



Posting Date: 12-31-2020

NOTICE OF REGULAR BI-MONTHLY MEETING BOARD OF DIRECTORS

MEETING DATE: 01-05-2021

TIME: 7:30 p.m.

LOCATION: This meeting will be held virtually, pursuant to the Governor's Executive Order N-29-20.

To participate online, go to <https://zoom.us/j/91749301875>. You can also participate by phone by calling 1-669-900-6833 and entering the webinar ID#: 917 4930 1875.

PARTICIPATION DURING MEETINGS: 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.

EMAILED PUBLIC COMMENTS: You may submit your comments in advance of the meeting by emailing them to BoardComment@MarinWater.org. All 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. Those 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. (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. Minutes of the Special Board of Directors' Meeting and Regular Bi-Monthly Board of Director's Meeting of December 15, 2020	<i>Approve</i>
2. Annexation of Single Family Residence at 1499 Lucas Valley Rd, San Rafael (APN 165-010-89) into District boundaries	<i>Approve</i>
3. Easement Agreement with Robert and Kathryn Elia for the Sunny Oaks Drive Pipeline Replacement Project	<i>Approve</i>
4. Continuation of Emergency Contracting Provisions for Replacement of the Porteous Tunnel Pipeline	<i>Approve</i>
Regular Calendar	
5. Organization of the Board of Directors for 2021: (A) Election of President (B) Election of Vice President (C) adoption of Board Calendar and (D) Committee Appointments	<i>Approve</i>
6. Water Supply Update	<i>Information</i>
7. Award of Contract No. 1928, Southern Marin Pipeline Replacement Project, in the amount of \$1,837,777, to Maggiora & Ghilotti, to install 5,050-feet of pipe in Tiburon, Belvedere and Sausalito	<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:

- ❖ Tuesday, January 5, 2021
Marin Municipal Water District Financing Corporation
Approximately 8:30 p.m. (Immediately following Regular Bi-Monthly Board of Directors' Meeting at 7:30 p.m.)
- ❖ Tuesday, January 5, 2021
Marin Municipal Water District Financing Authority
Approximately 8:45 p.m. (Immediately following Marin Municipal Water District Financing Corporation Meeting)
- ❖ Wednesday, January 13, 2021
10-Year Financial Plan Workshop 1B
9 a.m. to 12 p.m.
- ❖ Friday, January 15, 2021
Operations Committee/Board of Directors (Operations) Meeting
9:30 a.m.
- ❖ Tuesday, January 19, 2021
Regular Bi-Monthly Board of Directors' Meeting
7:30 p.m.



Board Secretary

Approval Item

TITLE

Minutes of the Board of Directors' Special and Regular Meetings of December 15, 2020

RECOMMENDATION

Approve the adoption of the minutes.

SUMMARY

On December 15, 2020, the Board of Directors held a special meeting at 7:00 p.m. Then, at 7:30 p.m., the board held its regular bi-monthly meeting. The minutes of both meetings are attached.

DISCUSSION

None

FISCAL IMPACT

None

ATTACHMENT(S)

1. Minutes of the Board of Directors' Special Meeting of December 15, 2020 (7:00 p.m.)
2. Minutes of the Board of Directors' Regular Bi-Monthly Meeting of December 15, 2020 (7:30 p.m.)

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, December 15, 2020

Via teleconference

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

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

DIRECTORS ABSENT: None

CALL TO ORDER AND ROLL CALL

President Gibson called the meeting to order at 7:03 p.m.

PUBLIC COMMENT

None

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

CONVENED TO CLOSED SESSION

CLOSED SESSION ITEMS

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

Property: 100 Larkspur Landing Circle; APN 018-191-05

Agency Negotiator: Ben Horenstein, General Manager

Negotiating Party: Phyllis Y. Osaki

Under Negotiation: Price and Terms

The board discussed this item, and gave direction to staff.

ADJOURNMENT

The special meeting adjourned at 7:17 p.m.

Board Secretary

**MARIN MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS**

MEETING MINUTES

Tuesday, December 15 2020

Via teleconference

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

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

DIRECTORS ABSENT: None

CALL TO ORDER AND ROLL CALL

Board President Gibson called the meeting to order at 7:32 p.m.

CLOSED SESSION REPORT FROM SPECIAL MEETING

Director Gibson reported that the board discussed the Closed Session item and gave direction to staff.

ADOPT AGENDA

There was no public comment received under this agenda item.

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

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

PUBLIC COMMENT

The board received one public comment.

DIRECTORS' AND GENERAL MANAGER'S ANNOUNCEMENTS

Director Bragman made the following comment.

"I want to apologize to the board. We had a discussion of the board's policies last week. I realize I was a little bit out of order and the tenor and tone of my comments were not in keeping with our general policies. So, I want to apologize to the board for that, and particularly apologize to Director Koehler. I promise I will stay in the Green Zone going forward."

CONSENT CALENDAR (ITEMS 1-8)

- Item 1 Minutes of the Special Board of Directors' Meetings of December 1, 2020**
- Item 2 General Manager's Report for November 2020**
- Item 3 First Amendment to Lease Agreement No. 67 with the Marin Emergency Radio Authority (MERA) at the Forbes Reservoir Site, San Rafael (APN 010-261-02)**
- Item 4 One Tam Draft 2021 Annual Work Plan**
- Item 5 Grassland Invasive Plan & Habitat Restoration Services**
- Item 6 Easement Agreement with Outnumbered 2, LLC for the Sunny Oaks Drive Pipeline Replacement Project**
- Item 7 Continuation of Emergency Contracting Provisions for Replacement of the Porteous Tunnel Pipeline**
- Item 8 Professional Services Agreement for legal services with Colantuono, Highsmith & Whatley PC**

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

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

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

REGULAR CALENDAR (ITEMS 9-14)

- Item 9 Water Supply Report for November 2020**

Operations Division Manager Paul Sellier presented this item. Discussion ensued. There were two public comments.

The board took no formal action.

- Item 10 Interim Special Use Permit for Electric Bicycles**

Watershed Resources Manager Sean Horne brought forth this item. Discussion followed.

There were over 30 public comments.

The board gave staff direction, including to bring back this item to a future meeting.

Item 11 United Site Services Contract No. 5652 Amendment No. 2

Mr. Horne also introduced this item to the board. Discussion followed. There was no public comment.

On motion made by Director Russell and seconded by Director Bragman, the board authorized the general manager to execute the Second Amendment to Contract No. 5652 to increase the total contract amount for portable toilet rentals and servicing by the following roll call vote:

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

Item 12 Labor Agreement with SEIU Local 1021 and Modification of Resolution No. 8214 for Unrepresented Employees

Human Resources Manager Vikkie Garay presented this item to the board. No discussion followed.

There was one public comment.

On motion made by Director Bragman and seconded by Director Russell, the board approved Amendment No. 3 to Collective Bargaining Agreement with SEIU Local 1021, establishing the salaries and other terms and conditions of employment through June 30, 2023, and approve Resolution No. 8617 establishing the salaries and other terms and conditions of employment for non-represented management, mid-management and confidential employees through June 2023 by the following roll call vote:

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

Item 13 Approval to Fill Senior Engineering Technician Position

Engineering Division Manager Mike Ban brought forth this item. There was no discussion, nor was there public comment.

On motion made by Director Russell and seconded by Director Bragman, the board authorized the general manager to recruit and hire one Senior Engineering Technician in the Engineering Division by the following roll call vote:

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

Item 14 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-monthly Board of Directors' meeting of December 15, 2020, adjourned at 10:03 p.m.

