



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

Friday, March 08, 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 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:

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 February 16, 2024

RECOMMENDATION: Approve the minutes

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

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

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

e. Enterprise Resource Planning Software Update

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

5. Upcoming Meeting

The next Operations Committee Meeting/Special Meeting of the Board of Directors will take place on Friday, April 5, 2024 at 9:30 a.m. *(Please note change of date)*

6. Adjournment (10:45 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: 03-05-2024



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Minutes of the Operations Committee Meeting/Special Meeting of the Board of Directors on February 16, 2024

From: Terrie Gillen, Board Secretary

Through: Ben Horenstein, General Manager

Meeting Date: March 8, 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 February 16, 2024. The minutes of that meeting are attached.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft February 16, 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



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

Friday, February 16, 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

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

Monty Schmitt

Jed Smith

Larry Russell

DIRECTOR ABSENT

Ranjiv Khush

2. Adoption of Agenda

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

There were no public comments.

Voting Yea: Directors Samson, Schmitt, Smith, 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 January 12, 2024

RECOMMENDATION: Approve the minutes

A motion was made by Director Smith and seconded by Director Samson to adopt the minutes.

There were no public comments.

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

- b. Wildland Fire Services Contract

RECOMMENDATION: Staff is requesting that the Operations Committee review and refer the proposed 'Wildland Fire Services' General Services Agreement (GSA) contract to a future Regular Meeting of the Board of Directors for award of contract to the lowest qualified bidder.

Watershed Resources Director Shaun Horne introduced this item and Natural Resources Program Manager Carl Sanders presented this item. Discussion ensued.

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

There were no public comments.

- c. Capital Improvement Program – Marin City Phase I Pipeline Replacement Project (D23007)

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for contract award for the Marin City Pipeline Replacement Project and approval of a cooperative reimbursement agreement with the County of Marin

Engineering Director Alex Anaya introduced this item and Associate Engineer Zak Talbott, who presented this item. Discussion followed.

There was one (1) public comment.

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

- d. Spillway Capacity and Sub-Surface Condition Assessment

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for award of professional services agreement for the Spillway Capacity and Sub Surface Condition Assessment

Engineering Director Anaya also introduced Engineering Planning Manager Elysha Irish, who presented this item.

There were no Board comments nor public comments.

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

- e. Update on the Lead and Copper Rule Revision

RECOMMENDATION: Receive update on status of the Lead and Copper Rule Revision

Water Resources Director Paul Sellier introduced Water Quality Manager Lucy Croy, who presented this item.

There was discussion throughout the presentation.

There were no public comments.

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

5. Upcoming Meetings

Chair Russell announced that the next Operations Committee Meeting/Special Meeting of the Board of Directors would be on March 8, and the board secretary announced that there was a Closed Session added to the February 27th Board Meeting. There was a brief discussion regarding the date of the Operations Committee Meeting.

There was no public comment.

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

6. Adjournment

There being no further business, the Operations Committee Meeting/Special Meeting of the Board of Directors adjourned at 10:13 a.m.

Board Secretary



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Capital Improvement Program - 2024 Sir Francis Drake Boulevard Pipeline Replacement Project (D23009)

From: Alex Anaya, Director of Engineering

Through: Ben Horenstein, General Manager

Meeting Date: March 8, 2024

TYPE OF ACTION: Action Information X Review and Refer

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

SUMMARY: The 2024 Sir Francis Drake Blvd Pipeline Replacement Project (Project) will install approximate 4,510 feet of new pipe to replace the old and leak prone pipe in the Town of San Anselmo. On March 26, 2024, 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 2024 Sir Francis Drake Boulevard Pipeline Replacement Project is a component of the District’s Capital Improvement Program. This Project will replace 4,510 feet of 12, 10, 8, 6 and 4- inch pipe installed as early as 1924.

