

## Procedures for Marina Coast Water District

### Water Conservation Commission

Adopted on By the Commission October 2005 and Reviewed by the Board of Directors  
January 2006

#### 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. When a vacancy exists for the Water Conservation Commission it will be advertised to the public through various means approved by staff.
- B. Any person who desires to apply will acquire and complete an application form (Application for Community Service attached). Staff will verify that the applicant is eligible for the vacancy to be filled.
- C. 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.
- D. 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 1<sup>st</sup> 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 on the Water Conservation

Commission. There shall be a voting position on the Commission for a member of the City Council of the City of Marina. 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 among 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.

b. If a commissioner can not 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 ordinances and policies and recommend changes to the Board in matters of water usage by the customers of the District;

B. Review and make recommendations to the Board concerning refinements/adjustments to the water conservation program, including community education;

C. Review and make recommendations to the Board on customer appeals to the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;

D. Review and make recommendations to the Board on equipment and technologies that promote water conservation;

E. Make recommendations to the Board for actions to inform the public about the District's actions and activities; and,

F. Work with the District staff to produce and distribute a periodic newsletter to the public served by the District.

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. 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.