



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

Tuesday, August 26, 2025 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** (9:35 a.m. – Time Approximate)

- a. Minutes of the Planning Committee Meeting on July 22, 2025

RECOMMENDATION: Accept the minutes

- b. Capital Improvement Program – Marin City Phase II Pipeline Replacement Project (GC25005)

RECOMMENDATION: Review and comment on the Capital Improvement Program - Marin City Phase II Pipeline Replacement Project

- c. 2025 School Education Program Refresh

RECOMMENDATION: Review and comment on the updated 2025 School Education Program

- d. Recycled Water System Update

RECOMMENDATION: Review and comment on staff update regarding the recycled water system

- e. ERP Modernization – Custom Tools Integration

RECOMMENDATION: Review and comment on the ERP Modernization Project – Custom Tools Integration

5. **Upcoming Meeting**

The next Planning Committee Meeting/Special Meeting of the Board of Directors is scheduled on September 23, 2025 at 9:30 a.m.

6. **Adjournment** (11:00 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: 08-22-2025



STAFF REPORT

Meeting Type: Planning Committee/Board of Directors
Title: Minutes of the Planning Committee Meeting on July 22, 2025
From: Terrie Gillen, Board Secretary
Through: Ben Horenstein, General Manager
Meeting Date: August 26, 2025

TYPE OF ITEM: X Approve Review and Comment

RECOMMENDATION: Accept the minutes

SUMMARY: The Planning Committee held a meeting on July 22, 2025. Staff is requesting that the minutes be accepted.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft July 22, 2025 Minutes of the Planning Committee Meeting

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



NOTICE OF THE PLANNING COMMITTEE MEETING

Tuesday, July 22, 2025 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

Public Participation:

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AGENDA ITEMS:

1. Call to Order and Roll Call

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

DIRECTORS PRESENT

Ranjiv Khush

Larry Russell

2. Public Comment on Non-Agenda Matters

There were no public comments on non-agenda matters.

3. Regular Items

- a. Minutes of the Planning Committee Meeting/Special Meeting of the Board of Directors on June 24, 2025

RECOMMENDATION: Accept the minutes

There were no comments.

The committee accepted the minutes.

b. Capital Improvement Program – Canal Pipeline Replacement Project (GC25005)

RECOMMENDATION: Review and comment on the Capital Improvement Program – Canal Pipeline Replacement Project

Engineering Director Alex Anaya introduced Assistant Engineer Nick Tribble, who presented this item.

Discussion followed between staff and the directors.

There were no public comments.

c. Water Efficiency Update on High-Use Customers

RECOMMENDATION: Review and comment on update regarding high use customers’ water use trends

Water Resources Director Paul Sellier introduced this item, and Water Efficiency Manager Carrie Pollard and Finance Management Analyst Gregory Plumb provided presented the item.

Discussion between staff and the committee directors occurred throughout the presentation.

There were three (3) public comments.

4. Upcoming Meeting

The Planning Committee Meeting/Special Meeting of the Board of Directors was scheduled for Tuesday, August 26, 2025 at 9:30 a.m.

5. Adjournment

There being no further business, the Planning Committee Meeting adjourned on July 22, 2025 at 11:10 a.m.

Board Secretary



STAFF REPORT

Meeting Type: Planning Committee/Board of Directors
Title: Capital Improvement Program – Marin City Phase II Pipeline Replacement Project (GC25005)
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: August 26, 2025

TYPE OF ITEM: Approve ☒ Review and Comment

RECOMMENDATION: Review and comment on the Capital Improvement Program - Marin City Phase II Pipeline Replacement Project

SUMMARY: The Capital Improvement Program - Marin City Phase II Pipeline Replacement Project will install approximately 10,440 feet of new pipe in the unincorporated Community of Marin City. On September 30, 2025, the District will open construction bids for the Project. District staff will make a recommendation for contract award at a future regularly scheduled Board meeting.

DISCUSSION: The Marin City Phase II Pipeline Replacement Project (Project) is a component of the District's Capital Improvement Program. The Project will install approximately 10,440 feet of 16, 8, 6 and 4-inch welded steel pipe to replace the old, leak prone cast iron and asbestos cement piping installed as early as 1961.

The Project will take place in the locations described in Table 1 and shown on the map provided in Attachment 1.

