



Posting Date: 10-16-2020

## NOTICE OF REGULAR BI-MONTHLY MEETING BOARD OF DIRECTORS

**MEETING DATE:** 10-20-2020  
**TIME:** 7:30 p.m.  
**LOCATION:** This meeting will be held virtually, pursuant to the Governor’s Executive Order N-29-20.

To participate online, go to <https://zoom.us/j/97806871389> . You can also participate by phone by calling 1-699-900-9128 and entering the webinar ID#: 978 0687 1389.

During the public comment periods, the public may comment by clicking the “raise hand” button on the bottom of the Zoom screen; if you are joining by phone and would like to comment, press \*9 and we will call on you as appropriate.

You may also submit your comments in advance or during the meeting by emailing them to [BoardComment@MarinWater.org](mailto:BoardComment@MarinWater.org). Emailed comments on informational items will be provided to the board and posted on our website. Emailed comments on approval items will be read aloud at the meeting prior to the board taking action on the item, and posted on our website. *(Please do not include personal information in your comment that you do not want published on our website such as phone numbers and home addresses.)*

Comments should be limited to three minutes or less, or as determined by the board president.

AGENDA ITEMS	RECOMMENDATIONS
Call to Order	
Adopt Agenda	
Public Comment*	
Directors’ and General Manager’s Announcements	

**MARIN WATER BOARD OF DIRECTORS:** LARRY BRAGMAN, JACK GIBSON, CYNTHIA KOEHLER, LARRY RUSSELL

*\*Members of the public may comment on any items not listed on the agenda during this time. Comments will be limited to three minutes per speaker, and time limits may be reduced by the board president to accommodate the number of speakers and ensure that the meeting is conducted in an efficient manner.*

<b>AGENDA ITEMS</b>	<b>RECOMMENDATIONS</b>
<b>Consent Calendar**</b>	
1. Minutes of the Board of Directors' Special Meeting of September 25, 2020 and Regular Bi-Monthly Meeting of October 6, 2020	<i>Approve</i>
2. General Manager's Report for September 2020	<i>Approve</i>
3. Professional Services Agreement for Annual Northern Spotted Owl Monitoring	<i>Approve</i>
<b>Regular Calendar</b>	
4. Water Supply Report for September 2020	<i>Information</i>
5. Approval to fill Intern and Watershed Aide positions	<i>Approve</i>
6. Future Meeting Schedule and Agenda Items	<i>Information</i>
<b>Convene to Closed Session</b>	
<b>Closed Session</b>	
7. Conference with Legal Counsel- Workers' Compensation Claim (Government Code § 54956.95)  Claimant: Keith Newman Agency Claimed Against: Marin Water	
<b>Reconvene to Open Session</b>	
<b>Closed Session Report</b>	
<b>Adjournment</b>	

\*\* All matters listed on the consent calendar are considered to be routine and will be enacted by a single action of the Board, unless specific items are removed from the consent calendar by the Board during adoption of the agenda for separate discussion and action.

**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 disabled 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 Board Secretary Terrie Gillen at 415.945.1448, at least two days in advance of the meeting. Advance notification will enable the Marin Water to make reasonable arrangements to ensure accessibility.

INFORMATION PACKETS ARE AVAILABLE FOR REVIEW AT THE CIVIC CENTER LIBRARY, CORTE MADERA LIBRARY, FAIRFAX LIBRARY, MILL VALLEY LIBRARY, MARIN WATER OFFICE, AND ON THE MARIN WATER WEBSITE (MARINWATER.ORG)

**FUTURE BOARD MEETINGS:**

- ❖ Thursday, October 22, 2020  
Finance Committee / Board of Directors (Finance) Meeting  
9:30 a.m.
  
- ❖ Tuesday, November 3, 2020  
Regular Bi-Monthly Board of Directors’ Meeting  
7:30 p.m.
  
- ❖ Thursday, November 12, 2020  
Finance Committee / Board of Directors (Finance) Meeting  
9:30 a.m.
  
- ❖ Tuesday, November 17, 2020  
Regular Bi-Monthly Board of Directors’ Meeting  
7:30 p.m.



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Board Secretary



## Approval Item

### TITLE

Minutes of the Board of Directors' Special Meeting of September 25, 2020 and Regular Bi-Monthly Meeting of October 6, 2020

### RECOMMENDATION

Approve the adoption of the minutes.

### SUMMARY

On September 25, 2020, the board held a special meeting at 9:30 a.m. Then, the board held its regular bi-monthly meeting on October 6, 2020, at 7:30 p.m. The minutes of both meetings are attached hereto.

### DISCUSSION

None

### FISCAL IMPACT

None

### ATTACHMENT(S)

1. Minutes of the Board of Directors' Special Meeting of September 25, 2020
2. Minutes of the Board of Directors' Regular Bi-Monthly Meeting of October 6, 2020

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

**MARIN MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING**

**MINUTES**

**Friday, September 25, 2020**

**Via teleconference**

(In accordance with Governor Gavin Newsom's Executive Order N-29-20)

**DIRECTORS PRESENT:** Larry Bragman, John C. Gibson, Cynthia Koehler, and Larry L. Russell

**DIRECTORS ABSENT:** None

**CALL TO ORDER:** President Gibson called the meeting to order at 9:01 a.m.

**ADOPT AGENDA:**

On motion made by Director Bragman and seconded by Director Russell, the board approved the adoption of the agenda by the following roll call vote:

Ayes: Directors Bragman, Gibson, Russell, and Koehler  
Noes: None  
Absent: None  
Abstain: None

**REGULAR CALENDAR ITEMS:**

**ITEM 1. BOARD 2020 ANNUAL RETREAT**

- a. 10-Year Financial Plan**
- b. Water System Master Plan**
- c. Watershed Recreation Plan**
- d. Long-Term Water Supply**
- e. Drought Planning**

The retreat began with General Manager Ben Horenstein providing the introduction. Next, the board heard from and discussed with Finance Director Charles McBride and Communications and Public Affairs Manager Jeanne Mariani-Belding regarding the 10-year Financial Plan. Then, the board heard from and discussed with Engineering Manager Michael Ban and Senior Engineer Planner Lucy Croy regarding the Water System Master Plan; following was Watershed Resources Manager Shaun Horne regarding the Watershed Recreation Plan; next was Operations Manager Paul Sellier regarding the Long-Term Water Supply; and lastly came Water Conservation Manager Carrie Pollard regarding the Drought Planning.

The board took no formal action during the retreat.

**PUBLIC EXPRESSION:**

There were several speakers, who provided comments during the retreat. There was one speaker who commented on the Water System Master Plan; three speakers who commented on the Watershed Recreation Plan; and one speaker who commented on the Drought Planning.

**ADJOURNMENT**

There being no further business, the board retreat adjourned at 11:59 a.m.

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Board Secretary

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**MARIN MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS**

**REGULAR BI-MONTHLY MEETING MINUTES**

**Tuesday, October 6, 2020**

**Via teleconference**

(In accordance with Governor Gavin Newsom's Executive Order N-29-20)

**DIRECTORS PRESENT:** Larry Bragman, John C. Gibson, and Larry L. Russell

**DIRECTORS ABSENT:** Cynthia Koehler (She arrived later in the meeting.)

**CALL TO ORDER:** Board President Gibson called the meeting to order at 7:30 p.m.

**ADOPT AGENDA**

There was no public comment received under this agenda item.

