



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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Agenda

Regular Board Meeting, Board of Directors Marina Coast Water District

11 Reservation Road, Marina, California
Tuesday, February 8, 2011, 6:45 p.m. PST

This meeting has been noticed according to the Brown Act rules. The Board of Directors now meets regularly on the second Tuesday of each month. The meetings normally begin at 6:45 p.m. at the District offices at 11 Reservation Road, Marina, California.

Mission: Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.

Vision: The Marina Coast Water District will be the leading public supplier of integrated water and wastewater services in the Monterey Bay Region.

1. Call to Order

2. Roll Call

3. Closed Session

A. Pursuant to Government Code 54956.9

Conference with Legal Counsel – Existing Litigation
(Subdivision (a) of Section 54956.9)

Ag Land Trust v. Marina Coast Water District and Does 1-100, Monterey County Superior Court Case No. M105019 (First Amended Petition for Writ of Mandate and Complaint for Declaratory Relief)

B. Pursuant to Government Code Section 54957

Public Employee Performance Evaluation
Title: General Manager

C. Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators

Agency designated representatives: William Lee and Dan Burns
Unrepresented employee: General Manager

This agenda is subject to revision and may be amended prior to the scheduled meeting. A final agenda will be posted at the District office at 11 Reservation Road, Marina, 72 hours prior to the meeting. Copies will also be available at the Board meeting. A complete Board packet containing all enclosures and staff materials will be available for public review on Thursday, February 3, 2011 at the District office, Marina and Seaside City Halls, and at the Marina and Seaside Libraries. Information about items on this agenda or persons requesting disability related modifications and/or accommodations can contact the Board Clerk at: 831-883-5910. The next regular meeting of the Board of Directors is scheduled for March 8, 2011.

D. Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators

Agency designated representative: General Manager

Unrepresented employees: Deputy General Manager/District Engineer and
Management Services Administrator

7:00 p.m. Reconvene Open Session

4. Possible Action on Closed Session Items *The Board will report out on any action taken during Closed Session, and may take additional action in Open Session, as appropriate. Any closed session items not completed will be discussed at the end of the meeting.*

5. Pledge of Allegiance

6. 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 three minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

7. Consent Calendar *Board approval can be taken with a single motion and vote. A Board member or member of the public may request that any item be pulled from the Consent Calendar for separate consideration at this meeting or a subsequent meeting. The public may address the Board on any Consent Calendar item. Please limit your comment to three minutes.*

A. Adopt Resolution No. 2011-12 to Approve Amendment No. 22 to the Schaaf & Wheeler Professional Services Agreement for General Engineering Services for As-Needed General Planning, Design, and Hydraulic Model Maintenance Tasks

B. Adopt Resolution No. 2011-13 to Approve a Contract Amendment for the Temporary Assistant Engineer to Include District-Paid Benefits as Defined in the Employee Handbook

C. Adopt Resolution No. 2011-14 to Approve the Issuance of a Request for Proposals to Facilitate the Development of a Five-Year Strategic Plan

D. Approve the Expenditures for the Month of January 2011

E. Approve the Draft Minutes of the Regular Board Meeting of January 11, 2011

8. Action Items *The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board on these Items as each item is reviewed by the Board. Please limit your comment to three minutes.*

A. Consider Video System Installation and Recording/Broadcasting of District Board Meetings and Direct Staff to Issue a Request for Proposals

Action: The Board of Directors will consider installing video equipment to record and broadcast the District Board meetings and directing staff to issue a Request for Proposals.

- B. Consider Adoption of Resolution No. 2011-15 to Approve a Fee Agreement Between the Marina Coast Water District and the Redevelopment Agency of the City of Marina for the Preparation of a Water Supply Assessment for the Downtown Vitalization Specific Plan

Action: The Board of Directors will consider approving a fee agreement between the District and the Redevelopment Agency of the City of Marina for the preparation of a Water Supply Assessment for the Downtown Vitalization Specific Plan.

- C. Consider Adoption of Resolution No. 2011-16 to Approve the Change in Terms and Conditions of the Employment Agreement Between the Unrepresented Employees and the Marina Coast Water District

Action: The Board of Directors will consider approving the change in terms and conditions of the Employment Agreement between the unrepresented employees and the Marina Coast Water District.

- D. Consider Adoption of Resolution No. 2011-17 to Approve the FY2010/2011 Unrepresented Employees Salary Schedules

Action: The Board of Directors will consider approving the FY 2010/2011 unrepresented employees salary schedules.

- E. Consider Appointing a District Representative to Run for Nomination for the Independent Special District Representative Alternate Position on the Local Agency Formation Commission of Monterey County

Action: The Board of Directors will consider appointing District representative to run for nomination for the Independent Special District Representative Alternate position on the Local Agency Formation Commission of Monterey County.

9. Staff Report

- A. Receive 4th Quarter 2010 Ord Community Quarterly Water Consumption and Sewer Flow Report

10. Board Workshop

- A. Presentation and Workshop on Board Member E-mail Communications

11. 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 three minutes.*

- A. General Manager's Report

B. District Engineer's Report

C. Counsel's Report

D. Committee and Board Liaison Reports

- | | |
|--|-------------------------|
| 1. Water Conservation Commission | 7. MRWPCA Board Member |
| 2. Joint City-District Committee | 8. LAFCO Liaison |
| 3. Budget and Personnel Committee | 9. JPIA Liaison |
| 4. Operations and Maintenance Committee | 10. FORA |
| 5. Projects and Planning Committee | 11. Executive Committee |
| 6. Special Districts Association Liaison | 12. Community Outreach |

E. Director's Comments

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

*Special Meeting: Tuesday, February 22, 2011, 6:45 p.m.,
11 Reservation Road, Marina*

*Regular Meeting: Tuesday, March 8, 2011, 6:45 p.m.,
11 Reservation Road, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7

Meeting Date: February 8, 2011

Submitted By: Paula Riso
Reviewed By: Carl Niizawa

Presented By: Paula Riso

Agenda Title: Consent Calendar

Detailed Description: Consent calendar consisting of:

- A) Adopt Resolution No. 2011-12 to Approve Amendment No. 22 to the Schaaf & Wheeler Professional Services Agreement for General Engineering Services for As-Needed General Planning, Design, and Hydraulic Model Maintenance Tasks
- B) Adopt Resolution No. 2011-13 to Approve a Contract Amendment for the Temporary Assistant Engineer to Include District-Paid Benefits as Defined in the Employee Handbook
- C) Adopt Resolution No. 2011-14 to Approve the Issuance of a Request for Proposals to Facilitate the Development of a Five-Year Strategic Plan
- D) Approve the Expenditures for the Month of January 2011
- E) Approve the Draft Minutes of the Regular Board Meeting of January 11, 2011

Environmental Review Compliance: None required.

Prior Committee or Board Action: See individual transmittals.

Board Goals/Objectives: *Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: _____ Yes _____ No

Funding Source/Recap: See individual transmittals.

Material Included for Information/Consideration: See individual transmittals.

Staff Recommendation: The Board of Directors approve the Consent Calendar as presented.

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

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: February 8, 2011

Submitted By: Brian True

Presented By: Brian True

Reviewed By: Carl Niizawa

Agenda Title: Adopt Resolution No. 2011-12 to Approve Amendment No. 22 to the Schaaf & Wheeler Professional Services Agreement for General Engineering Services for As-Needed General Planning, Design, and Hydraulic Model Maintenance Tasks

Detailed Description: The Board of Directors is requested to authorize an amendment to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers that will extend the contract for an additional year and provide as-needed general planning, design, and hydraulic model maintenance within the MCWD service area.

The Professional Services Agreement (PSA) for General Engineering Services with Schaaf & Wheeler was approved by the Board on January 10, 2007 (Resolution No. 2007-04). The scope to that Agreement included a broad range of activities that are consistent with those contemplated with this proposed Amendment. Excerpts from the baseline PSA's Scope that illustrate the tasks proposed by staff to be assigned to Schaaf & Wheeler with this Amendment include:

1. Review and approve capital construction projects;
2. Review and approve development master plans and construction documents;
3. Manage the design effort and coordinate with District staff for required information;
4. Review technical submittals;
5. Review development water and sewer master plans;
6. Review development construction plans;
7. Coordinate connections to the existing system with District staff;
8. Ensure project record drawings (as-built data) are incorporated into District Asset Management system, system maps and models;
9. For civil design projects having a design and bidding cost of less than \$75,000, District staff may request S&W to perform the design in-house or solicit an outside design firm.

The original PSA was for a two-year term, with annual extensions thereafter. The proposed amendment extends the contract term through February 2012.

The Board authorized the last (current) amendment to the PSA on January 12, 2010 for a not-to-exceed amount of \$50,000. Since that time, Schaaf & Wheeler has provided construction management support for the Well 34 project, provided drafting support in updating the district system map, performed hydraulic modeling in support of on-going PRV calibration, provided engineering review of the Whispering Oaks Water Supply Assessment, and delivered several technical works, including a Technical Memorandum (TM) making recommendations concerning the desalination plant beach intake well, which was exposed due to beach erosion in 2010.

The resources of the last amendment are depleted; this amendment will restore the District's ability to request engineering services from Schaaf & Wheeler as needed. In addition to on-call modeling, analysis, and staff training (for in-house modeling efforts), District staff anticipates using this PSA for on-going Well 34 Project (CIP # OW-0170) support, preparation and production of system maps for O&M, field support of Central Marina water system compliance (CIP # MW-0200) tasks, engineering support for determining operational parameters regarding the General Jim Moore Boulevard shared-use potable water pipeline, and design support for repair of identified sewer constrictions and for sewer re-routing in Central Marina.

The proposed contract amendment will be performed and invoiced on a time and expense basis, for the not-to-exceed amount of \$60,000. Schaaf & Wheeler provides service to the District under their Professional Services Agreement for General Engineering Services at a six percent (6%) discount off their standard labor charge rate schedule. Schaaf & Wheeler's charge rates are comparable to other engineering firms providing services to the District and are competitive based on general industry-wide standards. Additionally, the District Engineer reviews the annual charge rate schedule and must accept the schedule which protects the District from significant charge rate increases. Schaaf & Wheeler staff is exceptionally familiar with the Central Marina and Ord Community's water and sewer systems, current Master Plans for those water and sewer systems, and the on-going changes to the system due to their work in reviewing planned developments.

Environmental Review Compliance: None required.

Prior Committee or Board Action: Board Resolution No. 2007-04 on January 10, 2007 approved a Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers. The Board amended the baseline PSA with Board Resolution No. 2008-59 on November 18, 2008 and 2010-03 on January 12, 2010.

Board Goals/Objectives: *Strategic Plan, Goal No. 2 – To meet 100% of current and future customers' needs and make timely improvements and increase infrastructure and level of services and human resources to meet needs of expanding service areas in an environmentally sensitive way.*

Financial Impact: Yes No

Funding Source/Recap: The Engineering Department's budget for the line-item "Engineering Consultants" will be designated to cover the cost proposed herein. The FY 2010/2011 budget for Engineering Consultants is \$140,000.00 of which \$117,000 (approximately) remains as of January 27, 2011.

Material Included for Information/Consideration: Resolution No. 2011-12.

Staff Recommendation: The Board of Directors approve Amendment No. 22 to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers for as-needed general planning, design, and hydraulic model maintenance tasks.

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

Board Action

____ Resolution No ____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

February 8, 2011

Resolution No. 2011 - 12
Resolution of the Board of Directors
Marina Coast Water District
Authorizing Amendment No. 22 to the
Professional Services Agreement for General Engineering Services with
Schaaf & Wheeler Consulting Civil Engineers for
As-Needed General Planning, Design, and Hydraulic Model Maintenance

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011, at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District seeks to provide and improve the water and sewer service within Central Marina and the Ord Community by conducting engineering planning, design, and hydraulic model maintenance tasks and this is consistent with the Goals and objectives stated in the District’s 2007/2008 Strategic Plan; and,

WHEREAS, the District Board adopted the FY 2009/2010 Budget for the Engineering Department that includes a \$140,000 line-item for Engineering Consultants, of which \$117,000 (approximately) remains as of January 27, 2011; and,

WHEREAS, on January 10, 2007, the Board adopted Resolution No. 2007-04 approving a Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers; and,

WHEREAS, District staff has identified tasks that are within the negotiated scope of the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler and wishes to extend the term of the agreement through February 2012; and,

WHEREAS, Schaaf & Wheeler has a strong working knowledge of the District’s water and sewer systems and the on-going changes due to their work in reviewing planned developments and District staff believes that the monetary resources proposed herein are reasonable given the complexities of the work, the savings in time and effort that will be realized, and the six (6%) discount.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager and/or the Deputy General Manager/District Engineer to execute an amendment to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers for As-Needed General Planning, Design, and Hydraulic Model Maintenance Tasks and extending the term of the agreement through February 2012, and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution, the total dollar amount not-to-exceed \$60,000.

PASSED AND ADOPTED on February 8, 2011 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 _____

William Y. Lee, President

ATTEST:

James Heitzman, 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. 2010-12 adopted February 8, 2011.

James Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-B

Meeting Date: February 8, 2011

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Carl Niizawa

Agenda Title: Adopt Resolution No. 2011-13 to Approve a Contract Amendment for the Temporary Assistant Engineer to Include District-Paid Benefits as Defined in the Employee Handbook

Background: The Assistant Engineer position is currently filled on a temporary, contract basis with no benefits. In July 2010, the Board approved a not-to-exceed one-year contract extension for this position while staff evaluates the Engineering department's workloads, project assignments, and budget to include an Assistant Engineer position within the organizational chart. This process is pending.

The current Temporary Assistant Engineer has fulfilled the time and training necessary to be eligible for the Professional Engineering (P.E.) exam which he will take in April. Originally, the Temporary Assistant Engineer was performing the less technical, entry-level duties in order to free up the licensed professional engineers to complete the more difficult and complex activities. The Temporary Assistant Engineer has progressed in his professional duties at the District and now functions as regular engineering staff. He has performed exceptionally well in development review of community projects, both in technical review and providing professional public interface.

The Temporary Assistant Engineer has provided significant value to the District and Engineering Department, and, in light of current and upcoming projects, it would be in the best interests of Engineering to maintain this position. Staff recommends approval of the contract amendment to include all District-paid benefits as defined in the Employee Handbook.

Environmental Review Compliance: None required.

Prior Committee or Board Action: Board approved a contract extension in July 2010 not to exceed one-year.

Board Goals/Objectives: *Strategic Plan Mission – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: ___X___ Yes _____ No

Funding Source/Recap: There are adequate funds available in the Engineering salary account.

Material Included for Information/Consideration: Resolution No. 2011-13.

February 8, 2011

Resolution No. 2011 - 13
Resolution of the Board of Directors
Marina Coast Water District

Approve a Contract Amendment for the Temporary Assistant Engineer
to Include District-Paid Benefits as Defined in the Employee Handbook

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the Assistant Engineer is filled on a temporary, contract basis with no benefits and received a contract extension in July 2010 pending the evaluation of workload, project assignments and staffing within the Engineering department; and,

WHEREAS, the Assistant Engineer has performed an essential role in the development review process and the District has benefitted from his acquired knowledge of the District practices and procedures and is now performing more difficult and complex engineering duties. Staff recommends the District maintain this position in light of current and upcoming projects.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve a Contract Amendment for the Temporary Assistant Engineer to include District-paid benefits as defined in the Employee Handbook.

PASSED AND ADOPTED on February 8, 2011, 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 _____

William Y. Lee, President

ATTEST:

Jim Heitzman, 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. 2011-13 adopted February 8, 2011.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-C

Meeting Date: February 8, 2011

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Jean Premutati

Agenda Title: Adopt Resolution No. 2011-14 to Approve the Issuance of a Request for Proposals to Facilitate the Development of a Five-Year Strategic Plan

Detailed Description: At its meeting on January 11, 2011 the Board tasked staff with drafting a Request for Proposal (RFP) to facilitate the development of a five-year strategic plan that outlines goals and objectives for the District.