Board Secretary

Approval Item

TITLE

Annexation of Single Family Residence at 1499 Lucas Valley Rd, San Rafael (APN 165-010-89) into District boundaries

RECOMMENDATION

Approve and authorize the General Manager to execute the annexation of 1499 Lucas Valley Road into District Boundaries.

SUMMARY

The District's Operations Committee reviewed this item on November 20, 2020.

The property at 1499 Lucas Valley Road is located outside of the District's service. At the time the property was connected to the District in 1997, annexation of the property into the District's service area did not occur. The District would like to resolve this outstanding issue and the property owner, Michael J. Stone, has supplied 100% consent to allow for the District to petition the Marin County Local Agency Formation Commission ("LAFCO") to annex this parcel into the District's service area.

DISCUSSION

In 1997, the property at 1499 Lucas Valley Road, San Rafael connected to the District's water system and began receiving water from the District. The property, shown in Attachment 1, is an 8.98 acre parcel comprising a single-family residence with 2-living units, a horse arena, and a barn. In addition, this upslope wooded property with developed and undeveloped open spaces is zoned Planned Development (PD) per City of San Rafael Ordinance 1701. Specifically, the PD zoning for this parcel, adopted by the City of San Rafael on August 5, 1996, established a single-family residential estate on the 8.9 acres to be retained as one parcel allowing a single-family residence, a detached garage with upper story residential/exercise room and a barn with a caretakers quarters, as well as one additional second residential unit with the issuance of a conditional use permit.

Per a request from the District's Operation Committee, District staff reviewed Ordinance 1701, which specifically restricts the development of this parcel to the current single-family residential estate to be retained as one parcel. Any subdivision of the property would require a rezoning.

While the District is often able to negotiate appropriate covenants, conditions or restrictions for a property seeking to annex into the District in order to obtain water service, in this case, it does not appear that any such conditions were placed on the property at the time that water service was commenced. Because water service has already commenced and has been ongoing since 1997, there appears to be no basis upon which to require any conditions for annexation.

Notwithstanding that, however, even with annexation into the District, the parcel would require rezoning for any subdivision or further development beyond the PD zoning described above. Further, the Marin Municipal Water District Code (District Code), Title 11, provides rules and regulations applicable to properties within the District's service area. All of these would therefore apply to this parcel once annexed, which provides the District a fair amount of control in the consideration of future service applications.



District staff is seeking Board action to authorize the General Manager to execute the annexation of this parcel into the District's service area.

FISCAL IMPACT

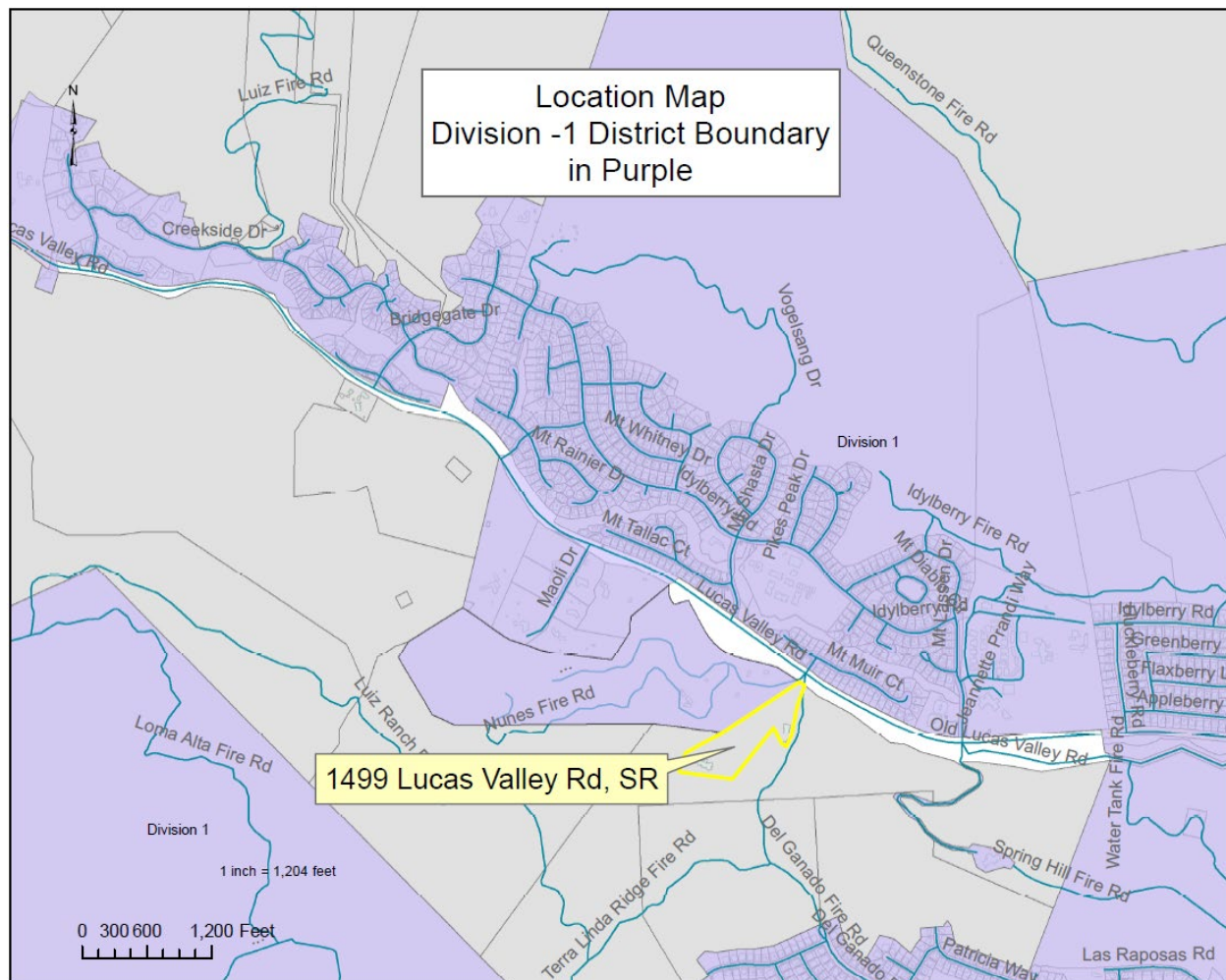
The total cost to the District to petition Marin County LAFCO to annex this parcel into the District's service area is estimated at \$5,246.09, to be funded by the District's FYE 2021 Operating Budget.

ATTACHMENT(S)

1. Location Map
2. Exhibit A – Plat of Annexation of 1499 Lucas Valley Rd

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

Attachment 1 – Location Map



Attachment 2 - EXHIBIT A

Approval Item

TITLE

Easement Agreement with Robert and Kathryn Elia for the Sunny Oaks Drive Pipeline Replacement Project

RECOMMENDATION

Authorize the General Manager to execute the easement agreement with Robert and Kathryn Elia, owners of APN 180-203-09 in San Rafael, in the amount of \$20,559, in support of the Sunny Oaks Drive Pipeline Replacement Project.

SUMMARY

This item was reviewed by the Board in closed session on May 19, 2020, and the proposed easement is consistent with the price and terms parameters provided to staff.

