

Marina Coast Water District
Agenda Transmittal

Agenda Item: 9-A

Meeting Date: September 13, 2011

Submitted By: Kelly Cadiente

Presented By: Jim Heitzman

Reviewed By: Carl Niizawa

Agenda Title: Consider Approving a Request for Qualifications to Provide Review of Documents Related to the District and Respond as Needed

Detailed Description: Staff is requesting the Board consider approving a Request for Qualifications (RFQ's) to provide professional review and response of documents and requests that come to the District from time to time. Staff would also request a review and summarization of a number of existing contracts and agreements that the District is a party. 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. As part of succession planning this will assist as an orientation and reference tool and offset any shortfall of institutional knowledge.

The scope of services in the RFQ will include:

- Review District agreements and documents
- Provide a synopsis of the documents reviewed
- Compiling a summarized chronological history of District agreements and contracts
- Work with staff to respond to inquiries, records requests, and other sorted needed communication

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: 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: None.

Staff Recommendation: The Board of Directors consider approving a request for RFQ's to provide professional review of documents related to the District's water and wastewater operations, response of documents and requests that come to the District from time to time, and compile a summarized chronological history of key District agreements and contracts.

Action Required: _____Resolution X Motion _____Review

Resolution No _____ Motion By _____ Board Action _____
Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____