



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

BRAD IMAMURA
THOMAS P. MOORE
STACEY SMITH

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**

920 2nd Avenue, Suite A, Marina, California

and

2526 W. Chanutte Pass, Phoenix, AZ 85041

and

Zoom Teleconference

Tuesday, February 18, 2025, 6:00 p.m. PST

Members of the public may attend the Board meeting in person or can attend remotely via Zoom conference.

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. Persons who are participating via telephone will need to press *9 to be acknowledged for comments. Public comment on the action item can also be submitted in writing to Paula Riso at priso@mcwd.org by 9:00 am on Tuesday, February 18, 2025; 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/86354269228?pwd=oaOvYeUrpdpWz4HbgMSA4o1cfKTdCX.1>

Passcode: 850510

To participate via phone: 1-669-900-9128; Meeting ID: 863 5426 9228 Passcode: 850510

Our Mission: Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**

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, Tuesday, February 11, 2025. 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.

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 the removal of the individual responsible.*

5. **Workshop**

- A. [Two Hour Sexual Harassment Training Provided by Anthem EAP](#)
(Page 1)

6. **Consent Calendar**

- A. [Receive and File the Check Register for the Month of January 2025](#)
(Page 5)
- B. [Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of January 22, 2025](#)
(Page 13)
- C. [Approve the Draft Minutes of the Special Joint Board/GSA Meeting of February 8, 2025](#)
(Page 22)
- D. [Receive the 4th Quarter 2024 MCWD Water Consumption and Sewer Flow Report](#)
(Page 25)
- E. [Adopt Resolution No. 2025-07 to Authorize 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 2025-2026 Applied Science Grant](#)
(Page 34)
- F. [Receive the District FY 2025-2026 Draft Budget Schedule and Set Date for the FY 2025-2026 Budget Workshop](#)
(Page 38)
- G. [Adopt Resolution No. 2025-08 to Approve a New Customer Service Administrator Job Description and Salary Range for the Administration Department and Eliminate the Current Customer Service/Billing Supervisor Position](#)
(Page 40)
- H. [Adopt Resolution No. 2025-09 to Authorize the District's Application, and Approving Negotiation and Execution of a Cooperative Agreement for a California Office of Emergency Services FY 2024 State and Local Cybersecurity Grant Program Grant](#)
(Page 49)

7. **Action Item**

- A. [Adopt Resolution No. 2025-10 to Award a Construction Contract to Maggiora Brothers Drilling Inc. for General Construction Services for the Construction of the Monitoring Wells Construction Project](#)
(Page 54)

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 & Engineering Committee
3. Community Outreach 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):*

Special Meeting: Tuesday, March 11, 2025, 6:00 p.m.

Regular Meeting: Monday, March 17, 2025, 6:00 p.m.

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 5-A

Meeting Date: February 18, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger PE

Agenda Title: Sexual Harassment Prevention Training Provided by Anthem EAP

Staff Recommendation: Staff recommends Sexual Harassment Prevention Training every two years as per state mandated training requirements.

Background: *Strategic Plan, Goal 2. People: A High-Performing Board, Staff and Organization – OBJECTIVE 2.2: Tools, systems, processes, policies, culture, and training are up-to-date and support the ability of Staff to perform efficiently and effectively.*

Assembly Bill (AB) 1661 requires local agency officials must complete sexual harassment prevention training, just like any other public employee. The training must occur within the first six (6) months of taking office or from the date of hire and thereafter every two (2) years.

The training must be at least two (2) hours, include information regarding the federal and state statutes prohibiting harassment; the remedies available to victims of harassment; and practical examples to instruct the official in the prevention of sexual harassment, discrimination, and retaliation.

Discussion/Analysis: AB 1661 aims to create uniformity, to improve health and safety, and to establish clear rules with respect to appropriate conduct in the workplace. It is also the intent to minimize loss in revenue to local agencies associated with settlement claims for sexual harassment.

As a benefit of MCWD’s Employee Assistance Program (EAP), the District receives up to eight (8) hours annually of complementary training for its employees on a wide variety of topics. The EAP contracts with the Anthem Blue Cross and they will be presenting tonight’s workshop.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

Financial Impact: Yes No **Funding Source/Recap:** None

Other Considerations: None.

Material Included for Information/Consideration: Harassment Training presentation.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6

Meeting Date: February 18, 2025

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 – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Consent calendar consisting of:

- A) Receive and File the Check Register for the Month of January 2025
- B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of January 22, 2025
- C) Approve the Draft Minutes of the Special Joint Board/GSA Meeting of February 8, 2025
- D) Receive the 4th Quarter MCWD Water Compensation and Sewer Flow Report
- E) Adopt Resolution No. 2025-07 to Authorize 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 2025-2026 Applied Science Grant
- F) Receive the District FY 2025-2026 Draft Budget Schedule and Set Date for the FY 2025-2026 Budget Workshop
- G) Adopt Resolution No. 2025-08 to Approve a New Customer Service Administrator Job Description and Salary Range for the Administration Department and Eliminate the Current Customer Service/Billing Supervisor Position
- H) Adopt Resolution No. 2025-09 to Approve the Application for a FY 2024 State and Local Cybersecurity Grant Program

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 January 2025; draft minutes of January 22, 2025; draft minutes of February 8, 2025; Water Consumption and Sewer Flow Reports; Resolution No. 2025-07; Resolution No. 2025-08; Draft Job Description for a Customer Service Administrator; and, Resolution No. 2025-09.

Action Required: X Resolution 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: February 18, 2025

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Receive and File the Check Register for the Month of January 2025

Staff Recommendation: Receive and file the January 2025 expenditures totaling \$2,432,590.73.

Background: *Strategic Plan, Objective No. 3.2: Finances are well managed to provide adequate revenue and avoid volatile rates.*

Discussion/Analysis: These expenditures were paid in January 2025, and the Board is requested to receive and file the check register. The January check register was larger than normal due to the following payments:

1. Check No. 76463 – The Pape’ Group in the amount of \$152,947.67 for the John Deere 210P Loader
2. Check No. 76464 – Qovo Solutions, Inc. in the amount of \$200,703.50 for the Security Access Improvements – Phase 1
3. Wire Payment – Santa Cruz County Ban in the amount of \$118,694.06 BLM Construction Loan Payment

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: Not applicable.

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

Other Consideration: None.

Material Included for Information/Consideration: January 2025 Summary Check Register.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

JANUARY 2025 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
01/09/2025	ACH	Friedman & Springwater LLP	1,249.50
01/09/2025	76366 - 76438	Check Register	170,039.23
01/14/2025	76439 - 76465	Check Register	677,443.84
01/15/2025	Wire	Santa Cruz County Bank	118,694.06
01/16/2025	76466	Check Register	6,211.00
01/22/2025	76467 - 76499	Check Register	290,351.17
01/27/2025	76500 - 76511	Check Register	24,495.23
01/03/2025	ACH	Payroll Direct Deposits	155,296.74
01/03/2025	ACH	CalPERS	38,714.16
01/03/2025	ACH	Empower Retirement	29,595.00
01/03/2025	ACH	Internal Revenue Service	68,122.99
01/03/2025	ACH	State of California - EDD	21,108.03
01/03/2025	ACH	WageWorks, Inc.	2,090.39
01/03/2025	501833	Check Register	688.00
01/15/2025	501834 - 501853	Check Register	85,179.94
01/17/2025	ACH	Payroll Direct Deposits	150,565.54
01/17/2025	ACH	CalPERS	40,873.68
01/17/2025	ACH	Empower Retirement	30,331.51
01/17/2025	ACH	Internal Revenue Service	64,832.04
01/17/2025	ACH	State of California - EDD	16,805.84
01/17/2025	ACH	WageWorks, Inc.	2,090.39
01/22/2025	501854 - 501857	Check Register	127,924.26
01/31/2025	ACH	Payroll Direct Deposits	156,294.26
01/31/2025	ACH	CalPERS	41,414.79
01/31/2025	ACH	Empower Retirement	26,462.77
01/31/2025	ACH	Internal Revenue Service	67,724.20
01/31/2025	ACH	State of California - EDD	15,524.99
01/31/2025	ACH	WageWorks, Inc.	2,090.39
01/31/2025	501858 - 501859	Board Compensation Checks and Direct Deposit	323.21
01/31/2025	ACH	Internal Revenue Service	53.58
TOTAL DISBURSEMENTS			2,432,590.73

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
ACH	12/10/2024	01/09/2025	Friedman & Springwater LLP	Legal Services 11/2024	1,249.50
76366	12/20/2024	01/09/2025	Quinn Company	Genset Troubleshoot - Well 11; BDI Control Troubleshoot - Electric Forklift #2308; Generator Repair - Dunes LS	985.43
76367	12/27/2024	01/09/2025	Salinas Valley Ford	Battery Replacement, Cooling System Repair, Hose Radiator - Vehicle #1703; Brake Hose/ Belt Replacement, Cooling System Repair - Vehicle #1002; Wiper Blades, Fuel Filter Replacement, Oil Change - Vehicle #2002, Oil Change, Sensor Replacement, Cooling System Repair - Vehicle #1305; Sensor Replacement, Cooling System Repair - Vehicle #1304; Fleet Maintenance	11,304.10
76368	12/01/2024	01/09/2025	Insight Planners	Web Development/ Maintenance and Hosting 11/2024	1,779.00
76369	12/21/2024	01/09/2025	Pitney Bowes Global Financial Services LLC	Postage Machine Lease 11/09 - 02/08	1,089.75
76370	12/17/2024	01/09/2025	Grainger	General Operations/ Maintenance Supplies	20.88
76371	12/11/2024	01/09/2025	Jane's Answering Service	Answering Service 11/13 - 12/11	386.93
76372	10/31/2024	01/09/2025	Schaaf & Wheeler	Coe Ave Pipeline Upsizing - Engineering Support 10/2024, Developer (Campus Town)	2,083.00
76373	12/31/2024	01/09/2025	Peninsula Welding & Medical Supply, Inc.	Gas Cylinder Tank Rental Fees	64.50
76374	11/21/2024	01/09/2025	Valley Saw and Garden Equipment	12" Stihl Cut Off Saw - Vehicle #W02, Chainsaw Repair	1,527.35
76375	12/24/2024	01/09/2025	Monterey Bay Analytical Services	Laboratory Testing	3,909.00
76376	11/14/2024	01/09/2025	DLT Solutions, LLC	Annual Software Subscription 02/2025 - 01/2026	9,960.51
76377	11/15/2024	01/09/2025	Johnson Associates	Tow Ring Locks, Pintle Mounts/ Hooks, Supplies - Fleet; Transport Chains, Chain Binders, Pintle Mounts/ Ball, Supplies - Trailer	1,877.08
76378	11/30/2024	01/09/2025	Monterey One Water	Sewer Treatment Charge 11/2024 - 12/2024	450.10
76379	12/18/2024	01/09/2025	Verizon Wireless	Cell Phone Service 12/2024	536.62
76380	12/27/2024	01/09/2025	Federal Express	Shipping Charges - Water Resources	54.36
76381	12/01/2024	01/09/2025	Maynard Group	Network Support 12/2024; Wireless Headset, Adapter	5,941.69
76382	12/12/2024	01/09/2025	HD Supply, Inc.	General Operations/ Maintenance Supplies	349.71
76383	12/09/2024	01/09/2025	CSC of Salinas	General Operations/ Maintenance Supplies	246.83
76384	12/05/2024	01/09/2025	USC Foundation Office	2025 Water Purveyor Membership - Cross Connection Control	250.00
76385	11/21/2024	01/09/2025	American Supply Company	Janitorial Supplies	503.64
76386	12/04/2024	01/09/2025	SWRCB	WW Collection Facility Permit Fee 07/01/24 - 06/30/25	3,945.00
76387	12/04/2024	01/09/2025	SWRCB	RUWAP Waste Discharge Permit Fee 07/01/24 - 06/30/25	1,500.00
76388	12/04/2024	01/09/2025	SWRCB	Desal Plant Brine Discharge Permit Fee 07/01/24 - 06/30/25	3,945.00
76389	12/23/2024	01/09/2025	Fastenal Industrial & Construction Supplies	General Operations/ Maintenance, Administration Supplies	1,875.90
76390	11/20/2024	01/09/2025	Wallace Group	Developer (Seaside B&B Resort)	7,217.60
76391	12/06/2024	01/09/2025	Geiger	(800) Disconnect and (800) Connect Orders	1,274.42
76392	12/02/2024	01/09/2025	Univar Solutions USA, Inc.	(735) gals Chlorine - Intermediate Reservoir	2,486.26
76393	11/30/2024	01/09/2025	Pacific Ag Rentals LLC	Mobile Restroom Rental - Beach Office 11/2024	140.91
76394	12/04/2024	01/09/2025	Daiohs USA	Coffee Supplies	443.22
76395	12/12/2024	01/09/2025	Central Welding and Fabrication LLC	ARV Repair	750.00
76396	12/11/2024	01/09/2025	East Bay Tire Co.	Tire Replacement - Vehicle #2001	546.70

