



NOTICE OF THE BOARD OF DIRECTORS' REGULAR BI-MONTHLY MEETING

Tuesday, March 04, 2025 at 5:00 PM

AGENDA

LOCATIONS:

Open Session to start at or after 6:30 p.m.

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

Closed Session begins at 5:00 p.m.

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

Public Participation:

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

On a computer or smart device, go to: <https://marinwater.zoom.us/j/88134852296>

By phone, dial: **1-669-444-9171** and use Webinar ID: **881 3485 2296**

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

Following announcement of Closed Session items and prior to recess into Closed Session, the public may speak up to three minutes on items to be addressed in Closed Session. The Board will convene to Closed Session in the Mt. Tam Conference Room after public comment.

- a. Public Employee Performance Evaluations**
(CA Government Code §54957)

Titles: General Manager and General Counsel

Adjourn closed session and reconvene to open session in the Board Room and via Zoom.

- 4. Reconvene to Open Session; Closed Session Report Out**
- 5. 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.

- 6. Directors' and General Manager's Announcements (6:35 p.m. – Time Approximate)**
- 7. Board Committee Reports**

Each Committee Chair or Vice Chair will provide a report on recent committee meetings. Directors may ask questions or provide brief comments or requests for additional information on an item.

- 8. Consent Items (6:40 p.m. – Time Approximate)**

All Consent Items will be enacted by a single action of the Board, unless specific items are pulled from Consent by the Board during adoption of the agenda for separate discussion and action.

- a.** February 25, 2025 Board Meeting Minutes

RECOMMENDATION: Approve the minutes of the Board of Directors' Regular Bi-Monthly Meeting on February 25, 2025

- b.** Quarterly Investment Report

RECOMMENDATION: Receive report of the District's investment portfolio

- c.** Nicasio Spillway Modifications Amendment No. 2 to Professional Services Agreement MA 6335 with Black and Veatch (**Amendment Staff Report**)

RECOMMENDATION: Authorize the General Manager to execute Amendment No. 2 to Professional Services Agreement MA-6335 with Black and Veatch to expand the scope of services in support of the Nicasio Spillway Modifications Project in an amount not to exceed \$1,750,000 for a new contract not to exceed amount of \$3,994,669

9. Regular Items (6:45 p.m. – Time Approximate)

- a.** Approval of a Professional Services Agreement for Systems Integrator for SAP Implementation Services – Payroll and Human Resources Modules

RECOMMENDATION: Approve a new professional services agreement with Phoenix Business Consulting to serve as the Systems Integrator for the implementation of the first phase of the ERP Modernization project in an amount not to exceed \$1,386,030 over a two year period and authorize the General Manager to finalize and execute the contract for these services

- b.** Amendment No. 3 to Professional Services Agreement MA 5875 with Woodard and Curran

RECOMMENDATION: Authorize the General Manager to execute Amendment No. 3 to Professional Services Agreement MA 5875 with Woodard and Curran to extend the contract date to June 30, 2027 and expand the scope of services to support ongoing capital infrastructure planning in an amount not-to-exceed \$432,000, for a new total contract not-to-exceed amount of \$1,870,528

10. Future Board and Committee Meetings and Upcoming Agenda Items

This schedule lists upcoming board and committee meetings as well as upcoming agenda items for the next month, which may include Board interest in adding future meeting items. The schedule is tentative and subject to change pending final publication and posting of the meeting agendas.

- a.** Upcoming Meetings

11. Announcement of Closed Session Item(s); Public Comments on Closed Session Item(s) - None.

12. Reconvene to Open Session; Closed Session Report Out - Not applicable.

13. Adjournment (7:30 p.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.

Information agendas are available for review at the Civic Center Library, Corte Madera Library, Fairfax Library, Mill Valley Library, Marin Water Administration Building, and marinwater.org.

Posted Date: 02-28-2025

Reposted Date: 03-03-2025



STAFF REPORT

Meeting Type: Board of Directors
Title: February 25, 2025 Board Meeting Minutes
From: Terrie Gillen, Board Secretary
Through: Ben Horenstein, General Manager
Meeting Date: March 4, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve the minutes of the Board of Directors’ Regular Bi-Monthly Meeting on February 25, 2025

SUMMARY: The Board of Directors held their regular bi-monthly meeting on February 25, 2025. The minutes of that meeting are attached for your approval.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft February 25, 2025 Meeting Minutes

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



NOTICE OF THE BOARD OF DIRECTORS' REGULAR BI-MONTHLY MEETING

Tuesday, February 25, 2025 at 5:30 PM

MINUTES

LOCATIONS:

Open Session to start at or after 6:30 p.m.

