



Posting Date: 11-25-2020

NOTICE OF SPECIAL MEETING BOARD OF DIRECTORS

MEETING DATE: 12-01-2020

TIME: 7:30 p.m. (following 6:30 p.m. Special Meeting)

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/94815755953>. You can also participate by phone by calling 1-669-900-6833 and entering the webinar ID#: 948 1575 5953.

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.

NEW REGARDING PUBLIC COMMENTS: You may submit your comments in advance of the meeting by emailing them to BoardComment@MarinWater.org. Emailed comments **received by 3 p.m.** on the day of the meeting **will be provided to the Board of Directors prior to the meeting**. Emailed comments on **approval** items **received by 3 p.m.** will also be summarized by the board secretary at the board meeting. All emails will be posted on our website the following day. *(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.)*

AGENDA ITEMS	RECOMMENDATIONS
Call to Order and Roll Call	
Closed Session Report from Special Meeting	
Adopt Agenda	

Public Comment

Members of the public may comment on any items not listed on the agenda during this time. Comments will be limited to three (3) 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.

AGENDA ITEMS	RECOMMENDATIONS
Directors' and General Manager's Announcements	
Consent Calendar 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.	
1. Commendation to Retiring Employee: Phil Tweedie (Resolution 8614)	<i>Approve</i>
2. Minutes of the Special and Regular Bi-Monthly Board of Directors' Meeting of November 17, 2020	<i>Approve</i>
3. Award of Contract No. 1933, Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project, to Piazza Construction, to install 300 feet of pipe in support of the District's Capital Improvement Program	<i>Approve</i>
Regular Calendar	
4. Present Resolution of Commendation to Phil Tweedie	
5. Water Supply Update	<i>Information</i>
6. Resolution 8613, Reject All Bids for Contract No. 1928, Southern Marin Pipeline Replacement Project	<i>Approve</i>
7. Board of Directors' Handbook	<i>Approve</i>
8. Future Meeting Schedule and Agenda Items	<i>Information</i>
Adjournment	

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, December 10, 2020
Watershed Committee/Board of Directors (Watershed) Meeting
1:30 p.m.
- ❖ Friday, December 12, 2020
Operations Committee/Board of Directors (Operations) Meeting
9:30 a.m.
- ❖ Tuesday, December 15, 2020
Regular Bi-Monthly Board of Directors' Meeting
7:30 p.m.
- ❖ Thursday, December 17, 2020
Finance Committee/Board of Directors (Finance) Meeting
9:30 a.m.



Board Secretary

PHIL TWEEDIE

WHEREAS, THE BOARD OF DIRECTORS OF THE MARIN MUNICIPAL WATER DISTRICT (MMWD) WISHES TO RECOGNIZE Phil Tweedie for 22 years of dedicated service to the District and its customers in Marin County; and

WHEREAS, in 1994, Phil started with MMWD as a Controls Technician and was instrumental in the installation and maintenance of the first SCADA system until leaving in 1999 due to other professional opportunities; and

WHEREAS, Phil returned in 2004 to MMWD to fill the position of Control System Specialist. As the Control System Specialist, he was able to oversee two SCADA system upgrades, a major RTU upgrade, PLC upgrades, treatment plant upgrades and a host of other challenging projects until his retirement in December 2020; and

WHEREAS, Phil mentored water system operations personnel, and collaborated with consultants and contractors to ensure high quality of work performed; and

WHEREAS, never one to make a long story short, or ever be at a loss for words, Phil took the time to provide all the details you could ever want and thoroughly explain how he had resolved a problem; and

WHEREAS, as a MMWD rate payer, Phil always acted as though he was spending his own money when purchasing parts, materials and hardware; and

WHEREAS, Phil was a tenacious problem solver and took great pride in solving the most difficult control system problems often foregoing the help of consultants or vendors and leaving himself feeling quite chuffed (thrilled, elated); and

WHEREAS, Phil was dedicated to his work, wanted to do the best job possible, and with his “can do” attitude, could be counted on to get the job done when the pressure was on; and

WHEREAS, Phil is looking forward to enjoying the great outdoors and using his lifetime watershed pass as frequently as possible.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS expresses its sincere appreciation to **Phil Tweedie** for his services and contributions to the Marin Municipal Water District and wishes him good fortune and continued good health in his retirement

RESOLUTION NO. 8614 APPROVED at the special meeting of the Board of Directors held
this 1st day of December, 2020.

John C. Gibson, President

Cynthia Koehler

Larry Bragman

Larry L. Russell

Ben Horenstein, General Manager

ATTEST:

Secretary

Approval Item

TITLE

Minutes of the Board of Directors' Special and Regular Bi-Monthly Meetings of November 17, 2020

RECOMMENDATION

Approve the adoption of the minutes.

SUMMARY

On November 17, 2020, the board held its special meeting at 6:30 p.m. and regular bi-monthly meeting at 7:30 p.m. The minutes of both meetings are attached.

DISCUSSION

None

FISCAL IMPACT

None

ATTACHMENT(S)

1. Minutes of the Board of Directors' Special Meeting of November 17, 2020
2. Minutes of the Board of Directors' Regular Bi-Monthly Meeting of November 17, 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

Tuesday, November 17, 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 AND ROLL CALL

President Gibson called the meeting to order at 6:37 p.m.

PUBLIC COMMENT

None

The board adjourned to closed session to discuss the following Closed Session Items.

CONVENED TO CLOSED SESSION

CLOSED SESSION ITEMS

1. Conference with Real Property Negotiators
(Government Code §54956.8)

Property: APN 180-261-10

Agency Negotiator: Ben Horenstein, General Manager

Negotiating Party: James Higgins

Under Negotiation: Price and Terms of Payment

2. Conference with Real Property Negotiators
(Government Code §54956.8)

Properties: Forbes Reservoir Site, San Rafael, APN 010-261-02

Mill Valley Tank Site, Mill Valley, APN 046-07-003

Agency Negotiator: Ben Horenstein, General Manager

Negotiating Party: Marin Emergency Radio Authority

Under Negotiation: Price and Terms of Payment

The board discussed the Closed Session items and gave direction to staff.

ADJOURNMENT

The Board of Directors' Special Meeting of November 17, 2020, adjourned at 6:55 p.m.

Board Secretary

**MARIN MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS**

REGULAR BI-MONTHLY MEETING MINUTES

Tuesday, November 17, 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 AND ROLL CALL

Board President Gibson called the meeting to order at 7:30 p.m.

CLOSED SESSION REPORT FROM SPECIAL MEETING

General Counsel Molly MacLean reported that the board discussed the items of the Closed Session and gave staff direction.

ADOPT AGENDA

There was no public comment received under this agenda item.

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

Ayes: Directors Bragman, Koehler, Russell, and Gibson

Noes: None

Abstain: None

PUBLIC COMMENT

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

DIRECTORS' AND GENERAL MANAGER'S ANNOUNCEMENTS

There were no announcements.

CONSENT CALENDAR (ITEMS 1-2)

Item 1 Minutes of the Regular Bi-Monthly Board of Directors' Meeting of October 20, 2020

Item 2 General Manager's Report for October 2020

There were no public comments.

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

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

REGULAR CALENDAR (ITEMS 3-12)

Item 3 Further delay of scheduled rate increase from January 1, 2021 to April 1, 2021

Finance Director Chuck McBride brought this item to the board. Discussion ensued.

There was no public comment.

On motion made by Director Bragman and seconded by Director Koehler, the board approved Resolution 8606 approving a further deferral of water rate increases due to the Covid-19 pandemic by the following roll call vote:

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

Item 4 Response to the Marin County Civil Grand Jury's Report Regarding Climate Change

General Manager Ben Horenstein brought this item forward. Discussion ensued. There was one public comment.

On motion made by Director Bragman and seconded by Director Koehler, the board approved the response to the Grand Jury with the change to the district's response of Finding #4 by the following roll call vote:

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

Item 5 Award of Contract No. 1935 for Fuel Reduction and Restoration to Hanford Applied Restoration

Watershed Resources Manager Shaun Horne presented this item. Discussion followed. There

was one public comment.

On motion made by Director Bragman and seconded by Director Russell, the board approved Resolution 8610 awarding a two-year fuel reduction and restoration contract with Hanford Applied Restoration by the following roll call vote:

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

Item 6 Fill Senior Engineer I Manager Position

Engineering Director Michael Ban brought this item forward. There was no public comment.

On motion made by Director Koehler and seconded by Director Russell, the board approved the authorizing the general manager to recruit and hire one Senior Engineer I-Manager in the Engineering Division by the following roll call vote:

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

Item 7 Water Supply Report for October 2020

Operations Director Paul Sellier provided a presentation to the board. Discussion ensued. There was no public comment.

The board took no formal action.

Item 8 Change the Employer's Contribution Rate for Health Insurance to comply with the Requirements of Government Code Section 22892(a) and 22892(b), and to comply with the Requirements of Government Code Section 7507 in electing the Benefits Set Forth Below

Human Resources Manager Vikkie Garay provided information on this item. There were two public comments and a comment made by Director Bragman.

On motion made by Director Bragman and seconded by Director Russell, the board approved the adoption of Resolution 8591 and Resolution 8592, which will change the district's contribution rate paid for health insurance premiums based on increases to the rates, by the following roll call vote:

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

Item 9 Award of Contract No. 1905, San Geronimo Treatment Plant Emergency Generator Project, to Haskell Corporation, for Construction of a 3 MW Emergency Generator Power Plant at the San Geronimo Treatment Plant, in San Geronimo

Senior Engineer Alex Anaya brought forth this item. Discussion ensued. There was no public comment.

On motion made by Director Koehler and seconded by Director Russell, the board approved Resolution 8611 awarding Contract No. 1905, San Geronimo Treatment Plant Emergency Generator Project (D19027), to Haskell Corporation, by the following roll call vote:

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

Item 10 Resolution Number 8606 - Invoking the District's Emergency Contracting Provisions and Authorizing Directing the General Manager to Execute a Contract with WR Forde for the Porteous Tunnel Emergency Pipeline Replacement Project without Advertisement

Senior Engineer Anaya also presented this item. Discussion followed. There was no public comment.

