



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

**MEETING DATE:** September 19, 2023

**TIME:** 6:30 p.m.

**LOCATIONS:** This meeting will be held remotely and in-person.  
(Director Jed Smith will be participating remotely at another location.)

Open Session	Outside Location for Director Smith	Closed Session
Marin Water Board Room 220 Nellen Avenue Corte Madera, CA 94925	The Hay-Adams Hotel Business Center (Lobby Floor) 800 16 <sup>th</sup> Street NW Washington, D.C. 20006	Marin Water Mt. Tam Conference Rm. 220 Nellen Avenue Corte Madera, CA 94925
<b>Remotely</b>		
<b>URL:</b> <a href="https://us06web.zoom.us/j/88134852296">https://us06web.zoom.us/j/88134852296</a>		
<b>Webinar ID:</b> 881 3485 2296 <b>Phone Call:</b> 1-669-444-9171		

**EMAILED PUBLIC COMMENTS:** Submit your comments in advance of the meeting to [BoardComment@MarinWater.org](mailto:BoardComment@MarinWater.org). All emailed comments received by 3:00 p.m. on the day of the meeting will be provided to the Board of Directors prior to the meeting. Please do not include personal information in your comment such as phone numbers and home addresses.

### **PARTICIPATION DURING THE MEETING:**

***In-person Attendee:*** Fill out a speaker card and place it next to the board secretary. List the number of the agenda item(s), for which you would like to provide a comment. Once you're called, proceed to the lectern to make your comment.

***Virtual Attendee:*** Click on 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 staff will call on you by the last four digits of your phone number.

*(Note: The board president may shorten the amount of time for public comment due to large numbers of both in-person and virtual attendees.)*

AGENDA ITEMS	RECOMMENDATIONS
<b>Call to Order and Roll Call*</b>	
<b>Adoption of Agenda</b>	<i>Approve</i>
<b>Public Comment - Items Not on the Agenda</b>	
<p>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 to ensure that the meeting is conducted in an efficient manner.</p>	
<b>Directors' and General Manager's Announcements</b> <i>(6:40 p.m. – Time Approximate)</i>	
<b>Consent Calendar</b> <i>(6:45 p.m. – Time Approximate)</i>	
<p>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.</p>	
1. Minutes of the Board of Directors' Special Meeting of August 23, 2023, Special Meeting of August 28, 2023, and Regular Meeting of September 5, 2023	<i>Approve</i>
2. General Manager's Report – August 2023	<i>Approve</i>
3. Professional Services Agreement with Terra/GeoPentech, not to exceed \$900,521, for Engineering Services to Develop a Preferred Alternative for Improving the Water Supply Storage Project	<i>Approve</i>
4. Resolution Approving the Quagga and Zebra Mussel Infestation Prevention Grant Agreement	<i>Approve</i>
5. Software License and Maintenance Agreement with Software Maintenance Reinstatement (SAP) through December 21, 2023 in the amount of \$149,979.33	<i>Approve</i>
<b>Regular Calendar</b> <i>(6:50 p.m. – Time Approximate)</i>	
6. Strategic Plan Development: Vision, Mission, Values <i>(Approximate time 30 minutes)</i>	<i>Information</i>

\*MARIN WATER BOARD OF DIRECTORS ORDER OF ROLL CALL: RANJIV KHUSH, LARRY RUSSELL, MATT SAMSON, JED SMITH, AND MONTY SCHMITT

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**AGENDA ITEMS****RECOMMENDATIONS**

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7. Future Meeting Schedule and Agenda Items  
(Approximate time 1 minute)

*Information*

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**CLOSED SESSION**

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**Public Comment on Closed Session Item only (Board Room)**

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.

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**Convene to Closed Session (Mt. Tam Conference Room)**  
(Only the Board of Directors and Staff will participate.)

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**Closed Session Item**

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8. **Conference with Labor Negotiators**  
(Government Code §54957.6)

**Agency Designated Representative:** Ben Horenstein, General Manager  
**Employee Organizations:** Service Employees International Union, Local 1021;  
Unrepresented Employees

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**Reconvene to Open Session at or after 8:30 p.m. (Board Room)**

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**Closed Session Report Out**

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**Adjournment (8:31 p.m. – Time Approximate)**

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**ADA NOTICE AND HEARING IMPAIRED PROVISIONS:**

In accordance with the Americans with Disabilities Act (ADA) and California Law, it is Marin Water's policy to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are an individual with a disability and require a copy of a public hearing notice, an agenda, and/or agenda packet in an appropriate alternative format, or if you require other accommodations, please contact Board Secretary Terrie Gillen at 415.945.1448, at least two days in advance of the meeting. Advance notification will enable Marin Water to make reasonable arrangements to ensure accessibility.

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

\*MARIN WATER BOARD OF DIRECTORS ORDER OF ROLL CALL: RANJIV KHUSH, LARRY RUSSELL, MATT SAMSON, JED SMITH, AND MONTY SCHMITT

**FUTURE BOARD AND COMMITTEE MEETINGS AND UPCOMING AGENDA ITEMS:**

<b>Dates</b>	<b>Meetings</b>
Thursday, September 21, 2023 1:30 p.m.	<ul style="list-style-type: none"><li>• Watershed Committee Meeting/Special Meeting of the Board of Directors (Watershed)</li></ul>
Thursday, September 28, 2023 9:30 a.m.	<ul style="list-style-type: none"><li>• Finance &amp; Administration Committee Meeting/Special Meeting of the Board of Directors</li></ul>
Tuesday, October 10, 2023 6:30 p.m.	<ul style="list-style-type: none"><li>• Board of Directors' Regular Bi-Monthly Meeting</li></ul>

**Upcoming Key Items for future Board Meetings**

- At October 10, 2023 Board Meeting
  - Overview of the New District's Website and Agenda Management Features

  
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Board Secretary



## Approval Item

### TITLE

Minutes of the Board of Directors' Special Meetings of August 23 and August 28, 2023, and Regular Bi-Monthly Meeting of September 5, 2023.

### RECOMMENDATION

Approve the adoption of the minutes

### SUMMARY

The Board of Directors held two special meetings on August 23, 2023, and August 28, 2023. Then, they held their regular bi-monthly meeting on September 5, 2023. The minutes of all three meetings are attached.

### DISCUSSION

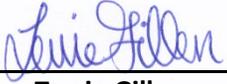
None

### FISCAL IMPACT

None

### ATTACHMENT(S)

1. Minutes of the Board of Directors' Special Meeting of August 23, 2023
2. Minutes of the Board of Directors' Special Meeting of August 28, 2023
3. Minutes of the Board of Directors' Regular Meeting of September 5, 2023

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

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

**MINUTES**

**Wednesday, August 23, 2023**

**Held Remotely and at In-Person Locations**

**Open Session Location:** Marin Water, Board Room, 220 Nellen Avenue, Corte Madera, CA 94925

**Closed Session Location:** Marin Water, Mt. Tam Conference Room, 220 Nellen Avenue, Corte Madera, CA 94925

**CALL TO ORDER AND ROLL CALL**

President Monty Schmitt called the meeting to order at 4:30 p.m.

**Directors Present:** Larry Russell, Jed Smith, and Monty Schmitt

**Directors Absent:** Ranjiv Khush and Matt Samson

**ADOPT AGENDA**

On motion made by Director Smith and seconded by Director Russell, the Board of Directors adopted the agenda.

Ayes: Directors Russell, Smith, and Schmitt

Noes: None

Absent: Directors Khush and Samson

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

There were no public comments on the Closed Session item.

**CONVENE TO CLOSED SESSION**

The directors convened to Closed Session at 4:31 p.m. and went to the Mt. Tam Conference Room.

## **CLOSED SESSION ITEM**

### **1. Conference with Labor Negotiators**

(Government Code §54957.6)

**Agency Designated Representative:** Ben Horenstein, General Manager

**Employee Organizations:** Service Employees International Union, Local 1021;  
Unrepresented Employees

## **RECONVENE TO OPEN SESSION**

The Board adjourned the closed session and returned to the Board Room.

## **CLOSED SESSION REPORT OUT**

President Schmitt announced that the Closed Session adjourned at 6:03 p.m. and there was no reportable action.

## **ADJOURNMENT**

There being no further business, the special meeting adjourned at 6:04 p.m.

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Board Secretary

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

**MINUTES**

**Monday, August 28, 2023**

**Held Remotely and at In-Person Locations**

**Open Session Location:** Marin Water, Board Room, 220 Nellen Avenue, Corte Madera, CA 94925

**Closed Session Location:** Marin Water, Mt. Tam Conference Room, 220 Nellen Avenue, Corte Madera, CA 94925

**CALL TO ORDER AND ROLL CALL**

President Monty Schmitt called the meeting to order at 4:00 p.m.

**Directors Present:** Ranjiv Khush, Jed Smith, and Monty Schmitt

**Directors Absent:** Larry Russell and Matt Samson

**ADOPT AGENDA**

On motion made by Director Smith and seconded by Vice President Khush, the Board of Directors adopted the agenda.

Ayes: Directors Khush, Smith, and Schmitt

Noes: None

Absent: Directors Russell and Samson

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

There were no public comments on the Closed Session item.

**CONVENE TO CLOSED SESSION**

The directors convened to Closed Session at 4:01 p.m. and went to the Mt. Tam Conference Room.

## **CLOSED SESSION ITEM**

### **1. Conference with Labor Negotiators**

(Government Code §54957.6)

**Agency Designated Representative:** Ben Horenstein, General Manager

**Employee Organizations:** Service Employees International Union, Local 1021;  
Unrepresented Employees

## **RECONVENE TO OPEN SESSION**

The Board adjourned the closed session and returned to the Board Room.

## **CLOSED SESSION REPORT OUT**

President Schmitt announced that the Closed Session adjourned at 5:05 p.m. and there was no reportable action.

## **ADJOURNMENT**

There being no further business, the special meeting adjourned at 5:08 p.m.

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Board Secretary

**MARIN MUNICIPAL WATER DISTRICT  
BOARD OF DIRECTORS**

**MEETING MINUTES**

**Tuesday, September 5, 2023**

**Via Remote and In-Person**

**Open Session Location:** Marin Water Board Room, 220 Nellen Avenue, Corte Madera, CA 94925

**Closed Session Location:** Marin Water Mt. Tam Conference Room, 220 Nellen Avenue, Corte Madera, CA 94925

**CALL TO ORDER AND ROLL CALL**

President Monty Schmitt called the meeting to order at 5:00 p.m.

**Directors Present:** Ranjiv Khush, Larry Russell, Matt Samson, Jed Smith, and Monty Schmitt

**Directors Absent:** None

**ADOPTION OF AGENDA**

On motion made by Director Smith and seconded by Vice President Khush, the board adopted the agenda.

Ayes: Directors Khush, Russell, Samson, Smith, and Schmitt

Noes: None

There were no public comments on the *Adoption of the Agenda*.

**Public Comment on Closed Session Item Only**

There were none.

**Convene to Closed Session**

The board left the Board Room at 5:01 p.m. to go to the Mt. Tam Conference Room for the Closed Session.

## **Closed Session Item**

1. **Conference with Legal Counsel – Anticipated Litigation**  
(Initiation of Litigation Pursuant to Government Code §54956.9(d)(4))

**Number of Cases:** Unknown

## **Reconvene to Open Session**

The board arrived in the Board Room at 6:36 p.m.

