



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

Friday, December 20, 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

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** (9:40 a.m. – Time Approximate)

- a. Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on November 15, 2024

RECOMMENDATION: Approve the minutes

- b. Review and Refer Two Professional Services Agreements for Geotechnical and Civil Design Engineering Services

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for award of two professional services agreements with two consultants for on-call “as-needed” geotechnical and civil design engineering services, with each contract in an amount not to exceed of \$600,000

- c. Above Ground Infrastructure Hardening Assessment

RECOMMENDATION: Receive staff update on above ground infrastructure hardening assessments and next steps

- d. Water Supply Update

RECOMMENDATION: Receive an update on Water Supply

5. **Upcoming Meeting**

The next Operations Committee Meeting/Special Meeting of the Board of Directors is tentatively scheduled for Friday, January 17, 2025 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: 12-17-2024



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on November 15, 2024

From: Terrie Gillen, Board Secretary

Through: Ben Horenstein, General Manager

Meeting Date: December 20, 2024

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Approve the minutes

SUMMARY: The Operations Committee/Board of Directors held a meeting on November 15, 2024. The minutes of that meeting are attached.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft November 15, 2024 Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors

| DEPARTMENT OR DIVISION | DIVISION MANAGER | APPROVED |
|--|---|--|
| Communications & Public Affairs Department |  Terrie Gillen Board Secretary |  Ben Horenstein General Manager |



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MINUTES

LOCATIONS:

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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

Monty Schmitt

Jed Smith

Ranjiv Khush

Larry Russell

2. Adoption of Agenda

Director Smith made the motion to adopt the agenda. Director Schmitt seconded the motion.

There were no public comments.

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

3. Public Comment on Non-Agenda Matters

There were no public comments.

4. Regular Items

- a. Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on October 18, 2024

RECOMMENDATION: Approve the minutes

Director Smith made the motion to approve the minutes. Director Schmitt seconded the motion.

There were no public comments.

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

- b. District Paving Program Update

RECOMMENDATION: Receive staff update on current District paving program, District initiative to control paving costs, and next steps of the proposed pilot paving program

Engineering Director Alex Anaya introduced this item and Engineering Construction Manager Mark Kasraie, who provided a presentation.

Discussion occurred throughout.

There were no public comments.

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

- c. Network Infrastructure Refresh Project

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting an agreement with Quest Technology Management for upgrades and maintenance of the District’s network equipment

Finance Director Bret Uppendahl introduced Information Technology Manager Brad Taylor, who provided a presentation.

Discussion followed.

There was one (1) public comment.

Director Smith made the motion to refer this item to the Board to consider for approval at a future Board Meeting. Director Samson seconded the motion.

5. Upcoming Meeting

Chair Russell announced that the next OPS Committee Meeting/Special Meeting of the Board of Directors was scheduled for December 20, 2024.

6. Adjournment

There being no further business, the Operations Committee Meeting/Special Meeting of the Board of Directors adjourned on November 15, 2024, at 10:21 a.m.

Board Secretary



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Review and Refer Two Professional Services Agreements for Geotechnical and Civil Design Engineering Services

From: Alex Anaya, Director of Engineering

Through: Ben Horenstein, General Manager

Meeting Date: December 20, 2024

TYPE OF ACTION: Action Information X Review and Refer

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for award of two professional services agreements with two consultants for on-call “as-needed” geotechnical and civil design engineering services, with each contract in an amount not to exceed of \$600,000

SUMMARY: Staff solicited competitive proposals for as-needed geotechnical and civil design engineering services related to geotechnical reports and retaining wall design, in support of the District’s Capital Improvement Program. The on-call contract will ensure District staff can efficiently respond to landslides near critical assets throughout the District as well as provide design level geotechnical reports for pump station and tank replacement design work. Staff will make a recommendation to award two separate professional services agreements at a future regularly scheduled Board meeting.

DISCUSSION: The Mount Tamalpais Watershed is the source of a majority of the water produced for central and southern Marin County residents. The topography of the watershed is characterized by open, low rolling hills in the lower watershed and rugged canyons in the upper watershed. Many miles of critical, large diameter transmission pipeline for both raw and treated water, as well as fire roads traverse across the Watershed’s 18,000 acres. Intense rainfall often is a trigger for small to large scale landslide events that transpire every winter. When these landslide events occur adjacent to pipelines and fire roads, District Staff must respond quickly to design and repair the landslide in order to protect District assets. Geotechnical reports, including soil borings, are often an early step in both planning and design projects as they relate to landslide repair and retaining wall design. A Geotechnical report is completed by a California Registered Geologist or Geotechnical Engineer and will layout the requirements for an engineered landslide repair. Once the report is finalized, a retaining wall structure design, including plans, specifications, and cost estimates, are completed to facilitate dry season construction.

