

Minutes
Water Conservation Commission

January 10, 2019

1. Call to Order:

The meeting was called to order at 5:39 p.m. Mr. Patrick Breen, Water Resources Manager, welcomed everyone and introduced the staff members that were present as well as the Board liaison, Vice President Jan Shriner.

2. Administer Oath of Office:

Mr. Breen administered the Oath of Office to Audra Walton, Bill Huynh, Phil Clark, Sarah Babcock, and Shawn Storm.

3. Roll Call:

Commission Members Present:

Audra Walton
Bill Huynh
Phil Clark
Sarah Babcock
Shawn Storm, P.E.

Commission Members Absent:

None

Staff Members Present:

Jan Shriner, Board Liaison
Keith Van Der Maaten, General Manager
Patrick Breen, Water Resources Manager
Paul Lord, Water Conservation Specialist
Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

None

4. Pledge of Allegiance:

Commissioner Clark led the Pledge of Allegiance.

5. Elect Chairperson and Vice Chairperson of the Water Conservation Commission:

Mr. Breen introduced this item. Mr. Keith Van Der Maaten, General Manager, welcomed everyone and asked that before the nominations begin, each Commissioner give a brief background about themselves so everyone could get to know a little bit about each other. He asked them to go in alphabetical order by their first names.

Commissioner Walton gave a brief background about herself. She shared that as well as being a gamer; she's on the Green Party County Council; Green Party California's IT Committee and Grassroots Organizing Workgroup; Citizen's for Just Water; the Women's March Planning Committee; and she also prepares taxes for Jackson Hewitt. Commissioner Walton added that she has a degree in politics from UC Santa Cruz; and, an associate degree in Social Science, with honors, from Monterey Peninsula College. She said she also has three grown children. Vice President Shriener asked Commissioner Walton to elaborate on her work with Citizen's for Just Water. Commissioner Walton shared that she appeared before LAFCO regarding annexation; spoke before the Regional Board; and, spoke at the California Coastal Commission.

Commissioner Huynh gave a brief background about himself. He shared that he majored in Environmental at UC Santa Cruz, with an emphasis in accounting. Commissioner Huynh stated that he works for California Water Service as their Water Quality Specialist and oversees the northern district from Chico to King City, specializing in Title 22. He added that he hopes to give back to his community by serving on this Commission.

Commissioner Clark gave a brief background about himself. He shared that he was a returning former Commissioner, and during the last year, the Commission met 85% of their goals that were approved by the Board. Commissioner Clark stated that they worked on the Conservation Ordinance with regards to high-efficient toilets, and the rebate programs for clothes washers and landscapes. He said that they also did public outreach programs that talked about conservation.

Commissioner Babcock gave a brief background about herself. She shared that she was a graduate of CSUMB and was very interested in volunteering in her community. Commissioner Babcock said that while at CSUMB, she worked with MCWD to jumpstart a water conservation program in the student dorms on campus. She commented how excited she was to get involved in her community and helping give a voice to her generation.

Commissioner Storm gave a brief background about himself. He shared that he has been a Professional Engineer in Computer Engineering for the last ten years, and prior to that he had degrees in Computer Science and Electrical Engineering. Commissioner Storm said that he has twenty years of experience developing chips at large companies, including Microsystem. He said that experience opened up his mind and he wanted to expand his knowledgebase, hence getting his Professional Engineer (PE) license. Commissioner Storm stated that after obtaining his PE, he went to work for Intel in their graphics department and was able to root cause their biggest problem and debug that problem and write their software framework to fix that class of bugs. He said that he went back to school in Santa Clara and got his master's degree in Computer Engineering Management, with honors. Commissioner Storm is looking forward to contributing what he can to the community and help reduce the carbon footprint and reduce water usage.

Agenda Item 5 (continued):

Mr. Van Der Maaten stated that staff realized the District needed to restructure the Water Conservation Commission to better utilize their potential in advising the Board on important water matters. He said he was looking forward to working with the Commission and gave a brief background about the District, noting that if anyone wanted additional information, he would be happy to provide it, or they could request to have something added to an agenda for discussion.

Vice President Shriner explained how, as a Board member, she must maintain a certain distance and limit the contact with staff, so as not to get into the daily business of the District. She noted that the District is involved in a lot of thing and staff is very busy. Vice President Shriner added that as a member of a five-member Board, not one member gets any preferential treatment or makes any one-sided decisions. She stated that the reason she volunteers to do this for a very small stipend, is because she enjoys giving back to her community and the veterans, especially because she comes from a family of veterans.

Commissioner Clark asked for examples of what was expected of the refreshed Commission. Mr. Van Der Maaten answered that one thing staff is expecting the Commission to look at are the conservation programs and the effectiveness of those programs and are they the best use of the funds for the District. He added that Commissioner Storm's interest in technology might be able to move the District in a different direction; as well as Commissioner Babcock's knowledge of working with CSUMB and possibly opportunities to use those technologies out there. Mr. Van Der Maaten said he would also like the Commission to look at the District's laws and ordinances and continue with public outreach as a tool to achieve conservation.

Mr. Breen commented that it was time to make nominations for Chair and Vice Chair.

Mr. Van Der Maaten explained how nominations are made. He explained that someone makes a motion and someone else seconds the motion. Once a second is made on the motion, a vote is taken. A majority affirmative vote passes the motion.

Commissioner Walton nominated Commissioner Storm for Chair. Commissioner Huynh seconded the nomination.

Commissioner Clark stated he was interested in being Chair as well and was told he could make a substitute nomination.