On motion made by Director Bragman and seconded by Director Russell, the Board adopted the agenda by the following roll call vote:

Ayes: Directors Bragman, Russell, and Gibson  
Noes: None  
Absent: Director Koehler  
Abstain: None

**PUBLIC COMMENT**

Prior to the meeting, the board received one public comment via email and it was forwarded to the board. After the meeting, the comment was posted on the district's website.

**DIRECTORS' AND GENERAL MANAGER'S ANNOUNCEMENTS**

Both General Manager Ben Horenstein and Interim General Counsel Bob Maddow provided comments.

**CONSENT CALENDAR (ITEMS 1-5)**

**Item 1 Commendation to Retiring Employee: William Yungert  
(Resolution No. 8604)**

**Item 2 Minutes of the Board of Directors' Special Meetings of August 12, August 13,  
August 14, August 19, and August 21, 2020**

- Item 3 Minutes of the Board of Directors' Special and Regular Bi-Monthly Meetings of September 15, 2020**
- Item 4 California Conservation Corps Agreement Addendum**
- Item 5 Approve Resolution No. 8603 - Continuation of Emergency Contracting Provisions for Replacement of the Porteous Tunnel Pipeline**

There were no public comments.

Prior to the board voting on the Consent Calendar, there was a discussion between a board member and staff regarding the status on the Porteous Tunnel Pipeline Replacement in relation to Item 5.

On motion made by Director Bragman and seconded by Director Russell, the Board approved the Consent Calendar by the following roll call vote:

Ayes: Directors Bragman, Russell, and Gibson  
Noes: None  
Absent: Director Koehler  
Abstain: None

However, Item 5 was not passed, because it did not meet the required 4/5 votes.

**REGULAR CALENDAR (ITEMS 6-9)**

- Item 6 Approve Resolution No. 8605 – Authorize the General Manager to Execute Letters of Commitment for Grant Funding**

Grant Program Coordinator Matt Sagues brought this item forward. Discussion ensued.

There was no public comment.

On motion made by Director Bragman and seconded by Director Russell, the Board approved Resolution No. 8605, as amended, which included revising the grant amount in which the general manager may now sign Letters of Commitment to pursue grant funding on behalf of the District with the District match contribution not to exceed \$250,000 per grant, instead of \$500,000 as proposed in the staff report, by the following roll call vote:

Ayes: Directors Bragman, Russell, and Gibson  
Noes: None  
Absent: Director Koehler  
Abstain: None

Director Koehler joined the meeting at 7:47 p.m.



**Item 7 Approval to Fill Backflow and Reclamation Specialist Position**

Operations Division Manager Paul Sellier requested that the board approve this position. There was no discussion nor was there public comment.

On motion made by Director Koehler and seconded by Director Russell, the Board approved to fill the Backflow and Reclamation Specialist position by the following roll call vote:

Ayes: Directors Bragman, Koehler, Russell, and Gibson  
Noes: None  
Abstain: None

**Item 8 Approval to Fill Associate Engineer Position**

Engineering Division Manager Michael Ban requested for the board to approve this position. There was no discussion nor was there public comment.

On motion made by Director Bragman and seconded by Director Russell, the Board approved to fill the Associate Engineer position by the following roll call vote:

Ayes: Directors Bragman, Koehler, Russell, and Gibson  
Noes: None  
Abstain: None

**Item 9 Future Meeting Schedule and Agenda Items**

The board secretary stated that there were no changes to the schedule. There was no discussion nor was there public comment.

No formal action was taken by the board.

**ADJOURNMENT**

There being no further business, the regular bi-month meeting of October 6, 2020, adjourned at 7:52 p.m.

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Board Secretary

## Approval Item

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**TITLE**

General Manager's Report for September 2020

**RECOMMENDATION**

Approve Report.

**SUMMARY****A. HIGHLIGHTS:**

- Received notice of a \$125,000 grant award from the American Public Power Association's DEED — Demonstration of Energy & Efficiency Developments — program, which supports public power research and development. This grant award will be used to fund a research project led by UC Davis that will look into the Integration of Energy Recovery Turbines for Renewable Energy Production within the MMWD distribution system.
- Completed construction of the Mesa Vista Tank Pipeline Replacement Project which included replacement of 590 feet of pipe to improve seismic reliability and fire flow capacity near the District's Mesa Vista Tank site.
- To ensure that the water we supplied met or surpassed water quality regulations for the month of September, staff collected, analyzed and reported 170 regulatory samples.
- Three source water changes were made over the month of September for the San Geronimo treatment plant to accommodate the threat of PSPS, to avoid taste and odor issues and to support maintenance work by PG&E near the Tocaloma pump station. Changing source water is normally done only once or twice per year and can be challenging for surface water treatment plants like ours but the changes were made without any loss of production or interruption of supply to our customers.
- Ensured that the water system maintenance and repairs were carried out in a timely manner by responding to and completing 248 preventative maintenance, corrective maintenance and project work orders.
- Over several days in early September the district participated in voluntary curtailments for pumping as requested by the California Independent System Operator Corporation.
- Completed 60.5 acres of fuel reduction; 3.74 acres of goat grass management; and 2.12 acres of other priority weeds.

- Continued nesting bird, bat, and rare plant survey work to support vegetation management.

**DISCUSSION**

**B. SUMMARY:**

- AF = Acre Feet
- Mg/L = milligrams per liter
- MPN = most probable number
- MPY = mils per year
- MG = million gallons
- NTU = nephelometric turbidity units

**1. Water Production:**

Item	FY 2020/21		FY 2019/20	
	(million gallons)	(acre-feet)	(million gallons)	(acre-feet)
<b>Potable</b>				
Total production this FY	2,813	8,634	2,803	8,602
Monthly production, September	917	2,815	905	2,777
Daily average, September	30.58	93.84	30.16	92.56
<b>Recycled<sup>1</sup></b>				
Total production this FY	0.00	0.00	0.00	0.00
Monthly production, September	0.00	0.00	0.00	0.00
Daily average, September				

<sup>1</sup> Recycled water was temporarily discontinued in February 2019 to accommodate construction of the Las Gallinas Valley Sanitary District's Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. Production will resume upon completion of this project, which is anticipated to occur in late 2020.

	0.00	0.00	0.00	0.00
<b>Raw Water</b>				
Total production this FY	30.86	94.71	30.87	94.74
Monthly production, September	8.81	27.04	9.95	30.54
Daily average, September	0.29	0.90	0.33	1.02
<b>Imported Water</b>				
Total imported this FY	576	1,768	533	1,634
Monthly imported, September	165	505	179	548
<b>Reservoir Storage</b>				
Total storage, September	17,203	55,795	21,731	66,690
Storage change during September	-1,037	-3,181	-1,124	-3,488
<b>Stream Releases</b>				
Total releases this FY	529	1,624	654	2,008
Monthly releases, September	172	527	230	707

<b>2. <u>Precipitation:</u></b>	<u>FY 2020/21 (in.)</u>	<u>FY 2019/20 (in.)</u>
Alpine	0.00	0.45
Bon Tempe	0.00	0.04
Kent	0.00	0.19
Lagunitas *	0.00	0.04
Nicasio	0.00	0.08
Phoenix	0.00	0.02
Soulajule	0.00	0.08

\* Average to date = 0.73 inches

**3. Water Quality:**

<u>Laboratory:</u>	<u>FY 2020/21</u>	<u>FY 2019/20</u>
Water Quality Complaints:		
Month of Record	19	23
Fiscal Year to Date	51	96
Water Quality Information Phone Calls:		
Month of Record	17	12
Fiscal Year to Date	57	47

The lab performed 2,027 analyses on lakes, treatment plants and distribution system samples.

