



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, December 5, 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

Phil Clark, Vice Chair (2 Vacant Public Member Seats)
Bill Huynh
Audra Walton
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 October 10, 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, and, Marina Library. A complete Commission packet containing all enclosures and staff materials will be available for public review on Thursday, October 31, 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

- A. [Recognition of Community Member, Sarah Babcock, for her Dedicated Service to the Marina Coast Water District as a Member of the Water Conservation Commission](#)
- B. [Recognition of Community Member, Shawn Storm, for his Dedicated Service to the Marina Coast Water District as a Member of the Water Conservation Commission](#)

7. Staff Reports

- A. [Receive Updated Gallons Per Capita Day \(GPCD\), Water Production, and Water Consumption Data](#)
- B. [Review Website Upgrades – Add Water Waste Reporting Web Page and Links](#)
- C. [Receive an Update on Changes to the Commission Membership](#)
- D. [Developing WCC Goals and Objectives](#)

8. Commission Member Requests for Future Agenda Items

9. Commissioner's Comments

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

Regular Meeting: Thursday, January 9, 2020, 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: December 5, 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 October 10, 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 October 10, 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: December 5, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Approve the October 10, 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 October 10, 2019 meeting 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 October 10, 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

October 10, 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
Bill Huynh
Sarah Babcock
Audra Walton – arrived at 5:33 p.m.

Commission Members Absent:

None.

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 September 5, 2019 Meeting Minutes:

Vice Chair Clark made a motion to approve the September 5, 2019 meeting minutes. Chair Storm seconded the motion. The motion was passed by the following vote:

Commissioner Walton	-	Absent	Vice Chair Clark	-	Yes
Commissioner Huynh	-	Yes	Chair Storm	-	Yes
Commissioner Babcock	-	Yes			

Commissioner Walton arrived at 5:33 p.m.

6. Staff Reports:

- A. Review and Discuss a Proposed Draft Ordinance Amending the District Code, Chapter 3.35, to Update the Water Conservation Requirements for New Construction, Renovations, and Properties upon Change of Ownership or Use:

Mr. Lord introduced this item and reviewed the changes made by the previous Commission members. The Commission discussed toilet requirements for new homes and sale of property; plumbing fixture requirements and landscaping requirements. There was discussion on washing machine factors and what the best option was for District requirements. Mr. Breen also commented that perhaps it was best to have the Ordinance refer to District standards and policies instead of having specific items spelled out in the Ordinance. This will be helpful for when standards and policies change as the Ordinance wouldn't need to be updated. This item will be brought back for more discussion.

- B. Review and Discuss Marina Coast Water District Strategic Plan:

Mr. Breen introduced this item and reviewed the Strategic Objectives the Board has proposed for the Commission. The Commission discussed listing their top five water saving goals and continue discussing them at the next meeting.

7. Commission Member Requests for Future Agenda Items:

Mr. Breen said he would look at Chair Storm's list of requests. He also noted possible items as quarterly water use, WCC goals, Ordinance Code 3.36, and pressure reducing valves.

8. Commissioner's Comments:

Chair Storm commented that the Sea Haven project was talked about at the last Board meeting. He commented that there should be thoughts of lowering the allocation, but he couldn't hear President Moore's comments due to difficulty.

9. Adjournment:

Chair Storm thanked staff, the Commission, and the public for their time and contributions. He noted the next meeting was scheduled for Thursday, November 7th at 5:30 p.m. The meeting was adjourned at 7:19 p.m.

Marina Coast Water District
Water Conservation Commission
Special Recognition

Agenda Item: 6-A

Meeting Date: December 5, 2019

Prepared By: Paul Lord

Presented By: Patrick Breen

Agenda Title: Recognition of Community Member, Sarah Babcock, for her Dedicated Service to the Marina Coast Water District as a Member of the Water Conservation Commission

Summary: Ms. Babcock was appointed as a public member to the Water Conservation Commission in December 2018. She served as a commissioner from January 2019 to October 2019. Ms. Babcock notified staff that due to a new job with the District, she needed to resign from her seat on the Commission.

As a member of the Commission, Ms. Babcock provided valuable insight and guidance on several water conservation matters and helped support the efforts towards recommendations forwarded to the Board of Directors.

Ms. Babcock's dedication and commitment to public service has been recognized by her fellow Commission members and all those who have worked with her. For her unselfish dedication and commitment, the Commission wishes to recognize Ms. Sarah Babcock for her service and wishes her well in the future.

Material Included for Information/Consideration: Certificate of Appreciation.

Action Required: _____Resolution X Motion _____Review

Commission Action

Motion By _____ Seconded By _____ No Action Taken _____

Ayes _____ Abstained _____

Noes _____ Absent _____



Certificate of Appreciation

Presented to

Sarah Babcock

For Outstanding Commitment and Dedication
To the Water Conservation Commission

Phil Clark

Audra Walton

Bill Huynh

Patrick Breen

Paul Lord



Marina Coast Water District
Water Conservation Commission
Special Recognition

Agenda Item: 6-B

Meeting Date: December 5, 2019

Prepared By: Paul Lord

Presented By: Patrick Breen

Agenda Title: Recognition of Community Member, Shawn Storm, for his Dedicated Service to the Marina Coast Water District as a Member of the Water Conservation Commission

Summary: Mr. Storm was appointed as a public member to the Water Conservation Commission in December 2018. He served as a commissioner from January 2019 to November 2019. Mr. Storm notified staff that due to a new job, he needed to resign from his seat on the Commission.

As a member of the Commission, Mr. Storm provided valuable insight and guidance on several water conservation matters and helped support the efforts towards recommendations forwarded to the Board of Directors.

Mr. Storm's dedication and commitment to public service has been recognized by his fellow Commission members and all those who have worked with him. For his unselfish dedication and commitment, the Commission wishes to recognize Shawn Storm for his service and wishes him well in the future.

Material Included for Information/Consideration: Certificate of Appreciation.

Action Required: _____Resolution __X__Motion _____Review

Commission Action

Motion By_____ Seconded By_____ No Action Taken_____

Ayes_____ Abstained_____

Noes_____ Absent_____



Certificate of Appreciation



Presented to

Shawn Storm

For Outstanding Commitment and Dedication
To the Water Conservation Commission

Phil Clark

Audra Walton

Bill Huynh

Patrick Breen

Paul Lord



Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 7-A

Meeting Date: December 5, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

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

Summary: In 2014, responding to the ongoing drought, the State Water Resources Control Board (SWRCB) approved a temporary emergency regulation that directed water purveyors to electronically report monthly water production and consumption figures. Also requested by the SWRCB, at that time, was 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, accurately represents water use by individuals and allows communities to compare their water use reduction efforts accurately with others around the state.

Although this reporting is only voluntary at this time, Marina Coast Water District staff continues to support the SWRCB efforts to compile and submit water production, R-GPDC data, and other required monitoring reports each month.