The District has been coordinating with the Town of San Anselmo and the Marin County Transit Authority regarding the project since January 2023. Sir Francis Drake Boulevard is a major road and the project limits will be within the frontage of Archie Williams High School as well as public transportation stops. To minimize impact to the public, the District and the Town of San Anselmo have agreed to start construction in June after the end of the school year during the summer break to reduce impact to the school. This will provide a construction window between June and August when most of the pipeline work will take place. Once the new school year begins, construction will be limited to select daytime hours to limit impact to morning and evening commute traffic. The project requires advanced traffic control plans which will be updated throughout the project as the pipeline installation advances. The District and the Town of San Anselmo will continue to work closely throughout the project and make any adjustments as necessary to help minimize impact to commuters.

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
Sir Francis Drake Blvd	3,980 ft	1923 & 1930	8" CIP and 10" CIP
Broadmoor Ave	270 ft	1924	8" CIP
Saunders Ave	260 ft	1965	8" CIP

* CIP = Cast Iron Pipe

These street segments were evaluated for the installation of recycled water piping. The nearest existing recycled water pipeline is approximately 5 miles away located in the intersection of San Pedro Rd and Sequoia Rd in the community of Los Ranchitos. The closest waste water treatment plant, Central Marin Sanitary Treatment Plant, is located approximately 4.9 miles away in Central Marin Sanitation Treatment Plant 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:	\$2,260,000
Contingency (15%):	\$340,000
Materials:	\$375,000
District Labor/Inspection:	\$275,000
Total Budget:	\$3,250,000
Budget Category:	A1A02A

Project Implementation:

Project Advertisement:	March 7, 2024
Bid Opening:	March 21, 2024
Project Award:	April 2, 2024
Estimated Completion Date:	October 31, 2024
Duration:	212 days

ENVIRONMENTAL REVIEW: The Director of Engineering has determined that the Project is Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302(c), *Replacement or Reconstruction* and statutorily exempt under 21080.21 *Pipelines less than one mile*. The project qualifies for an exemption pursuant to Section 15302(c) inasmuch as it is the replacement of existing water pipelines involving negligible or no expansion of capacity and qualifies for a statutory exemption pursuant to Section 21080.21 since this pipeline replaces less than one mile of pipe within existing right of way.