Mild steel corrosion rates averaged 3.62(0.94–7.93) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: One flushing was performed for the month of record at BO-3212 San Rafael.

Tank Survey Program: 23 water storage tank sanitary surveys were performed during the month. 75.40 % of the planned survey program has been completed for calendar year 2020.

Disinfection Program: 2,604 feet of new pipeline was disinfected during the month. Performed chlorinations on 23 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 45 water quality-monitoring events on storage tanks for various water quality parameters this month to help ensure compliance with bacteriological water quality regulations.

4. **Water Treatment:**

<u>Treatment Results</u>	<u>San Geronimo</u>		<u>Bon Tempe</u>		<u>Ignacio</u>	
	Average	Monthly Goal	Average	Monthly Goal	Average	Monthly Goal
Turbidity (NTU)	0.06	≤ 0.10	0.04	≤ 0.10	0.04	≤ 0.10
Chlorine residual (mg/L)	2.60	2.50 *	2.54	2.50 *	2.51	2.50 *
Color (units)	0.8	≤ 15	0.3	≤ 15	0.1	≤ 15
pH (units)	7.8	7.8*	7.8	7.8*	8.1	8.1**

- \* Set monthly by Water Quality Lab
- \*\* pH to Ignacio is controlled by SCWA

5. **Capital Improvement:**

a. Mesa Vista Tank Pipeline Replacement Project (R15028)

Summary: This project involves the replacement of 590 feet of old, leak prone pipe within the Town of Ross and City of San Rafael using directional drilling.

- Project Budget: \$307,217
- Monthly Activities: Contractor completed installation of the pipeline. It is anticipated the pipeline will be placed in to service next month.

b. Andersen Drive Rectifier Anode Replacement Project (D19035)

Summary: This project will replace an existing anode well with a new 150-foot deep anode well near Francisco Blvd within the City of San Rafael.

- Project Budget: \$185,300
- Monthly Activities: This project has been completed.

c. Ross Reservoir Landslide Repair Project (D19006)

Summary: This project will repair a historic landslide threatening to undermine Ross Reservoir, including the placement and compaction of approximately 13,300 cubic yards of material and the installation of new 24 and 12-inch transmission mains outside of the slide area on MMWD watershed.

- Project Budget: \$1,899,620
- Monthly Activities: The contractor is approximately 80% complete with the backfill, placement and compaction portion of the project. The Project is on track to be completed on or before the completion date of November 30, 2020.

- d. Sir Francis Drake Blvd Corridor Rehabilitation Project (D15046)  
Summary: This project involves the replacement of 8,500 feet of 100-year-old, leak prone pipe as a joint project with Marin County's Sir Francis Drake Corridor Road Rehabilitation Project.
- Project Budget: \$4,647,762
  - Monthly Activities: The contractor has installed approximately 2,600 feet of 12 and 8-inch water main between Manor Road and Oak Avenue, and is scheduled to place these new water mains in service next month. Work in front of the Bacich Elementary School is complete. The County is allowing construction to occur during daytime from 7:00 AM to 5:30 PM at the contractor's request.
- e. Administration Building and Corporation Yard Sewer Lateral Replacement Project (D20016)  
Summary: This project will replace the sewer laterals serving the Administration Building at 220 Nellen Avenue and the Corporation Yard at 220 Tamal Vista which are in poor condition and failed inspection.
- Project Budget: \$134,000
  - Monthly Activities: This project has been completed.
- f. Piedmont Road Pipeline Replacement Project (D19007)  
Summary: This project involves the replacement of 2,190 feet of old, leak prone pipe within the Town of Larkspur.
- Project Budget: \$744,610
  - Monthly Activities: Awarded the construction contract to Michael Paul Company on September 1<sup>st</sup>. Executed contract and issued the Notice to Proceed. Issued information notice to residents and businesses located near the project, notifying customers of the upcoming work in their neighborhood. Construction will begin next month and is scheduled to be completed in January 2021.
- g. 5<sup>th</sup> Ave FFIP Pipeline Replacement Project (F18003)  
Summary: This project involves the replacement of 3,990 feet of old, undersized fire flow deficient pipe in support of the Districts Fire Flow Improvement Program within the City of San Rafael.
- Project Budget: \$2,279,140
  - Monthly Activities: Awarded the construction contract to WR Forde on September 1<sup>st</sup>. Executed contract and issued the Notice to Proceed. An information notice to nearby customers will be issued next month. Construction is scheduled to be completed in February 2021.

h. Southern Marin Pipeline Replacement Project (D20022)

Summary: This project involves the replacement of 5,080 feet of old, leak prone and problematic pipe in Tiburon and Belvedere, in coordination with the City of Belvedere's earthquake resiliency program and Sanitary District No. 5's Cove Road Force Main Replacement Project and planned paving work to minimize public impacts.

- Project Budget: TBD
- Monthly Activities: The District issued the Notice Inviting Bids on September 22<sup>nd</sup>. Award of the construction contract is scheduled for November 3, 2020.

i. San Geronimo Treatment Plant Emergency Generator Project (D19027)

Summary: This project involves the installation of a permanent 3 MW emergency generator plant at the San Geronimo Treatment Plant to provide emergency power for the San Geronimo Treatment Plant and ensure the District's ability to produce and supply water to its customers despite losing power when PG&E shuts off power during a Public Safety Power Shutoff event or during other unforeseen PG&E power outages.

- Project Budget: TBD
- Monthly Activities: The District issued the Notice Inviting Bids on September 15<sup>th</sup>, conducted the mandatory contractor pre-bid meeting and site walk on September 24<sup>th</sup>. Award of the construction contract is scheduled for November 3, 2020.

j. Porteous Tunnel Pipeline Emergency Replacement Project (F210001)

Summary: This project involves the emergency repair/replacement of the 100-year old pipeline inside Porteous Tunnel.

- Project Budget: TBD
- Monthly Activities: Cleared vegetation at both tunnel portals, conducted site visit with prospective contractors, conducted closed circuit television inspection of the 30-inch OD concrete pipe, and began preparing engineering details. Television inspection of the 26-inch OD steel pipe will be conducted next month.

k. Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project (D20027)

Summary: This project involves the replacement of approximately 300-feet of the pipeline transferring raw water from Alpine to Bon Tempe.

- Project Budget: TBD
- Monthly Activities: Continued preparing contract documents, including plans and specifications. Anticipate issuing Notice Inviting Bids in November 2020.