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

Outside location for Director Larry Russell – Victoria & Alfred Hotel, Business Center, Cape Town, 8001, South Africa

Closed Session begins at 5:30 p.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 one of the following methods: on a computer or smart device, <https://marinwater.zoom.us/j/88134852296>, or by phone, 1-669-444-9171 using Webinar ID #: 881 3485 2296.

AGENDA ITEMS:

1. Call to Order and Roll Call

President Matt Samson called the meeting to order at 5:30 p.m.

DIRECTORS PRESENT

Ranjiv Khush

Diana Maier

Larry Russell

Jed Smith

Matt Samson

2. Adoption of Agenda

Vice President Smith made the motion to adopt the agenda. Director Khush seconded the motion.

There were no public comments.

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

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

There were no public comments for the Closed Session item.

The Board convened to Closed Session and left the dais at 5:30 p.m. and went to the Mt. Tam Conference Room.

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

Number of Potential Cases: One

4. Reconvene to Open Session; Closed Session Report Out

The Board reconvened to Open Session at 6:30 p.m.

President Samson stated no reportable action was taken.

5. Public Comment on Non-Agenda Matters

There were three (3) public comments.

6. Directors' and General Manager's Announcements

President Samson acknowledged staff for the Drought Options presented at the Planning Committee Meeting and thanked staff for the tour provided to the Lagunitas Technical Advisory Committee.

7. Board Committee Reports

- Chair Russell reported on the topics discussed at the Planning Committee, formerly known as the Operations Committee, which occurred on Thursday, February 13.
- President Samson attended and provided highlights discussed at the Tomales Bay Foundation meeting.

8. Consent Items

a. February 11, 2025 Board Meeting Minutes

RECOMMENDATION: Approve the minutes of the Board of Directors' Regular Bi-Monthly Meeting on February 11, 2025

b. General Manager's Report January 2025

RECOMMENDATION: Approve Report

- c. Award of Two Professional Services Agreements for Geotechnical and Civil Design Engineering Services

RECOMMENDATION: Authorize the General Manger to execute two professional services agreements with Miller Pacific Engineering Group and Wood Rodgers, Inc. for on-call “as-needed” geotechnical and civil design engineering services, with each contract in an amount not to exceed of \$600,000

Vice President Smith made the motion to approve the Consent Calendar. Director Khush seconded the motion.

There were no public comments.

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

9. Regular Items

- a. Water Supply Roadmap - Selection of a Preferred Project to Move Into Design and Environmental Review

RECOMMENDATION: Direct staff to: (i) proceed with design and environmental review of the PETA-3 conveyance project; (ii) continue to drive ongoing water efficiency efforts , (iii) continue to investigate the feasibility of increased local storage for additional water supply; (iv) continue to monitor desalination technological advances and cost, (v) pursue opportunities for grant funding or public-private partnership funding for recycled water projects, (vi) identify and evaluate other potential water supply opportunities, such as groundwater banking, as they arise, and (vii) develop deeper understanding of current state of science on climate change including the rate of change and potential effects on water resources

Water Resources Director Paul Sellier introduced consultants Xavier Arias with Woodard and Curran and Tim Taylor with Carollo Engineers and provided a summary of how the Strategic Water Supply Roadmap, an overview of the evaluation work for a number of water supply project and made the recommendation included in the staff report enhance and sustain the District's water supply.

Discussion between the Board and staff occurred during and after the presentation.

There were 14 public comments.

Director Khush made the motion to approve all of staff's recommendations including the addition of “prioritizing the evaluation of spillway modifications and Kent Lake Reservoir expansion” at the end of (iii) in the staff recommendation. Vice President Smith seconded the motion.

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

10. Future Board and Committee Meetings and Upcoming Agenda Items

- a. Upcoming Meetings

The board secretary announced upcoming internal and external meetings.

There were no comments.

- 11. Announcement of Closed Session Item(s); Public Comments on Closed Session Item(s) - None.**
- 12. Reconvene to Open Session; Closed Session Report Out - Not applicable.**
- 13. Adjournment**

There being no further business, the Board of Directors' Regular Bi-Monthly Meeting adjourned on February 25, 2025, at approximately 8:35 p.m.

