



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

JAN SHRINER
President

THOMAS P. MOORE
Vice President

HERBERT CORTEZ
MATT ZEFFERMAN

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**

Tuesday, February 16, 2021, 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 February 16, 2021 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 Tuesday, February 16, 2021; 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/84608736103?pwd=Y01xM3NDMit2WEIxRitQL1JURVp0dz09>

Passcode: mcwd0216

To participate via phone, please call: 1-669-900-9128; Meeting ID:846 0873 6103
Passcode:47935375

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.*

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, February 11, 2021. 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.

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 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.)
- 6) 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

7:00 p.m. Reconvene Open Session

5. Reportable Actions Taken During Closed Session *The Board will announce any reportable action taken during closed session and the vote or abstention on that action of every director present, and may take additional action in open session as appropriate. Any closed session items not completed may be continued to after the end of all open session items.*

6. Pledge of Allegiance

7. Oral Communications *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

8. Presentation

- A. [Consider Adoption of Resolution No. 2021-11 in Recognition of Joe Pineda, Operations and Maintenance Supervisor, for 15 Years of Service to the Marina Coast Water District](#)
(Page 1)

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9. Marina Coast Water District Groundwater Sustainability Agency Matters

A. Presentation

1. [Receive a Presentation on the Monterey Sub-basin Groundwater Sustainability Plan Draft Chapter\(s\) 1-5](#)
(Page 5)

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10. Return to Marina Coast Water District Matters

11. [Consent Calendar](#)

- A. [Receive and File the Check Register for the Month of January 2021](#)
(Page 7)
- B. [Consider Approving the Draft Minutes of the Regular Joint Board/GSA Meeting of January 20, 2021](#)
(Page 13)
- C. [Consider Adoption of Resolution No. 2021-12 to Approve the 2021 District Technology Plan Appendix for FY 2021-2022](#)
(Page 22)
- D. [Receive the District FY 2021-2022 Draft Budget Schedule and Set Date for the FY 2021-2022 Budget Workshop](#)
(Page 40)

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 Appointment of an Applicant to Fill the Existing Vacant Seat on the Board of Directors until December 2, 2022](#)
(Page 42)
- B. [Consider Adoption of Resolution No. 2021-13 to Award a Construction Contract to Monterey Peninsula Engineering for the Ord Lift Station & Force Main Project - CIP #OS-0147](#)
(Page 55)

C. Consider Adoption of Resolution No. 2021-14 to Amend the On-Call Engineering Services Agreement with Schaaf & Wheeler for the Ord Lift Station & Force Main Project – Engineering & Environmental Services During Construction
(Page 62)

13. Staff Reports

A. Receive an Update on the Fiscal Impacts to the District due to Covid-19
(Page 79)

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

A. General Manager's Report

B. Counsel's Report

C. Committee and Board Liaison Reports

- | | |
|-----------------------------------|------------------------------------|
| 1. Water Conservation Commission | 6. M1W Board Member Liaison |
| 2. Joint City-District Committee | 7. LAFCO Liaison |
| 3. Executive Committee | 8. JPIA Liaison |
| 4. Community Outreach Committee | 9. Special Districts Association |
| 5. Budget and Personnel Committee | 10. MCWD/SVBGSA Steering Committee |

15. Correspondence (Page 90)

16. Board Member Requests for Future Agenda Items

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

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

Special Workshop: Monday, March 1, 2021, 6:30 p.m.

Regular Meeting: Monday, March 15, 2021, 6:30 p.m.

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: February 16, 2021

Prepared By: Derek Cray

Approved By: Derek Cray

Agenda Title: Consider Adoption of Resolution No. 2021-11 in Recognition of Joe Pineda, Operations and Maintenance Supervisor, for 15 Years of Service to MCWD

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2021-11 and award a gift certificate in recognition of Joe Pineda for 15 years of service with MCWD.

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.*

Discussion/Analysis: Joe Pineda began employment with the District as a Collections System Operator I in 2006. In November 2007, he was promoted to the position of System Operator I, and then promoted again in 2009 to a System Operator II. Joe actively sought out certification in both water and sewer and became the District's Backflow and Cross Connection Specialist. Joe has been instrumental in instituting and managing the District's cross connection program.

Currently Joe Pineda holds the following professional certifications:

- SWRCB Water Distribution Operator Grade IV
- SWRCB Water Treatment Operator Grade II
- CA/NV AWWA Backflow Prevention Assembly General Tester
- CA/NV AWWA Cross-Connection Control Specialist
- CWEA Collection System Maintenance Grade III

Joe takes full pride and ownership in all projects. He is always professional and courteous to our ratepayers and is always willing to go the extra mile to ensure everyone is happy and satisfied at the end of the day. Joe maintains a calm demeanor even during critical infrastructure failures, and he is well liked by his fellow colleagues. Through Joe's dedication and hard work, he was promoted to the Operations and Maintenance Supervisor in 2019. Joe is always the first one through the door in the morning and he always welcomes you with a good morning and a smile (pre-Covid mask requirement). His hard work, leadership and dedication have truly made a lasting impact on this District. I look forward to many more years working with Joe, and it is with great pleasure to recognize and thank him for his hard work and dedication to this District for the past 15 years.

Environmental Review Compliance: None.

Financial Impact: X Yes No Funding Source/Recap: Expenditures for gift card are allocated across four cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, and 04-Fort Ord Sewer, in account number 01-035-009.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2021-11.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2021

Resolution No. 2021-11
Resolution of the Board of Directors
Marina Coast Water District
Recognizing Mr. Joe Pineda, Operations and Maintenance Supervisor,
For 15-Years of Service to MCWD

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), regular meeting duly called and held on February 16, 2021, via a video conference pursuant to Governor Newsom’s Executive Order N-29-20, as follows:

WHEREAS, Joe Pineda joined the District as a Collections System Operator I in 2006; and,

WHEREAS, in November 2007, Joe was promoted to the position of System Operator I, and then promoted again in 2009 to a System Operator II; and,

WHEREAS, Joe has actively sought out State certifications and currently holds a Grade 3 CWEA Collections System Maintenance, D4 Water Distribution Operator, T2 Water Treatment Plant Operator, AWWA Backflow Certified Tester, and AWWA Cross-Connection Specialist certification; and,

WHEREAS, through Joe’s hard work, dedication, and commitment to the District, he was promoted to the Operations and Maintenance Supervisor in 2019; and,

WHEREAS, Joe is the first person to arrive at the District each morning, and always greets you with a smile and “good morning”; and,

WHEREAS, Joe has been instrumental in implementing and maintaining the District’s backflow and cross connection program, ensuring the safety of the District’s water system; and,

WHEREAS, Joe’s is well liked by all his colleagues and strives to provide the best customer service to the District’s ratepayers; and,

WHEREAS, Joe’s hard work over the years have greatly improved the Districts water and sewer systems, and he has truly made an everlasting impact on this District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby recognize and appreciate Joe Pineda for fifteen years of service to the Marina Coast Water District, hereby presenting him with a gift certificate, and wishes him continued success with the District.

PASSED AND ADOPTED on February 16, 2021, 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 _____

Jan Shriner, President

ATTEST:

Derek Cray, Deputy 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. 2021-11 adopted February 16, 2021.

Derek Cray, Deputy Secretary

Marina Coast Water District
Groundwater Sustainability Agency
Agenda Transmittal

Agenda Item: 9-A1

Meeting Date: February 16, 2021

Prepared By: Patrick Breen

Approved By: Derek Cray

Agenda Title: Receive a Presentation on the Monterey Sub-basin Groundwater Sustainability Plan Draft Chapter(s) 1-5

Staff Recommendation: The Board of Directors receive a presentation of the Monterey Sub-basin Groundwater Sustainability Plan draft Chapter(s) 1-5.

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: The Marina Coast Water District & Groundwater Sustainability Agency has been developing the Monterey Sub-basin Groundwater Sustainability Plan as required by the Sustainable Groundwater Management Act (SGMA) passed by California in 2014.

SGMA requires governments and water agencies of high and medium priority basins to halt overdraft and bring groundwater basins into balanced levels of pumping and recharge. Under SGMA, these basins should reach sustainability within 20 years of implementing their sustainability plans. For critically over-drafted basins, that will be 2040. For the remaining high and medium priority basins, 2042 is the deadline.

The Monterey Sub-basin has been deemed as a “medium” priority basin with a plan submission due date of January 31, 2022.

EKI Environment & Water has been the District’s SGMA consultant and has been engaged in the development of the Monterey Sub-basin and will provide the presentation of the draft Chapters.

Environmental Review Compliance: None required.

Other Considerations: None.

Material Included for Information/Consideration: None.

Action Required: _____Resolution _____Motion ___X___ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11

Meeting Date: February 16, 2021

Prepared By: Paula Riso

Approved By: Derek Cray

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 January 2021
- B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of January 20, 2021
- C) Consider Adoption of Resolution No. 2021-12 to Approve the District Technology Plan Appendix for FY 2021-2022
- D) Receive the District FY 2021-2022 Draft Budget Schedule and Set Date for the FY 2021-2022 Budget Workshop

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

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

Material Included for Information/Consideration: Check Register for January 2021; draft minutes of January 20, 2021; Resolution No. 2021-12; Technology Plan Appendix for FY 2021-2022; and Draft Budget Schedule.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-A

Meeting Date: February 16, 2021

Prepared By: Kelly Cadiente

Approved By: Derek Cray

Agenda Title: Receive and File the Check Register for the Month of January 2021

Staff Recommendation: The Board of Directors receive and file the January 2021 expenditures totaling \$2,098,747.69.

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 January 2021 and the Board is requested to receive and file the check register.

Environmental Review Compliance: None required.

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

Other Consideration: None.

Material Included for Information/Consideration: January 2021 Summary Check Register.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

JANUARY 2021 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
01/07/2021	70054-70059	Check Register	19,037.09
01/15/2021	Wire	Friedman & Springwater LLP	40,321.50
01/15/2021	70060-70132	Check Register	702,511.19
01/19/2021	Wire	Santa Cruz County Bank	118,694.06
01/28/2021	70133-70139	Check Register	630,969.15
01/08/2021	ACH	CalPERS	26,310.12
01/08/2021	ACH	Internal Revenue Service	45,873.84
01/08/2021	ACH	MassMutual Retirement Services, LLC	18,242.13
01/08/2021	ACH	State of California - EDD	16,630.86
01/08/2021	500993-500995	Payroll Checks and Direct Deposit	106,131.85
01/08/2021	500996-500997	Check Register	1,741.70
01/15/2021	500998-501011	Check Register	96,223.03
01/22/2021	ACH	CalPERS	26,431.03
01/22/2021	ACH	Internal Revenue Service	46,056.50
01/22/2021	ACH	MassMutual Retirement Services, LLC	17,310.66
01/22/2021	ACH	State of California - EDD	13,822.16
01/22/2021	501012-501014	Payroll Checks and Direct Deposit	106,389.98
01/22/2021	501015	Check Register	875.70
01/26/2021	ACH	Internal Revenue Service	28,865.64
01/26/2021	ACH	State of California - EDD	7,053.93
01/26/2021	ACH	Payroll Direct Deposit	29,255.57
TOTAL DISBURSEMENTS			<u>2,098,747.69</u>

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
70054	12/18/2020	01/07/2021	Verizon Wireless	Cell Phone Service 12/2020	1,491.29
70055	12/28/2020	01/07/2021	O'Reilly Automotive Stores, Inc.	Auto/ General Supplies	177.97
70056	12/01/2020	01/07/2021	Wm. B. Saleh Painting, Inc.	Painting Services - IOP Office	9,733.20
70057	12/08/2020	01/07/2021	Univar Solutions USA, Inc.	(1,435) gals Chlorine - Wells 10 and 11, Intermediate Reservoir	3,075.52
70058	12/10/2020	01/07/2021	Central Coast Sign & Design	(3) MCWD Metal Site Signs	290.04
70059	12/04/2020	01/07/2021	ICONIX Waterworks (US), Inc.	Waterworks Supplies	4,269.07
Wire	12/04/2020	01/15/2021	Friedman & Springwater LLP	Legal Fees - MCWD v CPUC, RPD Superior Court Damages Cases, CEMEX Litigation, General Matters 11/2020	40,321.50
70060	12/31/2020	01/15/2021	Ace Hardware of Watsonville, Inc.	General Supplies	711.16
70061	12/10/2020	01/15/2021	Carlons Fire Extinguisher	Annual Fire Extinguisher Inspection, First Aid Supplies	177.55
70062	12/14/2020	01/15/2021	Monterey Peninsula Unified School District	Water Conservation Education 11/2020	1,468.00
70063	12/31/2020	01/15/2021	Insight Planners	Web Development/ Maintenance and Hosting 12/2020	1,569.00
70064	11/28/2020	01/15/2021	Denise Duffy & Associates, Inc.	Post-Construction Biological & Non-Biological Monitoring - RUWAP	2,659.15
70065	12/04/2020	01/15/2021	Grainger	General Supplies	453.67
70066	12/15/2020	01/15/2021	Area Communications	Answering Service 11/18 - 12/15	139.00
70067	11/30/2020	01/15/2021	Schaaf & Wheeler	Design Phase - A1/A2 Tanks B/C, Plans and Specifications - Ord Village LS, Developers (Dunes 2 East, Fort Ord Dunes State Park)	20,490.40
70068	12/10/2020	01/15/2021	Monterey Peninsula Engineering	Armstrong Ranch BO Vault Repair	3,300.00
70069	11/24/2020	01/15/2021	MBS Business Systems	Copier Maintenance (C650i) 11/06 - 02/05	385.86
70070	12/15/2020	01/15/2021	Monterey Bay Analytical Services	Laboratory Testing	960.00
70071	12/16/2020	01/15/2021	Harris & Associates	Construction Management/ Inspection Services - Imjin LS, Inspection Services - RUWAP Distribution, Developers (East Garrison, Wathen-Castanos Homes)	50,265.00
70072	01/01/2021	01/15/2021	Federal Express	Shipping Charges	30.74
70073	12/22/2020	01/15/2021	Waterless Company, Inc.	(4) gallons BlueSeal	345.52
70074	12/08/2020	01/15/2021	Koff & Associates	Ongoing Classification/ Compensation Services	150.00
70075	12/11/2020	01/15/2021	Carollo Engineers, Inc.	Construction Meetings, Submittal Review, RFI's - RUWAP	8,833.55
70076	12/10/2020	01/15/2021	M&M Backflow & Meter Maintenance	Large Meter Field Test	2,300.00
70077	12/07/2020	01/15/2021	Fastenal Industrial & Construction Supplies	General Supplies	99.15
70078	01/04/2021	01/15/2021	Conservation Rebate Program	3351 Tracy Ct - Washer Rebate	150.00
70079	12/18/2020	01/15/2021	Muniquip, LLC	Pulsar MMWave Level Transducer - San Pablo LS	1,388.17
70080	01/06/2021	01/15/2021	Geiger	Disconnect and Connect Orders	1,192.79
70081	12/16/2020	01/15/2021	Val's Plumbing & Heating, Inc.	Plumbing Service - BLM	182.50
70082	12/26/2020	01/15/2021	McGrath Rent Corp.	Modular Office - Water Resources 01/2021	743.69
70083	12/31/2020	01/15/2021	Cal-Risk Control Services, Inc	First Aid/CPR, Silica/Valley Fever, and COVID Prevention Certifications; Forklift Training Class	605.00
70084	12/22/2020	01/15/2021	CCOI Gate & Fence	Gate Repair/Service	150.00
70085	12/10/2020	01/15/2021	Power Engineers, Inc.	Cityworks/ ESRI Support Services 11/2020	355.00
70086	11/30/2020	01/15/2021	Star Sanitation LLC	Mobile Restroom Rental - Beach Office	71.01
70087	12/16/2020	01/15/2021	Daiohs USA	Coffee Supplies	97.91
70088	10/31/2020	01/15/2021	ECAM Secure	Monthly Security Fees - Ord Waste Water Treatment Facility	1,578.50

