



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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Agenda

Regular Board Meeting, Board of Directors Marina Coast Water District

11 Reservation Road, Marina, California

Tuesday, March 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 54957.6

Conference with Labor Negotiators

Agency designated representatives: William Lee and Dan Burns

Unrepresented employee: General Manager

7:00 p.m. Reconvene Open Session

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, March 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 April 12, 2011.

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. Presentation

- A. Consider Adoption of Resolution No. 2011-20 in Recognition of Community Member, Mr. Nathan Chaney, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

Action: The Board of Directors will consider adopting Resolution No. 2011-20 recognizing Mr. Nathan Chaney, for his dedicated service to the Marina Coast Water District as a Member on the Water Conservation Commission.

- B. Consider Adoption of Resolution No. 2011-21 in Recognition of Mr. Joe Pineda, System Operator II, and Awarding a Plaque and Gift Certificate for 5 Years of Service to the Marina Coast Water District

Action: The Board of Directors will consider adopting Resolution No. 2011-21 recognizing Mr. Joe Pineda, System Operator II, and awarding a plaque and gift certificate for 5 years of service to the Marina Coast Water District.

8. 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. Receive the Quarterly Financial Statements for October 1, 2010 to December 31, 2010
- B. Approve the Expenditures for the Month of February 2011
- C. Approve the Draft Minutes of the Special Board Meeting of January 31, 2011
- D. Approve the Draft Minutes of the Regular Board Meeting of February 8, 2011

9. 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. Receive Draft Budget for FY 2011 – 2012 and Schedule a Budget Workshop

Action: The Board of Directors is requested to receive the draft budget for FY 2011-2012, schedule a budget workshop, and provide direction to staff regarding completion of the budget.

- B. Consider Adoption of Resolution No. 2011-22 to Authorize a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers for the Eastern Distribution System Watkins Gate Well Installation for a Not-To-Exceed Amount of \$195,560

Action: The Board of Directors is requested to adopt Resolution No. 2011-22 authorizing the Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers for the Watkins Gate Well Installation within the not-to-exceed project work amount of \$195,560.

- C. Consider Adding Regional Desalination Reports to the Agenda Under Informational Items

Action: The Board of Directors is requested to consider adding the Construction Schedule, Permitting Matrix, Construction Costs, Master Project Schedule and Processing Changes to the agenda.

- D. Consider Appointing a Liaison to the Regional Desalination Project

Action: The Board of Directors is requested to consider appointing a liaison to the Regional Desalination Project.

10. Staff Report

- A. Receive a Report Regarding the Status of the Wharf Hydrant Replacements
- B. Receive an Update on the Monterey Regional Water Pollution Control Agency Outfall Capacity Analysis
- C. Receive an Update on the Progress of the FORA Building
- D. Receive a Report on the Duties of Directors, the General Manager, and Legal Counsel, and Code of Ethics for the Directors

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. JPIA Liaison |
| 2. Joint City-District Committee | 8. FORA |
| 3. Budget and Personnel Committee | 9. CalDesal |
| 4. MRWPCA Board Member | 10. Executive Committee |
| 5. Special Districts Association Liaison | 11. Community Outreach |
| 6. LAFCO Liaison | |

E. Director's Comments

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

*Regular Meeting: Tuesday, April 12, 2011, 6:45 p.m.,
11 Reservation Road, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: March 8, 2011

Submitted By: Rich Youngblood
Reviewed By: Carl Niizawa

Presented By: Rich Youngblood

Agenda Title: Consider Adoption of Resolution No. 2011-20 in Recognition of Community Member, Mr. Nathan Chaney, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission

Detailed Description: The Board of Directors is requested to consider adopting a resolution recognizing Mr. Nathan Chaney for his service on the Water Conservation Commission.

Mr. Nathan Chaney was appointed as a public member to Water Conservation Commission in April 2009. As a member of the Commission he provided input on water conservation activities, practices and programs. During his tenure on the Water Conservation Commission, Mr. Chaney provided invaluable insights and guidance.

Mr. Chaney's dedication and commitment to public service has been recognized by his fellow Commission members and all those who have come into contact with him. For his unselfish dedication and commitment, the District wishes to recognize Mr. Nathan Chaney for his year service, and wishes him well in the future.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District's ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Financial Impact: Yes No

Funding Source/Recap: None

Material Included for Information/Consideration: Resolution No. 2011-20.

Staff Recommendation: The Board of Directors adopt Resolution No. 2011-20 to recognize community member, Nathan Chaney, for his dedicated service to the Marina Coast Water District as a public member on the Water Conservation Commission.

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 _____

March 8, 2011

Resolution No. 2011 - 20
Resolution of the Board of Directors
Marina Coast Water District
Recognition of Public Member, Mr. Nathan Chaney,
for Dedicated Service to the MCWD as a Member on the
Water Conservation Commission

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

WHEREAS, Nathan Chaney was appointed in April 2009 to serve as a member on the Water Conservation Commission of the Marina Coast Water District; and,

WHEREAS, during his tenure, Nathan Chaney rendered superior service to the District by providing invaluable participation and insights, and by contributing significant personal time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and commends Nathan Chaney for outstanding and dedicated service to the District and the Committee's of the Board.

PASSED AND ADOPTED on March 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. 2011-20 adopted March 8, 2011.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-B

Meeting Date: March 8, 2011

Submitted By: James Derbin
Reviewed by: Carl Niizawa

Presented By: James Derbin

Agenda Title: Consider Adoption of Resolution No. 2011-21 in Recognition of Mr. Joe Pineda, System Operator II, and Awarding a Plaque and Gift Certificate for 5 Years of Service to MCWD

Detailed Description: Joe Pineda began employment with the District as a Collections Operator I in 2006. Joe immediately applied himself to his work, as a result of his quick learning, in November 2007 he was promoted to the position of System Operator I.

Following Joe's promotion, he began his studies to earn his Water Distribution Grade I Certification. As soon as he was eligible, he followed this achievement up with earning his Water Distribution Grade II Certification. Joe was recognized for this achievement with a promotion to System Operator II in 2009. Joe is scheduled to take the California Department of Public Health Water Treatment Plant Grade I Operators exam this spring.

Joe is always available to assist his coworkers or take on a new project. In 2008, Joe managed a project of re-keying of all the District locks and developed a master lock system. This work was completed in one week, and saved the District \$5,000. Joe possesses tremendous potential in the field of water distribution and treatment and holds a bright future here at MCWD.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

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: Expenditures for plaques are allocated across four cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, and 04-Fort Ord Sewer, in account number 01-035-009.

Material Included for Information/Consideration: Resolution No. 2011-21.

Recommendation: Consider adoption of Resolution No. 2011-21 in recognition of Mr. Joe Pineda, System Operator II, and awarding a plaque and gift certificate for 5 Years of service to MCWD.

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 _____

March 8, 2011

Resolution No. 2011 - 21
Resolution of the Board of Directors
Marina Coast Water District
Recognizing Mr. Joe Pineda, System Operator II,
For 5-Years of Service to MCWD

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

WHEREAS, Joe Pineda joined the District on February 15, 2006 as a Collections Operator I; and,

WHEREAS, in 2007, Joe was promoted to Systems Operator I in the water division of the Operations and Maintenance Department; and,

WHEREAS, in 2009, following earning his Distribution Grade II certification, Joe was promoted to System Operator II; and,

WHEREAS, over the past five years, Joe’s certification accomplishments have been balanced with steady improvement of his skills related to water distribution, water treatment, and wastewater collection system operations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and recognizes Joe Pineda for five years of service to the Marina Coast Water District, and wishes him continued success with the District.

PASSED AND ADOPTED on March 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. 2011-21 adopted March 8, 2011.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8

Meeting Date: March 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) Receive the Quarterly Financial Statements for October 1, 2010 to December 31, 2010
- B) Approve the Expenditures for the Month of February 2011
- C) Approve the Draft Minutes of the Special Board Meeting of January 31, 2011
- D) Approve the Draft Minutes of the Regular Board Meeting of February 8, 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 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: 8-A

Meeting Date: March 8, 2011

Submitted By: Suresh Prasad
Reviewed By: Carl Niizawa

Presented By: Suresh Prasad

Agenda Title: Receive the Quarterly Financial Statements for October 1, 2010 to December 31, 2010

Detailed Description: All figures reported for the quarter are based on accrual basis accounting. The District's consolidated financial statement for the quarter includes revenues of \$2.521 million and expenses of \$2.609 million, resulting in operating loss of \$0.088 million. The District budget projected an operating reserve of \$0.258 million for the same period. The operating reserve was lower than the budget expectation by \$0.170 million due to higher than budgeted expenses for the current quarter.

Summary of Cost Centers:

Description	Actual Qtr	Budget Qtr	Actual FYTD	Budget FYTD
Marina Water				
Revenues	886,242	863,725	1,989,955	1,931,450
Expenses	591,742	611,828	1,097,132	1,223,656
Op Reserves	294,500	251,897	892,823	707,794
Marina Sewer				
Revenues	186,331	188,600	368,489	377,200
Expenses	262,224	128,018	409,788	256,035
Op Reserves	(75,893)	60,582	(41,299)	121,165
Ord Community Water				
Revenues	1,022,405	1,019,625	2,405,328	2,318,500
Expenses	1,251,423	1,136,283	2,274,681	2,272,566
Op Reserves	(229,018)	(116,658)	130,647	45,934
Ord Community Sewer				
Revenues	424,377	439,950	837,630	879,900
Expenses	367,433	275,162	600,355	550,325
Op Reserves	56,944	164,788	237,275	329,575
Recycled Water Project				
Revenues	1,407	2,075	25,722	4,150
Expenses	136,635	104,336	259,672	208,672
Op Reserves	(135,228)	(102,261)	(233,950)	(204,522)
Consolidated Cost Centers				
Revenues	2,520,762	2,513,975	5,627,124	5,511,200
Expenses	2,609,459	2,255,627	4,641,628	4,511,254
Op Reserves	(88,697)	258,348	985,496	999,946

As of December 31, 2010, the District had \$19.277 million in liquid investments, and \$0.529 million of principal as internal loans to the Ord Community Cost Centers payable to the Marina Cost Centers. The District also had \$2.333 million of bond proceeds for construction purposes, \$3.084 million of 2006 bond proceeds and \$0.849 million of Armstrong Ranch Refunding bond proceeds for debt reserve purposes in the bank. The District owed \$39.785 million in debt for the 2006 revenue certificates of participation bond, \$0.460 million for CalPERS loan, \$8.495 million in Armstrong Ranch Refunding Bond and \$0.092 million in FORA Promissory Note.

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: N/A

Material Included for Information/Consideration: Quarterly Financial Statements, Investments and Debt Summary Statements.

Staff Recommendation: The Board receive the Quarterly Financial Statements for October 1, 2010 to December 31, 2010.

Action Required: _____Resolution _____Motion X Review

Board Action

_____Resolution No_____ Motion By_____ Seconded By_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Reagendized_____ Date_____ No Action Taken_____

MARINA COAST WATER DISTRICT
INCOME STATEMENT
OCTOBER 1, 2010 TO DECEMBER 31, 2010
(UNAUDITED)

CONSOLIDATED

	CURRENT QUARTER		YEAR-TO-DATE	
	2010/2011	2009/2010	2010/2011	2009/2010
REVENUES				
WATER SALES	1,842,383	1,825,252	4,189,888	4,049,923
SEWER SALES	593,196	536,996	1,165,727	1,060,080
INTEREST INCOME	47,201	67,048	116,250	178,442
OTHER REVENUE	37,982	56,740	155,260	275,084
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TOTAL REVENUES	2,520,762	2,486,037	5,627,124	5,563,528
EXPENSES				
ADMINISTRATIVE	577,979	496,888	1,041,475	967,212
OPERATING & MAINTENANCE	835,957	614,204	1,551,370	1,297,486
LABORATORY	99,610	76,351	189,811	152,925
CONSERVATION	83,686	63,480	141,782	122,081
ENGINEERING	240,869	196,478	411,759	369,865
INTEREST EXPENSE	702,042	219,319	1,163,133	548,160
FRANCHISE FEE	69,316	64,044	142,298	133,740
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TOTAL EXPENSES	2,609,459	1,730,763	4,641,628	3,591,470
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OPERATING RESERVES	<u>(88,697)</u>	<u>755,274</u>	<u>985,496</u>	<u>1,972,059</u>
CAPACITY FEE/CAPITAL SURCHARGE	67,797	400,636	301,309	529,530
GRANT REVENUE	23,724	4,540	41,017	10,525
NON_OPERATING REVENUE	2,147,949	690,460	2,619,434	1,706,382
CAPITAL IMPROVEMENT PROJECT	2,538,690	605,790	3,641,657	974,576

MARINA COAST WATER DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
OCTOBER 1, 2010 TO DECEMBER 31, 2010
(UNAUDITED)

CONSOLIDATED

	MW FUND		MS FUND		OW FUND		OS FUND		RW FUND		RP FUND		CONSOLIDATED		CONSOLIDATED (YTD)	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES																
WATER SALES	852,121	838,250	-	-	990,263	983,500	-	-	-	-	-	-	1,842,383	1,821,750	4,189,888	4,126,750
SEWER SALES	-	-	181,278	181,500	-	-	411,918	428,750	-	-	-	-	593,196	610,250	1,165,727	1,220,500
INTEREST INCOME	17,333	16,000	3,722	6,250	15,491	22,500	9,247	6,750	1,407	1,250	-	-	47,201	52,750	116,250	105,500
OTHER REVENUE	16,788	9,475	1,331	850	16,651	13,625	3,211	4,450	-	825	-	-	37,982	29,225	155,260	58,450
TOTAL REVENUES	886,242	863,725	186,331	188,600	1,022,405	1,019,625	424,377	439,950	1,407	2,075	-	-	2,520,762	2,513,975	5,627,124	5,511,200
EXPENSES																
ADMINISTRATIVE	170,554	153,487	42,593	43,583	291,867	289,162	72,908	76,142	57	-	-	-	577,979	562,375	1,041,475	1,124,750
OPERATING & MAINTENANCE	248,628	253,470	137,308	46,068	361,745	408,825	88,277	93,898	-	-	-	-	835,957	802,260	1,551,370	1,604,520
LABORATORY	45,117	38,571	-	-	54,493	51,842	-	-	-	-	-	-	99,610	90,414	189,811	180,828
CONSERVATION	37,711	44,221	-	-	45,974	47,530	-	-	-	-	-	-	83,686	91,750	141,782	183,501
ENGINEERING	44,485	62,979	41,020	14,693	76,282	96,473	45,157	37,697	33,926	23,086	-	-	240,869	234,927	411,759	469,855
INTEREST EXPENSE	45,248	59,100	41,304	23,675	354,777	172,450	158,060	64,425	102,653	81,250	-	-	702,042	400,900	1,163,133	801,800
FRANCHISE FEE	-	-	-	-	66,285	70,000	3,031	3,000	-	-	-	-	69,316	73,000	142,298	146,000
TOTAL EXPENSES	591,742	611,828	262,224	128,018	1,251,423	1,136,283	367,433	275,162	136,635	104,336	-	-	2,609,459	2,255,627	4,641,628	4,511,254
OPERATING RESERVES	294,500	251,897	(75,893)	60,582	(229,018)	(116,658)	56,944	164,788	(135,228)	(102,261)	-	-	(88,697)	258,348	985,496	999,946
CAPACITY FEE/CAPITAL SURCHARGE	-	5,000	504	2,500	53,771	32,750	13,523	10,000	-	-	-	-	67,797	50,250	301,309	100,500
GRANT REVENUE	-	-	-	-	23,724	-	-	-	-	-	-	-	23,724	-	41,017	-
NON_OPERATING REVENUE	-	-	-	-	-	-	-	-	-	-	2,147,949	-	2,147,949	-	2,619,434	-
CAPITAL IMPROVEMENT PROJECT	283,104	36,500	64,232	118,874	362,565	2,735,298	112,704	508,049	43,494	8,259,726	1,672,591	558,114	2,538,690	12,216,561	3,641,657	24,433,122