## **Closed Session Report Out**

President Schmitt announced that the closed session adjourned at 6:32 p.m. with no reportable action.

## **PUBLIC COMMENT – ITEMS NOT ON THE AGENDA**

There were 12 public comments on items not on the agenda.

## **DIRECTORS' AND GENERAL MANAGER'S ANNOUNCEMENTS & COMMITTEE REPORTS**

- Director Samson announced that the 8<sup>th</sup> Annual State of the Tomales Bay Conference would take place on Friday, September 29<sup>th</sup> and tickets were available. He also mentioned that last month, One Tam put out the *Regional Forest Health Strategy* report, including highlighting fire reduction for parts of the watershed.
- Vice President Khush complimented District staff for their response to the Marin Civil Grand Jury reports.
- Director Smith highlighted items discussed at the Communications & Water Efficiency Committee Meeting and the Finance & Administration Committee Meeting. He also mentioned that he attended a meeting with Congressman Huffman and Senator Heinrich in Sausalito and commended their environmental advocacy. Moreover, Director Smith reported that he attended the Mill Valley Rotary Club to discuss Marin Water's Water Efficiency Program, rate strategy, and other topics of interest.
- President Schmitt reported that he attended a conference in which Marin Water was recognized for its efforts protecting the coho salmon. The conference also included discussions regarding the connection between the health of our rivers and the health of water supply.

- General Manager Ben Horenstein recognized Communications & Public Affairs Manager Adriane Mertens for assisting in the FEMA recovery in Maui. He also announced that he, Director Smith, and some staff members would be in Washington D.C. later this month to meet with legislators regarding Water Resources Development Act funding for the District.

**CONSENT CALENDAR (ITEMS 2-5)**

- Item 2            Minutes of the Board of Directors’ Regular Bi-Monthly Meeting of August 15, 2023**
  
- Item 3            Proposed Responses to Marin County Civil Grand Jury Reports Regarding (1) Dam and Reservoir Safety and (2) Building Accessory Dwelling Units**
  
- Item 4            Professional Services Agreement with Carollo Engineers to Provide Engineering Services in an Amount Not to Exceed \$936,386 to Develop a Preferred Alternative for the Marin-Sonoma Regional Conveyance Project**
  
- Item 5            Amendment No. 2 to the Professional Services Agreement with Regional Government Services to Not Exceed \$200,000, Extend the Contract through December 31, 2026, and Adjust Agreed Upon Schedule for Recruitment Services**

On motion made by Director Samson and seconded by Director Smith, the board approved the Consent Calendar.

Ayes:            Directors Khush, Russell, Samson, Smith, and Schmitt  
 Noes:            None

There were no public comments on the Consent Calendar.

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

- Item 6            Update on Enterprise Resource Program Replacement and Automated Metering Infrastructure Projects**

Engineering Division Manager Crystal Yezman introduced new Information Technology Manager Brad Taylor and consultant Andrew Levine, who provided an overview of the proposed Enterprise Resource Program and Automated Metering Infrastructure projects, including risks and challenges in connection with the timing of these projects. Discussion between the board, consultant, and staff occurred throughout the presentation.

There were four (4) public comments.

This was an informational report. The board did not take any formal action.

**Item 7            Water Supply Storage Improvements Project**

Water Resources Director Paul Sellier introduced Consultant Xavier Irias, with Woodard and Curran, and consultants Guilaine Roussel and Andrew Dinsick, with TERRA/GeoPentech (TGP). They provided high-level presentations on the various steps needed to develop possible water storage improvement projects, building upon the District’s water supply assessment. Discussion between the board, staff, and the consultant occurred throughout the presentation.

There were five (5) public comments.

This was an informational report. The board did not take any formal action.

**Item 8            District Paving Cost Update**

This item was tabled to a future meeting.

**Item 9            Future Meeting Schedule**

The board secretary listed upcoming board and committee meetings.

There were no public comments.

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

**CLOSED SESSION**

**ADJOURNMENT**

There being no further business, the Board of Directors’ Regular Bi-Monthly Meeting of September 5, 2023, adjourned at 9:22 p.m.

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Board Secretary

## Approval Item

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**TITLE**

General Manager's Report August 2023

**RECOMMENDATION**

Approve Report.

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

- The daily average net production for the month of August 2023 was 25.7 MGD compared to 23.8 MGD for the month of August 2022. Typical usage for August is 32.1 MGD.
- The daily average flow from Sonoma County Water Agency for the month of August 2023 was 12.0 MGD compared to 3.3 MGD for the month of August 2022.
- Staff completed confined space entry into the Bon Tempe Tunnel to survey and assess the 1,300-foot long tunnel for the new water pipeline from Phoenix Lake into Bon Tempe Lake. Staff also conducted a condition assessment of the existing 24-inch steel pipe that provides raw water from Bon Tempe to the BTTP. By using this existing tunnel alignment, the District will be able to install a new raw pipeline from Phoenix Lake to Bon Tempe Lake at a lower elevation saving on pumping cost.
- Staff awarded the Phase 2 Spillway Repairs project for condition assessment of the spillway involving coring, video inspection and sub drain cleaning. The findings of this assessment could lead to additional structural repairs on the spillway. Staff will be working closely with the Division of Safety of Dams on this second phase of work for continued review and evaluations on additional repairs as needed.
- Staff responded to 1,396 USA ticket requests in August, marking 51,381 linear feet of pipe
- Operations participated in two Voltus dispatches on back to back days. Voltus is a program that calls for shedding electrical load at predetermined times, to reduce demand on PG&E's electrical grid during periods of high demand. This allows PG&E to avoid power outages. The District receives compensation for participating in the program.
- The District coordinated a RFP for a consultant to support rare plant monitoring work along the Azalea Hill Trail Restoration Project to inform avoidance measures and support ongoing implementation.

- The District working with One Tam partner's submitted two grant proposal the first was to the California Government Office of Planning and Research Integrated Climate Adaptation & Resiliency Program in the amount of \$2.9 million of which \$1.9 million was for District Projects. The second grant was a Letter of Intent submitted to NOAA's Climate Resilience Regional Challenge in the amount of \$21 million of which \$9.5 million was for District projects.
- The District carried out a trail volunteer day along the Azalea Hill Trail Restoration Project with volunteer support from the Marin County Bicycle Coalition.
- The District continued into Year 5 of the Biodiversity Fire, & Fuels Integrated Plan with additional collaborative Fuelbreak Maintenance projects with the MWPA at Fawn Ridge and Scott Tank Fuelbreaks. Additionally veg contractors started the FY24 Forestry projects at the South Potrero Meadow and Below Filter Plant project sites. Routine August Fuelbreak and Veg Maintenance was focused on Yellow Starthistle removal and vegetation maintenance on Dams around Peters Dam, Soulajule, and Nicasio.

## MARIN WATER GRANT STATUS

PROJECT DETAILS						REQUIREMENTS	BUDGET		
OPPORTUNITY	FUNDER	FUNDER PRIORITY	APPLICATION DATE	MATCHING PROJECT	DESCRIPTION	STATUS	PREREQUISITE	FUNDS REQUESTED	MATCH REQUIREMENT %
<b>CURRENT APPLICATIONS</b>								<b>\$69,497,898</b>	
Local Water Supply Storage Projects	DWR	Water Supply	1/9/23	Water Supply	Three projects: recycled water, local storage enhancement, and winter water conveyance	Open	UWMP Compliance	\$53,000,000	50
Desal Feasibility Study	USBR	Desalination	2/28/23	Desalination	Exploring new brackish desal in Petaluma	Open	None	\$200,000	50
Local Storage Supply Enhancement	USBR	Environmental + Water Supply	3/28/23	Water Supply	Evaluating increasing storage locally	Open	None	\$862,000	50
Prop. 1. Round 2 IRWM Disadvantaged Community	DWR	Water Infrastructure	12/1/22	Marin City/San Rafael Infrastructure	Replacing aging transmission lines and laterals in Marin City and San Rafael's Canal District	Funded	IRWM CC Approval	\$8,500,000	0
Forestry Corps	CCNB	Vegetation Management	Jan 2023	Ongoing Forestry work	Workforce development; state funding directly to CCNB to fund crews working on the watershed	Funded	Corps Partnership	\$500,000	0
Pre-application for Coastal Access Projects	State Coastal Conservancy	Recreation/Coastal Access	Dec. 2024	Trail work	Watershed trail improvements	Open	None	\$1,000,000	0
Fisheries Restoration Grant Program	CDFW	Fisheries	4/20/23	Lagunitas Creek Restoration	Funding for Phase II site design and CEQA	Funded	30% designs	\$723,000	5
Lagunitas Creek Salmonid Spawning Gravel Improvement Project	DWR Riverine	Fisheries	11/1/22	Lagunitas Creek Restoration	Gravel augmentation for Lagunitas Creek	Funded	None	\$560,000	0
Prop 1. Fisheries Restoration	CDFW	Fisheries	7/1/23	Lagunitas Creek Restoration	Lagunitas Creek Restoration Sites 1-6	Open	60% designs	\$4,422,898	0
One Tam Forest Health Strategy	CA OPR	Forestry Restoration	8/29/23	BFFIP Implementation	BFFIP Implementation for 2-3 years	Open	CEQA	\$1,800,000	0
<b>UPCOMING OPPORTUNITIES</b>								<b>\$0</b>	
Hazard Mitigation Program	FEMA	Natural Hazards	Summer 2023	Treatment Plant Clarifiers	Funds to address seismic hazards in water treatment facilities	TBD	NOI APPROVAL	TBD	
Small Storage Program	USBR	Water Supply	Fall 2023	Phoenix Lake	Funding for new water supply projects	TBD	Approved Feasibility Study	TBD	
WaterSMART Planning & Design	USBR	Water Supply	4/2/2024	Water Supply Planning	Funding for advancing implementation of Strategic Water Supply Projects	Open	TBD	TBD	
WaterSMART Applied Science	USBR	Fisheries	10/15/2023	Advanced Weather Modeling	Funding for weather modeling to inform water resources man	Open	TBD	TBD	
<b>LONG TERM OPPORTUNITIES (ongoing development)</b>									
2024 Water Bond	State of CA	Water supply projects	Fall 2024	SWSA Water Supply Projects	Currently in Legislature	In legislature	Voter approval; District participation	TBD	
Water Resources Development Act	Army Corps of Engineers	Water supply projects	FY 2024	SWSA Water Supply Projects	Pursuing for No Regrets and regional projects	In appropriations	Authorization (secured 2022)	\$28,000,000.00	

**DISCUSSION**

**B. SUMMARY:**

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

**1. Water Production:**

	FY 2023/24		FY 2022/23	
	(million gallons)	(acre-feet)	(million gallons)	(acre-feet)
<b>Potable</b>				
Total production this FY	1,577	4,840	1,453	4,458
Monthly production, August	797	2,445	736	2,260
Daily average, August	25.70	78.89	23.75	72.89
<b>Recycled</b>				
Total production this FY	72.51	222.53	66.26	203.34
Monthly production, August	36.23	111.19	33.62	103.18
Daily average, August	1.17	3.59	1.08	3.33
<b>Raw Water</b>				
Total production this FY	22.15	67.98	23.33	71.60
Monthly production, August	11.25	34.52	13.35	40.97
Daily average, August	0.36	1.11	0.43	1.32
<b>Imported Water</b>				
Total imported this FY	740	2,271	209	641
Monthly imported, August	372	1,140	102	313
<b>Reservoir Storage</b>				
Total storage	23,058	70,763	20,018	61,433
Storage change during August	-605	-1,856	-977	-2,999
<b>Stream Releases</b>				
Total releases this FY	455	1,397	403	1,237
Monthly releases, August	235	720	204	625

<b>2. <u>Precipitation:</u></b>	<u>FY 2023/24 (in.)</u>	<u>FY 2022/23 (in.)</u>
Alpine	0.00	0.00
Bon Tempe	0.00	0.00
Kent	0.00	0.00
Lagunitas *	0.01	0.01
Nicasio	0.00	0.00
Phoenix	0.00	0.00
Soulajule	0.00	0.00

\* Average to date = 0.14 inches

**3. Water Quality:**

<u>Laboratory:</u>	<u>FY 2023/24</u>	<u>FY 2022/23</u>
<b>Water Quality Complaints:</b>		
Month of Record	5	24
Fiscal Year to Date	15	40
<b>Water Quality Information Phone Calls</b>		
Month of Record	3	15
Fiscal Year to Date	4	24

The WQ lab ensured that the water supplied met or surpassed water quality regulations by collecting and analyzing 1,690 analyses on treatment plants and distribution system samples.

