



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

Tuesday, October 15, 2024 at 5:30 PM

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## AGENDA

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### LOCATIONS:

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

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

#### **Closed Session begins at 5:30 p.m.**

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

### **Public Participation:**

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

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

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

### **HOW TO PROVIDE PUBLIC COMMENT:**

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

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

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

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

**AGENDA ITEMS:**

- 1. Call to Order and Roll Call**
- 2. Adoption of Agenda**
- 3. Announcement of Closed Session Item(s); Public Comments on Closed Session Item(s)**

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 - Existing Litigation**

(California Government Code §54956.9)

California Native Plant Society, Marin Audubon Society, and Marin Conservation League vs. Marin Municipal Water District  
Case No. CV0004078

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

- 4. Reconvene to Open Session; Closed Session Report Out**
- 5. Public Comment on Non-Agenda Matters**

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

- 6. Directors' and General Manager's Announcements (6:40 p.m. – Time Approximate)**
- 7. Board Committee Reports - None.**
- 8. Consent Items (6:50 p.m. – Time Approximate)**

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

**a. Minutes of the Board of Directors' Regular Bi-Monthly Meeting on October 1, 2024**

**RECOMMENDATION:** Approve the minutes

**b. General Manager's Report September 2024**

**RECOMMENDATION:** Approve Report

**c. Second Amendment to District Lease No. 61, VB Run LLC at Lucas Valley Road, San Rafael (APN 165-010-03)**

**RECOMMENDATION:** Approve and authorize the General Manager to execute Amendment No. 2 to Lease No. 61 with VB Run LLC at Lucas Valley Road, San Rafael to allow the upgrade of existing telecommunications equipment

**d. Change the Employer's CalPERS Contribution Rate for Health Insurance Premiums to the minimum amount required pursuant to Government Code Section 22892**

**RECOMMENDATION:** Adopt resolutions that will change the District's CalPERS contribution rate paid for health insurance premiums to the minimum statutory contribution amount

required pursuant to the Public Employees Medical and Hospital Care Act (PEMHCA), California Government Code section 22892 to allow the District to administer differences in retiree health care benefits not administered by CalPERS

- [e.](#) Request to Fill Field Supervisor in the Operations Division

**RECOMMENDATION:** Authorize the General Manager to recruit and hire one Field Supervisor in the Operations Division

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

- [a.](#) Department of Water Resources Grant Resolutions

**RECOMMENDATION:** Approve two grant resolutions for the Department of Water Resources (DWR) to support the submittal of grant applications for the proposed Spillway Repair Project and the Phoenix and Lagunitas Valves and Actuator Replacement Project

- [b.](#) 2024 Annual Strategic Work Plan Quarterly Progress

**RECOMMENDATION:** Receive quarterly progress update on the 2024 Annual Strategic Work Plan

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

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

- [a.](#) Upcoming Meetings

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

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

**13. Adjournment (7:45 p.m. – Time Approximate)**

**ADA NOTICE AND HEARING-IMPAIRED PROVISIONS**

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

*Information agendas are available for review at the Civic Center Library, Corte Madera Library, Fairfax Library, Mill Valley Library, Marin Water Administration Building, and [marinwater.org](http://marinwater.org).*

Posted: 10-11-2024



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** Minutes of the Board of Directors' Regular Bi-Monthly Meeting on October 1, 2024  
**From:** Terrie Gillen, Board Secretary  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** October 15, 2024

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

**RECOMMENDATION:** Approve the minutes

**SUMMARY:** The Board of Directors held their regular meeting on October 1, 2024. The minutes of that meeting are attached.

**DISCUSSION:** None.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

- 1. Draft October 1, 2024 Meeting Minutes

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



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

Tuesday, October 01, 2024 at 5:30 PM

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## MINUTES

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### LOCATIONS:

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**Closed Session begins at 5:30 p.m.**

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### AGENDA ITEMS:

#### 1. Call to Order and Roll Call

President Ranjiv Khush called the meeting to order at 5:30 p.m.

#### DIRECTORS PRESENT

Larry Russell  
Monty Schmitt  
Jed Smith  
Ranjiv Khush

#### DIRECTOR ABSENT

Matt Samson

**2. Adoption of Agenda**

General Counsel Molly MacLean requested that the Board consider adding a late item to the agenda for Closed Session: Conference with Legal Counsel - Existing Litigation, California Native Plant Society, et al. v. Marin Municipal Water District, Case No. CV0004078, which was served on the District after the posting of the agenda. Pursuant to California Government Code 54954.2(b)2, the Board may add this item to the agenda by a unanimous vote.

A motion was made by Director Schmitt and seconded by Director Smith to add the new agenda item.

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

There were no public comments.

A motion was made by Director Smith and seconded by Director Schmitt to approve the amended agenda.

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

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

President Khush announced the upcoming Closed Session Items.

There were no public comments.

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

- a. Conference with Legal Counsel - Anticipated Litigation**  
Exposure to Litigation (California Government Code §54956(b))

Number of Cases: Unknown

- b. (New) Conference with Legal Counsel - Existing Litigation**  
(California Government Code §54956.9)

California Native Plant Society, et. al. v. Marin Municipal Water District  
Case No. CV0004078

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

The Board came back to the Board Room at 6:21 p.m.

President Khush reconvened the Open Session at 6:30 p.m., and stated that the Board had adjourned the Closed Session at 6:20 p.m. with no actions to report.

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

There were six (6) public comments.

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

- Director Smith reported that he attended the Marin Stables Annual Summer Fiesta and met with some residents in San Geronimo Valley discussing water efficiency programs.
- President Khush reported that he met with staff, some residents in San Geronimo Valley, and a representative from Supervisor Rodoni's Office to discuss safe paths to school.
- General Manager Ben Horenstein noted the recent federal district court decision directing the US EPA to reevaluate the risk of water fluoridation, and shared that the District would continue to adhere to California State Law and the voters' initiative requiring the addition of fluoride to the District’s drinking water.

**7. Board Committee Reports**

Watershed Committee Vice Chair Monty Schmitt, Operations Committee Chair Larry Russell, and Finance & Administration Committee Chair Jed Smith, provided highlights from their committee meetings that took place last month.

**8. Consent Items**

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

**RECOMMENDATION:** Approve the minutes

- b. FY2025 - FY2027 Forestry Services General Services Agreement (CN 2034)

**RECOMMENDATION:** Approval of ‘Forestry Services’ General Services Agreement (CN 2034) in the amount of \$2,902,344 to the qualified low bidder Forster and Kroeger for continued implementation of the Biodiversity, Fire and Fuels Integrated Plan (BFFIP) and support of the Lagunitas Creek Watershed Enhancement Project

- c. Approve Contract MA-6356 with O’Connor Environmental Inc.

**RECOMMENDATION:** Approve MA-6356 with O’Connor Environmental Inc. for Lagunitas Creek sediment and streambed monitoring to support WR95-17 compliance and guide ongoing restoration planning in the amount of \$154,443

A motion was made by Director Smith and seconded by Director Schmitt to approve the Consent Calendar.

There were no public comments.

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

9. Regular Items

- a. Capital Program Update

**RECOMMENDATION:** Receive a staff update on the third quarter Capital Improvement Program

Engineering Director Alex Anaya provided a presentation.

Discussion followed.

There were no public comments.

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

- b. Request to Add Four Additional Positions in the Engineering Division

**RECOMMENDATIONS:**

1. Board authorization to create four new full time positions within the Engineering Division to be funded through the Capital Improvement Program Budget, and
2. Authorize the General Manger to recruit and hire two Associate Engineers, one Construction Inspector II and one Engineering Technician all within the Engineering Division

Engineering Director Anaya also presented this item.

The Board provided comments.

There were no public comments.

A motion was made by Director Smith and seconded by Director Schmitt to approve the recommendations.

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

- c. Ordinance No. 467 Amending and Adding Watershed Use Regulations & Proposed Additions and Increases of Certain Watershed Fines

**RECOMMENDATION:** Adopt Ordinance No. 467 amending and adding watershed use regulations to Title 9 of the Marin Municipal Water District Code; Approve resolution updating the Watershed Fines Schedule adding fines for violations of the new regulations set forth in Ordinance 467 and increasing fines for certain violations

Watershed Resources Director Shaun Horne & Chief Ranger Don Wick presented this item.

Discussion ensued.

There were no public comments.

A motion was made by Director Smith and seconded by Director Schmitt to adopt the ordinance and resolution.



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

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

a. Upcoming Meetings

The Board Secretary listed upcoming internal and external meetings in the month of October.

There were no comments.

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

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

**13. Adjournment**

There being no further business, the Marin Water Board of Directors' Meeting adjourned on October 1, 2024, at 7:39 p.m.

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Board Secretary



the system. If left unattended, this short could lead to a corrosive environment for the water main. After an extensive search of over four miles of pipe, three shorts were found and repaired bringing the system back to normal corrosion potentials.

- The District continued with Year 6 of the BFFIP plan through September 2024. Highlights for September include completion of the Lower Lag Rock Doug Fir Thinning Project covering 31 acres adjacent to Lake Lagunitas.
- District contractors completed the initial Prescribed Fire Prep work at the Mt Theater and Bon Tempe Dam Rx Burn Sites. The district has 9 burn plans in place and is actively coordinating with MCFD to burn up to 3 this Fall (weather and staffing dependent). Staff continued to coordinate prescribed burning efforts with both the Marin County Fire Department and California State Parks. Air Quality permitting is underway to support multiple prescribed burns with MCF as the lead from mid-October through November.
- The District completed trail maintenance work along Sunnyside Trail, Pumpkin Ridge, Madorne, Arturo, Mountain Top, Upper Fish Gulch, Concrete Pipe Trail, and Lake View, and Grassyslope road to prepare for the Trail Sharing Pilot Program.
- Staff participated in Ember Stomp Festival to raise awareness about wildfire mitigation actions that home owners can take on their property and to help educate the community about the Biodiversity, Fire, and Fuels Integrated Plan.
- Three Trail Stewardship events were hosted - 43 volunteers worked on Azalea Hill plus two other areas to prep for opening of trail sharing pilot project.

