



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
MATT ZEFFERMAN
PETER LE

Agenda

Regular Meeting

Water Conservation Commission

MCWD Board Room, 11 Reservation Road, Marina, CA

Thursday, January 10, 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

Sarah Babcock Audra Walton
Phil Clark Shawn Storm
Bill Huynh
Jan Shriner (MCWD Board Liaison)

1. **Call to Order**
2. **[Administer Oath of Office](#)**
3. **Roll Call**
4. **Pledge of Allegiance**
5. **[Elect Chairperson and Vice Chairperson of the Water Conservation Commission](#)**

Action: The Commission will elect two Commissioners to serve as Chairperson and Vice-Chairperson of the Commission through December 2019.

6. **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.

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 Monday, January 7, 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.

7. **Consent Calendar**

- A. Accept the July 12, 2018 Meeting Minutes
- B. Approve the 2019 Water Conservation Meeting Schedule

8. **Staff Reports**

- A. Receive an Update on the Length of New Commissioner Terms and Changes to the Water Conservation Commission Membership Table
- B. Receive New Commissioner Orientation Packet and Procedures for the Water Conservation Commission
- C. Receive Guidance on Parliamentary Procedure and the Brown Act Statute

9. **Commission Member Requests for Future Agenda Items**

10. **Commissioner's Comments**

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

Regular Meeting: Thursday, February 7, 2019, 5:30 p.m.,
 MCWD Board Room, 11 Reservation Road, Marina, CA

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 2

Meeting Date: January 10, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Administer Oath of Office

Staff Recommendation: Administer the oath of office to Sarah Babcock, Bill Huynh, Phil Clark, Shawn Storm, and Audra Walton.

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: In accordance with the December 17, 2018 Board appointments to the Water Conservation Commission, five individuals are to be sworn in to begin serving new two or three-year terms as members of the MCWD Water Conservation Commission. Sarah Babcock, Bill Huynh, Phil Clark, Shawn Storm, and Audra Walton will be sworn in at this meeting.

“I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Environmental Review Compliance: None required.

Financial Impact: _____ Yes X No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: None.

Action Required: _____ Resolution _____ Motion _____ Review X Oath

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

Meeting Date: January 10, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Agenda Title: Commissioner Introduction and Election of Chairperson and Vice Chairperson of the Water Conservation Commission

Staff Recommendation: The Commission select a Chairperson and Vice Chairperson

Background: 5-Year Strategic Plan, Goal 1.7 - Review and update our water conservation program - We recognize that drinking water is one of the most precious resources on earth. We will assign this to the Water Conservation committee to review and update our water conservation program to ensure we are appropriately managing our water sources.

Discussion/Analysis: The Procedures for the Water Conservation Commission state that a Chairperson and Vice Chairperson will be elected annually. Therefore, the Commissioners chosen as Chairperson and Vice Chairperson in January 2019 will serve through December 2019.

To elect a Chairperson, any Commissioner shall make a nomination recommending a Commissioner for Chair. Once the nomination is made, another Commissioner shall second the nomination. If there is no second to the nomination, the nomination fails and a Commissioner may make a substitute nomination. Once a nomination is made and seconded, there must be at least a majority of the Commission (3 of the 5 votes) in favor of the nomination. Repeat the nomination protocol for the Vice Chair position.

Prior to the election, staff recommends that each Commissioner (starting alphabetically with the first name) introduce themselves, provide a brief background, and whether or not they are interested in either the Chair or Vice Chair position.

The duty of the Chair is to run the meeting and in the Chair's absence, the Vice Chair will run the meeting.

Environmental Review Compliance: None required.

Financial Impact: Yes No Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: None

Action Required: Resolution 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: 7

Meeting Date: January 10, 2018

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) Accept the Draft Minutes of July 12, 2018
- B) Approve the Proposed Regular Water Conservation Commission Meeting Schedule for 2019

Discussion/Analysis: See individual transmittals.

Environmental Review Compliance: None required.

Other Considerations: The Commission can approve these items together or they can pull them separately for discussion.

Material Included for Information/Consideration: Draft minutes of July 12, 2018.

Action Required: _____Resolution X Motion _____Review
(Roll call vote is required.)

Commission Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: January 10, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Accept the July 12, 2018 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 July 12, 2018 are provided for the Commission to review and accept. Since there will not a quorum of those present at the July 12, 2018 meeting, they cannot be approved. Therefore, the minutes will be filed as accepted.

Environmental Review Compliance: None required.

Financial Impact: ___ Yes X No Funding Source/Recap: None

Other Considerations: The Commission can choose to not accept the minutes..

