



NOTICE OF REGULAR MEETING OPERATIONS COMMITTEE/BOARD OF DIRECTORS (OPERATIONS)

(Per paragraph 3 on page 10 under subsection *Committee Meetings* of the Board Handbook: 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.)

MEETING DATE: 05-20-2022

TIME: Meeting begins at **9:30 a.m. (Public)**

LOCATION: This meeting will be held virtually pursuant to Government Code section 54953 e (Assembly Bill (AB) 361).

To participate online, go to <https://us06web.zoom.us/j/86822995553>. You can also participate by phone by calling **1-669-900-6833** and entering the **webinar ID#: 868 2299 5553**.

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 7:30 a.m. on the day of the meeting will be provided to the Board of Directors prior to the 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	
Adopt Agenda	<i>Approve</i>
Public Comment <i>Members of the public may comment on any items not listed on the agenda during this time. Comments will be limited to three minutes per speaker, and time limits may be reduced by the Committee Chair to accommodate the number of speakers and ensure that the meeting is conducted in an efficient manner.</i>	

MARIN WATER BOARD OF DIRECTORS: LARRY BRAGMAN, JACK GIBSON, CYNTHIA KOEHLER, LARRY RUSSELL, AND MONTY SCHMITT

AGENDA ITEMS	RECOMMENDATIONS
Calendar	
1. Minutes of the Operations Committee/Board of Directors (Operations) Meeting of April 15, 2022 <i>(Approximate time 1 minute)</i>	<i>Approve</i>
2. AMI Update <i>(Approximate time 30 minutes)</i>	<i>Information</i>
Adjournment (10:01 a.m. - Time Approximate)	

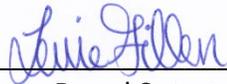
ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

In accordance with the Americans with Disabilities Act (ADA) and California Law, it is Marin Water’s policy to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are a person with a disability and require a copy of a public hearing notice, an agenda, and/or agenda packet in an appropriate alternative format, or if you require other accommodations, please contact 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.

AGENDAS 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 MEETING:

- ❖ Tuesday, May 24, 2022
Board of Directors’ Special Meeting (Strategic Water Supply Assessment Working Session III)
5:00 p.m.
- ❖ Wednesday, May 25, 2022
Communications & Water Efficiency Committee/Board of Directors’ (Communications & Water Efficiency) Special Meeting
9:30 a.m.
- ❖ Thursday, May 26, 2022
Finance & Administration Committee/Board of Directors (Finance & Administration) Meeting
9:30 a.m.


 Board Secretary



Item Number: 01
Meeting Date: 05-20-2022
Meeting: Operations
Committee/Board of Directors
(Operations)

Approval Item

TITLE

Minutes of the Operations Committee/Board of Directors (Operations) Meeting of April 15, 2022

RECOMMENDATION

Approve the adoption of the minutes

SUMMARY

On April 15, 2022, the Operations Committee/Board of Directors (Operations) held its regular monthly meeting. The minutes of the meeting are attached.

DISCUSSION

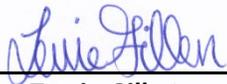
None

FISCAL IMPACT

None

ATTACHMENT(S)

1. Minutes of the Operations Committee/Board of Directors (Operations) Meeting of April 15, 2022

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

**MARIN MUNICIPAL WATER DISTRICT
OPERATIONS COMMITTEE /BOARD OF DIRECTORS (OPERATIONS) MEETING**

MINUTES

Friday, April 15, 2022

Via teleconference

(In accordance with Assembly Bill 361)

DIRECTORS PRESENT: Larry Bragman, Jack Gibson, Cynthia Koehler, Monty Schmitt, and Larry Russell

DIRECTORS ABSENT: None

CALL TO ORDER: Chair Russell called the meeting to order at 9:30 a.m.

ADOPT AGENDA:

On motion made by Director Gibson and seconded by Director Bragman, the board adopted the agenda. The board took the following roll call vote:

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

There were no public comments on the adoption of the agenda.

PUBLIC COMMENT

There were no public comments.

CALENDAR ITEMS:

Item 1 Minutes of the Operations Committee/Board of Directors (Operations) Meeting of March 11, 2022

On motion made by Director Gibson and seconded by Director Bragman, the board approved the minutes by the following roll call vote:

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

There were no public comments.

Item 2 Consider Funding Opportunities: Water Infrastructure Finance and Innovation Act (WIFIA) Loan, Department of Water Resources Grant, and State Funding Appropriation

Grant Program Coordinator, Matt Sagues, brought this item before the Operations Committee highlighting funding the District could receive through the WIFIA Loan and the State funding sources for the Pine Mountain Tunnel Tank Replacement Project. There was also a report on the Department of Water Resources grant for the Intertie Project and explanation of how staff is working with the Department to recast the focus of the grant to cover costs associated with the environmental review work on the propose Intertie Project and the strategic Water Supply Assessment.

There were no public comments.

Director Bragman moved to refer this item to a future board meeting for approval.

Item 3 Pine Mountain Tunnel Tanks Replacement Project – Phase I

Engineering Design Manger, Alex Anaya, reported on the first phase of the Pine Mountain Tunnel Replacement Project, including the scope of work.

There was one (1) public comment.

Director Gibson moved to refer this item to a future board meeting for approval.

Item 4 Roads and Trails Maintenance Contract

Watershed Resources Manager, Shaun Horne, reported that the District would soon go out with an invitations for bids on this proposed contract for maintenance of the access roads and trails around the watershed.