The scope of work is expected to take approximately four (4) months to complete. Once approved, the RFP is will be distributed on February 9, 2011. Recipients will be asked to respond with proposals no later than March 1, 2011. Evaluations of the proposals will be conducted and a recommendation submitted to the Board for selection at the April 12, 2011 meeting. Once a consultant has been selected, work will begin immediately and will include telephone interviews with Board members, one or more planning sessions which also include staff and any training necessary in order to ensure comprehensive definition of roles and tasks. Some of these activities may be scaled back depending upon availability of participants and scheduling will be flexible.

The Scope of Work will include a written report that the consultant will present to the Board in July at a regular meeting.

Staff recommends setting a budget not to exceed \$17,000 for the size and scope of work expected. Alternatively, the District could request the work be completed on a time and material basis. The funds will be expended from FY 2010/2011 budget Consultants line item.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On January 11, 2011, the Board of Directors asked staff to draft an RFP for a five-year strategic plan.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: Yes No

Funding Source/Recap: Expenditures are allocated across the six cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, 04-Fort Ord Sewer, 05-Recycled Water; 06-Regional Water.

Material Included for Information/Consideration: Resolution No. 2011-14; and, Draft RFP.

Staff Recommendation: The Board of Directors adopt Resolution No. 2011-14 to approve the issuance of a RFP to facilitate the development of a Five-Year Strategic Plan.

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

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

February 8, 2011

Resolution No. 2011 - 14
Resolution of the Board of Directors
Marina Coast Water District

Approve a Request for Proposal to Facilitate the Development of a Five-Year Strategic Plan

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, at its meeting on January 11, 2011, the Directors tasked staff with drafting a Request for Proposal (RFP) to facilitate the development of a five-year strategic plan that outlines goals and objectives for the District in addition to benchmarking results; and,

WHEREAS, the schedule for the scope of work is expected to take approximately four (4) months. RFP’s will be distributed on February 9, 2011 and recipients will be asked to respond with proposals no later than March 1, 2011. Evaluations of the proposals will be conducted and a recommendation submitted to the Board for selection at the April 12, 2011 meeting; and,

WHEREAS, once a consultant has been selected, work will begin immediately to include telephone interviews with Board members; one or more planning sessions which also include staff and any training necessary in order to ensure comprehensive role and task definition. Scheduling will be flexible; and,

WHEREAS, the final strategic plan should include a written report that the consultant will present to the Board in July at a regular meeting; and,

WHEREAS, staff recommends setting a budget not to exceed \$17,000 for the size and scope of work expected. Alternatively, the District could request the work be completed on a time and material basis. The funds will be expended from FY 2010/2011 budget Consultants line item.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve a Request for Proposal for the Development of a Five-Year Strategic Plan.

PASSED AND ADOPTED on February 8, 2011, 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 _____

William Y. Lee, President

ATTEST:

Jim Heitzman, 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. 2011-14 adopted February 8, 2011.

Jim Heitzman, Secretary

Request for Proposal

Marina Coast Water District

The Marina Coast Water District wishes to contract for the development of a Five-Year Strategic Plan



Proposals due

March 1, 2011

Proposals should be sent electronically to:
Jean Premutati at
jpremutati@mcwd.org

Proposals sent by mail must be directed to:
Marina Coast Water District
11 Reservation Road
Marina, CA 93933
ATTN: Jean Premutati

Introduction

Marina Coast Water District (“District”) wishes to contract the services of a consultant to develop a Strategic Plan for the District. The District is located just north of the Monterey Peninsula and serves approximately 8,000 customers in the diverse communities of Marina and the Ord Community (former Fort Ord). The District provides high quality water, wastewater and recycled water services through management, conservation and development of future resources at reasonable costs. The District is governed by a five-member Board of Directors who serve four-year terms.

The District is leading the planning and permitting process for an area of water supply facilities known as the Regional Water Project to solve the needs of the Monterey Peninsula and North Monterey County.

The District has 35 employees.

Purpose of the Request

The District is seeking proposals from qualified consulting services to assist the District in the development of a strategic organizational plan that outlines five-year goals and objectives for the District in addition to benchmarking results. The District realizes that there are a variety of perspectives, models, and approaches used in developing a strategic planning document; therefore, the selected consultant should be able to discern which process will enable the District to complete its organizational and programmatic goals.

Scope of Services

The strategic plan proposal should contain a comprehensive roadmap for the District that develops a Mission Statement, Vision and Core values, along with a guiding statement of how the plan will be implemented. It is critical to the plan development process and to the use of the plan to include consistent training in role definition and understanding for staff and the Board. This training should be integrated into all phases of the process.

The consultant should provide a description of each work task with an explanation of how the consultant plans to approach the tasks and steps that will be taken to complete each task including analytical methods and tools. Consultant should demonstrate that they have an understanding of the significance and importance of each task. Tasks

should be organized into phases that have measurable deliverables. The scope of work, at a minimum should include:

The Development of a Strategic Planning Document: Using a five-year timeframe, the strategic plan developed by the selected consultant should use the above-noted mission/vision/core values, which are presented as a starting point of the planning process. In addition, the process should further identify desired objectives, activities, and required resources for areas such as finances, infrastructure projects and maintenance, administration, personnel/organization, the environment, and other matters determined by the Board.

➤ **Developing a Methodology:** The strategic plan should include methods to accomplish goals while using the questions below as a framework:

1. Where is the organization headed?
2. Which parameters can be used in order to quantify the organization's goals?
3. What types of specific policies need to be developed in connection with these goals?
4. What human and financial means will be necessary?

The plan should also include actions to enhance the success of the responsible department or staff member for each goal by having short, medium, and long-term strategies. This will enable the department or staff member to experience and report quick successes.

The plan should include a summary of critical issues facing the District in its effort to meet the goals set forth in the plan, a list of staff who take on roles and tasks on behalf of the District, as well as available resources that can be utilized.

➤ **Process:** The consultant should expect to complete the process within four (4) months depending upon availability of Board and staff. It is expected the consultant will meet with each Board member to get initial thoughts and feedback about what projects and initiatives will be important to keep in mind as the plan takes shape. Additionally, staff will be made available for input and to assure that their viewpoints on planning are heard.

➤ **Final Report:** The consultant will draft the plan in a report which will be submitted to the Board for final approval. The consultant should expect to be prepared to review and discuss the plan at a public hearing of the Board. The plan inclusive of any required changes will become the final and published plan. This document and any supporting documents should be produced in both paper and digital formats.

Proposal Content

Proposals should include the names of the firm and all individuals who will work on the project including their experience, which ideally, would include knowledge of public sector work. In addition, the proposal should contain the consultant's understanding of the project, specific descriptions of how the work will be carried out, proposed tasks and activities, and proposed involvement or resources to be provided by the District as well as references. A budget breakdown should be provided that details the intended time commitment of each team member.

Budget

The budget for this project should not exceed \$17,000.00. As a small public sector water district, Marina Coast has limited resources available to devote to this project. Achieving good value for our expenditure is an important factor in assessing proposals.

Timeframe

The deadline for proposals is March 1, 2011 and should be sent electronically to: Jean Premutati, Management Services Administrator at jpremutati@mcwd.org. Telephone interviews with the selected finalists may be conducted who meet the minimum qualifications

The proposed calendar is:

April 12, 2011	Consultant selected at Regular Board Meeting
May 27, 2011	Draft report due to the District
June 17, 2011	Final report due to the District
July 12, 2011	Presentation at Regular Board Meeting

Proposal Evaluation

Proposals will be evaluated using the following criteria and point system:

Relevant background of consulting team	35
Methodology complete/appropriate	20
Quality of communication/presentation	20
Cost	25
<hr/>	
Total points available	100

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-D

Meeting Date: February 8, 2011

Submitted By: Suresh Prasad
Reviewed By: Carl Niizawa

Presented By: Suresh Prasad

Agenda Title: Approve the Expenditures for the Month of January 2011

Detailed Description: The Board of Directors is requested to approve the attached January 2011 check register for expenditures totaling \$1,276,390.20.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 4 – To manage the District’s finances in the most effective and fiscally responsible manner.*

Financial Impact: ___ Yes ___ **X** ___ No

Funding Source/Recap: Expenditures are allocated across the six cost centers; 01-Marina Water, 02-Marina Sewer, 03- Ord Water, 04- Ord Sewer, 05-Recycled Water, 06-Regional Water.

Material Included for Information/Consideration: January 2011 Summary Check Register.

Staff Recommendation: The Board of Directors approve the January 2011 expenditures totaling \$1,276,390.20.

Action Required: ___ Resolution ___ **X** ___ Motion ___ Review

Board Action

___ Resolution No ___ Motion By ___ Seconded By ___

Ayes ___ Abstained ___

Noes ___ Absent ___

Reagendized ___ Date ___ No Action Taken ___

JANUARY 2011 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
01/04/11	50912-50938	Check Register	285,200.42
01/07/11	50939-50941	Payroll Checks and Direct Deposit Period Ended 12/31/10	70,396.76
01/11/11	50942-51045	Check Register	137,276.00
01/11/11	WIRE	Internal Revenue Service	27,561.94
01/11/11	WIRE	State of California-EDD	10,200.27
01/11/11	WIRE	Other Payroll Deduction	1,500.00
01/14/11	WIRE	Payroll Checks and Direct Deposit Period Ended 12/31/10	6,362.60
01/18/11	WIRE	Internal Revenue Service	1,361.84
01/18/11	WIRE	State of California-EDD	563.81
01/21/11	51046-51048	Payroll Checks and Direct Deposit Period Ended 01/14/11	69,129.50
01/20/11	51049-51112	Check Register	229,691.70
01/26/11	WIRE	Internal Revenue Service	27,396.45
01/26/11	WIRE	State of California-EDD	9,236.98
01/26/11	WIRE	Other Payroll Deduction	1,500.00
01/26/11	51113-51149	Check Register	399,011.93
TOTAL DISBURSEMENTS			<u>1,276,390.20</u>

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
50912	12/08/2010	01/04/2011	Quinn Company	Repair Parts for Backhoe #9903	663.45
50913	12/08/2010	01/04/2011	Fort Ord Reuse Authority	GJMB Phase V - Installation of Potable Water & Recycled Water/Sewer Lines	104,210.70
50914	12/20/2010	01/04/2011	Denise Duffy & Associates	Environmental Services for Regional Water Project Phase II, Sunset Place Land Transfer, D/E Reservoir Site Cell Tower	80,992.49
50915	12/19/2010	01/04/2011	AT&T	831-000-1006 141, 831-000-1006 079 IP Flex 12/19/2010-01/18/2011	781.24
50916	12/07/2010	01/04/2011	Fisher Scientific	Positive/Negative bacT Control Cultures, Red Pens for bacT Refrigerator Temperature Chart Recorders	472.49
50917	12/14/2010	01/04/2011	AT&T	384-6131 Main Office, 234-271-3420 Water Telemetry	158.19
50918	01/31/2011	01/04/2011	ACWA Health Benefits Authority	Medical/Dental/Vision Insurance 01/2011	47,887.12
50919	12/17/2010	01/04/2011	Monterey Bay Analytical Svcs	Source Wells, Storage Tanks, Distribution System Samples Tests	1,380.00
50920	12/18/2010	01/04/2011	Verizon Wireless	(8)-Aircards, Cell Phones for DOF, GM, DGM/DE, O&M, ENG	1,185.79
50921	12/28/2010	01/04/2011	Pacific Printing	4 Reams of Letterhead with Directors' Names	337.74
50922	12/09/2010	01/04/2011	Shape Incorporated	Pump Parts for Wittenmyer L/S #5398	1,162.17
50923	12/14/2010	01/04/2011	HD Supply Waterworks	(1)-2" Octave Meter for 269 Reservation Rd, (5)-1" Registers for Marina Stock	2,033.95
50924	12/15/2010	01/04/2011	AFLAC	Fees for 12/2010	48.00
50925	12/17/2010	01/04/2011	Groeniger & Company	(240)-2.5" Hydrant Gaskets, (120)-4" Hydrant Gaskets for Maint Supply, (2)-Repair Couplers for O&M Stock, (1)-4" Hymax Coupler for L/S #5398, (1)-Valve Wrench, Flange Set & Parts for CSUMB North Quad Building Meter	3,389.59
50926	12/22/2010	01/04/2011	CalPERS	PR Batch 902 12 2010	14,659.39
50927	12/29/2010	01/04/2011	Joe Correa	Grade III Water Treatment Test/Application Fee	190.00
50928	12/13/2010	01/04/2011	Carollo Engineers	RUWAP (Bidding/Oncall) Services	6,324.00
50929	12/02/2010	01/04/2011	Federico Imprints	(10)-Skull Caps & (15)-Beenies w/logo for O&M	338.28
50930	11/30/2010	01/04/2011	Paul Davis Partnership LLP	Design of Imjin Office Park Bldg C	8,489.56
50931	12/03/2010	01/04/2011	Dan Burns	11/30-12/03 ACWA Conference Indian Wells-Gas and Parking Fee	51.45

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
50932	12/03/2010	01/04/2011	Green Rubber-Kennedy AG	(1)-Control Valve for Booster #F	40.68
50933	12/06/2010	01/04/2011	Jim Heitzman	Expenses While on Travel - Desal Project	77.49
50934	11/08/2010	01/04/2011	U.S. Bank Corporate	Winners Awards-Plaques for Anniversaries, MyFax Service 11/12-12/11/2010, Constant Contact Service 11/2010, 11/30-12/03/10 Hotel, Airfare to Ontario and San Diego-Heitzman, 12/15/10 Airfare for Desal Nominations at ACWA Conference & CalAm Meeting-Heitzman, General Supplies for Marina & Ord Office, 11/30-12/03/10 ACWA Conference Airfare, Car Rental, Hotel - Burns, 03/01-03/03 ACWA 2011 Conference-Heitzman, PERB Settlement Hearing-Lunch, Parking Fee-Oakland,-Premutati, CalPELRA Conference Parking-Premutati and Cadiente, Luncheon Meeting, 11/10 and 11/22-11/23 PUC Parking Fee and Taxi Fare-Heitzman, Desal Nominations & PUC in SF for Final Settlement Hearing, Meals, Transportation-Heitzman	4,320.78
50935	12/20/2010	01/04/2011	Sun Life Financial	Short/Long Term Insurance 12/2010	1,892.04
50936	12/14/2010	01/04/2011	Bank of the West	Documents Storage Lease Payment 01/12/10	3,165.83
50937	11/25/2010	01/04/2011	American Water Works Assoc.	Fees for AWWA Standards Updates	498.00
50938	12/21/2010	01/04/2011	Montgomery Watson Harza Labs	Perchlorate Monitoring for Marina Wells #10, Well #11 & Well #12, and for Ord Wells #29, Well #30 & Well #31	450.00
50939 - 50941	12/31/2010	01/07/2011	Payroll Checks and Direct Deposits	PR Batch 901 01 2011 Checks and Direct Deposit (3 checks)	70,396.76
50942	12/15/2010	01/11/2011	Becks Shoe Store	Pair of Boots for O&M	178.89
50943	12/20/2010	01/11/2011	Carlons Fire Extinguisher	First Aid Supplies for Ft. Ord Office	49.85
50944	06/30/2010	01/11/2011	City of Marina	City Utility Tax 01/2010 - 06/2010	153.27
50945	11/28/2010	01/11/2011	Manpower Inc.	Accounting Tech 11/22-11/23, 11/29-12/03-12/09	2,335.95
50946	01/03/2011	01/11/2011	Fort Ord Reuse Authority	FORA Note Payment 01/2011-03/2011	7,074.00
50947	01/07/2011	01/11/2011	Rabobank, N.A. - Aflac URM	PR Batch 901 1 2011	526.90
50948	01/07/2011	01/11/2011	Hartford	PR Batch 901 1 2011	4,860.93
50949	01/01/2011	01/11/2011	Carmel Marina Corporation	Marina and Ft Ord Trash Pickups for 01/2011	501.71