Included in this report are tables and charts that show water production figures through September 2019. Also included are tables and charts showing the gallons-per-capita-day (GPCD) and R-GPCD data that has been compiled. The documents are entitled:

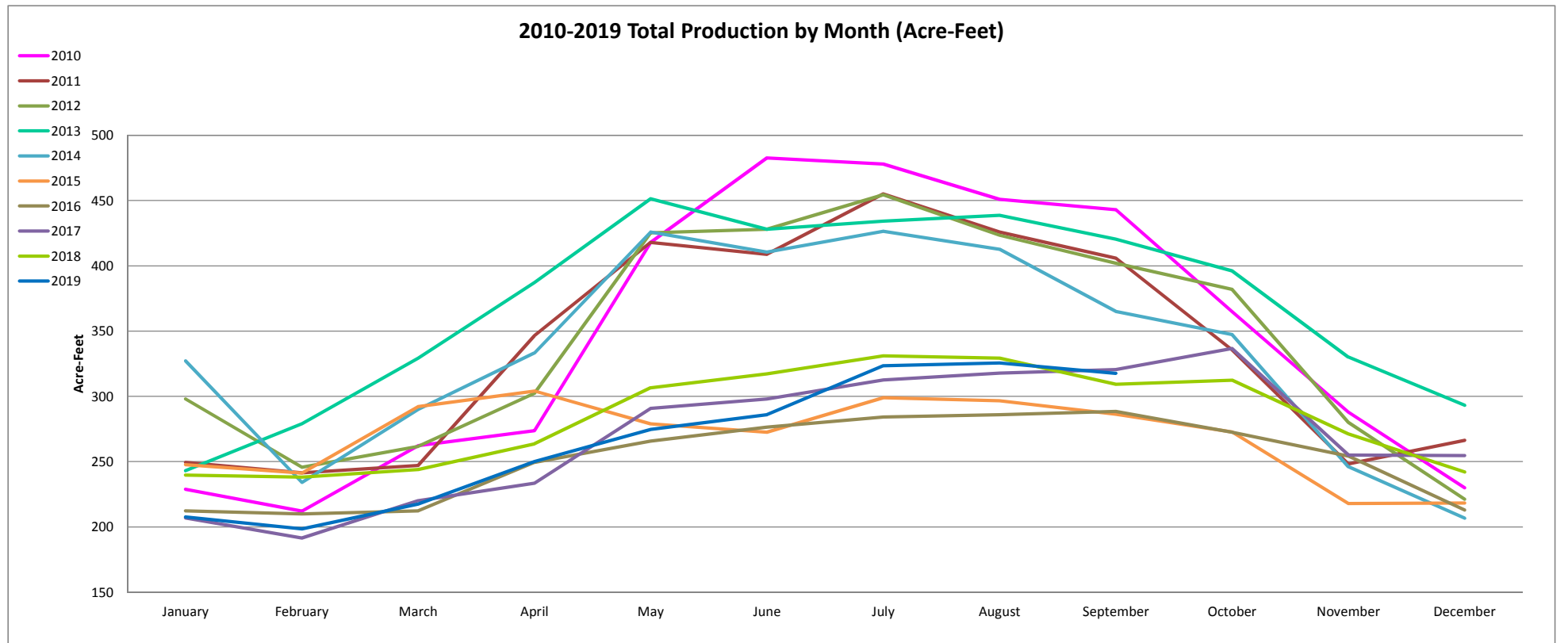
- 2010 – 2019 Total Production by Month
- Monthly Production Savings and Cumulative Savings, January 2017 – Current Month
- 2019 Production vs. Water Production Reduction Goals
- 2014 – 2019 Monthly GPCD (Gross Production)
- 2008 – 2019 Total Billed Consumption (Line Graph)
- 2019 YTD Total Billed Consumption (Pie Chart)
- 2013 – 2019 Residential Gallons-per-Capita Day (Line Graph)
- 2013 – 2019 Total Consumption by Month (Bar Graph)
- 2013 – 2019 Single-Family Consumption by Month
- 2013 – 2019 Multi-Family Consumption by Month
- 2013 – 2019 Residential Consumption by Month
- 2013 – 2019 Commercial/Institutional Consumption by Month
- 2013 – 2019 Landscape Irrigation Consumption by Month
- 2016 – 2019 Temporary Hydrant Meter Water Use and Number of Meters
- 2016-2019 Active Meter Count vs Metered Consumption
- Active Meter Count September 2018 vs. September 2019

Production by Month (acre-feet)

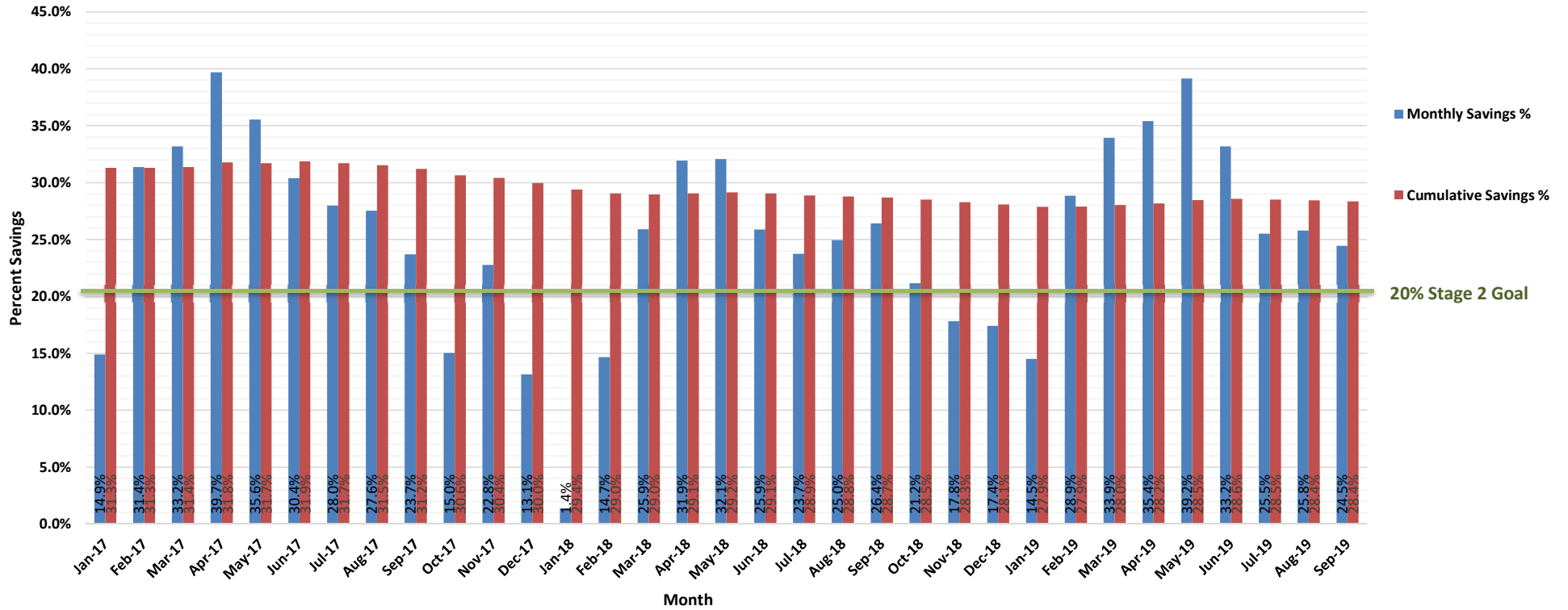
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	250.00	339.10	228.90	249.50	297.99	243.06	327.14	247.66	212.37	206.84	239.68	207.76
February	234.00	218.80	212.10	241.52	245.82	279.08	234.16	241.34	209.91	191.50	238.15	198.56
March	295.00	277.40	262.40	247.05	261.68	329.29	290.01	292.16	212.37	220.04	243.98	217.58
April	355.00	349.20	273.70	346.48	302.29	387.29	333.28	304.13	249.50	233.54	263.62	250.11
May	461.00	379.30	418.00	417.98	425.35	451.43	425.96	278.96	265.77	290.93	306.58	274.67
June	415.00	385.50	482.70	408.78	428.11	428.11	410.62	272.52	276.51	297.99	317.32	286.02
July	415.00	415.80	478.00	455.12	454.50	434.25	426.58	299.06	284.18	312.72	331.13	323.46
August	410.00	395.30	451.00	425.96	423.48	438.85	412.77	296.76	286.02	317.94	329.29	325.61
September	395.00	371.00	443.00	406.01	402.02	420.44	365.20	286.33	288.48	320.70	309.34	317.63
October	369.00	326.80	365.00	335.59	382.08	396.27	347.40	272.82	272.52	336.66	312.41	
November	303.00	308.70	288.00	248.27	280.19	330.21	246.12	217.89	254.41	255.02	271.29	
December	267.00	270.70	230.00	266.38	221.32	293.26	206.69	218.41	212.98	254.72	242.14	
TOTAL	4169.00	4037.60	4132.80	4048.64	4124.83	4431.54	4025.93	3228.04	3025.02	3238.60	3404.93	2401.40