MARINA COAST WATER DISTRICT
 INCOME STATEMENT
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

MARINA WATER FUND

	CURRENT QUARTER		YEAR-TO-DATE	
	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES				
WATER SALES	852,121	838,250	1,920,077	1,880,500
SEWER SALES				
INTEREST INCOME	17,333	16,000	38,185	32,000
OTHER REVENUE	16,788	9,475	31,692	18,950
TOTAL REVENUES	886,242	863,725	1,989,955	1,931,450
 EXPENSES				
ADMINISTRATIVE	170,554	153,487	282,703	306,975
OPERATING & MAINTENANCE	248,628	253,470	471,850	506,940
LABORATORY	45,117	38,571	83,666	77,143
CONSERVATION	37,711	44,221	63,107	88,441
ENGINEERING	44,485	62,979	81,832	125,957
INTEREST EXPENSE	45,248	59,100	113,974	118,200
FRANCHISE FEE				
TOTAL EXPENSES	591,742	611,828	1,097,132	1,223,656
OPERATING RESERVES	294,500	251,897	892,823	707,794
CAPACITY FEE/CAPITAL SURCHARGE	-	5,000	115,308	10,000
GRANT REVENUE	-	-	-	-
NON-OPERATING REVENUE				
CAPITAL IMPROVEMENT PROJECT	283,104	36,500	315,695	73,000

MARINA COAST WATER DISTRICT
 INCOME STATEMENT
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

MARINA SEWER FUND

	CURRENT QUARTER		YEAR-TO-DATE	
	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES				
WATER SALES				
SEWER SALES	181,278	181,500	355,276	363,000
INTEREST INCOME	3,722	6,250	8,558	12,500
OTHER REVENUE	1,331	850	4,655	1,700
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TOTAL REVENUES	186,331	188,600	368,489	377,200
EXPENSES				
ADMINISTRATIVE	42,593	43,583	74,336	87,165
OPERATING & MAINTENANCE	137,308	46,068	198,103	92,135
LABORATORY				
CONSERVATION				
ENGINEERING	41,020	14,693	73,513	29,386
INTEREST EXPENSE	41,304	23,675	63,836	47,350
FRANCHISE FEE				
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TOTAL EXPENSES	262,224	128,018	409,788	256,035
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OPERATING RESERVES	(75,893)	60,582	(41,299)	121,165
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CAPACITY FEE/CAPITAL SURCHARGE	504	2,500	34,357	5,000
GRANT REVENUE	-	-	-	-
NON-OPERATING REVENUE				
CAPITAL IMPROVEMENT PROJECT	64,232	118,874	70,275	237,748

MARINA COAST WATER DISTRICT
 INCOME STATEMENT
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

ORD COMMUNITY WATER FUND

	CURRENT QUARTER		YEAR-TO-DATE	
	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES				
WATER SALES	990,263	983,500	2,269,810	2,246,250
SEWER SALES				
INTEREST INCOME	15,491	22,500	42,443	45,000
OTHER REVENUE	16,651	13,625	93,075	27,250
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TOTAL REVENUES	1,022,405	1,019,625	2,405,328	2,318,500
 EXPENSES				
ADMINISTRATIVE	291,867	289,162	556,029	578,325
OPERATING & MAINTENANCE	361,745	408,825	716,677	817,650
LABORATORY	54,493	51,842	106,145	103,685
CONSERVATION	45,974	47,530	78,675	95,060
ENGINEERING	76,282	96,473	113,344	192,946
INTEREST EXPENSE	354,777	172,450	567,277	344,900
FRANCHISE FEE	66,285	70,000	136,533	140,000
	<hr/>			
TOTAL EXPENSES	1,251,423	1,136,283	2,274,681	2,272,566
	<hr/>			
OPERATING RESERVES	(229,018)	(116,658)	130,647	45,934
	<hr/>			
CAPACITY FEE/CAPITAL SURCHARGE	53,771	32,750	133,537	65,500
GRANT REVENUE	23,724	-	41,017	-
NON-OPERATING REVENUE				
CAPITAL IMPROVEMENT PROJECT	362,565	2,735,298	934,385	5,470,596

MARINA COAST WATER DISTRICT
 INCOME STATEMENT
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

ORD COMMUNITY SEWER FUND

	CURRENT QUARTER		YEAR-TO-DATE	
	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES				
WATER SALES				
SEWER SALES	411,918	428,750	810,451	857,500
INTEREST INCOME	9,247	6,750	23,122	13,500
OTHER REVENUE	3,211	4,450	4,057	8,900
	<hr/>			
TOTAL REVENUES	424,377	439,950	837,630	879,900
EXPENSES				
ADMINISTRATIVE	72,908	76,142	128,337	152,285
OPERATING & MAINTENANCE	88,277	93,898	164,740	187,795
LABORATORY				
CONSERVATION				
ENGINEERING	45,157	37,697	79,592	75,395
INTEREST EXPENSE	158,060	64,425	221,923	128,850
FRANCHISE FEE	3,031	3,000	5,764	6,000
	<hr/>			
TOTAL EXPENSES	367,433	275,162	600,355	550,325
	<hr/>			
OPERATING RESERVES	56,944	164,788	237,275	329,575
	<hr/>			
CAPACITY FEE/CAPITAL SURCHARGE	13,523	10,000	18,107	20,000
GRANT REVENUE	-	-	-	-
NON-OPERATING REVENUE				
CAPITAL IMPROVEMENT PROJECT	112,704	508,049	136,659	1,016,098

MARINA COAST WATER DISTRICT
 INCOME STATEMENT
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

RECYCLED WATER FUND

	CURRENT QUARTER		YEAR-TO-DATE	
	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES				
WATER SALES				
SEWER SALES				
INTEREST INCOME	1,407	1,250	3,942	2,500
OTHER REVENUE	-	825	21,780	1,650
	<hr/>			
TOTAL REVENUES	1,407	2,075	25,722	4,150
EXPENSES				
ADMINISTRATIVE	57	-	70	-
OPERATING & MAINTENANCE	-	-	-	-
LABORATORY				
CONSERVATION				
ENGINEERING	33,926	23,086	63,479	46,172
INTEREST EXPENSE	102,653	81,250	196,123	162,500
FRANCHISE FEE				
	<hr/>			
TOTAL EXPENSES	136,635	104,336	259,672	208,672
	<hr/>			
OPERATING RESERVES	(135,228)	(102,261)	(233,950)	(204,522)
	<hr/> <hr/>			
CAPACITY FEE/CAPITAL SURCHARGE	-	-	-	-
GRANT REVENUE	-	-	-	-
NON-OPERATING REVENUE				
CAPITAL IMPROVEMENT PROJECT	43,494	8,259,726	132,496	16,519,452

MARINA COAST WATER DISTRICT
 INCOME STATEMENT
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

REGIONAL PROJECT FUND

	CURRENT QUARTER		YEAR-TO-DATE	
	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUES				
WATER SALES				
SEWER SALES				
INTEREST INCOME				
OTHER REVENUE				
TOTAL REVENUES	-	-	-	-
EXPENSES				
ADMINISTRATIVE	-	-	-	-
OPERATING & MAINTENANCE				
LABORATORY				
CONSERVATION				
ENGINEERING	-	-	-	-
INTEREST EXPENSE				
FRANCHISE FEE				
TOTAL EXPENSES	-	-	-	-
OPERATING RESERVES	-	-	-	-
CAPACITY FEE/CAPITAL SURCHARGE				
GRANT REVENUE				
NON-OPERATING REVENUE	2,147,949	-	2,619,434	-
CAPITAL IMPROVEMENT PROJECT	1,672,591	558,114	2,052,148	1,116,228

MARINA COAST WATER DISTRICT
SCHEDULE OF INVESTMENTS SUMMARY
OCTOBER 1, 2010 TO DECEMBER 31, 2010
(UNAUDITED)

PURCHASE DATE	MATURITY DATE	ACCT TYPE	YIELD APR	10/1/2010 BALANCE	QUARTERLY ACTIVITIES		12/31/2010 BALANCE
					TRANSACTION TYPE	AMOUNT	
LAIF ACCOUNT							
			0.46%	16,050,867	INTEREST 10/14/2010	20,729	16,071,596
					XFR TO CD IOP	(3,276,000)	12,795,596
SAVINGS ACCOUNT							
		MM	0.64%	2,166,665	INTEREST 09/30/2010	2,768	2,169,433
					XFR TO CHECKING A/C	(2,000,000)	169,433
					XFR FM CHECKING A/C		169,433
CD ACCOUNT							
12/5/2010	6/5/2011	CD #1	0.30%	85,859			85,859
							85,859
8/20/2010	2/20/2011	CD #2	0.35%	227,969	INTEREST 12/31/2010	271	228,240
							228,240
12/1/2010	12/1/2011	CD IOP	0.55%	3,276,000			3,276,000
CHECKING ACCOUNT							
		CK		992,940	QUARTERLY DEPOSITS	8,119,713	9,112,653
					QUARTERLY CHECKS	(8,390,381)	722,272
					XFR FM SAVINGS A/C	2,000,000	2,722,272
							2,722,272
INTERNAL LOAN RECEIVABLE							
ORD WATER LOAN		PRINCIPAL		334,154			
ORD SEWER LOAN		PRINCIPAL		194,661			
(Loan are scheduled to be recovered from Ord Community Cost Centers on a 10 year amortization period.)							

SUMMARY	Current Quarter		RESERVES DETAIL (LAIF ACCOUNT)	Current Quarter	
	2009/2010	2010/2011		2009/2010	2010/2011
LAIF ACCOUNT	10,993,424	12,795,596	MW CAP REPL RESERVE FUND	692,320	896,247
SAVINGS ACCOUNT	163,205	169,433	MW CAPACITY REVENUE FUND	333,803	410,225
CD #1 ACCOUNT	85,448	85,859	MW GEN OP RESERVE	4,075,007	4,565,677
CD #2 ACCOUNT	226,949	228,240	MS CAP REPL RESERVE FUND	317,616	419,429
CD IOP	-	3,276,000	MS CAPACITY REVENUE FUND	353,675	343,507
CHECKING ACCOUNT	560,288	2,722,272	MS GEN OP RESERVE	584,211	691,568
			OW CAP REPL RESERVE FUND	406,894	609,310
			OW CAPITAL/CAPACITY REVENUE FUND	1,259,601	1,178,378
			OW GEN OP RESERVE	1,481,552	1,212,463
			OS CAP REPL RESERVE FUND	203,447	304,655
			OS CAPITAL/CAPACITY REVENUE FUND	473,813	76,361
			OS GEN OP RESERVE	811,485	2,087,776
TOTAL INVESTMENT	12,029,314	19,277,400	TOTAL	10,993,424	12,795,596

MARINA COAST WATER DISTRICT
 SCHEDULE OF INVESTMENTS SUMMARY - BOND PROCEEDS
 OCTOBER 1, 2010 TO DECEMBER 31, 2010
 (UNAUDITED)

PURCHASE DATE	MATURITY DATE	ACCT TYPE	YIELD APR	10/1/2010 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	12/31/2010 BALANCE
RESERVE FUND 2006 BOND		GIC	4.95%	3,084,250	INTEREST 12/31/2010 APPLIED TO DEBT SERVICE 12/31/2010	75,957 (75,957)	3,160,207 3,084,250
RESERVE FUND ARMSTRONG REFUNDING BOND		GIC		849,500			849,500 849,500
CONSTRUCTION FUND		MM	0.64%	2,329,232	INTEREST 12/31/2010	3,759	2,332,991 2,332,991

MARINA COAST WATER DISTRICT
SCHEDULE OF DEBT SUMMARY
OCTOBER 1, 2010 TO DECEMBER 31, 2010
(UNAUDITED)

PRINCIPAL AMOUNT	FIRST PAYMENT	FINAL PAYMENT	RATE	10/1/2010 BALANCE	QUARTERLY ACTIVITIES TRANSACTION TYPE	AMOUNT	12/31/2010 BALANCE
RABO BANK - CALPERS LOAN							
901,077	05/26/2005	04/26/2015	6.495%	483,250	PAYMENT	(22,980)	460,270
PAYMENT DUE MONTHLY							
SERIES 2006 BOND - CLOSING DATE 08/23/2006							
42,310,000	06/01/2007	06/01/2037	4.795%	39,785,000	PAYMENT		39,785,000
NEXT PMT DUE 06/01/2011 \$1,803,168							
FORA PROMISSORY NOTE - CLOSING DATE 06/24/2009							
134,408	07/01/2009	03/30/2014	0.000%	99,038	PAYMENT	(7,074)	91,964
PAYMENT DUE MONTHLY							
ARMSTRONG RANCH PROMISSORY NOTE - CLOSING DATE 06/25/2010							
7,351,786	12/01/2010	12/01/2020	3.250%	7,351,786	REFUNDED WITH BOND	(7,351,786)	-
NEXT PMT DUE 12/01/2010							
ARMSTRONG RANCH REFUNDING BOND - CLOSING DATE 12/23/2010							
8,495,000	06/01/2011	06/01/2020		8,495,000			8,495,000
NEXT PMT DUE 12/01/2010							

SUMMARY

RABOBANK - CALPERS LOAN	460,270
SERIES 2006 BOND	39,785,000
FORA PROMISSORY NOTE	91,964
ARMSTRONG PROMISSORY NOTE	-
ARMSTRONG REFUNDING BOND	8,495,000

TOTAL DEBT **48,832,234**

NOTE: On 08/23/2006, the Desal, Zone 2 & 2A, and the CNB Line of Credit was refunded with the 2006 Series Bond.

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: March 8, 2011

Submitted By: Suresh Prasad

Presented By: Suresh Prasad

Reviewed By: Carl Niizawa

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

Detailed Description: The Board of Directors is requested to approve the attached February 2011 check register for expenditures totaling \$706,825.28.

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: February 2011 Summary Check Register.

Staff Recommendation: The Board of Directors approve the February 2011 expenditures totaling \$706,825.28.