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
50950	12/27/2010	01/11/2011	AT&T	883-4390 Alarm Lines at Ord Office, 384-2068 Modem Line for Bank Software, 582-9817 Main Frame Computer, 384-0267 O&M Fax, 384-6103 Booster Station, 384-6133 Main Office	171.36
50951	12/15/2010	01/11/2011	AT&T	276-1514 T1 Line Point to Point Beach Office	629.41
50952	12/21/2010	01/11/2011	Home Depot/GECF	Secure Sewer Manholes at Hayes Cir Field, Salt Supply for Well #10, Well #11, Well #12, Booster #F, Safety Goggles for O&M Dept, 1/4" Bit & Soffit Vent for Booster #F	387.47
50953	12/16/2010	01/11/2011	Grainger	(1)-Pack of 10 Miniature Lamp Bulbs for O&M Stock, Light Fixture for Beach Office	238.98
50954	12/28/2010	01/11/2011	Area Communications	Answering Service thru 12/28/10	239.44
50955	11/30/2010	01/11/2011	Schaaf & Wheeler	Planning & Design of Potable Water Pipelines in 3rd Ave / 12th Street (Reimbursable by MPC)	755.76
50956	12/16/2010	01/11/2011	Postmaster	Mail Permit #24 Annual Fee	185.00
50957	12/06/2010	01/11/2011	Monterey Peninsula Engineering	Emergency Sewer Main Repair at L/S #2	64,479.68
50958	11/30/2010	01/11/2011	Wilson's Plumbing and Heating	Service Call for Beach Office Heating System	118.00
50959	01/07/2011	01/11/2011	General Teamsters Union	PR Batch 901 1 2011	427.00
50960	01/06/2011	01/11/2011	Orkin Pest Control	Pest control for Beach Office	77.28
50961	12/22/2010	01/11/2011	HD Supply Waterworks	(1)-2" Turbo Meter, (1)-2" Strainer for Fort Ord Rec Center Irrigation	966.15
50962	12/16/2010	01/11/2011	Peninsula Fence Company	Gate Installation at Hayes Park	1,882.00
50963	12/02/2010	01/11/2011	CDW Government Inc	HP Laserjet 2035 Printer for Director of Administrative Services, Cat 6 - 5 feet Cables for Server Cabinet	324.23
50964	01/07/2011	01/11/2011	Franchise Tax Board	PR Batch 901 1 2011	60.00
50965	12/31/2010	01/11/2011	Joe Correa	Grade III Water Certification Award Check	250.00
50966	12/22/2010	01/11/2011	NEC Financial Services, Inc.	Phone Equipment Lease 12/2010	775.60
50967	11/30/2010	01/11/2011	R J Ricciardi, Inc.	Audit Contract for FY 09/10	3,748.94
50968	01/07/2011	01/11/2011	Devin Derham-Burk, Trustee	PR Batch 901 1 2011	161.54
50969	01/07/2011	01/11/2011	Hartford Life Insurance Company	PR Batch 901 1 2011	943.52
50970	12/08/2010	01/11/2011	American Public Works Association	Membership Dues 03/01/11 - 02/29/12	357.00
50971	01/07/2011	01/11/2011	Prepaid Legal Services, Inc	PR Batch 901 1 2011	52.30
50972	12/15/2010	01/11/2011	O'Reilly Automotive Inc	General Operation & Maintenance Equipment	57.78
50973	11/30/2010	01/11/2011	Dan Burns	11/30-12/2/10 ACWA Conference-Car Rental	173.45

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
50974	01/03/2011	01/11/2011	Maria Dominguez	3099 Pleasant Cir-Washing Machine Rebate	125.00
50975	01/03/2011	01/11/2011	David A Sharp	3256 Villa Cir-Washing Machine Rebate	125.00
50976	01/03/2011	01/11/2011	Chong Espinosa	412 Exeter Pl-Washing Machine Rebate	125.00
50977	01/03/2011	01/11/2011	Karen King	3103 Ellis Ct-Washing Machine Rebate	125.00
50978	01/03/2011	01/11/2011	Spencer Talley	1200 Colmar Rd-Washing Machine Rebate	125.00
50979	01/04/2011	01/11/2011	Scott Kathey	737 Henson Ct-Washing Machine Rebate	125.00
50980	01/04/2011	01/11/2011	Clay Lee Hong	3137 Seacrest Ave #12 (3 Toilets)-Toilet Rebate	375.00
50981	01/04/2011	01/11/2011	James Veal	745 Banholtz Ct-Washing Machine Rebate	125.00
50982	01/04/2011	01/11/2011	Diane Tingey	440 Carmel Ave-Washing Machine Rebate	125.00
50983	01/07/2011	01/11/2011	CA State Disbursement Unit	PR Batch 901 1 2011	581.07
50984	01/07/2011	01/11/2011	Principal Life Group	PR Batch 901 1 2011	130.66
50985	01/01/2011	01/11/2011	JEA & Associates	Retainer Fees for Lobbyist for New Water	2,500.00
50986	12/20/2010	01/11/2011	Culligan Water Enterprises	Water Softener-Well #10, Well #11, Well #12, Booster #F	331.52
50987	06/30/2010	01/11/2011	City of Seaside	City Utility Tax 01/2010-09/2010	31,015.32
50988	01/05/2011	01/11/2011	Paul Dangreau	Refund Check - 3115 Lynscott Dr	25.41
50989	01/05/2011	01/11/2011	Alliance Residential Company (Preston Park)	Refund Check - 703 Bandholtz Ct	10.09
50990	01/05/2011	01/11/2011	Walter Chamberlain	Refund Check - 239 Bennett Ct	39.34
50991	01/05/2011	01/11/2011	Mast Realty	Refund Check - 3186 Tallmon St	8.30
50992	01/05/2011	01/11/2011	James Schaffer	Refund Check - 3075 Clarke Pl	5.93
50993	01/05/2011	01/11/2011	Bay View Mobile Home Park	Refund Check - 151 Sweet Pea	8.03
50994	01/05/2011	01/11/2011	Roger Williams	Refund Check - 296 Costa del Mar Rd	5.93
50995	01/05/2011	01/11/2011	Robin Mast	Refund Check - 156 Hilo Ave	22.68
50996	01/05/2011	01/11/2011	Backus Property Mgmt	Refund Check - 3111 Lynscott Dr	19.19
50997	01/05/2011	01/11/2011	Joni Manzo	Refund Check - 3206 Melanie Rd	88.94
50998	01/05/2011	01/11/2011	Jim Bruno	Refund Check - 181 Paddon Pl - 103	14.02
50999	01/05/2011	01/11/2011	Johnny Hoover	Refund Check - 707 Ready Ct	70.91
51000	01/05/2011	01/11/2011	Margie Green	Refund Check - 3164 Shuler Cir	13.09
51001	01/05/2011	01/11/2011	Winona Carlisle Living Trust	Refund Check - 3020 Sunrise Ave	26.15
51002	01/05/2011	01/11/2011	Stella Kosorek	Refund Check - 3192 Tallmon St	21.31
51003	01/05/2011	01/11/2011	Douglas & Annie Humble	Refund Check - 3105 Magyar Pl	5.81
51004	01/05/2011	01/11/2011	FOAM-RS	Refund Check - 1832 Wedemeyer Ct	13.56
51005	01/05/2011	01/11/2011	Jackie Pasikala	Refund Check - 5 Carmel Cir	33.13
51006	01/05/2011	01/11/2011	Top Grade Construction	Refund Check - Hydrant Meter #069	1,750.00
51007	01/05/2011	01/11/2011	Stephen Blum	Refund Check - 186 Hibiscus Hts	33.77

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
51008	01/05/2011	01/11/2011	Cameron Vernon	Refund Check - 4382 Shoreline Ct	29.05
51009	01/05/2011	01/11/2011	Gwen Sharpe	Refund Check - 189 Debbie Rd	22.79
51010	01/05/2011	01/11/2011	Jose Perez	Refund Check - 4440 Peninsula Point Dr	13.49
51011	01/05/2011	01/11/2011	Scott Sansom	Refund Check - 8th Ave/B St/Blue Tree Fire Station	1,713.95
51012	01/05/2011	01/11/2011	Scott Patten	Refund Check - 165 Pacific Ct	25.41
51013	01/05/2011	01/11/2011	Shane Witman	Refund Check - 3153 Ocean Terrace	121.67
51014	01/05/2011	01/11/2011	Becky Jones	Refund Check - 336 Morse Ct	50.82
51015	01/05/2011	01/11/2011	Atlas Premier Properties	Refund Check - 4496 Seascape Ct	41.65
51016	01/05/2011	01/11/2011	Shelby Brown	Refund Check - 181 Monterey Rd	7.06
51017	01/05/2011	01/11/2011	Scott Gile	Refund Check - 242 Cosky Dr	32.11
51018	01/05/2011	01/11/2011	Maria Barnett	Refund Check - 116 Lakewood Dr	44.58
51019	01/05/2011	01/11/2011	Abear Al-Mohsen	Refund Check - 3202 A Playa Ct	16.70
51020	01/05/2011	01/11/2011	Rose Ordonez	Refund Check - 3204 Melanie Rd	6.35
51021	01/05/2011	01/11/2011	Kelly & Denise Kafeyan	Refund Check - 3347 Tracy Ct	3.11
51022	01/05/2011	01/11/2011	Nawar Kamal Saleh	Refund Check - 464 Lewis Pl	24.34
51023	01/05/2011	01/11/2011	Monique Shield	Refund Check - 3007 Concord Ct	12.25
51024	01/05/2011	01/11/2011	Jennifer & Brian Garbert	Refund Check - 250 Cosky Dr	35.00
51025	01/05/2011	01/11/2011	Christopher Parra	Refund Check - 275 Cosky Dr	6.55
51026	01/05/2011	01/11/2011	Lisa Thorne	Refund Check - 580 Ingman Ct	5.30
51027	01/05/2011	01/11/2011	John Costa	Refund Check - 3021 Independence Ave	72.11
51028	01/05/2011	01/11/2011	James Cox	Refund Check - 3200 Playa Ct	35.00
51029	01/05/2011	01/11/2011	Wachovia Corp.	Refund Check - 3055 Mildred Ct	35.00
51030	01/05/2011	01/11/2011	Wells Fargo Bank	Refund Check - 242 Peninsula Dr	17.28
51031	01/05/2011	01/11/2011	Robert Fontaine	Refund Check - 530 Wilson Ct	45.11
51032	01/05/2011	01/11/2011	Michael Chankij	Refund Check - 3210 Playa Ct	35.00
51033	01/05/2011	01/11/2011	Vlad Kovalev	Refund Check - 2978 Clark Ct	9.74
51034	01/05/2011	01/11/2011	Town & Country Realty	Refund Check - 135 Silverwood Pl	35.00
51035	01/05/2011	01/11/2011	Pat O'Connell	Refund Check - 3202 De Forest Rd	7.51
51036	01/05/2011	01/11/2011	Joseph Ferry	Refund Check - 3109 Redwood Cir	35.00
51037	01/05/2011	01/11/2011	James & Deborah Floyd	Refund Check - 6 Ficus Ct	38.48
51038	01/05/2011	01/11/2011	Wood Bros. Inc.	Refund Check - Hydrant Meter #062	1,610.00
51039	01/05/2011	01/11/2011	Raquel Gardea	Refund Check - 3018 Kennedy Ct	8.97
51040	01/05/2011	01/11/2011	Brian Mc Carthy	Refund Check - 745 Bandholtz Ct	35.00
51041	01/05/2011	01/11/2011	Luciano Pinheiro	Refund Check - 3202 Playa Ct	5.69
51042	01/05/2011	01/11/2011	Samuel & Monica Barnes	Refund Check - 305 Costa Del Mar Rd	10.07

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
51043	01/05/2011	01/11/2011	John and Ofelia Conley	Refund Check - 704 Brown Ct	35.00
51044	01/05/2011	01/11/2011	Catherine Browning	Refund Check - 3267 Michael Dr	35.00
51045	01/05/2011	01/11/2011	National Coating & Lining Company	Refund Check - Hydrant Meter #052	1,666.31
WIRE	01/07/2011	01/11/2011	Internal Revenue Service	PR Batch 901 1 2011 Federal Tax	27,561.94
WIRE	01/07/2011	01/11/2011	State of California - EDD	PR Batch 901 1 2011 State Tax	10,200.27
WIRE	01/07/2011	01/11/2011	Other Payroll Deduction	PR Batch 901 1 2011	1,500.00
WIRE	12/31/2010	01/14/2011	Payroll Checks and Direct Deposits	PR Batch 903 01 2011 Direct Deposit	6,362.60
WIRE	01/14/2011	01/18/2011	Internal Revenue Service	PR Batch 903 1 2011 Federal Tax	1,361.84
WIRE	01/14/2011	01/18/2011	State of California - EDD	PR Batch 903 1 2011 State Tax	563.81
51046- 51048	01/14/2011	01/21/2011	Payroll Checks and Direct Deposits	PR Batch 902 01 2011 Checks and Direct Deposit (3 checks)	69,129.50
51049	12/31/2010	01/20/2011	Ace Hardware	General Operations & Maintenance Equipment	1,042.08
51050	01/06/2011	01/20/2011	Alhambra and Sierra Springs	Lab Distilled Water 12/21/10 & 01/04/11	60.09
51051	12/19/2010	01/20/2011	Manpower Inc.	Accounting Tech 12/13-12/17/2010	993.45
51052	12/10/2010	01/20/2011	Don's Lock & Key	(36)-Padlocks for O&M Dept Stock	1,024.26
51053	12/31/2010	01/20/2011	Insight Planners	MCWD Web Maintenance, Hosting	138.00
51054	01/21/2011	01/20/2011	Rabobank, N.A. - Aflac URM	PR Batch 902 1 2011	526.90
51055	01/21/2011	01/20/2011	Hartford	PR Batch 902 1 2011	5,120.93
51056	12/27/2010	01/20/2011	Dionex Corporation	Poly Vials for IC Analyses	223.03
51057	01/12/2011	01/20/2011	PG&E	L/S#2, L/S#6, L/S #5, L/S #514, L/S #5790, L/S #6143, L/S #5447, L/S #5398, L/S #8775, L/S #4906, L/S #530, L/S #528, L/S#6634, L/S #5713, L/S#7698, L/S #5871, L/S #5990,L/S#3, Seawtr, Whse, Well #11, Well#9, Well #10, Well #31, Booster #E, Booster #D, Booster #B, Booster #F, Well #29, Well #30, Booster #D, Booster #E, Booster Pumps, Booster Station, Booster Pump Bldg #122, CA Ave/3rd Ave, Ft. Ord Electric & Gas, Pump Groundwater, Main Office Gas & Electric, Wtr Treat #4977, Wtr Treat #4974	39,985.99
51058	12/30/2010	01/20/2011	Grainger	(21)-Red/Orange Safety Cones for O&M Dept, Safety Glasses & Glass Cases for O&M Dept	2,954.20
51059	12/31/2010	01/20/2011	Cash	Replenish Petty Cash	75.97

