



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

Tuesday, February 11, 2025 at 6:30 PM

AGENDA

LOCATIONS:

Open Session to start at or after 6:30 p.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 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. 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) - None.**
- 4. Reconvene to Open Session; Closed Session Report Out - Not applicable.**
- 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**

Each Committee Chair or Vice Chair will provide a report on recent committee meetings. Directors may ask questions or provide brief comments or requests for additional information on an item.

- 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.** Board Meeting Minutes for Approval

RECOMMENDATION: Approve the minutes of the Communications & Water Efficiency Committee Meeting/Special Meeting of the Board of Directors on November 20, 2024, Board of Directors' Special Meeting on January 14, 2025, Regular Bi-Monthly Meeting on January 21, 2025, and Special Meeting on January 28, 2025

- b.** Professional Services Agreement for Northern Spotted Owl for 2025 and 2026 Monitoring (MA-6390)

RECOMMENDATION: Review and approve a Professional Services Agreement with Point Blue Conservation Science in the amount of \$199,223 for two years of Northern Spotted Owl Survey

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

- a.** Capital Program Update

RECOMMENDATION: Receive a staff update on the 2024 fourth quarter Capital Improvement Program

- b.** 2025 Annual Strategic Work Plan

RECOMMENDATION: Accept the District's 2025 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 (8:00 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.

Posted: 02-07-2025



STAFF REPORT

Meeting Type: Board of Directors
Title: Board Meeting Minutes for Approval
From: Terrie Gillen, Board Secretary
Through: Ben Horenstein, General Manager
Meeting Date: February 11, 2025

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Approve the minutes of the Communications & Water Efficiency Committee Meeting/Special Meeting of the Board of Directors on November 20, 2024, Board of Directors’ Special Meeting on January 14, 2025, Regular Bi-Monthly Meeting on January 21, 2025, and Special Meeting on January 28, 2025

SUMMARY: The Board of Directors held the Communications & Water Efficiency Committee (CWEC)/Special Board Meeting on November 20, 2024. The minutes for that meeting are being brought to this regular meeting of the board for approval due to the termination of this committee.

The Board of Directors held a special meeting on January 14, 2025 to conduct their annual retreat, a regular bi-monthly meeting on January 21, 2025, and a special meeting on January 28, 2025 to hold a Closed Session. The minutes of those three meetings are also attached for approval.

DISCUSSION: None.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft November 20, 2024 Meeting Minutes
2. Draft January 14, 2025 Meeting Minutes
3. Draft January 21, 2025 Meeting Minutes
4. Draft January 28, 2025 Meeting Minutes

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



NOTICE OF THE COMMUNICATIONS & WATER EFFICIENCY COMMITTEE MEETING/SPECIAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, November 20, 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 – 227 Summit Ave., Apt. e405, Brookline, MA 02446

Public Participation:

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

on a computer or smart device, <https://marinwater.zoom.us/j/89081546829>, or by phone, 1-669-444-9171 using Webinar ID #: 890 8154 6829.

AGENDA ITEMS:

1. Call to Order and Roll Call

Chair Ranjiv Khush called the meeting to order at 9:30 a.m.

DIRECTORS PRESENT

Larry Russell

Matt Samson

Ranjiv Khush

DIRECTORS ABSENT

Monty Schmitt

Jed Smith

2. Adoption of Agenda

Director Samson made the motion to adopt the agenda. Director Russell seconded the motion.

Voting Yea: Directors Russell, Samson, and Khush

3. Public Comment on Non-Agenda Matters

There were no public comments.

4. Regular Items

- a. Minutes of the Communications & Water Efficiency Committee Meeting/Special Meeting of the Board of Directors on May 15, 2024 and Communications & Water Efficiency Committee Meeting on August 21, 2024

RECOMMENDATION: Approve the minutes

Director Samson made the motion to adopt the minutes. Director Russell seconded the motion.

There were no public comments.

Voting Yea: Directors Russell, Samson, and Khush

- b. Water Efficiency Update

RECOMMENDATION: Receive a staff update on the Water Efficiency Program

Water Resources Director Paul Sellier introduced Water Efficiency Manager Carrie Pollard, who presented this item. The directors provided feedback throughout the presentation.

There was one (1) public comment.

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

- c. Water Efficiency Incentives - Flume and Rachio Direct Distribution Programs

RECOMMENDATION: Review and refer to a future regularly scheduled Board meeting for consideration of approval of two agreements with California Water Efficiency Partnership to provide funding for Flume devices, RainBird irrigation controllers and Rachio irrigation controllers for the next two years in an amount not to exceed \$205,792.00

Water Efficiency Manager Pollard also presented this item.

Discussion followed.

There were no public comments.

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

d. Outreach Activities Update

RECOMMENDATION: Receive a staff update on current and planned activities to outreach to customers and internal employees regarding various District programs and current initiatives

Communications & Public Affairs Manager Adriane Mertens provided a presentation.

There was discussion throughout.

There was no public comment.

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

5. Upcoming Meeting

Chair Khush announced that the next Communications & Water Efficiency Committee Meeting/Special Meeting of the Board of Directors was tentatively scheduled for February 12, 2025.

6. Adjournment

There being no further business, the Communications & Water Efficiency Committee Meeting/Special Meeting of the Board of Directors adjourned on November 20, 2024, at approximately 11 a.m.

Board Secretary



NOTICE OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 14, 2025 at 9:00 AM

MINUTES

LOCATIONS:

Open Session to start at or after 9:00 a.m.

Marin Wildfire Prevention Authority - 1600 Los Gamos Dr., Third Floor, Room 335, San Rafael, CA 94903

Public Participation:

The public attended this meeting in-person. A video recording after the retreat was placed on the District's website for viewing.

AGENDA ITEMS:

1. Call to Order and Roll Call

President Matt Samson called the meeting to order at 9:09 a.m.

DIRECTORS PRESENT

Ranjiv Khush

Diana Maier

Larry Russell

Jed Smith

Matt Samson

2. General Manager Introduction and 2024 Highlights

General Manager Ben Horenstein presented year one achievements of the District's Strategic Work Plan.

Afterward, President Samson acknowledged and thanked the general manager and staff for their work in having made great progress in the last twelve months. He also thanked staff for putting together the material for this retreat and having the retreat offsite.

There was one (1) public comment.

3. 2025 Annual Strategic Work Plan Development

Communications & Public Affairs Manager Adriane Mertens introduced the 2025 Annual Strategic Work Plan and how each staff would present year two of the Work Plan to the Board.

a. Goal 1: Water Supply Reliability
(Paul Sellier, Water Resources Director)

Objectives:

- 1. Reduce Potable Water Use
- 2. Augment Existing Water Supply
- 3. Reserve and Enhance Existing Partnerships
- 4. Provide High-Quality Water to Customers

b. Goal 2: Water System Resiliency
(Alex Anaya, Engineering Director)

Objectives:

- 1. Infrastructure Condition Assessment
- 2. Capital Planning
- 3. Capital Project Delivery
- 4. Operations and Maintenance
- 5. Energy Planning
- 6. Emergency Response Readiness

Staff presented their work plans under each of their objectives.

There was discussion between the directors and staff throughout their presentations.

The public also provided comments after each goal.

4. Working Lunch - Discuss Possible Changes to Board Standing Committees and Dual Noticing of Board Committee Meetings

During lunch, Communications & Public Affairs Manager Mertens provided a presentation to modify the current standing committees and General Counsel Molly MacLean provided a presentation on dual noticing.

There was discussion throughout, and the Board provided feedback.

There was one (1) public comment.

5. **2025 Annual Strategic Work Plan Development Continued**

The retreat continued with staff providing their work plans for year two under their objectives, and the public provided comments.

c. **Goal 3: Watershed Stewardship**

(Shaun Horne, Watershed Resources Director)

Objectives:

1. Creek Restoration
2. Watershed Resiliency and Wildfire
3. Stewardship
4. Recreation
5. Facilities

d. **Goal 4: Fiscal Responsibility**

(Bret Uppendahl, Finance Director)

Objectives:

1. Financial Stability
2. Fair, Equitable and Proportional Rates
3. Cost-Effective Business Processes
4. Outside Funding to Reduce Financial Impacts on Ratepayers
5. Financial Transparency

e. **Goal 5: Organizational Excellence**

(Adriane Mertens, Communications & Public Affairs Manager, and Vikkie Garay, Human Resources Manager)

Objectives:

1. Organizational Culture and Values
2. Customer Experience
3. Industry Engagement, Growth, and Leadership
4. Technology, Innovation, and Process Improvements

Following the last objective in Goal 5, the Board thanked staff for their presentations and looked forward to updates on staff's progress.

6. Summary and Next Steps

General Manager Horenstein thanked the Board for their all day participation and staff's work and coordination of this event.

He further mentioned that staff would bring back the committee and dual noticing items to the Board next week and the Work Plan would be brought back to the Board following that meeting.

7. Adjournment

There being no further business, the Board Retreat ended on January 14, 2025 at 3:16 p.m.

Board Secretary



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

Tuesday, January 21, 2025 at 6:30 PM

MINUTES

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 to immediately follow Open Session

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

Public Participation:

The public attend this meeting in-person or remotely using one of the following methods: on a computer or smart device, <https://marinwater.zoom.us/j/88134852296>, or by phone, 1-669-444-9171 using Webinar ID#: 881 3485 2296.

AGENDA ITEMS:

1. Call to Order and Roll Call

President Matt Samson called the meeting to order at 6:30 p.m.

DIRECTORS PRESENT

Diana Maier

Larry Russell

Jed Smith

Ranjiv Khush

Matt Samson

2. Adoption of Agenda

Vice President Smith made the motion to adopt the agenda. Director Khush seconded the motion.

There were no public comments.

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

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

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

5. Public Comment on Non-Agenda Matters

There were no public comments on non-agenda matters.

6. Directors' and General Manager's Announcements

- Vice President Smith reported that he attended the MLK Jr. celebration at Marin City, and commented about the (Board) retreat and encouraged the public to watch the retreat video.
- Director Khush also echoed the comments about the retreat, and mentioned that he had provided Marin Water updates to the Kent Woodlands Property Owners Association at their annual meeting.
- Board President Samson commented, too, on the retreat, and mentioned that he attended a Southern Marin Fire Meeting. He also announced that he's looking forward to the February Tomales Bay Meeting, when the District would provide presentations on the Nicaso Spillway Project and rehabilitation of Lagunitas Creek.

