



# 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

Date: June 6, 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 May 2, 2013
4. Consider the Date to Conduct the July 2013 WCC Meeting
5. Consider Recommending Board Approval for a Professional Services Agreement with Mr. Ron Allen to Provide Consultant Services for the Water Conservation Education Program
6. Review the Procedures and Eligibility Requirements for Obtaining a Hot-Water Recirculation Pump Rebate
7. Receive an Update Regarding Opportunities to Work with the City of Marina on Water Conserving Projects
8. Consider Developing a Water Conservation Calendar and Contest for Calendar Content
9. Review Proposed and Suggested Agenda Items for the July 2013 WCC Meeting

10. Receive Update on Board/District Activities

11. Receive Comments from Commission Members

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

*Next Meeting: Thursday, July 11, 2013 – or some other date determined during the current meeting - @ 5:30 p.m., 11 Reservation Road, Marina*

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 4

Meeting Date: June 6, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Consider the Date to Conduct the July 2013 WCC Meeting

Detailed Description: The Commission is requested to consider and schedule a date during July 2013 to conduct the monthly Water Conservation Commission (WCC) meeting. The first Thursday of July, the date that is normally scheduled for the WCC Meetings, falls on July 4th this year, which is a National Holiday. The District is closed on the July 4th Holiday; therefore, staff will be unavailable to conduct the meeting and an alternate date is needed.

There is business (e.g. the Conservation budget and receiving Commission position applications) in July that will require the Commission's attention.

Staff recommends re-scheduling the July meeting to the following Thursday, July 11, 2013.

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 5

Meeting Date: June 6, 2013

Submitted By: Paul Lord

Presented By: Brian True

Reviewed By: James Derbin

Agenda Title: Consider Recommending Board Approval for a Professional Services Agreement with Mr. Ron Allen to Provide Consultant Services for the Water Conservation Education Program

Detailed Description: The Water Conservation Commission is requested to consider recommending to the MCWD Board of Directors their approval of the proposed Professional Services Agreement with Mr. Ron Allen for services in support of the Water Conservation Education Program for a not-to-exceed amount of \$10,000.

The Water Conservation Education Program provides water use efficiency education to all the kindergarten through fifth grade students in the District's service area. The Program uses a variety of strategies to introduce and improve the water use efficiency practices of students, teachers, and indirectly, their family members and acquaintances. The Program includes classroom instruction, school assemblies, and the distribution of classroom instruction materials to teachers.

The Program is in its twelfth-year and has proven to be a great success. Students, teachers, principals and administrators comment that the classes and presentations provided are very helpful towards providing the students with an understanding of environmental science and water use efficiency.

Maintaining our strong relationship with the Monterey Peninsula Unified School District (MPUSD) is essential to the continued success of the Program. Having thirty years of service as an educator in the MPUSD, including two tours as the principal of Olson Elementary School in Marina, Mr. Allen uses his unique knowledge of MPUSD's policies and procedures to smoothly coordinate the integration of Program's in-school class instruction (through the use of a Water Science Teacher) into the ongoing activities of the MPUSD.

The contracted services are performed by the consultant, as needed, throughout the year. Planning for each school year starts in July of the previous school year. The services provided within the proposed Scope of Services include:

- introducing the Program to the school administrators and principles
- drafting and presenting the memorandum of understanding to MPUSD
- producing and adjusting timelines for instruction; a Program schedule is developed for each of the 5 elementary schools locations where instruction is provided
- coordinating school assemblies
- soliciting feedback about the class instruction
- coordinating and tracking payroll for the Water Science Teacher
- maintaining support for the Program.

Compensation for the requested services outlined in the attached Scope of Services (Appendix A) shall be paid at an hourly rate of \$60.00 per hour, not to exceed \$10,000. The District's Draft 2013-2014 budget includes \$10,000 to support this expenditure. The completion date of the proposed Professional Services Agreement will be June 30th, 2014.

Prior Committee or Board Action: The Board and Water Conservation Committee have approved/recommended similar contracts with Mr. Ron Allen over the past 12 years.

Board Goals/Objectives: Strategic Plan, Goal No. 1 - *To manage and sustain the District's groundwater and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Financial Impact:       X  Yes           No

Funding Source/Recap: The Water Conservation budget will be used to cover the contracted expenditure; MCWD's Draft FY 2013-2014 Water Conservation budget includes \$10,000 to support this proposed expenditure.

Material Included for Information/Consideration: Appendix A - Scope of Services and Appendix B – Consultant Fee Schedule from the proposed contract.

Staff Recommendation: The Water Conservation Commission recommend to the MCWD Board of Directors their approval of the proposed Professional Services Agreement with Mr. Ron Allen for services in support of the Water Conservation Education Program for a not-to-exceed amount of \$10,000.

