



# 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

HOWARD GUSTAFSON  
*President*

THOMAS P. MOORE  
Vice President

WILLIAM Y. LEE  
JAN SHRINER  
HERBERT CORTEZ

**Agenda**  
**Regular Meeting**  
**Water Conservation Commission**  
**Thursday, January 5, 2017, 5:30 PM**

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

Chair - Vacant

Vice Chair - Charlie Eskridge

Jan Shriner (MCWD Board Representative)

Dave Brown (Marina City Council)

Grace Silva-Santella (Public Member)

Jim Felton (Public Member)

Tom Britzman (Public Member)

Bethany Taylor (Public Member)

Philip Clark (Public Member)

This meeting has been noticed according to the Brown Act rules. The Commission will receive information on, discuss, and may consider taking action or directing staff to return to the Board for action on items contained in this agenda. Some items are informational and are provided as a written report or verbal update and may not require Commission action.

1. Call to Order/Introduction
2. Public Comments on any item not on the Agenda. *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.*
3. Elect Chair and Vice-Chair of the Water Conservation Commission
4. Action to Approve the November 3, 2016 Meeting Minutes
5. Review 2017 WCC Goals, Objectives
6. Review Proposed Agenda Items for the February 2, 2017 WCC Meeting and Future Meetings
7. Recognition of Community Member, Ms. JoAnn Cannon, for her Dedicated Service to the Marina Coast Water District as a Public Member on the Water Conservation Commission

8. Recognition of Community Member, Mr. Audie Robinson, for his Dedicated Service to the Marina Coast Water District as a Public Member on the Water Conservation Commission
9. Receive an Update on Changes to the Commission Membership Table
10. Review of Submitted Application for Available Seat on the Water Conservation Commission and Consider Making a Recommendation to the Board
11. Receive Updated GPCD, Water Production, and Water Consumption Data
12. Receive an Update on the In-School Water Conservation Education Program's Memorandum of Understanding
13. Receive Update on Board/District Activities
14. Receive Comments from Commission Members
15. Adjournment

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 3

Meeting Date: January 5, 2017

Prepared By: Paul Lord  
Reviewed By: Jean Premutati

Presented By: Paul Lord

Agenda Title: Elect Chairperson and Vice Chairperson of the Water Conservation Commission

Staff Recommendation: The Commission select a new Chairperson and Vice Chairperson.

Background: *2016 Strategic Plan, Goal 1.7 - We will review and update our water conservation program.*

Discussion/Analysis: It is written in the *Procedures for Marina Coast Water District's Water Conservation Commission* that "the Commission will select a Chairperson and Vice Chairperson from amongst themselves". Within the current framework of the Commission's operation, the annual election of the WCC Chairperson and Vice Chairperson is conducted in September of each year or when a vacancy in these offices exists. With the resignation of Chair Audie Robinson, the position of Chair is vacant.

Environmental Review Compliance: None required.

Financial Impact:     \_\_\_ Yes     \_\_\_ **X** \_\_\_ No     Funding Source/Recap: None

Other Considerations: None

Material Included for Information/Consideration: *Procedures for Marina Coast Water District's Water Conservation Commission.*

Action Required:     Resolution \_\_\_\_\_     Motion \_\_\_ **X** \_\_\_     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: 4

Meeting Date: January 5, 2017

Prepared By: Paula Riso

Presented By: Paula Riso

Agenda Title: Action to Approve the November 3, 2016 Meeting Minutes

Background: *2016 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 draft minutes of November 3, 2016 are provided for the Commission to consider 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 November 3, 2016 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  
Staff Report

Agenda Item: 5

Meeting Date: January 5, 2017

Prepared By: Paul Lord  
Reviewed By: Jean Premutati

Presented By: Paul Lord

Subject: Review 2017 WCC Goals, Objectives

Summary: The Executive Committee of the Board of Directors requested staff to take 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.

The outcome of that meeting was a request that the WCC review the whole water conservation program and develop a new list of goals and objectives for the upcoming year. Then, a report on those goals and objectives would be presented to the Board of Directors. The Directors would like to know more details about the actions proposed or taken in support of the goals. The Directors requested staff identify any work to be done in support of the goals, by the Commissioners verses work to be completed by Staff.

While recognizing that some Commissioners are ambitious and work hard to learn and promote water conservation in the community, the Board also recognized that some Commissioners interests in helping out may impact staff's work load inappropriately. It was requested that staff note if the goal or action, proposed or taken, would have any positive or negative impact on staff, and how much impact each goal would have on staff time.

The Board recognized that some Commissioner's interests and goals may not be determined to be a priority by the Commission, the Board, or the District. In such cases, the Commissioners are still encouraged to move forward with their valuable efforts independently.

During the first Commission meeting following the Board meeting, the October 2016 meeting, Commissioners were led through a "brainstorming" exercise where the group successfully listed existing goals and subject matter that they either felt should be new goals of the WCC or a topic/project they would like to work on.