# MARIN WATER GRANT STATUS

PROJECT DETAILS						REQUIREMENTS		BUDGET	
OPPORTUNITY	FUNDER	FUNDER PRIORITIES	AGREEMENT /APPLICATION DATE	MATCHING PROJECT	DESCRIPTION	STATUS	PREREQUISITE	FUNDS REQUESTED	MATCH REQUIREMENT %
<b>CURRENT GRANTS</b>									
Prop. 1. Round 2 IRWM Disadvantaged Community Forestry Corps	DWR CCNB	Water Infrastructure Vegetation Management	12/1/22 Jan 2023	Marin City/San Rafael Infrastructure Ongoing Forestry work	Replacing aging transmission lines and laterals in Marin City and San Rafael's Canal District Workforce development: state funding directly to CCNB to fund crews working on the watershed	Funded Funded	IRWM CC Approval Corps Partnership	\$8,500,000 \$500,000	0 0
Fisheries Restoration Grant Program	CDFW	Fisheries	4/20/23	Lagunitas Creek Restoration	Funding for Phase II site design and CEQA	Funded	30% designs	\$600,000	50%
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	DWR Riverine	Fisheries	11/1/22	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek	Funded	None	\$590,000	0
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	USBR Environmental Restoration Project	Fisheries	8/17/23	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek Sites 1-3	Funded	CEQA	\$1,400,000	39.39%
Rain Water Harvesting Project	MCSTOPP	Conservation	Unknown	Conservation	Barells for customers	Funded	None	\$15,032	0
Urban Multi-Benefit Drought Relief	DWR	Water Resources	3/19/22	SWSA	Strategic Water Supply	Funded	None	\$2,000,000	0
Water Conservation	USBR WEEG	Conservation		Conservation		Funded		\$722,925	
Water Conservation	DWR IRWMP	Conservation		Conservation		Funded		\$222,477	
Prop. 1. Fisheries Restoration	CDFW	Fisheries	7/1/23	Lagunitas Creek Restoration	Lagunitas Creek Restoration Sites 1-6	Funded	60% designs	\$4,600,000	0
CA Division of Boating & Waterways	NRA	Water Quality	7/1/23	Reservoir Water Quality	Monitor and prevent infestation of quagga and zebra mussels	Funded	NA	\$88,800	0
Azalea Hill Trail Restoration	State Parks	Trail Restoration	2/1/20	Watershed	Azalea Hill Restoration	Funded	None	\$952,657	0
One Tam Forest Health Strategy	CA WCB	Forestry Restoration	11/21/23	BFFIP Implementation	BFFIP Implementation for 2-3 years	Funded	CEQA	\$2,800,000	0
WaterSMART Applied Science	USBR	Water Resources	10/15/2023	Advanced Weather Modeling	Funding for weather modeling to inform water resources management	Funded	TBD	\$150,828.00	50%
One Tam Forest Health Phase II	Cal Fire	Forestry Restoration	1/15/2024	BFFIP Implementation	BFFIP Implementation for 2-3 years	Notice of Award	CEQA	\$3,000,000	TBD
								<b>TOTAL FUNDED:</b>	<b>\$24,140,519</b>
Desal Feasibility Study	USBR	Desalination	2/28/23	Desalination	Exploring new brackish desal in Petaluma	Open	None	\$200,000	50
Hazard Mitigation Program	CAIOES/ FEMA	Natural Hazards	Aug-24	Treatment Plant Clarifiers	Funds to address seismic hazards in water treatment facilities	Open	NOI APPROVAL	\$22,000,000.00	25%
WaterSmart Energy Efficiency	USBR	Conservation	2/22/2024	AMI	Funding to expand AMI	Open	Environmental Compliance	\$1,000,000	50%
WaterSMART Planning & Design	USBR	Water Supply	5/20/2024	Water Supply Planning	Water Supply - Nicasio Spillway	Open	TBD	\$400,000.00	
Environmental Resources Grant	USBR	Forest Health	6/24/2024	BFFIP Implementation	BFFIP Implementation for 2-3 years	Open	TBD	\$3,000,000.00	
CDFW Environmental Enhancement Fund	CDFW	Fisheries	9/11/2024	Lagunitas Creek Restoration	Phase II	Open	TBD	\$3,457,044.00	0%
								<b>TOTAL OPEN:</b>	<b>\$30,057,044</b>
<b>UPCOMING APPLICATIONS</b>									
USBR Drought Resiliency Program	USBR	Water Supply	10/7/2024	Water Supply Planning	Water Supply - Nicasio Spillway	Open	TBD	\$3,000,000.00	50%
USBR WaterSmart & Energy Efficiency (WEEG)	USBR	Conservation	11/13/2024	AMI Expansion	AMI Expansion	Open	TBD	TBD	TBD
Dam Safety & Climate Resilience Local Assistance	DWR	Infrastructure	10/21/24	Spillway Repair Project	Dam Safety	Open	TBD	\$2,000,000.00	50%
Dam Safety & Climate Resilience Local Assistance	DWR	Infrastructure	10/21/24	Phoenix and Lagunitas Valves & Actuator Replacement	Dam Safety	Open	TBD	\$2,000,000.00	50%
<b>LONG TERM OPPORTUNITIES (ongoing development)</b>									
2024 Water Bond	State of CA	Water supply projects	Fall 2024	SW SA Water Supply Projects	Currently in Legislature	In legislature	Voter approval, District participation		TBD
Water Resources Development Act	Amy Corps of Engineers	Water supply projects	FY 2024	SW SA Water Supply Projects	Pursuing for No Regrets and regional projects	In appropriations	Authorization (secured 2022)	\$28,000,000.00	
Small Storage Program	USBR	Water Supply	Fall 2024	Phoenix Lake	Funding for new water supply projects	TBD	Approved Feasibility Study		TBD
United States Department of Fish and Wildlife	USDFW	Water Supply	Unknown	Phoenix Lake	Habitat Conservation Planning	TBD	Habitat Conservation P		TBD

**DISCUSSION:**

**B. SUMMARY:**

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

**1. Water Production:**

	FY 2024/25		FY 2023/24	
	(million gallons)	(acre-feet)	(million gallons)	(acre-foot)
<b>Potable</b>				
Total production this FY	2,325	7,135	2,333	7,159
Monthly production, September	743	2,281	756	2,319
Daily average, September	24.78	76.03	25.19	77.30
<b>Recycled</b>				
Total production this FY	104.59	320.97	105.19	322.81
Monthly production, September	29.73	91.24	32.68	100.29
Daily average, September	0.99	3.04	1.09	3.34
<b>Raw Water</b>				
Total production this FY	33.07	101.49	32.28	99.06
Monthly production, September	9.71	29.80	10.13	31.09
Daily average, September	0.32	0.99	0.34	1.04
<b>Imported Water</b>				
Total imported this FY	805	2,469	1,090	3,345
Monthly imported, September	255	783	350	1,074
<b>Reservoir Storage</b>				
Total storage, September	21,263	65,254	17,861	54,814
Storage change during September	-913	-2,803	-5,197	-15,949
<b>Stream Releases</b>				
Total releases this FY	689	2,113	727	2,230
Monthly releases, September	233	716	271	832

**2. Precipitation:**

	<u>FY 2024/25 (in.)</u>	<u>FY 2023/24 (in.)</u>
Alpine	0.00	0.00
Bon Tempe	0.00	0.00
Kent	0.00	0.00
Lagunitas *	0.00	0.01
Nicasio	0.00	0.00
Phoenix	0.00	0.00
Soulajule	0.00	0.00

\* Average to date = 0.00 inches

**3. Water Quality:**

<u>Laboratory</u>	<u>FY 2024/25</u>	<u>FY 2023/24</u>
<b>Water Quality Complaints:</b>		
Month of Record	18	7
Fiscal Year to Date	58	22
<b>Water Quality Information Phone Calls:</b>		
Month of Record	8	2
Fiscal Year to Date	34	6

The WQ lab ensured that the water supplied met or surpassed water quality regulations by collecting and analyzing 1,754 analyses on treatment plants and distribution system samples.

Mild steel corrosion rates averaged 2.42 (0.30 – 4.21) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: One flushing event was performed at 24 River Oaks Rd in San Rafael, 10 Aspen Ct in Corte Madera and at 74 Paseo Mirasol in Tiburon to ensure water quality for this month on record.

Disinfection Program: 2,810’ of new pipelines were disinfected during the month of September. Performed chlorination on 38 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 52 water quality-monitoring events on storage tanks for various water quality parameters this month to help ensure compliance with bacteriological water quality regulations.

**Summary:**

The lab analyzed 1,754 treatment plant and distribution water samples, and the water quality department treated 38 tanks for low chlorine and checked an additional 52 tanks for low chlorine residual in September 2024.

**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	0.04	≤ 0.10
Chlorine residual (mg/L)	2.77	2.75 *	2.73	2.75 *	2.85	2.75 *
Color (units)	0.4	≤ 15	0.4	≤ 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 1 – Rough Grading Project (D21043): The Pine Mountain Tunnel Tanks Replacement Project is a multi-year two-phased project that will replace the existing Pine Mountain Tunnel. This project (Phase 1) will excavate approximately 45,000 cubic yards of hillside and will install a soil nail retaining wall in preparation for a future project that will install two 2-million gallon pre-stressed concrete storage tanks (Phase 2). This Phase 1 project will also perform site grading and drainage improvements.
  - Project Budget: \$7,734,575
  - Monthly Activities: The Contractor is continuing to construct the retaining wall and transfer soil to the Bullfrog Quarry. Concrete Pipe Road between Taylor Trail and Fairfax-Bolinas Road remains closed Monday through Friday 8:00 AM to 5:00 PM throughout the duration of the project. The Phase I rough grading and retaining wall project is anticipated to be complete January 31, 2025.
  
