



# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** Adopt the 2024 Revised Marin Municipal Water District Board of Directors Handbook  
**From:** Molly MacLean, General Counsel  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** November 6, 2024

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**TYPE OF ACTION:**    X    Action                      Information                      Review and Refer

**RECOMMENDATION:** Adopt the 2024 Revised Marin Municipal Water District Board of Directors Handbook (Board Handbook) setting forth the recently reviewed revisions and updates, including incorporation of appropriate provisions of the Board’s Ethics Policy, Board Policy No. 50, and sunset Board Policy No. 50

**SUMMARY:** The Board Handbook was adopted on February 2, 2021 and subsequently revised on September 21, 2021. The Handbook is a “living” document that is intended to be regularly updated to provide incumbent and newly elected members of the Board of Directors current information and specific authorities regarding the function of the Board of Directors and oversight of the District. The General Counsel reviewed each section of the Handbook at Finance and Administration Committee/Special Board Meetings from August through October 2024, including a review of the Board Ethics Policy, Board Policy No. 50, and a review of Section (1 through 6) of the current Handbook, and addressed proposed revisions, including the incorporation of provisions from Board Policy No. 50 for streamlining purposes.

**DISCUSSION:** The Board Handbook was adopted on February 2, 2021. It is a guidance document for incumbent and newly elected members of the District Board of Directors as it contains general information and specific authorities regarding the function of the Board and oversight of the District, including processes for the election of Board officers and committee appointments, among other topics. The Handbook is intended to facilitate the handling of Board affairs, assist the Board in complying with legal requirements such as the open meetings laws (i.e., the Brown Act), and is complementary to applicable laws and other requirements. Following adoption of the Handbook, it was subsequently updated on September 21, 2021. Staff recommends regular review of the Handbook to promote familiarity and to ensure it reflects current legal authorities, District policies, Board directives and best practices.

During the May 23, 2024 Finance and Administration Committee (FAC) meeting, staff provided an initial broad overview of the current Board Handbook, discussed a proposed plan for updating the Handbook, and briefly previewed some areas for proposed edits, which included the incorporation of other Board policies where appropriate. At the August 22<sup>nd</sup> FAC meeting, legal staff reviewed Board Policy No. 50 – Board Ethics Policy with an eye to incorporation of the provisions of this policy into the Board Handbook to avoid redundancy and promote clarity and efficiency. Staff then walked through Sections 1 and 2 of the Board Handbook reviewing proposed edits, including the incorporation of provisions of Board Policy No. 50 where appropriate. At the September 26<sup>th</sup> FAC meeting, staff continued this review with Sections 3 and 4 of the Handbook. Proposed changes to each of these sections were included in attached redline documents for review at each subsequent FAC meeting for review and questions. Staff completed this review at the October 24<sup>th</sup> FAC with Section 5 and 6.

The Handbook is comprised of six (6) sections all covering different topics; Section 1 (Introduction and Purpose), Section 2 (Board Officers and Board Appointed Staff), Section 3 (Board Meetings), Section 4 (Conferences, Training, Reporting Requirements), Section 5 (Compensation/Benefits), and Section 6 (Other Related Information). The proposed changes include incorporation of Board Policy No. 50 where appropriate. With adoption of the 2024 revision of the Board Handbook, Board Policy No. 50 will be sunset, as all guidance will be included in the 2024 Revised Board Handbook.

The compilation of proposed revisions are included in a redline document attached to this staff report, and a clean 2024 Revised Board Handbook is attached for Board adoption.

**ENVIRONMENTAL REVIEW:** Not Applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

1. Redline of Proposed changes to the Board Handbook
2. 2024 Revised Marin Municipal Water District Board of Directors Handbook

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
General Counsel’s Office		
	<p style="text-align: center;"><b>Molly MacLean</b> General Counsel</p>	<p style="text-align: center;"><b>Ben Horenstein</b> General Manager</p>