## Appendix A

### SCOPE OF SERVICES

#### Consultant Services for the Water Conservation Education Program

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The Consultant will conduct these tasks and submit the listed deliverables that are associated with the Water Conservation Education Program (Program) of the Marina Coast Water District (MCWD). These tasks, categorized as Public Outreach and School Education, shall advance the District's efforts to carry out Best Management Practices as defined in the District's memorandum of understanding with the California Urban Water Conservation Council. This work shall include the following tasks:

#### Task A: Coordinate the Integration of the Program into MPUSD and the Individual School Curriculum

##### Subtasks:

1. Coordinate the Program with the Monterey Peninsula Unified School District (MPUSD) Administrators and be responsible to work with the District Administrators concerning the Program as is necessary. This will include reviewing, with all parties involved, the MOU between the MCWD and the MPUSD every year to make sure it is current and appropriate for implementation the following school year. Deliver a draft, or MPUSD approved MOU to the District staff for their acceptance and approval.
2. Work with the office staff at each school to evaluate student enrollment by grade level for that year. Based on this, determine the maximum time allocation of the Water Science Teacher for each site, to stay within the given budget for the year. Produce and deliver a determination of time allocation, by school, to MCWD staff.
3. Work with the office staff and Principals at each school to ensure that the correct procedures are in place for tracking the work hours of the Water Science Teacher. This is to ensure the teacher's hours are within the amount budgeted for each site, for each of the three rotations throughout the year, and that all reports are submitted promptly.
4. Work to ensure that all financial transactions between the MPUSD and the MCWD are implemented in a timely manner, as established in the MOU.
5. Be a resource for school Teachers and Administrators regarding the implementation of the Water Conservation Education Program.
6. As needed, work with MCWD staff and the Water Science Teacher to acquire the necessary water conservation classroom materials needed for the execution of the program. Develop and submit to District staff a list of the suggested procedures and materials requested from each school site in preparation for the Water Science Teachers visit.

7. As assigned, address additional, unexpected items or issues which arise to make sure the Program runs smoothly and progresses towards the Districts goals.

#### Task B: Review and Develop the Program Curriculum and Instruction

##### Subtasks:

1. Facilitate the development and implementation of the curriculum to ensure it is meeting the goals of the MCWD and that it is in compliance with the instructional objectives of the MPUSD educational curriculum.
2. As needed, meet with MCWD staff to develop and define the elements of the Water Education Program. The primary contact at MCWD will be the Water Conservation Specialist, Paul Lord.
3. Observe, evaluate, and assist in the development of classroom activities conducted by the Water Science Teacher at least once each school year.
4. As needed, coordinate and schedule water awareness assemblies at the elementary schools; conducted by outside vendors, to promote water awareness and conservation. Once finalized, and in advance, produce and deliver the schedule of school assemblies to the MCWD staff.
5. Via brief, written documents, communicate current program activities and progress to the Water Conservation Specialist each school trimester.
6. Work with the school Administrators, school Teachers, and the Water Science Teacher to evaluate the program's effectiveness. Produce a listing of suggested recommendations, and deliver this list to the MCWD staff, to make possible, improvements to the program the following year.
7. Provide assistance to MCWD staff that will enable staff to carry out the program objectives on a year-to-year basis.

#### Task C: Promote the Water Conservation Education Program

##### Subtasks:

1. Meet with school district Board Members, Administrators, and staff at each school to promote the program and provide program orientation and coordination regarding the implementation of the Water Conservation Education classes. This is particularly important at the beginning of each school year, and as new staff and administrators are assigned to the elementary schools within the MCWD service area. Provide notification of these meetings to the MCWD staff.

## **Appendix B**

### **Consultant Fee Schedule**

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The consultant will be paid at a rate of \$60 per hour.

Consultant has agreed to perform this work at a cost not to exceed \$10,000.



Marina Coast Water District  
Staff Report

Agenda Item: 6

Meeting Date: June 6, 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 be 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.

This item was presented initially during the May, 2013 WCC meeting.

## 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

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### **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: 7

Meeting Date: June 6, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Receive an Update on Opportunities to Work with the City of Marina on Water Conserving Projects

Detailed Description: Commission Chair Mr. Dan Amadeo recently addressed the City of Marina's Council regarding opportunities to work with MCWD on water conserving projects within the City of Marina. Chair Amadeo will provide an update on progress and next steps.

Chair Amadeo's water conserving project ideas, as described during the May WCC meeting, include:

- 1) Taking action 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) Engaging the Abrams Park neighborhood in MCWD's toilet replacement/rebate program.

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 8

Meeting Date: June 6, 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.

The data presented in last month's Agenda Transmittal regarding the number of MPUSD students in the MCWD service area is re-presented as an attachment to this month's transmittal.

This topic was brought to the WCC for consideration at both the April and May meetings.

Attachment to the Water Conservation Calendar WCC item

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

The information gathering effort yielded the following data –

4,800 – CSUMB students

5, 125 – MPUSD students (of all grade levels)

120 – Chartwell School students

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8,226 = Total (note: there is a greater student population due to the myriad 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-3<sup>rd</sup>

440 - Central Marina, MPUSD – 4<sup>th</sup>-and-5<sup>th</sup>

662 - Central Marina, MPUSD – 6<sup>th</sup>-thru-8<sup>th</sup>

569 - Central Marina, MPUSD – 9<sup>th</sup>-thru-12<sup>th</sup>

Marina Coast Water District  
Water Conservation Commission  
Agenda Transmittal

Agenda Item: 9

Meeting Date: June 6, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Review Proposed and Suggested Agenda Items for July 2013 and Future Dates

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

Staff-suggested agenda items for the July 2013 Water Conservation Commission Meeting include the following:

- Review of the draft FY 2013/2014 Conservation Budget
- Review the Applications for Commissioner received to-date
- Consider recommending to the MCWD Board their approval of the Conservation Education MOU with MPUSD
- Consider the opportunities to work with the City of Marina on water conserving projects

Potential agenda items for the July 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