



Marina Coast Water District
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Water Conservation Commission Orientation Packet

Excerpt from the current Marina Coast Water District Board Procedures Manual

(Adopted July 5, 2016)

(1). Water Conservation Commission: The Board will select a Director and an alternate Director to serve on the Water Conservation Commission. There shall be one (1) voting position on the Commission for a member of the City Council of the City of Marina. The Board will appoint seven (7) members of the public, or more as desired by the Board, from within the area served by the District, for terms of two years. The members of the Water Conservation Commission shall have the duties and responsibilities to:

(a) Annually review and evaluate current and past water consumption for each service area, water conservation ordinances and policies and recommend changes to the Board in matters related to conservation and water usage by the customers of the District;

(b) Review, evaluate and make recommendations, at least annually, to the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, within and outside District service areas, the conservation budget, and overall District conservation resources;

(c) Review and make recommendations to the Board on customer appeals to the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;

(d) Review, evaluate and make recommendations to the Board on equipment and technologies that promote water conservation;

(e) Review periodic newsletters, Consumer Confidence Reports, and other conservation outreach activities and make recommendations to the Board for actions to inform the public about the District's conservation activities.

Procedures for Marina Coast Water District's Water Conservation Commission

Adopted By the Commission October 2005
Last Revised by the Board of Directors February 12, 2013

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.

PURPOSE: The purpose of this document is to specify the procedures for the selection to, operation of and removal from the Water Conservation Commission within the guidance provided by the Marina Coast Water District Board of Directors Procedures Manual.

1. SELECTION TO THE COMMISSION:

- A. By Resolution 2013-10 adopted on February 12, 2013, Table 1 is attached to the Procedures of the Water Conservation Commission. Table 1 defines the Schedule of WCC Position Appointments and the pattern for making appointments. A vacancy on the Water Conservation Commission comes into existence at the end of the term of a Position based on the Table 1 Schedule, when a sitting Commissioner resigns, or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures).
- B. When a vacancy exists for the Water Conservation Commission, the vacancy will be advertised to the public by a posting at the same locations the District posts notices and MCWD Board of Directors Meeting Agendas and by providing a Public Service Announcement to the Marina Gazette, the Monterey Herald, and the Monterey County Weekly for potential publication at no-cost.
- C. Any person residing within the District's service area (either annexed or served by contract) is eligible to volunteer for service on the Water Conservation Commission. Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00-PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.
- D. Any person who desires to apply will acquire and complete an application form. Staff will verify that the applicant is eligible for the vacancy to be filled.
- E. An appointment application is received and verified by staff and placed on the Water Conservation Commission agenda. Applicants are informed as to when their application will be considered and that they have the opportunity to address the Commission at that

time. The application is then presented to the Board with the recommendation of the Commission. Applicants are informed as to when their application will be considered and that they have the opportunity to address the Board at that time.

F. In the event that there is a commissioner vacancy and multiple applicants volunteer to fill the vacancy (or vacancies), the favored applicant(s) will be the person(s) that achieves Water Conservation Commission representation to the broadest constituency.

E. If appointed the applicant will be informed by staff of their appointment and the date and time of the next scheduled meeting. If not appointed the applicant will be thanked by staff for their interest in writing.

2. OPERATION OF THE WATER CONSERVATION COMMISSION:

A. Meeting Dates and Times: The Water Conservation Commission meets the 1st Thursday of each month at 5:30 PM in the Marina Coast Water District Board Room unless otherwise specified.

B. Water Conservation Commission Composition: The Board will select a Director and an alternate Director to serve on the Water Conservation Commission. There shall be a voting position on the Commission for a member of the City Council of the City of Marina. The Board will appoint 7 public members for terms of two years.

C. Brown Act: Meetings of the Water Conservation Commission are covered by and will be conducted in compliance with the Brown Act.

D. Conduct of Meetings:

1. Agendas: Staff will produce an agenda for each meeting and distribute the agenda to each member of the Commission either by mail, hand delivery or e-mail sufficiently early to ensure that members have appropriate time to review and prepare comments on said agenda.