* Production data taken from Marina Coast Water District Well Production Summaries

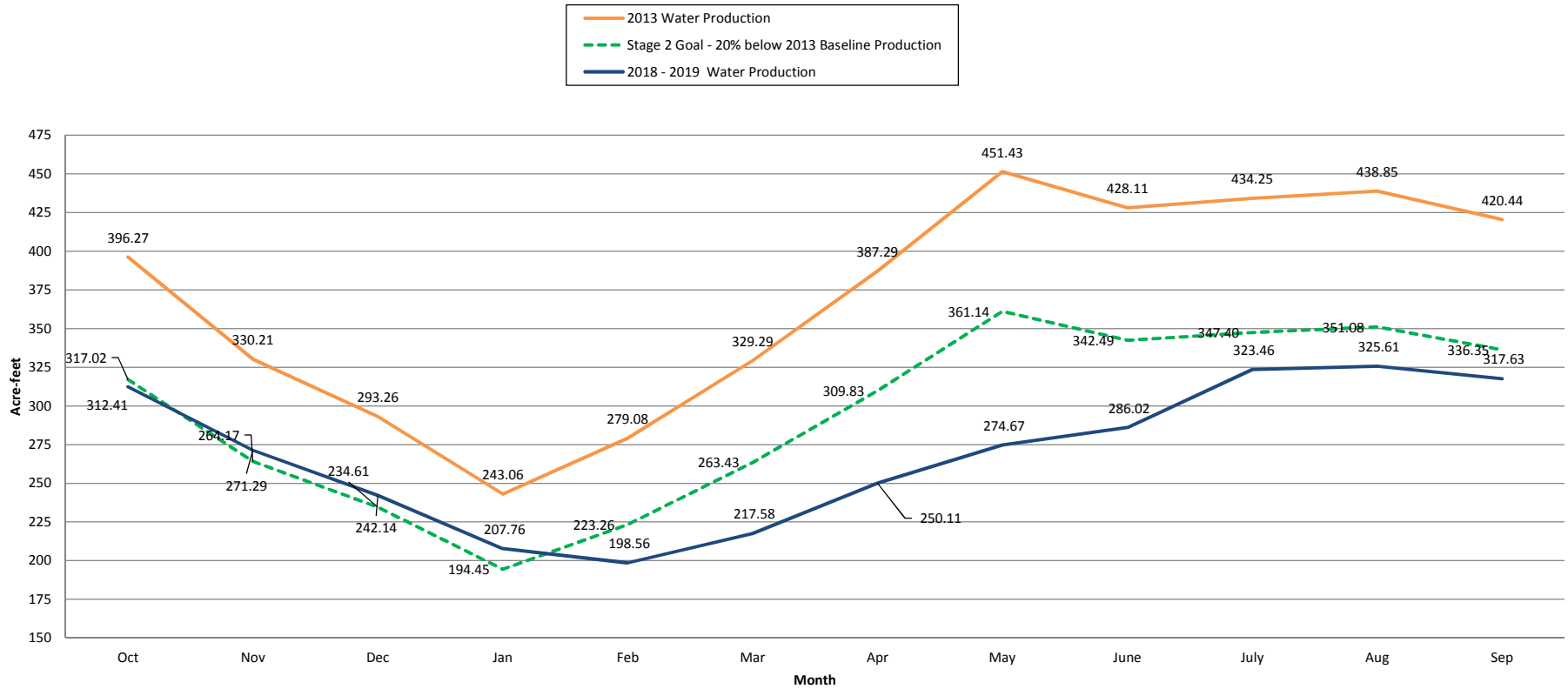
2010-2019 Total Production by Month (Acre-Feet)



Monthly Production Savings and Cumulative Savings Compared to 2013 Only January 2017 to Current Month Shown



2019 Production VS. Water Production Reduction Goals

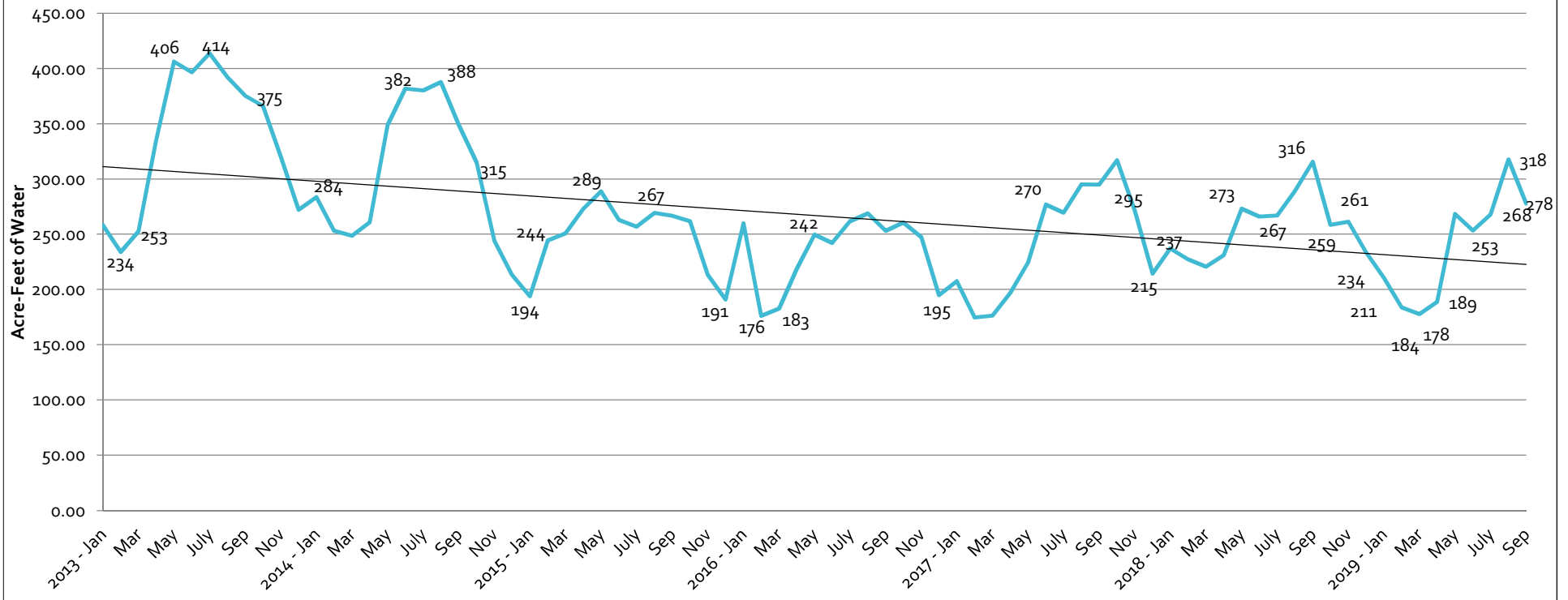


Description	Year	Amount (gpcd)
Baseline GPCD	2008	133
Maximum Allowable Target	2020	126
Interim GPCD Target	2015	125
2020 GPCD Target	2020	117
2014 GPCD	2014	115
2015 GPCD	2015	89
2016 GPCD	2016	79
2017 GPCD	2017	83
2018 GPCD	2018	86
2019 GPCD (ytd)	2019	78
2020 GPCD	2020	

