



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

Tuesday, September 16, 2025 at 5:30 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 5:30 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. **Conference with Legal Counsel - Existing Litigation**
(*California Government Code §54956.9*)

Augustine Gerena v. Marin Municipal Water District
Marin Superior Court, Case No. CV0003722

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** (6:40 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. September 2, 2025 Board Meeting Minutes

RECOMMENDATION: Accept the minutes of the Board of Directors' Regular Bi-Monthly Meeting on September 2, 2025

- b. General Manager's Report August 2025

RECOMMENDATION: Approve Report

- c. Reject Bids for Contract No. 2017- Alpine Barge Anchors and Pipe Floats Replacement Project (D-24010)

RECOMMENDATION: Approve a resolution rejecting all bids for Contract No. 2017, Alpine Barge Anchors and Pipe Floats Replacement Project

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

- a. 2025 Annual Strategic Work Plan Progress Update

RECOMMENDATION: Receive progress update on the 2025 Annual Strategic Work Plan

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: 09-12-2025



STAFF REPORT

Meeting Type: Board of Directors
Title: September 2, 2025 Board Meeting Minutes
From: Terrie Gillen, Board Secretary
Through: Ben Horenstein, General Manager
Meeting Date: September 16, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Accept the minutes of the Board of Directors' Regular Bi-Monthly Meeting on September 2, 2025

SUMMARY: The Board of Directors held their regular bi-monthly meeting on September 2, 2025. The minutes of that meeting are attached for your approval.

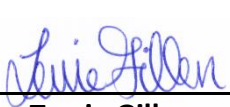
DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft September 2, 2025 Regular 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, September 02, 2025 at 6:30 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

Closed Session to immediately follow open session

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 No.: 881 3485 2296.

AGENDA ITEMS:

1. Call to Order and Roll Call

President Matt Samson called the meeting to order at 6:30 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. Regular Item

- a. Dedication of the Pine Mountain Tanks in Honor of Former Board Member Jack Gibson

RECOMMENDATION: Approve a resolution to name the Pine Mountain Tanks in recognition of Jack Gibson for his contributions through many years of dedicated service as a member of the Marin Municipal Water District Board of Directors

Vice President Smith presented Mr. Gibson with Resolution No. 8818 that mentioned former Board Director Gibson's contributions to the District, including his support and approval of the Pine Mountain Tunnel Tank Replacement Project. Mr. Gibson accepted and thanked the District.

Congressman and former Board member Jared Huffman acknowledged Mr. Gibson and his contribution and the Board of Directors and General Manager Ben Horenstein acknowledged Mr. Gibson both professionally and personally.

There were three (3) further public comments.

Director Russell made the motion to adopt the resolution. Director Maier seconded the motion.

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

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

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

6. Public Comment on Non-Agenda Matters

There was one (1) public comment.

7. Directors' and General Manager's Announcements

There were no announcements.

8. Board Committee Reports

Finance & Administration Committee Chair Jed Smith and Planning Committee Chair Larry Russell highlighted agenda items that were brought to their committees last month.

9. Consent Items

- a. August 19, 2025 Board Meeting Minutes

RECOMMENDATION: Approve the minutes of the Board of Directors’ Regular Bi-Monthly Meeting on August 19, 2025

- b. Agreement with Synactive Inc. to Convert and Migrate Existing GuiXT Scripts to LiquidUI

RECOMMENDATION: Authorize the General Manager to execute two professional services agreements (MA-6464 and MA-6435) with Synactive Inc. to convert and migrate GuiXT scripts to LiquidUI for a total amount not to exceed \$308,963

There were no comments on the Consent Calendar.

President Samson pulled agenda item 9a at the request of Director Khush to make a correction to the minutes to report that Director Khush had participated in a trail stewardship event that was hosted by Watershed staff and was in collaboration with the Redwood Trails Alliance.

With that change, Vice President Smith made the motion to approve the Consent Calendar. Director Maier seconded the motion.

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

10. Regular Item

- a. Biodiversity, Fire, and Fuels Integrated Plan (BFFIP) Grant Funding and Prescribed Burn Planning

RECOMMENDATION: Receive an update on BFFIP grant funding and the District’s prescribed burn planning

Watershed Director Shaun Horne, Principal Grant and Legislative Coordinator Haley Eligio, and Natural Resources Program Manager Carl Sanders presented this item.

Discussion between staff the Board occurred throughout the presentation.

There were no public comments.

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

11. Future Board and Committee Meetings and Upcoming Agenda Items

- a. Upcoming Meetings

The Board Secretary announced upcoming internal meetings the week of September 15.

Also, President Samson corrected the date of next North Bay Watershed Association meeting.

There were no comments.

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

There were no public comments on the following Closed Session items.

The Board convened to Closed Session in the Mt. Tam Conference Room.

a. Conference with Legal Counsel - Initiation of Litigation
(California Government Code §54956.9(d)(4))

Number of Potential Cases: One

b. Conference with Real Property Negotiations
(California Government Code §54956.8)

Property: 10 Tara View Road, Tiburon; 361 East Strawberry Drive, Mill Valley; APN: 029-042-74, adjacent to Corte Madera Avenue, Mill Valley

Agency Negotiation: Ben Horenstein, General Manager

Negotiating Parties: Bob Brockrob, Greg Dedona, and Kimberly Boswell

Under Negotiation: Price and Terms of Payment

c. Conference with Legal Counsel - Existing Litigation
(California Government Code 54956.9)

Delta Grinding Company, Inc. v. Town of Fairfax; Marin Municipal Water District Marin County Superior Court, Case No. CV0006328

The Board adjourned the closed Session and reconvened to open session in the Board Room and via Zoom.

13. Reconvene to Open Session; Closed Session Report Out

The Board reconvened to Open Session at 9:02 p.m. President Samson stated that no reportable actions were taken.

14. Adjournment

There being no further business, the Board of Directors' regular bi-monthly meeting adjourned on September 2, 2025 at 9:03 p.m.

Board Secretary



STAFF REPORT

Meeting Type: Board of Directors
Title: General Manager’s Report August 2025
From: Ben Horenstein, General Manager
Meeting Date: September 16, 2025

TYPE OF ITEM: X Action Information

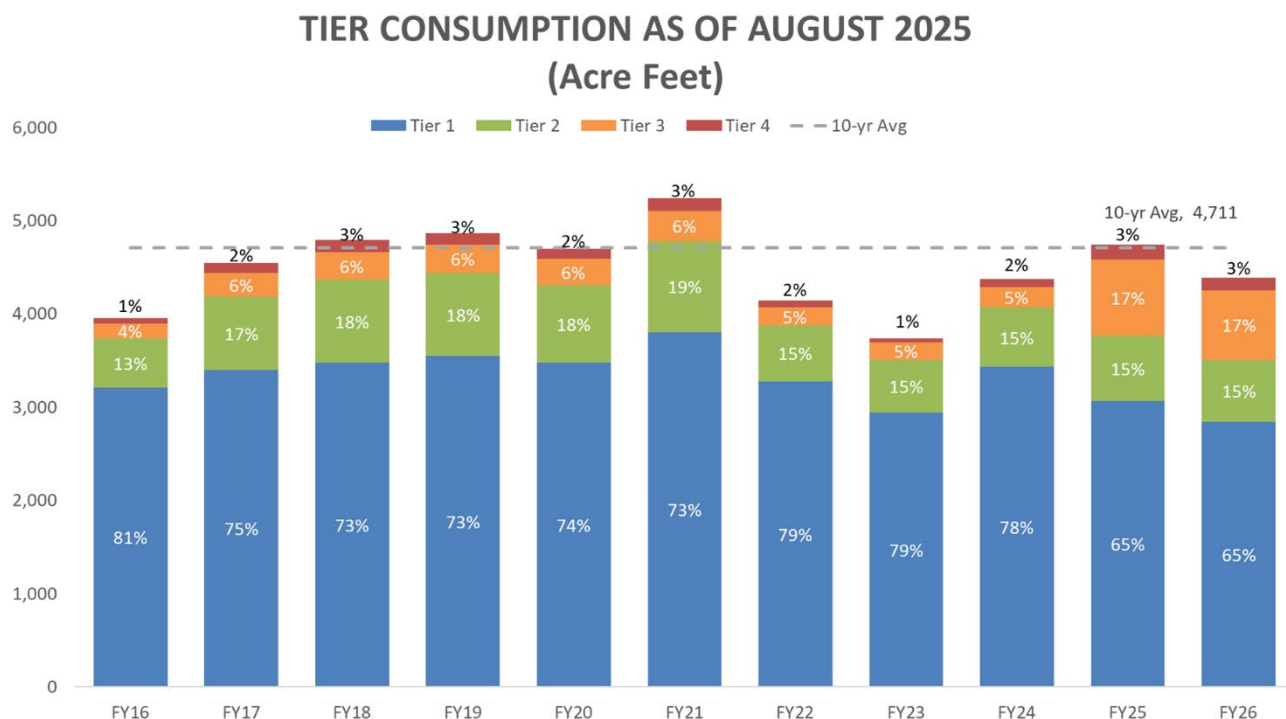
RECOMMENDATION: Approve Report

SUMMARY:

A. HIGHLIGHTS:

- The daily average net production for the month of August 2025 was 24.5 MGD compared to 25.9 MGD for the month of August 2024. Typical usage for August is 31.7 MGD.
- Staff met with the Division of Safety of Dams to discuss the geotechnical boring and exploration plan for Seeger Dam. This work will identify the materials within the dam core that are important to provide the District with a current and modern dam stability analysis for Seeger Dam.
- Staff solicited and have received statements of qualifications from qualified engineering firms to provide engineering design services on various water treatment plant projects that include chemical tank storage design at the San Geronimo Treatment Plant and Liquid Ammonium Sulfate (LAS) upgrades at the Bon Tempe Treatment Plant. These designs require engineering expertise, which are necessary to continue executing treatment plant capital projects.
- District awarded the Canal Pipeline Replacement Project, which will replace 3,800 feet of leak prone pipe and plastic service laterals with welded steel pipe and copper laterals, which will increasing seismic resiliency in the community of the Canal area in San Rafael.
- Data loggers were installed on electrical panels in each of the three District office locations. This load study will help the District determine how the District can move forward with electric vehicle charging station expansion.
- Staff completed installation of a new lake level sensor at Lagunitas. The new lake level sensor will allow remote monitoring for a broader range of levels.
- The District continued implementation of BFFIP Year 7 through August 2025 with an additional 21 acre prescribed burn just north of the existing July, 40 acre, prescribed burn footprint. The burn was conducted in coordination with Marin County Fire Dept. in Oak Woodland habitat, and objectives focused on fuels reduction, habitat preservation, smoke management, and safety were met.

