



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

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Water Conservation Commission

Marina Coast Water District

11 Reservation Road, Marina, California

Date: May 2, 2013
Time: 5:30 PM
Location: 11 Reservation Road, Marina

Commission Members

Dan Amadeo (Public Member) - Chair
Tom Jennings (Public Member) – Vice Chair
Jan Shriner (MCWD Board Representative)
Dave Brown (Marina City Council)

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

Agenda

This meeting has been noticed according to the Brown Act rules. The Commission 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 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. Approve the Draft Minutes for April 4, 2013
4. Consider the Chair's Request to Take Items to the Joint City/District Meeting
5. Review the Procedures and Eligibility Requirements for Obtaining a Hot-Water Recirculation Pump Rebate
6. Review a Draft of the FY 2013/2014 Conservation Budget
7. Consider Developing a Water Conservation Calendar and Contest for Calendar Content
8. Review Proposed and Suggested Agenda Items for the June 6, 2013 WCC Meeting
9. Receive Update on Board/District Activities

10. Receive Comments from Commission Members

11. Adjournment - *Set or Announce Next Meeting(s), date(s), time(s), and location(s):*

Next Meeting: Thursday, June 6, 2013, 5:30 p.m., 11 Reservation Road, Marina

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 4

Meeting Date: May 2, 2013

Submitted By: Brian True

Presented By: Brian True

Subject: Consider the Chair's Request to Take Items to the Joint City / District Meeting

Summary: The Commission is requested to consider Chair Amadeo's request to approach the members of the Joint City/District with two conservation-related topics. Chair Amadeo will lead the discussion. The two topics are:

- 1) Request that action be taken regarding the irrigation over-spray that regularly occurs when irrigating the roadway medians throughout the City, in particular the medians within Del Monte Boulevard, Reservation Road, Imjin Parkway, and Crescent Avenue.
- 2) Request that action be taken to engage the Abrams Park neighborhood in MCWD's toilet replacement/rebate program.

The next regularly scheduled Joint City/District Meeting tentatively will be conducted on May 22, 2013.

Marina Coast Water District
Staff Report

Agenda Item: 5

Meeting Date: May 2, 2013

Submitted By: Paul Lord / Brian True

Presented By: Brian True

Subject: Review the Procedures and Eligibility Requirements for Obtaining a Hot-Water Recirculation Pump Rebate

Summary: Addressing public inquiries and remarks, and as suggested by the Water Conservation Commission (WCC) members, the Commissioners are asked to review the Hot Water Recirculation Pump Program application procedures and eligibility requirements.

The requirements each customer must meet to become eligible for the incentive payment is well documented. The information appears on the District website and is publicized through MCWD's public information materials such as like bill inserts, bill messages, and newsletters. In addition, the eligibility requirements are written into the rebate application form, a document that is filled out with the assistance of staff and that is left with the applicant at the required pre-installation inspection.

The program description posted on the District's webpage is displayed in the attached EXHIBIT A.

The Hot Water Recirculation Pump Rebate Application Form is displayed in the attached EXHIBIT B.

EXHIBIT A

Hot Water Recirculation Pump Rebate

Marina Coast Water District Customers are eligible for incentive money when retrofitting to a hot water recirculation system! Hot water system modifications can help lower water use in your home by reducing the amount of water sent to waste while waiting for hot water to arrive at your faucet or showerhead.

The District will provide a rebate, up to \$250, for the retrofitting of a hot water system to include a recirculation pump. The rebate will be equal to the purchase price of the pump and materials, not to exceed \$250.

The following steps must be completed by the property owner to be eligible for a rebate:

1. The applicant must complete a pre-construction Water Use Survey and receive initial project approval from the District representative before construction.
2. The applicant must complete the retrofit work within 60 days; otherwise the program application will be rejected.
3. Once the project is completed, the applicant must schedule a follow-up site inspection with the District to verify the installation of the recirculation pump, timer, and thermostat.
4. The applicant must provide the District representative with the original itemized receipts for the recirculation pump and any associated materials.

To be eligible for the rebate, all hot water recirculation systems must have a pump with a timer and thermostat regulating the recirculation pump hours and water temperature; or there must be a demand control system installed.

For more detailed information, please see our [Program Procedures, Terms of Agreement, and Program Eligibility Requirements](#).

Please remember to call us at (831) 384-6131 before you start

EXHIBIT B



Application Form

Hot Water Recirculation Pump Rebate

Marina Coast Water District, 11 Reservation Road, Marina CA 93933 (831) 384-6131

To review current incentive amounts available, please refer to the Program Description.

