



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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DIRECTORS

GAIL MORTON
President

JAN SHRINER
Vice President

HERBERT CORTEZ
BRAD IMAMURA
THOMAS P. MOORE

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
Hybrid Meeting – Dual Locations**

**112 Rue du General Leclerc, Residence La villa Normande,
14800 Deauville, France**

and

920 2nd Avenue, Suite A, Marina, California

and

Zoom Teleconference

Monday, September 16, 2024, 6:00 p.m. PST

Staff and Board members will be attending the September 16, 2024 meeting in person. Members of the public may attend the Board meeting in person or can continue to attend remotely via Zoom conference.

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 on the action item can also be submitted in writing to Paula Riso at priso@mcwd.org by 9:00 am on Monday, September 16, 2024; 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/83720496682?pwd=ZT9Cm8fgQGkaiwH4XrOk8qNmIgzWG.1>

Passcode: 349726

To participate via phone: 1-669-900-9128; Meeting ID: 837 2049 6682 Passcode: 349726

Our Mission: We provide our customers with high quality potable and recycled water, wastewater collection and conservation services that are safe, affordable, reliable and sustainable, through planning, management and the development of water resources in an environmentally sensitive manner.

1. Call to Order

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 920 2nd Avenue, Suite A, Marina. A complete Board packet containing all enclosures and staff materials will be available for public review on the District website, Thursday, September 12, 2024. 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: 831-883-5931.

2. Roll Call

3. Pledge of Allegiance

4. 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. Disruptive behavior may result in removal of the individual responsible.*

5. Presentations

- A. [Adopt Resolution No. 2024-43 to Recognize Barbara Montanti, Customer Service Supervisor, for 25 Years of Service to the Marina Coast Water District](#)
(Page 1)
- B. [Adopt Resolution No. 2024-44 to Recognize Travis Enzweiler, Lead Operator, for 5 Years of Service to the Marina Coast Water District](#)
(Page 5)

6. [Consent Calendar](#)

- A. [Receive and File the Check Register for the Month of August 2024](#)
(Page 11)
- B. [Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of August 19, 2024](#)
(Page 17)
- C. [Adopt Resolution No. 2024-45 to Approve Controller and Senior Accountant Job Descriptions and Salary Ranges; and, Approve Addition of One New Time Full Time Employee and Convert One Full Time Employee from Accounting Supervisor to Senior Accountant for the Administrative Services Department – Finance Division](#)
(Page 25)
- D. [Adopt Resolution No. 2024-46 to Approve a New Water Resources Technician Classification Series \(Water Resources Technician I and II\), Job Description, Salary Ranges, and Create a New Water Resources Technician Position for Water Resources Department](#)
(Page 40)
- E. [Adopt Resolution No. 2024-47 to Approve a Reimbursement Agreement between Marina Coast Water District and Seaside Peninsula Acquisition Group, LLC for McClure Way Phase II Water Pipeline Improvements related to the Seaside Resort Hotel Project](#)
(Page 48)
- F. [Adopt Resolution No. 2024-48 to Amend the FY 20-24-2025 Capital Improvement Budget to Fund the Coe Avenue Water Pipeline Upsizing Project](#)
(Page 63)
- G. [Adopt Resolution No. 2024-49 Approving the Application for the California Department of Water Resources Water Desalination Grant Program Continuous Application Process 6 for the Armstrong Ranch Brine Treatment Pilot Study](#)
(Page 68)

- H. [Adopt Resolution No. 2024-50 Authorizing the Marina Coast Water District's Application, and Approving Negotiation and Execution of a Cooperative Agreement with the United States Bureau of Reclamation for a WaterSMART Fiscal Year 2024/2025 Drought Resiliency Grant](#)

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- I. [Adopt Resolution No. 2024-51 Approving the Application for the California Office of Emergency Services State & Local Cybersecurity Grant Program Fiscal Year 2024/2025](#)

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7. 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. [Review the Marina Coast Water District FY 2023-2024 Preliminary Unaudited Year End Financials](#)

(Page 82)

- B. [Adopt Resolution No. 2024-52 to Accept the Proposal from Qovo Solutions, Inc., in the Amount of \\$702,420.18 for Phase 1 of the Security and Access Improvements Project](#)

(Page 93)

8. 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. Committee and Board Liaison Reports

1. Executive Committee
2. Budget and Engineering Committee
3. Joint City District Committee
4. M1W Board Member Liaison

9. Board Member Requests for Future Agenda Items

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

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

Regular Meeting: Monday, October 21, 2024, 6:00 p.m.

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 5-A

Meeting Date: September 16, 2024

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Consider Adoption of Resolution No. 2024-43 in Recognition of Barbara Montanti, Customer Service/Billing Supervisor, for 25 Years of Service to the Marina Coast Water District

Staff Recommendation: The Board of Directors consider adoption of Resolution No. 2024-43 recognizing Barbara Montanti, Customer Service/Billing Supervisor and awarding a plaque and gift certificate for 25 years of service to the Marina Coast Water District.

Background: *Strategic Plan, Strategic Element No. 5.0 – Our objective is to recruit and retain 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: For the past 25 years, Barbara Montanti has been an invaluable asset to the Marina Coast Water District. Since joining the District on August 26, 1999, Barbara has demonstrated exceptional dedication and skill in her various roles, evolving from a Customer Service Assistant to her current position as Customer Service/Billing Supervisor.

In her current role, Barbara has been instrumental in overseeing the District's customer service, billing, and meter reading functions. Her kind-hearted nature and genuine care for the District have always been her greatest soft skills.

Barbara played a crucial role in the successful implementation of the new billing and payment software, "Infosend," which has streamlined payment collection operations. Barbara also managed the implementation of new rates and structures for sewer and water ensuring that changes were smoothly integrated into the existing system.

Barbara's extensive institutional knowledge comes in handy when troubleshooting customer or staff inquiries, ensuring that issues are resolved efficiently and effectively. Her deep understanding of the District's operations and history allows her to provide insightful solutions and guidance, reflecting her commitment to both her role and the community she serves.

It is with great pleasure that we celebrate Barbara Montanti's 25 years of dedicated service to the Marina Coast Water District. We extend our deepest gratitude for her years of outstanding service and look forward to her continued contributions to the District.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

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

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2024-43.

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

Board Action

Motion By Seconded By No Action Taken

Ayes Abstained

Noes Absent

September 16, 2024

Resolution No. 2024-43
Resolution of the Board of Directors
Marina Coast Water District

In Recognition of Barbara Montanti, Customer Service/Billing Supervisor,
for 25 Years of Service to the Marina Coast Water District

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue Suite A, Marina, California as follows:

WHEREAS, Barbara Montanti has been an invaluable asset to the Marina Coast Water District (MCWD) for the past 25 years, having joined the District on August 26, 1999; and,

WHEREAS, Barbara has demonstrated exceptional dedication and skill in her various roles, evolving from a Customer Service Assistant to her current position as Customer Service/Billing Supervisor; and,

WHEREAS, in her current role, Barbara has been instrumental in overseeing the District’s customer service, billing, and meter reading functions, and her kind-hearted nature and genuine care for the District have always been her greatest soft skills; and,

WHEREAS, Barbara played a crucial role in the successful implementation of the new payment software, “Infosend,” which has streamlined payment collection operations, and managed the implementation of new rates and structures for sewer and water, ensuring that changes were smoothly integrated into the existing system; and,

WHEREAS, Barbara’s extensive institutional knowledge comes in handy when troubleshooting customer or staff inquiries, ensuring that issues are resolved efficiently and effectively, and reflecting her commitment to both her role and the community she serves.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby recognize and honor Barbara Montanti for her 25 years of dedicated service to the District; presents her with a plaque and gift certificate and wish her many more years with the District.

PASSED AND ADOPTED on September 16, 2024, 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_____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-43 adopted September 16, 2024.

Remleh Scherzinger, Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 5-B

Meeting Date: September 16, 2024

Prepared By: Derek Cray

Approved By: Remleh Scherzinger, PE

Agenda Title: Adoption of Resolution No. 2024-44 in Recognition of Travis Enzweiler, Lead Operator, for Five Years of Service to the Marina Coast Water District

Staff Recommendation: Staff recommends the Board of Directors adopt Resolution No. 2024-44 in recognition of Travis Enzweiler for five years of service and awarding a plaque and gift certificate for 5 years of service to the Marina Coast Water District.

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

Travis Enzweiler started with the Marina Coast Water District (District) as a full-time Lead Operator on September 3, 2019.

Discussion/Analysis: During Travis's tenure with the District, he has been a critical player in many noteworthy projects that the Operations department has completed in the last several years, including the Hatten Lift Station Rehabilitation, Pressure Reducing Valve Rebuild project, Marina Booster rehabilitation, and East Garrison Lift Station Bioxide improvements to name a few.

Travis has always been one to try to self-improve, especially when it comes to certification within the water and wastewater field. He uses his knowledge frequently to help others within the Operations and Maintenance department to advance their certifications. Travis enjoys sharing his knowledge with others and has done a fine job mentoring the new Operations staff.

Currently, Travis holds the following professional certifications:

- State Water Resources Control Board (SWRCB) Water Distribution Operator Grade V
- SWRCB Water Treatment Operator Grade II
- California Water Environmental Association (CWEA) Collection System Maintenance Grade III
- AWWA Backflow Assembly Testers and Cross Connection Specialist

Travis has a calm demeanor and is always willing to lend a hand to his fellow coworkers when they need assistance. He has a great teacher-like mentality that resonates with the rest of the department and fosters a collaborative learning environment. His magnitude of knowledge and willingness to share helps the department provide extraordinary services and efficiencies from System Operators who perform a magnitude of duties in both water and sewer.

Working alongside Travis for the past five years has been a great pleasure, and we look forward to many more years in the future.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2024-44.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

September 16, 2024

Resolution No. 2024-44
Resolution of the Board of Directors
Marina Coast Water District
Recognizing Travis Enzweiler, Lead Operator,
For Five Years of Service to the Marina Coast Water District

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California.

WHEREAS, Travis Enzweiler joined the District as a Lead Operator on September 03, 2019; and,

WHEREAS, Travis is a critical asset to the Operations and Maintenance department and has been a key player on many important projects since his tenure with the District; and,

WHEREAS, Travis has put a lot of time and effort into obtaining State certifications and has taken on a mentorship role with new System Operators to help them obtain their certifications and grow within the industry; and,

WHEREAS, Travis currently holds a California Environmental Water Association (CWEA) Collections System Maintenance grade III, State Water Resources Control Board (SWRCB) Water Distribution Operator grade V, SWRCB Water Treatment Plant Operator grade II, and an American Water Works Association, Backflow Tester and Cross Connection Specialist certification; and,

WHEREAS, Travis has a calm demeanor and uses his knowledge to foster a collaborative and learning work environment; and,

WHEREAS, Travis’s hard work and efforts are noticed in the vast improvements within the water and wastewater systems, and his dedication to the District is very appreciated.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby recognize and congratulate Travis Enzweiler for five years of service to the Marina Coast Water District, hereby presenting him with a gift certificate and plaque and wishes him continued success and many more years with the District.

PASSED AND ADOPTED on September 16, 2024, 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-44 adopted September 16, 2024.

Remleh Scherzinger, Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6

Meeting Date: September 16, 2024

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Consent Calendar

Staff Recommendation: Approve the Consent Calendar as presented.

Background: *Strategic Plan, Mission Statement – We provide our customers with high quality potable and recycled water, wastewater collection and conservation services that are safe, affordable, reliable and sustainable, 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 August 2024
- B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of August 19, 2024
- C) Adopt Resolution No. 2024-45 to Approve a Controller and Senior Accountant Job Description and Salary Ranges; and, Approve Addition of One New Time Full Time Employee and Convert One Full Time Employee from Accounting Supervisor to Senior Accountant for the Administrative Services Department – Finance Division
- D) Adopt Resolution No. 2024-46 to Approve a New Water Resources Technician Classification Series (Water Resources Technician I and II), Job Description, Salary Ranges, and Create a New Water Resources Technician Position for Water Resources Department
- E) Adopt Resolution No. 2024-47 to Approve a Reimbursement Agreement between Marina Coast Water District and Seaside Peninsula Acquisition Group, LLC for McClure Way Phase II Water Pipeline Improvements related to the Seaside Resort Hotel Project
- F) Adopt Resolution No. 2024-48 to Amend the FY 2024-2025 Capital Improvement Budget to fund the Coe Avenue Water Pipeline Upsizing Project
- G) Adopt Resolution No. 2024-49 Approving the Application for the California Department of Water Resources Water Desalination Grant Program Continuous Application Process 6 for the Armstrong Ranch Brine Treatment Pilot Study
- H) Adopt Resolution No. 2024-50 Authorizing the Marina Coast Water District's Application, and Approving Negotiation and Execution of a Cooperative Agreement with the United States Bureau of Reclamation for a WaterSMART FY 2024/2025 Drought Resiliency Grant
- I) Adopt Resolution No. 2024-51 Approving the Application for the California Office of Emergency Services State & Local Cybersecurity Grant Program Fiscal Year 2024/2025

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Legal Counsel Review: See individual transmittals.

Climate Action: Not applicable.

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 August 2024; draft minutes of August 19, 2024; Resolution No. 2024-45; Controller and Senior Accountant Job Description, Admin and Finance Organizational Chart (Current and Proposed); Resolution No. 2024-46; Water Resources Technician I/II Job Descriptions; Resolution No. 2024-47; Reimbursement Agreement; Resolution No. 2024-48; Resolution No. 2024-49; Resolution No. 2024-50; Resolution No. 2024-51.

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: 6-A

Meeting Date: September 16, 2024

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Receive and File the Check Register for the Month of August 2024

Staff Recommendation: Receive and file the August 2024 expenditures totaling \$2,317,104.54.

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 August 2024 and the Board is requested to receive and file the check register.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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

Other Consideration: None.

Material Included for Information/Consideration: August 2024 Summary Check Register.

Action Required: ____ Resolution X Motion ____ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

AUGUST 2024 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
08/06/2024	ACH	Friedman & Springwater LLP	60,491.50
08/06/2024	75778 - 75808	Check Register	832,155.72
08/14/2024	75809 - 75837	Check Register	88,319.70
08/19/2024	75838 - 75851	Check Register	347,791.74
08/02/2024	ACH	Payroll Direct Deposits	154,683.34
08/02/2024	ACH	CalPERS	40,144.29
08/02/2024	ACH	Empower Retirement	17,637.58
08/02/2024	ACH	Internal Revenue Service	65,426.89
08/02/2024	ACH	State of California - EDD	15,286.04
08/02/2024	ACH	WageWorks, Inc.	1,299.16
08/02/2024	501752	Check Register	688.00
08/12/2024	501753 - 501754	Board Compensation Checks and Direct Deposit	277.03
08/12/2024	ACH	Internal Revenue Service	45.94
08/14/2024	501755 - 501759	Check Register	4,760.44
08/16/2024	ACH	Payroll Direct Deposits	153,546.39
08/16/2024	ACH	CalPERS	39,038.10
08/16/2024	ACH	Empower Retirement	16,587.04
08/16/2024	ACH	Internal Revenue Service	65,199.69
08/16/2024	ACH	State of California - EDD	15,170.17
08/16/2024	ACH	WageWorks, Inc.	1,299.16
08/19/2024	501760 - 501761	Check Register	106,886.63
08/30/2024	ACH	Payroll Direct Deposits	153,035.87
08/30/2024	ACH	CalPERS	38,398.73
08/30/2024	ACH	Empower Retirement	16,053.94
08/30/2024	ACH	Internal Revenue Service	66,077.77
08/30/2024	ACH	State of California - EDD	15,504.52
08/30/2024	ACH	WageWorks, Inc.	1,299.16
TOTAL DISBURSEMENTS			<u>2,317,104.54</u>

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
ACH	07/10/2024	08/06/2024	Friedman & Springwater LLP	Legal Services 06/2024	60,491.50
75778	06/30/2024	08/06/2024	Schaaf & Wheeler	Construction Phase On-Call Engineering Services, Design California Ave Pipeline - A1/A2 Tanks B/C Booster; Pump Replacement Design - Well 12; Design Phase - B2 Zone Tank, Tate Park LS; Developers (Dunes 1B Bldgs A-G, Dunes 1B Promenade, Dunes 1B Rooftops, Dunes 2 North, Dunes 2 West, Dunes 3 Backbone, Enclave Phase 3 and 4, Layia, Marina Station, Seaside B&B Resort)	103,560.70
75779	07/16/2024	08/06/2024	ACWA Joint Power Ins Authority	Basic Property, Mobile Equipment, Vehicle, Cyber Liability Insurance 07/2024 - 06/2025	120,335.31
75780	07/31/2024	08/06/2024	Rauch Communication Consultants, Inc.	Public Relations, Strategic Plan Development 06/2024	15,472.68
75781	06/30/2024	08/06/2024	Monterey One Water	Ground Water Replenishment - Billing for Usage 06/2024	134,237.93
75782	07/18/2024	08/06/2024	Verizon Wireless	Cell Phone Service 07/2024	676.72
75783	04/30/2024	08/06/2024	Anderson Pacific Engineering Construction, Inc.	A1/A2 Tanks B/C Booster - Construction Pmt #29	224,836.50
75784	07/12/2024	08/06/2024	Harris & Associates	Coe Ave Pipeline Upsizing - Inspection Services 06/2024, Developers (Abdy Way Subdivision, Dunes 1B Promenade, Dunes 2 East, Dunes 2 North, Enclave Phase 3, Terracina/ UV 2 (2nd Ave), VTC Lightfighter Village)	27,135.53
75785	07/22/2024	08/06/2024	Carollo Engineers, Inc.	Bid Drawings - Gigling Rd Pipeline Replacement	40,477.00
75786	07/23/2024	08/06/2024	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance Supplies	901.43
75787	07/29/2024	08/06/2024	Geiger	(12,500) #10 Window Envelopes	1,288.10
75788	07/10/2024	08/06/2024	Univar Solutions USA, Inc.	(1,616) gals Chlorine - Wells 10, 11, Intermediate Reservoir	5,447.70
75789	07/12/2023	08/06/2024	Archive Social, LLC	Archive Services 07/2023 - 04/2024	2,486.63
75790	07/18/2024	08/06/2024	Green Rubber-Kennedy AG, LP	General Operations/ Maintenance Supplies	99.28
75791	07/13/2024	08/06/2024	Graniterock Company	(4.06) tons Cold Mix	1,237.52
75792	07/10/2024	08/06/2024	Richards, Watson & Gershon	Legal Services 06/2024	7,895.00
75793	07/11/2024	08/06/2024	Remy Moose Manley, LLP	Legal Services 06/2024	68,351.95
75794	07/23/2024	08/06/2024	Monterey Bay Technologies, Inc.	IT Support Services 07/2024, (3) Microsoft Office 365 Licenses	3,650.70
75795	07/07/2024	08/06/2024	ICONIX Waterworks (US), Inc.	General Operations/ Maintenance Supplies	216.56
75796	07/09/2024	08/06/2024	Griffith, Masuda & Hobbs	Legal Services 06/2024	24,129.04
75797	06/30/2024	08/06/2024	Evoqua Water Technologies, LLC	Chemical Pump Maintenance - East Garrison LS	1,752.39
75798	07/10/2024	08/06/2024	Annuvia	(4) Electrodes Adult AED - Ord and Beach Offices	312.02
75799	07/31/2024	08/06/2024	Iron Mountain, Inc.	Shredding Service 07/2024	333.58
75800	06/28/2024	08/06/2024	AT&T	Phone and Alarm Line Services 06/2024	263.42
75801	07/10/2024	08/06/2024	Psomas	Construction Management - A1/A2 Tanks B/C Booster	10,474.40
75802	07/25/2024	08/06/2024	WEX Bank	Fleet Gasoline 07/2024	5,022.75
75803	08/01/2024	08/06/2024	The Ferguson Group, LLC	Grant Writing and Legislative Advocacy 08/2024	1,700.00
75804	07/11/2024	08/06/2024	Nearmap US, Inc.	Annual Software Subscription 07/2024 - 06/2025	8,750.00
75805	07/26/2024	08/06/2024	BSK Associates	Laboratory Testing	1,144.02
75806	07/21/2024	08/06/2024	T-Mobile	Cell Phone Service 07/2024	1,764.76
75807	07/15/2024	08/06/2024	NEO Fiber, Inc.	Fiber/ Conduit Design, Monetization Models - Solar Array 06/2024	14,966.25
75808	07/09/2024	08/06/2024	Keller America, Inc.	(2) Transducers, Drying Tube Assemblies - Wells 10, 11	3,235.85