Board Secretary



STAFF REPORT

Meeting Type: Board of Directors
Title: Quarterly Investment Report
From: Bret Uppendahl, Finance Director
Through: Ben Horenstein, General Manager
Meeting Date: March 4, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Receive report of the District’s investment portfolio

SUMMARY: Pursuant to District Investment Policy No. 33, the quarterly investment report is submitted to the Board for the quarter ending December 31, 2024. This report was reviewed by the Finance Committee on February 27th.

DISCUSSION: The District’s investment portfolio (pooled cash) carried a market value of \$103.8 million as of the end of December. The investments held included \$73.9 million on deposit in the Local Agency Investment Fund (LAIF), \$15.9 million on deposit in the Fidelity Government Money Market Fund, and \$14 million in the District’s general checking account. Fiscal year to date interest earned as of December on the District’s portfolio totaled \$1.8 million. The average annual effective yield for LAIF investments for the second quarter of the fiscal year 2025 was 4.62 percent, compared to 4.00 percent average effective yield for the second quarter of Fiscal Year 2024. The increased yield is largely driven by increased interest rates for US Treasuries as they comprise approximately 65 percent of the LAIF portfolio.

Pursuant to subsection (b) (2) of California Government Code section 53646, the District portfolio complies with the District’s investment policy. Pursuant to subsection (b) (3) of California Government code section 53646, the District establishes that it is able to meet its pooled expenditure requirements for the next six months.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Schedule of Investment and Yield Curve as of December 31, 2024

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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Finance



Bret Uppendahl
Finance Director



Ben Horenstein
General Manager

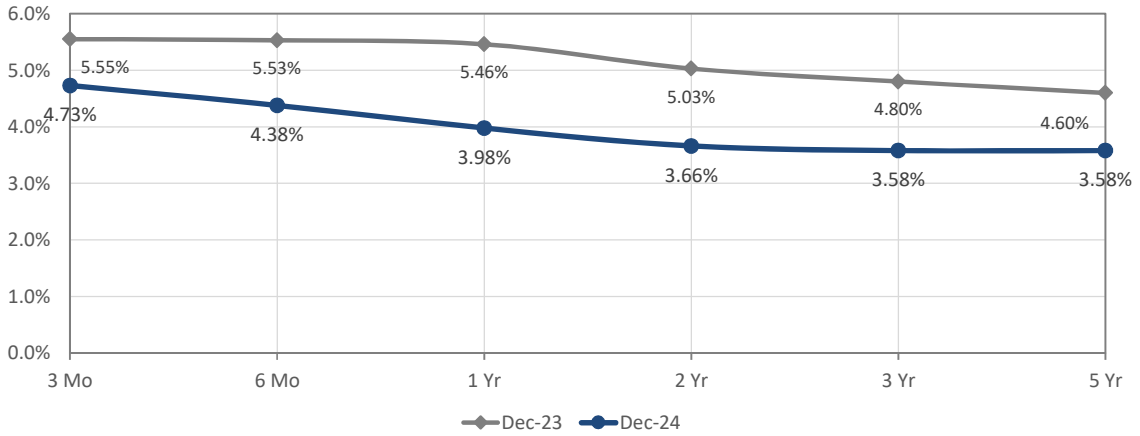
Attachment 1

Section 8. Item #b.

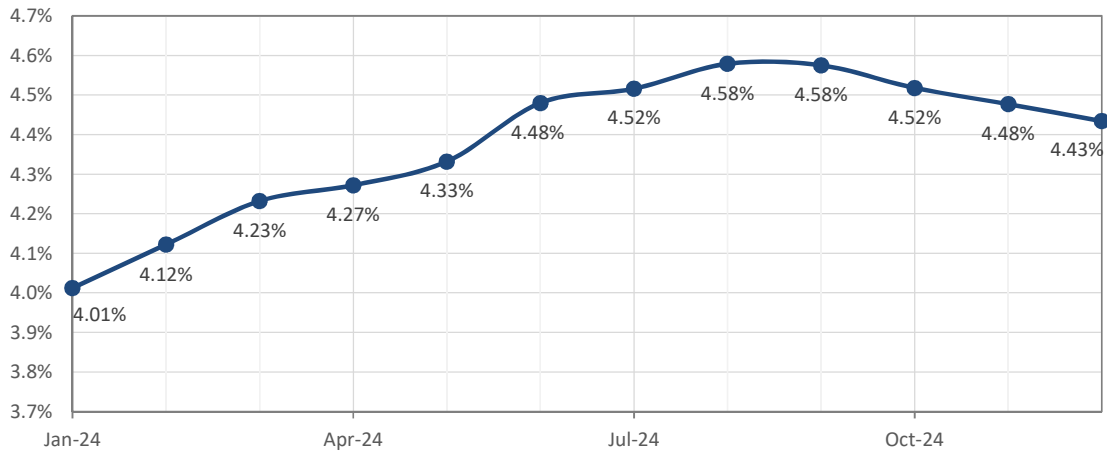
**Marin Municipal Water District
FY 2024 Schedule of Investments
As of December 31, 2024**