Application Steps

1. The Applicant schedules an appointment with District staff.
2. The Project Review, Water Use Survey, and Pre-installation questionnaire are completed.
3. The Applicant completes the Application Form and receives initial project approval before starting work.
4. The project is completed within 60 days of initial approval.
5. The Applicant schedules and completes a follow-up inspection with staff before 14 days after project completion has passed.
6. Final project completion is verified, and the original material purchase receipt(s) are submitted.
7. The rebate is mailed to the Applicant.
8. The post-inspection questionnaire is completed after 90 days.

Customer and Site Information

First Name _____ Last Name _____

Customer Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Mobile Phone _____

E-mail Address _____ MCWD Account Number at Site _____

Property Type Single Family Multi-Family Commercial Industrial Institutional

Site Address _____ City _____

Specific Project Location _____

Project Description General description of plumbing retrofit work to be completed

Disclaimer, Release and Hold Harmless Agreement

I have read the following page(s) and understand and agree to the Project Description, Procedures, Terms of Agreement, Program Eligibility Requirements, Project Criteria and Tax Information Requirements of the MCWD rebate program. I release MCWD, its officers, directors, employees, agents and representatives (collectively "MCWD") from any and all Claims. Claims are defined as claims for loss, damage, expense and liability of any nature whatsoever arising out of or in any way connected with the modification of my property and the installation of program-related water conservation devices. I also agree to hold harmless, indemnify and defend MCWD, from any and all Claims made by any third party.

Applicant's Name (print) _____

Applicant's Signature _____ Date _____

Tax status of person being issued an incentive. (Check one)

Corporation Individual, Association, Partnership, or Non-corporation Tax Exempt

TIN# or SSN# _____

For District Use Only

Initial Project Approval Name _____ Date _____

Final Project Approval Name _____ Date _____

Program Procedures

Please, do not start any retrofitting or product installation until after receiving written project approval from the District.

- Before starting any project, purchasing equipment, applying to, and participating in the program, customers must call (831) 384-6131 to schedule a meeting on site with District staff.
- At the initial meeting, the Applicant shall describe the proposed hot water recirculation conversion to staff. Staff will verify the existing hot water system size and condition, components, and current water use. For large and/or complex projects, staff may request a plumbing plan. The homeowner, responsible party, or a designee who has access to the hot water distribution system must be present for the meeting.
- During the same meeting, a required Water Use Survey, conducted by District staff, must be completed. The Water Use Survey takes about one hour of time on site. Staff will check for leaks, record the type and number of water fixtures at the property, and evaluate landscape water use. Recommendations to participate in the District's high-efficiency clothes washer and toilet rebate programs and to improve water use efficiency will be made if appropriate.
- District staff will also request the Applicant complete a pre-installation questionnaire, outlining the scope of work to be performed and the anticipated improvements to be made in performance and water efficiency.
- Only after the project is initially reviewed, the Water Use Survey completed, and the pre-installation questionnaire is completed, is the Hot Water Recirculation Pump Rebate Application Form filled out and initial project approval given by District staff.
- Once approved, the project may proceed as planned, to completion. District staff must be notified and approve of any design changes made while the project is proceeding. All projects must be completed within 60 days; otherwise the program application will be rejected.
- Once the project is completed, the applicant must schedule a follow-up site inspection with the District. District staff will verify installation and compliance with the Design Criteria, check the hot water distribution system operation, and will assist in scheduling if required.
- Also at this follow-up inspection, the applicant will be asked to provide staff with the original itemized receipts for the recirculation pump and any associated materials.
- If the project is completed as planned in the sixty day time period, the District staff will then sign the application form verifying project completion and forward the application form to the Accounting Department office for rebate payment.
- After 90 days, the District staff will request the Applicant complete a post-installation questionnaire. This questionnaire assists the District in program evaluation.
- To assure compliance, quality, and performance, it is recommended that only a licensed, insured plumbing contractor install components or modify your existing plumbing. Check with your local building official and inquire about city and county building codes and ordinances before installing or modifying your plumbing system.

