



# FORT ORD REUSE AUTHORITY

920 2<sup>nd</sup> Avenue, Suite A, Marina, CA 93933

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## JOINT ADMINISTRATIVE AND WATER/WASTEWATER OVERSIGHT COMMITTEE (WWOC)

WEDNESDAY, JULY 17, 2013

*Immediately following the Administrative Committee meeting*  
920 2<sup>nd</sup> Avenue, Suite A, Marina CA 93933 (FORA Conference Room)

### AGENDA

1. **CALL TO ORDER IMMEDIATELY FOLLOWING ADMINISTRATIVE COMMITTEE MEETING**
2. **ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**
3. **PUBLIC COMMENT PERIOD:**  
Members of the audience wishing to address the Fort Ord Reuse Authority (FORA) WWOC on matters within the jurisdiction of FORA, but not on this agenda, may do so during the Public Comment Period. Public comments are limited to three minutes. Public comments on specific agenda items will be heard under that item.
4. **APPROVAL OF MEETING MINUTES**
  - a. May 15, 2013 WWOC Minutes ACTION
5. **NEW BUSINESS**
  - a. Initiate FY 2013/14 WWOC Work Program ACTION
6. **OLD BUSINESS**
  - a. FY 2013/14 Ord Community Budget INFORMATION/ACTION
    - i. MCWD Draft Rate Study – Preliminary Findings
  - b. Water Augmentation Program INFORMATION/ACTION
7. **SCHEDULE NEXT MEETING**
8. **ADJOURNMENT**

*For information regarding items on this agenda or to request disability related modifications and/or accommodations please contact the Deputy Clerk by 5:00 p.m., one business day prior to the meeting. Agendas are available on the FORA website at [www.fora.org](http://www.fora.org).*



# FORT ORD REUSE AUTHORITY

## WATER/WASTEWATER OVERSIGHT COMMITTEE REGULAR MEETING MINUTES

9:00 a.m. - Wednesday, May 15, 2013

920 2<sup>nd</sup> Avenue, Suite A, Marina, CA 93933 (FORA Conference Room)

### 1. CALL TO ORDER AND ROLL CALL

FORA Assistant Executive Officer Steve Endsley called the meeting to order at 10:07 a.m. The following were present, as indicated by signatures on the roll sheet:

#### WWOC Members:

Elizabeth Caraker, City of Monterey  
Rick Riedl, City of Seaside  
Carl Holm, Monterey County  
Debby Platt, City of Marina  
Graham Bice, UCMBEST  
Mike Lerch, CSUMB

#### MCWD Staff:

Patrick Breen, MCWD  
Andy Sterbenz, MCWD  
Brian Lee, MCWD  
Brian True, MCWD

#### FORA Staff:

Steve Endsley  
Jim Arnold  
Jonathan Garcia  
Crissy Maras

### 2. PUBLIC COMMENT PERIOD

None

### 3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS & CORRESPONDENCE

None

### 4. APPROVAL OF MINUTES: April 17, 2013

MOTION: Graham Bice moved, seconded by Elizabeth Caraker, to approve the March 20, 2013 meeting minutes as presented.

MOTION PASSED: Unanimous

### 5. OLD BUSINESS

#### a. Ord Community Budget – Rate Study

##### i. Capital Improvement Program

The draft FY 2013-14 MCWD Capital Improvement budget was distributed and reviewed by MCWD staff with the committee. MCWD District Engineer Brian Lee noted that they are researching augmented water needs to determine which capital project should move forward toward design and environmental work. He stated that they should know by July what project MCWD will recommend. FORA Assistant Executive Officer Steve Endsley noted that the FORA Board, in an effort to protect rate payers, had previously stated that Ord Community customers should not be inordinately funding regional water augmentation.

While reviewing the project list, it was noted that project GW0112 (A1 & A2 Zone Tanks & B/C Booster Station @ CSUMB) had been deferred due to the denied rate increase last year, and both Ord Community and CSUMB are being impacted. Committee members made formatting and other suggestions; the next budget iteration will include committee recommendations, maps, and a 5-year CIP.

#### b. Ord Community Annexation

##### i. MSR and Sphere of Influence

In a strategic planning process, the MCWD Board of Directors included the annexation of Ord Community as a 5-year goal. LAFCO released the draft Municipal Service Review (MSR) for MCWD review and comment. After an independent review, MCWD will jointly review the MSR with Seaside County Sanitation

District staff before making board recommendations. The next step is to expand the sphere of influence which is anticipated to take 1.5-2 years.

**c. MCWD Performance Evaluation – Results**

All evaluation forms had not been received, but the average of four out of seven forms indicate an overall performance of 3.75 out of 5 possible points. Committee members made recommendations on making the form more user friendly. If remaining forms are submitted, final results can be reported at a future meeting.

**6. NEW BUSINESS**

**a. Quarterly Report – Presentation by MCWD**

Committee Members received a PowerPoint presentation outlining MCWD's quarterly report.

**7. ADJOURNMENT**

The meeting was adjourned at 11:25 a.m.