7. Board Committee Reports

Chair Larry Russell of the Operations Committee Meeting provided highlights from the committee meeting on January 17, 2025.

8. Consent Items

- a. Minutes of the Board of Directors' Regular Bi-Monthly Meeting on January 7, 2025

RECOMMENDATION: Approve the minutes

- b. General Manager's Report December 2024

RECOMMENDATION: Approve Report

- c. Print, Mail and Payment Processing Services Agreement

RECOMMENDATION: Approve a new agreement with Paymentus Corporation to provide Print, Mail and Payment Processing services for the District's utility billing function in an amount not to exceed \$4.0 million over a four year period; and Authorize the General Manager to finalize and execute the contract for these services

Vice President Smith made the motion to approve the Consent Calendar. Director Khush seconded the motion.

There were no public comments.

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

9. Regular Items

a. Update on Water Supply Roadmap

RECOMMENDATION: Receive an update on the Water Supply Roadmap focused on criteria for evaluating longer-term water supply projects

Water Resources Director Paul Sellier and Woodard and Curran Consultant Xavier Irias provided a presentation.

Discussion occurred throughout.

There were 13 public comments.

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

b. Restructure of Board Committee Meetings, Changes to Dual Noticing of Committee Meetings as Special Board Meetings, and Revised Board Calendar

RECOMMENDATION: Based on recent Board Direction, take the following actions:

- 1. Restructure the Board standing committees to eliminate the Communications & Water Efficiency Committee, integrate these topics into other Board and Committee agendas, rename the Operations Committee the Planning Committee to recognize a broader scope, and implement revisions to the Board Handbook to reflect these changes;
- 2. Implement changes to the District’s practice of dually noticing Board committee meetings as special board meetings to scale back dual noticing to the Operations (Planning) and Watershed Committee Meetings, as well as those Finance & Administration Committee Meetings addressing budget planning and end of year Financial review (March, April and September meetings in 2025); and
- 3. Adopt an updated 2025 Board Calendar changing the day of the Operations (Planning) Committee Meetings to the fourth Tuesday of the month (with exceptions as needed), eliminating the Communications & Water Efficiency Meetings, and noting which committee meetings will be dually noticed as special board meetings

General Counsel Molly MacLean introduced the three recommendations and how the Board could take action on them.

Communications & Public Affairs Manager Adriane Mertens presented the first recommendation regarding the proposed committee restructuring.

There was no Board discussion.

Director Khush made the motion to approve the restructured standing committees. Vice President Smith seconded the motion.

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

General Counsel MacLean then presented the second recommendation pertaining to Dual Noticing.

Discussion followed.

There were (2) public comments.

Director Khush made the motion to approve the changes to the dual noticing. Vice President Smith seconded the motion.

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

Voting Nay: Director Russell

Communications & Public Affairs Manager Mertens presented the third recommendation regarding the updated 2025 Board Calendar.

Brief discussion followed.

Director Khush made the motion to approve the modified calendar. Vice President Smith seconded the motion.

There were no public comments.

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

c. 2025 Board of Directors Committee Assignments

RECOMMENDATION: Approve the appointment of the Marin Municipal Water District Directors to internal standing committees and to external regional committees as representatives of the District

President Samson presented this item and announced the directors assigned to the standing and regional committees.

Discussion followed.

There were no public comments.

Vice President Smith made the motion to approve the committee assignments. Director Khush seconded the motion.

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

10. Future Board and Committee Meetings and Upcoming Agenda Items

a. Upcoming Meetings

The Board Secretary announced upcoming internal and external meetings, with one correction that the Sonoma Water Advisory Committee/Technical Advisory Committee was scheduled for Monday, not Friday, February 3, 2025.

There were no comments that followed.

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

President Samson announced that the Board would go into Closed Session.

There were no public comments on this item.

At approximately 9 p.m., the Board convened to Closed Session and went to the Mt. Tam Conference Room.

a. Conference with Legal - Pending Litigation
(California Government Code §54956.9)

California Native Plant Society, Marin Audubon Society, and Marin Conservation League vs. Marin Municipal Water District

Marin County Superior Court, Case No. CV0004078

12. Reconvene to Open Session; Closed Session Report Out

At 9:28 p.m., the Board arrived in the Board Room and reconvened to Open Session. President Samson announced that no reportable action took place.

13. Adjournment

There being no further business, the Board of Directors' Regular Bi-Monthly Meeting adjourned on January 21, 2025 at 9:29 p.m.

Board Secretary



NOTICE OF THE BOARD OF DIRECTORS' SPECIAL MEETING

Tuesday, January 28, 2025 at 9:40 AM

MINUTES

LOCATIONS:

Open Session to start at or after 9:40 a.m.

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

Closed Session to immediately follow Open Session - Directors and Staff Only

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

Public Participation:

The public attended this meeting in-person or remotely using one of the following methods: on a computer or smart device, <https://marinwater.zoom.us/j/88134852296>, or by phone, 1-669-444-9171 using Webinar ID #: 881 3485 2296.

AGENDA ITEMS:

1. Call to Order and Roll Call

President Matt Samson called the meeting to order at 9:40 a.m.

DIRECTORS PRESENT

Ranjiv Khush

Diana Maier (*arrived at the beginning of Closed Session*)

Larry Russell

Jed Smith

Matt Samson

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

President Samson announced the upcoming Closed Session.

There were no public comments.

At 9:40 a.m., the Board convened to Closed Session and went the Mt. Tam Conference Room.

Director Maier arrived in the conference room.

a. Conference with Legal Counsel - Pending Litigation
(California Government Code §54956.9)

California Native Plant Society, Marin Audubon Society, and Marin Conservation League vs. Marin Municipal Water District

Marin County Superior Court, Case No. CV0004078

3. Reconvene to Open Session; Closed Session Report Out

The Board reconvened to Open Session in the Board Room at 10:16 a.m.

No reportable action was taken during the Closed Session.

4. Adjournment

There being no further business, the Board of Directors' Special Meeting on January 28, 2025 adjourned at 10:16 a.m.

Board Secretary



STAFF REPORT

Meeting Type: Board of Directors

Title: Professional Services Agreement for Northern Spotted Owl for 2025 and 2026 Monitoring (MA-6390)

From: Shaun Horne, Director of Watershed Resources

Through: Ben Horenstein, General Manager

Meeting Date: February 11, 2025

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Review and approve a Professional Services Agreement with Point Blue Conservation Science in the amount of \$199,223 for two years of Northern Spotted Owl Survey

SUMMARY: Each year the District carries out protocol level Northern Spotted Owl surveys to determine occupancy status of nests throughout the watershed and to monitor long-term population trends. With the referral of the Operations Committee, staff is requesting that the Board of Directors approve and authorize the general manager to sign a Professional Services Agreement (MA-6390) in the amount of \$199,223 with Point Blue Conservation Science for two years of Northern Spotted Owl Survey work. This contract supports watershed operations, project level environmental compliance and watershed stewardship efforts.

DISCUSSION: The Northern Spotted Owl (NSO; *Strix occidentalis caurina*), ranging from southern British Columbia to Marin County, California, is one of three subspecies of the Spotted Owl. It is a year-round resident found primarily in older, coniferous forests. The NSO was listed by the U.S. Fish and Wildlife Service (USFWS) as a Federally Threatened subspecies in 1990, with declines mostly attributed to habitat loss. Due to continued declines, the NSO was also approved for listing as Threatened under California’s State Endangered Species Act in 2016 (Forsman et al. 2011, USFWS 2011, Dugger et al. 2016). Since 1999 the District and other public land managers in Marin County have been monitoring NSO annually to better understand population trends and to determine occupancy and nesting status at sites where proposed management activities may occur to inform avoidance measures. Long-term monitoring has demonstrated that NSO are doing well in Marin County with a 90% study average for nest occupancy from 1999-2023 demonstrating that current watershed operations and stewardship activities are supporting the health of NSO on the watershed.

Each year, the Marin Municipal Water District (District) carries out protocol level Northern Spotted Owl surveys to determine occupancy status of nests throughout the watershed. These surveys ensure that the District can complete critical infrastructure and fuel reduction work without impacting sensitive biological species on the watershed. In October of 2019, the District adopted the Biodiversity, Fire, and

Fuels Integrated Plan (BFFIP), which describes the actions the District will implement to reduce wildfire hazards and to maintain and enhance ecosystem function on the District’s watershed. Vegetation management under the BFFIP aims to reduce fuel loads, improve forest health, preserve defensible space, and reduce invasive weed species. Ahead of new vegetation management projects the District conducts per-project environmental compliance surveys to ensure that vegetation management activities do not impact sensitive natural resources. This Professional Services Agreement will support annual monitoring of historical nesting sites in the vicinity of planned vegetation management areas and other District construction projects on the watershed, which is crucial for avoiding impacts to Northern Spotted Owls during project implementation.

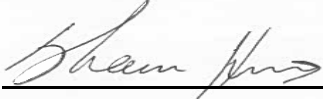

The District continues to scale up vegetation management work and forest restoration on the watershed to address fuel load issues and to treat non-native invasive plants. Through the use of environmental compliance measures, the District can schedule and coordinate vegetation management work to avoid sensitive biological and physical resources. Furthermore, ongoing monitoring of the occupancy and reproductive status of Northern Spotted Owls helps to track the health of this species in Marin County, and to detect any early warning signs of declines. In recent years Point Blue has detected Barred Owls in Marin County which can threaten the local NSO population through competition for space and food, as has been well-documented in other parts of its range (Wiens et al. 2014, Dugger et al. 2016, Franklin et al. 2021). The District and Point Blue through this contract will continue to evaluate how Barred Owls influence the NSO population in Marin County to help inform watershed stewardship.

PROPOSAL SELECTION PROCESS: On September 18, 2022, the District released a Request for Proposals (RFP) for a two-year Northern Spotted Owl monitoring contract. The RFP was sent to three local environmental consulting firms with experience in biological monitoring. Proposals were received by the District on October 2, 2022, and Point Blue Conservation Science (PBCS) was selected as the most qualified firm. Staff proposes continuing these services with PBCS for another two-year term.