**6. Other:**

<u>Pipeline Installation</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Pipe installed during September (feet)	1,317	4,008
Total pipe installed this fiscal year (feet)	5,130	11,557
Total miles of pipeline within the District	908*	908*
<i>* Reflects adjustment for abandoned pipelines</i>		
<u>Pipe Locates</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Month of September (feet)	44,141	47,086
Total this fiscal year (feet)	126,686	122,219
<u>Main Line Leaks Repaired:</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Month of September	17	14
Total this fiscal year	33	37
<u>Services:</u>	<u>FY2020/21</u>	<u>FY2019/20</u>
Service upgrades during September	13	16
Total service upgrades this FY	41	60
Service connections installed during September	0	1
Total active services as of October 1, 2020	60,509	60,589

7. Demand Management:

	Sep-20	FY 20/21 TOTAL	FY 19/20 TOTAL	FY 18/19 TOTAL
<b>WATER-EFFICIENCY PROGRAMS</b>				
<b>Water-Use Site Surveys</b>				
Conservation Assistance Program (CAP) Consultations				
Residential properties resi 1-2 (single-family)	2	9	127	109
Residential properties resi 3-5 (multi-family units)	0	0	30	2
Non-residential properties resi 6-7 (commercial)	0	0	3	6
Dedicated irrigation accounts resi 8-10 (large landscape)	0	0	-	2
<b>Marin Master Gardeners' Marin-Friendly Garden Walks</b>				
Residential garden walks	14	42	91	122
<b>CYES Water/Energy Surveys</b>				
Residential surveys	0	0	86	238
<b>Public Outreach and Education, Customer Service</b>				
Public outreach events (number of people attending)	0	0	1,150	13,691
Public education events (number of participants)	0	0	-	500
Laundry-to-Landscape Graywater webinars (participants)	31	51	-	-
Customer calls/emails admin staff	209	582	2,230	1,835
<b>School Education</b>				
<b>School assemblies</b>				
Number of activities	0	0	14	17
Number of students reached	0	0	4,815	5,915
<b>Field trips</b>				
Number of activities	0	0	10	6
Number of students reached	0	0	91	130
<b>Classroom presentations</b>				
Number of activities	0	0	10	21
Number of students reached	0	0	288	554
<b>Other (e.g. booth events, school gardens)</b>				
Number of activities	0	0	-	1
Number of students reached	0	0	-	250
<b>Incentives</b>				
Number of HECWs approved	12	17	53	61
Number of Rain Barrel/Cisterns approved	2	3	4	8
"Landscape Your Lawn" Turf Replacements approved	0	0	-	-
Number of Laundry-to-Landscape Systems approved	0	0	-	-
Number of Smart Controllers approved	10	17	12	-
<b>Advanced Metering Infrastructure (AMI)</b>				
AMI leak letters sent to customers (>200 GPD)	125	395	1,384	896
<b>ORDINANCES</b>				
<b>Water Waste Prevention</b>				
No. of properties reporting activity	12	32	147	148
<b>Landscape Plan Review</b>				
Plans submitted	11	24	89	113
Plans exempt	0	1	5	6
Plans completed	2	6	23	37
Plans in workflow (pass & fail)	12	43	145	173
<b>Tier 4 Exemption</b>				
Inspections that resulted in a pass	0	0	1	1
<b>Graywater Compliance Form</b>				
Applications Received (as of Dec 2019)	3	29	39	-
Systems installed	0	2	11	14

8. Watershed Protection:

**High Fire Danger, Smoke and Heat**

Two Red Flag periods were issued in September. During the last Red Flag Warning, with fires burning in the counties around us, Rangers responded to the Peters Dam area of Kent Lake for a report of fire. They found two individuals with a large campfire near dry vegetation. Citations were issued to the individuals.



Illegal Campfire at near Peters Dam during a Red Flag Warning

Throughout the month of September the Watershed was impacted by extreme heat, heavy smoke and high fire dangers. These conditions, especially on the excessive heat and unhealthy smoke conditions, reduced overall visitation to the Watershed. Days with clear air and seasonal temperatures remained busy.

**Watershed Protection**

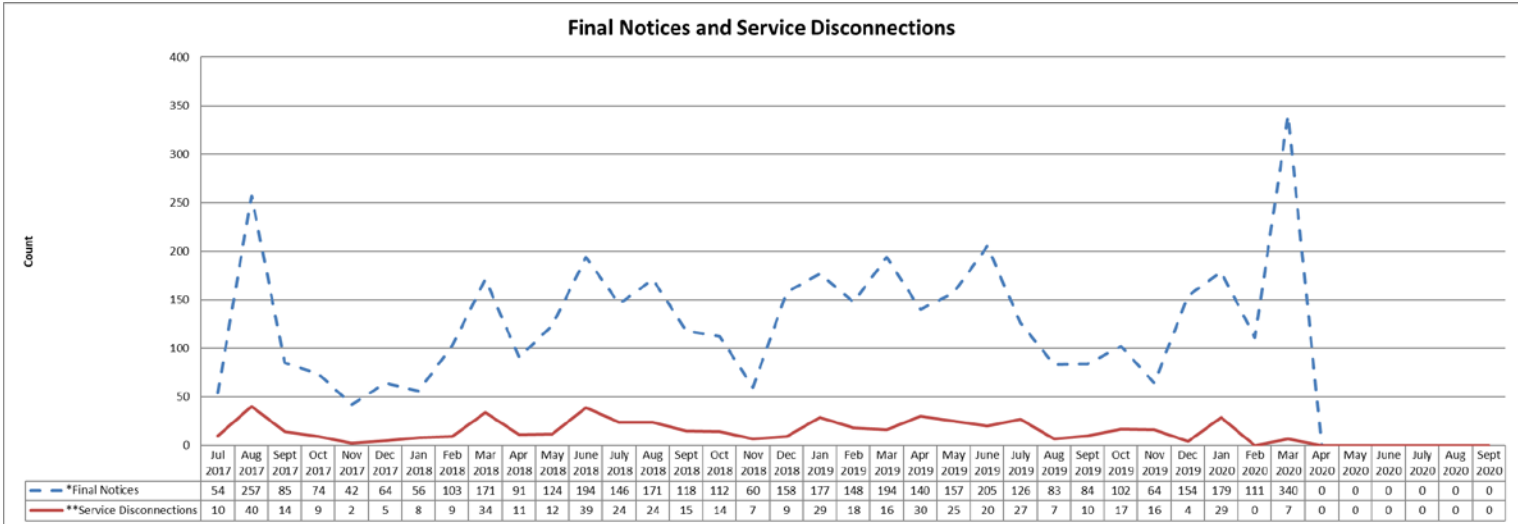
<b>Incidents and Events</b>	<b>436</b>
Visitor Assists	124
Warnings	122
Citations	98
Dam Check	18
Medical Aid	10
Vandalism	10
Assist Watershed Maintenance	7
Humane/Animal Related Calls	6
Search and Rescue	5
Misc. Law Enforcement Calls	4
Assist Outside Law Enforcement	3
Citizen Complaint: Swimming	3
Found Property	3
Resist, Obstruct or Delay an Officer	3
Suspicious Circumstance	2
Red Flag Warning/High Fire Danger Closures	2
Parking at Capacity/Lots Closed	2
Misc. Call for Service	2
Citizen Complaint: Bike Speed	2
Citizen Complaint: Speeding Vehicles	2
Citizen Complaint: Recreational Impacts	2
Illegal Trail Work	1
Citizen Complaint: No Social Distancing/Masks	1
Outreach/Interp	1
Illegal Fire	1
Illegal Dumping	1
Citizen Complaint: Dogs off Leash	1
<b>Citations</b>	<b>98</b>
Non-payment of parking fees	75
Parking After Sunset	11
No Parking	6
Bike on Trail	2
Illegal Fire	2
Dog off Leash	1
CVC Violation	1



