



**NOTICE OF SPECIAL MEETING
BOARD OF DIRECTORS/DISTRICT OPERATIONS COMMITTEE***

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

MEETING DATE: FRIDAY, JANUARY 18, 2019
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 December 21, 2018 Meeting	<i>Approve</i>	9:35 a.m.
2. Asset Management Program Update	<i>Information</i>	9:40 a.m.
3. Update on San Geronimo Treatment Plant Clarifiers Seismic Upgrade Project	<i>Information</i>	9:45 a.m.

Stephanie Eichner-Gross
Board Secretary

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 Stephanie Eichner-Gross 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.

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FUTURE BOARD OF DIRECTORS/DISTRICT OPERATIONS COMMITTEE MEETINGS:

Friday, February 15, 2019, 9:30 a.m. MMWD Board Room
Friday, March 15, 2019, 9:30 a.m. MMWD Board Room

MMWD BOARD OF DIRECTORS: Larry Bragman, Jack Gibson, Cynthia Koehler, Armando Quintero, Larry Russell

**The designated chair is Director Russell and vice chair is Director Quintero. Other board members may attend as they wish.*

***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 board 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.*



**MARIN MUNICIPAL
WATER DISTRICT**

ITEM NO. 1
MEETING DATE: January 18, 2019
MEETING: Board of Directors /
District Operations
Committee

STAFF REPORT

SUBJECT: Minutes of December 21, 2018 District 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 21, 2018 District Operations Committee Meeting

**MARIN MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS /DISTRICT OPERATIONS COMMITTEE**

IN ATTENDANCE:

Directors present: Larry Bragman, Jack Gibson, Cynthia Koehler, and Larry Russell

Directors teleconference: None.

Directors absent: Armando Quintero

CALL TO ORDER: Director Bragman called the meeting to order at 9:31 a.m.

ADOPT AGENDA:

By simple motion, the agenda was adopted.

PUBLIC EXPRESSION: There was no public expression.

ITEM 1. MINUTES OF NOVEMBER 16, 2018 DISTRICT OPERATIONS COMMITTEE MEETING

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

ITEM 2. RESOLUTION No. 8520 - COMMENDATION TO RETIRING GENERAL MANAGER, KRISHNA KUMAR

Director Larry Russell read Resolution No. 8520 and presented to retiring General Manager, Krishna Kumar. The committee commended Mr. Kumar's leadership with Mr. Kumar accepting his resolution with gratitude thanking both the board for the opportunity to work at the district and staff for the support he received during his service.

On motion of Director Koehler and seconded by Director Gibson, the committee approved Resolution No. 8520 commending retiring General Manager, Krishna Kumar.

ITEM 3. ALPINE DAM INTAKE VALVE REPAIR PROJECT – AWARD OF CONTRACT No. 1890

Connor Pollard, Engineering Technician, provided a brief overview and PowerPoint presentation on the subject project which involves the replacement of one sluice gate, several valve stems, stem guides, associated hardware and equipment, and the side-casting of silt from the bottom of the intake system of Alpine Dam. The work to be done is located on Alpine Dam located on the Fairfax-Bolinas Road and on Alpine Lake within the County of Marin, California.

Bids were received and opened on December 11, 2018 with the lowest responsible bid of \$208,369 submitted by Valentine Corporation. The engineer's estimate was \$230,000.

Brief discussion followed.

The committee concurred with staff's recommendation and forwarded the item to the board with a recommendation to approve Resolution No. 8524 authorizing award of Contract No. 1890 to Valentine Corporation in the amount of \$208,369.

ITEM 4. BOLINAS AVENUE SERVICE IMPROVEMENT PROJECT – CONTRACT No. 1900

Alex Anaya, Associates Engineer, presented the item which involves the replacement and lowering of 15 water service laterals on Bolinas Avenue in the towns of San Anselmo and Ross. Bids will be received on January 29, 2019. The engineer's estimate for the project is \$70,000.

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

ITEM 5. FIRST AMENDMENT OF THE MEMORANDUM OF AGREEMENT TO PARTICIPATE IN THE BAY AREA REGIONAL RELIABILITY PLAN

Michael Ban, Manager of Environmental and Engineering Services Division, presented the item which involves the first amendment to the Bay Area Regional Reliability Plan Memorandum of Agreement. The amendment is to extend the current agreement for an additional three years and will also include framework for those BARR agencies contemplating water transfers to develop a "Bay Area Regional Marking Program". Although the district will not be participating in the water transfers program, the district, as a BARR partner, has the option to participate in other future BARR initiatives.

Brief discussion followed.