On motion made by Director Bragman and seconded by Director Koehler, the board approved Resolution 8608 invoking the district's emergency contracting provisions and directing the general manager to execute a contract with W.R. Forde Associates for the Porteous Tunnel Emergency Pipeline Replacement Project without advertisement, by the following roll call vote:

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

Item 11 Authorize a Professional Services Agreement with Tetra Tech, Inc. for Preparation of a Local Hazard Mitigation Plan

Associate Engineer Kristin Arnold brought forth this item. Discussion ensued. There was no public comment.

On motion made by Director Russell and seconded by Director Koehler, the board approved

Resolution 8612 authorizing the general manager to execute a Professional Services Agreement, in the amount of \$150,000, to prepare the Local Hazard Mitigation Plan, by the following roll call vote:

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

Item 12 Future Meeting Schedule and Agenda Items

The board secretary presented this item. There was no discussion nor public comment.

The board took no formal action.

ADJOURNMENT

There being no further business, the regular bi-month meeting of November 17, 2020, adjourned at 9:10 p.m.

Board Secretary

Approval Item

TITLE

Award of Contract No. 1933, Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project, to Piazza Construction, to install 300 feet of pipe in support of the District's Capital Improvement Program

RECOMMENDATION

Approve Resolution No. 8609 authorizing award of Contract No. 1933, Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project, to Piazza Construction.

SUMMARY

The Operations Committee reviewed this item on November 20, 2020, and referred it to a future Bi-Monthly Meeting of the Board of Directors with the Operations Committee's recommendation to proceed with the project.

On November 17, 2020, the District opened six (6) bids for the Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project to install 300 feet of pipe to replace 64-year old leak prone pipe. Piazza Construction submitted the lowest responsive and responsible bid in the amount of \$164,310. Therefore, staff recommends the Board of Directors approve Resolution No. 8609, which awards Contract No. 1933 to Piazza Construction in the amount of \$164,310 and finds the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15302(c) of the CEQA Guidelines as the project the replacement of an existing water pipeline involving no or negligible expansion of capacity.

DISCUSSION

The District transfers raw water from Alpine Reservoir up to Bon Tempe Reservoir through a 2,600-foot long, 24-inch welded steel pipe that was installed in 1956. A 300-foot section of this pipe located near Alpine Reservoir has deteriorated and needs to be replaced. This raw water transmission line is critical to the operational needs of the District as it provides the only source of raw water from Alpine Reservoir into Bon Tempe Reservoir. This Project will replace this 300-foot section of leak prone pipe as described in Table 1 and shown on the map provided in Attachment 2.

Table 1
Pipeline Replacement Locations

Street	Length	Installation Date	Existing Size and Type
Alpine/Bon Tempe Pump Rd	300 ft	1956	24" WS

* WS = Welded Steel Pipe

On November 17, 2020, the District received six bids for the Project. Bid results are provided in Table 2.

Table 2
Bid Results
Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project

Bid Rank	Contractor Name	Bid Amount
1.	Piazza Construction	\$164,310.00
2.	Maggiora & Ghilotti, Inc.	\$207,207.00
3.	W.R. Forde	\$212,410.00
4.	BHM Construction	\$233,910.00
5.	Valentine Construction	\$297,369.00
6.	Marshall Brothers Enterprises	\$370,725.00

Contract No: 1933

Project No: D20027

Engineer's Estimate: \$170,000

Piazza Construction submitted the lowest responsible bid. They hold a Class A – General Engineering License, License No. 406456 which is current and active and expires on 6/30/2021. As required by State Law, Piazza is registered with the California Department of Industrial Relations under PWCR Number 100000821. Following contract award District staff will register the Project with the California Department of Industrial Relations.

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

Budget:

Contract Award:	\$164,310
Contingency:	\$17,000
Materials and Professional Fees:	\$39,000
District Labor/Inspection:	\$78,000
Total Budget:	\$298,310
Budget Category:	A1A03

Project Implementation:

Project Advertisement:	October 27, 2020
Bid Opening:	November 17, 2020
Project Award:	December 1, 2020
Estimated Completion Date:	April 2, 2021
Duration:	123 days

Environmental Review:



The Project is Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302 (c), Replacement or Reconstruction because it is the replacement of an existing water pipeline involving negligible or no expansion of capacity. A copy of the draft Notice of Exemption is enclosed as Attachment 3.

FISCAL IMPACT

The total cost to complete the Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project is estimated to be \$298,310.

ATTACHMENT(S)

1. Resolution No. 8609
2. Site Map
3. Draft Notice of Exemption

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Michael Ban Engineering	 Ben Horenstein General Manager

MARIN MUNICIPAL WATER DISTRICT

RESOLUTION NO. 8609

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARIN MUNICIPAL WATER DISTRICT AWARDING A CONTRACT FOR THE ALPINE/BON TEMPE RAW WATER TRANSFER PIPELINE REPLACEMENT PROJECT

WHEREAS, the District advertised Contract No. 1933, Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project (D20027), on October 27, 2020; and

WHEREAS, the District received and publicly opened six (6) bids on November 17, 2020.

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES that:

1. The bid of \$164,310 submitted by Piazza Construction for the Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project under Contract No. 1933 ("Contract") was the lowest responsive and responsible bid submitted therefor, and said bid is hereby accepted.
2. A Contract for this project be awarded to said low bidder, and the General Manager is authorized and directed to execute said Contract on behalf of the District upon receipt of a performance bond, payment bond, proof of insurance, and the executed contract for the work from said bidder.
3. Upon complete execution of said Contract, the bonds and/or checks of the other bidders are to be returned to the other bidders, and all bids other than that of Piazza Construction are to be rejected.
4. The project is Categorically Exempt from review under Section 15302(c) of the CEQA Guidelines inasmuch as it is the replacement of an existing water pipeline involving negligible or no expansion of capacity.

PASSED AND ADOPTED this 1st day of December, 2020, by the following vote of the Board of Directors.

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

Attachment 2

Alpine / Bon Tempe Raw Water Transfer
Pipeline Replacement Project Map

Town of Fairfax, CA

Ex. 24" WSP

Bon Tempe Dam

Bon Tempe Lake

Install 300 feet of 24-Inch Pipe

Alpine Bon Tempe Pump Rd.

Alpine Lake

MarinMap

0 0.25 0.5 1
Miles

=====

New 24-inch Raw Water Pipeline

Ex. 24-inch Raw Water Pipeline

Notice of Exemption



Filing Requested By and When Filed Return To:

Marin Municipal Water District
220 Nellen Ave
Corte Madera, CA 94925
Attn: Mike Ban, Manager of Environmental & Engineering Services

Project Title: Alpine/Bon Tempe Raw Water Transfer Pipeline Replacement Project (D20027)

Project Location : Marin Municipal District Watershed

Project Location – County: Marin

Project Description: The project will install approximately 300 feet of 24-inch high density polyethylene pipe to replace old, leak prone pipe in support of the District's Capital Improvement Program.

Public Agency Approving Project: Marin Municipal Water District

Name of Person or Agency Carrying Out Project: Marin Municipal Water District

CEQA Exemption Status: Categorical Exemption Section 15302(c), Replacement or Reconstruction.

Reason for Exemption: The project qualifies for exemption pursuant to Section 15302(c) inasmuch as it is the replacement of existing water pipelines with negligible or no expansion of capacity.

Project Approval: The Marin Municipal Water District Board of Directors approved the award of a contract for project construction, which represents project approval as defined by Section 15352 of the Guidelines for Implementation of the California Environmental Quality Act, at their regularly scheduled meeting on December 1, 2020.

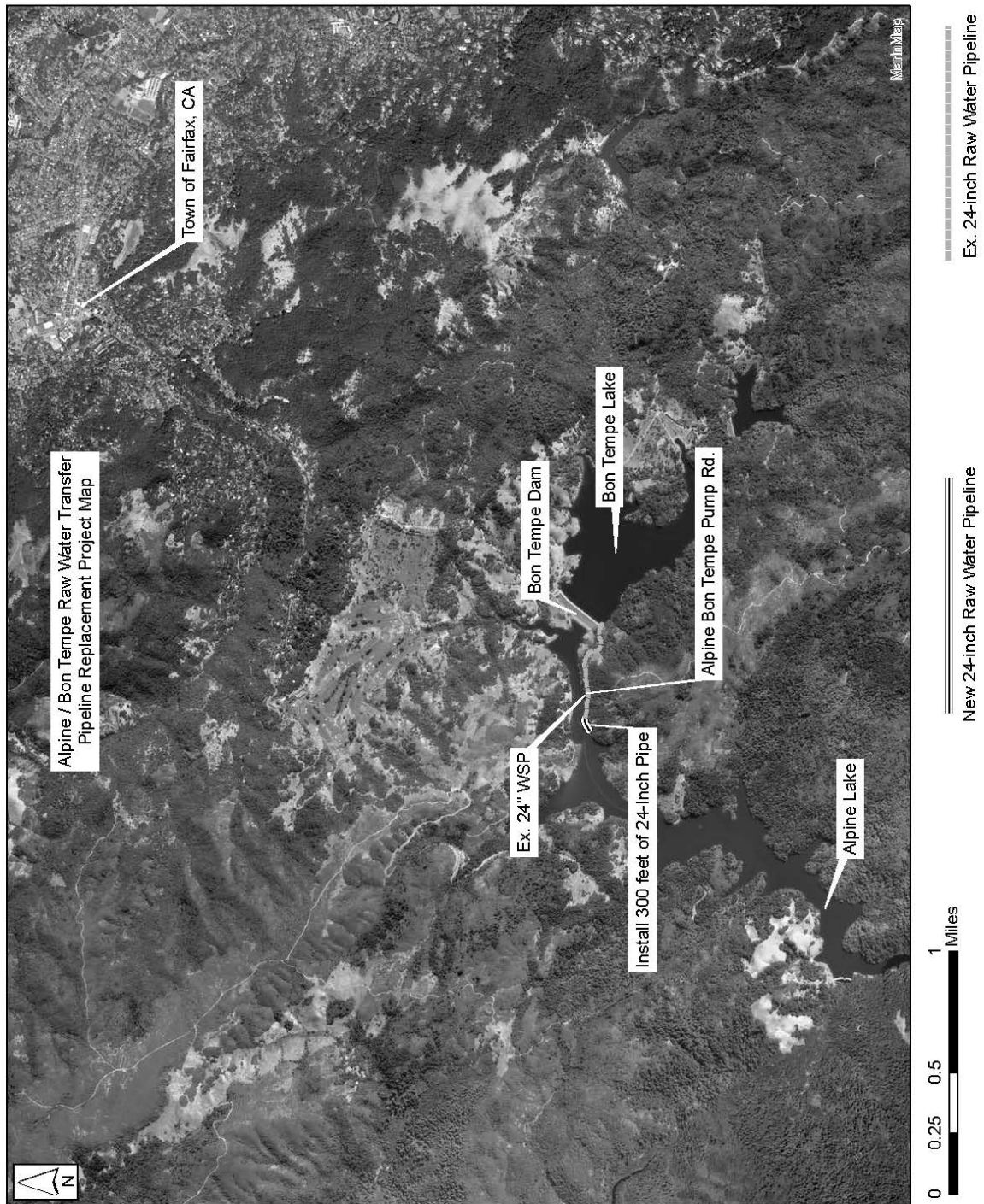
Lead Agency Contact Person: Michael Ban, Marin Municipal Water District

