



**NOTICE OF SPECIAL MEETING  
OPERATIONS COMMITTEE\***

Notice is hereby given that a Special Meeting of the Marin Municipal Water District’s Operations Committee will be held as follows:

**MEETING DATE:** Friday, January 17, 2020

**TIME:** 9:30 A.M.

**LOCATION:** MMWD Board Room, 220 Nellen Ave., Corte Madera, CA 94925

**AGENDA**

ITEM		RECOMMENDATION	APPROX. START
<input type="checkbox"/>	CALL TO ORDER		9:30 a.m.
<input type="checkbox"/>	ADOPT AGENDA		9:31 a.m.
<input type="checkbox"/>	PUBLIC EXPRESSION**		9:32 a.m.
<input type="checkbox"/>	CALENDAR		
1.	Minutes of the December 20, 2019 Operations Committee Meeting	<i>Approve</i>	9:35 a.m.
2.	Development of a Board Policy for Use of Watershed Housing	<i>Discussion</i>	9:40 a.m.
3.	Contract No. 1915, Mesa Vista Tank Pipeline Replacement Project, for installation of 590-feet of Piping	<i>Review and Refer to Future Board Meeting for Approval</i>	9:45 a.m.

Donna Lahey  
Acting Board Secretary

**MMWD Committee Chair – Director Russell & Vice Chair – Director Quintero**

**\*Committee Alternates: Directors Bragman, Gibson & Koehler**

**\*\*Anyone wishing to speak on an item other than those listed on this agenda will be recognized at this time. We ask any person wishing to be heard to come to the podium to address the committee and state your name and address for the public record. A 3-minute limit is customary; however the committee chair may adjust the actual time allotted to accommodate the number of speakers.**

**ADA NOTICE AND HEARING IMPAIRED PROVISIONS:** The board room is equipped with sound amplifying units for use by the hearing impaired. The units operate in conjunction with the room's sound system. You may request the personal sound amplifier from the Board Secretary for use during meetings.

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the Marin Municipal Water District to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, an agenda, and/or agenda packet in an appropriate alternative format, or if you require other accommodation, please contact Donna Lahey at (415) 945-1448, at least two days in advance of the meeting. Advance notification within this guideline will enable the district to make reasonable arrangements to ensure accessibility.

\* \* \* \* \*

**FUTURE OPERATIONS COMMITTEE MEETINGS:**

To be scheduled in January 2020.



**MARIN MUNICIPAL  
WATER DISTRICT**

**ITEM No.** 1  
**MEETING DATE:** January 17, 2019  
**MEETING:** Operations Committee

---

**STAFF REPORT**

**SUBJECT:** Minutes of December 20, 2019 Operations Committee Meeting

**SUBMITTED BY:** Monique Prandi, Senior Administrative Assistant  
Michael Ban, P.E., Division Manager  
Environmental and Engineering Services Division

**RECOMMENDED ACTION:** Approve

**ATTACHMENT:**

1. Minutes of December 20, 2019 Operations Committee Meeting

**MARIN MUNICIPAL WATER DISTRICT  
OPERATIONS MEETING**

Minutes of the special meeting of the District's Operations Committee meeting held on Friday, December 20, 2019, at 220 Nellen Avenue, Corte Madera, California.

**DIRECTORS PRESENT:** Directors Armando Quintero and Jack Gibson

**CALL TO ORDER:** Director Quintero called the meeting to order at 9:44 a.m.

**ADOPT AGENDA:**

By a simple motion, the agenda was adopted as submitted.

**PUBLIC EXPRESSION:** There was no public expression.

**ITEM 1. MINUTES OF NOVEMBER 15, 2019 OPERATIONS COMMITTEE MEETING**

By a simple motion, the minutes were approved as submitted.