	Beginning Balance	Purchases / Deposits	Investment Income/(Loss)	Withdrawals	Ending Balance
DISTRICT INVESTMENTS:					
Local Agency Investment Fund	72,227,111	-	1,706,520	-	73,933,631
Fidelity Gov't Money Market Fund	3,776,331	12,000,000	127,512		15,903,843
Corporate Obligations	300		400		700
US Bank Checking Account	11,559,952	93,989,809	11,707	(91,603,789)	13,957,679
TOTAL INVESTMENTS	87,563,694	105,989,809	1,846,139	(91,603,789)	103,795,853

**US Treasury Par Yield Curve
Dec 23 vs Dec 24**



**LAIF Average Monthly Effective Yield
Jan 24 to Dec 24**





STAFF REPORT

Meeting Type: Board of Directors

Title: Nicasio Spillway Modifications Amendment No. 2 to Professional Services Agreement MA 6335 with Black and Veatch (*Amendment Staff Report*)

From: Alex Anaya, Director of Engineering

Through: Ben Horenstein, General Manager

Meeting Date: March 4, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Authorize the General Manager to execute Amendment No. 2 to Professional Services Agreement MA-6335 with Black and Veatch to expand the scope of services in support of the Nicasio Spillway Modifications Project in an amount not to exceed \$1,750,000 for a new contract not to exceed amount of \$3,994,669

SUMMARY: This proposed second amendment for increased scope of services in support of the Nicasio Spillway Modification project is critical to completing the engineering design analysis identified as this project has been progressing. Additional engineering analysis includes wind and wave run up analysis, developing and executing a detailed geotechnical work plan to determine seismic stability of the dam, engineering services during the project bidding phase and engineering services during construction. The nature of this project is unique relative to the size of the design support necessary due to the inherent complexities of working on a dam and the additional technical work that is needed for the spillway modification design required by the California Department of Water Resources Division of Safety of Dams (DSOD). These additional services in the amount of \$1,750,000 will increase the previously approved contract amount of \$2,244,669 to a new not to exceed amount of \$3,994,669.

DISCUSSION: At the April 30, 2024 Board of Directors Meeting, in order to expeditiously explore the Nicasio spillway raise and analyze three other spillways, the Board directed staff to spin-off the Spillway Modifications projects that were identified through the ongoing Local Storage project work into a separate, focused effort.

While individual spillway modifications cannot satisfy the ultimate goal of providing substantial additional local storage on their own, modifications to the District’s spillways could provide additional storage and could likely be constructed relatively quickly. It is estimated that the installation of gates on the Nicasio spillway may provide upwards of 3,000 acre-feet of additional storage, at a reasonable cost, making this project quite attractive relative to other water supply enhancement alternatives.

Following the request of the Board, staff issued request for proposal in support of the spillway project and the Board of Directors approved contract MA 6335 with the Black and Veatch (Consultant) at the July 2, 2024 Board of Directors Meeting. The original Spillway Modifications Alternatives Selection and Design contract was for the evaluation of alternatives for spillway modifications at four of the District's dams: Alpine, Peters (Kent), Seeger (Nicasio), and Soulajule. The original scope of services were broken out into several distinct tasks. Task 0 included coordination of regular progress meetings, coordination with staff for Board presentation and quality assurance/quality control of deliverables. Task 1 involved gathering data including record drawings, historical rainfall data, and DSOD inspection reports that are required as part of the modification design analysis. Task 2 was necessary to evaluate upstream and downstream hydrologic and hydraulic impacts, identify the 100 year storm event and flooding impacts. Task 3 focused on the development of spillway modification options for each of the four dams with a focus on Seeger Dam since the spillway at Seeger was originally designed for future modifications. Task 4 was to begin spillway modification design on Seeger dam spillway. Task 5 is focused on spillway modification designs at Soulajule, Kent and Alpine. Task 6 was required to help staff with DSOD coordination through the design review process including design submittal review through 100% approved plans. Task 7 was included have the Consultant look for federal and state grant funding opportunities that the project may be eligible for and to identify application requirements, deadlines and assistance to submit applications for consideration. The Board approved the original contract for \$1,944,669 with a \$300,000 contingency for a total authorized amount of \$2,244,669 at the July 2, 2024 Board meeting.

