



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
MATT ZEFFERMAN
PETER LE

Agenda

Regular Meeting

Water Conservation Commission

MCWD Board Room, 11 Reservation Road, Marina, CA

Thursday, March 7, 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

Shawn Storm, P.E., Chair Audra Walton
Phil Clark, Vice Chair Sarah Babcock
Bill Huynh
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 February 7, 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, Marina Library, and Marina Post Office. A complete Commission packet containing all enclosures and staff materials will be available for public review on Thursday, February 28, 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 The Commission will review and discuss agenda items and take action or direct staff to return to the Commission for action at a following meeting. The public may address the Commission on these Items as each item is reviewed by the Commission. Please limit your comment to three minutes.

A. Reconsider Recommending for Approval by the Board of Directors, the 2019 Water Conservation Public Outreach Event Schedule

7. Staff Reports

A. Receive the Validated 2017 Water Loss Audit Report and Level 1 Validation Document

8. Commission Member Requests for Future Agenda Items

A. Receive a Listing of Requested 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, April 4, 2019, 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: March 7, 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 February 7, 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 February 7, 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: March 7, 2019

Prepared By: Paula Riso

Approved By: Patrick Breen

Agenda Title: Approve the February 7, 2019 Meeting Minutes

Staff Recommendation: The Water Conservation Commission approve the February 7, 2019 minutes as presented.

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 February 7, 2019 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 February 7, 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: March 7, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Agenda Title: Reconsider Recommending for Approval by the Board of Directors, the 2019 Water Conservation Public Outreach Event Schedule

Staff Recommendation: Reconsider recommending for approval by the Board of Directors, the 2019 Water Conservation Public Outreach Event Schedule.

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.*

When presented to the Water Conservation Commission on February 7 2019, the Commission elected not to forward the 2019 Water Conservation Public Outreach Event Schedule to the Board of Directors without further effort by staff to somehow measure and determine how effective the public outreach at such events is.

Following the Commission meeting, staff discussed past efforts to track public attendance at such events, and reviewed a past survey of customer participation in District rebate programs to determine if such a survey could be used again to measure the efficacy of public outreach at public events. Staff does believe that counting attendees, collecting contact information, and conducting surveys of attendees at public events may provide some insight to customer contacts, opinions and behaviors. But, staff does not believe that such efforts would quantify the water savings achieved by participating in such events.

Staff also researched the internet and brainstormed to find ways to determine how effective the public outreach at such events is. Although it would not measure any water savings, one finding was that some agencies utilize subscription and clipping (articles) monitoring services, such as Google Alerts, to count the number of media articles generated from public outreach efforts. Although this method is most often used to measure the collective, total results of a public awareness program, it may be useful to measure the results of attendance at a single, or multiple events.

Discussion/Analysis: Staff has prepared a listing of public events to attend in 2019. These events are typically attended each year, being selected as having good attendance and/or targeting a specific group of customers. As promising opportunities arise staff may attend additional events. This schedule is to be forwarded to the Board of Directors for approval.

In a typical year, staff attends 10-15 public, and semi-public events where water conservation education and information about the District's water conservation programs is provided to guests that visit staff's booth. Water conservation booklets, informational flyers, and water saving retrofit devices are provided free of charge to guests.

The events planned for 2019 are shown in the following table:

Month	Event
January	
February	Fort Ord Clean-Up
March	Marina Rotary "Cars in the Park"
April	Marina Earth Day DoD Earth Day CSUMB Earth Day
May	Marina Children's Birthday Celebration
June	
July	Fort Ord Clean-Up
August	CSUMB Otter Showcase
September	Marina Labor Day Seaside Parking Day Monterey County Fair
October	CSUMB Otter Expo
November	
December	

Staff will also attend Marina's Farmer's Market (dates to be determined).

Environmental Review Compliance: None required.

Financial Impact: ___Yes ___X___No Funding Source/Recap: None.

Other Considerations: Modify the schedule by making additions or removing events.

Material Included for Information/Consideration: None

Action Required: ___Resolution ___X___Motion ___Review ___Oath

Commission 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: March 7, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Receive the Validated 2017 Water Loss Audit Report and Level 1 Validation Document

Summary: Previously, retail water suppliers were asked to submit water loss audits as part of urban water management plans prepared only once every five years. Now, water loss audits are required annually. California Senate Bill 555, passed in October 2015, requires all urban retail water suppliers in the state to submit a completed and third party validated water loss audit annually to the California Department of Water Resources (DWR) beginning October 2017.