2. Commission Leadership: The Commission will select a Chairperson and Vice Chairperson from among themselves. These offices will conduct the meetings to ensure orderly completion of the agenda.

3. Commissioner Meeting Responsibilities:

- a. Attendance: Any person serving on the Water Conservation Commission must be prepared for and attend all committee meetings, unless excused for good reason. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770).

- b. If a commissioner cannot attend any meeting he or she should give staff as much prior notification as possible to facilitate ensuring that a quorum is available.

3. COMMISSION RESPONSIBILITIES:

The members of the Water Conservation Commission shall have the duties and responsibilities to:

- A. review water conservation ordinances and policies and recommend changes to the Board in matters related to conservation and water usage by the customers of the District;
- B. Review and make recommendations to the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and overall District conservation resources;
- C. Review and make recommendations to the Board on customer appeals to the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;
- D. Review and make recommendations to the Board on equipment and technologies that promote water conservation;
- E. review periodic newsletters, Consumer Confidence Reports, and other conservation outreach activities and make recommendations to the Board for actions to inform the public about the District's conservation activities.

4. REMOVAL FROM THE COMMISSION:

- A. If a commissioner fails to attend meetings of the Commission for three consecutive months his or her position as a commissioner member shall be deemed vacant, unless excused for good reason. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770). Such vacancy shall be reported to the Board and then advertised.
- B. Commission vacancies shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment.

History of the Marina Coast Water District:

- In 1958 citizens from the Marina Community Service Corporation proposed formation of a municipal-owned water system, a special district
- 1960 the Marina County Water District was formed
- 1966 voters authorized sale of water bonds totaling \$950,000 to acquire a privately owned water company serving the area
- 1983 District abandoned pumping from the 180 ft aquifer due to saltwater intrusion
- 1983-1989 District drilled three deep wells into the 900 foot aquifer, these wells still provide water for the District
- 1997 District began operating Desalination plant which accounted for 13% (300,000 gallons per day) of the water supply
- Due to costs of operating the Desal plant, District stopped using the plant
- 1970 Marina voters responded to increasing number of septic system failures and constructed a sewage treatment plant
- 1993 District stopped operating sewage treatment plant because an agreement was formed with the Monterey Regional Water Pollution Control Agency (MRWPCA). MRWPCA agreed to treat the wastewater at the regional treatment plant.
- Although MRWPCA started treating the wastewater, the District continued to maintain sewer system
- 1994 The District name was changed to Marina Coast Water District to avoid possible confusion of being adjunct to the Monterey County government
- 1997 Fort Ord Military base closed and the Army contracted the District to operate its water and wastewater systems
- 2001 the Army's system officially transferred to the District
- 2005 the Central Marina and Ord Community water systems were connected allowing water to flow between the two systems to meet peak demands and improve overall services.
- The District serves Central Marina and the Former Fort Ord (Monterey County, Fort Ord CSUMB, Seaside, UCMBEST, Del Rey Oaks, and the Army).

- The District serves approximately 30,000 residents in both the Ord and Marina communities
- The District has 350 miles of water and sewer pipelines
- The District owns and operates eight production wells with an estimated capacity of approximately 20 million gallons per day (mgd)
- The District water storage includes eight water storage tanks with a combined capacity of eleven million gallons and six booster pump stations.
- Monitoring wells are placed strategically to monitor water quality and groundwater levels in the aquifers
- The District also owns and operates 20 sewer lift stations
- The District has a staff of 42 full time employees