Telephone: (415) 945-1435

Michael Ban, Director of Engineering

Date

Figure 1: Alpine / Bon Tempe Raw Water Transfer Pipeline Replacement Project



SOURCE: MMWD 2020

Presentation

TO: Board of Directors

FROM: Paul Sellier, Operations Manager



THROUGH: Ben Horenstein, General Manager





DIVISION NAME: Operations Division

ITEM: Resolution of Commendation to Phil Tweedie

Informational Item

TO: Board of Directors

FROM: Paul Sellier, Operations Director 

THROUGH: Ben Horenstein, General Manager 

DIVISION NAME: Operations

ITEM: Water Supply Update

SUMMARY

Overall, water supply and production are 93 percent of historical average with no significant change from the November 20 Water Supply Report. At the time of writing, the 10-day weather outlook indicates a slight chance of rain towards the end of November and seasonal temperatures. A more detailed report will be provided at the December 15 meeting.

DISCUSSION

Highlights:

- As of November 20, 2020 the District had 48,253 acre-feet of reservoir water storage which is 93.1% of historical average and 60.6 % of total capacity.
- As of November 16, 2020 Lake Sonoma had 168,805 acre-feet of water which is 68.9% of capacity.

FISCAL IMPACT

None

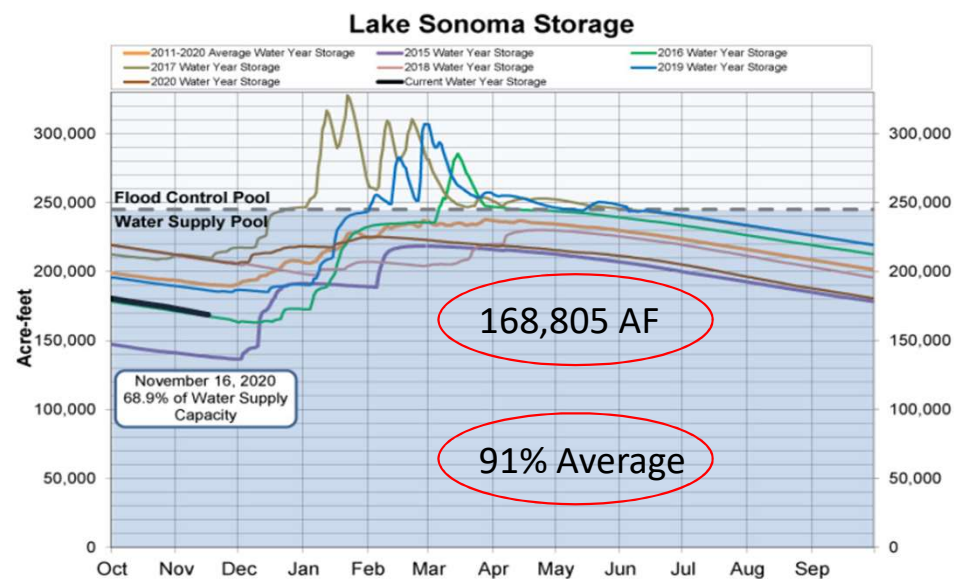
ATTACHMENT(S)

1. Reservoir Storage

Storage Snapshot

Marin Water Storage 11-20-20

	Current Storage [AF]	Maximum Storage [AF]	Percent of Maximum Storage	Percent of Average Storage
Alpine	5,337	8,891	60%	--
Bon Tempe	3,191	4,017	79%	--
Kent	22,086	32,895	67%	--
Lagunitas	334	350	95%	--
Nicasio	10,7840	22,430	48%	--
Phoenix	356	411	86%	--
Soulajule	6,209	10,572	59%	--
Total	48,253	79,566	61%	93%



Approval Item

TITLE

Reject All Bids for Contract No. 1928, Southern Marin Pipeline Replacement Project

RECOMMENDATION

Approve Resolution No. 8613 rejecting all bids for Contract No. 1928, Southern Marin Pipeline Replacement Project.

SUMMARY

The Operations Committee reviewed this item on September 18, 2020, and referred it to a future Bi-Monthly Meeting of the Board of Directors with the Operations Committee's recommendation to proceed with the project.

The Southern Marin Pipeline Replacement Project (Project) involves the installation of 5,080 feet of new pipe to replace old, leak prone and seismic deficient pipe in the Town of Tiburon and the cities of Belvedere and Sausalito, in coordination with other municipal projects in the area to minimize inconvenience to the public. The Project includes approximately 4,060 feet of welded steel pipe and approximately 1,020 feet of 10-inch HPDE pipe in Cove Road, Belvedere, to protect against the corrosive effectives of shallow, saline groundwater present in this section of the Project.

On October 20, 2020 the District opened four (4) bids for the Project. The bids did not demonstrate successful experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years as required by the contract. Staff recommends the Board approve Resolution 8613 rejecting all bids submitted for the Southern Marin Pipeline Replacement Project. The District has the authority pursuant to the NOTICE INVITING BIDS and Section 10 of INFORMATION AND INSTRUCTIONS FOR BIDDERS entitled AWARD OF CONTRACT – REJECTION OF BIDS to reject all bids and shall exercise its authority to do so in this instance. Staff intends to further define and clarify the contractor experience requirements and rebid the construction contract.

DISCUSSION

The Southern Marin Pipeline Replacement Project (Project) is a component of the District's Capital Improvement Program. This Project will replace 5,080 feet of leak prone piping installed as early as 1924 in coordination with City of Belvedere's earthquake resiliency program, Sanitary District No. 5's 2020 Cove Road Force Main Replacement Project and planned upcoming paving work to minimize inconvenience to the public. The Project comprises approximately 4,060 feet of welded steel pipe and approximately 1,020 feet of 10-inch HPDE

pipe in Cove Road, Belvedere, to protect against the corrosive effects of shallow, saline groundwater present in this section of the Project.

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

Table 1
Pipeline Replacement Locations

Street	Length	Installation Date	Existing Size & Type
Cove Road	1,220 ft	1976	8" AC
Beach Road	650 ft	1950	8" CI
Main Street	300 ft	1924	4" CI
Round Hill Road	1,150 ft	1963	8" CI
Harrison Avenue	1,180 ft	1971	8" CI
Santa Rosa Avenue	580 ft	1971	6" CI/4" CI

CI= cast iron / AC = asbestos cement

These street segments were evaluated for the installation of recycled water piping. There are no recycled water pipelines near the Project site and there is no plan for recycled water services in these areas at this time, therefore installation of recycled water pipelines was not included in this Project.

Four bids were received on October 20, 2020, for the Project. Bid results are provided in Table 2.

Table 2
Bid Results
Southern Marin Pipeline Replacement Project

Apparent Bid Rank	Contractor Name	Bid Amount
1.	Michael Paul Company, Inc.	\$1,886,380.00
2.	D & D Pipelines, Inc.	\$1,969,244.00
3.	Maggiora & Ghilotti, Inc.	\$2,112,112.00
4.	W.R. Forde Associates	\$2,177,310.00

SPECIAL PROVISIONS SECTION 01000 Part 1.3 - QUALIFICATIONS of the contract states:

"The Bid submitted by the Contractor doing this project shall demonstrate successful experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years. Contractor shall provide a brief description of these projects along with

contact references for verification to be considered a responsive bid as requested in the EXPERIENCE AND QUALIFICATIONS Section V of these specifications.


For the purpose of this Section “successful experience” shall include, but not be limited to, timely completion of all listed projects performed by Contractor during the last three years, excepting extensions of time duly granted or otherwise authorized by the Owner on those projects. Any Bid failing to fully meet this successful experience requirements shall be deemed non-responsive.”

The apparent low bid, submitted by Michael Paul Company in the amount of \$1,886,380, did not demonstrate experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years as required in SPECIAL PROVISIONS SECTION 01000 Part 1.3 of the bid specifications. Staff is concerned that the lack of experience provided with large capacity HDPE pipe joints, which will be pressurized, puts the success of the project at risk for future line breaks which could be detrimental for the District. The three other bids, submitted by D&D Pipelines, Inc., Maggiora & Ghilotti, Inc., and W.R. Forde Associates, also failed to demonstrate experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years as required in SPECIAL PROVISIONS SECTION 01000 Part 1.3 of the bid specifications. Specifically, the bidders for the Project did not demonstrate experience on three (3) pipeline projects within the past three (3) years that included fusing and installing 10-inch HDPE pressure pipe, fittings and appurtenances. The working conditions on Cove Road where the 10-inch HDPE pipe will be installed are very challenging due to the presence of shallow, saline groundwater. Further, fusion of the HDPE pipe joints is of paramount importance to the success of the project and avoidance of future hazards for the public and the District. Staff feels that it can further elaborate the need for this specific level of experience in a second invitations for bids and that the additional time and cost of rebidding the project will serve the interests of the District in this case.

For these reasons, District staff recommends the board approve Resolution No. 8613 rejecting all bids submitted for the Southern Marin Pipeline Replacement Project Contract Number 1928. The NOTICE INVITING BIDS and Section 10 of INFORMATION AND INSTRUCTIONS FOR BIDDERS entitled AWARD OF CONTRACT – REJECTION OF BIDS both indicate that the District reserves the right to reject any and all bids. Staff intends to further define and clarify the contractor experience requirements and immediately rebid the construction contract.

