



NOTICE OF THE OPERATIONS COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Friday, April 05, 2024 at 9:30 AM

AGENDA

LOCATIONS:

Open Session to start at or after 9:30 a.m.

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

Outside location for Director Matt Samson –United State National Fire Academy, NETC Library, Gaines Conference Room N-213, 16825 South Seton Avenue, Emmitsburg, MD 21727

Public Participation:

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

On a computer or smart device, go to: <https://marinwater.zoom.us/j/86822995553>

By phone, dial: **1-669-444-9171** and use Webinar ID: **868 2299 5553**

HOW TO PROVIDE PUBLIC COMMENT:

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

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

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

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

AGENDA ITEMS:

1. **Call to Order and Roll Call**
2. **Adoption of Agenda**
3. **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.

4. **Regular Items** (9:50 a.m. – Time Approximate)

- a. Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on March 8, 2024

RECOMMENDATION: Approve the minutes

- b. Professional Services Agreement with Stantec Consulting Services, Inc. for Engineering Design Services

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for the award of professional services agreement to Stantec Consulting Services, Inc. for design engineering services

- c. Update on Water Main Breaks in the Distribution System

RECOMMENDATION: Receive staff update on water main breaks in the distribution system

5. **Upcoming Meeting**

The next Operations Committee Meeting/Special Meeting of the Board of Directors will take place on Friday, May 17, 2024 at 9:30 a.m.

6. **Adjournment** (10:30 a.m. – Time Approximate)

ADA NOTICE AND HEARING-IMPAIRED PROVISIONS

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

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

Posted: 04-02-2024



NOTICE OF THE OPERATIONS COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Friday, March 08, 2024 at 9:30 AM

MINUTES

LOCATIONS:

Open Session to start at or after 9:30 a.m.

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

Outside location for Director Jed Smith – Inn at the Market, Business Center, 76 Pine Street, Seattle, WA 98101; and, Outside location for Director Matt Samson – Hilton Hotel, Room No. 400, 633 East Cabrillo Blvd., Santa Barbara, CA 93103

Public Participation:

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AGENDA ITEMS:

1. Call to Order and Roll Call

Chair Larry Russell called the meeting to order at 9:30 a.m.

DIRECTORS PRESENT

Matt Samson

Jed Smith

Ranjiv Khush

Larry Russell

DIRECTOR ABSENT

Monty Schmitt

2. Adoption of Agenda

A motion was made by Vice Chair Khush and seconded by Director Smith to adopt the agenda.

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

Absent: Director Schmitt

3. Public Comment on Non-Agenda Matters

There were none.

4. Regular Items

- a. Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on February 16, 2024

RECOMMENDATION: Approve the minutes

A motion was made by Vice Chair Khush and seconded by Director Smith to approve the minutes.

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

Absent: Director Schmitt

- b. Capital Improvement Program - 2024 Sir Francis Drake Boulevard Pipeline Replacement Project (D23009)

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for contract award for the 2024 Sir Francis Drake Boulevard Pipeline Replacement Project

Engineering Director Alex Anaya introduced Assistant Engineer Hagar Negash, who presented this item. Discussion followed.

There were no public comments.

A motion was made by Vice Chair Khush and seconded by Director Smith to refer this item to the Board to consider for approval at a future meeting.

- c. Capital Improvement Program – Granada Drive Pipeline Replacement Project (D23020)

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for contract award for the Granada Drive Pipeline Replacement Project and approval of reimbursement agreement with the Town of Corte Madera

Engineering Director Alex Anaya introduced Acting Engineering Design Manager Zak Talbott, who presented this item.

There were no Board comments. There were no public comments.

A motion was made by Vice Chair Khush and seconded by Director Smith to refer this item to the Board to consider for approval at a future meeting.

d. Phoenix - Bon Tempe Connection Project Update

RECOMMENDATION: Receive update on the design and environmental review of the Phoenix – Bon Tempe Connection Project and refer to a future regularly scheduled Board meeting to consider adoption of the Initial Study/Mitigated Declaration and approval of the project

Engineering Director Alex Anaya introduced Engineering Planning Manager Elysha Irish, who presented this item. Discussion ensued.

There was one (1) public comment.