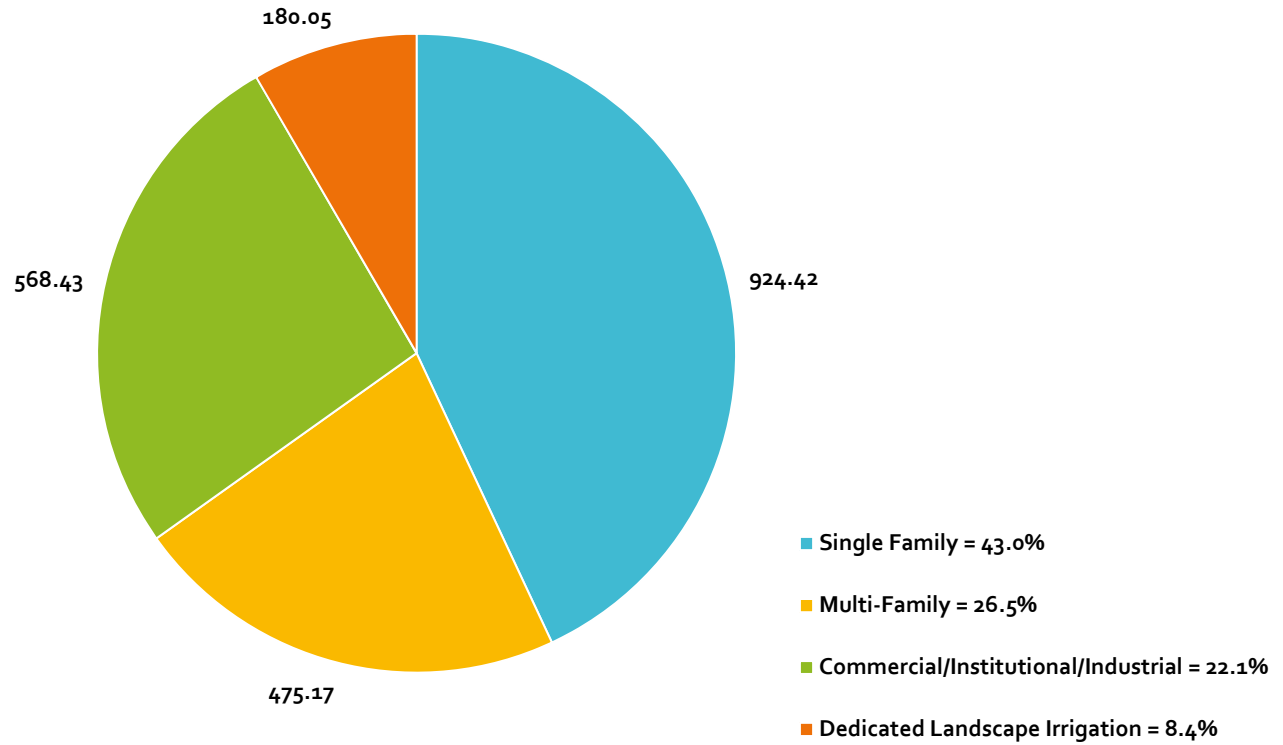
2014-2019 Monthly Gallons Per Capita Day (Gross Production)



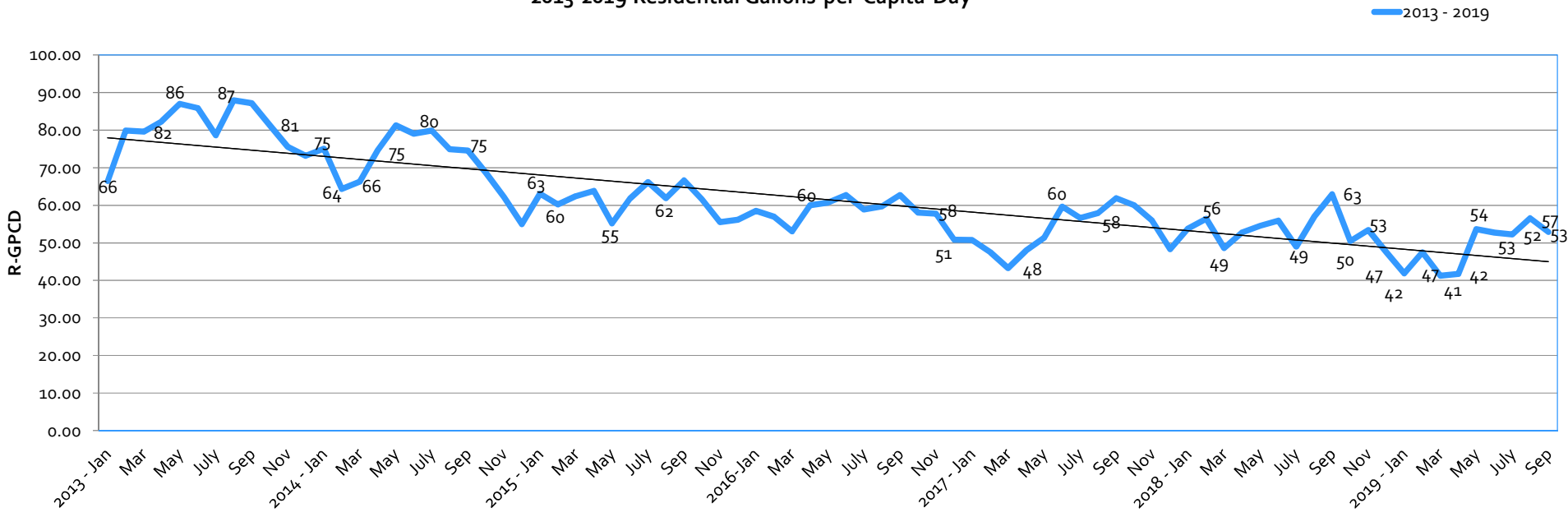
2013 - 2019
Total Billed Consumption (Acre-Feet)



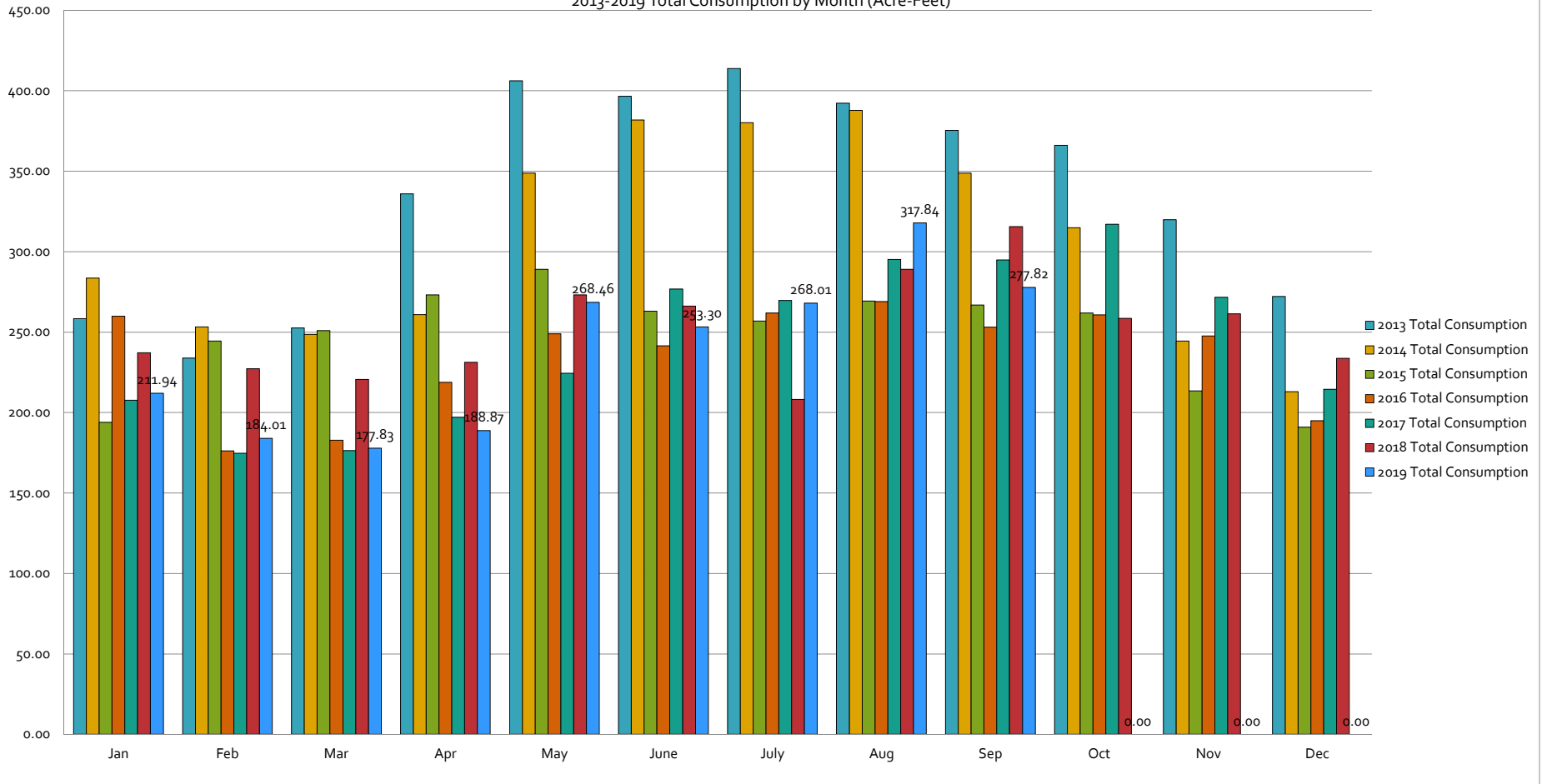
Total Billed Consumption 2019 YTD (2148.07 Acre-Feet)