ATTACHMENT(S)

1. Resolution No. 8613
2. Site Map

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Michael Ban Director of Engineering	 Ben Horenstein General Manager

MARIN MUNICIPAL WATER DISTRICT

RESOLUTION NO. 8613

**RESOLUTION OF THE BOARD OF THE MARIN MUNICIPAL WATER DISTRICT
REJECTING ALL BIDS FOR THE SOUTHERN MARIN PIPELINE REPLACEMENT PROJECT
(CN 1928/D20022)**

WHEREAS, the Southern Marin Pipeline Replacement Project CN 1928/D20022 (“Project”) includes the replacement of 5,080 feet of pipeline in Tiburon, Belvedere and Sausalito, including approximately 4,060 feet of welded steel pipe and approximately 1,020 feet of 10-inch HPDE pipe in Cove Road, Belvedere, to protect against the corrosive effectives of shallow, saline groundwater present in this section of the Project; and

WHEREAS, the District received four bids to construct the Project on October 20, 2020; and

WHEREAS, the District’s experience requirements for contractors bidding on the Project are provided in SECTION 01000 – SPECIAL PROVISION, PART 1.3 – QUALIFICATIONS and stipulate that:

“The Bid submitted by the Contractor doing this project shall demonstrate successful experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years. Contractor shall provide a brief description of these projects along with contact references for verification to be considered a responsive bid as requested in the EXPERIENCE AND QUALIFICATIONS Section V of these specifications.

For the purpose of this Section “successful experience” shall include, but not be limited to, timely completion of all listed projects performed by Contractor during the last three years, excepting extensions of time duly granted or otherwise authorized by the Owner on those projects. Any Bid failing to fully meet this successful experience requirements shall be deemed non-responsive.”

WHEREAS, contractor’s submitting bids are required by SECTION V – EXPERIENCE AND QUALIFICATIONS to demonstrate their experience and qualifications for the Project by providing a list of similar contracts. SECTION V states:

“The following contracts for work of a similar nature have been satisfactorily completed in the last three years for the person, firm or authority indicated, and to whom reference is made. (Name five contracts). Failure to provide adequate or truthful information shall be basis for disqualification.”

WHEREAS, District staff reviewed the EXPERIENCE AND QUALIFICATIONS information provided by the bidders; and

WHEREAS, the apparent low bid, submitted by Michael Paul Company in the amount of \$1,886,380, did not demonstrate experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years as required in SPECIAL PROVISIONS SECTION 01000 Part 1.3 of the bid specifications; and

WHEREAS, the bids submitted by D&D Pipelines, Inc., Maggiora & Ghilotti, Inc., and W.R. Forde Associates, also failed to demonstrate experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years as required in SPECIAL PROVISIONS SECTION 01000 Part 1.3 of the bid specifications; and

WHEREAS, the bidders for the Project did not demonstrate experience on three (3) pipeline projects within the past three (3) years that included fusing and installing 10-inch HDPE pressure pipe, fittings and appurtenances giving staff concerns about the potential success of the Project; and

WHEREAS, District staff and legal counsel have conducted further review of the bids; and

WHEREAS, the NOTICE INVITING BIDS and Section 10 of the INFORMATION AND INSTRUCTIONS FOR BIDDERS entitled AWARD OF CONTRACT – REJECTION OF BIDS both indicate that the District reserves the right to reject any and all bids; and

WHEREAS, experience on pipeline projects of similar or larger magnitude, specifically with respect to the fusing and installation of large diameter HDPE pressure pipe, fittings and appurtenances is important due to the challenging nature of the working conditions posed by the presence of shallow groundwater on Cove Road where HDPE will be installed and further, the quality of such work is important to ensure the continued function of the pipeline and avoid unintended breaks.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Marin Municipal Water District, after duly considering the record before it, makes the following findings and determinations based on the reports, testimony and other Resolution 8613

materials before it including, but not limited to, the information listed in the above recitals, which are found to be true and accurate and incorporated herein by reference as findings and determinations of the Board of Directors.

BE IT FURTHER RESOLVED that the Board of Directors of the Marin Municipal Water District does hereby:

1. Find that the bids submitted by Michael Paul Company, Inc., D&D Pipelines, Inc., Maggiora & Ghilotti, Inc., and W.R. Forde Associates for the Project did not demonstrate experience on three (3) pipeline projects of similar or larger magnitude within the past three (3) years as required in SPECIAL PROVISIONS SECTION 01000 Part 1.3 of the bid specifications, and therefore did not provide the assurances necessary for successful completion of the Project;
2. Reject all bids submitted for the Project;
3. Find that the District has the authority pursuant to the NOTICE INVITING BIDS and Section 10 of the INFORMATION AND INSTRUCTIONS FOR BIDDERS entitled AWARD OF CONTRACT – REJECTION OF BIDS BOTH to reject any and all bids and hereby exercises its authority in this instance;
4. Authorizes the General Manager to further define and clarify the contractor experience requirements and rebid the construction contract.

PASSED AND ADOPTED this 1st day of December, 2020, by the following vote of the Board.

AYES:

NOES:

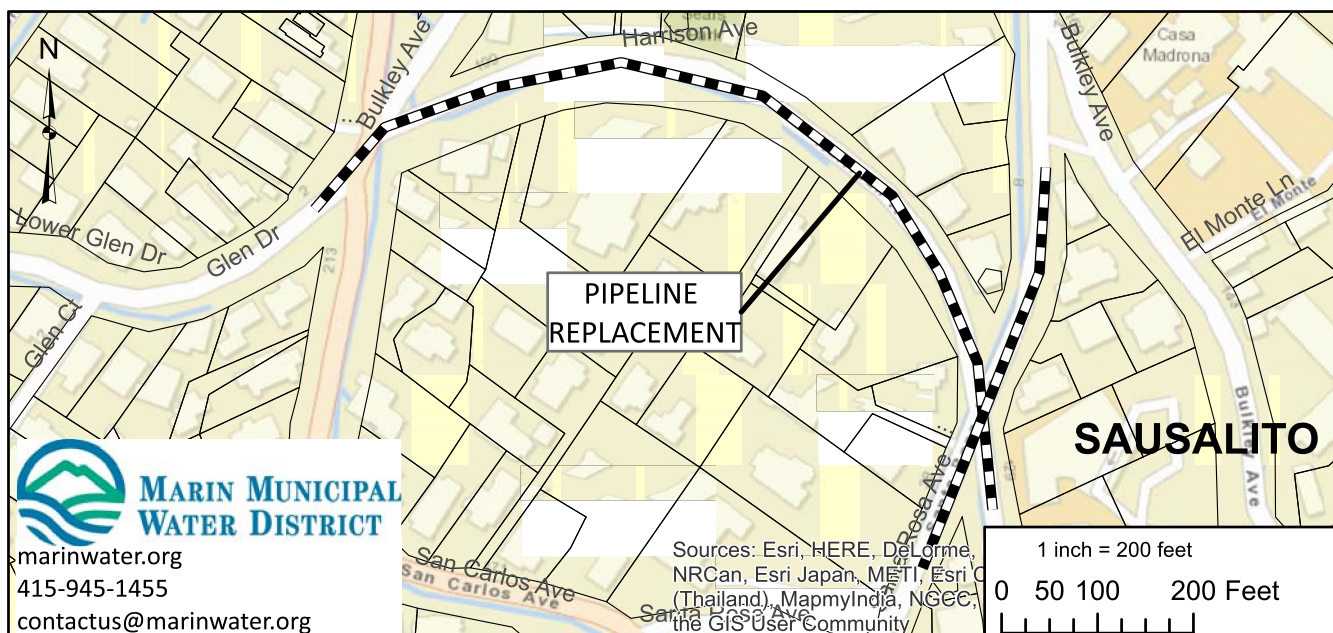
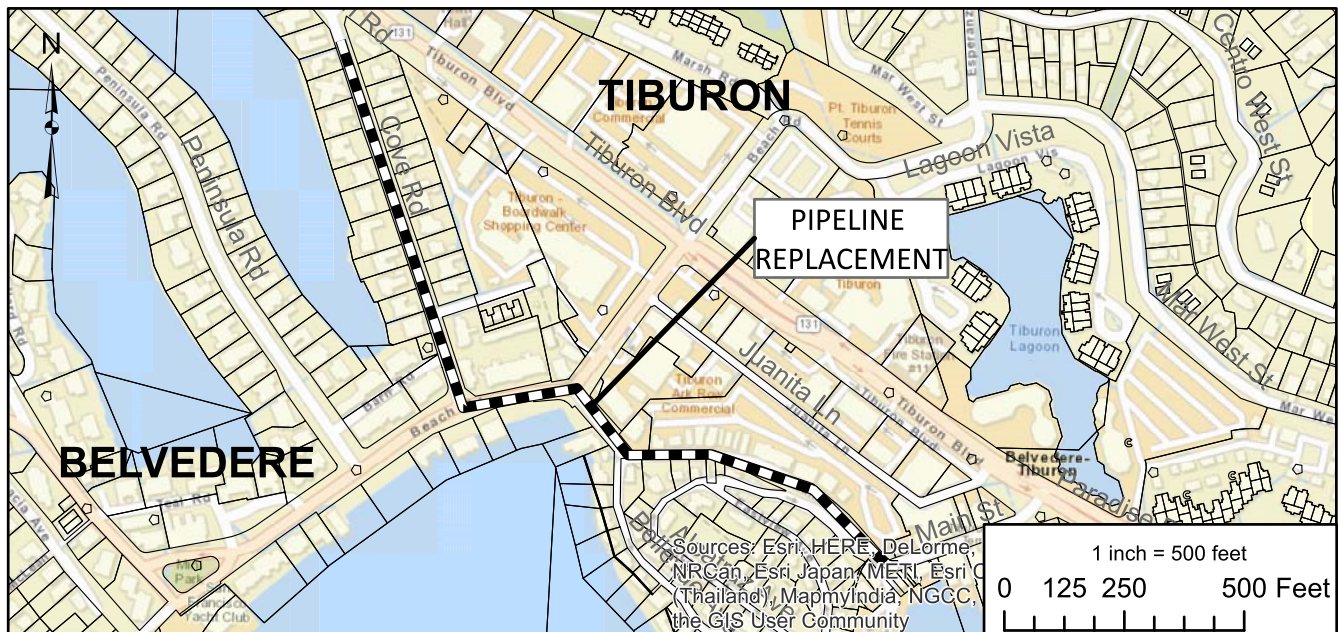
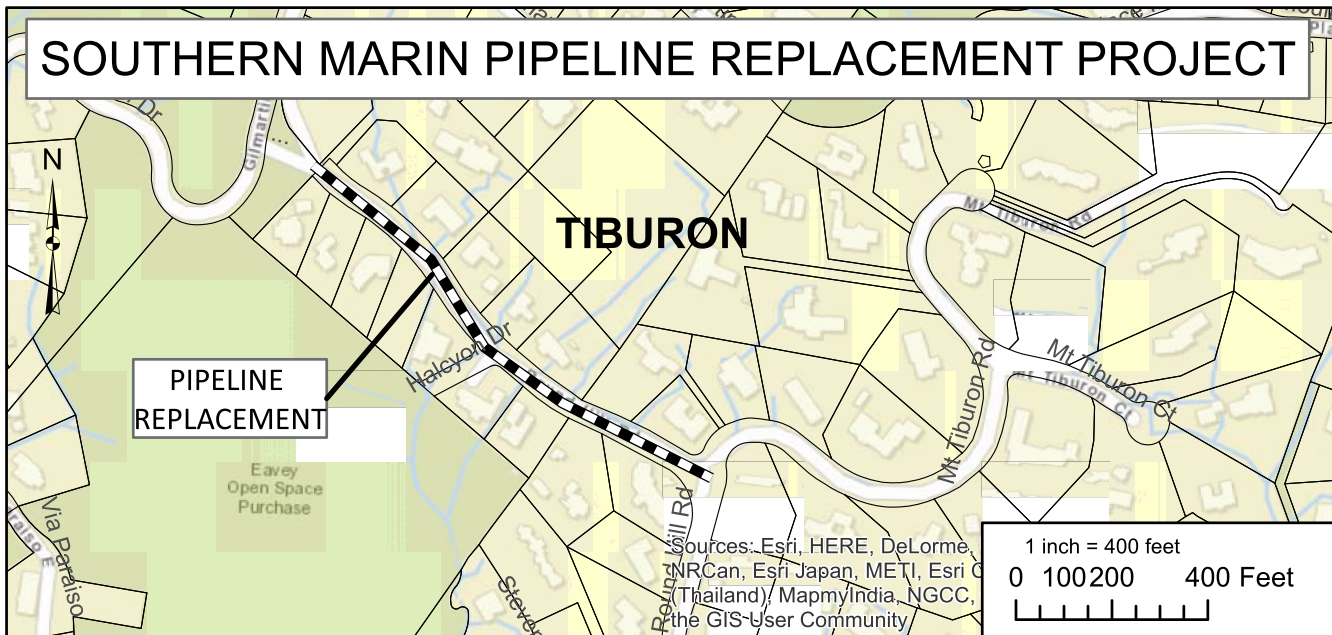
ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