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
75809	07/31/2024	08/14/2024	Ace Hardware of Watsonville, Inc.	General Operations/ Maintenance, Meter Reader Supplies	302.48
75810	07/10/2024	08/14/2024	Carlton's Fire Extinguisher	Annual Fire Extinguisher Inspection - MCWD Offices, Vehicles, Sites	4,453.67
75811	07/26/2024	08/14/2024	Salinas Valley Ford	AC Repair, Oil Change, Front Brake Pads, Rotors - Vehicle #1101; Brake Control Module Replacement - Vehicle #1401	5,577.66
75812	06/30/2024	08/14/2024	Schaaf & Wheeler	Ordinance 64 Draft - Landscape Irrigation of Parkway Strips 06/2024, Coe Avenue Pipeline Upsizing - Engineering Support, RFI on Paralta Well 05/2024	4,346.00
75813	08/06/2024	08/14/2024	MBS Business Systems	Copier Maintenance 08/02 - 11/11	3,912.20
75814	07/22/2024	08/14/2024	Underground Service Alert	2024/ 2025 Underground Service Alert Membership Fee	2,748.25
75815	07/31/2024	08/14/2024	Peninsula Welding & Medical Supply, Inc.	Gas Cylinder Tank Rental Fees	25.80
75816	07/25/2024	08/14/2024	Monterey Bay Analytical Services	Laboratory Testing	594.00
75817	07/17/2024	08/14/2024	Fast Response On-Site Testing	Annual Mask Fit, Hearing Tests	2,679.88
75818	06/30/2024	08/14/2024	Monterey One Water	FY 2023/ 2024 Grease Disposal Education Program	1,696.95
75819	07/12/2024	08/14/2024	Harris & Associates	Developer (Dunes 2 West)	5,583.55
75820	08/01/2024	08/14/2024	Federal Express	Mail Easement Documents to PG&E - A1/A2 Tanks B/C Booster	27.94
75821	07/01/2024	08/14/2024	SwiftComply US OpCo, Inc.	Annual Software Subscription 07/2024 - 06/2025	5,250.00
75822	05/08/2024	08/14/2024	Ahtna Global, LLC	Groundwater Monitoring/ Sampling for TDS, Conductivity	11,325.80
75823	07/23/2024	08/14/2024	Green Rubber-Kennedy AG, LP	General Operations/ Maintenance Supplies	151.55
75824	07/08/2024	08/14/2024	U.S. Bank Corporate Payment Systems	2024 AWWA Conference/ Exposition Hotel - O&M Manager; 2024 SGMA Implementation Summit/ Workshop Hotel - WR Manager; IT/ Computer Supplies; Metering Technology 101 Class, Hotel, Gas, Meals - IT Administrator, Lead Customer Service/ Billing Technician, District Analyst III; Liquid Waste Hauler Permit - Vehicle #2001; Notary Webinar/ Exam, Supplies - Administrative Assistant; Monthly/ Annual Software Services; General Supplies	7,883.42
75825	08/02/2024	08/14/2024	Della Mora Heating Sheet Metal & Air Conditioning	Fujitsu 2 Ton Mini Split AC System - Ord Office	13,095.00
75826	07/31/2024	08/14/2024	Marina Tire & Auto Repair	Tires - Vehicle #2301	791.40
75827	07/18/2024	08/14/2024	Edges Electrical Group, LLC	General Operations/ Maintenance Supplies	732.08
75828	07/09/2024	08/14/2024	POSM Software, LLC	Annual Software Subscription 09/2024 - 08/2025 - CCTV Sewer Camera	6,500.00
75829	08/05/2024	08/14/2024	Everbank, N.A.	Ord Office Copier Lease 08/2024	251.28
75830	07/22/2024	08/14/2024	AT&T	Phone and Alarm Line Services 07/2024	148.34
75831	07/30/2024	08/14/2024	Johnson Electronics	BLM Fire Alarm Monitoring 07/2024 - 09/2024	84.00
75832	07/25/2024	08/14/2024	U.S. Bank National Association	2015 Bond Administration Fee 07/2024 - 06/2025	2,145.00
75833	08/01/2024	08/14/2024	Golden State Truck and Trailer Repair, Inc.	Fuel Filter - Vehicle #2101	56.83
75834	07/31/2024	08/14/2024	Health Educational Services, Inc.	First Aid/ CPR Certification - (18) O&M	1,741.00
75835	06/30/2024	08/14/2024	SBRK Finance Holdings, Inc.	CivicPay/ IVR Transaction Fees 06/2024	2,162.50
75836	08/06/2024	08/14/2024	BSK Associates	Laboratory Testing	3,304.53
75837	07/20/2024	08/14/2024	T-Mobile	Cellular Services 05/19 - 06/18	748.59
75838	06/28/2024	08/19/2024	Home Depot Credit Services	General Operations/ Maintenance Supplies	474.52

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
75839	07/26/2024	08/19/2024	Underground Service Alert	2024/ 2025 USA Annual Ticket Fees	852.20
75840	08/06/2024	08/19/2024	Monterey Bay Analytical Services	Laboratory Testing	440.00
75841	07/15/2024	08/19/2024	Shape Incorporated	(6) Float Sensors - Sewer Pump Stations	3,643.82
75842	08/01/2024	08/19/2024	Sabre Backflow, LLC	General Operations/ Maintenance Supplies	177.76
75843	07/18/2024	08/19/2024	Calcon Systems, Inc.	PLC Replacement Project - Phase 1 Wells 10, 11, Watkins Gate	86,100.00
75844	07/30/2024	08/19/2024	National Auto Fleet Group	2024 Ford F-250	74,436.41
75845	07/24/2024	08/19/2024	Sherwin-Williams Co.	General Operations/ Maintenance Supplies	820.62
75846	08/07/2024	08/19/2024	Green Rubber-Kennedy AG, LP	General Operations/ Maintenance Supplies	28.99
75847	08/01/2024	08/19/2024	Simpler Systems, Inc.	UB/ Finance Datapp Maintenance 08/2024	500.00
75848	07/15/2024	08/19/2024	Security Shoring & Steel Plates, Inc.	(2) Sewer Pipe Plugs, (3) Rope Hoses	3,120.11
75849	08/05/2024	08/19/2024	EKI Environment & Water, Inc.	Planning, Design Support - Monitoring Wells 01/2024 - 06/2024, Regional Seawater Intrusion Model Updates 04/2024 - 06/2024, Well Condition Assessment/ Instrumentation - Well 9 11/2023 - 06/2024	175,521.75
75850	07/25/2024	08/19/2024	BSK Associates	Laboratory Testing	1,375.56
75851	08/01/2024	08/19/2024	Kysmet Security & Patrol, Inc.	Security Patrol Services - MCWD Offices 07/2024	300.00
ACH	08/02/2024	08/02/2024	Payroll Direct Deposits	Payroll Ending 07/26/24	154,683.34
ACH	08/02/2024	08/02/2024	CalPERS	Payroll Ending 07/26/24	40,144.29
ACH	08/02/2024	08/02/2024	Empower Retirement	Payroll Ending 07/26/24	17,637.58
ACH	08/02/2024	08/02/2024	Internal Revenue Service	Payroll Ending 07/26/24	65,426.89
ACH	08/02/2024	08/02/2024	State of California - EDD	Payroll Ending 07/26/24	15,286.04
ACH	08/02/2024	08/02/2024	WageWorks, Inc.	Payroll Ending 07/26/24	1,299.16
501752	08/02/2024	08/02/2024	Teamsters Local Union No. 856	Payroll Ending 07/26/24	688.00
501753 -					
501754	08/12/2024	08/12/2024	Board Compensation Checks and Direct Deposit	Board Compensation 07/2024	277.03
ACH	08/12/2024	08/12/2024	Internal Revenue Service	Board Compensation 07/2024	45.94
501755	08/08/2024	08/14/2024	Calif-Nevada Section, AWWA	Cross-Connection Specialist Renewals	250.00
501756	08/06/2024	08/14/2024	CWEA - Monterey Bay Section	Grade I Electrical/ Instrumentation, Mechanical Tech; Grade II/ IV Collection System Certification Renewals	547.00
501757	07/25/2024	08/14/2024	SWRCB - DWOCB	Grade II/ V Water Distribution, Grade II Water Treatment Certification Renewals	225.00
501758	07/25/2024	08/14/2024	AFLAC	Employee Paid Benefits 06/2024 - 07/2024	3,562.44
501759	07/24/2024	08/14/2024	WageWorks, Inc.	FSA Admin Fees 07/2024	176.00
ACH	08/16/2024	08/16/2024	Payroll Direct Deposits	Payroll Ending 08/09/24	153,546.39
ACH	08/16/2024	08/16/2024	CalPERS	Payroll Ending 08/09/24	39,038.10
ACH	08/16/2024	08/16/2024	Empower Retirement	Payroll Ending 08/09/24	16,587.04
ACH	08/16/2024	08/16/2024	Internal Revenue Service	Payroll Ending 08/09/24	65,199.69
ACH	08/16/2024	08/16/2024	State of California - EDD	Payroll Ending 08/09/24	15,170.17
ACH	08/16/2024	08/16/2024	WageWorks, Inc.	Payroll Ending 08/09/24	1,299.16
501760	08/15/2024	08/19/2024	ACWA Joint Power Ins Authority	Workers Compensation Insurance 04/01/2024 - 06/30/2024	18,963.37
501761	08/01/2024	08/19/2024	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 09/2024	87,923.26
ACH	08/30/2024	08/30/2024	Payroll Direct Deposits	Payroll Ending 08/23/24	153,035.87

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
ACH	08/30/2024	08/30/2024	CalPERS	Payroll Ending 08/23/24	38,398.73
ACH	08/30/2024	08/30/2024	Empower Retirement	Payroll Ending 08/23/24	16,053.94
ACH	08/30/2024	08/30/2024	Internal Revenue Service	Payroll Ending 08/23/24	66,077.77
ACH	08/30/2024	08/30/2024	State of California - EDD	Payroll Ending 08/23/24	15,504.52
ACH	08/30/2024	08/30/2024	WageWorks, Inc.	Payroll Ending 08/23/24	1,299.16
Total Disbursements for August 2024					2,317,104.54

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-B

Meeting Date: August 19, 2024

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of August 19, 2024

Staff Recommendation: Approve the draft minutes of the August 19, 2024 regular joint Board/GSA meeting.

Background: *Strategic Plan, Mission Statement – We provide our customers with high quality potable and recycled water, wastewater collection and conservation services that are safe, affordable, reliable and sustainable, through planning, management and the development of water resources in an environmentally sensitive manner.*

Discussion/Analysis: The draft minutes of August 19, 2024 are provided for the Board to consider approval.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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 August 19, 2024.

Action Required: ___ Resolution ___ X Motion ___ Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____



Marina Coast Water District

Marina Coast Water District

Regular Board Meeting/Groundwater Sustainability Agency Board Meeting
August 19, 2024

Draft Minutes

1. Call to Order:

President Morton called the meeting to order at 6:00 p.m. on August 19, 2024 at 920 2nd Avenue, Suite A, Marina, California; and, via Zoom teleconference.

2. Roll Call:

Board Members Present:

Gail Morton – President
Jan Shriner – Vice President
Brad Imamura – arrived at 6:01 p.m.
Thomas P. Moore

Board Members Absent:

Herbert Cortez

Staff Members Present:

Remleh Scherzinger, General Manager
Roger Masuda, District Counsel
Derek Cray, Operations and Maintenance Manager
Mary Lagasca, Director of Administrative Services
Garrett Haertel, District Engineer
Patrick Breen, Water Resources Manager
Teo Espero, IT Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Andy Sterbenz, Schaaf & Wheeler Consulting Civil Engineers
Tina Wang, EKI Environment & Water
Kurt Gonzalez, Maintenance Worker
Helen Gonzalez, Marina Resident
Isaiah Gonzalez
Elijah Gonzalez
Warren Foster, System Operator II
Rene Magdaleno, Electrical/Mechanical Technician
Joe Pineda, Operations and Maintenance Supervisor
Jose Rodriguez, System Operator II

3. Pledge of Allegiance:

Mr. Kurt Gonzalez, MCWD Employee, led everyone present in the pledge of allegiance.

4. Oral Communications:

There were no public comments.

5. Presentation:

A. Adopt Resolution No. 2024-35 to Recognize Kurt Gonzalez, Maintenance Worker, for 15 Years of Service to the Marina Coast Water District:

Mr. Derek Cray, Operations and Maintenance Manager, introduced this item and voiced his appreciation for Mr. Gonzalez and wished him many more years with the District.

Vice President Shriner made a motion to recognize Kurt Gonzalez, Maintenance Worker, for 15 years of service to the Marina Coast Water District and present him with a plaque and gift certificate. President Morton seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

Mr. Joe Pineda, Operations and Maintenance Supervisor, stated that it was a privilege to work with Mr. Gonzalez and wished him more years with the District.

Mr. Jose Rodriguez, System Operator II, congratulated Mr. Gonzalez and stated he enjoyed working together with him.

Mr. Rene Magdaleno, Electrical/Mechanical Technician, congratulated Mr. Gonzalez and said he was a good person to work with.

Mr. Warren Foster, System Operator II, stated he enjoyed working with Mr. Gonzalez and wished him many more years with the District.

Mr. Patrick Breen, Water Resources Manager, congratulated Mr. Gonzalez and wished him many more years with the District.

Mr. Remleh Scherzinger, General Manager, thanked Mr. Gonzalez for his dedication and hard work and wished him many more years with the District.

President Morton, Vice President Shriner, Director Moore, and, Director Imamura shared in the reading of the Resolution, and voiced their appreciation of Mr. Gonzalez. President Morton presented Mr. Gonzalez with a plaque and gift certificate.

President Morton recessed the meeting from 6:20 p.m. to 6:25 p.m.

6. Public Comment on Closed Session Items:

There were no comments made.

The Board entered into closed session at 6:29 p.m. to discuss the following items:

7. Closed Session:

- A. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation
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); Sixth District Court of Appeals Case Nos. H049146 and H049170
- B. Pursuant to Government Code 54956.9(d)(2)
Conference with Legal Counsel – Threat of Potential Litigation
One Potential Case

The Board ended closed session at 8:30 p.m. President Morton reconvened the meeting to open session at 8:37 p.m.

8. Reportable Actions Taken During Closed Session:

President Morton stated there the Board gave direction and there were no reportable actions taken during closed session.

9. Marina Coast Water District Groundwater Sustainability Agency Matters:

A. Action Item:

- 1. Adopt Resolution No. 2024-GSA03 to Approve a Professional Services Agreement with EKI Environment & Water, Inc. for the Monterey Subbasin Groundwater Sustainability Plan Implementation for Fiscal Year 2024-2025:

Mr. Patrick Breen, Water Resources Manager, introduced this item explaining that this agreement was for the Monterey Subbasin Groundwater Sustainability Plan Implementation for Fiscal Year 2024-2025. The Board asked clarifying questions.

Agenda Item 9-A1 (continued):

Director Moore made a motion to adopt Resolution No. 2024-GSA03 to approve a Professional Services Agreement with EKI Environment & Water, Inc. for the Monterey Subbasin Groundwater Sustainability Plan Implementation for Fiscal Year 2024-2025. President Morton seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

10. Return to Marina Coast Water District Matters:

Mr. Scherzinger advised the Board that staff pulled item 12-B from the agenda.

11. Consent Calendar:

Director Imamura asked to pull item A from the consent calendar, Director Moore asked to pull item I from the consent calendar, and President Morton asked to pull item D from the consent calendar.

Director Moore made a motion approve the Consent Calendar consisting of items B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of July 15, 2024; C) Receive the Second Quarter Investment Report for Calendar Year 2024; E) Adopt Resolution No. 2024-37 to Award a Sole Source Contract to Calcon Systems Inc. for the Programmable Logic Controller Replacement Project Phase 2; F) Adopt Resolution No. 2024-38 to Approve FY 2024-2025 Professional Services Agreement with Regional Government Services Authority to provide Human Resources and Risk Management services to the District; G) Adopt Resolution No. 2024-39 to Accept the Infrastructure Improvements Installed Under a Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Shea Homes Limited Partnership for the Dunes 2 East Development Project; and, H) Adopt Resolution No. 2024-40 to Approve a Water, Sewer, and Recycled Water Infrastructure Agreement between MCWD and Shea Homes Limited Partnership for the Dunes Phase 3 North Development. President Morton seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

A. Receive and File the Check Register for the Month of July 2024:

Director Imamura asked for clarification on the refunds listed in the check register.