As the Consultant began a more in depth evaluation of the Nicasio Spillway project and discussions with DSOD, it was evident that a significant amount of additional technical engineering work would be necessary for the design. Additional technical work included calculating the reservoir drawdown rate at Nicasio, which is necessary to properly evaluate the emergency draw down timeframe of the various spillway modifications alternatives being considered. This is an important requirement to the DSOD design review process of any modification option. The Consultant had to develop updated seismic ground motion parameters based on DSOD protocols for Seeger Dam. Seismic design parameters have changed substantially since the dam was originally constructed in 1960 and is also a requirement by DSOD for any new dam construction or dam modifications. A slope stability analysis and review is also needed at Seeger Dam to identify how the dam material properties would react to the increased water storage, rapid drawdown and seismic events under the selected modification option. The Consultant began this evaluation by reviewing the existing dam geotechnical report. In order to address these data gaps and continue progressing with the project, staff executed a no cost change to the original contract to provide the drawdown analysis that was added to Task 2 and added additional scope by creating Task 8 to include ground motion study and stability analysis as well as reprioritized other tasks under Amendment No. 1 to contract MA 6335 on December 23, 2024.

As the Consultant team continued to develop new information and continued with the design, they identified the need to complete a wave and wind run up analysis that will be required to be completed on the selected modification alternative to ensure that the new reservoir capacity will not cause the dam crest to overtop with wind action acting on the surface of the reservoir. There will also be the need for an operations and maintenance plan on the selected spillway modification alternative and the Consultant will develop this as well. This additional work and expansion of scope will be included in Task 2 identified in the table below. The Consultant also identified the need to evaluate upstream road culverts to determine if these culverts have sufficient capacity for the proposed increased storage at Nicasio as well as including additional modifications necessary to the existing Nicasio gate house which

include electrical and mechanical improvements, local and remote SCADA control and generator connections for backup power. This additional work and expansion of scope will be included in Task 4 identified in the table below.

Following additional DSOD discussions and as the Consultant worked on the drawdown evaluation, seismic ground motion and stability analysis the Consultant identified that the existing geotechnical information that the District has on Seeger dam was missing soils information necessary to classify Zone 2 of the upstream dam embankment at Seeger dam. The soil classification is required to evaluate how the various spillway modifications would change the seismic and stability characteristics of Seeger dam. In order to obtain this information it will be necessary to conduct geotechnical soil borings of the upstream dam embankment to obtain this material necessary for soils classification. This type of geotechnical exploration on dams is very technical in nature, which involves developing a detailed work plan for DSOD approval, bringing onboard a geotechnical firms that specialized in drilling into dams and extracting the soil core samples necessary for the soil classification of the Zone 2 embankment and sealing the boreholes once complete. This additional work and expansion of scope will be included in Task 8 identified in the table below.

Staff identified that the District will need assistance through the bidding process to address technical questions from bidders, pre-bid meetings with bidders, possible addenda, and technical evaluation of the bid result. In addition, staff will require technical engineering support services during construction, which will include addressing contractor requests for information, submittal review, design questions or changes during construction, and preparation of record drawings post-construction. This will require to expand the tasks with the Consultant to include a new Task 9 as identified in the table below.

Budget:

Professional Services Agreement: \$1,944,669

Contingency (15%): \$300,000

Total Budget: \$2,244,669 (Previously Authorized on July 2, 2024)

Amendment No. 2: \$1,750,000

New Contract Total Amount: \$3,994,669

Budget Category: A1A05

ENVIRONMENTAL REVIEW: Not Applicable, as this design work will be preliminary to any project approval and associated environmental review and analysis, and construction bidding will not proceed until the environmental analysis required pursuant to the California Environmental Quality Act is completed.

FISCAL IMPACT: The Spillway Modifications Alternatives Selection and Design is funded in the Fiscal Year 2024/2025 Adopted Capital Budget and will be budgeted for in the upcoming two year budget cycle as well as being identified in the five year Capital Improvement Plan.