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

Board Action

___ Resolution No ___ Motion By ___ Seconded By ___

Ayes ___ Abstained ___

Noes ___ Absent ___

Reagendized ___ Date ___ No Action Taken ___

FEBRUARY 2011 SUMMARY CHECK REGISTER

DATE	CHECK #	CHECK DESCRIPTION	AMOUNT
02/08/11	WIRE	Internal Revenue Service	28,427.83
02/08/11	WIRE	State of California-EDD	7,897.70
02/08/11	WIRE	Other Payroll Deduction	1,500.00
02/08/11	51153-51207	Check Register	104,378.13
02/04/11	51150-51152	Payroll Checks and Direct Deposit Period Ended 01/28/11	71,122.01
02/09/11	51208	Check Register	1,626.42
02/11/11	WIRE	Payroll Direct Deposit Period Ended 01/28/11	2,790.67
02/15/11	51209-51270	Check Register	141,518.85
02/15/11	WIRE	Internal Revenue Service	523.69
02/15/11	WIRE	State of California-EDD	56.45
02/18/11	51271-51273	Payroll Checks and Direct Deposit Period Ended 02/11/11	73,552.24
02/25/11	51274-51340	Check Register	195,774.84
02/25/11	WIRE	Internal Revenue Service	29,494.28
02/25/11	WIRE	State of California-EDD	6,932.46
02/25/11	WIRE	Other Payroll Deduction	1,500.00
02/28/11	51341-51350	Check Register	39,729.71
TOTAL DISBURSEMENTS			<u>706,825.28</u>

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
WIRE	02/04/2011	02/08/2011	Internal Revenue Service	PR Batch 901 2 2011 Federal Tax	28,427.83
WIRE	02/04/2011	02/08/2011	State of California - EDD	PR Batch 901 2 2011 State Tax	7,897.70
WIRE	02/04/2011	02/08/2011	Other Payroll Deduction	PR Batch 901 2 2011	1,500.00
51150-51152	01/28/2011	02/04/2011	Payroll Checks and Direct Deposits	PR Batch 901 02 2011 Checks and Direct Deposit (3 checks)	71,122.01
51153	01/10/2011	02/08/2011	Carlons Fire Extinguisher	First Aid Supplies for Marina Office	48.44
51154	01/02/2011	02/08/2011	Manpower Inc.	Customer Service Temp 12/29/10, Accounting Tech 12/27-30/2010, 01/17-23/2011	1,576.80
51155	01/31/2011	02/08/2011	Insight Planners	MCWD Web Maintenance, Hosting	135.00
51156	01/27/2011	02/08/2011	Peninsula Communications	Install Laptop Equipment. in Vehicle #1005	180.00
51157	02/04/2011	02/08/2011	Rabobank, N.A. - AFLAC URM	PR Batch 901 2 2011	526.90
51158	02/04/2011	02/08/2011	Hartford	PR Batch 901 2 2011	5,120.93
51159	12/31/2010	02/08/2011	Denise Duffy & Associates	Environmental Services for RUWAP	37,175.14
51160	01/19/2011	02/08/2011	AT&T	000-1006 079 IP Flex 01/19-02/18/11, 000-1006 141 IP Flex 01/19-02/18/11	787.94
51161	02/01/2011	02/08/2011	Carmel Marina Corporation	Marina/Ft Ord Trash Pickup 02/2011	501.71
51162	12/29/2010	02/08/2011	Home Depot/GECF	Exterior Paint for Well 29 Maintenance, (5)-2"x 6" Lumber for Ft. Ord Booster Station Maintenance	250.77
51163	12/31/2010	02/08/2011	Schaaf & Wheeler	General Engineering Services for 3rd Ave Water Main Extension, Design/Bid Phase Services to Construct Well #34	773.62
51164	12/31/2010	02/08/2011	Peninsula Welding Supply	Nitrogen Gas Tank Lease Renewal for IC	80.02
51165	01/25/2011	02/08/2011	WFCB - OSH Commercial Services	General Operations & Maintenance Equipment	280.29
51166	02/04/2011	02/08/2011	General Teamsters Union	PR Batch 901 2 2011	427.00
51167	01/18/2011	02/08/2011	Verizon Wireless	(8) Aircards, Cell Phones DOF, GM, DGM/DE, O&M, ENG	1,101.25
51168	01/31/2011	02/08/2011	Monterey Tire Service	(4)-New Tires for Backhoe# 9903	3,372.16
51169	11/17/2010	02/08/2011	Aramark Uniform Services	Uniforms, Towels, Rugs for 11/2010	973.60
51170	02/01/2011	02/08/2011	Dept of Public Health	Grade I Water Treatment Operator Exam Fee-Foster	50.00
51171	02/01/2011	02/08/2011	Dept of Public Health	Grade I Water Treatment Operator Exam Fee-Magdaleno	50.00
51172	02/07/2011	02/08/2011	Dept of Public Health	Water Treatment Certification Renewal-Lord	60.00
51173	12/27/2010	02/08/2011	DataProse Inc	Postage Machine Billing for 11/2010-12/2010	7,910.34
51174	12/28/2010	02/08/2011	Red Wing Shoe Store	Pair of Boots for O&M	200.00

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51175	01/24/2011	02/08/2011	Groeniger & Company	(2)-Backflow Repair Kits, (2)-6"x 2" End Caps for O&M Dept. stock, (10)-G5 Valve Boxes for Stock	4,988.25
51176	02/04/2011	02/08/2011	Franchise Tax Board	PR Batch 901 2 2011	60.00
51177	02/04/2011	02/08/2011	CalPERS	PR Batch 901 2 2011	15,469.04
51178	01/22/2011	02/08/2011	NEC Financial Services, Inc.	Phone Equipment Lease 01/2011	775.60
51179	01/29/2011	02/08/2011	James Derbin	Lunch for O&M Crew Working on Gigling/GJM Water Main Break 01/29/11	90.38
51180	02/04/2011	02/08/2011	Devin Derham-Burk, Trustee	PR Batch 901 2 2011	161.54
51181	02/04/2011	02/08/2011	Hartford Life Insurance Company	PR Batch 901 2 2011	1,013.79
51182	01/14/2011	02/08/2011	Carpenters Local Union 605	Common Area Electric at IOP	41.27
51183	02/04/2011	02/08/2011	Prepaid Legal Services, Inc	PR Batch 901 2 2011	39.35
51184	02/02/2011	02/08/2011	Marina Cypress Apartments	3306 Del Monte Blvd-Toilet Rebate	125.00
51185	01/05/2011	02/08/2011	O'Reilly Automotive Inc	General Operations & Maintenance Equipment	204.39
51186	01/19/2011	02/08/2011	Safetyline Inc	(5)-XL Safety Yellow Jackets for O&M Dept Crew	666.31
51187	02/02/2011	02/08/2011	Chong Espinosa	412 Exeter Pl-Toilet Rebate	125.00
51188	01/27/2011	02/08/2011	Harold A. Steuber Enterprises, Inc.	Coffee Supplies for Eng'g. & O&M Depts.	182.99
51189	01/20/2010	02/08/2011	Justin Harlan	293 Carmel Ave-Washing Machine Rebate	125.00
51190	01/27/2011	02/08/2011	Marina Health Center	271 Reservation Rd-Toilet Rebate	250.00
51191	01/27/2011	02/08/2011	Sandra Sarnoff	4970 Peninsula Point Dr-Washing Machine Rebate	125.00
51192	01/31/2011	02/08/2011	Frank Christie	District Signs for Ft. Ord Office	1,077.50
51193	01/28/2011	02/08/2011	Virginia Williams	296 Costa Del Mar Rd-Washing Machine Rebate	125.00
51194	01/31/2011	02/08/2011	Harber Concrete Services	Cementing of Water Main Repaired at GJM Blvd and Gigling Rd	229.49
51195	01/19/2011	02/08/2011	Iverson Tree Service	Tree service for MCWD Well Lot #3 at Pleasant Cir	1,800.00
51196	01/14/2011	02/08/2011	Rabobank, N.A. - IOP Loan	IOP Construction Loan Interest Payment	1,456.11
51197	02/04/2011	02/08/2011	CA State Disbursement Unit	PR Batch 901 2 2011	581.07
51198	01/24/2011	02/08/2011	Voyager Fleet Systems Inc	Fleet Gasoline	2,743.41
51199	02/04/2011	02/08/2011	Principal Life Group	PR Batch 901 2 2011	130.66
51200	01/20/2011	02/08/2011	Sun Life Financial	Life/Short/Long-Term Insurance 02/2011	1,892.04
51201	01/04/2011	02/08/2011	Troutman Sanders Public Affairs Grp LLC	Retention of TS Public Affairs 01/2011	6,014.00
51202	01/17/2011	02/08/2011	Applied Industrial Technology	(15)-PSI Gauges for O&M Dept	894.78
51203	01/19/2011	02/08/2011	Gary Rogers	APWA Dinner Meeting	32.00
51204	12/31/2010	02/08/2011	Suresh Prasad	CAFR Award Program Fee 2009-2010	435.00
51205	01/04/2011	02/08/2011	Costco	General Supplies for Marina & Ft. Ord Office	522.31

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51206	01/20/2011	02/08/2011	Culligan Water Enterprises	Water Softener-Well #10, Well #11, Well #12, Booster #F	332.31
51207	01/31/2011	02/08/2011	Interstate Battery of San Jose	Truck Battery for Vehicle #0701	87.63
51208	02/09/2011	02/09/2011	City of Marina	Review Plans & Permit for Additional Scope on Improvements for IOP Building	1,626.42
WIRE	01/28/2011	02/11/2011	Payroll Direct Deposits	PR Batch 903 02 2011 Checks and Direct Deposit (3 checks)	2,790.67
51209	01/31/2011	02/15/2011	Ace Hardware	General Operations & Maintenance Equipment	1,014.72
51210	01/24/2011	02/15/2011	Quinn Company	New Muffler for Generator at L/S #5990	4,969.88
51211	01/12/2011	02/15/2011	Becks Shoe Store	(2)-Pairs of Boots for O&M	328.64
51212	02/04/2011	02/15/2011	Carlons Fire Extinguisher	First Aid Supplies for Main Office	74.75
51213	01/30/2011	02/15/2011	Manpower Inc.	Accounting Tech 01/24-01/28	1,020.30
51214	01/27/2011	02/15/2011	Delta Rubber Company Inc	(2)- Raingear for O&M, (1)-2.5" Brass Fire Hose Coupler for O&M	77.87
51215	01/26/2011	02/15/2011	CSUS Foundation Inc	(1)-Water Distribution Course & Enrollment-Kelsey	109.04
51216	01/31/2011	02/15/2011	Monterey County Enviro Health	Inspection & Testing fees for Vernal Pon	1,389.75
51217	01/27/2011	02/15/2011	AT&T	582-2981 Main Frame Computer, 384-2068 Modem Line, 384-0267 O&M Fax, 384-6103 Booster Station, 384-6133 Main Office	111.31
51218	01/25/2011	02/15/2011	Area Communications	Answering Service thru 01/26/11	194.80
51219	01/31/2011	02/15/2011	Monterey Regional Waste Mgmt	Green Waste & Refuse from O&M Dept	367.62
51220	02/02/2011	02/15/2011	3T Equipment Company Inc	(1)-1"x 25' Leader Hose, (1)-1" Sewer Hose Wiper for O&M Dept	567.43
51221	12/27/2010	02/15/2011	Staples Credit Plan	Office Supplies for Adm, Lab, O&M	2,254.11
51222	12/01/2010	02/15/2011	Aramark Uniform Services	Uniforms, Towels, Rugs for 12/2010	1,335.76
51223	02/03/2011	02/15/2011	Cypress Coast Ford	Repair Driver Side Window, Brakes & Oil Change on Vehicle #0501	1,188.97
51224	01/21/2011	02/15/2011	HD Supply Waterworks	MasterLink Meter Reading Software for Meter Reader	3,465.00
51225	01/28/2011	02/15/2011	AFLAC	Employees AFLAC Withholding	758.04
51226	01/26/2011	02/15/2011	DataProse Inc	Billing for January 2011	3,622.19
51227	01/19/2011	02/15/2011	Carl Niizawa	APWA Dinner Meeting	32.00
51228	11/16/2010	02/15/2011	Advanced Testing & Inspection, LLC	Construction Materials Testing & Inspect Services for FORA Bldg C	3,104.00
51229	09/30/2010	02/15/2011	Dilbeck & Sons Inc	FORA Building C (Imjin Office Park)	100,447.54

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51230	08/30/2010	02/15/2011	Pinnacle Bank	FORA Building C (Imjin Office Park)	11,160.85
51231	01/26/2011	02/15/2011	Geisler	(500)-Connect Orders	582.99
51232	03/01/2011	02/15/2011	ACWA Health Benefits Authority (EAP)	Employee Assistant Program Premium 03/2011	120.36
51233	02/03/2011	02/15/2011	Harold A. Steuber Enterprises, Inc.	Coffee Supplies for Eng & O&M Depts	24.50
51234	02/10/2011	02/15/2011	Hyacinth Brown	Refund Check-711 Brown Ct	42.89
51235	02/10/2011	02/15/2011	Bay View Mobile Home Park	Refund Check-7 Ficus Ct	15.43
51236	02/10/2011	02/15/2011	Lawrence Polonis	Refund Check-3271 Cove Way	8.30
51237	02/10/2011	02/15/2011	Kathleen Vo	Refund Check-192 Lillian Pl	101.27
51238	02/10/2011	02/15/2011	Joni Manzo	Refund Check-3206 Melanie Rd	12.45
51239	02/10/2011	02/15/2011	Tamara Smith	Refund Check-3014 Parson Cir	42.05
51240	02/10/2011	02/15/2011	Bonnie Richwine	Refund Check-219 Peninsula Dr	316.54
51241	02/10/2011	02/15/2011	Winona Carlisle Living Trust	Refund Check-3020 Sunrise Ave	8.85
51242	02/10/2011	02/15/2011	Charles Starin	Refund Check-421 Windsor Ct	123.11
51243	02/10/2011	02/15/2011	FOAM-RS	Refund Check-1610 Hodeges Ct	311.50
51244	02/10/2011	02/15/2011	FOAM-RS	Refund Check-1835 Wedemeyer Ct	83.56
51245	02/10/2011	02/15/2011	FOAM-RS	Refund Check-1832 Wedemeyer Ct	27.11
51246	02/10/2011	02/15/2011	Linda Wagner	Refund Check-39 Wisteria Way	58.53
51247	02/10/2011	02/15/2011	Robert Sell	Refund Check-28 Azalea Cir	36.13
51248	02/10/2011	02/15/2011	Eric Huerta	Refund Check-237 Sean Ct	31.67
51249	02/10/2011	02/15/2011	Bryan Pelton	Refund Check-262 Harris Ct	51.29
51250	02/10/2011	02/15/2011	David Kim	Refund Check-8 Carmel Cir	42.05
51251	02/10/2011	02/15/2011	Sharon & Corby Anderson	Refund Check-129 Brookside Pl	71.64
51252	02/10/2011	02/15/2011	Mary Roscelli	Refund Check-200 Hibiscus Heights	29.77
51253	02/10/2011	02/15/2011	Robert Hammack	Refund Check-3213 Playa Ct	226.72
51254	02/10/2011	02/15/2011	Linda Stephens-Carrol	Refund Check-132 Kailua Cir	19.19
51255	02/10/2011	02/15/2011	Christopher Parra	Refund Check-275 Cosky Dr	28.45
51256	02/10/2011	02/15/2011	Debbie Beck	Refund Check-4960 Peninsula Point Dr	90.38
51257	02/10/2011	02/15/2011	Mohammed Aldhaheri	Refund Check-4755 Peninsula Point Dr	239.57
51258	02/10/2011	02/15/2011	Errol Hansen	Refund Check-3137 Lake Dr	72.89
51259	02/10/2011	02/15/2011	Lisa Arnold	Refund Check-2940 Jordan Ct	33.65
51260	02/10/2011	02/15/2011	John Costa	Refund Check-3021 Independence Ave	12.89
51261	02/10/2011	02/15/2011	Daniel Swinyard	Refund Check-9 Ficus St	18.15
51262	02/10/2011	02/15/2011	Wells Fargo Bank	Refund Check-242 Peninsula Dr	47.77
51263	02/10/2011	02/15/2011	Atlantic & Pacific Real Estate	Refund Check-473 Forest Cir	5.36
51264	02/10/2011	02/15/2011	Lauren Ludwig	Refund Check-3093 Crescent Ave	13.08

