

Procedures for Marina Coast Water District's  
Water Conservation Commission

Adopted By the Commission October 2005  
**Last Revised by the Board of Directors February 12, 2013**

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. By Resolution 2013-10 adopted on February 12, 2013, Table 1 is attached to the Procedures of the Water Conservation Commission. Table 1 defines the Schedule of WCC Position Appointments and the pattern for making appointments. A vacancy on the Water Conservation Commission comes into existence at the end of the term of a Position based on the Table 1 Schedule, when a sitting Commissioner resigns, or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures).

B. 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.

C. 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. 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.

D. 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.

E. 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.

F. 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.

E. 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. 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.

Table 1: Schedule of WCC Position Appointments

<b>Commissioner Position</b>	<b>Term of Position</b>	<b>Appointment Month, Year</b>	<b>New Term Beginning</b>	<b>Next Appointment Month, Year</b>	<b>Pattern of Commissioner Position Appointments</b>
Public Position #1:	2-years	August, 2013	September, 2013	August, 2015	Every 2-years; odd-numbered year
Public Position #2:	2-years	August, 2013	September, 2013	August, 2015	Every 2-years; odd-numbered year
Public Position #3:	2-years	August, 2013	September, 2013	August, 2015	Every 2-years; odd-numbered year
Public Position #4:	2-years	August, 2014	September, 2014	August, 2016	Every 2-years; even-numbered year
Public Position #5:	2-years	August, 2014	September, 2014	August, 2016	Every 2-years; even-numbered year
City of Marina Position:	1-year	each January	each February	N/A	Annual
MCWD Board Position: Board Alternate:	1-year	each January	each February	N/A	Annual