



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

Tuesday, January 21, 2025 at 6:30 PM

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## AGENDA

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### 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 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](mailto: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) - None.**
4. **Reconvene to Open Session; Closed Session Report Out - Not applicable.**
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 (6:50 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. Minutes of the Board of Directors' Regular Bi-Monthly Meeting on January 7, 2025

**RECOMMENDATION:** Approve the minutes

- b. General Manager's Report December 2024

**RECOMMENDATION:** Approve Report

- c. Print, Mail and Payment Processing Services Agreement

**RECOMMENDATION:** Approve a new agreement with Paymentus Corporation to provide Print, Mail and Payment Processing services for the District's utility billing function in an amount not to exceed \$4.0 million over a four year period; and Authorize the General Manager to finalize and execute the contract for these services

9. **Regular Items (6:55 p.m. – Time Approximate)**

- a. Update on Water Supply Roadmap

**RECOMMENDATION:** Receive an update on the Water Supply Roadmap focused on criteria for evaluating longer-term water supply projects

- b. Restructure of Board Committee Meetings, Changes to Dual Noticing of Committee Meetings as Special Board Meetings, and Revised Board Calendar

**RECOMMENDATION:** Based on recent Board Direction, take the following actions:

1. Restructure the Board standing committees to eliminate the Communications & Water Efficiency Committee, integrate these topics into other Board and Committee agendas, rename the Operations Committee the Planning Committee to recognize a broader scope, and implement revisions to the Board Handbook to reflect these changes;
2. Implement changes to the District's practice of dually noticing Board committee meetings as special board meetings to scale back dual noticing to the Operations (Planning) and Watershed Committee Meetings, as well as those Finance & Administration Committee

Meetings addressing budget planning and end of year Financial review (March, April and September meetings in 2025); and

3. Adopt an updated 2025 Board Calendar changing the day of the Operations (Planning) Committee Meetings to the fourth Tuesday of the month (with exceptions as needed), eliminating the Communications & Water Efficiency Meetings, and noting which committee meetings will be dually noticed as special board meetings

**c.** 2025 Board of Directors Committee Assignments

**RECOMMENDATION:** Approve the appointment of the Marin Municipal Water District Directors to internal standing committees and to external regional committees as representatives of the District

**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)**

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 - Pending Litigation**  
(California Government Code §54956.9)

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

Marin County Superior Court, Case No. CV0004078

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

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

**13. Adjournment** (9:00 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](http://marinwater.org).*

Posted: 01-17-2025





# NOTICE OF THE BOARD OF DIRECTORS' REGULAR BI-MONTHLY MEETING AND MARIN MUNICIPAL WATER DISTRICT FINANCING AUTHORITY BOARD MEETING

Tuesday, January 07, 2025 at 5:30 PM

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## MINUTES

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### 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 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 approve the agenda. Director Khush seconded the motion.

There were no public comments.

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

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

There were no public comments.

The Board convened to Closed Session at 5:31 p.m. and went to the Mt. Tam Conference Room.

**a. Conference with Legal - Pending Litigation**  
*(California Government Code §54956.9)*

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

Marin County Superior Court, Case No. CV0004078

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

At 6:34 p.m., the Board reconvened to Open Session in the Board Room.

President Samson announced that no reportable action was taken.

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

There were two (2) public comments.

**6. Directors' and General Manager's Announcements**

- Vice President Smith reported that he and General Manager Ben Horenstein met with Supervisor Rodoni and representatives from Muir Beach to discuss a potential pipeline project conveying water to the Muir Beach area.
- President Samson commented on the Lagunitas Creek Restoration Project.

**7. Board Committee Reports**

Chair Samson of the Watershed Committee Meeting and Chair Russell of the Operations Committee Meeting provided highlights from those meetings from December 2024. President Samson also provided a report of his attendance at the Tomales Bay Foundation meeting.

**8. Consent Items**

- a. Minutes of the Board of Directors' Regular Bi-Monthly Meeting on December 17, 2024

**RECOMMENDATION:** Approve the minutes

- b. Amendment No. 2 to General Services Agreement MA-6155 with Bacchus Press for District-wide Printing Services

**RECOMMENDATION:** Approve Amendment No. 2 to General Services Agreement No. 6155 with Bacchus Press, Inc., for District-wide printing services for a total not-to-exceed amount of \$150,000 and authorize the General Manager to execute same

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

There were no public comments.

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

**9. Regular Items**

- a. Update on Water Supply Roadmap

**RECOMMENDATION:** Receive an update on Water Supply Roadmap focused on criteria for evaluating longer-term water supply projects

Water Resources Director Paul Sellier, along with consultant Xavier Irias with Woodard and Curran, provided a presentation.

Discussion occurred throughout the presentation.

There were 11 public comments.

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

**10. Future Board and Committee Meetings and Upcoming Agenda Items**

- a. Upcoming Meetings

The Board Secretary reported on internal and external meetings for the month of January.

There were no public 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 of Regular Board Meeting and Convene Marin Municipal Water District Financing Authority Board Meeting**

There being no further business, the regular Board Meeting adjourned and the Marin Municipal Water District Financing Authority convened at 8:25 p.m.

**14. Roll Call of the Marin Municipal Water District Financing Authority Board**

Communications & Public Affairs Manager Adriane Mertens administered the Roll Call.

**DIRECTORS PRESENT**

- Ranjiv Khush
- Diana Maier
- Larry Russell
- Jed Smith
- Matt Samson

**15. Financing Authority Board Regular Items**

- a. Minutes of Marin Municipal Water District Financing Authority Meeting of January 9, 2024, Confirmation of Officers, and 2024 Financial Report

**RECOMMENDATION:** Confirm officers for the Marin Municipal Water District Authority Board of Directors, approve the minutes of the Marin Municipal Water District Financing Authority Meeting of January 9, 2024, and receive the 2024 financial report for the Authority

Finance Director Bret Uppendahl presented this item.

There was no discussion.

Director Khush made the motion to approve the minutes, confirm the officers of the Financing Authority Board, and accept the 2024 financial report. Vice President Smith seconded the motion.

There were no public comments.

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

**16. Adjournment of the Marin Municipal Water District Financing Authority Board Meeting**

There being no further business the Marin Municipal Water District Financing Authority Board Meeting adjourned on January 7, 2025 at 8:31 p.m.