**ITEM 2. FIRST AMENDMENT TO DISTRICT LEASE NO. 61- SPRINT SPECTRUM REALTY COMPANY LLC**

Stanley Graham, District's Real Property Agent, presented the item. Sprint, the district's current lessee at the Lucas Valley Tank site, has requested to add two additional antennas and modifications to the current storage cabinets located at the communication site.. Both the District and Sprint have tentatively negotiated an annual rental increase fee of \$6,000 and a one-time oversight and administrative fee of \$9,100 with the oversight fee payable to the District once the Lease amendment is fully executed. If the Board approves the amendment, the annual rental fee will be prorated the first partial year with the FY 2020 annual lease becoming effective one week prior to start of construction.

Brief discussion followed.

The committee concurred with staff's recommendation and forwarded the item to the Board with a recommendation to authorize the General Manager to execute the Amendment No. 1 to Lease No. 61 with Sprint Spectrum Realty Company LLC.

**ITEM 3. CONTRACT NO. 1917 – FOR REPAIR AND REPLACEMENT OF THE SAN GERONIMO TREATMENT PLANT SEPTIC SYSTEM'S DEEP INTERMITTENT SAND FILTER**

Jake Miller, Project Engineer, presented the item, which involves the repair and replacement of the San Geronimo Treatment Plant septic system's sand filter located in the town of Woodacre. Bids were received and opened on December 17, 2019 and are in the review process. Staff will make a recommendation to award the contract at the January 7, 2020 Board Meeting.

The committee concurred with staff's recommendation and forwarded the item to the Board with a recommendation to proceed with the project.

**ITEM 4. ROSS RESERVOIR LANDSLIDE REPAIR PROJECT**

Mike Ban, Engineering and Environmental Services Division Manager, gave a brief overview and update on the District's plans to repair a major landside threatening the integrity of the Ross Reservoir's 1.5 MG water storage tank constructed in 1920, located near Phoenix Lake in the town of Ross. The purpose of the repair is to stabilize the landslide area, install a drainage system infrastructure, relocate the distribution piping and improve access to the facility and other related appurtenances. If the Board approves the landslide repair project, the project will begin in mid-April with project completion in November 2020. Various public outreach plans will be scheduled to inform the public and District staff of the upcoming repair project and related watershed trail impacts. Due to technical difficulties with the PowerPoint presentation, Mr. Ban provided a handout of the aerial landslide photos and project timeline schedule.

Brief discussion followed.

The committee concurred with staff's recommendation and forwarded the item to the Board with a recommendation to proceed with the review of the Ross Reservoir Landslide Repair project.

**ADJOURNMENT**

There being no further business, the meeting of December 20, 2019 adjourned at 10:07 a.m.



**STAFF REPORT**

**SUBJECT:** Development of a Board Policy for Use of Watershed Housing

**SUBMITTED BY:** Shaun Horne, Natural Resources Program Manager  
Crystal Yezman, Facilities & Watershed Division Manager

**RECOMMENDED ACTION:** Discussion

**EXECUTIVE SUMMARY:**

Staff presented a proposal to allow temporary employees and interns to reside in watershed housing at the December 20, 2018 Watershed Committee meeting. Past and current practice has been to allow employee housing on the watershed to support watershed response and security. Currently, three watershed rangers reside with their families in three of the six houses that are on watershed property. Two of the currently vacant houses are in need of renovations, and other one stands vacant and ready for occupancy. In an effort to document and standardize past practice, while potentially affording residency to seasonal workers, staff would like the board to discuss the development of a Board Policy for Watershed Housing.

Expanding housing opportunities to seasonal staff would attract more qualified candidates through the recruitment process, and ensure that vacant watershed houses are being used and not deteriorating due to lack of use. Furthermore, it would demonstrate a commitment to addressing local housing issues that many are generally facing in the community and specifically seasonal staff are dealing with. There are a number of considerations that need to be addressed were the District to expand housing beyond Rangers, to seasonal workers. To further this effort, staff is requesting board discussion on a Board Policy for Watershed Housing, along with Employee Residence Administrative Guidelines, and a standard short term month to month lease for the Board’s consideration.

