



# NOTICE OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, March 27, 2025 at 8:30 AM

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## MINUTES

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### LOCATIONS:

**Open Session to start at or after 9:30 a.m.**

Marin Water Board Room – 220 Nellen Avenue, Corte Madera, CA 94925

**Closed Session begins at 8:30 a.m.**

Marin Water Mt. Tam Conference Room, 220 Nellen Avenue, Corte Madera, CA 94925

### Public Participation:

The public attended this meeting in-person or remotely using the following methods: on a computer or smart device, <https://marinwater.zoom.us/j/81110533069>, or by phone, 1-669-444-9171 using Webinar ID #: 811 1053 3069.

### AGENDA ITEMS

#### 1. Call to Order and Roll Call

Chair Jed Smith called the meeting to order at 8:30 a.m.

#### DIRECTORS PRESENT

Ranjiv Khush

Larry Russell

Matt Samson (*arrived at 9:30 a.m.*)

Diana Maier

Jed Smith

**2. Adoption of Agenda**

Vice Chair Maier made the motion to adopt the agenda. Director Khush seconded the motion.

There were no public comments.

Voting Yea: Directors Khush, Russell, Maier, and Smith

**3. Announcement of Closed Session Item(s); Public Comments on Closed Session Item(s)**

There were no public comments regarding the Closed Session items.

The directors convened to Closed Session and went to the Mt. Tam Conference Room.

**a. Conference with Legal - Pending Litigation**

*(California Government Code §54956.9)*

California Native Plant Society, Marin Audubon Society, and Marin Conservation League vs. Marin Municipal Water District

Marin County Superior Court, Case No. CV0004078

**b. Conference with Legal Counsel - Anticipated Litigation**

*(Significant Exposure to Litigation pursuant to §54956.9(b))*

Number of Potential Cases: Unknown

The closed session was adjourned at approximately 9:20 a.m. and the directors went back to the Board Room.

**4. Reconvene to Open Session; Closed Session Report Out**

Director Samson arrived.

The directors reconvened to Open Session at 9:30 a.m.

Chair Smith stated that no reportable action was taken.

**5. Public Comment on Non-Agenda Matters**

There were no public comments.

**6. Regular Items**

a. Minutes of the Finance & Administration Committee Meeting on February 27, 2025

**RECOMMENDATION:** Approve the minutes

Vice Chair Maier made the motion to approve the minutes. Director Samson seconded the motion.

There were no public comments.

Voting Yea: Directors Khush, Russell, Samson, Maier, and Smith

- b. Contract Extension with Athens Administrators for Workers' Compensation Claims Administration Services

**RECOMMENDATION:** Review and comment on the request to authorize the General Manager to extend an agreement with Athens Administrators, the District's current Workers' Compensation Third Party Administrator, for a two-year term through June 2027, with an expected amount not to exceed \$130,000

Human Resources (HR) Manager Vikkie Garay presented this item.

Discussion followed.

There were no public comments.

- c. Agreements for Temporary Staffing Support

**RECOMMENDATION:** Review and comment on staff's proposal for the District to enter into agreements with Express Employment Professionals and Gary D. Nelson Associates, Inc. dba (Nelson Connects), for temporary staffing support

HR Manager Garay also presented this item.

Discussion ensued

There were no public comments.

- d. Monthly Financial Update

**RECOMMENDATION:** Review and comment on the Monthly Financial Update

Finance Director Bret Uppendahl presented this item.

Discussion followed.

There was one (1) public comment.

- e. Annual Review of Policy No. 33 Investment Policy

**RECOMMENDATION:** Review and comment on Policy No. 33 Investment Policy

Finance Director Uppendahl and Finance Management Analyst Greg Plum presented this item.

There was discussion between the board and staff throughout the presentation.

There were no public comments.

Staff mentioned that this item will be brought back to a future meeting.

f. Budget Planning Update

**RECOMMENDATION:** Review and comment on the District's Two-Year Budget Process for FY 2025/26 and FY 2026/27

Finance Director Uppendahl also presented this item.

The directors provided comments throughout the presentation.

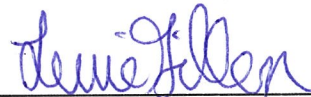
There were no public comments.

**7. Upcoming Meeting**

The board secretary announced that the next dually noticed Finance & Administration Committee Meeting/Special Meeting of the Board of Directors was scheduled for April 24, 2025.

**8. Adjournment**

There being no further business, the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors adjourned on March 27, 2025 at 11:10 a.m.



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Terrie Gillen, CMC  
Board Secretary

The minutes were approved at the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on April 24, 2025.