Mild steel corrosion rates averaged 2.35 (0.56 – 5.64) MPY. The AWWA has recommended an operating level of <5 MPY with a goal of <1 MPY.

Complaint Flushing: No flushing events were performed for this month on record.

Tank Survey Program: 13 water storage tank sanitary surveys were performed during the month. 56.20 % planned survey program has been completed for calendar year 2023.

Disinfection Program: 800’ of new water main was disinfected during the month of August. Performed chlorination on 29 water storage tanks to ensure compliance with bacteriological water quality regulations.

Tank Water Quality Monitoring Program: Performed 52 water quality-monitoring events on storage tanks for various water quality parameters this month to help ensure compliance with bacteriological water quality regulations.

Summary:

The lab performed 13 sanitary tank surveys, treated 29 tanks for low chlorine, and checked an additional 52 tanks for low chlorine residual in August 2023.

**4. Water Treatment:**

<u>Treatment Results</u>	<u>San Geronimo</u>		<u>Bon Tempe</u>		<u>Ignacio</u>	
	Average	Monthly	Average	Monthly	Average	Monthly
		Goal		Goal		Goal
Turbidity (NTU)	0.05	≤ 0.10	0.03	≤ 0.10	0.04	≤ 0.10
Chlorine residual (mg/L)	2.74	2.75 *	2.74	2.75 *	2.83	2.75 *
Color (units)	0.4	≤ 150.4	≤ 15	0.1	≤ 15	
pH (units)	7.8	7.8*	7.8	7.8*	8.0	8.1**

\* Set monthly by Water Quality Lab

\*\* pH to Ignacio is controlled by SCWA

**5. Capital Improvement:**

- a. Pine Mountain Tank Phase 1 – Rough Grading Project (D21043): The Pine Mountain Tunnel Tanks Replacement Project is a multi-year two-phased project that will replace the existing Pine Mountain Tunnel. This project (Phase 1) will excavate approximately

45,000 cubic yards of hillside and will install a soil nail retaining wall in preparation for a future project that will install two 2-million gallon prestressed concrete storage tanks (Phase 2). This Phase 1 project will also perform site grading and drainage improvements.

- Project Budget: \$7,734,575
  - Monthly Activities: The Contractor has completed the installation of the vehicular guardrail on Sky Oaks Road, some storm drain improvements, and site clearing and grubbing. The contractor has also installed 3 inclinometers to monitor the movement of the hillside during the soil nail retaining wall installation. Topsoil off-haul began on September 5 and is anticipated to last approximately 4 weeks. The Contractor will perform approximately 1-2 weeks of restoration work once off-hauling is complete. Shaver Grade, Phoenix Lake Road, and the majority of bisecting trails will be fully reopened thereafter. Concrete Pipe Road between Taylor Trail and Fairfax-Bolinas Road will remain closed Monday through Friday 8:00 AM to 5:00 PM throughout the duration of the project.
- b. Worn Spring Road Slide Repair Project (D23017): This project will install a 60-foot long soldier pile retaining wall with concrete lagging and a guardrail on Worn Spring Road on Marin watershed lands approximately 400 feet from Phoenix Lake.
- Project Budget: \$289,910
  - Monthly Activities: The Contractor has completed temporary shoring and installation of the soldier piles. Work that remains includes the installation of a cast-in-place concrete lagging wall, guardrail, final grading, and slope stabilization. The project is anticipated to be complete in October.
- c. Bolsa Tank Removal Project (D16006): This project will install 90 feet of 6-inch pipe and a new pressure regulator valve to permanently decommission and remove the 45-year-old 200,000-gallon leak prone redwood Bolsa Tank located in the City of Mill Valley
- Project Budget: \$246,900
  - Monthly Activities: The contractor has installed and tested water system distribution piping and the pressure regulator valve. Work that is currently underway includes final connections to the Mill Valley Pressure Zone, Bolsa Tank demolition, and final site clean-up and demobilization. The project is anticipated to be complete in September.
- d. Spillway Condition Assessment Phase II (CN2006): This project is considered Phase II of a multi-phase project that will investigate the concrete spillways at Peters Dam (Kent Lake), Seeger Dam (Nicasio Reservoir), and Soulajule Dam. Assessment work includes concrete coring, ground penetrating radar (GPR), video inspection and cleaning of subdrains, and visual observation.
- Project Budget: \$680,106

- Monthly Activities: Contract execution is currently underway and the Contractor is preparing submittals and the baseline construction schedule. The first order of work includes the identification and installation of fall protection anchorage, which is followed by the assessment and inspection.

**6. Other:**

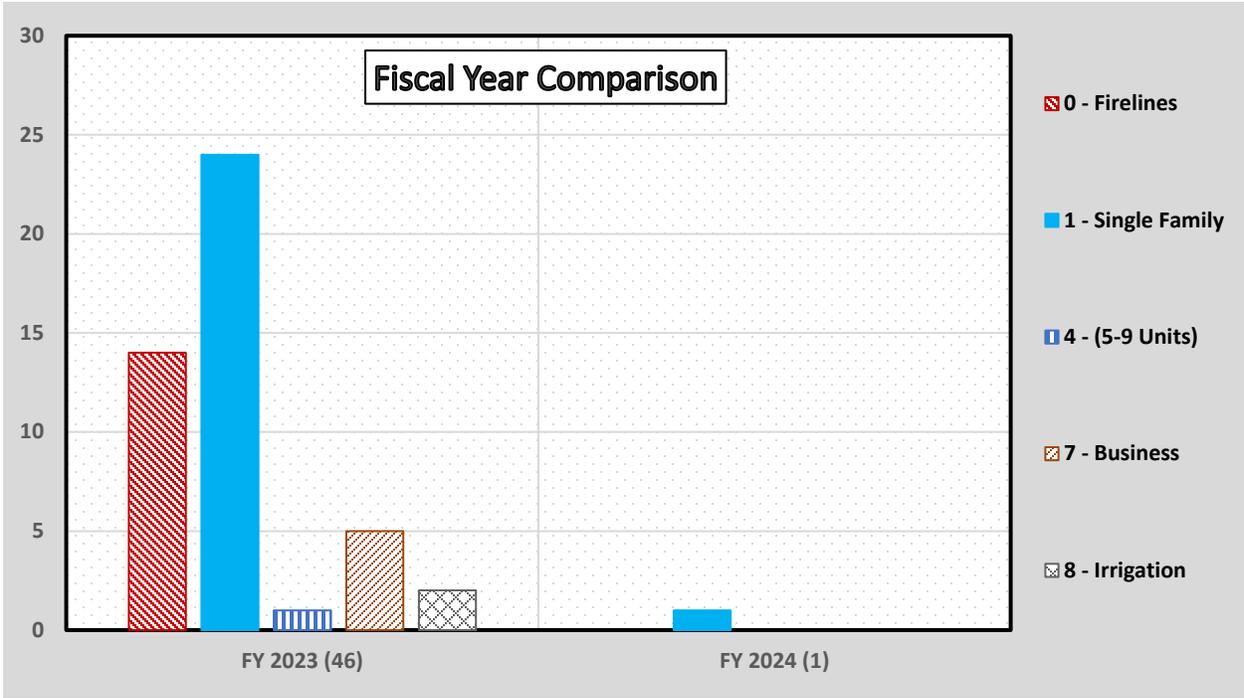
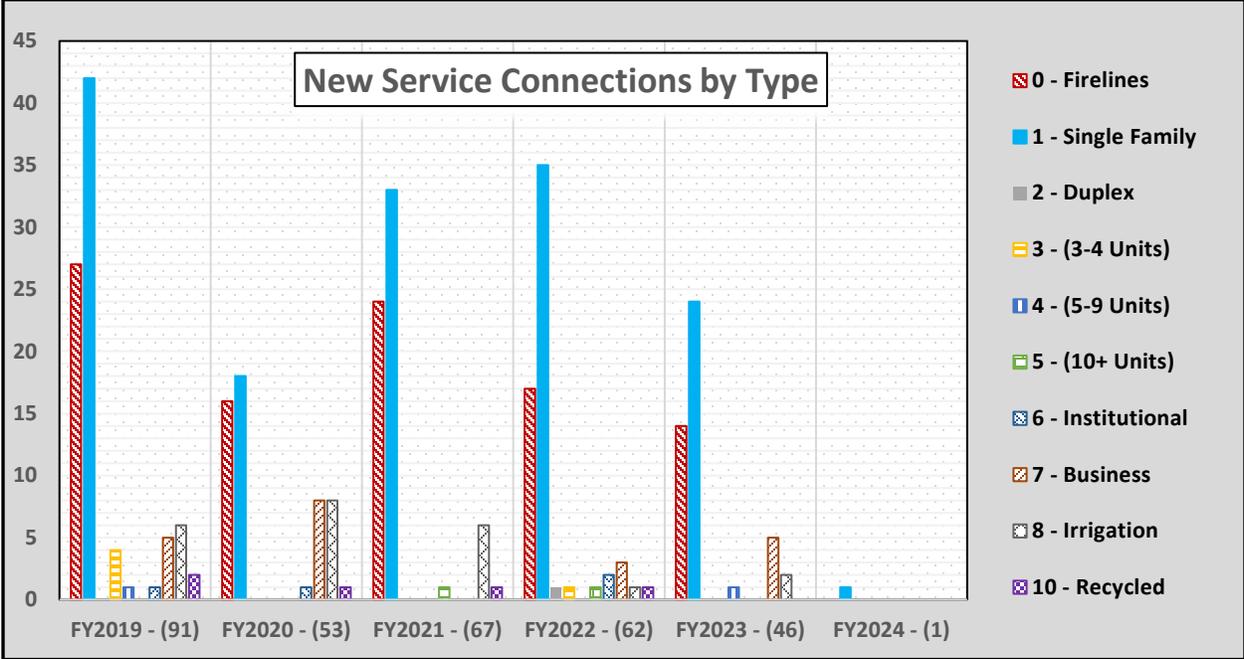
<u>Pipeline Installation</u>	<u>FY2023/24</u>	<u>FY2022/23</u>
Pipe installed during August (feet)	213	1,142
Total pipe installed this fiscal year (feet)	213	1,142
Total miles of pipeline within the District	908*	908*