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Board Secretary





# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** General Manager's Report December 2024  
**From:** Ben Horenstein, General Manager  
**Meeting Date:** January 21, 2025

**TYPE OF ACTION:** X Action Information Review and Refer

**RECOMMENDATION:** Approve Report

## SUMMARY:

### A. HIGHLIGHTS:

- The daily average net production for the month of December 2024 was 14.5 MGD compared to 14.5 MGD for the month of December 2023. Typical usage for December is 17.6 MGD.
- Staff solicited statements of qualifications for on-call geotechnical and civil design engineering services from qualified engineering firms that will be utilized to expedite the design process of retaining wall, storage tank and pump station foundation design in support of the Capital Improvement Program and in support of the Districts 5-year strategic plan. Staff will be evaluating proposal and be making a recommendation for award of two professional service contracts at a future regularly scheduled Board meeting.
- Staff responded to 948 underground service alert tickets and marked out approximately 27,094 feet of pipe in the month of December, helping to ensure that District underground water infrastructure is not damaged by contractors or homeowners during excavation work.
- The District continued with Year 6 of the BFFIP plan through December 2024. In December, the District partnered with Conservation Corps North Bay to complete a grant funded 35 Acre Forest Maintenance Project around Lake Lagunitas. Additionally, the District resumed pile burning in December near the Bon Tempe Treatment Plant and continued various Doug Fir Thinning projects near Azalea Hill and Lagunitas Rock Springs Rd.
- Supported vegetation management planning with Southern Marin Fire District to align fuel reduction efforts for a proposed large-scale fuel treatment zone around Mill Valley.
- Initiated wildfire pathways modeling effort on the watershed with One Tam, MWPA and Willow Labs.
- Two watershed field trips with Star Academy, post high school work experience program, at Phoenix Lake.

- Hosted Watershed Interpretation event on Saturday Dec 7 consisting of a Bird Walk led by a Ranger and GrizzlyCorps.
- Dec 19 Trail Stewardship volunteer event on Azalea Hill, improving site lines and drainage improvements
- Saturday Dec 21 Habitat Restoration volunteer event removing broom from sensitive grassland habitat at Pine Point.
- Fisheries staff installed a new PIT tag antenna in Samuel P. Taylor State Park for tracking salmon in Lagunitas Creek, bringing the total number of antennas throughout the watershed to five. Weekly salmon spawner surveys continued, and early results suggest a record count of Chinook Salmon and an above average count of Coho Salmon. The District and consultant (ESA) assessed the recently constructed Lagunitas Creek habitat restoration structures and observed that they are performing well overall.

## MARIN WATER GRANT STATUS

PROJECT DETAILS						REQUIREMENTS	BUDGET		
OPPORTUNITY	FUNDER	FUNDER PRIORITIES	AGREEMENT APPLICATION DATE	MATCHING PROJECT	DESCRIPTION	STATUS	PREREQUISITE	FUNDS REQUESTED	MATCH REQUIREMENT %
<b>CURRENT GRANTS</b>									
Prop. 1. Round 2 IRWM Disadvantaged Community Forestry Corps	DWR	Water Infrastructure	12/1/22	Marin City/San Rafael Infrastructure	Replacing aging transmission lines and laterals in Marin City and San Rafael's Canal District	Funded	IRWM CC Approval	\$6,500,000	0
	CCNB	Vegetation Management	Jan 2023	Ongoing Forestry work	Workforce development, state funding directly to CCNB to fund crews working on the watershed	Funded	Corps Partnership	\$500,000	0
Fisheries Restoration Grant Program	CDFW	Fisheries	4/20/23	Lagunitas Creek Restoration	Funding for Phase II site design and CEQA	Funded	30% designs	\$600,000	50%
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	DWR Riverine	Fisheries	1/1/22	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek	Funded	None	\$590,000	0
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	USBR Environmental Restoration Project	Fisheries	8/17/23	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek Sites 1-3	Funded	CEQA	\$1,400,000	39.39%
Rain Water Harvesting Project	MCSTOPP	Conservation	Unknown	Conservation	Barrels for customers	Funded	None	\$15,032	0
Urban Multi-Benefit Drought Relief	DWR	Water Resources	3/19/22	SWSA	Strategic Water Supply	Funded	None	\$2,000,000	0
Water Conservation	USBR WEEG	Conservation		Conservation		Funded		\$722,025	
Water Conservation	DWR IRWMP	Conservation		Conservation		Funded		\$222,477	
Prop 1. Fisheries Restoration	CDFW	Fisheries	7/1/23	Lagunitas Creek Restoration	Lagunitas Creek Restoration Sites 1-6	Funded	60% designs	\$4,800,000	0
CA Division of Boating & Waterways	NRA	Water Quality	7/1/23	Reservoir Water Quality	Monitor and prevent infestation of quagga and zebra mussels	Funded	NA	\$86,800	0
Azalea Hill Trail Restoration	State Parks	Trail Restoration	2/1/20	Watershed	Azalea Hill Restoration	Funded	None	\$952,657	0
One Tam Forest Health Strategy	CA WCB	Forestry Restoration	1/12/23	BFFIP Implementation	BFFIP Implementation for 2-3 years	Funded	CEQA	\$2,800,000	0
WaterSMART Applied Science	USBR	Water Resource	10/15/2023	Advanced Weather Modeling	Funding for weather modeling to inform water resources management	Funded	TBD	\$150,828.00	50%
One Tam Forest Health Phase II Cal Fire	Forestry Restoration		1/15/2024	BFFIP Implementation	BFFIP Implementation for 2-3 years	Notice of Award	CEQA	\$3,000,000	TBD
								<b>TOTAL FUNDED:</b>	<b>\$24,140,519</b>
Desal Feasibility Study	USBR	Desalination	2/28/23	Desalination	Exploring new brackish desal in Petaluma	Open	None	\$200,000	50
Hazard Mitigation Program	CalOES/ FEMA	Natural Hazards	Aug-24	Treatment Plant Clarifiers	Funds to address seismic hazards in water treatment facilities	Open	NOI APPROVAL	\$22,000,000.00	25%
WaterSmart Energy Efficiency	USBR	Conservation	2/22/2024	AMI	Funding to expand AMI	Open	Environmental Compliance	\$1,000,000	50%
WaterSMART Planning & Design	USBR	Water Supply	5/20/2024	Water Supply Planning	Water Supply - Nicasio Spillway	Open	TBD	\$400,000.00	
Environmental Resources Grant	USBR	Forest Health	8/24/2024	BFFIP Implementation	BFFIP Implementation for 2-3 years	Open	TBD	\$3,000,000.00	
CDFW Environmental Enhancement Fund	CDFW	Fisheries	9/11/2024	Lagunitas Creek Restoration	Phase II	Not Funded	TBD	\$3,457,044.00	0%
USBR Drought Resiliency Program	USBR	Water Supply	10/7/2024	Water Supply Planning	Water Supply - Nicasio Spillway	Open	TBD	\$3,000,000.00	50%
Dam Safety & Climate Resilience Local Assistance	DWR	Infrastructure	10/21/24	Lagunitas Valves & Actuator Replacement	Dam Safety	Open	TBD	\$2,000,000.00	50%
								<b>TOTAL OPEN:</b>	<b>\$29,600,000</b>
<b>UPCOMING APPLICATIONS</b>									
USBR WaterSmart & Energy Efficiency (WEEG)	USBR	Conservation	11/13/2024	AMI Expansion	AMI Expansion	Open	TBD	\$3,500,000.00	50%
<b>LONG TERM OPPORTUNITIES (ongoing development)</b>									
2024 Water Bond	State of CA	Water supply projects	Fall 2024	SWSA Water Supply Projects	Currently in Legislature	In legislature	Voter approval, District participation		TBD
Water Resources Development Act	Amy Corps of Engineers	Water supply projects	FY 2024	SWSA Water Supply Projects	Pursuing for No Regrets and regional projects	In appropriations	Authorization (secured 2022)	\$28,000,000.00	
Small Storage Program	USBR	Water Supply	Fall 2024	Phoenix Lake	Funding for new water supply projects	TBD	Approved Feasibility Study		TBD
United States Department of Fish and Wildlife	USDFW	Water Supply	Unknown	Phoenix Lake	Habitat Conservation Planning	TBD	Habitat Conservation PI		TBD