**FISCAL IMPACT:** YES ..... **No** X ..... **FISCAL YEAR:** 2019-20 .....

**FISCAL IMPACT NARRATIVE:** N/A

**BACKGROUND:**

The district maintains six residences on watershed lands. Historically, all of the residences are prioritized for occupancy by district park rangers because the multiple services they can provide: facility security, law enforcement, fire suppression, search and rescue, and other emergency response. Residences at Phoenix Dam (recently renovated), Soulajule Reservoir, and Sky Oaks are occupied by district ranger staff. The residences at Porteous Ranch (recently

---

renovated) and Alpine Lake (under renovation) are vacant. The Lake Lagunitas residence is vacant and uninhabitable due to its condition. Repairs for the Lagunitas residence are currently shown as planned in FY2020 CIP plan within the June 20, 2017 adopted Operating and Capital Budget.

The current fiscal year budget identifies sixteen (16) watershed aide positions. Watershed aides are temporary employees that serve no more than 6 months. These positions provide essential support throughout the year for all watershed work groups: watershed protection, fishery, volunteer program, natural resources, and maintenance. They are typically filled by recent college graduates who are looking for entry level work in their professional interest. Many of our permanent employees began their career as watershed aides. Watershed aides are currently paid between \$18.57 and \$21.42 per hour and are eligible for limited sick leave benefits.

In addition, the watershed team utilizes interns who are financially supported through contracts with other agencies. For example the fishery team is supported on an annual basis by two Watershed Stewards Program AmeriCorps interns through a contract with the California Conservation Corps. These interns receive a monthly stipend of about \$1,900/month from the state to cover living expenses. Similarly, One Tam interns (employees of the Golden Gate National Parks Conservancy) provide services to the District for our natural resource and volunteer programs through our cooperative agreement with the Conservancy. They too receive stipends for living expenses.

There are models for intern barrack residences found locally, including with the National Parks Service facility at Marin Headlands, Point Reyes, and the State Park facility at Angel Island. Also, BLM and US Forrest Service have a long history of providing barrack style housing for interns and seasonal workers. Rents in the Bay Area are at an all-time high. A recent informal survey of rents for rooms in shared house situations in Marin County found a range between \$800 and \$1200 per month. In order to better recruit seasonal employees and to provide a benefit that the available houses remain occupied, staff is proposing to use the vacant houses as "dormitories" with shared bedrooms, kitchen and living space. House rents consistent with the amounts levied for resident rangers would be charged to individuals on a pro rata basis. Having short-term rentals in place ensures that the residences are available for long-term occupancy when/if ranger housing is needed.

### **Board Policy**

A Draft Board Policy would outline the general policy for watershed housing and acknowledge that the district benefits from recruiting and retaining high quality staff. It would address watershed security by outlining specific roles and responsibilities for staff living on the watershed such as requirements for reporting emergencies, basic maintenance of residence and surrounding lands, and communication with watershed visitors. It is expected that additional staff on the watershed would enhance visitors experience and the protection of the

---

watersheds resources. The policy would also define how rental values are calculated and point to the Administrative Guidelines which would articulate the rules and requirements regarding how watershed housing is to be managed. The policy would articulate the need to prioritize housing opportunities for rangers, with a secondary option to support seasonal workers and the rationale for providing housing to off-set impacts to seasonal employees associated with high rental rates within Marin County.

### **Employee Residence Administrative Guidelines**

The purpose of the Employee Residence Administrative Guidelines (ERAG) would be to serve as the basis for administering the District's Employee Residence Program. The ERAG would address which district job classifications may participate in the employee residence program, outlines a selection process, details roles and responsibilities of tenants, defines the landlord and residence's rights, and discusses utilities and maintenance responsibilities. The ERAG also would include terms relating to codes of conduct that would have to be followed by residence. The ERAG would also define seasonal staff trainings that would be required before moving in to ensure that watershed housing residence were supporting the protection of the watershed and safety of watershed visitors. The ERG would also outline the process for addressing conflicts that could arise between staff and how the residence would be re-assigned to a Ranger, if a Ranger were interested in moving in to the house full time.