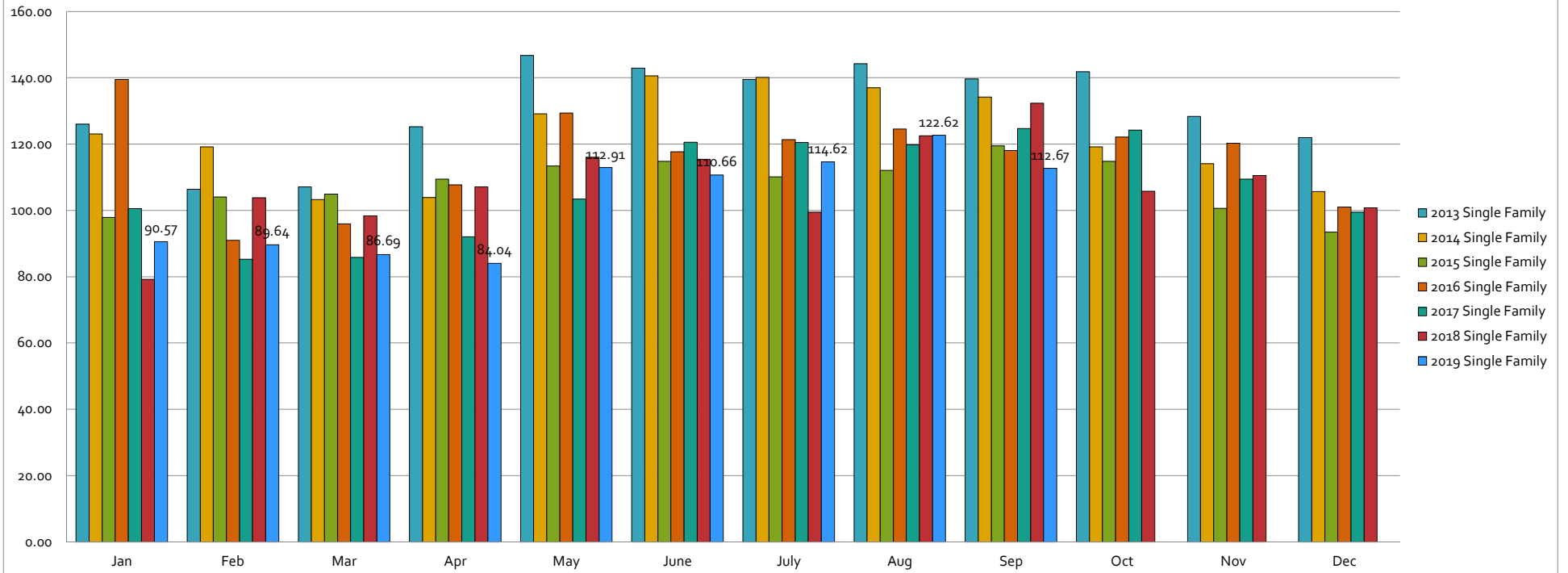
2013-2019 Residential Gallons-per-Capita-Day



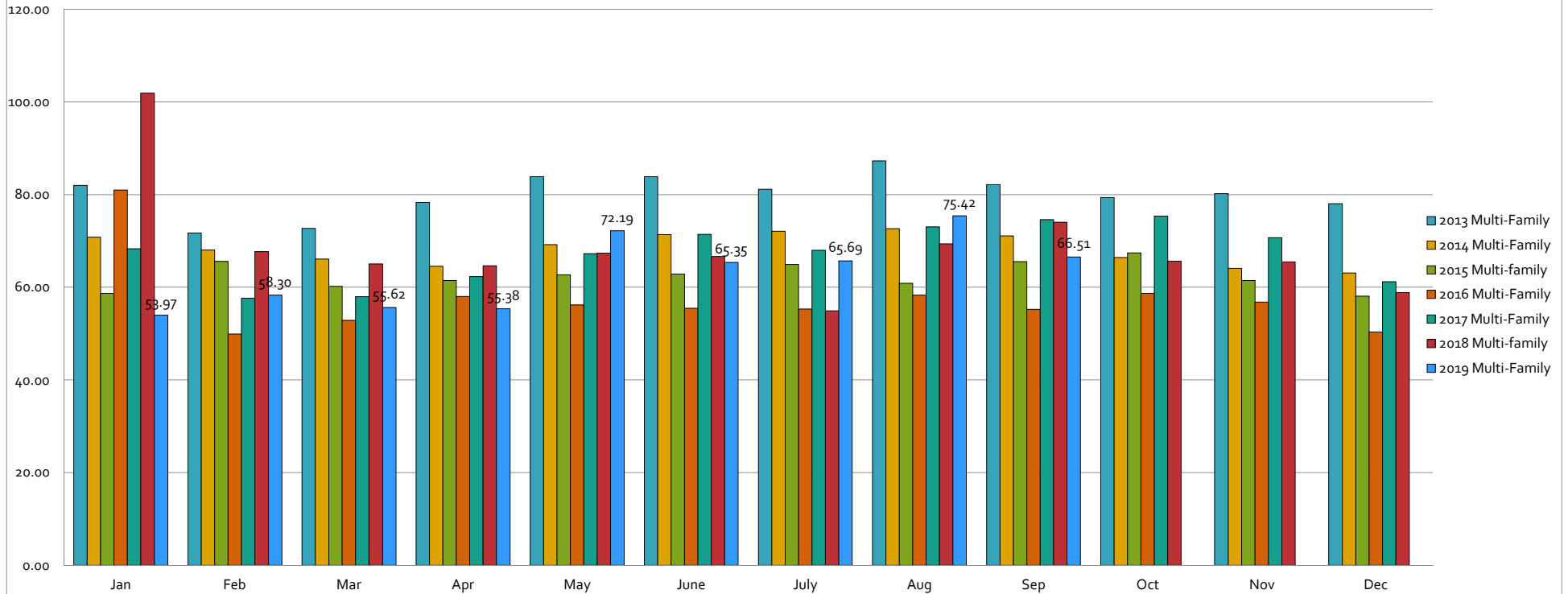
2013-2019 Total Consumption by Month (Acre-Feet)



