



moulton niguel water district

**ADMINISTRATIVE COMMITTEE MEETING
MOULTON NIGUEL WATER DISTRICT
BOARD OF DIRECTORS**

26880 Aliso Viejo Pkwy, Suite 150, Aliso Viejo

August 5, 2020

10:00 AM

Approximate Meeting Time: 1 Hour

IN AN EFFORT TO PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20, THERE WILL BE NO PUBLIC LOCATION FOR THE PUBLIC TO ATTEND THIS BOARD MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY LISTEN AND PROVIDE PUBLIC COMMENT TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:

DIAL: 1-669-900-9128

MEETING ID: 833 5094 5069#

1. CALL MEETING TO ORDER
2. APPROVE THE MINUTES OF THE JULY 1, 2020 ADMINISTRATIVE COMMITTEE MEETING (ROLL CALL VOTE)
3. PUBLIC COMMENTS
As permitted under the Brown Act, and in order to provide an equal opportunity for members of the public to provide comment without everyone talking over one another, the Board of Directors will receive all public comments, on items on or off the agenda, during the Public Comment portion of this meeting. Comments are limited to five minutes unless further time is granted by the Presiding Officer.

DISCUSSION ITEMS

4. USBR WaterSMART Grant for NatureScape & Smart Timer Programs

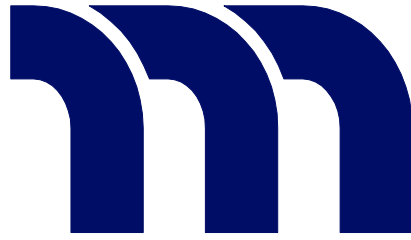
INFORMATION ITEMS

5. Community Outreach Report
6. August Customer Communications Update

ADJOURNMENT

The Board of Directors' Meeting Room is wheelchair accessible. If you require any special disability related accommodations (i.e., access to an amplified sound system, etc.), please contact the Moulton Niguel Water District Secretary's office at (949) 831-2500 at least forty-eight (48) hours prior to the scheduled meeting. This agenda can be obtained in alternate format upon written request to the Moulton Niguel Water District Secretary at least forty-eight (48) hours prior to the scheduled meeting.

Agenda exhibits and other writings that are disclosable public records distributed to all, or a majority of, the members of the Moulton Niguel Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Office, 26880 Aliso Viejo Parkway, Suite 150, Aliso Viejo ("District Office"). If such writings are distributed to members of the Board less than seventy-two (72) hours prior to the meeting, they will be available in the reception area of the District Office at the same time as they are distributed except that, if such writings are distributed immediately prior to, or during the meeting, they will be available in the Board meeting room and on the District website at www.mnwd.com.



moulton niguel water district

DRAFT

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING MOULTON NIGUEL WATER DISTRICT BOARD OF DIRECTORS

July 1, 2020

A Regular Meeting of the Administrative Committee of the Moulton Niguel Water District was held at the District offices, 26880 Aliso Viejo Pkwy, Suite 150, Aliso Viejo, California, at 10:00 AM on July 1, 2020. There were present and participating:

DIRECTORS

Richard Fiore	Director
Kelly Jennings	Director

Also present and participating were:

STAFF MEMBERS, LEGAL COUNSEL, AND MEMBERS OF THE PUBLIC

Joone Lopez	General Manager
Matt Collings	Assistant General Manager
Rod Woods	Directors of Engineering
Drew Atwater	Director of Finance & Water Resources
Gina Hillary	Director of Human Resources
Todd Novacek	Director of Operations
Jose Solorio	Government Affairs Officer
Ruben Duran	Best, Best, & Krieger (General Counsel)
Paige Gulck	Board Secretary
Tim Bonita	Recording Secretary
Matt Brown	MNWD
Johnathan Cruz	MNWD
Rhonda Himley	MNWD
Shavonne Mays	MNWD
Medha Patel	MNWD
Lindsey Stuvick	MNWD

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1. CALL MEETING TO ORDER

The meeting was called to order by Richard Fiore at 10:01 a.m.

2. APPROVE THE MINUTES OF THE JUNE 3, 2020 ADMINISTRATIVE COMMITTEE MEETING

MOTION DULY MADE BY KELLY JENNINGS AND SECONDED BY RICHARD FIORE, MINUTES OF THE JUNE 3, 2020 ADMINISTRATIVE COMMITTEE MEETING WERE APPROVED AS PRESENTED. THE VOTE WAS UNANIMOUS WITH DIRECTORS RICHARD FIORE AND KELLY JENNINGS ALL VOTING 'AYE'.