*\* Reflects adjustment for abandoned pipelines*

<u>Pipe Locates (1,396 Responses)</u>	<u>FY2023/24</u>	<u>FY2022/23</u>
Month of August (feet)	51,381	29,507
Total this fiscal year (feet)	77,132	73,062

<u>Main Line Leaks Repaired:</u>	<u>FY2023/24</u>	<u>FY2022/23</u>
Month of August	17	12
Total this fiscal year	29	19

<u>Services:</u>	<u>FY2023/24</u>	<u>FY2022/23</u>
Service upgrades during August	22	19
Total service upgrades this FY	35	31
Service connections installed during August	2	1
Total active services as of Sept 1, 2023	60,395	60,460



7. Demand Management:

	Aug-23	FY 23/24 TOTAL	FY 22/23 TOTAL	FY 21/22 TOTAL
<b>WATER-EFFICIENCY PROGRAMS</b>				
<b>Water-Use Site Surveys</b>				
<b>Conservation Assistance Program (CAP) Consultations</b>				
Residential properties resi 1-2 (single-family)	15	33	291	731
Residential properties resi 3-5 (multi-family units)	0	0	3	7
Non-residential properties resi 6-7 (commercial)	0	0	3	1
Dedicated irrigation accounts resi 8-10 (large landscape)	0	0	0	3
<b>Marin Master Gardeners' Marin-Friendly Garden Walks</b>				
Residential garden walks	7	15	72	100
<b>Public Outreach and Education, Customer Service</b>				
Public outreach events (number of people attending)	22	22	17775	1602
Public education events (number of participants)	0	0	328	536
Customer calls/emails admin staff	311	633	4150	9508
Outreach to new Marin Water customers (letters sent)	106	241	0	0
<b>School Education</b>				
<b>School assemblies</b>				
Number of activities	0	0	0	0
Number of students reached	0	0	0	0
<b>Field trips</b>				
Number of activities	0	0	15	0
Number of students reached	0	0	307	0
<b>Classroom presentations</b>				
Number of activities	0	0	17	0
Number of students reached	0	0	531	0
<b>Other (e.g. booth events, school gardens)</b>				
Number of activities	0	0	1	0
Number of students reached	0	0	480	0
<b>Incentives</b>				
Number of HECWs approved	15	20	103	190
Number of Rain Barrel/Cisterns approved	1	2	15	76
"Cash for Grass" Turf Replacements approved	4	8	116	402
Number of Laundry-to-Landscape Systems (kits) approved	0	0	7	27
Hot water recirculating system rebates	1	2	30	122
Pool Cover rebates	3	3	27	298
HET rebates	1	1	22	92
Number of Smart Controllers rebates approved	7	12	35	69
Number of Smart Home Water Monitor "Flume Direct Distribution" redeemed	29	43	271	1568
Number of Smart Controllers "Rachio Direct Distribution" approved	11	86	77	178
<b>Advanced Metering Infrastructure (AMI)</b>				
AMI leak letters sent to customers (>200 GPD)	85	234	1168	1050
<b>ORDINANCES</b>				
<b>Water Waste Prevention</b>				
Water Waste Reports Received	20	50	392	4451
Water Waste Notifications Sent	6	6	81	0
<b>Landscape Plan Review</b>				
Plans submitted	3	15	88	77
Plans exempt	1	4	5	1
Plans completed	1	7	20	17
Plans in workflow (pass & fail)	5	26	145	123
<b>Tier 4 Exemption</b>				
Inspections that resulted in a pass	0	2	1	1
<b>Graywater Compliance Form</b>				
Applications Received (as of Dec 2019)	5	16	121	57
Systems installed	3	4	21	13

**8. Watershed Protection:**

**Wildland Fire Training with Local Fire Depts.**

The Rangers and Watershed Maintenance have hosted the Marin County and Ross Valley Fire Depts. at drills using the patrol boat and new high pressure portable pumps to simulate a response to a lakeside fire. These new pumps have greatly enhanced firefighting capabilities in remote areas that have reliable water sources like the lakes and year round streams. Marin Water is the only agency in Marin County with these types of firefighting pumps and they are a county-wide asset.



Patrol Boat 9B1 and Mark 3 Portable Pump at Bon Tempe

**Pine Mountain Tunnel Replacement Project**

In late August the Pine Mountain Tunnel Replacement Project started. Movement of large equipment and trucks pose a realistic safety concern to visitors. This has required extra patrols by the Rangers to enforce the associated closure and educate visitors on the purpose of the project and of their safety. These extra patrols will continue throughout the project.

**Marin Water Hires New Park Ranger**

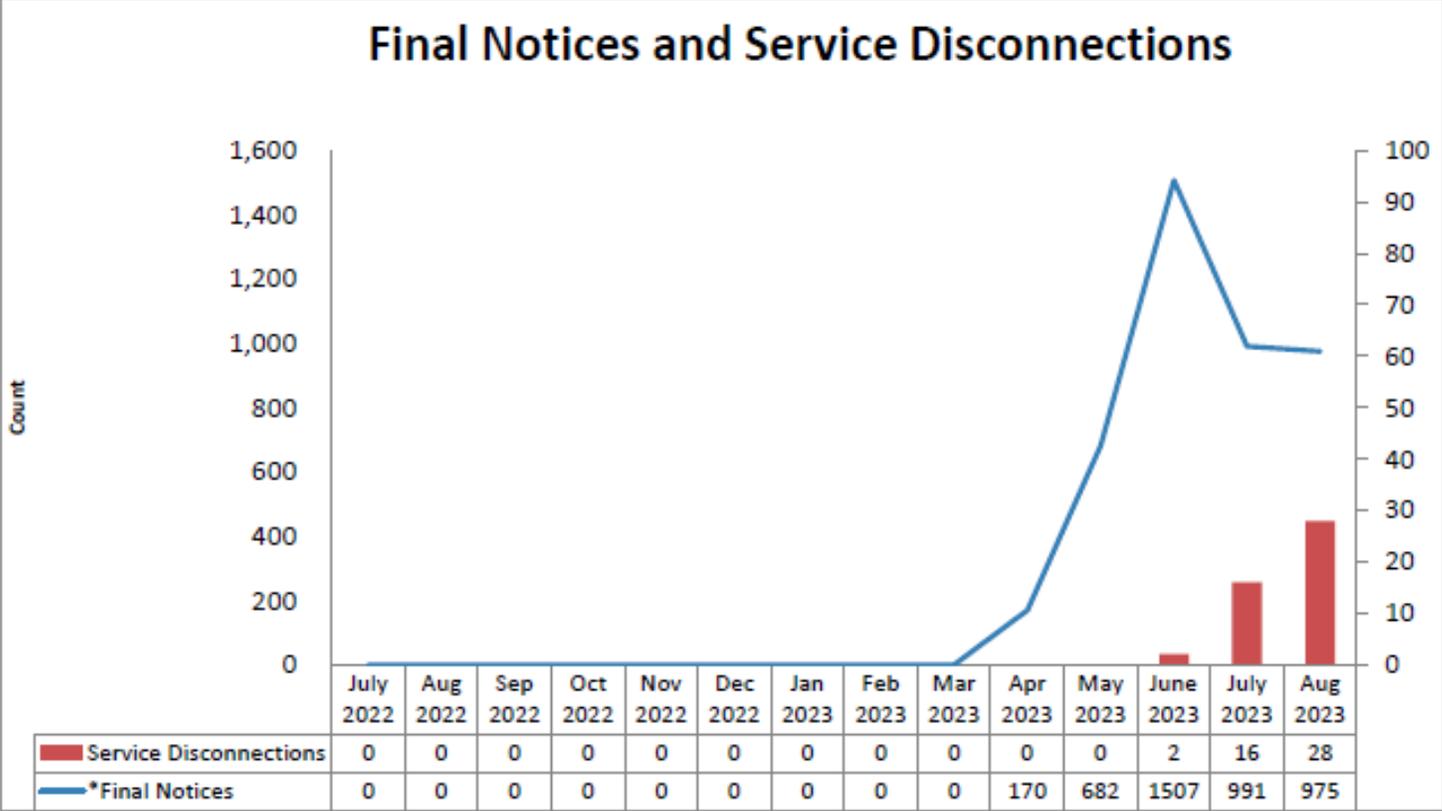
At the end of August Marin Water hired its newest Ranger, Michael Krakauer. Ranger Krakauer comes to us from the Marin County Sheriff's where he was a Deputy Sheriff. He is also a Volunteer Firefighter/EMT with Bolinas Fire Dept. He will be starting the mandatory Field Training Program, which will last until November. Welcome to Marin Water Ranger Krakauer!

Incidents and Events	1021
Visitor Assists	559
Warnings	238
Citations	70
Dam Check	56
Assist Watershed Maintenance	39
Vandalism	13
Fish and Game Checks	12
Medical Aid	7
Suspicious Circumstance	4
Assist Fire/EMS	4
Assist Other Agency	3
Misc Law Enforcement Calls	2
Misc. Calls for Service	2
Watershed Parking Lot(s) at Capacity	2
Lost Property	2
Citizen Complaint: Illegal Bike Use	1
Smoke Check	1
Search and Rescue	1
Citizen Complaint: Bike Speed	1
Ranger Callout	1
Resist Peace Officer	1
Humane/Animal Related Calls	1
Found Property	1

Citations	70
Non-Payment of Parking Fees	63
Dog off Leash	1
Obstruct Traffic/Parking within 6' of Center	1
Boating	2
Expired Registration	1
Fishing without a License	1
Parking After Sunset	1



9. Shutoff Notices and Disconnections:



**FISCAL IMPACT**  
 None

**ATTACHMENT(S)**  
 None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Office of the General Manager	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	<b>Ben Horenstein</b> General Manager	<b>Ben Horenstein</b> General Manager

## Approval Item

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**TITLE**

Professional Services Agreement for Water Supply Storage Improvement Project with Terra/GeoPentech

**RECOMMENDATION**

Authorize the General Manager to negotiate and finalize a Professional Services Agreement with Terra/GeoPentech not to exceed nine hundred thousand, five hundred and twenty one dollars (\$900,521) for engineering services to develop a preferred alternative for improving for the Water Supply Storage Project

**SUMMARY**

On February 28, 2023, the Board adopted the Integrated Water Supply Roadmap that includes a range of short-term projects and more complex, long-term water supply projects. Staff recently reviewed proposals from AECOM, GEI, and TERRA/GeoPentech (TGP) for preliminary engineering services for the Water Supply Storage Improvements Project that will further explore several opportunities for providing additional local reservoir storage capacity. TGP's responses provided through the proposal and interview process demonstrated not only a clear understanding of the engineering challenges and complexities of the project but a keen awareness of the importance of non-technical aspects, such as stakeholder interest. As proposed, and reviewed at the September 5<sup>th</sup>, 2023 board meeting, the agreement with TGP is for engineering services to support development and selection of a preferred alternative for expanding local reservoir storage capacity with an estimated fee not to exceed \$900,521.