Agenda Item 11-A (continued):

Director Imamura made a motion to receive and file the check register for the month of July 2024. President Morton seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

D. Adopt Resolution No. 2024-36 to Approve the Purchase of a New John Deere 210P Loader from Pape Machinery for the Operations and Maintenance Department:

President Morton inquired on the availability of electric Loaders. Mr. Cray commented that the electric loaders did not have the capability of providing enough battery hours to allow for a full day's work.

President Morton made a motion to adopt Resolution No. 2024-36 to approve the purchase of a New John Deere 210P Loader from Pape Machinery for the Operations and Maintenance Department. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

I. Adopt Resolution No. 2024-41 to Approve a Water, Sewer, and Recycled Water Infrastructure Agreement between MCWD and Marina Station, LLC, for the Marina Station Phase 1 & 2 in Marina, CA:

Director Moore inquired about the blanks in the agreement regarding capacity charges and asked that they be filled in before the agreement is signed.

Director Moore made a motion to adopt Resolution No. 2024-41 to approve a Water, Sewer, and Recycled Water Infrastructure Agreement between MCWD and Marina Station, LLC, for the Marina Station Phase 1 & 2 in Marina, CA, with the capacity charge information filled in before execution. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

12. Action Items:

A. Adopt Resolution No. 2024-42 to Approve the 2024 Strategic Plan:

Mr. Martin Rauch, Rauch Communications, introduced this item.

Agenda Item 12-A (continued):

The Board suggested several edits and agreed to include additional Objectives 6.3 and 6.4 to the Strategic Plan with slight wording revision. Discussion followed.

President Morton made a motion to adopt Resolution No. 2024-42 to approve the 2024 Strategic Plan. Director Moore seconded the motion. The motion was passed by the following vote:

Director Cortez	-	Absent	Vice President Shriner	-	Yes
Director Imamura	-	Yes	President Morton	-	Yes
Director Moore	-	Yes			

13. Informational Items:

A. General Manager's Report:

Mr. Scherzinger reported the following:

1. the Committee meetings are being moved to September 10th due to the Labor Day Holiday;
2. the Joint City District Committee was scheduled for August 21st;
3. the quarterly financial statements would come before the Board in September;
4. staff is looking into a Brine Pilot Desalination plant on the District's Armstrong property;
5. the Bond sale went exceptionally well and the District was given the ranked of AA-/Positive.

B. Committee and Board Liaison Reports:

1. Executive Committee:

Vice President Shriner gave a brief update.

2. Budget and Engineering Committee

President Morton and Vice President Shriner gave a brief update.

3. Community Outreach Committee

Director Imamura and Director Moore gave a brief update.

4. M1W Board Member Liaison

Director Moore gave a brief update on the M1W Board meeting.

5. Special Districts Association

President Morton gave a brief update.

14. Board Member Requests for Future Agenda Items:

When the time was appropriate, Vice President Shriner asked to give recognition to Director Cortez for his service on the Board.

15. Director's Comments:

Director Imamura, Director Moore, Vice President Shriner, and President Morton made comments.

16. Adjournment:

The meeting was adjourned at 9:43 p.m.

APPROVED:

Gail Morton, President

ATTEST:

Paula Riso, Deputy Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 6-C

Meeting Date: September 16, 2024

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2024-45 to Approve Controller and Senior Accountant Job Descriptions and Salary Ranges; and, Approve Addition of One New Full Time Employee and Convert One Full Time Employee from Accounting Supervisor to Senior Accountant for the Administrative Services Department – Finance Division

Staff Recommendation: The staff recommends adopting Resolution No. 2024-45 to approve Controller and Senior Accountant job descriptions and salary ranges; and, approve addition of one new Full Time Employee and convert one Full Time Employee from Accounting Supervisor to Senior Accountant for the Administrative Services Department – Finance Division.

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

The reorganization of the Finance Department will require the establishment of a Controller position and the reclassification of the Accounting Supervisor position to a Senior Accountant position. This will result in the elimination of the Accounting Supervisor role. This reorganization is based on recommendations from the recent assessment conducted by the Regional Government Services (RGS) Authority, which was engaged by the District to evaluate the operations of the Finance Division.

Discussion/Analysis: The recommendation of the addition of a Controller position and the reallocation of the Accounting Supervisor position to a Senior Accountant position is based on the findings of the Finance Division Assessment done by RGS Consultants.

1. RGS Assessment and Recommendations:

- **Findings:** The RGS assessment identified a significant gap between the Director of Administrative Services (DAS) and the Accounting Supervisor duties, highlighting the need for an additional layer. It was found that the District lacks a management-level position to serve as an intermediary between finance staff and the DAS. With no direct management support over the daily activities of the finance staff, it was determined that too much time and effort is being spent on the accounts payable (A/P) process and purchasing.
- **Operational Issues:** The DAS is currently overloaded with both high-level management responsibilities and routine financial operations, limiting their ability to focus on strategic financial analysis.
- **Need for a Controller:** The Controller will handle critical financial functions such as streamlining the A/P process, improving departmental relations, and enhancing cash flow management. This role will also manage the reconciliation of capital improvement projects, developer revenue and expenses, and grant revenue

and expenses. Provide timely investment and cash balance reports to the Board to support their fiduciary responsibilities.

- **Supervisory Needs:** Establishing appropriate supervisory roles for all major functions under the Admin & Finance Division including Human Resources, Customer Service, and Accounting Department will enable the Director of Administrative Services to focus on the District's long-term financial strategy.

2. Cost Implications:

- **Controller:** The base salary for the Controller position is \$155,000 annually. This cost was factored into the 2024 Five Year Rate Study, which was approved by the Board on April 29, 2024.
- **Senior Accountant:** The Senior Accountant will have a base salary of \$115,000.
- **Accounting Supervisor:** The current Accounting Supervisor position, currently filled and budgeted at \$154,000 annual base salary, will be abolished. The incumbent's salary, which exceeds the new Senior Accountant range, will be frozen until it aligns with the new range, should that individual remain in the position.

3. Classification and Compensation:

- **Evaluated Ranges:** Regional Government Services evaluated and set the following salary ranges:
 - Controller: Range T33
 - Senior Accountant: Range 25
- **Approval of Positions by Bargaining Units:** Positions were reviewed and approved by the appropriate bargaining units.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Will help the District better understand systems and trends in efficiency. This in turn will help the District understand and reduce its carbon footprint.

Financial Impact: X Yes No **Funding Source/Recap:** No additional budget adjustment is requested. The Controller position will be funded by salary savings from vacant positions District wide. The Senior Accountant position will be funded by the current funding for the Accounting Supervisor.

Other Considerations: The Board can decide to remain status quo and maintain the current Finance Division Organization Structure and have the Director of Administration Services perform both higher level and mid-management tasks.

Material Included for Information/Consideration: Resolution No. 2024-45, Controller and Senior Accountant Job Description, Admin and Finance Organizational Chart (Current and Proposed).

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

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

September 16, 2024

Resolution No. 2024-45
Resolution of the Board of Directors
Marina Coast Water District

Approving Controller and Senior Accountant Job Descriptions and Salary Ranges; and,
Approving Addition of One New Full Time Employee and Convert One Full Time Employee
from Accounting Supervisor to Senior Accountant
for the Administrative Services Department – Finance Division

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), regular meeting duly called and held on September 16, 2024 at 920 Second Avenue, Suite A, Marina California as follows:

WHEREAS, the District engaged the Regional Government Services Authority (RGS) to conduct a comprehensive assessment of the Finance Division’s positions and operations; and,

WHEREAS, the RGS assessment also recommended reclassifying the Accounting Supervisor to a Senior Accountant position, leading to the elimination of the Accounting Supervisor role; and,

WHEREAS, the Controller position will streamline the accounts payable process, improve departmental relations, enhance cash flow management, manage reconciliations for capital improvement projects, and provide timely investment and cash balance reports to the Board’s fiduciary responsibilities; and,

WHEREAS, the costs associated with the new Controller position has been factored into the 2024 Five Year Rate Study, which was approved by the Board on April 29, 2024; and,

WHEREAS, the base salary for the Controller position is \$155,000 annually, and the Senior Accountant’s base salary is \$115,000 annually; and,

WHEREAS, the current Accounting Supervisor position, filled and budgeted at a base salary of \$154,000 annually will be abolished, and the incumbent’s salary will be frozen until it aligns with the new Senior Accountant salary range; and,

WHEREAS, the Regional Government Services Authority has evaluated and set the following salary ranges:

- Controller: Range T33
- Senior Accountant: Range 25; and,

WHEREAS, the positions were reviewed and approved by the appropriate bargaining units.

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

1. adopt Resolution No. 2024-45 to approve Controller and Senior Accountant job descriptions and salary ranges; and,
2. approve addition of one new full time employee and convert one full time employee from Accounting Supervisor to Senior Accountant for the Administrative Services Department – Finance Division; and,

3. direct the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on September 16, 2024 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-45 adopted September 16, 2024.

Remleh Scherzinger, Secretary



Marina Coast Water District

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

CONTROLLER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support related to all programs and activities of the Finance Division; monitors the financial performance of the District; develops and implements investment plans to ensure appropriate cash flow; tracks annual operating and capital improvement budgets of the District; maintains ledgers and financial records of the District; coordinates and provides schedules for the annual audit; administers current and long-range planning activities; provides highly complex and responsible support to the Director of Administrative Services in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises direct and general supervision over professional, technical, and office support staff.

CLASS CHARACTERISTICS

This is a mid-management classification that manages financial activities, including accounting functions, budget preparation and management of the District's cash and investment funds. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Finance Division in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Director of Administrative Services in that the latter has overall responsibility for all functions of the Department and for developing, implementing and interpreting public policy.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the Finance Division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the Finance Division, including accounting functions, budget preparation, and management of the District's cash and investment funds.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of Finance Division programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director of Administrative Services.
- Manages and coordinates the work plan for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Monitors the financial performance of the District including preparation of monthly reports for senior management, finance committee, and the Board of Directors.
- Reviews and oversees accounting functions including accounts payable, accounts receivable, capital asset accounting, cash and investment accounting, payroll, and grants.
- Prepares and reviews the operating and capital improvement budgets.
- Prepares and reviews the District's statement of revenues and expenses for submission to the Board of Directors.
- Conducts internal audits, reviews records, financial statements, documents, and reports to ensure accuracy, completeness, and compliance with established requirements, procedures, and principles; provides schedules and information to external auditors.
- Determines cash flow requirements; researches investments and makes appropriate investments in accordance with policy.
- Manages the District's cash and investment funds; invests District funds while conforming to all statutes governing the investments of the District.
- Provides highly complex staff assistance to the Director of Administrative Services; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Finance Division programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of Finance; research emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Manages and executes special projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Principles and practices of governmental accounting, including cost, debt, grant, and project accounting.
- Principles, practices, laws, and regulations governing the investment and management of public funds.
- Financial statement preparation and methods of financial control and reporting.
- Debt administration, including revenue bonds and certificates of participation.
- Applicable Federal, State, and local laws, codes and regulations concerning the financial operations of the District.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned division.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the financial operations of the District.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability To:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Perform complex mathematical and statistical calculations and analyses.
- Effectively represent the division and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience

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

Equivalent to graduation from an accredited four-year college or university with major coursework in Finance, Accounting, Business Administration, or a related field, and five (5) years of experience performing professional accounting duties, preferably in a public agency, including two (2) years of supervisory experience.

Licenses or Certifications

Possession of a valid California Class C Driver's License with satisfactory driving record.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers

open and closed to retrieve and file information. Positions in this classification occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 20 pounds.

Environmental Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to work on evenings, weekends and holidays.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Teamsters Local 856



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
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SENIOR ACCOUNTANT

DEFINITION

Under general supervision, performs complex professional accounting work, including the review and maintenance of accounting records and systems, accounting and financial reporting, cash management, accounts payable, and payroll processing work; coordinates, directs, and reviews the work of the professional and support accounting staff within the Accounting Division; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Controller or his/her designee. Exercises no direct supervision over staff but may serve as a lead worker by providing technical and functional direction to accountants and other administrative support staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the district's accounting functional area. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and the amount of time spent performing the duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides advanced journey level staff assistance and coordination in support of assigned accounting functions and programs, and provides recommendations to the Controller.
- Performs complex and specialized professional accounting, financial, and fiscal work.
- Develops financial statements; audits accounting documents; analyzes accounting and reporting requirements of reports; establishes appropriate accounting procedures; prepares accounting-related reports.
- Prepares financial statements and reports and ensures conformance with generally accepted accounting principles; and prepares other required reports and materials.
- Maintains budgetary data within the financial system and assists with the preparation and monitoring of the annual budget as assigned.

- Recommends goals, objectives, policies and procedures, and changes to applicable District codes; implements changes as assigned.
- Responds to inquiries from District staff regarding assigned accounting activities.
- Prepares, balances, and reconciles journals, ledgers, and other accounting records; prepares records and reports for submission to various regulatory and other governmental agencies, including the Quarterly Financial Statement, Mid-year Financial Report, the Comprehensive Annual Financial Report, the State Controller's Report for Financial Transactions, and the Government Compensation Report.
- As assigned, works with the external auditors; manages financial records for capital assets and developer projects; maintains long-term debt issues; approves accounts payables (AP) invoice batches; and checks printing for AP and payroll.
- May provide training to lower-level staff.
- Monitors changes in laws, regulations, and technology that may affect the area of assignment; suggests policy and procedure changes; and participates in implementation as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency accounting, finance, auditing, reporting, and recording keeping.
- Principles and practices of budget development, administration, and accountability.
- Generally Accepted Accounting Principles, governmental accounting standards, and other governmental accounting and auditing procedures.
- Modern office practices, methods, common accounting, and spreadsheet software.
- Applicable laws, codes, and regulations.
- Statutory laws, rules, and regulations applicable to governmental accounting, auditing, and finance.
- Principles and theories of internal controls, including indicators of fraud and risk.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service in person and over the telephone.

Skill in:

- Planning, organizing, and participating in comprehensive public agency accounting functions.
- Independently applying accounting principles to accounting transactions and financial reports.
- Preparing and maintaining clear, concise, and accurate financial reports, correspondence, procedures, and other written materials.
- Analyzing a variety of complex accounting and financial data; interpreting and applying

complex rules, regulations, and laws pertaining to the area of assignment.

- Monitoring assigned accounting activities relative to compliance with local, State, and Federal requirements and professional standards.
- Presenting complex information orally and in writing in an easy-to-understand way for a variety of audiences.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Establishing and maintaining a variety of records, files, reports, and other documentation in support of work performed.
- Operating modern office equipment, including specialized software applicable to the areas of assignment.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university in accounting, finance, economics, business administration, or a closely related field, and five (5) years of professional accounting or financial experience, preferably in a governmental or public agency setting.

Licenses and Certifications:

None.

Physical Demands:

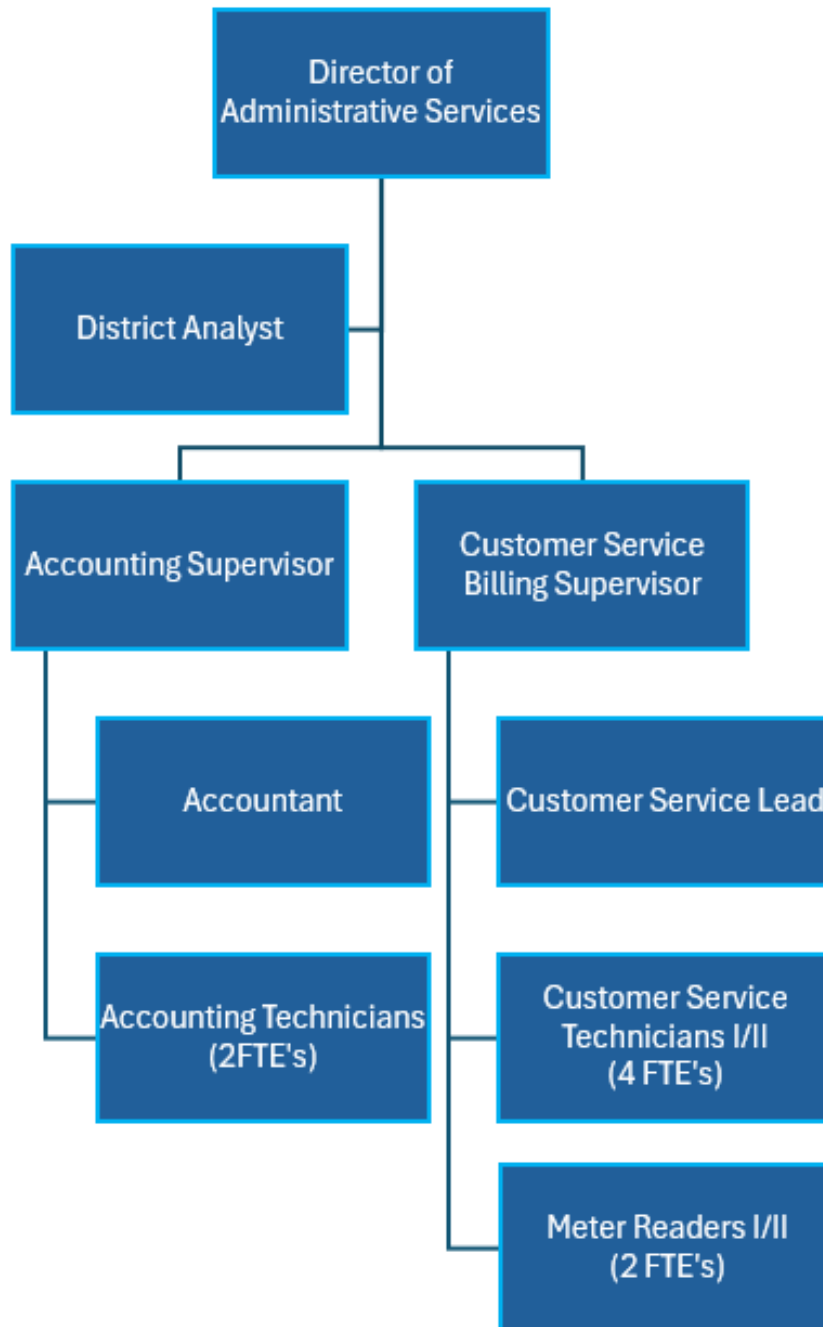
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone, and finger dexterity to enter and retrieve data using a keyboard or calculator. May occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve materials; may occasionally require the ability to lift, carry, pull, and push materials and objects weighing up to 25 pounds.