- b. Wolfback Ridge Tanks Rehabilitation Project (D20009): This project will replace the roof and recoat both the interior and exterior of each tank at Wolfback Ridge in Sausalito.
  - Project Budget: \$950,000

- Monthly Activities: District staff and the Contractor are completing shop drawing preparation and review for the tank roof systems. Field work is expected to begin October and the contract completion is estimated March 2025.
- c. Sir Francis Drake Pipeline Replacement Project (D23009): This project will install approximately 4,540 linear feet of welded steel pipe to replaced aged, leak-prone cast iron pipe installed as early as 1924 on Sir Francis Drake Boulevard between San Francisco Boulevard and Butterfield Road. Water pipelines will also be replaced on Broadmoor Avenue and Saunders Avenue, each for approximately 250 feet from Sir Francis Drake.
- Project Budget: \$3,799,400
  - Monthly Activities: The Contractor completed all water mainline installation and continued to install water services. The District is working closely with Marin Transit and the Town of San Anselmo to mitigate traffic impacts from construction work on Sir Francis Drake Boulevard. The project is anticipated to be complete in November.
- d. Granada Drive Pipeline Replacement Project (D23020): Project Budget: \$3,958,000  
Monthly Activities: The Contractor is currently performing creek restoration work including installing rock and woody debris structures within the creek channel. The Cross Marin Trail remains open to recreation during construction and traffic control measures are implemented as required to protect the public. Project completion is anticipated in late November.
- Project Budget: \$5,564,384
  - Monthly Activities: The Contractor is continuing to install water mainline along the upper portion of Granada Drive, and is performing miscellaneous work on Prince Royal Drive, Endeavor Drive, and Granada Drive. The project is anticipated to be complete March 2025.
- e. Lagunitas Creek Coho Habitat Enhancement Project – Phase 1A (GC21001): Phase 1A of the Lagunitas Creek Coho Habitat Enhancement Project will implement an extensive set of habitat enhancement structures in Lagunitas Creek within Samuel P. Taylor State Park. The work includes the installation of large woody debris, rock, and gravel structures in Lagunitas Creek in support of endangered Coho Salmon, threatened steelhead populations, and freshwater shrimp.
- Project Budget: \$3,958,000
  - Monthly Activities: The Contractor is currently performing creek restoration work including installing rock and woody debris structures within the creek channel. The Cross Marin Trail remains open to recreation during construction and traffic control measures are implemented as required to protect the public. Project completion is anticipated in late November.
- f. Tiburon Pipeline Replacement Project (D23018): The 2024 Tiburon Pipeline Replacement Project is a component of the District’s Capital Improvement Program and Fireflow Improvement Program. The project includes the installation of approximately 3,490 linear feet of 8-inch, 6-inch, and 4-inch welded steel potable water pipe with valves, fittings, laterals, and appurtenances in the Town of Tiburon. This project replaces 102 year old, leak-prone, cast iron pipe with new reliable, seismically resilient welded steel pipe.
- Project Budget: \$3,112,285
  - Monthly Activities: The Contractor has completed the installation of the water mainline on Paradise Drive between Vista Del Mar and near Lyford’s Stone Tower, and continues westerly towards Mar West Street. Work that remains includes pipeline connections to existing water distribution, water service installations, and paving. The project is expected to be completed this winter.
- g. 2024 Anode Replacement Project (D24024): The 2024 Anode Well Replacement Project will rehabilitate an existing cathodic protection well in the City of San Rafael, which was installed in 1965 and is due for



replacement. The aged well will be replaced insitu with an 11-inch diameter, 41-foot deep anode well in accordance with Marin County regulations. Magnesium anodes installed in the well are used to protect the District’s infrastructure by preventing corrosion, particularly sodium-rich San Francisco Bay mud where corrosion is accelerated.

- Project Budget: \$115,250
- Monthly Activities: The project has been completed.

h. 2024 Anode Well Replacement Project (D24025): The 2024 Anode Well Replacement Project will rehabilitate an existing cathodic protection well in the City of San Rafael, which was installed in 1965 and is due for replacement. The aged well will be replaced insitu with an 11-inch diameter, 41-foot deep anode well in accordance with Marin County regulations. Magnesium anodes installed in the well are used to protect the District’s infrastructure by preventing corrosion, particularly sodium-rich San Francisco Bay mud where corrosion is accelerated.

- Project Budget: \$197,500
- Monthly Activities: The construction contract was awarded at the July 16 Board of Directors Meeting and a pre-construction meeting was held on August 20. The District is currently reviewing construction submittals and anticipates obtaining permits and mobilizing to the project site in October. The project is anticipated be complete in October.

i. 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 construction contract was awarded at the September 3 Board of Directors Meeting and a pre-construction meeting is currently being scheduled. The District anticipates the Contractor will mobilize equipment and materials in October. The project is expected to be completed May 2025.

**6. Other:**

<u>Pipeline Installation</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Pipe installed during September (feet)	1199	1157
Total pipe installed this fiscal year (feet)	3,658	3,668
Total miles of pipeline within the District	908*	908*

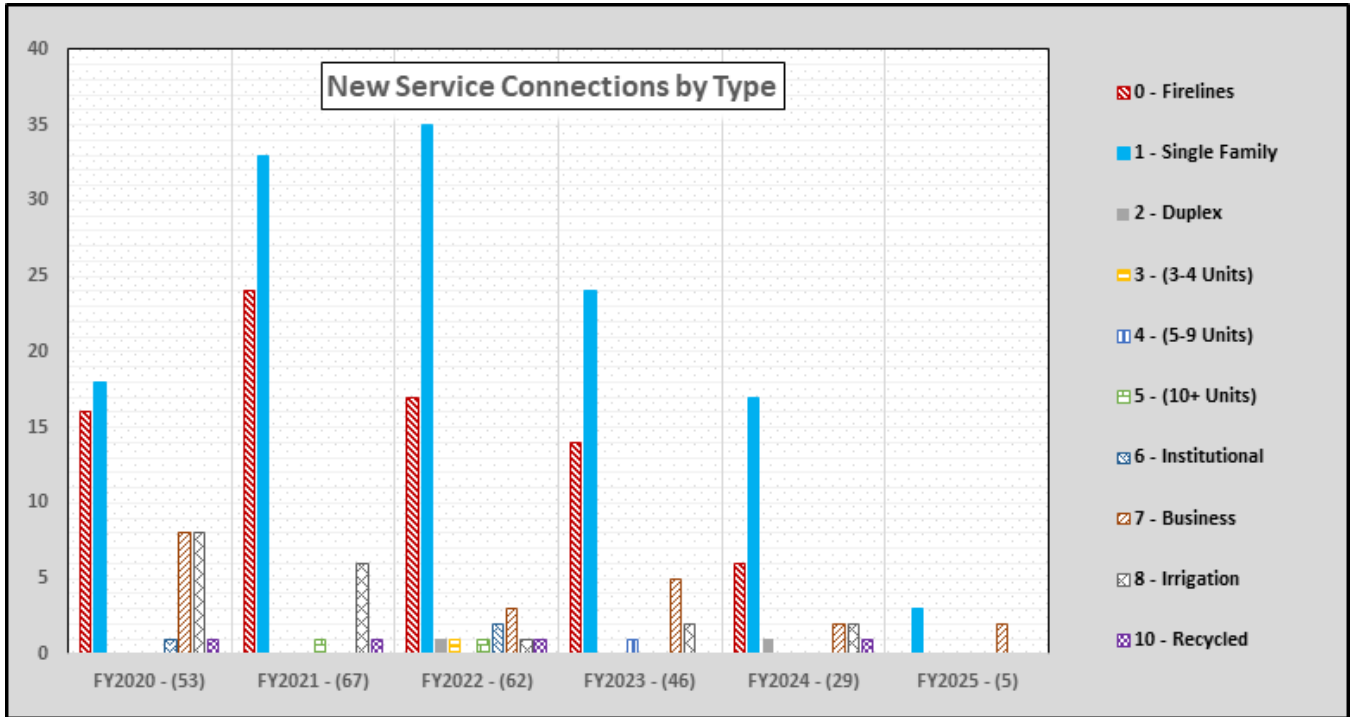
*\* Reflects adjustment for abandoned pipelines*

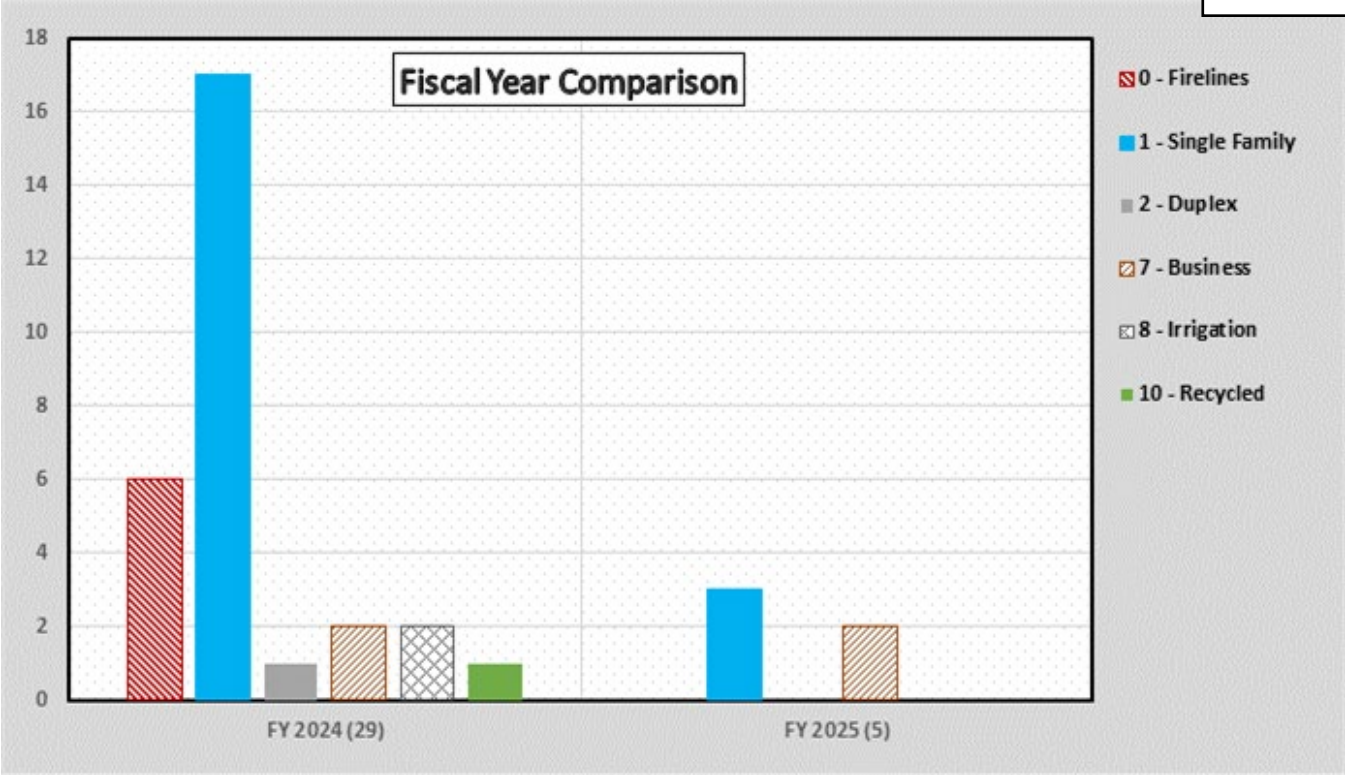
<u>Pipe Locates (1,199 Responses)</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Month of September (feet)	29,984	32,204
Total this fiscal year (feet)	113,044	109,336