The committee concurred with staff's recommendation and forwarded the item to the board with a recommendation to approve Resolution No. 8523 authorizing the General Manager to execute the first amendment of the Memorandum of Agreement to participate in the Bay Area Regional Reliability Plan.

ITEM 6. FIRE FLOW IMPROVEMENT PROGRAM FY 2017-18 ANNUAL REPORT

Kristin Arnold, Associate Engineer, provided an overview and PowerPoint presentation on the FY 2017-18 Fire Flow Improvement Program. Ms. Arnold said the district installed approximately 28,401 feet of fire flow deficient pipe in Tiburon, Sausalito, Mill Valley, Almonte, San Anselmo, Sleepy Hollow and Los Ranchitos at an investment cost of \$6.9M. The program's overall cumulative total investment cost to date is \$108.M in addition to the installation of over 90.5 miles of pipeline replacements ranging from 61-109 years old, seismic improvements to treatment plants, transmission tanks and pump stations were also performed as part of both the Fire Flow Master Plan and Fire Flow Improvement Program.

Brief discussion followed.

This item was presented as information only and no action was required.

ITEM 7. COMMUNICATIONS STRATEGIC PLAN

Lon Anderson, Water Conservation Manager, provided a PowerPoint presentation on the proposed districts' communication strategic plan.

Highlights of the presentation included the following:

- Community Outreach & Engagement: Safety, System Reliability, and Maintenance, Watershed preservation and recreation
- Water Conservation Outreach: Stewardship, Education
- Drought Emergency Outreach
- Metrics Overview: Communication resources and related website interactivity
- Outreach Channel Resources: MMWD's Communication Resources and External Coordinated Channels and Misc. Media Resources
- Rate Adjustment Outreach Organization, Timelines and Community Messaging/ Notification Strategies

Mr. Peterson said staff will present a final communication strategic plan for review and adoption at the February 20, 2019 Communications Committee Meeting.

Brief discussion and committee feedback followed regarding the draft plan. The committee commended Mr. Peterson for an informative presentation and looked forward to the next presentation in January 2019.

This item was presented as information only and no action was required.

ADJOURNMENT

There being no further business, the meeting of December 21, 2018 adjourned at 10:53 a.m.



STAFF REPORT

SUBJECT: Asset Management Program Update
SUBMITTED BY: Lucy Croy, P.E., Associate Engineer
Jeff Ohmart, P.E., Principal Engineer
Michael Ban, P.E., Manager
Environmental and Engineering Services Division
RECOMMENDED ACTION: Information Only

EXECUTIVE SUMMARY:

Asset management is the practice of managing infrastructure capital assets to minimize the total cost of owning and operating capital assets while delivering the desired service levels. Some of the key steps in developing and implementing an asset management plan include making an inventory of critical assets, evaluating their condition and performance, and developing long-term financial plans to maintain, repair, and replace assets.

While the district has a long history of utilizing asset management tools for system maintenance planning, and for development and implementation of its pipeline replacement program, Fireflow Improvement Program, and Water Treatment Master Plan, in 2016 the district initiated development of a comprehensive Asset Management Program to address all of the district’s assets. Development of an asset management program is a long-term, continuous and iterative process. While the district’s initial comprehensive asset management plan is not expected for 2-3 years, the district’s Asset Management Steering Committee has recently completed a review of critical water infrastructure assets. This effort was performed to better allocate limited funds and reduce the risk of failing to deliver water to our customers in the near term. Using a collaborative approach, the steering committee has identified projects for prioritizing capital improvement and operating funds through an implementable set of initiatives to pursue in the near future.

District staff will present an update on the Asset Management Program at the January 18th DOC meeting.

STRATEGIC PLAN ALIGNMENT:

The requested action aligns with the district’s Strategic Plan Goal 1 (Water Supply Resiliency), Strategy 4 (Ensure facilities and equipment are maintained and sufficient to support water resiliency, water quality, watershed management and a productive workforce), and Objective 1 (Create Enterprise Asset Management plan to optimize life cycle costs of equipment and facilities (including both capital and O&M)).

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



STAFF REPORT

SUBJECT: Update on San Geronimo Treatment Plant Clarifiers Seismic Upgrade Project
SUBMITTED BY: Michael Ban, P.E., Manager
Environmental and Engineering Services Division

RECOMMENDED ACTION: Information

EXECUTIVE SUMMARY:

District staff will provide an update on the San Geronimo Treatment Plant Clarifiers Seismic Upgrade Project.

STRATEGIC PLAN ALIGNMENT:

This action aligns with the District’s 5-Year 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).

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