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

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 11-F

Meeting Date: June 6, 2016

Prepared By: Paula Riso

Approved By: Keith Van Der Maaten

Agenda Title: Discuss and Consider Adoption of Resolution No. 2016-38 to Approve Revisions to the Board Procedures Manual

Staff Recommendation: The Board of Directors approve the latest revisions to the Board Procedures Manual (BPM).

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

The last revision to the BPM was April 20, 2015, when the Board approved, on a 3-2 vote, only Vice President Le and District Counsel’s revisions. On October 5, 2015, the Board requested the BPM be brought back with additional changes provided by Board members. On November 2, 2015 the Board tabled this item until the full Board was present. On December 7, 2015, the Board President appointed an Ad Hoc Committee of Director Moore and Vice President Le to work together on the suggested revisions and bring this item back in January 2016 for consideration. In January 2016, Vice President Le resigned from the Board and that left Director Moore to make suggestions on revising the BPM.

Discussion/Analysis: The changes are extensive and staff is providing a copy of the BPM in track-change so the proposed revisions can be seen clearly.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: None

Other Considerations: The Board of Directors can approve the suggested changes, or they can request that the BPM be brought back for further revisions.

Material Included for Information/Consideration: Resolution No. 2016-38; and BPM with revisions in track change (provided separately).

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

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Board Action

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

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

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

June 6, 2016

Resolution No. 2016-38  
Resolution of the Board of Directors  
Marina Coast Water District  
Amending the Board Procedures Manual

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on June 6, 2016 at 211 Hillcrest Avenue, Marina, California as follows:

WHEREAS, the original Board Procedures Manual (BPM) was adopted on April 24, 2002 and was last revised on April 20, 2015; and,

WHEREAS, the BPM is a resource for directors, staff and the public that defines the roles, responsibilities and procedures of the Board; and,

WHEREAS, the suggested revisions to the BPM have been reviewed and approved by Legal Counsel.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve the suggested revisions and updates to the Board Procedures Manual and directs staff to finalize the revisions.

PASSED AND ADOPTED on June 6, 2016 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

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

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

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

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

\_\_\_\_\_  
Howard Gustafson, President

ATTEST:

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

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2016-38 adopted June 6, 2016.

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Keith Van Der Maaten, Secretary



Marina Coast Water District  
Staff Report

Agenda Item: 12-A

Meeting Date: June 6, 2016

Prepared By: Michael Wegley

Approved By: Keith Van Der Maaten

Agenda Title: Developer Account Update

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

The approval process for single-lot development projects requiring new sewer, water and/or recycled water capital facilities of Marina Coast Water District involves, at a minimum, design and plan review, permitting, field inspections, and final acceptance. District costs of service are recovered from single-lot developments by assessing an initial plan review fee (\$400 or \$500) and then capturing costs that exceed the initial payment upon meter installation or account adjustment.

Larger projects and subdivisions are more complex and involved, commonly including preliminary planning meetings, Master Planning, Infrastructure Agreements, multiple plan checks, bonding, inspections, construction support tasks, easement dedications, Bills of Sale, and generally transferring ownership of facilities from the Developer to MCWD. The cost of the direct services for staff time and consultant services are recovered on a “fee-for-service” basis separate from any other charges, permits, fees, securities and assessments. The Engineering Department collects an advance deposit that is drawn upon as District services are rendered. Projects involving many changes and corrections may require additional payment; large subdivisions usually require additional deposits through the life of the project until completion.

Discussion/Analysis: Attached is the Developer Deposit Balances Statement as of March 31, 2016 for the Third Quarter. Overall, the District has received deposits totaling \$7,562,212.43 to date. Current fiscal year expenditures to date total \$2,022,205.12 and the overall available deposit balance is \$642,965.77.

Often projects become inactive for various reasons. Some inactive developments have a deposit available on hand to resume the approval process when they are reactivated. Others leave a balance due necessitating an additional deposit before the District will resume the approval process. Developments currently inactive with a balance due are:

- Del Rey Oaks
- Marina Cottages
- Monterey Downs
- RCI

Active development projects with a balance due are notified that an additional deposits/funds are required to continue the development project approval process. In some instances, the project will be making a final payment at the time water meters are installed; that final payment is intended to make MCWD whole for the services provided. The active development projects that show a balance due to MCWD are listed below with a brief explanation of the status:

- East Garrison – This project currently has a positive balance from which to draw; payment was received on April 11, 2016 (the attached report is up through the end of the quarter, March 31, 2016).
- Fort Ord Dunes State Park – Work on this project has entailed extensive pre-project needs planning efforts; some deference to a State agency (the project is proposed by State Parks) has been provided. The next step will be to enter into an Infrastructure Agreement with the State agency, for which a sizable initial deposit will be required.
- Seaside Resort – Landscaping Plans are in process for the installation of several irrigation meters. The Home Owners Association maintains responsibility for the irrigation and will pay for the meters and MCWD the remaining balance of services.
- Seaside Youth Hostel – The project is in plan review; MCWD will receive payment in full upon installation of the water meter.
- The Dunes on Monterey Bay – Marina Community Partners is scheduled to make a deposit installment payment by the June 6th Board meeting and establish a positive balance from which to draw.
- Veterans Cemetery – The project recently received their meter installations; the full anticipated payment was provided in advance of the installations. The project will be complete soon and a final MCWD walk-thru will be conducted that should confirm adequate full payment or will indicate additional costs are owed to MCWD.

Attachment: Developer Deposit Balances Statement as of March 31, 2016

Marina Coast Water District  
Staff Report

Agenda Item: 12-B

Meeting Date: June 6, 2016

Prepared By: Kelly Cadiente and Paul Lord

Approved By: Keith Van Der Maaten

Agenda Title: 1<sup>st</sup> Quarter 2016 MCWD Water Consumption and Sewer Flow Report

Summary: The Board of Directors is requested to receive the 1<sup>st</sup> Quarter 2016 MCWD Water Consumption and Sewer Flow Report. Quarterly water consumption reports of the Ord Community have been submitted to the Board since 2006 and is organized by land-use jurisdiction. This report now includes the consumption information for Central Marina.

This staff report also includes tracking information on sewer flows through the Monterey Regional Water Pollution Control Agency's (MRWPCA) Fort Ord and Marina pump stations. Central Marina sanitary sewer flows for the quarter ended March 31, 2016 was 100.054-million-gallons which yielded an average daily sewer flow of 1.0875-million-gallons-per-day (MGD). The Ord Community sanitary sewer flows for the quarter ended March 31, 2016 was 79.438-million-gallons which yielded an average daily sewer flow of 0.863-million-gallons-per-day (MGD).

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

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

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

- The rainfall total for the 1st quarter of 2016 (Jan., Feb., Mar.) in Marina was 11.56 inches. This amount of rainfall is 3.20 inches higher than the historical quarterly average rainfall of 8.54 inches. For the 2015-16 Rain Year to date (July-June), 18.05 inches of precipitation fell compared to the normal amount of 13.69 inches.
- The measured reference evapotranspiration rate (North Salinas) for the 1st quarter was 6.88 inches, 0.86 inches higher than the historical quarterly average of 6.02 inches (for the CIMIS Coastal Mixed Fog Region, Zone 2).