**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 2024/25		FY 2023/24	
	(million gallons)	(acre-feet)	(million gallons)	(acre-feet)
<b>Potable</b>				
Total production this FY	4,042	12,403	3,923	12,039
Monthly production, December	453	1,391	401	1,230
Daily average, December	14.63	44.88	12.93	39.69
<b>Recycled</b>				
Total production this FY	158.78	487.26	151.79	465.82
Monthly production, December	17.29	53.06	9.03	27.72
Daily average, December	0.56	1.71	0.29	0.89
<b>Raw Water</b>				
Total production this FY	61.56	188.92	38.84	119.20
Monthly production, December	14.13	43.36	0.00	0.00
Daily average, December	0.46	1.40	0.00	0.00
<b>Imported Water</b>				
Total imported this FY	1,421	4,361	1,647	5,053
Monthly imported, December	104	320	93	284
<b>Reservoir Storage</b>				
Total storage, December	25,927	79,566	22,618	69,413
Storage change during December	3,054	9,373	1,522	4,671
<b>Stream Releases</b>				
Total releases this FY	1,510	4,633	1,829	5,612
Monthly releases, December	326	1,000	463	1,421

2. <u>Precipitation:</u>	<u>FY 2024/25 (in.)</u>	<u>FY 2023/24 (in.)</u>
ALPINE	15.72	10.27
BON TEMPE	11.85	7.78
KENT	14.49	12.37
LAGUNITAS	12.25	12.25
NICASIO	9.33	7.63
PHOENIX	12.31	12.63
SOULAJULE	10.57	6.34

\* Average to date = 19.31 inches

3. Water Quality:

<u>Laboratory</u>	<u>FY 2024/25</u>	<u>FY 2023/24</u>
Water Quality Complaints:		
Month of Record	35	3
Fiscal Year to Date	117	44
Water Quality Information Phone Calls:		
Month of Record	6	7
Fiscal Year to Date	75	16

The WQ lab ensured that the water supplied met or surpassed water quality regulations by collecting and analyzing 1,719 analyses on treatment plants and distribution system samples.

Mild steel corrosion rates averaged 1.72 (0.26 – 3.51) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: No flushing events were performed for this month on record.

Disinfection Program: 1,550' of new pipelines were disinfected during the month of December. Performed chlorination on 14 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 28 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 1,719 treatment plant and distribution water samples, and the water quality department treated 14 tanks for low chlorine and checked an additional 28 tanks for low chlorine residual in December 2024.

**4. Water Treatment:**

<u>Treatment Results</u>	<u>San Geronimo</u>		<u>Bon Tempe</u>		<u>Ignacio</u>	
	Average	Monthly Goal	Average	Monthly Goal	Average	Monthly Goal
Turbidity (NTU)	0.09	≤ 0.10	0.04	≤ 0.10	0.06	≤ 0.10
Chlorine residual (mg/Lv)	2.78	2.75 *	2.77	2.75 *	2.78	2.75 *
Color (units)	0.4	≤ 15	0.5	≤ 15	0.9	≤ 15
pH (units)	7.8	7.8*	7.8	7.8*	7.9	8.1**

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

**5. Capital Improvement:**

- a. Pine Mountain Tank Phase 1 – Rough Grading Project (D21043): The Pine Mountain Tunnel Tanks Replacement Project is a multi-year two-phased project that will replace the existing Pine Mountain Tunnel. This project (Phase 1) will excavate approximately 45,000 cubic yards of hillside and will install a soil nail retaining wall in preparation for a future project that will install two 2-million gallon pre-stressed concrete storage tanks (Phase 2). This Phase 1 project will also perform site grading and drainage improvements.
  - Project Budget: \$7,734,575
  - Monthly Activities: The Contractor has completed construction of the retaining wall and continues to perform miscellaneous site work including permanent fencing, drainage,

and final tank pad grading improvements. Concrete Pipe Road between Taylor Trail and Fairfax-Bolinas Road remains closed Monday through Friday 8:00 AM to 5:00 PM throughout the duration of the project. The project is anticipated to be completed on January 31, 2025.

- b. Wolfback Ridge Tanks Rehabilitation Project (D20009): This project will replace the roof and recoat both the interior and exterior of each tank at Wolfback Ridge in Sausalito.
  - Project Budget: \$950,000
  - Monthly Activities: The Contractor has completed the tank roof repair work on one of the two tanks, and has begun the recoating work. Once the first tank is rehabilitated and tested, it will be placed back into service and the second tank will be taken out of service to perform repair and recoating work on the second tank. The contract completion is estimated March 2025.
  
- c. Granada Drive Pipeline Replacement Project (D23020): This project will install approximately 10,230 linear feet of welded steel pipe to replace old, leak-prone, and seismic-deficient piping in the Town of Corte Madera. The District coordinated with the Town to incorporate the Town’s road reconstruction work into the District’s project to minimize construction impacts to the community.
  - Project Budget: \$5,564,384
  - Monthly Activities: The Contractor has completed all water system installation work, with exception of minor work on Koch road. Final paving and miscellaneous concrete work remains on portions of Granada Drive, Sonora Way, Endeavor Drive, and Prince Royal Drive, pending acceptable weather conditions. The project is anticipated to be completed March 2025.
  
- d. Tiburon Pipeline Replacement Project (D23018): The 2024 Tiburon Pipeline Replacement Project is a component of the District’s Capital Improvement Program and Fireflow Improvement Program. The project includes the installation of approximately 3,490 linear feet of 8-inch, 6-inch, and 4-inch welded steel potable water pipe with valves, fittings, laterals, and appurtenances in the Town of Tiburon. This project replaces 102 year old, leak-prone, cast iron pipe with new reliable, seismically resilient welded steel pipe.
  - Project Budget: \$3,112,285
  - Monthly Activities: The Contractor continues to perform water main tie-ins to the existing system and water service transfers. The project is expected to be completed February.
  
