



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

HOWARD GUSTAFSON
President

THOMAS P. MOORE
Vice President

WILLIAM Y. LEE
JAN SHRINER

Agenda
Regular Meeting
Water Conservation Commission
Thursday, September 1, 2016, 5:30 PM
MCWD Board Room, 11 Reservation Road, Marina, CA

Water Conservation Commission Mission Statement

To provide input to the Board of Directors on matters pertaining to the preservation of the District's water resource through conservation, technological improvements and policy.

Commission Members

Chair - Grace Silva-Santella

Vice Chair - Audie Robinson

Jan Shriner (MCWD Board Representative)

Dave Brown (Marina City Council)

Charlie Eskridge (Public Member)

JoAnn Cannon (Public Member)

Jim Felton (Public Member)

Tom Britzman (Public Member)

Bethany Taylor (Public Member)

Philip Clark (Public Member)

This meeting has been noticed according to the Brown Act rules. The Commission will receive information on, discuss, and may consider taking action or directing staff to return to the Board for action on items contained in this agenda. Some items are informational and are provided as a written report or verbal update and may not require Commission action.

1. Call to Order/Introduction
2. Introduction of New Public Members, Tom Britzman and Philip Clark, to the Water Conservation Commission
3. Public Comments on any item not on the Agenda. *Any person wishing to address the Commission 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 item(s) listed on the Agenda at the time the item(s) is considered by the Commission.*
4. Elect Chair and Vice-Chair of the Water Conservation Commission
5. Action to Approve the August 4, 2016 Meeting Minutes
6. Receive an Update on Changes to the Commission Membership Table
7. Receive New Commissioner Orientation Information – Procedures for the Water Conservation Commission

8. Receive Staff's Recommendations to the Board of Directors Regarding the Water Conservation Commission's Goals and Objectives
9. Receive Updated GPCD, Water Production, and Water Consumption Data
10. Receive Update on Public Events
11. Review Proposed Agenda Items for the October 6, 2016 WCC Meeting and Future Meetings
12. Receive Update on Board/District Activities
13. Receive Comments from Commission Members
14. Adjournment

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 4

Meeting Date: September 1, 2016

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Agenda Title: Elect Chair and Vice-Chair of the Water Conservation Commission

Staff Recommendation: The Commission select a new Chairperson and Vice Chairperson

Background: *2016 Strategic Plan, Goal 1.7 - Review and update our water conservation program - We recognize that drinking water is one of the most precious resources on earth. We will assign this to the Water Conservation committee to review and update our water conservation program to ensure we are appropriately managing our water sources.*

Discussion/Analysis: The Procedures for the Water Conservation Commission state that a Chairperson and Vice Chairperson will be elected annually. Within the current framework of the Commission's operation, the annual election of the WCC Chairperson and Vice Chairperson is conducted in September of each year.

Environmental Review Compliance: None required.

Financial Impact: ___Yes ___X___No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: None

Action Required: ___Resolution ___X___Motion ___Review

Commission Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 5

Meeting Date: September 1, 2016

Prepared By: Paula Riso

Presented By: Paula Riso

Agenda Title: Action to Approve the August 4, 2016 Meeting Minutes

Background: *2016 Strategic Plan, Goal 1.7 - Review and update our water conservation program - We recognize that drinking water is one of the most precious resources on earth. We will assign this to the Water Conservation committee to review and update our water conservation program to ensure we are appropriately managing our water sources.*

Discussion/Analysis: The draft minutes of August 4, 2016 are provided for the Commission to consider approval.

Environmental Review Compliance: None required.

Financial Impact: ___ Yes ___ X No Funding Source/Recap: None

Other Considerations: The Commission can suggest changes/corrections to the minutes.

Material Included for Information/Consideration: Draft minutes of the August 4, 2016 meeting.

Action Required: ___ Resolution ___ X Motion ___ Review

Commission Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 6

Meeting Date: September 1, 2016

Prepared By: Paul Lord
Reviewed By: Jean Premutati

Presented By: Paul Lord

Subject: Receive an Update on Changes to the Commission Membership Table

Summary: After the appointment of five Commissioners was made on August 15, 2016, staff updated the Water Conservation Commission Membership Table. The latest version of the table has been updated to include the names of the three re-appointed, and two newly appointed Commissioners and when their new terms end.

Commissioners Taylor, Eskridge, and Robinson have been re-appointed to fill three existing commission seats, and their terms will be two years in length. Commissioner Clark has been appointed to fill a new, additional Commission seat also having a term two years in length. Commissioner Britzman has been appointed to fill the remaining year of a two-year term for an existing, vacant commission seat.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 7

Meeting Date: September 1, 2016

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive and Review New Commissioner Orientation Information – Procedures for the Water Conservation Commission and Pocket Guides to Robert's Rules of Order and Parliamentary Procedure

Summary: The WCC is requested to review the current Procedures for MCWD's Water Conservation Commission, an excerpt from the current MCWD Board Procedures Manual regarding the WCC, and two training manuals regarding Robert's Rules of Order and standard parliamentary procedure.

The latest version of the *Procedures for Marina Coast Water District's Water Conservation Commission* was adopted by the MCWD Board of Directors by resolution during their February 12, 2013 Board meeting. The current version (with all the 2013 WCC recommendations and Board approved modifications) is attached.

The first training manual is a pocket guide to Robert's Rules of Order (provided separately). It outlines meeting agendas and the typical order of business; the five general types of motions; and procedures for proposing, discussing, and voting on motions. It provides a clear, at-a-glance chart that explains the types of motions and the rules associated with them. It summarizes the benefits of parliamentary procedure.

