



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

Tuesday, May 20, 2025 at 5:45 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 5:45 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 - Pending Litigation**
(California Government Code §54956.9)

Johnson v. Marin Municipal Water District

Workers Compensation Board of Appeals Case No. ADJ16243896

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

4. **Reconvene to Open Session; Closed Session Report Out** (6:30 p.m. - Time Approximate)
5. **Public Comment on Non-Agenda Matters**

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

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

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

8. **Consent Items** (6:45 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. May 6, 2025 Board Meeting Minutes

RECOMMENDATION: Approve the minutes of the Board of Directors' Regular Bi-Monthly Meeting on May 6, 2025

- b. General Manager's Report April 2025

RECOMMENDATION: Approve Report

- c. FY 2026 Purchase of Water Treatment Chemicals

RECOMMENDATION: Authorize the General Manager to negotiate and execute agreements for the purchase of water treatment chemicals in an amount not to exceed \$2,540,293

- d. Approve An Assignment of Professional Services Agreement, MA-6406, for Construction Services for the Pine Mountain Tunnel Phase 2 Project from Park Engineering, Inc. to Consor PMCM, Inc.

RECOMMENDATION: Authorize the General Manger to execute consent to the assignment of Professional Services Agreement No. MA-6406, providing the District construction support services for the Pine Mountain Tunnel Phase 2 Project, from Park Engineering, Inc. to Consor PMCM, Inc. pursuant to a Master Assignment Agreement

9. Regular Items (6:50 p.m. – Time Approximate)

- a. Award of Contract No. 2043, for the Lagunitas Creek Coho Habitat Enhancement Phase 1B Project (GC-21001) to Rehak General Engineering LLC

RECOMMENDATION: Approve a Resolution authorizing award of Contract No. 2043 in the amount of \$2,175,000 for the Lagunitas Creek Coho Habitat Enhancement Project Phase 1B to Rehak General Engineering LLC

- b. Resolution to Amend Department of Water Resources Urban and Multibenefit Drought Relief Grant and Receive Legislative Update

RECOMMENDATION: Receive a legislative update and approve a resolution amending the project scope and agreement end date for the California Department of Water Resources (DWR) Urban and Multibenefit Drought Relief (UMDR) Grant Program

- c. 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 (8:15 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: 05-16-2025



STAFF REPORT

Meeting Type: Board of Directors
Title: May 6, 2025 Board Meeting Minutes
From: Terrie Gillen, Board Secretary
Through: Ben Horenstein, General Manager
Meeting Date: May 20, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve the minutes of the Board of Directors' Regular Bi-Monthly Meeting on May 6, 2025

SUMMARY: The Board of Directors held their regular bi-monthly meeting on May 6, 2025. The minutes of that meeting are attached for your approval.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft May 6, 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, May 06, 2025 at 4:30 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 begins at 4:30 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 4:30 p.m.

DIRECTORS PRESENT

Ranjiv Khush (*arrived at 4:32 p.m.*)

Diana Maier (*arrived at 4:32 p.m.*)

Larry Russell

Jed Smith

Matt Samson

2. Adoption of Agenda

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

There were no public comments.

Voting Yea: Directors Russell, Smith, and Samson

Absent: Directors Khush and Maier

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

There were no public comments for the Closed Session.

At 4:31 p.m., the directors convened to Closed Session in the Mt. Tam Conference Room.

Directors Khush and Maier arrived at 4:32 p.m.

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

Titles: General Manager and General Counsel

4. Reconvene to Open Session; Closed Session Report Out

At 6:30 p.m., President Samson reconvened to Open Session reporting that the directors adjourned the Closed Session at 6:20 p.m. with no reportable action taken.

5. Public Comment on Non-Agenda Matters

There were four (4) speakers providing comments not on the agenda.

6. Directors' and General Manager's Announcements

- Vice President Jed Smith reported that he attended the Marin County Bicycle Coalition's 25th Anniversary, One Tam Circle 2025 Forum on April 24, the Marin/Sonoma Coordination Meeting with Supervisors Rodoni and Rabbitt and representatives from various agencies on May 1, and the Sonoma Water Agency Committee/Technical Advisory Committee on May 5.
- Director Khush reported that on April 24, he went to the Imagine H2O Water Innovation Summit at SF Climate Week. He also mentioned that he attended the Azalea Hill Restoration Volunteer Celebration on May 3.
- President Samson reported that he, too, attended the Marin County Bicycle Coalition's 25th Anniversary, and the following week attended the Marin Conservation League (MCL) Dinner. He also mentioned that he went to the Liberty Gulch Trail's official opening.

7. Board Committee Reports

Finance & Administration Committee Chair Smith and Planning Committee Chair Russell provided highlights of what agenda items were discussed at their meetings last month.

8. Consent Items

- a. April 15, 2025 Regular Board Meeting Minutes and April 24, 2025 Special Board Meeting Minutes

RECOMMENDATION: Approve the minutes of the Board of Directors' Regular Bi-Monthly Meeting on April 15, 2025 and Special Meeting on April 24, 2025

- b. Award of Contract No. 1982 - Fire Flow Improvement Program – Glenwood Transmission Pipeline Replacement Project (F22002)

RECOMMENDATION: Approve a resolution authorizing award of Contract No. 1982, Fire Flow Improvement Program – Glenwood Transmission Pipeline Replacement Project, to Maggiora & Ghilotti, Inc. in the amount of \$3,567,800 (*Resolution No. 8804*)

- c. Award of Contract No. 2039- Park Road Pipeline Replacement Project to D&D Pipelines, Inc. (D25019)

RECOMMENDATION: Approve a resolution authorizing award of Contract No. 2039, Park Road Pipeline Replacement Project, to D&D Pipelines, Inc. in the amount of \$659,895 (*Resolution No. 8805*)

- d. Annual Review of Policy No. 33 Investment Policy

RECOMMENDATION: Approve proposed changes to Policy No. 33 Investment Policy

- e. Request to Fill Two Business Systems Analyst III's in the Administrative Services Division

RECOMMENDATION: Authorize the General Manager to recruit and hire two Business Analyst III positions in the Administrative Services Division

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. Rescind Watershed Trail Sharing Pilot Program & E-Bike Class I Trial and Adopt a Revised E-Bike Class I Pilot

RECOMMENDATION: Rescind Resolutions No. 8790 and 8791, and approve by resolution a revised E-Bike Class I Pilot for a two-year period

Watershed Resources Director Shaun Horne provided a presentation.

Afterwards, the Board and ten members of the public provided comments.

Director Khush made the motion to rescind Resolutions 8790 and 8791. Vice President Smith seconded the motion. (*Resolution No. 8806*)

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

Vice President Smith made the motion to approve a resolution of a revised E-Bike Class I Pilot for a two-year period. Director Maier seconded the motion. (*Resolution No. 8807*)

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

10. Budget Workshop

- a. FY 2025/26 – FY 2026/27 Budget Workshop

RECOMMENDATION: Review and comment on the preliminary Fiscal Year 2025/26 – 2026/27 District Budget

Finance Director Bret Uppendahl led a presentation on the District's proposed two-year budget. Then the Board heard from Operations Director Darren Machado, Engineering Director Alex Anaya, Watershed Resources Director Shaun Horne, and Water Resources Director Paul Sellier, who provided presentations on their divisions proposed budgets.

There were discussions between the directors and staff throughout the presentation. Finance Director Uppendahl mentioned that the budget will be brought to the Board on June 3 for adoption.

There was one (1) public comment.

11. Future Board and Committee Meetings and Upcoming Agenda Items

- a. Upcoming Meetings

The Board Secretary provided a list of upcoming internal and external meetings.

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

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

14. Adjournment

There being no further business, the Board of Directors' Regular Bi-Monthly Meeting adjourned on May 6, 2025 at 9:05 p.m.

Board Secretary



STAFF REPORT

Meeting Type: Board of Directors
Title: General Manager's Report April 2025
From: Ben Horenstein, General Manager
Meeting Date: May 20, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve Report

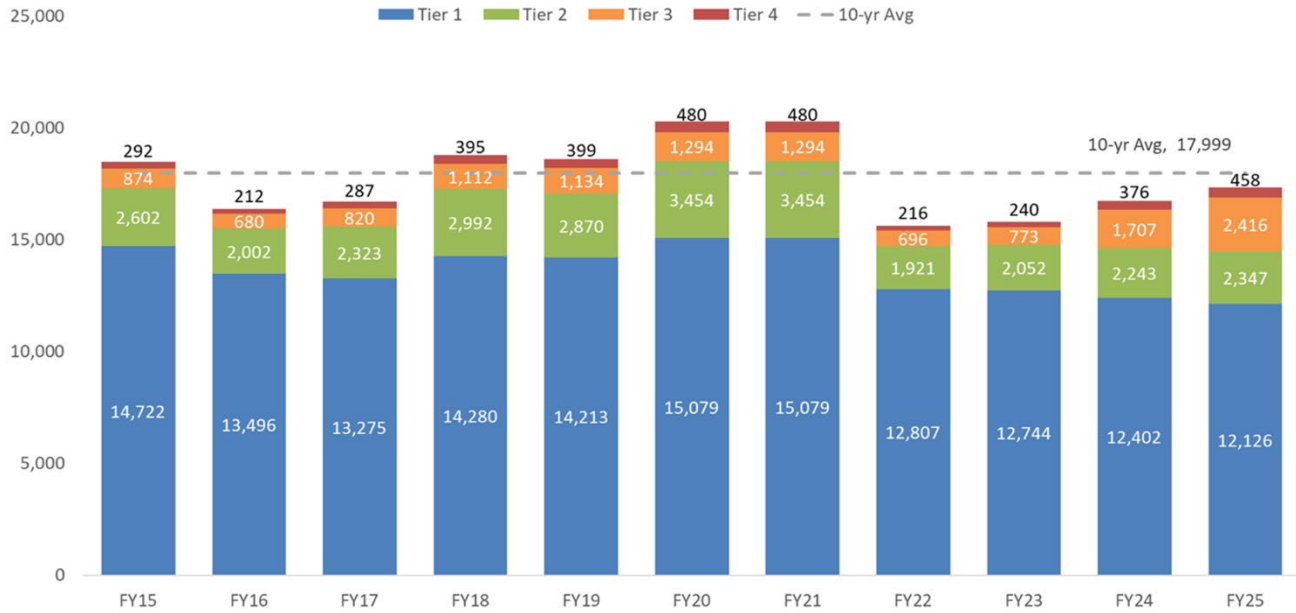
SUMMARY:

A. HIGHLIGHTS:

- The daily average net production for the month of April 2025 was 16.9 MGD compared to 15.5 MGD for the month of April 2024. Typical usage for April is 21.2 MGD.
- Staff published the Notice of Preparation for the Nicasio Spillway Modifications Project, which is the first step in the environmental process to gather public feedback and identify issues that will be evaluated with the development of the project environmental documents. There will be a series of public workshops in the coming months.
- District awarded a construction contract for the San Geronimo Treatment Plant Roof Replacement Project. The project will replace the over 20 year old roof with a new Class A fire rated roof, enhancing wildfire resiliency of the Districts largest water treatment plant and helping ensure continued operation during local wildfire events.
- Staff advertised Phase 1B of the Lagunitas Creek Coho Habitat Enhancement Project, which will install critical instream structures such as large woody debris and rock structures with gravel bed augmentation that will improve spawning and Coho habitat in Lagunitas Creek.
- Staff advertised the Glenwood Drive Fire Flow Improvement Program Pipeline Replacement Project, which will install approximately 6,500 feet replacing fire flow deficient pipe installed as early as 1928 helping to improve system resilience and reliability against fires and earthquakes.
- Staff replaced a 12-inch gate valve broken in the off position, in the North Marin Line Booster Pump Station. Work performed involved a contract welder to replace an old twelve inch slip on flange on the discharge header from the clearwell. The new valve will ensure open and close operation and allow for pump maintenance to be performed in the future.
- The District's pipe tapping team (North Bay Tappers), competed at the CA-NV AWWA Water Conference of the West in Anaheim California and earned a spot to compete at nationals in Denver Colorado. The team will be competing in Denver Colorado in June at the national level for the first time.

- The District continued with Year 6 of the BFFIP plan through March 2025. March vegetation work focused on Broom removal. Pile burning activities were carried out in the West Peak area and to date the District has burned 3,000 piles. The District continues to work with Forster & Kroeger, Bay Area Tree Specialists, Conservation Corps North Bay, and others to complete Cal-Fire and Wildlife Conservation Board grant funded projects across multiple locations on the Watershed.
- District maintenance has installed eco-counters along fire roads to support the E-Bike Pilot Program that will be starting in July.
- The District worked with the California Conservation Corps on trail improvements along the Azalea Hill Trail.
- Staff hosted a site visit with County Fire to review prescribe burn project sites to support future implementation.
- Trail Stewardship event on April 5th engaged 13 volunteers on the south side of the mountain to cut back vegetation along Hoo Koo E Koo and Vic Haun trails.
- Hosted first of four spring field trips with Star Academy, post high school work experience program, leading a nature walk plus broom pull.
- Hosted a Fishing with a Ranger interpretive event during April school vacation engaged families, kid friend groups, and adults eager to learn fishing.
- Habitat restoration event on April 16th included 130 students from St Anselm School who worked to restore habitat near Phoenix Lake by pulling broom and learning about the Watershed.
- Smolt monitoring activities ongoing since March and it will be operational through May.
- In early April, the District transitioned to a new online bill payment platform provided by Paymentus. With the new platform, customers have a more user-friendly interface and have more options available to make payments, including pay by phone, Apple Pay, Venmo and PayPal. During the first few weeks of implementation, the District encountered issues with the password reset function on the Paymentus website. In order to provide customers with access to their accounts, the Customer Service team developed an online form to help expedite requests for manual password resets. The website is now fully operational and the password reset function is working properly. In the month of April, the District processed over 11,800 online payments totaling over \$3.1 million. There are currently over 41,000 active online users.

TIER CONSUMPTION AS OF APRIL 2025 (Acre Feet)



AWARDED GRANTS							
PROJECT	FUNDER	FUNDER PRIORITIES	FUNDING OPPORTUNITY	MATCHING PROJECT	DESCRIPTION	STATUS	AWARD AMOUNT
Prop. 1, Round 2 (BWM) Disadvantaged Community	DWR	Water Infrastructure	Prop. 1, Round 2 (BWM) Disadvantaged Community	Marin City/San Rafael Infrastructure	Replacing aging transmission line and laterals in Marin City and San Rafael's Canal District	Construction for Marin City Phase I is ahead of schedule. Progress report and invoice submitted for 2025 Q3	\$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 Slows (7, 8, 9, 10, 11); CCA	Awarded; in progress and on-track.	\$399,689
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	DWR	Fisheries	Riverine Stewardship Program (RSP)	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas CreekThe 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 Slows 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	All funds spent down; working on final reports and invoices (#6 and #7) and closing them.	\$2,000,000
Water Conservation: turf rebate	USBR	Conservation	Water and Energy Efficiency Grant (WTEEG)	Conservation		Term grew 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 I	Lagunitas Creek Restoration	Lagunitas Creek Restoration Slows 1-6	Awarded; in progress and on track - just submitted 2025 Q3 report	\$4,658,898
CA Division of Boating & Waterways	NMA	Water Quality		Reservoir Water Quality	Monitor and prevent infection of quagga and zebra mussels.		\$86,800
Azules Hill Trail Restoration	California State Parks	Trail Restoration	Recreational Trails Program (RTP)	Watershed	Azules Hill Restoration	Amendment 3 extending term through June 30 2025 was just executed. About \$200k remaining to spend.	\$952,657
One-Tam Regional Forest Health Project	CA WCB	Forestry Restoration		BTFIP Implementation		Awarded; in progress and on-track.	\$4,260,000
WaterSMART Applied Science	USBR	Water Resources		Advanced Weather Modeling	Funding for weather modeling to inform water resources management	Awarded; in progress and on-track.	\$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 2020-2024	BTFIP Implementation	BTFIP Implementation for 2-3 years	Awarded; in progress and on-track.	\$6,966,078
TOTAL FUNDED:							\$29,311,707

CLOSED GRANTS							
PROJECT	FUNDER	FUNDER PRIORITIES	OPPORTUNITY	MATCHING PROJECT	DESCRIPTION	STATUS	AWARD AMOUNT
One-Tam Regional Forest Health Project	CAL FIRE	Forestry Restoration	California Climate Investments Department of Forestry and Fire Protection Forest Health Program 2020-2021	BTFIP Implementation	BTFIP Implementation for 2-3 years	Closed Out	\$3,545,000
Water Conservation	DWR	Conservation	Integrated Regional Water Management (IRWM)	Conservation	In April 2025, the Prop 1 Regional Water Conservation Grant had \$144,861 in additional unused grant funds, enabling us to be reimbursed for the turf rebates issued from May 2021 to February 2024. This increased our total grant award from \$229,477 to \$367,338.	Closed Out	\$367,338

UPCOMING GRANTS							
PROJECT	FUNDER	FUNDER PRIORITIES	OPPORTUNITY	DESCRIPTION	STATUS		
Lagunitas Creek	Wildlife Conservation Board			Short pre-proposal to be submitted mid-May 2025	In Progress		
Prop. 4 Bond Funding	Various		TBD		Monitoring		

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)
Potable				
Total production this FY	5,818	17,856	5,640	17,308
Monthly production, April	504	1,547	464	1,422
Daily average, April	16.81	51.58	15.45	47.41
Recycled				
Total production this FY	201.16	617.34	191.34	587.21
Monthly production, April	15.28	46.88	12.02	36.89
Daily average, April	0.51	1.56	0.40	1.23
Raw Water				
Total production this FY	61.56	188.92	38.84	119.20
Monthly production, April	0.00	0.00	0.00	0.00
Daily average, April	0.00	0.00	0.00	0.00
Imported Water				
Total imported this FY	1,459	4,478	1,746	5,359
Monthly imported, April	8	25	14	43
Reservoir Storage				
Total storage, April	25,568	78,466	25,842	79,306
Storage change during April	-356	-1,094	-85	-260
Stream Releases				
Total releases this FY	2,215	7,410	2,275	6,983
Monthly releases, April	199	611	125	384

2. <u>Precipitation:</u>	<u>FY 2024/25 (in.)</u>	<u>FY 2023/24 (in.)</u>
ALPINE	49.91	47.33
BON TEMPE	46.72	41.66
KENT	54.05	48.85
LAGUNITAS	50.20	49.52
NICASIO	37.11	33.70
PHOENIX	51.85	47.64
SOULAJULE	40.28	32.70
Average to date = 50.28 inches		

3. Water Quality:

<u>Laboratory</u>	<u>FY 2024/25</u>	<u>FY 2023/24</u>
Water Quality Complaints:		
Month of Record	21	15
Fiscal Year to Date	180	76
Water Quality Information Phone Calls:		
Month of Record	6	13
Fiscal Year to Date	111	56

The WQ lab ensured that the water supplied met or surpassed water quality regulations by collecting and analyzing 2,200 analyses on treatment plants and distribution system samples.

Mild steel corrosion rates averaged 0.92 (0.28 – 2.47) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: No flushing events were required to ensure water quality for this month on record.

Disinfection Program: 6,270’ of new pipelines were disinfected during the month of April. Performed chlorination on 6 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 45 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 2,200 treatment plant and distribution water samples, and the water quality department treated 6 tanks for low chlorine and checked an additional 45 tanks for low chlorine residual in April 2025.