3. PUBLIC COMMENTS

Chairman Fiore stated that as permitted under the Brown Act, and in order to provide an equal opportunity for members of the public to provide comment without everyone talking over one another, public comments, on items on or off the agenda, would be taken during the Public Comment portion of the meeting. Chairman Fiore then asked if there was anyone on the phone who would like to provide comment. Hearing none, the Public Comment portion of the meeting was closed.

DISCUSSION ITEMS

4. Collection of Wastewater Charges on the Property Tax Roll for Laguna Sur & Monarch Point

Johnathan Cruz introduced the item. The Committee recommended sending this item to the Board for consideration.

5. NatureScape Program Agreement Amendment No. 3

Joone Lopez and Lindsey Stuvick presented the item. The Committee recommended sending this item to the Board for approval.

INFORMATION ITEMS

6. Education Programs Update

Rhonda Himley provided the Educations Program update.

7. July Customer Communications Update

Medha Patel presented the July Customer Communications update.

ADJOURNMENT

The meeting was adjourned at 10:39.a.m.

Respectfully submitted,

Tim Bonita
Recording Secretary

DRAFT



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STAFF REPORT

TO: Board of Directors **MEETING DATE:** August 5, 2020

FROM: Drew Atwater, Director of Finance & Water Resources
Lindsey Stuvick, Water Efficiency Manager

SUBJECT: USBR WaterSMART Grant for NatureScape & Smart Timer Programs

SUMMARY:

Issue: Board action is required to complete an application to the U.S. Bureau of Reclamation for the WaterSMART Water and Energy Efficiency Grants for FY 2020-21.

Recommendation: It is recommended that the Board of Directors adopt the resolution entitled, "Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the 2021 Bureau of Reclamation Water and Energy Efficiency Grant."

Fiscal Impact: The proposed grant application would offset funds budgeted in the Water Efficiency Fund to support NatureScape and the Smart Timer Program.

Reviewed by Legal: Yes

BACKGROUND:

In June of 2020, the U.S. Bureau of Reclamation (USBR) released a Funding Opportunity Announcement (FOA) for WaterSMART: Water and Energy Efficiency Grants for FY 2021 for projects that seek to conserve and use water more efficiently, increase the use of renewable energy and improve energy efficiency, benefit endangered and threatened species, facilitate water markets, or carry out other activities to address climate-related impacts on water or prevent any water-related crisis or conflict.

Funding for the WaterSmart program is still uncertain but there are two funding groups being considered for the program. Funding Group I can provide up to \$500,000 in Federal funds for projects completed within two years of award. Funding Group II can provide up to \$2 million for larger, phased projects that may take up to

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USBR WaterSMART Grant for NatureScape and Smart Timer Program

August 5, 2020

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three years to complete. No more than \$2 million is available for any single applicant, and it is expected that most awards will be made for projects in Funding Group I.

The District is currently running two very successful water efficiency programs to help customers improve their outdoor water efficiency between NatureScape and the Smart Timer Direct Install Program.

DISCUSSION:

Staff are proposing to apply for the grant funds in Funding Group I to supplement District funds for two successful, nationally recognized programs in the Smart Timer Direct Install Program and Naturescape Program. Based on the funding criteria, staff believe these two programs are very good candidates for consideration from USBR. No additional incentives are proposed for the programs; however, the grant funds would free up Water Efficiency funds to support additional water efficiency programs and further help support customer water efficiency in the future.

Staff is planning to submit the grant application before the September 17, 2020 due date for the grant application. Staff recommends the Board approve the resolution for the USBR WaterSMART Water and Energy Efficiency Grants for FY 2021 to provide supplemental funding for the Naturescape and Smart Timer Direct Install Program, up to the maximum grant amount of \$500,000. The grant would require that MNWD share at least 50 percent of the total project costs. Funds are included in the FY 20-21 budget for the two water efficiency programs. The current resolution provides provisions for submitting the USBR WaterSMART Water and Efficiency Grant application but does not obligate the District to proceed with the project should the District be selected.

Attachment: Resolution entitled, "Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the 2021 Bureau of Reclamation Water and Energy Efficiency Grant."

RESOLUTION NO. 20-__

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MOULTON NIGUEL WATER DISTRICT
AUTHORIZING THE GENERAL MANAGER, OR DESIGNEE, TO APPLY FOR,
RECEIVE, AND ENTER INTO A COOPERATIVE AGREEMENT, AND
ADMINISTER A GRANT THE 2021 BUREAU OF RECLAMATION WATER AND
ENERGY EFFICIENCY GRANT**

BE IT RESOLVED, by the Moulton Niguel Water District (“District”) Board of Directors (“Board”) that the District General Manager or his/her designee is hereby authorized and directed to sign and file, for and on behalf of the District , a Water Smart Water and Energy Efficiency Grant Application (“Application”) for a grant from the U.S. Bureau of Reclamation (“Reclamation”) in the amount not to exceed \$500,000; and