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
51060	11/30/2010	01/20/2011	Schaaf & Wheeler	General Engineering Services for Urban Water Management Plan, Well #34, L/S #2, District Project Manager	8,349.55
51061	12/31/2010	01/20/2011	ACWA Joint Power Ins Authority	Workers Comp Insurance 10/2010-12/2010	15,089.00
51062	12/31/2010	01/20/2011	Monterey Regional Waste Mgmt	General Refuse & Yard Waste from O&M Dept	811.25
51063	01/05/2011	01/20/2011	Peninsula Welding Supply	Nitrogen Gas for Ion Chromatography, Acetylene & Oxygen for O&M Dept Supplies	198.57
51064	12/17/2010	01/20/2011	Inorganic Ventures Inc	Order for Low Level Conductivity Standard	340.08
51065	01/04/2011	01/20/2011	Environmental Resource Assoc	Initial Quality Control Samples for QC Program CY 2011	2,690.55
51066	01/05/2011	01/20/2011	Sandra Wade	117 Lakewood Dr-Toilet Rebate	118.00
51067	01/13/2011	01/20/2011	CWEA - Monterey Bay Section	Collection System Grade II Certificate Renewal for Derbin	76.00
51068	12/03/2010	01/20/2011	WFCB - OSH Commercial Services	General Operations & Maintenance Equipment	36.54
51069	11/22/2010	01/20/2011	Staples Credit Plan	Office Supplies for Adm, Eng, & O&M	730.72
51070	11/02/2010	01/20/2011	Green Line	Vacuum Truck Services at L/S #2 - 11/02/10, 11/09-10/10, Video Truck Services - 11/17/10	6,338.00
51071	12/17/2010	01/20/2011	Federal Express	Shipping Charges	64.85
51072	12/31/2010	01/20/2011	Pacific Smog	Smog Inspections-Vehicles #0302, F250 #0402, F250 #0102 Focus Wagon	119.25
51073	01/01/2010	01/20/2011	The Maynard Group	NEC Phone Equipment Maintenance 01/2011	120.00
51074	01/03/2011	01/20/2011	Mid Peninsula Mgmt - Preston	679 Wahl Ct-Toilet Rebate, 745 Bandholtz Ct-Toilet Rebate, 711 Brown Ct-Toilet Rebate, 3082 Stewart Ct-Toilet Rebate	472.00
51075	01/06/2011	01/20/2011	USA Bluebook	Safety Equipment & Supplies for O&M Dept	1,842.60
51076	01/04/2011	01/20/2011	HD Supply Waterworks	(5)-3" Octave Meters, (2)-4" Octave Meters to Replace Old Ft. Ord Meters, (2)-4" Octave Meters to Replace Old Marina Meters, (2)-1" MJ Meters for Young Nak Church Project, (1)-2" MJ Meter, (1)-2" Turbo,(1)-Strainer for CHOMP Campus Project	15,588.28
51077	12/31/2010	01/20/2011	AFLAC	Employees Withholding	628.36
51078	01/03/2011	01/20/2011	Groeniger & Company	(6)-CHB12 Christy Meter Boxes w/lids for O&M Stock, (5)-G5 Valve Boxes with Lids, Bolt & Nut Set, Flange Gaskets for O&M Stock	649.37

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
51079	01/21/2011	01/20/2011	Franchise Tax Board	PR Batch 902 1 2011	60.00
51080	01/07/2011	01/20/2011	CalPERS	PR Batch 901 1 2011	14,505.12
51081	01/04/2011	01/20/2011	CalPERS	PR Batch 903 1 2011	998.27
51082	12/04/2010	01/20/2011	OnTrac	Shipping Charges	29.94
51083	01/18/2011	01/20/2011	Special District Association	SDA Dinner Meeting-Gustafson	25.00
51084	12/28/2010	01/20/2011	Girardi Bearing Company	(1)-Flex Coupler for Booster #D Motor Repair	161.79
51085	12/14/2010	01/20/2011	Sunset Coast Nursery	UCMBEST Mitigation Monitoring Program	1,745.10
51086	12/20/2010	01/20/2011	American Supply Company	Roll Towel for Main Office Restroom	85.52
51087	01/21/2011	01/20/2011	Devin Derham-Burk, Trustee	PR Batch 902 1 2011	161.54
51088	01/21/2011	01/20/2011	Hartford Life Insurance Company	PR Batch 902 1 2011	1,013.79
51089	12/24/2010	01/20/2011	Carmel Pine Cone	Legal Notice Advertisement for Regional Project	280.00
51090	01/21/2011	01/20/2011	Prepaid Legal Services, Inc	PR Batch 902 1 2011	52.30
51091	12/30/2010	01/20/2011	Safetyline Inc	(5)-Safety Jackets, (8)-Safety Vests-O&M Dept	675.52
51092	01/14/2011	01/20/2011	ACWA Health Benefits Authority (EAP)	February Premium for Employee Assistance Program for MCWD EAP Members-All Eligible Employees	106.20
51093	01/05/2011	01/20/2011	William Coggin	4496 Seascaple Ct-Washing Machine Rebate	125.00
51094	01/06/2011	01/20/2011	Raina Turner	123 Okinawa Rd-Washing Machine Rebate	125.00
51095	01/10/2011	01/20/2011	Leslie Turrini-Smith	1322 Patch Ct-Washing Machine Rebate	125.00
51096	01/10/2011	01/20/2011	Denise Hampson	476 Sunrise Pl-Washing Machine Rebate	125.00
51097	01/21/2011	01/20/2011	CA State Disbursement Unit	PR Batch 902 1 2011	581.07
51098	12/24/2010	01/20/2011	Voyager Fleet Systems Inc	Fleet Gasoline	2,521.40
51099	01/21/2011	01/20/2011	Principal Life Group	PR Batch 902 1 2011	130.66
51100	01/07/2011	01/20/2011	Public Agency Retirement Services	PARS Contribution Fee 11/2010	318.27
51101	01/10/2011	01/20/2011	Jean Premutati	Gift Cards for Service Awards	254.43
51102	01/10/2011	01/20/2011	Marina Tire & Auto Repair	Oil Change/Brake Service for Vehicle #0302 F250	560.38
51103	01/06/2011	01/20/2011	Gary Stephens	356 Reservation Rd. #45-Toilet Rebate	125.00
51104	12/17/2010	01/20/2011	Friedman Dumas & Springwater LLP	Coastal Water Project 12/2010, Ag Land Trust CEQA Lawsuit 10/2010 & 12/2010, Project Agreements and Contracts	85,662.23
51105	01/03/2011	01/20/2011	David S Skenes	3162 Eucalyptus St #39-Washing Machine Rebate	125.00
51106	01/06/2011	01/20/2011	Marina Square Apartments	269 Reservation Rd #206-Toilet Rebate	94.74
51107	01/26/2011	01/20/2011	Rabobank, N.A. - Pers Loan	CalPERS Loan Payment 01/26/11	10,231.70
51108	01/04/2011	01/20/2011	Ferguson Enterprises, Inc #679	Flange Set & Couplers for O&M Stock	274.18
51109	12/06/2010	01/20/2011	Dell Marketing LP	Replacement Hard Drives for Mail Server	1,217.78

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
51110	01/03/2011	01/20/2011	Central Wholesale	(2)-150w Light Bulbs for Beach Office, (8)-32w Electrical Light Bulbs for O&M Dept Stock	80.65
51111	12/09/2010	01/20/2011	Montgomery Watson Harza Labs	2010-2nd Sample for Well #29 Various SOCs	300.00
51112	12/29/2010	01/20/2011	Marina Gazette	WCC Membership Advertisement, Legal Notice Advertisement for Regional Project	406.25
WIRE	01/21/2011	01/26/2011	Internal Revenue Service	PR Batch 902 1 2011 Federal Tax	27,396.45
WIRE	01/21/2011	01/26/2011	State of California - EDD	PR Batch 902 1 2011 State Tax	9,236.98
WIRE	01/21/2011	01/26/2011	Other Payroll Deduction	PR Batch 902 1 2011	1,500.00
51113	01/19/2011	01/28/2011	Manpower Inc.	Accounting Tech 01/03-01/06	2,244.75
51114	12/17/2010	01/28/2011	Monterey Pen Unified Sch Dist	Conservation Education Teacher	5,486.44
51115	01/07/2011	01/28/2011	AT&T	271-3430 Water Telemetry	154.74
51116	01/15/2011	01/28/2011	AT&T	276-1514 Line Point to Point Beach Office	643.92
51117	01/15/2011	01/28/2011	AT&T	883-4390 Booster Station	59.99
51118	01/13/2011	01/28/2011	Pitney Bowes Credit Corp	Postage Machine Lease 01/30/2011-04/30/2011	1,159.36
51119	12/31/2010	01/28/2011	Schaaf & Wheeler	General Engineering Services for Urban Water Management Plan	7,031.20
51120	12/30/2010	01/28/2011	Monterey Peninsula Engineering	Street Patch Work at Ardennes Cir, Sicily Rd, Schoonover due to Water Main Repairs	1,957.49
51121	01/14/2011	01/28/2011	Water Awareness Comm Mtry	Membership Dues	2,000.00
51122	01/20/2011	01/28/2011	Johnson Associates	Truck Tool Box for Vehicle #1005 F150	796.05
51123	01/20/2011	01/28/2011	Mast Realty	356 Reservation Rd #42-Toilet Rebate	98.00
51124	01/04/2011	01/28/2011	CalPERS	PR Batch 901 1 2011	14,773.13
51125	01/13/2011	01/28/2011	Canon Financial Services, Inc.	5050/6800 Copy Machine Lease 01/2011	742.70
51126	01/12/2011	01/28/2011	Jonathan P Lord	Demo Garden Supplies for Conservation	8.65
51127	01/05/2011	01/28/2011	CSMFO	2011 Membership Renewal-Director of Administrative Services & Director of Finance	220.00
51128	01/04/2011	01/28/2011	RMC Water Environment	Regional-Program Management/Engineering Service	116,977.23
51129	12/28/2010	01/28/2011	Kansas State Bank	Capital Lease Payment of Vactor Truck	8,679.61
51130	12/31/2010	01/28/2011	Paul Davis Partnership LLP	Deisgn of Imjin Office Park Bldg C	7,864.48
51131	12/06/2010	01/28/2011	Hoge Fenton Jones & Appel	Preparation/Attendance at Settlement Conference with PERB Correspondence with Teamters Telephone Calls, and Document Review 10/2010-12/2010	5,287.40
51132	12/31/2010	01/28/2011	Dilbeck & Sons Inc	FORA Building C (Imjin Office Park)	148,086.79
51133	12/31/2010	01/28/2011	Pinnacle Bank	FORA Building C (Imjim Office Park) Retention	16,454.09

Check #	Invoice Date	Check Date	Vendor Name	Description-January	Amount
51134	01/24/2011	01/28/2011	Marina Cypress Apartments	3306 Del Monte Blvd. #15-Toilet Rebate	375.00
51135	01/01/2011	01/28/2011	ACWA Health Benefits Authority (EAP)	Medical/Dental/Vision Insurance 01/2011	49,327.71
51136	12/28/2010	01/28/2011	Harold A. Steuber Enterprises, Inc.	Coffee Supplies for Eng & Ops Dept	198.69
51137	01/10/2011	01/28/2011	Elowyne Marquez	250 Cosky Dr-Toilet Rebate	250.00
51138	01/13/2011	01/28/2011	Jose I. Mejia	556 Ingman Ct-Washing Machine Rebate	125.00
51139	01/13/2011	01/28/2011	Susan Thomas	3152 Shuler Cir-Toilet Rebate	118.00
51140	01/14/2011	01/28/2011	Young Kim	165 Pacific Ct-Toilet Rebate	375.00
51141	01/24/2011	01/28/2011	Gerardo Cano	2962 Carpenter Ct-Washing Machine Rebate	125.00
51142	01/13/2011	01/28/2011	Kathleen M Bailey	3355 Michael Dr-Washing Machine Rebate	125.00
51143	01/25/2011	01/28/2011	Amy Dela Cruz	145 Lakewood Dr-Toilet Rebate	250.00
51144	01/04/2011	01/28/2011	U.S. Bank Corporate	2011 California Labor Law Digest, California Irrigation Institute Registration for the CAII Conference 1/31/-2/1/2011-Lord, Infrastructure Resources, LLC - 3 Webinars on Utility Locating - December 7, 8 & 9, 2010 - O&M Staff, Annual Subscription for Jobs Available, MyFax Service 12/12-01/11, Constant Contact Service 12/2010, Partition Wizard Enterprise Software for Server HDD Configuration, Regional Water Project Hotel, Gas to Sacramento-Heitzman, Membership 2011-2012 Copy of E&O Policy, WEFTEC 2011 Annual Membership-Heitzman, Backup UPS Power Supply for Well #12 SCADA, General Supplies for Marina & Ft. Ord Office	1,530.94
51145	01/13/2011	01/28/2011	Jean Premutati	2011 CCHRA Legislative Update	25.00
51146	01/27/2011	01/28/2011	Marina Square Apartments	269 Reservation Rd #117-Toilet Rebate	94.74
51147	01/13/2011	01/28/2011	Bank of the West	Document Storage Lease Payment 02/12/11	3,165.83
51148	01/18/2011	01/28/2011	Annette Scheibner	182 Linde Cir-Washing Machine Rebate	125.00
51149	01/25/2011	01/28/2011	Montgomery Watson Harza Labs	CY 2011 Qtr-1 Wells & Tanks- VOAs, Distribution System	2,075.00
				Total Disbursements January 2011	1,276,390.20

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-E

Meeting Date: February 8, 2011

Submitted By: Paula Riso
Reviewed By: Carl Niizawa

Presented By: Paula Riso

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of January 11, 2011

Detailed Description: The Board of Directors is requested to approve the attached draft minutes of January 11, 2011.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District’s expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: _____Yes ___X___No

Funding Source/Recap: None.

Material Included for Information/Consideration: Draft minutes of January 11, 2011.

Staff Recommendation: The Board of Directors approve the draft minutes of the January 11, 2011 regular Board meeting.

Action Required: _____Resolution ___X___Motion _____Review

Board Action

_____Resolution No_____ Motion By_____ Seconded By_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Reagendized_____ Date_____ No Action Taken_____

Marina Coast Water District

District Offices
11 Reservation Road
Marina, California

Regular Board Meeting
January 11, 2011
6:45 p.m.

Draft Minutes

1. Call to Order:

President Lee called the meeting to order at 6:45 p.m. on January 11, 2011.

2. Roll Call:

Board Members Present:

Bill Lee – President
Dan Burns – Vice President
Howard Gustafson
Jan Shriner

Board Members Absent:

Ken Nishi

Staff Members Present:

Jim Heitzman, General Manager	Tuan Nguyen, Systems Operator II
Lloyd Lowrey, Legal Counsel	Tim Buhl, Systems Operator II
Carl Niizawa, Deputy General Manager/District Engineer	Stephenie Fogel, Administrative Assistant
Jean Premutati, Management Services Administrator	
Kelly Cadiente, Director of Administrative Services	
Thomas Barkhurst, Water Quality Chemist	
Rich Youngblood, Conservation Coordinator	
Brian True, Capital Projects Manager	
James Derbin, Operations and Maintenance Superintendent	
Joe Correa, Interim Assistant Operations and Maintenance Superintendent	
Paula Riso, Executive Assistant/Board Clerk	

Audience Members:

Bob Holden, MRWPCA	Ron Chesshire, MSCBCTC
Dave McCall, Marina Resident	Dave McCall, Marina Resident
Robin McCall, Marina Resident	Rick Verduco, Monterey Resident
Ruth Krotzer, Marina Resident	Cynthia Buhl, Monterey Resident
Andy Sterbenz, Schaaf & Wheeler	Richard Newhouse, Marina Resident
Manuel Pinheiro, Operating Engineers Local 3	Tom Moore, Marina Resident

The Board entered into closed session at 6:45 p.m.