Table 1

Pipeline Replacement Locations

STREET	LENGTH	INSTALLATION DATE	EXISTING SIZE & TYPE
Park Circle	1400 ft	1962	6" CIP
Donahue Street	2980 ft	1962	6", 8" and 16" CIP
Bay Vista Circle	2100 ft	1962	6" AC
Bucklew Street	2310 ft	1962	6" AC
Braun Court	480 ft	1961	6" CIP
Burgess Ct	850 ft	1961	4" and 6" CIP
Bay Vista Court	320 ft	1962	6" AC

*CIP = Cast Iron Pipe and AC = Asbestos Concrete

These street segments were evaluated for the installation of recycled water piping. The nearest existing recycled water pipeline is approximately 12.0 miles away located on intersection of San Pedro Road and Sequoia Road in the community of Los Ranchitos. The closest waste water treatment plant, Sewerage Agency of Southern Marin (SASM), is located approximately 3.5 miles away in Mill Valley; however, their facilities are not equipped to provide tertiary recycled water.

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

Budget:

Engineer’s Estimate:	\$5,375,000
Contingency (10%):	\$540,000
Materials:	\$1,050,000
District Labor/Inspection:	\$350,000
Total Budget:	\$7,315,000
Budget Category:	A1A02A

Project Implementation:

Project Advertisement:	September 16, 2025
Bid Opening:	September 30, 2025
Project Award:	October 21, 2025
Estimated Completion Date:	July 28, 2026
Duration:	280 days

District staff will make a recommendation for contract award of the Project at a future regularly scheduled Board meeting.

ENVIRONMENTAL REVIEW: The Board approved filing of the Notice of Exemption by the Director of Engineering at the regularly scheduled Board meeting on August 1, 2023. The project was found to be Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302(c), replacement or reconstruction of existing pipelines involving no or negligible expansion of capacity. The Notice of Exemption was filed with the County of Marin on August 2, 2023.

FISCAL IMPACT: The District was awarded a Bay Area Integrated Regional Water Management (IRWM) Proposition 1 Round 2 grant in the amount of \$6,408,000. The IRWM grant selected Marin City and San Rafael to receive funding for water resiliency projects. Marin City Phase II Pipeline Replacement Project will be cost shared with grant funding from the IRWM and the District’s Capital Program.

The total cost to complete the Marin City Phase II Pipeline Replacement Project is estimated at \$7,315,000, inclusive of District labor, materials, and contingencies.




ATTACHMENT(S):

- 1. Site Map

MARIN CITY PHASE II PIPELINE REPLACEMENT PROJECT MARIN CITY, CA



Legend

-  MARIN CITY - PHASE II PIPELINE REPLACEMENT PROJECT
-  PS MARIN CITY PUMP STATION
-  TANK MARIN CITY WATER STORAGE TANK





STAFF REPORT

Meeting Type: Planning Committee/Board of Directors
Title: 2025 School Education Program Refresh
From: Paul Sellier, Director of Water Resources
Through: Ben Horenstein, General Manager
Meeting Date: August 26, 2025

PS *BH*

TYPE OF ITEM: Approve X Review and Comment

RECOMMENDATION: Review and comment on the updated 2025 School Education Program

SUMMARY: The 2025 School Education Program is being refreshed in alignment with the 2024 Water Efficiency Master Plan. The goals of the Program refresh are to increase participation through broadening the program offerings, developing new marketing strategies and incorporating Next Generation Science Standards into the current curriculum for the 2025-2026 school year and beyond.

DISCUSSION: Marin Water's School Education Program was developed in 2009. It consists of in-classroom presentations and "water walk" field trips to Lake Lagunitas, which go hand-in-hand to educate and engage students on where their water comes from, why it's important to save water and the interconnectedness of water and energy. The Program is designed to educate students in grades 3-5, as well as high school-aged students, within Marin's local school system. During the 2024-2025 school year, Water Efficiency staff taught 13 classroom presentations, led 22 field trips and participated in 2 school-wide Earth Day events from Sept – Nov and from March – May. Marin Water also partners with ZunZun and Marin Clean Energy to offer local "musical watershed" assemblies, reaching 19 schools and over 7,200 students in the most recent school year.

Periodically, the Program is reviewed and updated to ensure that its content and messaging is effective, to expand educational offerings and to keep-pace with new teaching and educational trends and standards. The 2025 refresh was designed with input from Sonoma Water staff, Marin Water staff, and local teachers. Each session now focuses on key themes relevant to curriculums in each grade level, such as "adaptations" for 4th graders and "ecosystems" for 5th graders, ensuring that the District's School Education Program connects to what students are actively learning.

Other key highlights include offering teacher trainings in coordination with ProjectWET. ProjectWET is an industry recognized, non-profit organization offering resources and trainings on water education to educators globally. ProjectWET has partnered with the Department of Water Resource's Climate Team

to offer localized teacher training focused on climate change. The training schedule has yet to be finalized; however, the District will offer this training for local teachers in the coming months.

