



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

DAN BURNS
President

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Water Conservation Commission

Marina Coast Water District
11 Reservation Road, Marina, California

Date: December 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 Minutes for November 15, 2012
4. Consider Clarifying the WCC Procedures Manual Regarding Commissioner “Vacancies” and Consider Recommending to the MCWD Board of Directors Potential Modifications to the WCC Procedures
5. Consider the Content of a Draft Letter from MCWD’s Conservation Staff Requesting Assistance in Implementing Water Conservation Best Management Practices (BMPs) from Entities Served by MCWD
6. Review Proposed and Suggested Agenda Items for the January 3, 2013 WCC Meeting
7. Receive Update on Board/District Activities
8. Receive Comments from Commission Members
9. Adjournment - *Set or Announce Next Meeting(s), date(s), time(s), and location(s):*

Next Meeting: Thursday, January 3, 2013, 5:30 p.m., 11 Reservation Road, Marina

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 4

Meeting Date: December 6, 2012

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Consider Clarifying the WCC Procedures Regarding Commissioner “Vacancies” and Consider Recommending to the MCWD Board of Directors Modifications to the WCC Procedures

Detailed Description: During the November 15, 2012 Water Conservation Commission meeting, the Commissioners requested that staff prepare an agenda item to allow the discussion of when, precisely, a Commissioner “vacancy” exists and to prepare for review and consideration possible modifications to the WCC Procedures document clarifying the topic.

Immediately after the attachment showing the current status of the WCC Procedures, please find an attachment showing three (3) Alternatives that the WCC might consider for amending WCC Procedures. The Commission may recommend to the MCWD Board any one of these Alternatives, modify any Alternative and recommend it to the Board, or create an entirely new Alternative to recommend to the Board in order to provide clarity on Commissioner vacancies.

Prior Committee or Board Action: On November 15, 2012, the Water Conservation Commission recommended that Mrs. Ruth Krotzer be considered for re-appointment to the Water Conservation Commission.

Financial Impact: ___ Yes ___ X No

Funding Source/Recap: N/A

Material Included for Information/Consideration: The current status of the MCWD Water Conservation Commission Procedures; proposed alternatives for amending the Procedures regarding “vacancies.”

Staff Recommendation: The Water Conservation Commission recommend to the MCWD Board of Directors a WCC Procedures amendment alternative of their preference.

Procedures for Marina Coast Water District's
Water Conservation Commission

Adopted By the Commission October 2005
Last Revised by the Board of Directors November 13, 2012

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, the vacancy will be advertised to the public by a posting at the same locations the District posts notices and MCWD Board of Directors Meeting Agendas and by providing a Public Service Announcement to the Marina Gazette, the Monterey Herald, and the Monterey County Weekly for potential publication at no-cost.

B. 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.

C. Any person who desires to apply will acquire and complete an application form. Staff will verify that the applicant is eligible for the vacancy to be filled.

D. 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.

E. In the event that there is a commissioner vacancy and multiple applicants volunteer to fill the vacancy (or vacancies), the favored applicant(s) will be the person(s) that achieves Water Conservation Commission representation to the broadest constituency.

F. 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 1st 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. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770).

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

B. Review and make recommendations to the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and overall District conservation resources;

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. review periodic newsletters, Consumer Confidence Reports, and other conservation outreach activities and make recommendations to the Board for actions to inform the public about the District's conservation activities.

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. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770). 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.

Alternatives for Amending the Water Conservation Commission Procedures

Alternative 1. *[insert paragraph in Procedures as topic 1.A. and re-letter the existing topics]*

“A vacancy on the Water Conservation Commission comes into existence when a sitting Commissioner resigns or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures). A vacancy also comes into existence automatically upon the expiration of a sitting Commissioner’s term of service. Applications for the Water Conservation Commission will be accepted on an ongoing basis.”

[insert sentence at end of the current Procedures topic 1.C.]

“Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00 PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.”

Alternative 2. *[insert paragraph in Procedures as topic 1.A. and re-letter the existing topics]*

“A vacancy on the Water Conservation Commission comes into existence when a sitting Commissioner resigns or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures). A sitting Commissioner’s position at the end of their term, upon completion of an Application and recommendation to the MCWD Board of Directors by the WCC for re-appointment and continued service, shall not be deemed a vacancy unless the MCWD Board of Directors chooses to not re-appoint the sitting Commissioner.”