Employees may interact with upset staff and/or public and private representatives while interpreting and enforcing District policies and procedures.

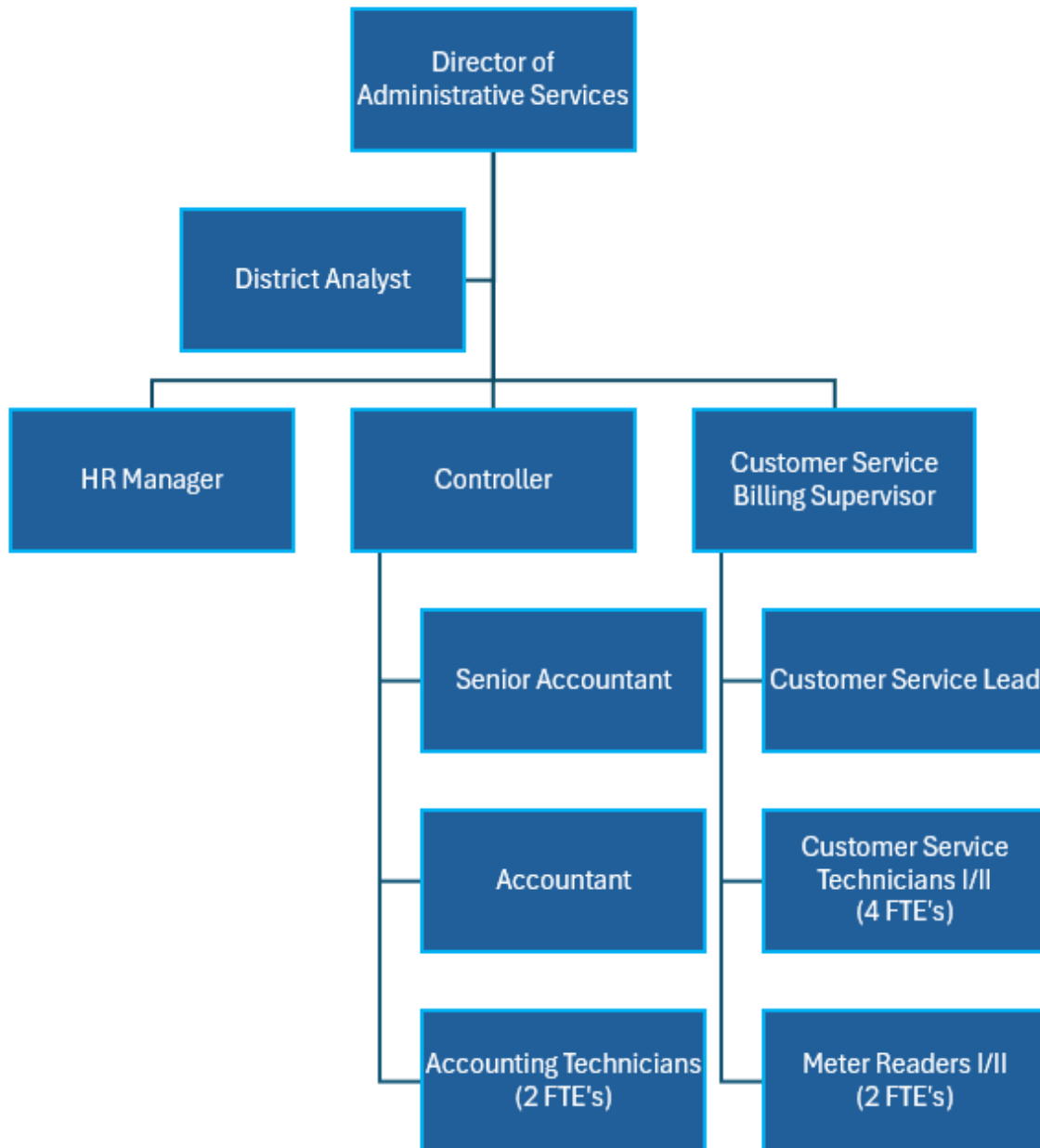
FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

Administration Dept. Org Structure - Current



Administration Dept. Org Structure - Proposed



**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-D

Meeting Date: September 16, 2024

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Reviewed By: Patrick Breen

Agenda Title: Adopt Resolution No. 2024-46 to Approve a New Water Resources Technician Classification Series (Water Resources Technician I and II), Job Description, Salary Ranges, and Create a New Water Resources Technician Position for Water Resources Department

Staff Recommendation: Adopt Resolution No. 2024-46 to approve a Water Resources Technician classification series including Water Resources Technician I and Water Resources Technician II along with the proposed salary ranges and approve the addition of a Water Resources Technician position for Water Resources Department.

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

With the increasing demand for engineering support, field work, and data collection for the State, the District has historically contracted out the Water Resources Technician function to an outside consultant.

Discussion/Analysis: The Water Resources Technician (WR Tech) position is necessary as the Water Resources Department matures into a more robust operational Department. The Water Resources Technician will eventually support the Department activities regarding water levels, quality, storage, seawater intrusion, groundwater dependent ecosystems, water recharge, weather monitoring, conservation and water rights reporting. The collection of this data, and its compilation into formats that can be utilized by the Water Resources Analyst, consultants and management, is increasingly necessary given the increases in State reporting and demands. To collect the data, it is necessary to have a position to research, coordinate, install devices, and develop methods for the regular, consistent, and timely collection and organization of data necessary to ensure the District and GSA have the necessary information for decision-making, adaptation and/or project implementation.

The new classification series was evaluated by Regional Government Services (RGS), the District's classification and compensation consultants and the associated salary ranges were determined: Water Resources Technician I – Range 15 and Water Resources Technician II – Range 19. These positions were reviewed and approved by the appropriate bargaining unit.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Will help the District better understand systems and trends in efficiency. This in turn will help the District understand and reduce its carbon footprint.

Financial Impact: X Yes No **Funding Source/Recap:** Water Resources Technician consultant is currently budgeted at \$74,000 per annum. Transitioning that consultant service to a regular full-time employee will cost the District \$81,000 in base pay per annum. There are sufficient funds in the budget to cover this transition, thus no budget amendment is required.

Other Considerations: The Board can decide to remain status quo and have the current Water Resources Technician function be performed by a consultant.

Material Included for Information/Consideration: Resolution No. 2024-46 and the District Water Resources Technician I/II Job Descriptions.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

September 16, 2024

Resolution No. 2024-46
Resolution of the Board of Directors
Marina Coast Water District

Approve a New Water Resources Technician Classification Series (Water Resources Technician I and II), Job Description, Salary Ranges, and Create a Water Resources Technician Position for Water Resources Department

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California as follows, as follows:

WHEREAS, District is a County Water District in the State of California; and,

WHEREAS, Water Resources Technician position and duties were evaluated to determine if the duties and experience were reflective of the classification; and,

WHEREAS, a Water Resources Technician position will lead the department collection activities of water levels, quality, storage, seawater intrusion, groundwater dependent ecosystems, water recharge, and weather monitoring; and,

WHEREAS, a Water Resources Technician position will research, coordinate, install devices, and develop methods for regular, consistent, and timely collection and organization of data necessary to ensure the District and GSA have the information needed for decision making; and,

WHEREAS, staff is recommending the addition of a Water Resources Technician position for Water Resources Department.

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

1. adopt Resolution No. 2024-46 approve a new Water Resources Technician Classification Series (Water Resources Technician I and II), Job Description, and Salary Ranges; and,
2. create a new Water Resources Technician position for Water Resources Department; and,
3. direct the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on September 16, 2024, 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_____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-46 adopted September 16, 2024.

Remleh Scherzinger, Secretary



Marina Coast Water District

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

WATER RESOURCES TECHNICIAN I WATER RESOURCES TECHNICIAN II

DEFINITION

Under general direction, performs professional level duties in the District's residential, commercial, and landscape water conservation programs; develops programs to promote water resource management and data collection; conducts field audits and provides consultation on water conservation methods; responds to customer inquiries or complaints; analyzes data and prepares reports on water resources issues; conducts studies and develops other programs related to climate action and adaptation planning; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Water Resources Manager or his/her designee. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Water Resources Technician I is the entry-level classification in the Water Resources Technician class series. Initially, under close supervision, incumbents learn and perform routine duties related to water conservation programs and irrigation practices. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates the skill to perform the work independently. Positions at this level may perform some of the duties required of the position of Water Resources Technician II level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Resources Technician II is the fully qualified journey-level classification in the Water Resources Technician class series, capable of performing a wide variety of independent work. Positions at this level are distinguished from the Water Resources Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES (Illustrative Only)

- Researches and analyzes water use, production, and monitoring records.
- Answers consumer inquiries in person and by telephone regarding water use and water conservation programs.
- Researches, creates, and maintains records, files, and directories.
- Conducts interior and exterior water audits for a variety of users.
- Performs field inspections, making field measurements, calculations, sketches, and inspects for various water resources-related issues.
- Gathers and analyzes data and prepares written reports for managers and others, outlining suggestions for water resource data collection and management improvements.
- Assists with data gathering, preparation, and submission of a variety of mandated county, state, and other water resource-related reports.
- Participates in water resources outreach programs, assists with developing educational materials, supports rebate incentive programs, and processes rebates.
- Attends and/or makes presentations at community workshops or events promoting the District's water resources programs and efforts.
- Maintains accurate records of work performed.

QUALIFICATIONS

Knowledge of:

- Water conservation methods related to agricultural, municipal, and industrial water needs.
- Public outreach methods and techniques related to water resource management.
- Principles and methods of water resources management, water source supply, and recycled water programs.
- Appropriate data and record-keeping methods and principles.
- Basic safety practices related to the work.
- Applicable laws, codes, and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Analyzing problems, examining alternatives, and recommending solutions.
- Explaining basic water resource management methods and products to the public.
- Providing technical assistance in the implementation of the water efficiency programs.
- Interpreting, applying, and explaining laws, regulations, policies, and procedures.

- Interviewing and accurately recording customer responses regarding indoor and outdoor water use habits.
- Making accurate mathematical calculations.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

Water Resources Technician I: Equivalent to graduation from high school and one year of experience in water conservation or a directly related field and demonstrated customer relations experience.

Water Resources Technician II: Equivalent to graduation from high school with specialized coursework or training in a field that includes the fundamentals of water supply and conservation principles and three years of experience performing water efficiency activities and related work.

An associate's degree from an accredited college with specialized coursework in a related field may be substituted for one year of experience. A bachelor's degree from an accredited college may be substituted for three years of experience.

Licenses and Certifications:

Water Resources Technician I: Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 1 Certification within twelve (12) months from date of hire.

Water Resources Technician II: Must possess and maintain a valid California C driver's license and have a satisfactory driving record.

American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 2 Certification within twelve (12) months from date of hire.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various building and landscape sites and irrigation and water delivery systems; physical stamina to perform system and site inspections; traverse uneven terrain and lift and carry materials weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

Employees may interact with members of the public under stressful conditions while interpreting and enforcing District policies and procedures.

Other Requirements:

The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-E

Meeting Date: September 16, 2024

Prepared By: Andrew Racz, PE

Approved By: Remleh Scherzinger, PE

Reviewed By: Garrett Haertel, PE

Agenda Title: Adopt Resolution No. 2024-47 to Approve a Reimbursement Agreement between the Marina Coast Water District and Seaside Peninsula Acquisition Group, LLC, for McClure Way Phase II Water Pipeline Improvements Related to the Seaside Resort Hotel Project

Staff Recommendation: Adopt Resolution No. 2024-47 to Approve a Reimbursement Agreement between MCWD and Seaside Peninsula Acquisition Group, LLC, for McClure Way Phase II Water Pipeline Improvements related to the Seaside Resort Hotel Project.

Background: *Strategic Element No. 2 Infrastructure – Our objective is to provide a high quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers. Through the master planning process, our infrastructure strategy is to carefully maintain our existing systems and ensure future additions and replacements will meet District standards. Strategic Goal 2.1 - Improvements and expansion plans for existing water (potable water and recycled water) delivery and wastewater collection systems; 2020 System Master Plans.*

On June 20, 2022, MCWD approved an Infrastructure Agreement (“IA”) with the Seaside Peninsula Acquisition Group, LLC, for improvements related to the construction of the Seaside Resort Hotel (“Hotel Project”). The District has determined that the new 12” domestic water main being constructed by the Developer in McClure Way to serve the Hotel Project (“McClure Way Phase I”), should be extended approximately 1,400 linear feet to Fairway Court to improve B-zone system pressures for existing MCWD customers. The extended water pipeline and associated pressure reducing valve station (PRV), budgeted in MCWD’s FY 2024-2025 CIP as Project OW-0340, should be advanced at this time to allow for design and construction coordination between MCWD and the Hotel Project Developer.

Discussion/Analysis: It was determined during the master planning process that new and upgraded 12” water pipelines would be required in the vicinity of the Blackhorse-Bayonet golf course to provide adequate pressure and fire flows to new and existing customers in the area while also supporting future development. To satisfy these needs, the 2020 Water System Master Plan proposed Projects W9 and W10 (O-P4 and O-P5): an upsized 12” pipeline along Monterey Road and a new 12” pipeline between General Jim More Blvd. and Coe Avenue. The total estimated cost of both projects in 2020 was \$3.068 million, of which \$960,000 represented a benefit to existing customers.

The Proposed McClure Way Phase II Pipeline Improvements successfully address the deficiencies identified in the 2020 Water System Master Plan, and by utilizing a new alignment across the Blackhorse-Bayonet Golf Course, achieve the required downstream system pressure and flow improvements at a fraction of the pipeline length of W9/W10 and at a significantly lower cost. The proposed Phase II improvements build upon the McClure Way Phase I water pipeline currently being built by the Hotel Project Developer. Phase I is a Developer-funded

improvement to install approximately 2,300 linear feet (lf) of new 12” potable water pipeline from the intersection of General Jim Moore Boulevard and McClure Way to the future Hotel Project site at the center of the golf course. MCWD can take advantage of Phase I by contracting the Developer to construct Phase II: 1,400 lf of additional 12” water main extending beyond the hotel’s service connection and downhill through the golf course to an existing MCWD potable water stub at the end of Fairway Court (a street in the Enclave development accessed via Monterey Road). Because the Phase II main will drop 75 feet in elevation along its alignment, a new 8” PRV is required to drop pressure in the line from D-zone at the Hotel to B-zone at Fairway Court. Civil improvement plans for the Phase II main are provided as Exhibit A.

The estimated total cost of Phase II improvements, as proposed by the Developer’s contractor Monterey Peninsula Engineering (MPE) is \$675,000 (Exhibit B). This quoted lump-sum price compares similarly to the recent cost to construct the Coe Avenue water improvements (OW-0341, approximately \$610,000 for a new PRV station and 1,066 lf of new 12” water main). Notably, the price is 30% less expensive than the estimated cost of MCWD-funded capital improvements proposed in the 2020 Water System Master Plan, representing a significant savings to MCWD ratepayers. The Developer will be reimbursed for Phase II construction costs in accordance with the terms of the “Seaside Resort Hotel Reimbursement Agreement for McClure Way Phase II Improvements” submitted herewith for approval, using the previously approved reimbursement agreement template document. The included reimbursement agreement has been reviewed by District Counsel.

The McClure Way Phase II Water Pipeline Improvements were budgeted in the FY 2024/2025 Capital Improvement Program (CIP) (OW-0340) at \$300,000. As the current scope of work is anticipated to cost \$675,000, District staff recommends amending the FY 2023-2024 CIP budget for Project OW-0340 by transferring an additional \$268,000 from CIPs GW-2508 (Water Pipeline Renew/Replacement Program) and \$107,000 from OW-0330 (Reservoir 2 Painting) to fully fund this project at \$675,000 and approve the reimbursement agreement with Seaside Peninsula Acquisition Group, LLC.

Environmental Review Compliance: On July 7, 2005, the City of Seaside adopted Resolution No. 05-44 which found: i) that the Final Environmental Impact Report (EIR) for the Seaside Resort Project was completed in compliance with California Environmental Quality Act (CEQA); ii) the CEQA Guidelines and significant impacts identified in the Final EIR were required in or incorporated into the Project to avoid or substantially lessen the impacts identified; and, iii) recognized that the approval of the Project would nonetheless result in certain unavoidable and potentially irreversible effects, both project-related and cumulative.

Legal Counsel Review: Legal Counsel reviewed the Board Transmittal, Resolution, and standard Reimbursement Agreement.

Climate Adaptation: By completing this project concurrently with the work already designed, planned, and approved within McClure Way (Phase I) and the hotel site, it will minimize additional greenhouse gas emissions by eliminating the future impacts from construction equipment and materials if the pipeline work is undertaken in the future.

Financial Impact: X Yes No
CIP Budget: CIP OW-0340 & CIP GW-2508

Funding Source/Recap: FY 2024-2025

The Project costs are proposed at \$675,000, and the budgeted amount for OW-0340 within the 2024/2025 CIP is \$300,000. The remaining amount will be transferred from water programmatic

funds (GW-2508) in the amount of \$268,000 (Ord Water portion of fund), plus \$107,000 from the Reservoir 2 painting project (OW-0330). A matching \$107,000 from the Marina Water portion of the water programmatic fund will be transferred back to the Reservoir 2 project, such that Reservoir 2 remains fully funded, and the project benefit is reclassified from 100% Ord Water to 68% Ord Water / 32% Marina Water. This replacement of funding for the Reservoir 2 project from the Marina Water cost center properly associates benefits of the project to the correct cost centers.