FISCAL IMPACT: The funds for environmental compliance for BFFIP implementation are budgeted in part within Watershed Fund Center 2044 which will be used to cover the \$199,223 NSO contract costs.

ATTACHMENT(S):

- 1. Point Blue Conservation Science Northern Spotted Owl Professional Services Agreement MA 6390 for 2025 and 2026

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

Misc. Agreement No.6390

AGREEMENT FOR CONSULTING SERVICES

The following is an agreement between **Marin Municipal Water District**, hereinafter "District", and **Point Reyes Bird Observatory dba Point Blue Conservation Science (Point Blue)**, hereinafter, "Consultant".

WHEREAS, Consultant is a duly qualified consulting firm, experienced with conducting northern spotted owl survey and monitoring work.

WHEREAS, in the judgment of the Board of Directors of the District, it is necessary and desirable to employ the services of the Consultant for the purpose of continuing to conduct long-term monitoring of northern spotted owl through surveys during 2025 and 2026 on District properties.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

PART A-- SPECIFIC PROVISIONS:

1. DESCRIPTION OF SERVICES AND PAYMENT: Except as modified in this agreement, the services to be provided and the payment schedule are:

- a. The scope of work covered by this agreement shall be that included in "**Attachment A**" of this agreement.
- b. The fee and fee payment for such work shall be as stipulated under the fee schedule included in "**Attachment B**" of this agreement and shall not exceed **\$199,223** in total.

PART B-- GENERAL PROVISIONS

1. ASSIGNMENT/DELEGATION: Except as above, neither party hereto shall assign, sublet or transfer any interest in or duty under this agreement without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

2. STATUS OF CONSULTANT: The parties intend that the Consultant, in performing the services hereinafter specified, shall act as an independent contractor and shall have the control of the work and

the manner in which it is performed. The Consultant is not to be considered an agent or employee of District, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits District provides its employees.

3. INDEMNIFICATION: District is relying on professional ability and training of the Consultant as a material inducement to enter into this agreement. The Consultant hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of the Consultant's work by District shall not operate as a waiver or release.

- a. Consultant expressly agrees to defend, indemnify and hold harmless District, its officers, agents, and employees from and against any and all loss, liability, expense, claims, suits and damages, including attorneys' fees, arising out of or pertaining or relating to Consultant's, its associates', employees', sub-consultants', or other agents' negligence, recklessness, or willful misconduct, in the operation and/or performance under this Agreement.

- b. With respect to all other than professional services under this agreement, Consultant shall indemnify, hold harmless, release and defend District, its officers, agents and employees from and against any and all actions, claims, damages, disabilities, liabilities and expenses, including attorney's and expert fees and witness costs that may be asserted by any person or entity, including the Consultant, arising out of or in connection with this agreement and the activities necessary to perform those services and complete the tasks provided for herein, but excluding liabilities due to the sole negligence or willful misconduct of District.

This indemnification is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for the District or its agents under workers' compensation acts, disability benefit acts or other employee benefit acts.

4. PROSECUTION OF WORK: The execution of this agreement shall constitute the Consultant's authority to proceed immediately with the performance of this contract. Performance of the services hereunder shall be **completed by December 31, 2026**, provided, however, that if the performance is delayed by earthquake, flood, high water or other Act of God or by strike, lockout or similar labor disturbance ("Acts"), the time for the Consultant's performance of this contract shall be extended by a number of days equal to the number of days the Consultant has been delayed by such Acts.

5. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS: All notices, bills and payment shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

DISTRICT: Marin Municipal Water District
Attn. Carl Sanders
Natural Resources Program Manager
220 Nellen Avenue
Corte Madera CA 94925
csanders@marinwater.org
415.945.1189

CONSULTANT: Point Blue Conservation Science
Attn. Diana Humple
Point Blue Conservation Science
3820 Cypress Drive, Suite 11
Petaluma, CA 94954
dhumple@pointblue.or
415.868.0655 x386

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

6. **MERGER:** This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms of the agreement, pursuant to California Code of Civil Procedure Section 1856 and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

7. **SEVERABILITY:** Each provision of this agreement is intended to be severable. If any term of any provision shall be determined by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, such provision shall be severed from this agreement and shall not affect the validity of the remainder of the agreement.

8. **TERMINATION:** At any time and without cause, the District shall have the right in its sole discretion, to terminate this agreement by giving written notice to the Consultant. In the event of such termination, District shall pay the Consultant for services rendered to the termination date.

In addition, if the Consultant should fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this agreement, District may terminate this agreement by giving the Consultant written notice of such termination, stating the reason for such termination. In such event, the Consultant shall be entitled to

receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by the Consultant bear to the total services otherwise required to be performed for such total fee, provided, however, that there shall be deducted from such amount the amount of damage, if any, sustained by District by virtue of the breach of the agreement by the Consultant.

9. **TRANSFER OF RIGHTS/OWNERSHIP OF DATA:** The Consultant assigns to District all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, and right to ideas, in and to all versions of any @plans and specifications, reports, video tapes, photographs, and documents now or later prepared by the Consultant in connection with this contract.

The Consultant agrees to take such actions as are necessary to protect the rights assigned to District in this agreement, and to refrain from taking any action which would impair those rights. The Consultant's responsibilities under this contract will include, but not be limited to, placing proper notice of copyright on all versions of @plans and specifications, reports and documents as District may direct, and refraining from disclosing any versions of the reports and documents to any third party without first obtaining written permission of District. The Consultant will not use, or permit another to use, any @plans and specifications, reports and documents in connection with this or any other project without first obtaining written permission of District.

All materials resulting from the efforts of District and/or the Consultant in connection with this project, including documents, reports, calculations, maps, photographs, video tapes, computer programs, computer printouts, digital data, notes, and any other pertinent data are the exclusive property of District. Reuse of these materials by the Consultant in any manner other than in conjunction with activities authorized by District is prohibited without written permission of District.

10. **COST DISCLOSURE:** In accordance with Government Code Section 7550, the Consultant agrees to state in a separate portion of any report provided District, the numbers and amounts of all contracts and subcontracts relating to the preparation of the report.

11. **NONDISCRIMINATION:** The Consultant shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or physical handicap.

12. **EXTRA (CHANGED) WORK:** Extra work may be required. The Consultant shall not proceed nor be entitled to reimbursement for extra work unless that work has been authorized, in writing, in advance, by District. The Consultant shall inform the District as soon as it determines work beyond the scope of this agreement may be necessary and/or that the work under this agreement cannot be completed for the amount specified in this agreement. Failure to notify the District shall constitute waiver of the Consultant's right to reimbursement.

13. **CONFLICT OF INTEREST:** The Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the

performance of its services hereunder. The Consultant further covenants that in the performance of this contract no person having any such interest shall be employed.

14. **INSURANCE:** The Consultant shall obtain insurance acceptable to District in a company or companies with a Best's rated carrier of at least "A". The required documentation of such insurance shall be furnished to District at the time the Consultant returns the executed contract. The Consultant shall not commence work nor shall it allow its employees or subcontractors or anyone to commence work until all insurance required hereunder has been submitted and approved.

The Consultant shall have and maintain at all times during the life of this agreement, up to the date of acceptance, the following policies of insurance:

- a. **Workers' Compensation Insurance:** Workers' Compensation Insurance to cover its employees, as required by the State of California, and shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of the subcontractors' employees. All Workers' Compensation policies shall be endorsed with the following specific language:

"This policy shall not be canceled without first giving thirty (30) days prior notice to District, Attn: Carl Sanders, by regular or certified mail."

The Workers' Compensation Insurance self-insured deductibles and retentions for both the Consultant and its subcontractors shall not exceed \$1,000.

- b. **Public Liability Insurance:** Personal Injury (including bodily injury) and Property Damage Insurance for all activities of the Consultant and its subcontractors arising out of or in connection with this agreement, written on a commercial general liability form which provides coverage at least as broad as ISO Commercial General Liability Occurrence Form CG 00 01 11 85 or 88 or any subsequent revision or equivalent including benefit contractual coverage, completed operations coverage, Consultant's protective coverage, and automobile coverage. The automobile coverage should be at least as broad as ISO Business Auto Form CA001 edition 187 or equivalent including employer's non-ownership liability. All deductibles or self-insured retentions shall not exceed \$1,000. Coverage in an amount not less than \$1,000,000 combined single limit personal injury, including bodily injury, and property damage for each occurrence is required. Each such policy shall be endorsed with the following language:

1. The Marin Municipal Water District, its officers, agents, employees and volunteers are additional insureds under this policy.
2. The insurance shall be primary as respects the insured shown in the schedule above.
3. The insurance afforded by this policy shall not be canceled except after thirty days prior written notice by certified mail return receipt requested has been given to the District.
4. The referenced policy does not exclude explosion, collapse, underground excavation hazards or removal of lateral support.
5. The inclusion of more than one insured shall not operate to impair the right of one insured against another insured, and the coverage afforded in the policy shall apply as though separate policies had been issued to each insured.

Consultant's policy shall be endorsed with "**Attachment C** "- Additional Insured Endorsement" form.

The General Aggregate Limits of Insurance in the referenced policies apply separately to this project.

- c. Professional Liability Insurance: The Consultant shall procure and maintain throughout the term of this agreement, Professional Liability Insurance in an amount not less than \$1,000,000. All insurance deductibles or self-insured retentions shall not exceed \$5,000. All Professional Liability Insurance policies shall be endorsed with the following specific language:

(i) This policy shall not be canceled without first giving thirty (30) days prior notice to District by certified mail.

- d. Documentation: The following documentation of insurance shall be submitted to District:

(i) A Certificate of Insurance for Workers' Compensation Insurance for Consultant. A copy of the required policy endorsements specified in subparagraph a. shall be attached to each such Certificate submitted.

(ii) Certificates of Liability Insurance showing the limits of insurance provided. Copies of the required endorsements specified in subparagraphs b. and c. shall be attached to each Certificate submitted.

e. Consultant hereby grants to District a waiver of any right to subrogation which any insurer of said Consultant may acquire against the District by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not District has received a waiver of subrogation endorsement from the insurer.