- BFFIP vegetation management projects included a return to the ongoing forestry & Doug Fir thinning project near Rock Springs, and an enhanced clearing effort around the Bon Tempe Treatment Plant (BTTP). In total roughly 6 acres of vegetation was cleared down to mineral soil around BTTP to supported development of the planned wildfire suppression sprinkler system.
- The Volunteer Program working with Redwood Trail Alliance hosted a trail stewardship event along Upper Cataract Trail on August 2nd and began preparing for additional trail work along the Alex Forman Trail.
- Construction began on Phase 1B of the Lagunitas Creek Habitat Enhancement Project, with three of five sites getting completed in August. The District's contractor utilized innovative equipment including a “stone slinger”, which has a directionally-controlled high speed conveyor system to throw new gravel from the top of the bank down to the creek bed. A total of 2,150 tons (approximately 100 dump trucks) of new spawning gravel were installed using this method. Fisheries supported this work by conducting fish rescue and relocation from the project area and daily onsite monitoring.



AWARDED GRANTS							
PROJECT	FUNDER	FUNDER PRIORITIES	FUNDING OPPORTUNITY	MATCHING PROJECT	DESCRIPTION	STATUS	AWARD AMOUNT
Prop.1.Round 2 IRwM Disadvantaged Community	DWR	Water Infrastructure	Prop.1.Round 2 IRwM Disadvantaged Community	Marin City/San Rafael Infrastructure	Replacing aging transmission lines and laterals in Marin City and San Rafael's Canal District	Awarded; in progress and on track. Funding MOU and work plan is executed and in place with Multicultural Center of	\$6,408,000
Forestry Corps	CCNB	Vegetation Management		Ongoing Forestry work	Workforce development; state funding directly to CCNB to fund crews working on the watershed	Awarded; in progress and on-track.	\$500,000
Fisheries Restoration Grant Program	CDFW	Fisheries	Fisheries Restoration Grant Program (FRGP)	Lagunitas Creek Restoration	Lagunitas Creek Coho Habitat Enhancement Plan - 100% Designs for Phase 2 Sites (7, 8, 9, 10, 11); CEQA	Awarded; in progress and on-track.	\$599,689
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	DWR	Fisheries	Riverine Stewardship Program (RSP)	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek. The Lagunitas Creek Salmon Spawning Gravel Project will inject 1,700 tons of clean river-run gravel just below Peters Dam and Kent Lake at two sites within Lagunitas Creek. This project is part of a larger 13-site project with over 100 large wood structures and gravel to restore 4 miles of Lagunitas Creek to its historical geomorphic condition. This would be the first time that gravel augmentation would be conducted in Lagunitas Creek.	Awarded; in progress and on-track.	\$590,000
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	USBR Environmental Restoration Project	Fisheries		Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek Sites 1-3	Awarded; in progress and on-track.	\$1,400,000
Rain Water Harvesting Project	MCSTOPP	Conservation		Conservation	Barrels for customers	Awarded; in progress and on-track.	\$15,032
Urban Multi-Benefit Drought Relief (UMDR)	DWR	Water Resources	Urban Multi-Benefit Drought Relief (UMDR)	SWSA	Strategic Water Supply Assessment	Working on no-cost extension to wrap up final reports/invoices and closeout items	\$2,000,000
Water Conservation: turf rebates	USBR	Conservation	Water and Energy Efficiency Grant (WEEG)	Conservation		Term goes through September 2026 but we've spent nearly all of these funds.	\$722,925
Prop 1. Fisheries Restoration Grants Concept Proposals	CDFW	Fisheries	Lagunitas Creek Coho Enhancement Project Phase	Lagunitas Creek Restoration	Lagunitas Creek Restoration Sites 1-6	Awarded; in progress and on track - just submitted 2025 Q1 report	\$4,659,898
CA Division of Boating & Waterways	NRA	Water Quality		Reservoir Water Quality	Monitor and prevent infestation of quagga and zebra mussels		\$86,800
Azalea Hill Trail Restoration	California State Parks	Trail Restoration	Recreational Trails Program (RTP)	Watershed	Azalea Hill Restoration	Awarded; in progress and on-track. Working on last invoice and closeout	\$952,657
One Tam Regional Forest Health Project	CA WCB	Forestry Restoration		BFFIP Implementation		Awarded; in progress and on-track. MMWD funds have all been spent down.	\$4,260,000
WaterSMART Applied Science	USBR	Water Resources		Advanced Weather Modeling	Funding for weather modeling to inform water resources management	Awarded; in progress.	\$150,628.00
One Tam Regional Forest Health Project Phase II	CAL FIRE	Forestry Restoration	California Climate Investments Department of Forestry and Fire Protection Forest Health Program 2023-	BFFIP Implementation	BFFIP Implementation for 2-3 years	Awarded; in progress and on-track.	\$6,966,078
TOTAL FUNDED:							\$29,311,707

PENDING GRANTS							
PROJECT	FUNDER	FUNDER PRIORITIES	OPPORTUNITY	DATE SUBMITTED	AMOUNT REQUESTED	DESCRIPTION	STATUS
Lagunitas Creek Coho Enhancement Phase 2	Wildlife Conservation Board	Restoration	Full Application	8/27/2025	\$1,103,000	Short pre-application submitted to WCB for review 5/27/25. The District was invited to submit a full proposal on 7/10.	Pending and potentially dependent on Prop 4 appropriations; we are hoping to be considered at the November
One Tam Block Grant	California Natural Resources Agency	Forestry Restoration	Block/Regional Grant	7/2/2025	\$10,371,070	One Tam block grant request to CNRA to increase the pace and scale of forestry work between FY26 and FY32. Total request across One Tam agencies is \$28,378,435. MMWD's request of \$10,371,070 would enable us to complete an estimated 2,700 additional treatment acres during the project	Pending; hosting funding agencies on 9/9/25 and 9/10/25; coordinating with Assemblymember Connolly and Senator McGuire
UPCOMING GRANTS							
PROJECT	FUNDER	FUNDER PRIORITIES	OPPORTUNITY	DESCRIPTION		STATUS	
Prop. 4 Bond Funding	Various		TBD			Monitoring	
SCADA Cybersecurity	EPA	Natural Hazard and Cybersecurity Resiliency	Midsize and Large Drinking Water System Infrastructure Resiliency and Sustainability Program	Highly competitive federal opportunity; EPA expects to award two \$2,250,000 awards for resiliency projects related to drought, flood, wildfire, tornado, cybersecurity, and more.		Discussions with IT and SCADA team. SCADA team is now discussing further with Engineering.	

DISCUSSION:

B. SUMMARY:

- AF = Acre Feet
- Mg/L = milligrams per liter
- MPN = most probable number
- MPY = mils per year
- MG = million gallons
- NTU = nephelometric turbidity units

1. Water Production:

	FY 2025/26		FY 2024/25	
	(million gallons)	(acre-feet)	(million gallons)	(acre-feet)
Potable				
Total production this FY	1,535	4,712	1,582	4,854
Monthly production, August	786	2,413	781	2,397
Daily average, August	25.36	77.83	25.19	77.32
Recycled				
Total production this FY	71.26	218.69	74.86	229.73
Monthly production, August	36.21	111.12	36.63	112.42
Daily average, August	1.17	3.58	1.18	3.63
Raw Water				
Total production this FY	21.64	66.42	23.36	71.69
Monthly production, August	10.06	30.89	12.55	38.51
Daily average, August	0.32	1.00	0.40	1.24
Imported Water				
Total imported this FY	631	1,936	549	1,686
Monthly imported, August	317	974	277	851
Reservoir Storage				
Total storage, August	21,840	67,026	22,176	68,057
Storage change during August	-971	-2,980	-975	-2,992
Stream Releases				
Total releases this FY	450	1,382	455	1,397
Monthly releases, August	226	695	234	719

2. <u>Precipitation:</u>	<u>FY 2025/26 (in.)</u>	<u>FY 2024/25 (in.)</u>
ALPINE	0.00	0.00
BON TEMPE	0.00	0.00
KENT	0.00	0.00
LAGUNITAS	0.00	0.00
NICASIO	0.00	0.00
PHOENIX	0.00	0.00
SOULAJULE	0.00	0.00
Average to date = 0.14 inches		

3. <u>Water Quality:</u>		
<u>Laboratory</u>	<u>FY 2025/26</u>	<u>FY 2024/25</u>
Water Quality Complaints:		
Month of Record	16	21
Fiscal Year to Date	27	40
Water Quality Informational Inquiries:		
Month of Record	7	11
Fiscal Year to Date	18	26

The WQ Lab ensured that the water supplied met or surpassed water quality regulations by collecting and analyzing 1,388 analyses on treatment plants and distribution system samples. Mild steel corrosion rates averaged 1.28 (0.36 – 2.37) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: No flushing events for the month on record.