Marina Coast Water District Conservation Programs

- **High Efficiency Toilet and Water-Free Urinal Rebate** – replace old 1.6 gallon per flush (gpf) or more toilet with new High Efficiency 1.28 gpf or lower toilet and receive up to \$125 per toilet, not to exceed the cost of materials.
- **High Efficiency Clothes Washer Rebate** – Buy a new high efficiency energy star certified machine and receive up to \$125. (Rebate dependent upon Water Factor)
- **Hot Water Recirculation Pump Incentive** – receive an incentive for installing a new hot water recirculation pump and receive up to \$250 for the cost of the pump and miscellaneous materials, not to exceed the purchase price of materials. Must be pre-approved prior to purchasing any materials
- **ET Controller Incentive** – Receive \$150 for replacing a standard controller with an approved six station evapotranspiration-based controller. Receive \$20 for each additional station beyond the initial six. \$750 maximum rebate for ET controller and additional stations. Must be pre-approved prior to purchasing any materials.
- **Lawn and Sprinkler Replacement Incentive** – Receive \$0.25 per square foot when lawn is replaced with new low water use landscape, Receive \$0.25 per square foot when sprinkler irrigation system is converted to drip irrigation. \$2,000 maximum incentive per site. Must be pre-approved prior to beginning project.
- **Rain or Soil Moisture Shut-off Switch Incentive** – Up to \$50 incentive for installing a rain or soil moisture shut-off switch to an existing controller. Incentive will not exceed cost of materials and you must be pre-approved prior to purchasing materials.
- **Rainwater Catchment Incentive** - \$1 incentive for each gallon of storage for the first 250 gallons of rainwater storage and then \$0.50 per gallon for any additional storage over 250 gallons, not to exceed 2,500 gallons. The incentive will not exceed the purchase price of materials. Must be pre-approved prior to purchasing materials.

Water Quality

- Water quality is monitored by the Marina Coast Water District in a State certified laboratory
- To learn more information on water quality read the Consumer Confidence Report or visit www.mcwd.org click on the about tab, your water, and water quality.

Saltwater Intrusion

- If interested in learning more about salt water intrusion, please visit www.mcwd.org and type saltwater intrusion in the search bar at the top of the home page

Important Acronym Cheat Sheet:

SWRCB: State Water Resources Control Board

- Mission: “To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations”
- Website: <http://www.swrcb.ca.gov/>

DWR: Department of Water Resources

- Mission: “To manage the water resources of California in cooperation with other agencies, to benefit the State's people and to protect, restore and enhance the natural and human environments.”
- Website: <http://www.water.ca.gov/>

CDPH: California Department of Public Health

- Mission: “The California Department of Public Health is dedicated to optimizing the health and well-being of the people in California.”
- Website: <https://www.cdph.ca.gov/Pages/Default.aspx>

CPUC: California Public Utilities Commission

- Mission: “The California Public Utilities Commission serves the public interest by protecting consumers and ensuring the provision of safe, reliable utility service and infrastructure at reasonable rates, with a commitment to environmental enhancement and a healthy California economy. We regulate utility services, stimulate innovation, and promote competitive markets, where possible, in the communications, energy, transportation, and water industries.”
- Website: <http://www.cpuc.ca.gov/default.aspx>

CCRWQCB: Central Coast Regional Water Quality Control Board

- Mission: ““To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations”

- Website: <http://www.waterboards.ca.gov/centralcoast/>

CASGEM: California Statewide Groundwater Elevation Monitoring

- Legislature established a statewide program to collect groundwater elevations, facilitate collaboration between local monitoring entities and the Department of Water Resources, and to report this information to the public.
- Website: <http://www.water.ca.gov/groundwater/casgem/>

MCWD: Marina Coast Water District

- Mission: “We provide our customers with high quality water, wastewater collection, and conservation services at a reasonable cost, through planning, management and the development of water resources in an environmentally sensitive manner.”
- Website: <http://www.mcwd.org/>

CalAM: California American Water

- Mission: “We are a proven partner in water services, proudly serving our customers, our communities, and the environment.

We are proud to be your local water company.

Our business is unique - when customers aren't thinking of us regularly, that's typically a good sign. It means we are delivering on our promise of ensuring our customers have high-quality, dependable water service. And it's more than just working with our customers. It's working with elected officials, engineers, and contractors to make sure we meet our customers' needs and make wise investments in the future.

Through our years of experience, we've learned that one solution does not fit all. Across the country, we work with cities and communities of all sizes to help them solve their unique water and wastewater needs and challenges. Our expertise and knowledge of the industry allows us to consolidate the efforts that go into building a new, or updating an older facility. We help by managing the design and building process, and operating and maintaining the project once it is complete. We also help our customers by developing infrastructure plans, making upgrades, as well as operating and maintaining water and wastewater systems and treatment plants that treat water from rivers, lakes, and reservoirs.