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
76397	12/13/2024	01/09/2025	Uline, Inc.	(3) Key Cabinets; (4) Office Chairs, Conference Table - Controller's Office; (4) Spill Workstations, (2) Welded Storage Cabinets	6,832.38
76398	12/13/2024	01/09/2025	Conservation Rebate Program	125 Cypress Grove Ct - Washer Rebate	150.00
76399	12/04/2024	01/09/2025	Green Rubber-Kennedy AG, LP	General Operations/ Maintenance Supplies	306.76
76400	12/12/2024	01/09/2025	Marina Tire & Auto Repair	Oil Change, (4) Tires - Vehicle #1302; Fleet Maintenance	1,522.80
76401	12/10/2024	01/09/2025	Richards, Watson & Gershon	Legal Services 11/2024	1,310.00
76402	12/26/2024	01/09/2025	U.S. Bank National Association	Beach Office Copier Lease 12/10 - 01/09, IOP Office Copier Lease 12/20 - 01/19	562.66
76403	12/05/2024	01/09/2025	Remy Moose Manley, LLP	Legal Services 11/2024	15,107.01
76404	12/16/2024	01/09/2025	Monterey Bay Technologies, Inc.	IT Support Services 12/2024	3,600.00
76405	12/16/2024	01/09/2025	ICONIX Waterworks (US), Inc.	(4) Pressure Gauges, (8) Bolt Up Sets, (2) Brass Fittings; (4) Concrete Boxes, (4) Concrete Lids, Meter Box Lid Remover; General Operations/ Maintenance, Meter Reader Supplies	3,480.42
76406	12/17/2024	01/09/2025	Conservation Rebate Program	4747 Sea Crest Dr - Washer Rebate	100.00
76407	11/30/2024	01/09/2025	Evoqua Water Technologies, LLC	Chemical Pump Maintenance - East Garrison LS	993.09
76408	11/30/2024	01/09/2025	Peninsula Messenger LLC	Courier Service 12/2024	272.00
76409	12/17/2024	01/09/2025	Western Exterminator Company	Pest Control - Beach Office 12/2024	119.60
76410	01/05/2025	01/09/2025	Everbank, N.A.	Ord Office Copier Lease 01/2025	251.28
76411	12/31/2024	01/09/2025	Iron Mountain, Inc.	Shredding Service 12/2024	337.98
76412	12/28/2024	01/09/2025	AT&T	Phone and Alarm Line Services 11/2024 - 12/2024	442.66
76413	12/01/2024	01/09/2025	Simpler Systems, Inc.	UB/ Finance Datapp Maintenance 12/2024	500.00
76414	11/27/2024	01/09/2025	Marina Coast Water District (BLM)	BLM Water, Sewer, Fire Service 11/2024	417.45
76415	12/19/2024	01/09/2025	Conservation Rebate Program	15149 Breckinridge Ave - Washer Rebate	100.00
76416	01/02/2025	01/09/2025	Verizon Communications, Inc.	GPS Service - (35) Fleet Vehicles 11/2024 - 12/2024	1,130.48
76417	12/13/2024	01/09/2025	Ferguson Enterprises, Inc.	(3) Hydrant Break Off Check Valves, 8" and 12" Gate Valves, Waterworks Supplies	24,265.29
76418	12/25/2024	01/09/2025	WEX Bank	Fleet Gasoline 12/2024	5,829.97
76419	01/02/2025	01/09/2025	The Ferguson Group, LLC	Grant Writing and Legislative Advocacy 01/2025	1,700.00
76420	12/17/2024	01/09/2025	Interstate Battery of San Jose	General Operation/ Maintenance Supplies	74.18
76421	11/29/2024	01/09/2025	R&S Erection of Monterey Bay, Inc.	Double Door Replacement - F Booster	7,923.46
76422	11/30/2024	01/09/2025	Regional Government Services Authority	Customer Service/ Utility Billing Consulting Services 11/2024	3,607.00
76423	12/09/2024	01/09/2025	BSK Associates	Laboratory Testing	2,330.64
76424	12/10/2024	01/09/2025	Kysmet Security & Patrol, Inc.	Security Patrol Services - MCWD Offices 11/2024	300.00
76425	12/05/2024	01/09/2025	Conservation Rebate Program	3061 Vaughan Ave - Washer Rebate	150.00
76426	12/22/2024	01/09/2025	T-Mobile	Cell Phone Service 12/2024, Cellular Services 10/19 - 11/18, iPad - Water Resources Technician	3,126.23
76427	12/08/2024	01/09/2025	Office Depot Business Credit	Office Supplies	642.66
76428	11/14/2024	01/09/2025	Solinst Canada Ltd	Calibration Solution; Water Level Meter - Monitoring Equipment (Check Re-Issue)	1,475.99
76429	12/05/2024	01/09/2025	InfoSend, Inc.	Maintenance/ IVR Transaction Fees, Customer Billing Statements 11/2024	6,961.52

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
76430	11/22/2024	01/09/2025	Keller America, Inc.	Well Level Transducer Replacement - Well 30	1,473.73
76431	12/01/2024	01/09/2025	Chavan & Associates, LLP	2024 Audit Services - 3rd Progress Billing	3,000.00
76432	12/04/2024	01/09/2025	PACE Supply Corp	General Operations/ Maintenance Supplies	821.56
76433	12/19/2024	01/09/2025	Conservation Rebate Program	3030 Cahoon Ct - Washer Rebate	100.00
76434	12/13/2024	01/09/2025	Conservation Rebate Program	4463 Ocean Heights Cir - Washer Rebate	100.00
76435	12/13/2024	01/09/2025	Conservation Rebate Program	3137 Seacrest Ave #21 - Toilet Rebate	75.00
76436	12/17/2024	01/09/2025	Conservation Rebate Program	136 Dolphin Cir - Washer Rebate	100.00
76437	12/17/2024	01/09/2025	Conservation Rebate Program	402 Radden Rd - Washer Rebate	100.00
76438	12/01/2024	01/09/2025	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services 12/2024	899.94
76439	12/31/2024	01/14/2025	Ace Hardware of Watsonville, Inc.	General Operations/ Maintenance, Meter Readers, Water Resources Supplies	256.89
76440	12/31/2024	01/14/2025	Quinn Company	Generator Repair - EHP	1,288.67
76441	01/01/2025	01/14/2025	Insight Planners	Web Development/ Maintenance and Hosting 12/2024	2,019.00
76442	12/17/2024	01/14/2025	Grainger	General Water Resources Supplies	196.62
76443	01/02/2025	01/14/2025	Monterey Bay Analytical Services	Laboratory Testing	734.00
76444	12/23/2024	01/14/2025	Orkin Pest Control	BLM/ IOP Pest Control 12/2024	227.00
76445	12/10/2024	01/14/2025	United States Treasury	Arbitrage Rebate - Series 2019 Bond	98,638.04
76446	12/23/2024	01/14/2025	Special District Association	SDA Quarterly Meeting	200.00
76447	12/18/2024	01/14/2025	American Supply Company	Janitorial Supplies	323.71
76448	12/31/2024	01/14/2025	Berens-Tate Consulting Group, Inc.	Arbitrage Rebate Report - Series 2019 Bond	3,000.00
76449	12/19/2024	01/14/2025	The Paul Davis Partnership, LLP	Plan Check, Permit Fees - IOP B Side Improvements	6,034.96
76450	12/28/2024	01/14/2025	O'Reilly Automotive Stores, Inc.	Auto/ General Supplies	136.49
76451	12/31/2024	01/14/2025	McGrath Rent Corp.	Locker Room Trailer Rental - Ord Office 01/2025	7,286.98
76452	12/17/2024	01/14/2025	Calcon Systems, Inc.	PLC Replacement Project Phase 2 - D Booster, Reservoirs B, C, F; SCADA Updates, Network Configuration; Sewer System Run Time Reports	81,165.00
76453	12/18/2024	01/14/2025	National Auto Fleet Group	2024 Ford Super Duty F-250	76,594.14
76454	12/31/2024	01/14/2025	ECAM Secure	Monthly Security Fees - Ord Wastewater Treatment Facility	1,218.50
76455	12/24/2024	01/14/2025	Della Mora Heating Sheet Metal & Air Conditioning	Water Flow Switch Replacement - Beach Office	1,935.00
76456	09/30/2024	01/14/2025	Association of California Water Agencies	2025 Annual Agency Dues	27,150.00
76457	01/06/2025	01/14/2025	Conservation Rebate Program	481 Reindollar Ave - Toilet Rebate	75.00
76458	12/31/2024	01/14/2025	Peninsula Messenger LLC	Courier Service 01/2025	272.00
76459	01/06/2025	01/14/2025	Conservation Rebate Program	3071 Bayer Dr - Washer Rebate	50.00
76460	12/31/2024	01/14/2025	Marina Coast Water District (BLM)	BLM Water, Sewer, Fire Service 12/2024	417.45
76461	01/01/2025	01/14/2025	Pure Janitorial, LLC	Janitorial Service - MCWD, BLM Offices 12/2024	5,549.97
76462	12/18/2024	01/14/2025	EKI Environment & Water, Inc.	Regional Seawater Intrusion Model Updates 11/2024	8,873.25
76463	12/10/2024	01/14/2025	The Pape' Group, Inc.	John Deere 210P Loader	152,947.67
76464	11/19/2024	01/14/2025	QOVO Solutions, Inc.	Security Access Improvements - Ph 1	200,703.50
76465	01/06/2025	01/14/2025	Conservation Rebate Program	3004 Concord Ct - Washer Rebate	150.00
Wire	12/10/2024	01/15/2025	Santa Cruz County Bank	BLM Construction Loan Payment	118,694.06

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
76466	05/02/2024	01/16/2025	SBRK Finance Holdings, Inc.	Annual Software Subscription 07/2024 - 06/2025	6,211.00
76467	12/30/2024	01/22/2025	PG&E	Gas and Electric Service 12/2024	115,701.45
76468	12/27/2024	01/22/2025	Home Depot Credit Services	General Operations/ Maintenance, Meter Reader Supplies	2,005.76
76469	01/08/2025	01/22/2025	Jane's Answering Service	Answering Service 12/12 - 01/07	356.10
76470	01/07/2025	01/22/2025	Rauch Communication Consultants, Inc.	Public Relations 09/2024 - 11/2024	28,308.35
76471	12/11/2024	01/22/2025	Johnson Associates	Brake Control Installation - Vehicles W01, S02; Rubber Mudflap - Vactor #2001	851.61
76472	12/12/2024	01/22/2025	Cypress Coast Ford	Auto/ General Supplies	94.06
76473	01/10/2025	01/22/2025	Federal Express	Shipping Charges - Laboratory	93.88
76474	01/01/2025	01/22/2025	Maynard Group	Network Support 01/2025	5,489.51
76475	12/17/2024	01/22/2025	Core & Main LP	(2) Couplings - Bay View Community	1,117.11
76476	11/30/2024	01/22/2025	Muniquip, LLC	(2) Pulsar MMWave Level Transducers, Pump Controller - Sewer Sites	6,395.43
76477	01/13/2025	01/22/2025	Val's Plumbing & Heating, Inc.	Drinking Fountains, Duct Detector Service - BLM	985.14
76478	12/26/2024	01/22/2025	Don Chapin Co., Inc	Concrete Disposal	90.00
76479	12/30/2024	01/22/2025	Univar Solutions USA, Inc.	(1,530) gals Chlorine - Intermediate Reservoir, Wells 10, 11	5,175.46
76480	12/16/2024	01/22/2025	Sturdy Oil Company	(1,492) gals Dyed Diesel Delivery	5,140.80
76481	12/31/2024	01/22/2025	Pacific Ag Rentals LLC	Mobile Restroom Rental - Beach Office 12/2024	94.31
76482	01/07/2025	01/22/2025	Daiohs USA	Coffee Supplies	662.92
76483	12/06/2024	01/22/2025	U.S. Bank Corporate Payment Systems	(3) UPS, (8) APC Replacement Batteries - SCADA Room, B Reservoir; 2024 ACWA Fall Conference/ Expo - Board Member; 2024 Government Tax Webinar - Senior Accountant, Accounting Technician; Notary Training, Supplies, Membership - Executive Assistant; IT/Computer Supplies; Monthly/ Annual Software Services; General Supplies	16,336.87
76484	12/18/2024	01/22/2025	Edges Electrical Group, LLC	General Operations/ Maintenance Supplies	246.02
76485	01/16/2025	01/22/2025	U.S. Bank National Association	Beach Office Copier Lease 01/10 - 02/09	300.52
76486	01/01/2025	01/22/2025	California Water Efficiency Partnership	2025 CalWEP and AWE Dues	3,539.31
76487	12/05/2024	01/22/2025	Griffith, Masuda & Hobbs	Legal Services 11/2024	21,739.08
76488	12/31/2024	01/22/2025	Evoqua Water Technologies, LLC	Chemical Pump Maintenance - East Garrison LS	1,838.69
76489	01/01/2025	01/22/2025	Simpler Systems, Inc.	UB/ Finance Datapp Maintenance 01/2025	500.00
76490	12/18/2024	01/22/2025	EKI Environment & Water, Inc.	Monterey Subbasin GSP Implementation 11/2024	17,863.25
76491	12/16/2024	01/22/2025	ALK Services, Inc.	General Operations/ Maintenance Supplies	276.97
76492	12/31/2024	01/22/2025	AutoZone Parts, Inc.	Auto/ General Supplies	98.39
76493	12/27/2024	01/22/2025	A Tool Shed, Inc.	Dump Truck, Boom Lift Rental	1,127.52
76494	12/31/2024	01/22/2025	Interstate Battery of San Jose	General Operations/ Maintenance Supplies	803.78
76495	01/15/2025	01/22/2025	City of Seaside	City Utility Tax 07/2024 - 12/2024	51,261.26
76496	12/02/2024	01/22/2025	Auto Care Lifesaver Towing	Vehicle Towing - Vehicles 1002, 1703	264.00
76497	01/08/2025	01/22/2025	Office Depot Business Credit	Office Supplies	358.74
76498	01/06/2025	01/22/2025	Conservation Rebate Program	4797 Paradise Cove Ct - Toilet Rebate	50.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
76499	01/01/2025	01/22/2025	Greenwaste Recovery, Inc.	Garbage Collection & Recycling Services 01/2025, Yard Waste Disposal - O&M Yard	1,184.88
76500	01/08/2025	01/27/2025	Salinas Valley Ford	Oil Change, Replace Oil Pan, Front Brakes/ Rotors - Vehicle #1102; Vehicle Inspection, Oil Change - Vehicle #W01	2,741.98
76501	01/09/2025	01/27/2025	PG&E	Electric Service 12/2024	2,189.78
76502	12/31/2024	01/27/2025	Peninsula Welding & Medical Supply, Inc.	General Operations/ Maintenance Supplies	584.62
76503	01/14/2025	01/27/2025	Monterey Bay Analytical Services	Laboratory Testing	1,266.00
76504	12/12/2024	01/27/2025	Maynard Group	(3) Office Phone Power Supply Adapters	55.98
76505	01/02/2025	01/27/2025	Ferguson Enterprises, Inc.	Large Waterworks Supplies	88.00
76506	01/10/2025	01/27/2025	Conservation Rebate Program	485 Hood Way - Washer Rebate	150.00
76507	01/16/2025	01/27/2025	Golden State Truck and Trailer Repair, Inc.	Oil Change, Air/ Fuel Filter Replacement - Vehicle #2101	774.14
76508	12/19/2024	01/27/2025	SBRK Finance Holdings, Inc.	Springbrook Cloud Database Backup 12/10/24 - 07/31/25	2,596.44
76509	12/31/2024	01/27/2025	Regional Government Services Authority	Customer Service/ Utility Billing Consulting Services 12/2024	6,976.30
76510	01/08/2025	01/27/2025	InfoSend, Inc.	Maintenance/ IVR Transaction Fees, Customer Billing Statements 12/2024	6,921.99
76511	01/08/2025	01/27/2025	Conservation Rebate Program	16250 East Garrison Dr - Washer Rebate	150.00
ACH	01/03/2025	01/03/2025	Payroll Direct Deposits	Payroll Ending 12/27/24	155,296.74
ACH	01/03/2025	01/03/2025	CalPERS	Payroll Ending 12/27/24	38,714.16
ACH	01/03/2025	01/03/2025	Empower Retirement	Payroll Ending 12/27/24	29,595.00
ACH	01/03/2025	01/03/2025	Internal Revenue Service	Payroll Ending 12/27/24	68,122.99
ACH	01/03/2025	01/03/2025	State of California - EDD	Payroll Ending 12/27/24	21,108.03
ACH	01/03/2025	01/03/2025	WageWorks, Inc.	Payroll Ending 12/27/24	2,090.39
501833	01/03/2025	01/03/2025	Teamsters Local Union No. 856	Payroll Ending 12/27/24	688.00
501834	01/07/2025	01/15/2025	ACWA Joint Power Ins Authority	Workers Compensation Insurance 10/01/2024 - 12/31/2024	16,587.33
501835	11/18/2024	01/15/2025	Calif-Nevada Section, AWWA	Cross-Connection Specialist Renewal	125.00
501836	12/04/2024	01/15/2025	CWEA - Monterey Bay Section	Membership, Grade I Mechanical Tech, Grade III Collection System Certification Renewals	932.00
501837	12/25/2024	01/15/2025	AFLAC	Employee Paid Benefits 12/2024	1,781.22
501838	11/05/2024	01/15/2025	Industrial Safety Gear	(54) High-Viz Sweatshirts with Logo	2,203.74
501839	01/03/2025	01/15/2025	Employnet, Inc.	Temporary O&M Admin Assistant 09/23 - 12/27; Temporary Customer Service Representative 11/25 - 11/27	11,611.82
501840	12/18/2024	01/15/2025	Principal Life	Employee Paid Benefits 12/2024 - 01/2025	770.15
501841	11/30/2024	01/15/2025	Justifacts Credential Verification, Inc.	Background Check - New Hire	253.04
501842	12/10/2024	01/15/2025	Lincoln National Life Insurance Company	Life, Disability, AD&D Insurance 12/2024 - 01/2025	7,639.32
501843	11/04/2024	01/15/2025	Employee Reimbursement	Boot Benefit - Water Resources	279.23
501844	12/26/2024	01/15/2025	WageWorks, Inc.	FSA Admin Fees 11/2024 - 12/2024	352.00
501845	12/03/2024	01/15/2025	Federico Embroidery	Hat Embroidery - O&M; Uniform Benefit - Customer Service, Water Resources	668.84
501846	12/16/2024	01/15/2025	Transamerica Life Insurance Company	Employee Paid Benefits 12/2024	313.96
501847	12/31/2024	01/15/2025	Cintas Corporation No. 630	Uniforms, Towels, Rugs 11/2024 - 12/2024	2,465.28
501848	01/09/2025	01/15/2025	Employee Reimbursement	Grade I Water Treatment Certification/ Exam Fee	86.00