- e. Rock Ridge Pipeline Replacement Project (F22001): The Rock Ridge Pipeline Replacement Project (Project) is a component of the Fire Flow Improvement Program. This Project will install approximately 7,590 feet of new 8” and 6” welded steel and polyvinyl chlorine (PVC) pipe to replace the old, leak prone fire flow deficient piping installed as early as 1934.
  - Project Budget: \$3,928,105
  - Monthly Activities: The Contractor has completed all work on Hillside Drive and continues working on Muriel Place and Rock Ridge Road. The project is expected to be completed May 2025.

f. Marin City Phase I Pipeline Replacement Project (GC25005): The Marin City Phase I Pipeline Replacement Project is a component of the District’s Capital Improvement Program. This Project will install approximately 9,200 linear feet of 8, 6 and 4-inch welded steel pipe to replace the old, leak prone, seismic deficient pipe installed as early as 1959.

- Project Budget: \$4,069,592.20
- Monthly Activities: The contract has been executed and a preconstruction meeting was held on December 12. The Contractor will mobilize to the site and begin work early January. The project is expected to be completed October 2025.

**6. Other:**

<u>Pipeline Installation</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Pipe installed during December (feet)	1,855	0
Total pipe installed this fiscal year (feet)	15,818	1,384
Total miles of pipeline within the District	908*	908*

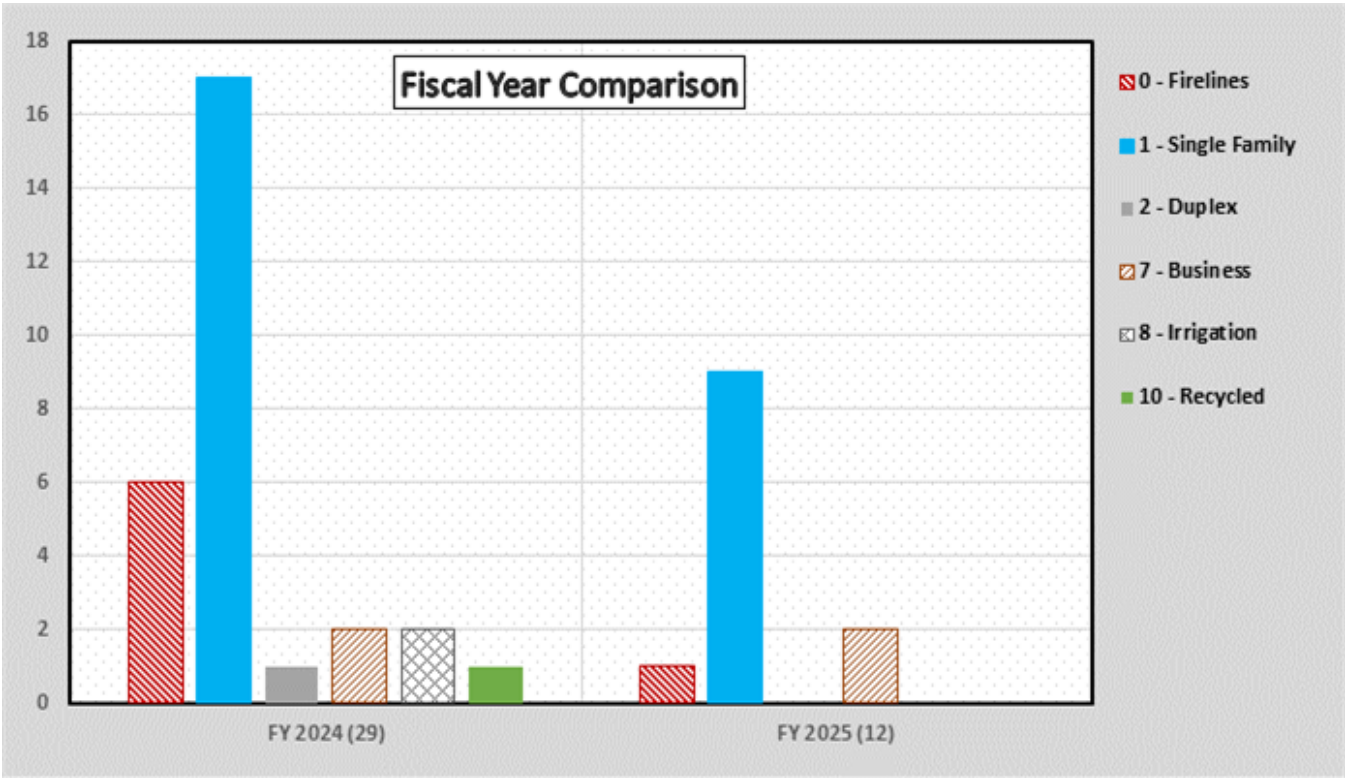
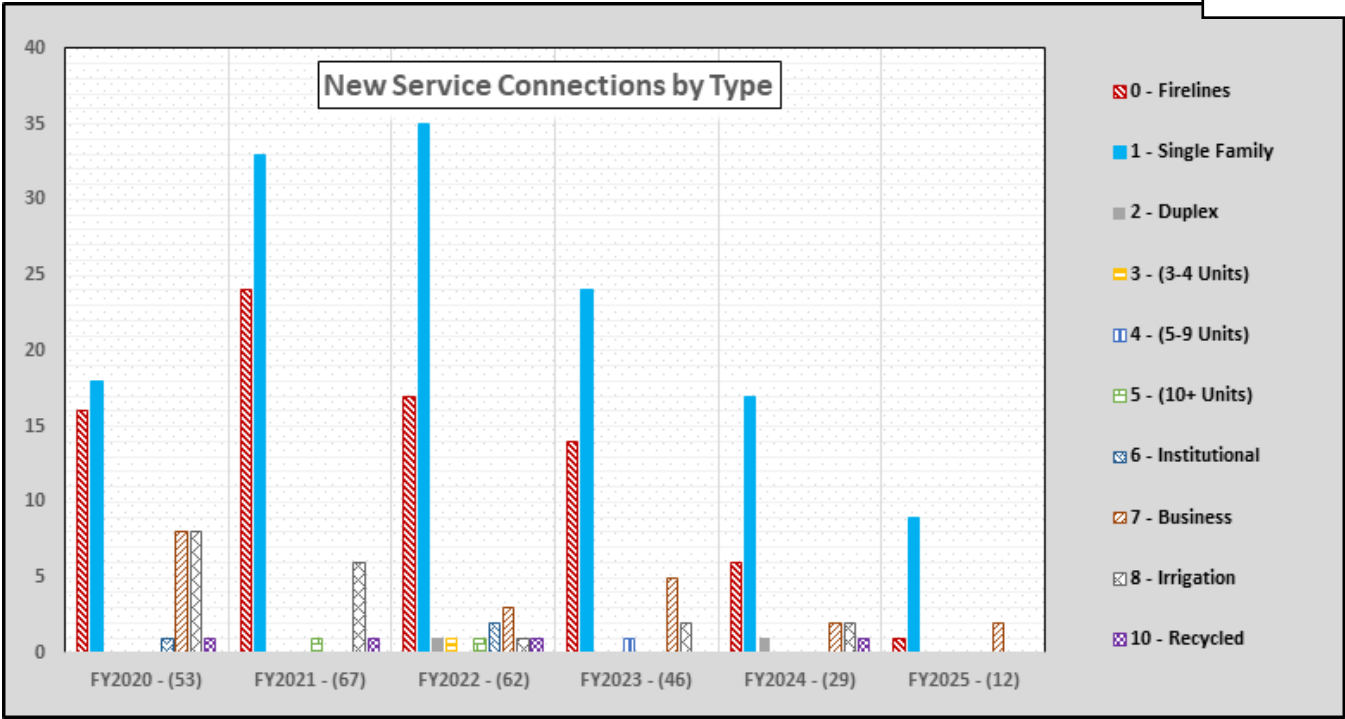
*\* Reflects adjustment for abandoned pipelines*