The Santa Venetia Tank is a 310,000 gallon welded steel tank located at the end of an unpaved access driveway at the end of Bayhills Drive in an unincorporated portion of Marin County adjacent to San Rafael. The Santa Venetia Tank was installed in 2007 and replaced a 50-year old redwood tank. A landslide in 2017 damaged a pipeline serving the tank and caused the tank to be taken out of service. Water service to the area continued to be provided by the Santa Margarita Valley Gravity System of tanks comprising Lucas Valley Tank, Santa Margarita Tank, Los Ranchitos Tank and Marin Professional Center Tank.

A new pipeline is required in order to return the Santa Venetia Tank to service, and will be installed under the Sunny Oaks Drive Pipeline Replacement Project. In order to install the new pipeline, a 20-foot wide easement comprising 2,641 square feet is required from the property at APN 180-203-09 owned by Robert and Kathryn Elia of 115 Sunny Oaks Drive, San Rafael. District staff have reached agreement with Robert and Kathryn Elia for purchase of a 2,641 square foot District pipeline easement on their property in the amount of \$11,224. Because the pipeline will be constructed through the Elia's private driveway, the compensation also includes \$9,375 to repave the Elia's driveway, comprising 1,338.3 square feet, for a total amount of \$20,559. The Elia's will use the \$9,375 to repave their driveway once the District's pipeline project is complete.


In summary, District staff recommends the Board authorize the General Manager to execute an easement agreement with Robert and Kathryn Elia for purchase of a 2,641 square foot District pipeline easement on their property in the amount of \$20,559.

FISCAL IMPACT

The cost of the easement is \$20,559.

ATTACHMENTS

None.

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

Approval Item

TITLE

Continuation of Emergency Contracting Provisions for Replacement of the Porteous Tunnel Pipeline

RECOMMENDATION

Continue the invocation of the District's emergency contracting provisions and authorization of the General Manager to execute Contract No. 1935 with W. R. Forde Associates, without advertisement, to ensure prompt replacement of the leaking Porteous Tunnel pipeline under the Porteous Tunnel Emergency Pipeline Replacement Project (F21001).

SUMMARY

In response to the discovery that the critical 26-inch welded steel transmission pipeline inside Porteous Tunnel has broken and is leaking, on November 17, 2020, the board adopted Resolution No. 8608 invoking the District's emergency contracting procedures, which allows emergency contracts to be awarded without solicitation for bids when the contracts are necessary to respond to an emergency situation, and authorizing the General Manager to execute Contract No. 1935 with W. R. Forde Associates, without advertisement, to ensure prompt replacement of the leaking Porteous Tunnel pipeline under the Porteous Tunnel Emergency Pipeline Replacement Project (F21001). District Code Section 2.90.055(c) requires the Board to review the emergency action and determine by a 4/5th vote whether there is a need to continue the emergency action at each subsequent regularly scheduled Board meeting until the emergency is terminated.

DISCUSSION

In approximately 1919, the District constructed a concrete pipeline, estimated at 30-inch outside diameter (OD) and 23-inch inside diameter (ID), to convey water from Alpine Reservoir to Pine Mountain Tunnel (PMT), and from PMT to Phoenix Lake, including construction of the 230-foot long Porteous Tunnel, which contained the 30-inch concrete pipe. Leakage from the 1919 pipeline caused the District to replace it in 1926 with a 26-inch (OD) welded steel pipe.

District staff unexpectedly discovered that water flowing at Five Corners on the watershed is coming from a break in the critical 26-inch transmission pipeline inside Porteous Tunnel. This pipeline is part of the District's Concrete Road Pipeline network that provides water to the Ross Valley, which constitutes approximately 23% of the District's customers, and is the only section of 1926 pipeline still in service.

Porteous Tunnel is located on the watershed and travels under the intersection of Five Corners, where Concrete Pipe Road, Deer Park Fire Road, Bald Hill Road and Shaver Grade all meet. The pipeline inside the tunnel is 45-feet below grade and is over 250-feet long. The tunnel has caved in and is inaccessible, which prohibits the District from simply repairing this critical pipeline. Replacement of the Porteous Tunnel pipeline is necessary and requires the services of a licensed contractor with specialized construction equipment and experienced personnel to be accomplished.


On November 17, 2020, the board approved Resolution No. 8608 invoking the District's emergency contracting provisions and authorizing the General Manager to execute Contract No. 1935 with W. R. Forde Associates, without advertisement, to ensure prompt replacement of the leaking Porteous Tunnel pipeline under the Porteous Tunnel Emergency Pipeline Replacement Project (F21001). In accordance with District Code Section 2.90.055 (c), the Board must determine, by a four-fifths vote, the need to continue the emergency action at every regularly scheduled meeting thereafter until the action is terminated. The emergency conditions related to the leaking Porteous Tunnel pipeline remain, and will continue to remain until the pipeline is replaced. While work has commenced on the Porteous Tunnel Pipeline repair, the work is not yet complete and emergency circumstances persist. Therefore, District staff recommend that the board continue the invocation of the District's emergency contracting provisions to ensure replacement of the Porteous Tunnel pipeline under the Porteous Tunnel Emergency Pipeline Replacement Project (F21001).

FISCAL IMPACT

None

ATTACHMENT(S)

1. Resolution

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

MARIN MUNICIPAL WATER DISTRICT

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARIN MUNICIPAL
WATER DISTRICT CONTINUING THE EMERGENCY CONTRACTING
PROVISIONS FOR REPLACEMENT OF THE PORTEOUS TUNNEL PIPELINE**

WHEREAS, the Marin Municipal Water District, a special purpose municipal corporation, is authorized by District Code Section 2.90.055 to award construction contracts without advertisement in certain emergency situations; and

WHEREAS, on November 17, 2020, the Marin Municipal Water District Board of Directors unanimously adopted Resolution 8608 invoking the District's emergency contracting provisions and authorizing the General Manager to execute Contract No. 1935 with W.R. Forde Associates for the Porteous Tunnel Emergency Pipeline Replacement Project (Project), without advertisement, to replace the leaking pipeline in Porteous Tunnel; and

WHEREAS, the pipeline in Porteous Tunnel is part of the District's Concrete Road Pipeline network that provides water to the Ross Valley, which constitutes approximately 23% of the District's entire customer base; and

WHEREAS, the leak on the pipeline in Porteous Tunnel is a significant emergency in that it presents a risk to the District's ability to provide water to customers in the Ross Valley and if not promptly repaired, could cause substantial erosion that may undermine the public roadway at the Five Corners intersection; and

WHEREAS, the District proposes to repair and complete minor alterations to the Porteous Tunnel facilities and replace over 250 feet of pipeline to ensure continued supply of safe drinking water to Ross Valley under the Project; and

WHEREAS, the Board of Directors finds that a local emergency situation continues to exist due to the leak in the Porteous Tunnel pipeline and given the work to complete the repair is ongoing; and

WHEREAS, the Board of Directors finds this continued emergency action to ensure replacement of the Porteous Tunnel pipeline is necessary to respond to the current emergency situation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS, pursuant to District Code Section 2.90.055, a continued significant emergency situation is declared to exist due to the leak in the Porteous Tunnel pipeline and this continued action is

necessary to respond to the current emergency situation.

PASSED AND ADOPTED this 5th day of January, 2021, by the following vote of the Board of Directors.

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

Approval Item

TITLE

Marin Municipal Water District Organization 2021

RECOMMENDATION

1. Elect a President of the Board of Directors
2. Elect a Vice President of the Board of Directors
3. Approve the Board of Directors' 2021 Meetings Calendar
4. Appoint directors to internal committees and external representative positions

SUMMARY

Annually, it's been the custom for the Board of Directors to appoint a president and vice president of its board every first meeting of the calendar year. Further, the board should adopt a board meetings calendar for 2021 consistent with the Marin Municipal Water District Code section 2.10.010, and make appointments to internal committees as well as appoint members to represent the board on regional agency committees or boards.