Check No	Invoice Date	Check Date	Vendor Name	Description	Amount
501849	11/30/2024	01/15/2025	Regional Government Services Authority	Advertisements - Controller, Engineering Tech/ Construction Inspection; Classification/ Compensation Study 09/2024, 11/2024; Human Resource Consulting Services 10/2024	14,885.61
501850	12/18/2024	01/15/2025	Agile Occupational Medicine, PC	Drug Test (DOT) - (3) O&M; Pre-Employment - (2) New Hires	625.00
501851	10/31/2024	01/15/2025	Employee Reimbursement	Boot Benefit - Water Resources	149.90
501852	12/14/2024	01/15/2025	Gregory Taylor Law Corporation	Legal Services 12/2024	19,630.00
501853	11/30/2024	01/15/2025	Liebert Cassidy Whitmore	Legal Services 06/2024, 08/2024 - 11/2024	3,820.50
ACH	01/17/2025	01/17/2025	Payroll Direct Deposits	Payroll Ending 01/10/25	150,565.54
ACH	01/17/2025	01/17/2025	CalPERS	Payroll Ending 01/10/25	40,873.68
ACH	01/17/2025	01/17/2025	Empower Retirement	Payroll Ending 01/10/25	30,331.51
ACH	01/17/2025	01/17/2025	Internal Revenue Service	Payroll Ending 01/10/25	64,832.04
ACH	01/17/2025	01/17/2025	State of California - EDD	Payroll Ending 01/10/25	16,805.84
ACH	01/17/2025	01/17/2025	WageWorks, Inc.	Payroll Ending 01/10/25	2,090.39
501854	01/02/2025	01/22/2025	ACWA/ JPIA	Medical, Dental, Vision, EAP Insurance 02/2025	103,663.19
501855	01/08/2025	01/22/2025	CWEA - Monterey Bay Section	Grade I Collection System Certification Renewal	106.00
501856	12/13/2024	01/22/2025	Employnet, Inc.	Temporary Customer Service Representative 11/12 - 12/05	7,089.01
501857	11/30/2024	01/22/2025	Regional Government Services Authority	Human Resource Consulting Services 11/2024	17,066.06
ACH	01/31/2025	01/31/2025	Payroll Direct Deposits	Payroll Ending 01/24/25	156,294.26
ACH	01/31/2025	01/31/2025	CalPERS	Payroll Ending 01/24/25	41,414.79
ACH	01/31/2025	01/31/2025	Empower Retirement	Payroll Ending 01/24/25	26,462.77
ACH	01/31/2025	01/31/2025	Internal Revenue Service	Payroll Ending 01/24/25	67,724.20
ACH	01/31/2025	01/31/2025	State of California - EDD	Payroll Ending 01/24/25	15,524.99
ACH	01/31/2025	01/31/2025	WageWorks, Inc.	Payroll Ending 01/24/25	2,090.39
501858 - 501859	01/31/2025	01/31/2025	Board Compensation Checks and Direct Deposit	Board Compensation 12/2024	323.21
ACH	01/31/2025	01/31/2025	Internal Revenue Service	Board Compensation 12/2024	53.58
Total Disbursements for January 2025					2,432,590.73

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-B

Meeting Date: February 18, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of January 22, 2025

Staff Recommendation: Approve the draft minutes of the January 22, 2025 regular joint Board/GSA meeting.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: The draft minutes of January 22, 2025 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 January 22, 2025.

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
January 22, 2025

Draft Minutes

1. Call to Order:

President Morton called the meeting to order at 6:02 p.m. on January 22, 2025 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
Thomas P. Moore
Stacey Smith

Board Members Absent:

None.

Staff Members Present:

Remleh Scherzinger, General Manager
David Hobbs, Assistant 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, Information Technology Administrator
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

Andy Sterbenz, Schaaf & Wheeler Consulting Civil Engineers
Warren Foster, MCWD
Kurt Gonzalez, MCWD
Rene Magdaleno, MCWD
Alec Irwin and Family
Paul Lord and Family
Lora Nichols, Fieldman Rolapp & Associates
Robert Porr, Fieldman Rolapp & Associates
Chick Adams, Jones Hall
Shawna Strecker
Andreas Baer, City of Seaside
Josef Polk, Griffith, Masuda, Hobbs

3. Pledge of Allegiance:

Josef Polk led everyone present in the pledge of allegiance.

4. Presentations:

A. Adopt Resolution No. 2025-01 to Recognize Alec Irwin, System Operator II, for 5 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. Irwin's hard work and dedication.

Mr. Garrett Haertel, District Engineer, thanked Mr. Irwin for his work and stated that Mr. Irwin was welcome to return to the engineering department at any time.

Mr. Rene Magdaleno, Electrical/Mechanical Technician, stated that it is a pleasure to work with Mr. Irwin.

Mr. Warren Foster, System Operator II, stated that Mr. Irwin is a hard worker with a great attitude.

Mr. Kurt Gonzalez, Maintenance Worker, thanked Mr. Irwin for his service and that it is a pleasure working with him.

Vice President Shriner thanked Mr. Irwin for his work and being one of the employees who saved seats at the Board of Supervisors chambers for the CPUC hearing.

Director Smith commented that it is a pleasure to see the amazing employees the Water District has and is looking forward to more of these events to honor employees.

Director Moore commented that MCWD employees have to keep water and sewer flowing 24/7, and most of the public are unaware of how critical the job is.

Director Imamura commented that he appreciated the work that goes into making sure everything is running smoothly and looked forward to seeing Mr. Irwin in another 5 years.

President Morton noted that the camaraderie and enthusiasm shown between the employees is phenomenal and so impressive that the Board is excited to serve the employees. She added that seeing the morale and enthusiasm shows success withing the District.

Director Moore made a motion to adopt Resolution No. 2025-01 to Recognize Alec Irwin, System Operator II, for 5 Years of Service to the Marina Coast Water District. Vice President Shriner seconded the motion.

Agenda Item 4-A (continued):

The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

President Morton, Vice President Shriner, Director Moore, Director Smith, and, Director Imamura shared in the reading of the Resolution.

President Morton presented Mr. Irwin with a plaque, gift certificate, and signed resolution. Mr. Irwin thanked everyone and voiced his pleasure in working for the District.

B. Adopt Resolution No. 2025-02 to Recognize Paul Lord, Water Conservation Specialist III, for 20 Years of Service to the Marina Coast Water District:

Mr. Patrick Breen, Water Resources Manager, introduced this item and thanked Mr. Lord for his years of dedicated service to the District, and wished him many more.

Mr. Foster commented that Mr. Lord has always been very professional and passionate about his job and that he enjoys working with him.

Mr. Magdaleno agreed that it was a pleasure working with Mr. Lord.

Mr. Cray congratulated Mr. Lord on his achievement and noted that the District's conservation program far exceeds most others in the state.

Mr. Gonzalez commented that Mr. Lord is passionate about his job and thanked him for being a friend and co-worker.

Mr. Scherzinger stated that he is pleased to recognize Mr. Lord for his service and noted that Mr. Lord has received nothing but positive comments from the public and is very highly regarded in the community. He added that due to Mr. Lord's due diligence, MCWD has been invited to take their conservation program county wide with the Salinas Valley Basin Groundwater Sustainable Agency.

Director Smith thanked Mr. Lord stating that he has helped East Garrison and their landscaping consultant with valuable information regarding irrigation and conservation techniques and noted she looked forward to continuing to work with him in the future.

Director Imamura commented that Mr. Lord has been out to his home to help with irrigation and other water issues, and thanked Mr. Lord for his dedication and hard work.

Agenda Item 4-B (continued):

Director Moore commented that many people in the community know and/or have met with Mr. Lord over the years and it is always a positive experience. He thanked him for his dedicated service.

Vice President Shriner stated that she has always been impressed with Mr. Lord as he is the District's Ambassador for conservation and wishes him many more years with the District.

President Morton commented that the title District Ambassador is so true and the District is lucky to have someone that deserves that title. She thanked Mr. Lord for his service and appreciated his dedication to the District.

Director Imamura made a motion to adopt Resolution No. 2025-02 to Recognize Paul Lord, Water Conservation Specialist III, for 20 Years of Service to the Marina Coast Water District. Vice President Shriner seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

President Morton, Vice President Shriner, Director Imamura, Director Moore, and Director Smith shared in the reading of the Resolution.

President Morton presented Mr. Lord with a plaque, gift certificate, and signed resolution. Mr. Lord thanked the Board and noted that the best part of his job is when he can take an angry customer, soften them up, and leave them with a smile.

5. Public Comment on Closed Session Items:

There were no comments made.

President Morton recessed the meeting from 6:47 to 6:52 p.m.

The Board entered into closed session at 6:52 p.m. to discuss the following items:

6. Closed Session:

A. Pursuant to Government Code 54956.9

Conference with Legal Counsel – Existing Litigation

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

Agenda Item 6 (continued):

- B. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation
Name of Case/Claimant – Peter Le

The Board ended closed session at 7:49 p.m. President Morton reconvened the meeting to open session at 7:52 p.m.

7. Reportable Actions Taken During Closed Session:

President Morton stated that with regards to Agenda Item 6-B, the Board voted unanimously to reject the claim. She added that there were no other reportable actions taken in closed session.

8. Oral Communications:

No comments were made.

9. Consent Calendar:

Vice President Shriner requested to pull Agenda Item 9-D from the Consent Calendar.

Director Moore made a motion to approve the Consent Calendar consisting of items: A) Receive and File the Check Register for the Month of December 2024; B) Approve the Draft Minutes of the Regular Joint Board/GSA Meeting of December 16, 2024; and, C) Receive a Status Report Update on Current Capital Improvement Projects. Director Imamura seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

- D. Adopt Resolution No. 2025-03 to Award a Contract for the Purchase of an Electrical Switchboard for the Reservation Road Desal Plant Renovation Capital Improvement Project:

Mr. Haertel introduced this item. The Board asked clarifying questions. Mr. Haertel stated the electrical panel is to provide electricity for all buildings at the Reservation Road site.

President Morton made a motion to adopt Resolution No. 2025-03 to award a contract for the purchase of an Electrical Switchboard for the Reservation Road Desal Plant Renovation Capital Improvement Project. Director Moore seconded the motion.

Agenda Item 9-D (continued):

The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

10. Action Items:

A. Receive the Marina Coast Water District FY 2024-2025 Mid-Year Financial Report:

Ms. Lagasca introduced this item reviewing the mid-year report for FY 2024-2025. She noted that the mid-year report is showing promising numbers for the first six months of FY 2024-2025. The Board asked clarifying questions.

President Morton stated that the FY 2024-2025 Mid-Year Financial Report has been received.

B. Consider Adoption of Resolution No. 2025-04, Authorizing the Issuance and Sale of Enterprise Revenue Refunding Bonds in the Principal Amount of Not-to-Exceed \$26,000,000 to Refinance Outstanding 2015 Bonds; and Approve Related Documents and Official Actions:

Ms. Lagasca introduced this item and introduced Ms. Lora Nichols, Fieldman Rolapp & Associates, who reviewed the proposed refinance of the outstanding 2015 Bonds. Following discussion, the Board requested to only refinance if the net-present-value is greater than 6%.

