



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

TEL: (831) 384-6131 FAX: (831) 883-5995

DIRECTORS

DAN BURNS
President

HOWARD GUSTAFSON
Vice President

KENNETH K. NISHI
JAN SHRINER
WILLIAM Y. LEE

Agenda

Regular Board Meeting, Board of Directors Marina Coast Water District

11 Reservation Road, Marina, California
Tuesday, October 9, 2012, 6:30 p.m. PST
(Please note the earlier start time)

This meeting has been noticed according to the Brown Act rules. The Board of Directors 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)

1) 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)

2) In the Matter of the Application of California-American Water Company (U 210 W) for a Certificate of Public Convenience and Necessity to Construct and Operate its Coastal Water Project to Resolve the Long-Term Water Supply Deficit in its Monterey District and to Recover All Present and Future Costs in Connection Therewith in Rates, California Public Utilities Commission No. A.04-09-019

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, October 4, 2012 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 November 13, 2012.

3) In the Matter of the Application of California-American Water Company (U210W) for Approval of the Monterey Peninsula Water Supply Project and Authorization to Recover All Present and Future Costs in Rates, California Public Utilities Commission No. A.12-04-019

- B. Pursuant to Government Code Section 54956.9 (c)
Conference with Legal Counsel – Anticipated Litigation
Potential Initiation of Litigation
One Case – MCWD Claims against Monterey County and MCWRA

- C. Pursuant to Government Code Section 54956.9(b)(1) and 54956.9(b)(3)(C)
Conference with Legal Counsel – Anticipated Litigation
Potential Litigation
Two Cases
 - 1) Claims of MCWRA and Monterey County against MCWD
 - 2) Claims of California–American Water Company against MCWD

- D. Pursuant to Government Code Section 54956.9 (c)
Conference with Legal Counsel – Anticipated Litigation
Potential Initiation of Litigation
One Case

- E. Pursuant to Government Code 54957.6
Conference with Labor Negotiator
Agency Negotiator (General Manager)
Employee Organization: Marina Coast Water District Employees Association

- F. Pursuant to Government Code 54957.6
Conference with Labor Negotiator
Agency Negotiator (General Manager)
Employee Organization: Teamsters Local 890

7:00 p.m. Reconvene Open Session

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

5. Pledge of Allegiance

6. Oral Communications *Anyone wishing to address the Board on matters not appearing on the Agenda may do so at this time. Please limit your comment to three minutes. The public may comment on any other items listed on the agenda at the time they are considered by the Board.*

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

- A. Adopt Resolution No. 2012-61 to Approve a Construction and Transfer of Water, Sewer, and Recycled Water Infrastructure Agreement between the Marina Coast Water District and the Monterey Bay Military Housing, LLC for the Kidney at Fort Ord Phase 2 Development
- B. Adopt Resolution No. 2012-62 to Authorize the General Manager to Sign a City of Marina Application Affidavit Allowing the Covenant Orthodox Presbyterian Church to Apply for a Zoning Clearance from the City of Marina for Imjin Office Park
- C. Adopt Resolution No. 2012-63 to Approve Obtaining 50-Year Easements from the Federal Government for Recycled Water Pipelines
- D. Approve the Expenditures for the Month of September 2012
- E. Approve the Draft Minutes of the Regular Board Meeting of September 11, 2012
- F. Approve the Draft Minutes of the Special Board Meeting of September 28, 2012

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

- A. Consider Adoption of Resolution No. 2012-64 to Approve a Professional Services Agreement with The EDCCO Group for District SCADA Integration Services

Action: The Board of Directors will consider approving a Professional Services Agreement with The EDCCO Group for District SCADA Integration services.

- B. Consider Adoption of Resolution No. 2012-60 to Revise the District's Expense Reimbursement and Travel Policy

Action: The Board of Directors will consider updating the District's Expense and Travel Policy.