[insert sentence at end of the current Procedures topic 1.C.]

“Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00 PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.”

Alternative 3. *[insert paragraph in Procedures as topic 1.A. and re-letter the existing topics]*

“A vacancy on the Water Conservation Commission comes into existence when a sitting Commissioner resigns or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures). A vacancy also comes into existence automatically upon the expiration of a sitting Commissioner’s term of service; however, a sitting Commissioner may request a re-appointment to the WCC by completing an Application and obtaining the WCC’s recommendation to the MCWD Board at any time within their term for any duration of extended term less than two-years (2-years).”

[insert sentence at end of the current Procedures topic 1.C.]

“Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00 PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.”

Marina Coast Water District
Staff Report

Agenda Item: 5

Meeting Date: December 6, 2012

Submitted By: Paul Lord

Presented By: Brian True

Agenda Title: Consider the Content of a Draft Letter Requesting Cooperation in Implementation and Documentation of CII Best Management Practices

Detailed Description: The Commissioners are asked to receive, review, and provide comments and suggestions on the latest version of the draft letter to commercial, institutional, and industrial (CII) customers that requests cooperation in the implementation and documentation of CII Best Management Practices (BMPs).

Prior Committee or Board Action: October 4, 2012, the Commission reviewed of the District's statistics on CII BMPs, water savings goals, and documented savings achieved via conservation BMP measures. Commission Vice-Chair Dan Amadeo suggested that an outreach letter be prepared and provided staff with an initial draft of the proposed letter.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: _____Yes X No

Funding Source/Recap: None.

Material Included for Information/Consideration: Draft letter to CII customers requesting assistance.

Staff Recommendation: The Commissioners receive, review, and provide comments and suggestions on the latest version of the draft letter to CII customers.

To:

- School Facilities, MPUSD, MPC, CSUMB
- City Managers, Marina, Seaside
- Directorate of Public Works, US Army
- Housing Facilities, Monterey Bay Military Housing(Pinnacle?), Alliance

Subject:

The Marina Coast Water District (MCWD) is requesting your assistance in documenting efforts taken to reduce the consumption of potable water. Although the District is well on its way to achieving the year 2020 water reduction goals mandated by the State of California, our current method of documenting achievements made does not capture, in their entirety, the many outstanding initiatives your organization has put in place to help the community conserve water.

California Water Code 10608.44 states “Each state agency shall reduce water use at facilities it operates to support urban retail water suppliers in meeting the target identified in section 10608.16.” These targets are a 10-percent reduction in urban per capita water use on or before December 31, 2015 and 20-percent by the end of the year 2020.

To this end, I ask for your participation regarding the documentation of initiatives and programs within your organization that help conserve water. I would like to develop a cooperative relationship with members of your staff who can discuss this important initiative and share with me the important details of your water conservation efforts.

In return, MCWD is prepared to provide to you with valuable, site specific, information and analysis on your water consumption. Once specific uses and trends are determined, our staff can guide your organization towards practices and current technologies to help reduce consumption even further. Many of our customers also learn of eligibility for rebates/grants for such initiatives implemented.

On behalf of MCWD, I would sincerely appreciate your consideration and assistance in this matter of critical interest. Please feel free to contact my office at (831) 883-5905 so that I may be of further assistance.

Sincerely,
Paul lord
Water Conservation Specialist
Marina Coast Water District

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 6

Meeting Date: December 6, 2012

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Review Proposed and Suggested Agenda Items for January 3, 2013 and Future Dates

Detailed Description: The Commission is to review proposed agenda items for the January 3, 2013 meeting and may suggest new agenda items for future Water Conservation Commission meetings.

Staff-suggested agenda items for the January 3, 2013 Water Conservation Commission Meeting include the following:

- Elect Commissioners for the Chair and Vice-Chair positions on the Commission.
- Pending the results of the December MCWD Board of Directors meeting, consider applications for a Commissioner vacancy and provide a recommendation to the Board for the appointment of a Commissioner or some other Board-directed action related to Commission “vacancies.”

Potential agenda items for the January 3, 2013 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