



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

TEL: (831) 384-6131 FAX: (831) 883-5995

DIRECTORS

THOMAS P. MOORE
President

JAN SHRINER
Vice President

HERBERT CORTEZ
PETER LE
MATT ZEFFERMAN

Agenda

Regular Meeting

Water Conservation Commission

MCWD Board Room, 11 Reservation Road, Marina, CA

Thursday, June 6, 2019, 5:30 PM

This meeting has been noticed according to the Brown Act rules. The Water Conservation Commission meets regularly on the first Thursday of each month. The meetings normally begin at 5:30 p.m. and are held at the District Office at 11 Reservation Road, Marina, California.

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

Shawn Storm, P.E., Chair Audra Walton
Phil Clark, Vice Chair Sarah Babcock
Bill Huynh
Jan Shriner (MCWD Board Liaison)

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Oral Communications** 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.
5. **Consent Calendar**
 - A. [Approve the May 2, 2019 Meeting Minutes](#)

This agenda is subject to revision and may be amended prior to the scheduled meeting. Pursuant to Government Code section 54954.2(a)(1), the agenda for each meeting of the Commission shall be posted at the District offices at 11 Reservation Road. The agenda shall also be posted at the following locations, but those locations are not official agenda posting locations for purposes of section 54954.2(a)(1): City of Marina City Hall, Marina Library, City of Seaside City Hall, and the City of Seaside Library. A complete Commission packet containing all enclosures and staff materials will be available for public review on Thursday, May 30, 2019. Copies will also be available at the Commission meeting. Information about items on this agenda or persons requesting disability related modifications and/or accommodations should contact the Board Clerk 48 hours prior to the meeting at: 831-883-5910.

6. Action Items The Commission will review and discuss agenda items and take action or direct staff to return to the Commission for action at a following meeting. The public may address the Commission on these Items as each item is reviewed by the Commission. Please limit your comment to three minutes.

- A. [Consider Recommending Adoption of Resolution No. 2019-xx to Authorize the General Manager to Sign a Memorandum of Understanding between Marina Coast Water District and the Monterey Peninsula Unified School District Regarding the In-School Water Conservation Education Program](#)
- B. [Consider Recommending Revisions to the Policy for the High-Efficiency Toilet Rebate Program for Board of Directors Adoption](#)

7. Commission Member Requests for Future Agenda Items

8. Commissioner's Comments

9. Adjournment Set or Announce Next Meeting(s), date(s), time(s), and location(s):

Regular Meeting: Thursday, July 11, 2019, 5:30 p.m.,
 MCWD Board Room, 11 Reservation Road, Marina, CA

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 5

Meeting Date: June 6, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Consent Calendar

Staff Recommendation: The Water Conservation Commission approve the Consent Calendar as presented.

Background: *5-Year 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.*

Consent calendar consisting of:

A) Approve the May 2, 2019 Meeting Minutes

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Other Considerations: The Commission can approve this item, or they can pull the item for discussion.

Material Included for Information/Consideration: Draft minutes of May 2, 2019.

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-A

Meeting Date: June 6, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Approve the May 2, 2019 Meeting Minutes

Background: *5-Year 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 May 2, 2019 are provided for the Commission's review and 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 May 2, 2019 meeting.

Action Required: ___ Resolution ___ X Motion ___ Review

Commission Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Draft Minutes
Water Conservation Commission

May 2, 2019

1. Call to Order:

The meeting was called to order at 5:30 p.m.

2. Roll Call:

Commission Members Present:

Shawn Storm, P.E. – Chair

Phil Clark – Vice Chair

Sarah Babcock

Bill Huynh

Commission Members Absent:

Audra Walton

Staff Members Present:

Patrick Breen, Water Resources Manager

Paul Lord, Water Conservation Specialist

Paula Riso, Executive Assistant/Clerk to the Board

Audience Members:

None

3. Pledge of Allegiance:

Chair Storm led the Pledge of Allegiance.

4. Oral Communications:

No comments were made.

5. Consent Calendar:

A. Approve the April 4, 2019 Meeting Minutes:

Vice Chair Clark noted that the comments he made under Item 6-A on page 2 of the minutes, were his personal views.

Vice Chair Clark made a motion to approve the April 4, 2019 meeting minutes. Commissioner Huynh seconded the motion. With a vote of 4-Ayes, 0-Noes, 0-Abstained, 1-Absent (Walton), the motion was passed.