4. Water Treatment:

<u>Treatment Results</u>	<u>San Geronimo</u>		<u>Bon Tempe</u>		<u>Ignacio</u>	
	Average	Monthly	Average	Monthly	Average	Monthly
	Goal		Goal		Goal	
Turbidity (NTU)	0.05	≤ 0.10	0.04	≤ 0.10	0.05	≤ 0.10
Chlorine residual (mg/Lv)	2.73	2.75 *	2.75	2.75 *	2.81	2.75 *
Color (units)	0.7	≤ 15	0.2	≤ 15	0.0	≤ 15
pH (units)	7.8	7.8*	7.7	7.8*	8.0	8.1**

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

5. Capital Improvement:

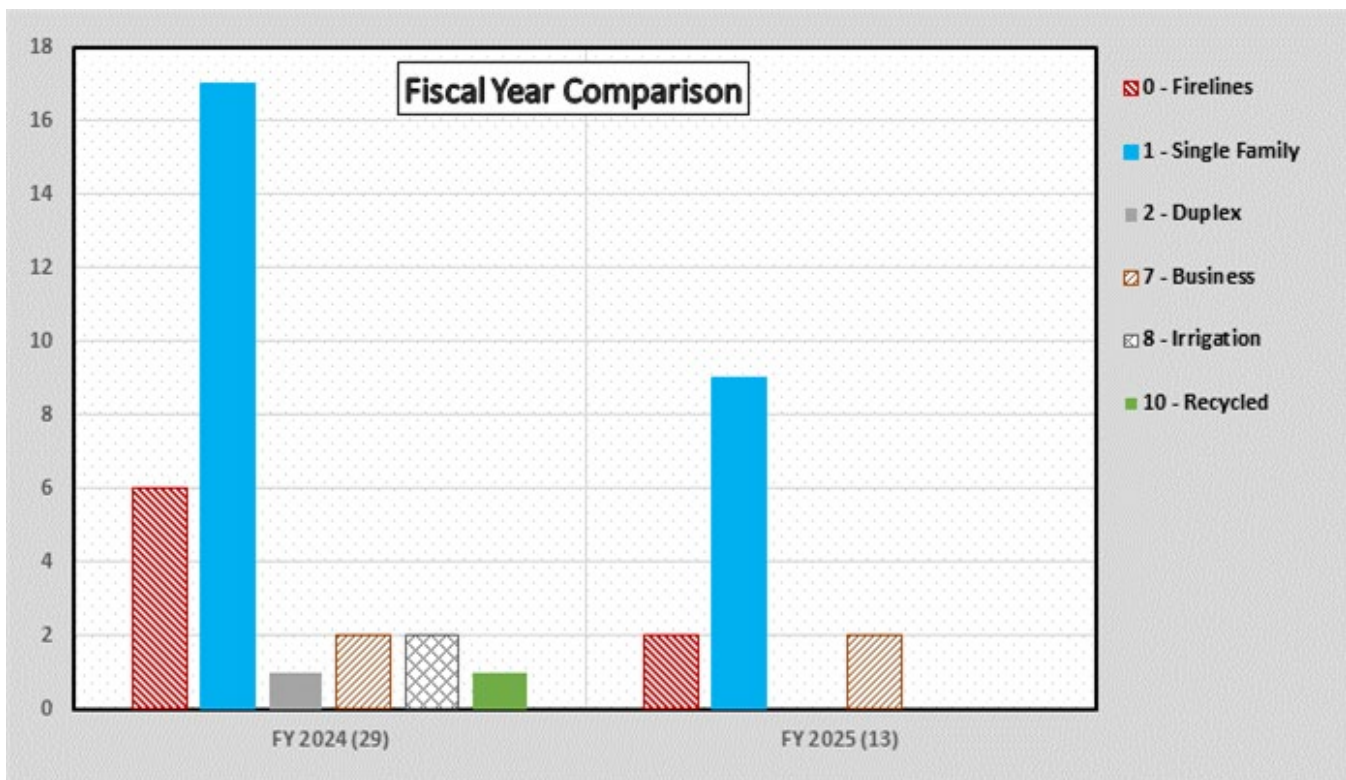
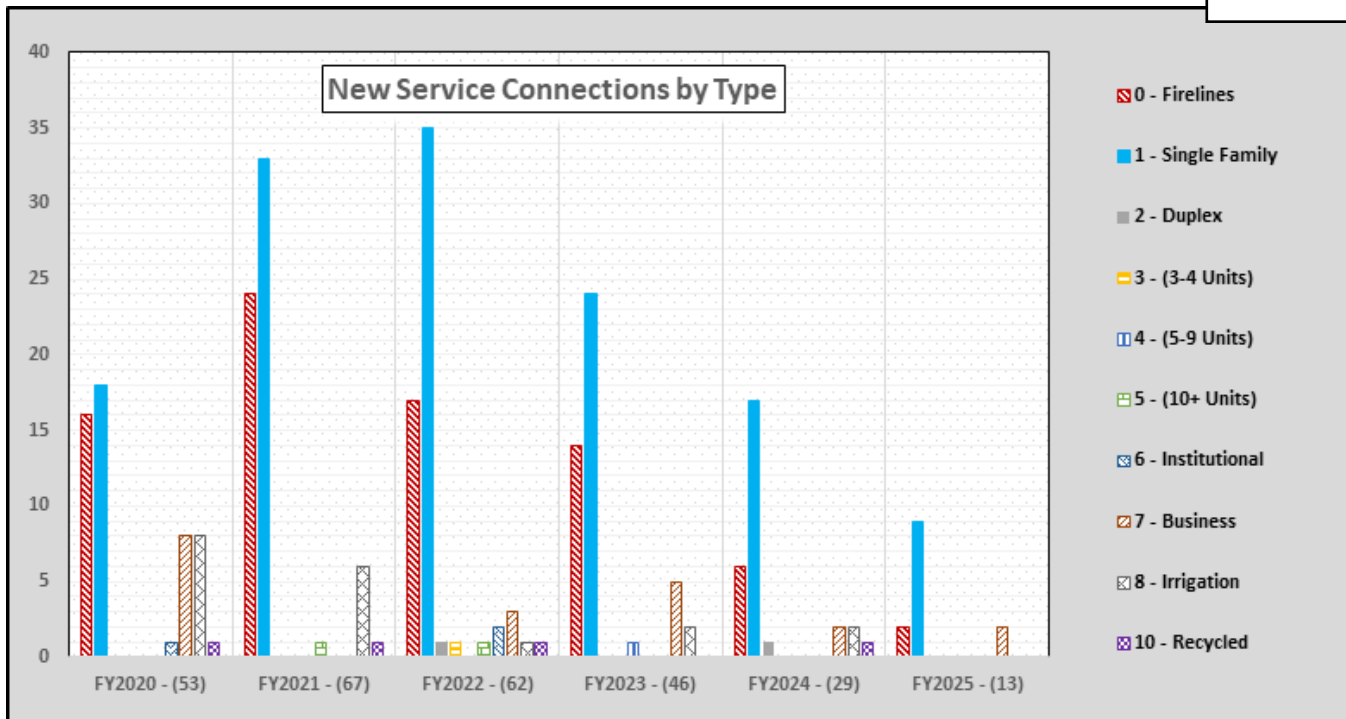
- a. Pine Mountain Tank Phase 2 – New Water Tanks Project (D21043): The Pine Mountain Tunnel Tanks Replacement Project is a multi-year two-phased project that will replace the existing Pine Mountain Tunnel. The current project (Phase 2) will construct two 90-foot inside diameter pre-stressed concrete 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 and communicate with the Contractor. Staff received Northern Spotted Owl clearance and will be working with the contractor to begin construction before August 1, 2025. Pre-construction meeting with stakeholders was held on 4/25/25.

- 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 completed installation of containment protection on the second tank (Tank #1). The tank roof Subcontractor has re-mobilized and begun work on the roof of the second tank, once the Sub has completed the roof work the Contractor will begin the coating work thereafter. The project completion is estimated as May 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 project reached substantial completion last month and now includes completion of 99% of final roadway paving.
- d. Tiburon Pipeline Replacement Project (D23018): The 2024 Tiburon Pipeline Replacement Project is a component of the District's Capital Improvement Program and Fire flow 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 project has been fully completed in the field and the closeout process is now finalizing, this project will be removed from the report next month.
- 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 installation of all pipeline (about 7600 feet) and is now performing final paving and punch list work. 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 Contractor has completed installation of all pipeline (over 9000 feet) and is now preparing to begin final paving and punch list. The project completion is estimated as May 2025.

- g. 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 project was awarded on April 15, 2025 with project completion estimated in October 2025.

6. Other:

<u>Pipeline Installation</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Pipe installed during April (feet)	2,372	1,158
Total pipe installed this fiscal year (feet)	26,901	2,677
Total miles of pipeline within the District	909*	908*
<i>* Reflects adjustment for abandoned pipelines</i>		
<u>Pipe Locates (1,010 Responses)</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Month of April (feet)	35,235	23,012
Total this fiscal year (feet)	358,265	280,967
<u>Main Line Leaks Repaired:</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Month of April	10	9
Total this fiscal year (7/1/24-5/31/25)	123	106
<u>Services:</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Service upgrades during April	22	13
Total service upgrades this FY	161	150
Service connections installed during April	0	4
Total active services as of April 31st, 2025	60,583	60,572
(Total Including firelines)	61,971	61,959



7. Recruitments and Hires:

The District is currently recruiting for the following positions:

1. Associate Engineer (2 Positions)
2. Treatment Plant Trainee II / Treatment Plant System Operator III
3. Customer Service Representative I/II
4. Watershed Aide (Seasonal)
5. Summer Helpers – Meter Box Maintenance
6. Summer Intern – Finance

The District recently hired new employees for the following positions:

1. Treatment Plant/System Operator III (4/21)
2. Field Supervisor (4/21)

8. Demand Management:

	Apr-25	FY 24/25 TOTAL	FY 23/24 TOTAL	FY 22/23 TOTAL
WATER-EFFICIENCY PROGRAMS				
Water-Use Site Surveys				
Conservation Assistance Program (CAP) Consultations				
Residential properties resi 1-2 (single-family)	58	554	404	291
Residential properties resi 3-5 (multi-family units)	1	9	6	3
Non-residential properties resi 6-7 (commercial)	0	0	0	3
Dedicated irrigation accounts resi 8-10 (large landscape)	0	7	0	0
Marin Master Gardeners' Marin-Friendly Garden Walks				
Residential garden walks	20	107	173	72
Public Outreach, Education, Customer Service				
Public outreach events (number of people attending)	0	3501	7022	17775
Public education events (number of participants)	0	265	425	328
Department customer calls/emails	420	5237	4485	4150
Outreach to new Marin Water customers (letters sent)	0	1134	1908	0
School Education				
School assemblies				
Number of activities	7	16	19	0
Number of students reached	2645	6389	21850	0
Field trips				
Number of activities	7	21	16	15
Number of students reached	158	448	343	307
Classroom presentations				
Number of activities	3	12	14	17
Number of students reached	68	344	457	531
Other (e.g. Earth Day booth events, school gardens)				
Number of activities	2	2	3	1
Number of students reached	225	225	400	480
Incentives				
Number of HECWs approved	0	2	98	103
Rain Barrel/Cisterns approved	0	14	9	15
Rain Barrel/Cisterns gallons	0	5560	0	0
Rain Barrel Give-a-way (Gallons)	4700	29460	4840	0
"Cash for Grass" Lawn Replacements approved	6	61	61	116
"Cash for Grass" (Best Practices) square ft. lawn replaced	1400	4762	0	0
"Cash for Grass" (Standard) square ft. lawn replaced	2891	62412	0	0
"Cash for Grass" (MCSTOPP) square ft. lawn replaced	935	3095	0	0
Number of Laundry-to-Landscape Systems (kits) approved	0	0	1	7
Hot water recirculating system rebates	1	4	11	30
Pool Cover rebates	0	22	35	27
HET rebates	0	4	17	22
Number of Smart Home Water Monitor "Flume Direct Distribution" redeemed	15	421	544	271
Number of Smart Controllers MW rebates approved		21	49	35
Number of Smart Controllers "RainBird compatible w/Flume" approved	0	44	131	0
Number of Smart Controllers "Rachio Direct Distribution" approved	13	127	219	77
Custom Rebate - Commercial and Multi-Family	1	1	0	0
Advanced Metering Infrastructure (AMI)				
AMI leak letters sent to customers (>200 GPD)	119	1084	1330	1168
ORDINANCES				
Water Waste Prevention				
Water Waste Reports Received	14	144	224	392
Water Waste Notifications Sent	4	29	49	81
Landscape Plan Review				
Plans submitted	9	70	117	88
Plans exempt	5	12	23	5
Plans completed	0	16	30	20
Plans in workflow (pass & fail)	7	106	172	145
Tier 4 Exemption				
Inspections that resulted in a pass	0	1	2	1

9. Watershed Protection:

Rangers Attend “Public Safety Day” Event

On April 9th, Senior Ranger Matt Cerkel and Ranger Trainees Salvador Vasquez and Dianne Dollente participated in the Public Safety Day event at Fort Baker, which was hosted by the National Park Service and the Bay Area Discovery Museum.



Ranger Hosts Second Fishing with a Ranger Event

On April 10th, Ranger Mike Faus hosted his second “Fishing with a Ranger” event. At the event, he taught the basics of bass fishing to 25 people.



Ranger Assists with Mental Health Hold.

The Rangers responded to assist the Marin County Sheriff’s Office on an incident involving a person suffering a mental health crisis who was trespassing on the property immediately adjacent to Sky Oak Rangers Station. The Ranger de-escalated the situation and kept the person contained until additional officers arrived. The person was placed on a 72-hour mental health hold and taken to the county’s Crisis Stabilization Unit.

Ranger Trainee Completes SAR Bootcamp

Ranger Trainee Salvador Vasquez completed the Marin County Search and Rescue Team’s 70-hour boot camp. SAR bootcamp provides the basic training a search and rescue responder needs to know and is required training for all new Marin Water Park Ranger.

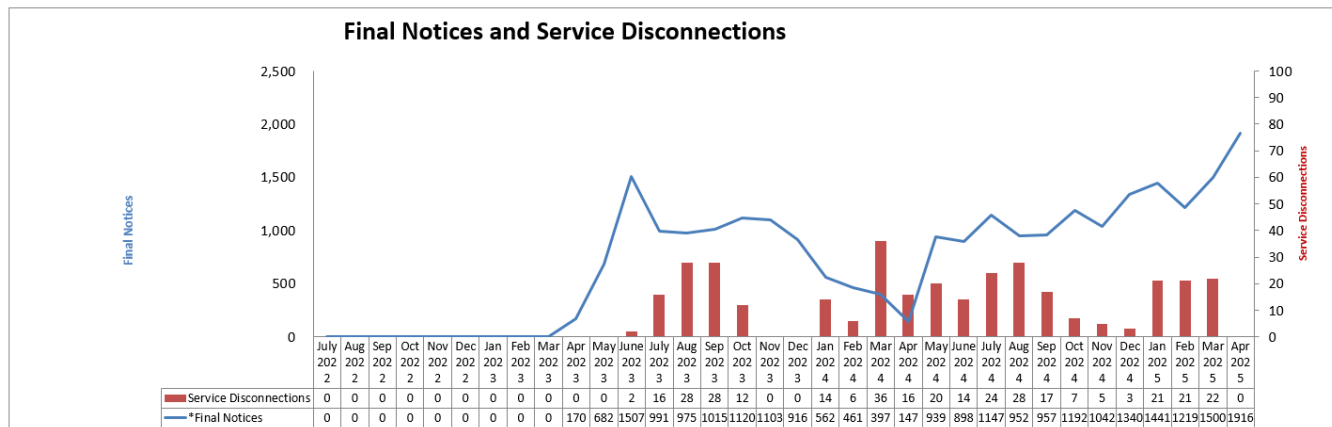
Incidents and Events	769
Visitor Assists	272
Warnings	160
Dam Checks	87
Assist Maintenance	82
Citations	54
Fish and Game checks	46
Misc. Law Enforcement Calls	16
Illegal Trail Work	11
Fire Service	11
Vandalism	4
Medical Aid	4
Humane/Animal Call	4
Outreach and Interpretation	3
Suspicious Circumstance	2
Assist Outside Law Enforcement	2
Preventive Search and Rescue	1
Illegal Dumping	1
Mental Health Hold (5150)	1
Search and Rescue	1
Citizen Complaint Illegal Bike Use	1
Citizen Complaint: Bike Speed	1
Assist Fire/EMS	1
Found Property	1
Citizen Complaint: Dog off Leash	1
Citizen Complaint: Fishing Violation	1
Citizen Complaint: Illegal Trail Work	1

Citations Issued	54
Nonpayment of Parking Fees	41
Obstructing Traffic/6 ft of Center	12
Driving Off Road	1

Type of Patrol	
Foot	93
Bike	116


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/>	
	Ben Horenstein General Manager	Ben Horenstein General Manager



STAFF REPORT

Meeting Type: Board of Directors
Title: FY 2026 Purchase of Water Treatment Chemicals
From: Darren Machado, Operations Director
Through: Shaun Horne for Ben Horenstein, General Manager
Meeting Date: May 20, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Authorize the General Manager to negotiate and execute agreements for the purchase of water treatment chemicals in an amount not to exceed \$2,540,293

SUMMARY: The District annually solicits competitive bids for the supply and delivery of eight bulk water treatment chemicals needed to treat water at the District's treatment plants and the Ignacio Water Quality pump station. Five of the chemicals were bid through the Bay Area Chemical Consortium (BACC). Staff solicited competitive bids for four other water treatment chemicals, Zinc Orthophosphate, Cationic Polymer, Anionic Polymer and Ferric Sulfate. The total estimated costs for the nine water treatment chemicals for fiscal year 2026 is \$2,540,293 representing a 8.5% increase over the prior year bids.

DISCUSSION: The District utilizes water treatment chemicals to treat water from its reservoirs and water imported from the Sonoma County Water Agency to ensure the water delivered to District customers meets all federal and state water quality requirements. These chemicals help remove sediment from the water, kill disease causing organisms, and reduce corrosion in the District's piping system as well as our customers' household piping, among other benefits.

The District participates in Bay Area Chemical Consortium (BACC) to obtain bids for the supply and delivery of water treatment chemicals. The BACC is a collection of over 52 water and wastewater agencies around the greater San Francisco Bay Area ranging from Sacramento to Gilroy that work together to leverage their combined purchasing power and achieve better chemical pricing. The District obtains competitive quotes for chemicals (Zinc Orthophosphate, Cationic Polymer, and Ferric Sulfate) that are not available through the BACC. Staff also have received a quote for a proprietary Anionic Polymer from Nalco, which is not available through the BACC. The bid and quotation results for each water treatment chemical is included in the table below.

Bid and Quotation Results for Furnishing Water Treatment Chemicals**July 1, 2025 – June 30, 2026**

CHEMICAL	COMPANY	ESTIMATED QUANTITY	UNIT PRICE	TOTAL ESTIMATED COST
Liquid Ammonium Sulfate	Industrial Solutions	8,000 gal	\$1.76	\$14,080
Aqua Ammonia	Hills Brother Chemical Co.	16,200 gal	\$3.81	\$61,722
Ferric Sulfate	Thatcher Chemical	1,500 dry tons	\$598.78	\$898,170
Hydrofluosilicic Acid	DuBois Chemicals	28,000 gal	\$2.72	\$76,160
Caustic Soda	Brenntag Pacific, Inc.	626 dry tons	\$800.00	\$500,800
Sodium Hypochlorite	Univar USA Inc.	220,000 gal	\$3.29	\$723,800
Zinc Orthophosphate	Brenntag Pacific, Inc.	135 wet tons	\$1,595	\$215,325
Cationic Polymer	Nalco Company	40,000 lbs.	\$1.24	\$43,400
Anionic Polymer	Nalco Company	2,790 lbs.	\$2.45	\$6,836
Total Estimated Cost:				\$2,540,293

The total estimated cost of \$2,540,293 is 8.5% higher than the prior year bids.

A brief review and explanation of water treatment chemicals (ferric sulfate, polymers, sodium hypochlorite, ammonia, caustic soda, zinc orthophosphate, and fluoride) used by MMWD follows.

Specifications and Standards

In addition to the District's own requirements, standards published by the American Water Works Association are used in the purchase contract. Also, since 1994, California has required that all drinking water "direct additive" products be certified by a testing organization that is accredited by the American National Standards Institute (ANSI). The two major testing organizations are the National Sanitation Foundation (NSF International) and Underwriter's Laboratory (UL). These organizations provide independent quality control oversight to the producers of drinking water treatment chemicals.

Removal of Particulate Matter (Coagulation/Flocculation/Sedimentation)

The treatment plants will continue to use Ferric Sulfate this year as out primary coagulant, because it works well and remains a more cost effective alternative to Ferric Chloride.

All surface waters contain naturally-occurring suspended and dissolved matter such as clays, decayed organic matter, metal oxides, and minerals like silica. These particles are too small to be removed by gravity settling alone, partly due to the negative charge of the particles which helps keep them in suspension. The District adds a coagulant, ferric sulfate, which acts to disrupt the natural particle charge so that dissolved matter comes out of solution to form particles and these particles as well as suspended solids are attracted to each other to form larger particles. Flocculation is the process of applying mixing energy to the water containing the small particles to promote particles coming into contact with each other thereby enabling the formation of larger particle groups (called flocs). The floc particle groups are heavy enough to settle and be removed through sedimentation from the drinking water. Each of these processes (coagulation, flocculation and sedimentation) takes place in the large circular clarifiers at District treatment plants.