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51265	02/10/2011	02/15/2011	Ellen Marconi	Refund Check-304 Reservation Rd	35.00
51266	02/10/2011	02/15/2011	Scot Mc Mullen	Refund Check-3256 Fitzgerald Cir	28.69
51267	02/10/2011	02/15/2011	John Merino	Refund Check-463 Albert Way	27.65
51268	02/10/2011	02/15/2011	Luciano Pinheiro	Refund Check-3202 Playa Ct	29.31
51269	02/15/2011	02/15/2011	Carson/Helen Chen	Refund Check-4120 Peninsula Point Dr	632.54
51270	02/15/2011	02/15/2011	Briggs & Lisa Latham	Refund Check-4730 Sea Ridge Ct	221.00
WIRE	02/11/2011	02/15/2011	Internal Revenue Service	PR Batch 901 2 2011 Federal Tax	523.69
WIRE	02/11/2011	02/15/2011	State of California - EDD	PR Batch 901 2 2011 State Tax	56.45
51271- 51273	02/11/2011	02/18/2011	Payroll Checks and Direct Deposits	PR Batch 902 02 2011 Checks and Direct Deposit (3 checks)	73,552.24
51274	02/03/2011	02/25/2011	Alhambra and Sierra Springs	Lab Distilled Water 01/18/11, 02/01/11	42.09
51275	02/17/2011	02/25/2011	Carlons Fire Extinguisher	First Aid Supplies for Ft Ord Office	75.50
51276	11/30/2010	02/25/2011	City of Marina	Franchise Fee Sewer 10/2010-12/2010 (Marina)	11,158.32
51277	02/24/2011	02/25/2011	City of Marina	Hydrant Replacement Encroachment Permit	2,555.00
51278	10/31/2010	02/25/2011	Fort Ord Reuse Authority	Franchise Fee Water 10/2010-12/2010 (FORA)	58,157.94
51279	02/18/2011	02/25/2011	Rabobank, N.A. - AFLAC URM	PR Batch 902 2 2011	526.90
51280	02/18/2011	02/25/2011	Hartford	PR Batch 902 2 2011	5,120.93
51281	12/08/2010	02/25/2011	Denise Duffy & Associates Inc	Annexation of the Ord Community	5,265.80
51282	02/15/2011	02/25/2011	AT&T	276-1514 Line Point to Point Beach Office, 271-3430 Water Telemetry, 883-4390 Booster Station	805.70
51283	02/09/2011	02/25/2011	PG&E	L/S #2, L/S #6, L/S #5, L/S #5790, L/S #514, 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, Well #30, Well #9, Well #31, Well #10, Well #29, CA Ave, Well #11, Wtr Treat #4977, Wtr Treat #4974, Gas & Electric 2840 4th Ave, Gas & Electric 11 Reservation Rd, Seawtr Desal Plant, Whse, Booster Pumps, Booster Station, Beach Range, Booster #E, Booster #D, Booster #B, Booster #F, New Booster #D/E, Booster Pump Bldg #122, Pump Groundwater	33,991.62
51284	12/31/2010	02/25/2011	Schaaf & Wheeler	General Engineering Services for Well #34	639.20

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51285	01/31/2011	02/25/2011	Noland, Hamerly, Etienne	General Business, IOP (FOR A), Other Agencies, Sunset Place, Ft. Ord, Armstrong Ranch, Employment/Personnel Matters, Seaside Land Transfer, Laborers International Union PR, GM's Contract, Internal District Matters/Request for PR, Regional Water Project, Ag Land Trust v. MCWD, CEMEX Lapis Site, Del Rey Oaks Legal Fees	15,179.41
51286	12/31/2010	02/25/2011	Monterey Peninsula Engineering	3rd Ave Potable Water Pipeline	16,677.66
51287	02/02/2011	02/25/2011	Consolidated Electrical Distributors, Inc.	Heater Element for L/S #2	78.87
51288	02/09/2011	02/25/2011	Peninsula Welding Supply	Oxygen for O&M Gas Welder	26.42
51289	02/22/2011	02/25/2011	CWEA - Monterey Bay Section	Grade I Mechanical Technologist Exam Fee-Derbin	145.00
51290	01/28/2011	02/25/2011	Drought Resistant Nursery	Demo Landscape Supplies	71.82
51291	02/23/2011	02/25/2011	Dept of Public Health	Grade I Water Treatment Operator Certification Exam Fee-Nguyen	50.00
51292	02/22/2011	02/25/2011	Dept of Public Health	Grade I Water Treatment Operator Certification Exam Fee-Pineda	50.00
51293	02/08/2011	02/25/2011	Golden Gate Petroleum	(481)-Gals. of clear diesel fuel for Convault at Ft. Ord Office	1,990.78
51294	02/03/2011	02/25/2011	Orkin Pest Control	Pest control at Beach Office	77.28
51295	02/16/2011	02/25/2011	Cypress Coast Ford	Oil change & Tire Rotation, Inspection for Vehicle #1002	79.27
51296	02/15/2011	02/25/2011	Pacific Printing	Letterhead without Director Names, Business Cards for Niizawa, Lord, Ybarra, Rogers, Correa	490.37
51297	02/01/2011	02/25/2011	The Maynard Group	NEC Maintenance 02/2011	120.00
51298	02/15/2011	02/25/2011	AFLAC	AFLAC Fees for 02/2011	54.00
51299	02/02/2011	02/25/2011	Groeniger & Company	Hymax Couplers & Saw Blade for O&M Dept Stock	1,764.69
51300	02/18/2011	02/25/2011	Franchise Tax Board	PR Batch 902 2 2011	60.00
51301	02/11/2011	02/25/2011	CalPERS	PR Batch 903 2 2011	435.24
51302	02/10/2011	02/25/2011	Canon Financial Services, Inc.	5050/6800 Copy Machine Lease 02/2011	742.70
51303	01/31/2011	02/25/2011	Jonathan P Lord	California Irrigation Institute Conference-Meals	69.92
51304	02/18/2011	02/25/2011	NEC Financial Services, Inc.	Phone Equipment Lease 02/2011	775.60
51305	01/18/2011	02/25/2011	Carollo Engineers	RUWAP (Bidding/Oncall) Services	1,114.00
51306	02/03/2011	02/25/2011	Salinas Pump Company	Removal of Pump & Cap Well at Well Lot #2	1,800.00
51307	02/18/2011	02/25/2011	Devin Derham-Burk, Trustee	PR Batch 902 2 2011	161.54
51308	02/18/2011	02/25/2011	Hartford Life Insurance Company	PR Batch 902 2 2011	1,013.79

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51309	02/18/2011	02/25/2011	Prepaid Legal Services, Inc	PR Batch 902 2 2011	39.35
51310	02/03/2011	02/25/2011	Kelly Cadiente	01/24-02/03 CDIAC Seminar Meal, Parking Fee	46.26
51311	02/03/2011	02/25/2011	Chong Espinosa	412 Exeter Pl-Toilet Rebate	125.00
51312	02/04/2011	02/25/2011	McGrath Rent Corp.	Mobile Modular for Regional Project	889.01
51313	02/02/2011	02/25/2011	Celita C Singh	289 Reindollar Ave-Washing Machine Rebate	125.00
51314	02/02/2011	02/25/2011	Jon Silkwood	316 Costa Del Mar-Washing Machine Rebate	125.00
51315	02/07/2011	02/25/2011	Heather White	3119 Arnold Ct-Washing Machine Rebate	125.00
51316	02/06/2011	02/25/2011	SLV Electric Inc	RMC Modular Electric Installation	2,865.00
51317	02/15/2011	02/25/2011	Direct Connect Communications	RMC Regional Trailer (Cat 6)	950.00
51318	02/15/2011	02/25/2011	Karl E Krueger	241 Cosky Dr-Toilet Rebate	98.00
51319	02/10/2011	02/25/2011	Maria Nohr	356 Reservation Rd. #83-Toilet Rebate	79.99
51320	02/10/2011	02/25/2011	Brandon Edwards	190 Noumea Rd-Washing Machine Rebate	125.00
51321	02/22/2011	02/25/2011	Chao Xie	3202 Playa Ct-Washing Machine Rebate	125.00
51322	02/11/2011	02/25/2011	Bruce Delgado	3037 Vaughn Ave-Hot Water Recirculation Rebate	202.84
51323	02/23/2011	02/25/2011	Kelley Riley	358 Reservation Rd.-Washing Machine Rebate	125.00
51324	02/23/2011	02/25/2011	Cheryl Bezucha	3026 King Cir-Toilet Rebate	125.00
51325	02/23/2011	02/25/2011	Sal Intagliata	3222 De Forest Road-Washing Machine Rebate	125.00
51326	02/23/2011	02/25/2011	Suzy Hochgesang	273 Cosky Dr-Washing Machine Rebate	125.00
51327	02/22/2011	02/25/2011	Steven Jenks	821 Corregidor Rd-Washing Machine Rebate	125.00
51328	02/22/2011	02/25/2011	Kimberly R Carvalho	5100 Coe Ave #52-Washing Machine Rebate	125.00
51329	02/22/2011	02/25/2011	Quang Ngo	336 Morse Ct-Toilet Rebate	250.00
51330	01/07/2011	02/25/2011	Imjin Office Park Owners Association	Annual Assessment Fee for Lot D & Bldg C	10,200.00
51331	02/18/2011	02/25/2011	CA State Disbursement Unit	PR Batch 902 2 2011	581.07
51332	02/02/2011	02/25/2011	David Brown	436 Diana Pl-Toilet Rebate	125.00
51333	02/18/2011	02/25/2011	Principal Life Group	PR Batch 902 2 2011	130.66
51334	02/08/2011	02/25/2011	Public Agency Retirement Services	PARS Contribution Fee 12/2010	318.27
51335	02/09/2011	02/25/2011	Marina Tire & Auto Repair	Tire Repair for Vehicle #1003	25.00
51336	02/01/2011	02/25/2011	JEA & Associates	Retainer Fees for Lobbyist for New Water	2,500.00
51337	02/03/2011	02/25/2011	Marina Square Apartments	269 Reservation Rd-Toilet Rebate	125.00
51338	02/10/2011	02/25/2011	Bank of the West	Document Storage Lease Payment 03/12/11	3,165.83
51339	02/26/2011	02/25/2011	Rabobank, N.A. - Pers Loan	CalPERS Loan Payment 02/26/11	10,231.70
51340	01/31/2011	02/25/2011	American Water Works Assoc.	Conservation Books & Reference Material	84.50
WIRE	02/18/2011	02/25/2011	Internal Revenue Service	PR Batch 902 2 2011 Federal Tax	29,494.28
WIRE	02/18/2011	02/25/2011	State of California - EDD	PR Batch 902 2 2011 State Tax	6,932.46
WIRE	02/18/2011	02/25/2011	Other Payroll Deduction	PR Batch 902 2 2011	1,500.00

Check #	Invoice Date	Check Date	Vendor Name	Description-February	Amount
51341	02/13/2011	02/28/2011	Manpower Inc.	Accounting Tech 01/31-02/04, 02/07-02/11	1,933.20
51342	02/25/2011	02/28/2011	Cash	Replenish Petty Cash	115.12
51343	02/11/2011	02/28/2011	Peninsula Welding Supply	(2)-4.5"x 5/8"x 80G Flap Wheel for O&M Dept	19.40
51344	01/13/2011	02/28/2011	Staples Credit Plan	Office Supplies for Adm, Eng, O&M	760.80
51345	01/20/2011	02/28/2011	CDW Government Inc	Panasonic CF52 Laptop for Meter Reader	1,903.78
51346	02/18/2011	02/28/2011	CalPERS	PR Batch 902 2 2011	15,547.63
51347	02/11/2011	02/28/2011	Rabobank, N.A. - IOP Loan	IOP Construction Loan Interest Payment	1,568.11
51348	02/07/2011	02/28/2011	Centro Print Solutions	(50)-1099's Forms	81.92
				01/24-01/27 Washington DC Trip for the Regional Water Project Meals, Airfare, Hotel, Transportation-Heitzman, Multi-State Salinity Coalition Registration, Airfare-Heitzman, Recognition Plaque-Nishi, Moore, General Supplies for Marina Office, Regional Plan Conference Call, American Academy of Environmental Engineers Membership-Niizawa, 02/09-02/10 Houston TX, 02/23 Los Angeles Airfare for the Regional Water Project Meetings-Heitzman, 02/16-02/18 MSSC Salinity Conference in San Antonio TX Airfare-Heitzman, American Society of Civil Engineers Membership-Niizawa, 01/26-01/27 Construction Inspection Review Workshop Registration, Hotel-Buhl, Employee Recognition Gift Cards, California Debt and Investment Advisory Commission Seminar Registration-Cadiente, 03/02-03/03 California Urban Water Conservation Council Water Loss Control BMP 1.2-Green, Pineda, Duplissie, 03/03-03/04 California Special Districts Association Board Secretary/Clerk Conference-Riso, MP3 Doctor Pro Software for Audio Enhancer	
51349	01/19/2011	02/28/2011	U.S. Bank Corporate		7,915.33
51350	02/28/2011	02/28/2011	Robert Russell	Refund Check-229 Cypress Ave	9,884.42
				Total Disbursements February 2011	706,825.28

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-C

Meeting Date: March 8, 2011

Submitted By: Paula Riso
Reviewed By: Carl Niizawa

Presented By: Paula Riso

Agenda Title: Approve the Draft Minutes of the Special Board Meeting of January 31, 2011

Detailed Description: The Board of Directors is requested to approve the attached draft minutes of January 31, 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 31, 2011.

Staff Recommendation: The Board of Directors approve the draft minutes of the January 31, 2011 special 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

Special Board Meeting
January 31, 2011
5:00 p.m.

Draft Minutes

1. Call to Order:

Vice President Lee called the meeting to order at 5:00 p.m. on January 31, 2011.

2. Roll Call:

Board Members Present:

Bill Lee – President
Dan Burns – Vice President
Howard Gustafson
Jan Shriner – was seated at 5:01

Board Members Absent:

One vacant seat.

Staff Members Present:

Jim Heitzman, General Manager
Lloyd Lowrey, Legal Counsel
Carl Niizawa, Deputy General Manager/District Engineer
Jean Premutati, Management Services Administrator
Kelly Cadiente, Director of Administrative Services
Thomas Barkhurst, Water Quality Chemist
James Derbin, Operations and Maintenance Superintendent
Brian True, Capital Projects Manager
Paula Riso, Executive Assistant/Board Clerk

Audience Members:

Bob Holden, MRWPCA
Dave McCall, Marina Resident
Tom Moore, Marina Resident
Andy Sterbenz, Schaaf & Wheeler
Larry Parsons, Monterey Herald
Wendy Askew, Marina Resident

3. Pledge of Allegiance:

President Lee led everyone present in the pledge of allegiance.

4. Oral Communications:

No comments.

5. Action Item:

A. Declare a Vacancy on the Board of Directors and Set a Date for Consideration of Appointment to Fill the Vacancy:

Mr. Lloyd Lowrey, Legal Counsel, introduced this item explaining that staff recommends the Board of Directors consider making an appointment for this position. He added that there are other options available to the Board such as holding an election, but to do so, the Board would have to defer action on this item and set action for another meeting.

Director Shriner commented that the Waste Management District is holding a special election in June and suggested the District consider joining them in the special election.

Vice President Burns commented that he is the product of an appointment and would like the Board to go through the normal process in seeking applications, reviewing them and considering an appointment at a meeting.

Director Shriner stated that she has seen the last three appointments to the Water Conservation Commission where this particular majority of the Board has selected applicants who are less experienced over applicants with more experience. Director Shriner voiced her concern over that pattern and asked if anyone would like to speak to that issue.

Director Gustafson commented that Director Shriner didn't have experience before joining the Board.

Director Gustafson made a motion to adopt staff's recommendation and declare a vacancy on the Board of Directors and set a date for consideration of appointment. Vice President Burns seconded the motion. Director Shriner commented that she had received several communications from members of the public who made it clear that there is one choice for the appointment and she would like the members of the public to be able to weigh in on the decision. Vice President Burns commented that he has not received any emails or applications regarding the vacancy other than what were just distributed at this meeting. Mr. Lowrey reminded the Directors of their Ethics Training and cautioned against the Directors corresponding with each other via email.

Agenda Item 5-A (continued):

Director Shriner asked for clarification regarding the date set for appointment. Mr. Lowrey explained that February 22nd is the soonest a special meeting could be held to allow the timeframes set by Government Code Section 1780. Vice President Burns clarified that if a Director was appointed at that meeting, they would be seated that evening and participate in the meeting.

The motion was passed with one vacant seat.

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

B. Consider Adoption of Resolution No. 2011-09 to Approve a Line of Credit Agreement with California American Water Company for the Regional Desalination Project:

Mr. Jim Heitzman, General Manager, introduced this item. Ms. Kelly Cadiente, Director of Administration, explained that the Line of Credit will be shared between the District and the Monterey County Water Resources Agency (MCWRA) for funding the Regional Desalination Project until the Bonds are sold. The funds will be paid back to California American Water Company (Cal Am) once the bonds are sold at the same interest rate they borrow at.