3. Closed Session:

- A. Pursuant to Government Code 54956.9
Conference with Legal Counsel – Existing Litigation
(Subdivision (a) of Section 54956.9)
Ag Land Trust v. Marina Coast Water District and Does 1-100, Monterey County Superior Court Case No. M105019 (First Amended Petition for Writ of Mandate and Complaint for Declaratory Relief)
- B. Pursuant to Government Code 54957.6
Conference with Labor Negotiator
Agency Negotiator: General Manager
Employee Organization: Teamsters Local 890
- C. Pursuant to Government Code 54957.6
Conference with Labor Negotiators
Agency designated representatives: William Lee and Dan Burns
Unrepresented Employee: General Manager
- D. Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator
Agency Designated Representative: General Manager
Unrepresented Employees: Deputy General Manager/District Engineer and Management Services Administrator

The Board ended closed session at 6:56 p.m.

President Lee reconvened the meeting to open session at 7:00 p.m.

4. Possible Action on Closed Session Items:

Mr. Lloyd Lowrey, Legal Counsel, reported the following:

3-A – the Board of Directors met and conferred with Legal Counsel, and no action was taken.

3-B – the Board of Directors met and conferred with the labor negotiator, and no action was taken.

3-C – the Board of Directors met and conferred with the labor negotiators, and no action was taken.

3-D – the Board of Directors met and conferred with the labor negotiator, and no action was taken.

5. Pledge of Allegiance:

President Lee led everyone present in the pledge of allegiance.

6. Oral Communications:

Mr. Ron Chesshire, CEO of Monterey/Santa Cruz Building Construction Trades Council, commented that he was notified by the 6th Appellate Court District that the panel of judges upheld Judge O'Farrel's decision in regards to the payment of prevailing wages on the former Fort Ord. Mr. Chesshire commented that the Marina Coast Water District has been a leader and the first agency to ensure that training takes place on projects in this area. He also noted that the Board of Supervisors approved the Regional Desalination Project earlier that day and he looks forward to doing what they can to help with the Project. Mr. Chesshire offered assistance in monitoring to ensure that apprentices are used and prevailing wages are paid on the District's projects.

Manuel Pinheiro, Operating Engineers Local 3, commented that the City of Marina is the gateway to the Peninsula and that this project will be great for all building trades and will bring infrastructure and jobs to our area. Mr. Pinheiro stated that they offer a great apprenticeship program and are 38,000 strong.

7. Presentations:

- A. Consider Adoption of Resolution No. 2011-02 to Recognize Thomas Moore, for 17 Years of Outstanding and Dedicated Service as a Director to the Marina Coast Water District:

Director Gustafson made a motion to approve Resolution No. 2011-02 recognizing Thomas Moore, for 17 Years of outstanding and dedicated service as a Director to the Marina Coast Water District. Vice President Burns seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

President Lee read the narration and presented Mr. Moore with a plaque. Mr. Moore thanked staff for their professional help, he thanked the current and former Board members for their dedication, and thanked the public.

- B. Consider Adoption of Resolution No. 2011-03 in Recognition and Appreciation of Director Kenneth K. Nishi's Service as Board President from December 2009 through November 2010:

Director Gustafson made a motion to approve Resolution No. 2011-03 recognizing and appreciating Director Kenneth K. Nishi's service as Board President from December 2009 through November 2010. Vice President Burns seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

- C. Consider Adoption of Resolution No. 2011-04 in Recognition of Ms. Stephenie Fogel, Administrative Assistant, and Award a Plaque and Gift Certificate for 5 Years of Service to the Marina Coast Water District:

Director Gustafson made a motion to approve Resolution No. 2011-04 recognizing Ms. Stephenie Fogel, Administrative Assistant, and awarding a plaque and gift certificate for 5 years of service to the Marina Coast Water District. Vice President Burns seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

President Lee read the narration and presented Ms. Fogel with a plaque and gift certificate. Mr. Jim Heitzman, General Manager, added his appreciation and thanks to Ms. Fogel.

- D. Consider Adoption of Resolution No. 2011-05 in Recognition of Mr. Tim Buhl, System Operator II, and Award a Plaque and Gift Certificate for 10 Years of Service to the Marina Coast Water District:

Vice President Burns made a motion to approve Resolution No. 2011-05 recognizing Mr. Tim Buhl, System Operator II, and awarding a plaque and gift certificate for 10 years of service to the Marina Coast Water District. Director Gustafson seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

President Lee read the narration and presented Mr. Buhl with a plaque and gift certificate. Mr. Heitzman added his appreciation and thanks to Mr. Buhl.

- E. Consider Adoption of Resolution No. 2011-06 in Recognition of Mr. Tuan Nguyen, System Operator II, and Awarding a Plaque and Gift Certificate for 5 Years of Service to the Marina Coast Water District:

Vice President Burns made a motion to approve Resolution No. 2011-06 recognizing Mr. Tuan Nguyen, System Operator II, and awarding a plaque and gift certificate for 5 years of service to the Marina Coast Water District. Director Gustafson seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

President Lee read the narration and presented Mr. Nguyen with a plaque and gift certificate. Mr. Heitzman added his appreciation and thanks to Mr. Nguyen.

8. Consent Calendar:

Director Gustafson made a motion to approve the Consent Calendar consisting of items:

- A. Approve the Expenditures for the Month of December
- B. Approve the Draft Minutes of the Regular Board Meeting of December 14, 2010
- C. Approve the Draft Minutes of the Special Board Meeting of January 4, 2011

Vice President Burns seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

9. Action Items:

Mr. Heitzman commented that staff would like to pull agenda item 9-D from the agenda.

- A. Consider Appointment to the Water Conservation Commission:

President Lee asked if any of the applicants were present. Ms. Ruth Krotzer was the only applicant present.

Director Gustafson made a motion to appoint Ms. Ruth Krotzer to the Water Conservation Commission. Vice President Burns seconded the motion.

Agenda Item 9-A (continued):

Director Shriner made a motion to appoint Mr. David Vega to the Water Conservation Commission citing that Mr. Vega has 25 years of plumbing experience and 16 years of residence in Marina. She added that Ms. Krotzer has only 2 years of residence in Marina and is a historic tour guide. Director Shriner commented that the experience and length of residency of Mr. Vega might better serve the Commission. The motion failed for a lack of a second.

Director Gustafson repeated his motion to appoint Ms. Ruth Krotzer to the Water Conservation Commission. Vice President Burns repeated his second to the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	No			

B. Consider Adoption of Resolution No. 2011-07 to Approve the Memorandum of Understanding between the Teamsters Local 890 and the Marina Coast Water District:

Vice President Burns made a motion to adopt Resolution No. 2011-07 approving the Memorandum of Understanding between the Teamsters Local 890 and the Marina Coast Water District. Director Gustafson seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

C. Consider Adoption of Resolution No. 2011-08 to Approve the FY 2010/2011 Teamsters Local 890 Salary Schedules:

Director Gustafson made a motion to adopt Resolution No. 2011-08 approving the FY 2010/2011 Teamsters Local 890 Salary Schedules. Vice President Burns seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

- E. Consider Adoption of Resolution No. 2011-10 to Authorize Submission of an Application to the California Pollution Control Authority's (CPCFA) California Debt Limit Allocation Committee (CDLAC), State of California for a Qualified Private Activity Bond Allocation of \$340,000,000 to Finance the Regional Desalination Facility and to Place a Performance Deposit of \$100,000 on Account with Rabobank N.A.:

Ms. Kelly Cadiente, Director of Administration, introduced this item and explained that the District has to apply for an allocation to be able to go out and sell the bonds and the CDLAC requires the District to put a performance deposit down to guarantee that the District is serious about selling the bonds. The deposit is refunded when the bonds are sold.

Mr. Heitzman stated that the District is looking to see if the bonds can be taken in increments of \$50 to \$100 million to save the ratepayers the finance charge. The CDLAC is taking it under consideration as they have never done it that way before.

Director Gustafson thanked staff for choosing a local bank to handle the deposit.

Vice President Burns made a motion to adopt Resolution No. 2011-10 to authorize submission of an application to the California Pollution Control Authority's (CPCFA) California Debt Limit Allocation Committee (CDLAC), State of California for a Qualified Private Activity Bond Allocation of \$340,000,000 to finance the Regional Desalination Facility and to place a Performance Deposit of \$100,000 on account with Rabobank N.A.. Director Gustafson seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

- F. Consider Director Appointments to Standing Committees of the Board and to Outside Agencies for 2011:

President Lee submitted his suggestions for Director appointments to Standing Committees of the Board and to Outside Agencies for 2011:

Water Conservation	Committee Member:	Bill Lee - Dan Burns, Alternate
Joint City/District	Committee Members:	Dan Burns and Bill Lee – Ken Nishi, Alternate
Budget & Personnel	Committee Members:	Howard Gustafson and Dan Burns

Agenda Item 9-F (continued):

MRWPCA	Committee Member:	Dan Burns – Bill Lee, Alternate
LAFCO	Committee Member:	Howard Gustafson – Carl Niizawa, Alternate
FORA	Committee Member:	Dan Burns – Howard Gustafson, Alternate
Special Districts Assoc.	Committee Member:	Howard Gustafson - Bill Lee, Alternate
JPIA	Committee Member:	Jan Shriner – Ken Nishi, Alternate
Executive	Committee Members:	Bill Lee and Dan Burns
Community Outreach	Committee Members:	Howard Gustafson and Bill Lee

President Lee announced that he was placing the Operations and Maintenance and Projects and Planning Committees on hold until further notice.

Director Gustafson made a motion to approve President Lee’s suggested Committee appointments. Vice President Burns seconded the motion. The motion was passed.

Director Gustafson	-	Yes	Vice President Burns	-	Yes
Director Nishi	-	Absent	President Lee	-	Yes
Director Shriner	-	Yes			

10. Staff Report:

A. Strategic Planning Update:

Ms. Jean Premutati, Management Services Administrator, introduced this item. The Board asked staff to prepare a Request for Proposals and bring it back to the Board for consideration.

11. Informational Items:

A. General Manager’s Report:

Mr. Heitzman commented that the District received a refund of \$15,000 from JPIA, the District’s Workers Compensation Insurance carrier for outstanding performance in 2010. Mr. Heitzman also commented that the Board of Supervisors approved the Regional Plan unanimously, making January 11, 2011 as the effective date for the Water Purchase Agreement.

Agenda Item 9-F (continued):

Mr. Heitzman stated that the Employee Association and the Teamsters thanked the Board for their patience during the recent negotiations.

B. District Engineer's Report:

Mr. Carl Niizawa, Deputy General Manager/District Engineer, commented that he attends outside agency meetings on behalf of the District, and is the professional support to the Board with regards to the other agencies meetings and any issues that may arise from those meetings.

C. Counsel's Report:

No report.

D. Committee and Board Liaison Reports:

1. Water Conservation Commission:

President Lee commented that they are doing an excellent job.

2. Joint City-District Committee:

Mr. Heitzman stated that the meeting has been postponed because the City appointed new members and want time to get them up to speed.

3. Budget and Personnel Committee:

Director Gustafson commented that the Committee went over insurance items and requested information on other items.

4. Operations and Maintenance Committee:

President Lee commented that this Committee is on hold.

5. Projects and Planning Committee:

President Lee commented that this Committee is on hold.

6. Special Districts Association Liaison:

Director Gustafson commented the next meeting was January 18th.

7. MRWPCA Board Member:

No comments.

8. LAFCO Liaison:

Mr. Moore commented that at the last meeting, the Director of AMBAG and briefed everyone on the future of Monterey County and urged the Board to get a copy of the report and respond to AMBAG.

9. JPIA Liaison:

No comments.

10. FORA:

No comments.

11. Executive Committee:

No meeting was held.

12. Community Outreach:

Director Gustafson commented that the conservation newsletter was just sent out and once the new Desal project gets going there will be plenty of outreach.

E. Director's Comments:

Vice President Burns commented that he would like to see the candidates who run for commissions appear and speak before the Board about their qualifications and why they want to be appointed. President Lee asked Ms. Ruth Krotzer if she wanted to speak to the Board.

Ms. Ruth Krotzer clarified that she has lived in Marina since 1984. Several years ago, Ms. Krotzer served as a member on the Newbury Springs Water Association and was prolific in stopping overdraft of their water table. She also was a director on the Marina Chamber of Commerce. Ms. Krotzer has been involved with the Marina Historical Commission, the Monterey Peninsula Foundation to support the school district, the American Legion and American Legion Auxiliary, Marina Youth Arts Commission as well as numerous other civic involvements.

Regular Board Meeting
January 11, 2011
Page 11 of 11

12. Adjournment:

The meeting was adjourned at 7:49 p.m.

APPROVED:

William Y. Lee, President

ATTEST:

Jim Heitzman, General Manager

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: February 8, 2011

Submitted By: Suresh Prasad

Presented By: Suresh Prasad

Reviewed By: Carl Niizawa

Agenda Title: Consider Video System Installation and Recording/Broadcasting of District Board Meetings and Direct Staff to Issue a Request for Proposals

Detailed Description: On December 17, 2010, the Budget and Personnel Committee requested staff to provide an update on options for the installation of a permanent video system and the possibility of broadcasting District meetings on a dedicated public television access channel. Staff contacted Paul Congo, Executive Director of Access Monterey Peninsula (AMP) to go over the installation of the video system. AMP is a non-profit agency that provides public education & government (PEG) access television services to the local community. AMP also provides service to install audio/video equipment.

The City of Marina (Marina) as part of the PEG program is the authorized agency to operate Channel 25 within the City. Channel 25 is the dedicated channel provided by the local cable company to broadcast live or recorded public messages. The District will have to seek permission from Marina to broadcast its meetings on Channel 25. If the meeting dates for the District and Marina coincide, Marina will have priority in broadcasting its meeting. The District will have to have its meeting replayed at a different time.

District Staff obtained informal pricing of equipment and installation that will be required to record and broadcast District's meetings from AMP. The District will need to install 5 fixed mount cameras that will capture video from the board room, a controller that will have the capability to pan/tilt/zoom the video cameras, a six-input switcher to control the feed of camera and projector video to AMP to be broadcasted live or replayed at a later time, 5 monitors to enable the operator to view the camera recording in progress, and cables to connect all the equipment together. There will also need to be a dedicated room where the equipment will be installed. The labor to install the equipment is estimated to be approximately 100 hours. The informal pricing are as follows:

5 Cameras (\$1200 each)	\$ 6,000
1 controller	1,500
1Six-Input switcher	9,000
Cables	4,000
5 Monitors	2,000
Broadband equipment	<u>500</u>
Estimated equipment cost	23,000
Labor (100 hours x \$75/hour)	<u>7,500</u>
Estimated total project cost	\$30,500

Marina had installed similar type of equipment in 2002 and spent approximately \$30,000 in equipment costs, which included an audio system. The District already has an audio system installed that will be connected to the new video system.

In addition to the equipment and installation cost, the District will also be responsible to pay the fee to have AMP staff record the meetings. The recording fee is charged at \$75 per hour per staff. The AMP staff will have to be on-site 30 minutes before and after the actual meeting time. The cost per meeting (approximately 4 hours) is estimated to be \$300, which will be approximately \$3,600 on an annual basis based on 12 meetings per year. A dedicated high speed broadband line (e.g. DSL) will have to be installed to upload the live stream of the video from the District office to AMP office for live broadcasting. The monthly cost for the broadband line is estimated at \$200 per month or \$2,400 per year. The estimated total cost of broadcasting our meetings is \$500 per month or \$6,000 per year.

Should the Board decide to move forward with this project, staff will send out formal Request for Proposal (RFP) to solicit bid. The RFP's will be sent out to contractors that are capable of providing installation and operating services to the District.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On January 21, 2011, the Budget and Personnel Committee requested that this item be brought before the Board for consideration.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: ___ Yes ___ **X** No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: The Board of Directors consider video system installation and recording/broadcasting of District Board meetings.