Staff's goal for the following second meeting, November 3<sup>rd</sup>, was to have the Commissioners prioritize the action items, which would help staff develop an implementation schedule for 2017. Unfortunately, the November discussion was limited to twenty minutes, and the discussion was not achieved.

Since that time, staff has yet again updated the main listing of WCC goals and objectives, noting actions that can be taken by staff, and actions Commissioners could take independently, to help

accomplish the goals/objectives. The most recent version of the lists developed are attached to this report. Learned from the Commissioners comments and interpreted from the lists developed during the brainstorming exercises, staff is certain that the following general objectives are desired:

- Review/update conservation department rebates and incentive programs
- Review/update District code related to conservation
- Learn about new/future technology in water conservation
- Broaden the scope of public information and engage more with the customer base via several methods
- Provide more recognition to customers for their water conservation achievements
- Provide more background information to the commissioners about the District programs, operations, facilities, standards, projects, and water quality
- Provide Commissioners with more information about regional water issues/topics/ projects like CA State water resources, desalination, water reuse, and groundwater

Although the Commissioners prioritization of the goals did not take place in November, staff still moved forward by creating a 2017 calendar, showing the tentative plan on when goals/objectives/topics would be discussed in more detail. That calendar is shown in the following agenda item entitled *Review and Propose Agenda Items for the February 2, 2017 WCC Meeting and Future Meetings*.

Marina Coast Water District  
Water Conservation Commission  
Staff Report

Agenda Item: 6

Meeting Date: January 5, 2017

Prepared By: Paul Lord  
Reviewed By: Jean Premutati

Presented By: Paul Lord

Subject: Review and Propose Agenda Items for the February 2, 2017 WCC Meeting and Future Meetings

Summary: The Commission is to review proposed agenda items for the February 2, 2017 meeting, and may suggest new agenda items for future Water Conservation Commission meetings.

<b>Month</b>	<b>Topic #1</b>	<b>Topic #2</b>	<b>Working Group</b>
January	2017 Goals/objectives		Revise Rebates
February	Resale Retrofitting	Draft 2017 Budget	Revise Rebates
March	Revised Rebates	New state guidelines	Landscape Standards
April	Landscape Standards	In-school program	Development Standards
May	Development Standards	WCC Orientation Package	Public Information/ Public events
June	Public Information/ Public events	Review WCC Goals	Water loss
July	Water loss	In-school MOU	Greywater
August	Greywater	WCC Applications	Water Shortage Contingency Plan
September	Water Shortage Contingency Plan	Landscape Budgets	WCC Orientation
October	TBD		
November	TBD		
December	TBD		

Marina Coast Water District  
Water Conservation Commission  
Special Recognition

Agenda Item: 7

Meeting Date: January 5, 2017

Prepared By: Paul Lord  
Reviewed By: Jean Premutati

Presented By: Paul Lord

Agenda Title: Recognition of Community Member, Ms. JoAnn Cannon, for her Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission.

Summary: Ms. Cannon was appointed as a public member to the Water Conservation Commission in July of 2013. She served as a commissioner from September 5, 2013 to November 3, 2016. Ms. Cannon notified staff that due to a scheduling conflict between the monthly WCC meetings and an opportunity to teach an adult education class, she needed to resign from her seat on the Commission.

As a member of the Commission, Ms. Cannon provided valuable insight and guidance on many undertakings, and helped support the efforts towards establishing the MOU with the CSUMB Student Learning Program. To date, three CSUMB students have worked with the Water Conservation Department staff to serve their local community by means of this MOU.

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



Marina Coast Water District  
Water Conservation Commission  
Special Recognition

Agenda Item: 8

Meeting Date: January 5, 2017

Prepared By: Paul Lord  
Reviewed By: Jean Premutati

Presented By: Paul Lord

Agenda Title: Recognition of Community Member, Mr. Audie Robinson, for his Dedicated Service to the Marina Coast Water District as a Member on the Water Conservation Commission.

Summary: Mr. Robinson was appointed as a public member to the Water Conservation Commission in January of 2015. He served as a commissioner from January 5, 2015 to November 3, 2016.

As a member of the Commission, Mr. Robinson provided valuable insight and guidance on many undertakings, and was regarded as a representative and voice for the commercial/retail sector.

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

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 9

Meeting Date: January 5, 2017

Prepared By: Paul Lord  
Reviewed By: Jean Premutati

Presented By: Paul Lord

Agenda Title: Receive an Update on Changes to the Commission Membership Table

Background: *2016 Strategic Plan, Goal 1.7 - Review and update our water conservation program*

Discussion/Analysis: Following the resignation of two Commissioners; one in November and another in December of 2016, staff has updated the Water Conservation Commission Membership Table (attached).

The Water Conservation Commission is currently authorized eight public positions. Six positions are presently occupied. Three of those positions have terms ending August 3, 2017. The other three positions have terms ending August 2, 2018. Of the two vacant positions, Public Position #1 has been vacant for two months and has a term ending date of August 3, 2017. The other vacant position, Public Position #7 has been vacant for one month, and it has term ending August 2, 2018.