BE IT RESOLVED, the District General Manager, or his/her designee, is hereby authorized to acknowledge and approve of the Application and the information submitted for consideration, and is further authorized to certify that the District has and will provide the amount of funding and/or in-kind contributions specified in the funding plan; and

BE IT RESOLVED, that the Board hereby agrees and further does authorize the General Manager, or his/her designee, to certify that the District has and will comply with all statutory and regulatory requirements related to any grant funds, and

BE IT FURTHER RESOLVED, that the General Manager, or his/her designee, is hereby authorized to negotiate and execute a grant and any amendments or change orders thereto on behalf of the District and will work with Reclamation to meet established deadlines for entering into a cooperative agreement and to comply with any and all other Reclamation requirements .

APPROVED, SIGNED and ADOPTED this 13th day of August, 2020.

MOULTON NIGUEL WATER DISTRICT

President/Vice President
MOULTON NIGUEL WATER DISTRICT
and the Board of Directors thereof

Secretary/Assistant Secretary
MOULTON NIGUEL WATER DISTRICT
and the Board of Directors thereof



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Community Outreach Report

Administrative Committee Meeting
August 5, 2020

Key Meetings & Activities

- AWWA Webinar "Workforce and COVID-19: Utility Solutions"
- WaterReuse OC Chapter Meeting
- WaterReuse California Annual Conference
- AWE/EPA Outdoor Water Use Webinar
- Sustain SoCal TeleTalk "Water Resiliency Through Connectivity"
- SWAN 10th Annual Conference
- ACWA Summer Conference
- Various Chambers of Commerce Meetings

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Experts from across the country

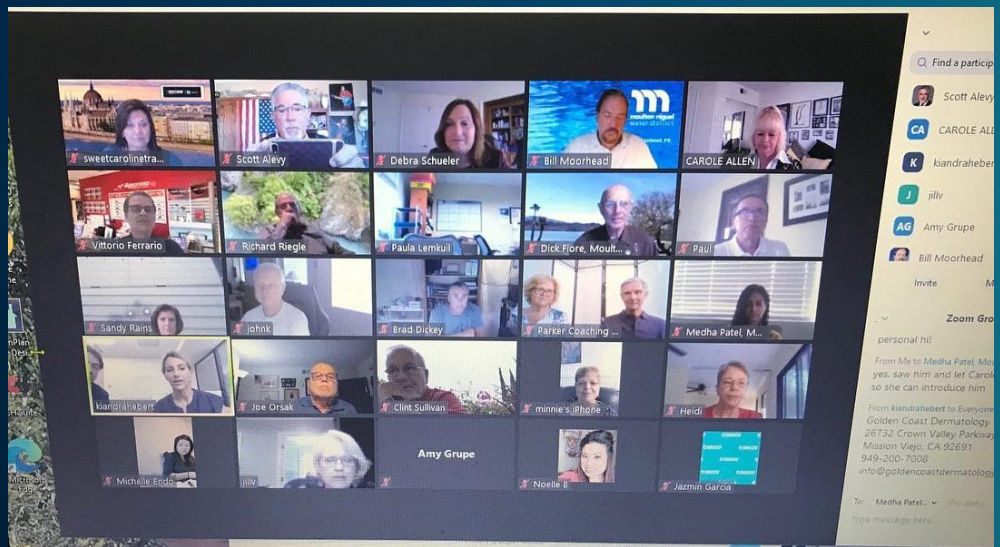
John Lansden
Water Conservation Rep, Moulton Niguel Water District

Chris Klein
Co-founder and CEO, Rachio

Kevin Buck
CEO, RainMaster Lawn Systems

Drew Atwater
Director of Finance and Water Resources, Moulton Niguel Water District

Sarah Heitzman
Chief Strategy and Revenue Officer, Rachio



SWAN 10TH ANNUAL CONFERENCE

PANEL 7: DEFINING A SUCCESSFUL UTILITY DIGITAL TRANSFORMATION

MODERATED BY: **AMIR PELEG**
FOUNDER & CEO
TAKADU

FREDERICO FERNANDES
CEO
ÁGUAS DO PORTO

JOONE LOPEZ
GENERAL MANAGER
MOULTON NIGUEL
WATER DISTRICT

HUGH SINCLAIR
ASSET MGMT
SECTION MANAGER
WSSC

DUKESSA BLACKBURN-HUETTNER
HEAD OF LIFECYCLE MGMT
AUCKLAND COUNCIL

Upcoming Virtual Events

- Virtual Landscape Workshop – August
- California Data Collaborative Water Data Summit – Aug. 20-21
- Community Forum – September
- Various Virtual Meetings: Industry Partners, Community Groups, Chambers of Commerce

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moulton niguel water district

August Customer Communications Update

Administrative Committee Meeting
August 5, 2020

Customer Communications

April – June 2020

OUR COMMITMENT TO YOU: SAFE AND RELIABLE WATER SERVICE



Our water is safe and reliable, and our service to you continues. Moulton Niguel's drinking water exceeds all state, federal and Environmental Protection Agency water quality requirements. We conduct approximately 12,000 water quality tests per year that are independently analyzed at state-of-the-art laboratories.