Action Required: ___ Resolution ___ **X** Motion ___ Review

Board Action

___ Resolution No ___ Motion By ___ Seconded By ___

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: February 8, 2011

Submitted By: Lloyd Lowrey, District Counsel
Reviewed By: Carl Niizawa

Presented By: Carl Niizawa

Agenda Title: Consider Adoption of Resolution No. 2011-15 to Approve a Fee Agreement Between the Marina Coast Water District and the Redevelopment Agency of the City of Marina for the Preparation of a Water Supply Assessment for the Downtown Vitalization Specific Plan

Detailed Description: The Board of Directors is requested to authorize the Fee Agreement Between the Marina Coast Water District and the Redevelopment Agency of the City of Marina for the Preparation of a Water Supply Assessment (WSA) for the Downtown Vitalization Specific Plan for the payment of fees and costs associated with the preparation of the WSA requested by the Redevelopment Agency of the City of Marina.

Rincon Consultants is currently preparing the Downtown Vitalization Specific Plan (Specific Plan) for the Redevelopment Agency of the City of Marina (the "Project"). In conjunction with the Specific Plan, Rincon is preparing an environmental impact report (EIR), which is required by the California Environmental Quality Act (CEQA) Guidelines to evaluate projects, such as the Specific Plan, that have the potential to have significant environmental impacts.

Pursuant to SB 610 in 2001, Chapter 643, Statutes of 2001 Sections 10910 – 10912 of the California Water Code, any city or county that determines that a project, as defined in Section 10912, is subject to the California Environmental Quality Act (CEQA) under Section 21080 of the Public Resources Code, must identify any public water system that may supply water for the project and the public water system must prepare and adopt a WSA containing the information required by Section 10910. The Redevelopment Agency of the City of Marina has submitted a request to MCWD for a WSA.

Section 6.16.030 of the Marina Coast Water District Code requires the MCWD be reimbursed for the expense of preparing a WSA. Under the applicable law, MCWD may collect and the Redevelopment Agency may pay the cost of preparing the WSA."

Staff of the two agencies have worked together to draft a proposed Fee Agreement, which is attached. The Fee Agreement provides for the Redevelopment Agency to pay the costs of preparing and delivering the WSA.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: Yes No

Funding Source/Recap: The District will use the reimbursement line item to capture the expenses. The fees collected from the Redevelopment Agency of the City of Marina will be used to offset the expenditures.

Material Included for Information/Consideration: Resolution No. 2011-15; and, Fee Agreement.

Staff Recommendation: The Board of Directors considers adoption of Resolution No. 2011-15 to approve Fee Agreement between the Marina Coast Water District and the Redevelopment Agency of the City of Marina for the Preparation of a Water Supply Assessment for the Downtown Vitalization Specific Plan.

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

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

February 8, 2011

Resolution No. 2011 - 15
Resolution of the Board of Directors
Marina Coast Water District
Approving Fee Agreement Between the Marina Coast Water District and the Redevelopment
Agency of the City of Marina for the Preparation of a Water Supply Assessment for the
Downtown Vitalization Specific Plan

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a special meeting duly called and held on February 8, 2011, at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the Redevelopment Agency of the City of Marina requested that the District direct the preparation of a Water Supply Assessment (WSA) for the Downtown Vitalization Specific Plan; and,

WHEREAS, the District estimates that it will incur expenses in an amount estimated at \$14,900 to prepare and deliver the Specific Plan WSA; and,

WHEREAS, Section 6.16.030 of the Marina Coast Water District Code requires the MCWD be reimbursed for the expense of preparing a WSA; and,

WHEREAS, the expenses of the preparation of a WSA is a discretionary fee and thereby chargeable to the Redevelopment Agency.

NOW, THEREFORE, BE IT RESOLVED, that the Directors of the Marina Coast Water District do hereby approve the Fee Agreement between the Marina Coast Water District and the Redevelopment Agency of the City of Marina for the preparation of a Water Supply Assessment for the Downtown Vitalization Specific Plan; and

BE IT FURTHER RESOLVED, that the Directors authorize the General Manager and/or Deputy General Manager/District Engineer to take all actions and execute an Agreement with Schaaf & Wheeler who provided a Scope-of-Work/Fee Schedule for a not-to-exceed amount of \$14,900 for the Specific Plan WSA and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on February 8, 2011 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 _____

William Y. Lee, President

ATTEST:

Jim Heitzman, 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. 2011-15 adopted February 8, 2011.

Jim Heitzman, Secretary

FEE AGREEMENT BETWEEN THE MARINA COAST WATER
DISTRICT AND THE REDEVELOPMENT AGENCY OF THE
CITY OF MARINA FOR THE PREPARATION OF
A WATER SUPPLY ASSESSMENT FOR THE
DOWNTOWN VITALIZATION SPECIFIC PLAN

THIS AGREEMENT, is made and entered into on _____, 2011, by and between the Redevelopment Agency of the City of Marina, hereinafter referred to as "Agency", and the Marina Coast Water District, hereinafter referred to as "MCWD," as follows:

Recitals

A. Rincon Consultants is currently preparing the Downtown Vitalization Specific Plan (Specific Plan) for the Agency (the "Project").

B. In conjunction with the Specific Plan, Rincon is preparing an environmental impact report (EIR), which is required by the California Environmental Quality Act (CEQA) Guidelines to evaluate projects, such as the Specific Plan, that have the potential to have significant environmental impacts.

C. Pursuant to SB 610 in 2001, Chapter 643, Statutes of 2001 Sections 10910 – 10912 of the California Water Code, any city or county that determines that a project, as defined in Section 10912, is subject to the California Environmental Quality Act (CEQA) under Section 21080 of the Public Resources Code, must identify any public water system that may supply water for the project and the public water system must prepare and adopt a water supply assessment (WSA) containing the information required by Section 10910.

D. Section 10 of SB 610 states that no reimbursement is required by SB 610 pursuant to Section 6 of Article XIII B of the California Constitution, because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code. MCWD Code section 6.16.030 provides for MCWD to collect a discretionary fee to pay MCWD's costs of preparing and providing a WSA.

D. The City of Marina has determined that a WSA is required for the Project and has identified MCWD as the public water system to prepare and adopt the WSA. MCWD has selected Schaaf & Wheeler, a Marina-based engineering firm, to prepare the WSA, based on the scope of work/fee schedule a copy of which attached as Exhibit "A" hereto. Schaaf and Wheeler has prepared a draft of the WSA and the Agency needs to enter into a fee agreement in order to reimburse MCWD for its actual expenses incurred in preparing the WSA.

E. The Agency has received a copy of the draft WSA.

Terms and Conditions

In consideration of the mutual promises contained herein, MCWD and the Agency agree to the following terms and conditions:

1. Scope of Services. Agency accepts the WSA prepared by Schaaf & Wheeler. Because the services are being rendered for the benefit of Agency, Agency shall be entitled to obtain and retain any copies of the draft and final WSA and all working papers used to prepare the WSA, other than that identified as protected by attorney client-privilege, before and subsequent to the term of this agreement.

2. MCWD Retains Discretion. Nothing set forth in this Agreement shall be construed as a limitation on the MCWD's discretion to deny or condition any approval required for the Project, provided such denial or condition is made in good faith.

3. Agency to Reimburse MCWD. Agency hereby agrees to reimburse MCWD for its actual expenses incurred by Schaaf & Wheeler in preparation of the WSA pursuant to this Agreement in an amount not to exceed \$14,900, except as provided in Paragraph 5.a), below.

4. Term. This Agreement shall commence upon execution of the Agreement and receipt by MCWD of the amount described in paragraphs 3 and 5 and shall be for an indefinite term subject to termination by either party upon fifteen days prior written notice to the other party or as described elsewhere in this Agreement.

5. Payment.

a) Agency shall deposit with MCWD the amount of \$14,900 not later than the five business days of execution of this Agreement by MCWD. Subsequent to execution of this Agreement, but prior to the MCWD or Schaaf & Wheeler incurring any expenses in excess of said amount, MCWD shall provide the Agency with written notification if it is reasonably expected that the cost of the WSA will exceed \$14,900 and request that Agency make a deposit of an amount necessary to complete the WSA. MCWD shall provide the Agency with not less than seven days notice of the date the additional deposit is due and the reasons therefor.

b) Within thirty (30) days of completion of the final WSA, MCWD shall ascertain any balance due to Agency from the amounts previously deposited and refund the balance of the account to Agency.

6. Modification. This Agreement is not subject to amendment or modification except by a writing signed by the parties hereto.

7. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the matters covered by this Agreement, and no other agreement, statement or promise made by or to any party or by or to any employee, officer or agent of any party, which is not contained in this Agreement shall be binding or valid.

8. Attorney's Fees. In the event of any controversy, claim or dispute relating to this Agreement, or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.

IN WITNESS WHEREOF, Marina Coast Water District and the Redevelopment Agency of the City of Marina, by their duly authorized representatives, have executed this Agreement on the date first hereinabove set forth at Marina, California.

REDEVELOPMENT AGENCY
OF THE CITY OF MARINA

MARINA COAST WATER DISTRICT

Anthony Altfeld, Executive Director

Jim Heitzman, General Manager

Date: _____, 2011

Date: _____, 2011

Attest (per Resolution No. 2010-18 (MRA)):

By: _____
Joy P. Junsay, City Clerk

Approved as to form:

Approved as to form:

By: _____
City Attorney

By: _____
District Counsel

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-C

Meeting Date: February 8, 2011

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Jim Heitzman

Agenda Title: Consider Adoption of Resolution No. 2011-16 to Approve the Change in Terms and Conditions of the Employment Agreement Between the Unrepresented Employees and the Marina Coast Water District

Detailed Description: Both the Deputy General Manager/District Engineer and Management Services Administrator are management positions, which are not currently part of the represented management group (Teamsters Local 890).

Originally it was expected the Deputy General Manager/District Engineer would, upon hire, become a member of the Teamsters Local 890. However, representatives of the Teamsters Local 890 felt it was not suitable for this position to be included based on the duties and responsibilities. The Management Services Administrator was a member of the Teamsters Local 890 until December 14, 2010 when a Unit Modification Order was approved.

As the recently approved terms and conditions of the Teamsters Memorandum of Understanding (MOU), July 1, 2010 through June 30, 2012, are appropriate to the current salary and benefits of the unrepresented employees, staff recommends this MOU apply to these exempt, unrepresented employees and a letter be placed in their files that outlines these changes.

Environmental Review Compliance: None.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: Yes No

Funding Source/Recap: Expenditures are allocated across the six cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, 04-Fort Ord Sewer, 05-Recycled Water, 06-Regional Water.

Material Included for Information/Consideration: Resolution No. 2011-16.

Staff Recommendation: The Board of Directors considers adoption of Resolution No. 2011-16 to approve the changes in terms and conditions of the Employment Agreement between the Unrepresented Employees and the Marina Coast Water District.

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

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

February 8, 2011

Resolution No. 2011 - 16
Resolution of the Board of Directors
Marina Coast Water District

Approving the Change in Terms and Conditions of the Employment Agreement
Between the Unrepresented Employees and the Marina Coast Water District

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the Deputy General Manager/District Engineer and Management Services Administrator are management positions, which are not currently part of the represented management group (Teamsters Local 890); and,

WHEREAS, the Deputy General Manager/District Engineer was expected to be included in the Teamsters, but Unit representatives felt because of the position duties and responsibilities, it was not suitable; and,

WHEREAS, the Management Services Administrator, until December 2010 was a member of the Teamsters when a Unit Modification Order was approved; and,

WHEREAS, the recently approved terms and conditions of the Teamsters Memorandum of Understanding (MOU), July 1, 2010 through June 30, 2012, are appropriate to the current salary and benefits of the unrepresented employees and should be applied in the employment agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve a Change in Terms and Conditions of the Employment Agreement between the Unrepresented Employees and the Marina Coast Water District, and authorizes and directs the General Manager to execute an Agreement in substantially the same form presented at this meeting on behalf of the Marina Coast Water District, and to take all other actions necessary to fully perform the District’s obligations under the Agreement.

PASSED AND ADOPTED on February 8, 2011, 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 _____

William Y. Lee, President

ATTEST:

Jim Heitzman, 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. 2011-16 adopted February 8, 2011.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-D

Meeting Date: February 8, 2011

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Jim Heitzman

Agenda Title: Consider Adoption of Resolution No. 2011-17 to Approve the FY 2010/2011 Unrepresented Employees Salary Schedules

Description: The District appointed negotiator has met with the Unrepresented Employees and attached is the proposed salary schedule for FY 2010/2011.

Environmental Review Compliance: None.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan Mission – Providing high quality water, wastewater and recycled water services to the District’s expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: Yes No

Funding Source/Recap: Distributed across all cost centers for Salary and Benefits.

Material Included for Information/Consideration: Resolution No. 2011-17; and, Proposed FY 2010/2011 salary schedule for Unrepresented Employees.

Staff Recommendation: The Board of Directors consider adopting Resolution No. 2011-17 approving the proposed salary schedule.

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

Board Action

Resolution No Motion By Seconded By

Ayes Abstained

Noes Absent

Reagendized Date No Action Taken

February 8, 2011

Resolution No. 2011 - 17
Resolution of the Board of Directors
Marina Coast Water District
Approve Salary Schedule for Unrepresented Employees

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District’s negotiator and the Unrepresented Employees have tentatively agreed to changes in the terms of employment, and;

WHEREAS, negotiations have resulted in a newly proposed salary schedule.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve the revised District Salary Schedules (Exhibit A) and authorize the General Manager to take all actions necessary to execute this resolution.

PASSED AND ADOPTED on February 8, 2011 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 _____

William Y. Lee, President

ATTEST:

Jim Heitzman, 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. 2010-17 adopted February 8, 2011.

Jim Heitzman, Secretary

**Marina Coast Water District - Unrepresented (Exempt)
Management Classification and Salary Schedule for
FY2010/2011**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

