



NOTICE OF THE OPERATIONS COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Friday, October 18, 2024 at 9:30 AM

AGENDA

LOCATIONS:

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

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

Public Participation:

The public may attend this meeting in-person or remotely using the following methods:

On a computer or smart device, go to: <https://marinwater.zoom.us/j/86822995553>

By phone, dial: **1-669-444-9171** and use Webinar ID: **868 2299 5553**

HOW TO PROVIDE PUBLIC COMMENT:

During the Meeting: Typically, you will have 3 minutes to make your public comment, however, the board president may shorten the amount of time for public comment due to a large number of attendees. Furthermore, pursuant to Government Code, section 54954.2 (the Brown Act), the Board may not take action or discuss any item that does not appear on the agenda.

-- **In-Person Attendee:** Fill out a speaker card and provide to the board secretary. List the number/letter (ex: 6a) of the agenda item(s), for which you would like to provide a comment. Once you're called, proceed to the lectern to make your comment.

-- **Remote Attendee:** Use the "raise hand" button on the bottom of the Zoom screen. If you are joining by phone and would like to comment, press *9. The board secretary will use the last four digits of your phone number to call on you (dial *6 to mute/unmute).

In Advance of the Meeting: Submit your comments by email in advance of the meeting to boardcomment@marinwater.org. To ensure that your comment is provided to the Board of Directors prior to the meeting, please email your comment 24 hours in advance of the meeting start time. Comments received after this cut off time will be sent to the Board after the meeting. Please do not include personal information in your comment such as phone numbers and home addresses.

AGENDA ITEMS:

1. Call to Order and Roll Call

2. Adoption of Agenda

3. Public Comment on Non-Agenda Matters

This is the time when any person may address the Board of Directors on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Board.

4. Regular Items (9:50 a.m. – Time Approximate)

a. Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on September 20, 2024

RECOMMENDATION: Approve the minutes

b. Nicasio Spillway Modification Project Environmental Review and Permitting Services

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for contract award for the Nicasio Spillway Modification Project Environmental Review and Permitting Services Contract

c. Amendment No. 3 to Agreement No. 6240

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for the Board to authorize the General Manager to execute Amendment No. 3 to Agreement No. 6240 with Black and Veatch to extend the contract date and expand the scope of services in support grant application development for critical infrastructure projects

d. Water Loss Update

RECOMMENDATION: Receive the staff update on the District's water loss pilots

5. Upcoming Meeting

The next Operations Committee Meeting/Special Meeting of the Board of Directors will take place on Friday, November 15, 2024 at 9:30 a.m.

6. Adjournment (10:45 a.m. – Time Approximate)

ADA NOTICE AND HEARING-IMPAIRED PROVISIONS

In accordance with the Americans with Disabilities Act (ADA) and California Law, it is Marin Water's policy to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are an individual with a disability and require a copy of a public hearing notice, an agenda, and/or agenda packet in an appropriate alternative format, or if you require other accommodations, please contact the Board Secretary/ADA Coordinator at 415.945.1448, at least two business days in advance of the meeting. Advance notification will enable Marin Water to make reasonable arrangements to ensure accessibility.

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Posted: 10-15-2024



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on September 20, 2024
From: Terrie Gillen, Board Secretary
Through: Ben Horenstein, General Manager
Meeting Date: October 18, 2024

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Approve the minutes

SUMMARY: The Operations Committee/Board of Directors held a meeting on September 20, 2024. The minutes of that meeting are attached.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

- Draft September 20, 2024 Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Communications & Public Affairs Department	 Terrie Gillen Board Secretary	 Ben Horenstein General Manager



NOTICE OF THE OPERATIONS COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Friday, September 20, 2024 at 9:30 AM

MINUTES

LOCATIONS:

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

Marin Water Board 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/86822995553>, or by phone, 1-669-444-9171 using Webinar ID #: 868 2299 5553.

AGENDA ITEMS:

1. Call to Order and Roll Call

Chair Larry Russell called the meeting to order at 9:30 a.m.

DIRECTORS PRESENT

Matt Samson
Jed Smith
Ranjiv Khush
Larry Russell

DIRECTOR ABSENT

Monty Schmitt

2. Adoption of Agenda

A motion was made by Director Smith and seconded by Vice Chair Khush to adopt the agenda.
There were no public comments.