### **Short Term Lease Agreement**

A short term month to month lease agreement would be developed to outline the conditions of the agreement between the owner and seasonal staff that must take place during the term of the lease. This agreement would be more restrictive than current lease agreements for ranger staff. The short term month to month lease would address some of the potential issues that could emerge from additional watershed residence. The lease would restrict vehicle access to lease holders only, not their visitors. Overnight visitors would be prohibited under short term month to month lease agreements. Staff plans to address any potential interpersonal issues between lease holders by providing advanced policy training and regular housing inspections. The language in the lease would provide the tenant with 30-day notice from the District to vacate the premises. Ranger staff would provide basic CPR and safety training to the residents and develop protocols for notifying the appropriate entities of potential issues observed on the watershed. A short term month to month lease would also define the maximum amount of time a residence could be rented and the process for re-assigning the residence after providing notice to the tenant that the District intends to use the property to house a full time Ranger, if one was interested in moving into the residence permanently.

Based on feedback received at the December 20, 2018 staff developed the above outline for a watershed seasonal housing program. If the Board is supportive of this conceptual approach then staff would develop a draft Board Policy for Watershed Housing, the Employee Residence Administrative Guidelines (ERAG), and a short term month to month lease that would provide

---

adequate controls for the district to manage a seasonal watershed housing program for Board consideration.

**Strategic Plan Alignment:**

This action aligns with the District's 5-Year Strategic Plan Strategy 4 (Ensure facilities and equipment are maintained and sufficient to support resiliency, water quality, watershed management and a productive workforce), Objective 3 (Maintain facilities) and Goal 4 (Environmental Stewardship).

<b>REVIEWED BY:</b>	Finance Manager	<input type="checkbox"/>	NA	<input checked="" type="checkbox"/>
	General Counsel	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>
	General Manager	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>

**ATTACHMENTS:**

None



**STAFF REPORT**

**SUBJECT:** Contract No. 1915, Mesa Vista Tank Pipeline Replacement Project, for installation of 590-feet of Piping

**SUBMITTED BY:** Alex Anaya, Associate Engineer  
Michael Ban, Division Manager  
Environmental and Engineering Services Division

**RECOMMENDED ACTION:** For review and referral to the Board with the Operations Committee’s recommendation to proceed with the project.

**EXECUTIVE SUMMARY:**

On February 4, 2020, the District will open bids for the subject contract which involves the installation of approximately 590 feet of pipe in the Town of Ross and San Rafael to improve seismic reliability and fireflow. If all bid documents are acceptable, staff will make a recommendation for contract award at the February 18, 2020 Board meeting.

**FISCAL IMPACT:** YES X NO \_\_\_\_\_ **FISCAL YEAR:** 2019-2020

EXPENDITURES		FUNDING SOURCES	
Budgeted Amount	\$135,000	Operating Fund	\$
Budget Augmentation Requested	\$	Capital Fund	\$135,000
	\$	Other	\$
	\$	Operating Reserves	\$
<b>TOTAL EXPENDITURES</b>	<b>\$135,000</b>	<b>TOTAL SOURCES</b>	<b>\$135,000</b>

**FISCAL IMPACT NARRATIVE:**

The total cost to complete the Mesa Vista Tank Pipeline Replacement Project is estimated to be \$225,000.