<u>Main Line Leaks Repaired:</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
Month of September	6	28
Total this fiscal year (7/1/24-5/31/25)	8	28

<u>Services:</u>	<u>FY2024/25</u>	<u>FY2023/24</u>
------------------	------------------	------------------

Service upgrades during September	19	15
Total service upgrades this FY	54	50
Service connections installed during September	1	2
Total active services as of September 1st, 2024	60,609	60,451
(Total Including firelines)	61,995	61,834





## **7. Recruitments and Hires**

The District is currently recruiting for the following positions:

- Engineering Technician Supervisor - Development Services
- Supervising Land Surveyor
- Heavy Equipment Operator (Internal)
- Water Conservation Supervisor
- Water Conservation I/II/III
- Business Systems Analyst
- Treatment Plant Trainee II / Treatment Plant-System Operator III

Through competitive recruitments, employees were appointed to the following positions:

- Meter Operations Supervisor
- Engineering Technician - Facilities Designer I

The District recently hired new employees for the following positions:

- Assistant Engineer (2 Positions)
- Meter Reader Repair Workers (3 Positions)

8. Demand Management:

	Sep-24	FY 24/25 TOTAL	FY 23/24 TOTAL	FY 22/23 TOTAL
<b>WATER-EFFICIENCY PROGRAMS</b>				
<i>Water-Use Site Surveys</i>				
Conservation Assistance Program (CAP) Consultations				
Residential properties resi 1-2 (single-family)	41	165	404	291
Residential properties resi 3-5 (multi-family units)	0	2	6	3
Non-residential properties resi 6-7 (commercial)	0	0	0	3
Dedicated irrigation accounts resi 8-10 (large landscape)	0	2	0	0
Marin Master Gardeners' Marin-Friendly Garden Walks				
Residential garden walks	11	37	173	72
<i>Public Outreach, Education, Customer Service</i>				
Public outreach events (number of people attending)	3,000	3500	7022	17775
Public education events (number of participants)	0	0	425	328
Department customer calls/emails	648	2034	4485	4150
Outreach to new Marin Water customers (letters sent)	0	220	1908	0
<i>School Education</i>				
School assemblies				
Number of activities	3	3	19	0
Number of students reached	3450	3450	21850	0
Field trips				
Number of activities	2	2	16	15
Number of students reached	41	41	343	307
Classroom presentations				
Number of activities	3	3	14	17
Number of students reached	61	61	457	531
Other (e.g. Earth Day booth events, school gardens)				
Number of activities	0	0	3	1
Number of students reached	0	0	400	480
<i>Incentives</i>				
Number of HECWs approved	0	2	98	103
Number of Rain Barrel/Cisterns approved	2	2	9	15
"Cash for Grass" Lawn Replacements approved	9	22	61	116
Number of Laundry-to-Landscape Systems (kits) approved	0	0	1	7
Hot water recirculating system rebates	0	3	11	30
Pool Cover rebates	1	10	35	27
HET rebates	1	4	17	22
Number of Smart Home Water Monitor "Flume Direct Distribution" redeemed	55	165	544	271
Number of Smart Controllers rebates approved	1	13	49	35
Number of Smart Controllers "RainBird compatible w/Flume" approved	1	37	131	0
Number of Smart Controllers "Rachio Direct Distribution" approved	13	79	219	77
Rain Barrel Give-a-way (Gallons)	1650	9790	4840	0
"Cash for Grass" (Best Practices) square ft. lawn replaced	0	1000	0	0
"Cash for Grass" (Standard) square ft. lawn replaced	28,140	38423	0	0
<i>Advanced Metering Infrastructure (AMI)</i>				
AMI leak letters sent to customers (>200 GPD)	139	406	1330	1168
<b>ORDINANCES</b>				
<i>Water Waste Prevention</i>				
Water Waste Reports Received	25	88	224	392
Water Waste Notifications Sent	4	18	49	81
<i>Landscape Plan Review</i>				
Plans submitted	6	21	117	88
Plans exempt	1	3	23	5
Plans completed	2	2	30	20
Plans in workflow (pass & fail)	11	31	172	145
<i>Tier 4 Exemption</i>				
Inspections that resulted in a pass	0	0	2	1
<i>Graywater Compliance Form</i>				
Applications Received	0	24	163	123
Systems installed	0	11	37	23

**9. Watershed Protection:**

**Rope Rescue**

Rangers responded along with Ross Valley Fire to a report of a runner that slid off the Gertrude Ord Trail at Phoenix Lake. The runner slipped off the trail, slid down the embankment, and ended up in the water 50 feet below. Rangers and fire crews used ropes to assist the runner back up the hillside and onto the trail. Aside from small cuts and scrapes, he was relatively uninjured. He declined any further medical attention and continued his run.



Rope rescue at Phoenix Lake

**Foot and Bike Patrols in August**

Rangers completed 108 miles of foot, 95 miles of bike patrols, 76 miles of ATV and UTV patrol for the month.

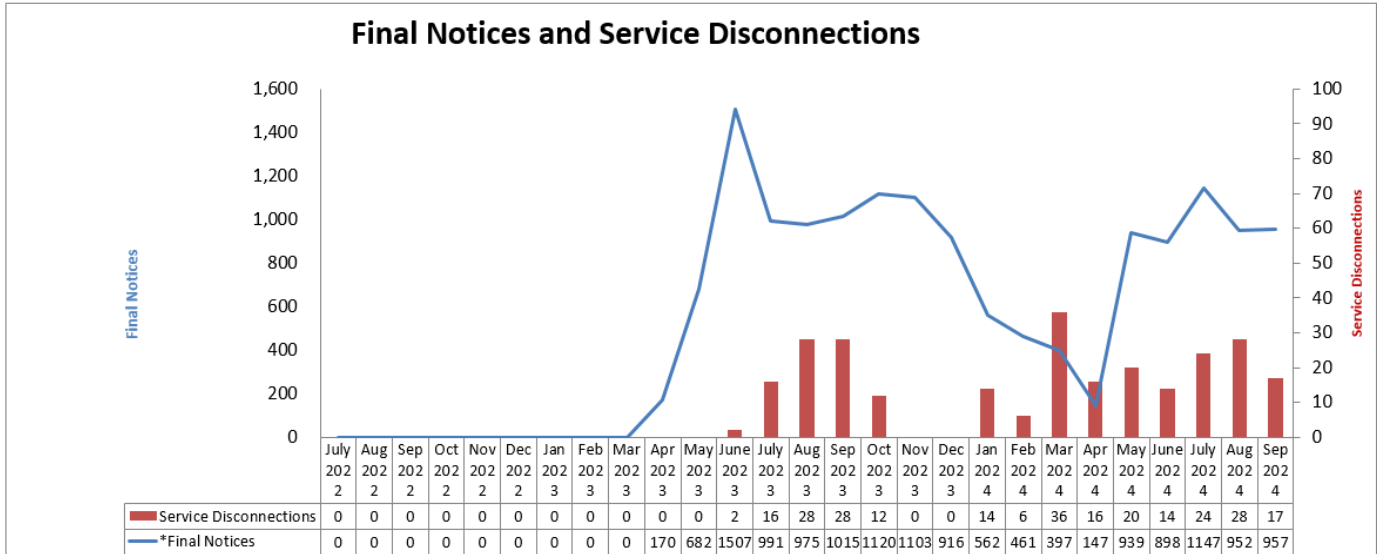
Incidents and Events	
AOA DPW	2
AOA Law	8
AOA Maintenance	8
AOA MWD	2
ATV Patrol	44
Bike Warning	6
Callout	1
Camera	5
Case - Misc.	1
Citizen Complaints	15
Dam Checks	66
Drone	1
F&G	24
Graffiti	7
Hiker Warning	2
Leash Law Warning	49
Medical	4
Parking Warnings	14
PC	2
UTV Patrol	32
Vandalism	4
Visitor Assist	171
Visitor Report	1
WDO Warnings	32
<b>Total</b>	<b>501</b>

Citations	
Non-Payment of Parking Fees	40
No Parking Area	3
Parked 6 ft. of Center	2
Obstructing Traffic	3
Vehicle Registration	1
Bike on Trail	1
Bike in Prohibited area	1
<b>Total</b>	<b>51</b>




**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	_____	
	<b>Ben Horenstein</b> General Manager	<b>Ben Horenstein</b> General Manager



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** Second Amendment to District Lease No. 61, VB Run LLC at Lucas Valley Road, San Rafael (APN 165-010-03)  
**From:** Alex Anaya, Director of Engineering  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** October 15, 2024

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

**RECOMMENDATION:** Approve and authorize the General Manager to execute Amendment No. 2 to Lease No. 61 with VB Run LLC at Lucas Valley Road, San Rafael to allow the upgrade of existing telecommunications equipment

**SUMMARY:** The District has received a request from VB Run LLC, to replace existing antenna equipment with new 5th generation (5G) technology along with ancillary equipment at their existing telecommunication facility at the Lucas Valley Tank site. VB Run LLC leases the area from the District under the terms of Lease No. 61. All new equipment will be installed within the area of the existing lease.

**DISCUSSION:**

***Summary of Proposed Lease Amendment***

- One-time administrative and construction oversight fee of \$14,875
- Change CPI based rent escalator to a fixed annual base rent escalator of 5%

Extensions of the lease term had been included in the original proposal however, the Lessee has requested they be removed from this amendment and addressed at a later date. The remaining terms were discussed with the Board in closed session on December 5, 2023.

**ENVIRONMENTAL REVIEW:** Staff finds that it can be seen with certainty that there is no possibility that the proposed lease amendment may have a significant effect on the environment and is exempt from further review under section 15061(b)(3) of the California Environmental Quality Act., as it is the upgrade of existing facilities on the site.



FISCAL IMPACT: None.

ATTACHMENT(S):

- 1. Second Amendment to Lease No. 61
- 2. Location Map

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

**SECOND AMENDMENT TO  
MARIN MUNICIPAL WATER DISTRICT  
LEASE NO. 61  
LUCAS VALLEY TANK SITE  
APN 165-010-03**

This Lease Amendment ("Second Amendment") is entered into by and between Marin Municipal Water District ("District") and VB RUN, LLC, assignee to District Lease 61 with Sprint Spectrum, L.P., ("Lessee").