**9. Shutoff Notices and Disconnections:**

September 2020
Final Notices: 0
Service Disconnections: 0

- \* Includes 5 day, 10 day and final notices
- \*\*3/13/20 Suspended termination of water service for non-payment due to COVID- 19
- \*3/24/20 Suspended Late Fees and Final Notices




**FISCAL IMPACT**

None

**ATTACHMENT(S)**

None

<b>DEPARTMENT OR DIVISION</b>	<b>DIVISION MANAGER</b>	<b>APPROVED</b>
Office of the General Manager	<hr/> Ben Horenstein General Manager	 <hr/> Ben Horenstein General Manager

## Approval Item

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**TITLE**

Professional Services Agreement for Annual Northern Spotted Owl Monitoring

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the General Manager to execute a two-year Professional Services Agreement with Point Blue Conservation Science in the amount of \$130,098 to support Northern Spotted Owl Survey work and implementation of the Biodiversity, Fires, and Fuels Integrated Plan (BFFIP).

**SUMMARY**

On September 18, 2020, the District released a Request for Proposals (RFP) for a two-year Northern Spotted Owl Monitoring contract. The District requested proposals from three qualified firms and identified Point Blue Conservation Science as the most qualified consultant due to their staff's experience and previous project activities. On October 16, 2020, the District Operations Committee reviewed and referred this item to a regular bi-monthly meeting of the Board of Directors with a recommendation for approval.

**DISCUSSION**

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. Under the BFFIP, there are 27 management actions that are being implemented to fulfill the goals and approach described in the plan. Vegetation management under the BFFIP aims to reduce fuel loads, maintain fuelbreak infrastructure, preserve defensible space, and reduce invasive weed species. Ahead of new vegetation management projects, the District conducts pre-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 sites in the vicinity of planned vegetation management areas and construction projects, which is crucial for avoiding impacts to Northern Spotted Owls during project implementation.

The District is scaling up of vegetation management work and forest restoration on the Mt. Tamalpais 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 (NSO) helps to track the health of this species in Marin County, and to detect any early warning signs of declines.

The objective of the monitoring work is to:

- Conduct annual inventory and monitoring of NSO that are using the Marin Water’s watershed lands to understand long-term trends in occupancy and reproductive success.
- Determine occupancy and nesting status for NSO near upcoming Marin Water construction and vegetation project sites that may result in habitat modification and/or noise disturbance.
- Provide specific management information that will help protect NSO populations.
- Document basic habitat parameters surrounding active nest trees.
- Completion of annual monitoring reports.
- Provide GIS data on nesting sites to MMWD and County of Marin.
- Establish watershed avoidance boundaries around occupied nests.

**Proposal Selection Process**

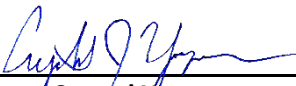

On September 18, 2020, the District released an RFP for a two-year Northern Spotted Owl monitoring contract. The RFP was sent to three local environmental consulting firms with experience in biological monitoring. Proposals were received by the District on October 2, 2020 and the most qualified firm was selected.

**FISCAL IMPACT**

The total project cost is \$130,098 for a two year period. For FY 2021 there is currently \$63,462 budgeted and for FY 2022 there is \$66,636 budgeted in the District’s Operational Budget 6740.

**ATTACHMENT(S)**

None


DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Facilities & Watershed	 Crystal Yezman Director of System Maintenance and Natural Resources	 Ben Horenstein General Manager



## Informational Item

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**TO:** Board of Directors

**FROM:** Paul Sellier, Operations Director 

**THROUGH:** Ben Horenstein, General Manager 

**DIVISION NAME:** Operations

**ITEM:** Water Supply Report for September 2020

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### SUMMARY

Overall, water supply and production are tracking with historical averages and are consistent with years past. Warm and dry weather is expected to continue throughout the month of October.

### DISCUSSION

Highlights:

- In September, the District's total gross water production was 2,813 acre-feet, with 2,308 acre-feet from the District's reservoirs and 505 acre-feet of imported water.
- For the fiscal year through September, the District has imported 1,768 acre-feet of water from the Sonoma County Water Agency, which is 33% of the annual minimum of 5,300 acre-feet.
- The average rate of water production for September was 31 million gallons per day.
- As of September 30, 2020, the District had 52,795 acre-feet of reservoir water storage, which is 66% of capacity and 96% of average for this date.
- For habitat benefit, in September the District released a total of 527 acre-feet of water from Kent Reservoir into Lagunitas Creek and from Soulajule Reservoir into Walker Creek.
- In September, the District received 4 calls regarding taste and odor complaints.
- The District routinely monitors the reservoirs for the presence of algae taste and odor compounds produced by algae (Geosmin and MIB). Lab analysis indicates that seasonal taste and odors in the reservoirs are decreasing.



- In September, the water sources for the San Geronimo Treatment Plant (SGTP) were Nicasio and Kent Reservoirs, and for the Bon Tempe Treatment Plant the water sources were Bon Tempe and Alpine Reservoirs.

**FISCAL IMPACT**

None.