15. **DISPUTE RESOLUTION:** Any dispute or claim in law or equity between District and Consultant arising out of this agreement, if not resolved by informal negotiation between the parties, shall be mediated by referring it to the nearest office of Judicial Arbitration and Mediation Services, Inc. (JAMS) for mediation. Each party shall provide the others with a list of four mediators. The parties shall confer on the list and select a mutually agreeable mediator. Mediation shall consist of an informal, non-binding conference or conferences between the parties and the judge-mediator jointly, then in separate caucuses wherein the judge will seek to guide the parties to a resolution of the case. If the parties cannot agree to a mutually acceptable member from the JAMS panel of retired judges, a list and resumes of available mediators with substantial experience in mediating claims of the type at issue between the parties, numbering one more than there are parties, will be sent to the parties, each of whom will strike one name leaving the remaining name as the mediator. If more than one name remains, JAMS arbitrations administrator will choose a mediator from the remaining names. The mediation process shall continue until the case is resolved or until such time as the mediator makes a finding that there is no possibility of resolution.

At the sole election of the District, any dispute or claim in law or equity between District and Consultant arising out of this agreement which is not settled through mediation shall be decided by neutral binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings. The arbitration shall be conducted in accordance with the rules of Judicial Arbitration Mediation Services, Inc. (JAMS). The parties to an arbitration may agree in writing to use different rules and/or arbitrators.

16. **BILLING AND DOCUMENTATION:** The Consultant shall bill District for work on a monthly or agreed upon basis or as articulated in Attachment B and shall include a summary of work for which payment is requested. The summary shall include time and hourly rate of each individual, a narrative description of work accomplished, and an estimate of work completed to date.

17. **REASONABLE ASSURANCES:** Each party to this agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise, with respect to performance of either party, the other may, in writing, demand adequate assurance of due performance and until the requesting party receives such

assurance may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of the party with respect to performance under this agreement but also conduct with respect to other agreements with parties to this agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, not to exceed 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance.

POINT BLUE CONSERVATION SCIENCE

Dated: _____ By: _____
Padmini Srinivasan, CFO

MARIN MUNICIPAL WATER DISTRICT

Dated: _____ By: _____
Bennett Horenstein, General Manager

ATTACHMENT A

Scope of Work

Section 1 - Project Management Approach

Point Blue has extensive experience conducting NSO surveys for Marin Water, and our proposed project management in this proposal is similar to our approach in previous years.

Project Management. Renée Cormier is the Spotted Owl project manager and lead biologist at Point Blue and is the main contact for Marin Water. Cormier will work with Marin Water to help determine survey needs (e.g., for new survey areas, conducting site visits to determine if surveys are necessary due to potential NSO habitat). Cormier will supervise field crew lead, conduct surveys, manage data, maintain permitting and reporting requirements with the USFWS and CDFW, and work to access properties that are not on Marin Water lands, but for which surveys are required. In addition to Cormier, there will be a field crew lead with 5 years of NSO survey experience who will supervise two technicians experienced in bird surveys working on the project. The survey crew would divide their time between Marin Water sites and Marin County Parks (MCP) sites (which are surveyed through a separate agreement with MCP). By having the same crew survey both Marin Water and MCP sites, we avoid the need to coordinate surveys with another crew for adjacent sites, a USFWS requirement for survey crews working in the same area. The number of personnel allows us to adequately cover all sites to meet protocol requirements (Press et al. 2010, USFWS 2012). All field personnel will be responsible for data collection, data entry, and data verification, with oversight from the field crew lead and Cormier; Cormier will oversee timing of surveys with adherence to survey schedule and maintain regular communications with Marin Water staff as results are determined. Cormier, the field crew lead, and Kristen Dybala (Point Blue Principal Ecologist) will also prepare the annual report summarizing the methods and results.

Communications. We are committed to maintaining strong communication with Marin Water staff, and relaying information from NSO surveys in a timely fashion. We propose maintaining similar communication schedules to previous years, but we can make any adjustments that would better serve the needs of Marin Water, if requested. Before each survey, Point Blue field personnel will notify appropriate Marin Water staff via email \geq 24-hours before entering watershed lands. When nesting status designations are being made (typically late-March through early June), Cormier will send regular updates via email to Marin Water's Natural Resources Program Manager. These email updates will also highlight nesting-status designations for sites with planned management activities.

Budget & Schedule Management. Kristen Dybala manages the Spotted Owl budgets for Point Blue, with assistance from Cormier. Dybala will oversee the budget for monitoring on Marin Water land, including tracking and monitoring it throughout the duration of the contract. Dybala and Cormier will prepare brief financial performance reports summarizing the work performed, the work to be completed in upcoming months, and statements of schedule and budget status, with the assistance of Contracts and Grants manager, Jette Saukkonen. These will be conducted quarterly. Saukkonen will work with Dybala

and Cormier to provide quarterly invoices of expenses to Marin Water. Additionally, Cormier will monitor and manage progress on each Task, ensuring each Task is completed on schedule.

Section 2 - Technical Approach

Field Methods

We propose completing surveys to satisfy the protocols recommended by the USFWS (2012) and a protocol that is specific to Marin County (Press et al. 2010), for determining the occupancy, nesting status, and reproductive success of historic and potential NSO activity centers, using data collected in previous years as needed. For determining occupancy status, we will follow the more recent USFWS protocol (2012), which is designed to account for reduced detectability of NSO in the presence of Barred Owls and requires a higher number of visits before a status determination of “unoccupied” can be made. For disturbance-only projects (e.g., noise), the USFWS recommends a minimum of six visits that cover all NSO habitat within 0.25 miles from the project area to determine that a site is unoccupied. For determining nesting status and reproductive success, we will use the Marin Modified Protocol (Press et al. 2010) to minimize the use of mice. The modifications in the Marin Protocol are intended to avoid “taming” owls to humans by limiting the number of mice fed to owls by humans. Using increased search efforts, owl behavioral cues, and nest locating skills, we will first attempt to locate nests without using mice. To determine the number of young fledged for pairs that are confirmed to be nesting, we will conduct weekly nest checks and surveys during the anticipated fledgling period to reduce or eliminate the need to use mice to determine whether or not a nest was successful (Press et al. 2010). Additionally, we will attempt to determine non-nesting status by using observations of non-incubating females during the known period of incubation and early brooding (April 1 – May 1). However, we will use mice as described in the survey protocols if necessary to obtain nesting status and reproductive success data. Basic tree and habitat measurements will be taken at each nest site. All relevant results will be promptly conveyed to Marin Water staff for management considerations.

Reporting

Annual Report: We will prepare a summary report for each monitoring season (total of two) that includes overall methods and results for occupancy, nesting status, and reproductive success each year. Results will be interpreted relative to the long-term dataset. The summary report will address all sites surveyed under Tasks 1-2 (2025) and 4-5 (2026). We propose combining the Marin Water data with sites surveyed for MCP for the annual report, similar to previous years; by including more sites in our assessment of occupancy and reproductive status, our findings will be based on a more comprehensive dataset. The report will also be shared with MCP, USFWS, and CDFW. The final reports will not include site-specific details so that the reports can be shared publicly without publishing sensitive NSO location information. However, we will also provide a supplemental document to Marin Water that will show results for each site in Tasks 1-2 and 4-5.

GIS and Spatial Data. We will provide an ArcReader-compatible spatial data set showing survey sites and nest locations for all sites surveyed in 2025 and 2026 and a comprehensive GIS layer of the county NSO activity centers for all available years; the all-years GIS files are compiled by the National Park Service (NPS), who manage the county-wide NSO database in close coordination with Point Blue.

Section 3 - Personnel

The proposed project personnel from Point Blue include a Project Supervisor and Budget Manager, Kristen Dybala; Project Manager and Lead Biologist, Renée Cormier; a field crew lead, Margaret Brown, and two biologists/technicians. All key personnel work from Point Blue’s Palomarin Field Station, 999 Mesa Road, Bolinas, California. Roles of the Project Manager and Lead Biologist are outlined above in the Project Management section, and their resumés are provided in Appendix B. The number of hours proposed for each individual is presented in the budget in Section 6.

Section 4 - Schedule

Task 1. 2025 Surveys, Watershed Sites (Primary Nesting Season) – Jan to Jun 2025

Using the methods described above, we will survey and monitor 24 historic sites through June 30 (the end of Marin Water’s fiscal year). We will determine occupancy, nesting status, and reproductive success at all survey sites. Results will be relayed to Marin Water’s Natural Resource Program Manager via email after determination of nesting status at each site. Task includes pre-season planning (Jan-Feb), data entry, verification, and data management. Pre-season planning includes hiring field personnel, confirmation of survey needs with Marin Water, site visits for any potential new survey areas, communications with adjacent land managers/private landowners, permit updates, and notifications for upcoming surveys to regulatory agencies (USFWS and CDFW).

Task 2. 2025 Surveys, Watershed Sites (Season Wrap-Up) - Jul to Dec 2025

Using the methods described above, we will continue to survey and monitor the historic sites (Task 1), completing all field work and site updates to Marin Water for outstanding surveys beyond June 30 (the end of Marin Water’s fiscal year). Task includes data entry, verification, and completion of data management.

Task 3. Annual Summary Report + GIS Data 2025 - Aug to Dec 2025

We will provide a summary report for the monitoring season that includes methods, and results for occupancy, nesting status, and reproductive success. The summary report will address all sites surveyed under Tasks 1-2. We will provide Marin Water with an ArcReader-compatible spatial data set showing activity centers (which includes all known nests for nesting pairs) for all sites surveyed in 2025. We will also provide a comprehensive GIS layer to the county for all available years, compiled by the National Park Service (NPS), who manage the County-wide NSO database and compile the data annually.

Tasks 4-6 are identical to above Tasks 1-3, respectively, with dates shifted by one year as they are associated with the 2026 breeding season. There is some flexibility for the number of sites to change between the two years, as long as the total number does not appreciably increase.

ATTACHMENT B

Section 5 - Estimated Costs and Fee Schedule

Point Blue Conservation Science Budget: Northern Spotted Owl Monitoring for Marin Water in 2025 & 2026

Point Blue Conservation Science estimate **\$199,223** in costs for January 2025 through December 2026 for Spotted Owl Monitoring for the 2025 and 2026 breeding seasons. Invoices will be submitted quarterly until all expenses have been fully billed.