President Morton made a motion to adopt Resolution No. 2025-04, authorizing the issuance and sale of Enterprise Revenue Refunding Bonds in the principal amount of not-to-exceed \$26,000,000 to refinance outstanding 2015 Bonds; and approve related documents and official actions, contingent on the net-present-value being greater than 6%. Director Smith seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

C. Adopt Resolution No. 2025-05 to Amend the Professional Services Agreement with Psomas for Construction Management Services of the A1/A2 Reservoirs and B/C Booster Pump Station Project:

Mr. Haertel introduced this item. The Board asked clarifying questions.

Agenda Item 10-C (continued):

Vice President Shriner made a motion to adopt Resolution No. 2025-05 to amend the Professional Services Agreement with Psomas for Construction Management Services of the A1/A2 Reservoirs and B/C Booster Pump Station Project. Director Moore seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

D. Adopt Resolution No. 2025-06 to Amend the FY 2024-2025 Capital Improvement Program Budget:

Mr. Haertel introduced this item.

Director Moore made a motion to adopt Resolution No. 2025-06 to amend the FY 2024-2025 Capital Improvement Program Budget. Director Imamura seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

11. Workshop:

A. Receive Ralph M. Brown Act Training:

Mr. David Hobbs, Assistant District Counsel, gave a presentation on the Ralph M. Brown Act and reviewed the latest rules.

Mr. Scherzinger noted it was 10:00 p.m. and asked if the Board wanted to make a motion to continue the meeting.

President Morton made a motion to continue the meeting until 10:10 p.m. Director Moore seconded the motion. The motion was passed by the following vote:

Director Imamura	-	Yes	Vice President Shriner	-	Yes
Director Moore	-	Yes	President Morton	-	Yes
Director Smith	-	Yes			

15. Adjournment:

The meeting was adjourned at 10:10 p.m.

APPROVED:

Gail Morton, President

ATTEST:

Paula Riso, Deputy Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-C

Meeting Date: February 18, 2025

Prepared By: Paula Riso

Approved By: Remleh Scherzinger, PE

Agenda Title: Approve the Draft Minutes of the Special Joint Board/GSA Meeting of February 8, 2025

Staff Recommendation: Approve the draft minutes of the February 8, 2025 regular joint Board/GSA meeting.

Background: *Strategic Plan, Mission Statement – Marina Coast Water District delivers safe and environmentally sustainable water, recycled water, and wastewater services that meet community needs.*

Discussion/Analysis: The draft minutes of February 8, 2025 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 No **Funding Source/Recap:** None

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

Material Included for Information/Consideration: Draft minutes of February 8, 2025.

Action Required: Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Marina Coast Water District

Special Board Meeting/Groundwater Sustainability Agency Hybrid Board Meeting
February 8, 2025

Draft Minutes

1. Call to Order:

President Morton called the meeting to order at 9:03 a.m. on February 8, 2025, at 920 2nd Avenue, Suite A, and, via Zoom teleconference in Marina, California.

2. Roll Call:

Board Members Present:

Gail Morton – President
Jan Shriner – Vice President
Brad Imamura – arrived at 9:05 a.m.
Thomas P. Moore
Stacey Smith

Board Members Absent:

None.

Staff Members Present:

Remleh Scherzinger, General Manager
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

None

3. Public Comment on Closed Session Items:

There were no comments made.

The Board entered into closed session at 9:05 a.m. to discuss the following items:

4. Closed Session:

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

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

Agenda Item 4 (continued):

- 2) Application of California-American Water Company to Obtain Approval of the Amended and Restate Water Purchase Agreement for the Pure Water Monterey Groundwater Replenishment Project, Update Supply and Demand Estimates for the Monterey Peninsula Water Supply Project, and Cost Recovery, before the California Public Utilities Commission, Application 21-11-024
- 3) City of Marina, Monterey Peninsula Water Management District, Marina Coast Water District, and Marina Coast Water District Groundwater Sustainability Agency v. California Coastal Commission, et al. (California American Water Company, Real Party in Interest), Monterey County Superior Court Case No. 22CV004063 (Petition for Writ of Mandate and Complaint for Declaratory and Injunctive Relief)

B. Pursuant to Government Code 54956.9(d)(4)
Conference with Legal Counsel – Initiation of Litigation
Three Potential Cases

Director Smith left the meeting at 12:10 p.m.

The Board ended closed session at 3:43 p.m. President Morton reconvened the meeting to open session at 3:45 p.m.

5. Reportable Actions Taken During Closed Session:

President Morton stated there were no reportable actions taken in closed session.

6. Board Member Requests for Future Agenda Items:

No requests were made.

7. Directors Comments:

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

8. Adjournment:

The meeting was adjourned at 3:45 p.m.

APPROVED:

Gail Morton, President

ATTEST:

Paula Riso, Deputy Secretary

**Marina Coast Water District
Staff Report**

Agenda Item: 6-D

Meeting Date: February 18, 2025

Prepared By: Tobias Osborne
Reviewed By: Patrick Breen

Approved By: Remleh Scherzinger, PE

Agenda Title: Receive the 2024 4th Quarter Water Consumption & Sewer Flow Report

The Board of Directors reviews the quarterly Water Consumption and Sewer Flow Report. The Water Resource Department organizes this report, which has been provided since 2006.

Water Consumption Report Summary: The 2024 Q4 Water Consumption Report (January to December) details water consumption by Marina Coast Water District (District) customers. The reports submitted since 2015 have included groundwater production and consumption information and an analysis of variances between current-year projected and prior-year consumption.

Analysis: The total groundwater consumption was 3,064.61 acre-feet (AF), where Marina Area consumed 1,285.05 AF and the Ord Area consumed 1,779.56 AF. The recycled water delivered to the Blackhorse/Bayonet Golf Courses totaled 388.15 AF. The combined total was 3,452.75 AF.

This report provides an overview of water consumption for the entire year 2024.

Attached: Figure 1) Marina and Ord Area 10-Year Annual Consumption; Figure 2) Land Use Jurisdiction Consumption; and Table 1) 10-Year Consumption Breakdown as of December 31, 2024.

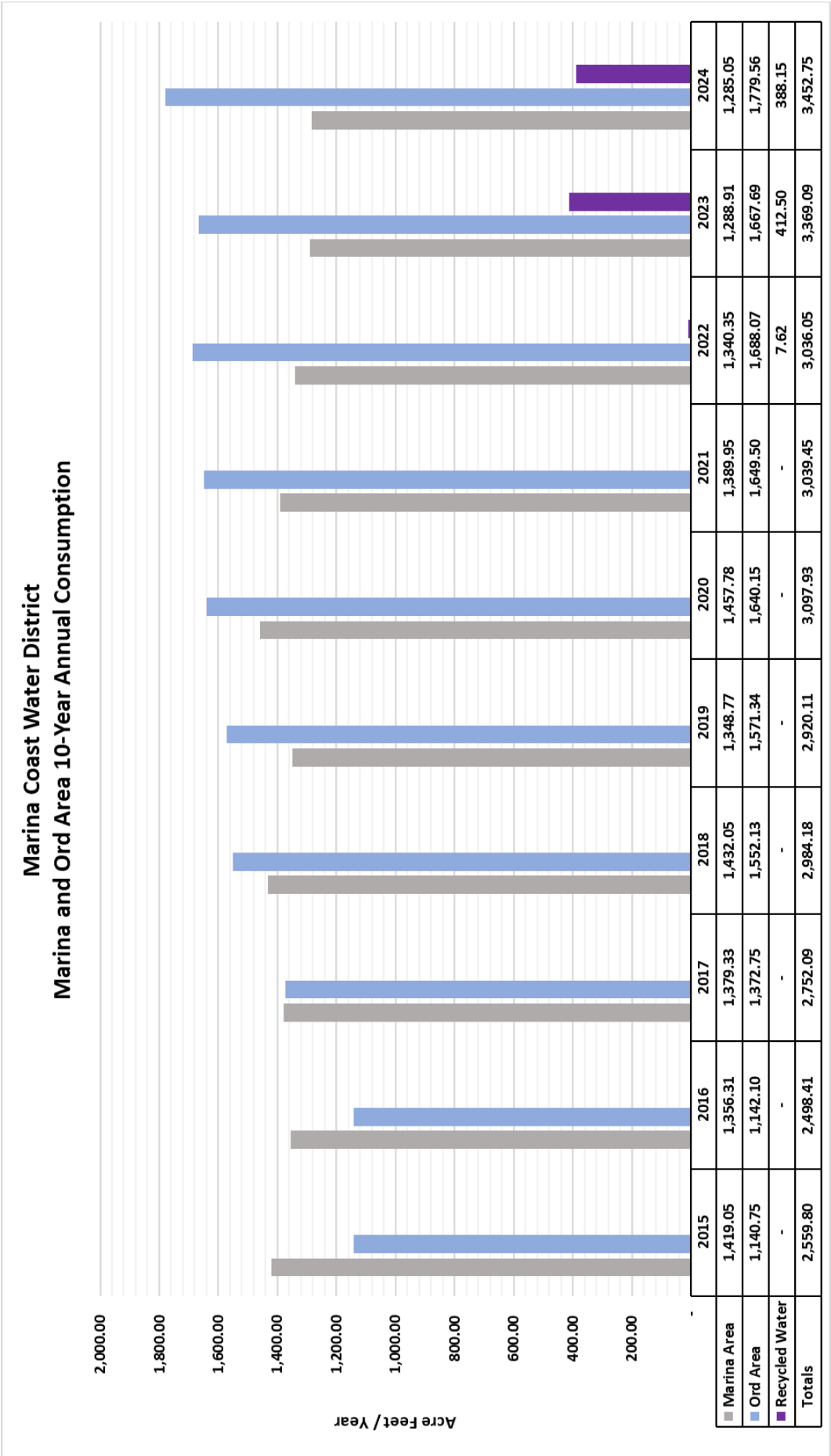


Figure 1: Marina and Ord Area 10-Year Annual Consumption

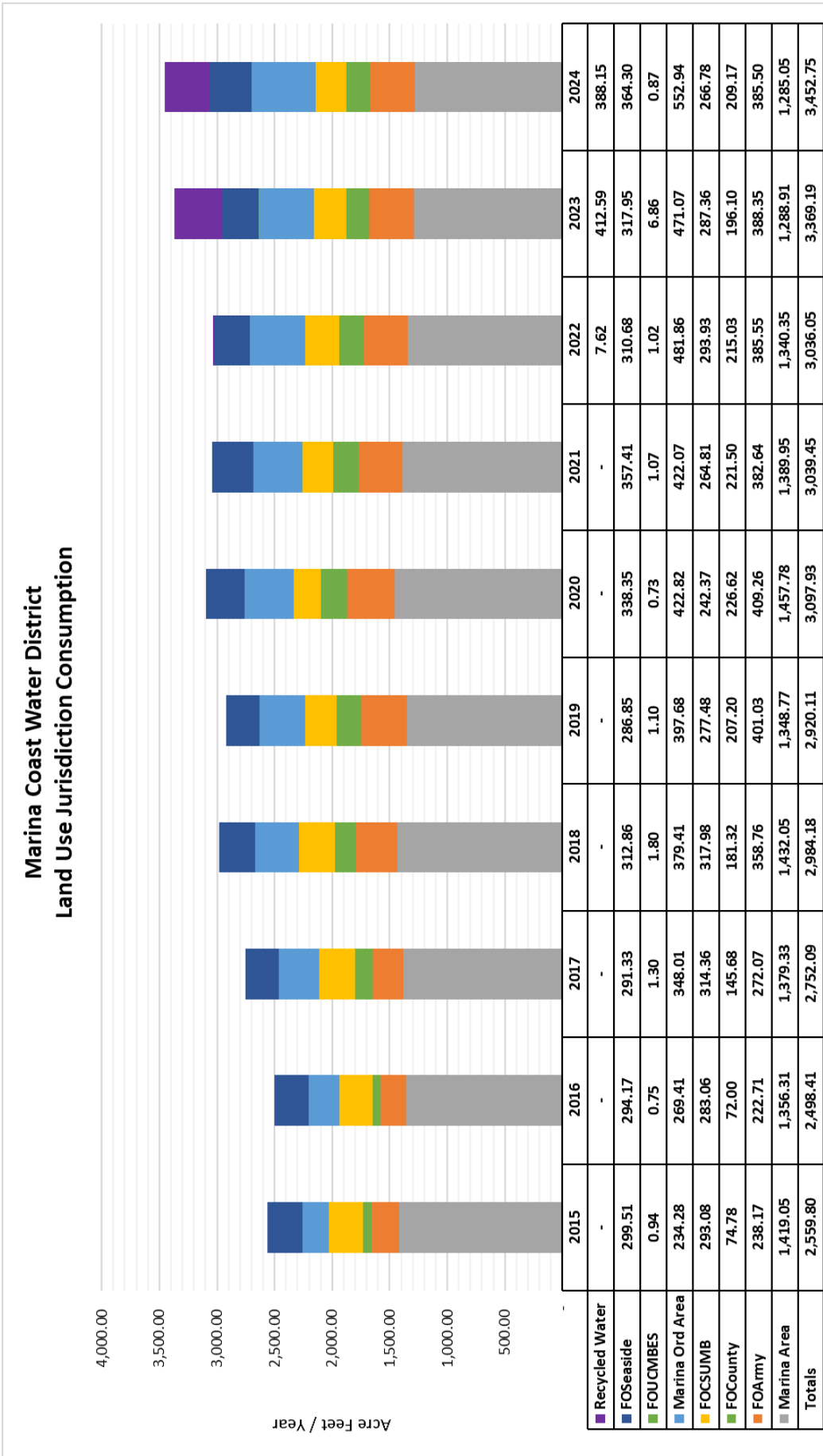


Figure 2: Land Use Jurisdiction Consumption



Marina Coast Water District
10-Year Annual Consumption Breakdown as of December 31, 2024.