CIP Budget Amendment	Budget		Change		Balance	
	MW	OW	MW	OW	MW	OW
From: GW-2508	\$514,000	\$268,000	\$ (107,000)	\$ (268,000)	\$407,000	\$0
From: OW-0330	\$0	\$337,000	\$ 0	\$ (107,000)	\$0	\$230,000
To: OW-0340	\$0	\$300,000	\$ 0	\$ 375,000	\$0	\$675,000
To: OW-0330	\$0	\$230,000	\$ 107,000	\$ 0	\$107,000	\$230,000

Material Included for Information/Consideration: Resolution No. 2024-47; Exhibit A; Exhibit B; and, Reimbursement Agreement.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

September 16, 2024

Resolution No. 2024 - 47
Resolution of the Board of Directors
Marina Coast Water District

Approving a Reimbursement Agreement between the Marina Coast Water District and Seaside Peninsula Acquisition Group, LLC; and Amending the FY 2024-2025 Capital Improvement Budget to fund the McClure Way Phase II Water Pipeline Improvements (OW-0340)

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on September 16, 2024, at the business office of the District, 920 Second Avenue, Suite A, Marina, California as follows:

WHEREAS, the MCWD is a County Water District and political subdivision of the State of California, organized under Division 12, sections 3000 and following, of the California Water Code, established in 1960: and,

WHEREAS, the District is contractually obligated to provide water, wastewater and recycled water service to the former Fort Ord (Ord Community) under the Water/Wastewater Facilities Agreement with the Fort Ord Reuse Authority (FORA) dated March 13, 1998, under contracts with the U. S. Army and as further described in the Assignment of Easement on Former Fort Ord and Ord Military Community, County of Monterey, and Quitclaim for Water and Wastewater Systems, between FORA and MCWD, dated 2001; and,

WHEREAS, FORA ceased to exist on June 30, 2020; and,

WHEREAS, the District holds title to, and is the owner of, all of the water, sewer and recycled water infrastructure within the Ord Community; and,

WHEREAS, the District has made significant investment in the Ord Community in the form of water, wastewater and recycled water infrastructure, addition of staff and equipment, adoption of redevelopment standards and procedures, and the preparation of master plans and water supply project studies; and,

WHEREAS, the City of Seaside on July 7, 2005, adopted Resolution No. 05-44 allocating sufficient water to the Seaside Resort and associated projects and authorized Marina Coast Water District to provide water service for the Project; and,

WHEREAS, the District was in preparation for planning to improve water mains in the vicinity of the Blackhorse Bayonet Golf Course and Seaside Resort; and,

WHEREAS, the District and Seaside Peninsula Acquisition Group, LLC entered into an Infrastructure Agreement on June 19, 2022, relating to water allocation and infrastructure for water service at Seaside Resort (the “Hotel Project”); and,

WHEREAS, District staff recommends having the Developer extend the water main and install a new pressure reducing valve station to accommodate existing and future demands beyond what is required to serve the Hotel Project, and reimburse the Developer for the construction costs of said improvements; and,

WHEREAS, an estimated cost of \$675,000 is necessary to cover the full amount of the reimbursement; and,

WHEREAS, an additional \$375,000 in resources is necessary for the project to cover the full amount of the project spend; and,

WHEREAS, a FY 2024-2025 Capital Improvements Program Project (OW-0340) Budget approval is required to resource this project in order to achieve the desired facility objectives.

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

1. find the actions approved herein are exempt from CEQA per C.C.R., Title 14, Section 15282(k) – Other Statutory Exemptions.
2. adopt Resolution No. 2024-47 approving a Reimbursement Agreement between MCWD and Seaside Peninsula Acquisition Group, LLC; and Amending the FY 2024-2025 Capital Improvement Budget to fund the McClure Way Phase II Water Pipeline Improvements (OW-0340).
3. amend the FY 2024-2025 Capital Improvement Plan Budget as follows:

CIP Budget Amendment	Budget		Change		Balance	
	MW	OW	MW	OW	MW	OW
From: GW-2508	\$514,000	\$268,000	\$ (107,000)	\$ (268,000)	\$407,000	\$0
From: OW-0330	\$0	\$337,000	\$ 0	\$ (107,000)	\$0	\$230,000
To: OW-0340	\$0	\$300,000	\$ 0	\$ 375,000	\$0	\$675,000
To: OW-0330	\$0	\$230,000	\$ 107,000	\$ 0	\$107,000	\$230,000

4. authorize the General Manager to file a Notice of Exemption, execute the Reimbursement Agreement between MCWD and Seaside Peninsula Acquisition Group, LLC and to take all actions and execute all documents which may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED September 16, 2024, 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_____

Gail Morton, President

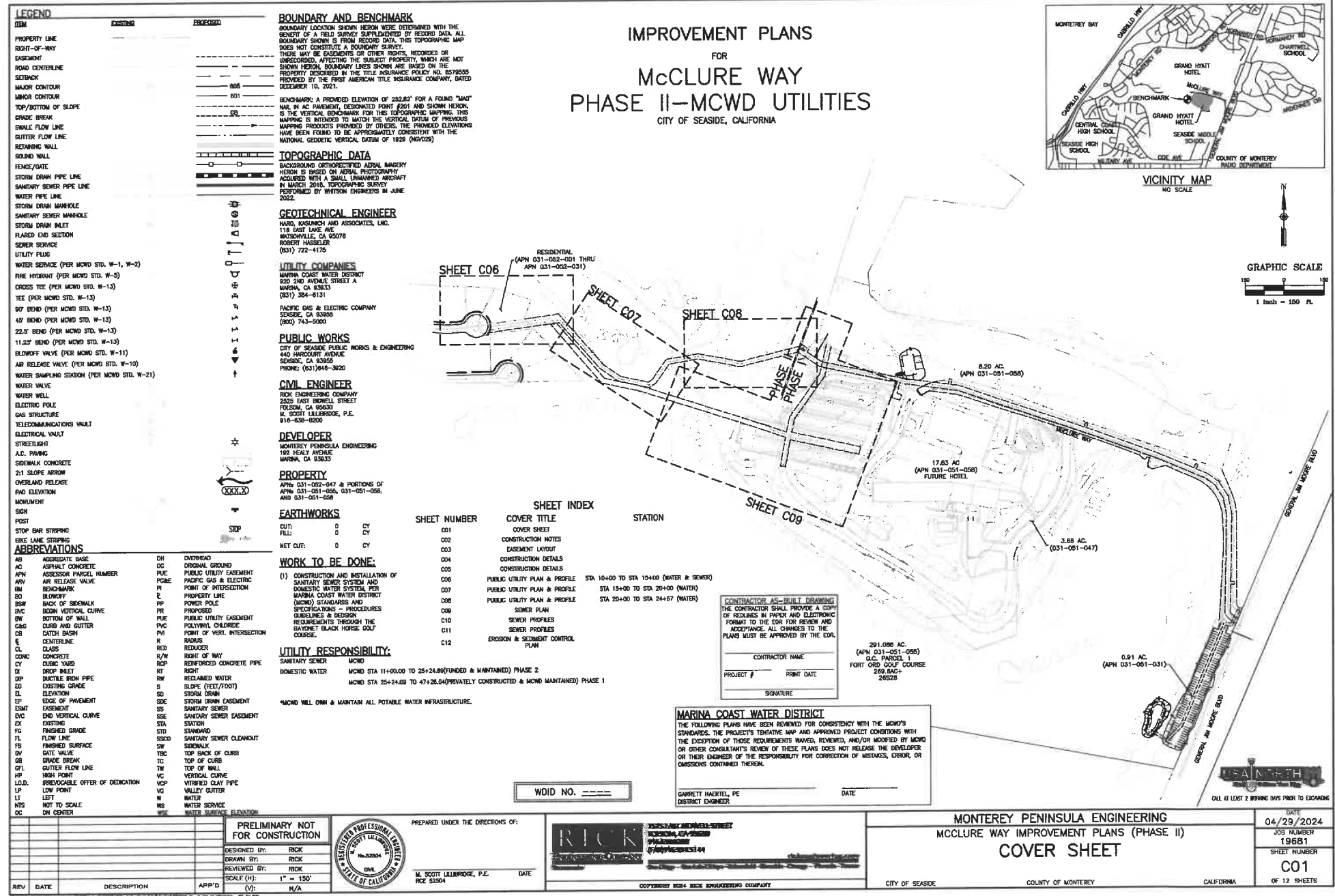
ATTEST:

Remleh Scherzinger, 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. 2024-47 adopted September 16, 2024.

Remleh Scherzinger, Secretary





MONTEREY PENINSULA ENGINEERING

CONTRACTORS & ENGINEERS
P.O. BOX 2317
MONTEREY, CA 93942
(831) 384-4081

August 8, 2024

Andrew Racz
MCWD
11 Reservation Rd
Marina Ca 93933

Re: Proposal for McClure Way domestic – Revised to 12”

We propose to the following budget to provide labor, equipment & materials to complete various site and infrastructure improvements as shown on the conceptual plan by Rick Engineers for the above referenced project namely the extension of water mains from the PRV at the bottom of McClure road to the Fairway Court connection.

The scope includes:

- 12” Domestic water line from hotel turnout to Fairway court per plans
- 8” Supply and install underground PRV at fairway court
- Silt fence (2000lf)
- POC’s to Hotel turnout and Fairway court main
- Restore course grade only (no irrigation or turf)

Proposed price **\$675,000**

Exclusions

Engineering, testing, permits and fees,
Surveying, compaction test
Turf restoration
Irrigation restorations
Cart path repairs
Based on use of native soils for backfill

Peter Taormina



Cell 831.277.6112

**SEASIDE RESORT HOTEL
REIMBURSEMENT AGREEMENT
FOR
MCCLURE WAY PHASE II IMPROVEMENTS**

THIS AGREEMENT ("Reimbursement Agreement") is entered into as of the _____ day of _____ 2024, by and among SEASIDE PENINSULA ACQUISITION GROUP, LLC, a Delaware limited liability company ("Developer"), and the MARINA COAST WATER DISTRICT, a California water district ("District"). Developer and District are sometimes referred to herein as a "Party" and collectively as "Parties."

RECITALS

A. Developer is in the process of constructing The Seaside Resort Hotel, pursuant to entitlements approved by the City of Seaside, consisting of residential, public, open space and recreational uses (the "Development").

B. Developer and District have entered into that certain agreement entitled "Water, Sewer and Recycled Water Infrastructure Agreement for Seaside Resort (McClure Way Infrastructure Project)" (the "Infrastructure Agreement") pursuant to which the Developer has agreed to install and convey to the District upon completion, certain improvements (collectively, the "Facilities" and each severable portion or phase thereof, a "Facility") required by the District to provide water and sewer services to the Development.

C. The District desires the Developer to install certain additional Facilities within the boundary of the Development to improve water service to areas not attributable to the Development.

D. The District and Developer desire to enter into an agreement to provide for the reimbursement by the District to Developer of costs of design and construction of certain Facilities pursuant to the Infrastructure Agreement.

NOW THEREFORE, in consideration of the mutual promises contained herein, District and Developer hereby agree as follows:

1. SCOPE/DESCRIPTION OF REIMBURSABLE IMPROVEMENTS

1.1 Improvements Subject to this Reimbursement Agreement. The District has determined that the 12" McClure Way domestic water main, which is being constructed by the Developer to serve the Development ("McClure Way Phase I"), needs to be extended with 12-inch water approximately 1,400 linear feet downhill to Fairway Court to achieve target B-zone system pressures for existing MCWD customers. Additionally, a new pressure reducing valve (PRV) station is required at the start of the extended line. Collectively these reimbursable improvements will be referred to as "McClure Way Phase II". A detailed scope of work and budget for the McClure Way Phase II improvements shall be agreed upon in writing, using the Work Release format in Exhibit 1, attached hereto.

1.2 Reimbursement. Provided Developer designs, constructs and dedicates the McClure Way Phase II Improvements to MCWD as set forth in this Reimbursement Agreement, Developer shall be entitled to reimbursement from MCWD (the "Reimbursement Amount"), which shall be based subsequent to the completion and acceptance by District of the McClure Way Phase II Improvements and provided the Parties have agreed upon the final Reimbursement Amount, District shall pay the Reimbursement Amount to Developer within sixty (60) days of invoice from Developer.

2. DESIGN AND CONSTRUCTION REQUIREMENTS

2.1 Developer shall, at its sole cost and expense, cause the design and construction of the McClure Way Phase II Improvements in strict accordance with the District's requirements. The Infrastructure Agreement shall be incorporated herein and shall govern the design, construction, dedication and warranty requirements for the McClure Way Phase II Improvements.

3. REIMBURSEMENT COSTS

3.1 Determination of Total McClure Way Phase II Improvements. MCWD's Reimbursement Amount shall be based on the actual construction costs of the McClure Way Phase II Improvements, as described in Section 1.2 above:

100% of the cost of constructing a new 12-inch water main and 8" pressure reducing valve station, connections to existing water main, valves, and appurtenances (lump-sum proposed cost of \$675,000)

3.2 Submission of Documentation; District Right To Audit. Upon Developer's completion of the McClure Way Phase II Improvements, Developer shall submit documentation to District evidencing the cost of the McClure Way Phase II Improvements' construction including, but not limited to, costs of design, permits, bonds, and insurance incurred by Developer from the date of acceptance of the McClure Way Phase II Improvements by the District until full reimbursement by the District and all other mutually agreed upon costs ("Eligible Costs"). Costs incurred for the McClure Way Phase II Improvements jointly with other incidental infrastructure improvements (such as joint trenching) shall be allocated on a pro rata basis according to costs of installation of each improvement. Such documentation may include, but is not limited to, copies of Developer's construction contract(s), invoices, cancelled checks, complete lien releases with respect to all Facilities and any other documentation reasonably requested by District. Developer agrees that District shall have the right to audit, upon District's reasonable request, Developer's records of the Eligible Costs of the Facility in order for Developer to verify the Developer's Eligible Costs.

4. MISCELLANEOUS

4.1 Notice. Any notice or communication required hereunder between the District or Developer must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express or other similar courier promising overnight delivery. If personally delivered, a

notice shall be deemed to have been given when delivered to the party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day or on a Saturday, Sunday or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (i) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, or (ii) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any party hereto may at any time, by giving ten (10) days written notice to the other party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the parties at their addresses set forth below:

To District:

Marina Coast Water District
ATTN: General Manager
11 Reservation Road
Marina, CA 93933

To Developer:

Seaside Peninsula Acquisition Group
ATTN: _____
5600 Mariner Street, STE 200
Tampa, FL 33609

4.2 Term. The term of this Reimbursement Agreement shall start on the day and year duly executed by the parties and shall expire (a) two (2) years thereafter or (b) upon completion by the Developer and acceptance by the District of the McClure Way Phase II Improvements and the expiration of the required warranty period, whichever occurs first.

4.3 Modification. Modifications or amendments to this Reimbursement Agreement shall be in writing and executed by all parties.

4.4 Assignment. This Reimbursement Agreement and all of the terms and conditions contained herein shall inure to the benefit of and bind the successors and assigns of District and Developer. Nothing contained herein restricts or prohibits the sale or other transfer of property.

4.5 Entire Agreement. This Reimbursement Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original. This Reimbursement Agreement, together with the attached Exhibits, constitutes the final and exclusive understanding and agreement of the parties and supersedes all negotiations or previous agreements of the parties with respect to all or any part of the subject matter hereof. The Exhibits attached to this Reimbursement Agreement are incorporated herein for all purposes.

4.6 Compliance with Infrastructure Agreement. Dispute Resolution. Developer agrees all Facilities it constructs shall be constructed in compliance with the terms of the Infrastructure Agreement. Any dispute between the parties as to the proper interpretation, application or enforcement of this Reimbursement Agreement shall be subject to dispute resolution in the same manner and with the same effect as provided in Section 19 of the Infrastructure Agreement, the provisions of which are hereby incorporated into this Reimbursement Agreement by reference.

4.7 Waiver. All waivers of the provisions of this Reimbursement Agreement shall be in writing and signed by the appropriate authorities of the District and the Developer.

4.8 California Law. This Reimbursement Agreement shall be construed and enforced in accordance with the laws of the State of California, without reference to choice of law provisions.

4.9 Prevailing Wage. All Facilities paid for in whole or in part by reimbursement of Eligible Costs from District funds under this Reimbursement Agreement are subject to the prevailing wage requirements for public works construction, under Sections 1770 through 1781 of the Labor Code. The applicable provisions shall be applied. Nothing in this section shall be deemed to modify the provisions of Section 29 of the Infrastructure Agreement with respect to all other Facilities.

4.10 Attorney's Fees. If either party to this Reimbursement Agreement brings a suit or proceeding to enforce or require performance of the terms of this Reimbursement Agreement, the prevailing party in such suit or proceeding shall be entitled to recover from the other party reasonable costs and expenses, including attorneys' fees and the costs and fees of any experts reasonably engaged by the attorney.

4.11 Severability. If any term or provision of this Reimbursement Agreement, or the application of any term or provision of this Reimbursement Agreement to a particular situation, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining terms and provisions of this Reimbursement Agreement, or the application of this Reimbursement Agreement to other situations, shall continue in full force and effect unless amended or modified by mutual consent of the parties. Notwithstanding the foregoing, if any material provision of this Reimbursement Agreement, or the application of such provision to a particular situation, is held to be invalid, void or unenforceable, the party adversely affected may (in its sole and absolute discretion) terminate this Reimbursement Agreement by providing written notice of such termination to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Reimbursement Agreement the day and year first above written.

DISTRICT: Marina Coast Water District, A California County Water District By: _____ Remleh Scherzinger, PE General Manager Approved as to Form: By: _____ David Hobbs, District Legal Counsel	DEVELOPER: Seaside Peninsula Acquisition Group, LLC, a Delaware Limited Liability Company By: _____ Name: _____ Its: _____
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EXHIBIT 1
Work Release for McClure Way Phase II Improvements Reimbursement

Type of Facility (mark all that apply)	Location	Funding Source
<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> In-Tract	<input checked="" type="checkbox"/> CIP OW-0340, FY2024-25
<input type="checkbox"/> Sewer	<input type="checkbox"/> Out-Of-Tract:	<input type="checkbox"/> Developer
<input type="checkbox"/> Recycled Water	Seaside Resort Hotel	

Scope of Work – Description: McClure Way Phase II Improvements

New water main and PRV station including:

- 1,357-LF of 12-inch C900 DR14 PVC pipe with ductile iron fittings
- Three (3) each 12-inch gate valves
- One above-ground dual pressure reducing valve station consisting of:
 - One 8-inch pressure reducing valve
 - One bypass pressure reducing valve
 - Two 8-inch gate valves
 - Two bypass gate valves
 - Associated valves, fittings, and appurtenances
- Points of Connection to hotel turnout and Fairway Court main
- Pipeline testing, disinfection, and tie-in
- Surface grade restoration (excluding turf, irrigation line, or cart path repairs)

Developer shall manage the design, construction, and installation of the McClure Way Phase II Improvements, including the retention of an engineering firm for design purposes. Developer shall select the contractor from at least 3 bids and upon acceptance advise the District of scope of work and cost associated with the design of the project.

Estimated Costs:

Proposed Total Cost:	\$675,000.00
Estimated Start Date:	Fall 2024
Estimated Completion Date:	Winter 2024/2025

Actual Reimbursement Amount shall be based on contracts, invoices and other documentation as provided in this Reimbursement Agreement.

