



STAFF REPORT

Meeting Type: Board of Directors
Title: Approve Board Compensation and Board Handbook Policy Updates
From: Molly MacLean, General Counsel
Through: Ben Horenstein, General Manager
Meeting Date: February 24, 2026

TYPE OF ACTION: X Action Information

RECOMMENDATION: Approve revisions to Board Policy No. 42, Compensation of Marin Municipal Water District Directors (Board Compensation Policy) and Board Policy No. 1, the Board Handbook

SUMMARY: At the January 6, 2026 Board of Directors’ meeting, the Board received an update on new laws to take effect in 2026 that are of import to public agency officials and reviewed key Board Policies; specifically, Board Policy No. 1, the Board Handbook, Board Policy No. 42, Compensation of Marin Municipal Water District Directors, and Board Policy No. 41, Reimbursement of Travel Expenses for Marin Municipal Water District Directors. Based on input from the Board, legal staff prepared proposed revisions to update the Board Compensation and Board Handbook Policies for the Board’s consideration.

DISCUSSION: The Board Handbook, Board Policy No. 1, was initially 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. In 2024, the Board of Directors undertook a thorough review and update to incorporate pertinent provisions of the Board Ethics Policy, Board Policy No. 50, which was then sunset, as well as updates to reflect legal changes and actions of the Board, such as clarifying the time for seating of newly elected Board Directors. Regular review of the Handbook is important to promote familiarity and to ensure it reflects current legal authorities, District policies, Board directives and best practices. Staff reviewed the Board Handbook and is proposing several minor revisions to assure alignment with recent legal changes and prior Board actions, such as committee restructuring.

The Board Compensation Policy, Board Policy No. 42, last updated on May 21, 2024, further governs what constitutes compensable service by board members. Directors are entitled to per diem compensation pursuant to District Code section 2.10.060. The Board adopted Ordinance No. 468 on November 21, 2024, which adjusted the per diem compensation amount to \$250, but capped the number of days per month for which each Director could receive compensation to eight (8).

Based on input provided at the January 6, 2026 Board meeting, staff is proposing revisions to the policy to help clarify areas where questions have been raised. Specifically, staff is proposing adding the following language to clarify what constitutes “official attendance”, which will better inform when Director activities are deemed compensable.

For purposes of this policy, “official attendance” shall mean attendance attributable to duties assigned by the Board of Directors (such as committee assignments) or those performed at the request of the District General Manager or the Board (i.e., this would exclude compensation for attendance of non-committee members at committee meetings and attendance at stakeholder group meetings unless specifically requested by the Board or the General Manager).

Staff is also proposing language to update the policy consistent with the changes adopted in District Code to increase the per diem amount to \$250, as already adopted in the code, and to cap the number of days per month subject to compensation to no more than eight (8). This change will align the Board Compensation Policy with the District Code.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Redline of the Proposed Board Compensation Revisions
2. Redline of the Proposed Board Handbook Revisions

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
General Counsel’s Office	 Molly MacLean General Counsel	 Ben Horenstein General Manager