Metered Consumption

Boundary	Subdivision	2015 Consumption	2016 Consumption	2017 Consumption	2018 Consumption	2019 Consumption	2020 Consumption	2021 Consumption	2022 Consumption	2023 Consumption	2024 Consumption	3Yr Running Avg.	5Yr Running Avg.	Allocation / Agreement
POTABLE WATER														
Boundary: Marina Area														
Central Marina		-	-	-	-	-	-	-	-	-	0.05			
Central Marina	Central Marina	1,388.97	1,327.45	1,349.94	1,400.84	1,315.11	1,402.34	1,343.71	1,308.04	1,243.47	1,252.95			
Central Marina	East Ridge	8.16	7.92	8.04	8.18	9.30	8.92	8.14	8.68	7.69	7.56			
Central Marina	MarinaConstruction	-	-	-	-	3.33	23.28	14.94	1.52	16.80	4.29			
Central Marina	MB Estates II	9.74	9.40	9.61	10.66	9.10	10.17	9.55	9.29	8.94	8.52			
Central Marina	MB Estates III	3.17	2.73	2.95	3.46	4.00	4.20	3.79	3.71	3.51	3.56			
Central Marina	Sea Breeze	9.02	8.81	8.80	8.91	7.92	8.87	9.83	9.10	8.51	8.11			
Total Marina Area		1,419.05	1,356.31	1,379.33	1,432.05	1,348.77	1,457.78	1,389.95	1,340.35	1,288.91	1,285.05	1,304.77	1,352.41	3,020.00
Boundary: FOArmy														
FOArmy	Army	19.39	25.05	24.51	26.59	26.71	22.47	18.75	16.98	12.40	13.65			
FOArmy	Fitch Park	60.20	56.96	97.06	101.43	102.71	105.04	96.03	97.84	89.10	86.30			
FOArmy	Hayes Park	53.40	46.78	53.23	59.12	53.65	51.37	49.65	47.23	43.10	43.98			
FOArmy	Marshall Park	-	-	5.66	56.31	59.42	56.48	56.84	56.12	52.75	54.78			
FOArmy	Ord Kidney	71.44	70.02	70.14	83.27	108.33	128.11	116.49	108.94	121.91	114.56			
FOArmy	Stilwell Park	33.74	23.91	21.47	32.05	50.20	45.78	44.89	58.45	69.09	72.23			
Total FOArmy		238.17	222.71	272.07	358.76	401.03	409.26	382.64	385.55	388.35	385.50	386.47	390.26	1,562.00
Boundary: FOCounty														
FOCounty	County	3.17	5.40	8.78	4.91	5.01	1.04	2.10	2.45	3.90	4.92			
FOCounty	CountyConstruction	-	0.68	-	0.86	-	-	-	-	-	-			
FOCounty	EastGarrison	71.61	65.92	136.90	175.55	202.19	225.57	219.40	212.59	192.19	204.24			
Total FOCounty		74.78	72.00	145.68	181.32	207.20	226.62	221.50	215.03	196.10	209.17	206.77	213.68	710.00
Boundary: FOCSUMB														
FOCSUMB	CSUMB	104.04	97.61	128.61	130.90	113.71	86.87	117.16	161.91	157.95	139.42			
FOCSUMB	Frederick Park	65.91	67.34	63.52	56.50	42.83	30.22	32.67	38.26	37.71	36.66			
FOCSUMB	Schoonover I	102.44	97.96	98.39	103.86	99.17	101.81	94.37	74.84	74.53	74.46			
FOCSUMB	Schoonover II	20.69	20.15	23.84	26.73	21.77	23.47	20.61	18.92	17.17	16.24			
Total FOCSUMB		293.08	283.06	314.36	317.98	277.48	242.37	264.81	293.93	287.36	266.78	282.69	271.05	1,035.00
Boundary: Marina Ord Area														
Marina Ord Area		-	-	-	-	-	-	-	-	-	0.54			
Marina Ord Area	Abrams HAuthor	8.39	9.43	10.77	12.02	5.90	7.16	5.09	2.79	4.65	1.04			
Marina Ord Area	Abrams Interim	3.89	3.75	4.12	4.56	3.43	5.15	4.74	4.42	5.32	5.23			
Marina Ord Area	Abrams Park	44.20	39.54	50.91	54.50	52.45	47.92	45.30	42.47	42.94	46.59			
Marina Ord Area	Dunes CHOMP	8.58	6.77	5.41	6.88	6.42	3.51	4.28	7.13	11.42	16.11			
Marina Ord Area	Dunes Comm	12.71	14.06	30.12	32.89	30.66	25.43	30.53	32.45	29.72	31.05			
Marina Ord Area	Dunes on MB Res	4.69	24.69	45.20	64.16	64.39	79.30	83.14	87.20	93.97	123.13			
Marina Ord Area	Dunes UV Apts	33.97	20.23	23.56	23.86	23.85	20.72	23.60	19.82	17.75	15.24			
Marina Ord Area	Dunes UVSpecPlan	1.98	2.45	3.24	2.25	1.34	0.88	0.71	0.79	1.11	1.66			
Marina Ord Area	Dunes VA DOD	-	0.09	5.42	2.08	2.61	2.25	1.92	1.91	2.16	2.74			
Marina Ord Area	Imjin Office Park	2.03	4.89	4.61	2.47	7.93	9.09	7.69	8.40	6.75	6.63			
Marina Ord Area	Marina	16.99	31.61	31.54	33.71	33.89	21.60	23.69	36.51	36.01	37.93			
Marina Ord Area	Marina Construc	-	-	-	-	-	-	-	-	1.67	-			
Marina Ord Area	Marina Construction	-	-	-	-	-	-	-	0.02	1.16	0.57			
Marina Ord Area	MarinaAirport	2.30	2.03	2.77	7.50	3.45	6.24	4.87	5.30	5.10	4.43			
Marina Ord Area	MarinaConstruction	25.33	39.65	42.84	25.35	35.70	45.45	39.93	58.38	37.78	75.73			
Marina Ord Area	MarinaRecreation	-	-	0.05	-	-	-	-	-	-	-			
Marina Ord Area	Preston Park	51.93	51.63	56.29	61.31	55.97	66.12	63.13	61.73	55.14	53.91			
Marina Ord Area	Preston Shelter	5.43	6.63	5.83	5.92	5.06	4.16	7.25	7.65	7.52	8.11			
Marina Ord Area	School	4.54	1.93	1.95	2.27	2.72	2.64	1.44	1.81	0.21	0.20			
Marina Ord Area	SeaHaven	7.34	10.02	23.37	37.67	61.92	75.21	74.77	103.06	110.68	121.04			
Marina Ord Area	Dunes Grocery Store	-	-	-	-	-	-	-	-	-	0.07			
Marina Ord Area	Dunes 2 West	-	-	-	-	-	-	-	-	-	0.25			
Marina Ord Area	Dunes Rooftops	-	-	-	-	-	-	-	-	-	0.39			
Marina Ord Area	Lightfighter Village	-	-	-	-	-	-	-	-	-	0.33			
Total Marina Ord Area		234.28	269.41	348.01	379.41	397.68	422.82	422.07	481.86	471.07	552.94	501.96	470.15	1,340.00

Boundary	Subdivision	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	3Yr Running Avg.	5Yr Running Avg.	Allocation / Agreement
		Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption			
Boundary: FOSeaside														
	FOSeaside	-	-	-	-	-	-	-	-	-	0.13			
	FOSeaside Bay View	44.24	46.43	57.97	51.60	46.94	57.50	56.77	48.11	50.73	78.23			
	FOSeaside Marina Coast Water District	-	-	-	-	0.04	0.08	0.82	1.32	0.78	-			
	FOSeaside School	50.02	48.91	30.95	43.57	44.06	58.89	71.24	62.50	69.78	74.40			
	FOSeaside Seaside	3.91	7.08	5.97	8.06	2.24	3.21	6.51	7.18	9.85	11.30			
	FOSeaside Seaside Construction	-	-	-	-	-	-	-	-	0.01	-			
	FOSeaside Seaside Resort	0.51	0.89	0.98	1.23	1.21	1.89	1.15	1.21	1.19	-			
	FOSeaside Seaside Soper	9.58	9.30	8.50	9.12	8.13	11.04	7.94	8.96	6.86	8.11			
	FOSeaside SeasideConstruction	18.86	14.39	13.41	13.65	8.64	9.64	35.60	14.05	5.99	9.87			
	FOSeaside SeasideHighland	123.69	109.28	114.89	126.20	116.47	134.89	125.56	118.11	116.56	117.01			
	FOSeaside Sun Bay	48.70	57.89	58.66	59.44	59.13	61.21	51.80	45.00	44.15	48.50			
	FOSeaside The Enclave at Cypress Grove	-	-	-	-	-	-	-	4.25	12.05	16.68			
	FOSeaside Golf Course	-	-	-	-	-	-	-	-	-	0.06			
	Total FOSeaside	299.51	294.17	291.33	312.86	286.85	338.35	357.41	310.68	317.95	364.30	330.97	337.73	1,017.50
Boundary: FOUCMBES														
	FOUCMBES UCMBest	0.94	0.75	1.30	1.80	1.10	0.73	1.07	1.02	0.95	5.91			
	Total FOUCMBES	0.94	0.75	1.30	1.80	1.10	0.73	1.07	1.02	6.86	0.87	2.92	2.11	230.00
	Total Ord Area	1,140.75	1,142.10	1,372.75	1,552.13	1,571.34	1,640.15	1,649.50	1,688.07	1,667.69	1,779.56	1,711.77	1,684.99	5,894.50
RECYCLED WATER														
Boundary: GolfCourse														
	Seaside Golf Course	-	-	-	-	-	-	-	7.62	412.59	388.15			
	Grand Total	2,559.80	2,498.41	2,752.09	2,984.18	2,920.11	3,097.93	3,039.45	3,036.05	3,369.19	3,452.75	3,226.65	3,092.54	9,321.50

AREA	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Marina Area	1,419.05	1,356.31	1,379.33	1,432.05	1,348.77	1,457.78	1,389.95	1,340.35	1,288.91	1,285.05
Ord Area	1,140.75	1,142.10	1,372.75	1,552.13	1,571.34	1,640.15	1,649.50	1,688.07	1,667.69	1,779.56
Recycled Water	-	-	-	-	-	-	-	7.62	412.59	388.15
Totals	2,559.80	2,498.41	2,752.09	2,984.18	2,920.11	3,097.93	3,039.45	3,036.05	3,369.09	3,452.75

SUBDIVISION	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Marina Area	1,419.05	1,356.31	1,379.33	1,432.05	1,348.77	1,457.78	1,389.95	1,340.35	1,288.91	1,285.05
FOArmy	238.17	222.71	272.07	358.76	401.03	409.26	382.64	385.55	388.35	385.50
FOCounty	74.78	72.00	145.68	181.32	207.20	226.62	221.50	215.03	196.10	209.17
FOCSUMB	293.08	283.06	314.36	317.98	277.48	242.37	264.81	293.93	287.36	266.78
Marina Ord Area	234.28	269.41	348.01	379.41	397.68	422.82	422.07	481.86	471.07	552.94
FOUCMBES	0.94	0.75	1.30	1.80	1.10	0.73	1.07	1.02	6.86	0.87
FOSeaside	299.51	294.17	291.33	312.86	286.85	338.35	357.41	310.68	317.95	364.30
Recycled Water	-	-	-	-	-	-	-	7.62	412.59	388.15
Totals	2,559.80	2,498.41	2,752.09	2,984.18	2,920.11	3,097.93	3,039.45	3,036.05	3,369.19	3,452.75

Sewer Flow Report Summary: The 2024 Sewer Flow Report for Q4 (January to December) details sewer flows from the District to the Monterey One Water (M1W) interceptor. The data reflects flows for the Ord and Marina Communities, measured at the Fort Ord Flume and Marina Pump Station.

- Ord Flume: Total flow of 357.08 million gallons (MG) with an average daily flow of 0.98 million gallons per day (MGD).
- Marina Pump Station: Total flow of 398.62 MG with an average daily flow of 1.09 MGD.

Data for both sites is provided monthly by M1W.

Analysis: The monthly sewer flow for Ord Flume ranged from 27.08 MG to 32.99 MG, with a peak in October. Marina's flow ranged from 30.89 MG to 36.37 MG, peaking in March. Marina consistently produces more wastewater than Ord, with Ord's total flow reaching 357.08 MG and Marina's total reaching 398.62 MG by the end of Q4 in 2024. This is a combined total of 755.7 MG (2,319.15 Acre Feet).

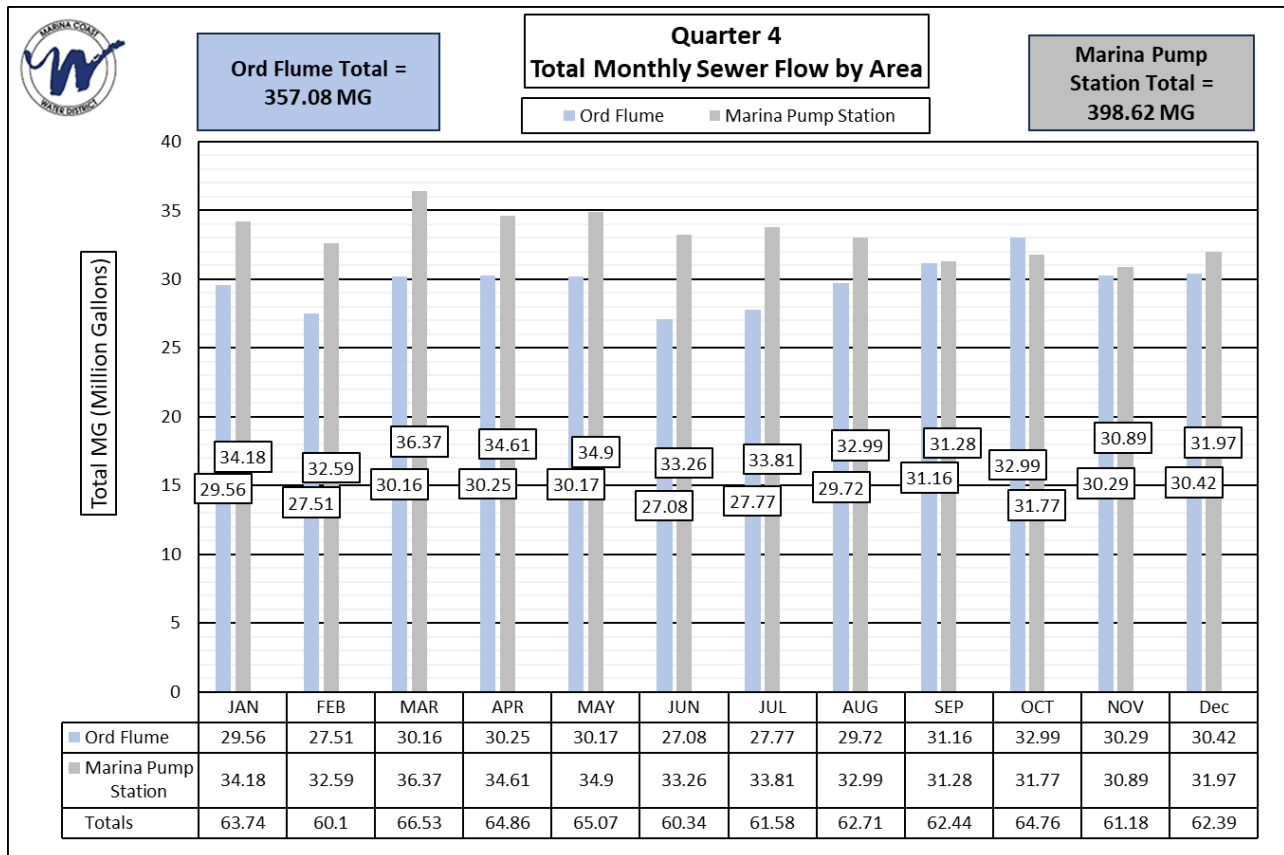


Figure 3: 2024 Total Monthly Sewer Flow by Area

The five-year analysis focused on the past five years to evaluate the district's Year-over-Year growth or decline in sewer flows.