The second training manual is entitled "*Using Parliamentary Procedure; A guide to conducting orderly meetings*" (provided separately). This is a well-organized, interactive guide for increasing the effectiveness of meetings. It is an easy-to-read text that covers everything from standard order of business as meetings open to the correct way to present motions to proper voting procedure. Readers also get clear explanations of associated terms, and a look at the ins and outs of successful meetings. It includes exercises that promote thought, discussion, and improvements related to the readers' personal experiences with meetings.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 8

Meeting Date: September 1, 2016

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive an Update on a Staff Agenda Item That Will Seek Direction From the Board of Directors Regarding the Most Effective Use of the Conservation Commission Over the Next Year and Setting Goals and Objectives

Summary: The Executive Committee of the Board of Directors requested staff to bring an agenda item to the September 6, 2016 meeting that will allow the Board to discuss options and provide direction to the WCC on how to best provide the most value to the Board and the District in the upcoming year and to set goals/objectives.

The Water Conservation Commission was implemented in 1991 for the purpose of promoting conservation and as a Best Management Practice (BMP) of the Urban Water Conservation Council (UWCC) in California. The Commission's duties are to review conservation ordinances and policies, BMP implementation, outreach and educational programs, and conservation resources. The Commission is expected to make recommendations to the Board on these matters. For example, the Commission should be evaluating rebate programs to determine if helping to offset the purchase of toilets and rain catchments are the best use of ratepayer funds.

Staff will offer the Board some recommendations on goals and objectives for the next 6-12 months and the Board will be expected to provide direction to the WCC in meeting the Board's goals/objectives.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 9

Meeting Date: September 1, 2016

Prepared By: Paul Lord
Reviewed By: Jean Premutati

Presented By: Paul Lord

Subject: Receive Updated GPCD, Water Production, and Water Consumption Data

Summary: In response to the ongoing drought, the State Water Resources Control Board (SWRCB) approved an emergency regulation that directs water purveyors to electronically report monthly water production and consumption figures. Also to be reported to the SWRCB is an estimate of the amount of water used each day by residential customers. This estimate, called “residential gallons per capita per day”, or R-GPCD, more accurately portrays water use by individuals and allows communities to compare their efforts accurately with others around the state.

In support of the SWRCB actions, Marina Coast Water District staff has increased their efforts to compile and submit the required production, R-GPDC data, and other required monitoring reports each month. Staff will provide current tables and charts that show the most recent water production figures. Staff will also include tables and charts showing the gallons-per-capita-day (GPCD) and R-GPCD data that has been most currently compiled. The documents are entitled:

- 2010 - 2016 Total Production by Month
- Monthly Production Savings and Cumulative Savings, June 2015 – Current Month
- Monthly Production Reduction Performance
- 2013 - 2016 Monthly GPCD (Gross Production)
- 2013 – 2016 Residential Gallons-Per-Capita-Day
- 2008 – 2016 Annual Total Consumption By Month
- 2013 – 2016 Total Consumption
- 2016-Metered Consumption and Number of Meters
- 2016 Temporary Hydrant Meter Water Use: Percentage of Total Production
- 2013-2016 Single-Family Consumption By Month (Acre-Feet)
- 2013-2016 Multi-Family Total Consumption By Month (Acre-Feet)
- 2013-2016 Residential Total Consumption By Month (Acre-Feet)
- 2013-2016 Commercial/Institutional Consumption By Month (Acre-Feet)
- 2013-2016 Landscape Consumption By Month (Acre-Feet)

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 10

Meeting Date: September 1, 2016

Prepared By: Paul Lord
Reviewed By: Jean Premutati

Presented By: Paul Lord

Subject: Review Schedule of Recent and Upcoming Public Events

Summary: The Commission is to review the following schedule of recent and upcoming public events.

Following is a description of events staff has attended as a member of the Water Awareness Committee:

- Wednesday, August 31st Kids Day at the Monterey County Fair. Kids get in free at the Monterey County Fair, be sure to stop by the Garden Center to visit the Water Awareness Committee booth from 12 PM – 4 PM.
- Thursday, September 1st School Day at the Monterey County Fair. Staff will be participating in the school day event held by the Fair and will see over 600 students from 9 AM – 12 PM.

Following is a description of events staff will attend in the future as a member of the Water Awareness Committee:

- Saturday, September 3rd the 12th Annual Water Conservation Showcase Event held at the Monterey County Fair from 12 PM – 5 PM. Visit WAC in the Garden Display Center located near Gate 4 to learn how to be water efficient both indoors and outdoors. Enjoy visiting with different vendors, listening to presentations, and performances by the musical group ZunZun. Visit every vendor and get your passport stamped to receive free raffle prize tickets.

Following is a description of events staff will attend representing Marina Coast Water District

- Saturday, September 3rd the Marina Labor Day Festival. Join the Marina Coast Water District at the Marina Labor Day Festival from 11: AM – 4 PM at Vince DiMaggio Park.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 11

Meeting Date: September 1, 2016

Prepared By: Paul Lord
Reviewed By: Jean Premutati

Presented By: Jean Premutati

Subject: Review and Propose Agenda Items for the October 6, 2016 WCC Meeting and Future Meetings

Summary: The Commission is to review proposed agenda items for the October 6, 2016 meeting and may suggest new agenda items for future Water Conservation Commission meetings.

Suggested agenda items for the October 2016 Water Conservation Commission meeting include the following:

October

- Review Board recommendations to WCC goals and objective
- Receive an update on recent and future Public Information Program activities
- Review draft changes to the water conservation ordinance re: the requirement to retrofit to HE toilets upon resale of property

Future Meetings

- Review, evaluate, and propose improvements to the High-Efficiency Toilet and Clothes Washer Rebate Programs
- Continued updates on GPCD, water production, and water consumption data
- Review, develop a proposal for a Laundry-to-Landscape Irrigation systems incentive
- Guest presentation
- Field trip to site of interest