

Marina Coast Water District
Water Conservation Commission
Supplemental to Staff Report

Agenda Item 5

Meeting Date: October 6, 2016

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Presented By: Keith Van Der Maaten

Subject: Receive an Update on Board Direction and Review and Revise WCC Goals and Objectives

Summary: The Executive Committee of the Board of Directors requested staff to taken an agenda item to the September 6, 2016 meeting that allowed the Board to discuss options and provide direction to the WCC on how to best provide the most value to the Board and the District in the upcoming year. In the agenda item, the Board was asked to review the WCC's listing of 2016 goals and objectives and, if appropriate provide guidance to staff and the Commissioners on which goals and objectives to prioritize.

During tonight's meeting, it has been suggested the Commissioner's "brainstorm" and find appropriate goals, objectives and approaches towards these goals.

Background: To help set the stage for the brainstorming exercise, the following is provided as general information/guidelines:

- 1) This is not to replace staff with Commissioners.
- 2) This is not to eliminate the Commission, staff, or the relationship between staff and the Commission.
- 3) This is about clarifying roles and goals.
- 4) This is just one of possibly a few meetings to engage in continuous improvement. Brainstorming, refining, and then recommending are the general steps.

Brainstorming Exercise: Attached to this supplemental staff report is the direction that the Board gave along with the minutes, and a "primer" of ideas from Director Shriner that was handed out at the Board Meeting for your information and to think about. The following questions will be the focus of the brainstorm session:

- 1) **What subject matters should be discussed by the Commission at meetings?**
Conservation only? What documents should the Commission be reviewing (UWMP, CCR)?
- 2) **What level of discussion should the Commission have regarding subject matters before them?**
Policy level recommendations only? Technical recommendations? Operational recommendations? Should information only items be presented to the Commission or only those needing a recommendation to the Board?

3) Should the Commission meet only at formal meetings or are there other activities they should be engaged in?

Other events?

4) How should the Commissioner's acquire information?

By staff correspondence/phone? Through staff reports and meetings only? On their own? For the Commissioners, how much and what types of access to staff is helpful/appropriate? What general MCWD information or resources is (would be) helpful to Commissioners and how can that be provided?

5) What goals should the Commission strive to complete in the next year?

Retain existing goals? Refine or change goals? Add goals within current duties? Expand duties? What tools would be helpful to track current duties (below) and adopted goals?

As a reminder, the following are the current duties of the Water Conservation Commission:

Annually (at least) review, evaluate, and make recommendations to the Board regarding:

- 1) Water consumption (related to conservation and water use)
- 2) Conservation ordinances/policies
- 3) Conservation programs and BMP implementation
- 4) Conservation outreach and education materials including newsletters and annual CCR
- 5) Conservation budget and overall resources
- 6) Conservation technology/equipment

As needed, review and make recommendations to the Board regarding:

- 7) Customer appeals on Water Shortage Contingency Plan, Conservation Ordinances, and conservation provisions of the District Code

Attachments:

Attachment 1: Board Direction and Minutes from September 6, 2016

Attachment 2: Handout from Director Shriner