9. 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. Counsel's Report

C. Committee and Board Liaison Reports

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

10. Director's Comments

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

*Regular Meeting: Tuesday, November 13, 2012, 6:45 p.m.,
11 Reservation Road, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7

Meeting Date: October 9, 2012

Submitted By: Jim Heitzman

Presented By: Jim Heitzman

Agenda Title: Consent Calendar

Detailed Description: Consent calendar consisting of:

- A) Adopt Resolution No. 2012-61 to Approve a Construction and Transfer of Water, Sewer, and Recycled Water Infrastructure Agreement between the Marina Coast Water District and the Monterey Bay Military Housing, LLC for Kidney at Fort Ord Phase 2 Development
- B) Adopt Resolution No. 2012-62 to Authorize the General Manager to Sign a City of Marina Application Affidavit Allowing the Covenant Orthodox Presbyterian Church to Apply for a Zoning Clearance from the City of Marina for Imjin Office Park
- C) Adopt Resolution No. 2012-63 to Approve Obtaining 50-Year Easements from the Federal Government for Recycled Water Pipelines
- D) Approve the Expenditures for the Month of September 2012
- E) Approve the Draft Minutes of the Regular Board Meeting of September 11, 2012
- F) Approve the Draft Minutes of the Special Board Meeting of September 28, 2012

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: See individual transmittals.

Funding Source/Recap: See individual transmittals.

Material Included for Information/Consideration: See individual transmittals.

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

Action Required: _____Resolution X Motion _____Review
(Roll call vote is required.)

Board Action

____ Resolution No ____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: October 9, 2012

Submitted By: Sean Knight
Reviewed By: Jim Heitzman

Presented By: Sean Knight

Agenda Title: Adopt Resolution No. 2012-61 to Approve a Construction and Transfer of Water, Sewer, and Recycled Water Infrastructure Agreement between Marina Coast Water District and Monterey Bay Military Housing, LLC for the Kidney at Fort Ord Phase 2 Development

Detailed Description: The Board of Directors is requested to approve a Construction and Transfer of Water, Sewer, and Recycled Water Infrastructure Agreement (hereafter referred to as the Infrastructure Agreement) between Marina Coast Water District (MCWD) and Monterey Bay Military Housing, LLC for the Kidney at Fort Ord Phase 2 Development.

The US Army has an ongoing program known as the Residential Communities Initiative (RCI) whereby the Army establishes long-term business relationships with private sector companies for the purpose of improving military housing communities. Clark Pinnacle (a private sector company) and the Army created Monterey Bay Military Housing, LLC (MBMH) for the purpose described in the RCI above. MBMH has already completed Phase 1 of the Kidney Development project and is entering Phase 2 which will include the addition of 27 housing units. Phase 2 is located along California Road between Normandy Road and 4th Army Road. The project will consist of the construction of new utility mains and services to the buildings, constructing a new road, and constructing new landscaping.

The new infrastructure being transferred to the District will be constructed within the public right-of-way or within easements provided to MCWD by the Army. The specific infrastructure proposed for transfer includes PVC potable water pipelines, PVC gravity sewer pipelines, and associated manholes and appurtenances.

Environmental Review Compliance: None Required.

Prior Committee or Board Action: On December 23, 2008, the Board passed Resolution No. 2008-60 approving an Infrastructure Agreement for Phase 1 of the Kidney Housing Development Project.

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

October 9, 2012

Resolution No. 2012 - 61
Resolution of the Board of Directors
Marina Coast Water District
Approving a Construction and Transfer of
Water, Sewer, and Recycled Water Infrastructure Agreement between
the Marina Coast Water District and Monterey Bay Military Housing, LLC for the Kidney at
Fort Ord Phase 2 Development

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on October 9, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, Monterey Bay Military Housing (“Developer”) has coordinated with the District on their Phase 2 of the Kidney at Fort Ord development, consisting of the new construction of 27 dwelling units and related infrastructure on the former Fort Ord lands; and,

WHEREAS, the Army has rights to water usage consisting of the Government Retained Usage (potable water) as defined in the Potable Water Contract and rights to sewer capacity consisting of the Government Retained Capacity (wastewater) as defined in the Wastewater Contract. Army has allocated portions of the Government Retained Usage (potable water) and the Government Retained Capacity (wastewater) sufficient to service this Phase of the development, and,

WHEREAS, the District and the Developer are working cooperatively regarding proposed water, and sewer system improvements; and,

WHEREAS, the District and the Developer have agreed upon the proposed Construction and Transfer of Water, Sewer and Recycled Water Infrastructure Agreement and desire to enter into same.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to sign the Construction and Transfer of Water, Sewer and Recycled Water Infrastructure Agreement between MCWD and Monterey Bay Military Housing, LLC for the Kidney at Fort Ord Phase 2 Development and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED October 9, 2012, 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 _____