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

3. Public Comment on Non-Agenda Matters

There were no public comments.

4. Regular Items

- a. Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on August 16, 2024

RECOMMENDATION: Approve the minutes

A motion was made by Director Smith and seconded by Vice Chair Khush to approve the minutes.
There were no public comments.

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

Absent: Director Schmitt

- b. Advanced Metering Infrastructure (AMI) Update

RECOMMENDATION: Receive staff presentation on AMI update

Water Resources Director Paul Sellier introduced new AMI Manager Craig Lauridsen, who provided the update.

There was discussion between the directors and staff throughout Mr. Lauridsen's presentation.

There were no public comments.

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

- c. Water Supply and Demand Analysis

RECOMMENDATION: Receive an update on Water Supply and demand trends

Water Resources Director Sellier introduced this item and Water Quality Manager Lucy Croy, who provided a presentation.

Throughout the presentation, there was discussion between the directors and staff.

There was one (1) public comment.

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

5. Upcoming Meeting

There was no mention that the next Operations Committee Meeting/Special Meeting of the Board of Directors would take place on Thursday, October 18, 2024, at 9:30 a.m.

6. Adjournment

There being no further business, the Operations Committee Meeting/Special Meeting of the Board of Directors adjourned on September 20, 2024, at 10:51 a.m.


Board Secretary




STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Nicasio Spillway Modification Project Environmental Review and Permitting Services

From: Shaun Horne, Director of Watershed Resources 

Through: Ben Horenstein, General Manager 

Meeting Date: October 18, 2024

TYPE OF ACTION: Action Information X Review and Refer

RECOMMENDATION: Review and refer to a future regularly schedule Board meeting for contract award for the Nicasio Spillway Modification Project Environmental Review and Permitting Services Contract

SUMMARY: The District is in the early stages of the Nicasio Spillway Modification Project, which is one of the near-term projects identified in the Local Storage Enlargement Assessment to improve the resilience of Marin Water’s system. In order for the District to execute this Project, it will be necessary to hire an environmental consultant team that will assist the District in developing all environmental documentation as well as identifying and filing for all required environmental permitting.

DISCUSSION: The District is in the early stages of the Nicasio Spillway Modification Project, which is one of the near-term projects identified in the Local Storage Enlargement Assessment to improve the resilience of Marin Water’s system. A critical component to this project is the environmental documentation review and permitting process. This contract will allow the District to bring in additional resources and subject matter experts to assist the District through the complex environmental process in support of implementing the Nicasio Spillway Modification Project.

This contract includes support for the project’s environmental review process (California Environmental Quality Act (CEQA)/National Environmental Protection Act (NEPA)), required permitting, Endangered Species Act compliance, as well as a robust stakeholder and agency engagement process. This work will be done concurrently with the engineering analysis and design and will aid the District in implementing this high priority project.

The Request for Proposals (RFP) was distributed on October 4, 2024 and is structured such that an environmental firm can propose on either the CEQA/NEPA task, permitting task, or both. As such, there is a possibility that there will be more than one contract for these services. Proposals are due on October 18, 2024, with interviews the week of October 21, 2024.

Staff is requesting the Operations Committee to review and refer this item to a future regularly scheduled Board meeting for contract award.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: Funding for this contract is identified in the adopted budget for Fiscal Year 2024 and 2025 under the A1A16 Program Management fund center, under Roadmap Planning and Pre-Design.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Amendment No. 3 to Agreement No. 6240
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: October 18, 2024

AA
BH

TYPE OF ACTION: Action Information X Review and Refer

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for the Board to authorize the General Manager to execute Amendment No. 3 to Agreement No. 6240 with Black and Veatch to extend the contract date and expand the scope of services in support grant application development for critical infrastructure projects

SUMMARY: The District is always looking for available opportunities to best leverage available grant funding to implement critical infrastructure projects. Staff is looking to expand the existing on-call grant support. Depending on the grant, applications can be complex, technical, and sometimes have a very short turnaround time between the solicitation and application due date. For the past year, the District has been working with Black and Veatch for grant application development support and has found the team to be very responsive, knowledgeable, and able to meet the short deadlines. Staff is recommending the existing grant support contract be expanded and extended in order to allow the District to continue with its current workload as well as continuing to take advantage of these funding opportunities.