<u>Pipe Locates (948 Responses)</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Month of December (feet)	27,094	25,430
Total this fiscal year (feet)	228,361	182,418

<u>Main Line Leaks Repaired:</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Month of December	12	6
Total this fiscal year (7/1/24-5/31/25)	85	69

<u>Services:</u>	<u>FY2024/25</u>	<u>85FY2023/24</u>
Service upgrades during December	10	11
Total service upgrades this FY	92	92
Service connections installed during December	2	0
Total active services as of January 1st, 2024	60,590	60,531
(Total Including firelines)	61,978	61,915





## **7. Recruitments and Hires**

The District is currently recruiting for the following positions:

1. Associate Engineer (2)
2. Environmental Planner
3. Field Supervisor
4. Principal Grants and Legislative Analyst
5. Treatment Plant Trainee/ Treatment Plant Operator III
6. Watershed Aides – Vegetation Management (2) and Volunteer Management and Community Outreach (2)

Promotion through competitive process:

1. Water Conservation Supervisor
2. Engineering Technician

The District recently hired new employees for the following positions:

1. Engineering Technician-Development Services Supervisor
2. Watershed Aide

8. Demand Management:

	Dec-24	FY 24/25 TOTAL	FY 23/24 TOTAL	FY 22/23 TOTAL
<b>WATER-EFFICIENCY PROGRAMS</b>				
<i>Water-Use Site Surveys</i>				
Conservation Assistance Program (CAP) Consultations				
Residential properties resi 1-2 (single-family)	53	332	404	291
Residential properties resi 3-5 (multi-family units)	0	4	6	3
Non-residential properties resi 6-7 (commercial)	0	0	0	3
Dedicated irrigation accounts resi 8-10 (large landscape)	0	2	0	0
Marin Master Gardeners' Marin-Friendly Garden Walks				
Residential garden walks	6	55	173	72
<i>Public Outreach, Education, Customer Service</i>				
Public outreach events (number of people attending)	0	3500	7022	17775
Public education events (number of participants)	0	225	425	328
Department customer calls/emails	321	3741	4485	4150
Outreach to new Marin Water customers (letters sent)	175	580	1908	0
<i>School Education</i>				
School assemblies				
Number of activities	0	4	19	0
Number of students reached	0	4600	21850	0
Field trips				
Number of activities	0	10	16	15
Number of students reached	0	204	343	307
Classroom presentations				
Number of activities	0	6	14	17
Number of students reached	0	167	457	531
Other (e.g. Earth Day booth events, school gardens)				
Number of activities	0	0	3	1
Number of students reached	0	0	400	480
<i>Incentives</i>				
Number of HECWs approved	0	2	98	103
Rain Barrel/Cisterns approved	0	9	9	15
Rain Barrel/Cisterns gallons	0	2860	0	0
Rain Barrel Give-a-way (Gallons)	450	18160	4840	0
"Cash for Grass" Lawn Replacements approved	8	39	61	116
"Cash for Grass" (Best Practices) square ft. lawn replaced	570	1570	0	0
"Cash for Grass" (Standard) square ft. lawn replaced	4119	49812	0	0
Number of Laundry-to-Landscape Systems (kits) approved	0	0	1	7
Hot water recirculating system rebates	0	3	11	30
Pool Cover rebates	2	16	35	27
HET rebates	0	4	17	22
Number of Smart Home Water Monitor "Flume Direct Distribution" redeemed	28	319	544	271
Number of Smart Controllers MW rebates approved	1	19	49	35
Number of Smart Controllers "RainBird compatible w/Flume" approved	1	42	131	0
Number of Smart Controllers "Rachio Direct Distribution" approved	8	104	219	77
<i>Advanced Metering Infrastructure (AMI)</i>				
AMI leak letters sent to customers (>200 GPD)	103	726	1330	1168
<b>ORDINANCES</b>				
<i>Water Waste Prevention</i>				
Water Waste Reports Received	3	111	224	392
Water Waste Notifications Sent	0	21	49	81
<i>Landscape Plan Review</i>				
Plans submitted	5	38	117	88
Plans exempt	0	3	23	5
Plans completed	4	12	30	20
Plans in workflow (pass & fail)	11	61	172	145
<i>Tier 4 Exemption</i>				
Inspections that resulted in a pass	0	1	2	1

9. Watershed Protection:

**Ranger Trainee Completes the Police Academy**



Ranger Trainee Salvador Vasquez graduating the Police Academy

In early December, one of our Ranger Trainees, Salvador Vasquez, graduated from the Santa Rosa Junior College Basic Police Academy. This is the first time the District has sponsored and put someone through the police academy. The Academy is accredited by the California Commission on Peace Officer Standards and Training (POST). The SRJC Basic Police Academy is over 800 hours. POST Academies are required by most all California law enforcement agencies, including the Marin County Sheriff's Office and our local police agencies. Completing this Academy will certify graduates to be eligible for employment as a peace officer anywhere in the State of California, including as a deputy sheriff or a POST-certified Park Ranger.

The Academy teaches criminal law, laws of search and seizure, laws of evidence, traffic laws, firearms training, investigative techniques, patrol procedures, driver training, defensive tactics, first aid, CPR, and more.

In addition to completing the Police Academy, our new Rangers must complete a 12-week in-house Law Enforcement Field Training Program, as well as a 120-hour Emergency Medical Technician (EMT) training course, 70 hours of certified wildland firefighter training, and 80 hours of search and rescue training. Our Rangers complete over 1560 hours of Public Safety Training before they are considered fully trained.