Disinfection Program: 55’ of new pipeline was disinfected during the month of August. Performed chlorination on 37 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 72 water quality-monitoring events on storage tanks for various water quality parameters this month to help ensure compliance with bacteriological water quality regulations.

Summary:

The Lab analyzed 1,388 treatment plant and distribution water samples, and the water quality department treated 37 tanks for low chlorine and checked an additional 72 tanks for low chlorine residual in August 2025.

4. Water Treatment:

	<u>San Geronimo</u>		<u>Bon Tempe</u>		<u>Ignacio</u>	
<u>Treatment Results</u>	Average	Monthly	Average	Monthly	Average	Monthly
		Goal		Goal		Goal
Turbidity (NTU)	0.05	≤ 0.10	0.06	≤ 0.10	0.05	≤ 0.10
Chlorine residual (mg/L)	2.71	2.75 *	2.74	2.75 *	2.81	2.75 *
Color (units)	0.5	≤ 15	0.7	≤ 15	0.2	≤ 15
pH (units)	7.9	7.8*	7.8	7.8*	8.0	8.1**

- * Set monthly by Water Quality Lab
- ** pH to Ignacio is controlled by SCWA

5. Capital Improvement:

- Pine Mountain Tank Phase 2 – New Water Tanks Project (D21043): The Pine Mountain Tunnel Tanks Replacement Project is a multi-year two-phased project that will replace the existing Pine Mountain Tunnel. The current project (Phase 2) will construct two 90-foot inside

diameter pre-stressed concrete potable water storage tanks, will install yard piping and control systems, and will then complete final site grading.

- Project Budget: \$19,142,500
- Monthly Activities: The District's team is continuing to review submittals. The contractor is currently performing underground storm drain installations and preparing the tank pad for the installation of the concrete tank foundations.

- b. San Geronimo Treatment Plant Roof Replacement Project (D21034): The San Geronimo Treatment Plant Roof Replacement Project is a component of the District's Capital Improvement Program. This project will remove and replace the existing leaky roof membrane with a new Class A Fire Rated Thermoplastic Polyolefin (TPO) and add fall protection to the San Geronimo Treatment Plant and North Marin Line Pump Station.

- Project Budget: \$1,495,747.00
- Monthly Activities: The Contractor is preparing submittals in advance of mobilizing to the treatment plant. Project completion is estimated October 2025.

- c. Glenwood Transmission Pipeline Replacement/Fire Flow Improvement Project: The Glenwood Transmission Pipeline Replacement Project is a component of the District's Fire Flow Improvement Program. This Project will install approximately 6,470 feet of new 18", 16", 12", 8", 6", and 4" welded steel pipe to replace the old, leak-prone, fire flow deficient piping installed as early as 1928.

- Project Budget: \$4,962,000

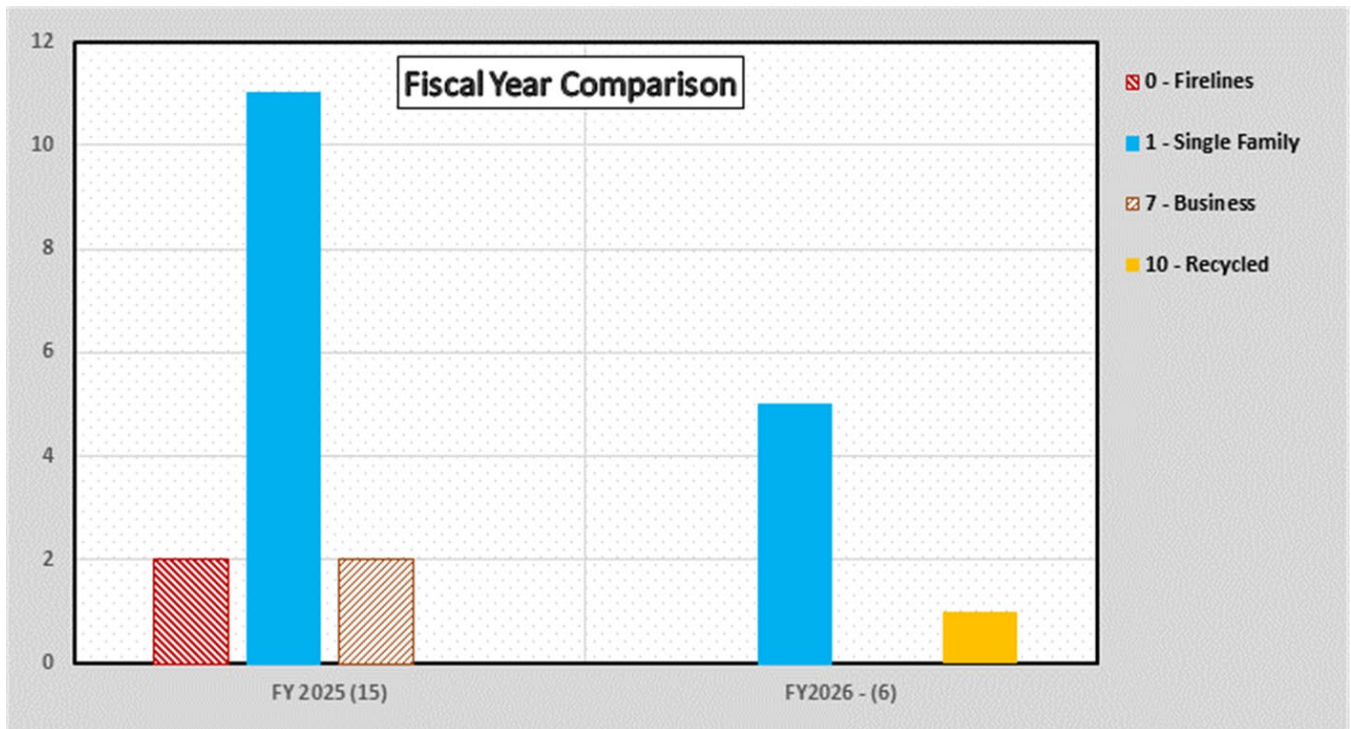
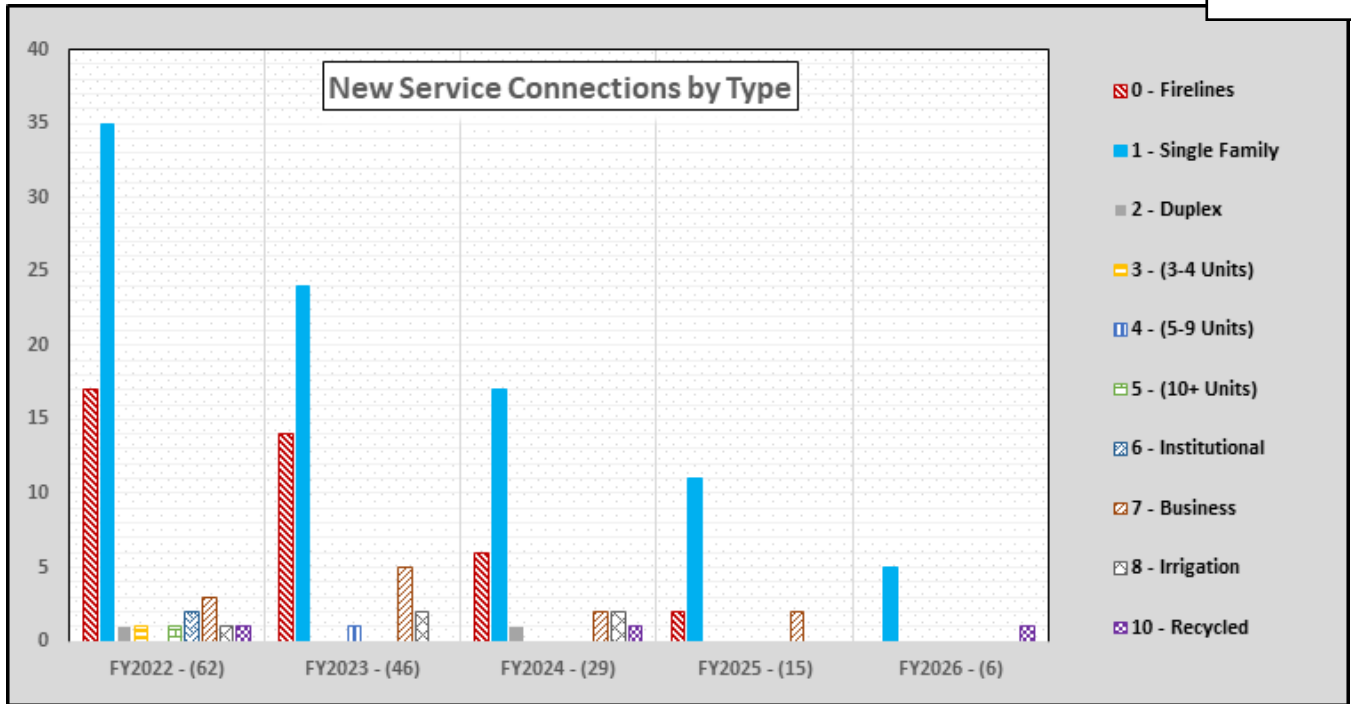
Monthly Activities: The Contractor began installing pipe in June and has been installing an average of 185 linear feet of pipe per day. Work continues primarily along Knight Drive. Project completion is estimated in January 2026.

