



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://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, January 9, 2020, 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  
Matt Zefferman (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 December 5, 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 Friday, January 3, 2020. 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. [Review of Submitted Applications for Available Seats on the Water Conservation Commission and Consider Making Recommendations for Appointments to the Board](#)

**7. Staff Reports**

- A. [Update on Staff Preparations to Notify Customers of New, HE Toilet Rebates](#)
- B. [Update on HE Toilet Rebates Provided Year-To-Date](#)

**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, February 6, 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: January 9, 2020

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 December 5, 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 December 5, 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: January 9, 2020

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Approve the December 5, 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 December 5, 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 December 5, 2019 meeting.

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

---

Commission Action

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_ No Action Taken \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 6-A

Meeting Date: January 9, 2020

Prepared By: Paul Lord  
Reviewed By: Patrick Breen

Presented By: Patrick Breen

Agenda Title: Review of Submitted Applications for Available Seats on the Water Conservation Commission and Consider Making Recommendations for Appointments to the Board.

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

Staff modified the Water Conservation Commission Membership Table (attached) to highlight the vacancies that are currently available. One available seat is for 11-months in length, and the other available seat is for 23-months in length. The Commissioner positions can start immediately, and the new commissioners may serve through December 2020, and December 2021.

As of January 3rd, the District has received one WCC application. The Commissioners are asked to review the submitted application and consider making a recommendation for appointment to the Commission. The Commission's recommendation will be considered by the Board of Directors at the January 29th Board meeting.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: WCC Membership Table, January 9, 2020. Application for Public Service Appointment for Donna Ann Dulo.

Action Required:  Resolution  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: 7-A

Meeting Date: January 9, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Update on Staff Preparations to Notify Customers of New, HE Toilet Rebates

Summary: Following Commission recommended and Board approved changes to the HE Toilet Rebate Program, staff prepared customer outreach materials and new rebate forms for custom use. In this report, staff will update the Commission on the program changes approved and show slides depicting the following new materials prepared for customer use:

- HE Toilet and Water-Free Urinal Rebate Program Description
- Updates to the MCWD web page
- New web page links to WaterSense and MaP Premium Toilets
- Informational flyer
- Bill message
- HE Toilet Rebate Form

Marina Coast Water District  
Water Conservation Commission  
Staff Report

Agenda Item: 7-B

Meeting Date: January 9, 2020

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Update on HE Toilet Rebates Provided Year-To-Date

Summary: Halfway through what is expected to be a record year (fiscal year 2019-2020) for HE toilet rebates, staff will provide several powerpoint presentation slides showing the expenditures and number of HE toilet rebates provided to customers year-to-date:

- 81 rebate requests approved for 555 HE toilet rebates provided YTD
  - 63 rebate requests for 82 HE toilet rebates in the Marina service area
  - 18 rebate requests for 473 HE toilet rebates in the Ord service area
    - 2 were large-scale Ord retrofit projects totaling 451 toilets
  
- \$126,250 budgeted for HE toilet rebates this fiscal year:
  - \$68,160 in total rebate expenditures to date
    - \$9,047 for the Marina service area
    - \$59,113 for the Ord service area
      - \$56,375 for the 2 large-scale Ord retrofit projects