



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

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President

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Vice President

WILLIAM Y. LEE
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Agenda
Regular Meeting
Water Conservation Commission
MCWD Board Room, 11 Reservation Road, Marina, CA
Thursday, March 1, 2018, 5:30 PM

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 - Philip Clark

Vice Chair - Charlie Eskridge

Jan Shriner (MCWD Board Representative)

Dave Brown (Marina City Council)

Margaret-Anne Coppernoll (Public Member)

Jim Felton (Public Member)

Jason Montgomery (Public Member)

Efrem Valentin (Public Member)

Bethany Taylor (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/Roll Call
2. 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.*
3. Action Item:
 - A. Approve the January 4, 2018 Meeting Minutes
4. Staff Reports:
 - A. Receive the Calendar of Public Events for 2018
 - B. Receive the Public Information Planning Schedule for the First Quarter 2018
 - C. Receive Notice of Change to District Rebate Processing and Payments
 - D. Receive Updated GPCD, Water Production, and Water Consumption Data
5. Workshop:
 - a. Continue Workshop to Establish 2018 WCC Goals and Objectives for 2018
6. Receive an Update on Board/District Activities
7. Receive Comments from Commission Members *Please limit your comments to three minutes.*
8. Adjournment: Next Meeting: Thursday, April 5, 2018, 5:30 p.m.

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 3-A

Meeting Date: March 1, 2018

Prepared By: Paula Riso

Presented By: Paula Riso

Agenda Title: Approve the January 4, 2018 Meeting Minutes

Background: *Strategic Plan, Mission Statement – We Provide 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.*

Discussion/Analysis: The draft minutes of January 4, 2018 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 January 4, 2018 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: 4-A

Meeting Date: March 1, 2018

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive the Calendar of Public Events for 2018

Summary: Staff has created a Calendar of Public Events for 2018. Participation in and scheduling of the events may change. Commissioners may suggest changes and/or the addition/removal of events to the calendar.

Several of the community events tentatively scheduled provide the Commissioners with an opportunity to work with staff to deliver water conservation education and materials to the public. The Commissioners are encouraged to sign up for the available volunteer opportunities.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 4-B

Meeting Date: March 1, 2018

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive the Public Information Planning Schedule for 2018

Summary: Staff has created a Public Information Planning Schedule for the first four months of 2018. The District creates and sends out timely information about water conservation topics via social media, by mass email, and as bill inserts, newsletters, and flyers in customers monthly water bills.

Accompanying the Public Information Planning Schedule, staff will present the Commissioners with printed copies of some material recently created and distributed to customers.

Commissioners may suggest changes and/or the addition/removal of water conservation topics/events to the calendar. The Commissioners feedback on the method of distribution, the messages sent, and the quality of the public information materials developed is greatly appreciated and will help guide staff toward future improvements.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 4-C

Meeting Date: March 1, 2018

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive Notice of Change to District Rebate Processing and Payments

Summary: Staff was notified in February of the need to modify the process where rebates are provided by the District and paid out to customers.

There is an IRS requirement that rebates paid out to customers over a certain dollar amount be reported by the District. This procedure requires the district to collect federal tax ID numbers from the customer, then, at year end, submit the tax ID and rebate payment amount to the IRS and a completed IRS Form 1099 to the customer.

To avoid this burdensome process, the District will now apply rebates to customer's monthly water bills provided the account is in good standing. This is a common practice among other water districts such as Soquel Creek Water District and Scotts Valley Water District.

It is believed that this new process will work well for most customers. However, there are some customers, most renters in multi-family dwellings, that request reimbursement for installing eligible water saving retrofit devices that do not have their own water accounts with the District.