For good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

Section 1. Recitals:

- A. District and Sprint Spectrum, L.P. entered into a lease dated June 4, 2014, with a commencement date of Term as of March 23, 2012 ("Lease") whereby Sprint Spectrum, L.P. leased certain real property located in Marin County, California from District ("Premises"), together with access and utility easements ("Access Easement"), all located within certain real property owned by District ("Property") as described in the Lease.
- B. District and Sprint Spectrum Realty Company, LLC, successor in interest to Sprint Spectrum, L.P., entered into a First Amendment to the Lease ("First Amendment"), fully executed on January 13, 2020, for the installation of Additional Equipment as defined by the First Amendment.
- C. Sprint Spectrum Realty Company, LLC, currently listed as the lessee and its predecessor-in-interest Sprint Spectrum, L.P. the original lessee, assigned all interest in the Lease to Lessee, VB Run, LLC, and the District consented to such assignment on May 2, 2023.
- D. Lessee desires to install fifth-generation (5G) technology upgrades (Technology Upgrades") to their Communications Facility on the Premises as described in Exhibit A attached hereto and incorporated herein by this reference.
- E. Under Section 2 of the Lease, Lessee's desire to add the Technology Upgrades to the existing Communications Facility requires that both parties negotiate a lease amendment. Under Section 26 of the Lease, installation of the Technology Upgrades constitutes a construction project, which requires District construction oversight and inspection.
- F. District and Lessee desire to execute this Second Amendment to the Lease to incorporate the Technology Upgrades on the Communications Facility on the Premises.

Section 2. Definitions: Capitalized terms used and not defined in this Second Amendment have the same and respective meanings assigned to them in the Lease.

Section 3. Terms:

- A. This Second Amendment modifies the Lease. Except for the modifications contained herein, all terms of the Lease shall continue in full force and effect.
- B. Section 2 of the Lease entitled "Use" is hereby amended to include the additional equipment in Lessee's Equipment Schedule and frequencies described in the project plans entitled "BA60242S LUCAS VALLEY TANK" prepared by VECTOR STRUCTURAL ENGINEERING, signed by Wells L. Holmes. S.E., dated May 24 2023, hereinafter referenced as Exhibit C-2, which are attached hereto and incorporated herein by this reference. Exhibit C-2 supplements the existing Exhibits C and C-1 to the Lease and shall not be deemed, interpreted, and/or construed to supersede or otherwise modify Exhibit C or Exhibit C-1 or any part thereof except to the extent specifically outlined in Exhibit C-2. Upon receiving permit approval by the appropriate local government and/or planning jurisdiction, Lessee may perform the modifications outlined in Exhibit C-2.
- C. Lessee agrees to pay a one-time construction oversight fee to the District in the amount of \$14,875 within thirty (30) days following the issuance of a building permit by the Marin County Community Development Department for the installation of the equipment depicted in Exhibit C-2 and permitted pursuant to this Second Amendment to the Lease. In no event shall Lessee commence construction prior to payment of this amount to the District.
- D. Section 4 of the Lease entitled "Rental Payments" is hereby amended to read as follows:
  - A. On or before March 24<sup>th</sup> of each year during the term of this Lease, Lessee shall pay the then current annual rental amount to the District, without prior notice or offset, at the following address: 220 Nellen Avenue, Corte Madera, California 94925, or at such other location as District may request in writing. The annual rental amount for the period of March 24, 2023 through March 23, 2024, was Seventy- seven thousand seven hundred fifty-seven dollars and thirty-seven cents (\$77,757.37).
  - B. Effective as of March 24, 2024, and each anniversary thereafter during the term of this Lease, subject to any rental payment modifications made in accordance with section 3 of the Lease, the annual rental amount shall be increased by five percent (5%). Rent for any period during the term of this Lease, which is less than one year, shall be prorated.

IN WITNESS WHEREOF, the Parties have executed this Second Amendment on the date last signed below.

**Marin Municipal Water District**

By: \_\_\_\_\_  
Bennett Horenstein  
General Manager

Date: \_\_\_\_\_

**VB RUN, LLC**

By: Veritcal Bridge NTFC, LLC, its sole member

By:  \_\_\_\_\_

Tim Tuck, Vice President – Lease Administration and Asset Management

Date: 8/22/24

EXHIBIT A

PROJECT SCOPE	
1.	PROPOSED MODIFICATION OF AN EXISTING TELECOMMUNICATIONS FACILITY FOR T-MOBILE PER RFDS 1.
2.	PROPOSED REMOVAL OF THE FOLLOWING SPRINT EQUIPMENT FROM THE <u>MONOPOLE</u> : <ul style="list-style-type: none"><li>* ALL (E) SPRINT ANTENNAS</li><li>* ALL (E) SPRINT RRUS</li><li>* ALL (E) SPRINT CABLES</li></ul>
3.	PROPOSED INSTALLATION OF THE FOLLOWING T-MOBILE EQUIPMENT ON THE <u>MONOPOLE</u> : <ul style="list-style-type: none"><li>* FOUR (4) ANTENNAS<ul style="list-style-type: none"><li>(2) AIR6419 B41</li><li>(2) FFVY-65A-R2-V1</li></ul></li><li>* TWO (2) RRUS4480 B71+B85 (RRUs)</li><li>* TWO (2) RRUS4460 B25+B66 (RRUs)</li><li>* TWO (2) HYBRID FIBER CABLES (6x24 40M 4AWG HCS)</li></ul>
4.	PROPOSED INSTALLATION OF THE FOLLOWING T-MOBILE EQUIPMENT ON THE <u>GROUND</u> : <ul style="list-style-type: none"><li>* TWO (2) EQUIPMENT CABINETS</li><li>* TWO (2) RP 6651</li><li>* ONE (1) IXRE ROUTER</li></ul>

Attachment 2

LOCATION MAP





# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** Change the Employer’s CalPERS Contribution Rate for Health Insurance Premiums to the minimum amount required pursuant to Government Code Section 22892  
**From:** Vikkie Garay, Human Resources Manager  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** October 15, 2024

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

**RECOMMENDATION:** Adopt resolutions that will change the District’s CalPERS contribution rate paid for health insurance premiums to the minimum statutory contribution amount required pursuant to the Public Employees Medical and Hospital Care Act (PEMHCA), California Government Code section 22892 to allow the District to administer differences in retiree health care benefits not administered by CalPERS

**SUMMARY:** As a result of recent labor contract negotiations and changes made to the retirement health care benefits for unrepresented employees in November, 2023, all District employees hired after January 1, 2024, shall receive District paid contributions towards their retiree healthcare and their spouse’s healthcare based on the schedules outlined in the Memorandum of Understanding (MOU) between the Marin Municipal Water District and Service Employees International Union (SEIU), Local 1021, for represented employees, and Resolution No. 8760 for unrepresented employees. The proposed resolutions will update the contribution rate to be paid by the District to CalPERS to the minimum amount required pursuant to PEMHCA and the District will then administer the different benefit amounts due to District employees, and to District retirees based on the retiree’s service with the District.

**DISCUSSION:** CalPERS requires that an employer contracting for health coverage under the Public Employees’ Medical and Hospital Care Act (PEMHCA) shall fix the employer’s contribution by resolution (Government Code Section 22892(a) and (b)).

As a result of recent labor contract negotiations as well as changes to the resolution for all unrepresented District employees approved by the Board in November, 2023, all District employees hired after January 1, 2024, shall receive District paid contributions towards their retiree healthcare and their spouse’s healthcare based on the schedules outlined in the Memorandum of Understanding

(MOU) between the Marin Municipal Water District and Service Employees International Union (SEIU), Local 1021, for represented employees, and Resolution No. 8760 for unrepresented employees. To ensure that contribution payments are in alignment with these District service requirements, the District will pay CalPERS only the required PEMHCA minimum healthcare premium and any different amounts will be paid directly to District retirees through a third-party administrator, based on the individual retiree’s years of service with the District.

The attached proposed resolutions will update the contribution rate to be paid by the District to the PEMHCA minimum contribution and the District will administer any different benefit earned by retirees consistent with the current MOU and resolution for unrepresented employees.

The aforementioned resolutions will be submitted to CalPERS to revise the District’s annual contributions effective January 1, 2025, for current employees and annuitants. The District is currently working with a third party administrator to assure all retirees receive the amount of retirement health care benefit earned based on service with the District. Active employees, including Board members receiving health care coverage through CalPERS, will continue to have their full health care premiums paid by the District to CalPERS via an eligible cafeteria plan.

**FISCAL IMPACT:** The budget for health insurance is included in each department’s operating budget. The new health insurance premium rates are effective January 1, 2025.

**ATTACHMENT(S):**

- 1. Proposed Resolution for CalPERS Health 2025 – Employees or Annuitants
- 2. Proposed Resolution for CalPERS Health 2025 – Board of Directors

DEPARTMENT OR DIVISION	DEPARTMENT MANAGER	APPROVED
Human Resources Department	 <b>Vikkie Garay</b> Human Resources Manager	 <b>Ben Horenstein</b> General Manager



**RESOLUTION NO. Number**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**(All Employees)**

WHEREAS, (1) Marin Municipal Water District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the PEMHCA Minimum per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) Marin Municipal Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Marin Municipal Water District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Marin Municipal Water District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the Human Resources Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Marin Municipal Water District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the Marin Municipal Water District Board of Directors at 220 Nellen Ave, Corte Madera, CA, this 15th day of October, 2024.

Signed: \_\_\_\_\_  
President Ranjiv Khush

Attest: \_\_\_\_\_  
Board Secretary Terrie Gillen

**RESOLUTION NO. Number**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**(NonPERS Board of Directors)**

- WHEREAS, (1) Marin Municipal Water District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the PEMHCA Minimum per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) Marin Municipal Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Marin Municipal Water District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Marin Municipal Water District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Human Resources Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Marin Municipal Water District all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the Marin Municipal Water District Board of Directors at 220 Nellen Ave, Corte Madera, CA, this 15th day of October, 2024.

Signed: \_\_\_\_\_  
President Ranjiv Khush

Attest: \_\_\_\_\_  
Board Secretary Terrie Gillen



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** Request to Fill Field Supervisor in the Operations Division  
**From:** Darren Machado, Operations Director  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** October 15, 2024

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

**RECOMMENDATION:** Authorize the General Manager to recruit and hire one Field Supervisor in the Operations Division

**SUMMARY:** Staff is seeking to convert a vacated Mechanical and Electrical Maintenance Planner position within the Operations Division to that of a Field Supervisor to support and direct a new valve exercise program for the District.

**DISCUSSION:** A Field Supervisor is the first line supervisor reporting directly to the Superintendent of Operations or Superintendent of System Maintenance and Support Services. The position plans, supervises and evaluates the work of individuals and crews engaged in a variety of construction, installation and repair and/or maintenance activities. The specific tasks for this position include planning, coordinating and directing line flushing, the leak detection program and the valve exercise program along with providing direct field supervision and direction to the pipeline repair/construction and maintenance crews.