Additional Task Description	Budget
Task 2 – Hydrologic and Hydraulic Analyses: Providing additional flood analysis in support of CEQA and permitting activities as well as performing wind-wave run-up analysis of the preferred spillway modification alternative to determine maximum	\$200,000

wave height and developing an operations and maintenance plan of the preferred alternative.	
Task 4 – Spillway Modification Design – Seeger (Nicasio) Dam: This will include additional engineering services required to evaluate road culvert relocation and sizing needs, modifications to existing Nicasio gate house for electrical and mechanical upgrades, backup electrical power system and any other facility improvements required from the Condition Assessment.	\$200,000
Task 8 – Seeger Dam Additional Studies: Develop a detailed geotechnical exploration work plan for DSOD review and approval, hire geotechnical subcontractor and testing laboratory firm to conduct soil borings on dam, complete engineering design analysis including stability, seismic, and liquefaction that will be incorporated as part of the preferred alternative design package for DSOD approval.	\$1,050,000
Task 9 – Seeger Dam Bid and Construction Phase Services: This will include services through the bidding process to address technical questions from bidders, addendums and evaluation of bid results. This will also include engineering services during construction to address technical RFI's, submittals review and design questions during construction.	\$300,000
Amendment No. 2 Agreement Total	\$1,750,000
New Total Authorized Amount	\$3,994,669

Staff is recommending that the Board authorize the General Manager to execute Amendment No. 2 to Agreement MA 6335 professional services agreement with Black and Veatch to expand the scope of services in support of the Nicasio Spillway Modifications Project in an amount not to exceed \$1,750,000 for a new contract not to exceed amount of \$3,994,669.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 <hr/> Alex Anaya Engineering Director	 <hr/> Ben Horenstein General Manager



STAFF REPORT

Meeting Type: Board of Directors

Title: Approval of a Professional Services Agreement for Systems Integrator for SAP Implementation Services – Payroll and Human Resources Modules

From: Bret Uppendahl, Finance Director

Through: Ben Horenstein, General Manager

Meeting Date: March 4, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve a new professional services agreement with Phoenix Business Consulting to serve as the Systems Integrator for the implementation of the first phase of the ERP Modernization project in an amount not to exceed \$1,386,030 over a two year period and authorize the General Manager to finalize and execute the contract for these services

SUMMARY: At the Finance & Administration Committee meeting on February 27, 2025, staff presented a proposal to enter into an agreement with Phoenix Business Consulting as the Systems Integrator for the first phase of the District’s ERP modernization project.

In November 2024, the Board approved the underlying software subscription with SAP for their SuccessFactors cloud solution. This subscription constitutes the SAP modules required for the first phase of the ERP modernization project and includes HR, Benefits Management, Employee Self-Service, Time Entry, and Payroll functions. Future phases will address upgrades to the remaining modules within the SAP cloud framework, including Customer Billing, Procurement, Asset Management, Budget and Financial Management.

In addition to the software subscription, the District will work with a system integration firm to assist in the implementation of the SAP SuccessFactors solution. In November 2024, the District issued a Request for Proposal (RFP) for software implementation and consulting services. The District received responses from six qualified firms. All proposals were thoroughly evaluated by an internal panel with representatives from HR, Payroll and IT. The evaluation criteria included company experience, success with similarly situated public agencies, project management methodology, training plan and cost effectiveness.

The internal panel identified the top three proposals and conducted in-depth interviews with each firm. During these interviews, vendors were asked to provide demonstrations to assess their technical knowledge of the SAP/SuccessFactors cloud platform and to explain their project management methodology.

Based on this review, staff recommends awarding a contract to Phoenix Business Consulting. The Phoenix Business Consulting group is a recognized industry leader in working with SAP for public sector agencies and has a demonstrated track record implementing SAP software modules. Phoenix was founded in 1998 and has provided SAP support services to over 250 public sector agencies. Their implementation team has extensive experience in SuccessFactors implementations, and has the tools to effectively implement both the HR and Payroll modules. In addition, Phoenix will employ a project management methodology with a heavy focus on automation, data migration, reporting, and change management.

DISCUSSION: The District’s ERP modernization effort began in February 2024 with a business capability modeling assessment by Gartner. To better inform the RFP requirements, staff engaged an independent consultant in August 2024 to document the District’s “As-Is” and “To-Be” processes and business requirements in both HR and Payroll functional areas. The consultant conducted multiple process mapping workshops that included staff from various parts of the District, such as Operations, Payroll, IT, Finance/Accounting, Human Resources, and Watershed Management.