Material Included for Information/Consideration: Draft minutes of the July 12, 2018 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

July 12, 2018

1. Call to Order/Introduction:

The meeting was called to order at 5:33 p.m. Commission members Phil Clark, Charlie Eskridge, David Brown, Jan Shriner, and Efrem Valentin were present. Jason Montgomery, Jim Felton, Bethany Taylor, and, Margaret-Anne Coppernoll were absent. Paul Lord, Patrick Breen, Keith Van Der Maaten, and Paula Riso were present from staff.

2. Public Comments on Any Item Not on the Agenda:

There were no public comments.

3. Action Item:

A. Approve the June 7, 2018 Meeting Minutes:

Commissioner Valentin made a motion to approve the June 7, 2018 minutes. Councilmember Brown seconded the motion. With a vote of 5-Ayes, 0-Noes, 0-Abstained, 4-Absent (Taylor, Shriner, Valentin, Montgomery), the motion was passed.

4. Staff Reports:

A. Water Conservation Commission Realignment Plan:

Mr. Breen introduced this item explaining that this realignment was to streamline and focus the Commission on providing information to the Board that supports decisions they will be considering. This will establish a 5-member commission. All existing appointments will cease, although current members will be able to apply as the 5 seats will be new appointments. The New Commission will hold meetings in the District Board Room with the members seated at the dais. The meetings will be conducted in the same manner as the District Board of Directors meetings (i.e. roll call, pledge of allegiance, etc.). Discussion regarding Board expectations and Commission member size followed. Mr. Van Der Maaten commented that 5 was a very common size for a Board or Commission membership and that discussion should be contained at the meetings to avoid Brown Act violations. He explained how staff would present items to the Commission and get the Commission's input and discussion before forwarding those items to the Board. Discussion followed. Director Shriner will voice the concerns of the Commission when the Board discusses this item.

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

Mr. Lord handed out new charts showing GPCD, Water Production, and Water Consumption Data through June 30th. He noted that there was an increase in the overall summertime peak water use due to the new construction of homes in the Ord Community. Mr. Lord stated that the usage was still well below the State mandated 20% conservation measures, even though the number of meters has increased.

5. Receive Update on Board/District Activities:

Director Shriner updated the Commission on activities the Board of Directors is currently involved in. She said the WCC realignment plan was going to be discuss at the next Board meeting, an item to resolve the potential annexation overlap with Seaside County Sanitation District; and easements with CSUMB and the Army. Director Shriner addressed the discussion on Twitter feeds going around and explained that the District is working on a Social Media Policy.

6. Receive Comments from Commission Members:

Commissioner Valentin commented that his bill has increased over the last several months.

7. Adjournment:

The meeting was adjourned at 7:02 p.m.

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 7-B

Meeting Date: January 10, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Approve the Proposed Regular Water Conservation Commission Meeting Schedule for 2019

Staff Recommendation: The Commission is requested to approve the proposed regular Water Conservation Commission (WCC) meeting schedule for 2019.

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 WCC's meeting schedule has been to meet on the first Thursday of each month. Occasionally, a holiday may land on, or adjacent to, that day and require a slight schedule change. For 2019, the close proximity of New Year's Day delayed the meeting by a week, and the only holiday landing on a regular meeting day is the Fourth of July. The proposed meeting schedule for 2019 is as follows:

1st Thursday of Each Month – WCC Meetings
5:30 p.m.

January 10, 2019*
February 7, 2019
March 7, 2019
April 4, 2019
May 2, 2019
June 6, 2019
July 11, 2019**
August 1, 2019
September 5, 2019
October 3, 2019
November 7, 2019
December 5, 2019

* Delayed a week due to the New Year's Day Holiday.

** July 4th is a holiday so the meeting is scheduled for the following Thursday.

Environmental Review Compliance: None required.

Financial Impact: _____ Yes X No Funding Source/Recap: None

Other Considerations: The Commission can suggest alternate meeting dates.

Material Included for Information/Consideration: None.

Action Required: _____Resolution X Motion _____Review

Board Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____

Abstained _____

Noes _____

Absent _____

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 8-A

Meeting Date: January 10, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

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

Summary: In August 2018, the Board approved the restructure of the Water Conservation Commission. As part of the restructure, the number of positions on the Commission was reduced from ten to five Commissioners.

Commissioners normally serve two-year terms. But, to have staggered appointments every two years, the Board of Directors, at their January 22, 2019 meeting, will select two Commissioners to serve initial three-year terms. Then, after those initial terms are served, they will revert to two-year terms. The other three Commissioners will serve two-year terms.

The latest version of the Water Conservation Commission Membership Table has been updated to show the term ending dates for the five commission seats. Once the seats Commissioners are to occupy are determined by the Board of Directors, the table will be updated and presented to show the Commissioners names and their corresponding term ending dates.

Staff recommends the Commission members discuss who might be interested in the three-year terms and make a recommendation to the Board regarding the term positions.