Ferric sulfate also enables the District to continue meeting the stringent regulations limiting total organic carbon (TOC), a surrogate parameter for the precursors of disinfection by-products. The use of ferric sulfate has significantly reduced TOC and lowered disinfection by-products in treated water and puts the District in good position to continue to meet regulations and reduce health concerns about disinfection by-products. As an added benefit, ferric sulfate is less sensitive to changes in raw water conditions typically encountered when changing supply from one reservoir to another.

Polymers

To further control particle charge, and thereby improve the removal of particulates and filtration processes, polymers or polyelectrolytes may be added. Polymers are high molecular weight, long-chained organic compounds. Polymers that create a positive charge are referred to as cationic polymers, and those polymers that create a negative charge are referred to as anionic, and a third variety that provides an overall neutral charge are referred to as nonionic. Polymers added to enhance coagulation are referred to as a *coagulant aid* while those added to enhance filtration are called a *filter aid*.

Destruction of Disease Causing Organisms (Disinfectants)

Chlorine in the form of sodium hypochlorite (bleach) is used to inactivate disease causing bacteria, viruses, and, to some extent, protozoa. The District uses two forms of chlorine: free and combined.

Free chlorine is used as the primary disinfectant; with appropriate doses and contact time this strong disinfectant virtually eliminates the risk from bacteria, viruses, and most protozoa. The use of chlorine in water treatment is largely responsible for the near-elimination of waterborne disease in the U.S. However, free chlorine has some drawbacks such as limited ability to penetrate the thick walls of the *Cryptosporidium* oocyst, which can cause gastrointestinal illness, has little effect on biofilm in the distribution system, creates disinfection by-products with regulatory limits and health concerns by reaction with naturally occurring matter in the water, has poor persistence, and imparts a chlorinous taste and smell to drinking water.

Combined chlorine or chloramine (chlorine combined with ammonia) is too slow-acting to use as a primary disinfectant but is an excellent secondary disinfectant. Chloramine doesn't create THMs or

other chlorine by-products, has excellent persistence and ability to penetrate biofilm, and does not have a chlorinous taste or smell. Recent research has indicated that chloramine following chlorine disinfection can achieve significant inactivation of *Cryptosporidium*.

In FY2025, the District completed a study at Bon Tempe Treatment Plant where the source of the Ammonia used to create chloramines was changed from 30% Ammonium Hydroxide (liquid ammonia) to Liquid Ammonium Sulfate. The study was able to maintain optimal chloramine formation and maintain all other water quality parameters. Ammonium Sulfate is a non-hazardous chemical that still provides an ammonia source for the creation of the chloramines. This year Ammonium Sulfate was bid through the BACC for Bon Tempe Treatment Plant only. Operations staff will continue to work directly with Engineering staff to facilitate this chemical changes at all of our facilities over time.

Free chlorine is used within the treatment plant where its strength and kinetic advantage is needed. Once primary disinfection has been achieved, the free chlorine is converted to chloramine before the water leaves the plant to provide a long-lasting disinfectant residual providing bacterial protection throughout the distribution system and results in better tasting water.

Corrosion Control (Caustic Soda & Zinc Orthophosphate)

The current FY2026 price is \$1,595/wet ton. This represents a 4% increase from last year's annual contract unit cost. Corrosion control is important in maintaining the longevity of the District's pipe network as well as consumer household piping and helps to maintain compliance with lead and copper water quality regulations. The District uses two chemicals to provide corrosion control to the water: pH adjustment using caustic soda (sodium hydroxide) and zinc orthophosphate. The two chemicals have a synergistic effect that protects both the customers' and the District's piping without the scale build-up of other techniques. Corrosion control also minimizes the lead and copper that can leach from customers' soldered copper piping and brass faucets. The District has one of the lowest lead/copper corrosion rates in the Bay Area as measured by first-draw testing at customers' faucets. New and existing plumbing components still contain small amounts of lead, therefore the District's corrosion control program is critical to minimizing the amount of lead in drinking water.


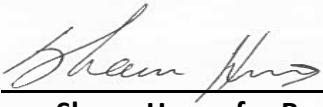
Fluoride

Fluoride in the form of hydrofluosilicic acid is added to boost the naturally-occurring fluoride level (0.1 mg/L) to the optimum level for cavity prevention (0.7 mg/L). Fluoride addition was implemented following the passage of a voter initiative in 1972, which was reconfirmed by the District's voters in 1978. In California, legislation was enacted in 1995 which requires fluoridation after 1997 for all public water agencies serving populations over 10,000 if there is an external source of funding.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: The purchase of water treatment chemicals is essential to the production of safe drinking water and the cost of water treatment chemicals is included in the budget for FY 2026.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DEPARTMENT MANAGER	APPROVED
Operations Division	 Darren Machado Operations Director	 Shaun Horne for Ben Horenstein General Manager



STAFF REPORT

Meeting Type: Board of Directors

Title: Approve An Assignment of Professional Services Agreement, MA-6406, for Construction Services for the Pine Mountain Tunnel Phase 2 Project from Park Engineering, Inc. to Consor PMCM, Inc.

From: Alex Anaya, Director of Engineering

Through: Shaun Horne for Ben Horenstein, General Manager

Meeting Date: May 20, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Authorize the General Manger to execute consent to the assignment of Professional Services Agreement No. MA-6406, providing the District construction support services for the Pine Mountain Tunnel Phase 2 Project, from Park Engineering, Inc. to Consor PMCM, Inc. pursuant to a Master Assignment Agreement

SUMMARY: On March 18, 2025, the Board authorized the General Manager to execute a professional services agreement MA-6406 with Park Engineering, Inc. (Park) for construction management services in support of the Pine Mountain Tanks Phase 2 Project in an amount of \$828,870.10, with a staff requested contingency of \$300,000, for a total not to exceed amount of \$1,128,870.10. Following execution of agreement with Park, the District received notification from Consor PMCM, Inc. (Consor) indicating that Consor had merged with Park and were now operating as Consor PMCM, Inc.

DISCUSSION: On March 18, 2025, the Board approved a Professional Services Agreement with Park Engineering Inc. with a scope of work including primary construction management and administration services, preparing and leading construction meetings, providing document management system for all project documentation, processing and logging contractor correspondence including submittals and RFIs, reviewing proposed change orders, issuing field directives and notices of non-compliance, reviewing payment requests, preparing progress payments, and supporting public communications on the Pine Mountain Phase 2 Project.

On March 22, 2025, staff received notification from Consor announcing the merger of Park into Consor, and the consolidation of its legal entities, and brands. District legal staff has reviewed the Master Assignment Agreement between Park and Consor wherein Park has assigned all its employees and projects to Consor and Consor has accepted all obligations under Professional Services Agreement MA-6406 for the express benefit of the District.

Conzor is a San Francisco-based company providing project and construction management services throughout California. Established in 1993, Consor specializes in aviation, utility infrastructure, transportation, and building projects. The firm offers program and construction management services, inspection, project controls, scheduling, cost estimating, claims analysis and document control. Consor brings 30 years of experience in water, wastewater, public utilities, bridge, aviation, highway, transportation, and building projects with an annual revenue over \$20M.

Park Engineering’s Principal in Charge, and Resident Engineer, and staff will remain assigned to the Pine Mountain Tanks Phase 2 project, which will provide the benefit of continuity on this project despite this merger. There are no changes to the scope of services, hourly rates, or fee structure, and all other terms of the Professional Services Agreement remain in full force and effect.

Staff recommends that the Board of Directors authorize the General Manager to execute consent to the Master Assignment Agreement between Park Engineering, Inc., and Consor PMCM, Inc., which will include assignment of Professional Services Agreement No. MA-6406 from Park to Consor.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

- 1. Consor PMCM, Inc. Consolidation Letter
- 2. Omnibus Written Consent Consor PMCM, Inc. and Consor Engineering and Land Surveying NY, P.C.
- 3. Master Assignment Agreement

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



March 22, 2025

Marin Municipal Water District
Mark Kasraie, Engineering Manager - Construction
220 Nellen Avenue
Corte Madera, CA 94925

Project: 25002, MMWD Pine Mountain Tanks Phase II Project

Effective March 22, 2025, Consor announced the consolidation of its legal entities and brands to better serve its partners and clients with its collective resources across the country. Consor is excited to announce the merger of Park Engineering, Inc. into the Consor brand.

Per our contract requirements, we are providing notice of our entity's name change and associated merger. As a result, the following changes have been made:

Consor PMCM, Inc.: Park Engineering, Inc. of California (FEIN 46-3675877) has assigned all its employees and projects to the parent company, Consor PMCM, Inc., a California company (FEIN 83-0811094). According to our contract requirements, we hereby notify you of our entities' name changes.

Banking: Due to this change, we have updated our remittance instructions for future payments. Please see the attached updated W-9 and a letter from CIBC with Consor PMCM, Inc.'s banking information. If additional ACH registrations are required, we kindly ask that you send any related forms to legal@consoreng.com for processing.

Remittance Information:

Consor PMCM, Inc.
350 Indiana Street, Suite 400
Golden, CO 80401

Bank: CIBC Bank USA

Routing Number: [REDACTED]

Account Type: [REDACTED]

Account Number: [REDACTED]

ap@consoreng.com

Insurance: Our insurance relationship is unchanged; however, for updated certificates of insurance (and bonds and other required documentation as applicable and specified by the client), please contact legal@consoreng.com, and we will provide updated documents if you have not already received them directly from Marsh. Marsh will send updated certificates as part of the annual policy year renewal on January 1, 2026, to all current certificate holders.

Assignment Template: If an assignment is required due to this notice, our assignment template can be found at www.consoreng.com/assignment. Please email legal@consoreng.com, and we will prepare this document for execution.

Please let us know if further action is required for our active contracts, and we will address these matters expeditiously. For changes to related agreements, please email legal@consoreng.com directly, where our contracts team is ready to address questions and/or requests.

We look forward to continuing to work with you as we expand our capabilities and offerings.