Staff has identified an opportunity to convert the vacant Mechanical and Electrical Maintenance Planner position into a Field Supervisor who will supervise the new valve exercise program, the leak detection program and the water quality flushing program. Aligning these under a Field Supervisor provides the organizational structure to effectively coordinate these programs.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** The total annual salary with benefits for the Mechanical and Electrical Maintenance Planner position ranges from a minimum of \$164,154.31 to a maximum of \$200,381.24. Field Supervisor position ranges from a minimum of \$168,194.12 to a maximum of \$205,275. This is an increase of 2.4%. Salary and benefits are budgeted in the Operations Division budget. Filling this position will not increase the total number of budgeted full time equivalents (FTEs) within the Operations Division.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DEPARTMENT MANAGER	APPROVED
Operations Division		
	<b>Darren Machado</b> Operations Director	<b>Ben Horenstein</b> General Manager



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** Department of Water Resources Grant Resolutions  
**From:** Shaun Horne, Director of Watershed Resources  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** October 15, 2024

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

**RECOMMENDATION:** Approve two grant resolutions for the Department of Water Resources (DWR) to support the submittal of grant applications for the proposed Spillway Repair Project and the Phoenix and Lagunitas Valves and Actuator Replacement Project

**SUMMARY:** The District continues to track and apply for state and federal grant funding opportunities that align with District programs and projects. Staff identified the Department of Water Resources Dam Safety and Climate Resilience grant program as an opportunity for various infrastructure improvement projects. The District will respond to this grant solicitation with two grant applications, one for Spillway Repair Project and one for the Phoenix and Lagunitas Valves and Actuator Replacement Project. As part of the application, the District is required to submit a grant resolution that authorizes the District to enter into a grant agreement with DWR.

**DISCUSSION:** Senate Bill 122 added Part 4, Section 6700 to the Water Code to create a new program, the Dam Safety and Climate Resilience Local Assistance Program, within DWR for the purpose of providing state funding for repairs, rehabilitation, enhancements, and other dam safety projects at existing state jurisdictional dams and associated facilities that were in service prior to January 1, 2023. In reviewing the grant program solicitation, the District identified two projects that align with the program requirements. The District is currently preparing the grant applications, which are due October 21<sup>st</sup>. The District will submit a grant proposal to advance spillway repairs that were identified in the District’s Spillway Assessment. The Spillway Repair Project application will be requesting up to \$2,000,000 for repair work at various District owned dams. The District will also submit a grant proposal to replace the valves and actuators at Phoenix and Lagunitas dams. The Valve and Actuator Project application will be requesting up to \$2,000,000 to replace the valves and actuators that are from the 1960’s at Phoenix and Lagunitas dams.

Staff is requesting that the Board of Directors consider approving the grant resolutions for the DWR Dam Safety and Climate Resilience grant proposals and authorize the General Manager to sign grant



agreements and other documents necessary for acceptance and amendments of the grant awards on behalf of the District.

**ENVIRONMENTAL REVIEW:** The District will complete any required review and analysis pursuant to the California Environmental Quality Act prior to proceeding with the projects.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

- 1. Spillway Repair Grant Resolution
- 2. Valve and Actuator Grant Resolution

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



Resolution No. \_\_\_\_\_

**A Resolution by the Board of Directors of the Marin Municipal Water District Authorizing a Proposal for funding from the Department of Water Resources and Designating a Representative to Execute the Agreement and any Amendments thereto, for the Spillway Repair Project**

WHEREAS, the Marin Municipal Water District (District) is a special district of the state of California with responsibility for and authority over water services and infrastructure management in the area proposed for the project and is willing to participate in, coordinate, and collaborate with other interested parties that are participating in the development of the Districts project;

WHEREAS, the Marin Municipal Water District is authorized to enter into an agreement with the Department of Water Resources and the State of California;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Marin Municipal Water District as follows:

1. That pursuant and subject to all of the terms and conditions of the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Fund Act of 2018 (Proposition 68; Water Code, § 80000 et seq.), the Marin Municipal Water District shall submit a proposal to obtain funding for the Spillway Repair Project from the Department of Water Resources.
2. That the Board of Directors authorizes the General Manager, or designee, to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. That the General Manager, or designee, shall prepare the necessary data, make investigations, and take other such actions as necessary and appropriate to execute the Spillway Repair Project, subject to the completion of any required review and analysis pursuant to the California Environmental Quality Act.

**CERTIFICATION**

I hereby certify that the foregoing Resolution \_\_\_\_\_ was duly and regularly adopted by the Board of Directors of the Marin Municipal Water District at the meeting held on October 15, 2024, motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, motion passed by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Attested:

\_\_\_\_\_  
Ranjiv Khush  
President, Board of Directors

Resolution No. \_\_\_\_\_

**A Resolution by the Board of Directors of the Marin Municipal Water District Authorizing a Proposal for funding from the Department of Water Resources and Designating a Representative to Execute the Agreement and any Amendments thereto, for the Phoenix and Lagunitas Valves and Actuator Replacement Project**

WHEREAS, the Marin Municipal Water District (District) is a special district of the state of California with responsibility for and authority over water services and infrastructure management in the area proposed for the project and is willing to participate in, coordinate, and collaborate with other interested parties that are participating in the development of the Districts project;

WHEREAS, the Marin Municipal Water District is authorized to enter into an agreement with the Department of Water Resources and the State of California;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Marin Municipal Water District as follows:

1. That pursuant and subject to all of the terms and conditions of the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Fund Act of 2018 (Proposition 68; Water Code, § 80000 et seq.), the Marin Municipal Water District shall submit a proposal to obtain funding for the Valves and Actuator Replacement Project from the Department of Water Resources.
2. That the Board of Directors authorizes the General Manager, or designee, to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. That the General Manager, or designee, shall prepare the necessary data, make investigations, and take other such actions as necessary and appropriate to execute the Spillway Repair Project, subject to the completion of any required review and analysis pursuant to the California Environmental Quality Act.

CERTIFICATION

I hereby certify that the foregoing Resolution \_\_\_\_\_ was duly and regularly adopted by the Board of Directors of the Marin Municipal Water District at the meeting held on October 15, 2024, motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, motion passed by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Attested:

\_\_\_\_\_  
Ranjiv Khush  
President, Board of Directors



# STAFF REPORT

**Meeting Type:** Board of Directors  
**Title:** 2024 Annual Strategic Work Plan Quarterly Progress  
**From:** Adriane Mertens, Communications & Public Affairs Manager *Am*  
**Through:** Ben Horenstein, General Manager *BH*  
**Meeting Date:** October 15, 2024

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

**RECOMMENDATION:** Receive quarterly progress update on the 2024 Annual Strategic Work Plan

**SUMMARY:** The General Manager will review with the Board the 2024 annual work plan progress made over the third quarter of 2024, 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. Updates on the progress of the annual work plans are provided to the Board on a quarterly basis.

The 2024 Annual Strategic Work Plan (attached) was reviewed with the Board of Directors at the Annual Board Retreat on March 14, 2024, and on June 15, 2024 the Board received the first 2024 Work Plan progress update, which covered efforts made in both quarter one and two. The General Manager will review the progress made on the annual work plan throughout the third quarter, July - September, 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. 2024 Strategic Annual Work Plan

# GOAL 1: Reliable Water Supply

Timing Key: Q1 = Jan-Mar, Q2= Apr-Jun, Q3= Jul-Sept, Q4= Oct-Dec

Objective 1 – Reduce Potable Water Use			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Water Efficiency Concepts and Strategies Toward Short and Long-Term Goals</b>	Complete Water Efficiency Master Plan and begin implementation.	Publish by Q2	Budgeted
<b>b. Water Efficiency Incentives, Education and Outreach</b>	Evaluate incentive offerings and revise to align with WEMP.	By Q2	Budgeted
	Implement seasonal water efficiency campaign strategies targeted to higher water users using creative collateral, customer success stories, point-of-service displays, and events.	Q1-Q4	Budgeted
<b>c. Implementation Of Water Loss Control and Leak Detection Program Recommendations</b>	Complete water loss study and begin implementation of selected actions.	By Q4	Budget modification needed
<b>d. Industry Association Participation</b>	Participate in the Water Research Foundation’s Residential End Use Study.	By Q4	Budgeted
<b>e. Partnerships to Test Technologies/Theories</b>	Prepare for AMI deployment: <ul style="list-style-type: none"> <li>• AMI Program Manager.</li> <li>• Establish timeline.</li> <li>• Pilot testing.</li> </ul>	Program Manager by Q2; Timeline by Q3 Begin pilot Q3/Q4	Budget modification needed
<b>f. Policy Review</b>	Review the effectiveness of the District’s Graywater Ordinance, water efficient fixture standards, and water efficient landscape ordinance and provide alternatives for Board consideration.	Q2	n/a
	Align Water efficient Landscape Ordinance with the State rulemaking currently underway.	Q3	n/a
Objective 2 – Augment Existing Water Supply			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Roadmap Short-Term Actions</b>	<ol style="list-style-type: none"> <li>1. Water Efficiency actions outlined in Objective 1.</li> <li>2. Begin design and CEQA for Soulajule to Nicasio pipeline.</li> <li>3. Design for Soulajule electrification.</li> </ol>	<ol style="list-style-type: none"> <li>1. Q1-Q4</li> <li>2. Q4</li> </ol>	Budgeted