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
70089	12/07/2020	01/15/2021	U.S. Bank Corporate Payment Systems	(2) Office Chairs, 2020 Virtual Meetings - CCHRA, GIS Courses, Advertisements - Accountant I and Engineering Tech, Annual Governmental GAAP Update, Refrigerator - IOP Building, Cloud Hosted Server - CityWorks/ ESRI, SCADA Internet Service, SCADA Mobile/ Laptop Hotspot, Zoom Pro/ Webinar Service, General Supplies	4,408.77
70090	12/16/2020	01/15/2021	Marina Tire & Auto Repair	Oil Change - Vehicles #1002 and #1303	138.00
70091	11/25/2020	01/15/2021	GSE Construction Co., Inc.	Imjin LS Improvements - Construction Pmt #4	397,340.35
70092	12/09/2020	01/15/2021	Raftelis Financial Consultants, Inc.	Recycled Water Rate Study 11/2020	517.50
70093	12/24/2020	01/15/2021	U.S. Bank National Association	IOP Office Copier Lease 01/2021	287.34
70094	12/16/2020	01/15/2021	Conservation Rebate Program	274 Young Cir - (2) Toilet Rebates	150.00
70095	12/16/2020	01/15/2021	Conservation Rebate Program	13917 Sherman Blvd - Washer Rebate	100.00
70096	12/21/2020	01/15/2021	Conservation Rebate Program	3214 Martin Cir - Washer Rebate	150.00
70097	01/04/2021	01/15/2021	Conservation Rebate Program	136 Seal Ct - (3) Toilet Rebates	225.00
70098	01/04/2021	01/15/2021	Conservation Rebate Program	2981 Denali Dr - Washer Rebate	150.00
70099	01/04/2021	01/15/2021	Conservation Rebate Program	154 Dolphin Cir - Landscape Rebate	1,068.00
70100	12/10/2020	01/15/2021	Remy Moose Manley, LLP	Legal Fees - Desalination Plan/ MPWSP, CPUC 11/2020	62,908.95
70101	12/11/2020	01/15/2021	Monterey Bay Technologies, Inc.	(2) Tripplite 1350VA UPS, (2) 8GB Backup Harddisks, IT Support Services 01/2021	4,053.34
70102	01/01/2021	01/15/2021	California Water Efficiency Partnership	CalWEP and AWE Dues	3,107.84
70103	12/23/2020	01/15/2021	Eurofins Eaton Analytical, Inc.	Laboratory Testing	730.00
70104	12/08/2020	01/15/2021	Griffith, Masuda & Hobbs	Legal Fees - Bay View Mobile Home Park, Capacity Charges, City of Seaside, CSUMB, FORA Transition, GSA (Cal Am Supply/ Demand, Groundwater, Local Coastal Development Permit, PWM Expansion), Developer (Wathen-Castanos Homes), General Matters 11/2020	25,004.00
70105	01/07/2021	01/15/2021	Access Monterey Peninsula, Inc.	Filming and Production 01/2021	460.00
70106	12/09/2020	01/15/2021	Sir Speedy	Water Conservation Door Hangers	297.38
70107	12/31/2020	01/15/2021	Peninsula Messenger LLC	Courier Service 01/2021	162.00
70108	11/30/2020	01/15/2021	Western Exterminator Company	Pest Control - Beach Office 11/2020	91.50
70109	01/05/2021	01/15/2021	TIAA Commercial Finance, Inc.	(3) Office Copiers, eCopy ScanStation Leases 01/2021	1,163.67
70110	12/15/2020	01/15/2021	AT&T	Phone and Alarm Line Services 12/2020	219.65
70111	01/01/2021	01/15/2021	Pure Janitorial, LLC	Janitorial Service - Beach, Ord, IOP, and BLM Offices 12/2020	4,550.00
70112	12/10/2020	01/15/2021	EKI Environment & Water, Inc.	Groundwater Planning Sustainability Study, Monterey Subbasin Groundwater Sustainability Plan Prop 68, Seawater Intrusion Working Group and Associated Analyses, CalAm Water Supply Project	62,687.62
70113	12/04/2020	01/15/2021	R&B Company	(92) 1" Multi-Jet Meter with 3G Dialog	26,658.27
70114	11/25/2020	01/15/2021	American Water Works Association	Standards Update Service 03/2021 - 02/2022	850.00
70115	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 37 Dahlia Dr	37.56
70116	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 323 Ardennes Cir	13.97
70117	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 136 Petunia	43.20
70118	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 350 Carentan Rd	5.23
70119	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 18415 Mc Clellan Cir	71.91
70120	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 302 Hatten Rd	35.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
70121	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 401 Kalborn Rd	17.45
70122	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 301 9th St #137	65.47
70123	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 3143 Ocean Ter	41.20
70124	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 1820 Wedemeyer Ct	91.58
70125	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 315 Carentan Rd	35.00
70126	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 480 Palisade Dr	19.19
70127	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 706 Bandholtz Ct	39.24
70128	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 680 Horn Ct	35.00
70129	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - Hydrant Meter	1,826.87
70130	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 179 Linde Cir	56.48
70131	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - 129 Redondo Ct	30.88
70132	12/23/2020	01/15/2021	Customer Service Refund	Refund Check - Hydrant Meter	1,714.46
Wire	12/06/2020	01/19/2021	Santa Cruz County Bank	BLM Construction Loan Payment 01/2021	118,694.06
70133	12/31/2020	01/28/2021	City of Marina	Franchise Tax Fee (Marina) 10/2020 - 12/2020	41,002.47
70134	01/07/2021	01/28/2021	PG&E	Gas and Electric Service 10/2020 (Re-Issue), 12/2020	149,939.92
70135	01/25/2021	01/28/2021	PG&E	New PG&E Power - Ord Village LS	16,766.68
70136	11/30/2020	01/28/2021	Monterey Peninsula Engineering	RUWAP Distribution System - Construction Pmt #5	384,261.22
70137	12/24/2020	01/28/2021	Voyager Fleet Systems, Inc.	Fleet Gasoline	3,516.80
70138	01/04/2021	01/28/2021	Alliance Resource Consulting LLC	Executive Recruitment - General Manager	15,000.00
70139	12/31/2020	01/28/2021	City of Seaside	City Utility Tax (Seaside) 10/2020 - 12/2020	20,482.06
ACH	01/08/2021	01/08/2021	CalPERS	Payroll Ending 01/01/2021	26,310.12
ACH	01/08/2021	01/08/2021	Internal Revenue Service	Payroll Ending 01/01/2021	45,873.84
ACH	01/08/2021	01/08/2021	MassMutual Retirement Services, LLC	Payroll Ending 01/01/2021	18,242.13
ACH	01/08/2021	01/08/2021	State of California - EDD	Payroll Ending 01/01/2021	16,630.86
500993-500995	01/08/2021	01/08/2021	Payroll Checks and Direct Deposit	Payroll Ending 01/01/2021	106,131.85
500996	01/08/2021	01/08/2021	General Teamsters Union	Payroll Ending 01/01/2021	866.00
500997	01/08/2021	01/08/2021	WageWorks, Inc.	Payroll Ending 01/01/2021	875.70
500998	12/23/2020	01/15/2021	Becks Shoe Store, Inc. - Salinas	Boot Benefit	116.08
500999	01/12/2021	01/15/2021	ACWA Joint Power Ins Authority	Workers Compensation Insurance 10/2020 - 12/2020	17,272.19
501000	01/07/2021	01/15/2021	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 02/2021	71,498.39
501001	12/14/2020	01/15/2021	CWEA - Monterey Bay Section	CWEA Membership Renewal	192.00
501002	12/25/2020	01/15/2021	AFLAC	Employee Paid Benefits 12/2020	2,081.90
501003	01/05/2021	01/15/2021	LegalShield	Employee Paid Benefits 01/2021	25.90
501004	12/16/2020	01/15/2021	Pinnacle Bank	Drug Test (DOT)	115.00
501005	12/18/2020	01/15/2021	Principal Life	Employee Paid Benefits 01/2021	332.02
501006	12/31/2020	01/15/2021	Justifacts Credential Verification, Inc.	Background Check - New Hire	124.75
501007	12/10/2020	01/15/2021	Lincoln National Life Insurance Company	Life, Short/ Long Term, AD&D Insurance 01/2021	2,672.88
501008	11/16/2020	01/15/2021	WageWorks, Inc.	FSA Admin Fees 10/2020	152.00
501009	01/01/2021	01/15/2021	California Landscape Contractors Association	2021 Affiliate Membership	120.00
501010	12/17/2020	01/15/2021	Transamerica Life Insurance Company	Employee Paid Benefits 12/2020	786.50
501011	12/31/2020	01/15/2021	Cintas Corporation No. 630	Uniforms, Towels, Rugs 12/2020	733.42
ACH	01/22/2021	01/22/2021	CalPERS	Payroll Ending 01/15/2021	26,431.03

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
ACH	01/22/2021	01/22/2021	Internal Revenue Service	Payroll Ending 01/15/2021	46,056.50
ACH	01/22/2021	01/22/2021	MassMutual Retirement Services, LLC	Payroll Ending 01/15/2021	17,310.66
ACH	01/22/2021	01/22/2021	State of California - EDD	Payroll Ending 01/15/2021	13,822.16
501012- 501014	01/22/2021	01/22/2021	Payroll Checks and Direct Deposit	Payroll Ending 01/15/2021	106,389.98
501015	01/22/2021	01/22/2021	WageWorks, Inc.	Payroll Ending 01/15/2021	875.70
ACH	01/26/2021	01/26/2021	Internal Revenue Service	Payroll Ending 01/15/2021	28,865.64
ACH	01/26/2021	01/26/2021	State of California - EDD	Payroll Ending 01/15/2021	7,053.93
ACH	01/26/2021	01/26/2021	Direct Deposit	Payroll Ending 01/15/2021	29,255.57

Total Disbursements for January 2021 2,098,747.69

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-B

Meeting Date: February 16, 2021

Prepared By: Paula Riso

Approved By: Derek Cray

Agenda Title: Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of January 20, 2021

Staff Recommendation: The Board of Directors approve the draft minutes of the January 20, 2021 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 January 20, 2021 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Financial Impact: ___Yes ___X___No Funding Source/Recap: None

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

Material Included for Information/Consideration: Draft minutes of January 20, 2021.

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
January 20, 2021

Draft Minutes

1. Call to Order:

President Shriner called the meeting to order at 6:35 p.m. on January 20, 2021 via Zoom teleconference in Marina, California, with a land acknowledgement. “As Marina Coast Water District celebrates its 60th year providing publicly owned water service to its customers in Marina and the Ord Community, we acknowledge that our service area is located on the traditional lands of the Esselen people. They are known today as the Ohlone/Costanoan-Esselen Nation. We respect their elders, past, present, and emerging, for they hold the memories, traditions, culture, and hopes of the Esselen people. We also acknowledge the government of the Ohlone/Costanoan Esselen Nation and appreciate the spiritual role it plays today in preserving the cultural, historical and heritage beliefs of the Esselen people. We are grateful that they share their traditional lands with us.”.

2. Roll Call:

Board Members Present:

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

Board Members Absent:

One vacant seat.

Staff Members Present:

Derek Cray, Interim General Manager/Operations and Maintenance Manager
Roger Masuda, District Counsel
Kelly Cadiente, Director of Administrative Services
Michael Wegley, District Engineer
Don Wilcox, Senior Engineer
Patrick Breen, Water Resources Manager
Rose Gill, Human Resources/Risk Administrator
Andrew Racz, Associate Engineer
Teo Espero, IT Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Andrew Sterbenz, Schaaf & Wheeler
Erin Harwayne, Denise Duffy & Associates
Joe Pineda, MCWD

Stephenie Verduzco, MCWD
Mike McCullough
Melanie Carrido

3. Public Comment on Closed Session Items:

There were no comments.

The Board entered into closed session at 6:39 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.)
- 6) 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 7:03 p.m. President Shriner reconvened the meeting to open session at 7:04 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. Derek Cray, Interim General Manager/Operations and Maintenance Manager led everyone present in the pledge of allegiance.

7. Oral Communications:

There were no comments made.

8. Presentations:

- A. Consider Adoption of Resolution No. 2021-02 in Recognition of Stephenie Verduzco, Administrative Assistant, for 15 Years of Service to the Marina Coast Water District:

Vice President Moore made a motion to adopt Resolution No. 2021-02 in recognition of Stephenie Verduzco for 15 years of service to the Marina Coast Water District. President Shriner seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

President Shriner read the narration.

- B. Consider Adoption of Resolution No. 2021-03 in Recognition of Tuan Nguyen, Systems Operator II, for 15 Years of Service to the Marina Coast Water District:

Director Cortez made a motion to adopt Resolution No. 2021-03 in recognition of Tuan Nguyen for 15 years of service to the Marina Coast Water District. Vice President Moore seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

President Shriner read the narration.

9. Public Hearing:

President Shriner opened the Public Hearing at 7:14 p.m.

A. Public Hearing on the Draft Initial Study/Mitigated Negative Declaration for the A1/A2 Reservoirs & B/C Booster Pump Station Project:

Mr. Michael Wegley, District Engineer, introduced this item noting the District would receive comments until February 4, 2021.

There were no comments from the public.

President Shriner closed the Public Hearing at 7:17 p.m.

10. Consent Calendar:

Vice President Moore made a motion to approve the Consent Calendar consisting of: A) Receive and File the Check Register for the Month of December 2020; B) Receive the Quarterly Financial Statements for July 1, 2020 to September 30, 2020; C) Consider Approving the Draft Minutes of the Regular Joint Board/GSA Meeting of December 14, 2020; D) Consider Approving the Draft Minutes of the Special Board Meeting of January 5, 2021; E) Consider Adoption of Resolution No. 2021-04 to Authorize the General Manager or his Designee to Execute a Memorandum of Understanding between Monterey One Water and Marina Coast Water District for Conducting a Public Education Program for the Southern Monterey Bay Dischargers Group; and, F) Consider Adoption of Resolution No. 2021-05 to Appoint the Interim General Manager as a Deputy Secretary. Director Cortez seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

11. Action Items:

A. Receive the Final 2020 Year in Review Report:

Mr. Cray introduced this item.

Vice President Moore made a motion to receive the Final 2020 Year in Review Report. Director Cortez seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

B. Consider Adoption of Resolution No. 2021-06 to Amend the On-Call Engineering Services Agreement with Schaaf & Wheeler for the A1/A2 Reservoirs and B/C Booster Pump Station Design Services:

Mr. Wegley introduced this item. Vice President Moore asked clarifying questions.

Agenda Item 11-B (continued):

Vice President Moore made a motion to adopt Resolution No. 2021-06 to amend the On-Call Engineering Services Agreement with Schaaf & Wheeler for the A1/A2 Reservoirs and B/C Booster Pump Station Design Services. President Shriner seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

- C. Consider Adoption of Resolution No. 2021-07 to Award a Professional Services Agreement with Psomas for Construction Management of the Ord Lift Station & Force Main Project:

Mr. Donald Wilcox, Senior Engineer, introduced this item. The Board asked clarifying questions.

Vice President Moore made a motion to adopt Resolution No. 2021-07 awarding a Professional Services Agreement with Psomas for Construction Management of the Ord Lift Station & Force Main Project. Director Cortez seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

- D. Consider Adoption of Resolution No. 2021-08 to Accept the Infrastructure Improvements Installed Under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Marina Developers, Inc. for the Sea Haven Phase 5A Development Project:

Mr. Andrew Racz, Associate Engineer, introduced this item. Vice President Moore asked clarifying questions.

Vice President Moore made a motion to adopt Resolution No. 2021-08 accepting the Infrastructure Improvements installed under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Marina Developers, Inc. for the Sea Haven Phase 5A Development Project. President Shriner seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

- E. Consider Adoption of Resolution No. 2021-09 to Approve FY 2020-2021 Budget Amendment No. 1:

Ms. Kelly Cadiente, Director of Administrative Services, introduced this item. Vice President Moore asked if there was an estimate of how much the District could recover from the lawsuits. Mr. Masuda stated that attorney fees should be discussed in closed session.

Agenda Item 11-E (continued):

Director Cortez made a motion to adopt Resolution No. 2021-09 to approve FY 2020-2021 Budget Amendment No. 1. Vice President Moore seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

F. Consider Adoption of Resolution No. 2021-10 to Approve the Revised Board Procedures Manual:

Mr. Cray introduced this item.

Vice President Moore made a motion to adopt Resolution No. 2021-10 to approve the revised Board Procedures Manual. Director Cortez seconded the motion. The motion was passed by the following vote, with one vacant seat:

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

12. Staff Reports:

A. Receive an Update on the Fiscal Impacts to the District due to Covid-19:

Ms. Cadiente gave a brief update.

B. Receive a Report on Current Capital Improvement Projects:

Mr. Wegley introduced this item.

C. Developer Account Update through June 30, 2020:

Mr. Wegley introduced this item. This item will be brought to a Committee for discussion.

D. Receive the 4th Quarter 2020 MCWD Water Consumption Report:

Ms. Cadiente introduced this item.

E. Receive the 4th Quarter 2020 Sewer Flow Report:

Ms. Cadiente introduced this item.

- F. Receive a Report on 2020 Pure Water Monterey and MCWD Recycled Water Flows through December 31, 2020:

Mr. Cray introduced this item. Vice President Moore requested to have the font on the graph enlarged so it was easier to read.

- G. Receive a Report on 2020 Potable Water Production through December 31, 2020:

Mr. Cray introduced this item.

13. Informational Items:

- A. General Manager's Report:

Mr. Cray gave a brief update on the Covid-19 vaccine timeline for the employees.

- B. Counsel's Report:

There was no report.

- C. Committee and Board Liaison Reports:

- 1. Water Conservation Commission:

No meeting was held.

- 2. Joint City District Committee:

Vice President Moore stated that the next meeting was scheduled for February 24th.

- 3. Executive Committee:

Vice President Moore stated that they met on January 12th and the next meeting is scheduled for February 9th.

- 4. Community Outreach Committee:

Director Cortez gave a brief update.

- 5. Budget and Personnel Committee:

President Shriner noted that they were looking for training requests for Directors for 2021. Director Cortez noted he wanted to discuss the Board stipend.

6. M1W Board Member:

Vice President Moore stated they met on January 25th and gave a brief update.

7. LAFCO Liaison:

Director Cortez stated they were scheduled to meet on January 25th.

8. JPIA Liaison:

No report was given.

9. Special Districts Association Liaison:

Vice President Moore gave a brief update and noted that Mary Ann Leffel was selected as the President for 2021.

10. MCWD/SVBGSA Steering Committee:

Mr. Cray stated there was no meeting.

14. Board member Requests for Future Agenda Items:

President Shriner noted that the Board members can email in their requests.

15. Director's Comments:

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

16. Adjournment:

The meeting was adjourned at 8:48 p.m.

APPROVED:

Jan Shriner, President

ATTEST:

Paula Riso, Deputy Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-C

Meeting Date: February 16, 2021

Submitted By: Kelly Cadiente

Approved By: Derek Cray

Agenda Title: Consider Adoption of Resolution No. 2021-12 to Approve the 2021 District Technology Plan Appendix for FY 2021-2022

Staff Recommendation: Consider Adoption of Resolution No. 2021-12 to approve the 2021 District Technology Plan (DTP) Appendix for FY 2021-2022.

Background: *Strategic Plan, Goal No. 4 – To manage the District’s finances in the most effective and fiscally responsible manner, Strategic Plan Element 4.2 – Adopt a plan for technology use in public affairs and Strategic Plan, Element No. 6.5 – Digitize district records.*

The DTP is a detailed and comprehensive plan, which identifies anticipated upgrades and maintenance of District technology. According to the DTP adopted August, 23, 2000 by Resolution No. 2000-23, the DTP should be reviewed annually, not only for budgetary considerations, but also to facilitate updates reflecting technological advancements from previous reviews.

The Board approved Resolution No. 2020-09 adopting the 2020 DTP Appendix at the March 16, 2020 regular meeting.

Discussion/Analysis: The Board of Directors is requested to review and approve the 2021 appendix of the District Technology Plan (DTP).

Attached is the 2021 appendix to the original DTP. Based on a needs assessment performed by the District’s information technology support service provider and District staff, this appendix outlines the recommended technology tasks for FY 2021-2022 as well as funding requirements of \$51,000 for FY 2021-2022.

Environmental Review Compliance: None.

