



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://www.mcwd.org)

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## DIRECTORS

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## Agenda

### Regular Meeting

### Water Conservation Commission

MCWD Board Room, 11 Reservation Road, Marina, CA

Thursday, July 12, 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 June 7, 2018 Meeting Minutes

4. Staff Reports:

A. Water Conservation Commission Realignment Plan

B. Receive Updated GPCD, Water Production, and Water Consumption Data

5. Receive an Update on Board/District Activities

6. Receive Comments from Commission Members *Please limit your comments to three minutes.*

7. Adjournment: Next Meeting: Thursday, October 4th, 2018, 5:30 p.m.

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 3-A

Meeting Date: July 12, 2018

Prepared By: Paula Riso

Presented By: Paula Riso

Agenda Title: Approve the June 7, 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 June 7, 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 June 7, 2018 meeting.

Action Required:     \_\_\_ Resolution     \_\_X\_\_ Motion     \_\_\_ Review

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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: July 12, 2018

Prepared By: Patrick Breen

Approved by: Keith Van Der Maaten

Agenda Title: Water Conservation Commission Realignment Plan

Background: *Strategic Plan Mission Statement – 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.*

Discussion/Analysis: Staff has been contemplating alterations to the Water Conservation Commission make up and operation to improve the effectiveness of the Commission through implementation of more formal and professional proceedings; clarification of roles, responsibilities, objectives, and goals; establishing necessary board training and staff support to keep Commission informed on items within their purview; and, by creating a closer connection of the advisory body proceedings and necessary Board decisions.

Recommendations:

- 1) Modify the WCC bylaws to establish a 5-member commission. All current commissioners would be required to submit an application as the 5 seats will be new appointments. All existing appointments will cease, although current members will be able to apply. The Board will select the 5-member commission and appoint the Commission Chair. None of the 5-member commission seats will be restricted to a particular user group, City, organization, or other and would be selected “at large” to allow the board to put together a group of individuals they believe provides the best set of knowledge, skills, and abilities for the present needs of the District. The role of the commissioners and desired knowledge, skills, and abilities under this new framework will be clearly described in the application. The corresponding bylaw modifications would come to the Board in August 2018. Additionally, in August 2018, the Board would approve the application and formally begin the solicitation of applications for the new 5-member commission. In September 2018, the Board would select the new Commissions and appoint the new chair person. The first meeting of the new commission would be in October 2018. The Commissioners would serve for two-year terms and the initial term for 2 of the new 5-member commission would be randomly selected to serve for 3-years so that all members seats would not come up for re-appointment at the same time.
- 2) The New Commission will hold meetings in the District Beach Office Board Room with the members seated at the dais along with the Commission secretary (Water Resources Manager). The meetings will be conducted in the same manner as the District Board of Directors meetings (i.e. roll call, pledge of allegiance, etc.). The meetings will be run strictly to the agenda, including public comment periods as appropriate, again similar to District Board meetings. The Board liaison will not be required to attend the regular

commission meetings, but is able to meet with Commission members and Commission Secretary as appropriate and within Brown Act rules, to facilitate a strong connection between the advisory nature of the Commission and the Board. Upon the initial seating of the new Commission, and annually thereafter, staff will provide an orientation of known Board decisions for the year that the Commission will be discussing (but not limited to this list); will provide training on how to run a meeting, how to be in compliance with the Brown Act rules; the purpose of the Commission; and, an overview of key information regarding the District that will provide the commission a good foundation for decisions as well as the ability to respond to questions they may field from the general public. Initial key decisions for Fiscal Year 2018-2019 may include:

- a. Outreach plans/setting outreach event schedule for the year
  - b. District Conservation Goals and evaluation metrics
  - c. Rebate Programs and Conservation Efforts (Expending Budgeted funds)
  - d. Review and updates to Policies and Ordinances
  - e. Water loss programs and conservation within the larger Water Resources Programs
- 3) Staff, along with the Commission chair, will establish the agendas. The agenda items shall only include those items that are in support of a decision that the Board is needing to make. The staff reports before the commission will be of the same style and professional level as would be provided to the Board and will include a staff recommendation. Staff reports to the commission may include additional details that allow the Commission to “dive deeper” into matters than the Board (in order to support the advisory opinion to the Board). Due to the fact the discussions at the Commission meeting may include more technical analysis than typical at a Board meeting, staff shall be prepared to present the necessary technical information in a concise, easy-to-understand, and professional manner and should plan for the possibility that agenda items may take more than one meeting for the advisory committee to come to a recommendation; however, staff may make the decision that sufficient time has been provided to the topic and provide the item to the board without an advisory recommendation from the Commission, should that be necessary. Staff will provide the Commission’s recommendation and staff’s recommendation to the Board when the matter next comes to the Board. The Commission will have regular monthly meetings scheduled but will only meet if there are items that need to be discussed to provide a recommendation for the board to make or if the Commission needs to be informed in support for future recommendations. The Working Group meetings will no longer be held. Throughout the year, as items are projected to come before the Board, staff will add the items to the Commission’s agenda first if they are under the purview of the commission such that the Board will receive the Commission’s advisory recommendation prior to Board consideration.

Marina Coast Water District  
Water Conservation Commission  
Staff Report

Agenda Item: 4-B

Meeting Date: July 12, 2018

Prepared By: Paul Lord  
Reviewed By: Patrick Breen

Presented By: Paul Lord

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 June 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, January 2016 – 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

These tables and charts will be provided at the meeting on July 12th.