Director Shriner asked who was authorized to make the draw request. Ms. Cadiente answered that staff would prepare it and Mr. Heitzman would make the official request.

Director Shriner inquired who was on the Advisory Committee. Mr. Heitzman answered that the three agencies, MCWD, Cal Am, and MCWRA, were on the Advisory Committee as well as the Peninsula Cities represented by the Mayors of Monterey and Carmel.

Mr. Tom Moore, Marina resident, asked if the Line of Credit was because it is easier for Cal Am to get the money more rapidly than the bonding process; and, what secures the Line of Credit. Mr. Heitzman answered that it was easier for Cal Am to get the funds and the security is the Water Purchase Agreement.

Vice President Burns made a motion to adopt Resolution No. 2011-09 approving a Line of Credit Agreement with California American Water Company for the Regional Desalination Project. Director Gustafson seconded the motion. The motion was passed with one vacant seat.

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

C. Consider Adoption of Resolution No. 2011-11 to Approve Amendment No. 4 to the Professional Services Agreement with RMC Water and Environment for Continued Program Management and Engineering Services for the Regional Water Supply Project:

Mr. Heitzman introduced this item explaining that things haven't moved as quickly as anticipated and the District needs to extend this contract until the Project Management Agreement is approved by all three parties within the next couple of months.

Director Shriner asked if the extra costs are due to delays and if there was a way to get a layout of the plan so that the District is not extending the contract \$500,000 - \$1,000,000 at a time. Mr. Heitzman answered that it was intended to be completed on December 2nd, but there are three entities and it is taking longer to complete. When the project gets underway, the burn rate will be about \$1 million a month and up to \$10 million or more a month.

Director Shriner asked if there is a timeline with more detail showing what the funds are going towards. Mr. Heitzman answered that there will be more details when the Project Management Agreement is approved and in place.

Director Gustafson made a motion to adopt Resolution No. 2011-11 to approving Amendment No. 4 to the Professional Services Agreement with RMC Water and Environment for Continued Program Management and Engineering Services for the Regional Water Supply Project. Vice President Burns seconded the motion. The motion was passed with one vacant seat.

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

6. Director's Comments:

Director Shriner commented that her emails sent to the Executive Assistant, Legal Counsel and General Manager are being forwarded to all the directors with other language adopted from misinterpreting what she said with what they think she said. Director Shriner added she sent an email on January 18th, and on the 22nd was angrily approached by a member of the public because they had heard something she was misquoted on. She wanted to know what the expectation is for the public and the Directors.

Mr. Lowrey stated that this is time for Directors comments and this issue can be agendized for discussion or a workshop on emails.

Director Shriner inquired on the cost per acre foot of desalination water. There has been discussion in the media of the cost being \$4,000 - \$7,000 per acre foot. Director Shriner asked for a more specific quote of what the District is expecting and documentation supporting that cost.

Agenda Item 6 (continued):

Mr. Heitzman answered that there was a cost workshop held and he has all the spreadsheets in his office showing the cost is in the \$2,500 range.

Mr. Lowrey added that in Finding 123 of the Public Utilities Commission's decision, a range of costs are listed with \$2,600 being the lowest cost at the fence line, not including Cal Am's costs.

Vice President Burns asked Director Shriner to speak louder as he is having a hard time hearing her comments.

President Lee thanked staff for their great work.

7. Adjournment:

The meeting was adjourned at 5:26 p.m.

APPROVED:

William Y. Lee, President

ATTEST:

Jim Heitzman, General Manager

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-D

Meeting Date: March 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 February 8, 2011

Detailed Description: The Board of Directors is requested to approve the attached draft minutes of February 8, 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 February 8, 2011.

Staff Recommendation: The Board of Directors approve the draft minutes of the February 8, 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
February 8, 2011
6:45 p.m.

Draft Minutes

1. Call to Order:

President Lee called the meeting to order at 6:45 p.m. on February 8, 2011.

2. Roll Call:

Board Members Present:

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

Board Members Absent:

One vacant seat.

Staff Members Present:

Jim Heitzman, General Manager
Lloyd Lowrey, Legal Counsel
Carl Niizawa, Deputy General Manager/District Engineer
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
Suresh Prasad, Director of Finance
Paula Riso, Executive Assistant/Board Clerk

Audience Members:

Bob Holden, MRWPCA
Dave McCall, Marina Resident
Richard Newhouse, Marina Resident
Andy Sterbenz, Schaaf & Wheeler
Andrea Paris, Noland, Hammerly, Etienne & Hoss
Amy White, LandWatch

Brian McCarthy, Marina Resident
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
Public Employee Performance Evaluation
Title: General Manager
- 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 7:30 p.m.

President Lee reconvened the meeting to open session at 7:31 p.m.

4. Possible Action on Closed Session Items:

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

- 3-A – the Board of Directors conferred with Legal Counsel, and no action was taken.
- 3-B – the Board of Directors evaluated the General Manager, and no action was taken.
- 3-C – there was no conference or action taken.
- 3-D – the Board of Directors 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. Brian McCarthy, Marina resident, commented that he is a new resident to Marina and his home is equipped with a sprinkler system that requires a 1” meter. His water bill is over \$100 per month even if he uses no water due to the higher rate for a 1” meter. Mr. McCarthy stated that other water agencies have adopted Ordinances reducing the cost for family homes with a requirement for a 1” meter because of sprinkler systems and asked the Board to consider such options at the next Board meeting.

7. Consent Calendar:

Director Shriner asked to pull item E from the Consent Calendar.

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

- 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

Vice President Burns seconded the motion. The motion was passed with one vacant seat.

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

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

Director Shriner commented that a member of the public was listed twice and that when the appointment was made to the Water Conservation Commission, she commented that the applicant only lived in Marina 2.1 years. After speaking with the applicant, she understood that the photocopy did not show that it was actually 21 years. Director Shriner added that the minutes did not include the applicant’s public interests lawsuit against an alfalfa grower prior to moving to Marina. President Lee stated that the minutes are a summary of what is said at the meeting and are not verbatim. Director Shriner then asked if the Board would consider approving the minutes with the correction to the attendance list.

Agenda Item 7-E (continued):

Director Gustafson made a motion to approve the Draft Minutes of the Regular Board Meeting of January 11, 2011 with the suggested change. Director Shriner seconded the motion. The motion was passed with one vacant seat.

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

8. Action Items:

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

Mr. Suresh Prasad, Director of Finance, introduced this item stating that if the Board of Directors would like to move forward with this item, a Request for Proposals will be issued to solicit bids for the installation of the equipment.

Mr. Richard Newhouse, Marina Resident, applauded the idea of making the meetings accessible to the public and offered to produce the meeting videos and distribute them to Access Monterey Peninsula (AMP) at the price he offers to non-profit organizations.

Vice President Burns questioned the need for five cameras and two people as the original proposal mentioned. He asked how many people will watch the meetings and in his casual conversations, only about 1 in 20 people said they watch the City Council meetings. Vice President Burns inquired on the return on investment and where do the current videos go.

Mr. Newhouse commented that these videos are shown on the green channel and they are paying for it.

Vice President Burns asked what other agencies are broadcasting their meetings. Mr. Heitzman stated that most of the Cities broadcast their meetings and the Monterey Peninsula Water Management District broadcasts some of theirs. The Monterey County Water Resources Agency, Monterey Regional Water Pollution Control Agency, and Castroville Community Services District don't broadcast their meetings.

Vice President Burns asked if 1 in 20 people is a good number. Mr. Newhouse commented that he watches all the meetings on AMP and would like the opportunity to watch the District's meetings.

Agenda Item 8-A (continued):

Director Shriner commented that the meetings can be shown on the AMP or Government Channel as well as accessed on the AMP website. She commented that this was discussed at the December 17th meeting of the Budget and Personnel Committee (B&P) and asked when staff was asked to gather information from Paul Congo. Vice President Burns answered that several months ago a previous Director, Tom Moore, had requested staff to gather information and staff has been working on it and is now bringing the information forward. Director Shriner commented that she had asked on December 20th if anyone had looked into this and was told that staff had not. Ms. Kelly Cadiente, Director of Administration Services, clarified that staff was asked at the December B&P meeting to look into this item and staff presented the information at the January 21st B&P meeting prior to bringing it to the Board.

Director Gustafson commented that the District's meetings are the second Tuesday of the month to avoid the Marina City Council meetings which are held on the first and third Tuesday's of the month. Unfortunately, the City Council is unable to complete their meetings in one night and it sometimes overruns onto the District's Tuesday meeting night.

President Lee commented that he has asked his constituents if they want to have the District's meetings televised and be willing to have the cost added to their water bill. He said that at this time, no one wants to increase their water bill to see the meetings.

Director Shriner made a motion to accept the proposal, install the cameras and move forward with filming the regular Board meetings. The motion died for a lack of a second.

- 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:

Mr. Carl Niizawa, Deputy General Manager/District Engineer, introduced this item. Mr. Lowrey commented that the Recital E on page 49 of the packet needs to be deleted in its entirety.

Director Shriner asked the date of the original request from the City of Marina for the Water Supply Assessment (WSA). Mr. Niizawa answered that it was prior to June 2, 2010. Director Shriner asked if there is a time limit to respond to a request. Mr. Lowrey stated that there is a time limit of ninety days and the District has been talking with the City of Marina continuously since the request was made. Director Shriner asked if the City of Marina could hire a third party to do the WSA since it has been beyond 90 days since the request. Mr. Lowrey commented that he didn't have the code before him at that time but believes they could bring action against the District to force them to produce the WSA, but the City cannot do the WSA themselves.

Agenda Item 8-B (continued):

Director Shriner commented that the Agreement alludes that the District can elect not to collect a fee. Mr. Lowrey answered that the District has adopted an Ordinance to ensure that they are reimbursed for their costs and will impose a fee to any developer asking for a WSA.

President Lee commented that an encroachment permit is needed from the City of Marina before a WSA can be given.

Director Gustafson made a motion to adopt Resolution No. 2011-15 approving 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. Vice President Burns seconded the motion. The motion was passed with one vacant seat.

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

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:

Mr. Heitzman introduced this item.

Vice President Burns made a motion to adopt Resolution No. 2011-16 approving the change in terms and conditions of the Employment Agreement between the Unrepresented Employees and the Marina Coast Water District. Director Shriner seconded the motion. The motion was passed with one vacant seat.

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

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

Mr. Heitzman introduced this item stating that it reflects on the action taken in item 8-C.

Vice President Burns made a motion to adopt Resolution No. 2011-16 approving the change in terms and conditions of the Employment Agreement between the Unrepresented Employees and the Marina Coast Water District. Director Shriner seconded the motion. The motion was passed with one vacant seat.

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

Mr. Heitzman stated that agenda item 8-E has been pulled.

9. Staff Report:

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

Mr. Richard Youngblood, Conservation Coordinator, introduced this item.

Director Shriner inquired on the University Villages WSA amounts shown on pages 83 and 84 of the Board packet. Mr. Prasad answered that the University Villages WSA combines both 732 for the University Villages and 124 for the University Villages Specific Plan.

10. Board Workshop:

- A. Presentation and Workshop on Board Member E-Mail Communications:

Mr. Lowrey and Ms. Andrea Paris, Noland, Hamerly, Etienne & Hoss, gave a brief presentation and workshop on email communications. They reviewed the fact that email communications are subject to the Brown Act and Public Records Act. Emails can result in a Hub or Daisy Chain if they are shared with other Board members. Mr. Lowrey concluded that Board members should put the public's interest first, be prudent, limit email to necessary public business, assume email is or will become public record, and don't use general personal email accounts for public business.

Director Shriner inquired about the expectations of the Board and staff when inquiring on certain procedural questions or events. Is it okay to forward emails to the Monterey Herald or media? Mr. Lowrey answered that it becomes a question of loyalty to the agency, staff or Board. It is also a question of fairness, self-control, respect and trust. Mr. Lowrey stated that as the ultimate leaders of the District, the Board sets the standards and needs to determine how they expect to be treated and to let others know how they expect to be treated.

Tom Moore, Marina resident, asked if someone from the public sent an email to all Board members asking them to vote for an agenda item at the next meeting, violates the Brown Act. Mr. Lowrey said it did not violate the Brown Act unless Directors start responding to the person which could lead to discussion and a violation.

11. Informational Items:

- A. General Manager's Report:

No report.

B. District Engineer's Report:

No report.

C. Counsel's Report:

Mr. Lowrey reported that John Chiang, the State Controller, is working with a group of Legislators to impose a package of Bills to impose additional requirements on Special Agencies and Cities. It would allow the Controller to have more audit control over Special Agencies.

D. Committee and Board Liaison Reports:

1. Water Conservation Commission:

President Lee commented that they discussed the Water Shortage Contingency Plan and they looked at some new controllers for irrigation systems.

2. Joint City-District Committee:

President Lee commented that the meeting went well and they were able to come to a conclusion. The General Manager did an excellent job at the meeting.

3. Budget and Personnel Committee:

Director Gustafson commented that the filming of Board meetings was discussed and then brought before the Board this evening. They also discussed putting the meetings on hold like the Operations and Maintenance and Projects and Planning Committees.

4. Operations and Maintenance Committee:

President Lee commented that this Committee is on hold and asked to remove this item from the agenda.

5. Projects and Planning Committee:

President Lee commented that this Committee is on hold and asked to remove this item from the agenda.

6. Special Districts Association Liaison:

Director Gustafson commented that Debra Hale from the Transportation Agency of Monterey County was the speaker and discussed the train that will be running through Marina.

7. MRWPCA Board Member:

Vice President Burns commented that they discussed the capacity of the Salinas Lift Station, looking into the legality of distributing recycled water. Mr. Niizawa commented that there was a question of the MRWPCA marketing the sale of recycled water to the Peninsula.

8. LAFCO Liaison:

Mr. Niizawa commented that there was no discussion relevant to the District.

9. JPIA Liaison:

No comments.

10. FORA:

Vice President Burns commented that Marina and Seaside asked FORA to look at special taxes and fees charged to developers. There will be a special workshop this Friday, prior to their regular meeting, to discuss the fee issue.

11. Executive Committee:

No meeting was held.

12. Community Outreach:

Director Gustafson commented that there was nothing to report.

Vice President Burns asked to have CalDesal added to the Informational Items.

E. Director's Comments:

Director Shriner thanked staff and Legal Counsel for providing the presentation and answering her questions.

Director Gustafson read an article from the ACWA News in which ACWA submitted informal comments opposing a public goods charge for water to finance projects to meet the state's targets for both water conservation and greenhouse gas reduction.

Vice President Burns commented that he would like the Board to create an Ad Hoc Committee to look into the 1" meter issue. He also questioned the meter issues at Mobile Home Parks and suggested another Ad Hoc Committee to look at that issue. Mr. Heitzman commented that staff is continuing to work with the Mobile Home Parks. Vice President Burns asked for an update on the MRWPCA regarding the capacity issue and the two consultants on the next agenda.

President Lee commented that he would like to see a report on wharf hydrants. Mr. Niizawa stated that a report would be given at the next meeting.

12. Adjournment:

The meeting was adjourned at 8:39 p.m.

APPROVED:

William Y. Lee, President

ATTEST:

Jim Heitzman, General Manager

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: March 8, 2011

Submitted By: Suresh Prasad

Presented By: Suresh Prasad

Reviewed By: Carl Niizawa

Agenda Title: Receive Draft Budget for FY 2011-2012 and Schedule a Budget Workshop

Detailed Description: The Board is requested to receive the draft budget for FY 2011-2012, review the budget calendar and schedule a budget workshop in March/April.

Each year, the District follows a budget development process that results in Board approval of the annual budget by June 30. This year, staff proposes that the Board consider adopting the FY 2011-2012 Budget at its regular monthly meeting on June 14, 2011. The effective date of this budget will be July 1, 2011.