**DISCUSSION**

The Water Supply Storage Improvements Project (Project) was developed as part of the Strategic Water Supply Assessment (SWSA) and is a key component of the District's long-term water supply strategy. Staff received proposals from three engineering firms: AECOM, GEI, and TGP. In their proposal, TGP demonstrated exceptional attention to detail and awareness in key areas such as coordination with the District's other project consulting teams, the potential role of stakeholders, including private landowners, as well as understanding permitting requirements and the significance of a thorough and well developed alternatives screening analysis that remains inclusive to key project stakeholders. TGP has proposed a scope of work that quickly and thoroughly screens out alternatives that do not meet the project goals and addresses the engineering challenges while integrating environmental and stakeholder considerations. This phase of work will expand beyond the high-level evaluation that was conducted as part of the SWSA and delve into details such as hydrologic modeling, areas of potential inundation, right-of-way assessments, permitting requirements, environmental and cultural impacts, as well as investigating and comparing constructability factors such as soil types, quality and availability of borrow material, and construction costs. This level of detail will

lead to a credible and comprehensive alternatives analysis that will help ensure the Project continues on schedule. The three proposals had similar project schedules identifying a preferred alternative by December 2025.

TGP is a joint venture between Terra Engineers, Inc. and GeoPentech, Inc. The two firms have worked together on previous projects of this nature, including San Pablo Dam seismic improvements project which won the 2009 Outstanding Geotechnical Project of the year award from the American Society of Civil Engineers. While smaller than some of their counterparts in this field, TGP has put together a very talented, experienced, and nimble team. The selected project team has a track record of successful completion of water supply projects throughout California including the Del Puerto Canyon Reservoir, Bouquet Canyon Dams, and San Pablo Dam Seismic Upgrades among other major projects. Staff is confident that the TGP team will provide the District the necessary experience, skills and resources to complete this work successfully.

**FISCAL IMPACT**

Funds for the Professional Services Agreement with TGP are included in the Adopted FY 2023-25 Budget. In addition, the District has approximately \$1.3M in remaining grant funding available to support Roadmap water supply projects from the Department of Water Resources who awarded the District \$2 million for water supply projects.

**ATTACHMENT(S)**

- 1. TGP Scope of Work
- 2. TGP Fee Proposal

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Water Resources	 Paul Sellier Water Resources Director	 Ben Horenstein General Manager

## SCOPE OF WORK

The 2023 Strategic Water Supply Assessment Report prepared by the District's Project Team and Jacobs (dated May 2023) outlines ten (10) alternatives for increasing surface water storage across the MMWD by approximately 20,000 acre-ft (AF) of surface storage to improve its resilience and reliability of the MMWD system. The purpose of the specialty engineering services described herein is to refine the evaluation of these alternatives by further quantification and assessment of site-specific factors that influence the selection of a preferred alternative and preliminary design of the selected alternative.

The work for this project is categorized into four main tasks as follows:

- Task 1 - Project Management
- Task 2 - Develop Background Data and Project Requirements
- Task 3 - Evaluate Water Storage Improvement Alternatives
- Task 4 - Preliminary (30%) Design

TGP developed the work breakdown structure (WBS) shown in Figure 1 for each of these tasks, with subtasks that are further divided by main activities. A brief description of the purpose of each of the tasks and the work activities for each of the subtasks is provided herein. The deliverables under each task are listed in the WBS and not repeated herein.

### TASK 1 PROJECT MANAGEMENT

#### 1.1 MEETINGS WITH MMWD PROGRAM TEAM

##### 1.1.1 Project Kick-Off Meeting

TGP will meet with key members of the District's Program Team to confirm the goals and objectives of the project, discuss the general approach for the project performance, clearly establish roles and responsibilities as well as protocols for communication and transfer of knowledge, and review key issues critical to each stakeholder. This will be a key opportunity to hear from the District's Program Team on goals, expected challenges, and varying points of view prior to beginning work. Standing agenda and schedule for regular progress meetings as well as District administrative requirements will also be addressed.

##### 1.1.2 Bi-Weekly Progress Meetings with District's Project Admin Staff

TGP will conduct bi-weekly meetings for the District to (a) review the progress of the work (i.e., action items completed or in progress, work accomplished, and activities scheduled); (b) discuss any issues encountered and their disposal, and any issues requiring input or action/decision from the District; and (c) resolve problems as they arise.

##### 1.1.3 Coordination Meetings with District Technical Staff and Other Consultants

TGP will participate in coordination meetings with key technical staff within the District and Woodard & Currant in their areas of leadership or expertise, as well as consultants handling other water supply improvement alternatives, as appropriate.

#### 1.2 PROJECT WORK PLAN AND SCHEDULE

##### 1.2.1 Initial Project Work Plan and Schedule

TGP will prepare a Project Work Plan that lays out how the project will be completed, incorporating District input at the kick-off meeting. The Project Work Plan will include, team organization and roles and responsibilities of team members; overall project approach and communication protocols; contractual scope of work; quality assurance and quality control procedures; cost and schedule monitoring and control, and project reporting; standards for document preparation; document control and project filing; as well as contract administration. TGP will also develop a project schedule using

the Critical Path Method in Primavera P6 that can be used during the course of the project for schedule and budget tracking, and Earned Value Analysis.

### **1.2.2 Periodic Updates**

As the work progresses, TGP will revise the plan and schedule as necessary and communicate key changes to the District. For example, as alternatives are studied under Task 3 it may be possible to accelerate the alternatives evaluation and shorten the lead time for the selection workshop, thereby reaching the final deliverables of Task 3 with optimized efficiency.

## **1.3 PROJECT MONITORING AND CONTROL**

### **1.3.1 Scheduling, Monitoring, and Control of Project Activities**

These project management activities include but are not limited to: monitoring and control of the progress of key activities and deliverables; scheduling and resource allocation; addressing issues as they arise; and, in consultation with the District, adjusting the schedule and the level of effort among tasks as necessary – all to meet the overall project objectives on time and within budget.

### **1.3.2 Weekly Internal Status Meetings with Task Leaders**

TGP's Project Manager will hold regularly scheduled weekly status meetings with Task Leaders and supporting staff as appropriate to monitor the progress of activities and distribution of work, identify situational roadblocks, and take corrective action, if necessary, so that potential problems can be identified and corrected on a timely basis and before they can affect our overall performance of the work. Meeting attendees will be adjusted as appropriate depending on the stage of completion of the work.

### **1.3.3 Monthly Progress Reports and Invoicing**

Monthly Progress Reports will be submitted with each invoice. These reports will include: summary of work performed during the previous month; significant issues encountered and their disposition; activities planned for next reporting period; and assessment of work status and progress against schedule and budget based on results of Earned Value Analysis by task; discussion of any variance, as appropriate; and proposed remedial action, if necessary.

### **1.3.4 Monitor and Control QA/QC Review Process**

TGP's Project Manager will monitor and control the QA/QC review process and conduct periodic quality audits to verify compliance of the project team with the requirements of TGP's internal quality assurance and quality control procedures.

### **1.3.5 Document Control**

The activities in this subtask consist of reviewing and compiling final documents and deliverables for consistency before formal submittal, as well as database compilation and transfer to District file structures.

## **TASK 2 DEVELOP BACKGROUND DATA AND PROJECT REQUIREMENTS**

Relevant existing data will be reviewed and augmented as necessary, and project goals and design criteria established in a workshop with the District. This information will be documented in a Technical Memorandum and used as the basis for the initial screening of storage alternatives

### **2.1 REVIEW OF EXISTING DOCUMENTS**

#### **2.1.1 2023 Water Supply Assessment Report**

TGP will review this report and the supporting appendices with a focus on the surface water supply alternatives.

### **2.1.2 Mapping Data**

Relevant existing mapping data including topography, cadaster, utility network locations, and biological and cultural resource maps will be identified and consolidated in GIS format.

### **2.1.3 Geologic and Geotechnical Information**

Existing geologic and geotechnical data, including borings and maps from engineering reports that supported the original design and construction of the existing reservoir facilities, will be consolidated into a project database. As-built drawings and records that have relevant geotechnical data will be added to the record of information. This work will be entirely desktop-based and no new data will be collected as part of this task.

### **2.1.4 Record Drawings of District Assets**

As-built drawings and records that are needed for understanding and mapping the system-wide layout and property rights/easements for the existing facilities will be consolidated into a GIS database.

## **2.2 PROJECT GOALS, DESIGN CRITERIA, AND ALTERNATIVES WORKSHOP**

### **2.2.1 Review Alternatives, Clarify Descriptions, and Propose Other Alternatives**

The Strategic Water Supply Assessment Report will be reviewed and used to define the ten (10) identified surface storage alternatives, as well as clarification and description of the project elements required to complete each alternative; this will serve as a framework to guide the Project Goals Workshop and subsequent Top 4 Selection Workshop in Task 3. A key activity in this subtask will be defining combined alternatives, describing other potential alternatives that are beyond the ten (10) identified and permutations of the ten (10) alternatives that may ultimately achieve the required surface storage augmentation with narrower impacts and/or preferential public acceptance.

### **2.2.2 Coordinate Approach and Strategy for Environmental Screening with ESA**

The TGP Team will coordinate with ESA, the EIR consultant, to refine the strategy and approach for screening of alternatives on environmental criteria and ensure consistency in evaluation approaches across alternatives being considered by MMWD, including the conveyance alternatives. This task includes up to three meetings between the TGP Team and ESA to collaborate and coordinate on the approach to environmental screening. The TGP Team will also coordinate with ESA to establish the approach and methods used to document the alternatives evaluated. The documentation is assumed to include GIS data layers and matrices summarizing the environmental impacts of each alternative including consideration of biological, cultural, agricultural, land use, and other applicable resources.

### **2.2.3 Conduct Workshop to Confirm Project Goals and Design Criteria**

A workshop will be conducted with key District and TGP Team personnel to confirm the understanding of project goals, design criteria, and scope of the ten (10) surface storage alternatives identified in the Strategic Water Supply Assessment Report. In addition, any new strategies and alternatives by either the TGP Team or the District will be presented and discussed.

### **2.2.4 Document Workshop Outcomes**

The workshop outcomes will be documented by in a memorandum that includes the agenda, presentation materials, workshop notes, decisions, and action items.

## **2.3 DEVELOP DATA FOR ALTERNATIVES EVALUATION**

### **2.3.1 Augment Data from Subtask 2.1 as Necessary**

Pertinent geologic and geotechnical information that can be obtained by field reconnaissance will supplement the desktop information from existing reports. Geologists from the TGP Team will perform field geologic reconnaissance to

observe site conditions and identify critical geologic features that could influence the alternatives analysis. Data gaps that can be readily addressed for the alternatives evaluation will be identified and the data will be augmented as appropriate during the completion of this task.

### **2.3.2 Prepare Background Data and Project Requirements Technical Memorandum**

A summary of the data required during Task 3 to support the detailed alternatives evaluation for the final four alternatives will be summarized in a technical memorandum. This technical memorandum will summarize the existing and supplemental data collected in Subtasks 2.1 and 2.3 and the project goals and design criteria established under Subtask 2.2.