A water loss audit is an accounting exercise that is conceptually like a financial audit. Whereas a financial audit tracks all sources and uses of funds for an organization, a water loss audit tracks all sources and uses of water within a water system over a specified period to estimate the volume and value of water loss. Water loss audits are a valuable tool used to help identify and prioritize a water purveyor's operations that can be improved to maximize the efficiency of water production and delivery. The water loss audit also helps improve the generation of revenue by estimating the financial value of water losses. Having a water loss audit validated by an independent third party assures that the source of the data is reliable, complete, consistent, and accurate.

In 2019, DWR hopes to establish minimum standards of audit reliability and performance measures to help guide water purveyors towards long-term water loss reductions, targeted conservation efforts, and an improvement in the generation of revenue.

This year's MCWD water audit metrics reveal an Infrastructure Leakage Index (ILI) of 1.52 that describes a water system that experiences low leakage at 1.52 times the modeled technical minimum for its system characteristics.

Responding to suggestions made by the 2016 Water Loss Audit third party validator about improving data validity and reduce real and apparent losses for the 2017 audit, district staff accomplished the following tasks in 2017:

- Metered 288 previously unmetered accounts
- Prioritized efforts to replace older, failing meter registers
- Made an adjustment for lag time in customer meter reading data
- Developed a more precise estimate of water storage capacity
- Calculated the net change in distribution storage for the year

As summarized in the attached validation review documentation that summarizes the key audit metrics, the overall Data Validity Score of 59, falling within Band III (51-70) of five bands and a scale to 100, suggests that the next improvement steps for the District may be focused simultaneously on improving data reliability and evaluating cost-effective interventions for water and revenue loss recovery. While the District received higher grades for a few audit factors, the

overall score in 2017 was lower than 2016 primarily because of scrutiny and adherence to the boundaries of the data validity grades and the following operational factors:

- One primary well production meter was not tested for calibration in 2017
- More than 10% of accounts were unmetered during the audit period
- The oldest meters are not being tested for accuracy nor replaced based on age
- Customer meter accuracy testing was not conducted
- No real-time distribution system pressure monitoring equipment is currently in place

To improve data collection accuracy and reduce water losses, the third-party audit validator suggests the following actions be taken:

- Continue to meter unmetered connections
- Develop a customer meter accuracy testing and meter replacement program that would help set meter replacement goals based upon accuracy test results
- Conduct a Real Loss Component Analysis to develop a leakage profile
- Conduct an Apparent Loss Component Analysis to develop an apparent loss profile
- Implement a Cost-benefit analysis & target setting for water loss components
- Design and implement a water loss control program for cost-effective interventions

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 8-A

Meeting Date: March 7, 2019

Prepared By: Paul Lord

Approved By: Patrick Breen

Subject: Receive a Listing of Requested Future Agenda Items

Summary: As requested at the February 7, 2019 commission meeting, staff has prepared the following list of requested future agenda items.

- Receive Board approval on an annual event calendar
- Receive 2017 Water Loss Audit
- Receive WCC agenda calendar, a yearlong look ahead
- Receive Board/Management feedback of the proposed edits to Chapter 3.36 of the District Code (2017)
- Review 2019-2020 Water Conservation Department budget
- Review WCC proposed changes (2018) to the Landscape Incentive program
- Receive training on parliamentary procedure and the brown act statute
- Review Individual Water Conservation Programs
 - Receive reports on specific program facets (rebates, water loss and high use, retrofits upon resale, public information, school program etc.)
- Review water savings estimates for District rebates
- Receive quarterly water production and consumption figures
- Review and draft updated Water Shortage Contingency Plan
 - Review/Establish water use restrictions (water use reduction stages 1, 2 & 3)
- Review/ suggest improvements to District billing
- Review/ suggest improvements to the District's Water Conservation web page
- Review report on water conservation outreach activities
- Feature reports on equipment/policies/practices promoting water conservation (analytics, automated alerts, Apps, smart meters, greywater systems, gadgets)
- Project Updates (Cal Am project (slant wells, RW project, storage)
- Review/forecast on water resources (groundwater, stormwater, greywater, RW, groundwater recharge, desal)
- Review production/consumption reports of other cities/counties/agencies
- Receive update on Cal Am slant wells
- Receive report on lessons learned by past commissions, what worked, what did not
- Receive report on options for addressing/reporting high water use and water waste
 - How to improve customer accountability for water waste