**ATTACHMENT(S)**

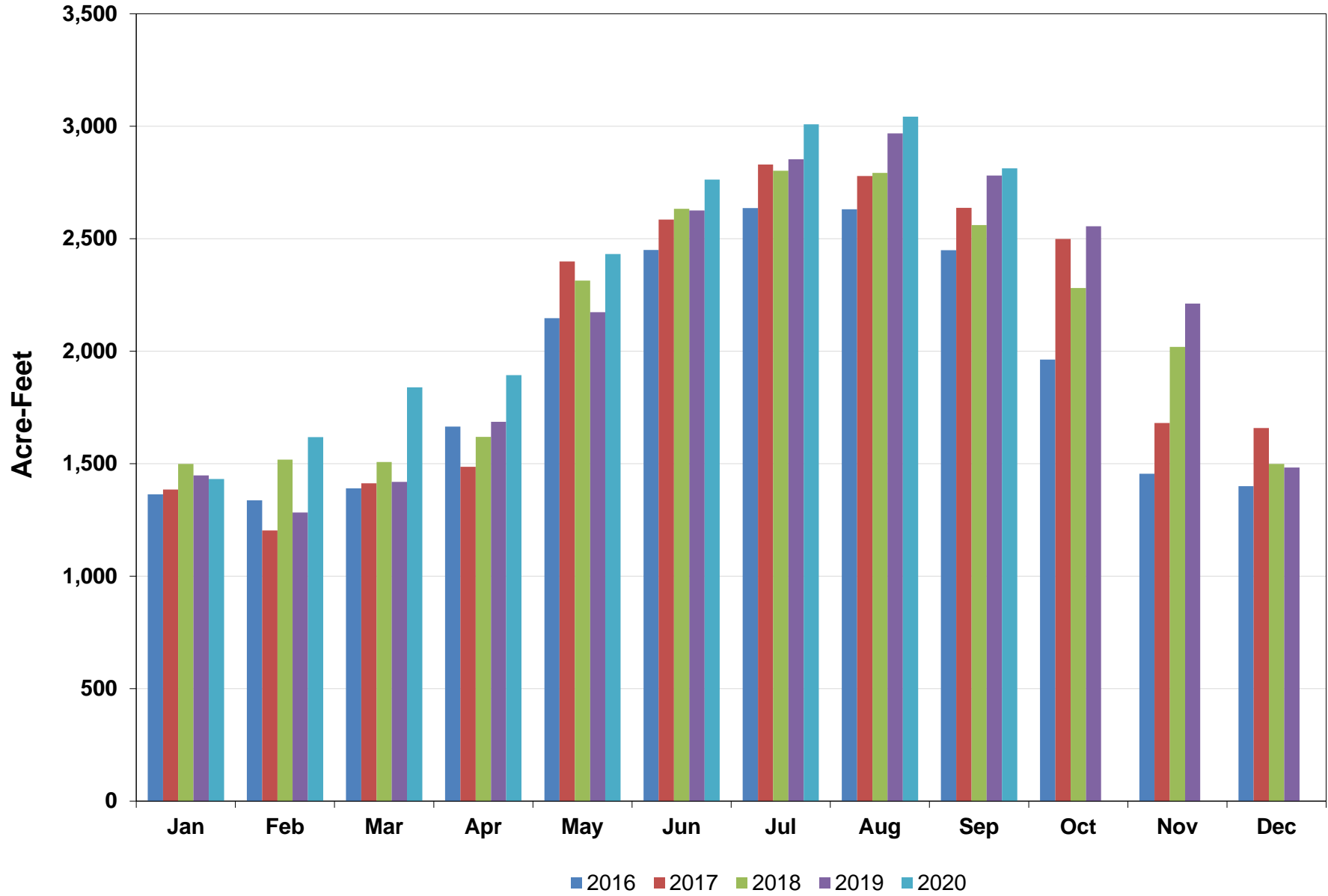
1. Water Supply tables and charts

**Marin Municipal Water District  
Monthly Water Production (acre-feet)**

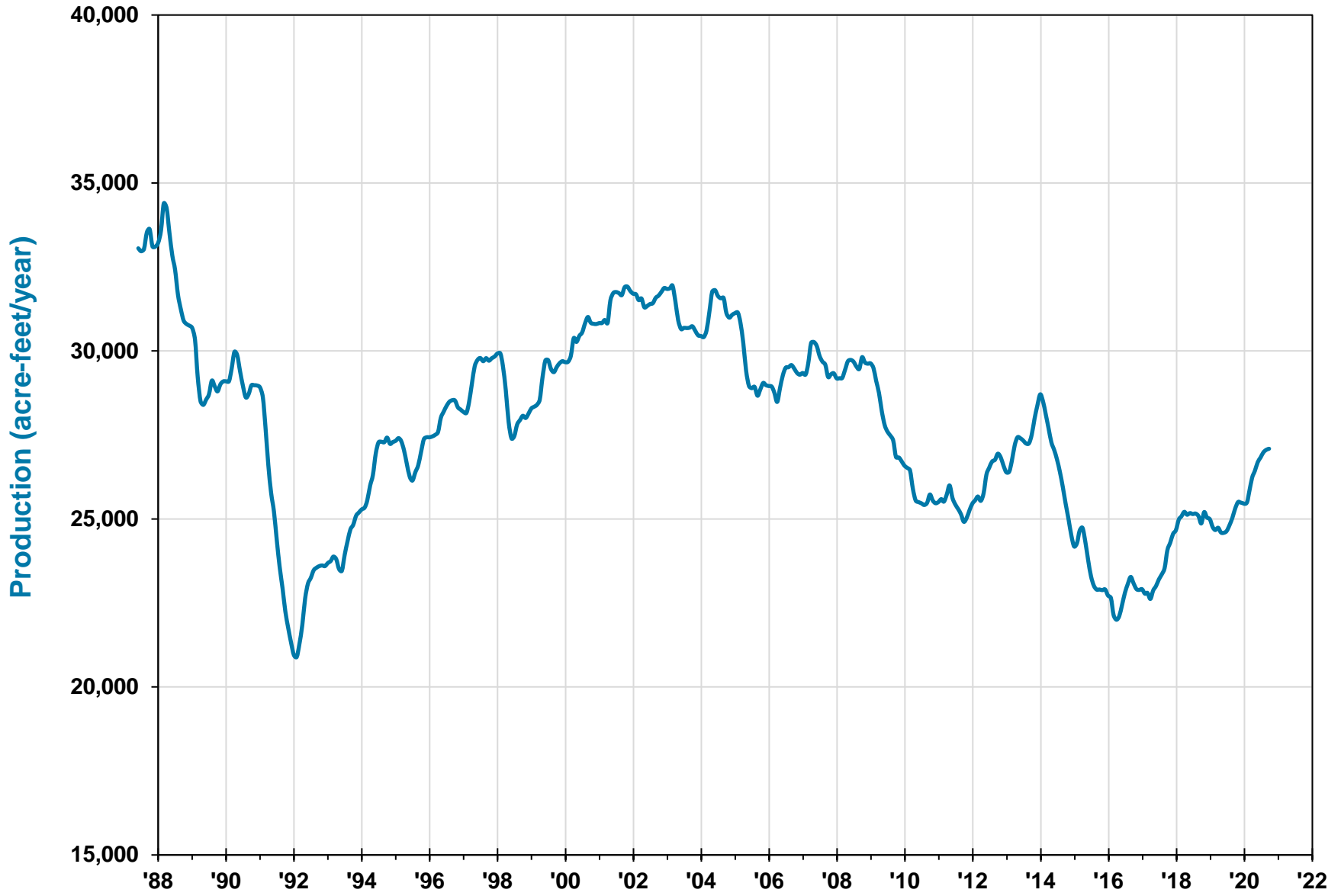
Total Potable Water Production						
Month	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	2021
Jul	2,287	2,636	2,830	2,802	2,853	3,008
Aug	2,369	2,630	2,778	2,792	2,968	3,043
Sep	2,239	2,449	2,637	2,561	2,781	2,813
<b>Total YTD</b>	<b>6,894</b>	<b>7,716</b>	<b>8,245</b>	<b>8,155</b>	<b>8,602</b>	<b>8,864</b>

Imported Water Production						
Month	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	2021
Jul	364	390	364	374	545	663
Aug	355	378	532	382	543	600
Sep	378	360	543	366	548	505
<b>Total YTD</b>	<b>1,097</b>	<b>1,128</b>	<b>1,439</b>	<b>1,122</b>	<b>1,636</b>	<b>1,768</b>