- d. Bridgeway Pipeline Replacement Project (D24027): The Bridgeway Pipeline Replacement Project is a component of the District's Capital Improvement Program. The Project will install approximately 870 feet of 12, 8 and 6-inch welded steel pipe to replace old, leak-prone cast iron, and asbestos cement pipe installed as early as 1943.

- Project Budget: \$677,000
- Monthly Activities: The Contractor is preparing to mobilize and begin field work. Project completion is estimated in September 2025.

6. Other:

Pipeline Installation	FY 2025/26	FY 2024/25
Pipe installed during August (feet)	3,177	1,933
Total pipe installed this fiscal year (feet)	4,491	6,346
Total miles of pipeline within the District	908*	908*
<i>* Reflects adjustment for abandoned pipelines</i>		
Pipe Locates (1,082 Responses)	FY 2025/26	FY 2024/25
Month of August (feet)	29,990	42,771
Total this fiscal year (feet)	80,330	83,060
Main Line Leaks Repaired	FY 2025/26	FY 2024/25
Month of August	11	12
Total this fiscal year (7/1/25-5/31/26)	29	25
Services	FY 2025/26	FY 2024/25
Service upgrades during August	13	17
Total service upgrades this FY	43	35
Service connections installed during August	0	2
Total active services as of September 1st, 2025	60,612	60,584
(Total Including firelines)	61,998	61,969



7. Recruitments and Hires:

The District recruited for the following positions:

1. Assistant or Associate Engineer
2. Associate Engineer (2 Positions)
3. Business Systems Analyst I/II
4. Senior Customer Service Field Inspector
5. Superintendent of Operations - Mechanical, Electrical, and Corrosion
6. Superintendent of Operations – Water Distribution and Controls
7. Water System Technician (2 positions – Internal Recruitment)
8. Welder/Fabricator

The District hired new employees for the following positions:

1. Watershed Aide – Fisheries (2 positions)

Employees promoted through competitive process:

1. Water Quality Manager

8. Demand Management:

	Aug-25	FY 25/26 TOTAL	FY 24/25 TOTAL	FY 23/24 TOTAL
WATER-EFFICIENCY PROGRAMS				
Water-Use Site Surveys				
Conservation Assistance Program (CAP) Consultations				
Residential properties resi 1-2 (single-family)	66	153	692	404
Residential properties resi 3-5 (multi-family units)	1	1	10	6
Non-residential properties resi 6-7 (commercial)	0	0	1	0
Dedicated irrigation accounts resi 8-10 (large landscape)	0	1	7	0
Marin Master Gardeners' Marin-Friendly Garden Walks				
Residential garden walks	15	36	147	173
Public Outreach, Education, Customer Service				
Public outreach events (number of people attending)	0	0	3870	7022
Public education events (number of participants)	0	0	265	425
Department customer calls/emails	665	1170	6124	4485
Outreach to new Marin Water customers (letters sent)	124	202	1483	1908
School Education				
School assemblies				
Number of activities	0	0	19	19
Number of students reached	0	0	7212	21850
Field trips				
Number of activities	0	0	22	16
Number of students reached	0	0	471	343
Classroom presentations				
Number of activities	0	0	13	14
Number of students reached	0	0	390	457
Other (e.g. Earth Day booth events, school gardens)				
Number of activities	0	0	2	3
Number of students reached	0	0	225	400
Incentives				
Rain Barrel/Cisterns approved	1	1	14	9
Rain Barrel/Cisterns gallons	530	530	13650	0
Rain Barrel Give-a-way (Gallons)	0	1100	33550	4840
"Cash for Grass" Lawn Replacements total properties approved	7	10	81	61
"Cash for Grass" (Best Practices) square ft. lawn replaced	0	1130	17699	0
"Cash for Grass" (Standard) square ft. lawn replaced	8010	18207	51049	0
"Cash for Grass" (MCSTOPP) square ft. lawn replaced	0	480	3555	0
Number of Laundry-to-Landscape Systems (kits) approved	0	0	0	1
Hot water recirculating system rebates	1	1	6	11
Pool Cover rebates	0	1	25	35
Number of Smart Home Water Monitor "Flume Direct Distribution" redeemed	47	87	456	544
Number of Smart Controllers MW rebates approved	6	7	37	49
Number of Smart Controllers "Rachio Direct Distribution" approved	15	39	184	219
Custom Rebate - Commercial and Multi-Family	0	0	1	0
Advanced Metering Infrastructure (AMI)				
AMI leak letters sent to customers (>200 GPD)	109	225	1319	1330
ORDINANCES				
Water Waste Prevention				
Water Waste Reports Received	15	36	177	224
Water Waste Notifications Sent	5	8	34	49
Landscape Plan Review				
Plans submitted	6	18	90	117
Plans exempt	0	3	15	23
Plans completed	4	6	23	30
Plans in workflow (pass & fail)	15	44	139	172
Tier 4 Exemption				
Inspections that resulted in a pass	0	0	1	2

9. Watershed Protection:

Rangers assist with Prescribed Burn near Bon Tempe Lake

On August 14th, the Marin County Fire Department (MCFD), with support from the Park Rangers and Watershed Maintenance Staff, conducted a 20-acre prescribed burn at Knob II, near Bon Tempe Lake. After the burn was completed, maintenance and Ranger staff continued to patrol and mop up the burn unit. On Saturday, the 16th, the Rangers supported MCFD's Tamalpais Fire Crew by supplying water to a 1500 ft. uphill hose line the crew was using to finish mopping up. The Ranger truck, Squad 961, is a Type 6 wildland fire engine and one of only two pieces of District fire apparatus that could support such a long hose line and is therefore a vital piece of fire equipment for Marin Water.



Ranger Patrol Truck Squad 961, a Type 6 engine, supplying a 1500 ft. hose line during mop up

Busy Month for Medical Emergencies

August proved to be the busiest month for medical aid calls on the Watershed since 2020 with a total of 16 calls. The majority of call were for heat-related emergencies. Other calls include bicycle or e-bike accidents, ankle injuries and a motorcycle vs. deer collision resulting in serious injuries to the rider. The busiest period for medical calls occurred during the first two days of the Labor Day weekend with a total of five calls. To assist with the holiday weekend the Rangers requested Marin County Search and Rescue to perform Preventive Search and Rescue on the Watershed. This assistance from Marin SAR proved vital during the holiday weekend.

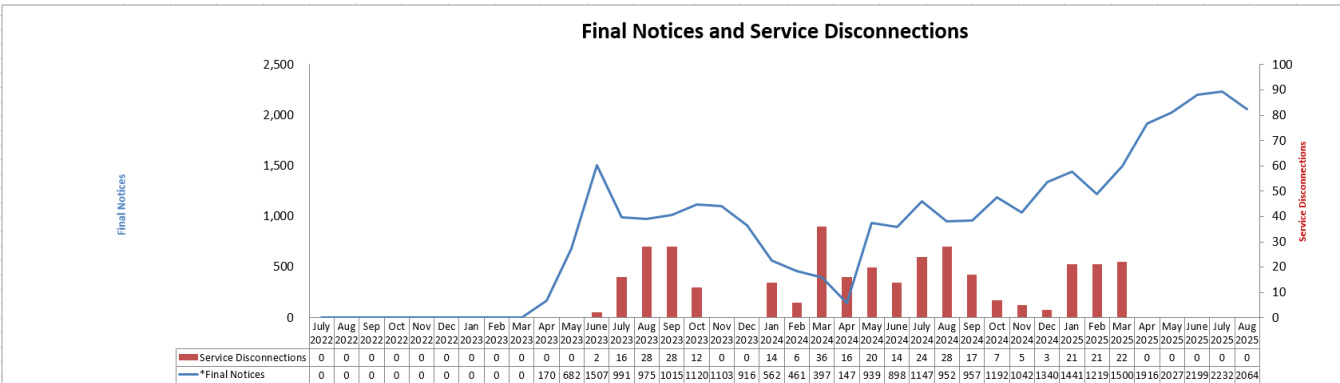
RANGER ACTIVITIES	
Law Enforcement	#
<u>MMWD Ordinance Violations</u>	
Citations:	47
▪ Bike on Trail	1
▪ Parking	46
<u>Penal Code Violations</u>	
• Vandalism	14
<u>Vehicle Code Violations</u>	
• Misc. Vehicle Code	4
<u>Fish and Wildlife</u>	
• License Checks	32
<u>Warnings</u>	
• All	143
<u>Other</u>	
• Illegal Trail Work	6
Medical/Fire	#
Responses:	
Medical Calls on Watershed	16
Mop-up on Burn	5
Assist with Prescribed Burn	1
Search and Rescue	#
Calls	
• Lost Hiker	2
General	#
Visitor Assists	95
Dam Checks	85
Assist MMWD groups	54
Assist Other Agencies	2
Watershed Observation Reports	#
▪ Received	1
<u>Additional Patrols</u>	
▪ Foot	37 miles
▪ Bike	109 miles
▪ ATV/UTV	105 miles
▪ LIDAR	9
▪ Boat	2

10. Shutoff Notices and Disconnections:

*Final Notices

Service Disconnections

* Includes 10 day and final notices




FISCAL IMPACT:

None

ATTACHMENT(S):

None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Office of the General Manager	<div></div> Ben Horenstein General Manager	<div></div> Ben Horenstein General Manager



STAFF REPORT

Meeting Type: Board of Directors
Title: Reject Bids for Contract No. 2017- Alpine Barge Anchors and Pipe Floats Replacement Project (D-24010)
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: September 16, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve a resolution rejecting all bids for Contract No. 2017, Alpine Barge Anchors and Pipe Floats Replacement Project

SUMMARY: The Alpine Barge Anchor and Pipe Float Replacement project will install new pipe floats, barge anchoring, connections, and appurtenances at the Alpine Pump Barges located on the Alpine Reservoir within District Watershed Lands. Staff issued a Notice for Bids for the Alpine Barge Anchor and Pipe Float Replacement Project and the bid received was significantly higher than the estimated cost to do this work. Staff presented this item at the February 13, 2025 Planning Committee prior to bid opening.