Attachments:

Drawings: Improvement Plans for McClure Way Phase II MCWD Utilities, prepared by Rick Engineering Company

Agreed:

DEVELOPER:

SEASIDE PENINSULA ACQUISITION
GROUP, LLC a Delaware limited liability
company

DISTRICT:

MARINA COAST WATER DISTRICT,
a California water district

By: _____
Authorized Agent

By: _____
General Manager

Date Signed: _____

Date Signed: _____

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-F

Meeting Date: September 16, 2024

Prepared By: Garrett Haertel, PE

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2024-48 to Amend the FY 2024-2025 Capital Improvement Budget to Fund the Coe Avenue Water Pipeline Upsizing Project

Staff Recommendation: Adopt Resolution No. 2024-48 to amend the FY 2024-2025 Capital Improvement Budget to fund the Coe Avenue Water Pipeline Upsizing Project (OW-0341).

Background: *Strategic Plan, Element No. 2 Infrastructure – Our objective is to provide a high-quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers. Through the master planning process, our infrastructure strategy is to carefully maintain our existing systems and ensure future additions and replacements will meet District standards. Strategic Goal 2.1 - Improvements and expansion plans for existing water (potable water and recycled water) delivery and wastewater collection systems; 2020 System Master Plans.*

On December 18, 2023, MCWD approved a Reimbursement Agreement (“RA”) with Shea Homes Limited Partnership to construct the Coe Avenue Water Pipeline Upsizing Project (Project) as an out-of-tract improvement related to ongoing construction of Enclave at Seaside Resort – Phase 3. The Project upsized 1,080 linear feet of existing 8” water main to 12” diameter pipe and realigned it beneath pavement within the Coe Avenue right of way. The Project also included the construction of a new Pressure Reducing Valve station (PRV) to provide C-zone pressure to the new service area.

Discussion/Analysis: The Project was initially funded in the amount of \$602,085 per December 2023 Resolution No. 2023-48. In addition to the \$350,000 already budgeted to Capital Improvement Project OW-0341 in the FY2023-2024 budget (100% Ord Water, 100% Capacity Fee funded), an additional \$252,085 in Capacity Fee Reserve funds were allocated to fully fund the Project. Construction delays attributable to long PRV vault procurement time, vault configuration difficulties, and PRV calibration resulted in the Project remaining incomplete at the close of the 2023-2024 Fiscal Year. Project funding was not rolled over into FY 2024-2025. Funding must be reallocated at this time in order to reimburse completed work per the terms of the RA.

Total funding required for the project is \$610,000: \$602,085 as agreed to in the RA, plus approximately \$7,500 in consultant fees and staff time accrued since July 1, 2024. Staff recommends amending the FY 2024-2025 CIP budget for Project OW-0341 by transferring \$610,000 from capacity fee reserves to fully fund this project. Because these funds were largely unspent last year, they remain in reserve for use during the current Fiscal Year.

Environmental Review Compliance: Not Applicable.

Legal Counsel Review: Legal Counsel reviewed the Board Transmittal, Resolution, and standard Reimbursement Agreement.

Climate Adaptation: By completing this project concurrently with the work already designed, planned, and approved within Coe Avenue it will minimize additional greenhouse gas emissions by eliminating the future impacts from construction equipment and materials if the pipeline work is undertaken in the future. In addition, moving the water main into a public right-of-way eliminates the potential for impacting potentially sensitive habitats.

Financial Impact: X Yes No **Funding Source/Recap:** Ord Water FY 2024-2025 CIP Budget. The Project costs are proposed at \$610,000 and the budgeted amount for OW-0341 within the 2023/2024 CIP is \$0. Funds will be transferred from capacity fee reserves in the amount of \$610,000 leaving \$4,390,000.

CIP Budget Amendment	Budget	Change	Balance
From: Capacity Fee Reserves	\$ 5,000,000 – OW	\$ (610,000)	\$ 4,390,000 – OW
To: OW-0341 Coe Ave Pipeline and PRV (Capacity Fees)	\$ 0	\$ 610,000	\$ 610,000

Material Included for Information/Consideration: Resolution No. 2024-48.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

September 16, 2024

Resolution No. 2024-48
Resolution of the Board of Directors
Marina Coast Water District
Amending the FY 2024-2025 Capital Improvement Budget to Fund the
Coe Avenue Water Pipeline Upsizing (OW-0341)

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California as follows:

WHEREAS, the MCWD is a County Water District and political subdivision of the State of California, organized under Division 12, sections 3000 and following, of the California Water Code, established in 1960: and,

WHEREAS, the District is contractually obligated to provide water, wastewater and recycled water service to the former Fort Ord (Ord Community) under the Water/Wastewater Facilities Agreement with the Fort Ord Reuse Authority (FORA) dated March 13, 1998, under contracts with the U. S. Army and as further described in the Assignment of Easement on Former Fort Ord and Ord Military Community, County of Monterey, and Quitclaim for Water and Wastewater Systems, between FORA and MCWD, dated 2001; and,

WHEREAS, FORA ceased to exist on June 30, 2020; and,

WHEREAS, the District holds title to, and is the owner of, all of the water, sewer and recycled water infrastructure within the Ord Community; and,

WHEREAS, the District has made significant investment in the Ord Community in the form of water, wastewater and recycled water infrastructure, addition of staff and equipment, adoption of redevelopment standards and procedures, and the preparation of master plans and water supply project studies; and,

WHEREAS, the City of Seaside on July 7, 2005 adopted Resolution No. 05-44 allocating sufficient water to the Seaside Resort and associated projects and authorized Marina Coast Water District to provide water service for the Project; and,

WHEREAS, the District was in preparation for planning to replace the aging water main 1,080-foot section of pipeline adjacent to Coe Avenue west of General Jim Moore Boulevard within the public right-of-way and add a pressure reducing valve (PRV) station to provide service to Seaside Resort; and,

WHEREAS, the District and Shea Homes Limited Partnership entered into an Infrastructure Agreement on September 19, 2022, relating to water allocation and infrastructure for water service at the Enclave at Seaside Resort – Phase 3 (the “Shea Project”); and,

WHEREAS, District staff recommends having the Developer increase the water main pipe size and install a new PRV station to accommodate existing and future demands within Coe Avenue beyond what is required to serve the Shea Project, and reimburse the Developer for the construction costs; and,

WHEREAS, an estimated cost of \$610,000 is necessary to cover the full amount of the reimbursement to augment the planned water pipe diameter increase and PRV station installation; and,

WHEREAS, a FY 2024-2025 Capital Improvements Program Project (OW-0341) Budget approval is required to resource this project in order to achieve the desired facility objectives.

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

1. Find the actions approved herein are exempt from CEQA per C.C.R., Title 14, Section 15282(k) – Other Statutory Exemptions.

2. Amend the FY2023-2024 Capital Improvement Plan Budget as follows:

CIP Budget Amendment	Budget	Change	Balance
From: Capacity Fee Reserves	\$ 5,000,000 – OW	\$ (610,000)	\$ 4,390,000 – OW
To: OW-0341 Coe Ave Pipeline and PRV (Capacity Fees)	\$ 0	\$ 610,000	\$ 610,000

3. Authorize the General Manager to file a Notice of Exemption, execute the Reimbursement Agreement between MCWD and Shea Homes LP and to take all actions and execute all documents which may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on September 16, 2024 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-48 adopted September 16, 2024.

Remleh Scherzinger, Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-G

Meeting Date: September 16, 2024

Prepared By: Garrett Haertel, PE

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2024-49 Approving the Application for the California Department of Water Resources Water Desalination Grant Program Continuous Application Process 6 for the Armstrong Ranch Brine Treatment Pilot Study

Staff Recommendation: Adopt Resolution No. 2024-49 authorizing the Marina Coast Water District's (District) application, and approving negotiation and execution of a cooperative agreement with California Department of Water Resources (DWR) for a Water Desalination Grant.

Background: *Strategic Plan, Goal No. 2 Infrastructure – Our objective is to provide a high-quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers.*

The District owns property, including a groundwater well within the Armstrong Ranch. The groundwater well produces brackish water that is unusable as a potable supply. Currently there is only one facility in the United States, located in Texas, that provides a testing platform for emerging desalination technologies. That facility is fully booked for more than a year, minimizing the opportunities for emerging technologies to continue testing and development. A local proposed brackish water testing site project will construct facilities to allow testing and operation of multiple treatment technologies to inform the District's decision-making, as well as the industry as a whole, in brackish water treatment alternatives. This generated information can be utilized by other water agencies world-wide facing similar supply issues to assist them in enhancing supply reliability and security.

This future facility will be constructed at the Armstrong Ranch property owned by MCWD. Based on the existing well capacity, the future facility capacity is estimated at 500-1,000 acre-feet per year (AFY) (approximately 0.5-1.0 million gallons per day (MGD)), with the daily production capacity to be determined during preliminary engineering analysis. Source water will be obtained from the existing vertical well at the site using the District's existing groundwater rights. Test site brine disposal can either be discharged through Monterey One Water's (M1W) industrial disposal program, or directly pumped to the existing M1W discharge pipeline for comingling and eventual ocean discharge.

Discussion/Analysis: MCWD seeks funding for the construction of the proposed brackish water testing facility. The Armstrong Ranch Water Treatment Testing Facility (ARWTTF) would be constructed in two or more phases. Phase 1 would be installed initially as a pilot facility with the goal of producing a new potable water supply. Phase 1 would investigate the well yield and best treatment approach. Phase 2 would comprise an expansion of the facility to accomplish two objectives:

1. Increase treatment capacity/potable water production; and,
2. Incorporate testing facilities for innovative treatment technologies.

Phase 1 is envisioned as a skid-mounted (or container system) that will be installed on a pad. Supply will be piped from the well to the pad site. The actual technology (and subsequent equipment) will be evaluated and selected during the design process.

The Phase 2 facility will include infrastructure to support multiple treatment technologies running at the same time. In addition to the brackish water source, the facility will also be designed to receive other supply sources such as Title 22 effluent, Advanced Treated Water from the M1W facility, and surface water from the adjacent Salinas River to allow treatment technology testing on a variety of source waters. Once online, production water will be utilized in MCWD's potable or recycled water systems.

Findings and results from both Phase 1 and additional phases will provide information and data to the District that informs the overall water supply strategy. The District will be able to determine the feasibility of treating brackish water to potable water, as well as treatment feasibility of other sources, to select and implement supply strategies that maximize supply reliability and security for its customers.

It is the District's intent to maintain the pilot testing facility as an ongoing research site and make it available to the industry for future technology and operational research and testing.

Environmental Review Compliance: Environmental review will be required for sites where physical assets are to be constructed. This will be completed prior to the final approval of the project. Nothing in this grant application and related agreements commits, or shall be deemed to commit, MCWD or any other governmental body to approve or implement any project under the grant, and they may not do so until environmental review of the project as required under CEQA, and under NEPA if required, has been completed.

Legal Counsel Review: Legal Counsel has reviewed this document.

Climate Adaptation: The Armstrong Ranch Water Treatment and Testing Facility is aligned with the Governor's August 2022 Water Supply Strategy – Adapting to A Hotter, Drier Future (Strategy) which promotes the advancement of seawater and brackish water desalination facilities as one strategy for developing new, resilient water supplies.

The Armstrong Ranch Water Treatment and Testing Facility is also aligned with the 2020 Water Resilience Portfolio (Portfolio) which was developed as a result of Executive Order (N-10-19) from the Governor. The Portfolio seeks to improve California's capacity to prepare for disruptions, withstand and recover from climate-related shocks, and adapt into the future. The Portfolio shows that the Central Coast hydrologic region in which the MCWD exists is the most groundwater-dependent region in CA and accounts for more than 75% of the region's supply.

Based on this reasoning, the Armstrong Ranch Water Treatment and Testing Facility will be an integral piece in the District's overall strategy to combat climate change and potential sea level rise.

Financial Impact: X Yes No **Funding Source/Recap:** Matching funds from Capacity fees or potential future bond. The proposed budget for this project is \$5,500,000 which would require a funding match from capacity fee or potential future bond funds if the grant is awarded and the Board approves the project.

Material Included for Information/Consideration: Resolution No. 2024-49.

Action Required: X Resolution Motion Review
(Roll Call Vote is required)

Board Action

Motion By Seconded By No Action Taken

Ayes Abstained

Noes Absent

September 16, 2024

Resolution No. 2024-49
Resolution of the Board of Directors
Marina Coast Water District

Authorizing the District's Application, and Approving Negotiation and Execution of a
Cooperative Agreement with the California Department of Water Resources
Water Desalination Grant Program Continuous Application Process 6 for the
Armstrong Ranch Brine Treatment Pilot Study

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California as follows:

WHEREAS, pursuant and subject to all of the terms and provisions of the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1, California Water Code Section 79700 et seq.) the California Department of Water Resources (DWR) is sponsoring funding of the Water Desalination Grant Program; and,

WHEREAS, the Marina Coast Water District (MCWD) Board of Directors and staff have identified the Armstrong Ranch Brine Treatment Facility Pilot Project as a potential project that exemplifies the objectives of the Water Desalination grant opportunity; and,

WHEREAS, DWR has issued notice of funding availability for the Continuous Application Process 6 under the Desalination Grant Program with applications due September 19, 2024; and,

WHEREAS, the District is investigating brackish water treatment options to enhance its supply portfolio reliability, security, and sustainability; and,

WHEREAS, the District is implementing a brackish water treatment pilot facility at the Armstrong Ranch property using brackish water supply from the existing Well 36; and,

WHEREAS, nothing in the foregoing grant application and related agreements commits, or shall be deemed to commit, MCWD or any other governmental body to approve or implement any project under the grant, and they may not do so until environmental review of the project(s) as required under CEQA, and under NEPA if required, has been completed; and,

WHEREAS, the District agrees to the administration and cost-sharing requirements of the Water Desalination grant criteria and desires to submit an application to be eligible for a grant award.

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

1. adopt Resolution No. 2024-49 Authorizing the Armstrong Ranch Brine Treatment Pilot DWR Water Desalination Grant Program application for an amount not-to-exceed \$1,000,000 under the terms and provisions of the Water Desalination Grant Program.
2. authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.
3. authorize the General Manager, to file, on behalf of the Directors of MCWD, an application with DWR under the Water Desalination Grant Program.

4. authorize District staff to receive, if awarded, the Water Desalination Grant program funding and make a good faith effort to enter into a cooperative agreement with DWR for the receipt and administration of said grant funds.
5. certify that the District is capable of providing the amount of funding and/or in-kind contributions specified in the grant application funding plan.

PASSED AND ADOPTED on September 16, 2024, 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-49 adopted September 16, 2024.

Remleh Scherzinger, Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-H

Meeting Date: September 16, 2024

Prepared By: Garrett Haertel, PE

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2024-50 to Approving the Application for the U.S. Bureau of Reclamation WaterSMART Grant Program Fiscal Year 2024/2025

Staff Recommendation: Adopt Resolution No. 2024-50 authorizing the Marina Coast Water District's (District) application, and approving negotiation and execution of a cooperative agreement with the United States Bureau of Reclamation for a WaterSMART FY 2024/2025 Drought Resiliency Grant.

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

The proposed project objective is to enhance water sustainability by implementing recycled water reuse for landscape irrigation and indirect potable reuse (IPR) within our service area. Through this project, we aim to address regional water scarcity, improve groundwater management, and ensure a reliable water supply for current and future customers. Utilizing advanced water treatment technologies, this initiative will recharge local aquifers, prevent seawater intrusion, and reduce reliance on potable water for non-drinking purposes.

Discussion/Analysis: The MCWD seeks funding for the implementation of an Indirect Potable Reuse (IPR) Project to improve groundwater management. This project will utilize recycled water from the Monterey One Water (M1W) Regional Treatment Plant (RTP), the treated water will be injected into the Deep Aquifer.

The project builds on the 2020 Water Supply Augmentation Study conducted in partnership with the Fort Ord Reuse Authority (FORA) and M1W. The implementation phases include advanced water treatment at the Advanced Water Purification Facility (AWPF), meeting California's Title 22 standards for water reuse. The treated water will be injected into the Deep Aquifer using specialized wells and recovered for potable use through the District's Deep Aquifer Wells.

The project includes several technical components to ensure successful implementation. The AWPF will employ advanced treatment technologies such as microfiltration, reverse osmosis (RO), and ultraviolet (UV) disinfection to ensure the highest water quality standards. Injection wells will be constructed to introduce treated water into the Deep Aquifer. Upgrades to the Supervisory Control and Data Acquisition (SCADA) system will allow real-time oversight and adjustment of the injection process.

The District has engaged the services of The Ferguson Group (TFG) to assist with the development of the WaterSMART grant application.

Environmental Review Compliance: Environmental review will be required for sites where physical assets are to be constructed. This will be completed prior to the final approval of the project. Nothing in this grant application and related agreements commits, or shall be deemed to commit, MCWD or any other governmental body to approve or implement any project under the grant, and they may not do so until environmental review of the project as required under CEQA, and under NEPA if required, has been completed.

Legal Counsel Review: Legal Counsel has reviewed this document.

Climate Adaptation: The project will combat and offset the impacts of climate change and sea level rise through injection of advanced treated water into the underlying groundwater basins. By increasing fresh water groundwater pressure, a strengthened hydraulic barrier will protect these basins from an increased threat of seawater intrusion.

Financial Impact: X Yes No **Funding Source/Recap:** Matching funds from Capacity fees or other future grant opportunities. The proposed budget for this project (GA-2401) is \$7,400,000 which would require a funding match of \$3,700,000 from the Capital Improvement Project funds if the grant is awarded and the Board approves the project.

Material Included for Information/Consideration: Resolution No. 2024-50.

Action Required: X Resolution Motion Review
(Roll Call Vote is required)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

September 16, 2024

Resolution No. 2024-50
Resolution of the Board of Directors
Marina Coast Water District

Authorizing the District's Application, and Approving Negotiation and Execution of a Cooperative Agreement with the United States Department of the Interior Bureau of Reclamation for a WaterSMART FY 2024/2025 Drought Resiliency Grant

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California as follows:

WHEREAS, the United States Department of the Interior, Bureau of Reclamation under the WaterSMART: FY 2024/2025 Drought Resiliency Grant Program has made funding available to qualifying applicants; and,

WHEREAS, the Marina Coast Water District (MCWD) Board of Directors and staff have identified a potential project that exemplifies the objectives of the WaterSMART grant opportunity; and,

WHEREAS, nothing in the foregoing grant application and related agreements commits, or shall be deemed to commit, MCWD or any other governmental body to approve or implement any project under the grant, and they may not do so until environmental review of the project as required under CEQA, and under NEPA if required, has been completed; and,

WHEREAS, the District agrees to the administration and cost-sharing requirements of the WaterSMART grant criteria and desires to submit an application to be eligible for a grant award.