Contract No: 1915  
Project No: R15028  
Engineer’s Estimate: \$135,000

Budget:

Contract Award: \$135,000  
Materials and Professional Fees: \$33,750  
District Labor/Inspection: \$56,250  
Budget Category: A1F04

**Project Implementation:**

Project Advertisement: January 21, 2020  
 Project Award: February 18, 2020  
 Estimated Completion Date: May 3, 2020  
 Duration: 75 days

**BACKGROUND:**

This project will replace existing 1949 4-inch welded steel pipe and 1976 4-inch cast iron pipe located within an easement with steep terrain in the Town of Ross and City of San Rafael. New 8-inch HDPE SDR-11 pipe and 6-inch welded steel pipe will be installed to improve fireflow and seismic reliability of the system. Due to the steep terrain and limited access, staff determined the best construction method for a majority of this pipeline replacement is by directional drilling. Open trench method of construction will be used in areas where there is adequate access.

HDPE SDR-11 pipe and Mortar lined welded steel pipe with tape coating was chosen based on the existing conditions at the project site and construction methods

**ENVIRONMENTAL REVIEW:**

Staff has determined that the project is Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302(c), Replacement of Reconstruction. The project qualifies for exemption pursuant to Section 15302(c) inasmuch as it is the replacement of water pipeline involving negligible or no expansion of capacity. A copy of the draft Notice of Exemption is enclosed as Attachment 2. The Notice of Exemption will not be filed with the County Clerk’s office following the board action to award the contract.

**STRATEGIC PLAN ALIGNMENT:**

The requested action aligns with the district’s Strategic Plan Goal 1(Water Supply Resiliency and Strategy 4 (Ensure facilities and equipment are maintained and sufficient to support resiliency, water quality, watershed management and a productive workforce).

<b>REVIEWED BY:</b>	A.S.D Manager/Treasurer	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>
	General Counsel	<input type="checkbox"/>	NA	<input checked="" type="checkbox"/>
	General Manager	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>

**ATTACHMENTS:**

1. Site Map
2. Notice of Exemption

# Mesa Vista Tank Pipeline Replacement Project

MESA VISTA TANK #1  
TK-117

Install 430 feet 8 inch HDPE pipe and  
160 feet of 6 inch welded steel pipe.

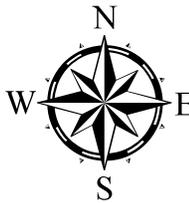
San Rafael

Ross

Upper Toyon Dr

Morrison Rd

Winding Way



**MARIN MUNICIPAL  
WATER DISTRICT**

marinwater.org  
415-945-1455  
contactus@marinwater.org

# Notice of Exemption



Filing Requested By and When Filed Return To:  
  
Marin Municipal Water District  
220 Nellen Ave  
Corte Madera, CA 94925  
Attn: Michael Ban, Manager of Environmental and Engineering Services

**Project Title:** Mesa Vista Tank Pipeline Replacement Project (R15028)

**Project Location – City:** Ross and San Rafael

**Project Location – County:** Marin

**Project Description:** The Mesa Vista Tank Pipeline Replacement Project will replace approximately 590 feet of flow deficient pipe within an easement in the Town of Ross and City of San Rafael with 8-inch high density polyethylene (HDPE) SDR-11 pipe via directional drilling method for approximately 430 feet; 160 feet of 6-inch welded steel pipe installed via open trench method.

HDPE SDR-11 pipe and Mortar lined welded steel pipe with tape coating was chosen based on the existing conditions at the project site and construction methods.

**Public Agency Approving Project:** Marin Municipal Water District

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

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

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

**Project Approval:** The Marin Municipal Water District Board of Directors approved the award of a contract for project construction, which represents project approval as defined by Section 15352 of the Guidelines for Implementation of the California Environmental Quality Act, at their regularly scheduled meeting on February 18, 2020.