The draft budget will also be distributed and discussed with the FORA Water/Wastewater Oversight Committee (WWOC). The WWOC will then recommend the draft budget to the FORA Board. The FORA Board would be expected to adopt the budget sometime in June 2011. The next WWOC Committee meeting is scheduled for March 16, 2011.

The Draft FY 2011-2012 Budget includes six separate cost centers in two distinct service areas (Marina and Ord Community); and, operating and capital budgets in support of the District's two service areas and six cost centers. District overhead is apportioned to the cost centers according to a pre-determined formula (based on expense generation percentages). The allocation rate for this fiscal year has changed based on previous year (FY 2009-2010) expenditure figures. This draft budget includes a rate increase of 7.8% for all four cost centers as proposed in the 2008 Bartle Wells Five Year Water & Wastewater Financial Plan and Rate Study. If the Board decides to move forward with any rate increase, a Prop 218 process will be required before the rate increases can be implemented.

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 No

Funding Source/Recap: None

Material Included for Information/Consideration: FY 2011–2012 Budget Schedule; Draft FY 2011-2012 Budget Document (provided separately).

Staff Recommendation: The Board of Directors receive the draft Budget for FY 2011 – 2012, review Budget schedule, and schedule a Budget Workshop.

Action Required: _____Resolution _____Motion ___X___Review

Board Action

Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

Marina Coast Water District
 FY 2011/2012 Budget Calendar
 (includes Marina & Ord Community)

<u>DATE</u>	<u>STATUS</u>	<u>RP</u>	<u>MCWD</u>	<u>WWOC</u>	<u>FORA</u>	<u>DESCRIPTION</u>
January		DF	X			DF to issue 08/09 YTD Qtr 2 expenditure report to Dept Heads. This provides guidance for new year expenses. DF provides format for the budget. Individual meetings with Dept Heads via telephone to discuss the Qtr 2 numbers and the budget format.
February		DH	X			Dept Heads turn in draft budget and D&J's to DF in approved format.
March		DF/DGM/ DAS	X			DF, DAS and DGM review budgets for all departments.
March		DF/DAS/ DH/DGM	X			Individual Dept Heads to meet with DGM, DF and DAS to review their section of the budgets. (as necessary)
March		DH	X			Dept Heads turn in budgets to DF with recommended changes from previous individual meetings.
03/08/2011		DF/DGM	X			Draft Budget and Budget Schedule presented to MCWD Board. PUBLIC MEETING
03/16/2011		DF/DGM		X		Ord Community Draft Budget presented to WWOC. PUBLIC MEETING.
March		DF/DH	X			Budget Workshop Meeting (Dept Heads/Board). PUBLIC MEETING
April		DF/DGM		X		Ord Community Draft Budget presented to WWOC.
April		DF	X			Prop 218 notices mailed out.
06/10/2011		DF/DGM	X		X	MCWD and FORA Boards in a joint meeting adopt Ord Community Budget. PUBLIC MEETING
06/14/2011		DF/DGM	X			MCWD Board adopts Central Marina Budget. PUBLIC MEETING

DGM=Deputy General Manager; DAS= Director of Administrative Services; DF=Director of Finance;
 DH=Department Heads

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-B

Meeting Date: March 8, 2011

Submitted By: Gary Rogers
Reviewed By: Carl Niizawa

Presented By: Gary Rogers

Agenda Title: Consider Adoption of Resolution No. 2011-22 to Authorize a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers for the Eastern Distribution System Watkins Gate Well Installation for a Not-To-Exceed Amount of \$195,960

Detailed Description: The Board of Directors is requested to approve the execution of a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers to provide professional engineering services related to the design and construction of a well near the intersection of former Ft. Ord road "Watkins Gate Road" and Reservation Road in furtherance of the Proposition 50 Grant funded Eastern Distribution Project.

Generally, the Luhdorff & Scalmanini scope will include: 1) The Review of Existing Data, Site Assessments, and Provide a Conceptual Well Design. 2) Provide Preliminary Well Station Layout and Well Design for review by Regulatory Agencies. 3) Complete Test Hole Drilling, Evaluation, and Monitoring Well Installation. 4) Provide Final Well Design and Specifications. 5) Provide Bidding Process and Technical Assistance During Well Construction and Testing. 6) Provide Project Management, Permitting Assistance and Final Project Report of Well Construction. Please refer to Luhdorff & Scalmanini proposal letter dated February 28, 2011 (attached) for a more detailed description for the proposed scope of work.

Staff determined Luhdorff & Scalmanini was the preferred respondent to a Request for Qualification(s) for Hydrogeology Services the District solicited in January of this year. The Request was advertised on the District website, local circular and electronic mailers. Nine firms responded to the solicitation. Of the nine consultants, two were approached to propose for the Eastern Distribution Project Watkins Gate Well.

Based on staff review of the proposals received, qualifications, work plans, and approaches, Luhdorff & Scalmanini is the recommended firm.

Environmental Review Compliance: Further CEQA analysis will be done for the Eastern Distribution System Watkins Gate Well installation including a Draft Initial Study, Negative Declaration or Mitigated Negative Declaration due to environmental consultant recommendation that original CEQA Draft IS/Negative Declaration (Resolution No. 2009-11) for the Eastern Distribution Project did not consider this well location.

Prior Committee or Board Action: Resolution No. 2009-11, the Board adopted the Initial Study/Mitigated Negative Declaration (IS/MND) for the Well 32 Replacement/Eastern Distribution System Project and Approved the Mitigated Monitoring and Reporting Program; Resolution No. 2110-21 the Board authorized signature of a Professional Services Agreement

with Denise Duffy and associates for biological/environmental services of the Eastern Distribution System; Resolution No. 2010-56 the Board adopted the Central Marina/Ord Budget for FY 2010-2011.

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 amount of \$170,400 plus 15% contingency of \$25,560 for a total of \$195,960 will be encumbered against the approved FY 2010/2011 Budget as CIP No. OW-116.

Material Included for Information/Consideration: Resolution No. 2011-22; and, Scope of Work.

Staff Recommendation: Board of Directors is to consider adoption of Resolution No. 2011-22 that authorizes the General Manager and/or Deputy General Manager/District Engineer to enter into a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers for engineering services related to the design and construction of the Eastern Distribution System Watkins Gate Well for a not-to-exceed amount of \$195,960 that includes a 15 percent contingency of \$25,560.

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 _____

March 8, 2011

Resolution No. 2011 - 22
Resolution of the Board of Directors
Marina Coast Water District
Authorize the Professional Services Agreement with
Luhdorff & Scalmanini for the Watkins Gate Well Installation
Not-To-Exceed \$195,960

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

WHEREAS, the 1993 Agreement with Monterey County Water Resources Agency Zones 2 and 2A allows for a combined annual withdrawal in the Ord Community of up to 6,600 acre feet per year of groundwater about equal to the historic demand from Army uses at Fort Ord; and,

WHEREAS, the proposed Watkins Gate Well/Eastern Distribution System Project contains components that are part of the MCWD CIP and within the framework of the 2006 Master Plan; and,

WHEREAS, the Salinas Valley Integrated Water Management Plan was approved on March 20, 2007 to receive Proposition 50 funds from the State Water Resources Control Board and is expected to reimburse a portion of the District costs for replacement wells from the pressure zone; and,

WHEREAS, in Resolution No. 2009-11, the Board adopted the Initial Study/Mitigated Negative Declaration (IS/MND) for the Well 32 Replacement/Eastern Distribution System Project and Approved the Mitigated Monitoring and Reporting Program; and,

WHEREAS, in Resolution No. 2110-21, the Board authorized signature of a Professional Services Agreement with Denise Duffy and associates for biological/environmental services of the Eastern Distribution System; and,

WHEREAS, in Resolution No. 2010-56 the Board adopted the Central Marina/Ord Budget for FY 2010-2011 which includes funding for the Watkins Gate Well; and,

WHEREAS, Luhdorff & Scalmanini Consulting Engineers, is a licensed, qualified consultant who has done hydrogeological and related work in the area in the past thus giving them knowledge of the local hydrogeology and qualifications;

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

- 1) Authorize the General Manager and/or Deputy General Manager/District Engineer to execute a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers for engineering services related to the design and construction of a well near the intersection of former Ft. Ord road "Watkins Gate Road" and Reservation Road; and, to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution, for a total dollar amount not-to-exceed \$195,960.

PASSED AND ADOPTED on March 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. 2010-22 adopted March 8, 2011.

Jim Heitzman, Secretary

February 28, 2011
File No. 11-2-016

Mr. Gary Rogers
Project Engineer
Marina Coast Water District
11 Reservation Road
Marina, CA 93933

**SUBJECT: PROPOSED SCOPE FOR THE INVESTIGATION AND
CONSTRUCTION OF THE WATKINS GATE WELL**

Dear Mr. Rogers:

In response to your request, Luhdorff and Scalmanini, Consulting Engineers (LSCE) are pleased to submit this letter proposal outlining a scope and estimated costs for engineering and field services for the site assessment, exploration, assistance with permitting, design, and well construction and testing oversight for the planned Watkins Gate Well. Our project understanding, detailed below, is based on upon the information contained in the Request for Qualifications (RFQ) distributed by Marina Coast Water District (MCWD).

LSCE has previously submitted statements of qualification specific to the hydrogeological consultant services related to the investigation and construction of the Watkins Gate Well, and engineering consultant services related to the design and construction of the Watkins Gate Well pump station to MCWD. LSCE also submitted a statement of qualifications for "Category A" services as outlined in the District's RFQ for water and waste water engineering services. The scope of work outlined below provides a more detailed project scope and cost estimates.

Project Understanding

The MCWD wishes to construct a municipal water supply well at the Watkins Gate site in the East Garrison area of the former Fort Ord. Previous work done by others for the District recommended the Watkins Gate site for a future municipal well based on a review of well construction details and lithologic logs from other wells in the area. The work to be completed as part of this project will include a more detailed analysis of available data and a site specific investigation, including exploratory drilling, to determine the feasibility of constructing a production well at the subject site. Contingent on the conclusions from the site specific investigation, work will proceed with the ultimate goal of installing a fully permitted municipal well including final siting of the well, interaction with regulatory agencies, well design, specification production, assistance with bidding, and well construction and testing.

Project Approach

LSCE's approach to completing this type of water supply project has been developed throughout our work in planning, designing and installing hundreds of municipal wells and pump stations throughout Northern California. Our approach considers the entire process as a series of sequential steps, which have varying degrees of interdependency. In the Request for Qualifications, MCWD outlines the tasks to be performed as part of this project. LSCE has retained the general tasks, but have renamed and arranged the tasks to be more reflective of our overall approach.

Proposed Scope

LSCE's proposed scope is detailed below according to the following tasks:

Task	Description
1	Review of Existing Data, Site Assessments, and Conceptual Well Designs
2	Preliminary Station Layout and Well Design for Review by Regulatory Agencies
3	Test Hole Drilling, Evaluation, and Monitoring Well Installation
4	Final Well Design and Specifications
5	Bidding Process and Technical Assistance During Well Construction and Testing
6	Project Management, Permitting Assistance, and Final Project Report

At the end of each task description, there is a summary of key meetings and deliverables on which budgeting is based. Following the task descriptions is a budget estimate for the proposed services.

Task 1: Review of Existing Data, Site Assessment, and Conceptual Well Design

Under Task 1, LSCE will conduct a project kick-off meeting with MCWD to discuss available project data, scheduling, coordination, and site assessment criteria. This meeting will also serve as a preliminary design meeting on station layout and well location to serve regulatory submittals under Task 2.

The objectives of this effort shall include:

- 1) Assess local hydrogeology and target depths for exploratory drilling.
- 2) Assess sites in terms of constructibility and ability to meet regulatory requirements.
- 3) Identify water quality issues and expected well yields.
- 4) Prepare preliminary, or conceptual, well design.

Objective 2 above represents a key aspect of Task 1 by determining whether the existing site is suitable for the installation of a municipal well and to address matters related to construction of the well such as access, water for drilling, fluid and cuttings disposal, and

other site requirements and/or restrictions. For objective 4, it should be noted that the preliminary well designs will reflect the anticipated depth and target completions for the production well and will be used as a basis for obtaining concurrence on the proposed well from the appropriate regulatory agencies under Task 2. Final designs will be based on test hole drilling performed under Task 3.

Task 1 Overview

Meetings

- *One kick-off meeting with MCWD.*

Deliverables

- *Preliminary well profile.*
- *Summary memo on design criteria and assessment results.*

Task 2: Preliminary Station Layout and Well Design for Review by Regulatory Agencies

Under Task 2, LSCE will use information from the pre-design meeting under Task 1 to prepare initial regulatory submittals. Based on input from MCWD, LSCE will prepare preliminary station layout that delineates facility components and production well location.

After obtaining concurrence from MCWD, LSCE will submit a preliminary station layout and conceptual well design to the California Department of Public Health (CDPH), Monterey County Water Resources Agency, and the county environmental health agency for concurrence on siting. The submittals will demonstrate that regulatory siting criteria and horizontal setback requirements are met, or provide justification for any requested variances for consideration by appropriate regulatory agencies. As part of the submittal, a preliminary Drinking Water Source Assessment Program Plan will be prepared for review by CDPH.

Task 2 Overview

Meetings

- *One design meeting with MCWD.*
- *One meeting with regulatory agency(s).*

Deliverables

- *Preliminary station layout.*
- *Preliminary DWSAP.*
- *Letters to CDPH, Monterey County Water Resources Agency, and County Environmental Health requesting concurrence on siting.*

Task 3: Test Hole Drilling, Evaluation, and Monitoring Well Installation

Although the RFQ does not specifically request monitoring well construction as part of this project, LSCE believes that a properly designed monitoring well is the best way to provide site-specific water quality and water level data that will be essential to designing a well that

has the highest likelihood of meeting drinking water quality standards. An alternate to monitoring well construction is zone sampling conducted within the test hole, but LSCE does not recommend this method. The construction of a dedicated monitoring well offers several advantages over the zone sampling method, including: capability to re-sample to verify questionable results; providing a non-pumping point to measure water levels and obtain aquifer parameters; and serving as a tool to evaluate any long-term changes in groundwater conditions, and, with proper monitoring well construction, water quality samples collected from zone specific monitoring wells are less likely to be contaminated with water from different zones and drilling fluids. Zone sampling in the test hole is also typically more expensive than the construction of a dedicated monitoring well. Also, a monitoring well can be constructed and sampled for water quality testing in less time than zone sampling in the test hole would take, and will thus help meet the project schedule goals.

Under Task 3, LSCE will coordinate and oversee test hole drilling and interpretation of data for use in final well design. LSCE will provide subcontracted drilling services from an experienced, licensed, well drilling contractor to drill the test hole and construct the monitoring well. LSCE will require that its subcontractors compensate workers associated with this project according to current Monterey County prevailing wage requirements. Payroll documents will be made available to MCWD upon request. The location for the test hole will be determined using the site layout developed under Task 2. Based on LSCE's preliminary assessment of local geologic conditions, a test hole target depth of 900 feet is proposed. Data collected from the test hole will be used to delineate precise depths for intake screens in the proposed water supply well to be specified in the well construction plans and contract documents. Formation samples from the test hole will be used to design the gravel filter pack to be installed around the intake screens of the well.

The test hole will be converted to small diameter monitoring well and completed in a manner that mimics the anticipated completions in the supply well. For budgeting purposes, it is assumed that the monitoring well will consist of up to three piezometers. The monitoring wells will be used to measure water levels and collect water samples to serve the final well design. In addition, the monitoring wells have utility as observation wells to assess production well efficiency during the well testing phase of construction and also for ongoing monitoring. Water quality results will also be used to aid in procurement of discharge permits from the Regional Water Quality Control Board and other regulatory agencies to dispose of fluids generated during well construction, development, and testing.