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

1. adopt Resolution No. 2024-50 Authorizing the Agency's Application, and Approving Negotiation and Execution of a Cooperative Agreement with the United States Bureau of Reclamation for a WaterSMART FY 2024/2025 Drought Resiliency Grant.
2. authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.
3. acknowledge the submissionst referenced above are in the best interest of MCWD and its customers.
4. authorize the General Manager, to file, on behalf of the Directors of MCWD, an application with the Bureau of Reclamation under the WaterSMART: FY 2024/2025 Drought Resiliency program.
5. authorize District staff to receive, if awarded, the WaterSMART: FY 2024/2025 Drought Resiliency Grant program funding and make a good faith effort to enter into a cooperative agreement with the Bureau of Reclamation for the receipt and administration of said grant funds.
6. certify that the District is capable of providing the amount of funding and/or in-kind contributions specified in the grant application funding plan.

PASSED AND ADOPTED on September 16, 2024, 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-50 adopted September 16, 2024.

Remleh Scherzinger, Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-I

Meeting Date: September 16, 2024

Prepared By: Garrett Haertel, PE

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2024-51 Approving the Application for the California Office of Emergency Services State & Local Cybersecurity Grant Program Fiscal Year 2024/2025.

Staff Recommendation: Adopt Resolution No. 2024-51 authorizing the Marina Coast Water District's (District) application, and approving negotiation and execution of a cooperative agreement with the United States Bureau of Reclamation for a California Office of Emergency Services (CALOES) FY 2024/2025 State & Local Cybersecurity Grant Program (SLCGP) grant.

Background: *Strategic Plan, Goal No. 2 Infrastructure – Our objective is to provide a high-quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers.*

The proposed cybersecurity projects are designed to address critical capability gaps identified within the applicant's current systems, aligning with the objectives and best practices outlined in the California SLCGP Cybersecurity Plan. These initiatives prioritize improving network security, incident response, data protection, and staff awareness.

Key projects include comprehensive vulnerability assessments and penetration testing to identify and mitigate vulnerabilities across firewalls, servers, mobile devices, and SCADA systems. This aligns with the SLCGP goal of strengthening cyber risk assessments and vulnerability management. Additionally, the development of a formal incident response and recovery plan will ensure a proactive approach to handling cyber incidents, with staged plans for response, testing, and ongoing improvements.

The project also focuses on enhancing data protection through advanced encryption protocols and reducing risks related to sensitive information breaches. A comprehensive cybersecurity awareness and training program will be implemented to address gaps in staff preparedness, ensuring alignment with SLCGP's priority on workforce development and security awareness.

Discussion/Analysis: MCWD seeks funding for the implementation of several key cybersecurity projects designed to address critical capability gaps and improve overall resilience, detection, and response capabilities. These projects focus on strengthening the applicant's cybersecurity posture in alignment with the objectives of the California SLCGP Cybersecurity Plan and best practices outlined by the National Institute of Standards and Technology (NIST) Cybersecurity Framework 2.0.

The proposed projects include comprehensive **Vulnerability Assessments and Penetration Testing**, aimed at identifying and mitigating weaknesses in the applicant's network infrastructure. This project addresses gaps in firewall configurations, server environments, and mobile devices by conducting regular scans and tests to ensure that vulnerabilities are detected and resolved before they can be exploited. The project will be carried out in stages, starting with

assessments, followed by remediation recommendations, and culminating in follow-up testing to close identified gaps.

The development of an **Incident Response and Recovery Plan** is another key project. It addresses the applicant's current lack of preparedness in responding to cyber incidents. By developing detailed response procedures, conducting tabletop exercises, and integrating lessons learned, the project will enhance the applicant's ability to respond quickly and effectively to potential threats. This project will significantly improve recovery readiness and reduce downtime during an attack.

The **Data Protection and Encryption** project will focus on strengthening the security of sensitive information by implementing advanced encryption protocols and real-time monitoring tools. This project addresses a critical gap in data protection, ensuring that critical assets are safeguarded from unauthorized access and breaches.

Additionally, the **Cybersecurity Awareness and Training** program will help address the gap in staff preparedness. The proposed project will develop and deliver comprehensive training modules covering phishing detection, secure data handling, and incident reporting. This will ensure staff are equipped with the knowledge necessary to recognize and respond to cybersecurity threats, fostering a stronger security culture within the organization.

The District has engaged the services of The Ferguson Group (TFG) to assist with the development of the CALOES grant application.

Environmental Review Compliance: Environmental review will be completed prior to the final approval of the project. Nothing in this grant application and related agreements commits, or shall be deemed to commit, MCWD or any other governmental body to approve or implement any project under the grant, and they may not do so until environmental review of the project as required under CEQA, and under NEPA if required, has been completed.

Legal Counsel Review: Legal Counsel has reviewed this document.

Climate Adaptation: The proposed projects will assist in protecting facilities, equipment, data, and personnel. Improving defenses against outside threats will aid the District in not only protecting the safety of the potable water and sewer collection services but also ensuring that assets can be operated efficiently, effectively minimizing the potential carbon footprint impacts from a cybersecurity threat.

Financial Impact: Yes X No **Funding Source/Recap:** This grant opportunity requires no match of funds if the grant is awarded and the Board approves the projects.

Material Included for Information/Consideration: Resolution No. 2024-51.

Action Required: X Resolution Motion Review
(Roll Call Vote is required)

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____

Abstained_____

Noes_____

Absent_____

September 16, 2024

Resolution No. 2024-51
Resolution of the Board of Directors
Marina Coast Water District
Authorizing the District's Application, and Approving Negotiation and Execution of a
Cooperative Agreement with the California Office of Emergency Services
for a State & Local Cybersecurity FY 2024/2025 Grant

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California as follows:

WHEREAS, the United States Department of the Interior, Bureau of Reclamation under the CALOES: FY 2024/2025 State & Local Cybersecurity Grant Program has made funding available to qualifying applicants; and,

WHEREAS, the Marina Coast Water District (MCWD) Board of Directors and staff have identified potential projects that exemplify the objectives of the Cybersecurity grant opportunity; and,

WHEREAS, nothing in the foregoing grant application and related agreements commits, or shall be deemed to commit, MCWD or any other governmental body to approve or implement any project under the grant, and they may not do so until environmental review of the project(s) as required under CEQA, and under NEPA if required, has been completed; and,

WHEREAS, the District agrees to the administration and cost-sharing requirements of the Cybersecurity grant criteria and desires to submit an application to be eligible for a grant award.

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

1. Adopt Resolution No. 2024-51 Authorizing The District's Application, and Approving Negotiation and Execution of a Cooperative Agreement with the California Office of Emergency Services for a FY 2024/2025 State & Local Cybersecurity Grant.
2. Authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.
3. Acknowledge the submissionst referenced above are in the best interest of MCWD and its customers.
4. Authorize the General Manager, to file, on behalf of the Directors of MCWD, an application with CALOES under the: FY 2024/2025 State & Local Cybersecurity Grant program.
5. Authorize District staff to receive, if awarded, the: FY 2024/2025 State & Local Cybersecurity Grant program funding and make a good faith effort to enter into a cooperative agreement with the Bureau of Reclamation for the receipt and administration of said grant funds.
6. Certify that the District is capable of providing the amount of funding and/or in-kind contributions specified in the grant application funding plan.

PASSED AND ADOPTED on September 16, 2024, 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-51 adopted September 16, 2024.

Remleh Scherzinger, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: September 16, 2024

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Review the Marina Coast Water District FY 2023-2024 Preliminary Unaudited Year End Financial

Staff Recommendation: The Board receives the Marina Coast Water District Preliminary Unaudited Year End Report for FY 2023-2024.

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

On June 19, 2023, the Board passed and adopted Resolution No. 2023-21 adopting the Marina Coast Water District Budget for FY 2023-2024

Discussion/Analysis: The FY 2023-2024 Preliminary Year End Report reflects the consolidated financial activity of the District through June 30, 2024, and compares the activity with the approved budget. The District accrues expenses to Fiscal Year 2023-2024, if the goods were received or services were rendered prior to June 30, 2024. Please note that this report is a preliminary report. The audit is still ongoing and is expected to be concluded in the next month. Staff does not anticipate any major changes or adjustments, however, updates to the presentation of the data may be needed to reflect new accounting pronouncements for the fiscal year.

The District's Year End Report includes revenues and other funding sources of \$38.5 million and expenses, including Capital Improvement Projects (CIP's)/Capitalized Equipment of \$37.1 million, resulting in a net revenue of \$1.4 million.

The operating revenue of \$22.6 million is at 93% of the budgeted amount. At the same time last year, the operating revenue was at \$20.5 million.

The non-operating revenue of \$15.9 million is at 34% of the budgeted amount.

Key highlights to non-operating revenue:

- Interest revenue collected was more than double the budgeted amount
- Capacity fee revenue fell short of budgeted amount due to delays in construction development in the Ord Area
- Some CIP revenue sources did not materialize, like grants and bonds, totaling \$21 million

With the \$21 million adjustment in CIP revenue sources, the District collected 54% of the budgeted non-operating revenue. Overall, in fiscal year 2023-2024, the District collected \$38.5 million in revenues which is 77% of the adjusted revenue budget.

The District's total operating expense is at \$26.8 million or 108% of the budgeted amount. Prior year operating expense was at \$23.6 million.

Key highlights to operating expense:

- Includes \$3.2 million in depreciation expenses which is a non-cash transaction and is not budgeted

- Increase in legal fees, insurance costs and increase in overall services due to inflation
- \$90K in modular rental which serves as the Ord temporary office which was not budgeted

The District spent \$500K in capital equipment, \$4.2 million in CIP's and \$2 million in Principal Debt Service Payments. Overall, District expenses total \$37.1 million, including \$3.64 million transfer to fund the Capital Replacement Reserve.

The District's investment continues to perform well as can be seen with the historical summary of investments. As of June 30, 2024 our investments were \$41.6 million, \$31.8 million in 2023, \$21.9 million in 2022 and \$20.8 million in 2021.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

Financial Impact: _____Yes X No **Funding Source/Recap:** None

Material Included for Information/Consideration: Preliminary Year End Report for FY 2023-2024.

Action Required: _____Resolution _____Motion X Review

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

TABLE 1:									
MARINA COAST WATER DISTRICT									
SUMMARY									
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED									
		Marina	Marina	Ord	Ord	Recycled			
REVENUES	Water	Sewer	Water	Sewer	Water	GSA	Total	Comments	
1 Water Sales	4,321,599.00	-	9,620,335.00	-	-	-	13,941,934.00		
2 Sewer Sales	-	1,625,640.00	-	3,954,721.00	-	-	5,580,361.00		
3 Recycled Water Sales	-	-	-	-	1,166,103.00	-	1,166,103.00		
4 Other Water Sales	-	-	37,742.00	-	-	-	37,742.00		
5 Fire System Charge	122,516.00	-	322,856.00	-	-	-	445,372.00		
6 Late Charge Fees	39,789.00	-	148,475.00	-	-	-	188,264.00		
7 Backflow Revenue	31,635.00	-	52,103.00	-	-	-	83,738.00		
8 Plan Check/Permit Fees	14,902.00	14,902.00	15,765.00	15,945.00	-	-	61,514.00		
9 Meter Fees	15,978.00	-	240,322.00	-	-	-	256,300.00		
10 Developer Fees	37,373.00	33,227.00	410,803.00	376,227.00	6,678.00	-	864,308.00		
11 Capacity Charges	183,904.00	72,883.00	4,633,581.00	1,104,322.00	-	-	5,994,690.00		
12 Capital Surcharge	-	-	182,888.00	49,592.00	-	-	232,480.00		
13 Interest Income	361,358.00	63,666.00	645,255.00	426,019.00	374,902.00	-	1,871,200.00		
14 Other Revenue	126,880.00	31,094.00	235,361.00	91,798.00	26,181.00	-	511,314.00		
15 Grant Funding	29,998.00	-	1,022,621.00	(977,624.00)	40,704.00	657,153.00	772,852.00	Pending staff correction on Ord Water and Sewer grant revenue	
16 Water Source Fees	-	-	-	-	-	874,969.00	874,969.00		
17 2019 Bond Proceeds	1,112,148.00	8,402.00	2,793,503.00	507,474.00	-	-	4,421,527.00		
18 2024 Bond Proceeds	-	-	-	-	-	-	-		
19 Building Removal Proceeds	-	-	-	-	-	-	-		
20 Loan Proceeds - SRF	-	-	-	-	1,211,544.00	-	1,211,544.00		
Total Revenue	6,398,080.00	1,849,814.00	20,361,610.00	5,548,474.00	2,826,112.00	1,532,122.00	38,516,212.00		
		Marina	Marina	Ord	Ord	Recycled			
EXPENSES	Water	Sewer	Water	Sewer	Water	GSA	Total		
1 Salaries & Benefits	2,285,692	667,057	4,180,890	1,135,711	49,416	-	8,318,766		
2 Department Expense	3,250,504	431,789	7,385,027	1,656,509	3,032,836	958,447	16,715,112	RW - \$1.3M M1W Cost Share; \$840K CSUMB RW Agreement & \$800K Depreciation Expense	
3 Interest Expense	253,432	114,241	670,585	381,287	359,269	-	1,778,814		
4 Franchise & Admin Fees	-	-	38,580	14,561	-	-	53,141		
5 CIP	952,450	82,375	2,378,198	691,817	14,420	54,391	4,173,651		
6 Capital Equipment	71,590	59,595	210,948	145,361	2,250		489,744		
7 Principal Debt Service	217,989	103,711	725,044	333,444	569,464		1,949,652		
8 Transfer to Capital Replacement Reserve	200,000	240,000	1,700,000	1,500,000			3,640,000		
Total Expenses	7,231,657	1,698,768	17,289,272	5,858,690	4,027,655	1,012,838	37,118,880		
Net Revenue	(833,577.00)	151,046.00	3,072,338.00	(310,216.00)	(1,201,543.00)	519,284.00	1,397,332.00		

TABLE 2:								
MARINA COAST WATER DISTRICT								
REVENUE BUDGET ANALYSIS								
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED								
				(Rev - Budget)				
OPERATING REVENUE		Annual Budget	FY24 YTD Revenue	Available Balance	% Received	Comments	Prior Year	% Change FY24 & FY23
1	Water Sales	15,658,313	13,941,934	(1,716,379)	89%		12,911,590	8%
2	Sewer Sales	5,450,086	5,580,361	130,275	102%		5,315,470	5%
3	Recycled Water Sales	1,363,059	1,166,103	(196,956)	86%		587,918	98%
4	Other Water Sales	-	37,742	37,742		Dunes 1B Promenade - Temp Construction Water Charge		
5	Fire System Charge	460,117	445,372	(14,745)	97%		418,883	6%
6	Late Charge Fees	220,000	188,265	(31,735)	86%		162,867	16%
7	Backflow Revenue	52,500	83,738	31,238	160%	good	59,216	41%
8	Plan Check/Permit Fees	32,000	61,514	29,514	192%	good	40,320	53%
9	Meter Fees	281,320	256,300	(25,020)	91%		139,064	84%
10	Developer Fees	850,000	864,307	14,307	102%	good	885,430	-2%
	Total Operating Revenue	24,367,395	22,625,636	(1,741,759)	93%		20,520,758	10%
				(Rev - Budget)				
NON-OPERATING REVENUE		Annual Budget	FY24 YTD Revenue	Available Balance	% Received	Comments	Prior Year	% Change FY24 & FY23
11	Capacity Charges	9,600,413	5,994,690	(3,605,723)	62%	budget overestimated	13,273,552	-55%
12	Capital Surcharge	211,000	232,480	21,480	110%	good	203,234	14%
13	Interest Income	870,210	1,871,201	1,000,991	215%	super good	1,117,547	67%
14	Other Revenue	650,099	511,314	(138,785)	79%	See breakdown below	3,310,562	-85%
15	Grant Funding	16,200,000	772,853	(15,427,147)	5%	\$15.2M (Budget) did not happen	2,502,599	-69%
16	Water Source Fees	874,969	874,969	-	100%		874,969	0%
17	Donations from Other Agencies			-				
18	2019 Bond Proceeds	4,770,829	4,421,526	(349,303)	93%		6,849,503	-35%
19	2024 Bond Proceeds	11,230,885	-	(11,230,885)	0%	District did not pursue in FY24		
20	Building Removal Proceeds	978,000	-	(978,000)	0%	CIP funding		
21	Loan Proceeds - SRF	1,000,000	1,211,544	211,544	121%	Final Draw for RUWAP Project	3,399,341	-64%
	Total Non-Operating Revenue	46,386,405	15,890,577	(30,495,828)	34%		31,531,307	-50%
TOTAL REVENUE		70,753,800	38,516,213	(32,237,587)	54%		52,052,065	-26%
	Less: CIP Funded Revenue							
20	CIP - Bldg Removal Proceeds	(978,000)						
15	CIP - Grant Funded Projects	(15,200,000)						
19	CIP -2024 Bond Funded Projects	(11,230,885)						
	Total Adjusted Revenue	43,344,915	38,516,213	(4,828,702)	89%			

TABLE 2A:								
MARINA COAST WATER DISTRICT								
OTHER REVENUE BREAKDOWN								
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED								
Other Revenue		FY 24 YTD Revenue	FY23 YTD Revenue					
1	Armstrong Ranch Rental Revenue							
2	Blm Rental Revenue	3,473	972					
3	Deferred Revenue - 2015 A Bond	136,325	136,325					
4	Deferred Revenue - 2019 Bond	67,489	67,489					
5	Donations From Other Agencies	-	2,788,481	Sea Haven Donated Asset				
6	Gain/Loss On Asset Sales	12,564	6,033					
7	Ins Refunds/ Property Claims	150	25,403					
8	Lease Revenue (Amortization)	200,783	200,783					
9	M1W Ruwap Reimbursement	(5,253)	-					
1	Other Income	58,729	49,105					
11	Wheeling Charge	37,055	35,972					
	Total Other Revenue Charges	511,315	3,310,563					