## **TASK 3 EVALUATE WATER STORAGE IMPROVEMENT ALTERNATIVES**

The purpose of Task 3 is to select the preferred storage improvement alternative using a formal two-step process that includes:

1. preliminary screening to develop a shortlist of four alternatives based on key evaluation criteria and site-specific data collected during Task 2; and
2. conceptual design of the four shortlisted alternatives to a level that allows a Class 4 cost estimate and data-based semi-quantitative assessment of an expanded list of evaluation criteria.

### **3.1 SCREEN ALTERNATIVES AND SELECT TOP FOUR**

#### **3.1.1 Develop Draft Screening Criteria and Evaluation Framework**

TGP will develop a draft memorandum of the proposed screening criteria for review by the District outlining the evaluation framework to be used in the selection of the final four alternatives to be evaluated. At a minimum, this framework will include storage provided, rough order of magnitude capital and operating costs, right-of-way issues, geotechnical considerations, environmental considerations, and public acceptance.

#### **3.1.2 Conduct Screening Workshop with District**

The screening criteria and evaluation framework from activity 3.1.1 and the site-specific information compiled during Task 2 will be used to conduct a screening workshop with participation by TGP subject matter experts (SMEs) and the District in a collaborative setting. Workshop attendees will be assigned specific roles and responsibilities based on their expertise and tasked with first evaluating the viability and challenging alternatives that may have a fatal flaw within their defined jurisdiction. For each alternative that passes this level of screening, the SMEs will develop a relative score to differentiate between similar alternatives in a systematic way. At this time, we envision technical leads for categories that include (1) Geotechnical Considerations, (2) Geologic Hazards, (3) Cultural and Environmental Impacts, (4) Right-of-way Considerations, (5) Construction Cost, Logistics and Scheduling, and (6) Community Response. The final four alternatives will be selected based on interactions between the SMEs in the workshop and direct feedback from the participating stakeholders.

#### **3.1.3 Document Workshop Outcomes**

Presentation materials, notes, comments, and responses from the workshop will be consolidated into a reference document.

#### **3.1.4 Prepare Alternative Screening Technical Memorandum**

A Technical Memorandum will summarize the alternative screening process and results and provide a clear basis for the path taken going forward.

## 3.2 FURTHER EVALUATE ALTERNATIVES AND SELECT PREFERRED ALTERNATIVE

### 3.2.1 Further Development of Top Four Alternatives

Once the final four alternatives have been identified, the TGP Team will identify and collect data to fill key gaps that will reduce uncertainty in the design development and preparation of Class 4 cost estimates. It is likely that the data collection phase will be supported by a limited field geotechnical exploration program that may include geotechnical drilling, test pit excavation, as well as limited environmental surveys. The data collection phase will support the design development for all four alternatives including:

- Estimation of Earthwork Quantities
- Mapping of Potential Inundation
- Assessment of Borrow Sources
- Assessment of Stie Staging and Access
- Identification of Haul Routes and Sources of Import Materials
- Investigation of Geotechnical and Geologic Hazards/Concerns
- Development of Conceptual Plans, Profiles and Sections

The above activities will directly support a Class 4 cost estimate that will go beyond assessing relative costs of the alternatives for the required storage augmentation. In addition to the consideration and development of engineering solutions to technical challenges, optimization strategies for developing the alternatives, means of upgrading seismic resiliency and District operational considerations will be included in the conceptual framework for each of the selected four alternatives. This effort leads directly into the final phase of Task 3, the preferred alternative selection workshop.

### 3.2.2 Provide Input to Woodard & Curran for Performance Analysis

In addition to the data deliverables discussed above, the TGP team will provide input to Woodard & Curran for their Performance Analysis which we understand to be based on a probabilistic risk framework using GoldSim simulation software which is typically used for dynamically modeling complex systems in engineering, science, and business.

### 3.2.3 Provide Input to ESA for Assessment of Environmental and Cultural Impacts

Environmental and permitting experts on the TGP Team will provide input to ESA for their assessment of environmental and cultural impacts, as well as effectively interpret ESA's input on the relative ranking of the final four alternatives and discussion of the required activities at the EIR stage, including project viability and schedule risks.

### 3.2.4 Assess Constructability

The constructability of each alternative will be evaluated by the TGP Team to detail the logistics and process required to construct the various alternatives. Constructability will directly affect the construction schedule and cost.

### 3.2.5 Estimate Life Cycle Costs

Task 2 and Task 3 data will be used by the TGP Team to formulate life-cycle costs of the system upon completion which will again be used in the relative scoring of the four alternatives. It is likely that interaction and input from District personnel and consultants with expertise in systemwide logistics will be critical in this subtask.

### 3.2.6 Preferred Alternative Selection Workshop and Technical Memorandum

In a manner similar to that described above for the alternative screening workshop, the preferred alternative workshop will be supported by the designation of SMEs in all critical categories to summarize the key issues and present to a selection panel at the final workshop. An effort will be made to outline the conclusions and uncertainties with a specific effort to distinguish between the alternatives with quantified scoring for consideration. Each expert will be prepared to answer questions and provide specific recommendations during this meeting supported by the work conducted in Task

3. The TGP technical lead supervising the work will provide a recommended alternative, scoring for all four alternatives and justification at the conclusion of the presentation of findings. The selection panel, which will be led by the District, will evaluate the material presented and select the preferred alternative.

### **3.2.7 MMWD Board of Directors Presentation**

The TGP Team will document the proceedings of the workshop and the rationale in a technical report, and present the results to the MMWD Board of Directors at the conclusion of Task 3. TGP key personnel will respond to questions and defend the overall process at this presentation.

## **TASK 4 PRELIMINARY (30%) DESIGN**

The details of Task 4 will depend entirely on which alternative is selected during Task 3. However, the outline of work activities presented in the RFP provides a general overview of the tasks required to complete a preliminary (30%) design associated with enlarging an existing reservoir by raising the dam or creating a new reservoir by constructing a new dam. Task 4 would begin with a Design-Level Data Collection program focusing on geotechnical and geologic data required to support drawings and specifications for a water storage system which would include borings, rock coring, test pits, trenches, laboratory testing, geophysical surveying, land surveying and other specialty testing depending on the nature of the engineering solution(s). The results of this work would be summarized in a Geotechnical Data Report which would document the underlying data supporting the design.

The next phase of work would include the preliminary design analyses and reporting. A rough outline of the subtasks included in this task is as follows:

- Provide Project Description and Concept-Level Schematics for CEQA/NEPA
- Define Project Design Criteria and Constraints
- Evaluate Storage vs Reservoir Stage Operational Assumptions
- Develop Design Earthquake and Analyze Seismic Performance of Facilities
- Define Probable Maximum Flood and Analyze Hydraulic Performance of Spillway
- Dam-Break Inundation Analyses
- Evaluate Construction Impacts on Water Supply Operations
- Develop Risk Register with Proposed Mitigations
- Planning-Level Cost Estimate and Construction Schedule

Preliminary (30%) Design Documents would include:

- Civil, Mechanical and Structural Drawings
- Technical Specifications
- Opinion of Probable Construction Cost
- Project Schedule

This work would be conducted in strict adherence to the Division of Safety of Dams (DSOD) standards and guidelines and likely reviewed by an independent technical review board to support the findings.

**TASK 1 PROJECT MANAGEMENT**

**1.1 MEETINGS WITH MMWD PROGRAM TEAM**

- 1.1.1 Project Kick-Off Meeting
- 1.1.2 Bi-Weekly Progress Meetings with District's Project Admin Staff
- 1.1.3 Coordination Meetings with District Technical Staff and Other Consultants

**1.2 PROJECT WORK PLAN AND SCHEDULE**

- 1.2.1 Initial
- 1.2.2 Periodic Updates

**1.3 PROJECT MONITORING AND CONTROL**

- 1.3.1 Scheduling, Monitoring, and Control of Project Activities
- 1.3.2 Weekly Internal Status Meetings with Task Leaders
- 1.3.3 Monthly Progress Reports and Invoicing
- 1.3.4 Monitor and Control QA/QC Review Process
- 1.3.5 Document Control

**TASK 1 DELIVERABLES**

*Project Work Plan and Schedule*  
*Kickoff Meeting Agenda, Notes, and Action Items*  
*Bi-Weekly Progress Meetings Agendas, Notes, and Action Items*  
*Monthly Progress Report and Invoice*

**TASK 2 DEVELOP BACKGROUND DATA AND PROJECT REQUIREMENTS**

**2.1 REVIEW OF EXISTING DOCUMENTS**

- 2.1.1 2022 Water Supply Assessment Draft Report
- 2.1.2 Mapping Data
  - Topography*
  - Cadaster*
  - Utility Networks*
  - Biological and Cultural resources*
- 2.1.3 Geologic and Geotechnical Information
- 2.1.4 Record Drawings of District Assets

**2.2 PROJECT GOALS, DESIGN CRITERIA, AND ALTERNATIVES WORKSHOP**

- 2.2.1 Review Alternatives, Clarify Descriptions, and Propose Other Alternatives
- 2.2.2 Coordinate Approach and Strategy for Environmental Screening with ESA

- 2.2.3 Conduct Workshop to Confirm Project Goals and Design Criteria
- 2.2.4 Document Workshop Outcomes

**2.3 DEVELOP DATA FOR ALTERNATIVES EVALUATION**

- 2.3.1 Augment Data from Subtask 2.1 as Necessary
- 2.3.2 Prepare Background Data and Project Requirements Technical Memorandum (TM)
  - Draft*
  - Final*

**TASK 2 DELIVERABLES**

*Workshop Presentation Materials, Agenda, Notes and Action Items*  
*Supplemental Data to Support the Alternatives Evaluation*  
*Background Data and Project Requirements TM - Draft and Final*

**TASK 3 EVALUATE WATER STORAGE IMPROVEMENT ALTERNATIVES**

**3.1 SCREEN ALTERNATIVES AND SELECT TOP FOUR**

- 3.1.1 Develop Draft Screening Criteria and Evaluation Framework Considering
  - Storage Provided*
  - Rough Order of Magnitude Capital Cost*
  - Right of Way Issues*
  - Geotechnical Considerations*
  - Other Factors*
- 3.1.2 Conduct Screening Workshop with District
- 3.1.3 Document Workshop Outcomes
- 3.1.4 Prepare Alternative Screening TM
  - Draft*
  - Final*

**SUBTASK 3.1 DELIVERABLES**

*Workshop Presentation Materials, Agenda, Notes and Action Items*  
*Draft and Final Alternatives Screening TM*

**3.2 FURTHER EVALUATE ALTERNATIVES AND SELECT PREFERRED ALTERNATIVE**

- 3.2.1 Further Development of Top Four Alternatives
  - Estimate Earthwork Quantities*
  - Estimate Inundation Areas*
  - Assess Borrow Sources*
  - Assess Stie Staging and Access*

*Identify Haul Routes and Sources of Import Materials*  
*Preliminary Investigation of Geotechnical Concerns*  
*Develop Conceptual Plans, Profiles and Sections*