6. Action Items:

A. Consider Recommending for Approval by the Board of Directors the FY 2019-2020 Conservation Budget:

Mr. Lord introduced this item. The Commission asked clarifying questions on advertising, urinal rebates and available grants for rebates. Commissioner Huynh suggested sending out a flyer with rebate and conservation information annually, perhaps in a spring newsletter.

Commissioner Babcock made a motion to recommend the Board of Directors approve the FY 2019-2020 Conservation Budget. Commissioner Huynh seconded the motion. With a vote of 4-Ayes, 0-Noes, 0-Abstained, 1-Absent (Walton), the motion was passed.

B. Consider Recommending Forwarding the Central Coast Long-term Environmental Assessment Report to the District's Community Outreach Committee for Review and Possible Action:

Mr. Breen introduced this item. Chair Storm shared information he received regarding wastewater sustainability and being good ambassadors to the Community. Discussion regarding wastewater contaminants, who should promote pollutant free wastewater, and how it should be promoted, followed.

Commissioner Babcock made a motion to table this item until next meeting to allow staff to bring back more information for discussion. Vice Chair Clark seconded the motion. With a vote of 4-Ayes, 0-Noes, 0-Abstained, 1-Absent (Walton), the motion was passed.

7. Staff Reports:

A. Receive a Report on HE Toilet Rebate Program:

Mr. Lord introduced this item noting that the Commission was being asked to receive information and make suggestions to the HE Toilet Rebate Program.

Following discussion, the Commission made the following recommendations to staff's list of options:

- Make no modifications to the rebate program: the Commission disagreed with this option.
- Increase the maximum incentive for UHETS over HET's, from \$125 to \$150: the Commission agreed to keep the rebate incentive at \$125.
- Reduce the maximum rebate for HET's below UHET's, from \$125 to \$75: the Commission agreed to lower the maximum rebate for HET to \$75.
- Eliminate the incentive for HET's and only incentivize UHET's at \$125: the Commission disagreed with this option.
- Requiring all toilets be WaterSense certified and/or Maximum Performance (MaP) tested: the Commission agreed that all toilets need to be WaterSense or MaP tested.

Agenda Item 7-A (continued):

- Provided rebates only when all toilets at a site are retrofitted (reduces freeridership): the Commission couldn't agree on this item. It will be discussed further at the next meeting.

B. Receive a Report on the Hot Water Recirculation Pump Rebate Program:

Mr. Lord introduced this item and provided background on the Hot Water Recirculation Pump Rebate Program. The Commission discussed the application form and questionnaire and perhaps using an online survey for rebate customers.

C. Receive Updated Gallons Per Capita Day (GPCD), Water Production, and Water Consumption Data:

Mr. Lord introduced this item and reviewed water production and consumption over the last three months. He noted that the first quarter of 2019 had one of the lowest production and consumption numbers over the last eleven years. Vice Chair Clark asked that staff use colors that are easier to differentiate and make the legend larger so it's easier to read. Chair Storm suggested a chart showing cumulative average distribution that shows water usage within the categories. He said he had some information he would share with staff.

8. Commission Member Requests for Future Agenda Items:

Vice Chair Clark commented that he would like to promote upcoming events.

Chair Storm said that he had previously submitted items and had shared a retrofit initiative spreadsheet with staff. Mr. Breen said he would meet with Chair Storm later to discuss these items.

9. Commissioner's Comments:

Commissioner Huynh thanked staff for explaining the toilet retrofit program.

Chair Storm thanked Vice Chair Clark for his help at the birthday event. He also thanked his fellow Commissioners, staff, and the public for their time and contributions.

10. Adjournment:

The meeting was adjourned at 7:28 p.m.

Marina Coast Water District
Agenda Transmittal

Agenda Item: 6-A

Meeting Date: June 6, 2019

Prepared By: Paul Lord
Reviewed By: Patrick Breen

Approved By: Keith Van Der Maaten

Agenda Title: Consider Recommending the Board of Directors Adopt Resolution No. 2019-xx to Authorize the General Manager to Sign a Memorandum of Understanding between Marina Coast Water District and the Monterey Peninsula Unified School District Regarding the In-School Water Conservation Education Program

Staff Recommendation: The Commission recommend that the Board of Directors adopt Resolution No. 2019-XX to authorize the General Manager to sign a memorandum of understanding between Marina Coast Water District and the Monterey Peninsula Unified School District regarding the in-school water conservation education program for the 2019-2020 school year.