Regards,

Matthew Cass, PE
Senior Vice President

matthew.cass@consoreng.com

OMNIBUS WRITTEN CONSENT
OF
THE BOARDS OF DIRECTORS OF CONSOR NORTH AMERICA, INC. AND CONSOR
PMCM, INC.,
AND
THE SOLE DIRECTOR OF CONSOR ENGINEERING AND LAND SURVEYING – NY, P.C.
IN LIEU OF A SPECIAL MEETING
March 28, 2025

The undersigned being, (i) all of the members of the boards of directors (the “Boards”) of Consor North America, Inc., an Oregon corporation (“Consor North America”) and Consor PMCM, Inc., a California corporation (“Consor PMCM”), and (ii) the Sole Director of Consor Engineering and Land Surveying – NY, P.C., a New York corporation (“Consor New York,” and together with Consor North America and Consor PMCM, the “Companies”), acting by written consent without a meeting, do hereby consent to the adoption of the following resolution, to be treated for all purposes as actions taken at a meeting, and unless otherwise noted, to be effective as of the date hereof:

WHEREAS, the Boards and Sole Director have determined that it is advisable and in the best interest of the Companies to authorize certain of their respective officers to execute and deliver agreements, certificates, instruments, notices, filings and additional documents, and to take any other steps and to do such acts and things pertinent thereto, as in his or her judgment may be necessary, appropriate or desirable in order to carry out the objectives of the Companies as may set forth by the Boards and Sole Director from time to time;

NOW, THEREFORE, BE IT RESOLVED, that the Boards and the Sole Director hereby authorize, empower, and delegate signature authority for each of the Companies, with such signature authority being complete and unlimited in nature, and which shall include any and all written agreements, instruments, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by the Companies, to the following corporate officers, who have been previously elected to their respective offices in each of the Companies and who continue to hold their respective offices:

Hisham Mahmoud – Executive Chair

Matthew Paul Cass - Senior Vice President & Secretary

Ashley Strobel – Interim Chief Financial Officer

RESOLVED FURTHER, that any and all actions taken by the above-named officers of the Companies prior to the adoption of this resolution that are within the authority conferred hereby are ratified, confirmed, and approved as the authorized and binding acts and deeds of the Companies, as applicable.

IN WITNESS WHEREOF, the undersigned, being all the members of the Boards of Consor North America and Consor PMCM and the Sole Director of Consor New York have executed this resolution as of the date first written above.

BOARD OF DIRECTORS OF CONSOR NORTH AMERICA, INC. AND CONSOR PMCM, INC.:

DocuSigned by:



F4CC73F543D44C6...
Sandeep Patil

Signed by:



B2FBD6C47A5241E...
Zina Schwartz

DocuSigned by:



796A4D0F8EBD4B2...
Mindy Shimanek

SOLE DIRECTOR OF CONSOR ENGINEERING AND LAND SURVEYING OF NY – P.C.

DocuSigned by:



88CB60B7D0D2498...
Jeffrey B. Rowe



Master Assignment Agreement

This Master Assignment Agreement is made and entered into effective _____ (“Effective Date”), by and between Marin Municipal Water District (“Client”), Park Engineering, Inc. (“Assignor”), and Conсор PMCM, Inc. (“Assignee”).

Recitals

WHEREAS, Client has entered into certain contracts and agreements for professional services with Assignor including, but not limited to, those active contracts and agreements listed on “Appendix 1” which is incorporated into this Agreement by reference. The term “Contracts,” as used in this Agreement, means the above referenced Contracts and all other contracts, price agreements, work order contracts and purchase orders, including all amendments and modifications, made between Client and the Assignor before the effective date of this Agreement (whether or not performance and payment have been completed);

WHEREAS, Assignor and Assignee exist and operate under common ownership and control;

WHEREAS, Assignor assigned its employees to Assignee;

WHEREAS, as of the effective date of this Master Assignment Agreement, Assignor shall assign and transfer its projects and contracts to Assignee (the “Assignment”), and Assignee does agree to accept all rights and obligations for the express benefit of Client in connection with the Contracts and does seek Client’s consent to the Assignment;

WHEREAS, Client does agree to approve the Assignment.

Agreement


NOW, THEREFORE, in consideration of the mutual covenants contained herein, Client, Assignor, and Assignee hereby covenant and agree as follows on the Effective Date:

- (1) Assignor hereby assigns to Assignee all of its rights, duties, liabilities, and obligations as set forth in the Contracts, incorporated herein by reference.
- (2) For the express benefit of Client, Assignee hereby agrees to assume, perform, and discharge all duties, liabilities, and obligations of Assignor as set forth in the Contracts.
- (3) The Contracts, as amended, are unaffected by the assignment and remain in full force and effect.

- (4) Assignee has provided or shall provide to Client new insurance certificates in compliance with all existing Contract provisions (and bonds and other required documentation as applicable and specified by Clients) issued in Assignee's name or its parent company's name.
- (5) Without executing separate amendments for all the Contracts, the Contracts are hereby amended by replacing the name of Assignor with the name of Assignee wherever it appears in the Contracts.
- (6) Client hereby approves the assignment of the Contracts from Assignor to Assignee.
- (7) All notices to Assignor or Assignee may be made to the address shown above, with cc to legal@consoreng.com.

IN WITNESS WHEREOF, the Client, Assignor, and Assignee have each caused this Master Assignment Agreement to be executed by their duly elected and authorized officers as of the effective date written above.

ASSIGNOR

Signed by:

86B16C7B8A40495...
Park Engineering, Inc.
By: Jaemin Park
Its: President

ASSIGNEE

Signed by:

774B42A8CD884E6...
Conсор PMCM, Inc.
By: Matthew Cass
Its: Senior Vice President, Secretary

CONSENT BY:

Marin Municipal Water District
By: Bennett Horenstein
Its: General Manager

Appendix 1

Contract Name	Client Number	Consor Project Number
Misc. Agreement No. 6406 "Pine Mountain Tunnel Phase II Project"	6406	P250021CA.00



STAFF REPORT

Meeting Type: Board of Directors

Title: Award of Contract No. 2043, for the Lagunitas Creek Coho Habitat Enhancement Phase 1B Project (GC-21001) to Rehak General Engineering LLC

From: Shaun Horne, Director of Watershed Resources

Through: Ben Horenstein, General Manager

Meeting Date: May 20, 2025

TYPE OF ACTION: X Action Information

RECOMMENDATION: Approve a Resolution authorizing award of Contract No. 2043 in the amount of \$2,175,000 for the Lagunitas Creek Coho Habitat Enhancement Project Phase 1B to Rehak General Engineering LLC

SUMMARY: This item was reviewed by the Watershed Committee on March 20, 2025. On April 8, 2025, the District advertised the Lagunitas Creek Coho Habitat Enhancement Phase 1B Project, which entails furnishing all labor, equipment and materials for the installation of large woody debris, rock, and gravel structures in Lagunitas Creek in support of endangered Coho Salmon and freshwater shrimp, and threatened steelhead populations.

On May 6, 2025, the District received and opened two (2) bids for the Project. Rehak General Engineering LLC submitted the lowest responsive and responsible bid in the amount of \$2,175,000. Therefore, staff recommends that the Board of Directors approve a resolution awarding Contract No. 2043 to Rehak General Engineering LLC in the amount of \$2,175,000 and authorizing the General Manager to execute any necessary amendments to Contract No. 2043, which do not exceed 15% contingency of \$326,250.

DISCUSSION: The Lagunitas Creek Habitat Enhancement Project began in 2020 as a collaboration between Marin Water, California State Parks, and the Lagunitas Technical Advisory Committee. The goal of the Project is to improve stream habitat conditions on District and State-owned lands below Peters Dam through Samuel P. Taylor State Park. To achieve this goal, thirteen distinct enhancement sites have been identified, where over 270 logs and approximately twelve tons of gravel will be installed to support endangered Coho Salmon and California freshwater shrimp, threatened steelhead, and other sensitive species.

The Project is split into three phases (Phase 1A, Phase 1B, and Phase 2) to facilitate planning, permitting, and implementation over multiple years. Construction of Phase 1A (Sites 4, 5, 6) was

successfully completed in 2024. Phase 1B (Sites 1, 2, 3, 12, 13) is slated for construction in 2025, and final designs and permits are being developed for Phase 2 (Sites 7-11) for future implementation. Funding for this year’s Phase 1B construction is being provided by grants. In parallel with the implementation of Phase 1, the District and its consultant, Environmental Science Associates, will begin advancing design work for Phase 2 sites to support future implementation.

On May 6, 2025, the District received and opened two (2) bids for implementation of Phase 1B of the Project. Bid results are provided in the Bid Results table below. This contract includes furnishing all labor, equipment and materials for the installation of large woody debris, rock, and gravel structures in Lagunitas Creek in support of endangered Coho Salmon and freshwater shrimp, and threatened steelhead populations.

Bid Results
Lagunitas Creek Coho Habitat Enhancement Phase 1B Project

Bid Rank	Contractor Name	Bid Amount
1.	Rehak General Engineering LLC	\$2,175,000
2.	Hanford Applied Restoration and Conservation	\$3,287,510

Contract No: 2043
Project No: GC-21001
Engineer’s Estimate: \$2,653,600

Summaries of the estimated Project costs and schedule are provided below.

Budget:

Contract Award:	\$2,175,000
15% Contingency:	\$326,250
Professional Fees:	\$780,000
District Labor:	\$100,000
Total Budget:	\$3,381,250
Budgetary Category:	A1F06

Project Implementation:

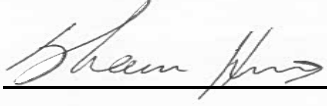
Project Advertisement:	April 8, 2025
Bid Opening:	May 6, 2025
Project Award:	May 20, 2025
Estimated Completion Date:	November 21, 2025
Duration:	120 days

ENVIRONMENTAL REVIEW: Staff has reviewed the Project pursuant to the California Environmental Quality Act (CEQA) and has found that the Project is Statutorily Exempt pursuant to Section 21080.56 of the California Public Resources Code, known as the Statutory Exemption for Restoration Projects (SERP). The Project qualifies for exemption pursuant to Section 21080.56 inasmuch as project is a restoration project for fish and wildlife meeting the conditions of SERP as stated in Section 21080.56.

FISCAL IMPACT: The total cost to complete the Lagunitas Creek Coho Enhancement Phase 1B Project is estimated at \$3,381,250. The District has been awarded a grant to fund construction of Phase 1B.