Staff is currently evaluating which customers, and how specific groups of customers, will be affected by this change. Staff will report back to the Water Conservation Commission as more information is known.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 4-D

Meeting Date: March 1, 2018

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

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

Summary: In 2014, responding to the ongoing drought, the State Water Resources Control Board (SWRCB) approved an emergency regulation that directed water purveyors to electronically report monthly water production and consumption figures. Also requested by 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 tables and charts that show water production figures through January 2018. Staff will also include tables and charts showing the gallons-per-capita-day (GPCD) and R-GPCD data that has been compiled. The documents are entitled:

- 2010 - 2018 Total Production by Month
- Monthly Production Savings and Cumulative Savings, June 2015 – Current Month
- 2018 Production vs. Water Production Reduction Goals
- 2013 - 2018 Monthly GPCD (Gross Production)
- 2013 – 2018 Residential Gallons-Per-Capita-Day
- 2013 – 2018 Total Billed Consumption (Line Graph)
- 2017 Total Billed Consumption (Pie Chart)
- 2013 – 2018 Total Consumption by Month (Bar Graph)
- 2013 – 2018 Single-Family Consumption by Month
- 2013 – 2018 Multi-Family Consumption by Month
- 2013 – 2018 Residential Consumption by Month
- 2013 – 2018 Commercial/Institutional Consumption by Month
- 2013 – 2018 Landscape Irrigation Consumption by Month
- 2015 – 2018 Temporary Hydrant Meter Water Use and Number of Meters
- 12 Month Categorical Meter Count
- 2015-2018 Active Meter Count vs Metered Consumption

Marina Coast Water District
Water Conservation Commission
Workshop

Agenda Item: 5-A

Meeting Date: March 4, 2018

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Establish 2018 WCC Goals and Objectives

Summary: In September of 2016, the Board of Directors requested that the WCC review the whole water conservation program and develop a new list of WCC goals and objectives for 2017. The Directors requested staff identify any work to be done in support of the goals, by the Commissioners versus work to be completed by Staff.

During the following October 2016 Commission meeting, the Commissioners were led through a “brainstorming” exercise where the group successfully listed subject matter that they would like to work on during the 2017 calendar year. Staff then added additional topics of interest, and existing goals to the list. Staff then divided the comprehensive list onto two spreadsheets, noting objectives that should be accomplished by staff, versus the Commissioners, to reach the goals. At the following November 3rd meeting the 2017 goals were prioritized.

During calendar year 2017, the Commissioners and staff succeeded in accomplishing many of the goals set. Progress was made on a number of other goals. Early in the year, there was strong interest and time spent reviewing rain water harvesting, gray water reuse, hot water recirculation systems, and the District’s conservation ordinance. By August of 2017, there was a noticeable increase in the number of Commissioners volunteering their time at public events, and participating at working group meetings. The many volunteer hours spent in working group meetings helped in the drafting of a revised Chapter 3.36 in the District’s water code. Throughout the year, staff was successful in sending out an increased number of announcements for public events and targeted promotional materials related to the District’s landscape incentives for lawn replacement with low water use plants. A new in-school Water Conservation/Science teacher has been hired and fall 2017-18 classes have been completed.

During tonight’s meeting, it is suggested the commissioners once again “brainstorm” and find appropriate goals and objectives for the 2018 calendar year.

For review, and to help with the development of 2018 goals, a copy of the original *2017 WCC Goals and Objectives*, and a copy of *Draft 2018 Goals and Objectives, January 2018* are attached.

It is staff’s recommendation that the Commissioners consider answering the following question:

- 1) **What goals should the Commission strive to complete in the next year?** What existing goals shall be retained? Is there a need to refine or change some goals? Is it recommended that new goals be added within the current duties? Is there a need to expand the duties of the Commission?

2) What personal goals do the commissioners have for 2018? What is it they would like to accomplish?

As a reminder, and to help the Commissioners with their updated list of goals and objectives for 2018, the current Board of Director's assigned duties of the Water Conservation Commission are listed below:

Annually (at least) review, evaluate, and make recommendations to the Board regarding:

- 1) Water consumption (related to conservation and water use)*
- 2) Conservation ordinances/policies*
- 3) Conservation programs and BMP implementation*
- 4) Conservation outreach and education materials including newsletters and annual CCR*
- 5) Conservation budget and overall resources*
- 6) Conservation technology/equipment*

As needed, review and make recommendations to the Board regarding:

- 7) Customer appeals on Water Shortage Contingency Plan, Conservation Ordinances, and conservation provisions of the District Code*