TABLE 3:						
MARINA COAST WATER DISTRICT						
EXPENSE BUDGET ANALYSIS BY DEPARTMENT						
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED						
Department	Annual Budget	Salaries & Benefits	Department Expense	Total Expense	Remaining Balance	% Spent
Administration*	12,029,046	3,025,813	13,424,504	16,450,317	(4,421,271)	137%
Operations & Maintenance	6,964,719	3,398,372	2,472,296	5,870,668	1,094,051	84%
Laboratory	261,005	147,192	75,718	222,910	38,095	85%
Conservation	550,042	290,758	132,740	423,498	126,544	77%
Engineering	3,005,102	1,109,948	1,476,705	2,586,653	418,449	86%
Water Resources	2,085,193	346,683	965,104	1,311,787	773,406	63%
Total Department Expense	24,895,107	8,318,766	18,547,067	26,865,833	(1,970,726)	108%
*Administration Dept. Expenses - \$4.4M Overage						
- \$3.2M in Depreciation Expense - not budgeted - non cash transaction						
- \$87,500 modular rental - Ord Office Bldg - not budgeted						
- \$100K insurance costs in excess of budget						
- \$1M legal fees in excess of budget						

TABLE 4				
MARINA COAST WATER DISTRICT				
CAPITAL EQUIPMENT ANALYSIS				
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED				
	Annual Budget	FY24 YTD Expense	Available Balance	% Spent
Vehicles	246,500	126,236	120,264	51%
O&M Equipment	307,900	363,508	(55,608)	118%
Total Capital Equipment	554,400	489,744	64,656	88%
<i>O&M Equipment Overage due to D Booster Genset that was budgeted in FY23 but crossed over to FY24 during year end</i>				

TABLE 5:					
MARINA COAST WATER DISTRICT					
CAPITAL IMPROVEMENT PROJECTS LIST					
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED					
CIP No.	Project Name	Annual Budget	FY24 YTD Exp	Remaining Balance	% Spent
GA-2401	Indirect Potable Reuse	7,400,000.00	-	7,400,000.00	0%
GA-2402	Install Monitoring Well	750,000.00	47,001.08	702,998.92	6%
GS-2401	LS Wetwell Lining Program	50,965.00	-	50,965.00	0%
GS-2402	LS Improvements Program	38,479.61	-	38,479.61	0%
GW-0112	A1/A2 Tank B/C Booster	5,260,758.00	2,448,291.69	2,812,466.31	47%
GW-0123	B2 Zone Tank	350,000.00	49,765.75	300,234.25	14%
GW-0378	Well 12	225,000.00	67,696.48	157,303.52	30%
GW-2310	Castroville Pipeline	7,800,000.00	-	7,800,000.00	0%
GW-2401	Inter-Garrison Rd Pipe	200,000.00	10,988.59	189,011.41	5%
GW-2402	Booster Pumping Station	150,000.00	-	150,000.00	0%
GW-2403	RDP - Comprehensive Desal Impvt	100,000.00	25,122.05	74,877.95	25%
GW-2404	RDP Reservation Rd Desal Plant	500,000.00	60,512.43	439,487.57	12%
GW-2406	Fire Hydrant Replacement	50,000.00	-	50,000.00	0%
MS-2401	Tate Park Lift Station	550,000.00	46,168.37	503,831.63	8%
MW-0302	Crescent Ave Coe	1,260.00	-	1,260.00	0%
OS-0147	Ord Village L/S FM Impvt	131,100.00	131,100.00	-	100%
OS-0210	1st Ave Gravity Main	350,000.00	72.69	349,927.31	0%
OS-0218	Gigling LS/Force Main	98,900.00	95,914.90	2,985.10	97%
OS-0348	Odor Control Program	200,000.00	-	200,000.00	0%
OS-2305	Manhole Rehab Lightfighter	150,000.00	61.19	149,938.81	0%
OS-2306	Del Monte Sewer Pipe	39,500.00		39,500.00	0%
OW-0193	Imjin Parkway Pipeline	49,896.00	49,895.56	0.44	100%
OW-0201	Gigling Transmission Main	100,000.00	51,485.54	48,514.46	51%
OW-0306	D-Zone Booster Pump Replacement	100,000.00	68,677.04	31,322.96	69%
OW-0340	McClure Rd Water Pipeline	300,000.00	-	300,000.00	0%
OW-0341	Coe Ave Water Pipeline	602,085.00	38,961.21	563,123.79	6%
OW-2401	FORA Blight Removal	500,000.00	3,367.14	496,632.86	1%
OW-2402	Ord Wastewater Treatment Plant Blight Removal	470,000.00	1,980.01	468,019.99	0%
OW-2420	Imjin Pkwy Widening - Water Impvts	230,942.00	181,772.35	49,169.65	79%
RW-2401	ATW Irrigation Connect	50,000.00	1,698.60	48,301.40	3%
WD-2308	SCADA Improvements	874,000.00	224,000.07	649,999.93	26%
WD-2309	Pipeline Replacement	163,633.00	-	163,633.00	0%
WD-2401	IOP B Side Imprv Proj	1,000,000.00	10,562.21	989,437.79	1%
WD-2402	New Corp Yard	5,400,000.00	-	5,400,000.00	0%
WD-2403	PLC Replacement Project	224,778.50	217,950.00	6,828.50	97%
WD-2404	Security Access Improvement	300,000.00	5,017.72	294,982.28	2%
WD-2405	Solar Array	4,000,000.00	84,108.28	3,915,891.72	2%
	Flygt Pump Replacement	251,480.39	251,480.39	-	100%
	Total CIP	39,012,777.50	4,173,651.34	34,839,126.16	11%
	Less: FY24 Bond Funded Projects	(11,230,885.00)			
	Less: Grant Funded Projects	(15,200,000.00)			
	Adjusted CIP Total	12,581,892.50	4,173,651.34	8,408,241.16	33%

TABLE 6:				
MARINA COAST WATER DISTRICT				
INVESTMENT SUMMARY				
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED				
DEPOSITORY	Maturity	Yield	Balance as of 06/30/24	
Mechanics Bank				
General Checking				3,904,595
Money Market - Unrestricted		4.86%		9,708,262
Money Market - Restricted		4.86%		1,159,386
Money Market - Bldg Removal Fund		4.86%		1,043,435
Certificate of Deposit	7/26/2024	5.00%		5,000,000
Certificate of Deposit	8/2/2024	5.00%		3,000,000
Certificate of Deposit	11/29/2024	5.00%		2,049,863
State of California				
Local Agency Investment Fund		4.55%		7,093,773
California Class				
California Class		5.40%		8,647,870
Total Investment				41,607,184

TABLE 7:					
MARINA COAST WATER DISTRICT					
HISTORICAL INVESTMENT SUMMARY					
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED					
DEPOSITORY	Balance as of 06/30/24	Balance as of 06/30/23	Balance as of 06/30/22	Balance as of 06/30/21	
Mechanics Bank					
General Checking	3,904,595	23,305	761,904	782,083	
Money Market - Unrestricted	9,708,262	8,453,933	2,075,428	1,074,997	
Money Market - Restricted	1,159,386	1,109,020	1,082,207	1,080,585	
Money Market - Bldg Removal Fund	1,043,435	998,106	978,205	977,912	
Certificate of Deposit	5,000,000	1,000,000			
Certificate of Deposit	3,000,000	5,000,000			
Certificate of Deposit	2,049,863				
PNC Bank					
General Checking		2,875			
Certificate of Deposit		3,000,000			
Certificate of Deposit		2,000,000			
State of California					
Local Agency Investment Fund	7,093,773	10,209,063	16,922,020	16,874,905	
California Class					
California Class	8,647,870				
Total Investment	41,607,184	31,796,302	21,819,764	20,790,482	
Increase in Investment	9,810,882	9,976,538	1,029,282		

TABLE 8:									
MARINA COAST WATER DISTRICT									
RESERVE DETAIL									
FY 2023-2024 YEAR END FINANCIALS - UNAUDITED									
			MARINA WATER	MARINA SEWER	ORD WATER	ORD SEWER	RECYCLED WATER	GSA	TOTAL
RESTRICTED RESERVES:									
	RUWAP Debt - Service Reserve								
		Local Agency Investment Fund (LAIF)					571,125.99		571,125.99
		Total RUWAP Debt Service Reserve	-	-	-	-	571,125.99	-	571,125.99
	Capacity Fee/Capital Surcharge Reserve								
		CA Class			2,081,523.65	-	3,013,897.48		5,095,421.13
		Mechancis Bank - CD's			3,000,000.00	-	2,500,000.00		5,500,000.00
		Local Agency Investment Fund (LAIF)	684,812.67	67,911.74	167,870.32	2,159,882.73	63,060.30		3,143,537.76
		Mechanics Bank - Money Market Fund (Savings)				1,159,385.99			1,159,385.99
		Mechanics Bank - Money Market Fund (MMK)	-	-	1,793,590.20	501,419.70	1,718,220.08		4,013,229.98
		Total Capacity Fee Reserve	684,812.67	67,911.74	7,042,984.17	3,820,688.42	7,295,177.86	-	18,911,574.86
		Total Restricted Reserves	684,812.67	67,911.74	7,042,984.17	3,820,688.42	7,866,303.85	-	19,482,700.85
DESIGNATED RESERVES:									
	Capital Replacement Reserve								
		Mechanics Bank - Money Market (MMK) - Bldg Removal Fund			1,043,434.94				1,043,434.94
		CA Class	1,407,028.49	150,753.05	100,502.04				1,658,283.58
		Local Agency Investment Fund (LAIF)	286,688.16	401,195.66	1,345,475.91	1,041,325.99			3,074,685.72
		Total Capital Replacement Reserve	1,693,716.65	551,948.71	2,489,412.89	1,041,325.99	-	-	5,776,404.24
	Operating Reserve								
		Mechanics Bank - General Checking	(1,100,404.57)	6,154,975.59	(2,890,051.82)	11,976,563.84	(11,370,242.09)	1,134,803.94	3,905,644.89
		Mechanics Bank - Money Market (MMK)	805,404.36	77,780.68	1,217,639.51	2,944,560.04	649,647.48		5,695,032.07
		Mechancis Bank - CD's	2,500,000.00	-	-	2,049,863.01			4,549,863.01
		CA Class	825,775.94	52,218.93	1,016,170.64				1,894,165.51
		Local Agency Investment Fund (LAIF)	211,479.44	74,623.73	-	-	18,320.41		304,423.58
		Total Operating Reserve	3,242,255.17	6,359,598.93	(656,241.67)	16,970,986.89	(10,702,274.20)	1,134,803.94	16,349,129.06
		Total Designated Reserves	4,935,971.82	6,911,547.64	1,833,171.22	18,012,312.88	(10,702,274.20)	1,134,803.94	22,125,533.30
		TOTAL RESERVES	5,620,784.49	6,979,459.38	8,876,155.39	21,833,001.30	(2,835,970.35)	1,134,803.94	41,608,234.15

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 7-B

Meeting Date: September 16, 2024

Prepared By: Teo Espero

Approved By: Remleh Scherzinger, PE

Reviewed By: Garrett Haertel, PE

Agenda Title: Adopt Resolution No. 2024-52 to Award a Contract to Qovo Solutions, Inc. for Phase 1 of the Security and Access Improvements Project

Staff Recommendation: Adopt Resolution No. 2024-52 to accept the proposal from Qovo Solutions, Inc., in the amount of \$702,420.18 for Phase 1 of the Security and Access Improvements Project (WD-2404).

Background: *Strategic Plan, Goal No. 2 Infrastructure – Our objective is to provide a high-quality water distribution system and an efficiently operating wastewater collection system to serve existing and future customers.*

The Marina Coast Water District (MCWD) acknowledges the paramount significance of ensuring clean and safe water and wastewater collection for the well-being of the community that it serves. Recognizing the constantly evolving threat landscape, the District is committed to implementing robust measures to safeguard its infrastructure. Adhering to the security guidelines defined by the Department of Homeland Security (DHS), the Environmental Protection Agency (EPA), and Secretary of the Army Directive 2020-03, the District is dedicated to enhancing its physical security through strategic investments in advanced systems and technologies capable of mitigating emerging threats.

It is vital to secure District facilities, which includes its offices, treatment plants, pumping stations, storage tanks, and reservoirs, against unauthorized or suspicious activities by deploying enhanced security measures such as surveillance cameras and access control systems. These systems serve as critical tools for early detection of potential threats to the District, providing essential lead time to activate deterrent mechanisms or mobilize response protocols promptly. Threats identified include: cyber attacks, workplace incidents, natural disasters, theft, operational failure, and reputation crises. Prevention and mitigation planning are both critical in effectively minimizing disruptions from these threats. In 2024, data breaches cost on average \$4.88 million and erosion in the confidence of an organization such as MCWD to deliver critical services is priceless. Implementing the camera and security access control systems reduces the likelihood of these identified threats.

The initial base scope for this project was the three District offices in the following locations:

- IOP Building. 920 2nd Avenue, Marina, CA 93933
- Beach Office. 11 Reservation Rd., Marina, CA 93933
- Ord Office. 2840 4th Avenue, Marina, CA 93933

The selection of other sites and facilities was based on funding availability. The Information Technology (IT) Division of the Engineering Department has worked closely with the Operations and Maintenance Department (O&M) to determine the needs of each site's camera and access control device requirements. The installation order has been prioritized to avoid

conflicts with current or future projects at each site.

Discussion/Analysis: To further protect its physical assets, IT Division staff requested proposals from thirteen qualified contractors and vendors to install and maintain security cameras and access control devices for its facilities.

MCWD also identified sites needing interior and exterior camera and access control systems suitable for the site's environment. The prospective bidder ensured these devices have appropriate power for video collection and locking mechanism operation. The District also required the ability for authorized users to define facility access for each staff member and access to a centralized portal that allows authorized users to securely view and access video data.

Both systems are required to be deployed as a turnkey solution without disrupting the District's ability to deliver services to the public, possess an alert system notifying staff of any issues detected (e.g., unauthorized access and/or motion at certain locations), and be capable of being redeployed at a new location if required.

After 45 days, which included a comprehensive on-site assessment, MCWD received proposals from two vendors, Qovo Solutions, Inc., and Rayne Technologies. The proposals included the three base scope office locations and all remote sites as potential additive bid items. The proposals were thoroughly evaluated, considering software licensing and video storage options, and extensive interviews conducted. By choosing the recommended proposal, the District can effectively secure all three office locations and 11 remote sites.

The table below displays the comparative evaluation of the received proposals.

Company Name	Qovo Solutions, Inc.	Rayne Technologies
Site URL	www.qovoinc.com	www.raynetech.com
Total Proposal Cost (all Sites)		
Year 1 (includes installation, storage, and first-year licensing costs)	\$1,014,566.19*	\$1,922,055.68
Recurring Cost (All Sites)		
Licensing Cost Per Year	\$11,642.90	\$28,898.20
Annual Storage Cost	\$0	\$172,800.00
Est. Timeline for Completion (All Sites)	Five months	12 months
Experience working with public entities	Yes	Yes
Responsiveness	Very Responsive	Responds but needs follow-up regarding questions
Support/Maintenance	Pay as you go**	Pay as you go.

* Proposal includes on-premises storage option.

** Equipment has a 4-year warranty.

Phase 1 of this project is expected to cost \$702,420.18, and includes installation and Year 1 licensing costs for the following sites and locations:

- Beach Office
- Ord Office
- Imjin Office
- F Reservoir
- C Reservoir
- E(HP) Booster
- F Booster (Intermediate Reservoir)
- B Reservoir
- Marina Booster
- Well 10
- Well 11
- Watkins Gate Well
- Well 30
- Gigling LS

Staff recommends accepting the proposal from Qovo Solutions, Inc.

Environmental Review Compliance: None required.

Legal Counsel Review: Legal Counsel has reviewed the proposal and resolution.

Climate Adaptation: Physical security measures, such as access control, security cameras, and risk management protocols, are traditionally associated with protecting facilities, equipment, data, and personnel. Providing these sites with appropriate security technologies will help reduce the District's carbon footprint by decreasing the need for security personnel to conduct regular checks and respond to false positive alerts.

Financial Impact: X Yes No **Funding Source/Recap:** This project phase has \$723,000.00 budgeted from the Capacity Fees for Fiscal Year 2025 with the remaining amount of \$20,579.82. The following chart represents each cost center's percentage and the amount required for the project:

CIP No.	Project Name	Marina		Ord		Total in USD \$
		Water in USD \$	Sewer in USD \$	Water in USD \$	Sewer in USD \$	
WD-2404	Security and Access Improvements	188,000	36,000	412,000	87,000	723,000
	Total Cost Per Cost Center	187,120.93	30,797.77	410,073.53	74,427.94	702,420.18
	Budget Remaining Per Cost Center	879.07	5,202.23	1,926.47	12,572.06	20,579.82

Other Considerations: The absence of these additional security measures poses potential risks, including service disruptions and threats to staff and public safety.

Material Included for Information/Consideration: Resolution No. 2024-52.

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

Board Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____

Abstained_____

Noes_____

Absent_____

September 16, 2024

Resolution No. 2024 - 52
Resolution of the Board of Directors
Marina Coast Water District
To Award a Contract to Qovo Solutions, Inc. for Phase 1 of the
Security and Access Improvements Project (WD-2404)

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District") at a regular meeting duly called and held on September 16, 2024, at 920 Second Avenue, Suite A, Marina, California as follows:

WHEREAS, the MCWD is a County Water District and political subdivision of the State of California, organized under Division 12, sections 3000 and following, of the California Water Code, established in 1960: and,

WHEREAS the District acknowledges that the physical security of its on-site facilities is critical in providing services to its customers; and,

WHEREAS, the District has recognized potential threats including: cyber attacks, workplace incidents, natural disasters, theft, operational failure, and reputation crises; and,

WHEREAS, the District has prioritized prevention and mitigation planning to effectively mitigate disruptions; and,

WHEREAS, the District has identified sites by priority that will have security cameras and access control device installations; and,

WHEREAS, Qovo Solutions, Inc., after a thorough evaluation of all the proposals received, has been selected as the District's contractor/vendor for installing these devices in the identified sites and locations and,

WHEREAS, the District will fund the project cost of \$702,420.18 through Capacity Fees, which are shared among its water and sewer cost centers.

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

1. adopt Resolution No. 2024-52 to award the contract for goods and services to Qovo Solutions, Inc. not exceeding \$723,000.00; and,
2. authorize the General Manager to execute the first phase of the Security and Access Improvements Project (WD-2404) contract and direct the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on September 16, 2024, 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 _____

Gail Morton, President

ATTEST:

Remleh Scherzinger, 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. 2024-52 adopted September 16, 2024.

Remleh Scherzinger, Secretary