Monitoring well designs will be prepared by LSCE staff based on site conditions and compliance Monterey County Water Resources Agency regulations. Upon completion of the monitoring well construction and development, LSCE will provide a portable sampling rig to obtain ground-water samples from each of the piezometers. LSCE will deliver the samples to a DHS certified test laboratory for drinking water screening analyses. For budgeting purposes, we have allotted \$4,000 for selected screening tests of groundwater samples collected in the monitoring well. This budget amount is typically sufficient for screening Title 22 constituents for feasibility and design purposes.

At the completion of test hole drilling, monitoring well construction, and water quality

testing, LSCE will submit a report summarizing results and, if warranted, recommendations for final well design to MCWD.

Task 3 Overview

Meetings

- *Multiple site visits for test hole drilling activities, monitoring well construction, and groundwater sampling.*

Deliverables

- *Report on test hole exploratory activities including recommendations for well design, estimates of yield, and water quality for production well.*
- *Lithologic logs and as-built profiles, for test holes and monitoring wells.*
- *Water Quality Summary Analysis*

Task 4: Final Well Design and Specifications

Under Task 4, LSCE will finalize well designs and prepare plans and specifications for the production well based on results from the preceding task. The principal design parameters shall include well depth, casing and screen dimensions, locations and types of seals, type and locations of intake screen, gravel envelope size and gradation for sand control, and size of screen openings to properly retain the gravel pack. These parameters will be selected to achieve a well that is hydraulically efficient and produces sand-free water all in accordance with accepted water well design practice. The well designs will also reflect water quality considerations such as corrosivity and the need to isolate or exclude individual zones to meet state drinking water standards.

LSCE will submit the plans and specifications for construction and testing of the well to MCWD for review and comment. Subsequently, LSCE will incorporate the plans into MCWD's contract documents for bid solicitation. It is assumed that MCWD will administer the contract for construction of the production well with assistance from LSCE as outlined under Task 5, below.

Task 4 Overview

Meetings

- *N/A*

Deliverables

- *Plans and specifications for the production well for incorporation into MCWD's contract documents.*

Task 5: Bidding Process and Technical Assistance During Well Construction and Testing

LSCE will prepare an Engineer's Estimate for the construction and testing of the well and assist with solicitation of competitive bids from qualified, licensed California contractors. LSCE will prepare an agenda and conduct a pre-bid meeting to meet with prospective

contractors and answer questions. LSCE will issue any addenda, and will answer contractor questions throughout the bidding period. LSCE will also evaluate bids and recommend award.

LSCE's business niche is historically based on the importance of inspection services to the success of well construction projects. LSCE's staff includes personnel with extensive field experience with measuring and monitoring drilling fluid properties, detecting problems during gravel or seal placement, and evaluating well and aquifer tests. The firm was founded for the very reason that there was, and often still is, a gap between theoretical well hydraulics and actual well performance that can be attributed to construction practices.

LSCE has developed and refined its construction specifications and inspection protocol to ensure that formation damage from the drilling and completion process does not limit well efficiency and capacity. LSCE has developed a systematic approach to technical support and will assist MCWD with the following key elements to ensure that the well meets the performance requirements of the construction contract and that work is performed in the most timely and cost effective manner. Under Task 5, LSCE will provide technical assistance during well construction phase as follows:

Pre-construction Conference – Prior to commencement of construction, a conference will be held with the selected contractor to review work schedules, and confirm the contractor's understanding of the intent of the contract documents. A final site visit with the contractor is made as a part of the conference to review site access and to address questions by the contractor prior to mobilization.

Mobilization – Insure contractor compliance with labor, equipment requirements, and site preparation.

Drilling Operations – Inspect drilling fluid control and formation sampling techniques.

Conductor/Surface Casing – Witness conductor/surface casing installation and grouting operations.

Borehole Construction – Monitor drilling operations and drilling fluid control when drilling through the main aquifer units to insure minimal formation damage.

Casing Installation – Witness borehole conditioning and casing assembly installation including casing welds, alignment, casing guide placement, and screen locations.

Gravel and Annular Seal Placement – Inspect gravel and seal(s) installation and

estimate final quantities installed.

Well Development – Witness initial well development techniques with the drilling rig, final development of the well by pumping, and compliance with all discharge requirements.

Well Testing – Witness acceptance tests for minimum sand production and maximum well efficiency; obtain water quality samples and monitor well pump tests; and evaluate aquifer characteristics for present and projected well performance in order to develop pump design criteria.

Cleanup and Well Disinfection – Witness contractor's compliance with site cleanup and well security requirements.

Payment and Acceptance – Review contractor's progress billings and provide recommendation for final acceptance.

Well Records – Assemble construction records for the Districts permanent well file and for submittal to DHS for the water supply permit application.

Task 5 Overview

Meetings

- *Pre-bid and pre-construction meetings.*
- *Multiple site visits for milestone construction inspection and testing activities.*

Deliverables

- *Inspection reports.*
- *Status reports on construction and testing of production wells including as-built well profile.*

Task 6: Project Management, Permitting Assistance, and Final Project Report

Under Task 6, LSCE will coordinate throughout the project with MCWD, contractors, and applicable regulatory agencies to complete the scope of work described herein, all with the objective of commissioning a fully functioning and permitted well for use in MCWD's distribution system.

Other elements of Task 6 include DHS permitting assistance and preparation of Project Summary Report as described below.

Permitting Assistance

LSCE will coordinate with CDPH, Monterey County Water Resources Agency and the local environmental health agency throughout the project to ensure that the well meets

the requirements for a fully permitted public water supply. LSCE will assist both the test hole and production well drilling contractors in obtaining the necessary well permits (well permit fees covered by the drillers) through the appropriate agencies. Note that under Task 2, LSCE will submit a conceptual well and station design package to the CDPH and Monterey County Water Resources Agency to gain concurrence on the well location and station layout. Under this task, Task 6, final construction and DWSAP reports will be submitted to the appropriate agencies to reflect as-built conditions.

LSCE will assist MCWD with an application to amend its existing water supply permit in accordance with Section 116550 of the Health and Safety Code. Specific elements of the CDPH permit application process are listed below along with LSCE's role.

1. LSCE to assist MCWD in completing the application for Domestic Water Supply Permit Amendment form.
2. LSCE to provide required well construction documentation.
3. LSCE to complete the Drinking Water Source Assessments and Protection Program documentation.

Documentation satisfying the California Environmental Quality Act (CEQA) and compliance must also be submitted with the permit application and is required at the time of the permit application. For this project, it is assumed that MCWD will provide the appropriate documents.

Final Project Report

At the completion of the construction and testing of the new well, LSCE will provide a summary report on the construction and testing activities, including an as-built well profile, well construction tests (geophysical surveys, caliper log, plumbness and alignment survey), development records, pump test data and hydrographs, water quality results, project permits, any monitoring reports as required by regulatory agencies, and other relevant project data.

Task 6 Overview

Meetings

- *Meetings included under Tasks 1 through 5.*

Deliverables

- *Final DWSAP and assistance with permit application submittal.*
- *Project summary report (two hard copies and electronic) on construction and commissioning of well including records for all construction activities, development, testing, and written correspondence on modifications/corrections and final acceptance.*

Budget and Contract Administration

The estimated cost to provide the engineering and field services described above are shown in the following table:

Task	Description	Outside Services	Engr. Services	Total
1	Review of Existing Data, Site Assessments, and Conceptual Well Designs	n/a	\$9,500	\$9,500
2	Preliminary Station Layout and Well Design for Review by Regulatory Agencies ⁽¹⁾	n/a	\$6,000	\$6,000
3	Test Hole Drilling and Evaluation	n/a	\$7,500	\$7,500
	Subcontract Drilling Services – Test Hole Drilling ⁽²⁾	\$46,000	n/a	\$46,000
	Monitoring Well Construction Oversight	n/a	\$7,000	\$7,000
	Subcontract Drilling Services – Monitoring Well Construction ⁽³⁾	\$48,300	n/a	\$48,300
	Water Quality Sampling and Analysis ⁽⁴⁾	\$4,600	\$3,000	\$7,600
4	Final Well Design and Specifications	n/a	\$3,500	\$3,500
5	Bidding Process and Technical Assistance During Well Construction and Testing ⁽⁵⁾	n/a	\$32,000	\$32,000
6	Project Management, Permitting Assistance, and Final Project Report	n/a	\$3,000	\$3,000
Totals		\$98,900	\$71,500	\$170,400

Budget Notes:

- 1) *Including Preparation of Preliminary DWSAP.*
- 2) *Estimated cost for 900 foot test hole.*
- 3) *Estimated cost for 3, 2-inch piezometers.*
- 4) *Water quality testing by State certified laboratory.*
- 5) *Construction of wells and pump stations to be contracted separately by MCWD.*

LSCE proposes to perform the work described under Tasks 1 - 6 for a sum of \$170,400. This sum includes LSCE's labor under each task and outside services for test hole drilling, monitoring well construction, and water quality analysis all as delineated in this proposal. LSCE will bill monthly for labor and materials charges in accordance with the following rate schedule:

- LSCE Schedule of Fees - Engineering and Field Services January 2011

In the event that the MCWD directs LSCE to deviate from the proposed scope, or as dictated by unforeseen field conditions, LSCE will provide notification of any potential changes in the estimated cost to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted.

LSCE is prepared to begin work on this project immediately as is our drilling contractor.

We appreciate the opportunity to provide you with this scope and budget.

Sincerely,

LUHDORFF AND SCALMANINI,
CONSULTING ENGINEERS

Scott Lewis, P.G.

Attachments: Schedule of Fees for Engineering and Field Services

**LUHDORFF AND SCALMANINI
CONSULTING ENGINEERS
500 FIRST STREET
WOODLAND, CALIFORNIA 95695**

**SCHEDULE OF FEES - ENGINEERING AND FIELD SERVICES
January, 2011**

Professional:*	
Senior Principal	\$ 245.00/hr.
Principal Professional	\$ 188.00/hr.
Project Manager	\$ 170.00/hr.
Senior Professional	\$ 153.00/hr.
Project Professional	\$ 137.00/hr.
Staff Professional	\$ 98.00/hr.
Technical:	
Engineering Inspector	\$ 98.00/hr.
Engineering Assistant	\$ 88.00/hr.
Technician	\$ 92.00/hr.
ACAD Drafting	\$ 97.00/hr.
Clerical Support:	
Word Processing, Clerical	\$ 58.00/hr.

Vehicle Use	\$ 0.60/mi.
Aircraft Use	\$ 375.00/hr.
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$ 170.00/hr.
Copies	.20 ea.

Professional or Technical Testimony	200% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%

* Engineer, Geologist, Hydrogeologist, and Hydrologist

PROJECT ESTIMATE WORKSHEET



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Client	MCWD	Date	2/28/2011
Project Name	Watkins Gate Well Project	File Number	11-2-016
Task	No. 1	Estimate By	ASL

	Rate	Units	Estimated Quantity	Estimated Cost
<i>Professional Staff*</i>				
Senior Principal	\$245.00	Hours	1	\$ 245.00
Principal Professional	\$188.00	Hours		\$ -
Project Manager	\$170.00	Hours		\$ -
Senior Professional	\$153.00	Hours	48	\$ 7,344.00
Project Professional	\$137.00	Hours		\$ -
Staff Professional	\$98.00	Hours	16	\$ 1,568.00
Engineering Inspector	\$98.00	Hours		\$ -
Engineering Assistant	\$88.00	Hours		\$ -

* Engineer, Geologist, Hydrogeologist, Hydrologist, Scientist

<i>Support Staff</i>				
Technician	\$92.00	Hours		\$ -
GW Sampling Equipment (including operator)	\$170.00	Hours		\$ -
ACAD Drafting	\$97.00	Hours	1	\$ 97.00
Clerical	\$58.00	Hours	1	\$ 58.00
Total Labor				\$ 9,312.00

Ground Travel	\$0.60	Miles	350	\$ 210.00
Travel (Air & Ground)	As Incurred +15%			\$ -
Subsistence	As Incurred +15%			\$ -
Miscellaneous Supplies	+15%	Total		\$ -
Total Direct Expenses				\$ 210.00

1	\$ -	
2	\$ -	
Overhead (15%)	\$ -	
Total Outside Expenses		\$ -

TOTAL FOR TASK \$ 9,522.00

PROJECT ESTIMATE WORKSHEET



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Client	MCWD	Date	2/28/2011
Project Name	Watkins Gate Well Project	File Number	11-2-016
Task	No. 2	Estimate By	ASL

	Rate	Units	Estimated Quantity	Estimated Cost
<i>Professional Staff*</i>				
Senior Principal	\$245.00	Hours		\$ -
Principal Professional	\$188.00	Hours		\$ -
Project Manager	\$170.00	Hours		\$ -
Senior Professional	\$153.00	Hours	16	\$ 2,448.00
Project Professional	\$137.00	Hours		\$ -
Staff Professional	\$98.00	Hours	30	\$ 2,940.00
Engineering Inspector	\$98.00	Hours		\$ -
Engineering Assistant	\$88.00	Hours		\$ -
* Engineer, Geologist, Hydrogeologist, Hydrologist, Scientist				
<i>Support Staff</i>				
Technician	\$92.00	Hours		\$ -
GW Sampling Equipment (including operator)	\$170.00	Hours		\$ -
ACAD Drafting	\$97.00	Hours	4	\$ 388.00
Clerical	\$58.00	Hours	1	\$ 58.00
			Total Labor	\$ 5,834.00
Ground Travel	\$0.60	Miles	350	\$ 210.00
Travel (Air & Ground)	As Incurred +15%			\$ -
Subsistence	As Incurred +15%			\$ -
Miscellaneous Supplies	+15%	Total		\$ -
			Total Direct Expenses	\$ 210.00
1				\$ -
2				\$ -
Overhead (15%)				\$ -
			Total Outside Expenses	\$ -
			TOTAL FOR TASK	\$ 6,044.00

PROJECT ESTIMATE WORKSHEET



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Client	MCWD	Date	2/28/2011
Project Name	Watkins Gate Well Project	File Number	11-2-016
Task	No. 3	Estimate By	ASL

	<i>Rate</i>	<i>Units</i>	<i>Estimated Quantity</i>	<i>Estimated Cost</i>
<i>Professional Staff*</i>				
Senior Principal	\$245.00	Hours		\$ -
Principal Professional	\$188.00	Hours		\$ -
Project Manager	\$170.00	Hours		\$ -
Senior Professional	\$153.00	Hours	30	\$ 4,590.00
Project Professional	\$137.00	Hours		\$ -
Staff Professional	\$98.00	Hours	90	\$ 8,820.00
Engineering Inspector	\$98.00	Hours		\$ -
Engineering Assistant	\$88.00	Hours		\$ -
* Engineer, Geologist, Hydrogeologist, Hydrologist, Scientist				
<i>Support Staff</i>				
Technician	\$92.00	Hours		\$ -
GW Sampling Equipment (including operator)	\$170.00	Hours	16	\$ 2,720.00
ACAD Drafting	\$97.00	Hours		\$ -
Clerical	\$58.00	Hours		\$ -
			Total Labor	\$ 16,130.00
Ground Travel	\$0.60	Miles	1,050	\$ 630.00
Travel (Air & Ground)	As Incurred +15%			\$ -
Subsistence	As Incurred +15%		\$500	\$ 578.00
Miscellaneous Supplies	+15%	Total	\$ 200.00	\$ 231.20
			Total Direct Expenses	\$ 1,439.20
1 Water Quality Analysis				\$ 4,000.00
2 Test Hole Drilling				\$ 42,000.00
3 Monitoring Well Construction				\$ 40,000.00
Overhead (15%)				\$ 12,900.00
			Total Outside Expenses	\$ 98,900.00
			TOTAL FOR TASK	\$ 116,469.20

PROJECT ESTIMATE WORKSHEET



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Client	MCWD	Date	2/28/2011
Project Name	Watkins Gate Well Project	File Number	11-2-016
Task	No. 4	Estimate By	ASL