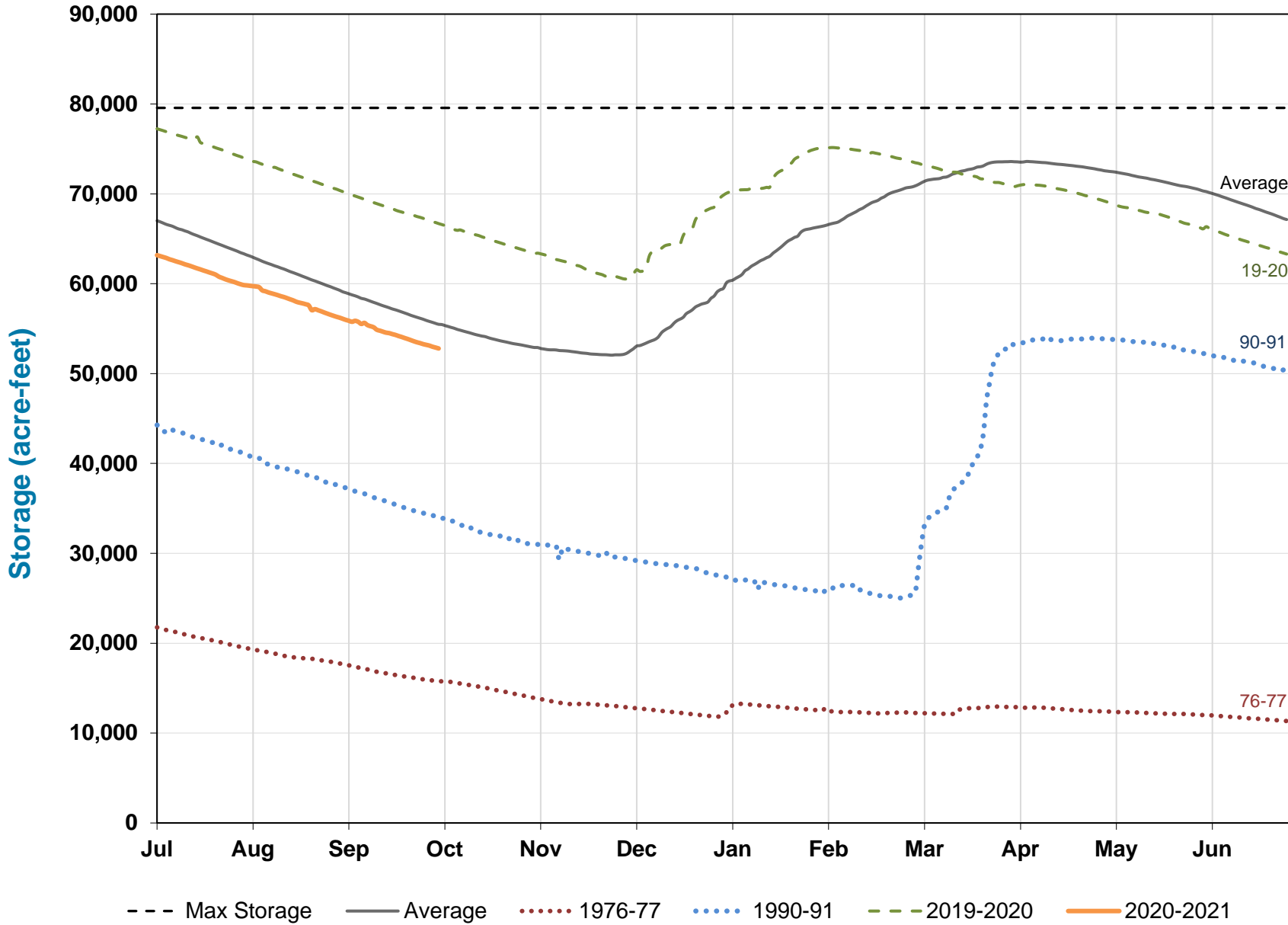
# Monthly Potable Water Production



## Running 12-month Potable Water Production (AF)

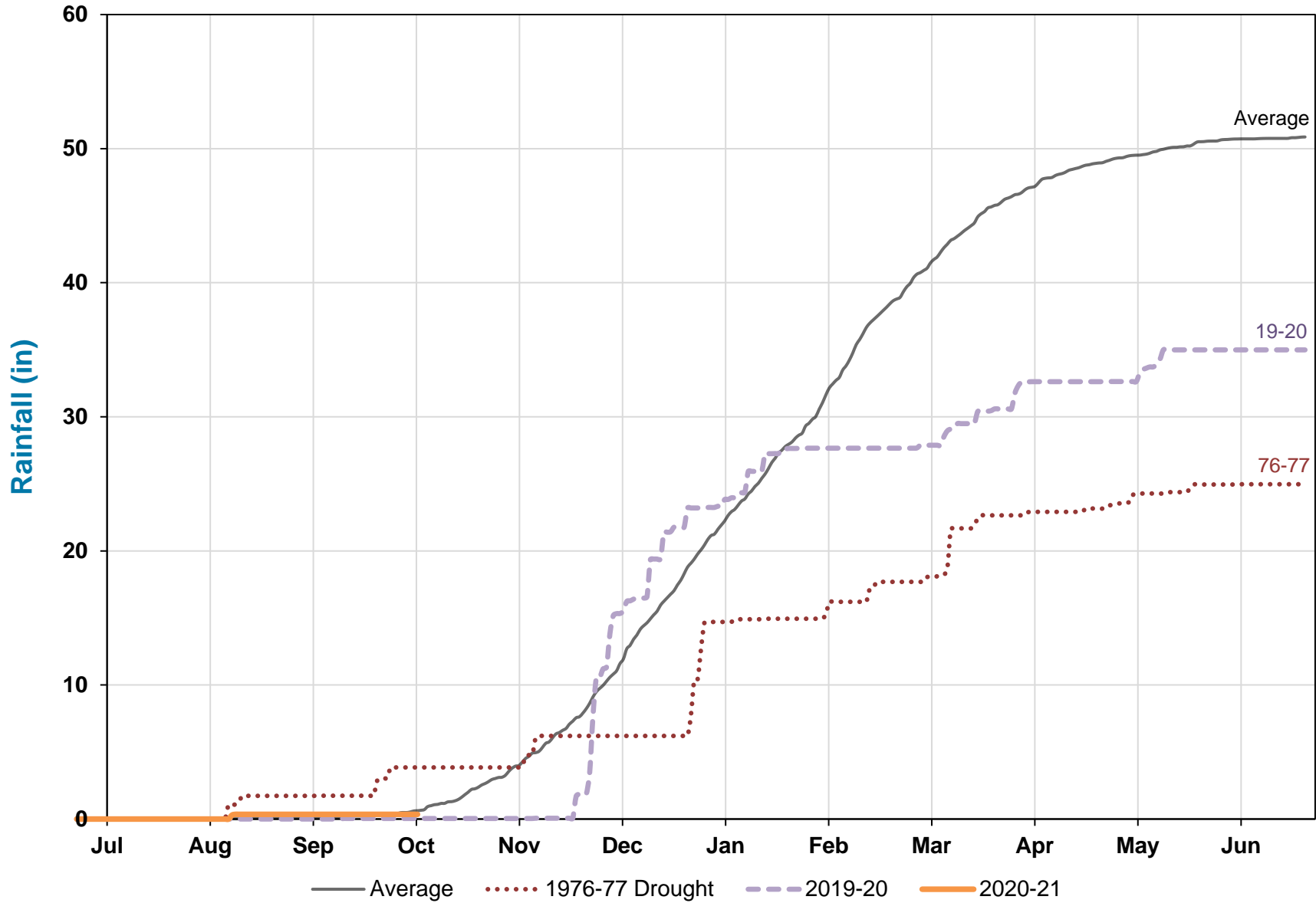


# Total Reservoir Storage

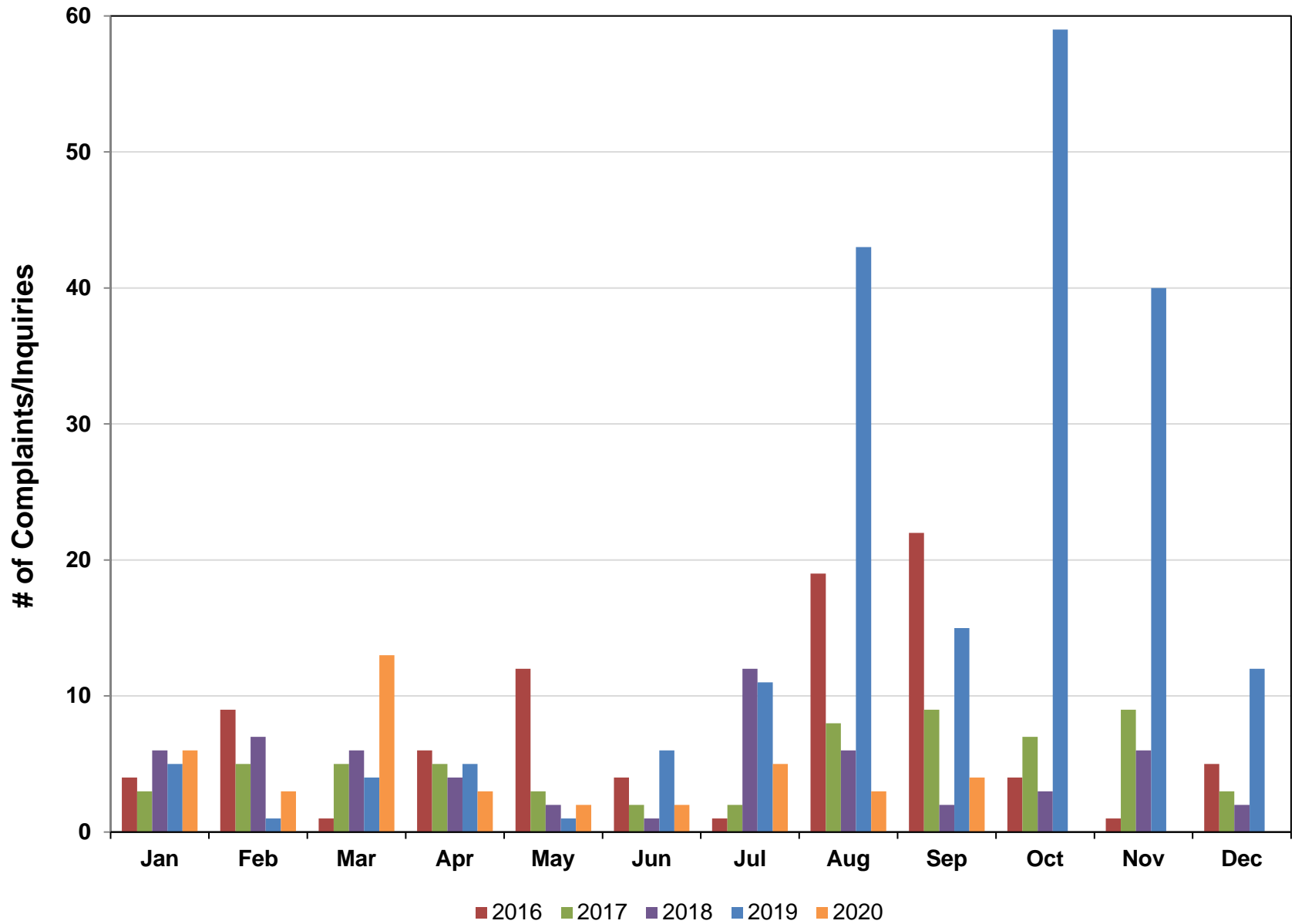


# Cumulative Precipitation

Lake Lagunitas Rain Gauge



## MMWD Customer Complaints/Inquiries for Taste and Odor



## Approval Item

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**TITLE**

Approval to Fill Intern and Watershed Aide Positions

**RECOMMENDATION**

Authorize the General Manager to recruit and fill 5 Intern and 6 Watershed Aide Positions.

**SUMMARY**

Staff recommends filling 5 Intern and 6 Watershed Aide positions to support vegetation removal, maintenance, engineering projects, water treatment and distribution, water quality, pipe location, volunteer programs and district rangers.

**DISCUSSION**

Once a year, staff requests approval to fill multiple seasonal positions for both the Summer and Fall seasons. This year, staff only requested approval to fill the critical Summer positions as we considered the impacts of the pandemic. In the staff report, presented to the Board on May 19, 2020, staff advised the Board that, if it is determined that additional budgeted staff could still be supported by the budget and accommodated in compliance with physical distancing requirements, staff would request to fill the positions for the Fall.

Due to ongoing District needs and a successful Summer of operating under physical distancing guidelines with seasonal staff, staff is now requesting approval to fill the remaining seasonal positions for the upcoming season. These positions include: 5 Interns (1 Pipe Locator Intern, 1 Water Quality Sampling Intern, 1 Engineer Intern, 1 Water Treatment Intern and 1 Distribution