Financial Impact: Yes No Funding Source/Recap: Funding for the FY 2021-2022 capital portion of the DTP (\$20,000) will come from the Capital Replacement Reserves for each cost center. Funding for the non-capitalized portion of the DTP (\$31,000) will come from the Computers/Data Processing and Software and Licensing line items for all cost centers in the Administration Section of the proposed FY 2021-2022 District Budget.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2021-12; and, Draft 2021 Technology Plan Appendix for FY 2021-2022.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2021

Resolution No. 2020-12
Resolution of the Board of Directors
Marina Coast Water District
Approving the 2021 District Technology Plan Appendix
For FY 2021-2022

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 16, 2021, via video conference pursuant to Governor Newsom’s Executive Order N-29-20, as follows:

WHEREAS, the Board adopted the original District Technology Plan (DTP) on August 23, 2000 which included the anticipation of annual appendices; and,

WHEREAS, the DTP should be reviewed annually, not only for budgetary considerations, but also to facilitate updates reflecting technological advancements from previous reviews; and,

WHEREAS, the 2021 Technology Plan Appendix for FY 2021-2022 recommends a budget of \$51,000 for FY 2021-2022.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to implement the 2021 District Technology Plan Appendix for FY 2021-2022.

PASSED AND ADOPTED on February 16, 2021, 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 _____

Jan Shriner, President

ATTEST:

Derek Cray, Deputy 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. 2021-12 adopted February 16, 2021.

Derek Cray, Deputy Secretary

Marina Coast Water District

Technology Plan

Appendix 2021 for FY 2021-2022



Prepared for the
Marina Coast Water District Board of Directors

February 2021

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DRAFT

Executive Summary

The District Technology Plan (DTP) Appendix outlines the tasks and funding requirements associated with meeting the goals described in the DTP in fiscal year 2021-2022. Budgetary requirements are also presented for each Category.

The District currently has a Local Area Network (LAN) and a Wide Area Network (WAN) between the Beach and Ord Offices through 100 Mbps fiber-optic lines along with a Point-to-point connection between the ORD and the IOP.

Billing/Financial/Operations/Engineering improvements in FY 2020-2021 include:

- Create and deploy new feature classes for O&M.
- Define and implement a platform for conducting virtual meetings/biddings.
- Define and implement software that allows staff members to work from home.

Security and Monitoring Improvements included:

- A new firewall device was installed at the IOP building.
- Integrate all Wi Fi access point devices under one management software.
- Define and implement a working Mobile Use Policy.
- Define and create a working draft of the IT Security Policy.

Technology Maintenance forms the basis of a long-term program that ensures the maintenance of existing District technology through the continued incorporation of improved hardware and software, and the enhanced ability of staff to use the technology. Planned replacement of outdated and aged hardware and software will keep the District systems effective.

Document Storage System (DSS) implementation began in FY 2010-2011. The DSS moves the District towards green sustainability practices. Once fully implemented, the DSS system will save the District substantial time and money. In addition, it creates improved customer service, efficient collaboration between departments, sharing of information internally and externally, easier document storage and retrieval, and reduced storage space. Improvements have been made in FY 2020-2021, and the objectives listed within the category “Document Storage System” will be achieved FY 2021-2022.

System Backups and Disaster Recovery Improvements has improved the security and reliability of backups, and significantly reduce possible data loss, and was completed in FY 2018-2019. Backups are being stored in the cloud, and a system backed up in the cloud can be restored and running in the cloud within a few hours.

Network connectivity have been improved by employing a new router/firewall device. Point-to-point Internet connection has been established between the IOP and ORD buildings. Future enhancements include:

- getting a Fiber connection for IOP
- moving the server rack to the IOP building

While training is budgeted as part of District operations, training costs are referenced in the DTP for a comprehensive look at costs associated with District technology.

Category: Billing/Financial/Operations/Engineering Needs
Proposed FY 2021-2022 Budget: \$10,000

This category addresses the need to upgrade and enhance the application systems that maintain billing, financial, and operations data. This system manages billing, financial, operation and maintenance needs, the meter reading system, the back-flow system, and the automated work order process system to track customer requests. These systems are critical for District operations and the information they produce is relied upon heavily for key analysis. The Customer Internet Account program has enabled District customers to access their account information online, pay bills using credit cards, and input service requests over the Internet.

The current Billing/Finance System contains the following features:

- Process credit cards via the Internet & Phone (w/o Customer Service assistance)
- Merge and automate Work Order Process
- Attach parcel maps to individual customer account (GIS)
- HR Module to provide better staff record tracking and automation.
- Moving the Finance application to a newer server instance running the latest Server Operating System and software.

Current Operations and Engineering Technology projects include.

- Asset and GIS data location improvements in the District’s CMMS system.
 - Proposed re-mapping of existing Water and Sewer systems
 - Validate the accuracy of the base map, imagery, and asset data by collecting GPS locations for known points around the district
 - Automate the merging of mainlines that were previously split so breaks/leaks could be recorded at the appropriate segment
 - Addition of fields that reflect the assets being attributed.
- Have current staff acquire technical knowledge on managing the District’s GIS platform, allowing us to be more responsive to District needs and better informed in working with consultants and vendors.
- O&M staff trained to create custom reports using a report generator.

Goal and Long- and Short-Term Objectives

- Provide field staff ability to edit asset information. This provides O&M the capability to provide attribute data to our GIS assets in the field.
- Providing staff with real-time automation in the integration CCTV videos in the creation of work orders and inspections.
- Provide Project Management software/module for Engineering to streamline Engineering tracking processes.

Proposed Costs for FY 2021-2022

Expense Type	Estimated Cost	Comments
Software and/or software licensing upgrades	\$10,000	

Category: Security and Monitoring Improvements
Proposed FY 2021-2022 Budget: \$2,000

The security and monitoring of systems is key to ensuring consistent operational performance, and reducing the risk of significant performance impacts, downtime, and data loss. Additionally, this data will be used to assess systems utilization, and plan for future system needs.

The current System Backups and Disaster Recovery Improvements contains the following features:

- All devices, systems, and 3rd parties connecting into the MCWD network and computer systems require use of a VPN on their client systems or will use a top-tier remote-access application. This significantly improves security and reduce the risk of cyber intrusion.
- Encryption of confidential business data, and customer personal identifiable information (PII), stored in databases is encrypted when stored outside of databases (at rest).
- Customer PII data stored outside of the database is encrypted.
- Security of database systems has been improved, particularly with access from external or 3rd party systems.
- Employee training has been conducted on cyber intrusion recognition, and PII data handling.
- Improved email and virus security
- Centralized McAfee management and alerting for all PCs
- Real-time intrusion prevention system (IPS) hardware and software will quickly identify intrusion attempts.
- Network separation for non-employee visitors and MCWD mobile devices, this will improve the security posture of our shared network resources within the District.
- Mobile device management system

Goal and Long- and Short-Term Objectives

Implement security improvements and systems monitoring:

- Further training on Cybersecurity – *Ongoing*
- Physical Security Improvements to protect IT Assets (cameras where IT infrastructure is present).
- Further collaboration with other organizations within the county to evaluate and apply cybersecurity best practices.
- Define role-based access for users in the district to improve cybersecurity posture.

Proposed Costs for FY 2021-2022

Expense Type	Estimated Cost	Comments
Physical Security Improvements	\$2,000	This will include installation cameras and access mechanism for the server rooms and other facilities in the Ord (network room) and Beach offices (server room).

Category: Technology Maintenance
Proposed FY 2021-2022 Budget: \$35,000

To sustain the efficiency and effectiveness of the District’s technological systems, hardware and software upgrades and additions will be required. If ongoing systems maintenance is not a priority, District systems will gradually become less effective.

Goals and Long- and Short-Term Objectives

- *Improve productivity by replacing outdated hardware technology*
 - Upgrade or replace 25% of PCs connected to LAN each year
 - Upgrade and maintain server performance
 - Upgrade or replace output devices: printers, etc.
 - Perform a needs analysis annually to determine budgetary framework – *Ongoing*

- *Improve productivity by replacing outdated software technology*
 - Maintain compatibility of desktop operating systems – *Ongoing*
 - Perform a needs analysis annually to determine budgetary framework – *Ongoing*
 - Upgrade server operating system (OS) software *Ongoing*

- *Improve and maintain computer training opportunities*
 - Identify District staff software training needs – *Ongoing*.
 - Develop training plans – *Ongoing*
 - Develop matrix showing benefits of technology training – *Ongoing*

Based on a needs analysis performed by the District’s Applications Systems Analyst and the Information Technology consultant, the District will replace/consolidate aging computer hardware, and will implement the latest technology hardware and software for a robust and safer computing environment in FY 2021-2022.

Proposed Costs for FY 2021-2022

Expense Type	Estimated Cost	Comments
Upgrade/Replace PCs and monitors	\$15,000	Replacement of 4 PCs with monitors & MS Office Software included in operating budget. Budget allotment for purchasing 2 Windows tablets for the meter readers
Server replacement for APP2	\$20,000	APP2 is n years old, and is hosting the following: <ul style="list-style-type: none"> • Virtual Manager • AD / DNS Server • APP2 (XC2 / Crystal Report) • Laserfiche • Files Server

Category: Document Storage System
Proposed FY 2021-2022 Budget: \$2,500

A Document Storage System includes the strategies, methods and tools used to capture, manage, store, preserve, and deliver documents related to organizational processes. DSS tools and strategies allow the management of an organization's unstructured information, wherever that information exists. It reduces or eliminates the need for paper documents and allows for remote access of documents by employees. The DSS will help the District move towards green sustainability practices. The DSS systems will save the District substantial time and money. In addition, it will enhance customer service, efficient collaboration between departments, sharing of information internally and externally, easier document storage and retrieval, reduced storage space, and other benefits.

Improvements and enhancements have been made through FY 2020-2021, and will continue to be made, by the IT Administrator.

Laserfiche Document Management/Storage System provides the following capabilities:

- Improve efficiency of document access
- Allow for remote document access
- Reduce storage space required to store paper files
- Enhance customer service, improved collaboration.
- Provide granular control and access to Financial documents.

Goals and Long- and Short-Term Objectives

- *Laserfiche development*
 - Human Resources and Risk Management documents

Proposed Costs for FY 2021-2022

Expense Type	Estimated Cost	Comments
Consulting Expense	\$2,500	Assist with continuing development, user training

Category: System Backups and Disaster Recovery Improvements
Proposed FY 2021-2022 Budget: \$1,500

The security, availability, and reliability of data and data backups is critical to continuity of the business. Data loss can be difficult and time consuming to replace.

The current System Backups and Disaster Recovery Improvements contains the following features:

- Data is backed up into the *cloud* – off site to a major cloud backup vendor.
- Key data is backed up into the cloud several times a day, minimizing the potential data loss in the event of on-premises systems loss.
- A system can be restored and running in the cloud, within 2 hours, in the case of a major hardware failure on-site.

Goal and Long- and Short-Term Objectives

- Reduce the potential for data loss and improve systems recovery.
- Research on more cost-effective ways on improving infrastructure sustainability.
- Further investigate Cloud technologies to improve business infrastructure and systems availability.

Proposed Costs for FY 2021-2022

Expense Type	Estimated Cost	Comments
Purchase of NAS	\$1,500.00	<ul style="list-style-type: none"> - This will be used to store Board files - Backups for O&M's CCTV videos

Category: Network Infrastructure
Proposed FY 2021-2022 Budget: \$0

The implementation of a Local Area Network (LAN) has greatly benefited the District. This LAN has enabled staff to share computer resources and network printers and other functions among staff members. The LAN has enabled the District staff members to communicate with one another via electronic mail, thus reducing the use of paper to move documents from one location to another, as well as increasing staff response time. Both sites are protected with firewalls within a dedicated Virtual Private Network.

The Network Infrastructure provides the following capabilities:

- Backup data off site on a nightly basis
- Transfer data between District offices to maintain redundant systems
- Improved server and data access through an upgraded 20Mbps network
- Improved connectivity and security between district offices, and system resources by upgrading to a newer and more configurable firewall device.
- Reserved instance and premise-licensing for cloud-based applications which greatly lowers cost.
- Point-to-point connection between IOP and ORD.

Goal and Long- and Short-Term Objectives

- Provide the IOP building with a faster connection through Fiber.

Proposed Costs for FY 2021-2022

Expense Type	Estimated Cost	Comments
	\$0	

Summary

Summary of FY 2021-2022 Budget:

Category Type	Estimated Cost	Operating Budget	Capitalized Equipment Budget
Billing/Financial/Operations/Engineering Needs	\$10,000	\$10,000	\$0
Security and Monitoring Improvements	\$2,000	\$2,000	\$0
Technology Maintenance	\$35,000	\$15,000	\$20,000
Document Storage System	\$2,500	\$2,500	\$0
System Backups and Disaster Recovery Improvements	\$1,500	\$1,500	\$0
Network Infrastructure	\$0	\$0	\$0
TOTAL:	\$51,000.00	\$31,000.00	\$20,000.00

This Appendix 2021 represents a comprehensive plan with identified funding requirements necessary for the continued implementation of the District Technology Plan for FY 2021-2022. The approval and implementation of this appendix document will support the District's efforts of technology maintenance; technological enhancements to improve staff efficiency while continuing to better respond to the needs of the public.

Appendix A: Server Listing

SERVER NAME	TYPE	LOCATION	DATE OF PURCHASE	WARRANTY EXPIRATION
HVS	Physical	Beach Office	Dec. 15, 2015	Dec. 15, 2021
- ADC2	Virtual			
- APP2	Virtual			
- DMS	Virtual			
- FILES				
AQUA19	Physical	Beach Office	Sept. 26, 2019	Sept. 28, 2023
- ADC9	Virtual			
- Finance9	Virtual			
- MCWDSRV2	Virtual			

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Appendix B: Workstation Listing

Department	Location	Purchase Date
Adm	Beach	8/16/2019
Adm	Beach	10/15/2018
Cons	IOP	10/15/2016
Cons	IOP	9/15/2017
Cons	IOP	9/15/2017
CS	Beach	11/8/2019
CS	Beach	8/26/2020
CS	Beach	10/2/2018
CS	Beach	8/26/2020
CS	Beach	3/30/2017
CS	Beach	8/26/2020
CS	Beach	8/26/2020
CS	Beach	4/15/2017
CS	Beach	4/15/2017
Eng	IOP	5/18/2017
Eng	IOP	4/7/2018
Eng	IOP	8/16/2019
Eng	IOP	11/8/2019
Eng	IOP	8/16/2019
Eng	IOP	3/31/2018
Eng	IOP	8/26/2020
Fin	IOP	9/7/2017
Fin	IOP	10/15/2018
Fin	IOP	8/26/2020
Fin	IOP	9/15/2017
HR	Beach	11/8/2019
HR	Beach	12/1/2016
IT	Beach	7/11/2014
IT	IOP	10/15/2016
IT	IOP	4/11/2016
IT	IOP	3/15/2019
IT	ORD	4/7/2018
OM	ORD	5/2/2016
OM	ORD	9/14/2016
OM	ORD	9/14/2016
OM	ORD	9/15/2017
OM	ORD	3/1/2014
OM	ORD	3/30/2017

Department	Location	Purchase Date
OM	ORD	6/16/2015
OM	ORD	4/7/2018
OM	ORD	4/27/2016
OM	ORD	9/7/2017
OM	ORD	6/16/2015
OM	ORD	3/31/2018
OM	ORD	4/7/2018
OM	ORD	3/30/2017
OM	ORD	4/27/2016
OM	ORD	3/30/2017

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Appendix C: Mobile Device Listing

Department	Location	OS
Board	Will be assigned Board Member	iOS 13.2
Board	With Board Member	iOS 13.2
Board	With Board Member	iOS 14.2
Board	With Board Member	iOS 14.2
Board	With Board Member	iOS 13.1.3
Board	With Exec. Asst.	iOS 13.2
Board	Will be Assigned to General Manager	iOS 13.1.3
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 13.5.1
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.1
OPS	Assigned to Operator	iOS 14.2
OPS	Assigned to Operator	iOS 14.2

Marina Coast Water District
Agenda Transmittal

Agenda Item: 11-D

Meeting Date: February 16, 2021

Prepared By: Kelly Cadiente

Approved By: Derek Cray

Agenda Title: Receive the District FY 2021-2022 Draft Budget Schedule and Set Date for the FY 2021-2022 Budget Workshop

Staff Recommendation: The Board of Directors receive the draft FY 2021-2022 Budget Schedule and set the date for the Budget Workshop for April 19, 2021.

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

Discussion/Analysis: Staff has begun the budget process for FY 2021-2022. Attached is the draft schedule for the FY 2021-2022 Budget. Staff is requesting to hold the District's Budget Workshop on April 19, 2021.

Environmental Review Compliance: None required.

Financial Impact: ___Yes ___X___No Funding Source/Recap: None

Other Considerations: None.

Materials Included for Information/Consideration: FY 2021-2022 Draft Budget Schedule

Action Required: ___Resolution ___X___Motion ___Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
 FY 2021/2022 Draft Budget Calendar
 02/16/2021

<u>DATE</u>	<u>Responsible Person</u>	<u>DESCRIPTION</u>
02/16/2021	DAS	Distribute FY 2021-2022 Draft Budget Calendar to MCWD Board. PUBLIC MEETING
03/12/2021	DAS	Distribute FY 2021-2022 Budget Worksheets to Department Heads
03/15/2021	DAS/GM	Present FY 2020-2021 Mid-Year Report to MCWD Board. PUBLIC MEETING
03/31/2021	DAS/DH/GM	FY 2021-2022 Budget Worksheets due to Director of Administrative Services
04/19/2021	DAS/DH/GM	FY 2021-2022 Budget Workshop Meeting (Department Heads/Board). PUBLIC MEETING
05/04/2021	DAS/GM	Present FY 2021-2022 Revised Draft Budget to Budget & Personnel Committee. PUBLIC MEETING
05/17/2021	DAS/GM	Present FY 2021-2022 Revised Draft Budget to the Board for review and possible adoption. PUBLIC MEETING
06/01/2021	DAS/GM	Present Revised FY 2021-2022 Draft Budget to Budget & Personnel Committee. (if needed) PUBLIC MEETING
06/21/2021	DAS//GM	MCWD Board adopts FY 2021-2022 District Budget. (if needed) PUBLIC MEETING

GM= General Manager; DAS= Director of Administrative Services; DH=Department Heads

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-A

Meeting Date: February 16, 2021

Prepared By: Derek Cray

Approved By: Derek Cray

Agenda Title: Consider the Appointment of an Applicant to Fill the Existing Vacant Seat on the Board of Directors Until December 2, 2022

Staff Recommendation: The Board of Directors conduct interviews of the applicants for the vacant Board of Director seat and consider the appointment of one applicant.