- 3.2.2 Provide Input to Woodard and Curran for Performance Analysis
- 3.2.3 Provide Input to ESA for Assessment of Environmental and Cultural Impacts
- 3.2.4 Assess Constructability
  - Dam and Utility Construction Methods*
  - Construction Impacts on District Operations*
  - Construction Access*
  - Adequacy of Staging and Stockpile Areas*
  - Temporary Site Access/Road Grading/Brush Clearing*
  - Construction Risk Assessment*
  - Right-of-Way, Land Acquisition, and Conservation Easement Restrictions*
  - Existing Utility Conflicts*
  - Material and Earthwork Hauling*
  - Electrical Power Requirements and Availability of Line Power*
  - Permitting Requirements including Environmental, DSOD, and Encroachment*
  - Construction Impacts due to Environmental Restrictions*
- 3.2.5 Estimate Life Cycle Costs
  - Engineering Design*
  - Construction*
  - Annual O&M Costs*
  - Right-of-Way and Property Acquisition*
  - Permitting Costs*
  - Environmental Mitigation*
- 3.2.6 Preferred Alternative Selection Workshop and TM
  - Prepare Initial Draft of Preferred Alternative TM*
  - Conduct Workshop to Review Draft TM and Solicit Input from District*
  - Summarize Workshop Agenda and Notes*
  - Prepare Final Draft of Preferred Alternative TM*

**SUBTASK 3.2.6 DELIVERABLES**

*Draft Preferred Alternative Selection TM*  
*Workshop Agenda, Presentation Materials, Notes and Action Items*  
*Preferred Alternative Selection TM Initial and Final Drafts*

- 3.2.7 MMWD Board of Directors Presentation
  - Present Findings of Draft TM to MMWD BOD for Approval*
  - Incorporate BOD Feedback in Final Preferred Alternative Selection TM*

**SUBTASK 3.2.7 DELIVERABLES**

*MMWD BOD Presentation and Supporting Materials*  
*Final Preferred Alternative Selection TM*

**TASK 4 PRELIMINARY (30%) DESIGN - (SCOPE AND COST DEPENDS ON PREFERRED ALTERNATIVE SELECTION)**

**4.1 DESIGN-LEVEL DATA COLLECTION**

- 4.1.1 Geotechnical Explorations and Site Characterization
- 4.1.2 Land Surveying

**4.2 PRELIMINARY DESIGN ANALYSES AND REPORTS**

- 4.2.1 Provide Project Description and Concept-Level Schematics for CEQA/NEPA
- 4.2.2 Define Project Design Criteria and Constraints
- 4.2.3 Evaluate Storage vs Reservoir Stage Operational Assumptions
- 4.2.4 Develop Design Earthquake and Analyze Seismic Performance of Facilities
- 4.2.5 Define Probable Maximum Flood and Analyze Hydraulic Performance of Spillway
- 4.2.6 Dam-Break Inundation Analyses
- 4.2.7 Evaluate Construction Impacts on Water Supply Operations
- 4.2.8 Develop Risk Register with Proposed Mitigations
- 4.2.9 Planning-Level Cost Estimate and Construction Schedule

**4.3 30% DESIGN DOCUMENTS**

- 4.3.1 Drawings
- 4.3.2 Technical Specifications
- 4.3.2 Opinion of Probable Construction Cost
- 4.3.3 Project Schedule

ACTIVITY		Team Hours by Labor Category								Labor Total		Expenses and Consultants	Total Labor & Expenses
		Engineer/Geologist/Scientist					CADD/Tech/Clerk			Hours	Amount	Amount	
		Principal	Senior	Project	Sr. Staff	Staff	III	II	I				
<b>PHASE 1</b>													
<b>TASK 1</b>	<b>PROJECT MANAGEMENT</b>												
1.1	MEETINGS WITH MMWD PROGRAM TEAM	68	44	8						120	33,080		33,080
	TERRA /GeoPentech	68	44	8						120	33,080		33,080
	InfraTerra												
	Integrated Engineering & Construction												
	Panorama Environmental												
	Cinquini & Passarino												
1.2	PROJECT WORK PLAN AND SCHEDULE	16	12	16						44	11,160		11,160
	TERRA /GeoPentech	16	12	16						44	11,160		11,160
	InfraTerra												
	Integrated Engineering & Construction												
	Panorama Environmental												
	Cinquini & Passarino												
1.3	PROJECT MONITORING AND CONTROL	104	28			40				172	43,200		43,200
	TERRA /GeoPentech	104	28			40				172	43,200		43,200
	InfraTerra												
	Integrated Engineering & Construction												
	Panorama Environmental												
	Cinquini & Passarino												
	<b>TASK 1 - SUBTOTAL</b>	<b>188</b>	<b>84</b>	<b>24</b>		<b>40</b>				<b>336</b>	<b>87,440</b>		<b>87,440</b>
<b>TASK 2</b>	<b>DEVELOP BACKGROUND DATA AND PROJECT REQUIREMENTS</b>												
2.1	REVIEW OF EXISTING DOCUMENTS	43	160	40	116	192	24	8		583	108,646		108,646
	TERRA /GeoPentech	16	36	24	28	64				168	31,740		31,740
	InfraTerra	6	24			40		8		78	12,947		12,947
	Integrated Engineering & Construction												
	Panorama Environmental	1	16				24			41	8,306		8,306
	Cinquini & Passarino	20	84	16	88	88				296	55,654		55,654
2.2	PROJECT GOALS, DESIGN CRITERIA, AND ALTERNATIVES WORKSHOP	20	64	16	32	48				180	36,811		36,811
	TERRA /GeoPentech	8	48	16	32	48				152	29,360		29,360
	InfraTerra												
	Integrated Engineering & Construction												
	Panorama Environmental	12	16							28	7,451		7,451
	Cinquini & Passarino												

ACTIVITY		Team Hours by Labor Category								Labor Total		Expenses and Consultants	Total Labor & Expenses
		Engineer/Geologist/Scientist					CADD/Tech/Clerk			Hours	Amount	Amount	
		Principal	Senior	Project	Sr. Staff	Staff	III	II	I				
2.3	DEVELOP DATA FOR ALTERNATIVES EVALUATION	60	190	36	16	60	42	12		416	89,069	2,320	91,389
	TERRA /GeoPentech	36	76	36	16	20				184	42,660		42,660
	InfraTerra	17	66			40	16	12		151	28,261	120	28,380
	Integrated Engineering & Construction												
	Panorama Environmental	7	48				26			81	18,148	2,200	20,348
	Cinquini & Passarino												
	<b>TASK 2 - SUBTOTAL</b>	<b>123</b>	<b>414</b>	<b>92</b>	<b>164</b>	<b>300</b>	<b>66</b>	<b>20</b>		<b>1,179</b>	<b>234,526</b>	<b>2,320</b>	<b>236,846</b>
TASK 3	EVALUATE WATER STORAGE IMPROVEMENT ALTERNATIVES												
3.1	SCREEN ALTERNATIVES AND SELECT TOP FOUR	118	212	52	72	88	12			554	122,602		122,602
	TERRA /GeoPentech	22	90	28	72	64				276	55,580		55,580
	InfraTerra	26	14				8			48	11,813		11,813
	Integrated Engineering & Construction	64	40							104	28,980		28,980
	Panorama Environmental	2	36				4			42	9,950		9,950
	Cinquini & Passarino	4	32	24		24				84	16,279		16,279
3.2	FURTHER EVALUATE ALTERNATIVES AND SELECT PREFERRED ALTERNATIVE	259	582	252	144	260	22			1,519	334,834	118,800	453,634
	TERRA /GeoPentech	108	424	204	128	204				1,068	229,140	110,000	339,140
	InfraTerra	11	24			32				67	12,500		12,500
	Integrated Engineering & Construction	124	24							148	44,352		44,352
	Panorama Environmental	10	46	16	16		22			110	23,654	8,800	32,454
	Cinquini & Passarino	6	64	32		24				126	25,187		25,187
	<b>TASK 3 - SUBTOTAL</b>	<b>377</b>	<b>794</b>	<b>304</b>	<b>216</b>	<b>348</b>	<b>34</b>			<b>2,073</b>	<b>457,436</b>	<b>118,800</b>	<b>576,236</b>
<b>PHASE 2</b>													
TASK 4	PRELIMINARY (30%) DESIGN - (SCOPE AND COST DEPEND ON PREFERRED ALTERNATIVE SELECTION)												
4.1	DESIGN-LEVEL DATA COLLECTION												
4.2	PRELIMINARY DESIGN ANALYSES AND REPORTS												
4.3	30% DESIGN DOCUMENTS												
	<b>TASK 4 - SUBTOTAL</b>												
<b>TOTAL FOR TASKS 1, 2 AND 3</b>		<b>688</b>	<b>1,292</b>	<b>420</b>	<b>380</b>	<b>688</b>	<b>100</b>	<b>20</b>		<b>3,588</b>	<b>779,402</b>	<b>121,120</b>	<b>900,521</b>
	TERRA /GeoPentech	378	758	332	276	440				2,184	475,920	110,000	585,920
	InfraTerra	60	128			112	24	20		344	65,520	120	65,640
	Integrated Engineering & Construction	188	64							252	73,332		73,332
	Panorama Environmental	32	162	16	16		76			302	67,509	11,000	78,509
	Cinquini & Passarino	30	180	72	88	136				506	97,121		97,121

Note: Costs of subcontracted services are billed at cost plus 5%. Expenses are billed at cost.

## Approval Item

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### **TITLE**

Quagga and Zebra Mussel Infestation Prevention Program Grant Award

### **RECOMMENDATION**

Approve a resolution authorizing the General Manager to execute the grant application for the Quagga and Zebra Mussel Infestation Prevention Program grant award and serve as designated representative to administer the grant on behalf of the District

### **SUMMARY**

As part of the District's ongoing efforts to secure grants to support projects that benefit District water supply reservoirs, the District has successfully applied for the Quagga and Zebra Mussel Infestation Prevention Grant from the California Department of Parks and Recreation - Division of Boating and Waterways (DBW). Staff presented this opportunity to the Operations Committee, which reviewed the grant and referred this item to a regularly scheduled Board meeting for consideration of approval of a resolution authorizing the District General Manager to execute the necessary documents to accept the grant and delegating the necessary authority to administer the grant on behalf of the District.

### **DISCUSSION**

The District is required by the California Department of Fish and Wildlife (CDFW) to monitor quarterly for invasive Quagga and Zebra Mussels as District reservoirs are open to the public for fishing. The District has hired Stillwater Sciences, a local environmental science firm based in Berkeley, to perform this work since 2018. The work entails entering the reservoir by boat to physically inspect the artificial monitoring substrates that are at specific depths in the District reservoirs. The findings are recorded and the documentation is submitted by Stillwater to CDFW for review. To date, no invasive mussels have been found in the District's reservoirs.

The District was also notified that in 2024 CDFW will be requiring monthly reservoir monitoring for invasive mussels, an increase in frequency from quarterly monitoring. The District anticipates continuing to work with Stillwater Sciences to satisfy this heightened requirement and funds from this grant will offset the increased cost of the more frequent monitoring. The District will also be working with Stillwater to create an Invasive Mussel Prevention Plan that will document the best practices needed to protect District reservoirs from infestation.

### **FISCAL IMPACT**

The invasive mussel monitoring program currently costs approximately \$32,000 per year and with the increased monitoring frequency costs are anticipated to rise to \$96,000 per year. The District will receive \$86,800 from the DBW grant program to offset the monitoring costs.