The commission shall continue to review all applications submitted for available seats on the Commission, and consider making recommendations that the District's Board of Directors consider appointing applicants to fill the vacant positions.

Environmental Review Compliance: None required.

Financial Impact:  Yes  No Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: An updated WCC Membership Table.

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: 10

Meeting Date: January 5, 2017

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Agenda Title: Review of Submitted Application for Available Seat on the Water Conservation Commission and Consider Making a Recommendation for Appointment to the Board

Background: *2016 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: There are two commission seats currently vacant following the early departure of two public Commissioners in November and December of this 2016.

Staff modified the Water Conservation Commission Appointment Table (attached) to highlight the vacancies that are currently available. One available seat is for 7-months in length, and the other available seat is for 19-months in length. The Commissioner positions can start immediately and the new commissioners may serve through August 2017, and August 2018.

The District has received one WCC applications to date for the two available seats.

The Commissioners are asked to review the submitted application and consider making a recommendation for appointment. The Commission recommendation will be considered by the Board of Directors at the January 9<sup>th</sup> Board meeting.

Environmental Review Compliance: None required.

Financial Impact:     \_\_\_ Yes      X  No     Funding Source/Recap: None

Other Considerations: None.

Material Included for Information/Consideration: WCC Appointment Table; and, Application for Public Service Appointment for Margaret-Anne Coppernoll.

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  
Staff Report

Agenda Item: 11

Meeting Date: January 5, 2017

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive Updated GPCD, Water Production, and Water Consumption Data

Summary: In response to the ongoing drought, the State Water Resources Control Board (SWRCB) approved an emergency regulation that directs water purveyors to electronically report monthly water production and consumption figures. Also to be reported to the SWRCB is 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, more accurately portrays water use by individuals and allows communities to compare their efforts accurately with others around the state.

In support of the SWRCB actions, Marina Coast Water District staff has increased their efforts to compile and submit the required production, R-GPDC data, and other required monitoring reports each month. Staff will provide current tables and charts that show the most recent water production figures. Staff will also include tables and charts showing the gallons-per-capita-day (GPCD) and R-GPCD data that has been most currently compiled. The documents are entitled:

- November 2016 Water Production & Consumption Summary Report
- 2010 - 2016 Total Production by Month
- Monthly Production Savings and Cumulative Savings, June 2015 – Current Month
- Monthly Production Reduction Performance
- 2013 - 2016 Monthly GPCD (Gross Production)
- 2013 – 2016 Residential Gallons-Per-Capita-Day
- 2008 – 2016 Annual Total Consumption By Month
- 2013 – 2016 Total Consumption
- 2016-Metered Consumption and Number of Meters
- 2016 Temporary Hydrant Meter Water Use: Percentage of Total Production
- 2013-2016 Single-Family Consumption By Month (Acre-Feet)
- 2013-2016 Multi-Family Total Consumption By Month (Acre-Feet)
- 2013-2016 Residential Total Consumption By Month (Acre-Feet)
- 2013-2016 Commercial/Institutional Consumption By Month (Acre-Feet)
- 2013-2016 Landscape Consumption By Month (Acre-Feet)

Marina Coast Water District  
Water Conservation Commission  
Staff Report

Agenda Item: 12

Meeting Date: January 5, 2017

Prepared By: Paul Lord

Presented By: Paul Lord

Reviewed By: Jean Premutati

Subject: Receive an Update on the In-School Water Conservation Education Program's Memorandum of Understanding

Summary: The Monterey Peninsula Unified School District (MPUSD) and the Marina Coast Water District (MCWD) have worked together for more than fourteen years to bring water conservation education to students in the district's service area. This recent signing of an annual Memorandum of Understanding continues this long-standing relationship between the two partners and provides the means to plan and integrate water conservation instruction into the curriculum at local schools for the 2016-2017 school year.

Teacher surveys, and feedback from school administrators, students, and their families, indicate that the unique, professional classroom instruction provided is desired, appreciated, and very effective. The program is tremendously valued by staff, school faculty, and the community because it is successful in achieving the most important goal; getting the local children to understand more about earth science, the properties of water, and the importance of practicing water conservation every day. Results of a 2008 study of the program's effectiveness were positive, showing students and were able to make more valid points about water conservation after receiving classroom instruction.

The MPUSD Board of Education signed the 2016-2017 school year MOU on December 5, 2017, and the MCWD Board reciprocated on December 19<sup>th</sup>. Under the agreement, MCWD will reimburse MPUSD for hourly classroom instruction and program development work at a minimum hourly rate plus statutory benefits, not to exceed \$25,800 in the remaining school year. This maximum expenditure amount is based upon reimbursements paid during previous years when as many as 160 classroom presentations were performed. A certified, experienced, MPUSD Teacher will be hired and tasked with completing as many classroom presentations as possible in the remaining school year available, providing targeted instruction to students, and the school staff. Simultaneously, the teacher will help the District develop water conservation related curricula designed to meet the state academic curriculum standards. All instruction and educational material presented will be age appropriate for the children taught.