DISCUSSION: The District currently has \$33,000,000 in grant applications submitted and under review and is continuously looking for ways to best leverage available grant funding to implement critical infrastructure projects. Depending on the grant, applications can be complex, technical, and sometimes have a very short turnaround time between the solicitation and application date.

In October 2023, the District executed a professional services agreement with Black and Veatch for grant application development support, primarily for FEMA Building Resilient Infrastructure and Communities (BRIC) and Hazard Mitigation Grant Program (HMGP) applications for the San Geronimo Treatment Plant (SGTP) Clarifier Replacement Project. The original agreement was to only last two months and cover the costs of the initial application support. The FEMA BRIC grant was submitted in December 2023 and in February 2024 the District was notified the application was advanced to FEMA review. This meant that the SGTP clarifier project was recommended by CalOES out of all the projects submitted, and was the first District application to advance this far. To cover additional costs for

supplemental Requests for Information requested by FEMA, the District executed a no cost Amendment No. 1 to extend the Black and Veatch agreement to March 2024. The application was still under active FEMA review at the end of March 2024, at which time the District executed Amendment No. 2 to extend the contract completion date to December 2025 and increase contract funding to \$95,000 for continued grant support. The clarifier project was not ultimately selected by FEMA; however, CalOES recommend the project pivot to the open FEMA HMGP grant. Currently, the project is once again under CalOES review, with notification anticipated in early 2025 as to whether the project is selected to move to FEMA review.

Staff has found the Black and Veatch team to be very responsive, knowledgeable, and able to meet the short deadlines. While District staff are capable of completing grant applications, the turnaround time between the solicitation and the application deadline can be very short, greatly impacting current staff workloads. In order to meet these deadlines and continue to pursue all available and applicable grants, staff is requesting assistance in the form of expanding the District’s current on-call grant support contract, as the contract is approaching its not-to-exceed limit.

These additional services will also provide support for the Department of Water Resources Dam Safety and Climate Local Assistance Program. This solicitation came out in late September 2024, with an application due date of October 21, 2024. The District is electing to submit two grant applications for this program, both regarding future dam safety related projects. The October 15, 2024 Board meeting reviewed the Local Public Agency Authorizing Resolution for these applications.

Staff is requesting to extend the completion date for the contract as well as expand the scope of services to include general on-call grant application development for critical infrastructure projects, in an amount not-to-exceed a total of \$300,000.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: Funding for this contract is identified in the adopted Capital budget for Fiscal Year 2024 and 2025 under the A1A16 Program Management fund center.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Water Loss Update
From: Paul Sellier, Water Resources Director
Through: Ben Horenstein, General Manager
Meeting Date: October 18, 2024

AS *B*

TYPE OF ACTION: Action X Information Review and Refer

RECOMMENDATION: Receive the staff update on the District’s water loss pilots

SUMMARY: Water loss was identified as an area for improvement in the Strategic Water Supply Assessment Roadmap. Staff will provide an update on the key findings and recommendations from the Water Loss Study and provide an update on water loss reduction activities.

DISCUSSION: In February 2024, staff provided an update to the Board on the long standing, proactive, Leak Reduction Program; State regulations around water loss included in the *Making Conservation a California Way of Life* regulation; and an overview of the gap assessment that highlighted additional potential water loss recovery efforts, including new technologies. Staff will provide an update on the key findings and recommendations from the gap assessment and review ongoing work to reduce water loss.

Work Underway to Reduce Water Loss

Currently, the District is required to annually submit validated water audits to the Department of Water Resources. Starting in 2028, the water audits will be used to establish compliance with State Water Resource Control Board volumetric water loss performance standards. The District’s efforts to reduce water loss have a direct economic benefit and will help to ensure that the District is on the path to meet or exceed state regulated water loss targets.

The Gap Assessment aimed to document the current practices related to water loss and offer recommendations for improvement, where appropriate. The goal of the assessment was to better understand water loss in the water distribution system by improving the accuracy of inputs to the audit, identify the current extent of water loss control activities and practices within various internal departments, and to highlight areas for additional water loss recovery efforts.