**Lead Agency Contact Person:** Michael Ban, Marin Municipal Water District      **Telephone:** (415) 945-1435

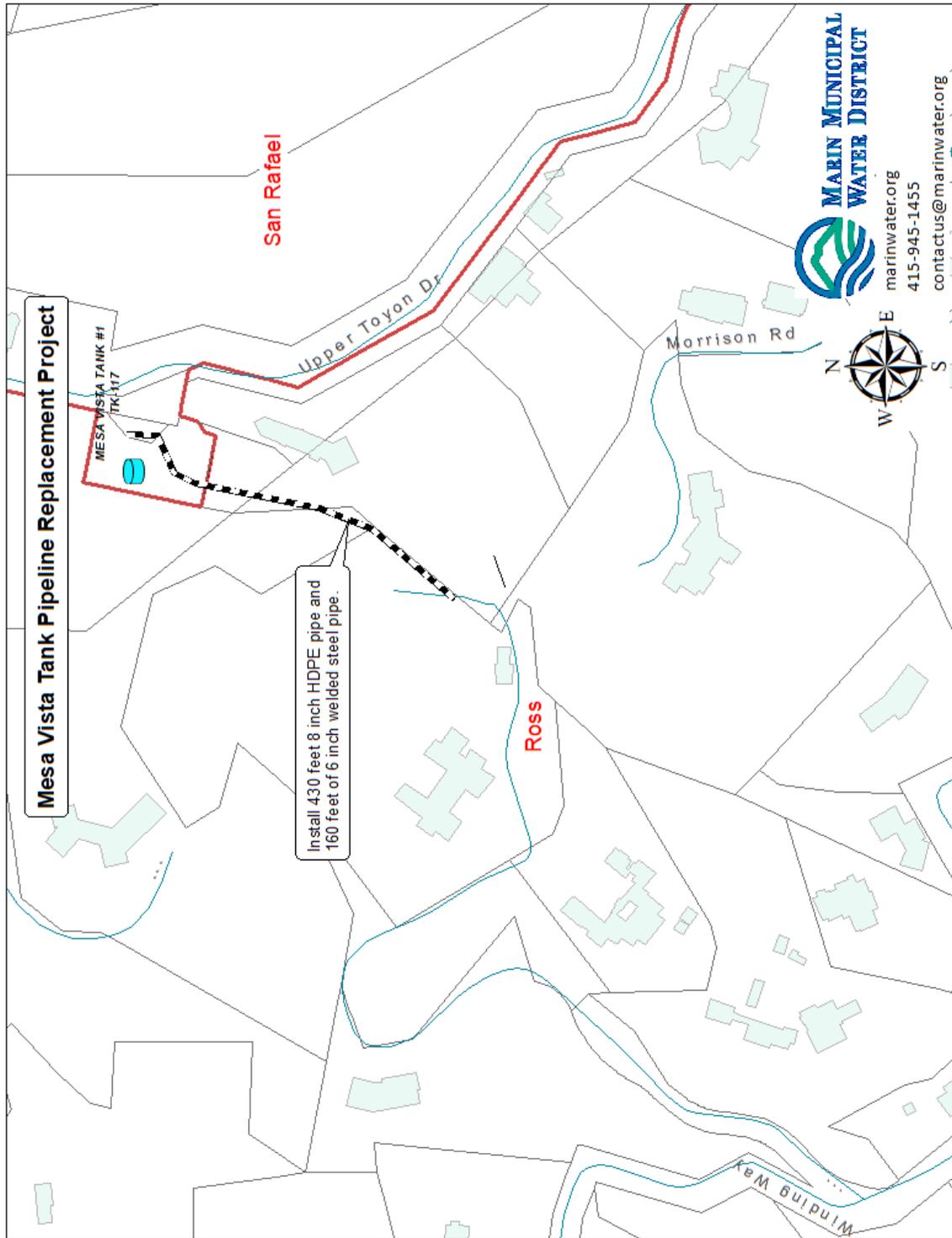
---

Michael Ban, Manager of Environmental and Engineering Services

---

Date

Figure 1: Mesa Vista Tank Pipeline Replacement Project



SOURCE: MMWD 2019

