

Marina Coast Water District

District Offices  
11 Reservation Road  
Marina, California

Regular Board Meeting  
March 9, 2005  
7:00 p.m.

**Minutes**

1. Call to Order:

President Moore called the meeting to order at 7:00 p.m. on March 9, 2005.

Board Members Present:

Tom Moore – President  
David Brown – Vice President  
Ken Nishi  
Charles Scholl  
Howard Gustafson

Board Members Absent:

None.

Staff Members Present:

Mike Armstrong, General Manager  
Lloyd Lowrey, Legal Counsel  
Marc Lucca, District Engineer  
Rich Youngblood, Conservation Coordinator  
Suresh Prasad, Director of Finance  
Paul Lord, Water Conservation Specialist  
Jade Sullivan, Capital Projects Manager  
Jim Dowless, O&M Superintendent  
Paula Riso, Executive Assistant/Clerk to the Board

Audience:

Bob Schaffer, Marina Community Partners  
Maralee Nielsen  
Elizabeth Hirschhorn, Winzler & Kelly  
Raymond Wong, Winzler & Kelly

2. Oral Communications:

Mr. Marc Lucca, District Engineer, introduced Ms. Maralee Nielsen as the District's Administrative Assistant and Mr. Paul Lord, the District's Water Conservation Specialist.

3. Action Item:

- A. Consider Adoption of Resolution No. 2005-15 to Approve a Memorandum of Understanding between Monterey County and MCWD Regarding Parcels Located in East Garrison and the Travel Camp:

Mr. Lucca introduced this item. President Moore asked for clarification of paragraph 3 of the MOU. Mr. Lloyd Lowrey, District Legal Counsel, explained that ownership of the parcels will transfer upon recordation *and* an instrument from the U.S. Army granting the District an irrevocable interest sufficient for the District to construct, operate, and maintain the water storage facilities. President Moore asked if the mention of proposed development in paragraph 4 is sufficient as to what the development is. Mr. Lowrey answered the will-serve letter will state what the development is and that would satisfy any requirements.

Vice President Brown made a motion to adopt Resolution No. 2005-15 approving a Memorandum of Understanding between Monterey County and MCWD regarding parcels located in East Garrison and the Travel Camp. Director Scholl seconded the motion. Director Nishi commented the track changes in the document make it easier to follow any modifications that have been made. Mr. Mike Armstrong, General Manager, commented that since there were no East Garrison representatives present, they are confident in the work completed with the District staff. The motion passed.

Director Gustafson	-	Yes	Vice President Brown	-	Yes
Director Scholl	-	Yes	President Moore	-	Yes
Director Nishi	-	Yes			

- B. Consider Adoption of Resolution No. 2005-16 to Approve Project Manager Job Description and Direct the General Manager to Recruit and Fill the Position:

Mr. Marc Lucca introduced this item. President Moore asked if the pay range was sufficient for this position. Mr. Lucca answered it was.

Director Scholl made a motion to adopt Resolution No. 2005-16 to approve Project Manager job description and direct the General Manager to recruit and fill the position. Director Gustafson seconded the motion. Director Nishi voiced his concern over changing the job description to fit people. He also questioned why this was brought before the Board for action. Director Nishi stated that the first meeting was to review items and the second meeting was for action. The motion passed.

Director Gustafson	-	Yes	Vice President Brown	-	Yes
Director Scholl	-	Yes	President Moore	-	Yes
Director Nishi	-	No			

4. Review Draft Board Items:

A. Review Draft Board Transmittal to Consider Draft Ordinance No. xx to Approve Water Conservation Requirements for New Construction:

Mr. Richard Youngblood, Conservation Coordinator, introduced this item. Vice President Brown asked if this Ordinance required new residential units to be equipped with high efficiency washing machines. Mr. Youngblood answered it would. President Moore asked if the washers would be a permanent fixture in the homes. Mr. Youngblood said the State of California will enact a law requiring high efficiency washing machines be mandatory after 2007. President Moore inquired on the ETO devices. Mr. Youngblood answered that there will be performance specifications for those types of requirements. Director Gustafson asked how the water conservation requirements in new homes would be enforced. Mr. Youngblood answered that the focus will be on new construction. Director Scholl added that the Water Conservation Commission (WCC) reviewed the proposed ordinance and identified areas that still need more work and the WCC is looking for additional input from the Board. President Moore suggested offering a selection of manufacturers to new home owners that offer the water conserving devices that meet the District requirements i.e. high efficiency washing machines, and hot water recirculation systems. Director Nishi commented that water conservation is the Board's responsibility and would like to see an increase in rates to encourage water conservation and to encourage customers to see the value of high efficiency washers, etc.

Mr. Bob Schaffer, Marina Community Partners, commented that he and his colleagues support all the provisions proposed in the ordinance. He added that there will be high efficiency washers installed in the homes of the University Villages project. Mr. Schaffer commented that paragraph W. Metering, of the proposed conservation ordinance, requires individual metering of all multifamily dwelling units and suggested that be changed to allow for sub-metering for apartments and granny units. He added that they were preparing a summary technical paper that addresses all issues with sub-metering including the main issue, cost. Mr. Schaffer requested consideration by the Board of the proposal to sub-meter. Mr. Armstrong asked Mr. Schaffer to give a definition of sub-metering. Mr. Schaffer explained sub-metering was a small inline meter that is connected between the main meter and the apartment unit. Mr. Armstrong asked who would own the sub-meter. Mr. Schaffer answered that was open for discussion. President Moore asked if Mr. Schaffer knew if the cost difference between standard and sub-metering was in the cost of the meters or piping to the buildings. Mr. Schaffer stated it was in the cost of the piping. Director Nishi asked if there were deed restrictions on the proposed apartment complex. Mr. Schaffer answered there were; affordability and perpetuity. President Moore asked if staff had enough direction. Staff answered affirmatively.