**ATTACHMENT(S)**

- 1. Proposed Grant Resolution

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Water Resources	 Paul Sellier Water Resources Director	 Ben Horenstein General Manager

**MARIN MUNICIPAL WATER DISTRICT  
RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARIN MUNICIPAL WATER DISTRICT  
APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE QUAGGA AND ZEBRA MUSSEL  
INFESTATION PREVENTION PROGRAM**

**WHEREAS**, prior to the State of California, Department of Parks and Recreation Division of Boating and Waterways' (DBW) approval of an executed Grant Agreement, Marin Municipal Water District's Board of Directors is required to pass a resolution, authorizing a designated representative(s) to execute said Application, Grant Agreement, amendments, and certifications, designating a representative to approve claims for reimbursement, designating a representative to sign the Reimbursement Claim Form and Quarterly Progress Reports, designating a representative to sign Project Completion Certification, and designating a representative to sign the Contractor's Release Form (as applicable); and

**WHEREAS**, Marin Municipal Water District has the legal authority to manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach for Kent Lake, Nicasio Reservoir, Alpine Lake, Bon Tempe Lake, Lagunitas Lake and Phoenix Lake; and to apply to DBW for a grant up to the amount of \$86,800 for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

**WHEREAS**, Marin Municipal Water District desires to develop or implement a plan for the prevention of an infestation of the quagga and zebra mussel for Kent Lake, Nicasio Reservoir, Alpine Lake, Bon Tempe Lake, Lagunitas Lake, and Phoenix Lake; and

**WHEREAS**, Marin Municipal Water District pursuant and subject to all of the terms and provisions of the Quagga and Zebra Mussel Infestation Prevention Grant Program, application is hereby made to DBW for funding.

**NOW THEREFORE BE IT RESOLVED** that the General Manager of said Marin Municipal Water District is hereby authorized and directed to do the following acts, including, but not limited to:

1. Cause the necessary data to be prepared and application to be signed and filed with DBW; and
2. Sign the DBW Quagga and Zebra Mussel Infestation Prevention Grant Agreement and any amendments thereto; and

3. Approve Claims for Reimbursement; and
4. Execute the Budget and Expenditure Summary; and
5. Sign the Contractor's Release Form; as applicable; and
6. Certify that the project is complete, and ready for final inspection, as applicable.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of September, 2023, by the following vote of the Board of Directors.

**AYES:**

**NOES:**

**ABSENT:**

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**Monty Schmitt**  
**President, Board of Directors**

**ATTEST:**

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**Terrie Gillen**  
**Board Secretary**



## Approval Item

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### TITLE

Software Maintenance Reinstatement/Renewal of an Agreement for Software License and Maintenance with SAP (MA-6242)

### RECOMMENDATION

Authorize the General Manager to execute a software license and maintenance agreement with SAP (MA-6242) through December 31, 2023 in the amount of \$149,979.33

### SUMMARY

This item was reviewed by the Operations Committee on September 15, 2023, and referred to the full Board at a future regularly scheduled Board of Directors meeting to consider authorizing the General Manager to reinstate and renew a SAP Maintenance Support Contract (MA-6242).

### DISCUSSION

The District's Enterprise Resource Planning (ERP) solution is published by SAP and the current version in production is known as "SAP ERP Central Component" often simply referred to as SAP ECC. SAP ECC supports operations and processes in hiring, payroll and benefits administration, budgeting, rate management, accounting, financial management, infrastructure management, capital projects, maintenance and work orders, customer billing, water conservation, customer service, purchasing, warehouse management, vendor management, and accounts payable. This software maintenance agreement reinstates SAP software maintenance retroactively and continues ongoing software maintenance and licensing for the remainder of the calendar year. This work was previously transferred to a different vendor, but staff has learned that the services being provided are not comparable and a continued license with SAP is necessary to entitle the District to software and security updates released for all licensed SAP ECC modules while the software maintenance contract remains current.

Staff recommends that the Board authorize the General Manager to execute the proposed software maintenance agreement through December 31, 2023 with SAP in the amount of \$149,979.33.

### FISCAL IMPACT

This reinstatement covers all licenses from the original SAP Sales Orders detailed in the attached proposal and will need to be paid in full for the first cycle with two line items:

Support Reinstatement Fee:	\$99,986.20
Maintenance Fee (for remainder of 2023):	\$49,993.11

Funding for this expenditure is available within the Information Technology Department's Operational budget for FY24.

**ATTACHMENT(S)**

1. SAP Sales Orders Proposal

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Crystal Yezman Director of Engineering	 Ben Horenstein General Manager

**Item Number: 05**  
**Attachment: 01**



SAP Public Services Inc., 1300 Pennsylvania Ave, NW, Suite 600, 20004 Washington

Marin Municipal Water District  
 220 Nellen Avenue  
 94925 CORTE MADERA

## Re-instatement of SAP maintenance

Dear Customer,

we received a letter from you requesting Re-instatement of SAP maintenance.

Your SAP Support Schedule will continue in current effect and will be renewed for the next renewal period. Should you wish to terminate SAP maintenance after the next renewal period, please make a separate written request during that period.

For the licenses from the original Sales Orders stated below, Licensee will pay a one-time Support Reinstatement Fee of **USD \$99,986.20**. For the Support Period from **January 1, 2023, to August 31, 2023**.

Maintenance Base of the Reinstated Software – **USD \$650,532.08**

Annual Maintenance Fee of Reinstated Software – **USD \$149,979.33**

Effective Date of Reinstatement – **September 1, 2023**

Actual Maintenance Fee payment (for current calendar year) – **USD \$49,993.11**

## REINSTATED SOFTWARE

Material Number	Material Description	Quantity	Sales Order
7011384	BA&T SAP BObj BI, Edge ed. d. mgmt. (CS)	1	11252126
7001152	MS SQL Server Enterprise Edition	1	11252126
7011289	SAP Business Analytics Prof User	2	11252126
7016760	SAP Multichannel Foundation f. Utilities	30	11252126
7001036	zBP CE-RQT Catalogue Engine Requisite	1	10157876
7001152	MS SQL Server Enterprise Edition	1	10664338
7001152	MS SQL Server Enterprise Edition	1	11275931
7015792	SAP Adv. Metering Infstr. Water Utilit.	70	11275931
7015763	SAP Bill-To-Cash Mgmt f. Water Utilities	70	11275931
7015760	SAP Meter Admin a. Oper. f. Water Util.	70	11275931
7015775	SAP Sales Mgmt + Cust. Serv. Water Util.	70	11275931
7015789	SAP Water Data Mngmt f. Water Utilities	70	11275931
7002983	SAP ALM/BAPI 4.6c	5	10386361
7017299	SAP Single Sign-On	5	12137291
7001170	Billing (consumption based contracts)	70	10157387
7001172	Invoicing & Contract Accounting	70	10157387
7000127	IS-PS Public Sector	1	10157387
7001152	MS SQL Server Enterprise Edition	1	10157387
7001126	SAP Business Suite Employee	143	10157387
7001125	SAP Business Suite Professional	90	10157387
7001116	SAP KM Training Content	90	10157387
7001132	SAP Payroll Processing	1.000	10157387
7001382	SAP Tutor	90	10157876



7001542	EnterpriseBuyer Desk. Edition Req. Usr	143	10157876
7001541	EnterpriseBuyer Prof. Edition Prof. Usr	90	10157876
7000268	BSI U.S. Payroll Tax Processing	1.000	10157731
7001152	MS SQL Server Enterprise Edition	1	10157731
7001152	MS SQL Server Enterprise Edition	1	10423687
7003274	SAP Interactive Forms by Adobe - Enable	233	10423687
7001152	MS SQL Server Enterprise Edition	1	10702106
7010018	SAP Public Budget Formulation	1	10702106
7018104	MS SQL Server Enterprise Edition	1	12038326
7002389	SAP Business Suite Developer User	14	12038326
7001125	SAP Business Suite Professional	7	12038326
7018104	MS SQL Server Enterprise Edition	1	13259480
7001125	SAP Business Suite Professional	5	13259480
7002009	RWD InfoPak Complete Package	90	10220164
7001985	RWD InfoPaks Option 5	90	10220164



## Informational Item

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**TO:** Board of Directors

**FROM:** Adriane Mertens, Communications & Public Affairs Manager

**THROUGH:** Ben Horenstein, General Manager

**DIVISION NAME:** Office of the General Manager

**ITEM:** Strategic Plan Development: Vision, Mission, Values

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### SUMMARY

As part of the District's 5-year strategic planning process, the District is evaluating its current mission, vision and values statements to consider whether any changes are warranted as these elements will be foundational to development of a new Strategic Plan.

### DISCUSSION

The District is currently engaged in the development of a new 5-year strategic plan to lay out the goals and objectives the organization intends to accomplish over the next five-year period, FY 2025 – FY 2030.

To help with guiding development of the strategic plan, the District has contracted with The Catalyst Group, Inc. As part of the strategic planning process, The Catalyst Group is leading the District through evaluation of its current vision, mission and values statements to consider what, if any, changes are needed to these elements, as they will set the framework for a new Strategic Plan. The current mission, vision and values are as follows:

**Current Mission:** MMWD will manage our natural resources in a sustainable manner and provide our customers with reliable, high-quality water at a reasonable price.

**Current Vision:** MMWD will be a valued water service provider supporting the high quality of life in Marin County.

**Current Values:**

- Environmental Stewardship & Sustainability
- Integrity and Ethics
- Open and Responsive Communications
- Diversity
- Healthy Work Environment

- Cooperation
- Continuous Improvement through Initiative, Leadership, Personal Development, Training
- Culture of Excellence and Innovation
- Responsible Financial Management

Members of The Catalyst Group team will provide an update on engagement work done to date including collecting input from individual board members, senior leadership staff, and staff throughout the organization on the current mission, vision and values statements as well as broader input that will be helpful in later development of the plan's goals and objectives.

The Catalyst Group team will then provide potential draft mission, vision, and values statements developed based on input from the board and staff.

**FISCAL IMPACT**

None

**ATTACHMENT(S)**

None



**Item Number:** 07  
**Meeting Date:** 09-19-2023  
**Meeting:** Board of Directors

## Informational Item

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**TO:** Board of Directors

**FROM:** Terrie Gillen, Board Secretary

**THROUGH:** Ben Horenstein, General Manager

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

**ITEM:** Future Meeting Schedule

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### SUMMARY

Review of the upcoming Board of Directors and Committee meetings

### DISCUSSION

#### ***Meeting Schedule***

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

#### Internal Meeting(s)

- Thursday, September 21, 2023  
Watershed Committee Meeting/Special Meeting of the Board of Directors  
1:30 p.m.
- Thursday, September 28, 2023  
Finance & Administration Committee Meeting/Special Meeting of the Board of Directors  
9:30 a.m.
- Tuesday, October 10, 2023  
Board of Directors' Regular Bi-Monthly Meeting  
6:30 p.m.

#### External Meeting(s)

- Friday, September 29, 2023  
Tomales Bay Foundation's 8<sup>th</sup> Annual State of the Tomales Bay Conference  
8:30 a.m.

- Friday, October 6, 2023  
North Bay Watershed Association  
Field Trip to Montezuma Wetlands Project  
10:00 a.m.

**FISCAL IMPACT**

None

**ATTACHMENT(S)**

None