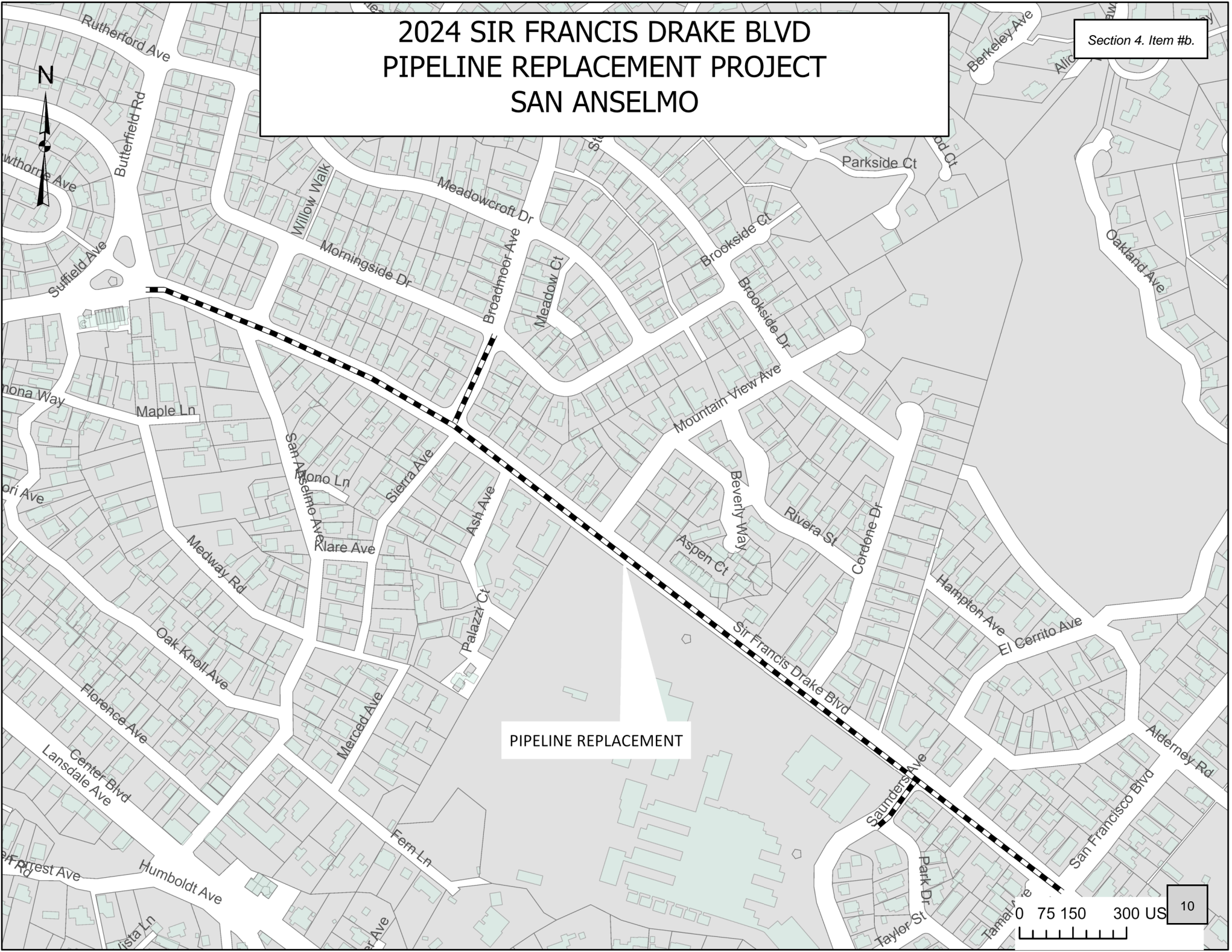
FISCAL IMPACT: The total cost to complete the 2024 Sir Francis Drake Boulevard Pipeline Replacement Project is estimated at \$3,250,000, which has been identified in the CIP budget.

ATTACHMENT(S):

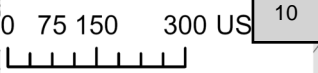
1. Site Map

2024 SIR FRANCIS DRAKE BLVD PIPELINE REPLACEMENT PROJECT SAN ANSELMO

Section 4. Item #b.



PIPELINE REPLACEMENT





STAFF REPORT

Meeting Type: Operations Committee/Board of Directors

Title: Capital Improvement Program – Granada Drive Pipeline Replacement Project (D23020)

From: Alex Anaya, Director of Engineering

Through: Ben Horenstein, General Manager *BH AA*

Meeting Date: March 8, 2024

TYPE OF ACTION: Action Information X Review and Refer

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

SUMMARY: The Granada Drive Pipeline Replacement Project (Project) will install approximately 10,230 feet of new pipe in the Town of Corte Madera in coordination with the Town’s street overlay project. On April 2, 2024, the District will open construction bids for the Project. District staff will make a recommendation for contract award along with approval of a reimbursement agreement with the Town of Corte Madera at a future regularly scheduled Board meeting.

DISCUSSION: The Granada Drive Pipeline Replacement Project is a component of the District’s Capital Improvement Program. This Project will install approximately 10,230 feet of new pipe to replace the old, leak prone cast iron piping installed as early as 1956. This pipeline project was accelerated in the capital program due to frequent main breaks within the neighborhood over the past few years. In addition, the Town of Corte Madera was in the process of executing a paving project for the summer of 2023 in the same neighborhood over the pipeline that has a high history of main breaks. District staff reached out to the Town of Corte Madera and it postponed its project and coordinated with staff to allow the District time to design the pipeline project.