- Ord Flume recorded a 5.76% increase in total flow from 2023 to 2024.
- Marina Pump Station recorded a 3.09% increase in total flow from 2023 to 2024.

Ord Flume 5 Year Analysis						
Year	Q1 (MG)	Q2 (MG)	Q3 (MG)	Q4 (MG)	Total (MG)	YOY Change (%)
2020	83.74	78.73	75.61	78.03	316.11	*
2021	75.64	76.14	79.24	82.98	314.00	-0.67%
2022	81.85	79.69	80.39	83.13	325.06	3.52%
2023	85.06	81.85	82.60	89.02	338.53	4.14%
2024	88.18	87.50	88.65	93.70	358.03	5.76%

Marina Pump Station 5 Year Analysis						
Year	Q1 (MG)	Q2 (MG)	Q3 (MG)	Q4 (MG)	Total (MG)	YOY Change (%)
2020	95.61	94.22	96.01	97.26	383.10	*
2021	89.31	89.53	98.34	96.10	373.28	-2.56%
2022	93.39	94.77	93.36	90.78	372.30	-0.26%
2023	96.63	99.28	96.19	95.68	387.78	4.16%
2024	104.29	102.77	98.08	94.63	399.77	3.09%

Table 2: 5-Year Sewer Analysis

The Ord Flume and Marina Pump Station have experienced a consistent increase in sewer flows over the past five years.

Attached: Figure 3: 2024 Total Monthly Sewer Flow by Area; Figure 4: Average Daily Sewer Flow by Area; Table 2: 5-Year Sewer Analysis

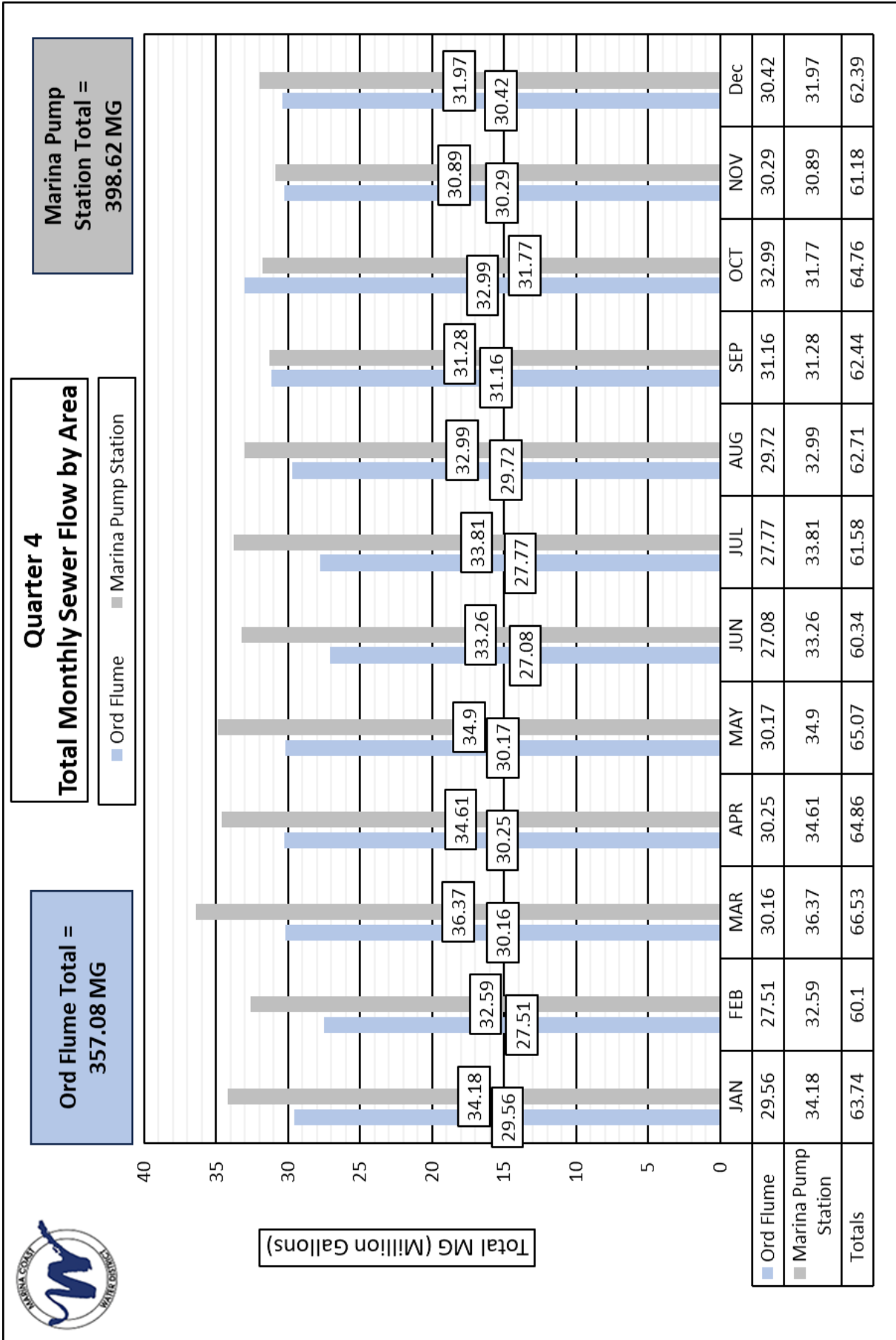


Figure 3: 2024 Total Monthly Sewer Flow by Area

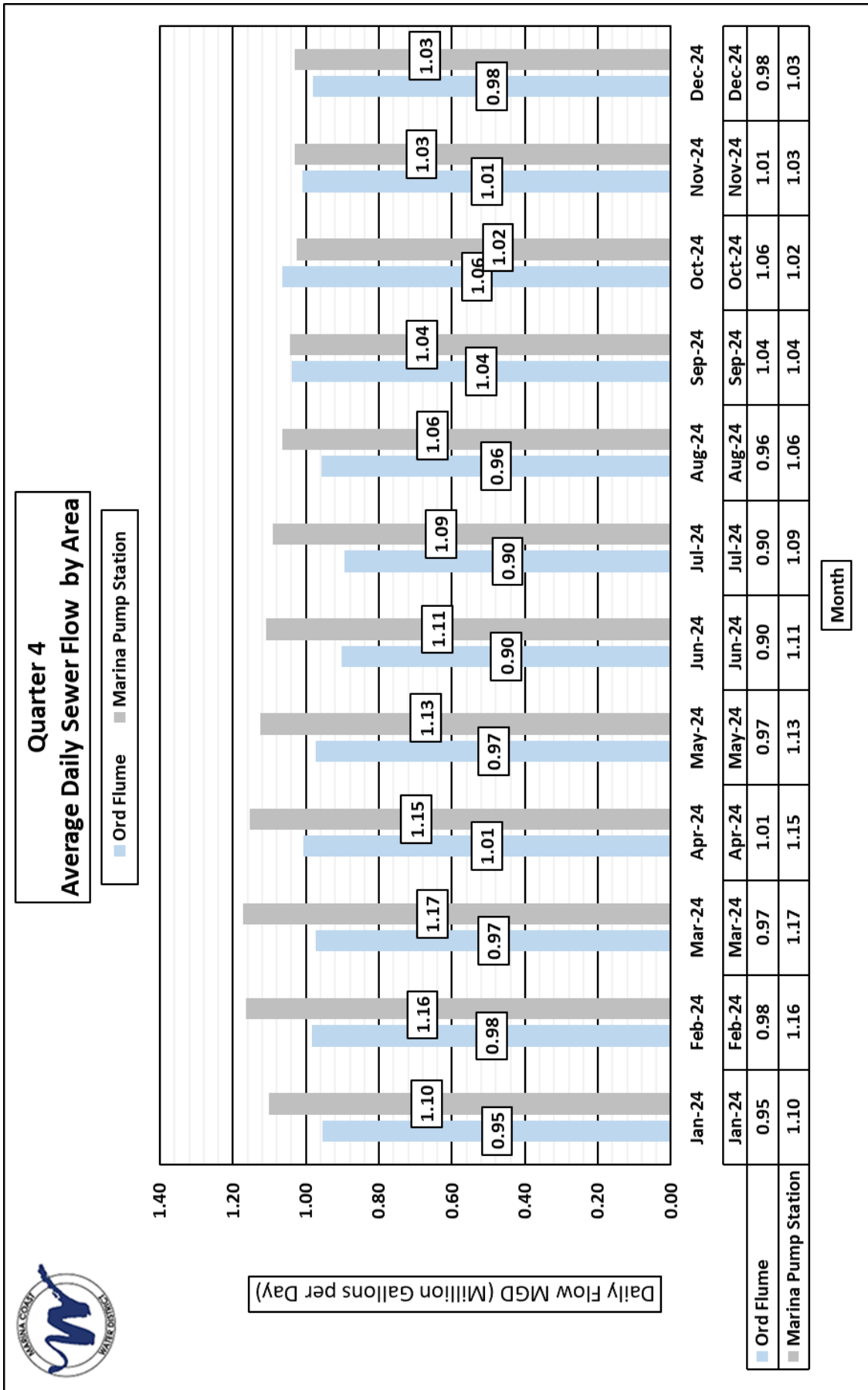


Figure 4: Average Daily Sewer Flow by Area

Marina Coast Water District
Agenda Transmittal

Agenda Item: 6-E

Meeting Date: February 18, 2025

Prepared By: Katie Lampkin
Reviewed By: Patrick Breen

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2025-07 to Authorize 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 2025-2026 Applied Science Grant

Staff Recommendation: Adopt Resolution No. 2025-07 to authorize 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 2025-2026 Applied Science Grant (funding opportunity number R25AS00038).

Background: *Strategic Plan, Goal 1, Water: Sustainable, Reliable, Affordable Water Supplies - Objective 1.2, Water supply management and augmentation follow a comprehensive long-term strategy and plan for the orderly expansion of the system.*

Discussion/Analysis: The District seeks funding for the implementation of a Data Management System (DMS). This project is a centralized DMS designed to aid the MCWDGSA to complete the required Sustainable Groundwater Management Act (“SGMA”) reporting, communicate effectively to the public, and perform real-time analysis of groundwater conditions. The DMS will provide better visualization and management of various datasets the District relies up on for groundwater management, modeling, and planning efforts.

Currently, the datasets generated by the MCWDGSA are contained separately in various software platforms. This decentralized approach to data management limits the District’s efficiency in performing scenario planning, generating reports, and adhering to SGMA reporting requirements. As the datasets utilized by the MCWDGSA originate from several departments, the DMS will streamline the process of obtaining and managing these datasets to improve efficiency in future reporting and groundwater management. The proposed project addresses the following key issues:

- **Data Silos:** The DMS will allow the District to integrate datasets from various sources, centralizing the management of data utilized by and relating to the MCWDGSA.
- **Public Communications:** Better visualization tools and a public-facing interface will be available through the DMS, providing opportunities to present comprehensible information to the public and stakeholders.
- **Required Reporting:** By integrating various datasets, customized reporting and analytics can be completed to aid groundwater management and adhere to SGMA requirements.

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

Environmental Review Compliance: None required.

Legal Counsel Review: Legal Counsel has reviewed this document.

Climate Adaptation: None.

Financial Impact: Yes No **Funding Source/Recap:** GSA Consulting Services budget was set at \$247,000 for FY 2024/2025. The proposed budget for the DMS project is \$150,000. The Bureau of Reclamation requires the District to provide a 50% match of \$75,000. The GSA Consulting Services budget for FY 2024/2025 is sufficient in funding the required match of \$75,000 if the grant is awarded and the Board approves the project.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2025-07.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 18, 2025

Resolution No. 2025-07
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 2025-2026 Applied Science Grant (Funding Opportunity Number R25AS00038)

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), regular meeting duly called and held on February 18, 2025, at 920 2nd Avenue, Suite A, Marina, California as follows, as follows:

WHEREAS, the United States Department of the Interior, Bureau of Reclamation under the WaterSMART: FY 2025-2026 Applied Science Grant Program has made funding available to qualifying applicants; and,

WHEREAS, the 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 has engaged The Ferguson Group (TFG) to assist with the development of the WaterSMART grant application; 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. 2025-07 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 2025-2026 Applied Science Grant (Funding Opportunity Number R25AS00038); and,
2. authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution; and,
3. acknowledge the submissionst referenced above are in the best interest of MCWD and its customers; and,
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 2025-2026 Applied Science program; and,
5. authorize District staff to receive, if awarded, the WaterSMART: FY 2025-2026 Applied Science 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; and,

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; and,
7. nothing in 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.

PASSED AND ADOPTED on February 18, 2025, 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. 2024-07 adopted February 18, 2025.

Remleh Scherzinger, Secretary

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-F

Meeting Date: February 18, 2025

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Receive the District FY 2025-2026 Draft Budget Schedule and Set Date for the FY 2025-2026 Budget Workshop

Staff Recommendation: The Board of Directors receive the FY 2025-2026 Budget Schedule and set the date for the Budget Workshop for April 21, 2025.