Commissioner Clark made a substitute nomination to nominate himself for Chair. The substitute nomination died for lack of a second.

The nomination for Commissioner Storm for Chair was passed by the following vote:

Commissioner Babcock	-	Yes	Commissioner Walton	-	Yes
Commissioner Clark	-	No	Commissioner Huynh	-	Yes
Commissioner Storm	-	Yes			

Agenda Item 5 (continued):

Chair Storm asked if there were any nominations for Vice Chair.

Commissioner Huynh nominated Commissioner Clark for Vice Chair. Commissioner Babcock seconded the nomination.

The nomination for Commissioner Clark for Vice Chair was passed by the following vote:

Commissioner Babcock	-	Yes	Commissioner Walton	-	Yes
Commissioner Clark	-	Yes	Commissioner Huynh	-	Yes
Chair Storm	-	Yes			

Mr. Van Der Maaten informed Chair Storm that staff would be available to assist him with running the meeting until he is comfortable and gets more experience.

6. Oral Communications:

There were no public comments.

7. Consent Calendar:

Mr. Van Der Maaten explained how a Consent Calendar worked and that all the items on the Consent Calendar can be approved with one motion unless someone pulls an item for discussion.

Chair Storm asked if anyone wanted to pull an item from the Consent Calendar. Upon hearing no requests, Chair Storm asked if anyone wanted to make a motion to approve the Consent Calendar.

Vice Chairperson Clark made a motion to approve the Consent Calendar consisting of items A) Accept the July 12, 2018 Meeting Minutes; and B) Approve the 2019 Water Conservation Commission Meeting Schedule. Commissioner Walton seconded the motion. With a vote of 5-Ayes, 0-Noes, 0-Abstained, 0-Absent, the motion was passed.

8. Staff Reports:

A. Receive an Update on the Length of New Commissioner Terms and Changes to the Water Conservation Commission Membership Table:

Mr. Breen introduced this item explaining how the terms are staggered to avoid a change of the entire membership at one time. He noted that three positions would have a term of two-years, while two positions would have a term of three-years. Mr. Breen stated that at the end of the three-year term, those two positions would revert to two-year terms. He asked the Commission to discuss amongst themselves who would like to volunteer for the two-year or three-year terms and to make a recommendation to the Board for their consideration at the next Board meeting.

Agenda Item 8-A (continued):

Commissioners Walton, Babcock and Huynh volunteered to take the two-year terms, and Commissioners Clark and Storm volunteered for the 3-year terms.

Vice Chair Clark made a motion to recommend the agreed upon term lengths to the Board of Director's for consideration at their next Board meeting. Commissioner Huynh seconded the motion. The recommendation will be forwarded to the Board.

Vice President Shriner left the meeting at 6:20 p.m.

B. Receive New Commissioner Orientation Packet and Procedures for the Water Conservation Commission:

Mr. Paul Lord, Water Conservation Specialist, introduced this item. He went over the Commission Orientation Packet and reviewed the Commission's Procedures. Commissioner Huynh asked if the District has a document listing all the conservation programs. Mr. Lord answered that there was not a single document that had all the conservation programs outlined, and only the newest programs actually have written outlines. Mr. Van Der Maaten said that perhaps that was something the District should look into compiling.

Chair Storm asked if the Commission would be getting a breakdown on water usage within the District. Mr. Lord answered that the Commission will get water production and usage data on a regular basis.

Commissioner Huynh asked about the budget for conservation. Mr. Van Der Maaten answered that the budget season was just beginning, and the conservation budget will come before the Commission soon.

C. Receive Guidance on Parliamentary Procedure and the Brown Act Statute:

Mr. Breen pointed out that everyone had a copy of "Using Parliamentary Procedure; A guide to conducting orderly meetings" on the dais and advised them to take time to read it and familiarize themselves with the standard order of business, the correct way to present motions and proper voting procedure.

Mr. Breen briefly explained the Brown Act and cautioned about serial meetings. He noted that additional training would be provided in the near future. Staff explained the procedure for producing and posting packets. Commissioners Babcock and Huynh opted to receive their packets electronically.

The Commission asked if the meetings were televised and how to request items for the agenda. Mr. Van Der Maaten stated that the meetings were not televised, but were audio recorded. He also said that primarily staff places items on the agenda but there is an item on the agenda where Commissioners can request to add items. Mr. Van Der Maaten also said that Commissioner's can send an email to Mr. Breen with their requests.

9. Commission Member Requests for Future Agenda Items:

Chair Storm asked if anyone had any requests for future agenda items.

Vice Chair Clark asked to revisit Ordinance 3.36 and look into digitized water meters.

Commissioner Walton asked for an update on the CalAm slant wells.

Chair Storm asked if there was a listing of the things the previous Commission worked on, what the outcome was, and/or lessons learned. Mr. Van Der Maaten commented that, in a way, this restructured Commission was due to the fact that previously, the Commission got away from the "Board advisory" role. He hoped that by formalizing the meetings and restructuring them, it would address the issue and get things back on track.

Chair Storm stated he would like to look at a comparative analysis of commercial verses residential water use and sewer use; automated sprinkler waste reporting.


Following discussion, Mr. Van Der Maaten suggested adding the sewer history and discussion to a future agenda.

10. Commissioner's Comments:

Commissioner Babcock commented that she is interested in learning more about wastewater; and technology to address water usage.

11. Adjournment:

The meeting was adjourned at 7:00 p.m.


Paula Riso, Deputy Secretary