



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://www.mcwd.org)

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## Water Conservation Commission

Marina Coast Water District

11 Reservation Road, Marina, California

### DIRECTORS

DAN BURNS  
President

HOWARD GUSTAFSON  
Vice President

KENNETH K. NISHI  
JAN SHRINER  
WILLIAM Y. LEE

Date: September 6, 2012  
Time: 5:30 PM  
Location: 11 Reservation Road, Marina

### Commission Members

Jim Ford (Marina City Council) – Chair  
Dan Amadeo (Public Member) – Vice Chair  
Jan Shriner (MCWD Board Representative)

Ruth Krotzer (Public Member)  
Harold Krotzer (Public Member)  
Carroll Meuse (Public Member)  
Tom Jennings (Public Member)

### Agenda

This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.

1. Call to Order/Introduction
2. Public Comments on any item Not on the Agenda *Anyone wishing to address the Committee 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 Committee.*
3. Approve the Draft August 2, 2012 Minutes
4. Receive a Report Regarding Recent Public Outreach Events
5. Receive a Report Regarding Commercial Accounts and BMP Implementation
6. Consider the Water Conservation Commission Scope of Duties and Responsibilities and Recommending to the MCWD Board the Resulting Modifications to the WCC Procedures and Board Procedures Manual
7. Review Proposed and Suggested Agenda Items for October 4, 2012 and Future Dates
8. Receive Update on Board/District Activities
9. Receive Comments from Commission Members
10. Adjournment - *Set or Announce Next Meeting(s), date(s), time(s), and location(s):*

*Next Meeting: Thursday, October 4, 2012, 5:30 p.m., 11 Reservation Road, Marina*

Draft Minutes  
Water Conservation Commission  
August 2, 2012

1. Call to Order:

The meeting was called to order at 5:30 PM. Commission members Jim Ford, Dan Amadeo, Ruth Krotzer, Carroll Meuse, Tom Jennings, and Jan Shriner were present. Commission Member Harold Krotzer was absent. James Derbin, Brian True, Paul Lord, and Paula Riso were present from staff.

2. Public Comments on Any Item Not on the Agenda:

There were no comments.

3. Approve the Draft June 7, 2012 Minutes:

Commissioner Amadeo made a motion to approve the draft minutes. Commissioner Jennings seconded the motion. Commissioner Amadeo asked if the deliverables were added to Mr. Allen's contract as discussed on page 1 of the minutes. Mr. Lord answered that they were added. The motion was passed with 5-ayes and 1-abstention (Director Shriner).

4. Consider Recommending to the Board of Directors the Approval of a Memorandum of Understanding between Marina Coast Water District and the Monterey Peninsula Unified School District Regarding the In-School Water Conservation Education Program:

Mr. Lord introduced this item. Commissioner Ruth Krotzer asked if Ms. Linzer would give a presentation to the Commission. Mr. Lord answered that Ms. Linzer would give a presentation later during the school year. Mr. Lord commented that \$2,500 was added to this year's budget to allow for additional teaching hours; and \$1,000 was added for materials.

Commissioner Jennings made a motion to recommend moving this item forward to the Board of Directors for consideration and approval. Commissioner Ruth Krotzer seconded the motion. The motion was passed with 5-ayes and 1-abstention (Director Shriner).

5. Consider the Water Conservation Commission Scope of Duties and Responsibilities and Recommending to the MCWD Board the Resulting Modifications to the WCC Procedures and Board Procedures Manual:

Mr. True introduced this item and reviewed the proposed changes. Commissioner Amadeo asked for verification that the Committee was going to continue to meet monthly. Mr. True answered that they would continue to meet monthly.

Director Shriner asked about advertising Commission vacancies in the information section of District bills. Mr. True answered that advertising vacancies in District billing is cost effective, reaches a broad spectrum of people, and will be done routinely by staff. Director Shriner suggested designating a public position for someone who lives in the Ord Community.

Agenda Item 5 (continued):

Commissioner Ford commented that the public positions are at large and any Ord Community resident is eligible.

Commissioner Amadeo asked that an Ord Community designated position be suggested to the Board of Directors for consideration.