Dan Burns, 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. 2012-61 adopted October 9, 2012.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-B

Meeting Date: October 9, 2012

Submitted By: Patrick Breen
Reviewed By: Jim Heitzman

Presented By: Patrick Breen

Agenda Title: Adopt Resolution No. 2012-62 to Authorize the General Manager to Sign a City of Marina Application Affidavit Allowing the Covenant Orthodox Presbyterian Church to Apply for a Zoning Clearance from the City of Marina for Imjin Office Park

Detailed Description: The District is currently seeking a tenant for 6,200 square feet of space at 920 Second Avenue within the District owned building that the Ft. Ord Reuse Authority occupies.

The Covenant Orthodox Presbyterian Church has approached staff and would like to investigate the possibility of leasing the space. The church would like to use the space for their office and administrative needs. They have approached the Carpenters Union to use their conference space in the neighboring building for worship services.

A confirmation of a church use in this location by the City of Marina is necessary prior to entering into any negotiations. The church would like to submit a Zoning Clearance application to the City and as a part of that application, an affidavit from the owner authorizing the application is necessary.

By signing the affidavit as the owner, the General Manager will attest that the District owns the property involved with the application, the District consents to the preparation and submission of the application, and authorizes the church to act on the District's behalf regarding the application.

Environmental Review Compliance: None required

Prior Committee or Board Action: None

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 ___X___No

Funding Source/Recap: None required

Material Included for Information/Consideration: Resolution No. 2012-62; City of Marina application affidavit; and Application Materials.

Staff Recommendation: The Board Authorize the General Manager to sign a City of Marina application affidavit allowing the Covenant Orthodox Presbyterian Church to apply for a Zoning Clearance from the City of Marina for 920 Second Avenue.

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 _____

October 9, 2012

Resolution No. 2012 - 62
Resolution of the Board of Directors
Marina Coast Water District

Authorize the General Manager to Sign a City of Marina Application Affidavit
Allowing the Covenant Orthodox Presbyterian Church to Apply for a Zoning Clearance
from the City of Marina for 920 Second Avenue

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on October 9, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District owns the building located at 920 Second Avenue in Marina that has an unoccupied 6,200 square foot lease space; and,

WHEREAS, the District is seeking a tenant for the lease space at 920 Second Avenue; and,

WHEREAS, Covenant Orthodox Presbyterian Church would like to lease the space available at 920 Second Avenue in Marina; and,

WHEREAS, the use of 920 Second Avenue by a church requires a Zoning Clearance from the City of Marina; and,

WHEREAS, for the Covenant Orthodox Presbyterian Church to apply for a Zoning Clearance from the City of Marina for their use of 920 Second Avenue an Owner signed affidavit authorizing the application is necessary.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to sign a City of Marina application affidavit allowing the Covenant Orthodox Presbyterian Church to apply for a Zoning Clearance from the City of Marina for 920 Second Avenue.

PASSED AND ADOPTED on October 9, 2012 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 _____

Dan Burns, 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. 2012-62 adopted October 9, 2012.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-C

Meeting Date: October 9, 2012

Submitted By: Sean Knight
Reviewed By: Jim Heitzman

Presented By: Sean Knight

Agenda Title: Adopt Resolution No. 2012-63 to Approve Obtaining 50-Year Easements from the Federal Government for Recycled Water Pipelines

Detailed Description: The Board of Directors is requested to approve District staff to obtain 50-year recycled water (RW) pipeline easements from the Federal Government with the expenditure of a not-to-exceed amount of \$55,000. The easements are for approximately 6,300 linear feet of the RUWAP pipeline route.

The Board of Directors adopted Resolution No. 2011-74 on September 13, 2011 that authorized the expenditure of a not-to-exceed amount of \$55,000 to obtain permanent easements from the Federal Government for the recycled water pipeline.

District staff has been informed by the US Army Corps of Engineers that the Federal Government does not issue permanent easements but a maximum of 50-year easements with an option for renewals. Resolution No 2012-63 is to replace Resolution No. 2011-74 with the only significant change in language being the term of the easement from permanent to 50-years.