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.*

On December 24, 2020, Director Le resigned from the Board of Directors with an effective date of December 24, 2020. Director Le's term as Director was set to expire on December 2, 2022.

On January 5, 2021, at a special Marina Coast Water District (District) Board meeting, the Board adopted a motion to proceed to fill the vacant Director seat by appointment. The deadline to either appoint or call for a special election is February 22, 2021, otherwise the County Board of Supervisors may opt to appoint a person to fill the vacancy.

On January 13, 2021, the notice of vacancy was posted online, and various locations within the District, which solicited applications from those interested in filling the vacant position. The deadline to apply was February 4, 2021 at 5:00 PM. The District received three applications prior to the deadline: Brad Imamura, Efrem Valentin, and Gail Morton.

Discussion/Analysis: Each candidate will be provided an equal amount of time from the Board in order for the Board to conduct the interviews. Below is the suggested step-by-step process for conducting the interviews and filling the vacancy:

1. Receive the Staff Report from the General Manager.
2. With alphabetical order of the last names, each candidate will be allowed to make a 5-minute presentation about their qualifications to serve as a Director. The order will be:
 - 1st Brad Imamura
 - 2nd Gail Morton
 - 3rd Efrem Valentin
3. After each candidate's initial presentation, the Board members will ask two rounds of questions, rotating after all four Directors have asked their first question to the candidate. The series of order for the Directors to ask questions will be:
 - 1st Director Cortez
 - 2nd Director Zefferman
 - 3rd Vice President Moore
 - 4th President Shriner

Each candidate will have up to 4 minutes to answer each question. Each Director is not required to ask the same question of each candidate.

4. After the questioning portion of the interviews has concluded for all candidates, the Board will allow public comments on the matter. Each public member wishing to comment shall have up to 4-minutes maximum.
5. The Board will then discuss the matter.
6. The President will seek a motion and a second to appoint one of the candidates as the new Director.
 - a. A roll call vote will either confirm the new director's appointment, or a failed vote will require another motion, seeking another candidate.
7. Upon confirmation, the Oath of Office will be given by the Board President.

If the meeting reaches 10:00 PM, the Board President will seek a motion to either extend the meeting and finish all items or adjourn the meeting upon the Board's preferred schedule sometime between February 17 through February 19, 2021.

If no candidate receives a majority vote, the Board shall move to conduct a special election to fill the director vacancy. If the Board cannot appoint a candidate or chooses not to call for an election, then Monterey County Board of Supervisors could appoint an individual for the vacancy.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: If the Board decides to hold a Special Election, the cost would be between \$30,000.00 and \$60,000.00. If the Board decides to appoint a Director, no additional costs will be incurred by the District.

Other Considerations: None.

Material Included for Information/Consideration: The applications for each candidate – Imamura, Morton, Valentin.

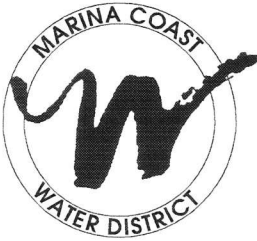
Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

Application for Appointment to Board of Directors Vacancy

Email completed form to priso@mcwd.org.

In order to be qualified, you must be a registered voter who resides within the jurisdictional boundaries of MCWD. Please return the completed application via mail, fax, or email to Paula Riso at priso@mcwd.org.

Name Brad Imamura Date February 4, 2021

Residence Address [REDACTED]

City, State, Zip [REDACTED]

Home Phone [REDACTED] Cell [REDACTED]

Email [REDACTED]

When posted on the MCWD website, your address, phone numbers, and email address will be redacted.

Please Answer the Following Questions

You may answer in the space provided, or you may provide your answer on a separate sheet of paper and attach it to this form.

1 Why are you interested in applying for the current vacancy on the District's governing Board of Directors?

Having worked for many years at a large water district (Santa Clara Valley Water District) and as a Marina resident and MCWD customer, I chose to apply to apply to the District's Board in order to contribute my knowledge and experience to continue to promote water conservation and advocate for safe, clean and sustainable water for all MCWD customers. My goal would be to continue the protection and safe access to the groundwater. The primary purpose of the Board is to serve its customers.

2 What do you thing the priorities should be for the Marina Coast Water District Board of Directors over the next two years?

- 1) Ensure the continued availability of a reliable, clean, safe and affordable water supply;
- 2) Facilitate the exploration and development of alternative sources of water;
- 3) Short and long-term planning implementation with an understanding of current resources and responsible asset management;
- 4) Continuous improvement of current policies and procedures; and
- 5) Evaluation of customer service goals and current communication strategies.

3 Tell us what you know about the Sustainable Groundwater Management Act and its implications for MCWD.

- 1) SGMA of 2014 legislation was signed by Gov. Brown which provided a framework for long-term sustainable groundwater management across California;
- 2) As a result of the Act, the MCWD Board approved the formation of a Groundwater Sustainability Agency encompassing the Central Marina and the Ord Community; and
- 3) Subsequently, the MCWD Board is in the process of developing and drafting the Groundwater Sustainability Plan for the Monterey Sub-Basin.

4 Marina Coast currently relies exclusively on groundwater. What do you think the next best sources of water for MCWD customers should be and why?

- 1) Recycled or treated wastewater for agriculture and landscaping would preserve the existing water available for consumption.
- 2) Desalination technology to produce clean water, once it becomes economically feasible, may provide an unlimited source.
- 3) Additional treatment of wastewater through RO technology can provide clean water.

All of the above have been proven sources for clean water and reclaimed groundwater.

5 What trusted sources do you use to find information regarding District and Monterey County water issues?

- 1) Marina Coast Water District website (mcwd.org)
- 2) Monterey Peninsula Water Management District website (mpwmd.net)
- 3) Monterey County website (co.monterey.ca.us)
- 4) Monterey County Water Resources Agency (mcwra.co.monterey.ca.us)
- 5) Landwatch website (landwatch.org)
- 6) Monterey One Water website (montereyonewater.org)

6 Describe how your background would contribute to the Board and the District, including any involvement you have had with local or regional water issues.

I am currently retired; having worked in public service for over 40 years. Most recently, I was employed by the Santa Clara Valley Water District for 5 1/2 years as a Senior Real Estate Agent. I supported the legal action that the City of Marina filed against Cal-Am's desalination proposal.

I'll endeavor to continue the good work and respect the relationships with the MCWD staff, the surrounding cities and special districts and support the work of my fellow Board members. It's important to be a good listener and value difference of opinion. "It's nice to be important, but it's more important to be nice." It would be my privilege to be selected to serve on the MCWD Board.

7 How would you be diplomatic, collaborative, and effective working with staff and the other Board members in furthering the efforts and importance of MCWD in the region?

I am currently retired; having worked in public service for over 40 years. Most recently, I was employed by the Santa Clara Valley Water District for 5 1/2 years as a Senior Real Estate Agent. I supported the legal action that the City of Marina filed against Cal-Am's desalination proposal.

I'll endeavor to continue the good work and respect the relationships with the MCWD staff, the surrounding cities and special districts and support the work of my fellow Board members. It's important to be a good listener and value difference of opinion. "It's nice to be important, but it's more important to be nice." It would be my privilege to be selected to serve on the MCWD Board.

I certify under PENALTY OF PERJURY under the laws of the State of California that I am a registered voter and reside within the jurisdictional boundaries of the Marina Coast Water District.

Signature 

Thank you for your interest in the Marina Coast Water District and for applying for this important position.



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

Application for Appointment to Board of Directors Vacancy

Email completed form to priso@mcwd.org.

In order to be qualified, you must be a registered voter who resides within the jurisdictional boundaries of MCWD. Please return the completed application via mail, fax, or email to Paula Riso at priso@mcwd.org.

Name GAIL MORTON Date 2-3-2021

Residence Address [REDACTED]

City, State, Zip [REDACTED]

Home Phone [REDACTED] Cell

Email [REDACTED]

When posted on the MCWD website, your address, phone numbers, and email address will be redacted.

Please Answer the Following Questions

You may answer in the space provided, or you may provide your answer on a separate sheet of paper and attach it to this form.

1 Why are you interested in applying for the current vacancy on the District's governing Board of Directors?

ALL QUESTIONS ARE ANSWERED ON A SEPARATE ATTACHMENT SUBMITTED HEREWITH.

2 What do you think the priorities should be for the Marina Coast Water District Board of Directors over the next two years?

1. Why are you interested in applying for the current vacancy on the District's governing Board of Directors?

Policy decisions made by the Board of Directors will impact the residents and development within the City of Marina and the former Fort Ord area for decades to come. Leadership and advocacy to protect our affordable, sustainable water supply is critical today and within the scope of my experience and knowledge having served as a City of Marina councilmember and director on the Fort Ord Reuse Authority Board for eight years. Ensuring MCWD *exists* and has the capacity to continuously provide an affordable and sustainable water supply for future years, future residents, businesses, and developments requires insightful, informed leadership with strong ethics and understanding of fiduciary responsibilities, which I possess.

2. What do you think the priorities should be for the Marina Coast Water District Board of Directors over the next two years?

- a. Securing an equally competent General Manager for replacement of Keith Van Der Maaten.
- b. Protecting MCWD's exclusive right to be the purveyor of water in the City of Marina and within the footprint of former Fort Ord.
- c. Protection of source water aquifers from unnecessary, irreparable harm and illegal taking, which includes collaborating regionally to assure an adequate and affordable water supply for both the Monterey Peninsula and Marina Coast Water District's service areas. Expansion of Pure Water Monterey, when combined with conservation and other water management strategies is the viable and affordable solution to be supported by MCWD Board and the District.
- d. Enforcement of the Agency Act which prohibits the export of water outside of the Salinas Valley Groundwater Basin boundaries.
- e. Manage and reduce sea water intrusion, including fulfillment of the MCWD Groundwater Sustainability Plan in cooperation with the Salinas Valley Basin Groundwater Sustainability Agency and the City of Marina's Groundwater Sustainability Agency.
- f. Eliminate antagonism between the interests of Monterey Peninsula jurisdictions with those of MCWD and the City of Marina relative to water and sewer services.
- g. Continued transparency and oversight when adopting District budgets, setting rates for water and sewer services, and appropriate allocation methods.

3. Tell us what you know about the Sustainable Groundwater Management Act and its implications for MCWD.

This is an extraordinarily broad question.

California possessed a long history of regulation and management of surface water and yet until the passage of the Sustainable Groundwater Management Act in 2014, groundwater was largely unregulated. Management was left to voluntary actions by cities, special districts, counties, or court adjudication of a specific basin.

In 2014 and for the first time, the State of California passed legislation for regulation of groundwater and redress for unregulated, over drafting of these resources. The Sustainable Groundwater Management Act (SGMA or Act) gives the California Department of Water Resources (DWR), or a “local agency” designated as the groundwater sustainability agency (GSA), the authority to establish fees and support conservation and protection of ground water resources. Each GSA was to prepare and submit a groundwater sustainability plan (GSP) which incorporated specified components that the state deems sustainable and align with the SGMA timeline. The DWR identified 515 basins in the state and designated prioritization as high, medium, low or very low.

With the responsibility to develop and oversee its ground water sustainability plan came the GSA’s authority to control the collection of data on how much water is being pumped and where, and the ability to impose pumping restrictions – immeasurably important when the demand for water exceeds supply.

Pumping 100% of its water supply from a priority basin, MCWD *appropriately* sought to be the designated GSA for portions of the Salinas Valley Groundwater Basin underlying its current and planned service areas. And while basin boundaries were determined in large part by hydrogeological definition and in whose jurisdiction an aquifer was situated, SGMA broadly defined “local agency” as including any agency that has water supply, water management, or land use responsibilities within a groundwater basin. This definition resulted in multiple entities vying to be the designated GSA for the same areas of the basins in Monterey County. Conflicts with adjacent management agencies, overlaps and gaps in management areas, and political pressures for dominant control all came into play.

In addition to MCWD, the Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA), established by a joint powers agreement (excluding MCWD), sought standing to be the GSA for areas overlapping MCWD’s claims for authority. The City of Marina also formed the City of Marina Groundwater Sustainability Agency (MGSA) inside its jurisdictional area, another overlap.

MCWD and SVBGSA have successfully resolved conflicts within a framework of coordination. MCWD and SVBGSA have developed a single GSP for the entire Monterey Subbasin and entered into a Framework Agreement regarding responsibilities and coordination for GSP development in the 180/400 Subbasin and the Monterey Subbasin. MCWD prepared the GSP components for the area designated as “Marina-Ord Area”, defined as the lands within the City of Marina and the former Fort Ord. SVBGSA’s Management Areas include the remainder of the subbasin labeled “Corral de Tierra Area” in the sustainability plan.

The totality of the coordinated plan is to manage and use groundwater without causing undesirable results, defined as:

- Chronic lowering of groundwater levels indicating a significant and unreasonable depletion of supply;
- Significant and unreasonable reduction of groundwater storage;
- Significant and unreasonable seawater intrusion;
- Significant and unreasonable degraded water quality;
- Significant and unreasonable land subsidence; and/or
- Depletions of interconnected surface water that have significant and unreasonable adverse impacts on beneficial uses of the surface water.

As GSA, MCWD has an even greater responsibility and accountability to protect our groundwater resources. It also has increased standing to monitor, manage and control extraction of the groundwater upon which it depends to provide water to its customers.

4. Marina Coast currently relies exclusively on groundwater. What do you think the next best sources of water for MCWD customers should be and why?

Advancements in purification technology and investments in infrastructure in Monterey County and the MCWD service area support increasing reliance on recycled water. MCWD has been contractually entitled to return of 100% of the wastewater it sends to Monterey One Water Regional Treatment Plant but was unable to access the non-potable recycled water. Monterey One Water now has the capability to produce potable recycled water for groundwater replenishment and has partnered with MCWD for the delivery pipeline to MCWD infrastructure.

Planning for purification/utilization of brackish water in the 180/400 aquifers will be necessary with the development of former Fort Ord.

5. What trusted sources do you use to find information regarding the District and Monterey County water issues?

I am an attorney and generally refer to relevant statutory and case law, contracts, and environmental impact reports. As a councilmember I benefited from having access to legal counsel, court rulings, written opinions and summaries. Administrative rulings and staff reports such as those related to California Coastal Commission and California Public Utilities Commission provided a wealth of information. I represented the City of Marina at the Joint City Water Board meetings for 8 years and District personnel and Directors were invaluable sources for information.

6. Describe how your background would contribute to the Board and the District, including any involvement you have had with local or regional water issues.

I was a Marina City Councilmember for eight years from 2012-2020. For all of those years I was one of 2 council members sitting on the Joint City Water Board with 2 MCWD directors. As a Board member of the Fort Ord Reuse Authority Board from January 2013 until its sunset in June 2020, I also represented the City of Marina on the FORA Finance Committee, Post Reassessment Committee and every Transition Task Force. In these capacities I was involved in issues related to water rights, water allocations, water protection, and review of budgets.

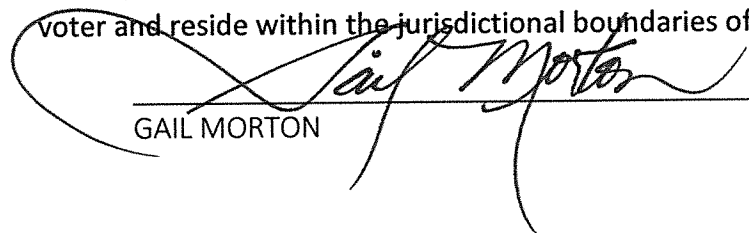
With the city mayor, I was one of two councilmembers participating in most all aspects of the city's actions to protect its interests related to water. My skills contributed significantly to the development of strategy and public relations for the city. I met with legislative and administrative representatives as an advocate for the city and MCWD's common interests.

After attending a presentation by Rosemary Knight related to a study of sea water intrusion, I introduced her to the city and the District, ultimately resulting in impactful studies related to the CalAM project and MCWD water planning/conservation.

7. How would you be diplomatic, collaborative, and effective working with staff and the other Board members in furthering the efforts and importance of MCWD in the region?

As stated in response to question 6, I have collaborated and worked with MCWD Directors sitting on the Fort Ord Reuse Authority Board and its committees as well as the Joint City Water Board. I have demonstrated my ability to be professional and courteous.

I certify under penalty of perjury under the laws of the State of California that I am a registered voter and reside within the jurisdictional boundaries of the Marina Coast Water District.


GAIL MORTON



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

Application for Appointment to Board of Directors Vacancy

Email completed form to priso@mcwd.org.

In order to be qualified, you must be a registered voter who resides within the jurisdictional boundaries of MCWD. Please return the completed application via mail, fax, or email to Paula Riso at priso@mcwd.org.

Name _____ Date _____

Residence Address [REDACTED] _____

City, State, Zip [REDACTED] _____

Home Phone _____ Cell [REDACTED] _____

Email [REDACTED] _____

When posted on the MCWD website, your address, phone numbers, and email address will be redacted.

Please Answer the Following Questions

You may answer in the space provided, or you may provide your answer on a separate sheet of paper and attach it to this form.

1 Why are you interested in applying for the current vacancy on the District’s governing Board of Directors?

2 What do you thing the priorities should be for the Marina Coast Water District Board of Directors over the next two years?

3 Tell us what you know about the Sustainable Groundwater Management Act and its implications for MCWD.

4 Marina Coast currently relies exclusively on groundwater. What do you think the next best sources of water for MCWD customers should be and why?

5 What trusted sources do you use to find information regarding District and Monterey County water issues?

6 Describe how your background would contribute to the Board and the District, including any involvement you have had with local or regional water issues.

7 How would you be diplomatic, collaborative, and effective working with staff and the other Board members in furthering the efforts and importance of MCWD in the region?

I certify under PENALTY OF PURJURY under the laws of the State of California that I am a registered voter and reside within the jurisdictional boundaries of the Marina Coast Water District.



Signature

Thank you for your interest in the Marina Coast Water District and for applying for this important position.