DISCUSSION: The District transfers raw water from Alpine Reservoir up to Bon Tempe Reservoir through 5,300 feet of 24-inch and 30- inch diameter welded steel and HDPE pipe using two 200 HP floating barge pumps. The raw water transmission barge pumps and pipeline provide a critical operational function to the District as it is the only source of raw water supply from Alpine Reservoir to Bon Tempe Reservoir which supplements water production at the Bon Tempe Treatment Plant. The Alpine Barge Pumps and HDPE pipe were installed in 2009 and require ongoing maintenance due to the challenging aquatic environment, which accelerates degradation on essential components.

The Alpine Barge Anchors and Pipe Floats Replacement Project (Project) is a component of the Districts Capital Improvement Program. This Project involves addressing the deteriorating condition of the barge anchoring system by replacing the existing anchors with six new 1,000-pound mooring anchors and connections. These upgrades will prevent the barges from drifting during operations, ensuring the stability and reliability of the barge system. In addition, the existing buoys between the pumps and manifold barge will be replaced with upgraded pipe floats that are engineered to elevate the pipeline and attach the electrical conduits while reducing the stress on both pipeline and electrical conduit. This enhancement will reduce the risk of future pipe connection failures and potential for electrical failures.

In an effort to reduce downtime of the pumping system, the District purchased all materials required to complete the project. The advertised contract was solely for contractor labor and equipment to install the anchors and pipe floats.

Staff advertised the Project on July 22, 2025. On August 19, 2025, the District received and opened one bid for the Project, as shown in Table 1 from Manson Construction Co. The Engineers Estimate for this work was \$60,000 and the bid submitted significantly exceeded the Engineer's Estimate. Staff is not sure why this bid came in this high and will need to re-evaluate if there are any unforeseen construction challenges that should have been considered during engineering that would have driven the construction cost.

Staff recommends that the Board adopt a resolution rejecting all bids for the Alpine Barge Pipe Floats and Anchor Replacement Project. Staff recommends exercising the District's authority to reject all bids pursuant to section 22038 of the California Public Contract code and as stated in Contract No. 2017 Notice Inviting Bids and Section 10 of the Information and Instructions for Bidders ("Award of Contract – Rejection of Bids").

Table 1
Bid Results
Alpine Barge Anchors and Pipe Floats Replacement Project

Apparent Bid Rank	Contractor Name	Bid Amount
1.	Manson Construction Co.	\$515,400.83



Engineer's Estimate: \$60,000

ENVIRONMENTAL REVIEW: The California Environmental Quality Act is not applicable where the District determines not to move forward with a project.

FISCAL IMPACT: Aside from the minimal staff time required to advertise the project, there is no significant fiscal impact to rejecting all bids. Staff will re-evaluate funding needs to complete this project.

ATTACHMENT(S):

1. Proposed Resolution
2. Site Map

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Alex Anaya Engineering Director	 Ben Horenstein General Manager

MARIN MUNICIPAL WATER DISTRICT

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF THE MARIN MUNICIPAL WATER DISTRICT TO
REJECT ALL BIDS FOR CONSTRUCTION CONTRACT NO. 2017 FOR THE ALPINE BARGE
ANCHORS AND PIPE FLOATS REPLACEMENT PROJECT**

WHEREAS, on July 22, 2025, the District advertised Contract No. 2017, Alpine Barge Anchors and Pipe Floats Replacement Project (D-24010), which includes the installation of District furnished pipe floats, barge anchoring, connections, and appurtenances at the Alpine Pump Barges and Manifold Barge; and

WHEREAS, the District received and publicly opened one (1) bid to construct the Project on August 19, 2025, of which Manson Construction Co. bid \$515,400.83; and

WHEREAS, the District's has deemed this bid significantly exceeded the Engineer's Estimate; and

WHEREAS, District staff have conducted further review of the bid; and

WHEREAS, the California Public Contract Code section 22038 provides the District discretion to reject all bids and further, the NOTICE INVITING BIDS and Section 10 of the INFORMATION AND INSTRUCTIONS FOR BIDDERS entitled AWARD OF CONTRACT – REJECTION OF BIDS both indicate that the District reserves the right to reject any and all bids.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Marin Municipal Water District, after duly considering the record before it, makes the following findings and determinations based on the reports, testimony and other materials before it including, but not limited to, the information listed in the above recitals, which are found to be true and accurate and incorporated herein by reference as findings and determinations of the Board of Directors.

BE IT FURTHER RESOLVED that the Board of Directors of the Marin Municipal Water District does hereby reject all bids submitted for Contract No. 2017, Alpine Barge Anchors and Pipe Floats Replacement Project (D-24010).

PASSED AND ADOPTED this 16th day of September, 2025, by the following vote of the Board of Directors.

AYES:

NOES:

ABSENT:

Matthew Samson
President, Board of Directors

ATTEST:

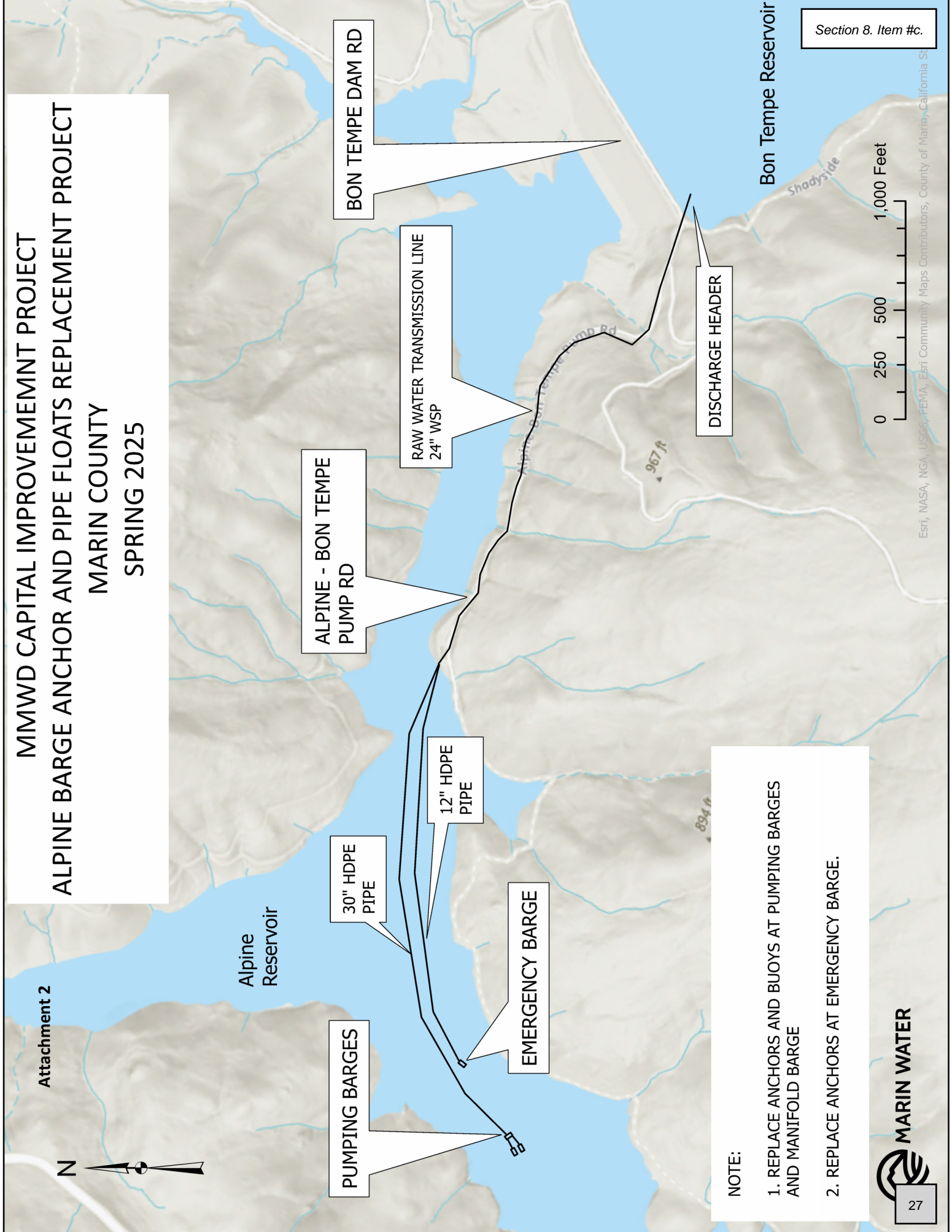
Terrie Gillen
Board Secretary

MMWDC CAPITAL IMPROVEMENT PROJECT

ALPINE BARGE ANCHOR AND PIPE FLOATS REPLACEMENT PROJECT

MARIN COUNTY

SPRING 2025



NOTE:

1. REPLACE ANCHORS AND BUOYS AT PUMPING BARGES AND MANIFOLD BARGE
2. REPLACE ANCHORS AT EMERGENCY BARGE.



MARIN WATER



STAFF REPORT

Meeting Type: Board of Directors
Title: 2025 Annual Strategic Work Plan Progress Update
From: Adriane Mertens, Communications and Public Affairs Manager *Am*
Through: Ben Horenstein, General Manager *BH*
Meeting Date: September 16, 2025

TYPE OF ITEM: Action X Information

RECOMMENDATION: Receive progress update on the 2025 Annual Strategic Work Plan

SUMMARY: The General Manager will review with the Board the progress that has been made on the 2025 annual work plan, which supports the goals and objectives identified in the District's Five-Year Strategic Plan (2024-2028).