Draft WCC Membership Table January 10, 2019		
Water Conservation Commission Appointments		
Position	Term	Current Commissioner
Position #1:	2 year term January 2019 - December 2020	TBD
Position #2:	2 year term January 2019 - December 2020	TBD
Position #3:	2 year term January 2019 - December 2020	TBD
Position #4:	3 year term January 2019 - December 2021	TBD
Position #5:	3 year term January 2019 - December 2021	TBD

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 8-B

Meeting Date: January 10, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

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

Summary: Staff has put together a packet of important information about the District for new Commissioners to review. In the attached packet, staff has included the following information:

- The Procedures for Marina Coast Water District's Water Conservation Commission
- Several bullet points about the history of the District
- Information about the Water Conservation Department's Rebates and incentives programs
- Resourceful links to information about water quality and salt water intrusion
- A helpful Acronym cheat sheet with links to help introduce the commissioners to other common terms and agencies



Marina Coast Water District
11 Reservation Road
Marina, CA 93933
(831) 384-6131
www.mcwd.org

Water Conservation Commission Orientation Packet

Following are the Procedures for Marina Coast Water District's 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.

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 2018-46 adopted on August 20, 2018, the Water Conservation Commission was restructured to include 5 public positions to be appointed by the Board of Directors. A vacancy on the Water Conservation Commission comes into existence at the end of the term of a Position, 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 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.

- 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. 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:

- B. Meeting Dates and Times: The Water Conservation Commission meets the first Thursday of each month at 5:30 PM in the Marina Coast Water District Board Room unless otherwise specified.
- C. Water Conservation Commission Composition: The Board will select a Director and an alternate Director to serve as the Water Conservation Commission liaison. The Board will appoint 5 public members for terms of two years.
- D. Brown Act: Meetings of the Water Conservation Commission are covered by and will be conducted in compliance with the Brown Act.
- E. 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 amongst 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 advise the Board in matters related to conservation and water usage by customers of the District;
- B. Review and advise the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and water loss programs and conservation within the larger Water Resources Programs;
- C. Review and advise the Board on the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;
- D. Review and advise the Board on equipment and technologies that promote water conservation;
- E. Review conservation outreach activities and get Board approval on an annual event calendar 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:

- 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 – The 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 35,000 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 40 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 \$150. (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:

State Agencies:

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/CDPHHome.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>

Legislature:

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/>

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/>
- MCWD GSA: http://www.mcwd.org/gsa_about.html

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>

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.

Agencies/Entities within Monterey County:

MOW: Monterey One Water (Formerly 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://montereyonewater.org/index.html>

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/>

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>

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/>

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/>

Water Purveyors:

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/>

Cal Am: 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/>

Cal Water/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/>

Water Projects (Continually Evolving):

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.co.monterey.ca.us/government/government-links/water-resources-agency/projects-facilities/salinas-valley-water-project-svwp#wra>

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 Monterey One Water ([MOW](#).) 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/>

RUWAP: Regional Urban Water Augmentation Project

- Partnership between Monterey One Water, MCWD, and FORA regarding groundwater replenishment through the establishment of a recycled water pipeline and utilizing the recycled water generated by Monterey One Water
- Website: http://www.mcwd.org/docs/agenda_minutes/2017-08-21_board/Item%2010-D%20-%20Attachment%202-3%20Carollo%20Scope.pdf

SVGB: Salinas Valley Groundwater Basin

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

Membership Driven Groups:

CalWEP: California Water Efficiency Partnership

- Partnership between the California Water Efficiency Partnership (CalWEP), formerly the California Urban Water Conservation Council, and the Alliance for Water Efficiency (AWE).
- A new entity focused on helping water providers meet emerging legislative and regulatory mandates for Making Water Conservation a California Way of Life.
- Website: <http://calwep.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/>

AWWA: American Water Works Association

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

Other:

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

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 8-C

Meeting Date: January 10, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Receive Guidance on Parliamentary Procedure and the Brown Act Statute

Summary: The Commissioners are requested to review the provided training manual/booklet about following Robert's Rules of Order and standard parliamentary procedure during commission meetings. Staff will provide a basic guidance and training on how to conduct meetings in an orderly and publicly open manner. A formal training on parliamentary procedure will take place in the near future.

The training manual entitled "*Using Parliamentary Procedure; A guide to conducting orderly meetings*" will be provided at the meeting. This is a well-organized, interactive guide for increasing the effectiveness of meetings. It is an easy-to-read text that covers everything from standard order of business as meetings open to the correct way to present motions to proper voting procedure. Readers also get clear explanations of associated terms, and a look at the ins and outs of successful meetings. It includes exercises that promote thought, discussion, and improvements related to the readers' personal experiences with meetings.