Environmental Review Compliance: No environmental review is required for this action.

Prior Board Action: The Board of Directors adopted Resolution No. 2010-54 on August 10, 2010 authorizing a \$25,000 expenditure within CIP# RW-0156 to review and process Marina Coast Water District's request for the Right of Entry and Easements from the Army Corp of Engineers for recycled water pipelines. The Board of Directors adopted Resolution No. 2011-74 on September 13, 2011 to authorize the expenditure of a not-to-exceed amount of \$55,000 to obtain permanent easements from the Federal Government for recycled water pipelines.

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 proposed expenditure is planned within the design phase of CIP# RW-0156 which will be funded through District Reserves.

Material Included for Information/Consideration: Resolution No. 2012-63; and Resolution No. 2011-74.

October 9, 2012

Resolution No. 2012 - 63
Resolution of the Board of Directors
Marina Coast Water District
Approving Obtaining 50-Year Easements from the
Federal Government for Recycled Water Pipelines

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on October 9, 2012, at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District Board of Directors adopted Resolution No. 2011-74 on September 13, 2011 authorizing the expenditure of \$55,000 within the design phase of CIP# RW-0156 for the review and process of the Right of Entry and Easements from the Federal Government for recycled water pipelines; and,

WHEREAS, the Army Corp of Engineers, on behalf of the Federal Government, has processed the Easements for segments of the recycled water pipeline and have provided the District options for a 50-year easement or a 5-year easement only; and,

WHEREAS, District finds that the greatest benefit to the District would be to obtain the 50-Year easements from the Federal Government; and,

WHEREAS, the cost for obtaining the permanent easements from the Federal Government as described by the Army Corp of Engineers is estimated by staff to be as much as \$55,000.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to expend a not-to-exceed amount of \$55,000 within the design phase of CIP# RW-0156 to obtain 50-Year easements from the Federal Government for recycled water pipelines and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on October 9, 2012 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 _____

Dan Burns, 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. 2012-63 adopted October 9, 2012.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-D

Meeting Date: October 9, 2012

Submitted By: Kelly Cadiente
Reviewed By: Jim Heitzman

Presented By: Kelly Cadiente

Agenda Title: Approve the Expenditures for the Month of September 2012

Detailed Description: The Board of Directors is requested to approve the attached September 2012 check register for expenditures totaling \$488,071.00.

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: September 2012 Summary Check Register.

Staff Recommendation: The Board of Directors approve the September 2012 expenditures totaling \$488,071.00.

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

Board Action

___ Resolution No ___ Motion By ___ Seconded By ___

Ayes ___ Abstained ___

Noes ___ Absent ___

Reagendized ___ Date ___ No Action Taken ___

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-E

Meeting Date: October 9, 2012

Submitted By: Jim Heitzman

Presented By: Jim Heitzman

Agenda Title: Approve the Draft Minutes of the Regular Board Meeting of September 11, 2012

Detailed Description: The Board of Directors is requested to approve the attached draft minutes of September 11, 2012.

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 September 11, 2012.

Staff Recommendation: The Board of Directors approve the draft minutes of the September 11, 2012 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
Agenda Transmittal

Agenda Item: 7-F

Meeting Date: October 9, 2012

Submitted By: Jim Heitzman

Presented By: Jim Heitzman

Agenda Title: Approve the Draft Minutes of the Special Board Meeting of September 28, 2012

Detailed Description: The Board of Directors is requested to approve the attached draft minutes of September 28, 2012.

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 September 28, 2012.

Staff Recommendation: The Board of Directors approve the draft minutes of the September 28, 2012 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
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: October 9, 2012

Submitted By: Sean Knight
Reviewed By: Jim Heitzman

Presented By: Sean Knight

Agenda Title: Consider Adoption of Resolution No. 2012-64 to Approve a Professional Services Agreement with The EDCCO Group for District SCADA Integration Services

Detailed Description: The Board of Directors is requested to approve a Professional Services Agreement (PSA) with The EDCCO Group for District SCADA Integration Services for a not-to-exceed amount of \$100,000 for a contract period ending June 30, 2013.

The EDCCO Group has provided both routine and emergency SCADA integration services to the District for the last several years. EDCCO has assisted District staff in upgrading and troubleshooting its past and current systems and as a result has an extensive and comprehensive knowledge of the District's SCADA system.