DISCUSSION: In February 2024, the Board adopted the District's Five-Year Strategic Plan, which covers the 2024-2028 time period. To operationalize the strategic plan, a work plan will be developed in each of the five years outlining the specific actions to be taken on an annual basis to help advance the goals and objectives in the Five-Year Strategic Plan. Each action item in the work plan, which augments the day-to-day work of the District, includes key milestones and associated timelines to help the District stay on target with its five-year goals and objectives. Periodic updates on the progress of the annual work plans are then provided to the Board.

The 2025 Annual Strategic Work Plan (attached) was reviewed with the Board of Directors at the Annual Board Retreat on January 14, 2025. The finalized work plan, which incorporated input from the Board, was reviewed once more at the February 11, 2025 Board meeting and the most recent work plan progress update was provided at the May 20, 2025 Board meeting. The General Manager will review the progress made since then, indicating the status of each element of the work plan, including completed items and areas of significant progress, as well as noting any delays or other changes to the timeline.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

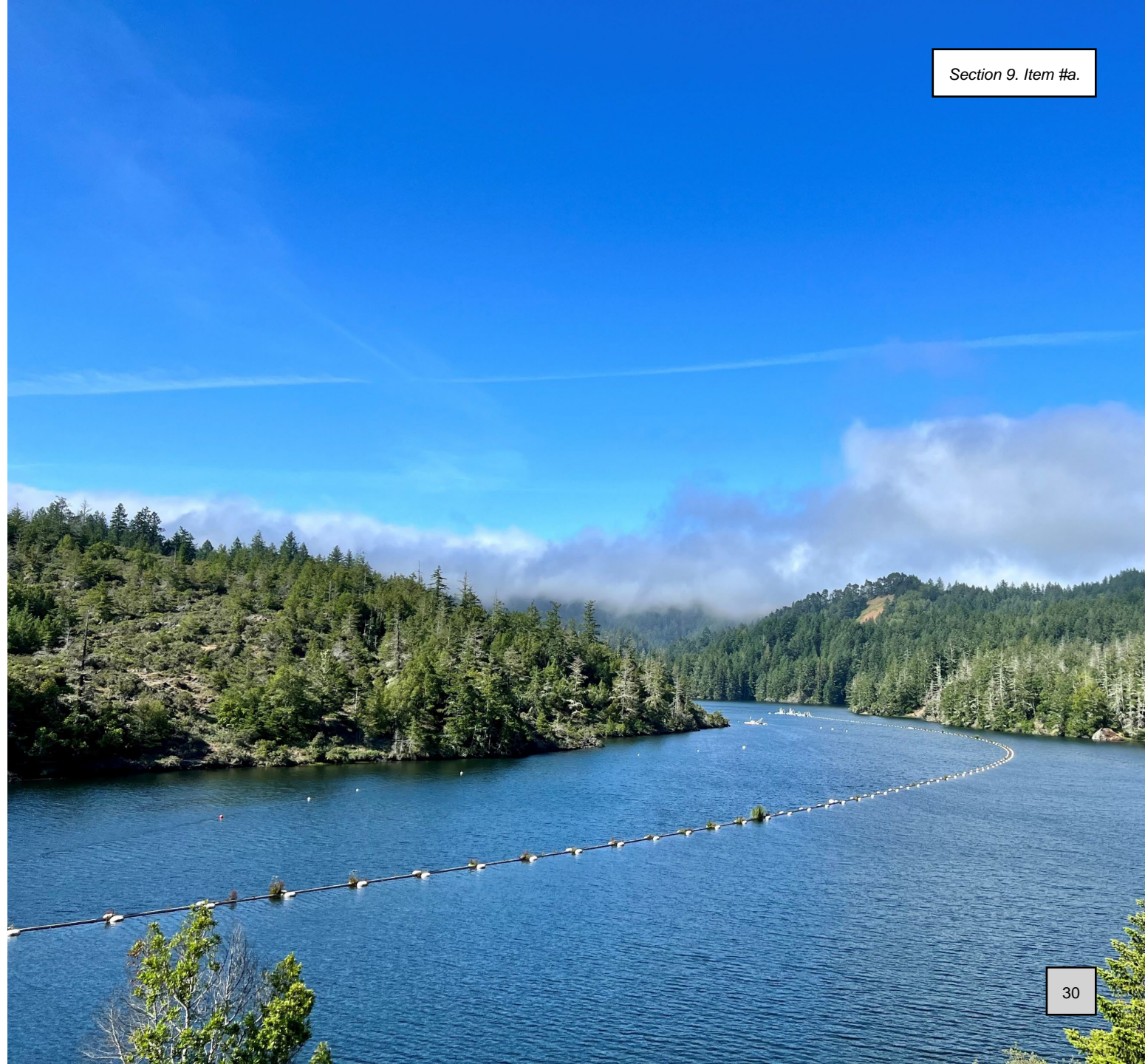
ATTACHMENT(S):

1. 2025 Strategic Annual Work Plan



2025 Strategic Annual Work Plan

February 11, 2025



5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Water Efficiency Concepts and Strategies Toward Short and Long-Term Goals	Continue implementation of 5-Year Water Efficiency Master Plan action items.	Ongoing	Budgeted
	Evaluate incentive offerings and revise to align with achieving goals in Water Efficiency Master Plan, recommend program changes and/or updated based on evaluation.	Ongoing	Budgeted
b. Water Efficiency Incentives, Education and Outreach	Launch outreach campaign to promote increased rebates to maximize the grant funding that has been awarded for turf removal.	Begin in Q1	Budgeted
	AMI Implementation – Update to Board.	Q1	Budgeted
	AMI Implementation - Request For Proposal.	Q3	Budgeted
c. Implementation Of Water Loss Control and Leak Detection Program Recommendations	Implement pilot to evaluate acoustic hydrant loggers and AMI meters, which may log district-side leaks.	Begin in Q1; Study findings complete by Q3	Budgeted
d. Industry Association Participation	Participate in the Water Research Foundation's Residential End Use Study..	Study Projected for Completion Q4	Budgeted

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
e. Partnerships to Test Technologies/Theories	Evaluate effectiveness of the turf rebate increase leveraging multi-benefit funding from Marin County Storm Water Pollution Prevention Program.	Complete by Q4	Budgeted
	Partner with Marin Wildfire Prevention Authority to ensure incentives and programs support wildfire resistant landscapes.	Complete by Q4	Budgeted
	Conduct turf removal participation survey and develop targeted programs.	Complete survey in Q1; measures by Q3	Budgeted
f. Policy Review	Align Water Efficient Landscape Ordinance with State rulemaking, which is underway.	Complete by Q3	Budgeted
	Begin process for extending Local Jurisdictions MOU which expires Dec. 31, 2025.	Begin by Q2	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Roadmap Short-Term Actions	1. Water Efficiency actions outlined in Obj. 1.	1. Q1-Q4	1. Budgeted
	2. Soulajule to Nicasio Pipeline – Easement acquisition, design & CEQA.	2. Q2	2. Budgeted
		3. Q3	3. Budgeted
	3. Complete Stream release automation.	4. Q2	4. Budgeted
	4. Present emergency supply plan.	5. Q1-Q4	5. Budgeted
	5*. Nicasio Spillway Modifications – environmental review and permit submittal.		
b. Roadmap Medium Term Projects and Longer-Term Goal Update	1. Select preferred Water Supply Roadmap Project for further development.	1. Q2	1. Budgeted

* New 5-year action item, not identified in the District's 2024-2028 Strategic Plan

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Recycled Water Project Partnerships	Continue relationship building with North Bay Water Reuse Authority and local sanitation districts.	Ongoing	Budgeted
b. Sonoma Water Agreement Renewal	Execute renewal agreement with Sonoma.	Q1	Budgeted
c. Relationship Building for Regional Water Supply Projects	Strategic meetings with Sonoma Water and contractors on regional water supply planning.	Ongoing	Budgeted
d. State And Federal Support for Regional Supply Development	<ol style="list-style-type: none"> 1. Receive WRDA Funding. 2. Seek funding for recycled water projects. 	<ol style="list-style-type: none"> 1. TBD 2. Q1-Q2 	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Reservoir Management Plans	Review industry best practices for reservoir management.	Q2	Budgeted
b. Water Treatment Option Improvements	1. Following successful liquid ammonium sulfate Pilot study develop next steps.	1. Q4	1. Budgeted
	2. Review disinfection practices at treatment plants.	2. Q2	2. Budgeted
c. Water Quality Lab	Complete refocus of Lab resources to distribution system and reservoir management.	Q1	Budgeted
d. Water Quality After Wildfires/ Industry Lessons Learned	Develop summary of wildfire impacts to water quality in surface water reservoirs and impacts to conventional drinking water treatment.	Q3	Budgeted
e. Regulation Development	Monitor proposed and upcoming regulations for drinking water.	Ongoing	Budgeted