Terms of Agreement, and Program Eligibility Requirements

- Approved applicants are eligible for up to \$250 in District rebates.
- The rebate shall be equal to the taxable/net cost of a hot water recirculation pump and associated plumbing materials when retrofitting a non-recirculation hot water system to a recirculation system. Sales tax, delivery charges and labor costs are not included in the calculation of the rebate amount.
- Program is limited to available funding. Approved applications will be processed on a first-come, first-served basis.
- All projects must be completed within 60 days of initial project approval.
- Incentives are only provided for retrofitting buildings or homes older than two years. New construction projects are not eligible for incentives.
- Only MCWD customers of current record are eligible to participate in, and receive payment from, the rebate program. The customer's account must be in good standing and non-delinquent at the time of initial project approval.
- The Applicant certifies that all necessary permissions have been obtained from the property owner, if the Applicant is not the owner themselves.
- The approved project site must be located within the Marina Coast Water District service area.
- Projects are approved at the discretion of the MCWD staff. Projects that do not meet the program eligibility requirements will be denied.
- MCWD reserves the right to alter this program at any time.
- MCWD does not endorse specific brands, products or dealers; nor does it guarantee materials, workmanship, or results.
- MCWD assumes no responsibility or liability for damages to an Applicant's property as a result of participation in this program.
- The District cannot guarantee that the installation of devices and the retrofitting of plumbing will result in lower utility costs.
- Only original, itemized receipts for pumps and associated materials dated after initial project approval are accepted.
- The water use at the site must be metered by the District.
- To assure efficient operation of any hot water system or components, staff may require adjustments, repairs, and modifications to the existing or newly modified system be made prior to project completion or final project approval by the District.
- If a testable backflow prevention device is present at the meter, there must be evidence that the backflow prevention device has recently been inspected, and results filed with the District.

Tax Information Requirements

All rebates require a tax identification number or social security number be provided. Unless you are exempt, cumulative incentive payments equal to or greater than \$600 in a calendar year are taxable and therefore will be reported to the IRS on form 1099-Misc. You are urged to consult your tax advisor concerning the taxability of incentive payments. Marina Coast Water District is not responsible for any taxes that may be imposed on you as a result of any incentive payment.

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 6

Meeting Date: May 2, 2013

Submitted By: Paul Lord

Presented By: Brian True

Subject: Review a Draft of the FY 2013/2014 Conservation Budget

Summary: The Commission is requested to review the attached table that compares the proposed FY 2013-14 water conservation program budget to previous-year budgets and expenditures for the same line-items.

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 7

Meeting Date: May 2, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Consider Developing a Water Conservation Calendar and Contest for Calendar Content

Detailed Description: The WCC is requested to consider the potential development of a Calendar containing water conservation information that would be distributed within MCWD's service area. Additionally, consider the feasibility of developing a contest for students to prepare water conservation related images with the 12 best images being selected as the content for the Calendar; the students submitting the selected images would be rewarded in some manner.

This topic is brought to the WCC for consideration by the MCWD Board of Directors Outreach Committee; staff's intent is to allow a representative from that Committee lead the discussions surrounding the Commission's consideration of this matter.

This Commission, during the last WCC meeting on April 4, requested that MCWD staff research the answer to two questions; the questions and responses are:

- 1) How many students are in the MCWD service area?

The results of the information gathering effort yield the following data –

4,800 – CSUMB students
5, 125 – MPUSD students (of all grade levels)
120 – Chartwell School students

8,226 = Total (note: there is a greater student population due to the myriad of private and continuation schools in the area)

2,528 – Central Marina MPUSD students
2,597 - Fort Ord MPUSD students

857 - Central Marina, MPUSD – K-thru-3rd
440 - Central Marina, MPUSD – 4th-and-5th
662 - Central Marina, MPUSD – 6th-thru-8th
569 - Central Marina, MPUSD – 9th-thru-12th

- 2) Regarding the example calendar generated by California American Water (CAW), how costly and complex was their product?

The CAW representatives that MCWD staff contacted by phone and e-mail did not respond to our request for information; however, the continuing research into the topic suggests that the CAW product was costlier to generate than several other discovered examples.

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 8

Meeting Date: May 2, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Review Proposed and Suggested Agenda Items for June 6, 2013 and Future Dates

Detailed Description: The Commission is to review proposed agenda items for the June 6, 2013 meeting and may suggest new agenda items for future Water Conservation Commission meetings.

Staff-suggested agenda items for the June 6, 2013 Water Conservation Commission Meeting include the following:

- Review of the FY 2013/2014 Conservation Budget
- Opportunities to work with the City of Marina on water conserving projects

Potential agenda items for the June 6, 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
- Update Landscape Standards and Forms
- Our Water – Sources; Conveyance and distribution; Storage