

Marina Coast Water District

District Offices
11 Reservation Road
Marina, California

Regular Board Meeting
October 8, 2003
7:00 p.m.

Minutes

1. Call to Order/Roll Call:

President Nishi called the meeting to order at 7:00 p.m. on October 8, 2003.

Board Members Present:

Ken Nishi - President
Charles Scholl - Vice-President
Tom Moore
David Brown
Ron Russo (arrived at 7:06 p.m.)

Staff Members Present:

Mike Armstrong, General Manager
Lloyd Lowrey, Legal Counsel
Suresh Prasad, ASO for Finance & Technology
David Meza, District Engineer
Jade Sullivan, Project Engineer
Connie Chavoya, ASO for Personnel & Administration

Audience:

Jim Brezack, RBF Consulting
Peder Jorgensen, Schaaf & Wheeler

2. Oral Communications:

None.

3. Review Draft Board Items:

A. Review Draft Board Transmittal to Consider Approval of the September 2003 Expenditures:

The following expenditures were questioned by the Board:

Agenda Item 3-A (continued):

<u>Check No.</u>	<u>Payable To</u>	<u>Amount</u>
35421	Harris & Associates	\$6,642.50
35444	Don's Lock & Key	\$ 59.20
35462	City National Bank	\$7,103.05
35466	Jade Sullivan	\$ 179.41
35509	First USA Bank, NA	\$1,925.75
35540	MGE Underground	\$1,280.66
35542	Nadar Inc	\$ 551.85

Answers were provided by staff.

B. Review Draft Board Transmittal to Review and Consider Accepting the 2002/2003 Audit Report:

Mr. Prasad briefed the Directors on the draft audit. The auditors will be in attendance at the October 22, 2003 Board meeting to present the audit. There were no questions asked of staff.

C. Review Draft Board Transmittal to Consider Second Reading and Adoption of Ordinance No. 38 to Approve Proposed Revisions to Portions of Title 1, 3, 5 and 6 of the District Code:

Mr. Meza briefed the Board on the proposed revisions to portions of Title 1, 3, 5 and 6 of the District Code. Director Moore pointed out some typographical errors that needed to be corrected. Director Russo questioned the decrease in the meter charges and how it would affect jobs in progress that had already paid the higher fee. Mr. Armstrong indicated that a variance could be requested by the individuals. Consideration of adoption will be brought back to the Board on October 22, 2003.

D. Review Draft Board Transmittal to Receive Update on the Main Booster Station and Existing Parcel:

The Board received a brief report from Mr. Meza.

E. Review Draft Board Transmittal to Consider Adoption of Resolution No. 2003-51 to Approve the District's In-Tract Water and Wastewater Collection System:

Mr. Meza informed the Board on the status to date of the main booster station and the parcel where it is presently located. Staff responded to the Directors questions.

- F. Review of Draft Board Transmittal to Consider Adoption of Resolution No. 2003-52 to Approve a Professional Services Agreement with Winzler & Kelly Consulting Engineers to Provide Master Planning Services for the Marina Sewer System Master Plan Project and to Amend the 2003-2004 Budget:

Mr. Sullivan briefed the Board on the master plan project for Marina and the amending of the 2003/2004 budget. Director Brown questioned the selection of Winzler & Kelly Consulting to do the master planning. Staff responded to his questions. Director Moore suggested that Task 5.2a (Wastewater System Condition Assessment) of the Scope of Work be more explanatory. Mr. Sullivan indicated this would be done before bringing the issue back to the Board for consideration on October 22, 2003. Vice-President Scholl questioned the rainfall monitoring proposed in the project.

- G. Review Draft Board Transmittal to Consider Adoption of Resolution No. 2003-53 to Approve a Professional Services Agreement with RBF Consulting to Provide Master Planning Services for the Ord Community Sewer System Master Plan Project and to Amend FY 2003-2004 Budget:

The Board was briefed on the project by Mr. Sullivan. Director Moore questioned the graphics on Page 60 of the Board packet. Mr. Sullivan indicated that the graphics would be eliminated from the final presentation to the Board on October 22, 2003.

Mr. Brezack briefly explained the work to be done by RBF Consulting.

Since Mr. Dave Meza, District Engineer, recently submitted his resignation effective the end of November, President Nishi questioned if both master plan projects should be postponed until a new District Engineer is hired. Mr. Meza stated that Mr. Jade Sullivan, District Project Engineer, is fully capable to manage the project.

- H. Review Draft Board Transmittal to Consider Adoption of Resolution No. 2003-54 to Approve a Professional Services Agreement with RBF Consulting to Provide Plan Check Services for the Residential Communities Initiative (RCI) Project:

Mr. Meza briefed the Board on the proposed agreement with RBF Consulting.

- I. Review Draft Board Transmittal to Review Seawater Desalination Facility Retrofit Options:

Mr. Meza explained the options available for the desalination facility retrofit. Vice-President Scholl inquired if the District had applied pressure to the appropriate individuals in order to solve the problems with the desal facility. He questioned if the bearing manufacturer had looked at the bearings and indicated that a failure analysis should have been done. Mr. Meza indicated that the problem was a thrust issue.

Agenda Item 3-I (continued):

Discussion was also held on the work product delivered by Oasis in looking at retrofitting the desal plant.

President Nishi requested the desal motor be placed on the October 22, 2003 agenda for discussion. He requested that staff provide the Board with the number of times the plant went down as well as any other pertinent information.

Vice President Scholl encouraged staff to contact Ionics before the October 22nd meeting.

President Nishi also requested that the Oasis contract be placed on the November 19, 2003 agenda for discussion. He directed staff to provide the Board with the draws made on the job and what work was performed for each draw.

J. Review Draft Board Transmittal to Review District Construction Inspection Process:

Discussion was held on coordinating necessary inspections with other agencies and developing a check-list system for all agencies to sign upon completion of inspections. Staff is currently developing a check list where there will be a good process for everything on the District's side of the meter.

K. Review and Consider Recommended Board Meeting Dates for November and December:

Holiday schedule for Board meetings was set for November 19, 2003 and December 10, 2003.

President Nishi requested that Resolution No. 2003-46 for Procedure Guidelines and Design Requirements be placed on the October 22, 2003 agenda.

President Scholl read the narration of a letter he had addressed to the Board.

4. Adjournment:

The meeting was adjourned at 9:08 p.m..

APPROVED:

Kenneth K. Nishi, President

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ATTEST:

Michael D. Armstrong, General Manager