WE'RE TAKING CARE OF YOUR WATER SERVICE

Moulton Niguel water and wastewater services are fully operational. We will continue to provide safe and reliable water services to all of our customers.

Until further notice, Moulton Niguel's customer service lobby is closed to the public. However, our customer service staff are available by phone and email during normal working hours: Monday to Friday from 8AM to 5PM.

Our Water Emergency Hotline remains open 24 hours per day at **(949) 831-2500**.

Here are a few ways to stay in touch with us:

- ◆ 24/7 Phone Number: **(949) 831-2500**
- ◆ Email: **customerservice@mnwd.com**
- ◆ Website: **mnwd.com**
- ◆ Social Media: **@MNWDWater** on Facebook, Nextdoor, Twitter, LinkedIn, and YouTube
- ◆ Teleconference Board Meetings: **mnwd.com/boardmeetings**



Customer Communications

April – June 2020



Helpful Resources & Reminders We Want to Share With You

WASH YOUR HANDS FOR AT LEAST 20 SECONDS

The best way to keep you and your family safe from the COVID-19 virus is to practice social distancing and wash your hands often using soap and clean water for **at least 20 seconds**.



STAY INFORMED WITH ALERTOC

We encourage our customers to register for AlertOC, a mass notification system designed to keep Orange County residents and businesses informed of emergencies. Registering with AlertOC can help you stay informed when emergencies occur in your county or city. AlertOC offers a text message and email notification as well as notifications for those with hearing impaired receiving devices.



► Sign up at: [alertoc.com](https://www.alertoc.com)

DON'T FLUSH DISINFECTING WIPES OR PAPER TOWELS DOWN THE TOILET

Disinfecting wipes are a great way to reduce the spread of the COVID-19 virus. But, remember to dispose of them in the trash can – not the toilet.

Flushable wipes and other products can clog your home's plumbing and require a costly emergency visit from a plumber.

Even "flushable" wipes can damage your pipes and our infrastructure. They're also harmful to our natural habitats and ecosystems.

Disinfecting wipes, paper towels, and flushable products belong in the garbage bin. Only toilet paper can be flushed down the toilet.



Customer Communications

Summer/Fall 2020

#6

ON-DEMAND WATER RESOURCES FOR OUR CUSTOMERS



PAPERLESS BILLING

Enroll in paperless billing and pay bills online at your convenience through our customer portal. You can also enroll in Auto Pay to have your monthly bill paid automatically from your bank account or credit card. Learn about your payment options at mnwd.com/payment.



REBATES

Moulton Niguel's water rebates are available all year long for indoor and outdoor devices. Whether you're looking for something for your home or your business, we have you covered. Visit our website at mnwd.com/rebates and look through our list of eligible devices.



CUSTOMER PORTAL

Enroll in online billing, access money-saving rebates and view your water usage through our customer portal. Sign up for free at mywater.mnwd.com or download the app through the App Store (on your Apple device) or Google Play (on your Android device). To sign up, you will need your account number, zip code, and a valid email address.



ONLINE EDUCATION CENTER

Fun for school-aged children, teachers, and the entire family, Moulton Niguel has created an online education center full of interactive activities, educational videos, and downloadable water education activity booklets. Visit our education webpage at mnwd.com/education and click the "Online Education Center" button.



Customer Communications

Summer/Fall 2020



TIPS TO FIND HOUSEHOLD LEAKS

Our water efficiency team is available to help you use water efficiently and ensure that you're not unintentionally wasting water, which may cause a high bill. We have developed an online troubleshooting guide to help our customers identify where you might have a leak or other unintended use of water. Please call us at **(949) 448-4025** or email conservation@mnwd.com if you have any questions or would like to set up a video chat appointment.

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Home Savings Surveys

We've gone virtual!

ACCESS OUR ONLINE TROUBLESHOOTING GUIDE



- 1 Check your Water Meter-** Find your water meter, which is located in front of your home by the sidewalk, generally in a straight line from your hose bib and house shut off valve. You can lift the cover of the meter box with a long-handled screwdriver to view your meter. Be careful to not damage any wires located inside the meter box.



Note: Meter covers are heavy and generally marked "Water".

Now that you've found the meter, determine if you have an analog or digital display. Instructions for reading both types of water meters are included in the section below.



WATCH VIDEO: How to Check Your Meter- bit.ly/CheckYourWaterMeter