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-B

Meeting Date: February 16, 2021

Prepared By: Don Wilcox

Approved By: Derek Cray

Reviewed By: Michael Wegley

Agenda Title: Consider Adoption of Resolution No. 2021-13 to Award a Construction Contract to Monterey Peninsula Engineering for the Ord Lift Station & Force Main Project - CIP #OS-0147

Staff Recommendation: The Board of Directors is requested to adopt Resolution No. 2021-13 in order to:

1. Award a Construction Contract to Monterey Peninsula Engineers (MPE) for the Ord Lift Station & Force Main Project - CIP #OS-0147 in the not-to-exceed amount of \$2,133,500; and,
2. Authorization of 10% construction contingency in the amount of \$213,350 for a total construction authorization amount of \$2,346,850.
3. Authorize the General Manager to issue a Notice of Award and to execute the Construction Contract and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

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.*

This project is included in the FY 2020-2021 CIP Budget as Project No. OS-0147 – Ord Village LS & Force Main Improvements. The existing (Army circa 1964) Ord Village Lift Station (OVLS) and Force Main have exceeded their useful service life and require replacement, except for the pumps which were recently replaced and will be re-used at the new Ord Lift Station (OLS). The existing OVLS is located west of Highway 1 within the Fort Ord Dunes State Park although the area served, and the majority of the existing force main's existing alignment are east of Highway 1.

The project includes:

- construction of a replacement sanitary sewer lift station; not at the same problematic location within Fort Ord Dunes State Park, but relocated to the east side of Monterey Road/east of Highway 1
- new sanitary sewer force main pipeline, also relocated to the east side of Monterey Road/east of Highway 1 and within existing roadways
- demolition of the old OVLS on the west side of Highway 1 and within Fort Ord Dunes State Park followed by site restoration including revegetation via collaboration agreement with California State Parks
- abandonment of the old sanitary sewer gravity and force main pipes under Highway 1 to and from the old OVLS and one overhead power line crossing (by PG&E)

Once the new Ord Lift Station and Force Main (OLS-FM) project is completed, the old OVLS facility (west of Highway 1) will be demolished and removed and the site restored per Fort Ord Dunes State Park Resource Management Zone requirements. Pipelines and manholes outside the lift station site will be properly abandoned. Staff is working to contract directly with State Parks for re-vegetation/seeding and site restoration of the old lift station site within Fort Ord Dunes State Park.

There are also two monitoring wells that will be protected in place during demolition of the old lift station facility; one operated by the Seaside Basin Watermaster inside the current lift station fencing and one just outside the entry gate operated by Monterey Peninsula Water Management District. Both agencies are working with State Parks staff to retain access to these monitoring wells.

The new OLS-FM project is located within the City of Seaside and the Presidio of Monterey Annex (Ord Military Community). The new lift station will be located in a new easement from the City of Seaside between Monterey Road and an existing stormwater percolation basin, and at the point where two gravity sewer mains converged before crossing Highway 1 to the old OVLS. The new sanitary sewer force main will leave the new OLS adjacent to Monterey Road and be constructed under existing roadways following Monterey Road, then turn into the Army housing area at Bougainville Road, then turn onto Buna Road, then Kiska Road and finally turn onto Okinawa Road where it will reconnect to MCWD's existing gravity sewer north/upstream of the Gigling Lift Station.

Project design was completed by Schaaf & Wheeler under their on-call contract 2017-67 which included sub-consultants Fehr Engineering performing electrical design, Whitson Engineering performing surveying and Denise Duffy & Associates who prepared an Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program that was adopted by MCWD Board under Resolution No. 2019-83. PG&E has confirmed receipt of contract and payment for new power at the OLS site and are aware of the project schedule and date when power will be needed.

The project was formally advertised for construction bids on December 31, 2020 on the District's website and in the Monterey Herald and Salinas Californian, announcing that bids were due by 2:30 PM on January 28, 2020. To engage with prospective bidders and to present the project and answer questions for a better project understanding and quality of bids, a virtual pre-bid meeting was held on January 12, 2021 and a Site Visit was held on January 13, 2021. A public (virtual) bid opening was held on January 28, 2021 where five bids were opened and read.

Discussion/Analysis: On January 28, 2020, District staff conducted a Zoom (virtual) bid opening for the OLS-FM project. The District received five bids for this project:

- \$2,133,550 Monterey Peninsula Engineering
- \$2,405,020 Specialty Construction
- \$2,704,430 Anderson Pacific
- \$2,867,040 Don Chapin Company
- \$2,990,390 Teichert Construction

The lowest bid received was from Monterey Peninsula Engineering in the amount of \$2,133,550 and after review their bid is considered responsive and responsible. Based on the completed plans and specifications by Schaaf & Wheeler, the engineer's estimate of probable construction costs

was \$2,514,152 and the average of all bids received was \$2,620,086. Monterey Peninsula Engineering's bid is 19 percent lower than the average of all bids received, 15% lower than the engineer's estimate and 11% lower than the next lowest bid, so staff verified with MPE that their bid had no mistakes and that their bid is good as submitted and they are ready to enter into a contract in their bid amount. Staff has reviewed the bid materials submitted by MPE and checked references and recommends proceeding with MPE for award of this project.

Staff recommends authorizing the Interim General Manager to issue a Notice of Award and to execute a construction contract with MPE for this Ord Lift Station and Force Main Project with a not-to-exceed contract total amount of \$2,133,500. Staff also recommends Board authorization of 10% construction contingency in the amount of \$213,350 for a total construction authorization amount of \$2,346,850. The District's standard construction contract form will be used. A project map and schedule are attached.

Environmental Review Compliance: The Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program previously adopted by the Board meets California Environmental Quality Act (CEQA) requirements for this project.

Other considerations: None.

Financial Impact: Yes No Funding Source/Recap: Funding for this construction project comes from the Capital Improvement Project - Ord Village Lift Station & Force Main Improvements (OS-0147) budget for Construction – External Services as listed in the District's adopted FY 2020-2021 budget.

Material Included for Information/Consideration: Resolution No. 2021-13; Attachment 1 – OLS-FM Project Location Map; Attachment 2 – OLS-FM Project Schedule

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2021

Resolution No. 2021-13
Resolution of the Board of Directors
Marina Coast Water District

Authorizing a Construction Contract with Monterey Peninsula Engineering for the
Ord Lift Station & Force Main Project - CIP #OS-0147

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 16, 2021, via a videoconference pursuant to Governor Newsom’s Executive Order N-29-20, as follows:

WHEREAS, MCWD owns and operates the Ord Village Lift Station and Force Main, both of which have exceeded their useful service life and require replacement; and,

WHEREAS, replacement of the Ord Village Lift Station and Force Main needs to be relocated outside of Fort Ord dunes State Park and on the east side of Highway 1 in the area that it serves; and,

WHEREAS, the District Board of Directors adopted an Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for this Project under Resolution 2019-83; and,

WHEREAS, District staff formally advertised the project for construction bids and conducted a public Zoom meeting bid opening for the Ord Village Lift Station and Force Main Project and the lowest responsible bid was from Monterey Peninsula Engineering in the amount of \$2,133,550; and,

WHEREAS, the District has adequate funding for the project in the Ord Village Lift Station & Force Main Improvements (OS-0147) budget.

NOW, THEREFORE, BE IT RESOLVED, The Board of Directors of the Marina Coast Water District hereby finds and approves the following to be in the best interest of the District:

1. Award a Construction Contract to Monterey Peninsula Engineering for the Ord Village Lift Station and Force Main Project in the not-to-exceed amount of \$2,133,550; and,
2. Authorization of 10% construction contingency in the amount of \$213,350 for a total construction authorization not-to-exceed amount of \$2,346,850.
3. Authorize the Interim General Manager to issue a Notice of Award and to execute the Construction Contract and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on February 16, 2021 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 _____

Jan Shriner, President

ATTEST:

Derek Cray, Deputy 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. 2021-13 adopted on February 16, 2021.

Derek Cray, Deputy Secretary



Marina Coast Water District
11 Reservation Road
Marina, CA 93933
mcwd.org

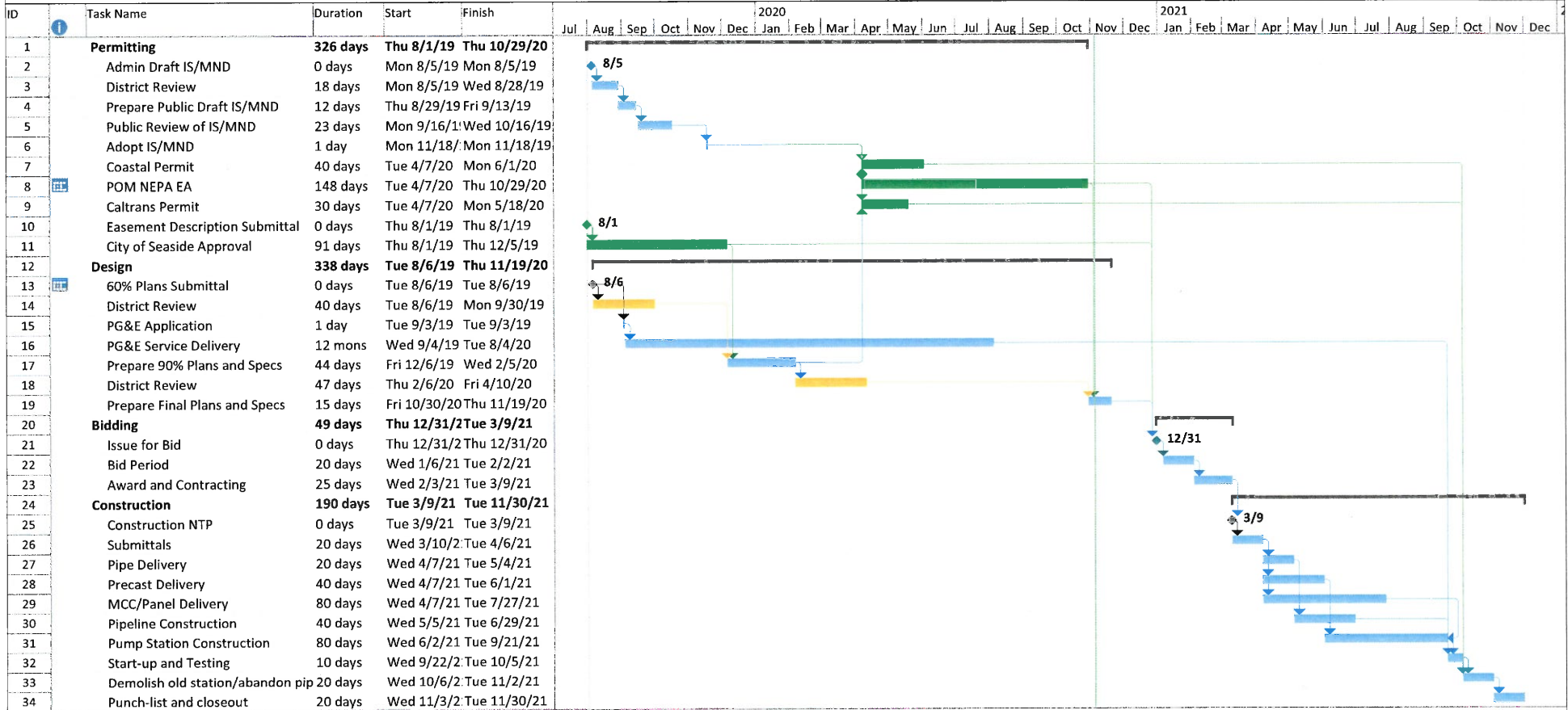
Ord Village Lift Station
60

Drawn By:
J.Hollida

Date:
9/9/201J



Marina Coast Water District
Ord Village Lift Station and Force Main



Project: msproj11 Date: Thu 11/5/20	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline
	Split		External Tasks		Inactive Summary		Manual Summary		Progress
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress
	Summary		Inactive Task		Duration-only		Finish-only		

Marina Coast Water District
Agenda Transmittal

Agenda Item: 12-C

Meeting Date: February 16, 2021

Prepared By: Don Wilcox

Approved By: Derek Cray

Reviewed By: Michael Wegley

Agenda Title: Consider Adoption of Resolution No. 2021-14 to Amend the On-Call Engineering Services Agreement with Schaaf & Wheeler for the Ord Lift Station & Force Main Project – Engineering & Environmental Services During Construction

Staff Recommendation: Staff recommends that the Board of Directors of the Marina Coast Water District adopt Resolution No. 2021-14 and authorize the Interim General Manager to take all actions and execute all documents as may be necessary or appropriate for Amendment No. 3, Change Order 3 to On-Call Engineering Professional Services Agreement No. 2017-67 with Schaaf & Wheeler for the Ord Lift Station & Force Main Project (CIP #OS-0147) in the not-to-exceed amount of \$124,900.

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.*

Under a separate item on this same Board agenda, staff is recommending that the Board authorize the Interim General Manager to issue a Notice of Award and to execute a construction contract with MPE to replace the Ord Village Lift Station and Force Main. During construction of this project, numerous resources are required for successful completion of a project the size and complexity of a new sanitary sewer and force main project, requiring outside professional consulting services including engineering during construction and environmental work.

Under contract 2017-67, Schaaf & Wheeler have previously provided preliminary through final engineering design for this project and their sub-consultant Denise Duffy & Associates prepared an Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program that was adopted by MCWD Board under Resolution No. 2019-83. The project is now ready for construction which requires additional engineering and environmental outside services.

Discussion and Analysis: The scope of work for engineering during construction includes acting as Engineer of Record for the project, preparing conformed specifications and drawings from the design and bidding process, review of contractor submittals, responding to contractor requests for information, attending key construction meetings, reviewing change orders, construction site visits and providing design modifications and clarifications as necessary to assure construction meets the intent of engineering design. Schaaf & Wheeler will also produce Record Drawings at the conclusion of all construction.

The scope of work for environmental compliance during construction includes mitigation monitoring and reporting, pre-construction biological surveys to update prior planning surveys, contractor education and training and coordinating any changes in permitting conditions. The construction phase will require a biologist to monitor on-going construction activities to ensure implementation of mitigation measures and best management practices, especially during the Fort

Ord Dunes State Park demolition work included in this project. Compliance documentation will be generated, maintained and communicated to keep the project team updated with compliance requirements, action items and responsibilities.

Staff is recommending that the Board adopt a resolution approving Amendment No. 3, Change Order 3 to On-Call Engineering Professional Services Agreement No. 2017-67 with Schaaf & Wheeler for all work described above associated with this project. The project is currently scheduled to be completed within one year of award.

Environmental Review Compliance: The Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program previously adopted by the Board meets California Environmental Quality Act (CEQA) requirements for this project.

Financial Impact: Yes No Funding Source/Recap: Funding for this construction project comes from the Capital Improvement Project - Ord Village Lift Station & Force Main Improvements (OS-0147) budget for Construction – External Services as listed in the District’s adopted FY 2020-2021 budget.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2021-14; Attachment #1 - Schaaf & Wheeler Contract No. 2017-67 Amendment 3, Change Order No. 3 w/proposal from Schaaf & Wheeler.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 16, 2021

Resolution No. 2021-14
Resolution of the Board of Directors
Marina Coast Water District

Approving Amendment No. 3, Change Order No.3 to On-Call Engineering Services Agreement
No. 2017-67 with Schaaf & Wheeler for the Ord Lift Station & Force Main Project

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 16, 2021, via a videoconference pursuant to Governor Newsom’s Executive Order N-29-20, as follows:

WHEREAS, Schaaf & Wheeler have previously provided preliminary through final engineering design and environmental services through their sub-consultant, Denise Duffy & Associates, for the Ord Village Lift Station and Force Main project; and,

WHEREAS, outside professional consulting services including engineering during construction and environmental work are required for successful completion of this project; and,

WHEREAS, staff requested, and Schaaf & Wheeler have provided a proposal to perform engineering and environmental services during construction; and,

WHEREAS, staff is recommending that the Board adopt a resolution approving Amendment No. 3, Change Order 3 to On-Call Engineering Professional Services Agreement No. 2017-67 with Schaaf & Wheeler for engineering and environmental services associated with this project; and,

WHEREAS, the proposal and amount are consistent with current MCWD practice and industry standards.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the Interim General Manager to execute Amendment No. 3, Change Order 3 to the On-Call Engineering Services Agreement with Schaaf & Wheeler for engineering and environmental services during construction of the Ord Village Lift Station and Force Main project for a not-to-exceed value of \$124,900 and directs the Interim 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 February 16, 2021 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 _____

Jan Shriner, President

ATTEST:

Derek Cray, Deputy 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. 2021-14 adopted on February 16, 2021.

Derek Cray, Deputy Secretary

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN MARINA COAST WATER DISTRICT
AND SCHAAF & WHEELER FOR
ON-CALL GENERAL, CIP AND DEVELOPMENT
ENGINEERING SUPPORT SERVICES**

**AMENDMENT NO. 3
CHANGE ORDER NO. 3**

Article II - Scope of Services shall be per the attached proposal for Ord Village Lift Station Improvements.

Article IV – The Work under this AMENDMENT is scheduled for Completion by January 31, 2020.

Article IX - Payment shall be per the attached Proposal for Ord Village Left Station Improvements on a time and expense basis not to exceed \$124,900.

All other articles of the November 20, 2017 AGREEMENT FOR ON-CALL GENERAL, CIP AND DEVELOPMENT ENGINEERING SUPPORT SERVICES remain the same.

OWNER and ENGINEER have caused this Agreement to be amended by representatives duly authorized to act, all as of the effective date of February 16, 2021.

Prepared by: _____ Date _____
(DISTRICT REPRESENTATIVE)

ENGINEER
Schaaf & Wheeler

OWNER
Marina Coast Water District

By _____

By _____

Title _____

Title: Interim General Manager

Date _____

Date _____

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN MARINA COAST WATER DISTRICT
AND SCHAAF & WHEELER FOR
ON-CALL GENERAL, CIP AND DEVELOPMENT
ENGINEERING SUPPORT SERVICES

AMENDMENT NO. 3
CHANGE ORDER NO. 3

Proposal for Ord Village Left Station Improvements

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

3 Quail Run Circle, Suite 101
Salinas, CA 93907
831-883-4848
FAX 831-758-6328

February 1, 2021

Mr. Don Wilcox, PE
Marina Coast Water District
2840 4th Avenue
Marina, CA 93933

Subject: Proposal for Ord Village Lift Station Construction Support

Dear Don:

Schaaf & Wheeler is pleased to propose engineering services for the **Ord Village Lift Station Construction Support**. The project is currently in the Bid Phase, with award anticipated in February and contractor notice to proceed in March.