The Project will be constructed in coordination with the Town of Corte Madera to minimize impact to the community. After discussion between staff and the Town of Corte Madera and for mutual benefit and avoiding having contractor coordination issues during separate pipeline and paving projects, the District proposed to install its pipeline project and perform paving operation. The pipeline road restoration requirements for this project require half road paving wherever new pipeline is installed. Therefore, the District will perform full width road resurfacing where the pipeline is installed and the Town of Corte Madera will reimburse the District for 50% of the repaving costs. For all other areas that

do not have any pipeline installation, the Town of Corte Madera will reimburse the District 100% of the road resurfacing and pavement marking costs. This approach will reduce pipeline road restoration requirements since the restoration requirement would have been full width paving if the Town of Corte Madera kept its paving schedule for 2023. Doing the pipeline and paving project combined will also minimize the impact to the community. The District and the Town of Corte Madera have agreed the pavement reimbursement fee will be paid at actual contract bid item amounts for the limits stipulated in a proposed reimbursement agreement between the District and the Town of Corte Madera. Staff will return with the final reimbursement agreement for Board approval along with contract award at a future regularly scheduled Board meeting.

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
Granada Drive	5,374 ft	1956	12" CIP & 8" CIP
El Camino Drive	1,427 ft	1956	6" CIP
Paloma Drive	859 ft	1956	6" CIP
Estrada Lane	168 ft	1956	4" CIP
Sonora Way	771 ft	1956	6" CIP
Vista Court	376 ft	1956	4" CIP
Endeavor Drive	1,255 ft	1962	8" CIP

*CIP = Cast Iron Pipe

These street segments were evaluated for the installation of recycled water piping. The nearest existing recycled water pipeline is approximately 7 miles away located in the intersection of San Pedro Rd and Sequoia Rd in the community of Los Ranchitos. The closest waste water treatment plant, Central Marin Sanitary Treatment Plant, is located approximately 4.5 miles away in Central Marin Sanitation Treatment Plant however their facilities are not equipped to provide tertiary recycled water.

Budget:

Engineer’s Estimate:	\$4,250,000
Contingency (10%):	\$425,000
Materials and Professional Fees:	\$1,000,000
District Labor/Inspection:	\$450,000
Total Budget:	\$6,125,000
Budget Category:	A1A02A

Project Implementation:

Project Advertisement:	March 12, 2024
Bid Opening:	April 2, 2024
Project Award:	April 16, 2024
Estimated Completion Date:	March 14, 2025
Duration:	332 days

ENVIRONMENTAL REVIEW: The Director of Engineering has determined that the Project is Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302(c), *Replacement or Reconstruction*. The project qualifies for an exemption pursuant to Section 15302(c) inasmuch as it is the replacement of existing water pipelines involving negligible or no expansion of capacity.