In addition, the District will be working on various pump station and water storage tank rehabilitation projects as the District continues its capital program. Some of those projects will require geotechnical reports to evaluate and determine design parameters such as foundation design, soil stabilization needs and retaining/soil nail walls. Having these services available on an on call basis will provide a streamlined approach for project design continuity and ensure timely completion and construction of capital projects.

District staff elected to solicit proposals and pursue two new multi-year on-call professional services agreements for geotechnical engineering and civil design engineering services to ensure consultant availability based on District needs. The consultant’s will execute geotechnical and civil design work including geologic site assessments, soils engineering, geotechnical reports, earth retaining structure and drainage design in support of design work performed by staff.

On November 19, 2024, the District conducted a public competitive solicitation for proposals for as-needed geotechnical and civil design engineering services from various local geotechnical and civil engineering design firms.

Each proposed contract will include a baseline contract period of approximately three years, ending in 2028, unless otherwise extended by a no cost contract amendment for up to one additional year of services utilizing the original contract budget amount. Each contract will also include a not-to-exceed limit of \$600,000, for a total proposed Board award amount of \$1,200,000. Encumbering funds for these contracts is not required for either contract, as work performed will be funded by specific project or operational fund centers previously identified in the District’s adopted budget which utilize these services.

Budget:

| | |
|------------------------|---|
| Contract No. 1 Amount: | \$600,000 |
| Contract No. 2 Amount: | \$600,000 |
| Total Budget: | \$1,200,000 |
| Budget Category: | Project-specific from Capital and Operational budgets |

Contract Implementation:

| | |
|-----------------------------|-------------------|
| Request for Proposals: | November 19, 2024 |
| Proposals Received: | December 20, 2024 |
| Est. Contract Award: | February 4, 2025 |
| Baseline Contract Duration: | February, 2028 |

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: The total maximum expenditures under the two proposed contracts will not exceed \$1,200,000. Blanket Purchase Orders will be opened for the two contracts and funding will be provided as needed from current Capital and Operations budgets which utilize these services.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Above Ground Infrastructure Hardening Assessment
From: Alex Anaya, Director of Engineering *AA*
Through: Ben Horenstein, General Manager *BH*
Meeting Date: December 20, 2024

TYPE OF ACTION: Action X Information Review and Refer

RECOMMENDATION: Receive staff update on above ground infrastructure hardening assessments and next steps

SUMMARY: As a part of Goal 2, Objective 1 of the Five Year Strategic Plan, staff completed an above ground infrastructure hardening assessment of the District’s pump stations, ranger residences, Sky Oaks, and Lagunitas Spillway. Staff will present findings of the assessment and discuss next steps.

DISCUSSION: The 2024-2028 Five Year Strategic Plan, Goal 2, Resilient Water System, Objective 1 includes various infrastructure condition assessments. One of those assessments is to identify above ground infrastructure hardening needs that provide a greater level of protection against wildfire. Beginning in March 2024, staff coordinated with the Marin Wildfire Prevention Authority (MWPA) to assist the District in performing these evaluations. This coordination, both early in the process and then regular check-ins throughout, resulted in staff’s ability to complete a fire hardening condition assessment for 94 potable pump stations, six (6) ranger residences, the Sky Oaks Ranger Station, and the Lagunitas Spillway.

Staff will present the findings of this assessment as well as discuss next steps.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Water Supply Update
From: Paul Sellier, Water Resources Director
Through: Ben Horenstein, General Manager
Meeting Date: December 20, 2024

PS *B*

TYPE OF ACTION: Action X Information Review and Refer

RECOMMENDATION: Receive an update on Water Supply

SUMMARY: Staff will provide an update on water supply conditions.

DISCUSSION: Reservoir water storage levels as of December 11th are 69,985 acre-feet, which is 131% of normal for this date and 88% of total capacity. The District continues to urge customers to use water wisely and anticipates adequate supplies to meet both potable demand and environmental releases over the next year.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.