SOUTHERN MARIN PIPELINE REPLACEMENT PROJECT



Approval Item

TITLE

Board of Directors' Handbook

RECOMMENDATION

Adoption of the Marin Municipal Water District Board of Directors' Handbook.

SUMMARY

At a previous regular bi-monthly Board of Directors meeting, staff introduced a draft of the Marin Municipal Water District Board of Directors' Handbook (Board Handbook) and solicited Board input regarding the contents of the proposed handbook. Staff has now incorporated the Board's comments into the Board Handbook and is presenting the proposed Board Handbook for adoption by the Board. The Board Handbook is intended as a helpful guide to new and current Directors, as a compilation of Board policies and practices, legal requirements and other useful information. Adoption of the Board Handbook will serve as the first step in updating the District's Board policies. At subsequent Board meetings, staff will present recommendations to the Board regarding updating existing Board policies, proposing new policies and eliminating unnecessary policies.

DISCUSSION

Staff is currently in the process of reviewing and updating all of the District's policies and procedures to ensure compliance with new requirements and to align with industry best practices. As part of that effort, staff has identified a board handbook for Directors as an industry best practice. Board handbooks or similar board governance documents are utilized by most agencies including: Alameda County Water District, California Special District Association, Central Contra Costa County Sanitary District, Contra Costa Water District, East Bay Municipal Water District, North Marin Water District, and Ross Valley Sanitary District. A board handbook informs both current and newly elected Directors of policies, procedures and practices applicable to the Board and serves as a governance document for the Board of Directors. With the recent election of a new Director, staff believes that it is timely for the Board to adopt the Board Handbook, which will assist all Directors, current and newly elected, in understanding applicable Board policies and practices.

Since introducing the draft Board Handbook at the March 3, 2020 Board of Directors meeting, staff has been revising and editing the document to ensure it is consistent with the Board's input at that meeting and in compliance with newly adopted laws. Some of the notable revisions made to the handbook include:

Future Agenda Items

Based on the revised language, Board members may request that items be placed on a future agenda during discussion of the “Future Agenda Items” portion of the meeting agenda. A motion by a Board member and a second will initiate bringing the item to a future meeting for discussion and consideration by the Board.

This will ensure that items proposed by Directors have adequate Board interest prior to items being placed on the agenda. This will promote efficient conduct of Board meetings that is respectful of Directors’, staff’s and the public’s time.

Use of Title

Based upon the revised language, Board members should not take positions on behalf of the District without the express prior permission and direction of the entire Board. The Board Handbook proposes that use of title will be done with consideration and, if used, will make very clear when a Board member is not speaking on behalf of the Board by including the disclaimer immediately following the use of title. Further, the Board Handbook provides that the disclaimer should indicate that the matter does not relate to District business and that the position of the individual Board member is his or her sole opinion and does not reflect the position of the District or the Board of Directors.

This will ensure that members of the public do not confuse or misinterpret the opinion(s) of individual Board member(s) as the position of the District or the Board of Directors. This will promote more effective governance by the Board of Directors as the Board’s position will be distinctly clear from Directors’ personal opinions.

Social Media

On September 30, 2020, Governor Newsom signed AB 992 into law, which clarifies the social media communications that are permissible under the Brown Act. The legislation allows a Board members to engage in separate conversation or communications on internet-based social media platforms to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction as long as a majority of members of the Board do not discuss the item amongst themselves. However, the legislation prohibits a Board member from directly responding to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the Board that is made, posted, or shared by any other member of the legislative body. To ensure compliance with the new law, Board members must refrain from liking, disliking, commenting, etc. directly on another Board member’s social media post if it involves an item within the subject matter jurisdiction of the Board of Directors. Staff has included language in the Board Handbook to clearly explain this new legal requirement to

Directors and envisions the Board Handbook being regularly updated to ensure that Directors are aware of current and new legal requirements.

Future Policy/ Code Updates



In addition to the revisions made to the handbook, listed above, staff is currently reviewing all Board policies and District Code sections to determine which Board policies and/or Code sections may need to be updated or eliminated, and whether or not any new Board policies or ordinances should be drafted. Based upon an initial review, several Board policies and Code sections have been identified as requiring updates since many have not been updated for a number of years. For example, District Code section 2.10.010 states, "Regular meetings shall be held at 7:30 p.m. on the first and third Wednesdays of each month unless otherwise specified by the board of directors at the first meeting of each year." However, the District has held its meetings on Tuesday nights for a number of years now. This District Code section, similar to several Board policies, will benefit from updates to ensure that the information set forth within them is consistent with current District practices as well as any new legal requirements. Staff will present recommendations for updating, eliminating, or potentially adding Board policies and District Code sections at future Board meetings. This will include recommendations for renumbering and reorganizing existing Board policies to ensure that they are in sequential order after policies are potentially eliminated or added.

FISCAL IMPACT

None

ATTACHMENT(S)

1. Marin Municipal Water District Board of Directors' Handbook

DEPARTMENT OR DIVISION	GENERAL COUNSEL	APPROVED
General Counsel's Office	 Molly MacLean General Counsel	 Ben Horenstein General Manager



Board of Directors Handbook

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MARIN MUNICIPAL WATER DISTRICT

BOARD OF DIRECTORS HANDBOOK

December 1, 2020

SECTION 1: Introduction/Purpose

Introduction

This handbook is compiled as a guidance document to provide incumbent and newly elected members of the Marin Municipal Water District (“District”) Board of Directors (“Board”) with general information and specific authorities regarding oversight of the District. This handbook is intended to facilitate the handling of Board affairs, assist the Board in complying with open meeting laws, and is complementary to applicable laws and other requirements.

The District is an independent special district, formed pursuant to the Municipal Water District Law of 1911 and approved by voters to provide specific services to residences within the District’s service area. The District is a single function, enterprise special district because it charges its customers for the service provided. The District is governed by a five-member Board elected by voters within a specified limited boundary or division. Each Board member must be a resident of the division from which he or she is elected. Regular elections for Board members are held every 2 even years for staggered 4-year terms (i.e., divisions I, III & IV are elected in one 2-year election cycle and divisions II & V in the other 2-year election cycle).

The Board holds publicly noticed meetings in accordance with the Brown Act where citizens may address the Board regarding matters within the subject matter jurisdiction of the District.

Governing Laws and Regulations

The District was formed pursuant to California Water Code Section 71000 *et seq.*, commonly known as the Municipal Water District Law of 1911. The California Government Code contains a number of provisions applicable to the District and Board member activities including, but not limited to: the Ralph M. Brown Act (Open Meetings Law), Public Records Act (Public Access to Information), Government Code Section 1090 and the Political Reform Act (Conflict of Interest), Assembly Bill 1234 (Ethics), and Assembly Bill 1661 (Sexual Harassment Prevention).

Board Policies and Administrative Procedures

The mission of the District, as established by the Board of Directors, is to manage its natural resources in a sustainable manner and to provide its customers with reliable, high-quality water at a reasonable price. The Board communicates its direction, or its philosophy, toward fulfilling this mission by developing and periodically reviewing its values and goals, and creating and updating various policies and procedures to ensure that the District's customers and the public are treated in a fair and consistent manner. In most instances, policy is established by at least a majority vote of the Board, and a decision of the majority of the Board generally binds the District to a given course of action. However, some circumstances may necessitate the approval of a supermajority of the Board. The District's General Counsel will advise the Board of the approval requirements necessary to bind the Board to a given course of action.