Our detailed scope of work and fee estimate are attached. Our estimated fee for this project is \$124,900, which includes electrical support by Fehr Engineering and environmental monitoring by Denise Duffy & Associates. We assume that on-site monitoring by DD&A will only be required for 8 to 10 weeks. Costs will be billed on a time and materials basis, with a not-to-exceed limit. As part of our on-call contract, our standard rates will be discounted by 6%.

We thank you for this opportunity to propose services for the **Ord Village Lift Station Construction Support**. 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

Encl.

Scope of Work: Ord Village Lift Station Relocation

Schaaf & Wheeler will prepare plans and specifications for the Ord Village Lift Station Relocation Project. The project entails designing a new lift station to be located at the City of Seaside percolation pond on Monterey Road, south of Coe Avenue. The new lift station will connect to the existing gravity sewers and to the new force main in Monterey Road (constructed under a separate contract). The existing pump station will be demolished and the underground pipelines through habitat areas and under the Highway 1 right of way will be abandoned in place. Specific tasks are outlined below.

1. Project Management and Meetings. This task is complete.
2. Basis of Design Report. This task is complete.
3. Plans, Specifications and Estimates. This task is complete.
4. Permitting support. This task is complete.
5. Bid Phase Support. This task is on-going under our current authorization.
6. Construction Phase Support. Schaaf & Wheeler will attend the pre-construction conference, review contractor submittals, and attend progress meetings and system start-up. We will respond to contractor requests for information and issue addenda and clarifications as needed. We assume there will be 40 progress meetings (14 bi-weekly during the start-up and close-out phases, and 26 weekly during active construction).

Environmental services during construction will be provided by Denise Duffy & Associates. Their detailed scope of work is attached.
7. Record drawings. When the work is completed, Schaaf & Wheeler will publish record drawings of the plan set, picking up the contractor and inspector red-line changes. We will then post those changes to the District's system map in CAD.

Client: MCWD
Project: Ord Village Lift Station
Task: Construction Support
Estimate Date: 2/1/2021

NO.	TASK ITEMS DESCRIPTION	PRINCIPAL PRJ MGR \$240.00	SENIOR PRJ MGR \$225.00	SENIOR ENG \$210.00	ASSOC ENG \$190.00	ASST ENG \$175.00	SUBTOTAL M.H.'S	IN-HOUSE LABOR COSTS \$	IN-HOUSE MATERIAL COSTS \$	FEHR ENGR ELEC	DD&A CEQA	TOTAL COSTS \$ W/ MARK-UP	TASK TOTAL
6	Engineering During Construction												\$122,976
	Pre-Construction Meeting		2		2		4	\$830				\$830	
	Progress Meetings (assume 40)		26		26		52	\$10,790				\$10,790	
	Submittal Reviews		8		20	20	48	\$9,100		\$5,000		\$14,600	
	Site visits/meetings (assume 3)		6		6		12	\$2,490				\$2,490	
	Respond to RFI's (assume 4)		16		16		32	\$6,640				\$6,640	
	Environmental Compliance						0	\$0			\$39,268	\$43,195	
	Construction Monitoring (assume 52 weeks)						0	\$0			\$40,392	\$44,431	
7	Prepare Record Drawings												\$1,850
	Post Contractor's as-built mark-ups		2			8	10	\$1,850				\$1,850	
	Total	0	60	0	70	28	158	\$31,700	\$0	\$5,000	\$79,660	\$124,826	
ROUNDED TOTAL												\$124,900	

Subconsultant Mark-up 10.0%



Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

January 28, 2021

Andy Sterbenz
Senior Project Manager, Schaaf and Wheeler
3 Quail Run Circle, Ste. 101
Salinas, CA 93907

Subject: Fort Ord Village Lift Station and Force Main Replacement Project – Construction Compliance Scope of Work and Cost Estimate

Mr. Sterbenz:

Per your request, Denise Duffy & Associates, Inc. (DD&A) prepared this proposal to provide environmental services including Construction Compliance for the Fort Ord Village Lift Station (FOVLS) and Force Main Replacement (FMR) Project (project). This scope of work (SOW) includes compliance with the Final Initial Study Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reports Program (MMRP) for the project (SCH #2019099050) approved by the Marina Coast Water District (MCWD) Board of Directors on November 18, 2019 and compliance with the existing Installation-Wide Multispecies Habitat Management Plan for Former Fort Ord (HMP). The SOW also includes the preparation of an environmental compliance overview document and compliance monitoring.

If you have any questions concerning the enclosed information, please do not hesitate to contact me at (831) 373-4341 (x27) or mjohnson@ddaplanning.com.

Sincerely,

Matt Johnson
Project Manager/Senior Environmental Scientist
Denise Duffy & Associates, Inc.

SCOPE OF WORK TO PROVIDE CONSTRUCTION COMPLIANCE SERVICES FOR THE MARINA COAST WATER DISTRICT FORT ORD VILLAGE LIFT STATION AND FORCE MAIN REPLACEMENT PROJECT

January 28, 2021

Denise Duffy & Associates (DD&A) is currently under contract with the Marina Coast Water District (MCWD) to provide biological/construction monitoring support and environmental compliance services for the Ford Ord Village Lift Station (FOVLS) & Force Main Replacement Project (FMR) (project). This document provides a Scope of Work (SOW) and Cost Estimate for environmental compliance and mitigation monitoring services for the project. Where appropriate, this scope of work (SOW) identifies the various project deliverables that will be completed for clarification purposes. This SOW includes compliance with the Final Initial Study Mitigated Negative Declaration (MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the project (SCH #2019099050) approved by the MCWD Board of Directors on November 18, 2019 and compliance with the existing Installation-Wide Multispecies Habitat Management Plan for Former Fort Ord (HMP). The SOW also includes the preparation of an environmental compliance overview document and compliance monitoring. A description of the tasks and assumptions used to develop the Cost Estimate is provided below. This SOW and corresponding Cost Estimate provide funding through pre-construction phase and 10 weeks of construction phase of the project. If it is determined that the construction phase extends beyond 10 weeks or that post-construction services are required for compliance, an additional SOW and Cost Estimate may be required.

Task 1. Pre-Construction Phase

As part of this task DD&A would be responsible for developing a program to document compliance with the various mitigation measures and compliance with the MMRP and HMP. Additionally, DD&A would be responsible for providing the format, process, and templates for compliance verification, as well as templates for specific technical reports to be prepared by others (i.e., Contractor) as detailed below. DD&A proposes to provide biological surveys, construction contractor education training, and pre-construction monitoring services. This SOW assumes that the DD&A Natural Resource Department (NRD) will be responsible for providing the biological services necessary to ensure compliance with the MMRP and the HMP. In addition, DD&A NRD would also be responsible for providing technical guidance and ensuring that the applicable protocols are followed.

Task 1.1 Project Initiation/Environmental Compliance Overview

As part of this initial task, DD&A will meet with MCWD to refine the scope, confirm roles, and discuss initial agency and consultant coordination regarding mitigation monitoring and condition compliance. DD&A will compile mitigation measures and supporting documentation to create a comprehensive Mitigation Matrix. This matrix will be used for the purposes of monitoring and documenting compliance with the mitigation measures identified in the MMRP and measures identified in the HMP. The matrix will also identify measures according to their temporal (e.g., pre-construction, on-going, etc.) and spatial requirements.

DD&A will also conduct an initial pre-construction site visit with the Contractor, and other technical sub-consultants to confirm project assumptions and work plan, as well as identify applicable MMRP and HMP requirements (in mapping format and database format, if necessary). DD&A will provide one point of contact for on-going communication. On-going coordination is a critical component of ensuring that the applicable mitigation measures have been satisfied in accordance with the requirements of the MMRP and the HMP.

Task 1.2 Employee Education Program

DD&A will implement an Employee Education Program. Prior to mobilization and other ground disturbing activities, DD&A will conduct an Employee Education Program to educate personnel involved in the project about the biological resources that occur or potentially occur on the site. The education program will include: 1) the appropriate access route(s) in and out of the construction area and review project boundaries; 2) how a biological monitor will examine the area and agree upon a method which will ensure the safety of the monitor during such activities, 3) the special-status species that may be present; 4) the specific mitigation measures that will be incorporated into the construction effort; 5) the general provisions and protections afforded by the United States Fish and Wildlife Service (USFWS) and California Department of Fish and Wildlife (CDFW); and 6) the proper procedures if a special-status species is encountered within the project site. The Employee Education Program will identify specific biological requirements applicable to the project. A project pamphlet or fact sheet conveying this information will be prepared for distribution and a sticker will be given to each worker that receives training. This task assumes that DD&A will be responsible for conducting the Employee Education Program as part of initiation prior to the start of construction-related activities. Additional Employee Education Programs that may be required during the construction phases will be included as part of task 2.1 Construction Phase Monitoring.

Deliverables: Employee Education Program (Project Pamphlet or Fact Sheet)

Task 1.3. Pre-Construction Biological Surveys, Meetings, and Project Management

Pre-construction clearance surveys shall be conducted by a qualified biologist for component-specific species and habitats as directed by the MMRP and the HMP. Survey methodology will be consistent with the requirements of the environmental documentation. Pre-construction survey reports describing the results of the surveys will be provided to the project proponents prior to any ground disturbing activities. The report will include but will not be limited to: 1) a description of the species observed, if any; 2) map of the location, if observed; and 3) recommended avoidance and minimization measures, if applicable.

This task will involve periodic coordination and strategy calls with MCWD and project partners to coordinate information exchange, discuss/refine project submittal information, and work with the internal team to address project needs.

- 1.3.1 *Pre-Construction Surveys for Hoary Bat (Mitigation Measure BIO-6).*
- 1.3.2 *Pre-Construction Surveys for Monterey Dusky-Footed Woodrat (Mitigation Measure BIO-7).*
- 1.3.3 *Pre-Construction Surveys for Protected Avian Species (Mitigation Measure BIO-8)*
- 1.3.4 *Pre-Construction Surveys for Special-Status Plant Species (Mitigation Measure BIO-1, Mitigation Measure BIO-5, Mitigation Measure BIO-9)*

Deliverables: Pre-construction survey reports (one draft and one final).

Task 1.4. Preparation and Review of MMRP Compliance Plans

- 1.4.1 *Rare Plant/Habitat Restoration Plan (If Necessary)*

If the results of the pre-construction survey effort determine that a Rare Plant Restoration Plan is necessary to remain in compliance, DD&A will prepare the plan for MCWD approval. The plan shall include, but is not limited to, the following:

- a description of the baseline conditions of the habitats within the area of impact, including the presence of any special-status plant species, its locations, and densities;
- procedures to control non-native species invasion and elimination of existing non-native species within the area of impact;

- provisions for ongoing training of maintenance personnel in implementation of the plan;
- a detailed description of on-site and off-site restoration areas, salvage of seed and/or soil bank, plant salvage, seeding and planting specifications; and
- a monitoring program that describes annual monitoring efforts which incorporate success criteria and contingency plans if success criteria are not met.

Deliverables: Rare Plant Restoration Plan (Draft and Final).

Task 2. Construction Phase

This task would entail construction monitoring as well as on-going documentation of the status of MMRP and HMP requirements using the matrix. This task also includes DD&A's management of the contract, scope, Cost Estimate, and schedule with MCWD for all the work completed. This also includes overall coordination with larger interagency and community teams, specifically, those not involved in mitigation monitoring and environmental compliance directly. DD&A will prepare regular progress status reports throughout the duration of the project. This task includes additional DD&A services to respond to various requests for information, confirmation of project area, mitigation, and miscellaneous services tasks. Each sub-task is individually discussed below.

Task 2.1 Construction Phase Biological Monitoring, Meetings, and Project Management

As part of this task, DD&A biologists will be responsible for on-going monitoring during construction activities near sensitive habitats, including habitats for special-status species, to ensure implementation of mitigation measures and construction best management practices. The DD&A biologist will survey the work area prior to construction activities to identify if any sensitive biological resources are present before equipment mobilizes. DD&A will consult with all applicable environmental documentation prior to the initiation of construction activities to determine the necessary measures (fencing installation, clearance surveys, flagging, nest deconstruction, establishment of avoidance buffers, etc.). During initial ground disturbance, if not already on site, DD&A biologist will be contacted if special-status species are located in the project area by construction personnel. If construction personnel observe special-status species in the work area, work in the immediate area shall cease and personnel will contact the DD&A biologist or quickly relay the information through approved channels (e.g., through the construction foreman). The DD&A biologist will have authority to stop construction activities and develop alternative work practices, in consultation with construction personnel and resource agencies, if construction activities are likely to impact special-status species or other sensitive biological resources.

This task will involve periodic coordination and strategy calls with the MCWD and project partners to coordinate information exchange, discuss/refine project submittal information, and work with the internal team to address project needs.

Deliverables: Monthly Biological Monitoring Work Logs

Task 2.2 Condition Compliance Documentation (Construction Phase)

Throughout the construction phase, DD&A will generate compliance memoranda to document that all MMRP and HMP requirements have been met. In addition, DD&A will maintain and update the matrix developed in **Task 1.1** during construction. This will entail compiling monitoring logs and weekly reporting data, as well as documenting material submitted on behalf of the MCWD. This information will be disseminated into the matrix and consolidated to enable consistent and reliable external reporting. DD&A will review, update, and manage the compliance plan matrix as needed to assess the compliance status of individual requirements and identify action items and responsibility daily.

Deliverables: Updated Matrix, Compliance Memoranda

Assumptions for Ford Ord Lift Station and Force Main Replacement Project

The following assumptions were used in preparing this SOW and Cost Estimate:

- All the tasks and sub-tasks identified within the scope will involve periodic coordination and strategy calls with the MCWD and project partners to coordinate information exchange, discuss/refine project submittal information, and work with the internal team to address project needs.
- The areas of impact/affect and project descriptions will not change such as that new or revised biological resources investigations would be required.
- A portion of the FOVLS & FMR biological monitoring tasks relies on data and mapping provided by MCWD, Shaafer and Wheeler, and engineers. This scope and proposed schedule assume timely review by MCWD, and submittal of needed information. DD&A assumes that we will have timely receipt of review comments within a one to 14-day period of request for review of document, depending upon the length of the document. Timely responses to information requests are assumed to be within three to four working days or to be within requested timeframes in order to meet critical construction schedule.
- Technical analyses and responses assumed to be prepared by consultants or agency staff members that are not under contract to DD&A are assumed adequate. Delays in providing these documents could cause delay in the completion and/or submittal of DD&A deliverables.
- DD&A reserves the right to reallocate labor and/or direct expenditures between tasks to ensure the successful completion of the scope of work.
- Since the construction for each aspect of the project is not expected to begin on the same date DD&A has budgeted for multiple pre-construction survey efforts for the start of each geographically separated component of the project.
- The above SOW covers work from for a construction phase up to 10 weeks. Biological monitoring beyond 10 weeks may require a Cost Estimate amendment.
- DD&A assumes progress meetings and attendance by one DD&A staff member, either in person or via conference call for one meeting, as part of the pre-construction phase of the project. During construction, DD&A assumes weekly progress meeting attendance by one DD&A staff member for 52 meeting events @ 1.5 hours per meetings.
- DD&A assumes a minimum of one site visit per week for 10 weeks, during construction.
- DD&A assumes that pre-construction surveys will only be conducted once, lapses in project inactivity that result in the need for multiple pre-construction survey efforts will require a Cost Estimate amendment.
- Post-construction environmental support may be required if the optional Rare Plant Restoration Plan is required. Any post-construction environmental services may require a budget amendment.
- DD&A assumes the following weekly hours by key staff for Task 2.1.

Key Staff	Hours Per Week	Total Weeks	Total Hours
Senior Environmental Scientist	1	10	10
Associate Planner/Scientist	2	10	20
Assistant Scientist	8	10	80

Cost Estimate

Attachment A provides the cost estimate to provide planning and environmental services for the pre-construction and construction phases of the project for a construction duration of one year.

Denise Duffy & Associates' Cost Estimate for Fort Ord Village Lift Station and Force Main Replacement Project Environmental Services

		DD&A Labor Costs	Project Manager	Senior Environmental Planner/Scientist	Associate Planner/Scientist	Assistant Planner or Scientist	GIS Specialist	Graphics	Admin		Expenses		Task Total
			\$ 168	\$137	\$112	\$100	\$107	\$107	\$65			Subtask	
1.0	Pre-Construction Phase												\$ 38,618
1.1	Project Initiation/Environmental Compliance Plan	\$ 3,494	4	4	12	8			2		\$ 50	\$ 3,544	
1.2	Employee Education Program	\$ 2,676		6	8	4	2	2	2		\$ 100	\$ 2,776	
1.3	Pre-Construction Biological Surveys, Meetings, and PM	—	—	—	—	—	—	—	—		—	\$ 21,508	
1.3.1	Pre-Construction Surveys for Hoary Bat	\$ 5,168	2	8	16	16	2		2		\$ 100		
1.3.2	Pre-Construction Surveys for Monterey Dusky-Footed Woodrat	\$ 5,596	2	8	16	16	4	2	2		\$ 100		
1.3.3	Pre-Construction Surveys for Protected Avian Species	\$ 5,172	2	8	14	14	4	2	2		\$ 100		
1.3.4	Pre-Construction Surveys for Special-Status Plant Species	\$ 5,172	2	8	14	14	4	2	2		\$ 100		
1.4	Preparation and Review of MMRP Compliance Plans	—	—	—	—	—	—	—	—		—	\$ 10,790	
1.4.4	Rare Plant Restoration Plan (If Necessary)	\$ 10,690	\$ 4	16	32	24	8	8	2		\$ 100		
2.0	Construction Phase												\$ 39,842
2.1	Construction Phase Biological Monitoring, Meetings, and PM	\$ 26,946	78	10	20	80	8	8	8		\$ 500	\$ 27,446	
2.3	Condition Compliance Documentation (Construction Phase)	\$ 12,346	20	10	20	40	4	4	8		\$ 50	\$ 12,396	
	TOTAL		114	78	152	216	36	28	30		\$ 1,200		\$ 79,660

Staff Report

Marina Coast Water District
Staff Report

Agenda Item: 13-A

Meeting Date: February 16, 2021

Prepared By: Kelly Cadiente

Approved By: Derek Cray

Agenda Title: Fiscal Impact of COVID-19 Report

Summary: The Board of Directors requested monthly reports on the possible impact to the District's finances due to COVID-19.