Director Shriner suggested adding language “no consideration of previous experience is necessary” to Section 2B of the Water Conservation Procedures. Commissioner Jennings stated that the phrase might be better served under Section 1D. The Commission agreed to recommend that “no specific water or conservation experience is required to be recommended to serve on this commission”. Mr. Derbin stated that the proposed Section 1B reads, “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.” Mr. Derbin said that the phrase was all inconclusive and would cover anyone without any water or conservation experience. The Commission agreed that they did not need to include the specific language as proposed by Director Shriner.

Director Shriner asked if an applicant needed to be a registered voter or U.S. citizen. The consensus was that they only needed to reside in the District’s service area.

Director Shriner asked about Section D3a and suggested adding that missing a meeting due to work was excusable. The Commission discussed the idea of adding work as a legitimate excuse and it was decided that it wasn’t necessary and should be self-policing.

6. Review Proposed and Suggested Agenda Items for September 6, 2012 and Future Dates:

Commissioner Amadeo asked if the Commercial BMP would be on the agenda. Mr. True answered that it would. Mr. Lord added that he would be attending some public events and would give an update in September. Commissioner Amadeo asked if rain catchment and landscape incentive rebate programs would be discussed soon so that they could be included in the next budgeting process.

Director Shriner asked if Ms. Linzer would be at the September meeting. Mr. Lord answered that it would depend on when Ms. Linzer was available, but hoped that she would be giving a presentation in the near future.

7. Receive Update on Board/District Activities:

Director Shriner updated the Commission on the LAFCO Annexation process; the District Procurement Policy; Blanket Purchase Orders; variance requests recently made to the District and how staff was looking into different ways multiple meters could be handled.

Agenda Item 7 (continued):

Director Shriner added that the FORA Board was discussing the District budget.

8. Receive Comments from Commission Members:

Commissioner Ruth Krotzer commented that she hoped to see Mr. Lord at the National Night Out.

9. Adjournment:

The meeting was adjourned at 6:23 PM.

Marina Coast Water District  
Water Conservation Commission  
Staff Report

Agenda Item: 4

Meeting Date: September 6, 2012

Submitted By: Paul Lord

Presented By: Paul Lord

Reviewed By: James Derbin

Subject: Receive Update on Recent Public Information Events and Public Outreach

Summary: The Water Conservation Commission is requested to receive this staff report on recent public information activities conducted by staff. District staff provides information to the public and participates in community events in an effort to provide information on water conservation and the activities of the District.

Recent public events and outreach conducted by staff includes:

1. Monterey County Fair, August 29<sup>th</sup> – September 2, 2012
  - a. Participated as a Water Awareness Committee of Monterey County, Inc. member in the Water Awareness Day activities.
    - i. Booth display, set-up, and tear down.
    - ii. Distributed water conservation educational material
    - iii. Designed and installed posters and banners
    - iv. Contributed to the writing and distribution of event press releases
  - b. Staff coordinated and executed all activities related to the Water-wise Garden Design Competition.
    - i. Event promotions including press releases.
    - ii. Obtained prize sponsorships
    - iii. Created contest signage and posters
    - iv. Awarded prizes and sent out congratulatory and thank you letters
    - v. Contributed to the writing and distribution of event press releases
2. Sunset West Home Owners Association, Water Conservation Education
  - a. Met with members to discuss actions that could be taken to reduce water use.

These events provide venues for the staff to engage the public and provide conservation information. Staff is able to promote water conservation, and improve the conservation ethic throughout the community. Staff is also able to address questions concerning water resources, availability and quality, building customer confidence and satisfaction along with water awareness.

Marina Coast Water District  
Water Conservation Commission  
Staff Report

Agenda Item: 5

Meeting Date: September 6, 2012

Submitted By: Paul Lord

Presented By: Paul Lord

Reviewed By: James Derbin

Agenda Title: Review, Consider, and Discuss the Commercial Best Management Practices  
(Commercial BMP's, BMP #4)

Detailed Description: The Water Conservation Commission is requested to review, consider, and discuss this staff report summarizing the Commercial BMP's.