DISCUSSION

Appointment of President and Vice President

As stated in the District Code, section 2.20.010, both a president and vice president are appointed to the board every first meeting of the year. The president reviews draft agendas, leads the regular bi-monthly meetings of the board, and signs the approved resolutions and adopted ordinances on behalf of the agency. The vice president acts on behalf of the president, if the president is absent or unavailable.

Board of Directors' 2021 Meetings Calendar

Pursuant to District Code section 2.10.010, District Board meetings are to take place the first and third Wednesday of each month or as otherwise established by the board at its first meeting of the year.

While typically board meetings are arranged to accommodate travel to two Association of California Water Agencies (ACWA) conferences and one AWWA conference annually, given the ongoing pandemic it is not expected there will be travel through June 2021, so there are no recommended changes to board meetings to accommodate these conferences other than the December meeting during ACWA.

There are a few Finance Committee meetings that have been rescheduled or omitted due to the holidays or for other reasons. The regular schedule of the Finance Committee meeting is the fourth Thursday each of month. In 2021, staff is proposing to move the meetings in

November and December closer to the beginning of the month, because of the holidays. Also, staff proposes to eliminate the June Finance Committee meeting to allow Finance staff the additional time to focus on year-end closing activities.

Staff proposes that the board adopt the draft calendar included with this report and set the start time to occur at or after 6 p.m., with a regular meeting start time of 7:30, to accommodate possible earlier start times, such as for closed session items, without the need to post a special meeting agenda.

MMWD and Regional Committees

On February 4, 2020, the board approved its 2020 Board Committees and Other Assignments. The board committees are comprised of Standing Board Committees and Ad Hoc Board Committees.

For the 2021 calendar year, staff proposes to update the list of the Ad Hoc Board Committees. Pursuant to the Ralph M. Brown Act, or open public meetings law, an ad hoc committee is a temporary advisory committee composed of less than a quorum of the board that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed. The five ad hoc board committees (*Conservation Action, Administration, Russian River, Drought Resiliency, and Las Gallinas Recycled Water*) have been in place for a few years. Therefore, they should either be deemed dissolved or be recast as a standing committee or allocate any ongoing work associated with these committees to one of the existing standing board committees. If the board feels there is need for an ad hoc committee, it is possible to constitute a new ad hoc committee at any time in the future.

The Communications Committee has regularly heard from staff regarding updates on both communications and water efficiency. Staff thus proposes that the Communications Committee be changed to *Communications & Water Efficiency Committee* to reflect and formalize this practice, while eliminating the Drought Resiliency Task Force and Conservation Action ad hoc committees. Similarly, staff proposes that the Finance Committee be changed to Finance and Administration Committee, providing a forum to bring administrative items to the Board, and eliminating the Administration Committee ad hoc. Finally, staff recommends eliminating the Russian River and Las Gallinas Recycled Water ad hoc committees, which have not met in a number of years. As previously noted, the Board can constitute a new ad hoc committee at any time in the future should the need arise that meets the intent of an ad hoc.

Staff asks that in addition to considering these changes to the *Board Committees and Other Assignments for 2021*, that the board consider and possibly take action to appoint or reappoint its directors to the various committees.

FISCAL IMPACT

None

ATTACHMENT(S)

1. 2021 Board/Committee Meetings Schedule
2. Board Committees and Other Assignments for 2021 – Red Line Version
3. Board Committees and Other Assignments for 2021 – Clean Version

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



**DRAFT 2021 REGULAR BI-MONTHLY BOARD MEETINGS &
REGULAR COMMITTEE/BOARD MEETING SCHEDULE**

MONTH	Bi-Monthly BOARD MEETING Tuesday (6:00 p.m.) 7:30 p.m.*					OTHER ¹
		Operations Committee/ Board Friday 9:30 a.m.	Finance Committee/ Board Thursday 9:30 a.m.	Watershed Committee/ Board Thursday 1:30 p.m.	Communications Committee/ Board Wednesday 9:30 a.m.	
JAN	5 19	15	28			13 ²
FEB	2 16	19	25		17	
MARCH	2 16	19	25	18		
APRIL	6 20	16	22			
MAY	4 18	21	27		19	
JUNE	1 15	18		17		
JULY	6 20	16	22			
AUG	3 17	20	26		18	
SEPT	7 21	17	23	16		
OCT	5 19	15	28			
NOV	2 16	19	12		17	
DEC	14	17	9	16		

Draft 1-05-2021

CONFERENCES:

ACWA Spring Conf., May 4-7
AWWA Annual Conf., June 13-16
ACWA Fall Conf., Nov 30 – Dec 3

¹ This column lists special meetings and workshops.

² 10-Year Financial Plan Workshop 1B

* Regular Bi-Monthly Board Meetings may start at or after 6p.m., as noticed, with a regular start time of 7:30p.m.

BOARD COMMITTEES AND REGIONAL ASSIGNMENTS FOR 2021

STANDING BOARD COMMITTEES

DISTRICT OPERATIONS

Larry Russell, Chair

~~Armando Quintero, Vice-Chair~~ Monty Schmitt

WATERSHED

Larry Bragman, Chair

~~Armando Quintero, Vice-Chair~~ Monty Schmitt

FINANCE & ADMINISTRATION

Cynthia Koehler, Chair

Jack Gibson, Vice-Chair

COMMUNICATIONS & WATER EFFICIENCY

Cynthia Koehler, Chair

Jack Gibson, Vice Chair

AD HOC BOARD COMMITTEES

Conservation Action

~~Cynthia Koehler, Member~~

~~Larry Russell, Member~~

Administration

~~Larry Russell, Chair~~

~~Jack Gibson, Vice Chair~~

Russian River

~~Jack Gibson~~

~~Larry Russell (Alternate)~~

Drought Resiliency

~~Jack Gibson, Chair~~

~~Larry Russell, Vice Chair~~

Las Gallinas Recycled Water Ad Hoc

~~Jack Gibson~~

~~Larry Russell~~

REGIONAL ASSIGNMENTS

One Tam Executive Committee

Jack Gibson

Monty Schmitt

Technical Advisory Committee - Lagunitas Creek

Larry Bragman

Cynthia Koehler, Alternate

REGIONAL ASSIGNMENTS (con't)

North Bay Watershed Association

Jack Gibson

Larry Russell, Alternate

Tamales Bay Watershed Council

Monty Schmitt

Sonoma County Water Agency Water Advisory Committee (WAC)

Jack Gibson

Larry Russell, Alternate

North Bay Water Reuse Authority

Jack Gibson

Larry Russell

ACWA Federal Affairs Committee

Cynthia Koehler

DESCRIPTION OF BOARD COMMITTEES AND REGIONAL ASSIGNMENTS

STANDING BOARD COMMITTEES:

District Operations (DOC): The ~~DOC~~ **Operations Committee** reviews proposed contracts for capital projects and facilities maintenance, consulting agreements, pipeline extension agreements, variance requests, leasing proposals, disposal of surplus real estate, and any other matters relating to facilities and operations ~~prior to the Regular board meeting. It is an opportunity to review an item in greater detail for those board members who may wish to attend. The items are forwarded on to the full board at a regular meeting with a recommendation from the Committee.~~ This Committee generally meets on the third Friday of each month at 9:30 am.