Due to the sensitive nature of information available from the District's Central SCADA interface and the need to have a consistent integrator verifying programming and functionality of the system, the District has used EDCCO Group for the last five years as its integrator. In this role, the District has had consistent and effective work performed by EDCCO.

While opening the installation of SCADA components up to many contractors has given the District greater flexibility than relying on the prior sole source, District staff feels that a single professional integrator should be used for work on SCADA Central.

This Professional Services Agreement is for SCADA integration services and support as needed through fiscal year end June 30, 2013 on a time and materials basis for a not-to-exceed amount of \$100,000. The on-call consultant will be asked to perform tasks only related to SCADA Central and provide professional advice and recommendations for integration of new projects into the District's SCADA System.

Environmental Review Compliance: None Required.

Prior Committee or Board Action: Resolution No. 2012-37 the Board adopted the Central Marina Budget for FY 2012-2013 on June 12, 2012.

Board Goals/Objectives: – *Objectives 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: X Yes No

October 9, 2012

Resolution No. 2012 - 64
Resolution of the Board of Directors
Marina Coast Water District
Approving a Professional Services Agreement with the
EDCCO Group for District SCADA Integration Services

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on October 9, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District has a need for SCADA Integration for the District’s SCADA Central System on projects and other system needs; and,

WHEREAS, due to the sensitive nature of information available from the District’s Central SCADA interface, the District has the need to have a consistent integrator to verify programming and functionality of the system; and,

WHEREAS, The EDCCO Group has comprehensive knowledge of the District’s SCADA system and has consistently provided quick and beneficial integration services to the District as its SCADA Integrator for the last 5-years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager to execute a Professional Services Agreement with The EDCCO Group for SCADA Integration Services on a time and material basis for a not-to-exceed amount of \$100,000 for a contract period ending June 30, 2013, and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution.

PASSED AND ADOPTED on October 9, 2012 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 _____

Dan Burns, 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. 2012-64 adopted October 9, 2012.

Jim Heitzman, Secretary

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: October 9, 2012

Prepared By: Jean Premutati

Reviewed By: Jim Heitzman

Agenda Title: Consider Adoption of Resolution No. 2012-60 to Revise the District Expense Reimbursement and Travel Policy

Detailed Description: The Board reviewed the revised Expense Reimbursement and Travel Policy at the September 11, 2012 Regular Meeting. Suggestions and comments were provided to staff to clarify items within the policy that apply to the Board or staff or both. In addition, the Board asked for consistent language as that of the Board Procedures Manual as well as defining amounts for meals.

Staff incorporated the recommendations into the attached second revision and presented this version to the Budget and Personnel Committee on September 28, 2012. The Committee recommended moving this forward to the Board for approval.

Environmental Review Compliance: None Required.

Prior Committee or Board Action: The Budget and Personnel Committee discussed this item on August 24 and September 28, 2012. The Board discussed this item on September 11, 2012.

Board Goals/Objectives: – *Objectives 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 X No

Material Included for Information/Consideration: Resolution No. 2012-60; and, Second Revision of the District Expense Reimbursement and Travel Policy.

Staff Recommendation: The Board of Directors will consider adoption of the revised District Expense Reimbursement and Travel Policy.

Action Required: X Resolution _____Motion_____Review
(Roll call vote is required.)

Board Action

Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

October 9, 2012

Resolution No. 2012-60
Resolution of the Board of Directors
Marina Coast Water District
Adopt the Revised District Expense Reimbursement and Travel Policy

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on October 9, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District’s expense reimbursement and travel policy was developed in June 2006 and contains information regarding District-related training, travel and expense reimbursements; and,

WHEREAS, subsequent to this policy, the employee handbook was adopted in April 2010 which contains additional guidelines and procedures when traveling on District business; and,

WHEREAS, all training, travel and expense reimbursement requests go through an approval process and unauthorized expenses are not reimbursed; and,

WHEREAS, staff has incorporated Board recommendations for revisions to the policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt the revised expense reimbursement and travel policy.

PASSED AND ADOPTED on October 9, 2012, 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 _____

Dan Burns, 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. 2012-60 adopted October 9, 2012.

Jim Heitzman, Secretary