There was one (1) public comment.

Director Gibson moved to refer this item to a future board meeting for approval.

Item 5 Discussion of Water Shortage Emergency Restrictions and Related Conservation Incentives

Water Efficiency Manager, Carrie Pollard, provided a presentation on the Statewide Drought Executive Order, review of the water shortage emergency restrictions, and review of the Drought Emergency Incentive Offerings.

There were three (3) public comments, including one from Steve Moore from the Ross Valley Sanitary District.

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

ADJOURNMENT

There being no further business, the Operations Committee/Board of Directors (Operations) meeting adjourned at 11:37 a.m.

Board Secretary

DRAFT



Item Number: 02
Meeting Date: 05-20-2022
Meeting: Operations
Committee/Board of Directors
(Operations)

Informational Item

TO: Operations Committee/Board of Directors (Operations)

FROM: Crystal Yezman, Director of Engineering *CY*

THROUGH: Ben Horenstein, General Manager *BH*

DIVISION NAME: Engineering

ITEM: AMI Update

SUMMARY

As part of long term planning efforts for the 10-yr Financial Plan, the District has previously identified the installation of advanced metering infrastructure (AMI) as a priority to improve water efficiency. An AMI system provides many benefits to customers, including customer access to real-time water use data, early leak detection and enhanced water conservation. Staff will give an update on the progress of the AMI Implementation Plan and review future steps towards installation of a system-wide AMI project.

The AMI Implementation Plan will provide a current system assessment, financial analysis, business process impact assessment, and implementation scheduling, with a final report scheduled to be completed in June 2022.

DISCUSSION

Background:

Advanced metering infrastructure (AMI) is a combination of hardware, software, and telecommunication network that all work together to read meters and send the data to the District. The District currently uses traditional meter reading practices, meaning that out of the District's 62,620 meters District staff physically read over 55,600 meters every other month. This conventional method provides customers with their water usage six times a year. With AMI, customers will have real-time information about water usage, allowing for enhanced water conservation through empowered monitoring by customers and timely leak detection. Additionally, AMI will also increase billing accuracy and reduce carbon emissions.

Transitioning from traditional meter reading to AMI is a District-wide effort. It requires collaboration between multiple departments such as Customer Service and Billing, Meter Shop,

Water Efficiency, Operations, and Engineering. These departments have been working together to start the system-wide upgrade to AMI. District Staff determined that a three-phase approach to AMI would benefit the District, allowing Staff to plan, design, and then implement. Specifically, the three phases are:

- Phase One – Implementation Plan
- Phase Two – Development of Request for Proposals (RFP) and vendor selection
- Phase Three – Installation of system-wide AMI

In September 2021, District staff advertised a RFP for support in development of an Implementation Plan for system-wide AMI. The RFP requested a scope of work for three phases; however, phases two and three were optional and not included with the cost to complete phase one. Three firms submitted proposals, and on December 7, 2021, the District entered into an agreement with E Source to develop an AMI Implementation Plan.

Implementation Plan:

The AMI Implementation Plan will be a roadmap for the District to follow as it transitions to AMI. The implementation plan includes a current system assessment, financial analysis, business process impact assessment, implementation schedule, and a final report. Following is a brief description of each task:

- Current System Assessment – Review and meet with staff to discuss the policies and practices involving billing, customer service, meter reading, finance, engineering, operations, conservation, and IT. E Source will host a Technology and State of the Industry Education workshop and assist the District with developing AMI goals and strategies.
- Financial Analysis – Develop a cost-benefit analysis for major technology and deployment scenarios that incorporated several variables such as project start date, differential inflation rates, component/labor costs, equipment lives, and deployment timeline. The analysis will calculate cash flow in each year of the planning period, present value, and other measures.
- Business Process Impact Assessment – Facilitate business process assessment workshop with the District to identify the meter reading through billing day-to-day business processes that will be affected by the AMI project. This assessment clarifies business objectives and initiates the appropriate business process reengineering activities to prepare the District for AMI.
- Implementation Schedule – Develop a full deployment schedule, including creating project control systems, establishing IT interfaces, enhancing field-to-office communications, and redeploying staff. The suggested project schedule will span from the start of procurement through deployment. All AMI elements, such as metering

infrastructure installation, software applications, data management, and business process changes, will be planned. At each stage, E Source will recommend the functions required for project management (for example, vendor selection, field inspections, programming, and acceptance testing) and which functions could be outsourced, provided by the vendor, or handled by District staff.

- Implementation Report – E Source will compile the components developed in the previous tasks into an AMI Implementation Report. The report will consolidate this work to comprise an organization-wide analysis of all costs and benefits of installing AMI. The report will also include preliminary specifications for bid packages on preferred network design, assets, and installation and preliminary purchase specifications for meter hardware and software requirements.

Development of the AMI Implementation Plan is well underway and is scheduled to be completed in June 2022. The current system assessment, and business process impact assessment are complete. The financial analysis will review the cost impacts of replacing meters older than 10, 15 and 20 years of age, newer meters will be retrofitted, as well as the District's 4,974 currently deployed AMI meters. District staff is currently reviewing the draft implementation schedule.

Next Steps:

The AMI Implementation Plan is on schedule to be completed by the end of June.

FISCAL IMPACT

None

ATTACHMENTS

None