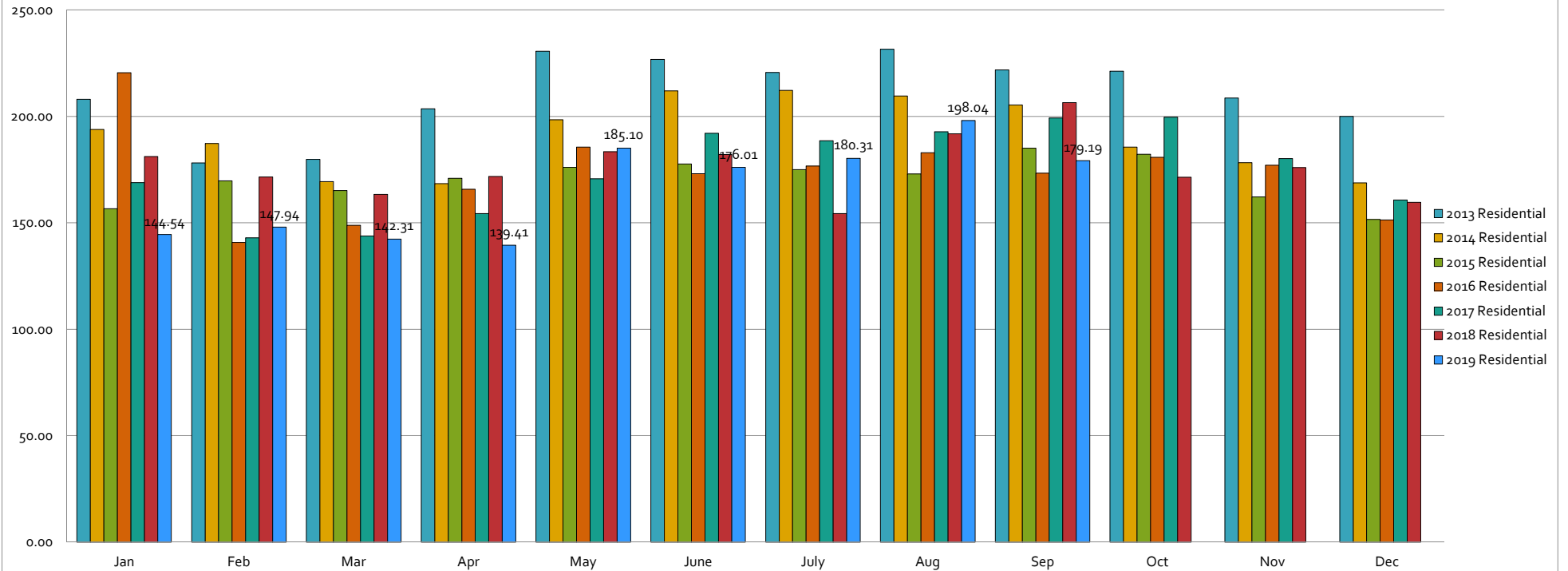
2013-2019 Single Family Consumption by Month (Acre-Feet)



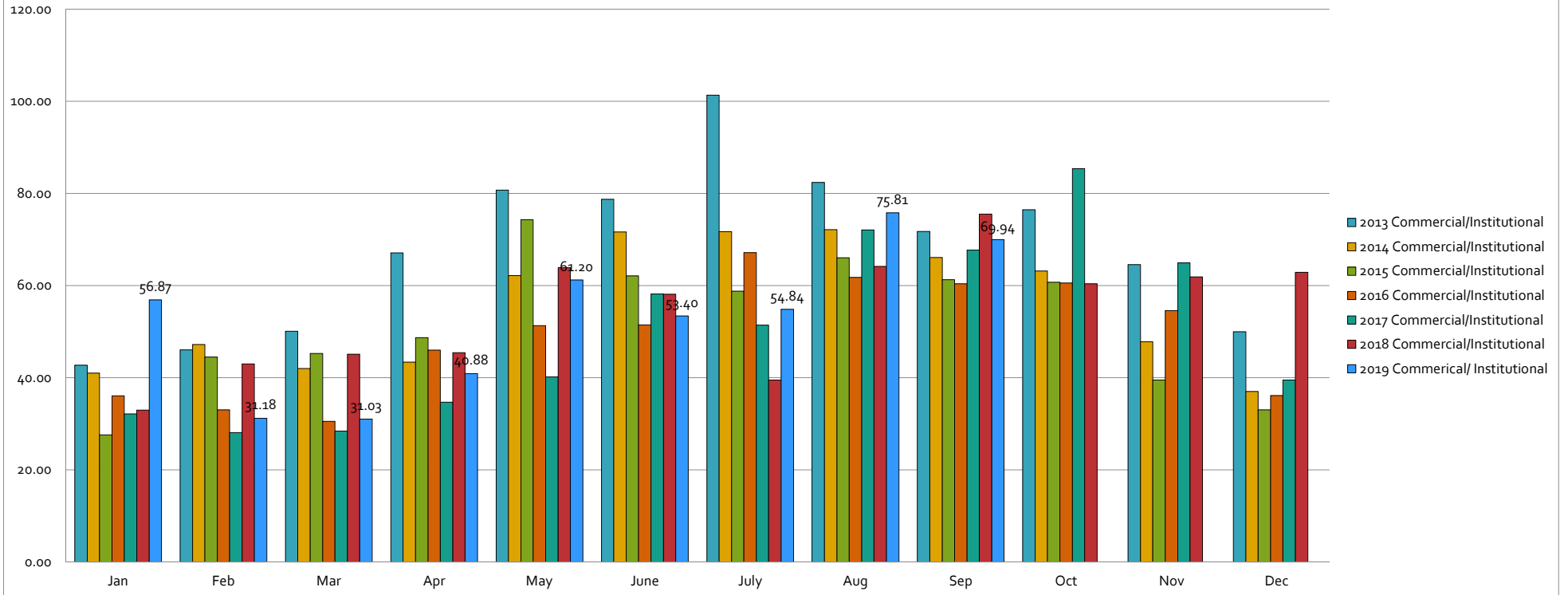
2013-2019 Multi-Family Total Consumption by Month (Acre-Feet)



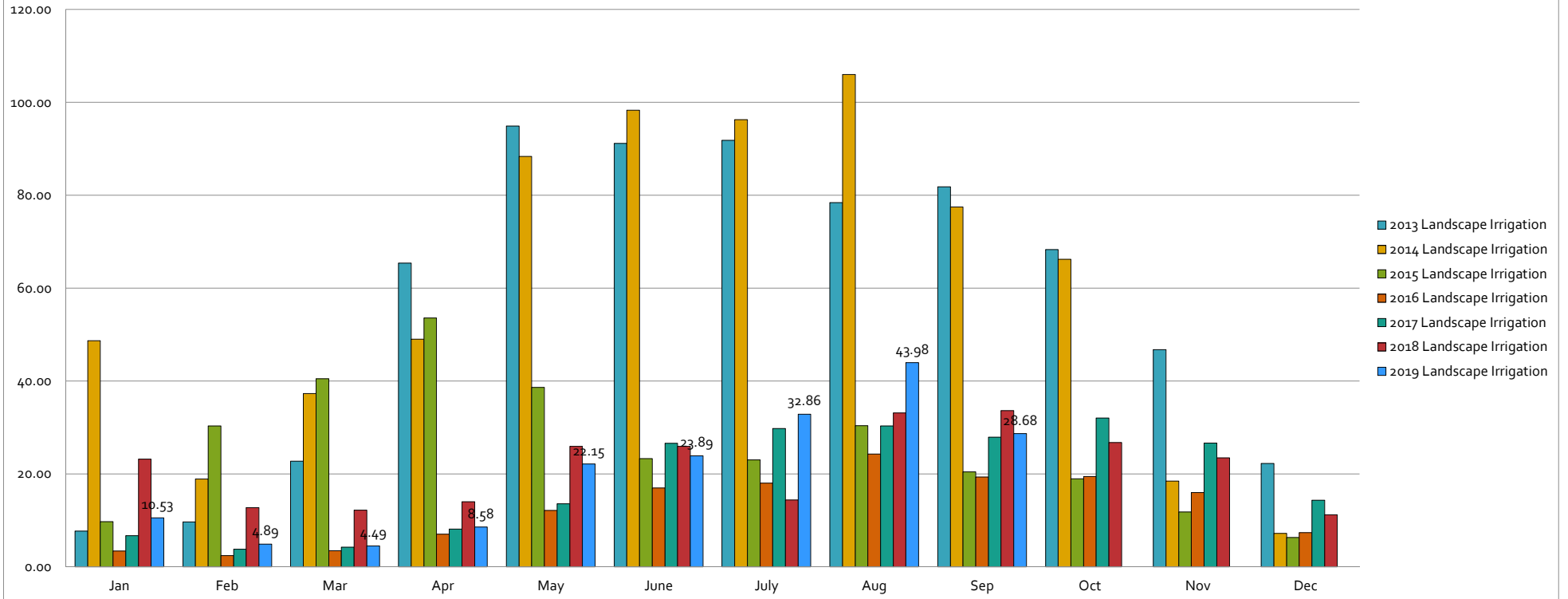
2013-2019 Residential Total Consumption by Month (Acre-Feet)
(Single-Family and Multi-family Combined)



