

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-E

Meeting Date: August 9, 2011

Submitted By: Kelly Cadiente
Reviewed By: Jim Heitzman

Presented By: Jim Heitzman

Agenda Title: Consider Adoption of Resolution No. 2011-61 to Approve a Request for Proposals to Provide Legal Review of Documents Related to the District's Water and Wastewater Operations

Detailed Description: Staff is requesting the Board consider adoption of Resolution No. 2011-61 to approve a Request for Proposals (RFP's) to provide professional legal review of documents related to the District's water and wastewater operations. It is essential for both Board and staff members to be well versed and knowledgeable in the multiple agreements and contracts that span the District's over fifty-year history.

With recent changes in the Board and staff, a need has been identified to create a summary of all key documents in chronological order that includes established provisions and legal requirements. This will serve as an orientation and reference tool and offset any shortfall of institutional knowledge.

The scope of services in the RFP will include:

- Review District agreements and documents
- Provide a synopsis of the documents reviewed
- Compiling a summarized chronological history of District agreements and contracts

Environmental Review Compliance: None.

Prior Committee or Board Action: None.

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

Financial Impact: X Yes No

Funding Source/Recap: Funded through FY 2011/2012 Operating Budget of the Central Marina and Ord Community cost centers – Consulting Services line item.

Material Included for Information/Consideration: Resolution No. 2011-61.

Staff Recommendation: The Board of Directors adopt Resolution No. 2011-61 to approve a request for proposals (RFP's) to provide legal review of documents related to the District's water and wastewater operations.

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

Resolution No _____ Motion By _____ Board Action Seconded By _____
Ayes _____ Abstained _____
Noes _____ Absent _____
Reagendized _____ Date _____ No Action Taken _____

August 9, 2011

Resolution No. 2011 - 61
Resolution of the Board of Directors
Marina Coast Water District
Approving a Request for Proposals to Provide Legal Review of Documents
Related to the District's Water and Wastewater Operations

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a regular meeting duly called and held on August 9, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, staff is requesting the Board to consider approving a request for proposals for legal review of documents related to the District's water and wastewater operations; and,

WHEREAS, due to the importance for the District's Board members and staff to be knowledgeable of the multiple agreements and contracts of the District, staff has identified a need for a history of the District's contacts and agreements; and,

WHEREAS, the document review services referenced in the request for proposals includes compiling a history of the District's contracts and agreements.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2011-61, approving a request for proposals for legal review of documents related to the District's water and wastewater operations.

PASSED AND ADOPTED on August 9, 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. 2011-61 adopted August 9, 2011.

Jim Heitzman, Secretary