	<ol style="list-style-type: none"> <li>4. Design/bid Phoenix to Bon Tempe Treatment Plant.</li> <li>5. Complete stream release project.</li> <li>6. Develop emergency supply augmentation plan for times of water shortages.</li> </ol>	<ol style="list-style-type: none"> <li>3. Q4</li> <li>4. Q3</li> <li>5. Q4</li> <li>6. Begin Q4</li> </ol>	
<b>b. Roadmap Medium Term Projects and Longer-Term Goal Update</b>	Select preferred alternative for Conveyance and begin 30% design.	Preferred alternative selection by Q3; Award of contract for 30% design by Q4	Budget modification needed
	Select preferred alternative for Local Storage and begin 30% design.	Preferred Alternative Selection by Q3; Award of contract for 30% design by Q4	Budget modification needed
	Complete feasibility analysis for Petaluma River Desal.	By Q3	Budget modification needed
<b>Objective 3 – Preserve and Enhance Existing Partnerships</b>			
<b>ACTION ITEMS FOR 5 YR OBJECTIVES</b>	<b>WORK PLANNED IN YEAR 1</b>	<b>MILESTONE</b>	<b>BUDGETED OR MODIFICATION NEEDED</b>
<b>a. Recycled Water Project Partnerships</b>	Continued relationship building work with North Bay Water reuse authority and local sanitation agencies.	Ongoing	Budgeted
<b>b. Sonoma Water Agreement Renewal</b>	Key terms agreed to and signed.	Key terms agreed to by Q2; Signed by Q4	TBD
<b>c. Relationship Building for Regional Water Supply Projects</b>	Strategic meetings with Sonoma Water and contractors for regional water supply planning.	Ongoing	n/a
<b>d. State And Federal Support for Regional Supply Development</b>	Receive first tranche of WRDA funding for Soulajule water supply project.	TBD	TBD
<b>Objective 4 – Provide High-Quality Water to Customers</b>			
<b>ACTION ITEMS FOR 5 YR OBJECTIVES</b>	<b>WORK PLANNED IN YEAR 1</b>	<b>MILESTONE</b>	<b>BUDGETED OR MODIFICATION NEEDED</b>
<b>a. Reservoir Management Plans</b>	Review industry best practices for reservoir management plans.	By Q4	N/A
<b>b. Water Treatment Option Improvements</b>	Pilot study to replace ammonia with liquid ammonium sulfate to improve safety protocols and cost-effectiveness.	By Q4	Budget modification needed
<b>c. Water Quality Lab TNI Accreditation</b>	Achieve new TNI accreditation for lab.	By Q4	Budgeted

## GOAL 2: Resilient Water System

Timing Key: Q1 = Jan-Mar, Q2= Apr-Jun, Q3= Jul-Sept, Q4= Oct-Dec

Objective 1 – Infrastructure Condition Assessment			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Above Ground Facility Assessment</b>	Initiate condition assessment process for remaining tanks and pump stations.	Begin in Q4	Budget modification needed
<b>b. PRP Prioritization Process Review</b>	Refine and bring to Board an updated process for prioritization.	Begin in Q3; to Board Q4	n/a
<b>d. Workplace Facilities Plan</b>	Complete facilities plan.	By Q3	TBD
<b>e. Above-ground Infrastructure Hardening</b>	Identify needs to be included into the capital planning effort.	Complete by Q3	n/a
<b>f. Water System Single Points of Failure Assessment/CIP Incorporation</b>	Begin assessment to integrate into CIP effort.	Begin in Q4	n/a
<b>g. Water System Security Measures</b>	Develop facility security standards that will used to evaluate the Above Ground Condition Assessment infrastructure and identify security needs to be prioritized in the capital planning effort.	Begin in Q4	n/a
<b>h. Water System Master Plan</b>	Complete and use information from the WSMP to identify and prioritize infrastructure capital replacement projects.	Complete in Q3	Budgeted
Objective 2 – Capital Planning			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>b. Project Grant Opportunities</b>	Staff will continue to identify grant funding opportunities that are a fit for the Districts capital projects.	Ongoing	n/a
<b>c. Bond Funding Opportunities for Generational Projects</b>	Captured in Goal 4, Objective 4b.	---	---
Objective 3 – Capital Project Delivery			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Resource Needs Assessment</b>	Develop resourcing plan for enhanced CIP, including reallocation of existing positions leveraged with external support.	Complete by Q2	n/a
<b>c. On-Call Engineering Firm Consulting Contracts</b>	Execute on-call engineering contracts for specialty support.	Complete in Q3	Budget modification needed
<b>f. Paving Restoration Requirements</b>	Complete pavement assessment criteria with paving expert and begin discussions with neighboring jurisdictions.	Complete assessment & begin meetings by Q4	Budgeted

<b>Objective 4 – Operations &amp; Maintenance</b>			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Standard Operating Procedure Development</b>	Review/update or develop SOPs. Select 10 of the highest priority SOPs to update this year.	Complete in Q4 2024	Budgeted
<b>b. Learning Through Industry Associations Involvement</b>	Reinstate 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.	TBD
<b>e. Efficiency Improvements via Equipment and Process Advancements</b>	Establish a process to engage staff and develop a list of equipment/practices to improve efficiency, safety, effectiveness, and staff’s work (e.g. leak detection, thermal gauge, etc.)	Ongoing	TBD
<b>Objective 5 – Energy Planning</b>			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>c. Carbon Neutrality</b>	Initiate carbon neutrality policy discussion with the Board.	Begin by Q4	n/a
<b>d. Micro-Turbine Technology</b>	Take another look at possible locations in transmission and distribution system for next-gen micro turbine.	Begin in Q4	TBD
<b>e. Renewable Power Opportunities</b>	Work with Board on renewable energy goals/policy.	Q3	---
<b>Objective 6 – Emergency Response Readiness</b>			
ACTION ITEMS FOR 5 YR OBJECTIVES	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Emergency Response Plan Update</b>	Review current emergency response plan, including the role of the board during a disaster/emergency, and develop timeline and process for its update.	By Q4	n/a
<b>b. Annual EOC tabletop Exercises</b>	Coordinate 2 tabletop exercises to help prepare/ train staff for an organized response to specific emergency/natural disaster scenarios most common to California and the water industry. (also in Goal 5)	Q2 and Q4	n/a
<b>c. Dam EAP Review and Tabletop Exercises</b>	Review EAP contact information.	Q1	n/a
<b>d. Emergency preparedness training w/ Marin County OEM</b>	Participate in County Office of Emergency Mgmt monthly meetings.	Ongoing	n/a
<b>e. FEMA-compliant Contracts for Disaster Recovery Needs</b>	Develop FEMA compliant contract templates that will be ready to use following emergencies.	Complete Q3	n/a
<b>f. Risk Reduction Assessments</b>	Water system single points of failure assessment (outlined in obj. 1).	Begin Q4	n/a

### GOAL 3: Watershed Stewardship

Timing Key: Q1 = Jan-Mar, Q2= Apr-Jun, Q3= Jul-Sept, Q4= Oct-Dec

Objective 1 – Creek Restoration			
5-YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Lagunitas Creek Restoration</b>	Secure resource agency permits to begin implementation of Phase 1 restoration sites (1-6 and 12-13).	Initiate construction Q3	Budgeted
	Complete restoration construction of 3-5 sites of the 8 sites in Phase I.	Complete construction Q4	Budgeted
<b>b. Lagunitas Creek Stewardship Plan</b>	Update Lagunitas Creek Stewardship Plan.	Complete Q4	Budgeted
<b>c. PIT Program</b>	Install two new Passive Integrated Transponders Antennas to improve fisheries monitoring data collection. One of which will be installed within Phase I restoration reach.	Complete Q3	Budgeted
<b>d. Apply technical expertise to regional restoration projects</b>	In a support role, participate in discussions regarding Redwood Creek, and add value where we can.	Ongoing	n/a
Objective 2 – Watershed Resiliency to Wildfire			
5-YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Public Safety Partnerships</b>	Coordinate 2-3 inter agency trainings for search and rescue and wildfire training.	Complete by Q4	Budgeted
<b>b. Biodiversity, Fires, and Fuels Integrated Plan</b>	Complete BFFIP Year 5 priorities to achieve 1,500 acres of vegetation management and forest restoration priorities. Complete needed environmental compliance and associated program planning, contracting, monitoring and grant reporting.	Complete by Q4	Budgeted
<b>c. Strategic Partnership for Regional Resiliency</b>	Implement One Tam Forest Health Strategy and one prescribed burn project in coordination with Marin County Fire and One Tam agencies.	Complete by Q4	Budgeted
<b>d. Workforce Development</b>	Secure grant funding for CCNB crews to carryout BFFIP work and support forest ecology crew training	Complete by Q4	N/A
	Secure grant funding for CCC crews to carryout trail work.	Complete by Q4	N/A
	Contract with Marin County Fire Foundry Program to support early career development.	Complete by Q2	Budgeted
	Apply as a site sponsor to secure AmeriCorps Grizzly Fellow and Watershed Stewardship Program participants for 2025.	Complete by Q4	Budgeted



<b>e. Wildland Firefighting and Vegetation Equipment</b>	Add one additional Ranger Vehicle to fleet to support increased staff.	Complete by Q3	Budget modification needed
	Add 1-2 additional UTV's to support Ranger Trainee field work.	Complete by Q3	Budget modification needed
<b>Objective 3 – Stewardship</b>			
5-YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Annual Biological Monitoring</b>	Contribute biological monitoring data and staff expertise to update of One Tam Peak Health Report.	Complete by Q4	N/A
<b>b. Regional Partnerships</b>	Update One Tam Strategic Plan, Annual Work Plan and MOU.	Complete by Q2	Budgeted
<b>c. Regional Restoration Opportunities</b>	Contribute staff expertise to complete Golden Gate Biosphere Network Climate Vulnerability Study.	Complete by Q4	N/A
<b>d. Stewardship Programs</b>	Host trail maintenance training for seasonal staff and Ranger trainees to build capacity for volunteer trail stewardship work.	Complete by Q4	Budgeted
	Launch a monthly trail maintenance and stewardship program to engage community members, non-profits and youth teams in watershed stewardship.	Complete by Q4	Budgeted
<b>e. Natural Resources Interpretation</b>	Reimagine trail kiosk signage (6 total) to broaden customer awareness of the service value of District's watershed stewardship work, including its work to preserve the watershed's biodiversity, and to provide education on the source of the community's local water supply.	Complete by Q4	Budget modification needed
	Host quarterly watershed hikes and/or community events.	Complete by Q3	Budgeted
<b>Objective 4 – Recreation</b>			
5-YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Watershed Rec Mgmt Planning Feasibility Study</b>	Complete study and advance priority outcomes in alignment with study timeframes.	Complete by Q2; Develop timeline for implementation of priority outcomes Q3	Budget modification needed
<b>b. Azalea Hill Trail Restoration Project</b>	Complete 1.9 miles of improvements along multi-use trail; close 2 miles of the 4.4 miles of social trails in the project area; complete 1 additional bridge.	Complete by Q4	Phase I Budget modification Needed; Phase II budgeted
<b>d. Nature-based Self-guided Tours and Outreach Materials</b>	Complete a self-guide tour of prescribed burn project sites on the watershed.	Complete by Q4	Budgeted

Objective 5 – Facilities			
5-YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Roads and Trails Management Plan</b>	Evaluate priority projects and updates to best management practices and inclusion of recreation management and stewardship. RFP for a consultant to complete an updated plan and associated environmental compliance document.	By Q4	Budget modification needed
	Develop priority list of visitor amenity improvements.	By Q4	Budget modification needed
<b>b. Integrate Watershed Facilities into Master Planning Process</b>	Explore opportunities for outdoor education and engagement facility.	By Q4	Budget modification needed
<b>c. Watershed Housing</b>	Identify priority facilities updates at Sky Oaks Ranger Station.	By Q4	Budget modification needed
	Evaluate improvements to existing watershed housing assets.	By Q4	Budget modification needed