Background: *5-Year Strategic Plan, Strategic Goal 1.7 – Review and update our water conservation program.*

The MPUSD and MCWD have worked together for more than seventeen years to bring water conservation education to students in the district's service area. This agreement continues this long-standing relationship between the two partners and provides the means to plan and integrate water conservation instruction into the curriculum at local schools for the 2019-2020 fiscal year.

Teacher surveys, and feedback from school administrators, students, and their families, indicate that the unique, professional classroom instruction provided is desired, appreciated, and very effective. The program is tremendously valued by staff, school faculty, and the community because it is successful in achieving the most important goal; getting the local children to understand more about earth science, the properties of water, and the importance of practicing water conservation every day. Results of a 2008 study of the program's effectiveness were positive, showing students were able to make more valid points about water conservation after receiving classroom instruction.

Discussion/Analysis: MCWD will reimburse MPUSD for hourly classroom instruction and program development work at a minimum hourly rate plus statutory benefits, not-to-exceed \$38,750. This maximum expenditure amount is based upon reimbursements paid during previous years when as many as 160 classroom presentations were performed. A certified, experienced, MPUSD Teacher has been hired and tasked with providing targeted instruction to students, and the school staff. Simultaneously, the teacher will help the District develop water conservation related curricula designed to meet the state academic curriculum standards. All instruction and educational material presented will be age appropriate for the children taught.

Environmental Review Compliance: None required.

Financial Impact: X Yes No Funding Source/Recap: This item is funded through the FY 2019/2020 Conservation Budget of the Central Marina and Ord Community cost centers.

Other Considerations: None.

Material Included for Information/Consideration: Resolution No. 2019-XX, and, MOU between MCWD and Monterey Peninsula Unified School District.

Action Required: X Resolution Motion Review
(Roll call vote is required)

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

June 25, 2019

Resolution No. 2019 - XX
Resolution of the Board of Directors
Marina Coast Water District
Authorizing the General Manager to Sign a Memorandum of Understanding
Between Marina Coast Water District and the Monterey Peninsula Unified School District
Regarding the In-School Water Conservation Education Program

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“MCWD”), at a regular meeting duly called and held on June 25, 2019, at 11 Reservation Road, Marina, California as follows:

WHEREAS, MCWD has developed a Memorandum of Understanding (MOU) with the Monterey Peninsula Unified School District regarding the In-School Water Conservation Education Program that will facilitate program development and the teaching of water conservation education; and,

WHEREAS, the MOU will be an agreement to formalize planning and execution of the In-School Water Conservation Education Program; and,

WHEREAS, water conservation is within the District’s Mission and the funding for this MOU is included in the District’s budget for FY 2019/2020 under Conservation Education with a not-to-exceed amount of \$38,750.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve of the proposed Memorandum of Understanding regarding the In-School Water Conservation Education Program with wage and benefit reimbursements.

BE IT FURTHER RESOLVED, that the Board of Directors does hereby authorize the General Manager to sign the MOU.

PASSED AND ADOPTED on June 25, 2019 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

Thomas P. Moore, President

ATTEST:

Keith Van Der Maaten, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2019-xx adopted June 25, 2019.

Keith Van Der Maaten, Secretary

MEMORANDUM OF UNDERSTANDING

Between

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

And

MARINA COAST WATER DISTRICT

This agreement is between the Monterey Peninsula Unified School District (MPUSD) and the Marina Coast Water District (MCWD) for the 2019-2020 Fiscal Year.

The terms and conditions set forth in this document shall constitute the entire agreement between MPUSD and MCWD and may not be amended except by a written document signed by both parties.

The parties agree to the following:

1. MCWD agrees to fully fund a part time Water Science/Conservation Teacher position, not-to-exceed a total of \$38,750.
2. This teacher will provide water science and water conservation awareness education to all the MPUSD schools within the MCWD service area.
3. MPUSD will send a monthly invoice of the science teacher's monthly salary and benefit costs for reimbursement to the MCWD, Attn. Paul Lord, 11 Reservation Rd., Marina, 93933.
(Email: plord@mcwd.org, Tel: (831) 883-5905, FAX: (831) 384-0197
The final invoice is to be processed prior to July 1, 2020.
4. The MCWD shall submit a check within 30 days of invoice receipt made payable to the Monterey Peninsula Unified School District and sent to: Attn. Connie Avila, P.O. Box 1031, Monterey, CA 93942-1031.
5. The payment will be deposited in an account dedicated for this purpose only.
6. The position shall be filled through MPUSD's established hiring process and shall be an employee of MPUSD and shall be entitled to the same rights, privileges and applicable benefits as other MPUSD employees.