Current District values and goals are listed below:

VALUES

- Promote environmental stewardship and sustainability
- Conduct business with integrity and in an ethical manner
- Ensure fair, open, and responsive interactions with MMWD customers and other members of the public
- Promote diversity in and equitable treatment of our employees
- Provide a healthy work environment
- Work cooperatively with other public agencies and groups
- Treat all individuals with fairness, dignity, and respect
- Continuously improve through the promotion of initiative, leadership, professional development and training
- Exercise responsible financial management

DISTRICT GOALS

- Assure that water produced is of high quality and protects public health from source to the customer's tap
- Provide a long-term reliable water supply for MMWD customers
- Maintain the District's infrastructure in a cost-effective manner to assure reliable operation
- Provide a water rate structure that is fair and reasonable, and that adequately funds the long-term maintenance and capital needs of the District's supply and delivery systems
- Promote conservation and water recycling programs and other practices which encourage the efficient use of water
- Provide responsible stewardship of land under district management, balancing existing mandates to safeguard ecological integrity, protect against wildfire, and maintain water quality

- Provide for visitor access and activities on watershed lands consistent with the constraints of watershed stewardship
- Maintain excellent communications with customers and assure responsive customer service
- Ensure a stable and talented workforce to do the District's work today and into the future

District governing documents include but are not limited to: the Marin Municipal Water District Code, Board Policies, Administrative Policies, Administrative Procedures, and applicable state and federal laws, which collectively constitute the policies and procedures which District staff follow when carrying out their day-to-day duties.

District administrative and operating procedures are approved by the General Manager pursuant to the authority delegated by the Board and are implemented to ensure that the District operates in a uniform and businesslike manner, and in accordance with the established policies of the Board.

SECTION 2: Board Officers and Board Appointed Staff

Board Officers and General Board Duties

Appointment of Officers and Duties

At its first meeting in January of each year the Board elects one of its members President and one of its members Vice President. The Board President and Vice President have no additional powers beyond those of any other Board member except that all committees of the Board are appointed by the President, with the advice and consent of other Board members.

The following are the responsibilities of the Board President:

- Serve as presiding officer of all Board meetings and maintain proper and appropriate parliamentary procedure (Robert's Rules of Order) and agenda management (e.g. ensure that actions are taken with proper motions and seconds);
- Run effective and efficient Board meetings and keep the Board discussions focused on agenda items to steadfastly move the Board toward making decisions true to its proper role and responsibility;
- Maintain proper conduct at Board meetings and diplomatically facilitate appropriate public participation in the activities of the Board in accordance with the Brown Act, while managing time and avoiding diversions from the agenda or disruptions in conducting District business;
- Allow other Board members to complete their comments on an item before offering his or her own;
- Vote, discuss, and make motions the same as other Board members; however, the President only makes motions and seconds when other Board members are reluctant to do so;

- Sign various Board-approved documents, including every original ordinance and resolution passed and adopted by the Board; and
- Act as the official representative of the District for ceremonial purposes, unless unavailable or delegated to another Board member or the General Manager.

The Vice President exercises the powers and responsibilities of the President in his or her absence.

General Board Duties

The Board is collectively the unit of authority within the District. Apart from a Board member's normal function as a part of this unit, an individual Board member has no authority to bind the District to a specific course of action.

The Board, as governing body of the District, is charged with full jurisdiction over all water works necessary for the acquisition, storage, treatment, sale and distribution of water served to District customers. The General Manager is charged with carrying out this responsibility on a day-to-day basis. Among other duties the Board has the authority to:

- Acquire or sell real District property, to construct and operate facilities, to purchase equipment and enter into contracts;
- Adopt and oversee annual District budgets and finances, set water rates and charges, and approve the purchase of resources needed by management to carry out District policies; and
- Appoint and conduct annual performance evaluations of the General Manager and General Counsel, and approve compensation for all District employees.

Communication to/from the Board

The tone and content of all communications should reflect the highest degree of professionalism and respect. Board members are responsible for the content of all text, audio, or images that they place or send, including those sent over the District computer network. Messages with fraudulent, harassing, abusive, obscene, vulgar, profane, offensive, or sexually suggestive content are prohibited. Messages with derogatory or inflammatory remarks related to a person's membership in any protected class are also prohibited.

When a Board member receives a complaint or inquiry from the public regarding the District's services and/or staff, the Board member should acknowledge the complaint or inquiry without making any promise or commitment as to what will happen on behalf of the District and forward the message to the General Manager. Board members are encouraged to engage the public on matters of District interest and concern but cannot guarantee an outcome or result before the Board has acted.

Emails/ Text Messages

The District provides each Board member his or her own District email address. Routine communication should be by District email. Board members should refrain from using any

communication method that may result in a serial meeting. For example, Board members should refrain from using the “reply all” function to respond to emails sent to the Board and should not use email or other means of communication to develop a consensus on any issue within the Board’s subject matter jurisdiction outside of a public meeting. (See later reference to the Brown Act, Section 3)

Email messages related to District business, sent from either District email accounts or personal accounts, are considered “public records” and accordingly, unless exempt from disclosure pursuant to the provisions of the California Public Records Act, may be disclosed in response to a public records request. These emails may also be subpoenaed as evidence in litigation. The District reserves the right to access and disclose all messages sent over its computer network and email system for any lawful purpose. The use of personal email accounts and personal electronic devices for District business is still subject to the disclosure requirement of the Public Records Act or a subpoena. Board members should carefully consider whether the use of personal email for District business is appropriate.

Board members are responsible for checking their incoming email frequently, reading its contents and responding in a timely manner. Messages transmitted over the District email system should only involve District-related activities for the accomplishment of business-related tasks or any communication directly related to District business, administration or practices. The District email system should not be used for personal correspondence. All email messages received at or sent through the District server system, including emails sent and received by Board members’ District email addresses, are property of the District and are not private.

Board members should remain aware that the rules applicable to emails also apply to text message communications. Therefore, Board members should use good judgment when sending and receiving electronic communications of any kind, including text messages. Board members should refrain from sending any electronic communications regarding matters within the subject matter jurisdiction of the Board during Board or committee meetings. Instead, Board member comments and discussions should occur aloud during the meeting in order to ensure members of the public may properly observe their elected official’s opinions on District matters.

Social Media

Board members may use social media to engage in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding matters that are within the subject matter jurisdiction of the Board provided that a majority of the members of the Board do not use the internet-based social media platform to discuss among themselves business within the subject matter jurisdiction of the Board. Board members should remain aware that the phrase “discuss among themselves” is broadly defined to include any communications made, posted, or shared on an internet-based social media platform between members of the Board, including comments or use of digital icons that express reactions to communications made by other members of the Board, such as “like”. For this reason, Board members should not comment or use any digital icons (i.e., like, dislike, etc.) expressing reactions to fellow Board members’ social

media posts related to District business. Board members should also refrain from taking positions on social media regarding any matter that is pending or may become before the Board.

Contact with Media

Because the public receives much of its information regarding District programs, policies and operations through the media, it is important that the District provide the media with the most complete and accurate sources of information available. Thus, the General Manager or his designee shall serve as the District's primary spokesperson and the media's primary source of contact with the District. Media inquiries about official District business, including requests for explanations of District policy, should be directed to the General Manager or his designee.

Board member communications with the media in which the District is a subject matter of discussion shall be clearly identified as an expression of personal opinion of the individual Board member who is expressing his or her opinion to the media.

Elected or appointed officials may not take positions on behalf of the District without the express prior permission and direction of the Board. When Board members are asked for the District's opinion on an issue, the response should reflect the position of the Board. An individual Board member may clarify his or her position on an issue if requested to do so, however, any position of the Board is developed through a collective action taken by the entire Board. This collective Board action is then the District's position on the issue.

Board members may not take positions on behalf of the District without the express prior permission and direction of the entire Board. Board members should refrain from the use of their title (e.g. Mary Jane, Marin Municipal Water District Board President) in letters or communication on advocacy for non-District business. This will prevent confusion among members of the public who may not understand whether the subject matter is or is not District business and if the advocacy is the sole opinion of the individual Board member or the collective position of the Board. If the Board member elects to use his or her title for non-District advocacy, the Board member must include a disclaimer that immediately follows the opinion expressed by the individual Board member. The disclaimer should indicate that the matter does not relate to District business and that the position of the individual Board member is his or her sole opinion and does not reflect the position of the District or the Board.

Board Appointed Staff

General Manager

The General Manager is appointed by and reports to the Board to carry out the day-to-day activities of the District pursuant to adopted ordinances, resolutions and policies. The General Manager has full charge and control of the maintenance, operation and construction of the waterworks system of the District and authority to employ and discharge employees, except those appointed by the Board, and determine employee duties necessary to carry out these responsibilities. The General Manager shall provide a written monthly report to the Board summarizing the work performed during the month and other items of importance or interest to

the Board, and approve, or appropriately delegate, all requisitions for materials, supplies, equipment and services necessary for carrying out the work, with Board approval where required.

General Counsel

The General Counsel is appointed by and reports to the Board, and is the legal advisor to the District regarding all legal matters pertaining to the District. The General Counsel performs such duties in relation to the District's legal matters as the General Manager, or Board may request. The General Counsel is authorized to retain outside counsel from time to time to represent the District in various matters.

Board Secretary

The Board Secretary is appointed by the Board and reports to the General Manager and attends all Board meetings and committee meetings; keeps a complete record of the proceedings including attendance; prepares and maintains official correspondence as directed; maintains custody of the District seal; countersigns all District warrants; maintains oaths of office of all appointed or elected officials and performs such other duties as may be required by the Board.

Finance Director/Treasurer

The Finance Director/Treasurer is appointed by the Board and reports to the General Manager and is the chief financial officer of the District. He or she supervises and administers the financial accounts, records and accounting controls in accordance with generally accepted accounting procedures regarding the financial status and requirements of the District.

Consulting Auditor

The Consulting Auditor shall be an independent public accountant annually retained by and reporting solely to the Board to make an examination of the District's financial position in accordance with generally accepted accounting and auditing standards. The Consulting Auditor may perform other services as requested by the Board from time to time. The Consulting Auditor is not an employee of the District and is engaged on a fee basis for the services rendered.

Evaluation of Board Appointed Staff

Annually, the Board should meet and discuss the performance of the General Manager and prepare a documented performance appraisal to be shared individually with the General Manager in closed session.

Annually, the Board should meet and discuss the performance of the General Counsel and prepare a documented performance appraisal to be shared individually with the General Counsel in closed session.

District Organization and Communications between Board Members and Staff

Organization

The District is organized into four divisions with each division leader reporting directly to the General Manager. The four divisions are as follows:

- Administrative Services Division, including functional responsibilities of Finance, Customer Service & Meters, and Information Technology;
- Engineering & Environmental Services Division, including functional responsibilities of Engineering;
- Facilities and Watershed Division, including functional responsibilities of Facility Maintenance & Support, Watershed Management, and Water Conservation; and
- Operations Division, including Water Treatment and Distribution, Distribution System Maintenance, Water Quality and Laboratory Services, and Safety/Emergency Response.