GOAL 4: Fiscal Responsibility

Timing Key: Q1 = Jan-Mar, Q2= Apr-Jun, Q3= Jul-Sept, Q4= Oct-Dec

<b>Objective 1 – Financial Stability</b>			
5 YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Stabilization Reserves</b>	Per Board Policy updates in 2023, configure reserves to meet minimum balances and consider additions or revisions to target balances.	Q3 (following year end)	n/a
<b>b. Long-Term Capital Improvement Program with Stable Investments</b>	Provide financial support for development of CIP.	Q4 – budget preparation	n/a
<b>c. Non-Rate Revenue Updates</b>	Evaluate non-rate revenues (e.g. parking fees, cell tower leases) and update for FY 26.	Q4 – budget preparation	n/a
<b>Objective 2 – Fair, Equitable and Proportional Rates</b>			
5 YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Connection Fee Study</b>	Complete Connection Fee Study, including a review of how population growth may impact demand, and make recommendations to the Board.	Recommendations to Board by Q3	n/a
<b>b. Low-Income Program Evaluation</b>	Evaluate current program, compare to other local agencies and review with the Board identified opportunities to enhance the program.	By Q4	n/a
<b>Objective 3 – Cost-Effective Business Processes</b>			
5 YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. SAP Update to Streamline Processes and Improve Analytics</b>	Develop business case and complete vendor selection process.	By Q4	Budgeted
<b>b. Leverage External Resources for Efficiency</b>	Evaluate resources, including the right balance of internal and external, to support CIP.	Q4	TBD
<b>c. AA or Better Credit Quality Rating</b>	Review with credit agencies the state of the District as part of credit rating process.	Q1	Budgeted
<b>e. Streamline the Application Process for Discount Programs and Leak Adjustments.</b>	Evaluate current program and compare to other local agencies and present findings and recommendations to Board.	By Q4	n/a
<b>Objective 4 – Outside Funding to Reduce Financial Impacts on Ratepayers</b>			
5 YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. WRDA Funding for Water Supply Projects</b>	Receive first tranche of WRDA funding for Soulajule water supply project (also in Goal 1, Obj. 3b).	TBD	TBD

<b>b. Bond Funding</b>	Begin work of bond funding for near-term selection of projects.	Q4	Within budget
<b>c. State and Federal Grants</b>	Identify priority projects and programs that are competitive for state and Federal funding opportunities and submit grant applications.	Q4	N/A
<b>e. Leverage Regional Partnerships</b>	Support ACWA, and TOGETHER Bay Areas legislative work in support of state funding for grant programs that support District projects and programs. Support One Tam efforts to develop funding opportunities as a collaborative.	Q4	N/A
<b>Objective 5 – Financial Transparency</b>			
5 YR ACTION ITEMS	WORK PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Online Customer Tool Improvements</b>	Develop more interactive and informative bill estimator.	Launch tool by Q2	Budgeted
<b>b. Bi-annual fiscal policies review</b>	Conduct internal review and update to financial and purchasing policies.	Present to board by Q4	n/a
<b>c. Quarterly Financial Summary Publication</b>	Develop quarterly financial statement and post to public website.	Publish quarterly statement by Q4	n/a
<b>d. Regular Internal and External Financial Audits</b>	Conduct external financial audit and identify internal audit focus areas.	Identify internal audit areas by Q4	Budgeted
<b>e. Proactive Customer Communications for Grants and Investments in Key Priorities</b>	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 implementations.	Q1-Q4	n/a

## GOAL 5: Organizational Excellence

Timing Key: Q1 = Jan-Mar, Q2= Apr-Jun, Q3= Jul-Sept, Q4= Oct-Dec

Objective 1 – Organizational Culture and Values			
ACTION ITEMS FOR 5 YR OBJECTIVES	STRATEGIC ELEMENTS PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Recruitment Collateral</b>	Redesign the District employment website landing page to add features that improve navigation, showcase District accomplishments and provide a sense of workplace culture.	Complete by Q3	n/a
	Refine recruitment collateral to maximize potential reach across various recruitment platforms to attract diverse applicant pools.	Launch in Q1	Budgeted
<b>b. Recruitment Partnerships with local Community Orgs, Colleges, Trade Schools</b>	Identify annual list of local recruitment events, career fairs and other networking opportunities that strengthen relationships and expand contacts within underserved communities that support the growth of diverse, nontraditional applicant pools.	List by Q1; attend events Q2-4	Budgeted
<b>c. AND e. Welcoming On-boarding Process / Employee Training Program</b>	Bring on a new HR Training Program position and develop the approach for a District-wide training program with an initial focus on the employee onboarding experience.	Hiring by Q2; Onboarding program in place by Q4	Budgeted
<b>d. Diversity, Equity and Inclusion Training</b>	Complete District-wide DEI training, including an element for new hires, and follow up with a plan for initiatives that will build and reinforce DEI skillsets.	Training Q1, develop plan Q3	Budgeted
<b>f. Employee Recognition and Appreciation Programs</b>	Evaluate current practices, gather broad staff input, and seek out other employer best practices to develop a plan for implementing enhanced, modernized recognition & appreciation programs.	By Q4	n/a
<b>g. Strengthened Internal Communication Strategies</b>	In an effort to strengthen alignment, coordination and awareness in the organization on timely and key initiatives and/or issues, launch internal newsletter.	Launch first issue by Q4	n/a
<b>h. Employee Engagement and Organizational Improvement</b>	Launch employee engagement survey and develop subsequent action plans based on common themes derived from survey responses.	Survey complete by Q1, action plans developed by Q3.	n/a
<b>i. Workplace Safety</b>	Assess and evaluate the District’s Safety Program and identify key initiatives to strengthen and enhance the reach of the program.	Q4	Budget modification needed
	Coordinate 2 tabletop exercises to help prepare and train District staff for an organized response to specific emergency/natural disaster scenarios most common to California and the water industry.	Q2 and Q4	Budget modification needed
<b>j. Work Facilities Assessment and Evaluation</b>	Incorporate into Worksite Facilities Plan.	By Q4	Budgeted
<b>k. Staffing Assessment</b>	Develop Districtwide list of internal resource gaps and opportunities.	Q4	n/a

Objective 2 – Customer Experience			
ACTION ITEMS FOR 5 YR OBJECTIVES	STRATEGIC ELEMENTS PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Facilities, Programs, Outreach Accessibility Audit</b>	Incorporate accessibility, via an update to the ADA Assessment and Transition Plan, into worksite facilities planning process.	By Q4	Budgeted
	Review webs for accessibility improvements and develop schedule for completing improvements.	Develop plan by Q3	Budgeted
<b>b. Key Messaging and Visual Brand Identity</b>	Standardize highly visible District materials, including CIP signage for infrastructure projects, to expand service value awareness.	Template sign design complete by Q2	n/a
<b>d. Data-Driven Targeted Water Efficiency Outreach Campaigns</b>	Implement seasonal water efficiency campaigns that target higher water users and support pilot AMI deployment effort.	Ongoing	Budgeted
<b>e. Creative Storytelling Campaigns and Techniques for Priorities and Initiatives</b>	Develop creative collateral to broaden customer awareness of District’s work on key priorities and initiatives using public relations campaigns, interpretive signage, video, point-of-service displays, and events.	Q1-Q4	Budgeted
<b>g. Engagement with Local Municipalities</b>	Develop schedule of engagement opportunities at town/city council meetings; coordinate / provide District updates at a different council meeting once per quarter.	Begin Q2, then 1x per quarter	n/a
Objective 3 – Industry Engagement, Growth and Leadership			
ACTION ITEMS FOR 5 YR OBJECTIVES	STRATEGIC ELEMENTS PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Industry Associations</b>	Develop an Operations and Maintenance departmental team to represent the District in competitive water-industry challenges at the regional, state and national levels.	Team assembled by Q2	n/a
<b>b. Professional Development Opportunities</b>	Encourage staff at all levels to engage in relevant professional associations through submittal of abstracts, joining committees, and other similar types of engagement.	ongoing	Budgeted
<b>c. Stakeholder Collaboration and Communication</b>	Develop stakeholder list and identify key contacts to connect with for ongoing relationship building and communications.	List by Q2	n/a
Objective 4 – Technology, Innovation and Process Improvements			
ACTION ITEMS FOR 5 YR OBJECTIVES	STRATEGIC ELEMENTS PLANNED IN YEAR 1	MILESTONE	BUDGETED OR MODIFICATION NEEDED
<b>a. Intranet</b>	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.	In use district-wide by Q4	Budgeted
<b>d. Academia Partnerships</b>	Develop a plan and schedule to engage with regional institutions such as UC Berkeley, Stanford, and/or others.	Q3	n/a
<b>f. AMI Conversion and Associated Customer Portal</b>	Captured in Goal 1, Obj. 1	---	---
<b>g. SAP Selection, Implementation &amp; Operational Integration</b>	Perform business capability modeling across all applicable departments to develop recommendation regarding upgrade vs. replacement of system.  Perform needs assessment and develop Vendor Selection RFP (for ERP platform if recommendation to replace, and for Systems Integrator for implementation).	Begin Q1, Vendor Selection by Q4	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.

<b>Internal Meetings</b>		
<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Key Item(s)</b>
Thursday, Oct. 17, 2024 9:30 a.m.	Watershed Committee Meeting/Special Meeting of the Board of Directors	Volunteer Program Update
Friday, October 18, 2024 9:30 a.m.	Operations Committee Meeting/Special Meeting of the Board of Directors	
Thursday, Oct. 24, 2024 9:30 a.m.	Finance & Administration Committee Meeting/Special Meeting of the Board of Directors	Capacity Charges Study Update and Board Handbook Review
Wednesday, Nov. 6, 2024 6:30 p.m.	Board of Directors' Regular Bi-Monthly Meeting	Grant Update

<b>External Meetings</b>	
<b>Meeting Date</b>	<b>Meeting Type</b>
Friday, November 1, 2024 9:30 a.m.	North Bay Watershed Association Board Meeting
Monday, November 4, 2024 9:00 a.m.	Sonoma Water Advisory Committee/Technical Advisory Committee Meeting
Friday, November 22, 2024 9:00 a.m.	Lagunitas Technical Advisory Committee Meeting