MARINA COAST WATER DISTRICT

MONTEREY PENINSULA UNIFIED SCHOOL
DISTRICT

Keith Van Der Maaten
General Manager
11 Reservation Road
Marina, CA 93933

Ryan Altemeyer
Associate Superintendent, Business Services
P.O. Box 1031
Monterey, CA 93942-1031

Water Conservation Commission
Agenda Transmittal

Agenda Item: 6-B

Meeting Date: June 6, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Agenda Title: Consider Recommending Revisions to the Policy for the High-Efficiency Toilet Rebate Program for Board of Directors Adoption

Staff Recommendation: Consider Recommending Revisions to the Policy for the High-Efficiency Toilet Rebate Program for Board of Directors adoption.

Background: *5-Year 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.*

The Toilet Rebate Program was established in 1994. At that time, \$50 rebates were provided for the replacement of older, higher volume toilets with the more water efficient Ultra low-flow toilets (ULFT's) having a flush volume of 1.6 gallons per flush (gpf).

In 2006, when high-efficiency toilets (HET's), having a flow of 1.28 gpf or less, became readily available in local stores, the District's toilet rebate program was changed to only provide rebates for the more water efficient HET's. A rebate for water-free urinals was also established. The \$50 rebate amount was increased to a reimbursement equal to the cost of the HE toilet or water-free urinal, up to \$125.

Discussion/Analysis: Now, another generation of even more efficient Ultra High-Efficiency toilets (UHET's), having flow rates of 1.1 gallons per flush or less, has become available. Many models of these toilets can achieve another 20% in water savings over the earlier HET's.

With the support and guidance of the Water Conservation Commission, staff purposes modifications to the District's HE Toilet Rebate Program. The objectives include; keeping some incentive for those that choose to retrofit to HET's, assuring the toilets perform well, promoting the retrofitting to UHET's over HET's, speeding up and increasing the number of retrofits to UHET's and water-free urinals, and limiting "free riders" that receive rebates for retrofitting that would have been done regardless of the District incentives provided. It is proposed that these program changes, if approved, take effect 60 days following approval.

Following are the proposed program modifications:

- Establish that all toilets be EPA WaterSense labeled and/or MaP Premium-rated toilets. Only MaP PREMIUM-rated UHET's shall qualify for the optional and higher UHET rebate.
- Lower the standard rebate for WaterSense labeled HET's to a maximum of \$50
 - Establish a new, optional and higher rebate, up to \$100 per WaterSense labeled HET toilet, when it is the last HET or UHET toilet installed at an account, or when all toilets at an account are retrofitted to HET or UHET toilets.
- Establish a new standard rebate for WaterSense labeled UHET's at a maximum of \$100

- Establish a new, optional and higher rebate, up to \$200 when the UHET toilet(s) is/are MaP PREMIUM-rated UHET toilet(s) and, when it is the last HET or UHET toilet installed at an account, or when all toilets at an account are retrofitted to HET or UHET toilets.
- Raise the standard rebate for water-free urinals to a maximum of \$200
 - Establish a new, higher rebate, up to \$300 per water-free urinal, when it is the last water-free urinal installed at an account, or when all urinals at an account are retrofitted to water-free urinals.

For the 2019-2020 fiscal year, there is no change proposed for the HE Toilet Rebate Program's annual budget. In the 2019-2020 fiscal year, staff has requested \$29,000 for the Marina Service area and \$97,500 for the Ord service area. Five thousand dollars of the proposed Marina budget for HE toilets is available for any increase in unallocated expenditures in 2019-2020, while approximately \$2,000 is available in the Ord service area.

Environmental Review Compliance: None required.

Financial Impact: X Yes No Funding Source/Recap: This item is funded through the FY 2019/2020 Conservation Budget of the Central Marina and Ord Community cost centers.

Other Considerations: None.

Material Included for Information/Consideration: Draft HE Toilet and Water-Free Urinal Program Description.

Action Required: X Resolution Motion Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District

HE Toilet and Water-free Urinal Rebate Program Description

When replacing existing toilets and urinals having higher flush volumes, customers can receive reimbursement for the purchase of new, WaterSense labeled high-efficiency toilets, WaterSense and Map PREMIUM rated ultra-high-efficiency toilets, and water-free urinals.