	Rate	Units	Estimated Quantity	Estimated Cost
<i>Professional Staff*</i>				
Senior Principal	\$245.00	Hours		\$ -
Principal Professional	\$188.00	Hours		\$ -
Project Manager	\$170.00	Hours		\$ -
Senior Professional	\$153.00	Hours	12	\$ 1,836.00
Project Professional	\$137.00	Hours		\$ -
Staff Professional	\$98.00	Hours	12	\$ 1,176.00
Engineering Inspector	\$98.00	Hours		\$ -
Engineering Assistant	\$88.00	Hours		\$ -

* Engineer, Geologist, Hydrogeologist, Hydrologist, Scientist

<i>Support Staff</i>				
Technician	\$92.00	Hours		\$ -
GW Sampling Equipment (including operator)	\$170.00	Hours		\$ -
ACAD Drafting	\$97.00	Hours	4	\$ 388.00
Clerical	\$58.00	Hours	1	\$ 58.00
Total Labor				\$ 3,458.00

Ground Travel	\$0.60	Miles		\$ -
Travel (Air & Ground)	As Incurred +15%			\$ -
Subsistence	As Incurred +15%			\$ -
Miscellaneous Supplies	+15%	Total		\$ -
Total Direct Expenses				\$ -

1	\$ -	
2	\$ -	
Overhead (15%)	\$ -	
Total Outside Expenses		\$ -

TOTAL FOR TASK \$ 3,458.00

PROJECT ESTIMATE WORKSHEET



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Client	MCWD	Date	2/28/2011
Project Name	Watkins Gate Well Project	File Number	11-2-016
Task	No. 5	Estimate By	ASL

	<i>Rate</i>	<i>Units</i>	<i>Estimated Quantity</i>	<i>Estimated Cost</i>
<i>Professional Staff*</i>				
Senior Principal	\$245.00	Hours		\$ -
Principal Professional	\$188.00	Hours		\$ -
Project Manager	\$170.00	Hours		\$ -
Senior Professional	\$153.00	Hours	60	\$ 9,180.00
Project Professional	\$137.00	Hours		\$ -
Staff Professional	\$98.00	Hours	200	\$ 19,600.00
Engineering Inspector	\$98.00	Hours		\$ -
Engineering Assistant	\$88.00	Hours		\$ -
* Engineer, Geologist, Hydrogeologist, Hydrologist, Scientist				
<i>Support Staff</i>				
Technician	\$92.00	Hours		\$ -
GW Sampling Equipment (including operator)	\$170.00	Hours		\$ -
ACAD Drafting	\$97.00	Hours		\$ -
Clerical	\$58.00	Hours		\$ -
			Total Labor	\$ 28,780.00
Ground Travel	\$0.60	Miles	2500	\$ 1,500.00
Travel (Air & Ground)	As Incurred +15%			\$ -
Subsistence	As Incurred +15%		\$1,500	\$ 1,734.00
Miscellaneous Supplies	+15%	Total	\$ 100.00	\$ 115.60
			Total Direct Expenses	\$ 3,349.60
1				\$ -
2				\$ -
Overhead (15%)				\$ -
			Total Outside Expenses	\$ -
			TOTAL FOR TASK	\$ 32,129.60

PROJECT ESTIMATE WORKSHEET



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Client	MCWD	Date	2/28/2011
Project Name	Watkins Gate Well Project	File Number	11-2-016
Task	No. 6	Estimate By	ASL

	Rate	Units	Estimated Quantity	Estimated Cost
<i>Professional Staff*</i>				
Senior Principal	\$245.00	Hours		\$ -
Principal Professional	\$188.00	Hours		\$ -
Project Manager	\$170.00	Hours		\$ -
Senior Professional	\$153.00	Hours	10	\$ 1,530.00
Project Professional	\$137.00	Hours		\$ -
Staff Professional	\$98.00	Hours	14	\$ 1,372.00
Engineering Inspector	\$98.00	Hours		\$ -
Engineering Assistant	\$88.00	Hours		\$ -
* Engineer, Geologist, Hydrogeologist, Hydrologist, Scientist				
<i>Support Staff</i>				
Technician	\$92.00	Hours		\$ -
GW Sampling Equipment (including operator)	\$170.00	Hours		\$ -
ACAD Drafting	\$97.00	Hours	1	\$ 97.00
Clerical	\$58.00	Hours		\$ -
Total Labor				\$ 2,999.00
Ground Travel	\$0.60	Miles		\$ -
Travel (Air & Ground)	As Incurred +15%			\$ -
Subsistence	As Incurred +15%			\$ -
Miscellaneous Supplies	+15%	Total		\$ -
Total Direct Expenses				\$ -
1				\$ -
2				\$ -
Overhead (15%)				\$ -
Total Outside Expenses				\$ -
TOTAL FOR TASK				\$ 2,999.00

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-C

Meeting Date: March 8, 2011

Submitted By: Paula Riso

Presented By: Jim Heitzman

Reviewed By: Carl Niizawa

Agenda Title: Consider Adding Regional Desalination Reports to the Agenda Under Informational Items

Detailed Description: The Board of Directors is requested to consider adding Regional Desalination Reports to the Agenda under Informational Items.

On February 22, 2011, Director Shriner asked to have reports on the Regional Desalination Project placed on the agenda under Informational Items. Those reports are to include Construction Schedule, Permitting Matrix, Construction Costs, Master Project Schedule and Processing Changes.

The Project Management Agreement provides for these reports to be presented to staff when the project moves forward. Staff can then present the reports to the Board of Directors on a monthly basis.

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: None.

Material Included for Information/Consideration: None.

Staff Recommendation: This was a Board requested item.

Action Required: Resolution 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: 9-D

Meeting Date: March 8, 2011

Submitted By: Jim Heitzman

Presented By: Jim Heitzman

Reviewed By: Carl Niizawa

Agenda Title: Consider Appointing a Liaison to the Regional Desalination Project

Detailed Description: The Board of Directors is requested to consider appointing a liaison to the Regional Desalination Project.

With the Project Management Agreement in place, things will begin moving forward quickly. The liaison would be required to attend Regional Desalination Project meetings with the General Manager, meet with legislative bodies, and attend public meetings on an as-needed basis, and provide the Board with monthly updates.

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: None.

Staff Recommendation: This is a Board requested item.

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
Staff Report

Agenda Item: 10-A

Meeting Date: March 8, 2011

Prepared By: Brian True

Presented By: Brian True

Reviewed By: Carl Niizawa

Subject: Receive a Report Regarding the Status of the Wharf Hydrant Replacements

Summary: The Board of Directors is requested to receive a report regarding the status of the Wharf Hydrant Replacements in the Central Marina.

The Marina Compliance Project entails construction activities within the Central Marina potable water system intended to maintain compliance with State Department of Public Health and the State Fire Code requirements. The current scope of activities for the Project has been focused to the replacement of the twelve wharf-style fire hydrants that are located in a variety of residential locations throughout Central Marina.

Eleven of the twelve planned wharf hydrant replacements will be installed by MCWD staff. The cost estimate for use of internal resources needed to replace these eleven hydrants is \$70,000.

One of the wharf hydrant replacements (on Phillip Circle) will involve the replacement of approximately 400 feet of 4-inch mainline with an 8-inch mainline and will require outside contracting due to the nature of the work. The cost estimate for this work is \$60,000 and the current plan is for this work to be done from funds in the FY 2011-2012 CIP Budget.

All twelve wharf hydrant replacements will be conducted under an encroachment permit obtained from the City of Marina; that permit will expire on March 1, 2012. To avoid work in inclement weather, hydrant replacement activities are expected to begin in early-summer 2011.

Marina Coast Water District
Staff Report

Agenda Item: 10-B

Meeting Date: March 8, 2011

Prepared By: Carl Niizawa
Reviewed By: Jim Heitzman

Presented By: Carl Niizawa

Subject: Update on the Monterey Regional Water Pollution Control Agency Outfall Capacity Analysis

The Outfall Agreement between the Monterey Regional Water Pollution Control Agency (MRWPCA) and the Marina Coast Water District (District) calls for an engineering analysis for determination of two factors used for the calculation of the outfall capacity fee and for the District's share in costs associated with the capital repair/replacement of the outfall. This report is an update on a staff report given to the Board on August 10, 2010 on the status of the Outfall Capacity Analysis.

In the Outfall Agreement, the factors to be determined in the baseline engineering analysis are the outfall capacity and the impact on useful life of the outfall with the addition of the brine discharge from the proposed District Regional Desalination Facility. Determination of the total capacity of the outfall is needed as the capacity charge is based on the proportional shared use of the outfall by the District's brine discharge. The Outfall agreement also states that the District will pay for additional costs for repair or replacement if the Outfall requires repair or replacement significantly earlier due to the District's brine as indicated by the baseline engineering analysis. The baseline engineering analysis is to be paid for by the District and arranged by MRWPCA.

MRWPCA hired the environmental engineering firm CH2MHill to conduct the outfall analysis and supply draft and final reports on its findings. The initial draft of the engineering analysis "MRWPCA Outfall Hydraulic Flow Analysis" was completed in March 2010 and submitted to District staff for review and comment. The CH2MHill Outfall Report evaluated the outfall capacity and estimated the corrosion potential with the addition of the brine to the outfall.

The CH2MHill draft report indicated that the addition of the brine from the desalination facility would decrease the capacity of the outfall from a range of 66-96 mgd to 53-82 mgd. District staff responded with an analysis which showed that the addition of the brine would actually increase the capacity of the outfall. CH2MHill revised report of August 3, 2010 agreed with the District's comment and revised the calculated outfall capacity of the brine mix to a slightly higher range of 66.9 – 95.2 mgd compared with the calculated range of 66.5 – 94.6 for the capacity without the brine.

The March 2010 CH2MHill draft report indicated the brine addition would shorten the outfall life. The report stated that with the increased chloride content of the brine and treated water mixture, the internal surface life of the reinforced concrete pipe will be decreased by 40%. In the District's response to the draft report, the District staff indicated that the life of the outfall structure was not determined by the brine content from the Desalination facility, but by the

existing higher chloride ocean environment on the exterior of the pipe. In the revised August CH2MHill report, the corrosion model used by CH2MHill showed that the exterior of the pipe would only last 10 years. CH2MHill noted in the report that as the outfall pipe has been in place since 1984 with no observed corrosion, the calculated results are not accurate. CH2MHill report implies the use of inspection and monitoring for the determination of this impact. The District staff concurs with the use of inspection and monitoring for real measurement of impact. As such, the determination of additional costs for outfall corrosion will likely be delayed.

Marina Coast Water District
Staff Report

Agenda Item: 10-C

Meeting Date: March 8, 2011

Prepared By: Patrick Breen

Presented By: Patrick Breen

Reviewed By: Carl Niizawa

Subject: Receive an Update on the Progress of the FORA Building

Summary: The Board of Directors is requested to receive an update on the FORA Building.

Patrick Breen will provide a verbal report at the Board meeting.

Marina Coast Water District
Staff Report

Agenda Item: 10-D

Meeting Date: March 8, 2011

Prepared By: Christine Kemp

Presented By: Lloyd Lowrey

Reviewed By: Carl Niizawa

Subject: Receive a Report on the Duties of Directors, the General Manager, and Legal Counsel, and Code of Ethics for the Directors

Summary: The Board of Directors is requested to receive a report regarding the Duties of Directors, Duties of the General Manager, Duties of Legal Counsel and the Code of Ethics for the Directors.

On February 22, 2011, Director Nishi asked to have a Board workshop or discussion to review with the Board the duties of the Directors, Staff, and Legal Counsel.

MCWD has an adopted Board Procedures Manual which sets forth the duties of the Directors and policies for interacting with staff and the District Counsel. The Board Procedures Manual also provides a Code of Ethics for Directors.

District Counsel will provide a more detailed report at the Board meeting.

**Committee
and
Board Liaison
Reports**

Draft Minutes
Water Conservation Commission
February 3, 2011

1. Call to Order:

The meeting was called to order at 5:30 p.m. Commission members Bob Brown, Bill Lee, Dan Amadeo, Jim Ford, Richard Newhouse, Steven Reeves, Ruth Krotzer, and Nathan Chaney were present. Rich Youngblood, Paul Lord, and Paula Riso were present from staff. Andy Sterbenz, Schaaf & Wheeler, was present. Jay Tulley was absent.

2. Public Comments on Any Item Not on the Agenda:

There were no comments.

3. Approve the Draft January 6, 2011 Minutes:

On motion by Commissioner Amadeo, seconded by Commissioner Newhouse, the draft January 6, 2011 minutes were approved unanimously.

4. Water Conservation Commission Membership:

Mr. Youngblood commented that Commissioner Chaney is resigning at the end of the meeting and the vacancy will be advertised. Any applications will be reviewed at the April meeting and forwarded to the Board of Directors for their consideration.

5. Receive a Report on the High Water Use/Leak Program:

Mr. Lord gave an update on the Customer Leaks and High Water Use Detection and Response Program. He explained that over the first six months of this program, customer service staff generated 254 service orders on accounts with high water use. Of those service orders, fifty-two percent were identified as leaks. Of the service orders that required staff action, a site visit, identification of a leak, discussion of conservation measures, and distribution of conservation information were included. This Program has a potential water savings of 20,500 gallons annually per household. Mr. Lord stated that customer response with this Program has been very positive.

6. Review the Marina Coast Water District Water Shortage Contingency Plan:

Mr. Youngblood introduced Mr. Andy Sterbenz, Schaaf & Wheeler. Mr. Sterbenz is working on updating the District's 2011 Urban Water Management Plan (UWMP). A component of the UWMP is a Water Shortage Contingency Plan. The Water Shortage Contingency Plan addresses responses that may be taken in the event of a water shortage. Mr. Sterbenz went over the proposed changes and asked for feedback from Commissioners. Commissioner Amadeo suggested adding laundromats in the Water Shortage Contingency Plan and moving the Stages of Action up one stage.

7. Receive Update on Board/District Activities:

Commissioner Lee commented that there is a vacancy on the Board of Directors and applications are being received for consideration. He added that the District and City of Marina finally came to an agreement on the RUWAP at their meeting the night before.

8. Receive Comments from Commission Members:

Commissioner Krotzer commented that she had stopped by the San Luis Reservoir and talked to their conservationist and received handouts for all the Commission members along with interesting fact sheets.

9. Adjournment:

The meeting was adjourned at 6:38 pm.

Draft Minutes
Budget and Personnel Committee Meeting
January 21, 2011

1. Call to Order:

The Budget and Personnel Committee was called to order 9:00 a.m. by Chair Gustafson. In attendance were:

- Committee members: Chair Howard Gustafson and Vice President Dan Burns.
- Staff: Carl Niizawa, Kelly Cadiente, Jean Premutati, Rich Youngblood, and Paula Riso.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Approve the Draft Minutes of December 21, 2010:

Chair Gustafson made a motion to approve the draft minutes of December 21, 2010. Vice President Burns seconded the motion. The motion was passed unanimously.

4. Receive a Staff Report on Video System Installation and Recording/Broadcasting of District Board Meetings:

Ms. Cadiente introduced this item. Chair Gustafson commented that he was not in favor of installing a video system to record the District's Board meetings. Vice President Burns commented that presently the District was getting the meetings filmed with one camera and shown on the AMP channel at no cost. He said that he had asked several members of the public and only about 1 in 20 have ever watched a City Council meeting. Vice President Burns questioned the set up costs and the necessity of five cameras.

Vice President Burns suggested placing this item on the Board agenda for consideration. Staff will meet with the Board President and discuss placing this item on the February agenda.

5. Receive a Staff Report on the 2010 Approved Resolutions with Funding Sources:

Ms. Cadiente introduced this item stating that this is a list detailing items/projects the Board has approved in 2010 and the funding sources for those items.

6. Identify Agenda Items for the Next Committee Meeting:

Vice President Burns suggested placing this Committee on hold.

Staff will meet with the Board President and discuss placing on the February agenda an item to consider postponing this Committee until further notice.

7. Committee Member Comments:

There were no comments.

8. Adjournment:

The meeting was adjourned at 9:20 am.