Summary: The California Urban Water Conservation Council (CUWCC) is a voluntary organization created to increase efficient water use statewide through partnerships among urban water agencies, public interest organizations, and private entities. The CUWCC's goal is to integrate urban water conservation BMP's into the planning and management of California's water resources. While voluntary, the Memorandum of Understanding (MOU), signed by the District in 1993, pledges the District to put into practice the suggested BMP's.

The fourteen historical BMP's, practiced by staff in previous years, are now organized into five categories. Two categories, Utility Operations and Education, are "Foundational BMPs", because they are considered to be essential water conservation activities practiced by any utility and are to be implemented by all signatories to the MOU as ongoing practices with no time limits. The remaining BMPs are "Programmatic BMPs" and are organized into Residential, Commercial, Industrial, and Institutional (CII), and Landscape categories. There is a minimum number of activities required of each signatory for each BMP, less activities from which a utility is exempt from completing under section 4.5 of the MOU and for which the utility has filed an exemption with the Council.

The Foundational BMP's are:

1. Utility Operations Programs
2. Education Programs

The Programmatic BMP's are:

3. Residential
4. Commercial, Industrial, Institutional
5. Landscape

Compliance with the BMP water savings goals can be accomplished in one of three ways including: accomplishing the specific measures listed for each BMP; accomplishing a set of measures which achieves equal or greater water savings, known as the Flex Track Menu; or accomplishing set water savings goals as measured in gallons per capita per day consumption. A signatory may elect to adopt additional or alternative measures, in part or in any combination, as described in the Flex Track Menus, provided that the demonstrated water savings in the Flex Track Menu activities are equal to or greater than the water savings that would be achieved by the BMP measures.

A signatory may elect to adopt additional or alternative measures, in part or in any combination, as described in the Flex Track Menus, provided that the demonstrated water savings in the Flex Track Menu activities are equal to or greater than the water savings that would be achieved by the BMP measures.

It is recognized by all parties that a single BMP implementation method would not be appropriate for all water suppliers. In fact, it is likely that in the future, water suppliers will find new implementation methods even more effective than those currently practiced.

#### **BMP #4, COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL BMP (formerly BMP 9)**

Commercial, industrial, and institutional (CII) water demands make up a large percentage of total demand for California. CII water use varies dramatically between business sectors as well as within a given water agency's territory. The goal of this BMP is to implement comprehensive yet flexible best management practices, allowing each water agency to tailor the implementation of each practice to fit local needs and opportunities. The end result is a practice that is successful and will produce the greatest amount of cost-effective water savings.

##### **A. Implementation**

Implement measures to achieve the water savings goal for CII accounts of 10% of the baseline water use over a 10-year period. Baseline water use is defined as the water consumed by CII accounts in the agency's service area in 2008. Credit for prior activities, as reported through the BMP database, will be given for up to 50% of the goal; in this case, coverage will consist of reducing annual water use by CII accounts by an amount equal to the adjusted percentage goal within 10 years. Implementation shall consist of item 1) or 2) below, or both, in order to reach the agency's water savings goals.

1) Implement measures on the CII list with well-documented savings that have been demonstrated for the purpose of documentation and reporting. The full list and their associated savings are included in the "Demonstrated Savings Measure List" in Section E below.

2) Implement unique conservation measures to achieve the agency's water savings goals. Sample measures include, but are not limited to: industrial process water use reduction, industrial laundry retrofits, car wash recycling systems, water-efficient commercial dishwashers, and wet cleaning. Water use reduction shall be calculated on a case-by-case basis. Agencies will be required to document how savings were realized and the method and calculations for estimating savings. See the CII Flex Track Menu list in the attachment to Exhibit 1, as updated in the MOU Compliance Policy and BMP Guidebook.

##### **B. Implementation Schedule**

Implementation shall commence not later than July 1 of the first year following the latter of either: 1) the year the agency signed or became subject to the MOU, or 2) the year this Exhibit is amended.