ATTACHMENT(S):

1. Proposed Resolution
2. Site Map
3. CEQA Notice of Exemption

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Watershed	 Shaun Horne Watershed Resources Director	 Ben Horenstein General Manager

MARIN MUNICIPAL WATER DISTRICT**RESOLUTION NO.****A RESOLUTION OF THE BOARD OF THE MARIN MUNICIPAL WATER DISTRICT
APPROVING AWARD OF CONSTRUCTION CONTRACT NO. 2043 TO REHAK GNERAL
ENGINEERING LLC FOR THE LAGUNITAS CREEK COHO HABITAT ENHANCEMENT PHASE
1B PROJECT**

WHEREAS, on August 15, 2023, the District approved the Lagunitas Creek Watershed Restoration Plan pursuant to California Public Resources Code section 21080.56, which includes the Lagunitas Creek Coho Habitat Enhancement Project Phase IB Project; and

WHEREAS, on April 8, 2025, the District advertised Contract No. 2043, for the Lagunitas Creek Coho Habitat Enhancement Phase 1B Project (GC-21001), which will include furnishing all labor, equipment and materials for the for the installation of large woody debris, rock, and gravel structures in Lagunitas Creek in support of endangered Coho Salmon and freshwater shrimp and threatened steelhead populations; and

WHEREAS, the District received and publicly opened two (2) bids on May 6, 2025, of which CONTRACTOR bid of \$2,175,000.00 was the lowest responsive and responsible bid.

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES that:

1. The bid of \$2,175,000.00 submitted by Rehak General Engineering LLC, for the Lagunitas Creek Coho Habitat Enhancement Phase 1B Project under Contract No. 2043 ("Contract") was the lowest responsive and responsible bid submitted therefor, and said bid is hereby accepted.
2. A Contract for the Project be awarded to said low bidder, and the General Manager is authorized and directed to execute said Contract on behalf of the District upon receipt of a performance bond, payment bond, proof of insurance, and the executed contract for the work from said bidder.
3. The General Manager is authorized to execute any and all future amendments to the Contract, which he deems necessary, without further Board approval, so long as those amendments to the Contract amount does not exceed \$326,250.
4. Upon complete execution of said Contract, the bonds and/or checks of

the other bidders are to be returned to said other bidders, and all bids other than that of Rehak General Engineering LLC, are to be rejected.

5. The project is statutorily exempt pursuant to the California Public Resources Code Division 13 Environmental Quality Section 21080.56 inasmuch as the project is a restoration project for fish and wildlife meeting the conditions of Statutory Exemption for Restoration Projects (SERP) as stated in Section 21080.56.

PASSED AND ADOPTED this 20th day of May, 2025, by the following vote of the Board of Directors.

AYES:

NOES:

ABSENT:

Matthew Samson
President, Board of Directors

ATTEST:

Terrie Gillen
Board Secretary

Notice of Exemption

21-2023-196

Filing Requested By and When Filed Return To:

Marin Municipal Water District
220 Nellen Ave
Corte Madera, CA 94925
Attn: Crystal Yezman, Director of Engineering



FILED

AUG 16 2023

SHELLY SCOTT
MARIN COUNTY CLERK

By D. Lebat Deputy

Project Title: Lagunitas Creek Watershed Enhancement Plan

Project Location: Lagunitas Creek Watershed, Unincorporated Marin County **Project Location – County:** Marin

Project Description: The Marin Municipal Water District (Marin Water) is proposing to construct the Lagunitas Creek Watershed Enhancement Plan (Project) consisting of 13 in-stream restoration sites along eight miles of Lagunitas Creek in west Marin County. The Project is located on property owned by Marin Water as well as on property in the adjacent Samuel P. Taylor State Park, which is owned and managed by the California Department of Parks and Recreation (State Parks). Thus, State Parks is a participating landowner and partner. All proposed restoration sites fall within land owned/managed by State Parks or Marin Water. As part of their watershed stewardship efforts, Marin Water identified a total of 13 potential restoration sites; each site could be implemented separately as they have independent utility and do not rely on another site for water or other connected resources in order to be successful.

Public Agency Approving Project: Marin Municipal Water District

Name of Person or Agency Carrying Out Project: Marin Municipal Water District

CEQA Exemption Status: Statutory Exemption Section 21080.56 Fish and Wildlife Restoration.

Reason for Exemption: The project qualifies for exemption Section 21080.56 of the California Public Resources Code, also known as the Statutory Exemption for Restoration Projects (SERP), provides a California Environmental Quality Act statutory exemption for fish and wildlife restoration projects that meet certain requirements.

Project Approval: The Marin Municipal Water District Board of Directors approved the Lagunitas Creek Watershed Restoration Plan, which represents project approval as defined by Section 21080.56 of the Guidelines for Implementation of the California Environmental Quality Act, at their regularly scheduled meeting on August 15, 2023.

Lead Agency Contact Person: Ben Horenstein, Marin Municipal Water District **Telephone:** (415) 945-1460

8/15/23

Bennett Horenstein, General Manager

Date

POSTED 8/16/23 TO 9/15/23



STAFF REPORT

Meeting Type: Board of Directors

Title: Resolution to Amend Department of Water Resources Urban and Multibenefit Drought Relief Grant and Receive Legislative Update

From: Shaun Horne, Director of Watershed Resources

Through: Ben Horenstein, General Manager

Meeting Date: May 20, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Receive a legislative update and approve a resolution amending the project scope and agreement end date for the California Department of Water Resources (DWR) Urban and Multibenefit Drought Relief (UMDR) Grant Program

SUMMARY: Staff is recommending approval of a resolution amending the project scope and extending the completion date for DWR UMDR grant funding. Additionally, the District regularly tracks state and federal legislation that may affect District interests; staff will provide a presentation to the Board on bills introduced in the 2025-2026 legislative session that the District is tracking.

DISCUSSION: The Budget Act of 2021 allocated \$300 million to DWR to deliver grants for interim and immediate drought relief to urban communities and for multibenefit projects. These grants were intended to provide water to communities that face the loss or contamination of their water supplies, to address immediate impacts on human health and safety, and to protect fish and wildlife resources. On March 23, 2022, the District was awarded \$2,000,000 from the Urban and Multibenefit Drought Relief Grant Program to support the Emergency Intertie Project in response to historic drought conditions. The original grant-funded scope of work was to advance an emergency water supply project; however, due to winter rains, the project was not pursued and the District amended the grant to instead support the Strategic Water Supply Assessment (SWSA). In order for the District to formalize the project change, DWR requires that the Board adopt a resolution approving an amendment to the grant agreement documenting these changes. In addition, the District is extending the grant timeline to support final reporting and closeout for the SWSA project from December 31, 2024 to September 30, 2025.

In addition to the continued monitoring and administration of grants, staff have also been working with the Association of California Water Agencies (ACWA) and other coalitions to track legislation relevant to the work of the District. Key dates of the 2025-2026 California State Legislature session include:

CALIFORNIA STATE LEGISLATURE 2025-2026	
Item	Deadline
Session begins	January 6
Deadline to submit bills	February 21
Committees review and vote on bills	February through May
Deadline for each house to pass bills introduced in that house	June 6
Deadline for state budget to be passed	June 15
Deadline for each house to pass bills	September 12
Deadline for the Governor to sign or veto bills passed by the Legislature	October 12

The table below, in addition to the attached *Legislative Items to Watch*, summarize legislation relevant to the District, as well as the positions staff is recommending that the District take. Staff recommendations are based on vetting of each bill, as well as alignment with ACWA. Bills recommended for District support generally provide financial and regulatory support for disaster mitigation, including increasing the scale of forestry work and watershed restoration. A District position of *support* indicates that the district will send letters of support on these items, both through ACWA and independently. A position of *watch* indicates that the District will continue track the item as it progresses through the legislative process. Staff is requesting that the Board review and comment on staff’s recommended positions on the following legislative items. Based on input from the Board, staff will bring legislative items back for formal Board action to adopt a position at a future date.

SUPPORT			
FEDERAL			
Item	Introduced	Summary	Status
H.R. 403 Preventing Our Next Natural Disaster Act	Swalwell	To enhance predisaster mitigation to prevent future natural disasters, and for other purposes.	In committee
S. 670 Protect the West Act	Bennet	Invests \$60B in forests across the West to reduce wildfire risk, restore watersheds, protect communities, and reduce wildfire suppression costs.	In committee
STATE BILLS			
Item	Introduced	Summary	Status
AB 372 Office of Emergency Services: state matching funds: water	Bennett	This bill is a reintroduction of SB 1088 (Alvarado-Gil, 2024) and is intended to establish a program within CalOES to administer matching funding for water infrastructure and backup power generation in the wildland urban interface,	In committee

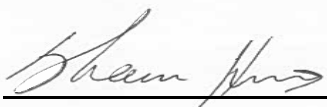

system infrastructure improvements.		contingent on funding being appropriated pursuant to Proposition 4.	
AB 846 Endangered species: incidental take: wildfire preparedness activities.	Connolly	This bill is a reintroduction of AB 2330 (Holden, 2024). AB 846 would develop a voluntary, streamlined process for wildfire preparedness activities by allowing local agencies to submit wildfire preparedness plans to CDFW and seek approval to avoid, minimize, and mitigate the take of an endangered, threatened, or candidate species.	In committee

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. DWR Grant Resolution
2. Legislative Items to Watch

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Watershed	 Shaun Horne Watershed Resources Director	 Ben Horenstein General Manager

MARIN MUNICIPAL WATER DISTRICT**RESOLUTION NO.****RESOLUTION OF THE BOARD OF DIRECTORS OF
THE MARIN MUNICIPAL WATER DISTRICT AUTHORIZING MODIFICATION OF THE DEPARTMENT OF
WATER RESOURCES INTERTIE PROJECT AND PROJECT TERM EXTENSION**

WHEREAS, Marin Municipal Water District ('District') has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, at the April 19, 2022 Board of Directors meeting, the District Board of Directors adopted Resolution No. 8694 accepting grant funding from the California Department of Water Resources' ("DWR") Urban and Multibenefit Drought Relief Grant Program for the East Bay Emergency Intertie Project;

WHEREAS, the District no longer needed to advance the Intertie Project due to improved water supply conditions that ended the drought emergency and instead sought to modify the grant-funded project to support the Strategic Water Supply Assessment (SWSA), which was developed to improve long-term drought resiliency for District customers; and

WHEREAS, the grant term end date was extended from December 31, 2024, to September 30, 2025 to support the grant project revision.