Incidents and Events	680
Visitor Assists	190
Warnings	144
Dam Checks	113
Assist Maintenance	105
Citations	46
Fish and Game checks	27
Vandalism	15
Misc LE Calls	10
Ranger Callout	5
Preventive Search and Rescue	4
Assist Outside Agency	4
Assist Outside Law Enforcement	3
Fire Service	3
Search and Rescue	2
Citizen Complaint Illegal Bike Use	1
Suspicious Circumstance	1
Medical Aid	1
Citizen Complaint: Off Leash Dogs	1
Theft	1
Found Property	1
Landslide Alarm	1
Traffic Court	1
Outreach/Interpretation	1

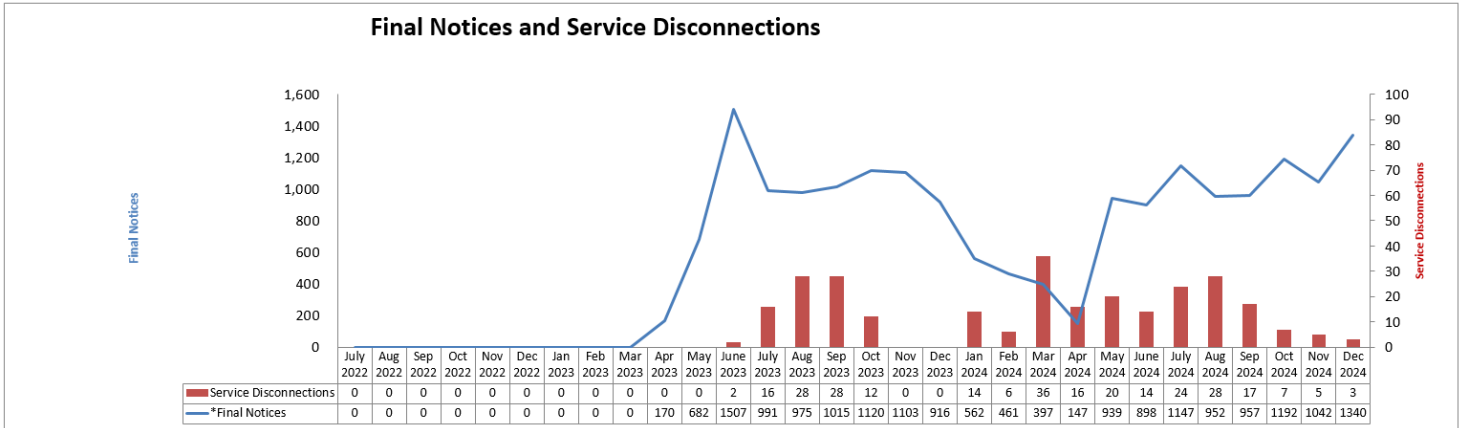
Citations	46
Non-Payment of Parking Fees	36
Bike on Trail	5
Parking After Sunset	3
Dog off Leash	1
Parking with 6 ft. of Center	1

Patrols	Miles
Foot Patrol	112
Bike Patrol	30



**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	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Ben Horenstein</b> General Manager	<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <b>Ben Horenstein</b> General Manager



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** Print, Mail and Payment Processing Services Agreement  
**From:** Bret Uppendahl, Finance Director  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** January 21, 2025

**TYPE OF ACTION:**    X     Action                          Information                          Review and Refer

**RECOMMENDATION:** Approve a new agreement with Paymentus Corporation to provide Print, Mail and Payment Processing services for the District’s utility billing function in an amount not to exceed \$4.0 million over a four year period; and Authorize the General Manager to finalize and execute the contract for these services

**SUMMARY:** At the January 17<sup>th</sup> Operations Committee meeting, staff presented an update on efforts to modernize the District’s online utility bill payment platform. Since 2007, the District has contracted with Output Services Group (OSG) for bill print, mail and online bill pay processing. The District has approximately 62,000 accounts and produces invoices on a bi-monthly basis for most accounts. In addition to regularly issued utility bills, the District issues past due notices and final notices each month. Approximately 40 percent of the District’s customers are enrolled in e-bills and approximately 30 percent utilize the District’s online billing portal.

In November 2024, the District issued a Request for Proposal (RFP) for print, mail and payment processing services. Potential vendors would be expected to support the District’s current print and mail function, a variety of payment options and methods, and an online customer portal for electronic payments. The successful vendor will also be required to certify that their online customer portal meets or exceeds all current requirements for cybersecurity and customer data protection. Finally, the online customer portal must be accessible via major web browsers and mobile devices, support ADA accessibility requirements, and provide service functionality for routine Customer Service functions.

The District received eight qualified responses in December 2024. All proposals were evaluated by a panel on a range of criteria that included company experience, product offerings, project

management, and pricing. The top three vendors were selected for interviews to allow staff to review the respective product offerings, price structure and project implementation approach.

Based on this review, staff recommends awarding a contract to Paymentus Corporation. The Paymentus Corporation has provided digital payments for over 20 years and is an industry leader with over 2,200 clients and a strong history of successful project implementations, including successful integrations with SAP, the District's financial software. Paymentus will partner with Matrix Imaging Solutions to provide all required print and mail services.

**DISCUSSION:** The District issued an RFP for print, mail and payment processing services with the intent to improve the online payment portal functionality and to expand the number of payment methods available to District customers. Another requirement of the RFP was to have a robust print and mail solution that can support the District's current invoicing needs and help streamline print and mail operations.

The proposal from Paymentus Corporation was the most comprehensive and also the lowest overall cost. By partnering with Matrix Imaging Solutions, Paymentus is able to meet all print and mail requirements, and the online payment portal provides the most significant improvement compared to the District's current payment portal. Paymentus supports mobile payments, payment via text, Integrated Voice Response (IVR), and digital wallets such as Venmo, Apple Pay and Google Pay. In addition, Paymentus supports multiple in-person payment options such as Scan-to-Pay, which allows underbanked customers to make payments at various retail locations. Finally, Paymentus is PCI-DSS 4.0 Level 1 compliant, which is the highest standard for payment security.

The pricing model proposed by Paymentus is divided into two areas. For print and mail services, the costs are determined by the number of pages used, the number of special notices produced, and the cost of envelopes and postage. With the District's current print volumes, it is projected that Paymentus will charge approximately \$216,000 per year for these services. This would represent a cost savings of approximately \$75,000 compared to the District's current print and mail service. For online payments, Paymentus has a relatively straightforward pricing model compared to most other providers. All credit and debit card payments are \$1.87 each, with ACH and eChecks at \$0.60 each. Non-qualified cards are charged at 2.95% of the total transaction. There is no additional interchange fee associated with the Paymentus proposal. With the District's current mix of online payments, staff projects that the annual cost will be \$710,000, which is a savings of approximately \$400,000 compared to the current provider.

**ENVIRONMENTAL REVIEW:** Not Applicable.

**FISCAL IMPACT:** The proposed agreement with Paymentus for print, mail and payment services is projected to cost \$926,000 per year under current transaction volume assumptions. The pricing proposal is fixed for the first four years, with an option to extend for one additional year. If the total volume or overall mix of payments changes considerably during the term, Paymentus retains the right to revise the pricing proposal. It is expected that the District's

customer base will increase overall adoption of online services, which will increase the costs for payment processing, partially offset by reduced printing and postage costs. It is also expected that postage costs, which are passed through to the District, will increase over the term of the agreement. Assuming CPI based postage increases and a five to seven percent per year increase in the utilization of online payment services, the four-year total cost associated with this service is expected to be \$4.0 million. Funds are currently budgeted in the Finance Department and Customer Service Department for this purpose.