A motion was made by Vice Chair Khush and seconded by Director Smith to refer this item to the Board to consider for approval at a future meeting.

e. Enterprise Resource Planning Software Update

RECOMMENDATION: Receive update on status of the District’s Enterprise Resource Planning (ERP) software update

Finance Director Bret Uppendahl introduced this item and IT Manager Brad Taylor, who provided the update. There was discussion during the presentation.

There was one (1) public comment.

This was an information item. The Board did not take any formal action.

5. Upcoming Meeting

The next Operations Committee Meeting/Special Meeting of the Board of Directors was scheduled for Friday, April 5, 2024 at 9:30 a.m.

6. Adjournment

There being no further business, the Operations Committee Meeting/Special Meeting of the Board of Directors adjourned at 10:32 a.m.

Board Secretary



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Professional Services Agreement with Stantec Consulting Services, Inc. for Engineering Design Services

From: Alex Anaya, Director of Engineering

Through: Ben Horenstein, General Manager

Meeting Date: April 05, 2024

TYPE OF ACTION: Action Information X Review and Refer

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for the award of professional services agreement to Stantec Consulting Services, Inc. for design engineering services

SUMMARY: Stantec Consulting Services, Inc. will be providing engineering design on three projects; Manuel T. Freitas SCADA controlled valve, San Clemente SCADA controlled valve, and San Geronimo Treatment Plant – Filter Rate Control Valve replacement project. All three projects will make use of Stantec’s electrical engineering and systems control knowledge to provide plans, technical specifications and bid packages. Staff will make a recommendation for award of a professional services agreement with Stantec Consulting Services, Inc. at future regularly scheduled Board meeting.

DISCUSSION: Stantec will be providing engineering design on three projects; Manuel T. Freitas SCADA controlled valve, San Clemente SCADA controlled valve, and San Geronimo Treatment Plant – Filter Rate Control Valve replacement project. All three projects will make use of Stantec’s electrical engineering and systems control expertise. Stantec will provide plans, technical specifications and PG&E interfacing on the projects.

The projects will utilize the \$200,000 of in-kind work that was negotiated as an outcome of San Geronimo Clarifier upgrade project. Once the in-kind service balance of \$200,000 has been exhausted, the District will continue payment through contract completion from existing capital funds identified for the respective projects. Staff anticipates the electrical and control system design work to be completed by Stantec by fall of 2024.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: The requested engineering design services for the three projects are funded in the Fiscal Year 2024/2025 and 2025/2026 capital budget and the \$200,000 in-kind service balance from

Stantec. As shown in the table below, the total cost for the contract with Stantec is \$248,602 with a staff requested contingency of \$25,000, for a total not to exceed amount of \$273,602.

District staff requests that this item be referred to a future regular Board meeting for the Board to consider authorizing the General Manager to execute a professional services agreement with Stantec Consulting Services for design engineering services in the amount of \$248,602 with a staff requested contingency of \$25,000, for a total not to exceed amount of \$273,602, which will utilize the available \$200,000 of in-kind services.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Update on Water Main Breaks in the Distribution System
From: Darren Machado, Director of Operations
Through: Ben Horenstein, General Manager
Meeting Date: April 5, 2024

DM
BH

TYPE OF ACTION: Action X Information Review and Refer

RECOMMENDATION: Receive staff update on water main breaks in the distribution system

SUMMARY: Water main breaks largely occur due to natural aging of pipelines. Staff will present an overview of the different aspects of water main breaks, including; impacts, trends, regulatory requirements, and repair.

DISCUSSION: The District maintains a distribution system of over 900 miles of pipelines to ensure delivery of high quality water to our customers. This distribution system requires consistent maintenance to deliver reliable water to our customers and respond to water emergencies at all hours of the day. Water main breaks largely occur due to natural aging of pipeline materials and repairs can range from inserting a leak clamp to installing an entire new section of pipe. When water main breaks occur in the distribution system, adverse impacts can result including unplanned water loss, damage to public and private infrastructure, and impacts to aquatic habitat. The District’s capital improvement program has a continued focus on the replacement of aging pipeline infrastructure to identify leak-prone pipelines and staff will present an overview of the different aspects of water main breaks, including impacts, trends, regulatory requirements, and repair.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.