Additionally, the District's Human Resources and Communications & Public Affairs Departments report directly to the General Manager. The General Counsel's Office reports directly to the Board and provides ongoing support to the General Manager and District staff regarding legal and related matters.

Communication between Board Members and Staff

All communication between Board members and staff regarding District business should be coordinated through the General Manager, including requests from individual Board members. The General Manager will then generate a staff assignment to develop information or reports responsive to the Board member(s) request.

Responses from staff shall be communicated through the General Manager's Office or designee to the requesting Board member(s) and, if the General Manager believes that the information may be of general interest, the response may be sent to all Board members. This does not apply to requests for routine information (e.g. lake storage status, stream flows, fire conditions on the watershed, etc.). Routine information will be provided to Board members in the same way that it is provided to the general public.

SECTION 3: Board Meetings

Scheduling Meetings

Regular Meetings

The principal type of meeting at which District business is conducted is at a regular bi-monthly meeting of the Board. An annual calendar of regularly scheduled Board meetings is adopted at the first meeting in January, which sets forth the dates and times of all regularly scheduled meetings for the upcoming year. Regular Board meetings are generally held in the boardroom

located at the District office, 220 Nellen Avenue, Corte Madera, California, unless otherwise noticed.

Meeting notices and agendas for regular meetings are posted online at marinwater.org, and physically posted at the District office in Corte Madera, and at the Corte Madera, Fairfax, Mill Valley and San Rafael Civic Center public libraries on the Friday (at least 72 hours) before each meeting. Reports and other materials related to the agenda items are posted on the District's website and hard copies are available for review at the District office.

Special Meetings

Occasionally, special meetings of the Board are held to consider a particular topic, conduct a workshop or study session or, if necessary, hold a meeting at a time or date other than a regularly scheduled Board meeting. Agendas for special Board meetings must be posted in a public place and online at least one-day (24 hours) prior to the meeting. However, the District makes every effort to provide more than one-day (24 hours) notice prior to the meeting, when possible.

Regular and special meetings of the Board should generally be held within the boundaries of the District's jurisdiction with certain exceptions. The Board may adjourn a regular or special meeting to another place, date or time if the business considered at that particular Board meeting has not yet been completed and/or if Board deliberations would benefit from re-convening the meeting to another place, date or time.

Emergency Meetings

When an emergency occurs, such as a crippling disaster, work stoppage or other activity that severely impairs public health, safety or both, as determined by a majority of the Board, an emergency meeting may be called. Notice of an emergency meeting must be given to local media at least one hour prior to the meeting. However, in the case of a dire emergency such as mass destruction, terrorist act, or threatened terrorist activity posing peril so immediate and significant that providing one-hour notice may endanger public health, safety or both, as determined by a majority of the Board, notice need only be provided at or near the time that notice is provided to members of the Board.

Public Hearings

Public hearings are held on matters of special importance when required by law.

Closed Sessions

Meetings of the Board are either fully open or fully closed, and there is nothing in between. The Brown Act strongly favors open meetings and private discussions among a majority of the Board members are prohibited, unless expressly authorized by the Brown Act. Closed sessions are an exception to open meeting requirements, and the authority for such sessions is narrowly construed. The fact that material may be sensitive, embarrassing or controversial does not justify consideration in a closed session unless authorized by a specific statutory exception(s) to the

Brown Act. The most commonly cited exceptions relate to litigation (including threat of), real property negotiations, public employment issues, and labor negotiations.

Closed sessions are generally held immediately prior to or following regular bi-monthly meetings of the Board but may also be scheduled at other designated times. Only individuals having an official role in the closed session subject matter may attend and the confidential information discussed during the closed session is explicitly prohibited from unauthorized disclosure. It is incumbent upon those attending closed sessions to protect the confidentiality of those discussions.

Following a closed session the Board shall reconvene in open session and publicly report out final decisions and the votes for or against any final decisions. The Board President or General Counsel generally makes these public reports.

Committee Meetings

Board committees act in an advisory capacity to the Board. Two Board members (Chair and Member) are annually appointed to each committee by the Board President with the advice and consent of other Board members.

Committee meetings are typically held in the boardroom at the District office, 220 Nellen Avenue, Corte Madera, California, unless otherwise noticed. Committee meeting notices and agendas are prepared and posted in accordance with the Brown Act similar to regular Board meetings and minutes are prepared for each meeting. The minutes are included in the next committee meeting agenda packet and approved by the committee during a subsequent meeting of the committee.

The District dually notices all committee meetings as both committee meetings and special meetings of the Board. This ensures that a quorum of the Board may attend and participate in the committee meeting, while maintaining compliance with the Brown Act. If less than a quorum of the Board (less than three Board members) participates in the meeting, it is a committee meeting. When a quorum of the Board (three or more Board members) participates in the meeting, it is a Board meeting. The Board, as a practice, generally does not take final action on items during committee meetings, unless District staff determines the urgency of the item requires immediate action that cannot be delayed until a subsequent regular bi-monthly Board meeting. This practice generally allows members of the public multiple opportunities to submit comments and participate in the Board's decision-making process prior to the Board taking final action on an item.

Currently there are four Board committees:

- Communications Committee, which meets quarterly on the 3rd Wednesday of the month in February, May, August and November;
- Finance Committee, which meets on the 3rd Thursday of each month;
- Operations Committee, which meets on the 3rd Friday of each month; and

- Watershed Committee, which meets quarterly on the 3rd Thursday of the month in March, June, September and December.

From time-to-time the Board may establish ad hoc committees to address issues with a limited scope and duration. The Board President may appoint Board members to ad hoc committees. These committees are not subject to the Brown Act.

Additionally, Board members may be assigned to represent the District before other broad based regional groups including: Tamalpais Lands Collaborative Executive Committee, Lagunitas Creek Sediment and Riparian Management Plan Technical Advisory Committee, North Bay Watershed Association, Tomales Bay Watershed Council, Sonoma County Water Agency Water Advisory Committee, North Bay Water Reuse Authority, Las Gallinas Recycled Water Committee, and Association of California Water Agencies.

Preparation of Agenda and Order of Business

Agendas

Meeting agendas specify the date, time and location of the meeting, in accordance with Brown Act requirements, and must contain a brief general description of each item of business to be transacted or discussed at the meeting. It should be clear from the agenda wording what will be discussed and what action is being proposed so members of the public can determine if they would like to observe or participate in the meeting. The Brown Act generally prohibits any Board action or substantive Board discussion of items that are not on the agenda.

Most items on the agenda originate from the General Manager and District staff. Staff maintains a detailed list of upcoming agenda items that is updated after each Board and committee meeting. Typical types of agenda items include the following:

- Policy direction from the Board;
- Public hearings;
- Items with overarching policy implications (e.g. strategic planning, budgeting, labor negotiations);
- Actions required by law;
- Actions on the overall implementation of a Board approved project or program (e.g. award of construction contracts, consideration of an environmental review document, etc.);
- Discretionary decisions for which authority has not been delegated to the General Manager; and
- Informational items to update the Board and public on District matters.

A draft agenda for regular Board meetings is developed by the General Manager and reviewed by the Board President prior to the agenda being publicly posted. The Board formally adopts the agenda for each meeting as an initial order of business after each meeting is called to order.

Future Agenda Items

Board members may request that items be placed on agendas during discussion of the “Future Agenda Items” portion of the agenda. A motion by a Board member and a second by another Board member will initiate bringing the item to a future meeting for discussion and consideration.

Urgency Items

In rare cases, a legitimate urgent need may arise that must be acted upon even though the item was not included on a posted agenda. The General Counsel shall be consulted on all urgency items. In order for the Board to take action on an urgency item, two determinations must be approved by a two-thirds vote of the Board members present (or by unanimous vote if less than two-thirds (2/3) but more than a quorum of members are present):

- There is an immediate need to take action; and
- The need for action arose after the agenda-posting deadline.

If the above requirements are met, the Board may vote to add the urgency item to the agenda.

Attendance, Conduct, Quorum & Voting, Rules of Order, Brown Act

Board members should strive to attend all Board and committee meetings in person. If a Board member will be absent, he or she should notify the General Manager and Board President as soon as possible.

Teleconferencing

A Board member may participate in meetings via teleconference when not able to attend in person. For each meeting that a Board member will participate by teleconference, the Board member should notify the Board Secretary of his or her teleconference location prior to the agenda being posted, so that the agenda for the meeting will properly identify the teleconference location. All teleconference locations must be accessible to the public, have a copy of the agenda posted, and allow members of the public to address the Board at the teleconference location. When a Board member or members, participate via teleconference meeting all votes must be taken by roll call.

Quorum/ Board Action

A majority of Board members (three or more members) constitutes a quorum necessary for conducting business at a Board meeting. The Board shall act only by motion, resolution or ordinance. As long as a quorum of Board members is present, a simple majority of those Board members present is satisfactory to approve routine agenda items, such as approving the expenditure of funds, or passing an ordinance or resolution not requiring a supermajority. A supermajority of votes is necessary to consider an urgency item not previously posted on the Board meeting agenda or to take certain actions in response to an emergency situation. The

District utilizes the parliamentary procedure from Robert's Rules of Order to conduct Board meetings.

Brown Act (Opening Meetings Law)

In compliance with the Ralph M. Brown Act ("Act"), all meetings of the Board are to be held in open session, unless a closed session is expressly permitted by the Act, and the general public is permitted to attend all open sessions. In order to ensure proper public participation and that all decisions are reached only during public meetings, Board members should refrain from participating in phone calls or emails that:

- Discuss issues within the Board's subject matter jurisdiction and are directed to a majority of the Board members;
- Take a position or make commitments on matters yet to be decided by the Board; and/or
- Communicate his/her position on a matter pending before the Board to all other members of the Board.

Meeting Minutes

Draft meeting minutes are prepared by the Board Secretary and presented to the Board and/or committee for approval at a next meeting of the Board or applicable committee.

SECTION 4: Conference, Training, Reporting Requirements

Conferences

In accordance with Board policy, Board members may elect to attend conferences, meetings and other functions from which the District derives specific benefit through attendance, including those affiliated with District membership in various associations. After attending the conference, meeting or training, the Board member who attended on behalf of the District should provide a brief oral report during the Directors' and General Manager's Announcements portion of the agenda to share information about the event with fellow Board members and the public.

