

Procedures and Guidelines 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, Table 1 is attached to the Procedures of the Water Conservation Commission. Table 1 defines the Schedule of WCC Position Appointments and the pattern for making appointments. A vacancy on the Water Conservation Commission comes into existence at the end of the term of a Position based on the Table 1 Schedule, 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:

- A. 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.
- B. 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.
- C. Brown Act: Meetings of the Water Conservation Commission are covered by and will be conducted in compliance with the Brown Act.
- D. 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.

Table 1: Schedule of WCC Position Appointments

Commissioner Position	Term of Position	Appointment Month, Year	New Term Beginning	Next Appointment Month, Year	Pattern of Commissioner Position Appointments
Public Position #1	2-years	October, 2018	November, 2018	October, 2020	Every 2-years; even-numbered year
Public Position #2	2-years	October, 2018	November, 2018	October, 2020	Every 2-years; even-numbered year
Public Position #3	2-years	October, 2018	November, 2018	October, 2020	Every 2-years; even-numbered year
Public Position #4*	2-years	October, 2018	November, 2018	October, 2021	Every 2-years; odd-numbered year
Public Position #5*	2-years	October, 2018	November, 2018	October, 2021	Every 2-years; odd-numbered year

* Two members of the Commission will be selected randomly to serve a three (3) year initial term to allow staggered succession.