Finally, a new opportunity has been developed to engage high school students. A video contest, modeled after other Bay Area water utilities' contests, will encourage local high-school students to create awareness around relevant issues related to our local watershed, water supply, and water conservation in a new, unique way. Students will win a cash award with 50% of the prize money going to the individual(s) who submitted the video and 50% to the high school they attend. The first place winner will receive \$1,500, 2nd place \$1,000, and 3rd place \$500. The videos will be judged by District staff, a professional videographer and technical experts, relative to the annual theme. The videos will be judged on: connection to the theme, creativity, entertainment value, accuracy of information, and composition. Final videos can be used by Marin Water for educational outreach – on our website, social media, mentioned in e-news, etc. The 2025-2026 theme will be "Our Water's Journey". Winners will be announced and presented their awards at a May 2026 Board of Directors meeting, prior to the end of the school year.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Planning Committee/Board of Directors
Title: Recycled Water System Update
From: Paul Sellier, Director of Water Resources
Through: Ben Horenstein, General Manager
Meeting Date: August 26, 2025

PS *BH*

TYPE OF ITEM: Approve ☒ Review and Comment

RECOMMENDATION: Review and comment on staff update regarding the recycled water system

SUMMARY: Staff will provide an update on the recycled water system.

DISCUSSION: At the Board meeting on April 1, 2025, staff provided the Board with an update on the recycled water system focusing on capacity of the existing system to meet potential future demands within the service area. Staff have further refined the future demand analysis of the recycled water system and will review potential expansion opportunities.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Planning Committee/Board of Directors
Title: ERP Modernization – Custom Tools Integration
From: Bret Uppendahl, Finance Director
Through: Ben Horenstein, General Manager
Meeting Date: August 26, 2025

BU

BH

TYPE OF ITEM: Approve X Review and Comment

RECOMMENDATION: Review and comment on the ERP Modernization Project – Custom Tools Integration

SUMMARY: The District has used SAP as its Enterprise Resource Planning (ERP) software since the early 2000's. Staff is actively working to modernize SAP and install the latest cloud-based version of the software. In addition to the standard SAP program, the District utilizes an additional software package called GuiXT to help streamline workflows and automate transactions within SAP. In December 2025, the GuiXT product will reach the end of its life and will no longer be supported. In order to continue using the software services, the District must upgrade to the newest version, which is LiquidUI.

DISCUSSION: The District's ERP modernization effort began in February 2024 with a business capability modeling assessment conducted by Gartner. To better inform the District's ERP Request for Proposal (RFP) requirements, staff engaged an independent consultant in August 2024 to document the District's "As-Is" and "To-Be" processes and business requirements in HR, Time Tracking, and Payroll functional areas. Phoenix Business Consulting was selected as the System Integrator for the Payroll and HR phase of the ERP Modernization Project in March 2025 through a RFP process.

Since March, Phoenix Business Consulting has been working closely with District staff to configure SuccessFactors, which is the SAP module for Payroll and HR, and to integrate SuccessFactors with the District's existing SAP software. Subsequent phases of the ERP Modernization project will include Customer Service and Billing, Finance, and Asset Management. It is anticipated that the District will issue a RFP for a systems integrator for the Customer Service and Billing module in late 2025. Finance and Asset Management modules will likely begin in 2026.

This specific effort addresses the need to upgrade GuiXT. The current GuiXT platform will be going end-of-life and end-of-support in December 2025, and therefore it is necessary for the District to migrate to the new LiquidUI solution. There are approximately 3,200 GuiXT scripts that have to be evaluated and migrated to the new platform. While a good portion of these scripts can be converted automatically,

about one-quarter require manual migration and the expertise of a JavaScript developer well-versed in the LiquidUI framework.

After many discussions and review of a number of technical architecture options, staff is recommending that the District build the new API integration between the current SAP software and SuccessFactors. This approach will be least disruptive to the current practice of recording staff time against work orders while retaining operational efficiency and avoiding re-training. In order to facilitate this API integration, it is necessary for the District to migrate the existing GuiXT scripts to the most current solution LiquidUI.

A summary of the estimated costs for the Synactive Inc. engagement are:

GuiXT to LiquidUI script conversion:	\$206,150
Development of API:	\$74,813
Project Contingency Estimate 10%:	\$28,000
Total Estimated Expenditure:	<u>\$308,963</u>

A proposed agreement with Synactive, Inc. for these services will be brought to a future regularly schedule Board of Directors meeting for consideration of approval.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: District staff has been actively working with Synactive Inc. to finalize the statement of work and associated deliverables. The total estimated cost for the GuiXT to LiquidUI migration, including the integration of work order time entry, to the SuccessFactors cloud platform is \$308,963, including a ten percent cost contingency. Funding for this component of the ERP Modernization Project is currently available in the District’s IT capital budget.

ATTACHMENT(S): None.