		Jan to Jun 2025		Jul to Dec 2025			
Year 1, 2025: Tasks 1-3		TASK 1	TASK 1	TASK 2	TASK 2	TASK 3	TASK 3
		Hours	Cost	Hours	Cost	Hours	Cost
<u>Personnel</u>							
	Hourly Rate ¹						
Project lead (Cormier), FY24-25	\$ 79.72	86.50	\$6,896	0	\$0	0	\$0
Project lead (Cormier), FY25-26	\$ 85.30	127.36	\$10,864	61.56	\$5,251	61.56	\$5,251
Project oversight (Dybala), FY24-25	\$ 120.44	8.00	\$964	0	\$0	0	\$0
Project oversight (Dybala), FY25-26	\$ 128.87	13.00	\$1,675	11.00	\$1,418	11.00	\$1,418
Crew Lead (Brown), regular rate	\$ 59.04	296.32	\$17,495	36.72	\$2,168	36.72	\$2,168
Crew Lead (Brown), overtime rate	\$ 88.56	33.96	\$3,008	2.12	\$188	0	\$0
Field technician 1, regular rate	\$ 36.00	281.89	\$10,148	22.50	\$810	0	\$0
Field technician 1, overtime rate	\$ 54.00	29.72	\$1,605	2.12	\$115	0	\$0
Field technician 2, regular rate	\$ 36.00	281.89	\$10,148	22.50	\$810	0	\$0
Field technician 2, overtime rate	\$ 54.00	29.72	\$1,605	2.12	\$115	0	\$0
	Total Personnel		\$64,406		\$10,874		\$8,836
<u>Additional Costs (Direct):</u>							
Supplies & Equipment			\$430		\$0		\$0
Dues and Subscriptions			\$90		\$0		\$140
Travel (mileage, etc.)			\$3,837		\$104		\$0
	Total Additional Direct Costs		\$4,357		\$104		\$140
<u>Additional Costs (Indirect):</u>							
Indirect on Other Direct Costs			\$1,525		\$36		\$49
Housing Expense			\$5,292		\$1,323		\$0
	Total Additional Indirect Costs		\$6,817		\$1,359		\$49
	Subtotal By Task ²		\$75,733		\$12,184		\$9,025
	Total Year 1	\$96,942					

		Jan to Jun 2026		Jul to Dec 2026			
Year 2, 2026: Tasks 4-6		TASK 4	TASK 4	TASK 5	TASK 5	TASK 6	TASK 6
		Hours	Cost	Hours	Cost	Hours	Cost
Personnel							
	<u>Hourly Rate¹</u>						
Project lead (Cormier), FY25-26	\$ 85.30	86.50	\$7,378	0	\$0	0	\$0
Project lead (Cormier), FY26-27	\$ 91.26	127.36	\$11,623	61.56	\$5,618	61.56	\$5,618
Project oversight (Dybala), FY25-26	\$ 128.87	8.00	\$1,031	0	\$0	0	\$0
Project oversight (Dybala), FY26-27	\$ 137.88	13.00	\$1,792	11.00	\$1,517	11.00	\$1,517
Crew Lead (Brown), regular rate, FY25-26	\$ 59.04	73.44	\$4,336	0	\$0	0	\$0
Crew Lead (Brown), overtime rate, FY25-26	\$ 88.56	8.49	\$752	0	\$0	0	\$0
Crew Lead (Brown), regular rate, FY26-27	\$ 63.17	222.88	\$14,079	36.72	\$2,320	36.72	\$2,320
Crew Lead (Brown), overtime rate, FY26-27	\$ 94.76	25.47	\$2,414	2.12	\$201	0	\$0
Field technician 1, regular rate	\$ 37.80	284.01	\$10,736	20.38	\$770	0	\$0
Field technician 1, overtime rate	\$ 56.71	29.72	\$1,685	2.12	\$120	0	\$0
Field technician 2, regular rate	\$ 37.80	284.01	\$10,736	20.38	\$770	0	\$0
Field technician 2, overtime rate	\$ 56.71	29.72	\$1,685	2.12	\$120	0	\$0
Total Personnel			\$68,247		\$11,436		\$9,454
Additional Costs (Direct):							
Supplies & Equipment			\$448		\$0		\$0
Dues and Subscriptions			\$94		\$0		\$100
Travel (mileage, etc.)			\$3,840		\$108		\$0
Total Additional Direct Costs			\$4,383		\$108		\$100
Additional Costs (Indirect):							
Indirect on Other Direct Costs			\$1,534		\$38		\$35
Housing Expense			\$5,557		\$1,389		\$0
Total Additional Indirect Costs			\$7,091		\$1,427		\$35
Subtotal By Task ²			\$79,720		\$12,972		\$9,589
Total Year 2	\$102,281						

¹Hourly rates are billing rates, which include indirect costs and employee benefits. Some staff are paid salaries, and others are paid hourly wages with overtime, and these different hourly rates (regular pay vs expected overtime) are shown separately. Because our fiscal year ends March 31st, we show rates for both years for our full-time staff; the higher rates each year are because of projected cost of living increases from the early to later part of the season, which go into effect April 1.

²Combined costs of Tasks 1-2 (2025 surveys) and Tasks 4-5 (2026 surveys) should not change from what is shown here if the approximate number of sites does not differ significantly from that in Table 1, but the proportional cost of each Task could change from what is shown here if Marin Water has a need to shift any sites from being charged to Watershed to Project-specific Monitoring. In that event we would work with Marin Water to do a formal or informal modification of proportional cost per Task.

ATTACHMENT C

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage: Policy# _____

Policy Period _____

Automobile Liability: Policy# _____

Policy Period _____

INSURED: Name _____

Address _____

City/State/Zip _____

SCHEDULE

The Marin Municipal Water District, its officers, officials, agents, employees and volunteers (District).

WHO IS AN INSURED

Is amended to include as an insured the organization shown in the schedule above.

1. The insurance shall be primary concerning the insured shown in the schedule above.
2. The insurance afforded by this policy shall not be cancelled except after thirty days prior written notice by certified mail return receipt requested has been given to the District.
3. The referenced policy does not exclude explosion, collapse, underground excavation hazards or removal of lateral support.
4. The inclusion of more than one insured shall not operate to impair the right of one insured against another insured, and the coverage afforded in the policy shall apply as though separate policies had been issued to each insured.

Authorized Insurance Representative

Signature

Date

Print Name and Title

Rev. 7-25-06



STAFF REPORT

Meeting Type: Board of Directors
Title: Capital Program Update
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: February 11, 2025

AA *BH*

TYPE OF ACTION: Action X Information Review and Refer

RECOMMENDATION: Receive a staff update on the 2024 fourth quarter Capital Improvement Program

SUMMARY: Staff has been working on various capital projects identified in the District’s adopted FY24-25 Budget since the last Capital Program Update to the Board on October 1, 2024. Most projects identified in the adopted budget will take place over two years and completion for these projects are on track within the two or more year timeframe. The District has a variety of capital projects underway including dam condition assessments, tank, pump station and pipeline projects, as well as an unplanned pump station project. Staff has also made progress on the Nicasio Dam Spillway Modifications project and will be providing an update at the upcoming Planning Committee meeting on that work.

DISCUSSION: During this past year, staff has been diligently working on various capital projects identified in the District’s adopted budget for FY24-25. The various capital projects range from dams to pump stations. To help execute some of the more complicated work, staff hired consulting firms for design assistance on pump station, tank, treatment plant and dam projects. The majority of projects identified in the two year adopted budget cycle span a two-year period due to the size and timing of the projects. Overall, projects identified in the two year capital program budget are on track as projected. In addition, staff has been able to focus on the Nicasio Spillway Modifications project, which provides a significant water supply benefit to the District. Staff will be providing an update to the Board on the Nicasio Spillway Modifications project at the upcoming February Planning Committee meeting.

Some of the current capital projects underway this fiscal year include large, highly visible pipeline projects such as the Granada Drive Pipeline Replacement Project and the Marin City Pipeline Replacement Project. The second year of the Pine Mountain Tunnel Tanks Replacement Project is currently complete with the installation of a new soil nail wall and the space to start the Phase 2 construction starting August 1, 2025. Pine Mountain Tanks Phase 2 Project is currently out to bid and

staff will bring an item to the upcoming Planning Committee meeting on this project. Tocaloma Pump Station is currently in design with a start of construction anticipated during the summer of 2025. The San Geronimo Roof Replacement Project design has been completed and staff is in the process to advertise the project for construction and will be bringing an item to the upcoming Planning Committee meeting. Staff is also planning to advertise for procurement of equipment for the Kastania Pump Station Phase 2 Project this spring 2025. This will allow construction to start during the summer of 2026. Large key projects such as the Soulajule Discharge Pipeline are currently being designed by the consultant team.

On occasion, unplanned projects not identified in the adopted capital budget do come up that require the District's immediate attention. This past year in May, PG&E was conducting pavement restoration work in the Town of Fairfax on a road above the Districts Fairfax Manor Pump Station. During the pavement grinding operation, a portion of a retaining wall supporting the road failed, causing the large asphalt grinder to rotate and fall onto the pump station. Staff responded by installing a temporary pump station at a different location to continue feeding the tanks. Staff executed a design contract with a consultant team for the design and construction engineering support to replace the destroyed pump station. This unplanned pump station replacement, ahead of its end of useful life, required redirection of staffing resources needs to manage this project. The pump station design is almost complete and staff is anticipating advertising the project this spring 2025 for construction.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: None.

ATTACHMENT(S): None.



STAFF REPORT

Meeting Type: Board of Directors
Title: 2025 Annual Strategic Work Plan
From: Adriane Mertens, Communications & Public Affairs Manager
Through: Ben Horenstein, General Manager
Meeting Date: February 11, 2025

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Accept the District’s 2025 Annual Strategic Work Plan

SUMMARY: As a subsequent action to the recent Annual Board of Directors Retreat where staff presented and discussed the District’s 2025 Annual Strategic Work Plan with the Board, staff updated the Plan based upon the Board’s input and will present the updated 2025 Annual Strategic Work Plan for the Board to accept the document.

DISCUSSION: In 2024, the District adopted a five year strategic plan to lay out the goals and objectives the organization intends to accomplish over the five-year period spanning 2024-2028. The plan’s five strategic goals and 24 objectives set the overall direction and priorities for the District, including 113 actions to advance the District’s goals and objectives.