Minutes prepared by Crissy Maras, Grants and Contracts Coordinator

Approved by: \_\_\_\_\_

Michael A. Houlemard, Jr.

# **WATER/WASTEWATER OVERSIGHT COMMITTEE WORK PROGRAM FOR FISCAL YEAR 2013/2014**

## **Introduction**

On February 13, 1998, Ordinance No. 98-01 was adopted by the Board of Directors of the Fort Ord Reuse Authority (FORA) approving an Agreement between Marina Coast Water District (MCWD) and FORA for the operation of the water and wastewater collection systems on the former Fort Ord military reservation. The Agreement, entitled "Water/Wastewater Facilities Agreement", establishes the roles and responsibilities of the two parties and additionally establishes a Water/Wastewater Oversight Committee (WWOC). The WWOC, advisory to the FORA Board of Directors, has specific responsibilities enumerated in Article 4.2 of the noted Agreement. Article 4.2 of the Agreement reads as follows:

## **4.2 FORA RESPONSIBILITIES**

**4.2.1 Committee Appointment.** A Water/Wastewater Oversight Committee will be appointed by the FORA Board from appropriate agency staff members who will serve at the pleasure of the Board. The Committee will include representatives from the future land use jurisdictions and the two Universities (Cities of Marina, Seaside, Monterey, Del Rey Oaks, the County of Monterey, CSUMB and UCMBEST), for a total of seven members.

**4.2.2 Committee Role.** The Committee shall be advisory to the FORA Board and shall have the following functions:

- 4.2.2.1** Receive recommendations regarding operation of the facilities.
- 4.2.2.2** Advise the FORA Board and staff on appropriate action regarding such recommendations.
- 4.2.2.3** Review and recommend on operating and capital improvement budgets.
- 4.2.2.4** Periodically review and recommend a master plan of public sewer and water facilities.
- 4.2.2.5** Make recommendations pursuant to Article 7 of this Agreement, including recommendations regarding allocation of costs over benefited properties.
- 4.2.2.6** Confirm adequacy of services provided.
- 4.2.2.7** Review the annual financial statement and MCWD audit to affirm that results achieved comport with expectations of FORA.
- 4.2.2.8** Evaluate annually the performance of MCWD in accordance with this Agreement.
- 4.2.2.9** Advise on short and long term financial planning and fiscal management.
- 4.2.2.10** Assure that the facilities are complimenting implementation of the reuse plan.

**4.2.3 Evaluation Criteria.** The Committee will use the following criteria in evaluating MCWD's performance under this Agreement:

- 4.2.3.1 Timely development annually of operation and capital budgets.
- 4.2.3.2 Timely and accurate quarterly and annual financial reports.
- 4.2.3.3 Timely and accurate quarterly and annual operational reports.
- 4.2.3.4 Customer service orientation and MCWD's responsiveness to customer concerns, as shown in quarterly and annual reports of customer communications and responses.

### **FISCAL YEAR 2013/2014 WORK PROGRAM**

The following work program, developed using the enumerated tasks and responsibilities above, is established for fiscal year 2013/2014 as follows:

- |                      |  |
|----------------------|--|
| <b>July 2013</b>     | <b>(Articles 4.2.2.1 and 4.2.2.2)</b><br>Convene to receive and review quarterly report from MCWD and initiate work program.   |
| <b>October 2013</b>  | <b>(Articles 4.2.2.1, 4.2.2.2 and 4.2.2.7)</b><br>Convene to receive and review quarterly report from MCWD.  |
| <b>January 2014</b>  | <b>(Articles 4.2.2.1, 4.2.2.2 and 4.2.2.3)</b><br>Convene to receive and review quarterly report from MCWD, including early draft of budgets/rates and MCWD financial audit/annual financial statements.   |
| <b>February 2014</b> | <b>(Articles 4.2.2.3, 4.2.2.4, 4.2.2.5, 4.2.2.9 and 4.2.2.10)</b><br>Convene to review/recommend on presented draft budgets/rates (operations and capital), review updated masterplans and Capital Improvement Projects, including placement of projects to meet development needs under the FORA Base Reuse Plan Implementation and review, as necessary, financial planning and fiscal management by MCWD.       |
| <b>March 2014</b>    | <b>(Articles 4.2.2.3, 4.2.2.4, 4.2.2.5, 4.2.2.9 and 4.2.2.10)</b><br>Convene to review/recommend on presented final draft budgets/rates (operations and capital), review updated masterplans and Capital Improvement Projects, including placement of projects to meet development needs under the FORA Base Reuse Plan Implementation and review, as necessary, financial planning and fiscal management by MCWD. |
| <b>April 2014</b>    | <b>(Articles 4.2.2.6 and 4.2.2.8)</b><br>Convene to receive and review quarterly report from MCWD and review/recommend/approve adequacy of services provided and overall performance by MCWD.  |

***WWOC meeting dates typically coincide with Administrative Committee meeting dates. Additional meetings may be scheduled during the review of budgets/rates.***