Gap Assessment Recommendations and Actions Taken

The Gap Assessment found that overall the District’s water loss control efforts are very strong, however there are potential actions to consider for improvement. As part of the Gap Assessment, recommendations were identified and assigned a priority ranking, where the highest priority recommendations represent larger volumes of unaccounted water that can affect audit results. The highest priority recommendations include:

- **Assess source meters for accuracy testing potential** and perform annual volumetric accuracy testing, where feasible.
 - *Action:* Staff has begun evaluating the six source meters to determine if volumetric testing is feasible.
 - Ignacio meter currently undergoes volumetric testing and calibration annually.
 - San Geronimo Treatment Plant has three meters. The two North Marin Line meters were replaced in early 2023, reducing the need for immediate volumetric testing. The meter installed on San Geronimo Valley has reached the end of its useful life and is scheduled for replacement this fiscal year. As these meters age, volumetric testing will become more important.
 - The Bon Tempe Treatment Plant has two meters. These two meters will be challenging to complete volumetric testing due to the impacts of shutting down the system. The meters have been maintained per the manufacture specifications and are electronically calibrated each year. If there is a system shutdown, staff will use the opportunity to complete volumetric testing on these two meters.
- **Review/Update the raw billing data export query:** Update consumption queries to avoid introducing errors like duplicated records or large incorrect usage volumes and better align raw data with summary volumes.
 - *Action:* The SAP query used to extract raw consumption data has been refined to ensure the data aligns with summary values and all consumption is accounted for.
- **Refine customer meter testing and maintenance strategies.**
 - **Small Customer Meters** - Historically small customer meters have been tested upon replacement or failure. A stratified random sampling of meters in this demographic will allow for a more accurate representation of customer meter accuracy (for use in the water audit). This data can also be used to better inform the replacement plan for this subset of meters.
 - *Action:* As part of AMI implementation, 75% of meters will be replaced due to old/high consumption. Prior to deployment, meter shop staff will develop a methodology for randomly sampling meters to have a broad representation of customer meter accuracy.
 - **Large Customer Meters** – Highest consumption meters are tested annually (approximate 300 each year). These meters are tested at three flow rates as recommended by the AWWA M6 manual. It is recommended that the District conduct flow profile sampling on these highest consumption meters to ensure right sizing and to inform a custom testing flow profile for each meter, as appropriate. Additionally, it is recommended that the District collect all large meter test results in a master database so that trends in meter performance can be more readily analyzed.
 - *Action:* Flow profile sampling is conducted on AMI meters to ensure the meter is performing best for its most common flow rate. Test results are stored in SAP, an

updated SAP export is being considered to allow for improved review and analysis of the data.

- **Optimize leak detection survey efforts** by conducting a Real Loss Component Analysis (RLCA). A RLCA aims to summarize the rate of leakage quantified through an AWWA water audit in meaningful categories that help identify the optimum suite of strategies to reduce that loss. By assigning a financial value to each type of loss, the value of recovered water can be balanced with the cost of recovery (and rate at which surveys should be completed).
 - *Action:* A Real Loss Component Analysis is underway, utilizing grant funding. It is scheduled to be completed by January 2025.
- **Consider piloting new leakage recovery techniques** to supplement current water loss control program activities.
 - **Noise Loggers** – Piloting the installation of permanent noise loggers on hydrants in areas determined to have a high consequence of failure and high probability of failure to allow for remote monitoring and potentially expedited response to detected leaks.
 - *Action:* Two pilot areas have been identified for installation of both Ecologics EchoShore DX (Mueller) and the Kamstrup AMI meters which allows for acoustic leak detection. The pilot project objectives include: utilize technology to improve the response rate of system leak detection, determine if technology is more effective than current acoustic leak monitoring, and determine if permanent installation of noise loggers meets the District's monitoring needs, focusing on high-risk areas to avoid the labor-intensive process of moving the loggers around.
 - Staff has screened suitable study sites targeting leak prone areas containing pipe and service materials with a high probability of failure.
- **Develop District Metered Areas (DMAs)** - Divide the entire water distribution network into smaller, manageable zones. Each zone, or DMA, is monitored and managed independently to help detect leaks and enhance overall system efficiency including pressure management. A pilot project to develop a strategic DMA will allow the District to gather data and understand whether developing additional DMAs would be useful to reduce real losses.
 - *Action:* An area has been identified for developing a pilot DMA through the installation of flow and pressure monitoring equipment. The pilot project objective is to study the effectiveness of DMA implementation through the measurement and potential reduction of real water losses. Staff has screened suitable areas to identify a potential study site based on an analysis of idealized pipe network layout, topography, pressure zone size, amount of service connections, and prior leak history.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.