NOW, THEREFORE, BE IT RESOLVED that the Marin Municipal Water District Board of Directors hereby:

1. Approves an amendment to the Department of Water Resources grant agreement to support the strategic water supply assessment work; and
2. Approves the grant term end date being extended to September 30, 2025; and
3. Authorizes the General Manager to act as its representative to negotiate and execute on its behalf a grant agreement and any amendments thereto setting forth the Department of Water Resources' terms and conditions of grant funding and any other contracts necessary to comply with the grant agreement requirements.

PASSED AND ADOPTED this 20 day of May, 2025, by the following vote of the Board of Directors.

AYES:

NOES:

ABSENT:

Matt Samson
President, Board of Directors

ATTEST:

Terrie Gillen
Board Secretary

WATCH			
FEDERAL BILLS			
Item	Introduced	Summary	Status
H.R.471 Fix Our Forests Act	Westerman	Establishes requirements for managing forests on federal land, including requirements concerning reducing wildfire threats, expediting the review of certain forest management projects, and implementing forest management projects and other activities.	In committee
STATE BILLS			
Item	Introduced	Summary	Status
SB 31 Water Quality : Recycled Water	McNerney	This bill would redefine "recycled water" to expand the allowable non-potable uses of recycled water for irrigation, public parks, and food handling facilities	In committee
SB 88 Air resources: carbon emissions: biomass.	Caballero	This bill would identify the most effective use and accelerated conversion of biomass into renewable energy. CARB and CalFire are already and would continue to be responsible for quantifying greenhouse gas emissions and decay from fuel reduction activities.	In committee
SB 223 The Wildfire Smoke and Health Outcomes Data Act	Alvarado-Gil	This bill would require CDPH, Cal FIRE, the Wildfire and Forest Resilience Task Force, and CARB to coordinate and integrate existing wildfire smoke and health data from local, State, and federal agencies to provide adequate information to understand the negative health impacts caused by wildfire smoke and to evaluate the effectiveness of investments in forest health and wildfire mitigation on health outcomes.	Placed on the suspense file
SB 350 Water Rate Assistance Program	Durazo	Similar to AB 532, this bill would establish a state Water Rate Assistance Program administered by the State Water Resources Control Board, including setting guidelines for local agencies to automatically enroll qualified customers.	In committee

		Based on analysis of the bill by the ACWA State Legislative Committee, amendment to the bill would be need to identify funding and clarify implementation and enforcement as well as to not disrupt existing low income assistance programs.	
SB 394 Water Theft : Fire Hydrants	Allen	This bill would add tampering with fire hydrants to list of acts that may bring a civil case and increase the maximum fines that a local agency may impose for unauthorized connections to a hydrant.	In committee
AB 514 Water: emergency water supplies	Petrie-Norris	This bill would encourage local agencies to develop emergency water supplies for use during drought that would be considered in addition to the baseline water supply.	In committee
AB 532 Water Rate Assistance Program	Ransom	This bill would clarify the ability of local agencies to provide a low-income rate assistance program and create a state program for assistance to small water systems.	In committee
SB 601 Water: waste discharge	Allen	<p>If signed into law, SB 601 would amend the Porter-Cologne Act to create a classification of water called “nexus waters,” a newly defined category of protected waters intended to cover all waters previously protected under federal authority prior to the U.S. Supreme Court’s ruling on Sackett v. EPA.</p> <p>The bill would amend the Porter-Cologne Act in a manner that applies the more stringent federal Clean Water Act permitting regulations to former waters of the United States. The new provisions would also be enforceable by citizen lawsuits, which were previously not permitted.</p> <p>Paired with the addition of a private right of action, SB 601 would inject regulatory uncertainty and almost certain litigation into water supply and treatment operations.</p>	In committee

AB 1319 Water quality: state certification	Schultz	<p>AB 1319 would require the California Fish and Game Commission (Commission) to consider whether to adopt an emergency regulation to add a species to the list of endangered or threatened species under the California Endangered Species Act (CESA) if any federal action would decrease the protection of a federally listed species that is native to California.</p> <p>Section two of AB 1319 creates additional uncertainty for permittees with the potential to lead to extensive delays in the implementation of projects and maintenance activities and significantly increases costs to the California Department of Fish and Wildlife.</p>	In committee
DROPPED FROM 2025-2026 TRACKER			
Item	Introduced	Summary	Status
AB 404 California Environmental Quality Act: exemption: prescribed fire, reforestation, habitat restoration, thinning, or fuel reduction projects.	Sanchez	This bill would eliminate the January 1, 2028, sunset date on a CEQA exemption for prescribed fire, reforestation, habitat restoration, thinning, or fuel reduction projects undertaken, in whole or in part, on federal lands to reduce the risk of high-severity wildfire that have been reviewed under NEPA.	Failed to pass the originating house; AB 404 is now a 2-year bill and is dead for the remainder of 2025. AB 404 may be acted upon in January 2026.



STAFF REPORT

Meeting Type: Board of Directors
Title: 2025 Annual Strategic Work Plan Progress Update
From: Adriane Mertens, Communications and Public Affairs Manager
Through: Ben Horenstein, General Manager
Meeting Date: May 20, 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, and the finalized work plan which incorporated input from the Board was reviewed once more at February 11, 2025 meeting. The General Manager will review the progress made thus far on the annual work plan, 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.

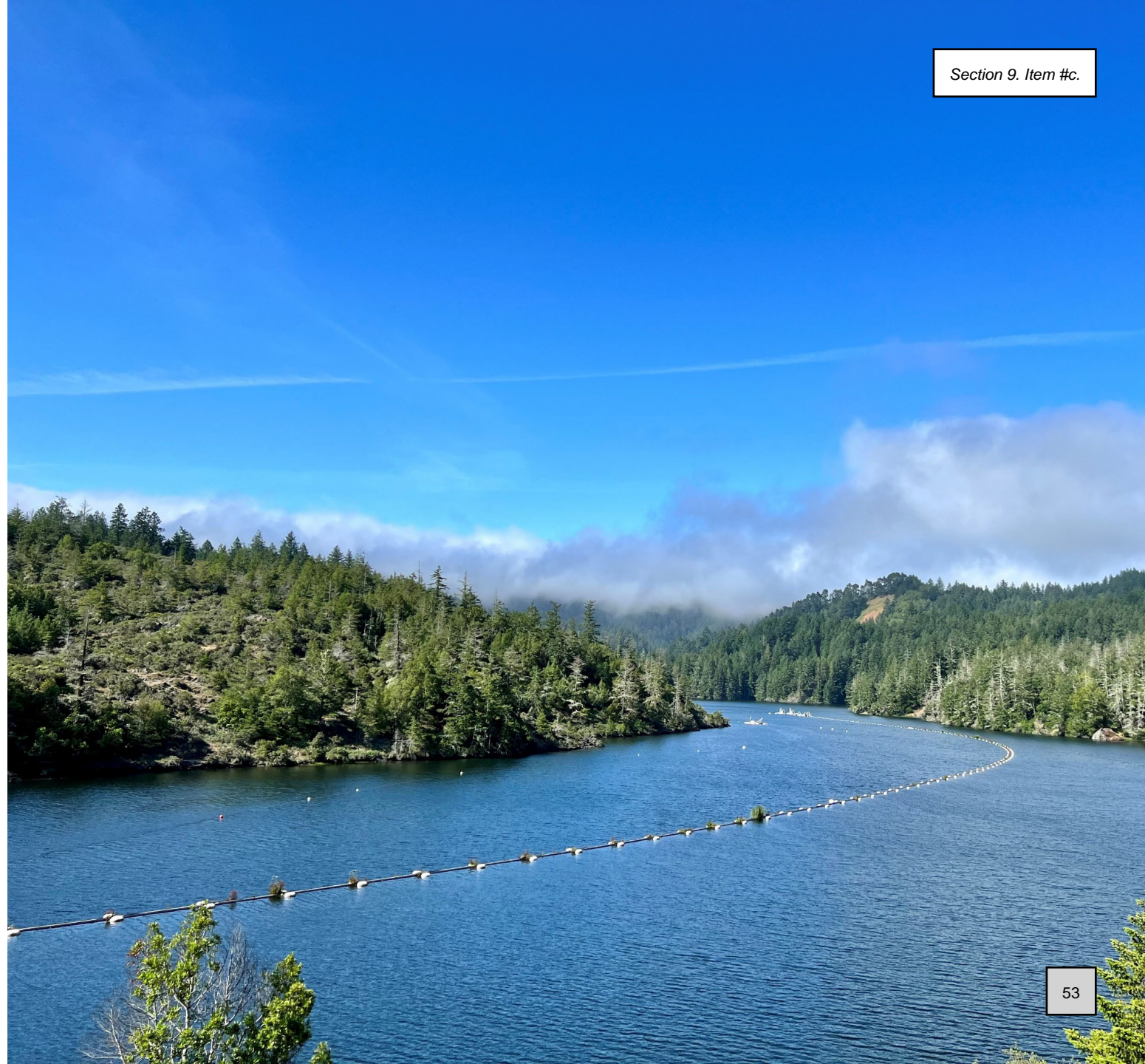
ATTACHMENT(S):

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

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
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, May 22, 2025 9:30 a.m.	Finance & Administration Committee Meeting	FY 2025/26 Insurance Renewal
Tuesday, May 27, 2025 9:30 a.m.	Planning Committee Meeting/Special Meeting of the Board of Directors	Nicasio Spillway Project Update, Water Efficiency-AMI Update
Tuesday, June 3, 2025 5:30 p.m.	Board of Directors' Regular Bi- Monthly Meeting with a Closed Session at the beginning	Adopting the Proposed FY 2025/26 and FY 2026/27 Two- Year Budget
Thursday, June 12, 2025 9:30 a.m.	Watershed Committee Meeting/Special Meeting of the Board of Directors	Wildfire Modeling Update, Roads and Trails Update

External Meetings	
Meeting Date	Meeting Type
Wednesday, May 21, 2025 3:00 p.m.	Tomaes Bay Foundation
Friday, June 6, 2025 9:00 a.m. – 12:00 p.m.	Lagunitas Creek Technical Advisory Committee
Friday, June 6, 2025 9:30 a.m. – 11:30 a.m.	North Bay Watershed Association