Program Procedures, Terms of Agreement, and Eligibility Requirements

- Rebate application forms and sales receipts must be submitted within 1 year of purchase. Receipts older than one year will not be accepted. An original, dated sales receipt showing the itemized cost for the toilet and the method of payment in full is required.
- Original receipts cannot be returned to the customer once submitted for rebate request. District staff can make a copy of the receipt to give to the customer for their records.
- Rebate amounts are equal to the net purchase price of the toilet(s), up to the limits. Rebate-eligible parts include the toilet tank, bowl and seat. Sales tax and labor charges are not rebated.
- The number of toilet rebates is limited to the number of qualifying toilets at the account.
- As rebates of \$600 or more can be considered taxable income by the IRS and the State, customers requesting rebates totaling \$600 or more will be asked to submit a federal W-9 form to allow reporting to the Internal Revenue Service and State of California.
- Rebate application forms can be requested via email addressed to conservation@mcwd.org, found online at MCWD.org, or picked up at the main office, 11 Reservation Road Marina, CA 93933.
- Incomplete or illegible rebate application forms will be denied and returned to the customer.
- Customer requests for six toilet rebates or more are subject to physical verification of installation. The District may request inspection of the installation site to confirm the installation of the qualifying toilet(s). A MCWD representative must be permitted to inspect the property to verify installation if requested.
- Customers may request up to 20 toilet rebates per year without pre-approval. Customer requests for more than 20 rebates must be pre-approved.
- Rebates for retrofitting projects that have obtained pre-approval are given priority and paid first out of the current fiscal year's budget or out of available funds. When funds are depleted, some pre-approved rebate requests may be held with other customer's rebate requests that are submitted late in the fiscal year, to be paid once additional funding is made available. Without available funding, these rebate requests may be held until the purchase date on the receipt is one-year past. Then, the rebate requests will be denied and returned to the customer.
- With the property owner's permission prior to installing the qualifying toilet(s), tenants may apply as a payee for a HE toilet and water-free urinal rebate.
- Rebates are only available on a first come, first serve basis. Rebates are limited and subject to available funds.
- Rebates are only available for customers and properties within the Marina Coast Water District service areas. The account must be in good standing.

- The Installation of any rebated device, appliance or fixture is the sole responsibility of the applicant, as is the determination of the adequacy and compatibility of the existing plumbing system.
- MCWD does not endorse specific brands, products or dealers; nor does it guarantee materials or workmanship; acceptance of such is customer's responsibility.
- MCWD assumes no responsibility or liability for any damage that may occur to an applicant's property as a result of participation in this program. Due to circumstances beyond its control, MCWD cannot guarantee that installation of rebated fixtures or measures will result in lower utility costs.
- All previous HET and UHET toilet installations count toward rebate quantity limits.
- New construction and replacement of HET or UHET toilets initially installed after 2006 do not qualify.
- All qualifying toilets must be EPA WaterSense labeled and/or MaP Premium-rated toilets. Only MaP PREMIUM-rated UHET's shall qualify for the optional and higher UHET rebate.
- Rebates are only provided when higher flow toilets and urinals are retrofitted to new, lower flow toilets and water-free urinals.
- The new HET's or UHET's installed may be single-flush or dual-flush models.
- MCWD may at any time, modify, suspend, or terminate this program without prior written notice.

Available Rebates

- The standard rebate for WaterSense labeled high-efficiency toilets (HET's) is equal to the net purchase price of the new toilet, not to exceed \$50.
 - An optional and higher rebate, up to \$100 per WaterSense labeled HET toilet, is available when the new toilet is the last or only HET or UHET toilet installed at an account, or when all toilets at an account are being retrofitted to HET or UHET toilets.
- The standard rebate for WaterSense labeled ultra-high efficiency toilets (UHET's) is equal to the net purchase price of the new toilet, not to exceed \$100.
 - An optional and higher rebate, up to \$200 is available when; the UHET toilet(s) is/are MaP PREMIUM-rated UHET toilet(s) and, when it is the last or only HET or UHET toilet installed at an account, or when all toilets at an account are being retrofitted to HET or UHET toilets.
- The standard rebate for retrofitting a conventional urinal to a water-free urinal is equal to the net purchase price of the new, water-free urinal not to exceed \$200.
 - An optional and higher rebate, up to \$300 is available when it is the last or only water-free urinal installed at an account, or when all urinals at an account are retrofitted to water-free urinals.