



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

Thursday, August 22, 2024 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 to start at or after 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 No. 811 053 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

Larry Russell

Matt Samson

Monty Schmitt (*arrived at 9:30 a.m.*)

Jed Smith

#### DIRECTOR ABSENT

Ranjiv Khush

## 2. Adoption of Agenda

A motion was made by Director Samson and seconded by Director Russell to adopt the agenda.

Voting Yea: Directors Russell, Samson, and Smith

Absent: Directors Khush and Schmitt

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

Chair Smith announced that anticipated litigation would be discussed in Closed Session.

There were no public comments.

The Board convened to Closed Session and went to the Mt. Tam Conference Room after public comment.

### a. Conference with Legal Counsel - Anticipated Litigation (Initiation of litigation pursuant to § 54956.9(c)):

Number of Potential Cases: Unknown

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

At 9:30 a.m., the Board returned to the Board Room.

Chair Smith reported that the Closed Session adjourned at 9:25 a.m. with no reportable action taken.

## 5. Public Comment on Non-Agenda Matters

There were no public comments.

## 6. Regular Items

### a. Minutes of the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on June 27, 2024

**RECOMMENDATION:** Approve the minutes

A motion was made by Director Samson and seconded by Vice Chair Schmitt to approve the minutes.

There were no public comments.

Voting Yea: Directors Russell, Samson, Schmitt, and Smith

### b. Human Resources Update

**RECOMMENDATION:** Receive Human Resources staff update

Engineering Director Alex Anaya and Human Resources Technician Tiffanie Freitas, co-chairs of RIPPLE, provided a presentation introducing their members, mission, and goals.

Discussion followed.

Next, Human Resources Director Vikkie Garay gave a presentation reporting on the results of the employees' Gallup survey.

Discussion ensued.

Director Russell left the dais at 10:08 a.m.

No formal actions were taken.

There were no public comments.

c. Monthly Financial Update

**RECOMMENDATION:** Review the Monthly Financial Update

Finance Director Bret Uppendahl provided an update.

Discussion followed.

There were no public comments.

This was an information item. No formal action was taken.

d. Quarterly Investment Report

**RECOMMENDATION:** Receive staff update on the District's investment portfolio

Director Uppendahl also presented this report.

There were no comments.

This was an information item. No formal actions were taken.

e. Capacity Charge Study

**RECOMMENDATION:** Receive an update on the District's Capacity Charge Study

Director Uppendahl also presented this Study along with consultants with Bartle Wells Associates.

Discussion followed.

There was one (1) public comment.

This was an information item. No formal action was taken.

f. Review of Sections 1 and 2 of Board of Directors' Policy No. 1 – Marin Municipal Water District Board of Directors Handbook

**RECOMMENDATION:** Receive a staff presentation to review Sections 1 – Introduction/Purpose, and 2 – Board Officers and Board Appointed Staff, of the Board of Directors Handbook (Handbook) and proposed updates to these sections

General Counsel Molly MacLean presented this item.

Director Russell returned to the dais at 10:53 a.m.

Discussion occurred throughout the presentation.

There were no public comments.

This was also an information item. There were no formal actions taken.

#### **7. Upcoming Meeting**

The Board Secretary announced that the next Finance & Administration Committee Meeting/Special Meeting of the Board of Directors was scheduled for Thursday, September 26 at 9:30 a.m.

#### **8. Adjournment**

There being no further business, the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors adjourned on August 22, 2024, at 11:28 a.m.



Terrie Gillen, CMC  
Board Secretary

The minutes were approved at the Finance & Administration Committee Meeting/Special Meeting of the Board of Directors on October 24, 2024.