Watershed: The purpose of the Watershed Committee is to discuss matters concerning the District's watershed and reservoirs such as protection of the fishery, vegetation management, recreational uses, and sources of revenue. This Committee meets once a quarter on the third Thursday of the month at 1:30 pm.

Finance & Administration: The purpose of the Finance ~~and Administration~~ Committee is to discuss matters related to the District's finances such as rates, debt and **budget along with Administration items such as the review and update of Policies.** This Committee generally meets monthly on the fourth Thursday of the month at 9:30 am.

Communications & Water Efficiency: The purpose of the Communications ~~Committee & Water Efficiency Committee~~ is to ~~1. discuss all matters related to the District's external communications planning and public outreach as well as discuss all District matters related to water conservation and water use efficiency programs and activities, including drought planning when necessary. , 2. establish a network resource for conservation programs and assist in the implementation of community conservation programs, which includes reaching out to representatives from all agencies, organizations, and businesses interested in promoting natural resource conservation actions in Marin, and 3. discuss and incorporate drought resiliency throughout the agency.~~ The Committee generally meets monthly ~~quarterly~~ **Wednesday** of the month at 9:30 am.

~~AD-HOC BOARD COMMITTEES:~~

Conservation Action: ~~The focus of the committee is to serve as a networking forum for local resource conservation programs and assist in implementation of community conservation programs. Members of the CAC will include representatives from all agencies, organizations, and businesses interested in promoting natural resource conservation actions in Marin.~~

Administration: ~~The purpose of the Administration Committee is to provide a broader array of administrative items including compensation. The committee meets as needed.~~

~~**Russian River:** This ad hoc committee meets as needed to review issues associated with water supply and water resources management in Sonoma County.~~

~~**Drought Resiliency Task Force:** The purpose of the Drought Resiliency Task Force is to discuss all matters related to drought resiliency.~~

REGIONAL ASSIGNMENTS:

One Tam Executive Committee: The purpose of the Tamalpais Lands Collaborative (TLC) Executive Committee is to review projects and programs supported by the TLC and to review and direct the activities of the Working Group which is composed of staff from each of the agency partners. The Committee meets 2 to 4 times per year as needed.

Technical Advisory Committee - Lagunitas Creek Sediment and Riparian Management Plan: Representatives of approximately 20 agencies and environmental/community organizations meet to collaborate on water resources issues in the Lagunitas Creek Watershed. The Committee is chaired by a member of the Committee and meets two to four times a year at 9 am on Fridays.

North Bay Watershed Association (NBWA): MMWD joined the NBWA as a Charter member when it was created in 2000. The association of water, wastewater and storm water agencies works together to meet regulatory requirements of the Clean Water Act and Safe Drinking Water Act, conduct public education programs, and conduct water resources improvement projects. The Association meets monthly on the first Friday at 9:30 am.

Tomales Bay Watershed Council (TBWC): MMWD was asked by the TBWC to appoint a representative to their group to participate in the development and implementation of a watershed plan. The role of Lagunitas Creek in this watershed area is significant and therefore the request for representation. The Council generally meets bi-monthly in Point Reyes.

Sonoma County Water Agency Water Advisory Committee (WAC): The WAC is composed of the primary and secondary contractors to the Sonoma County Water Agency. The purpose of the WAC is to discuss water supply, environmental and contract issues relevant to water deliveries to the contractors from the Agency. The WAC also negotiates any changes to contracts between the Agency and the contractors. The WAC meets on the first Monday of every month at 9:00 am.

North Bay Water Reuse Authority (NBWRA): The purpose of this committee, which was originally established in 2005, is to seek and obtain federal and state funds for recycled water projects. Original members include the Las Gallinas Valley Sanitary District, Novato Sanitary District, North Marin Water District, Sonoma County Water Agency, Napa Sanitation District and County of Napa. In 2013 NBWRA amended its

MOU to include new members. MMWD and the City of Petaluma joined the NBWRA in 2013. The NBWRA Board generally meets the third Monday of every other month. Meetings start at 9:30 and are held at the Novato Sanitary District.

BOARD COMMITTEES AND REGIONAL ASSIGNMENTS FOR 2021

STANDING BOARD COMMITTEES

DISTRICT OPERATIONS

Larry Russell, Chair
Monty Schmitt

WATERSHED

Larry Bragman, Chair
Monty Schmitt

FINANCE & ADMINISTRATION

Cynthia Koehler, Chair
Jack Gibson, Vice-Chair

COMMUNICATIONS & WATER EFFICIENCY

Cynthia Koehler, Chair Jack
Gibson, Vice Chair

REGIONAL ASSIGNMENTS

One Tam Executive Committee

Jack Gibson
Monty Schmitt

Technical Advisory Committee - Lagunitas Creek

Larry Bragman
Cynthia Koehler, Alternate

North Bay Watershed Association

Jack Gibson
Larry Russell, Alternate

Tamales Bay Watershed Council

Monty Schmitt

Sonoma County Water Agency Water Advisory Committee (WAC)

Jack Gibson
Larry Russell, Alternate

North BayWater Reuse Authority

Jack Gibson
Larry Russell

ACWA Federal Affairs Committee

Cynthia Koehler

DESCRIPTION OF BOARD COMMITTEES AND REGIONAL ASSIGNMENTS

STANDING BOARD COMMITTEES:

Operations: The Operations Committee reviews proposed contracts for capital projects and facilities maintenance, consulting agreements, pipeline extension agreements, variance requests, leasing proposals, disposal of surplus real estate, and any other matters relating to facilities and operations. This Committee generally meets on the third Friday of each month at 9:30 am.

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Communications & Water Efficiency: The purpose of the Communications & Water Efficiency Committee is to discuss all matters related to the District's external communications and public outreach as well as discuss all District matters related to water conservation and water use efficiency programs and activities, including drought planning when necessary. The Committee generally meets quarterly on the third Wednesday of the month at 9:30 am.

REGIONAL ASSIGNMENTS:

One Tam Executive Committee: The purpose of the One Tam Executive Committee (aka Tamalpais Lands Collaborative Executive Committee) is to review projects and programs supported by One Tam and to review and direct the activities of the Working Group which is composed of staff from each of the agency partners. The Committee meets 2 to 4 times per year as needed.

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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 is 20% lower than average for this time of year and while it is too early to assess the effect of winter precipitation on the water supply going into summer, staff are preparing as if the dry weather will continue. The 7-day weather outlook indicates that rain is likely over the start of 2021 perhaps indicating a change from the drier weather so far this wet weather season. A more detailed report will be provided at the January 19, 2021 meeting.

DISCUSSION

Highlights:

- As of December 20, 2020, the District had 46,030 acre-feet of reservoir water storage which is 80.3% of historical average and 57.8% of total capacity.
- As of December 14, 2020, Lake Sonoma had 161,945 acre-feet of water which is 66.1% of capacity and approximately 80% of historical average for this time of year.

FISCAL IMPACT

None.