Background: *Strategic Plan, Objective No. 3.2 – Finances are well managed to provide adequate revenue and avoid volatile rates.*

Discussion/Analysis: Staff has initiated the budget development process for Fiscal Year 2025-2026. Below is the draft Budget Schedule Calendar outlining key milestones and deadlines.

As part of this process, staff recommends scheduling the District’s Budget Workshop on April 21, 2025, to facilitate discussion and provide guidance on budget priorities.

**Marina Coast Water District
FY 2025-2026 Budget Calendar**

Date	Board/Committee	Task
February 18, 2025	MCWD Board	Present FY25-26 Budget Calendar
April 1, 2025	Budget & Eng. Committee	Present FY25-26 Proposed Budget
April 21, 2025	MCWD Board	FY25-26 Budget Workshop Meeting
May 6, 2025	Budget & Eng. Committee	Present FY25-26 Revised Budget
May 19, 2025	MCWD Board	Present FY25-26 Revised Budget
June 16, 2025	MCWD Board	Present FY25-26 Revised Budget for Adoption

Environmental Review Compliance: None Required.

Legal Counsel Review: None Required.

Climate Adaptation: None Required.

Financial Impact: ___ Yes ___ X ___ No **Funding Source/Recap:** None.

Other Considerations: None.

Materials Included for Information/Consideration: None.

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-G

Meeting Date: February 18, 2025

Prepared By: Mary Lagasca, CPA

Approved By: Remleh Scherzinger, PE

Agenda Title: Adopt Resolution No. 2025-08 to Approve a New Customer Service Administrator Job Description and Salary Range for the Administration Department and Eliminate the Current Customer Service/Billing Supervisor Position

Staff Recommendation: Adopt Resolution No. 2025-08 to approve the Customer Service Administrator along with the proposed job description and salary range and eliminate the Customer Service/Billing Supervisor position.

Background: *Strategic Plan, Goal 2.1 The District attracts, onboards, and retains high-performing staff, and manages succession effectively.*

The Customer Service/Billing Supervisor tendered her retirement, effective February 1, 2025. In response, staff conducted a comprehensive review of the position and determined that the current job description did not reflect the evolving needs of the Customer Service Division. This review determined that a new, higher-level classification was necessary to effectively oversee the division's increasing complexity, operational demands, and leadership responsibilities.

Discussion/Analysis: Staff is requesting approval of the new Customer Service Administrator classification to reflect the increasing complexities and leadership responsibilities required for the role. This new position has been deemed FLSA exempt and is in the Teamsters bargaining group. Additionally, this change includes eliminating the Customer Service/Billing Supervisor position that is in the Employees Association bargaining group.

The Customer Service/Billing Supervisor currently oversees a team consisting of four (4) Customer Service Technicians, one (1) Lead Customer Service Technician, and two (2) Meter Readers. As customer service demands continue to evolve, there is a growing need for a higher-level position that provides strategic oversight, policy development, and operational leadership to enhance service delivery.

The new Customer Service Administrator will better align with the position's expanded scope, which includes:

- Managing and optimizing customer service operations to improve efficiency and response times.
- Implementing process improvements, technology solutions, and policy updates to enhance service quality.
- Overseeing the coordination of billing inquiries, service requests, and meter reading operations.
- Providing higher-level decision-making and leadership to support staff development and departmental goals.

Given the position's increased strategic responsibilities and decision-making authority, the new job description reflects duties that meet the criteria for exempt status under the Fair Labor Standards Act (FLSA). The exempt classification is appropriate due to the position's focus on

policy implementation, operational oversight, and supervisory responsibilities that require independent judgment and discretion.

The transition to the Teamsters bargaining group aligns with the job's revised scope, ensuring consistency with similar administrative and leadership roles within the organization. This adjustment ensures the position is appropriately classified to meet the organization's operational needs while supporting the team's effectiveness in delivering excellent customer service.

Regional Government Services, one of the District's classification and compensation consultants, evaluated the new job description and determined the appropriate salary range to be Teamster Range 27.

The Customer Service Administrator position was reviewed and approved by the appropriate bargaining unit.

Environmental Review Compliance: None required.

Legal Counsel Review: None required.

Climate Adaptation: None.

Financial Impact: Yes No **Funding Source/Recap:** The current salary range for the Customer Service/Billing Supervisor is from \$112,000 to \$143,000 annually, while the proposed salary range for the Customer Service Administrator is from \$121,000 to \$151,000, reflecting an 8% increase. No budget amendment is required, as existing salary savings from other vacant positions will cover the cost of reclassification for the remainder of the fiscal year.

Other Considerations: The Board can decide to remain status quo and keep the current Customer Service/Billing Supervisor without the updated responsibilities under the Employees Association Group.

Material Included for Information/Consideration: Resolution No. 2025-08; and, the Customer Service Administrator Job Description.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 18, 2025

Resolution No. 2025-08
Resolution of the Board of Directors
Marina Coast Water District
Approving the New Customer Service Administrator Job Description and Salary Range
for the Administration Department and
Eliminate the Current Customer Service/Billing Supervisor Position

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), regular meeting duly called and held on February 18, 2025 at 920 Second Avenue, Suite A, Marina California as follows:

WHEREAS, the Customer Service/Billing Supervisor tendered her retirement effective February 1, 2025; and,

WHEREAS, following the retirement announcement, a comprehensive review of the Customer Service/Billing position was conducted, and determined that a new, higher-level classification is necessary to oversee the division’s increasing complexity, operational demands and leadership responsibilities; and,

WHEREAS, the new Customer Service Administrator role will include enhanced responsibilities such as managing customer service operations, implementing process improvements, and overseeing billing inquiries and meter reading operations, as well as supporting staff development and departmental goals; and,

WHEREAS, the proposed Customer Service Administrator position is classified as exempt under the Fair Labor Standards Act (FLSA) and will transition to the Teamsters bargaining group; and,

WHEREAS, Regional Government Services, the District’s classification consultant, has reviewed the new job description and determined the appropriate salary range for the position to be Teamster Range 27 with an annual salary ranging from \$121,000 to \$155,000; and,

WHEREAS, the Customer Service Administrator position was reviewed and approved by the appropriate bargaining unit.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2025-08 approving the new Customer Service Administrator job description and salary range for the Administration Department and eliminate the current Customer Service/Billing Supervisor Position.

PASSED AND ADOPTED on February 18, 2025 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. 2025-08 adopted February 18, 2025.

Remleh Scherzinger, Secretary



Marina Coast Water District

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

CUSTOMER SERVICE ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, manages, and oversees the District's customer service, billing, and meter reading functions; provides directly supervision to assigned staff; performs grant research, management, and reporting; audits the accuracy and completeness of customer service financial transactions, including cash handling, accounts receivable, water and sewer sales revenue, and bad debt; ensures compliance with District policies and procedures; provides highly responsible and complex staff assistance and administrative support to executive management staff; develops and implements procedures to improve operational efficiency, service quality, and customer satisfaction; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Director of Administrative. Provides direct supervision to assigned Customer Service, Billing, and Meter Reading staff.

CLASS CHARACTERISTICS

This single position class manages and oversees the day-to-day operations of the District's Customer Service, Billing, and Meter Reading functions, and participates in District activities that ensure the work is executed professionally and efficiently. Incumbents are expected to perform analytic administrative functions, and analyze, train, and perform technical billing work, record keeping, reconciliation, and report preparation activities. Incumbents will be required to work independently, use sound judgment, and assist in the instruction of others. This class provides leadership, training, supervision, and evaluation of work, in addition to dealing with the most complex customer inquiries and billing problems

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, directs, manages, and oversees day-to-day customer service functions including meter reading and utility billing; serves as the primary point of contact for complex customer inquiries and escalated complaints related to utility services, billing issues, service disruptions; research/investigate complaints and any related issues to resolve or make recommendation for resolution of issues.
- Executes established annual goals and priorities for the customer services/billing unit.
- Develops and retains highly competent, customer service-oriented staff through selection, training, performance evaluation, discipline, and day-to-day supervisory practices that support the District's mission, vision, strategic plan, and values.

- Leads initiative to enhance operational efficiency, streamline processes, and implement continuous improvements across customer service and billing operations; establishes work methods and processes; assists in internal/external audits related to billing or customer accounts; researches, analyzes, recommends, and oversees the implementation and testing of new technology and financial software used by assigned staff.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, supplies, equipment, and services; tracks billing revenue and monitors budgets for the department; monitors and controls expenditures.
- Participates in district outreach events and public workshops; answers questions from customers and the public; attends and assists with public hearings, board meetings, and community forums to address customer concerns and explain policies or rate changes.
- Attends committee meetings to provide updates and other information regarding new services and systems, customer service feedback, and other requested data.
- Researches, pursues, administers, and acts as District point of contact for customer service-related grants; ensures compliance with all grant requirements and prepares detailed reports to grantors; collaborates with nonprofits, community organizations, and government agencies to promote and implement customer service grant programs.
- Ensures District policies and processes related to delinquent accounts, billing compliance, and customer service comply with local, state, and federal utility regulations and are consistently administer; maintains utility billing and Customer Relationship Management (CRM) systems. Establishes research criteria; gathers business, operational, regulatory, and financial information and leads information gathering processes.
- Prepares analytical and statistical spreadsheets and reports for executive management on billing performance, collections, customer satisfaction metrics, customer support call volumes, issues and issue resolution data, and other operations and activities.
- Prepares water revenue estimates, year-end water and sewer sales accruals, reports and schedules.
- Collaborates with field staff, IT, and engineering teams to resolve service and operational issues.
- Supports the District and the District's customers during water/sewer emergencies; coordinates timely updates and notifications to customers during service outages, water quality issues, or infrastructure emergencies; drafts and reviews emergency communication and notification materials.
- Works with the external public relations firm to monitor customer service-related social media platforms, guide public messaging and draft, review, and post responses to ensure prompt and professional communications.
- Develops and schedules customer-friendly FAQs, press releases, and newsletters to provide updates on ongoing projects, rate changes, conservation tips, and communicate district initiatives.
- Develops or assists in creating strategies to address negative public sentiment and improve customer satisfaction; creates written responses to customer emails, online inquiries, or formal complaints with clear, accurate, and customer-focused language.

- Updates the utility district website with accurate information about rates, policies, service outages, and payment options; works with IT and/or website vendors to ensure the site is easy to navigate and provides clear access to forms, billing portals, and customer service contact details.
- Develops, maintains and improves online forms for customer requests such as service applications, leak adjustments, or billing disputes.
- Performs other related duties as required.

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:

- Principles and practices of public administration and program management, including strategic planning, implementation, and evaluation.
- Supervisory principles and practices, including employee supervision, work planning, assignment, review, training, and evaluation.
- Practices and procedures related to accounting, business arithmetic, statistical techniques, and maintenance of customer accounts.
- Principles and practices of project, procurement, grant, contract, quality assurance, and/or compliance and program administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to Customer Service, Billing, and Meter Reading functions.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Skills:

- Build and maintain positive working relationships with the public, vendors, District staff and Board members.
- Accurately respond to inquiries in person or by telephone of accounting functions and analysis.
- Read, write and speak English effectively to communicate in person or over the telephone.
- Analyzing data and information using established criteria in order to identify and select alternatives.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.

Abilities:

- Oversee assigned operations and programs and ensure compliance with strategic objectives and performance measures.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Analyze and evaluate operational programs, projects, and procedures.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive public agency arithmetic, statistical, and accounting functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Deal courteously and tactfully with the public and others in providing information, answering questions, and providing customer service.
- Respond to and effectively prioritize multiple phone calls and other requests and interruptions.
- Research and recommend industry trends, solutions, and best practices.
- Interpret, apply, and explain applicable policies, procedures, laws, codes, and regulations.
- Compose correspondence independently or from brief instructions.
- Balance cash receipts and maintain accurate financial records.
- Establish, maintain and research files.
- Use initiative and independent judgment within established procedural guidelines.
- Enter and retrieve data from a computer with speed and accuracy.

Education and Experience

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

Education:

Equivalent of a bachelor's degree with major coursework in business or public administration, accounting or closely related field.

Experience:

Three (3) years of experience performing advanced journey or lead level customer service duties equivalent to the District's classification of Senior Customer Service Representative.

Note: Additional experience providing complex customer service or billing duties, including one year at the lead level, can be substituted for the required education on a year for year basis.

Licenses or Certifications

Possession of a valid California Class C Driver's License and the ability to be insured for the operation of a District vehicle in accordance with the terms and conditions of the District's insurance program.

Physical Demands

Must possess mobility to work in a standard office setting including standing, walking, sitting, kneeling, stooping, reaching overhead and below waist level. Use of standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.

FLSA Status: Exempt, not eligible for overtime

Bargaining Unit: Teamsters Local 856

**Marina Coast Water District
Agenda Transmittal**

Agenda Item: 6-H

Meeting Date: February 16, 2025

Prepared By: Teo Espero

Approved By: Remleh Scherzinger, PE

Reviewed By: Garrett Haertel, PE

Agenda Title: Adopt Resolution No. 2025-09 to Authorize the District’s Application, and Approving Negotiation and Execution of a Cooperative Agreement for a California Office of Emergency Services FY 2024 State and Local Cybersecurity Grant Program Grant

Staff Recommendation: Adopt Resolution No. 2025-09 authorizing the Marina Coast Water District’s (District) application and approval negotiation and execution of a cooperative agreement for a California Office of Emergency Services (CALOES) FY 2024/2025 State & Local Cybersecurity Grant Program (SLCGP) grant.

Background: *Strategic Plan, Goal No. 3 Finance: Stable and Secure Funding and Affordable Rates - Objective 3.5: Grant funding is obtained to help limit costs and improve services for customers. Goal No. 4 Infrastructure - Objective 4.5: the District is prepared to mitigate and recover from unplanned events and will maintain cybersecurity.*

Detailed Description: The Marina Coast Water District (MCWD) is responsible for providing essential services to the communities it serves. Providing clean and safe water is crucial for public health, ecosystem preservation, and economic stability. Secure Information Technology (IT) and Operational Technology (OT) are required to support these vital functions.

Compromises in IT (information technology) and OT can significantly impact MCWD and its customers. The consequences of such compromises include loss of staff productivity, costly IT or OT compromise rectification, reputational damage due to theft of customer data, and potential disruptions in operations that can jeopardize public health and environmental protection.