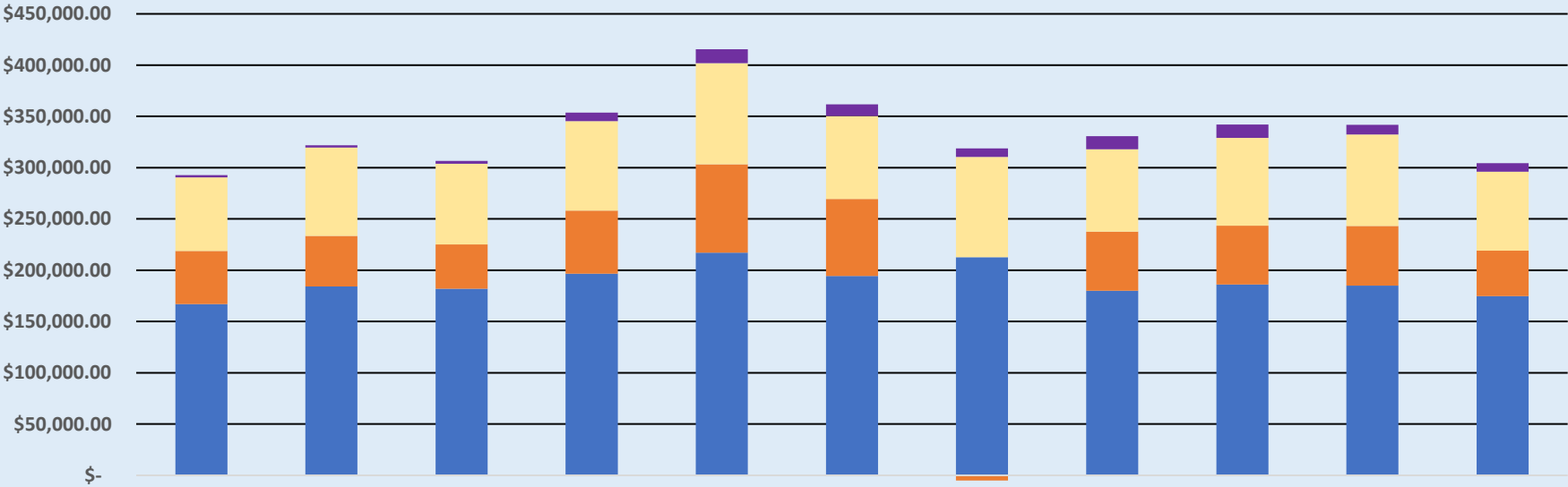
This report includes the following:

- Monthly revenues for the months during the pandemic
- Customer accounts aging information including changes from month to month
- Monthly customer payments comparison for the months March through January of 2019-2020 and 2020-2021

Water revenue for both Central Marina and the Ord Community decreased in January 2021 from 2020 which may be attributable to a dryer January in 2020. Both Central Marina and Ord Community had an increase in revenue in January 2021 from 2020 which is due to the rate increase effective January 1, 2021.

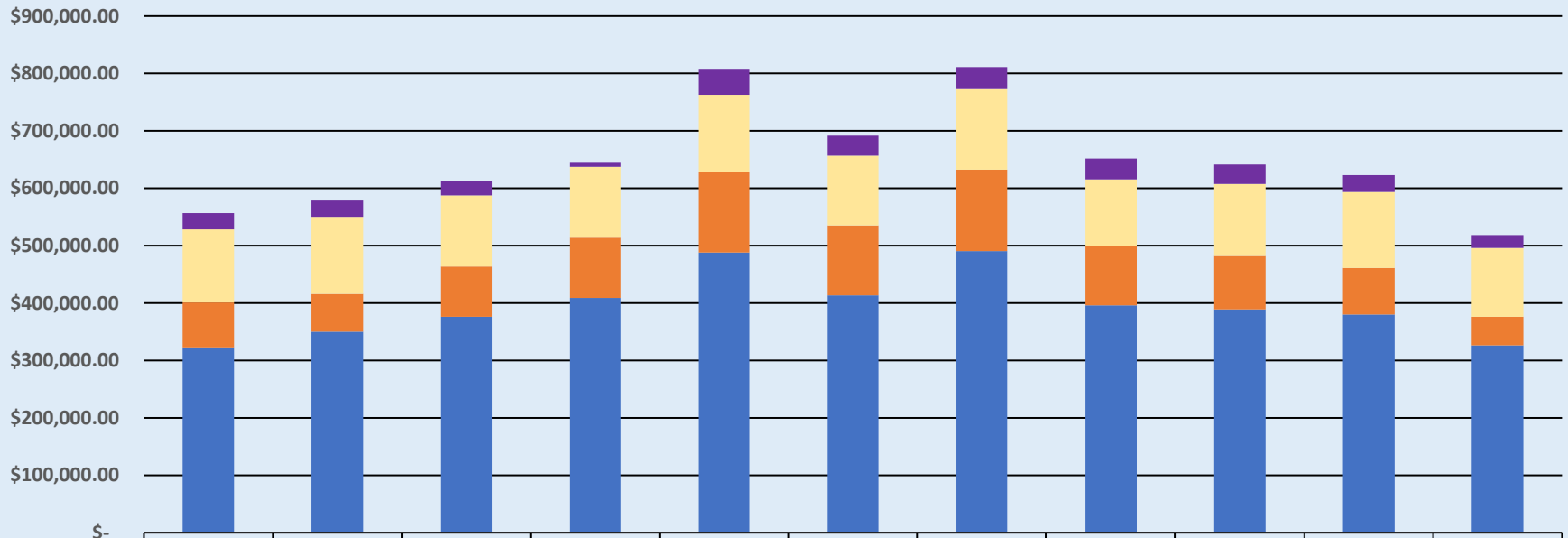
Accounts Receivable balances for both Central Marina and the Ord Community have increased during the pandemic \$84,414 and \$262,735 respectively; however, there were decreases to the Accounts Receivable balances for both Central Marina and Ord Community. Central Marina's \$42,422 decrease is attributable to the District's Customer Service staff working with these customers with large outstanding balances and setting up payment arrangements. Regarding the Ord Community, there are contributing factors other than COVID-19 which have caused the fluctuations of its Accounts Receivable balances such the payment delay from Monterey Bay Military Housing and a growing customer base.

Central Marina Water Revenues March 1, 2020 - January 31, 2021



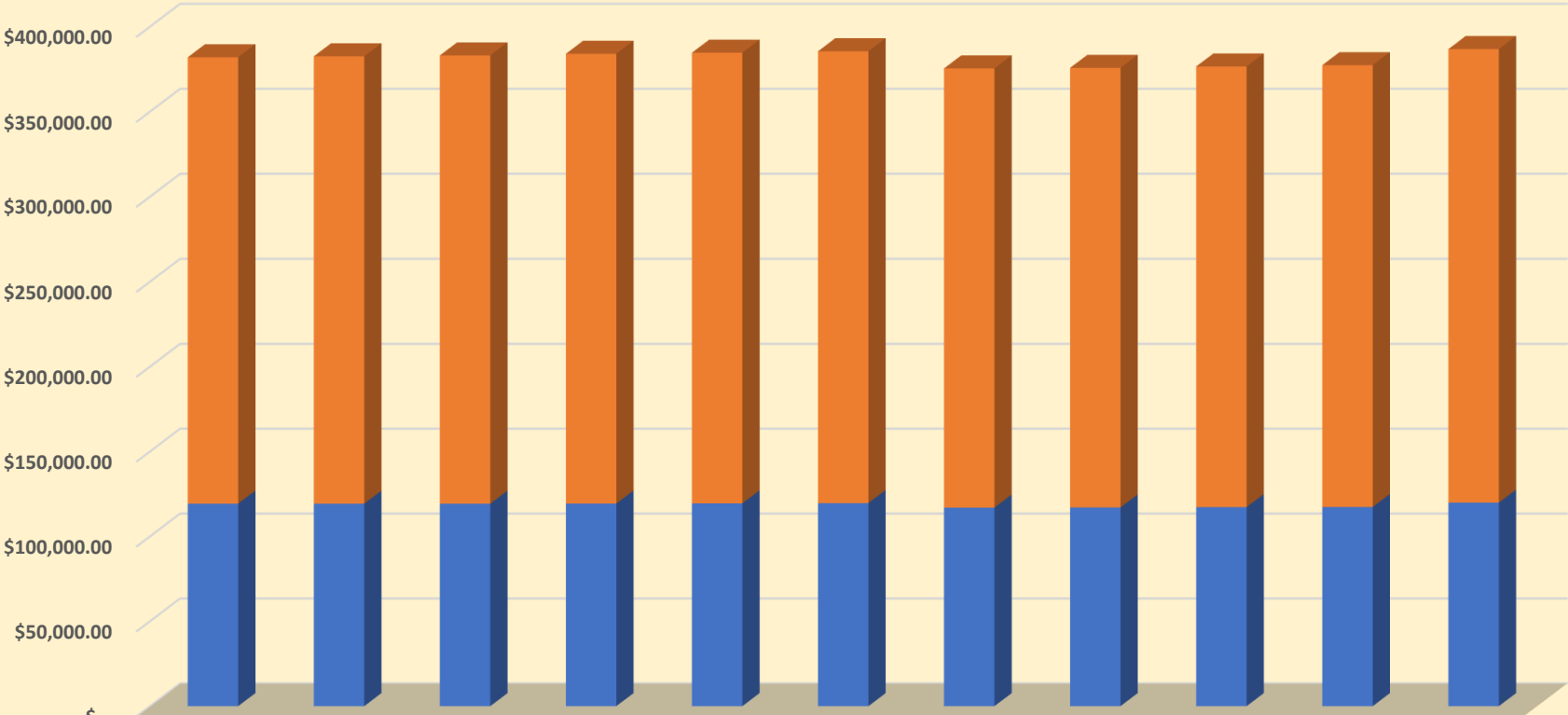
	March	April	May	June	July	August	September	October	November	December	January
Government	\$2,082.69	\$2,199.53	\$2,681.08	\$8,375.25	\$13,586.13	\$11,344.27	\$8,345.98	\$12,749.96	\$12,877.58	\$9,536.70	\$8,384.45
Multiples	\$71,831.26	\$86,182.79	\$78,597.85	\$87,366.97	\$98,755.54	\$80,699.32	\$97,683.09	\$80,338.00	\$85,602.05	\$89,015.05	\$77,107.91
Business	\$51,839.34	\$49,101.90	\$43,414.04	\$61,302.08	\$86,073.91	\$75,076.74	\$(5,140.09)	\$57,617.31	\$57,423.10	\$58,349.34	\$44,144.90
Residential	\$166,956.53	\$184,263.74	\$181,864.34	\$196,780.25	\$217,199.72	\$194,559.93	\$212,776.78	\$180,109.42	\$186,182.81	\$184,973.62	\$174,894.00

Ord Community Water Revenues March 1, 2020 - January 31, 2021



	March	April	May	June	July	August	September	October	November	December	January
Government	\$28,705.32	\$28,205.14	\$24,812.12	\$7,117.78	\$45,626.05	\$34,741.52	\$38,048.94	\$36,498.97	\$33,893.68	\$29,793.26	\$22,165.90
Multiples	\$127,466.3	\$134,402.0	\$123,469.8	\$123,338.6	\$134,837.9	\$121,642.4	\$140,171.4	\$116,289.7	\$125,379.9	\$132,231.1	\$119,799.4
Business	\$77,760.83	\$66,012.14	\$88,048.44	\$104,917.1	\$139,750.2	\$121,974.1	\$141,890.0	\$103,252.8	\$93,126.92	\$81,177.36	\$49,876.33
Residential	\$323,154.9	\$350,068.7	\$375,972.1	\$409,233.6	\$488,106.1	\$413,442.6	\$490,842.8	\$396,034.1	\$389,103.1	\$380,058.6	\$326,480.6

MCWD Sewer Revenues
March 1, 2020 - January 31, 2021



	March	April	May	June	July	August	September	October	November	December	January
■ Ord Community	\$262,703.22	\$263,249.79	\$263,784.70	\$264,722.86	\$265,196.21	\$265,921.19	\$258,470.69	\$258,684.39	\$259,313.72	\$259,998.90	\$266,944.16
■ Central Marina	\$119,282.65	\$119,288.17	\$119,282.33	\$119,345.10	\$119,476.65	\$119,611.65	\$116,969.04	\$117,073.20	\$117,247.00	\$117,350.20	\$119,877.54

**MARINA COAST WATER DISTRICT
CUSTOMER ACCOUNTS AGING REPORT
March 9, 2020 - February 9, 2021**

Central Marina

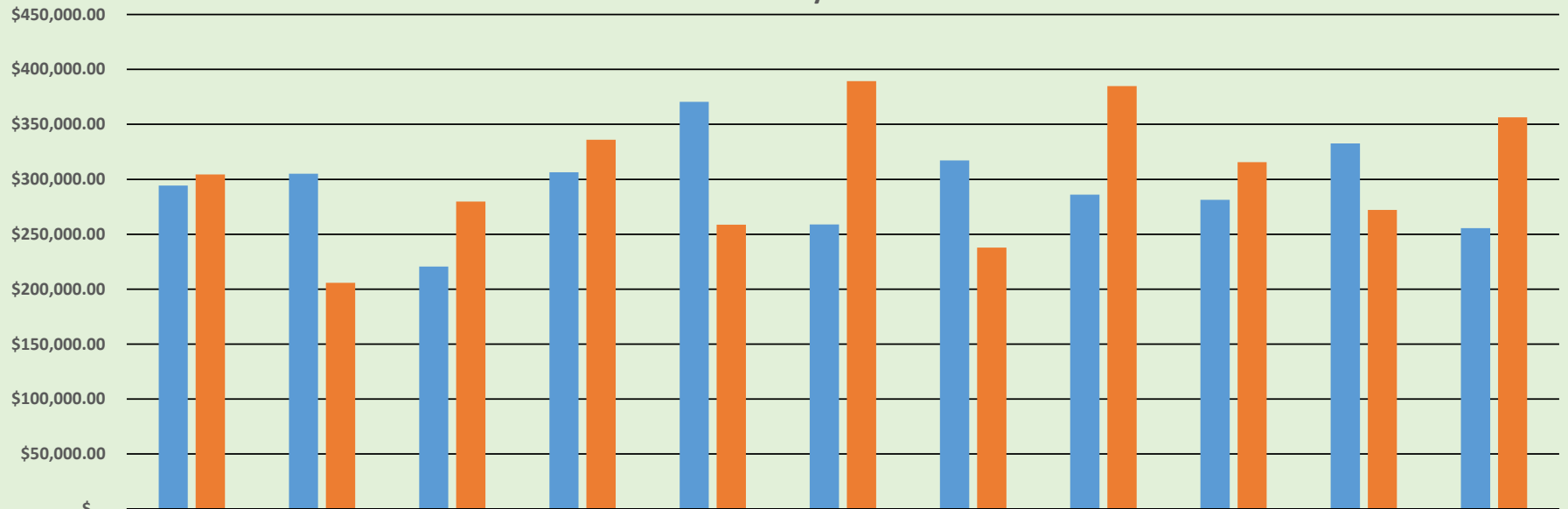
Aging Date	Balance 30 to 60 Days	Balance 60 to 90 Days	Balance 90 to 120 Days	Balance over 120 Days	Totals
3/9/2020	\$ 35,543.27	\$ 3,875.86	\$ 4,293.09	\$ 1,611.13	\$ 45,323.35
4/9/2020	\$ 33,044.70	\$ 18,181.54	\$ 5,496.77	\$ 5,547.47	\$ 62,270.48
5/9/2020	\$ 28,890.08	\$ 20,642.06	\$ 17,487.23	\$ 9,091.91	\$ 76,111.28
6/9/2020	\$ 39,927.48	\$ 25,974.41	\$ 15,855.18	\$ 22,165.01	\$ 103,922.08
7/9/2020	\$ 43,632.74	\$ 22,222.86	\$ 15,085.37	\$ 32,877.48	\$ 113,818.45
8/9/2020	\$ 45,054.24	\$ 29,946.55	\$ 18,451.47	\$ 45,986.88	\$ 139,439.14
9/9/2020	\$ 43,548.42	\$ 24,815.16	\$ 24,374.86	\$ 57,567.51	\$ 150,305.95
10/9/2020	\$ 29,226.84	\$ 28,373.54	\$ 20,949.76	\$ 75,844.87	\$ 154,395.01
11/9/2020	\$ 70,822.42	\$ 16,122.69	\$ 19,815.89	\$ 82,391.92	\$ 189,152.92
12/9/2020	\$ 40,444.31	\$ 30,617.06	\$ 9,431.04	\$ 93,752.24	\$ 174,244.65
1/9/2021	\$ 29,660.47	\$ 23,705.57	\$ 25,876.15	\$ 92,917.62	\$ 172,159.81
2/9/2021	\$ 31,396.13	\$ 17,460.42	\$ 13,737.57	\$ 67,143.37	\$ 129,737.49
April Change	\$ (2,498.57)	\$ 14,305.68	\$ 1,203.68	\$ 3,936.34	\$ 16,947.13
%	-7%	369%	28%	244%	37%
May Change	\$ (4,154.62)	\$ 2,460.52	\$ 11,990.46	\$ 3,544.44	\$ 13,840.80
%	-13%	14%	218%	64%	22%
June Change	\$ 11,037.40	\$ 5,332.35	\$ (1,632.05)	\$ 13,073.10	\$ 27,810.80
%	38%	26%	-9%	144%	37%
July Change	\$ 3,705.26	\$ (3,751.55)	\$ (769.81)	\$ 10,712.47	\$ 9,896.37
%	9%	-14%	-5%	48%	10%
August Change	\$ 1,421.50	\$ 7,723.69	\$ 3,366.10	\$ 13,109.40	\$ 25,620.69
%	3%	35%	22%	40%	23%
September Change	\$ (1,505.82)	\$ (5,131.39)	\$ 5,923.39	\$ 11,580.63	\$ 10,866.81
%	-3%	-17%	32%	25%	8%
October Change	\$ (14,321.58)	\$ 3,558.38	\$ (3,425.10)	\$ 18,277.36	\$ 4,089.06
%	-33%	14%	-14%	32%	3%
November Change	\$ 41,595.58	\$ (12,250.85)	\$ (1,133.87)	\$ 6,547.05	\$ 34,757.91
%	142%	-43%	-5%	9%	23%
December Change	\$ (30,378.11)	\$ 14,494.37	\$ (10,384.85)	\$ 11,360.32	\$ (14,908.27)
%	-43%	90%	-52%	14%	-8%
January Change	\$ (10,783.84)	\$ (6,911.49)	\$ 16,445.11	\$ (834.62)	\$ (2,084.84)
%	-27%	-23%	174%	-1%	-1%
February Change	\$ 1,735.66	\$ (6,245.15)	\$ (12,138.58)	\$ (25,774.25)	\$ (42,422.32)
	6%	-26%	-47%	-28%	-25%