2/1/11

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	U32	\$81,741.005	\$85,828.055	\$90,119.458	\$94,625.431	\$99,356.702	\$104,324.537
		\$6,811.750	\$7,152.338	\$7,509.955	\$7,885.453	\$8,279.725	\$8,693.711
		\$3,143.885	\$3,301.079	\$3,466.133	\$3,639.440	\$3,821.412	\$4,012.482
		\$39.299	\$41.263	\$43.327	\$45.493	\$47.768	\$50.156
	U33	\$83,784.530	\$87,973.756	\$92,372.444	\$96,991.066	\$101,840.620	\$106,932.651
		\$6,982.044	\$7,331.146	\$7,697.704	\$8,082.589	\$8,486.718	\$8,911.054
		\$3,222.482	\$3,383.606	\$3,552.786	\$3,730.426	\$3,916.947	\$4,112.794
		\$40.281	\$42.295	\$44.410	\$46.630	\$48.962	\$51.410
Mgmt Services Administrator	U34	\$85,879.143	\$90,173.100	\$94,681.755	\$99,415.843	\$104,386.635	\$109,605.967
		\$7,156.595	\$7,514.425	\$7,890.146	\$8,284.654	\$8,698.886	\$9,133.831
		\$3,303.044	\$3,468.196	\$3,641.606	\$3,823.686	\$4,014.871	\$4,215.614
		\$41.288	\$43.352	\$45.520	\$47.796	\$50.186	\$52.695
	U35	\$88,026.122	\$92,427.428	\$97,048.799	\$101,901.239	\$106,996.301	\$112,346.116
		\$7,335.510	\$7,702.286	\$8,087.400	\$8,491.770	\$8,916.358	\$9,362.176
		\$3,385.620	\$3,554.901	\$3,732.646	\$3,919.278	\$4,115.242	\$4,321.004
		\$42.320	\$44.436	\$46.658	\$48.991	\$51.441	\$54.013
	U36	\$90,226.775	\$94,738.114	\$99,475.019	\$104,448.770	\$109,671.209	\$115,154.769
		\$7,518.898	\$7,894.843	\$8,289.585	\$8,704.064	\$9,139.267	\$9,596.231
		\$3,470.261	\$3,643.774	\$3,825.962	\$4,017.260	\$4,218.123	\$4,429.030
		\$43.378	\$45.547	\$47.825	\$50.216	\$52.727	\$55.363
	U37	\$92,482.444	\$97,106.566	\$101,961.895	\$107,059.989	\$112,412.989	\$118,033.638
		\$7,706.870	\$8,092.214	\$8,496.825	\$8,921.666	\$9,367.749	\$9,836.137
		\$3,557.017	\$3,734.868	\$3,921.611	\$4,117.692	\$4,323.576	\$4,539.755
		\$44.463	\$46.686	\$49.020	\$51.471	\$54.045	\$56.747
	U38	\$94,794.505	\$99,534.231	\$104,510.942	\$109,736.489	\$115,223.314	\$120,984.479
		\$7,899.542	\$8,294.519	\$8,709.245	\$9,144.707	\$9,601.943	\$10,082.040
		\$3,645.943	\$3,828.240	\$4,019.652	\$4,220.634	\$4,431.666	\$4,653.249
		\$45.574	\$47.853	\$50.246	\$52.758	\$55.396	\$58.166
	U39	\$97,164.368	\$102,022.586	\$107,123.716	\$112,479.901	\$118,103.896	\$124,009.091
		\$8,097.031	\$8,501.882	\$8,926.976	\$9,373.325	\$9,841.991	\$10,334.091
		\$3,737.091	\$3,923.946	\$4,120.143	\$4,326.150	\$4,542.458	\$4,769.580
		\$46.714	\$49.049	\$51.502	\$54.077	\$56.781	\$59.620
	U40	\$99,593.477	\$104,573.151	\$109,801.808	\$115,291.899	\$121,056.494	\$127,109.319
		\$8,299.456	\$8,714.429	\$9,150.151	\$9,607.658	\$10,088.041	\$10,592.443
		\$3,830.518	\$4,022.044	\$4,223.146	\$4,434.304	\$4,656.019	\$4,888.820
		\$47.881	\$50.276	\$52.789	\$55.429	\$58.200	\$61.110
	U41	\$102,083.314	\$107,187.480	\$112,546.854	\$118,174.196	\$124,082.906	\$130,287.052
		\$8,506.943	\$8,932.290	\$9,378.904	\$9,847.850	\$10,340.242	\$10,857.254
		\$3,926.281	\$4,122.595	\$4,328.725	\$4,545.161	\$4,772.419	\$5,011.040
		\$49.079	\$51.532	\$54.109	\$56.815	\$59.655	\$62.638

**Marina Coast Water District - Unrepresented (Exempt)
Management Classification and Salary Schedule for
FY2010/2011**

**Percentage between Ranges = 2.5%
Percentage between Steps = 5.0%**

2/1/11

CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	U42	\$104,635.397	\$109,867.167	\$115,360.525	\$121,128.551	\$127,184.979	\$133,544.228
		\$8,719.616	\$9,155.597	\$9,613.377	\$10,094.046	\$10,598.748	\$11,128.686
		\$4,024.438	\$4,225.660	\$4,436.943	\$4,658.790	\$4,891.730	\$5,136.316
		\$50.305	\$52.821	\$55.462	\$58.235	\$61.147	\$64.204
	U43	\$107,251.282	\$112,613.846	\$118,244.538	\$124,156.765	\$130,364.603	\$136,882.834
		\$8,937.607	\$9,384.487	\$9,853.712	\$10,346.397	\$10,863.717	\$11,406.903
		\$4,125.049	\$4,331.302	\$4,547.867	\$4,775.260	\$5,014.023	\$5,264.724
		\$51.563	\$54.141	\$56.848	\$59.691	\$62.675	\$65.809
	U44	\$109,932.564	\$115,429.192	\$121,200.652	\$127,260.684	\$133,623.718	\$140,304.904
		\$9,161.047	\$9,619.099	\$10,100.054	\$10,605.057	\$11,135.310	\$11,692.075
		\$4,228.176	\$4,439.584	\$4,661.564	\$4,894.642	\$5,139.374	\$5,396.342
		\$52.852	\$55.495	\$58.270	\$61.183	\$64.242	\$67.454
	U45	\$112,680.878	\$118,314.922	\$124,230.668	\$130,442.201	\$136,964.311	\$143,812.527
		\$9,390.073	\$9,859.577	\$10,352.556	\$10,870.183	\$11,413.693	\$11,984.377
		\$4,333.880	\$4,550.574	\$4,778.103	\$5,017.008	\$5,267.858	\$5,531.251
		\$54.173	\$56.882	\$59.726	\$62.713	\$65.848	\$69.141
	U46	\$115,497.900	\$121,272.795	\$127,336.435	\$133,703.256	\$140,388.419	\$147,407.840
		\$9,624.825	\$10,106.066	\$10,611.370	\$11,141.938	\$11,699.035	\$12,283.987
		\$4,442.227	\$4,664.338	\$4,897.555	\$5,142.433	\$5,399.555	\$5,669.532
		\$55.528	\$58.304	\$61.219	\$64.280	\$67.494	\$70.869
	U47	\$118,385.347	\$124,304.615	\$130,519.845	\$137,045.838	\$143,898.130	\$151,093.036
		\$9,865.446	\$10,358.718	\$10,876.654	\$11,420.486	\$11,991.511	\$12,591.086
		\$4,553.283	\$4,780.947	\$5,019.994	\$5,270.994	\$5,534.543	\$5,811.271
		\$56.916	\$59.762	\$62.750	\$65.887	\$69.182	\$72.641
	U48	\$121,344.981	\$127,412.230	\$133,782.842	\$140,471.984	\$147,495.583	\$154,870.362
		\$10,112.082	\$10,617.686	\$11,148.570	\$11,705.999	\$12,291.299	\$12,905.864
		\$4,667.115	\$4,900.470	\$5,145.494	\$5,402.769	\$5,672.907	\$5,956.552
		\$58.339	\$61.256	\$64.319	\$67.535	\$70.911	\$74.457
Deputy GM/District Engineer	U49	\$124,378.606	\$130,597.536	\$137,127.413	\$143,983.783	\$151,182.972	\$158,742.121
		\$10,364.884	\$10,883.128	\$11,427.284	\$11,998.649	\$12,598.581	\$13,228.510
		\$4,783.793	\$5,022.982	\$5,274.131	\$5,537.838	\$5,814.730	\$6,105.466
		\$59.797	\$62.787	\$65.927	\$69.223	\$72.684	\$76.318
	U50	\$127,488.071	\$133,862.474	\$140,555.598	\$147,583.378	\$154,962.547	\$162,710.674
		\$10,624.006	\$11,155.206	\$11,712.966	\$12,298.615	\$12,913.546	\$13,559.223
		\$4,903.387	\$5,148.557	\$5,405.985	\$5,676.284	\$5,960.098	\$6,258.103
		\$61.292	\$64.357	\$67.575	\$70.954	\$74.501	\$78.226
	U51	\$130,675.272	\$137,209.036	\$144,069.488	\$151,272.962	\$158,836.610	\$166,778.441
		\$10,889.606	\$11,434.086	\$12,005.791	\$12,606.080	\$13,236.384	\$13,898.203
		\$5,025.972	\$5,277.271	\$5,541.134	\$5,818.191	\$6,109.100	\$6,414.555
		\$62.825	\$65.966	\$69.264	\$72.727	\$76.364	\$80.182

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-E

Meeting Date: February 8, 2011

Submitted By: Jim Heitzman

Presented By: Jim Heitzman

Agenda Title: Consider Appointing a District Representative to Run for Nomination as an Independent Special District Representative Alternate Position on the Local Agency Formation Commission of Monterey County

Detailed Description: The Board of Directors is requested to consider appointing a District representative to run for nomination as an Independent Special District Representative alternate position on the Local Agency Formation Commission of Monterey County (LAFCO).

On January 12, 2011, the LAFCO sent a letter calling for nominations for the selection of Alternate LAFCO Commissioner along with a nomination form and candidate statement form. All nominations are due to LAFCO by 5:00 pm February 15, 2011.

Independent Special Districts have two voting representatives and one alternate representative on the LAFCO. The Regular Member positions are currently filled by Don Champion, North Monterey County Fire Protection District; and Graig Stephens, Soledad Community Health Care District. The Alternate Member position, filled until recently, is open for nominations to fill the position for the remainder of the four-year term that expires in May 2012.

The Independent Special District Selection Committee appoints qualified LAFCO representatives to four-year terms. A qualified representative includes board members of a legislative body of each of the 43 Independent Special District legislative bodies in Monterey County, located wholly within the County of Monterey, and those containing territory within the County representing 50% or more of the assessed value of taxable property of each district.

After the nominations are received, LAFCO will mail ballots to the Independent Special Districts which must be signed by the presiding officer or designee from each Independent Special District.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: ___ Yes ___ X No

Funding Source/Recap: None.

Material Included for Information/Consideration: January 12, 2011 letter from LAFCO calling for nominations for the selection of Alternate LAFCO Commissioner; Nomination Form; and, Candidate Statement form.

Staff Recommendation: The Board is requested to consider appointing a District representative to run for nomination as an Independent Special District Representative Alternate Position on the LAFCO.

Action Required: _____Resolution X Motion _____Review

Board Action

_____Resolution No _____ Motion By _____ Seconded By _____


Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

LOCAL AGENCY FORMATION COMMISSION
P.O. Box 1369 132 W. Gabilan Street, Suite 102
Salinas, CA 93902 Salinas, CA 93901
Telephone (831) 754-5838 Fax (831) 754-5831
www.monterey.lafco.ca.gov

KATE McKENNA, AICP
Executive Officer

DATE: January 12, 2011
TO: Members of the Independent Special District Selection Committee
FROM: Kate McKenna, AICP, Executive Officer 
SUBJECT: Call for Nominations for the Selection of Alternate LAFCO Commissioner
(Due February 15, 2011)

Please forward this letter and attachments to qualified candidates serving on your Board of Directors, and request nominees to submit their papers (Attachments 1 and 2) to the LAFCO office by February 15, 2011 at 5:00 p.m.

I am writing to request nominations to fill the remainder of a four-year term for the Alternate Independent Special District representative on the Local Agency Formation Commission of Monterey County (LAFCO). The term expires in May 2012. The Alternate Member may participate in Commission deliberations, and may vote in the absence of either of the two Regular Members. Currently, your Regular Member Special District representatives on LAFCO are Don Champion (North Monterey County Fire Protection District) and Graig Stephens (Soledad Community Health Care District).

Any person qualified to serve as an Independent Special District representative to LAFCO may submit a nomination. Nominations are submitted by individuals, not by their Board of Directors. The main qualification is to be a board member of a legislative body of one of the 43 Independent Special District legislative bodies in Monterey County, located wholly within the County of Monterey, or containing territory within the County representing 50% or more of the assessed value of taxable property of each district. Please note that the board member cannot also be a member of a city or county legislative body.

Other criteria address the composition of district representatives on LAFCO: To the extent possible, it is desirable that district Commissioners "represent a broad cross-

section of services and County geography..." Also, at no time shall the three district Commissioners "come from agencies that provide like services..."

To submit a nomination, please complete and return Attachments 1 and 2 to the LAFCO office by February 15. I'll review and verify the qualifications of each nominee. If only one qualified nomination is received, that person will be seated as the Alternate Member without an election. If more than one qualified nomination is received, I'll prepare a ballot and conduct an election on your behalf.

These procedures are in accordance with State law and a selection process adopted by the Independent Special District Selection Committee in 2002 (see Attachment 3). The Selection Committee is comprised of the presiding officer (Board Chair) or designee from each of the 43 independent special districts. The main duty of the Selection Committee is to select three representatives to serve on LAFCO for four-year terms.

It is a privilege to assist the Independent Special Districts in this selection process. Please contact me if you have questions or would like more information.

Attachments

1. Nomination Form to Declare Candidacy
2. Candidate Statement for Ballot
3. Selection Process and Criteria

Attachment 1

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

**NOMINATION FORM TO DECLARE CANDIDACY AND
REQUEST NAME ON BALLOT FOR THE LAFCO ALTERNATE POSITION**

Due Date: February 15, 2011

Nominations will be considered to fill the remainder of a four-year term for the Alternate seat for an Independent Special District Commissioner on the Local Agency Formation Commission of Monterey County. The term will expire in May 2012. The Alternate Member may participate in Commission deliberations, and may vote in the absence of a Regular Member.

Nomination Deadline and Process:

Nominations must be received in the Local Agency Formation Commission Office by **February 15, 2011** at 5:00 p.m. Qualified persons may submit their own nominations (no Board action is needed). Please submit this Nomination Form (Attachment 1) and a Candidate Statement (Attachment 2). You may email the completed forms to mckennak@monterey.lafco.ca.gov OR fax them to 831-754-5831 OR mail them to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver them to 132 W. Gabilan Street, Suite 102 in Salinas.

Nomination Statement:

"I, _____, hereby declare myself a candidate for the election to the position of Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member residing within the county and not a member of a legislative body of a city or county. If elected, I will qualify and accept the office of Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability. I request my name be placed on the official ballot of the Independent Special District Selection Committee for the LAFCO Alternate position."

Nominee Information:

Name: _____

Address: _____

Phone and e-mail: _____

District represented: _____

Your position with the district: _____

Number of years as a district board member: _____

Reasons for wanting to be elected a LAFCO Commissioner: _____

Qualifications and background: _____

Attachment 2

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

CANDIDATE STATEMENT FOR BALLOT

Due Date: February 15, 2011

Each nominee for the position of Alternate Independent Special District LAFCO Commissioner is requested to complete this brief statement about his or her candidacy. Each statement may include qualifications, background, and any other pertinent information. All statements received will be included with the ballots sent to the Independent Special Districts.

Process and Deadline:

Please return this Candidate Statement (Attachment 2) and the Nomination Form (Attachment 1) to the LAFCO office by **February 15, 2011** at 5:00 p.m. You may email the completed forms to mckennak@monterey.lafco.ca.gov OR fax them to 831-754-5838 OR mail them to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver them to 132 West Gabilan Street in Salinas.

Candidate's Statement:

Signed: _____
Name (Printed): _____
District: _____
Date: _____

Attachment 3

Independent Special District Selection Committee Commissioner Selection Process and Criteria

Approved by the Independent Special Districts of Monterey County on June 13, 2002

Special District Representation. Pursuant to California Government Code Section 56325, independent special districts (ISD) shall have two representatives plus one alternate on the Local Agency Formation Commission (LAFCO) of Monterey County.

Purpose of ISD Selection Committee. The primary purpose of the Independent Special District Selection Committee (ISDSC) shall be to appoint two regular and one alternate special district representatives to LAFCO. Meetings of the ISDSC shall be in accordance with the Government Code Section 56332.

Method of Selection of ISD Members to LAFCO. The ISDSC shall be comprised of the presiding officer of the legislative body of each of the 42 ISD legislative bodies in Monterey County, located wholly within the County of Monterey, and those containing territory within said county representing 50% or more of the assessed value of taxable property of each district. If the presiding officer of an ISD is unable to attend a meeting of the ISD, the legislative body of the district may appoint one of its members in the presiding officer's place. Each ISDC member shall be entitled to one vote for each ISD of which he or she is the presiding officer or designated ISD representative, for each position or issue being considered. A majority of the 42 ISDs (22) shall constitute a quorum for the conduct of business. Only those ISDSC members or their appointed alternates present at scheduled ISDSC meetings shall be eligible to vote. The ISDSC may also from time to time determine to conduct voting using mail ballots. Mail ballots shall be completed and signed only by ISDSC members or their designated alternates.

Term of Office. Other than the initial ISD LAFCO representatives, the term of office for the Commissioners appointed by the ISDSC shall be four years and until the appointment and qualification of a successor (Government Code Section 56334). Every officer whose term has expired shall continue to discharge his or her duties until a successor has qualified. A member's term of office on LAFCO will cease immediately if he or she ceases to occupy a special district seat. The Government Code also provides that a member may be removed at any time and without cause upon a majority vote of the ISDSC.