**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:** Update on Water Supply Roadmap  
**From:** Paul Sellier, Water Resources Director  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** January 21, 2025

**TYPE OF ACTION:**                      Action                      X                      Information                      Review and Refer

**RECOMMENDATION:** Receive an update on the Water Supply Roadmap focused on criteria for evaluating longer-term water supply projects

**SUMMARY:** On February 2023, the Board selected the Integrated Roadmap for improved water supply resiliency (Roadmap). Since that time, staff has been implementing the early action projects while in parallel working to advance the longer term, more complex projects. The project team will review the short-listed Roadmap projects and describe the proposed evaluation criteria that will assist in differentiating the longer-term projects and help to identify a preferred project to move forward through the design, environmental review and permitting process. Staff will provide a presentation reviewing the projects and the proposed process leading to a preferred project.

**DISCUSSION:** The overarching goal of the Roadmap is to enhance the reliability, flexibility, and resiliency of the District’s water system to improve service to Marin Water customers. The Roadmap consists of five broad strategies for achieving this goal and developing a resilient water supply, including Water Efficiency, In-District Improvements, Sonoma-Marin Partnership, Local Storage Enlargement, and New Supply Development (which includes desalination and recycled water). At the January 7<sup>th</sup> Board meeting staff reviewed the longer term projects in terms of the evaluation criteria.

Evaluation Criteria

For the purpose of evaluating different drought water supply projects and to aid in the selection of a preferred project, the project team developed the proposed criteria as follows:

- Reliability and Sustainability: How well does the project contribute to dry year supply and substantially and improve reliability of the system and system response to disaster.
- Flexibility and Resiliency: How well does the project improve operational flexibility and resiliency of the system and integrate and maximize regional systems.
- Schedule and Implementation: Timeframe for project implementation, considering regulatory complexity and constructability.

- Water Quality: How well does the project meet current and future drinking water quality standards; the water is of the same quality as existing water supplied by the District.
- Environmental: How well does the project continue to meet the District’s commitment to environmental stewardship; consider extent of environmental impacts during and post construction.
- Social Stewardship: Extent of disruption to existing land uses or other social impact
- Economic and Financial: Consideration of project lifecycle costs relative to water supply yield; Consider extent to which project uses existing infrastructure and may qualify and perform well for potential grant awards.

At the upcoming January 21st Board meeting, staff will incorporate Board feedback received at the January 7<sup>th</sup> meeting and present an evaluation of the alternatives against the criteria. Staff will return to the board in February, having incorporated further board discussion and guidance, with a recommendation for selection of a preferred project alternative to move into design and environmental review.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):** None.



# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** Restructure of Board Committee Meetings, Changes to Dual Noticing of Committee Meetings as Special Board Meetings, and Revised Board Calendar  
**From:** Molly MacLean, General Counsel  
Adriane Mertens, Communications & Public Affairs Manager  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** January 21, 2025

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**TYPE OF ACTION:**    X    Action                            Information                            Review and Refer

**RECOMMENDATION:** Based on recent Board Direction, take the following actions:

- 1. Restructure the Board standing committees to eliminate the Communications & Water Efficiency Committee, integrate these topics into other Board and Committee agendas, rename the Operations Committee the Planning Committee to recognize a broader scope, and implement revisions to the Board Handbook to reflect these changes;
- 2. Implement changes to the District’s practice of dually noticing Board committee meetings as special board meetings to scale back dual noticing to the Operations (Planning) and Watershed Committee Meetings, as well as those Finance & Administration Committee Meetings addressing budget planning and end of year Financial review (March, April and September meetings in 2025); and
- 3. Adopt an updated 2025 Board Calendar changing the day of the Operations (Planning) Committee Meetings to the fourth Tuesday of the month (with exceptions as needed), eliminating the Communications & Water Efficiency Meetings, and noting which committee meetings will be dually noticed as special board meetings

**SUMMARY:** At the December 17<sup>th</sup> Board of Directors’ meeting, the Board discussed the District’s practice of dual noticing Board standing committee meetings as special Board meetings. It was requested at that time that staff bring this issue to the Board Retreat on January 14, 2025 along with an item to allow discussion of possible restructuring of the Board committee meetings. The Board adopted the 2025 Board calendar at the December 17<sup>th</sup> regular Board meeting, but acknowledged that changes to the committee meeting and dual noticing may necessitate changes to the 2025 Board calendar that could be adopted once these issues had been fully considered.

**DISCUSSION:** Standing committees are created by the Board of Directors to provide a venue for routine and regular consideration of items within a specific subject area. The Board currently has four

standing committees, two that meet monthly and two that meet quarterly. At the December 17<sup>th</sup> Board meeting, it was suggested that a restructure of the committees might be considered. By renaming the Operations Committee to the Planning Committee and expanding the scope of this committee, it could accommodate regular reports from the District's Water Use Efficiency Team. It was also discussed that Communications information could be presented as a component of various District projects and work, rather than as a stand-alone subject. Based on Board discussion and direction at the Board Retreat on January 14<sup>th</sup>, staff proposes that the Communications & Water Efficiency Committee be eliminated and that the subject matter of this committee be integrated into other board and committee meeting agendas. Specifically, staff proposes that the water use efficiency reports be provided at the Operations Committee meetings on a quarterly basis. Additionally, staff proposes that the Operations Committee be renamed and slightly expanded in scope and that it be entitled the Planning Committee to indicate a broader range of topics, including water use efficiency. Further, the Board also provided direction to staff to change the day of the Operations (Planning) Committee meetings from Fridays to Tuesdays, to accommodate greater participation and attendance by District staff.

The Board also resumed its consideration of dual noticing at the January 14<sup>th</sup> Board Retreat. The Board recognized benefits of dual noticing but also noted that the practice was divergent from other public agency practice. Ultimately, the Board provided direction to staff to return to a regularly scheduled Board meeting with a proposal for a hybrid model that would continue the practice of dual noticing for the Operations (Planning) Committee meetings and the Watershed Committee meetings, but to change the noticing for Finance & Administration Committee meetings, with exceptions for items of broader interest, specifically, budget planning and the end of fiscal year financial report. Based on this direction, staff considered the months where these items would occur and proposes to continue dual noticing for the Finance & Administration Committee meetings in March, April and September. An approval of this item by the Board would change the dual noticing for all other Finance & Administration Committee meetings.

Lastly, while the Board proceeded to adopt a 2025 Board calendar prior to the end of 2024, as prescribed in the Board Handbook, the Board recognized that, dependent upon the conclusion of the above actions, the 2025 Board Calendar would need to be amended to reflect any changes. Based on direction from the Board, staff has prepared an updated 2025 Board Calendar to eliminate the Communications & Water Efficiency Committee meetings, shift the Operations (Planning) Committee meetings from Friday to the fourth Tuesday each month, with exceptions noted, and to note which of the committee meetings will be dually noticed and which will be noticed only as committee meetings (FAC Committee meetings, with three exceptions).