**MARINA COAST WATER DISTRICT
CUSTOMER ACCOUNTS AGING REPORT
March 9, 2020 - February 9, 2021**

Ord Community

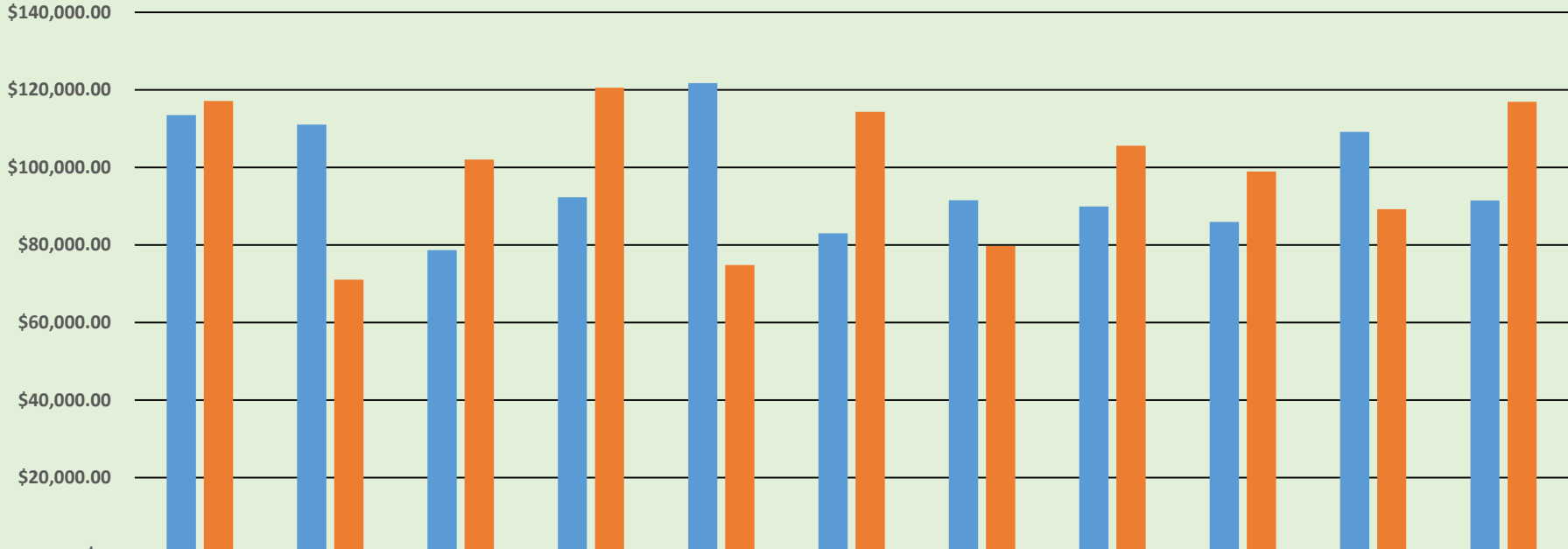
Aging Date	Balance 30 to 60 Days	Balance 60 to 90 Days	Balance 90 to 120 Days	Balance over 120 Days	Totals
3/9/2020	\$ 78,063.43	\$ 38,972.14	\$ 27,577.38	\$ 736,205.62	\$ 880,818.57
4/9/2020	\$ 183,093.08	\$ 36,958.46	\$ 34,182.46	\$ 763,144.50	\$ 1,017,378.50
5/9/2020	\$ 81,034.10	\$ 50,592.95	\$ 28,286.58	\$ 796,635.38	\$ 956,549.01
6/9/2020	\$ 204,477.47	\$ 36,657.50	\$ 40,258.61	\$ 819,592.36	\$ 1,100,985.94
7/9/2020	\$ 73,155.37	\$ 36,455.57	\$ 22,504.91	\$ 846,761.28	\$ 978,877.13
8/9/2020	\$ 110,662.92	\$ 39,168.25	\$ 30,354.44	\$ 861,384.93	\$ 1,041,570.54
9/9/2020	\$ 289,279.76	\$ 47,257.11	\$ 26,094.02	\$ 882,409.83	\$ 1,245,040.72
10/9/2020	\$ 93,320.29	\$ 47,082.34	\$ 33,515.20	\$ 898,474.92	\$ 1,072,392.75
11/9/2020	\$ 115,739.57	\$ 61,127.13	\$ 33,281.67	\$ 920,152.71	\$ 1,130,301.08
12/9/2020	\$ 121,852.36	\$ 63,221.63	\$ 36,731.00	\$ 931,491.63	\$ 1,153,296.62
1/9/2021	\$ 222,545.82	\$ 32,657.11	\$ 27,816.88	\$ 926,666.82	\$ 1,209,686.63
2/9/2021	\$ 97,851.99	\$ 48,932.56	\$ 32,264.23	\$ 964,505.36	\$ 1,143,554.14
April Change	\$ 105,029.65	\$ (2,013.68)	\$ 6,605.08	\$ 26,938.88	\$ 136,559.93
%	135%	-5%	24%	4%	16%
May Change	\$ (102,058.98)	\$ 13,634.49	\$ (5,895.88)	\$ 33,490.88	\$ (60,829.49)
%	-56%	37%	-17%	4%	-6%
June Change	\$ 123,443.37	\$ (13,935.45)	\$ 11,972.03	\$ 22,956.98	\$ 144,436.93
%	152%	-28%	42%	3%	15%
July Change	\$ (131,322.10)	\$ (201.93)	\$ (17,753.70)	\$ 27,168.92	\$ (122,108.81)
%	-64%	-1%	-44%	3%	-11%
August Change	\$ 37,507.55	\$ 2,712.68	\$ 7,849.53	\$ 14,623.65	\$ 62,693.41
%	51%	7%	35%	2%	6%
September Change	\$ 178,616.84	\$ 8,088.86	\$ (4,260.42)	\$ 21,024.90	\$ 203,470.18
%	161%	21%	-14%	2%	20%
October Change	\$ (195,959.47)	\$ (174.77)	\$ 7,421.18	\$ 16,065.09	\$ (172,647.97)
%	-68%	0%	28%	2%	-14%
November Change	\$ 22,419.28	\$ 14,044.79	\$ (233.53)	\$ 21,677.79	\$ 57,908.33
%	24%	30%	-1%	2%	5%
December Change	\$ 6,112.79	\$ 2,094.50	\$ 3,449.33	\$ 11,338.92	\$ 22,995.54
%	5%	3%	10%	1%	2%
January Change	\$ 100,693.46	\$ (30,564.52)	\$ (8,914.12)	\$ (4,824.81)	\$ 56,390.01
%	83%	-48%	-24%	-1%	5%
February Change	\$ (124,693.83)	\$ 16,275.45	\$ 4,447.35	\$ 37,838.54	\$ (66,132.49)
	-56%	50%	16%	4%	-5%

Central Marina Monthly Water Customer Payments March - January



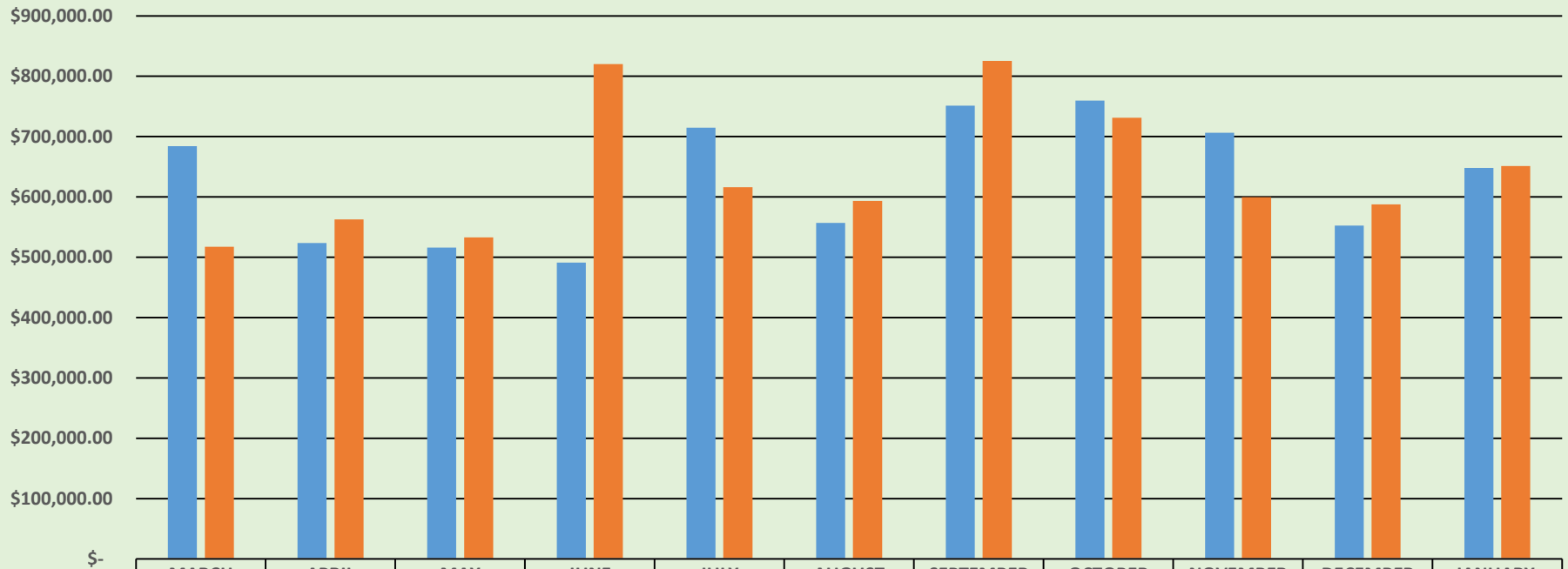
	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
■ 2019-2020	\$294,231.62	\$304,984.60	\$220,497.43	\$306,334.44	\$370,460.29	\$258,997.86	\$317,274.16	\$286,059.27	\$281,204.71	\$332,530.26	\$255,466.43
■ 2020-2021	\$304,481.44	\$205,857.18	\$279,658.56	\$336,058.35	\$258,732.93	\$389,405.03	\$237,938.05	\$384,856.48	\$315,538.23	\$272,197.64	\$356,346.91

Central Marina Monthly Sewer Customer Payments March - January



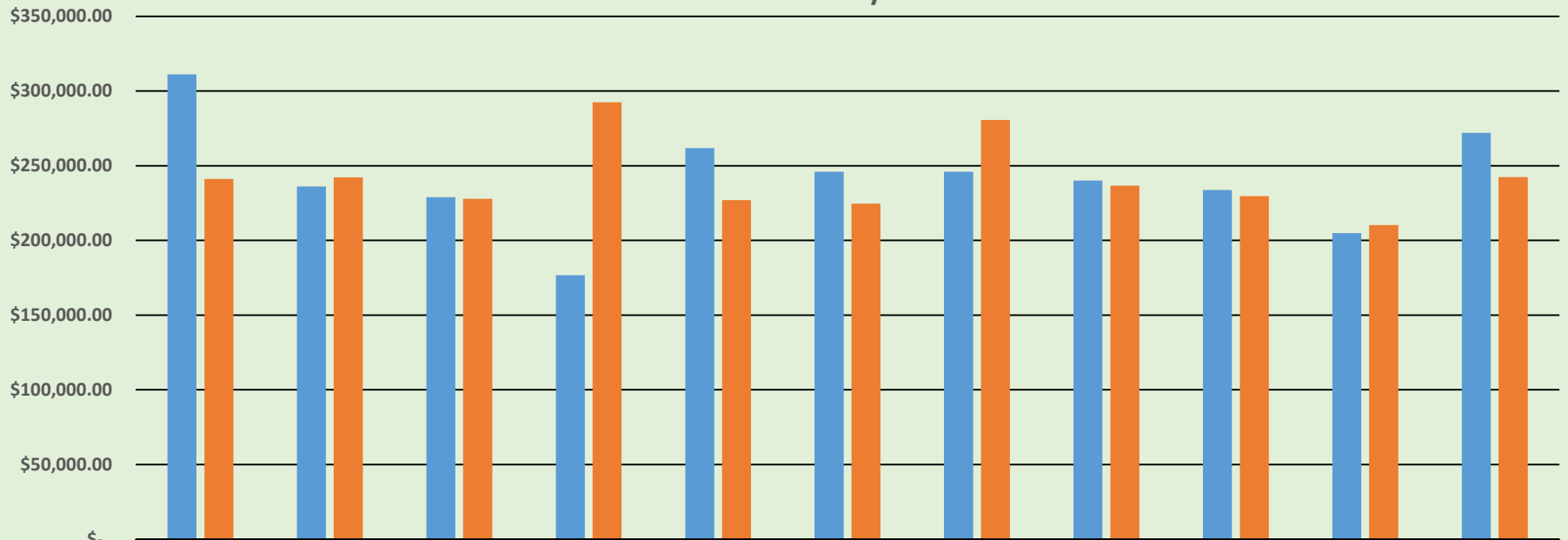
	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
2019-2020	\$113,463.49	\$111,072.47	\$78,639.80	\$92,270.41	\$121,773.28	\$83,000.71	\$91,499.12	\$89,954.00	\$85,956.27	\$109,146.65	\$91,492.64
2020-2021	\$117,134.31	\$71,062.89	\$102,031.13	\$120,587.45	\$74,794.25	\$114,308.48	\$79,697.54	\$105,587.74	\$98,929.39	\$89,203.02	\$116,941.10

Ord Community Monthly Water Customer Payments March - January



	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
2019-2020	\$684,171.47	\$523,413.33	\$516,265.91	\$490,996.34	\$714,823.53	\$556,839.90	\$751,180.65	\$759,867.77	\$706,380.51	\$552,539.52	\$648,144.59
2020-2021	\$517,304.51	\$562,961.16	\$532,865.09	\$820,377.37	\$616,081.51	\$593,519.23	\$825,669.76	\$731,404.20	\$599,537.89	\$587,555.70	\$651,096.52

Ord Community Monthly Sewer Customer Payments March - January



	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
2019-2020	\$311,105.16	\$236,212.92	\$228,959.75	\$176,665.75	\$261,786.14	\$245,929.85	\$245,929.85	\$240,150.22	\$233,709.86	\$204,831.53	\$272,078.21
2020-2021	\$241,074.86	\$242,199.40	\$227,843.31	\$292,463.65	\$226,904.83	\$224,641.82	\$280,689.99	\$236,624.63	\$229,592.77	\$210,245.46	\$242,441.88

Correspondence

Raul Pantoja

[REDACTED]
011/17/2021

Paul Lord
Water Conservation Specialist III
Marina Coast Water District
2840 4th Ave
Marina, CA 93933

Dear Paul Lord:

I hope this letter finds you in good health during these difficult times. You recently helped me complete a project through the Lawn & Sprinkler Replacement Incentive program the Marina Coast Water District offers. With your help and guidance, it was amazingly easy to get through. You were professional, patient and answered all my questions whether through phone or email.

With over \$500.00 from the Lawn & Sprinkler Replacement Incentive program we were able to replace a large area of lawn in our backyard. We not only save water, but our water bill has gone down as well. We now have a beautiful sitting area surrounded with drought resistant flowers thanks to you and this program. You are a great representative for the Marina Water District and I hope you continue to encourage all our residents to take advantage of this fantastic program. Again, thank you for all your help.

Sincerely,

Raul Pantoja

Raul Pantoja
Marina Resident



January 20, 2021
 Michael Wegley, District Engineer
 Marina Coast Water District
 11 Reservation Road
 Marina, CA 93933-2099

Dear Enrique; (Sent by email: MWegley@mcwd.org)

Subject: Monterey Bay Chapter, American Public Works Association
 2020 Awards

Congratulations!

After careful review by the Awards Committee, the Board of Directors is very pleased to announce that your project, **Regional Urban Water Augmentation Project-Transmission Main and Blackhorse Reservoir** has been selected for special recognition as **Project of the Year for Environmental Projects Greater than \$5 Million.**

This year was a very successful year for the Chapter resulting in the nomination of **thirteen** exceptional projects throughout our three-county area. Each project was impressive, and each sponsoring agency, design team, contractor and construction manager should be very proud of their project's recognition.

In addition, we will recognize the Person of the Year, Young Professional Person of the Year, and Administrative Manager of the Year and will be presenting all these awards at the next Chapter meeting.

Zoom Log in information: Wednesday, January 27, 2021 at 11:30 AM

<https://us02web.zoom.us/j/82886491269?pwd=T0dibFFTcTJQbG1uaFA4NGNRRRlhzQT09>

Meeting ID: 828 8649 1269
 Passcode: 935470

Dial by your location.
 +1 669 900 6833 US (San Jose)

We are looking forward to your virtual attendance and acceptance of your award! To better inform the attendees about your project, we suggest that you prepare brief comments (two minutes or less) that will describe your project success to the attendees. Because of the large number of projects to be presented, we will show only several slides including the title slide. So, we can coordinate the agenda **Please provide a name and email for the person who will provide comments for the Project to me by Monday, January 25th,**

Again, we thank you for your support of your local Chapter of APWA and look forward to seeing you and your project team on Zoom on Wednesday, the 27th.

Sincerely
 John I. Wallace, PE
 Director, Awards
Johnw@Wallacegroup.us
 805 431 9732



YOUR BEST PROTECTION

ACWA JPIA

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President

E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Fred Bockmiller

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

Brent Hastey

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Pamela Tobin

Core Values

- People
- Service
- Integrity
- Innovation

January 13, 2021

Marina Coast Water District (M013)
11 Reservation Road
Marina, CA 93933-2099

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Marina Coast Water District (M013) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2021.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Marina Coast Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2016 - 09/30/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



December 15, 2020

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Marina Coast Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2016 - 03/31/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



December 15, 2020