Composition of ISD Commissioners on LAFCO. To the extent possible, it is desirable that the two ISD Commissioners on LAFCO represent a broad cross-section of services and County geography of the 42 eligible ISDs. At no time shall the two regular and one alternate ISD LAFCO Commissioners come from agencies that provide like services (i.e., fire protection, cemeteries, community services districts, recreation and park districts, health care districts, etc.) Any election that would result in the two regular ISD members being from agencies that provide like service shall be immediately deemed invalid, and a subsequent ballot will be prepared excluding the conflicting class of candidates.

Nominations. Any person qualified to serve as an ISD representative to LAFCO shall be qualified to submit a nomination, which shall be accompanied by a brief resume on a form provided by the ISDSC.

Sequential Balloting. If there is more than one LAFCO position to fill, sequential balloting will be held in the following order using a ballot with names of all eligible nominees:

- (1) Full term, regular member
- (2) Partial term, regular member
- (3) Alternate member

If a candidate is elected to a position, his or her name will be crossed out on the subsequent ballots.

Initial Elections (May-June 2002). The initial positions for the ISD Commissioners shall consist of two regular members and one alternate member. Sequential balloting shall be held to determine the selections for each position.

Round one of the initial balloting shall consist of all qualified nominees. After the ballots are counted, the candidate with the majority vote shall be elected as a full term regular ISD Commissioner with a 4-year term.

The second round of the initial balloting shall consist of all the remaining qualified candidates, excluding any candidate from a district providing like service of the ISD Commissioner elected in the first round of balloting. After the ballots are counted, the candidate with the majority vote shall be elected as a full term regular ISD Commissioner with a 2-year term.

The third round of the initial balloting shall consist of all the remaining qualified candidates, excluding any candidate from a district providing like service of the two ISD Commissioners elected in the first and second rounds of balloting. After the ballots are counted, the candidate with the majority vote shall be elected as the alternate ISD Commissioner with a 2-year term.

In any round of voting where no one candidate receives a majority vote, the top three candidates with the most votes will be entered into a subsequent round of voting. More than three persons will be entered if necessary because of a tie vote. If no one candidate receives a majority vote, the top two candidates will be entered into another round of voting. The person receiving the majority of votes will be elected to the position.

Subsequent Elections. If a vacancy occurs in one of the ISD full term regular member positions, the alternate member shall automatically fill the vacated full term position for the remainder of the existing term. As additional vacancies occur in the full term and/or alternate member positions, the ISDSC shall elect new ISD Commissioners, ensuring that at all times the three ISD positions are filled by Commissioners from districts providing different services. If more than one vacancy exists at the same time, the ISDSC shall use sequential balloting to elect the new Commissioners.

Marina Coast Water District
Staff Report

Agenda Item: 9-A

Meeting Date: February 8, 2011

Prepared By: Suresh Prasad, Rich Youngblood

Presented By: Rich Youngblood

Reviewed By: Carl Niizawa

Subject: Receive 4th Quarter 2010 Ord Community Water Consumption and Sewer Flow Report

Summary: The Board of Directors is requested to receive the 4th Quarter 2010 Ord Community Water Consumption and Sewer Flow Report. Quarterly water consumption reports have been submitted to the Board since 2006. This staff report also includes Ord Community sewer flow so that sewer capacity can be tracked.

The sewer flow is measured at the Ord Community flume. The flume went into operation in April 2007. This report tracks available sewer capacity that was dedicated by the US Army for use in the development of the Ord Community. The Army had sewer treatment capacity rights of 3.3 million gallons per day (mgd) of which it retained 1.1 mgd with 2.2 mgd for use by the Ord Community.

Below are informational notes for the data reported:

- The rainfall for the 4th Quarter of 2010 (October, November, December), was 4.75 inches, above the historical quarterly average of 4.62 inches. The historical average evapotranspiration for this period is 5.64 inches compared to the average quarterly figure of 5.41 inches.
- The number of customers in each category is defined as the number of active accounts within that land use jurisdiction.
- “Army Facilities & Businesses - Ord” captures all uses not listed in the other Army categories

Ord Community Sewer flow as measured at the old Main Garrison Wastewater Treatment Plant for the 4th Quarter of 2010 was 84.76 million gallons or 0.92 mgd. This leaves an available balance of 2.38 million gallons per day.

The 1st Quarter 2011, Ord Community Water Consumption and Sewer Flow Report will be presented to the Board in April 2011.



MARINA COAST WATER DISTRICT
 9-YEAR ANNUAL CONSUMPTION REPORT BY LAND USE JURISDICTION - DETAIL

Report Modified: 2/2/2011

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - ARMY

Army Facilities & Businesses - Ord

Total Consumption (af)	50.39	63.63	62.18	37.32	36.49	46.42	39.16	44.94	45.26
No. of Connections	29	29	28	28	28	29	29	29	29
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	410	410	410	410	410	410	410	410	410

Army Construction Water - Ord

Total Consumption (af)	0.00	0.07	21.72	20.88	0.78	0.03	3.54	40.48	2.73
No. of Connections	0	1	1	4	2	1	1	3	1
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

Fitch Park Army - Ord

Total Consumption (af)	0.00	0.00	0.00	1.31	63.96	81.79	78.91	75.03	73.38
No. of Connections	0	0	0	72	211	213	213	213	213
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Hayes Park Army - Ord

Total Consumption (af)	6.20	3.03	2.26	98.03	104.95	103.17	90.42	87.52	75.30
No. of Connections	25	25	48	164	164	164	164	164	164
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Kidney - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	72.92
No. of Connections	0	0	0	0	0	0	0	54	288
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

* represents year to date consumption figures which have been billed to customers

TOTALS FOR ORD COMMUNITY - ARMY									
Total Metered Consumption (af)	56.59	66.74	86.15	157.54	206.17	231.41	212.02	248.47	269.59
Army Retention (af)	1,577	1,577	1,577	1,577	1,577	1,577	1,577	1,577	1,577
Water Used (%)	30%	30%	31%	36%	39%	41%	39%	42%	43%
Unmeterd Water Use (af)	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00	410.00

* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - CITY OF MONTEREY

City of Monterey - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No. of Connections	0	0	0	0	1	0	0	0	0
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - CITY OF MONTEREY

Total Metered Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FORA Allocation (af)	65	65	65	65	65	65	65	65	65
Water Used (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unmeterd Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - COUNTY/STATE PARKS

County/State Parks - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No. of Connections	0	0	0	0	1	0	0	0	0
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - COUNTY/STATE PARKS

Total Metered Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FORA Allocation (af)	45	45	45	45	45	45	45	45	45
Water Used (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unmeterd Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - CSUMB

CSUMB

Total Consumption (af)	89.07	91.23	108.13	139.72	106.07	113.27	118.71	157.88	135.62
No. of Connections	74	73	74	81	78	84	83	87	101
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	475	475	475	475	475	475	475	350	0

CSUMB - Frederick Park

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.63	96.49
No. of Connections	0	0	0	0	0	0	0	131	135
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

CSUMB - Schoonover I

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.25	137.35
No. of Connections	0	0	0	0	0	0	0	245	246
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

CSUMB - Schoonover II

Total Consumption (af)	22.79	20.36	18.78	18.30	15.44	15.93	23.39	28.97	33.71
No. of Connections	66	66	66	66	66	66	152	152	155
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - CSUMB

Total Metered Consumption (af)	111.85	111.59	126.91	158.01	121.51	129.20	142.10	270.73	403.18
FORA Allocation (af)	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035
Water Used (%)	57%	57%	58%	61%	58%	58%	60%	60%	39%
Unmeterd Water Use (af)	475.00	475.00	475.00	475.00	475.00	475.00	475.00	350.00	0.00

* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - DEL REY OAKS

Del Rey Oaks - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No. of Connections	0	0	0	0	1	0	0	0	0
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - DEL REY OAKS

Total Metered Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FORA Allocation (af)	243	243	243	243	243	243	243	243	243
Water Used (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unmeterd Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - MARINA

Abrams Park - Ord

Total Consumption (af)	98.93	111.07	89.26	76.31	71.97	70.11	80.39	83.78	72.57
No. of Connections	219	226	226	226	227	229	228	228	228
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Cypress Knolls - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No. of Connections	0	0	0	0	1	0	0	0	0
Land Use Agency Allocation	156	156	156	156	156	156	156	156	156
Water Used (%)					0%				
MCWD WSA Estimate	156	156	156	156	156	156	156	156	156
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Marina - Ord

Total Consumption (af)	28.20	23.54	24.65	31.92	25.59	23.33	17.44	17.36	17.08
No. of Connections	35	34	35	44	44	41	38	39	38
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

Marina Airport - Ord

Total Consumption (af)	13.25	7.62	6.11	5.36	4.99	5.24	5.32	7.94	9.76
No. of Connections	15	17	16	21	21	22	18	20	23
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Marina Construction Water - Ord

Total Consumption (af)	50.08	12.14	14.29	8.63	47.21	86.98	13.86	18.26	15.05
No. of Connections	5	7	10	11	12	22	16	10	10
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Marina Heights - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	6.94	85.07	47.92	8.34	8.70
No. of Connections	0	0	0	0	4	9	7	7	7
Land Use Agency Allocation	293	293	293	293	293	293	293	293	293
Water Used (%)					2%	29%	16%	3%	3%
MCWD WSA Estimate	350	350	350	350	350	350	350	350	350
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

Preston Park - Ord

Total Consumption (af)	126.58	132.41	122.91	105.71	100.71	100.78	106.09	111.16	103.85
No. of Connections	392	389	388	380	379	380	379	378	378
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

School - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.60	0.50	0.46	0.51
No. of Connections	0	0	0	0	0	2	2	2	2
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

University Villages - Ord

Total Consumption (af)	0.00	0.00	0.00	0.83	30.75	62.77	52.34	42.51	41.55
No. of Connections	0	0	0	1	3	26	14	13	13
Land Use Agency Allocation	593	593	593	593	593	593	593	593	593
Water Used (%)				0%	5%	11%	9%	7%	7%
MCWD WSA Estimate	732	732	732	732	732	732	732	732	732
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

UV Specific Plan - Ord

Total Consumption (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No. of Connections	0	0	0	0	1	0	0	0	0
Land Use Agency Allocation	124	124	124	124	124	124	124	124	124
Water Used (%)					0%				
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - MARINA

Total Metered Consumption (af)	317.04	286.79	257.22	228.75	288.16	434.88	323.86	289.81	269.06
FORA Allocation (af)	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325
Water Used (%)	24%	22%	19%	17%	22%	33%	24%	22%	20%
Unmetered Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - MONTEREY COUNTY
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County - Ord

Total Consumption (af)	6.85	5.28	4.85	4.07	2.96	5.02	7.05	2.88	10.14
No. of Connections	5	5	6	6	6	6	4	5	6
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

County Construction Water - Ord

Total Consumption (af)	0.66	0.16	0.00	2.56	0.43	0.00	0.02	0.73	0.14
No. of Connections	2	1	0	2	1	0	1	1	1
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

East Garrison - Ord

Total Consumption (af)	0.00	0.00	0.00	1.41	2.50	191.94	29.51	0.70	0.06
No. of Connections	0	0	0	1	3	4	5	3	1
Land Use Agency Allocation	470	470	470	470	470	470	470	470	470
Water Used (%)				0%	1%	41%	6%	0%	0%
MCWD WSA Estimate	470	470	470	470	470	470	470	470	470
Unmetered Water Use	0	0	0	0	0	0	0	0	0

* represents year to date consumption figures which have been billed to customers

TOTALS FOR ORD COMMUNITY - MONTEREY COUNTY									
Total Metered Consumption (af)	7.51	5.44	4.85	8.04	5.89	196.96	36.57	4.31	10.34
FORA Allocation (af)	710	710	710	710	710	710	710	710	710
Water Used (%)	1%	1%	1%	1%	1%	28%	5%	1%	1%
Unmeterd Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* represents year to date consumption figures which have been billed to customers

ORD COMMUNITY - SEASIDE

Bay View Mobile Park - Ord

Total Consumption (af)	0.00	14.64	72.19	60.14	59.89	63.10	66.34	63.61	60.11
No. of Connections	0	223	223	223	223	223	223	223	223
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Seaside Golf Course - Ord

Total Consumption (af)	0.52	0.31	0.60	1.28	10.56	21.01	1.39	1.05	349.21
No. of Connections	1	1	1	6	7	6	3	2	3
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

School - Ord

Total Consumption (af)	121.23	110.12	113.86	114.78	82.11	90.17	126.82	94.82	100.39
No. of Connections	7	7	7	9	12	12	13	16	17
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

Seaside - Ord

Total Consumption (af)	3.08	3.13	3.96	3.12	2.61	6.67	5.26	6.03	5.10
No. of Connections	3	3	3	4	8	7	8	9	9
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Seaside Construction Water - Ord

Total Consumption (af)	4.01	36.90	21.46	1.65	10.48	7.04	19.55	26.79	50.77
No. of Connections	5	19	17	7	8	7	13	9	7
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Seaside Highlands - Ord

Total Consumption (af)	0.00	9.68	166.50	194.54	170.89	185.72	192.72	166.66	156.69
No. of Connections	0	111	326	392	392	391	392	391	389
Land Use Agency Allocation	125	125	125	125	125	125	125	125	125
Water Used (%)		8%	133%	156%	137%	149%	154%	133%	125%
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

LAND USE JURISDICTION	2002	2003	2004	2005	2006	2007	2008	2009	2010 as of Dec 31
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* represents year to date consumption figures which have been billed to customers

Seaside Highlands Soaper Field - Ord

Total Consumption (af)	0.00	0.00	24.26	18.35	16.77	13.42	11.67	10.82	9.14
No. of Connections	0	0	1	1	1	1	1	1	1
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

Sun Bay (300 units) - Ord

Total Consumption (af)	81.53	64.77	65.40	62.74	61.60	64.09	59.81	59.83	60.25
No. of Connections	300	300	300	300	300	300	300	300	300
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - SEASIDE

Total Metered Consumption (af)	210.37	239.53	468.23	456.60	414.91	451.22	483.56	429.61	791.66
FORA Allocation (af)	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012
Water Used (%)	21%	24%	46%	45%	41%	45%	48%	42%	78%
Unmeterd Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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ORD COMMUNITY - UCMBEST

U C MBEST - Ord

Total Consumption (af)	0.40	3.03	4.15	5.28	5.36	2.49	1.53	1.61	2.43
No. of Connections	2	3	3	3	3	3	3	3	3
Land Use Agency Allocation									
Water Used (%)									
MCWD WSA Estimate									
Unmetered Water Use	0	0	0	0	0	0	0	0	0

TOTALS FOR ORD COMMUNITY - UCMBEST

Total Metered Consumption (af)	0.40	3.03	4.15	5.28	5.36	2.49	1.53	1.61	2.43
FORA Allocation (af)	230	230	230	230	230	230	230	230	230
Water Used (%)	0%	1%	2%	2%	2%	1%	1%	1%	1%
Unmeterd Water Use (af)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Marina Coast Water District
Staff Report

Agenda Item: 10-A

Meeting Date: February 8, 2011

Submitted By: Lloyd Lowrey, District Counsel
Reviewed By: Jim Heitzman

Presented By: Lloyd Lowrey

Subject: Presentation and Workshop on Board Member E-mail Communications

Summary: At the special meeting on January 31, 2011, the Board of Directors asked to have placed on the February 8, 2011 agenda a short presentation by District Counsel and short workshop on Board member communications by e-mail.

Communications by e-mail are subject to the same Brown Act and Public Records Act requirements as other communications. District Counsel will briefly review the requirements and the Board will then have a time to discuss the requirements as applied to e-mail communications between

- Board members
- Board members and members of the public
- Board members and District staff and consultants
- Board members and District Counsel