### **C. Coverage Requirements**

Coverage shall consist of meeting the annual water savings goal in Section A. Although it is not one of the criteria in meeting implementation, agencies will be considered on track if estimated savings as a percent of baseline water use equals or exceeds the following:

0.5% by the end of first reporting period (year two), 2.4% by the end of year four, 4.3% by the end of year six, 6.4% by the end of year eight, and 9% by the end of year ten. Percentages will be adjusted proportionally for up to 50% past credit referred to in the Implementation section.

### **D. Requirements for Documenting BMP Implementation**

Each reporting period agencies are required to report the estimated reduction in annual water use for all CII accounts.

#### 1) CII List

For measures on the CII list with demonstrated savings, agencies shall report the measure type and quantity installed, as well as savings attributed to water shortage measures, intervention and actions.

#### 2) Flex Track Menu

For measures on the Flex Track Menu, agencies shall use one of three methods of measurement listed below to track savings. Agencies shall report the type of measure implemented, the industry in which the measure was implemented, and estimated savings as well as the measure life. Agencies shall keep detailed usage data on file and report the annual and lifetime savings.

a) Point of Retrofit Metering - Usage data collected from meters installed at the point of retrofit.

b) Customer Bill Analysis - Pre- and post-program usage from utility bills from the appropriate meters related to the measures implemented. For mixed-use meters, a minimum of 12 months pre-retrofit and 12 months post-retrofit usage data shall be used to calculate savings. The data shall be normalized for weather. For dedicated meters, a minimum of 6 months pre-retrofit and 6 months post-retrofit data shall be used to calculate savings

c) Agency-Provided Calculation - If an agency is unable to provide point of retrofit metering or customer bill analysis, the agency must document how savings were realized and the method and calculations for estimated savings. The calculation and assumptions are subject to approval by the Council on a case-by-case basis.

### **E. Water Savings Assumptions**

#### 1) Commercial, Industrial and Institutional *Demonstrated Savings List and* Flex Track Menu

The Demonstrated Savings Measure List is found below. For assistance in calculating savings from unique measures used in the Flex Track Menu approach, see the BMP Guidebook.



## CII Demonstrated Savings Measure List

Measure	Annual Savings (acre-feet)	Measure Life (years)
1. Hi-Efficiency Toilets	.041748	25
2. Hi-Efficiency Urinals	.069086	25
3. Ultra Low Volume Urinals	.080603	25
4. Zero Consumption Urinals	.0921146	25
5. Commercial HE Clothes Washers	0.116618	10
6. Cooling Tower Conductivity Controllers	1.032250	5
7. Cooling Tower pH Controllers	3.981543	5
8. Connectionless Food Steamers	Per Steamer Compartment .25	10
9. Medical Equipment Steam Sterilizers	1.538	20
10. Water-Efficient Ice Machines	0.834507	10
11. Pressurized Water Brooms	0.1534	5
12. Dry Vacuum Pumps	0.64	7

### **F. Flex Track Menu**

In addition to the measures above, the Flex Track Menu options may be implemented in part or any combination for CII customers to meet the water savings goal of this BMP. Agencies may choose to implement any alternative with measurable water savings. Agencies choosing the Flex Track Menu option are responsible for achieving water savings greater than or equal to that which they would have achieved using only the BMP list items. Water savings estimates for the Flex Track Menu items will be maintained and regularly updated in the MOU Compliance Policies and BMP Guidebook.

Custom measures shall be calculated on a case-by-case basis. Agencies will be required to provide documentation on how savings were realized and the method and calculations for estimating savings.

- 1) Commercial, Industrial and Institutional Flex Track Menu Options
  - Industrial Process Water Use Reduction
    - Recycling
    - Deionization
  - Commercial Laundry Retrofits
  - Industrial Laundry Retrofits
  - Filter Upgrades
  - Car Wash Reclamation Systems
  - Wet Cleaning
  - Water Audits
  - Clean In Place (CIP) Technology

- Waterless Wok
- Alternative On-site Water Sources
  - Cooling Condensate
  - Foundation Drain Water
  - Gray Water
  - Storm Water
  - Rain Water
  - Pond and Water Feature Recycling
- Submetering
- Pool Covers
- High Efficiency Showerheads
- Faucet Flow Restrictions
- Water Efficient Dishwashers
- Hot Water on Demand
- Pre-rinse Spray Valves of 1.2 gpm (gallons per minute) or less
- Central Flush Systems
- Other Measures chosen by the Agency