The District’s project team for this phase of the project will include representatives from HR, Finance and IT. It is anticipated that the project will take 8-12 months to complete. This will include post-implementation support, referred to as ‘Hypercare’. Phoenix will also be coordinating closely with SAP to validate the configuration. In addition, the District will utilize a SAP service called “Preferred Success” to obtain access to SAP best practices and to ensure elevated support from SAP during implementation. The project will include multiple modules within SAP that support core HR, benefits management, time entry, tax calculations, and payroll processing. Key benefits of this project will include a modern user experience, automated workflow processes, employee self-service and improved reporting.

A summary of the estimated costs for the Phoenix Business Consulting implementation proposal is provided below:

Implementation & Consulting Fees:	\$1,032,590
Project Contingency Estimate:	\$255,440
Travel & Expenses Estimate:	\$98,000

FISCAL IMPACT: The District is actively working with Phoenix Business Consulting to finalize the project plan and associated deliverables. The total cost for systems integration and consulting services to complete the implementation of the SAP SuccessFactors solution is expected to be \$1,386,030, including project contingencies and travel estimates. Funding for this phase of the SAP Modernization project is currently allocated in the District’s CIP budget.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Finance	 Bret Uppendahl Finance Director	 Ben Horenstein General Manager



STAFF REPORT

Meeting Type: Board of Directors
Title: Amendment No. 3 to Professional Services Agreement MA 5875 with Woodard and Curran
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: March 4, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Authorize the General Manager to execute Amendment No. 3 to Professional Services Agreement MA 5875 with Woodard and Curran to extend the contract date to June 30, 2027 and expand the scope of services to support ongoing capital infrastructure planning in an amount not-to-exceed \$432,000, for a new total contract not-to-exceed amount of \$1,870,528

SUMMARY: An on-call engineering planning services contract will ensure that District staff can efficiently respond to Capital Planning needs as they arise. To support these efforts, staff is requesting to extend the completion date for the contract with Woodard and Curran as well as expand the scope of services to include general on-call grant capital infrastructure planning development for District projects, in an amount not-to-exceed \$432,000, for a new total contract not-to-exceed amount of \$1,870,528.

DISCUSSION: The District’s Capital Improvement Program is vital to improving and maintaining its assets over time. The approximate \$50,000,000 capital investment per year incorporates not just ongoing maintenance, design and construction, but also key planning activities that set up projects for success and implementation. At times, these planning needs require quick turnaround times for subject matter expert reports in support of time sensitive grant applications, such as the San Geronimo Treatment Clarifiers. There are also substantial workloads that District staff needs to complete in a short time frame. Without these supplemental services, this work cannot be timely completed due to staffing resource limitations and existing workloads. Similar to the District’s on-call contracts for civil design engineering and construction materials testing services, having an on-call engineering planning services contract will allow District staff to meet all District Planning needs as they arise and facilitate the ongoing developing a long term Capital Improvement Program for the District.

In August 2020, the District awarded the Water System Master Plan (WSMP) contract to Woodard and Curran due to their extensive experience preparing Water System Master Plans, their organized approach to the system evaluation and understanding of the District’s complex infrastructure needs, as

well as understanding of the capital investment challenges facing water utilities similar to those of the District. During the development of the WSMP, additional District assets were evaluated and analyzed in greater detail to aid in the capital planning of longer term projects. These included a more detailed site evaluation for the replacement of Hind Tanks, which are two of the remaining redwood tanks in our system that are seismically deficient and have storage capacity issues. As a result of this detailed analysis, the project was prioritized and is currently in design for anticipated construction in 2025. Similarly, an in-depth seismic evaluation of the existing San Geronimo Treatment Plant clarifiers was conducted. As a result of this effort, the Hazard Mitigation Grant was advanced from CalOES stage to national FEMA review. Engineering assistance from the Consultant team was also critical in developing preliminary design concepts utilized in discussion with CalTrans to replace the Wolfback Ridge pipeline that runs beneath Highway 101 near the Spencer Avenue Bridge in the Sausalito Area. Design concepts included structural evaluation for placement of the pipeline on the highway overcrossing bridge structure as well as identifying alternate routes that don't involve the bridge as part of the CalTrans preliminary review process. Each of these evaluations were critical and added appropriate expertise to existing staff resources.