The District’s process for planning, managing, and reporting back to the board on progress of the Five-Year Strategic Plan involves development of an annual work plan that is discussed with the Board of Directors during its annual retreat. Staff will provide updates to the Board of Directors on the progress of the annual work plan during regularly scheduled board meetings on a quarterly basis.

At the 2025 Board of Directors Retreat on January 14, 2025, staff presented and discussed with the Board the proposed 2025 Annual Strategic Work Plan. The Board provided staff with direction and input on the Work Plan. Staff has incorporated the Board’s input into the updated Work Plan and staff is asking the Board of Directors to accept the 2025 Annual Strategic Work Plan as revised.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

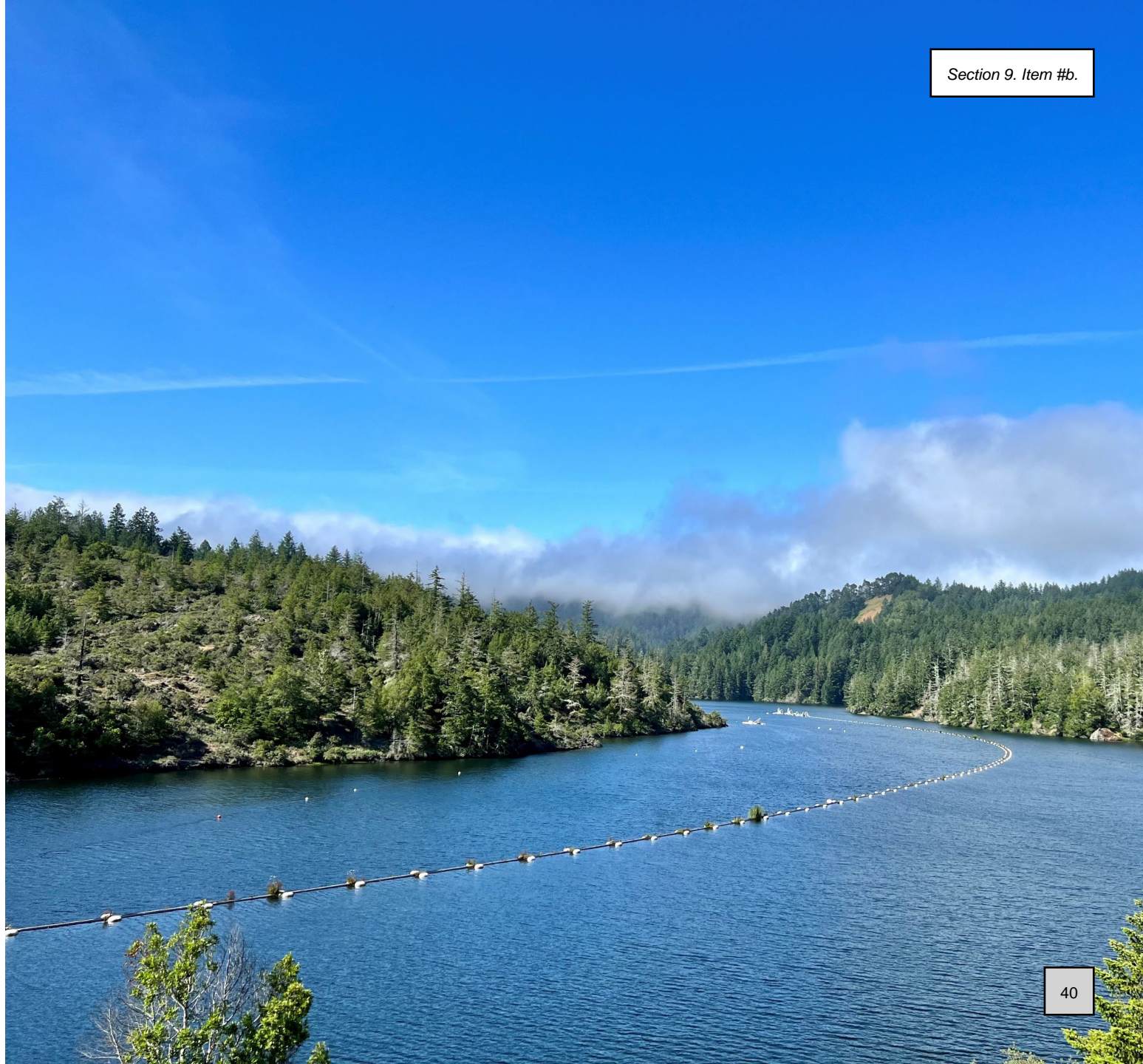
1. 2025 Annual Strategic Work Plan

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Communications & Public Affairs		
	Adriane Mertens Communications & Public Affairs Manager	Ben Horenstein General Manager



2025 Strategic Annual Work Plan

February 11, 2025



5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Water Efficiency Concepts and Strategies Toward Short and Long-Term Goals	Continue implementation of 5-Year Water Efficiency Master Plan action items.	Ongoing	Budgeted
	Evaluate incentive offerings and revise to align with achieving goals in Water Efficiency Master Plan, recommend program changes and/or updated based on evaluation.	Ongoing	Budgeted
b. Water Efficiency Incentives, Education and Outreach	Launch outreach campaign to promote increased rebates to maximize the grant funding that has been awarded for turf removal.	Begin in Q1	Budgeted
	AMI Implementation – Update to Board. AMI Implementation - Request For Proposal.	Q1 Q3	Budgeted Budgeted
c. Implementation Of Water Loss Control and Leak Detection Program Recommendations	Implement pilot to evaluate acoustic hydrant loggers and AMI meters, which may log district-side leaks.	Begin in Q1; Study findings complete by Q3	Budgeted
d. Industry Association Participation	Participate in the Water Research Foundation’s Residential End Use Study..	Study Projected for Completion Q4	Budgeted

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
e. Partnerships to Test Technologies/Theories	Evaluate effectiveness of the turf rebate increase leveraging multi-benefit funding from Marin County Storm Water Pollution Prevention Program.	Complete by Q4	Budgeted
	Partner with Marin Wildfire Prevention Authority to ensure incentives and programs support wildfire resistant landscapes.	Complete by Q4	Budgeted
	Conduct turf removal participation survey and develop targeted programs.	Complete survey in Q1; measures by Q3	Budgeted
f. Policy Review	Align Water Efficient Landscape Ordinance with State rulemaking, which is underway.	Complete by Q3	Budgeted
	Begin process for extending Local Jurisdictions MOU which expires Dec. 31, 2025.	Begin by Q2	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Roadmap Short-Term Actions	1. Water Efficiency actions outlined in Obj. 1.	1. Q1-Q4	1. Budgeted
	2. Soulajule to Nicasio Pipeline – Easement acquisition, design & CEQA.	2. Q2	2. Budgeted
	3. Complete Stream release automation.	3. Q3	3. Budgeted
	4. Present emergency supply plan.	4. Q2	4. Budgeted
	5*. Nicasio Spillway Modifications – environmental review and permit submittal.	5. Q1-Q4	5. Budgeted
b. Roadmap Medium Term Projects and Longer-Term Goal Update	1. Select preferred Water Supply Roadmap Project for further development.	1. Q2	1. Budgeted

* New 5-year action item, not identified in the District’s 2024-2028 Strategic Plan

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Recycled Water Project Partnerships</p>	<p>Continue relationship building with North Bay Water Reuse Authority and local sanitation districts.</p>	<p>Ongoing</p>	<p>Budgeted</p>
<p>b. Sonoma Water Agreement Renewal</p>	<p>Execute renewal agreement with Sonoma.</p>	<p>Q1</p>	<p>Budgeted</p>
<p>c. Relationship Building for Regional Water Supply Projects</p>	<p>Strategic meetings with Sonoma Water and contractors on regional water supply planning.</p>	<p>Ongoing</p>	<p>Budgeted</p>
<p>d. State And Federal Support for Regional Supply Development</p>	<ol style="list-style-type: none"> 1. Receive WRDA Funding. 2. Seek funding for recycled water projects. 	<ol style="list-style-type: none"> 1. TBD 2. Q1-Q2 	<p>Budgeted</p>

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Reservoir Management Plans	Review industry best practices for reservoir management.	Q2	Budgeted
b. Water Treatment Option Improvements	1. Following successful liquid ammonium sulfate Pilot study develop next steps.	1. Q4	1. Budgeted
	2. Review disinfection practices at treatment plants.	2. Q2	2. Budgeted
c. Water Quality Lab	Complete refocus of Lab resources to distribution system and reservoir management.	Q1	Budgeted
d. Water Quality After Wildfires/ Industry Lessons Learned	Develop summary of wildfire impacts to water quality in surface water reservoirs and impacts to conventional drinking water treatment.	Q3	Budgeted
e. Regulation Development	Monitor proposed and upcoming regulations for drinking water.	Ongoing	Budgeted

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Above Ground Facility Assessment	Initiate condition assessment process for remaining tanks and pump stations.	Begin in Q1	Budget Modification Needed
b. PRP Prioritization Process Review	Refine and bring to Board an updated process for prioritization. Update could occur with Water System Master Plan presentation identified in Objective 1.h.	To the Board by Q1	n/a
d. Workplace Facilities Plan	Complete facilities plan.	Begin in Q1	Budget modification needed
e. Above-ground Infrastructure Hardening	Completed - Fire hardening assessments for all pump stations have been completed and information will be incorporated into action item for the overall condition assessment of pump stations and tanks.	COMPLETE	---
f. Water System Single Points of Failure Assessment/CIP Incorporation	Begin assessment to integrate into CIP effort following completion of Water System Master Plan (WSMP) Objective 1.h.	Begin in Q1	n/a
g. Water System Security Measures	Enhance facility security standards that will be used to evaluate the Above Ground Condition Assessment infrastructure and identify security needs to be prioritized in the capital planning effort. Tied to Objective 1.a.	Begin in Q1	n/a
h. Water System Master Plan	Complete and use information from the WSMP to identify and prioritize infrastructure capital replacement projects. Presenting to the Board in January 2025.	By Q1	Budgeted

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Planning with Infrastructure Condition Assessment/Other Data	Develop long-term CIP.	Begin in Q2	Budgeted
b. Project Grant Opportunities	Continue to identify grant funding opportunities that are a fit for the Districts capital projects.	Ongoing	Budgeted
c. Bond Funding Opportunities for Generational Projects	Captured in Goal 4, Objective 4b.	--	--