Explore our site to find out what American Water has to offer, as well as what we do to care for and protect the environment we live and work in.”

- Website: <http://www.amwater.com/caaw/>

CalWater/CAW: California Water Service

- Mission: “Cal Water is committed to being the leader in providing our customers and communities with traditional, innovative, and affordable utility services. For us, it’s all about customer service. After all, there is a reason we have “service” in our name.”
- Website: <https://www.calwater.com/>

MPWMD: Monterey Peninsula Water Management District

- Mission: “...promote or provide for a long-term sustainable water supply, and to manage and protect water resources for the benefit of the community and the environment.”
- Website: <http://www.mpwmd.net/>

MRWPCA: Monterey Regional Water Pollution Control Agency

- Mission: “The Monterey Regional Water Pollution Control Agency is dedicated to meeting the wastewater and water recycling needs of our member agencies while protecting the environment.”
- Website: <http://www.mrwPCA.org/index.html>

MCWRA: Monterey County Water Resources Agency

- Mission: “The Water Resources Agency manages, protects, stores and conserves water resources in Monterey County for beneficial and environmental use, while minimizing damage from flooding to create a safe and sustainable water supply for present and future generations.”
- Website: <http://www.mcwra.co.monterey.ca.us/index.php>
- *****Public Stakeholder Meetings Regarding Sustainable Groundwater Management Act: Monday November 14, 5:30 PM – 7:30 PM @ Sherwood Hall 940 N. Main Street Salinas*****

SGMA: Sustainable Groundwater Management Act

- Mission: “The Groundwater Management Program's mission is to work in partnership with local management efforts to develop credible, long-term solutions that preserve and enhance the viability of groundwater resources for human and environmental needs.”
- Website: <http://groundwater.ca.gov/>
- Local Information: <http://www.salinasgroundwater.org/>

GSA: Groundwater Sustainability Agency

- SGMA requires, by June 30, 2017, the formation of locally-controlled groundwater sustainability agencies (GSAs) in the State's high- and medium-priority groundwater basins and sub basins (basins). A GSA is responsible for developing and implementing a groundwater sustainability plan (GSP) to meet the sustainability goal of the basin to ensure that it is operated within its sustainable yield, without causing undesirable results.
- Website: <http://water.ca.gov/groundwater/sgm/gsa.cfm>

SVWP: Salinas Valley Water Project (SRDP: Salinas River Diversion Project falls under SVWP)

- The SVWP provides for the long-term management and protection of groundwater resources in the basin by meeting the following objectives: stopping seawater intrusion and providing adequate water supplies and flexibility to meet current and future (year 2030) needs. In addition, the project provides the surface water supply necessary to attain a hydrologically balanced groundwater basin in the Salinas Valley.
- Website:
http://www.mcwra.co.monterey.ca.us/salinas_valley_water_project_I/salinas_valley_water_project_I.php

SVGB: Salinas Valley Groundwater Basin

- Where MCWD gets their water, along with many other entities

FORA: Fort Ord Reuse Authority

- Mission: “The Fort Ord Reuse Authority (FORA) is responsible for the oversight of Monterey Bay area economic recovery from the closure of and reuse planning of the former Fort Ord military base. The former Fort Ord was/is located on the California coastline near the Monterey Peninsula consisting of 45 square miles/28,000 acres. FORA implements this legislatively mandated mission by overseeing replacement land use; assuring compliance with adopted measures; removing physical barriers to reuse; financing and constructing major components of the required infrastructure and base wide demands; and protecting identified environmental reserves. FORA exercises its planning, financing, and monitoring responsibilities under state law authority to meet these objectives in the best interest of the Northern Monterey Bay Community.”
- Website: <http://fora.org/index.html>

CSUMB: California State University Monterey Bay

- Mission: “To build a multicultural learning community founded on academic excellence from which all partners in the educational process emerge prepared to contribute productively, responsibly, and ethically to California and the global community.”
- Website: <https://csumb.edu/>