MCWD applied for and has been approved for a \$215,000 grant from the California Office of Emergency Services (CALOES) to further strengthen its Cybersecurity posture through its FY 2024/2025 State & Local Cybersecurity Grant Program (SLCGP).

The implementation of the projects associated with the grant include the following focus areas:

- 1) **Vulnerability Assessments and Penetration Testing:** This will identify and mitigate vulnerabilities across firewalls, servers, mobile devices, and SCADA systems. This project will address gaps in firewall configurations, server environments, and mobile devices by performing regular scans and tests to ensure vulnerabilities are detected and resolved before exploitation. The stages include initial assessments and remediation recommendations, culminating in follow-up testing to close identified gaps.
- 2) **Data Protection and Encryption Enhancement:** MCWD will enhance data security and minimize the risk of breaches. Key components of this project include a District-wide classification of data to establish a robust foundation for MCWD’s data security strategy through the analysis of sensitive and regulated data stored both on-premises and in the cloud.

This intelligence will guide risk management, legal discovery, and regulatory compliance processes, help prioritize security measures and justify IT investments in data security. MCWD will improve data protection through advanced encryption protocols to lower risks associated with sensitive information breaches.

- 3) Incident Response and Recovery Plan: The plan will guide the proactive response to cyber incidents with structured plans for response, testing, and continual improvements. MCWD will create detailed response procedures, conduct tabletop exercises, and apply lessons learned to strengthen the ability to address potential threats. It will significantly enhance recovery readiness, minimize downtime during a cybersecurity attack, and support SLCGP’s priority of improving incident response and recovery planning.
- 4) MCWD’s Cybersecurity Awareness and Training Program: This program will address gaps in staff preparedness while supporting SLCGP’s focus on workforce development and security awareness. The program will offer comprehensive training modules on phishing detection, secure data handling, and incident reporting to ensure that staff can effectively respond to cybersecurity threats. The long-term goal is to enhance MCWD’s security culture.

Environmental Review Compliance: None required.

Legal Counsel Review: Legal Counsel has reviewed the resolution.

Climate Adaptation: Cyber-attacks can lead to the loss of control over critical equipment and warning systems. Reducing the attack vectors to the infrastructure and systems that maintain control of these facilities will help prevent potential damage to human health and the environment caused by catastrophic spills and waste discharges.

Financial Impact: Yes No **Funding Source/Recap:** Financial benefit (impact) to the District will be in the form of a grant funding allocation from CALOES amounting to \$215,002. The SLCGP grant is a “no match” grant and will not require matching funds (source) from MCWD. The District will administer the grant along with the projects associated with the grant’s objectives and invoice CALOES to reimburse any eligible associated project costs up to the total allocation.

The following table shows the grant allocation per focus area of the program:

Description	SLCGP Grant Funding Allocation
Cybersecurity Incident Response and Recovery Plan: Contract with an external vendor to develop a plan, conduct regular testing, and validate annually.	\$22,538.00
Data Protection and Encryption: Define data classification framework and deploy and test infrastructure.	\$26,756.00
Cybersecurity Awareness and Training Program: Conduct skills/gap analysis, review NIST/CISA industry standards, and develop/implement a comprehensive training program.	\$10,484.00
Assessments/Penetration Testing: Pen testing services; Cyber Assessment services; Maintaining access/further incursions; Final analysis/report.	\$155,224.00
Total	\$215,002.00

Other Considerations: None

Material Included for Information/Consideration: Resolution No. 2025-09.

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

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 18, 2025

Resolution No. 2025 - 09
Resolution of the Board of Directors
Marina Coast Water District
To Approve the Application for a
FY 2024 State and Local Cybersecurity Grant Program

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District") at a regular meeting duly called and held on February 18, 2025, at 920 Second Avenue, Suite A, Marina, California.

WHEREAS the District acknowledges that compromises in IT (information technology) and OT (operational technology) can significantly impact the District in providing services to its customers; and,

WHEREAS, the United States Department of the Interior, Bureau of Reclamation, under the CALOES: FY 2024/2025 State & Local Cybersecurity Grant Program (SLCGP), has made \$215,002 available to the District for the implementation of projects that are in line with the SLGCP objectives and,

WHEREAS, the SLCGP grant is a "no match" grant and will not require any matching funds from MCWD; and,

WHEREAS, the District, as the grantee, agrees to administer the grant and invoice CALOES as reimbursement for implementing the projects associated with the grant; 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,

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

1. Adopt Resolution No. 2025-09 Approve the Application for a FY 2024 State and Local Cybersecurity Grant Program, and,
2. Authorize the General Manager to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution; and,
3. Authorize the General Manager to file, on behalf of the Directors of MCWD, any documentation required by CALOES under the FY 2024-2025 State & Local Cybersecurity Grant program, and,
4. Authorize District staff to receive the FY 2024-2025 State and Local Cybersecurity Grant Program funding and make a good faith effort to establish a cooperative agreement to receive and manage those grant funds, and,

5. Acknowledge that the grant allocation referenced below is in the best interest of MCWD and its customers.

Description	SLGCP Grant Funding Allocation
Cybersecurity Incident Response and Recovery Plan: Contract with an external vendor to develop a plan, conduct regular testing, and validate annually.	\$22,538.00
Data Protection and Encryption: Define data classification framework and deploy and test infrastructure.	\$26,756.00
Cybersecurity Awareness and Training Program: Conduct skills/gap analysis, review NIST/CISA industry standards, and develop/implement a comprehensive training program.	\$10,484.00
Assessments/Penetration Testing: Pen testing services; Cyber Assessment services; Maintaining access/further incursions; Final analysis/report.	\$155,224.00
Total	\$215,002.00

PASSED AND ADOPTED on February 18, 2025, 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. 2025-09 adopted February 18, 2025.

Remleh Scherzinger, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: February 18, 2025

Prepared By: Katie Lampkin

Approved By: Remleh Scherzinger PE

Reviewed By: Patrick Breen

Agenda Title: Adopt Resolution No. 2025-10 to Award a Construction Contract to Maggiora Brothers Drilling Inc. for General Construction Services for the Construction of the Monitoring Wells Construction Project

Staff Recommendation: Adopt Resolution No. 2025-10 to Award a construction contract to Maggiora Brothers Drilling Inc. for the general construction services for the construction of the Monitoring Wells Construction Project (GA-2402).

Background: *Strategic Plan, Goal 1. Water: Sustainable, Reliable, Affordable Water Supplies, Objective 1.2: Water supply management and augmentation follow a comprehensive long-term strategy and plan for the orderly expansion of the system.*

In 2022, the District applied for the “2021 Sustainable Groundwater Management (SGM) Grant program SGMA Implementation Grant”, receiving \$6.4 million for several project components related to achieving sustainability under the Sustainable Groundwater Management Act (“SGMA”). Within the grant agreement, the District identified the installation of monitoring wells as a project to address SGMA compliance and data expansion.

It was determined in the Groundwater Sustainability Plan (GSP) for the Monterey Subbasin that additional monitoring wells will fill critical data gaps to monitor sustainability criteria throughout the entire Subbasin. Two locations, 4th Avenue and the F-Tank site, were identified after consideration of the current monitoring network to expand groundwater level monitoring efforts by staff.

Discussion/Analysis: A cluster of three wells and a nest of two wells will be installed and screened across the 400-Foot and Deep Aquifers. During the construction of the wells, the District will collect geological information at the well sites to evaluate the quality and movement of groundwater in the 400-Foot and Deep Aquifers in this area. These findings will be integrated within future updates to the GSP. Induction logging of the Deep Aquifer monitoring wells will provide critical information regarding potential vertical migration of seawater in this area.

Capital Improvement Program (CIP) Project GA-2402 project scoping activities were completed in FY 2024/2025. The Monitoring Wells Construction Project opened for bidding on January 10, 2025. On January 22, 2025, a mandatory pre-bid walkthrough was conducted with 10 firms in attendance. One addendum was issued during the bidding process to address questions from construction firms. A public bid opening was held on February 5, 2025 at 2:00 PM in which 7 bids were received. See the table below for results. The lowest bidder was Maggiora Brothers Drilling Inc. at \$1,347,880.

Bid Summary	
Bidders	Bid Total
Maggiora Brothers Drilling Inc.	\$1,347,880
WildHeron Drilling	\$1,369,000
Parks Water Resources	\$1,684,145
Gregg Drilling LLC.	\$1,712,000
J&H Drilling Co. Inc.	\$1,752,010
South Valley Companies	\$1,835,000
ABC Liovin Drilling Inc.	\$2,014,500

During review of the bids, staff identified several issues with 6 out of 7 bids. These included missing signatures and licenses, a failure to contract local subcontractors, incomplete forms, and inadequate references.

As outlined in Section 19.02 of the bid package, the District retains the right to waive minor informalities that do not affect the price, time, or changes in work. A minor informality, as interpreted by federal guidelines, refers to a matter of form rather than substance, where the effect on price, quality, quantity, or delivery is negligible, and the issue can be corrected without disadvantaging other bidders.

The lowest bidder, Maggiora Brothers Drilling Inc., intended to include the Nondiscrimination Certification but inadvertently failed to attach it. In accordance with the guidelines, the District provided Maggiora Brothers Drilling Inc. an opportunity to cure this minor informality by submitting the missing certification.

Maggiora Brothers Drilling Inc has since provided the certification, and the bid has been determined to be responsive. Upon consultation with District counsel, staff recommends proceeding with awarding the contract to Maggiora Brothers Drilling Inc.

Environmental Review Compliance: The Contractor Maggiora Brothers Drilling Inc. will comply with the Monterey County Health Department to acquire the required Well Permits. Monitoring wells are exempt from CEQA requirements, a Notice of Exemption (NOE) has been filed.

Legal Counsel Review: Legal Counsel reviewed this matter and advised the District that an appropriate option was to waive all minor informalities and award the contract to the lowest bidder, Maggiora Brothers Drilling Inc, upon the correction of their minor informality.

Climate Adaptation: Completion of the CIP GA-2402 project will aid in continuing efforts to manage the seawater intrusion barrier, ensuring a reliable water service and sustainable groundwater conditions.

Financial Impact: X Yes No **Funding Source/Recap:** The FY 2024-2025 Capital Improvement Project (CIP) budget for project CIP GA-2402 was set at \$1,650,000, with \$1,261,000 in grant fund and \$389,000 in GSA Capital fund. The lowest bid was submitted by Maggiora Brothers Drilling Inc. for \$1,347,880. Staff recommends adding 10% contingency of \$134,788 to allow for work or equipment needed but not included within the construction scope, bringing the total budget to \$1,482,668, leaving \$167,332 in the project budget. The CIP GA-2402 budget for FY 2024/2025 is sufficient to fund the entire project.

Other Considerations: None required.

Material Included for Information/Consideration: Resolution No. 2025-10.

Action Required: X Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

February 18, 2025

Resolution No. 2025-10
Resolution of the Board of Directors
Marina Coast Water District

Awarding a Construction Contract to Maggiora Brothers Drilling Inc. for General Construction Services for the Construction of the Monitoring Wells Construction Project (CIP GA-2402)

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), regular meeting duly called and held on February 18, 2025, at 920 2nd Avenue, St. A, Marina, California as follows:

WHEREAS, in the fall of 2014, the California legislature adopted, and the Governor signed into law, three bills (SB 1168, AB 1739, and SB 1319) collectively referred to as the “Sustainable Groundwater Management Act” (“SGMA”), that initially became effective on January 1, 2015, and that has been amended from time-to-time thereafter; and,

WHEREAS, the stated purpose of SGMA, as set forth in California Water Code Section 10720.1, is to provide for the sustainable management of groundwater basins at a local level by providing local groundwater agencies with the authority, technical, and financial assistance necessary, to sustainably manage groundwater; and,

WHEREAS, SGMA requires the designation of Groundwater Sustainability Agencies (“GSAs”) for the purpose of achieving groundwater sustainability through the adoption and implementation for regulatory programs known as Groundwater Sustainability Plans (“GSPs”) or an alternative plan for all medium and high priority basins as designated by the California Department of Water Resources (“DWR”); and,

WHEREAS, in January 2022, the District adopted a Groundwater Sustainability Plan (GSP) for the Monterey Subbasin and submitted it to the Department of Water Resources. The plan provides a path to achieve and document sustainable groundwater management within 20 years and preserves the long-term sustainability of the Monterey Subbasin now and into the future; and,

WHEREAS, the Monterey Subbasin GSP identified the installation of monitoring wells as a CIP project to achieve sustainability by filling critical data gaps regarding seawater intrusion and groundwater recharge mechanisms for the 400-Foot and Deep Aquifers; and,

WHEREAS, in 2022, the District applied for and received the “2021 Sustainable Groundwater Management (SGM) Grant program SGMA Implementation Grant” in the amount of \$6,447,910 for the Monterey Subbasin; and,

WHEREAS, the District received bids and identified response issues including but not limited to missing signatures and licenses, a failure to contract local subcontractors, incomplete forms and inadequate references; and,

WHEREAS, pursuant to Section 19.02 of the bid package, the District exercised its right to waive minor informalities which did not affect the price, time or changes in contract work; and,

WHEREAS, after correcting a minor informality, a responsive bid from Maggiora Brothers Drilling Inc. for General Construction Services was received and determined the low bid at \$1,347,880; and,

WHEREAS, staff recommends adding 10% contingency (\$134,788) to account for the purchase of other required equipment or accommodation not included within the project construction scope for a total CIP Project Budget of \$1,482,668; and,

WHEREAS, the GSA Fund and Grant Award for the FY 2024/2025 CIP GA-2402 budget is sufficient to complete the projected CIP Project scope; and,

WHEREAS, the MCWDGSA is responsible for implementing the Monterey Subbasin GSP for the Marina Ord Area to achieve sustainability by 2042; and,

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

1. award a Construction Contract to Maggiora Brothers Drilling Inc. for General Construction Services for the construction of the Monitoring Wells Construction Project (CIP GA-2402); and,
2. Authorize the General Manager to execute the Construction Contract with Maggiora Brothers Drilling Inc. for construction of the Monitoring Wells Construction Project (CIP GA-2402) and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on February 18, 2025, 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. 2025-10 adopted February 18, 2025.

Remleh Scherzinger, Secretary