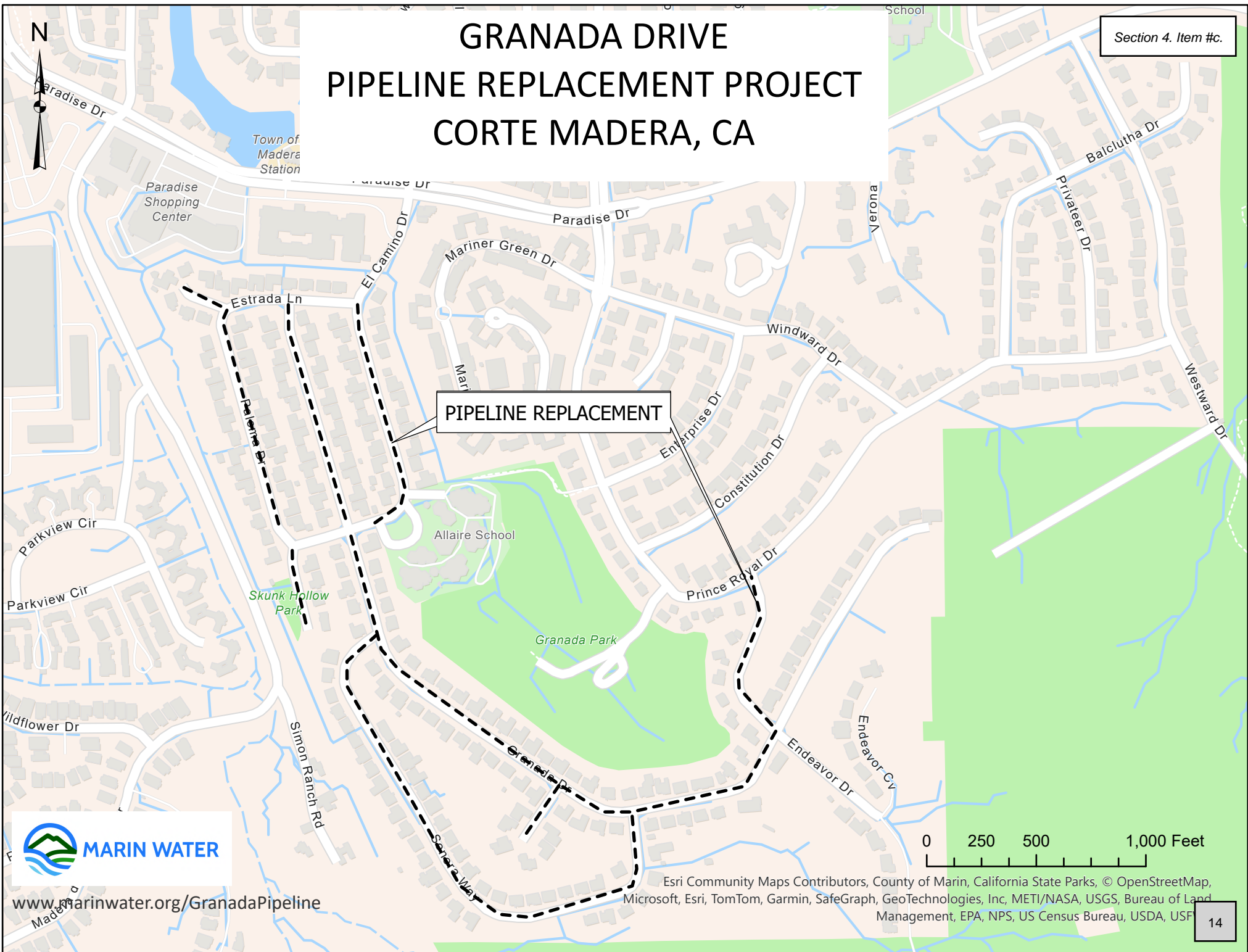
FISCAL IMPACT: The total cost to complete the Granada Drive Pipeline Replacement Project is estimated at \$6,125,000.

ATTACHMENT(S):

1. Granada Drive Pipeline Replacement Project Site Map

GRANADA DRIVE PIPELINE REPLACEMENT PROJECT CORTE MADERA, CA

Section 4. Item #c.



PIPELINE REPLACEMENT



www.marinwater.org/GranadaPipeline

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STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Phoenix - Bon Tempe Connection Project Update
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: March 8, 2024

TYPE OF ACTION: Action Information X Review and Refer

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

SUMMARY: Staff are actively working on the Phoenix – Bon Tempe Connection Project and have completed preliminary engineering and initial design. Staff are also working with Environmental Science Associates (ESA) on the environmental review and will be filing the Draft Initial Study/Mitigated Negative Declaration (IS/MND) to start the public review period. Staff will return to a future board meeting to hold a public hearing for the proposed adoption of the IS/MND and project approval.

DISCUSSION: Staff have been actively working on the Phoenix – Bon Tempe Connection Project since spring of 2023. To date, staff have completed a preliminary engineering study, including water quality analysis and implications, geotechnical work in relation to rapid drawdown capacity of the reservoir, and condition assessment of the Bon Tempe tunnel, which is the inlet to Bon Tempe Lake. The geotechnical work confirmed the maximum pumping capacity of 3 MGD, with a reduction to 1.9 MGD at lower lake levels. Staff have also retained Hazen and Sawyer to perform the electrical engineering component needed for the new pump station. As a result of this preliminary work, a preferred pipeline alignment has been identified along Phoenix Lake Road and Fish Grade to connect Phoenix Lake to Bon Tempe Lake.