Mandatory Ethics and Sexual Harassment Prevention Training

The Board Ethics Policy promotes awareness of ethics, integrity and fidelity as critical elements in Board members' conduct and in achievement of the District's mission. The proper operation of the District requires that Board members remain objective and responsive to the needs of the public they serve, make decisions within the proper channels of governmental structure, and not use public office for personal gain. Pursuant to the Board Ethics Policy and provisions of the California Government Code set forth in Assembly Bill 1234, Board members are required to receive two hours of ethics training within the first six months of taking office and every two years thereafter.

Board members must also receive two hours of sexual harassment prevention training within the first six months of taking office and every two years thereafter. The District's current Sexual Harassment Policy is intended to prevent sexual harassment in the work environment and provides procedures for resolving complaints of sexual harassment.

Public Records Act Training

All records of the District, except those exempt from disclosure pursuant to the California Public Records Act and/or other applicable laws, are public records. Any person may examine public records during regular business hours of the District or may obtain a copy of requested records in accordance with the California Public Records Act. For convenience to the public, the District has a Public Records Act Request form on its website and provides electronic records at no charge to the public.

The Board Secretary maintains a records retention policy and works with the General Counsel's Office in responding to Public Records Act requests. The Board Secretary and the General Counsel conduct periodic in-house trainings pertaining to the California Public Records Act. Board members are encouraged to participate in said training.

The Board Secretary maintains certificates of completion and a training log for all Board member training. The Board Secretary keeps Board members informed of all training requirements and applicable due dates to ensure compliance with applicable laws.

Conflict of Interest/Form 700

State laws attempt to eliminate any action by a Board member that may implicate a conflict of interest. The purpose of such laws and regulations is to ensure that all actions taken are in the public interest. The Political Reform Act of 1974 requires public officials and designated employees to disclose financial interests that could cause a conflict of interest. Public officials may be required to disqualify themselves from making, participating in, or attempting to influence any decision that will materially affect their financial or economic interest. If a Board member is unsure whether or not he or she may have a disqualifying economic interest, he or she should consult the General Counsel as soon as possible.

Economic interests include, but are not limited to, those items public officials are required to report on the Form 700, Fair Political Practices Commission ("FPPC") "Statement of Economic Interest" and include sources of income, business interests and real estate investments. The Form 700 also requires the annual reporting of all gifts received that are valued at \$50 or greater in a calendar year. The Political Reform Act precludes the acceptance of any gifts with a value totaling more than \$500 in a calendar year. These Form 700s are provided to Board members each calendar year, and within 30 days of assuming or leaving office, and filed with the Board Secretary who forwards them to the FPPC and makes them available for public inspection and reproduction.

Conflict of Interest Reporting at Board Meetings

A Board member may be disqualified from participating in agenda items that present a financial conflict of interest. If a Board member is disqualified due to a financial conflict, he or she must abstain from the item, state the reason for the disqualification, and leave the room during the agenda item (unless the item is listed on the consent calendar).

SECTION 5: Compensation/Benefits

Board Compensation

The District has adopted a policy regarding Compensation of Elected or Appointed Officials to address Board member compensation.

Each Board member shall receive as compensation \$200 per day for each day's attendance at meetings of the Board or for each day's service rendered as a Board member by request of the Board. No Board member may receive compensation for more than 10 days in any calendar month. The District authorizes payment to Board members at the daily compensation rate for attending Board meetings and committee meetings. In addition, pursuant to Board policy, the District authorizes payment of the daily compensation rate to Board members for attendance at other specified meetings or attendance at other District business as authorized by the General Manager.

Additionally, Board members receive medical and dental benefits consistent with other District employees.

Travel Authorization and Reimbursement of Travel Expenses

In accordance with Board policy, Board members may attend, travel and seek reimbursement of all normal and necessary expenses incurred while attending conferences, training, meetings and other functions from which the District derives a specific benefit through attendance. Only that travel/attendance which serves a District purpose and is deemed necessary and/or advantageous to the District shall be approved and reimbursed. Travel shall be by means most economical to the District. Board members are expected to exercise sound judgment in the incurring and submittal of travel expenses in keeping with the standards and proprieties of a visible and accountable public agency.

Reimbursement of costs shall be based on the minimum number of days and hours required to transact District business. Early departures and late arrivals shall be at the Board member's own expense, except where savings to the District can be demonstrated. Reimbursement will not be allowed for travel between a Board member's residence and the location of a meeting that does not exceed the Board member's normal commute distance to the District's office.

Items of a personal nature are not reimbursable, including but not limited to: movies, entertainment, premium television services, alcoholic beverages, dry cleaning, spas, gyms, barber, magazines, shoe shines, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, excess baggage costs, spouse and/or guest expenses/ accommodations, repairs to personal vehicles, and office equipment. Optional tours, banquets or other activities not related to District business offered through a conference, but as an additional cost to registration, are solely at the discretion of the Board member and will be considered a personal expense.

SECTION 6: Other Related Information

Human Resources

The Board has established a District Human Resources (HR) goal to “*Ensure a stable and talented workforce to do the District’s work today and into the future.*” This goal is based on District values of promoting diversity in and equitable treatment of its employees; providing a healthy work environment; and continuously improving through the promotion of initiatives, leadership and personal development and training. Ensuring District HR policy is current and consistent with this strategy is a shared responsibility between staff and the Board. Board members should be familiar with key HR documents including but not limited to: the Equal Employment Opportunity Policy, labor agreements with both represented and non-represented employees, benefit summaries, job descriptions and salary schedules.

Risk Management and Emergency Operations

The District maintains a range of insurance coverage to limit financial risks, which may occur from an uncertain event or loss. The District’s insurance portfolio includes both a self-insured component and third party insurance coverage. The third-party insurance coverage provides coverage for the following: Property Damage, General & Auto Liability (including vehicle physical damage), Public Officials Errors and Omissions (E&O) and Employee Practices Liability, Employee Fidelity, Workers’ Compensation and Cyber Liability coverage.

The Public Officials E&O coverage insures Board members and District officers against claims made against them for “breach of duty” occurring through negligence, error or unintentional omission. Violations of certain laws and regulations by a Board member, such as discrimination, harassment or fraud, may result in that individual member being personally liable for damages that may not be covered by this insurance policy.

All insurance coverage is annually reviewed and approved by the Board. Additionally, District contract language for procuring equipment, supplies and services (including consultant services), includes general provisions that reduce potential risks to the District. These contracting provisions include, but are not limited to, the following topics: indemnification, insurance, nondiscrimination and conflict of interest.

The District maintains an active emergency preparedness program that includes an Emergency Operations Plan (EOP) to help manage District critical functions during an emergency and ensure the safety of staff. The EOP has been prepared to provide a plan of action in response to various emergencies that may involve the District and/or its facilities. The plan primarily addresses the possible emergencies of earthquake, electrical power failure, fire, flood, hazardous or toxic spills, potential water contamination, vandalism and sabotage, and vehicle or personnel accidents. The District coordinates its EOP, functions and response with first responders from other public and private entities and organizations, and the District designates staff as liaisons with general-purpose government Emergency Operations Centers as necessary. The General Manager, or his designee, may request mutual aid assistance from other local government or public agencies, or commit District resources to other agencies requesting aid. The General Manager provides regular reports to the Board on the District's response to emergency situations and presents annual reports on the District Emergency Preparedness Program. Each Board member receives a copy of the EOP, which is updated from time to time.

When an emergency situation arises, the General Manager may award necessary contracts without competitive bidding. The Board must ratify the emergency contract award within 14 days.

Electronic Equipment, Data and Software

The District's employees are given access to the District's software, information and applications to perform the functions of the District. Information and applications developed by employees are added to the District's overall information system. The District purchased data for the District's Geographic Information System from the County of Marin.

Board members are regarded as "District employees" with respect to the use of District electronic equipment, data and software and should follow the same rules as District employees. As with any District employee, Board members should only use these materials for District business and assure no dissemination of the materials to the public. Any requests for use of District electronic data and software will be subject to approval by the General Manager.

Community Outreach

Supplementing Board member assignments to participate in broad based regional groups, the District provides extensive community outreach programs through its Water Conservation, Watershed Management and Public Information departments. Outreach activities and opportunities can be located on the District's website and through its social media accounts.

Association Memberships

The District holds memberships in and attends meetings of associations, which have applicability to District functions, and looks upon such memberships as opportunities for in-service training. Board members may participate in the following associations with which the District holds memberships: the American Water Works Association (AWWA), the Association of California Water Agencies (ACWA) and the Water Environment Association (WEA). Board members who

vote or hold a formal position in these associations recognize that they are representing the District when attending these functions.

When Board members are attending meetings on their own accord, and are not requested to attend by the Board, Board members are cautioned that they are not authorized to officially represent the District at those meetings.

Orientation of New Board Members

Newly elected Board members are subject to the Brown Act immediately upon being elected to office, even though their swearing in does not occur until noon on the first Friday in December. Current and newly elected Board members should remain cognizant of this when communicating with each other in order to prevent an unintentional serial meeting from occurring, which would constitute a violation of the Brown Act.

The Board Secretary is the point of contact for newly elected Board members regarding:


- Filing an assuming office Statement of Economic Interests Form 700 with the FPPC within 30 days of taking office;
- Completing mandatory Ethics and Harassment training;
- Procuring a suitable photograph and developing a brief biography to be posted on the District website;
- Completing employee on-boarding, payroll and benefit paperwork and setting up a District email account; and
- Providing important reading materials including the Board of Directors Handbook, District policies, recent water rate information and Cost of Service Analysis, budgets, capital improvement program information and Water Resources Plan.


The General Manager is the point of contact for newly elected Board members to tour District offices, meet staff, visit key facilities and address pertinent questions.

The General Counsel is the point of contact for all legal matters, including conflicts of interest and the Brown Act.

Informational Item

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

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, December 10
Watershed Committee/Board of Directors (Watershed) Meeting
1:30 p.m.
- Friday, December 11
Operations Committee/Board of Directors (Operations) Meeting
9:30 a.m.
- Tuesday, December 15
Regular Bi-Monthly Board of Directors' Meeting
7:30 p.m.
- Thursday, December 17
Finance Committee/Board of Directors (Finance) Meeting
9:30 a.m.

FISCAL IMPACT

None

ATTACHMENT(S)

None