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Resource Needs Assessment	Completed - resource planning analysis was finished; leveraged several position conversions with 4 new positions resource needs will be evaluated on an ongoing basis.	COMPLETE/Ongoing	Budgeted
b. On-Call Contracts for Expedited Small Repairs	Completed - executed on-call construction contracts to expedite small capital work and will continue to utilize such contracts into the future.	COMPLETE/Ongoing	Budgeted
c. On-Call Engineering Firm Consulting Contracts	Completed - executed on-call geotechnical and civil engineering design contracts to streamline workflow and productivity.	COMPLETE/Ongoing	Budgeted
d. District Contract Specifications Update	Update District contract specifications to most current Construction Specifications Institute Master format.	Begin by Q3	n/a
f. Paving Restoration Requirements	Initiate discussions with neighboring jurisdictions now that the pavement assessment criteria has been established with a paving expert.	Begin in Q1	Budgeted

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Division Training Program	Formalize training to ensure new and current employees receive consistent training within their departments.	Ongoing	n/a
b. Standard Operating Procedure Development	Review/update or develop 5-10 SOPs this year.	Finish in Q4 2025	n/a
c. Learning Through Industry Associations Involvement	Continue developing 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.	Budgeted
d. Operations Organizational Structure Review	Consistently review when filling vacancies	Ongoing	n/a
e. Efficiency Improvements via Equipment and Process Advancements	Continue to engage staff and develop a list of equipment/practices to improve efficiency, safety, effectiveness, and staff’s work.	Ongoing	n/a

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Fleet Regulatory Compliance	Hire consultant to design EV charging stations from District Fleet Vehicles.	Begin in Q1	Budgeted
b. Pump Station Evaluation for Alternative Energy Use	Evaluate feasibility of integrating solar with pump station rehabilitation projects following completion of Objective 1.a.	Ongoing	n/a
c. Carbon Neutrality	Initiate carbon neutrality policy discussion with the Board.	Begin in Q4	n/a
d. Micro-Turbine Technology	Completed – presented micro-turbine and pump storage findings to the Board at the Operations Committee Meeting on July 19, 2024.	COMPLETE	---
e. Renewable Power Opportunities	Presented finding to Board at July 19, 2024 OPS meeting. SGTP clear wells were identified as good options for solar. Staff will be conducting structural assessment of the clear wells for solar options.	By Q4	Budget modifications needed

5-YR ACTION ITEM	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Emergency Response Plan Update	Update our employee notification system as it pertains to response expectations before, during and after an incident.	By Q3	n/a
b. Annual EOC tabletop Exercises	Train District staff with a designated role in the EOC and ICS Organizational Structure. Conduct an EOC-activation drill from the moment an incident occurs through the completion of an initial Incident Action Plan.	By Q2; Ongoing	n/a
c. Dam EAP Review and Tabletop Exercises	All seven dam EAP's have been accepted by Cal OES. Periodic review of contact information to occur on a yearly basis with full EAP reviews every five years.	Ongoing	n/a
d. Emergency preparedness training with Marin County OEM	Participate in County Office of Emergency Managment monthly meetings.	Ongoing	n/a
e. FEMA-compliant Contracts for Disaster Recovery Needs	Staff finalizing development of FEMA compliant contract templates that will be ready to use following emergencies. Targeting completion early 2025.	By Q1	n/a
f. Risk Reduction Assessments	Water system single points of failure assessment including fire hardening and security measure assessments as (outlined in obj. 1).	Begin in Q3	n/a

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Lagunitas Creek Restoration</p>	<p>Initiate implementation of Phase 1B (Sites 1, 2, 3, 12 and 13)</p>	<p>Q3</p>	<p>Budgeted/Grants</p>
<p>c. PIT Program</p>	<p>Annual PIT program monitoring and gravel augmentation study</p>	<p>Q4</p>	<p>Budgeted/Grants</p>
<p>d. Apply technical expertise to regional restoration projects</p>	<p>Complete Nicasio Creek Fisheries Study.</p>	<p>Q4</p>	<p>Budgeted</p>

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Public Safety Partnerships</p>	<p>Coordinate 2-3 inter agency trainings for search and rescue, and wildfire response</p>	<p>By Q4</p>	<p>n/a</p>
<p>b. Biodiversity, Fires, and Fuels Integrated Plan</p>	<p>Complete BFFIP priorities to achieve 1,500 acres of vegetation management and forest restoration projects. Integrate pathway modeling to inform and refine treatment priorities.</p> <p>Complete needed environmental compliance and associated program planning, contracting, monitoring and grant reporting.</p> <p>Continue developing burn plans to support implementation of prescribed fire on the watershed.</p>	<p>By Q3</p>	<p>Budgeted/Grants</p>
<p>c. Strategic Partnership for Regional Resiliency</p>	<p>Continue collaboration with Marin Prescribed Burn Cooperative, Marin Wildfire Prevention Authority, and One Tam Forest Health Strategy</p>	<p>Ongoing</p>	<p>n/a</p>
<p>d. Workforce Development</p>	<p>Ranger Trainee’s complete Ranger I certifications</p> <p>Site Sponsor for AmeriCorps Watershed Stewardship Program to support fisheries and Grizzly Corps Fellow to support the volunteer program.</p> <p>Collaborate with Fire Foundry, California Conservation Corps, and California Conservation Corps North Bay to support BFFIP implementation, trails and water restoration projects</p>	<p>Q3</p> <p>Q2</p> <p>Q4</p>	<p>Budgeted</p>
<p>e. Wildland Firefighting and Vegetation Equipment</p>	<p>Evaluate options on the used market to replace Water Tender. Add one additional Ranger Vehicle to fleet to support staff.</p>	<p>By Q4</p>	<p>Budgeted/Modification may be needed</p>

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Annual Biological Monitoring	Complete annual biological monitoring per BFFIP, Lagunitas Creek Stewardship Plan, and to support project level compliance	Q4	Budgeted
b. Regional Partnerships	Contribute staff expertise to advance One Tam Annual Work Plan, TOGETHER Bay Area, California Landscape Stewardship Network, and Golden Gate Biosphere Network	Ongoing	n/a
c. Regional Restoration Opportunities	Evaluate multi-benefit opportunities associated with Nicasio Spillway Project	Q4	n/a
d. Stewardship Programs	Sustain trail stewardship events and establish contract with trail maintenance contractor	Q4/Ongoing	Budgeted
e. Natural Resources Interpretation	Hosting quarterly watershed interpretive hikes	Q4	Budgeted

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Watershed Rec Mgmt Planning Feasibility Study</p>	<p>Advance strategic opportunities outlined in the feasibility study.</p>	<p>Q4</p>	<p>Budgeted</p>
<p>b. Azalea Hill Trail Restoration Project</p>	<p>Complete liberty gulch segment, update compliance document, and initiate parking lot design work.</p>	<p>Q3</p>	<p>Budgeted</p>
<p>c. Evaluate Priority Roads and Trails</p>	<p>Develop Request for Proposals to initiate watershed roads and trails project.</p>	<p>Q3</p>	<p>Budgeted/ Modification may be needed</p>
<p>d. Nature-based Self-guided Tours and Outreach Materials</p>	<p>Update 2-3 watershed kiosks.</p>	<p>Q3</p>	<p>Budgeted</p>

5-YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Roads and Trails Management Plan	Develop Request for Proposals to initiate watershed roads and trails project.	Q3	Budget modification needed
b. Integrate Watershed Facilities into Master Planning Process	Captured in Goal 2, Obj. 1d.	---	---
c. Watershed Housing	Focused on improving Sky Oaks Headquarters.	Ongoing	---

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Stabilization Reserves</p>	<p>Completed - the Board approved revisions and additions to the District’s reserve policy (46) to add clarity to the definition, purpose and calculations for each of the existing reserve funds and added an additional reserve fund for Water Supply Projects.</p>	<p>COMPLETE</p>	<p>---</p>
<p>b. Long-Term Capital Improvement Program with Stable Investments</p>	<p>As part of the upcoming two-year budget process, Finance and Engineering will work to integrate recent engineering studies into the 20-year Capital Improvement Program.</p>	<p>Q2</p>	<p>n/a</p>
<p>c. Non-Rate Revenue Updates</p>	<p>Review non-rate revenues as part of the budget process in 2025.</p>	<p>Q2</p>	<p>n/a</p>

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Connection Fee Study	Present recommendations to the Board.	Q1	No
b. Low-Income Program Evaluation	Evaluate program to determine whether criteria can be modified.	Q3	No

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. SAP Update to Streamline Processes and Improve Analytics</p>	<p>Award contract for Payroll and HR module Systems Integrator contract; engage outside consultant to evaluate customer service and maintenance module needs.</p>	<p>Contract award by Q1; Consultant evaluation by Q2</p>	<p>Budgeted</p>
<p>b. Leverage External Resources for Efficiency</p>	<p>Evaluate the benefits and potential tradeoffs of utilizing additional consulting service for project implementation in the Engineering Division; continue to leverage expertise and assistance from the Fire Foundry and the CCNB to support the Watershed Division.</p>	<p>Ongoing</p>	<p>---</p>
<p>c. AA or Better Credit Quality Rating</p>	<p>Continue to meet with credit ratings agencies on an annual basis and work to prioritize issues that impact long term rating criteria.</p>	<p>Ongoing</p>	<p>---</p>
<p>d. Online & Electronic Bill Payments</p>	<p>Transition to a new online customer bill payment system.</p>	<p>Q2</p>	<p>Budgeted</p>
<p>e. Streamline the Application Process for Discount Programs and Leak Adjustments</p>	<p>Continue to identify processes that can be eliminated or reduced.</p>	<p>Ongoing</p>	<p>---</p>

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. WRDA Funding for Water Supply Projects	Continue to engage USACE in an effort to get funding appropriation for Marin Water projects.	Q4	Budgeted
c. State and Federal Grants	Respond to state and Federal grant funding solicitations that align with District near term projects	Q4	n/a
e. Leverage Regional Partnerships	Continue to work with the Marin Wildfire Prevention Authority, One TAM, the County of Marin and Sonoma Water to implement best practices and maximize grant opportunities.	Ongoing	n/a