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Above Ground Facility Assessment	Initiate condition assessment process for remaining tanks and pump stations.	Begin in Q1	Budget Modification Needed
b. PRP Prioritization Process Review	Refine and bring to Board an updated process for prioritization. Update could occur with Water System Master Plan presentation identified in Objective 1.h.	To the Board by Q1	n/a
d. Workplace Facilities Plan	Complete facilities plan.	Begin in Q1	Budget modification needed
e. Above-ground Infrastructure Hardening	Completed - Fire hardening assessments for all pump stations have been completed and information will be incorporated into action item for the overall condition assessment of pump stations and tanks.	COMPLETE	---
f. Water System Single Points of Failure Assessment/CIP Incorporation	Begin assessment to integrate into CIP effort following completion of Water System Master Plan (WSMP) Objective 1.h.	Begin in Q1	n/a
g. Water System Security Measures	Enhance facility security standards that will be used to evaluate the Above Ground Condition Assessment infrastructure and identify security needs to be prioritized in the capital planning effort. Tied to Objective 1.a.	Begin in Q1	n/a
h. Water System Master Plan	Complete and use information from the WSMP to identify and prioritize infrastructure capital replacement projects. Presenting to the Board in January 2025.	By Q1	Budgeted

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Planning with Infrastructure Condition Assessment/Other Data	Develop long-term CIP.	Begin in Q2	Budgeted
b. Project Grant Opportunities	Continue to identify grant funding opportunities that are a fit for the Districts capital projects.	Ongoing	Budgeted
c. Bond Funding Opportunities for Generational Projects	Captured in Goal 4, Objective 4b.	--	--

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Resource Needs Assessment	Completed - resource planning analysis was finished; leveraged several position conversions with 4 new positions resource needs will be evaluated on an ongoing basis.	COMPLETE/Ongoing	Budgeted
b. On-Call Contracts for Expedited Small Repairs	Completed - executed on-call construction contracts to expedite small capital work and will continue to utilize such contracts into the future.	COMPLETE/Ongoing	Budgeted
c. On-Call Engineering Firm Consulting Contracts	Completed - executed on-call geotechnical and civil engineering design contracts to streamline workflow and productivity.	COMPLETE/Ongoing	Budgeted
d. District Contract Specifications Update	Update District contract specifications to most current Construction Specifications Institute Master format.	Begin by Q3	n/a
f. Paving Restoration Requirements	Initiate discussions with neighboring jurisdictions now that the pavement assessment criteria has been established with a paving expert.	Begin in Q1	Budgeted

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Division Training Program	Formalize training to ensure new and current employees receive consistent training within their departments.	Ongoing	n/a
b. Standard Operating Procedure Development	Review/update or develop 5-10 SOPs this year.	Finish in Q4 2025	n/a
c. Learning Through Industry Associations Involvement	Continue developing the “Pipe Tapping Team” to compete at state and regional conferences. Offer opportunities for staff to engage and learn through industry associations.	Compete at regional AWWA conference. Staff attending conferences.	Budgeted
d. Operations Organizational Structure Review	Consistently review when filling vacancies	Ongoing	n/a
e. Efficiency Improvements via Equipment and Process Advancements	Continue to engage staff and develop a list of equipment/practices to improve efficiency, safety, effectiveness, and staff’s work.	Ongoing	n/a

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Fleet Regulatory Compliance	Hire consultant to design EV charging stations from District Fleet Vehicles.	Begin in Q1	Budgeted
b. Pump Station Evaluation for Alternative Energy Use	Evaluate feasibility of integrating solar with pump station rehabilitation projects following completion of Objective 1.a.	Ongoing	n/a
c. Carbon Neutrality	Initiate carbon neutrality policy discussion with the Board.	Begin in Q4	n/a
d. Micro-Turbine Technology	Completed – presented micro-turbine and pump storage findings to the Board at the Operations Committee Meeting on July 19, 2024.	COMPLETE	---
e. Renewable Power Opportunities	Presented finding to Board at July 19, 2024 OPS meeting. SGTP clear wells were identified as good options for solar. Staff will be conducting structural assessment of the clear wells for solar options.	By Q4	Budget modifications needed

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Emergency Response Plan Update	Update our employee notification system as it pertains to response expectations before, during and after an incident.	By Q3	n/a
b. Annual EOC tabletop Exercises	Train District staff with a designated role in the EOC and ICS Organizational Structure. Conduct an EOC-activation drill from the moment an incident occurs through the completion of an initial Incident Action Plan.	By Q2; Ongoing	n/a
c. Dam EAP Review and Tabletop Exercises	All seven dam EAP's have been accepted by Cal OES. Periodic review of contact information to occur on a yearly basis with full EAP reviews every five years.	Ongoing	n/a
d. Emergency preparedness training with Marin County OEM	Participate in County Office of Emergency Management monthly meetings.	Ongoing	n/a
e. FEMA-compliant Contracts for Disaster Recovery Needs	Staff finalizing development of FEMA compliant contract templates that will be ready to use following emergencies. Targeting completion early 2025.	By Q1	n/a
f. Risk Reduction Assessments	Water system single points of failure assessment including fire hardening and security measure assessments as (outlined in obj. 1).	Begin in Q3	n/a

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Lagunitas Creek Restoration	Initiate implementation of Phase 1B (Sites 1, 2, 3, 12 and 13)	Q3	Budgeted/Grants
c. PIT Program	Annual PIT program monitoring and gravel augmentation study	Q4	Budgeted/Grants
d. Apply technical expertise to regional restoration projects	Complete Nicasio Creek Fisheries Study.	Q4	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Public Safety Partnerships	Coordinate 2-3 inter agency trainings for search and rescue, and wildfire response	By Q4	n/a
b. Biodiversity, Fires, and Fuels Integrated Plan	Complete BFFIP priorities to achieve 1,500 acres of vegetation management and forest restoration projects. Integrate pathway modeling to inform and refine treatment priorities. Complete needed environmental compliance and associated program planning, contracting, monitoring and grant reporting. Continue developing burn plans to support implementation of prescribed fire on the watershed.	By Q3	Budgeted/Grants
c. Strategic Partnership for Regional Resiliency	Continue collaboration with Marin Prescribed Burn Cooperative, Marin Wildfire Prevention Authority, and One Tam Forest Health Strategy	Ongoing	n/a
d. Workforce Development	Ranger Trainee's complete Ranger I certifications Site Sponsor for AmeriCorps Watershed Stewardship Program to support fisheries and Grizzly Corps Fellow to support the volunteer program. Collaborate with Fire Foundry, California Conservation Corps, and California Conservation Corps North Bay to support BFFIP implementation, trails and water restoration projects	Q3 Q2 Q4	Budgeted
e. Wildland Firefighting and Vegetation Equipment	Evaluate options on the used market to replace Water Tender. Add one additional Ranger Vehicle to fleet to support staff.	By Q4	Budgeted/ Modification may be needed

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Annual Biological Monitoring	Complete annual biological monitoring per BFFIP, Lagunitas Creek Stewardship Plan, and to support project level compliance	Q4	Budgeted
b. Regional Partnerships	Contribute staff expertise to advance One Tam Annual Work Plan, TOGETHER Bay Area, California Landscape Stewardship Network, and Golden Gate Biosphere Network	Ongoing	n/a
c. Regional Restoration Opportunities	Evaluate multi-benefit opportunities associated with Nicasio Spillway Project	Q4	n/a
d. Stewardship Programs	Sustain trail stewardship events and establish contract with trail maintenance contractor	Q4/Ongoing	Budgeted
e. Natural Resources Interpretation	Hosting quarterly watershed interpretive hikes	Q4	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Watershed Rec Mgmt Planning Feasibility Study	Advance strategic opportunities outlined in the feasibility study.	Q4	Budgeted
b. Azalea Hill Trail Restoration Project	Complete liberty gulch segment, update compliance document, and initiate parking lot design work.	Q3	Budgeted
c. Evaluate Priority Roads and Trails	Develop Request for Proposals to initiate watershed roads and trails project.	Q3	Budgeted/ Modification may be needed
d. Nature-based Self-guided Tours and Outreach Materials	Update 2-3 watershed kiosks.	Q3	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Roads and Trails Management Plan	Develop Request for Proposals to initiate watershed roads and trails project.	Q3	Budget modification needed
b. Integrate Watershed Facilities into Master Planning Process	Captured in Goal 2, Obj. 1d.	---	---
c. Watershed Housing	Focused on improving Sky Oaks Headquarters.	Ongoing	---

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Stabilization Reserves	Completed - the Board approved revisions and additions to the District's reserve policy (46) to add clarity to the definition, purpose and calculations for each of the existing reserve funds and added an additional reserve fund for Water Supply Projects.	COMPLETE	---
b. Long-Term Capital Improvement Program with Stable Investments	As part of the upcoming two-year budget process, Finance and Engineering will work to integrate recent engineering studies into the 20-year Capital Improvement Program.	Q2	n/a
c. Non-Rate Revenue Updates	Review non-rate revenues as part of the budget process in 2025.	Q2	n/a

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Connection Fee Study	Present recommendations to the Board.	Q1	No
b. Low-Income Program Evaluation	Evaluate program to determine whether criteria can be modified.	Q3	No

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. SAP Update to Streamline Processes and Improve Analytics	Award contract for Payroll and HR module Systems Integrator contract; engage outside consultant to evaluate customer service and maintenance module needs.	Contract award by Q1; Consultant evaluation by Q2	Budgeted
b. Leverage External Resources for Efficiency	Evaluate the benefits and potential tradeoffs of utilizing additional consulting service for project implementation in the Engineering Division; continue to leverage expertise and assistance from the Fire Foundry and the CCNB to support the Watershed Division.	Ongoing	---
c. AA or Better Credit Quality Rating	Continue to meet with credit ratings agencies on an annual basis and work to prioritize issues that impact long term rating criteria.	Ongoing	---
d. Online & Electronic Bill Payments	Transition to a new online customer bill payment system.	Q2	Budgeted
e. Streamline the Application Process for Discount Programs and Leak Adjustments	Continue to identify processes that can be eliminated or reduced.	Ongoing	---