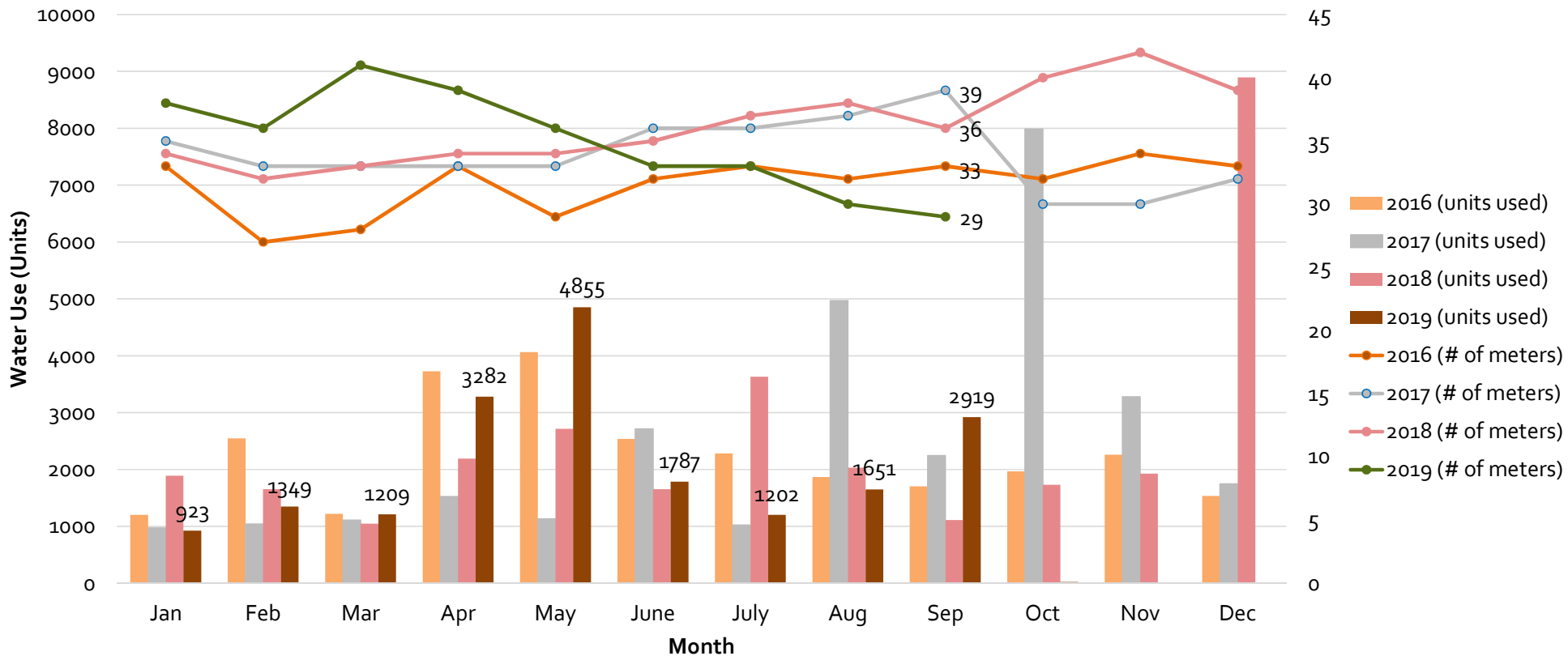
2013-2019 Commercial/Institutional Consumption by Month (Acre-Feet)



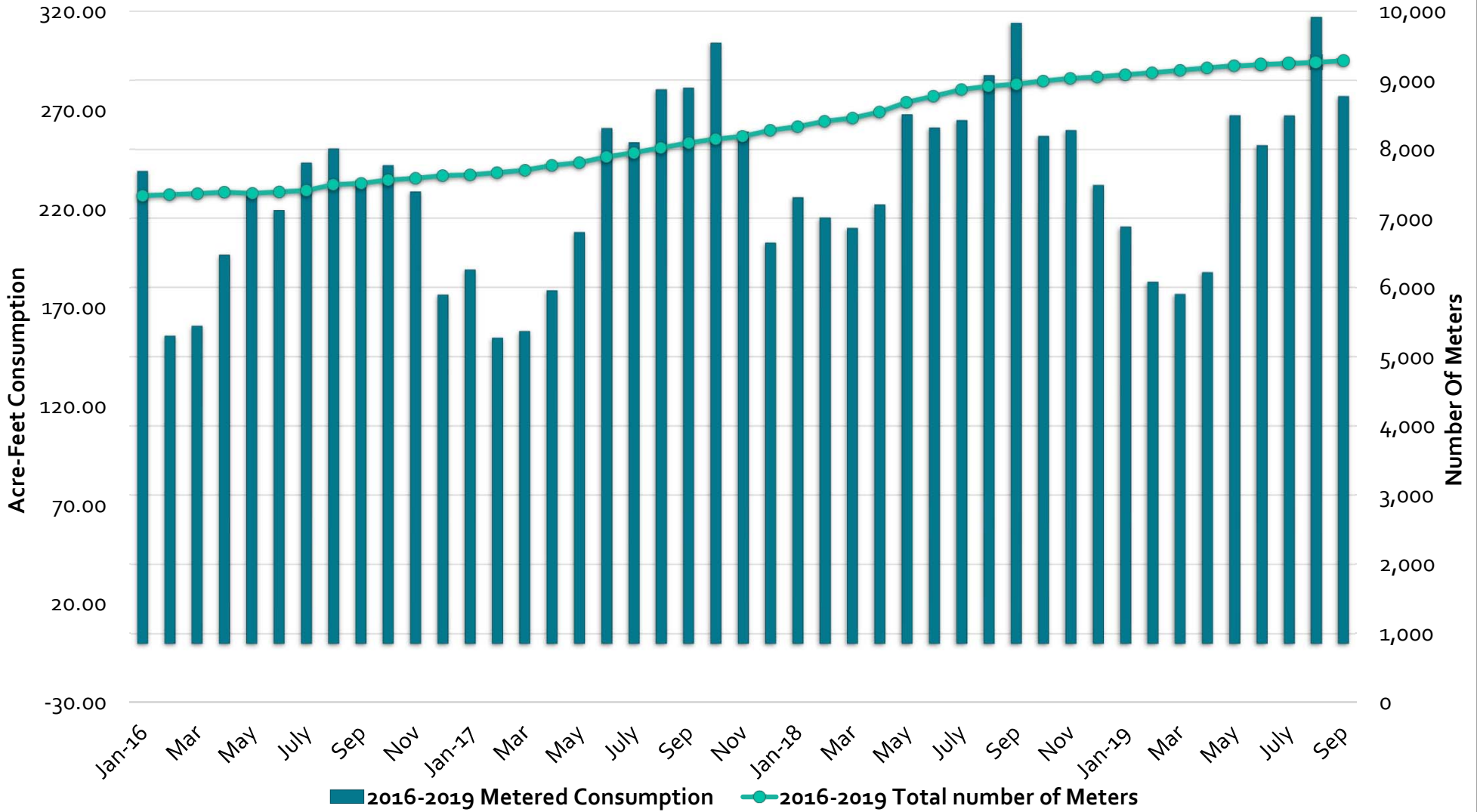
2013-2019 Landscape Irrigation Consumption by Month (Acre-Feet)