B. Review Draft Board Transmittal to Consider Adoption of Resolution No. 2005-xx to Authorize District Property to be Surplused:

Mr. Suresh Prasad, Director of Finance, introduced this item. Mr. Armstrong clarified that staff is not requesting that all property be surplused, only the vehicles and copier. The list of surplus property is informational so that the Board is aware of what property the District owns. Vice President Brown asked why the dump truck is being surplused with only 25,000 miles. Mr. Jim Dowless, O & M Superintendent, clarified the dump truck's odometer has been broken for many years and actual mileage is unknown. Director Nishi commented that he could support surplussing the trucks and copier but not the well lots. Not only is the property worth more but, if the District needs to install monitoring wells, these vacant well lots could be used. President Moore agreed with Director Nishi's comments. This item is to be placed on the consent calendar for the March 23, 2005 meeting with only the trucks and copier listed as surplus items.

C. Review Draft Board Transmittal to Consider Adoption of Resolution No. 2005-xx to Accept the Marina Wastewater Collection System Master Plan:

Mr. Jade Sullivan, Capital Projects Manager, introduced this item and Ms. Elizabeth Hirschhorn, and Mr. Raymond Wong with Winzler & Kelly Consultants. President Moore questioned the streets on the map on page 9-4. Mr. Lucca commented that the map on page 9-4 shows pipelines not streets. Director Nishi suggested increasing the pipeline larger than 12" to allow for future development. Mr. Lucca commented that the District reviewed the City of Marina's current master plan and based on those projections, the District uses its best estimate of future sewer needs. He also stated that if the District put in too big of a sewer line, the velocity would be too low to move things along when fats, oils and greases build up. Director Nishi stated he would like to see a 14 or 16" line installed in certain places. Mr. Sullivan commented the goal is to update the master plan every five years. Mr. Lucca commented that the Marina Wastewater Collection System Master Plan is a well prepared document and thanked Winzler & Kelly for a job well done. This item is to be placed on the consent calendar for the March 23, 2005 meeting.

D. Review Draft Board Transmittal to Consider Adoption of Resolution No. 2005-xx to Approve a Professional Services Agreement with the Monterey Regional Water Pollution Control Agency for the Fats, Oils and Grease Source Control Program:

Mr. Sullivan introduced this item. President Moore inquired on the cost increase in FY 2005-2006. Mr. Sullivan answered most of it was the cost of staff inspections and the fact that this fiscal year is almost over. This item is to be placed on the consent calendar for the March 23, 2005 meeting.

E. Review Draft Board Transmittal to Consider Proposed Revisions to the Board Procedures Manual:

Mr. Armstrong introduced this item. Director Nishi asked why have someone on a committee if they cannot attend the meetings. He also commented there should be a guideline for Director behavior. Director Scholl asked if Director's attending conferences should be passed by resolution. He also asked if any Director who attends a conference or educational program should provide an overview to the rest of the Board. President Moore agreed that a Director should be expected to provide an overview after attending a conference or program. Director Nishi commented that if the District is going to expend funds on education or conference for a Director, that Director should be expected to continue with the District. Vice President Brown commented the current policy has been working just fine. He also agreed that when a Director returns from a seminar and should be encouraged to share what they learned with the rest of the Board. Mr. Armstrong stated that in the past five years all Directors and staff who participated in a seminar or educational program did so in a bona fide manner. He added that every year the budget contains funds to allow participation in seminars, conferences and educational programs for both Board and staff. President Moore asked that this item be returned to a future meeting for further discussion.

F. Review Draft Board Transmittal to Consider Approving Expenditures for the Month of February 2005:

Director Nishi questioned several checks. He asked why the District was paying the cell phone bill for Mr. Leo Laska. Mr. Armstrong commented that the District is paying for Mr. Laska's cell phone to compensate the services he is still providing to the District. Director Nishi commented it would be better to keep everything aboveboard and have any contracts approved by the Board. This item is to be placed on the consent calendar for the March 23, 2005 meeting.

G. Review Draft Board Transmittal to Consider Approval of the Draft Minutes of the Regular Board Meeting of January 26, 2005:

No questions or comments on the item. This item is to be placed on the consent calendar for the March 23, 2005 meeting.

H. Review Draft Board Transmittal to Consider Approval of the Draft Minutes of the Regular Board Meeting of February 9, 2005:

No questions or comments on this item. This item is to be placed on the consent calendar for the March 23, 2005 meeting.

5. Staff Report:

- A. Extension of Draw Period for Loan Program from City National Bank to Fund Capital Improvement Program Projects for the Ord Community Service Area:

Mr. Prasad gave a brief update of the loan status and added that this item will be brought to the March 23, 2005 Board meeting for consideration.

6. Discuss Possible Agenda Items of the March 23, 2005 Planning Workshop:

Mr. Armstrong asked the Board to consider having the Water Augmentation Project process update the topic for the planning workshop. The Board concurred.

7. Correspondence:

No comments.

8. Director's Comments:

Director Nishi asked for legal clarification if the letter the General Manager provided marked personal and confidential was indeed personal and confidential or if it was a public document.

Vice President Brown complimented the Board on the smoothly run meeting.

9. Adjournment:

The meeting was adjourned at 8:40 p.m.

APPROVED:

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David W. Brown, Vice President      Date

ATTEST:

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Michael D. Armstrong, General Manager