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. WRDA Funding for Water Supply Projects	Continue to engage USACE in an effort to get funding appropriation for Marin Water projects.	Q4	Budgeted
c. State and Federal Grants	Respond to state and Federal grant funding solicitations that align with District near term projects	Q4	n/a
e. Leverage Regional Partnerships	Continue to work with the Marin Wildfire Prevention Authority, One TAM, the County of Marin and Sonoma Water to implement best practices and maximize grant opportunities.	Ongoing	n/a

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Online Customer Tool Improvements	Completed – Implemented roll out of customer bill estimator on the District website in 2024.	---	---
b. Bi-annual fiscal policies review	Completed in 2024 – this will be an ongoing effort as part of the budget and rate setting process.	COMPLETE/ongoing	n/a
c. Quarterly Financial Summary Publication	Completed - Quarterly financial updates are now being posted routinely to the District's Financial Information webpage.	COMPLETE/ongoing	---
d. Regular Internal and External Financial Audits	Complete - The external audit was completed in November 2024; additional areas for audit and related process improvements will be identified as part of the ERP Modernization project.	COMPLETE/ongoing	---
e. Proactive Customer Communications for Grants and Investments in Key Priorities	Disseminate news releases and other outreach messaging channels to announce receipt of grant awards and to share updates of how funds are used for project implementation.	Ongoing	n/a

5-YEAR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Recruitment Collateral	Redesign the District employment website landing page to add features that improve navigation, showcase District accomplishments and provide a sense of workplace culture.	By Q3	n/a
b. Recruitment Partnerships with local Community Orgs, Colleges, Trade Schools	Continue participation in the monthly Baywork meetings to establish a Baywork Northbay consortium focused on outreach to community colleges, high schools and community-based organizations for the purposes of developing awareness of careers in the water industry and sharing career and internship opportunities.	Ongoing	Budgeted
	Host the Baywork for their Northbay "Workshop on Wheels."	Q2	
	Continue to send weekly digest emails containing Marin Water job opportunities to agencies listed on our established community outreach list. Continue to develop the outreach list.	Ongoing	
	Attend community career fairs as available.	Ongoing	
c. Welcoming Onboarding Process	Completed – new onboarding process was developed and rolled out; process will continue to be utilized for new employees and fine-tuned, as needed.	COMPLETE/ ongoing	---
d. Diversity, Equity and Inclusion Training	Completed - All existing employees went through training and training is integrated into the onboarding process for new employees.	COMPLETE/ ongoing	---

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
e. Employee Training Program	Finalize and launch a 5-year training program to include training for all staff and tailored for specific classification groups. Training will cover soft skills training (example: customer service), leadership training, management training AND some technical training including data security training and trainings for new IT tools to be rolled out Districtwide (examples: M365, SAP and support for technical training for specific departments and classifications).	Q1	
	The training program will include a 3 - day leadership academy as baseline training. Managers and supervisors who have not completed the academy will be enrolled in the Winter 2025 and Spring 2025 academies.	Q1 – Q3	Budgeted
	Implement learning aids on topics beneficial to the organization. For example: To support employees seeking internal promotions, a learning aid on interviewing techniques has been developed; sessions will begin in January 2025.	Q-1 - Q3	
f. Employee Recognition and Appreciation Programs	Refresh the quarterly employee recognition program and the functional and procedural aspects of the recognition committee utilizing guidance from staff input and corporate best-practice research.	By Q2	n/a

Orange text indicates an update that was incorporated following board input at the 1/14/2025 board retreat.

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
g. Strengthened Internal Communication Strategies	Expand internal distribution of the Employee Impact+ internal newsletter to mobile device delivery.	By Q4	n/a
	Pilot internal digital signboards systems to display key internal messages at strategic locations throughout worksites to further enhance District-wide internal communication and awareness.	By Q3	Budgeted
h. Employee Engagement and Organizational Improvement	Continue to build on the internal engagement initiatives the RIPPLE committee launched and identified in Year 1.	Ongoing	Budgeted
i. Workplace Safety	Continue to identify safety programs with room for improvement through policy assessment and evaluation of our practices. Ensure staff is adequately trained on the details of our updated written safety programs.	Ongoing	
	Train District staff with a designated role in the EOC and ICS Organizational Structure; fine tune the process for communicating with employees during crisis; conduct an EOC-activation drill from the moment an incident occurs through the completion of an initial Incident Action Plan.	End of Q1 & Q3	N/A
j. Work Facilities Assessment and Evaluation	Captured in Goal 2, Obj. 1d	---	---
k. Staffing Assessment	Develop District-wide list of internal resource gaps and present it to the Board as part of the two-year budget process.	By Q1	TBD

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Facilities, Programs, Outreach Accessibility Audit	Incorporate first phase of identified ADA website accessibility enhancements into implementation of District's website CMS migration project.	By Q2	Budgeted
b. Key Messaging and Visual Brand Identity	Develop new engaging outreach booth displays for use at community events, and new indoor facility signage for the customer counter at the Administration Building and the visitor counter area at the Watershed Sky Oaks Office.	By Q2	Budgeted
	Update the District's Communications and Branding Guidelines and work with all teams to ensure its successful incorporation into various District activities and functions.	By Q1	n/a
c. Geo-targeted Customer Communications	Research, evaluate and select cost-effective platform that provides geo-targeted call and SMS capabilities and prepare system for public launch including developing template messaging, trainings for staff users, and outreach to explain its roll out.	By Q4	Budgeted
d. Data-Driven Targeted Water Efficiency Outreach Campaigns	Implement seasonal water efficiency campaigns that target higher water users, including development of a new campaign to highlight the one-time increased turf rebate.	Ongoing; New turf rebate campaign by Q2	Budgeted
	Support the pilot AMI deployment effort.		Budgeted

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
e. Creative Storytelling Campaigns and Techniques for Priorities and Initiatives	<p>Utilize drone imagery, visual assets and creative writing in new ways to help show and tell to customers the district's major investments in our water system on CIP projects, including Pine Mountain Tanks, Lagunitas Creek Habitat Enhancements, large pipeline replacements, water supply roadmap work, and vegetation management/forest restoration activities.</p> <p>Seek out strategic messaging opportunities to educate the public on various, lesser-known ways the District supports the community.</p>	Ongoing	Budgeted
f. School Open Houses, Field Trips, Virtual Tours and Curricula	Connect youth with water education through continued focus on the district's classroom presentation offerings, water walks on the watershed, and ZunZun Musical Watershed assemblies.	Ongoing	Budgeted
g. Engagement with Local Municipalities	Develop schedule of engagement opportunities at town/city council meetings; coordinate/ provide District updates at a different council meeting once per quarter.	By Q2	n/a

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5 YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Industry Associations	Captured in Goal 2, Obj. 4c	---	---
b. Professional Development Opportunities	Encourage staff at all levels to engage in relevant professional associations through submittal of abstracts, joining committees, and other similar types of engagement.	Ongoing	---
c. Stakeholder Collaboration and Communication	Develop stakeholder list and identify key contacts to connect with for ongoing relationship building and communications.	By Q1	---
	Continue building working relationships with Federated Indians of Graton Rancheria.	Ongoing	

5 YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/N BUDGET OR FUNDS NEEDED
a. Intranet	Implement Microsoft M365 services throughout District and utilize included SharePoint Online application to build intranet site, including migration of files from legacy solution to cloud-based document store.	M365 by Q2 ; Intranet by Q4	Budgeted
b. Employee Self-Service Function	Implement an employee-centric services portal administered by HR and Payroll which is part of the District's Enterprise Resource Planning (ERP) modernization effort.	By Q4	Budgeted
c. Workplace process/ Tech Efficiency Improvement Program	Incorporating into Goal 5, Objective 1f.	---	---
d. Academia Partnerships	Assess and report to the Board on continued engagement with Isle Utilities, which the District joined as a piloting member in 2024.	Ongoing	Budgeted
e. Succession Planning Through Documented SOPs/Training Overlap	Captured in Goal 2, Obj. 4b	---	---
f. AMI Conversion and Associated Customer Portal	Captured in Goal 1, Obj. 1c	---	---
g. SAP Selection, Implementation & Operational Integration	Implement the initial implementation efforts for the District's Enterprise Resource Planning (ERP) modernization effort (Payroll and HCM).	Kickoff Q1; Complete Q1 2026	Budgeted
h. Online Customer Bill Pay System Replacement	Implement District/customer transition to new online bill pay system.	By Q2	Budgeted



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)
Thursday, Sep. 18, 2025 9:30 a.m.	Watershed Committee Meeting/Special Meeting of the Board of Directors	Preliminary Road and Trail Management Plan Workshop
Tuesday, Sep. 23, 2025 9:30 a.m.	Planning Committee Meeting/Special Meeting of the Board of Directors	Water Efficiency Annual Update
Thursday, Sep. 25, 2025 9:30 a.m.	Finance & Administration Committee Meeting/Special Meeting of the Board of Directors	

External Meetings	
Meeting Date	Meeting Type
Wednesday, Sep. 17, 2025 3:00 p.m.	Tomales Bay Foundation
Monday, Sep. 29, 2025 9:30 a.m.	North Bay Water Reuse Authority