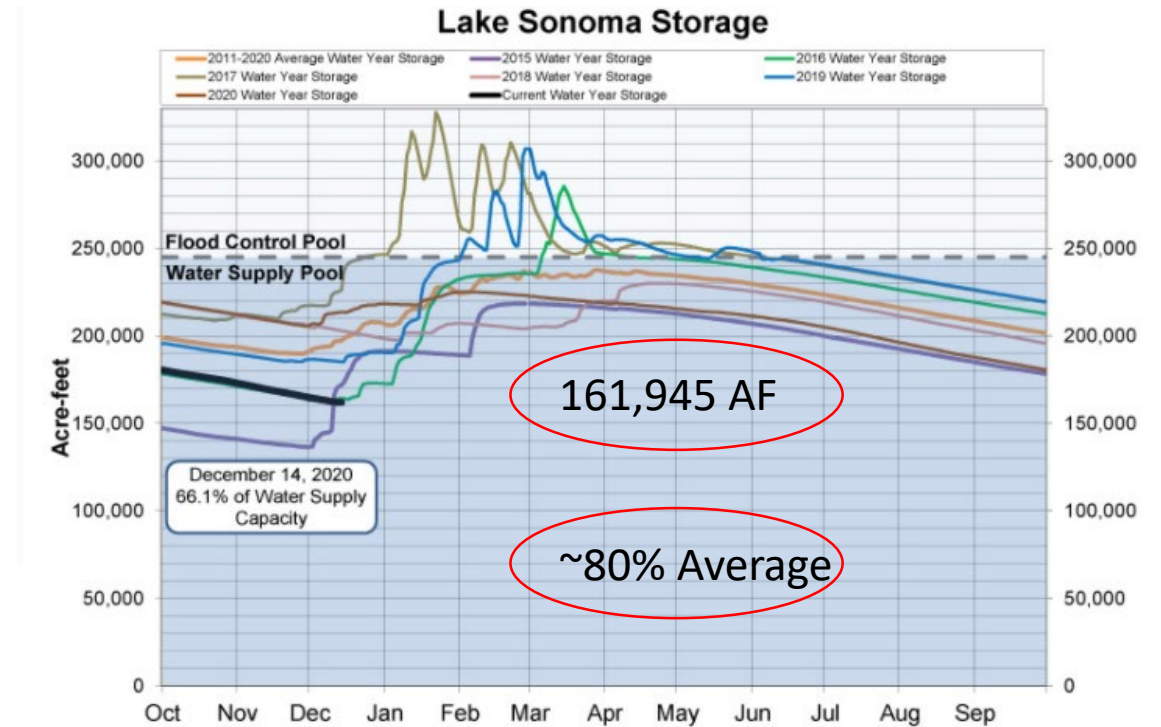
ATTACHMENT(S)

1. Reservoir Storage

Storage Snapshot

Marin Water Storage 12-20-20

	Current Storage [AF]	Maximum Storage [AF]	Percent of Maximum Storage	Percent of Average Storage
Alpine	5,250	8,891	59%	--
Bon Tempe	3,092	4,017	77%	--
Kent	21,026	32,895	64%	--
Lagunitas	3350	350	100%	--
Nicasio	9,911	22,430	44%	--
Phoenix	364	411	88%	--
Soulajule	6,037	10,572	57%	--
Total	46,030	79,566	57.8%	80.3%



Approval Item

TITLE

Award of Contract No. 1928, Southern Marin Pipeline Replacement Project, in the amount of \$1,837,777, to Maggiora & Ghilotti, to install 5,050-feet of pipe in Tiburon, Belvedere and Sausalito.

RECOMMENDATION

Approve Resolution No. 8619 authorizing award of Contract No. 1928, Southern Marin Pipeline Replacement Project to Maggiora & Ghilotti.

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. On December 1, 2020, the Board of Directors rejected all bids and authorized the General Manager to re-bid the construction contract. The District issued the Invitation to Bid on December 3, 2020.

On December 17, 2020, the District received and opened five bids for the Southern Marin Pipeline Replacement Project to install 5,050 feet of pipe to replace 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. Maggiora & Ghilotti submitted the lowest responsive and responsible bid in the amount of \$1,837,777. Therefore staff recommends that the Board of Directors approve Resolution No. 8619, which awards Contract No. 1928 to Maggiora & Ghilotti in the amount of \$1,837,777, authorizes the General Manager to execute any necessary amendments to Contract No. 1928 which do not exceed \$184,000 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 is a replacement of existing water pipeline involving no or negligible expansion of capacity.

DISCUSSION

The Southern Marin Pipeline Replacement Project (Project) is a component of the District's Capital Improvement Program. This Project will replace 5,050 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 4,040 feet of welded steel pipe and approximately 1,010 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	640 ft	1950	8" CI
Main Street	300 ft	1924	4" CI
Round Hill Road	1,130 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.

Five bids were received on December 17, 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.	Maggiora & Ghilotti, Inc.	\$1,837,777.00
2.	Michael Paul Company, Inc.	\$1,861,060.00
3.	D & D Pipelines, Inc.	\$1,957,823.00
4.	Piazza Construction	\$2,018,746.00
5.	W.R. Forde Associates	\$2,229,730.00

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

Budget:

Contract Award:	\$1,837,777
Contingency:	\$184,000
Materials and Professional Fees:	\$392,000
District Labor/Inspection:	\$330,000
Total Budget:	\$2,743,777
Budget Category:	A1A02A

Project Implementation:

Project Re-advertisement:	December 3, 2020
Bid Opening:	December 17, 2020
Project Award:	January 5, 2021
Estimated Completion Date:	October 7, 2021
Duration:	275 days

ENVIRONMENTAL REVIEW

The Director of Engineering has determined that the Project is Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302(c), Replacement or Reconstruction. The Project qualifies for exemption pursuant to Section 15302(c) inasmuch as it is the replacement of water pipeline involving negligible or no expansion of capacity. A copy of the draft Notice of Exemption is enclosed as Attachment 2.

PUBLIC OUTREACH EFFORTS:

The District's multi-step process for notifying customers about this Project began in January 2020 when District staff initiated discussions with the Town of Tiburon and the cities of Belvedere and Sausalito. District staff has continually coordinated with the public works departments and has discussed the Project with other stakeholders. In August 2019, the District sent information letters and maps to customers located near the Project site. Public outreach steps to be taken are described in the table below.

Department	Action
Engineering	Issued letter with map to all customers along the Project route (issued August 2019).
Engineering	Upon approval of the contract by the Board, send Project information letter with a map to all customers along the Project route.
Public Information	Issue news release to local media (print and online outlets).
Public Information	Post on MMWD website.
Public Information	Post on MMWD Nextdoor page for affected neighborhoods.
Public Information	Send notice to the Tiburon, Belvedere and Sausalito for posting on their website.
Engineering	Provide signage at Project site throughout construction period.

ATTACHMENTS

1. Resolution 8619
2. Site Map
3. Notice of Exemption

DEPARTMENT	DEPARTMENT OR DIVISION MANAGER	APPROVED
Engineering	 Director of Engineering	 General Manager

MARIN MUNICIPAL WATER DISTRICT

RESOLUTION NO. 8619

**RESOLUTION OF THE BOARD OF THE MARIN MUNICIPAL WATER DISTRICT
AWARDING CONTRACT NO. 1928 FOR THE SOUTHERN MARIN PIPELINE
REPLACEMENT PROJECT**

WHEREAS, the District issued an Invitation to Bid on December 3, 2020 for the Southern Marin Pipeline Replacement Project to install 5,050 feet of pipe to replace leak prone piping installed as early as 1924; and

WHEREAS, On December 17, 2020, the District received and opened five bids for the Southern Marin Pipeline Replacement Project with Maggiora & Ghilotti submitting the lowest responsive and responsible bid in the amount of \$1,837,777.