CUWCC: California Urban Water Conservation Council

- Mission: “The California Urban Water Conservation Council is a membership organization dedicated to maximizing urban water conservation throughout California by supporting and integrating innovative technologies and practices; encouraging effective public policies; advancing research, training, and public education; and building on collaborative approaches and partnerships.”
- Website: <http://www.cuwcc.org/>

ACWA: Association of California Water Agencies

- Mission: “ACWA’s mission is to assist its members in promoting the development, management and reasonable beneficial use of good quality water at the lowest practical cost in an environmentally balanced manner.”
- Website: <http://www.acwa.com/>

MPWSP: Monterey Peninsula Water Supply Project

- Mission: “To build an environmentally sustainable desalination facility and additional aquifer storage capacity that will finally solve the Peninsula's water supply crisis. Combined with ongoing conservation efforts, this project will ensure a reliable, long-term water supply for our community.
- Website: <http://www.watersupplyproject.org/home>

PWM GWR: Pure Water Monterey Groundwater Replenishment Project

- Pure Water Monterey is an advanced water recycling project, jointly developed by two public agencies – Monterey Peninsula Water Management District ([MPWMD](#)) and the Monterey Regional Water Pollution Control Agency ([MRWPCA](#).) Pure Water Monterey is a [multi-benefit](#), integrated, regional solution that will provide a water recycling model for other regions in California. Using proven, advanced, multi-stage treatment to provide a safe, reliable and sustainable drinking water supply that will comply with or exceed strict state and federal drinking water standards, the project will reduce water taken from

the Carmel River and the Seaside Basin. In doing so, it will help meet regulatory orders and enhance water supply reliability by diversifying local water sources.

- Website: <http://purewatermonterey.org/>

AWWA: American Water Works Association

- Mission: “Providing solutions to effectively manage water, the world’s most important resource”
- Website: <http://www.awwa.org/>

LAFCO: Local Agency Formation Commission

- Mission: “LAFCO's mission is to promote orderly growth and development in Monterey County by: Encouraging orderly growth of local government agencies, Preserving agricultural lands and open space, Discouraging urban sprawl
- Website: <http://monterey.lafco.ca.gov/>

BMP: Best Management Practice

- Practices intended to meet industry standards ex. Utility Operations, Public Education and School Education, Residential Programs, Commercial Institutional, and Industrial Programs, Landscape Programs

UWMP: Urban Water Management Plan

- Urban Water Management Plans (UWMPs) are prepared by California's urban water suppliers to support their long-term resource planning, and ensure adequate water supplies are available to meet existing and future water demands.

Every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to assess the reliability of its water sources over a 20-year planning horizon, and report its progress on 20% reduction in per-capita urban water consumption by the year 2020, as required in the [Water Conservation Bill of 2009 SBX7-7](#).

The plans must be prepared every 5 years and submitted to the Department of Water Resources (DWR). DWR staff then reviews the submitted plans to make sure they have completed the requirements identified in the Water Code, Sections §10608– 10656, then submits a report to the Legislature summarizing the status of the plans.

For each round of UWMPs, DWR provides guidance for urban water suppliers. This includes preparation of a Guidebook, workshops, and program staff to assist in preparing

comprehensive and useful water management plans, implementation of water conservation programs, and understanding the requirements of the Act.

- Website: <http://www.water.ca.gov/urbanwatermanagement/>

WSCP: Water Shortage Contingency Plan

- Submitted as part of the UWMP stating conservation measures.

CII: Commercial, Industrial, and Institutional

AMI: Advanced Metering Infrastructure

AMR: Automated Meter Reading

CCR: Consumer Confidence Report

AF: Acre Feet = 325,851 gallons

CF: Cubic Feet = 7.48 gallons

HCF/CCF: Hundred Cubic Feet = 1 Unit of Water = 748 gallons

POM: Presidio of Monterey

MGD: Million Gallons per Day

RGPCD: Residential Gallons Per Capita Day

GPF: Gallons per flush

HET: High Efficiency Toilet

UHET: Ultra High Efficiency Toilet

ULFT: Ultra Low Flow Toilet (1.6 gpf)

OW: Office of Water

OM: Operations and Maintenance