Systems Intern) and 6 Watershed Aides (2 Vegetation Management support, 2 Maintenance support, 1 Volunteer Program support and 1 Ranger support). The 9 positions that were approved for the Summer and these additional 11 positions represent typical staffing level for our Summer and Fall seasonal employees.

**FISCAL IMPACT**

The cost to hire seasonal employees for this Fall is estimated at \$232,538 for FY 20/21. Funding for interns and watershed aides was included in the FY 20/21 budget and budgeted at \$572,214; \$179,044 of that budgeted amount was used to cover the payroll for the seasonal staff hired in the Summer.

**ATTACHMENT(S)**

None



DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Human Resources	 Vikkie Garay Human Resources Manager	 Ben Horenstein General Manager




**Item Number:** 06  
**Meeting Date:** 10-20-2020  
**Meeting:** Board of Directors

## Informational Item

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**TO:** Board of Directors

**FROM:** Terrie Gillen, Board Secretary 

**THROUGH:** Ben Horenstein, General Manager 

**DIVISION NAME:** Communications & Public Affairs Department

**ITEM:** Future Meeting Schedule and Agenda Items

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### SUMMARY

Review of the upcoming Board of Directors and Committee meetings.

### DISCUSSION

Below are the upcoming meetings of the Board of Directors and/or Committees:

- Thursday, October 22  
Finance Committee/Board of Directors (Finance) Meeting  
9:30 a.m.
- Tuesday, November 3  
Board of Directors' Meeting  
7:30 p.m.
- Thursday, November 12  
Finance Committee/Board of Directors (Finance) Meeting  
9:30 a.m.
- Tuesday, November 17  
Board of Directors' Meeting  
7:30 p.m.

### FISCAL IMPACT

None

### ATTACHMENT(S)

None