The District has also benefited from such consultant engineering support for planning efforts related to the evaluation of the larger water storage and conveyance projects. Having access to an experienced consultant team to assist staff with the evaluation of dam raising alternatives was critical in the development of options for Board consideration. The identification of the Nicasio Spillway Modification Project is another example of the substantial benefit provided by the consultant team, resulting in the spinoff of this smaller project from the larger water storage project evaluation process. Staff has been actively working on the Nicasio Spillway Modification project to increase the District's water supply by approximately 3,000 acre-feet providing additional drought resiliency.

Although the overall WSMP is complete, staff recognizes that more detailed, longer term capital planning efforts are needed to evaluate larger infrastructure such as District treatment plants, and dams and to continue to support on time critical tasks such as developing seismic reports and design alternatives to respond timely to grant funding opportunities as they arise. The current contract was amended twice, both for no cost contract extensions, with the current contract lasting through June 2025. To aid in the District's ongoing Capital Program Planning efforts, staff is requesting to extend the completion date for the contract as well as expand the scope of services to include on-call capital infrastructure planning and development for District projects, in an amount not-to-exceed \$432,000, for a new total contract not-to-exceed amount of \$1,870,528.

ENVIRONMENTAL REVIEW: Not applicable.

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

Task Description	Budget
Dam Condition Assessment Support Services: This task will include development of dam condition assessment criteria that will be utilized to issue future request for proposals from engineering firms to conduct in-depth dam assessments and evaluations including stability, seismic, liquefaction analysis to help establish large dam maintenance work as required and for the long term capital budgeting purpose.	\$20,000

Engineering Condition Assessment Support Services: This task will include providing engineering technical support services to staff to assess and complete the condition assessment of all District pump stations and water storage tanks to establish rehabilitation, fire hardening and replacement needs and prioritization.	\$72,000
Engineering Reports in support of Grant Funding: This task includes continuing to provide future grant funding assistance with respect to providing technical seismic hazard evaluation reports, preliminary design feasibility analysis and various other engineering reports that are occasionally required as part of the grant funding application requirement.	\$50,000
Planning Engineering Support Services: This task is included to continue providing technical engineering services to staff on an as needed basis as new projects are identified and developed as part of the ongoing capital planning effort. Such services can include hydraulic modeling for tank adequacy, sizing, and scenario building, 30% engineering design support for state and federal agency approval process, and project phasing analysis to minimize operational risk and community impacts.	\$290,000
Professional Services under Amendment No.2	\$432,000
Professional Services Agreement Amount to Date	\$1,438,528
Total Authorized Amount	\$1,870,528

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 <hr/> Alex Anaya Engineering Director	 <hr/> Ben Horenstein General Manager



UPCOMING MEETINGS

This schedule lists upcoming board and committee meetings as well as upcoming agenda items for the next month, which may include Board interest in adding future meeting items. The schedule is tentative and subject to change pending final publication and posting of each meeting agenda.

Internal Meetings		
Meeting Date	Meeting Type	Key Item(s)
Tuesday, Mar. 18, 2025 6:30 p.m.	Board of Directors' Regular Bi-Monthly Meeting with Closed Session to follow	Connection Fee
Thursday, Mar. 20, 2025 8:30 a.m.	Watershed Committee Meeting/Special Meeting of the Board of Directors with Closed Session at the beginning	Azalea Hill, and Watershed Facility Review
Tuesday, Mar. 25, 2025 9:30 a.m.	Planning Committee Meeting/Special Meeting of the Board of Directors	Water Efficiency Update, Water Quality Monitoring Work Update, and Kastania Pump Station Phase II Project
Thursday, Mar. 27, 2025 9:30 a.m.	Finance & Administration Committee Meeting/Special Meeting of the Board of Directors	Purchasing Update, and FY 2025/26 and FY 2026/27 Budget Update

External Meetings	
Meeting Date	Meeting Type
Wednesday, Mar. 19, 2025 3:00 p.m.	Tomales Bay Foundation
Friday, Mar. 21, 2025 9:00 a.m.	Lagunitas Technical Advisory Committee
Tuesday, Mar. 26 thru Mar. 28	Marin Wildfire Prevention Authority and the Climate and Wildfire Institute's Key Note Speaker Event (evening of March 26), Regional Meeting (all day on March 27), and Tours (all day on March 28)