2016-2019 Total Temporary Hydrant Meter Water Use and # of Meters

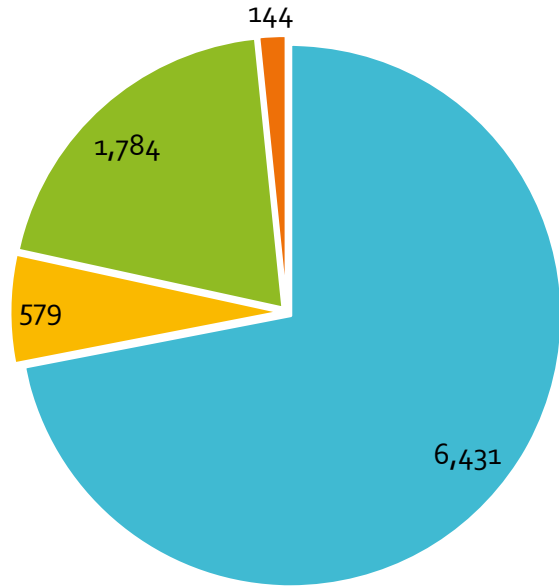


2016 - 2019 ytd Active Meter Count vs. Metered Consumption in Acre-Feet



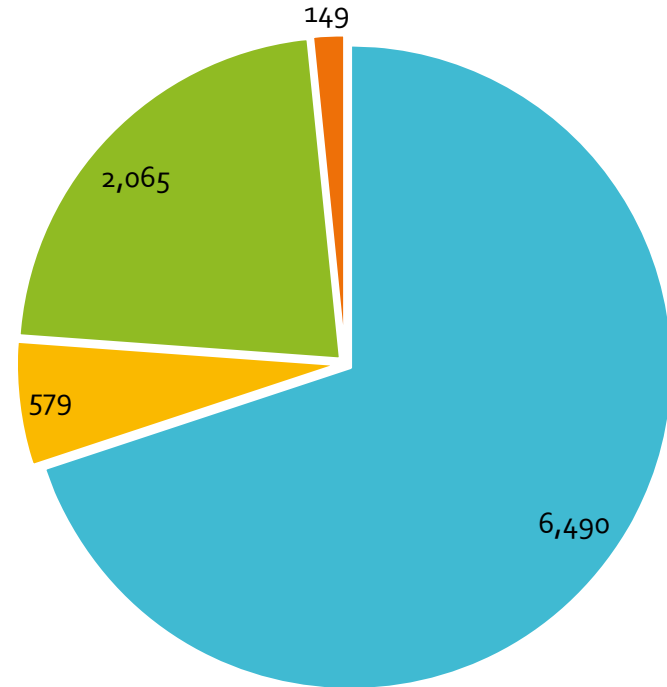
September: Active Meter Count 2018 vs. 2019

**8938 Active Meters
September 2018**



- Single Family Residential= 72.0%
- Commercial/Institutional/Industrial= 6.5%
- Multi-Family Residential= 20.0%
- Landscape Irrigation= 1.6%

**9283 Active Meters
September 2019**



- Single Family Residential= 69.91%
- Commercial/Institutional/Industrial= 6.24%
- Multi-Family Residential= 22.24%
- Landscape Irrigation= 1.61%

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 7-B

Meeting Date: December 5, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Review Website Upgrades – Water Waste Reporting Web Page and Links Added

Summary: As noticed by Commissioner Storm in August, MCWD website format changes that took place in the past year or two removed a feature allowing MCWD customers to report water waste.

Staff has recently addressed this oversight and has created highlighted links on the District's home page as well as a new web page that informs customers how to report water emergencies and water waste events. The new webpage can be viewed at the following link: https://www.mcwd.org/conservation_report_water_waste.html.

On the new webpage, customers are encouraged to call the District to report water emergencies while non-emergency water waste events can be reported by both phone and email. A convenient fillable form for reporting water waste has been created.

The District's water conservation staff can receive emails in the field, allowing fast response during business hours. Reports that come in after hours can be received by the District's answering service and addressed by on-call staff.

Customers can also use the MCWD website to report water waste events seen outside the District's service area. A convenient link to the states SaveWater website (SaveWater.CA.gov) allows anyone to report water waste from their phone, tablet, or computer. A message is sent directly to the water purveyor for the area in which the water waste event is observed.

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 7-C

Meeting Date: December 5, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Receive an Update on Changes to the Commission Membership

Summary: As a result of two Commissioners leaving their seats in October and November respectively, two vacancies on the Water Conservation Commission exist.

Staff will solicit applications for the open seat, Position #1, that has a term ending in December 2020; and, Position #4, that has a term ending in December 2021. The Position #1 is one of three having a two-year term. The Position #4 is one of two having a three-year term.

The Water Conservation Commission Membership Table has been updated to show the current vacancy and the term ending dates for all five commission seats.

Draft WCC Membership Table		
December 5, 2019		
Water Conservation Commission Appointments		
Position	Term	Current Commissioner
Position #1:	2 year term	Vacant
	January 2019 - December 2020	
Position #2:	2 year term	Audra Walton
	January 2019 - December 2020	
Position #3:	2 year term	Bill Huynh
	January 2019 - December 2020	
Position #4:	3 year term	Vacant
	January 2019 - December 2021	
Position #5:	3 year term	Phil Clark
	January 2019 - December 2021	

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 7-D

Meeting Date: December 5, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Developing WCC Goals and Objectives

Summary: As requested at the October 10th WCC meeting, Commissioners will suggest, discuss, and prioritize goals and objectives for future meetings.

Past commissions have found that prioritized goals and objectives help both the Commissioners and staff accomplish Board Directives and schedule appropriate topics for discussion at future commission and working group meetings.

For reference and as examples, the commissions 2018 goals and objectives; prioritized and finalized in June of 2018 prior to the commission restructuring, are listed below:

Board Directives

- Review local landscape standards
- Review water consumption
- Review existing conservation programs
- Review ordinances/policies
- Review public education materials
- Review the Water Shortage Contingency Plan

Commissioner Goals/Objectives

- Examine rebate expenses Vs water savings
- New development standards
- Conservation technology and equipment
- Develop design assistance for rainwater capture and landscaping
- Greywater reuse and Laundry-to-Landscape systems
- Community outreach by Commissioners
- Prioritize Staff's Targeted Public Outreach
 - Promote low water use plants
 - Promote lawn replacement
 - Promote rainwater catchment
- Develop outreach material for teens
- Develop a smart app for phones

Other Goals/Objectives Listed by Staff and Commissioners But Not Ranked

- Study turf water use/savings
- Seek commercial/landscape water use reductions

After discussion and consideration of past Commission goals, the Commission is requested to suggest it's goals. Staff will then compile and include goals from District Management for discussion at the following Commission meeting(s).