NOW THEREFORE BE IT RESOLVED that the bid of \$1,837,777 submitted by Maggiora & Ghilotti, Inc. for the Southern Marin Pipeline Replacement Project under Contract No. 1928 was the lowest responsible and responsive bid submitted therefor, and said bid is hereby accepted; and

BE IT FURTHER RESOLVED that a contract for this project be awarded to said low bidder, and the General Manager is hereby 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; and

BE IT FURTHER RESOLVED that General Manager or his designee is authorized to execute any necessary amendments to Contract No. 1928 which do not exceed \$184,000 for a total authorized amount of \$2,033,777; and

BE IT FURTHER RESOLVED that upon complete execution of said contract, the bonds and/or checks of the other bidders are to be returned to said other bidders, and all bids other than that of Maggiora & Ghilotti, Inc. are to be rejected; and

BE IT FURTHER RESOLVED that Board finds that the project is Categorically Exempt from review under Section 1530 (c) of the CEQA Guidelines inasmuch as it is the replacement of water pipeline involving negligible or no expansion of capacity.

PASSED AND ADOPTED this 5th day of January 2021 by the following
vote of the Board.

AYES:

NOES:

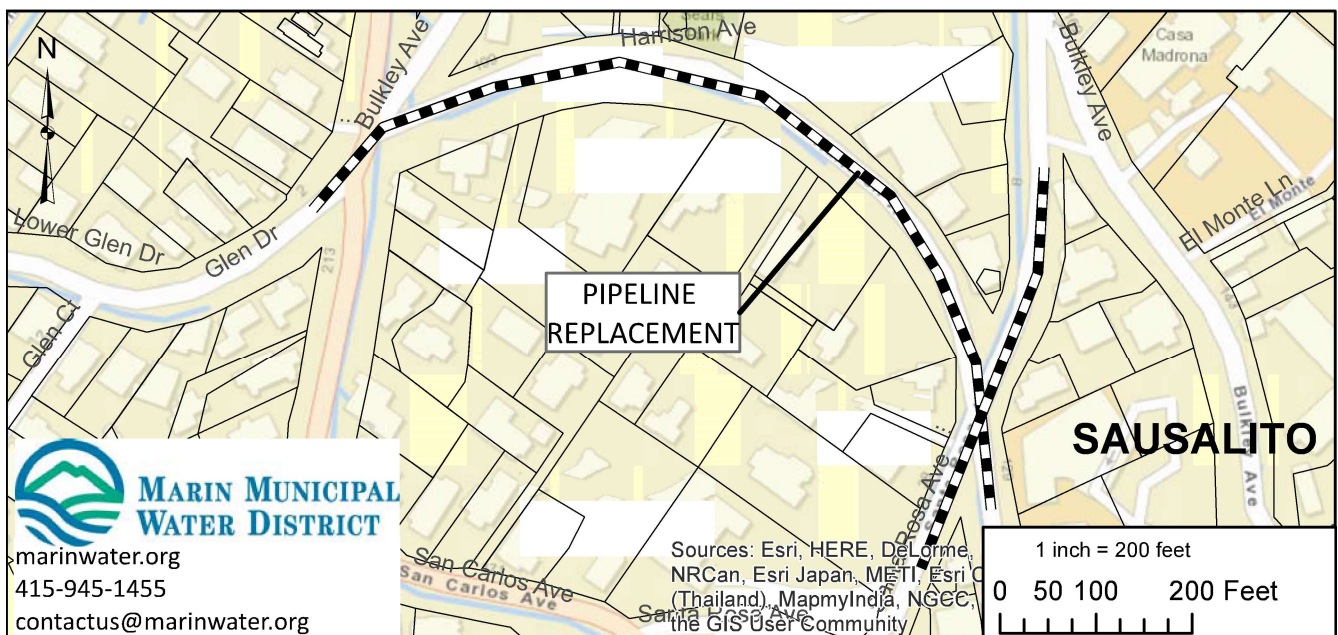
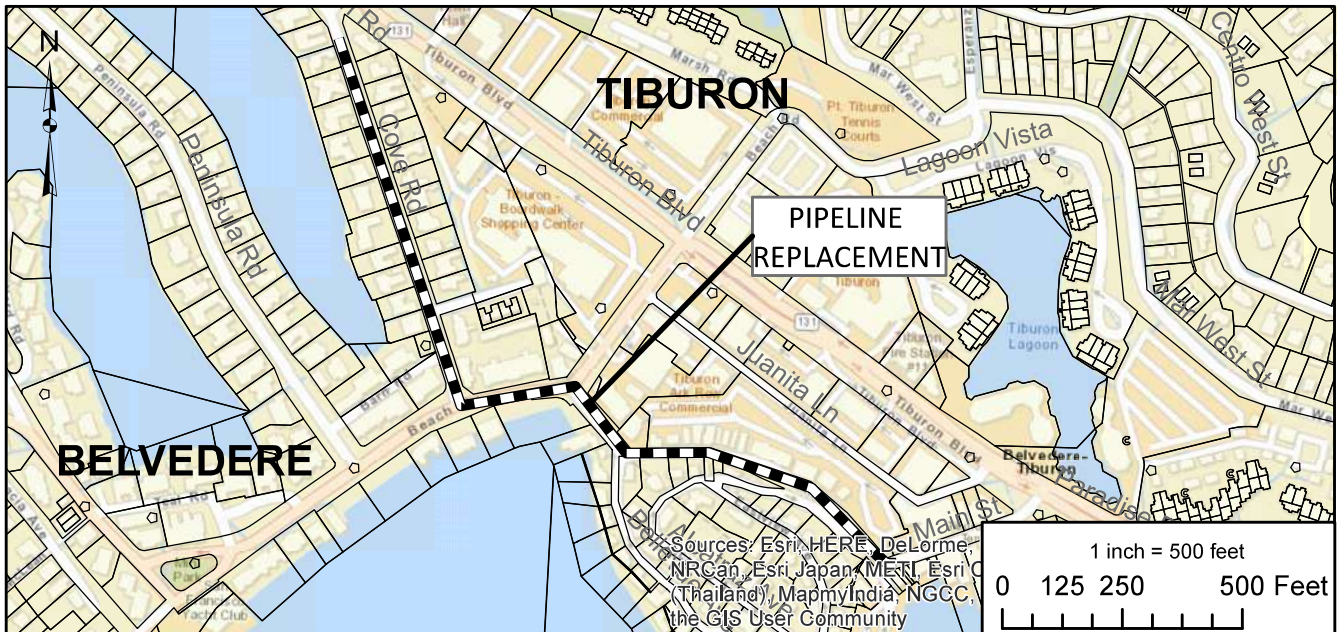
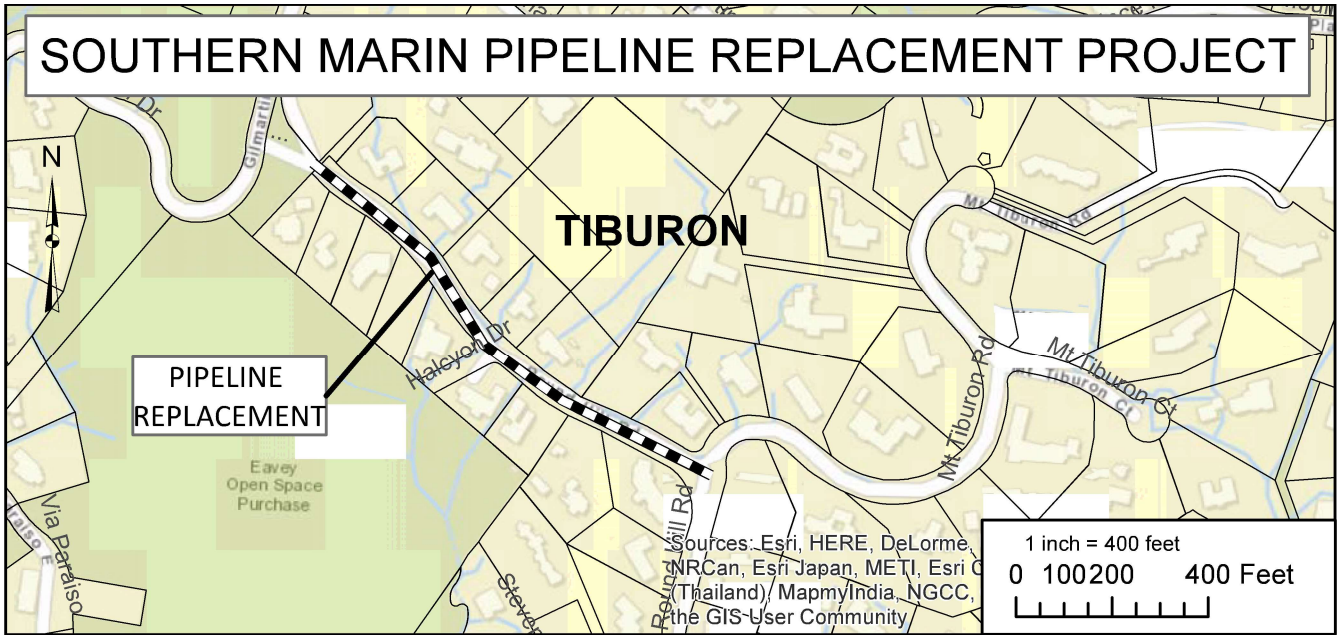
ABSENT:

President, Board of Directors

ATTEST:

Board Secretary

SOUTHERN MARIN PIPELINE REPLACEMENT PROJECT





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: Southern Marin Pipeline Replacement Project (D20022)

Project Location: Town of Tiburon, City of Belvedere, City of Sausalito **Project Location – County:** Marin

Project Description: The Southern Marin Pipeline Replacement Project is a component of the District's Capital Improvement Program. This project will install approximately 5,050 lineal feet of 10-inch, 8-inch, 6-inch and 4-inch pipe to replace old, leak prone pipe in the water distribution system in coordination with other utility agencies projects and street overlay project located in Marin County, CA.

The streets involved are shown in Figure 1, and described in the table below:

Street	Length	Installation Date	Existing Size & Type
Cove Rd	1,220 ft	1976	8" AC
Beach Rd	640 ft	1950	8" CI
Main St	300 ft	1924	4" CI
Round Hill Rd	1,130 ft	1963	8" CI
Harrison Av	1,180 ft	1971	8" CI
Santa Rosa Av	580 ft	1971	6" CI/4" CI

* CI= Cast Iron / AC = asbestos cement

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: This project qualifies for exemption pursuant to Section 15302(c) of the CEQA Guidelines 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(a) of the Guidelines for Implementation of the California Environmental Quality Act, at their regularly scheduled meeting on January 5, 2021.

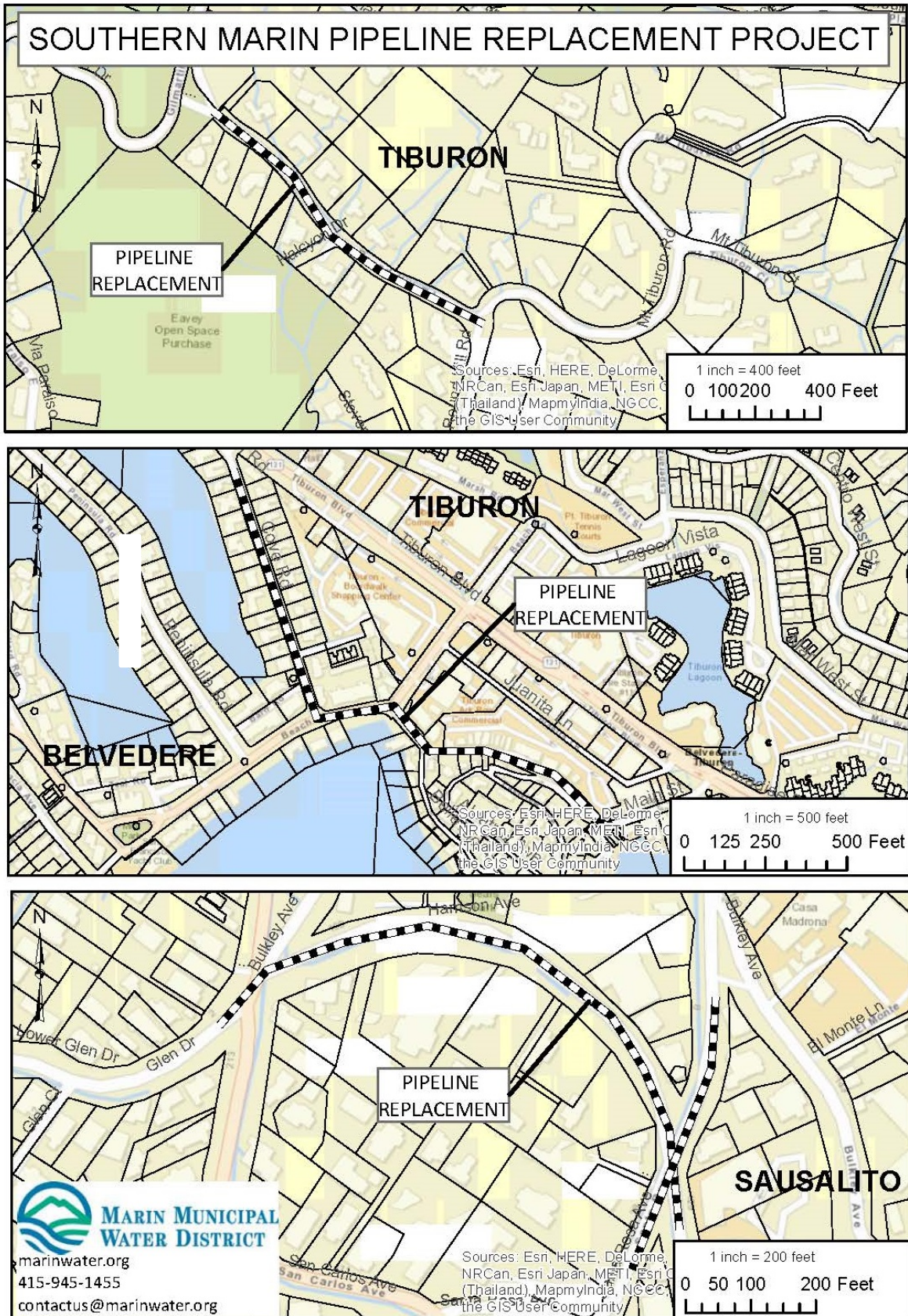
Lead Agency Contact Person: Michael Ban, Marin Municipal Water District

Telephone: (415) 945-1435

Michael Ban, Director of Engineering

Date

Figure 1: Southern Marin Pipeline Replacement Project





SOURCE: MMWD 2020



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:

- Wednesday, January 13, 2021
Board of Directors' 10-Year Financial Plan (1B)
9 a.m. to 12 p.m.
- Friday, January 15, 2021
Operations Committee/Board of Directors (Operations) Meeting
9:30 a.m.
- Tuesday, January 19, 2021
Regular Bi-Monthly Board of Directors' Meeting
7:30 p.m.

FISCAL IMPACT

None

ATTACHMENT(S)

None