5 YR ACTION ITEMS	WORK PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Online Customer Tool Improvements</p>	<p>Completed – Implemented roll out of customer bill estimator on the District website in 2024.</p>	<p>---</p>	<p>---</p>
<p>b. Bi-annual fiscal policies review</p>	<p>Completed in 2024 – this will be an ongoing effort as part of the budget and rate setting process.</p>	<p>COMPLETE/ongoing</p>	<p>n/a</p>
<p>c. Quarterly Financial Summary Publication</p>	<p>Completed - Quarterly financial updates are now being posted routinely to the District’s Financial Information webpage.</p>	<p>COMPLETE/ongoing</p>	<p>---</p>
<p>d. Regular Internal and External Financial Audits</p>	<p>Complete - The external audit was completed in November 2024; additional areas for audit and related process improvements will be identified as part of the ERP Modernization project.</p>	<p>COMPLETE/ongoing</p>	<p>---</p>
<p>e. Proactive Customer Communications for Grants and Investments in Key Priorities</p>	<p>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 implementation.</p>	<p>Ongoing</p>	<p>n/a</p>

5-YEAR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Recruitment Collateral</p>	<p>Redesign the District employment website landing page to add features that improve navigation, showcase District accomplishments and provide a sense of workplace culture.</p>	<p>By Q3</p>	<p>n/a</p>
<p>b. Recruitment Partnerships with local Community Orgs, Colleges, Trade Schools</p>	<p>Continue participation in the monthly Baywork meetings to establish a Baywork Northbay consortium focused on outreach to community colleges, high schools and community-based organizations for the purposes of developing awareness of careers in the water industry and sharing career and internship opportunities.</p> <p>Host the Baywork for their Northbay “Workshop on Wheels.”</p> <p>Continue to send weekly digest emails containing Marin Water job opportunities to agencies listed on our established community outreach list. Continue to develop the outreach list.</p> <p>Attend community career fairs as available.</p>	<p>Ongoing</p> <p>Q2</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Budgeted</p>
<p>c. Welcoming Onboarding Process</p>	<p>Completed – new onboarding process was developed and rolled out; process will continue to be utilized for new employees and fine-tuned, as needed.</p>	<p>COMPLETE/ ongoing</p>	<p>---</p>
<p>d. Diversity, Equity and Inclusion Training</p>	<p>Completed - All existing employees went through training and training is integrated into the onboarding process for new employees.</p>	<p>COMPLETE/ ongoing</p>	<p>---</p>

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>e. Employee Training Program</p>	<p>Finalize and launch a 5-year training program to include training for all staff and tailored for specific classification groups. Training will cover soft skills training (example: customer service), leadership training, management training AND some technical training including data security training and trainings for new IT tools to be rolled out Districtwide (examples: M365, SAP and support for technical training for specific departments and classifications).</p> <p>The training program will include a 3 - day leadership academy as baseline training. Managers and supervisors who have not completed the academy will be enrolled in the Winter 2025 and Spring 2025 academies.</p> <p>Implement learning aids on topics beneficial to the organization. For example: To support employees seeking internal promotions, a learning aid on interviewing techniques has been developed; sessions will begin in January 2025.</p>	<p>Q1</p> <p>Q1 – Q3</p> <p>Q-1 - Q3</p>	<p>Budgeted</p>
<p>f. Employee Recognition and Appreciation Programs</p>	<p>Refresh the quarterly employee recognition program and the functional and procedural aspects of the recognition committee utilizing guidance from staff input and corporate best-practice research.</p>	<p>By Q2</p>	<p>n/a</p>

Orange text indicates an update that was incorporated following board input at the 1/14/2025 board retreat.

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>g. Strengthened Internal Communication Strategies</p>	<p>Expand internal distribution of the Employee Impac+ internal newsletter to mobile device delivery.</p> <p>Pilot internal digital signboards systems to display key internal messages at strategic locations throughout worksites to further enhance District-wide internal communication and awareness.</p>	<p>By Q4</p> <p>By Q3</p>	<p>n/a</p> <p>Budgeted</p>
<p>h. Employee Engagement and Organizational Improvement</p>	<p>Continue to build on the internal engagement initiatives the RIPPLE committee launched and identified in Year 1.</p>	<p>Ongoing</p>	<p>Budgeted</p>
<p>i. Workplace Safety</p>	<p>Continue to identify safety programs with room for improvement through policy assessment and evaluation of our practices. Ensure staff is adequately trained on the details of our updated written safety programs.</p> <p>Train District staff with a designated role in the EOC and ICS Organizational Structure; fine tune the process for communicating with employees during crisis; conduct an EOC-activation drill from the moment an incident occurs through the completion of an initial Incident Action Plan.</p>	<p>Ongoing</p> <p>End of Q1 & Q3</p>	<p>N/A</p>
<p>j. Work Facilities Assessment and Evaluation</p>	<p>Captured in Goal 2, Obj. 1d</p>	<p>---</p>	<p>---</p>
<p>k. Staffing Assessment</p>	<p>Develop District-wide list of internal resource gaps and present it to the Board as part of the two-year budget process.</p>	<p>By Q1</p>	<p>TBD</p>

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>a. Facilities, Programs, Outreach Accessibility Audit</p>	<p>Incorporate first phase of identified ADA website accessibility enhancements into implementation of District’s website CMS migration project.</p>	<p>By Q2</p>	<p>Budgeted</p>
<p>b. Key Messaging and Visual Brand Identity</p>	<p>Develop new engaging outreach booth displays for use at community events, and new indoor facility signage for the customer counter at the Administration Building and the visitor counter area at the Watershed Sky Oaks Office.</p>	<p>By Q2</p>	<p>Budgeted</p>
	<p>Update the District’s Communications and Branding Guidelines and work with all teams to ensure its successful incorporation into various District activities and functions.</p>	<p>By Q1</p>	<p>n/a</p>
<p>c. Geo-targeted Customer Communications</p>	<p>Research, evaluate and select cost-effective platform that provides geo-targeted call and SMS capabilities and prepare system for public launch including developing template messaging, trainings for staff users, and outreach to explain its roll out.</p>	<p>By Q4</p>	<p>Budgeted</p>
<p>d. Data-Driven Targeted Water Efficiency Outreach Campaigns</p>	<p>Implement seasonal water efficiency campaigns that target higher water users, including development of a new campaign to highlight the one-time increased turf rebate.</p>	<p>Ongoing; New turf rebate campaign by Q2</p>	<p>Budgeted</p>
	<p>Support the pilot AMI deployment effort.</p>		<p>Budgeted</p>

5-YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
<p>e. Creative Storytelling Campaigns and Techniques for Priorities and Initiatives</p>	<p>Utilize drone imagery, visual assets and creative writing in new ways to help show and tell to customers the district’s major investments in our water system on CIP projects, including Pine Mountain Tanks, Lagunitas Creek Habitat Enhancements, large pipeline replacements, water supply roadmap work, and vegetation management/forest restoration activities.</p> <p><i>Seek out strategic messaging opportunities to educate the public on various, lesser-known ways the District supports the community.</i></p>	<p>Ongoing</p>	<p>Budgeted</p>
<p>f. School Open Houses, Field Trips, Virtual Tours and Curricula</p>	<p>Connect youth with water education through continued focus on the district’s classroom presentation offerings, water walks on the watershed, and ZunZun Musical Watershed assemblies.</p>	<p>Ongoing</p>	<p>Budgeted</p>
<p>g. Engagement with Local Municipalities</p>	<p>Develop schedule of engagement opportunities at town/city council meetings; coordinate/ provide District updates at a different council meeting once per quarter.</p>	<p>By Q2</p>	<p>n/a</p>

Orange text indicates an update that was incorporated following board input at the 1/14/2025 board retreat.

5 YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/IN BUDGET OR FUNDS NEEDED
a. Industry Associations	Captured in Goal 2, Obj. 4c	---	---
b. Professional Development Opportunities	Encourage staff at all levels to engage in relevant professional associations through submittal of abstracts, joining committees, and other similar types of engagement.	Ongoing	---
c. Stakeholder Collaboration and Communication	Develop stakeholder list and identify key contacts to connect with for ongoing relationship building and communications.	By Q1	---
	Continue building working relationships with Federated Indians of Graton Rancheria.	Ongoing	

5 YR ACTION ITEMS	STRATEGIC ELEMENTS PLANNED IN YEAR 2	MILESTONE	W/N BUDGET OR FUNDS NEEDED
a. Intranet	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.	M365 by Q2 ; Intranet by Q4	Budgeted
b. Employee Self-Service Function	Implement an employee-centric services portal administered by HR and Payroll which is part of the District’s Enterprise Resource Planning (ERP) modernization effort.	By Q4	Budgeted
c. Workplace process/ Tech Efficiency Improvement Program	Incorporating into Goal 5, Objective 1f.	---	---
d. Academia Partnerships	Assess and report to the Board on continued engagement with Isle Utilities, which the District joined as a piloting member in 2024.	Ongoing	Budgeted
e. Succession Planning Through Documented SOPs/Training Overlap	Captured in Goal 2, Obj. 4b	---	---
f. AMI Conversion and Associated Customer Portal	Captured in Goal 1, Obj. 1c	---	---
g. SAP Selection, Implementation & Operational Integration	Implement the initial implementation efforts for the District’s Enterprise Resource Planning (ERP) modernization effort (Payroll and HCM).	Kickoff Q1; Complete Q1 2026	Budgeted
h. Online Customer Bill Pay System Replacement	Implement District/customer transition to new online bill pay system.	By Q2	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.

Internal Meetings		
Meeting Date	Meeting Type	Key Item(s)
Thursday, Feb. 13, 2025 9:30 a.m.	Planning Committee Meeting/Special Meeting of the Board of Directors	Nicasio Spillway Update; Pine Mountain Tanks Phase II Project Contract Award
Tuesday, Feb. 25, 2025 6:30 p.m.	Board of Directors’ Regular Bi-Monthly Meeting	Water Supply Update (Preferred Alternative)
Thursday, Feb. 27, 2025 9:30 a.m.	Finance Committee Meeting	SAP Update

External Meetings	
Meeting Date	Meeting Type
Wednesday, Feb. 19 3:00 p.m.	Tomaes Bay Foundation Meeting