The Board may consider and take action on each of these items in turn.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

- 1. Updated 2025 Board Calendar

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
General Counsel's Office		
	<b>Molly MacLean</b> General Counsel	<b>Ben Horenstein</b> General Manager

**PROPOSED 2025 BOARD & COMMITTEE MEETINGS SCHEDULE**

MONTH	BOARD MEETINGS Bi-monthly (1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays) 5:00 p.m. <sup>(1)</sup>	Planning Committee/Board 4 <sup>th</sup> Tues of the month unless otherwise noted) 9:30 a.m.	Finance & Administration Committee (4 <sup>th</sup> Tues of the month unless otherwise noted) 9:30 a.m.	Watershed Committee/Board (3 <sup>rd</sup> Thurs of the month unless otherwise noted) 9:30 a.m.
JANUARY	7 14 21	17 <sup>(2)</sup>	23 (Dual-noticed mtg)	
FEBRUARY	11 <sup>(3)</sup> 25 <sup>(5)</sup>	13 <sup>(4)</sup> (Thursday)	27	
MARCH	4 18	25	27 (Dual-noticed mtg)	20
APRIL	1 15	22	24 (Dual-noticed mtg)	
MAY	6 20	27	22	
JUNE	3 17	24	26	12 <sup>(6)</sup>
JULY	1 15	22	-- <sup>(7)</sup>	
AUGUST	5 19	26	28	
SEPTEMBER	2 16	23	25 (Dual-noticed mtg)	18
OCTOBER	7 21	28	23	
NOVEMBER	4 18	13 <sup>(8)</sup> (Thursday)	20 <sup>(9)</sup>	
DECEMBER	9 <sup>(10)</sup> 16	11 <sup>(11)</sup> (Thursday)	-- <sup>(12)</sup>	18

**CONFERENCES:**

- Association of California Water Agencies (ACWA) Spring Conf., May 13-15
- American Water Works Association (AWWA) Annual Conf., June 8 - 11
- Association of California Water Agencies (ACWA) Fall Conf., Dec. 2 - Dec. 4
- Water Environment Federation's Technical Exhibition and Conference (WEFTEC), Sep.27 - Oct.1

**Notes:**

1. **Start times for Bi-monthly Board of Directors Meeting** - Closed sessions can begin as early as 5:00 p.m. pursuant to the Board Handbook, but regular open sessions are proposed to begin at 6:30pm, unless otherwise noticed.
2. **January 14 Board of Directors Meeting** – Added an additional board meeting on Jan. 14 from 9 a.m. to 4 p.m. to accommodate the Annual Planning Retreat.
3. **February 11 Board of Directors Meeting** – Moved at the direction of Board during the Dec. 17, 2024 board meeting to accommodate board schedules.
4. **February 13 Planning Committee Meeting** – Propose to schedule the February Planning meeting for Thurs, Feb. 13 as the fourth Tuesday of February lands on Feb. 25, which is when the second Board meeting for the month in February is scheduled. The second board meeting of the month has been moved a week later due to the mid-winter school break February 17 - 21.
5. **February 25 Board of Directors Meeting** – Moved the Feb. 18 Board Meeting to Feb. 25 due to mid-winter school break Feb. 17 - 21.
6. **June 12 Watershed Committee** – Moved the June 19 Watershed Committee Meeting to June 12 due to the District-observed holiday (Juneteenth).
7. **No July Finance and Administration Committee** – To provide staff preparation time for the end of year close outs and audits, no Finance and Administration Committee Meeting is scheduled for July.
8. **November 13 Planning Committee** – Propose to schedule the November Planning Committee Meeting for Nov. 13 to avoid scheduling a meeting the week of Thanksgiving.
9. **November 20 Finance & Administration Committee** – Moved the Nov. 27 Finance & Administration Committee Meeting to Nov. 20 due to the District-observed holiday (Thanksgiving).
10. **December 9 Board of Directors** – Moved the Dec. 2 Board of Directors Meeting to Dec. 9 due to the ACWA Fall Conference (Dec. 2 - 4).
11. **December 11 Planning Committee** – Propose to schedule the December Planning Committee Meeting for Dec. 11 as the fourth Tuesday of December is a District-observed holiday (Christmas Eve).
12. **No Finance & Administration Committee in December** – No Finance and Administration Meeting in December as the fourth Thursday of the month is December 25, a District-observed holiday.



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** 2025 Board of Directors Committee Assignments  
**From:** Adriane Mertens, Communications & Public Affairs Manager  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** January 21, 2025

**TYPE OF ACTION:**    X    Action                                  Information                                  Review and Refer

**RECOMMENDATION:** Approve the appointment of the Marin Municipal Water District Directors to internal standing committees and to external regional committees as representatives of the District

**SUMMARY:** The District’s Board President will assign Directors to internal standing committees and will also appoint directors to represent the District on regional committees and boards.

**DISCUSSION:** Each year, the District’s Board President, with the advice and consent of the District’s Board of Directors, assigns directors to internal standing committees. The president also appoints directors to represent the District on regional committees and boards. Following these appointments, staff then provide each director with pertinent information pertaining to their individual assigned committees and meetings. As part of their committees and meetings duties, the directors are encouraged to provide a brief report summarizing what occurred at each meeting they chair or attend during Board Committee Reports at regular District Board meetings.

At the Board of Directors meeting on December 5, 2024, the Board of Directors elected Director Matt Samson to serve as Board President for the 2025 calendar year. Per the District’s Board Handbook, the Board President appoints committee chairs and vice chairs to each of the District’s standing committees. This includes selecting representatives to represent the District on regional committees. During the presentation of this item, staff will invite President Samson to announce his proposed appointments. The Board may discuss and will ultimately vote to approve the slate of assignments.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):** None.



DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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Communications &  
Public Affairs



**Adriane Mertens**  
**Communications & Public**  
**Affairs Manager**



**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.

<b>Internal Meetings</b>		
<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Key Item(s)</b>
Thursday, Jan. 23, 2025 9:30 a.m.	Finance & Administration Committee Meeting/Special Meeting of the Board of Directors	Annual Auditor’s Report; Human Resources Dept. Update
Tuesday, Feb. 11, 2025 6:30 p.m.	Board of Directors’ Regular Bi-Monthly Meeting	Quarterly CIP Update
<b>(TENTATIVE)</b> Thursday, Feb. 13, 2025 9:30 a.m.	Planning Committee (aka Operations Committee)/Special Meeting of the Board of Directors	Nicasio Spillway Update; Pine Mountain Tunnel Phase II; and Recycled Water at Las Gallinas

<b>External Meetings</b>	
<b>Meeting Date</b>	<b>Meeting Type</b>
Friday, Jan. 24, 2025	Lagunitas Creek Technical Advisory Committee (Field Trip to Roy’s Redwoods and Phase I Marin Water’s Site)
Friday, Feb. 3, 2025 9:00 a.m.	Sonoma Water Advisory Committee/Technical Advisory Committee
Friday, Feb. 7, 2025 9:30 a.m.	North Bay Watershed Association Meeting