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 6

Meeting Date: September 6, 2012

Submitted By: Brian True  
Reviewed By: James Derbin

Presented By: Brian True

Agenda Title: Consider the Water Conservation Commission Scope of Duties and Responsibilities and Recommending to the MCWD Board the Resulting Modifications to the WCC Procedures and Board Procedures Manual

Detailed Description: During the Fall of 2011, the MCWD Board of Directors requested that the WCC consider the Commissions' scope of duties and responsibilities. A specific question associated with the request was whether the WCC scope should increase, remain the same, or decrease.

The April WCC meeting re-focused the Commission on providing a coherent set of recommendations to the MCWD Board that addresses their request. The method of expressing the recommendations will be to provide suggested modifications to the WCC Procedures document and to the section of the Board Procedures Manual concerning the WCC (both attached). After the Commission reaches consensus on the recommended modifications, the two documents will be advanced to the MCWD Board for their acceptance.

Modifications to the Procedures previously were considered by the Commission on February 2 and March 1, 2012 and modifications were accepted by the Commission at the April 5 meeting – those accepted changes are highlighted in turquoise blue in the attachment. Staff has proposed more modifications – those proposed changes are highlighted in yellow in the attachment – and the Commission has reviewed these current propositions during the May, June, and August meeting-cycles. Language based on the August discussions has been added, highlighted in yellow within the WCC Procedures document, to favor applicants for vacancies based on the broadest and/or under-represented constituencies. The modifications agreed to at this September WCC meeting will be included on the version advanced to the Board for their acceptance.

Prior Committee or Board Action: On November 3, 2005 the Water Conservation Commission approved the Procedures for the Water Conservation Commission that were accepted by the Board on January 28, 2006. The Water Conservation Commission has been discussing modifications at the last several meetings.

Financial Impact:     \_\_\_ Yes     \_\_\_  No

Funding Source/Recap: None

Material Included for Information/Consideration: Excerpt from the MCWD Board Procedures Manual and the Water Conservation Commission Procedures with modifications.

Staff Recommendation: The Water Conservation Commission recommend to the Board of Directors the approval of the Commission's proposed modification to their WCC Procedures and the Board Procedures Manual.

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 7

Meeting Date: September 6, 2012

Submitted By: Brian True

Presented By: Brian True

Reviewed By: James Derbin

Agenda Title: Review Proposed and Suggested Agenda Items for October 4, 2012 and Future Dates

Detailed Description: The Commission is to review proposed agenda items for the October 4, 2012 meeting and may suggest new agenda items for future Water Conservation Commission meetings.

Staff-suggested agenda items for the October 4, 2012 Water Conservation Commission Meeting include the following:

- Receive a report regarding rainwater catchments
- Receive an update on the school education program from Mary Linzer
- Consider the Water Conservation Commission scope of duties and responsibilities and recommending to the MCWD Board the resulting modifications to the WCC Procedures and Board Procedures Manual

Potential agenda items for the October 4, 2012, Commission meeting or future meetings include the following:

- Water Supply Augmentation Projects – MCWD desal plant tour; recycled water use; grey water use
- Review BMPs
- New Water Saving Devices and Technologies – Consider rebates for rainwater catchment and use
- Developing Improved Commodity Rates for Water Connections
- Developing Water-budgets for Large Landscapes
- Address Temporary Landscapes and their source of water (hydrant metering, temp connections)
- Improve/expand the Landscape Incentive Program
- Compliance Inspections of New Developments
- Review State programs/mandates with which MCWD maintains compliance
- Review State mandated science curriculum for elementary school levels K – 3rd grade
- Review Commission member proposal to change the contracting procedures followed to initiate an annual MOU with the Monterey Peninsula Unified School District for Water Science Instruction
- Update Landscape Standards and Forms
- Our Water – Sources; Conveyance and distribution; Storage
- Consider WCC involvement in the United Nations World Water Day
- Work-place Violence training