During the preliminary engineering analysis, staff were also in discussion with the County of Marin regarding a potential storm water component of this project. While both agencies are supportive of this idea, a determination was made by the County to not have involvement with the capital project and to explore a potential operating agreement once the project is completed. This would align with the geotechnical analysis that limits the pumping capacity while also allowing for a potential storm

water benefit through the pumping of Phoenix Lake prior to the rainy season. As such, the District is proceeding with this important capital project without County involvement.

District staff will provide review of pump storage applicability for this site.

District staff have also been working closely with Environmental Science Associates (ESA) in conducting the environmental review and preparing documentation concurrent with the design phase. Staff will be filing the Draft Initial Study/Mitigated Negative Declaration (IS/MND) during the week of March 11, 2024 to start the public review period and plans to return to a future board meeting to hold a public hearing for the proposed adoption of the IS/MND and project approval.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Operations Committee/Board of Directors
Title: Enterprise Resource Planning Software Update
From: Bret Uppendahl, Finance Director
Through: Ben Horenstein, General Manager
Meeting Date: March 8, 2024

BU
BH

TYPE OF ACTION: Action X Information Review and Refer

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

SUMMARY: The District has used SAP for its Enterprise Resource Program (ERP) software since the early 2000’s. The existing SAP software currently supports a highly integrated environment that includes over fifteen separate modules to facilitate day-to-day business activities such as accounting, human resources, procurement, inventory and customer billing.

The District’s current software versions will be at “end of life” by December 2027, at which point SAP will no longer provide support, updates or enhancements. The next version of SAP, known as SAP S/4HANA, is a composable, cloud-based platform that provides improved speed, performance, analytics and adaptability.

In preparation for the upcoming migration to SAP S4/HANA product, staff executed a professional services contract with Gartner Consulting to perform an independent evaluation of the District’s existing business practices and alternative software options. Staff will present the results of their evaluation.

DISCUSSION: The District selected SAP in 2001 to modernize software applications and to integrate the core functions of Customer Service, Utility Billing, Maintenance Management, Accounting, Human Resources and Payroll. Over the past 20 years, the District has relied on dedicated staff and a network of consultants to perform regular maintenance and required periodic upgrades. In addition to ongoing ERP application maintenance and the network of servers required to support SAP, the District also maintains a complex integration with our geographical information system (GIS) in order to provide field crews with local access of critical assets.

SAP has notified the District that the product has reached its end of life and will be no longer supported after December 2027. In an effort to better plan, implement and understand the risks associated with a major upgrade, the District contracted with Gartner Consulting to provide an independent analysis of business capabilities and alternative software options. Gartner conducted interviews with staff members for each of the District’s existing business processes and worked with the executive leadership team to outline key business drivers that reflect the District’s mission critical priorities and overarching goals.

Through these interviews with District staff, Gartner identified the top four business drivers as reducing risk, improving agility, empowering staff and increasing productivity. Gartner also used information from the interviews to determine which software solutions would be sufficient to meet the operational needs of the District and which could provide the ideal functional fit for current business practices. Finally, Gartner analyzed the cost effectiveness of SAP and other leading ERP software solutions.

In addition to analyzing the District’s current business practices and software needs, Gartner provided guidance to staff with respect to trends in the ERP market, the risks associated with ERP implementations, and a recommended roadmap for a successful project.

Gartner concluded that the District’s day to day business needs require a complex ERP software solution and that the SAP S/4HANA product would meet the functional requirements of the District. They further concluded that there are no other software solutions that offer superior functionality for the District’s core business processes, and that the benefits of continuing to use SAP minimizes the risks of implementing an entirely new software platform.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: Funds to upgrade SAP have been included in the FY 2024-25 Budget. Final costs for system integration and annual licensing will be determined over the coming months and will be incorporated in the FY 2025-27 recommended budget.

ATTACHMENT(S): None.