

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive • Muir Beach, CA 94965 • 415-388-7804 • www.muirbeachcsd.com



April 06, 2016
Meeting of the Board of Directors
District Manager's Report

The following is an ongoing list of the District Manager's activities over the past month. Topics are listed in order of the MBCSD's Charter as follows: Fire/Life Safety, Recreation, Roads, Water, and finally General Business:

Item:	Topic: Description	Action
01	<p>Fire/Life Safety – National Park Service inter-agency work: As reported in the March meeting, Director Friedman, Director Jeschke, Fire Chief Wynn, the District Manager, & President of the MBVFA met with General Superintendent Chris Lehnertz, Supervisor Kinsey, and NPS staff on 03/02/16 to discuss future cooperation and communications between NPS and MBCSD on issues of mutual interest. It was a good initial meeting that will require general follow-up. Topics included Hwy 1 traffic safety, parking on Franks Valley Road, the District's firehouse, trail extensions and improvements, and water issues.</p> <p>NPS Park Ranger Mia Monroe asked me to post the following info. Please direct any questions to mia_monroe@nps.gov :</p> <ul style="list-style-type: none"> _ Progress on posting Muir Beach "open" hours...soon we'll see what the sign committee has come up with! _ Good news: thanks to flood plain component of Muir Beach restoration Pacific Way didn't flood during this El Nino winter. _ Golden Gate Dairy house will soon be used for field work, meetings, trainings (but not a Starbucks!). _ Maintenance crew responded to community concerns that Muir Beach gate had unsafe features...hope the "fix" is working. _ Maintenance crew also reports that soon the bench will be built and installed on bluff overlooking southern part of Muir Beach. _ All One Ocean is working on upgraded signage for beach clean-up bags. _ April 23 is Earth Day with a clean-up event and restoration work at Muir Beach planned...help spread the word, all welcome (especially those who can walk there!) _ Muir Woods shuttle starts up last weekend...a bit of relief. 	<p><i>_ Follow up on contacts with NPS, Marin County, and State Parks staff to keep up to date on issues which may affect the CSD's charter.</i></p> <p><i>_ Follow up with Darren Fong and Victor Bjelajac on potential grant opportunities re: sustainability issues and our water service. (Still pending: 4/6/16)</i></p>

02	<p>Fire/Life Safety – Budget Update: <i>A revised FY15/16 budget that included Fire Dept expenses was presented in the 3/26/16 Special Board Meeting on Finances. The amounts were reviewed by the VFA. There are still some questions on the Quickbooks categories for Fire Expenses and those need to be addressed. While the revised budget is still not perfect, it better reflects the current fiscal year and should be adopted as amended by the Board in the regular meeting.</i></p>	<p><i>_ In preparation for audits, generate similar reports for previous years as necessary.</i></p> <p><i>_Present the Board with the revised FY15/16 budget to adopt in the May meeting.</i></p>
03	<p>Fire/Life Safety – 1793 Shoreline: <i>No new actions to report on opportunities to sell/trade the site.</i></p>	<p><i>_ Look into other ways to trade the property for equivalent assets. (Still pending: 4/6/16)</i></p>
04	<p>Fire/Life Safety – New Fire House: <i>No new action to report on this item. The Chief has continued to investigate opportunities for supplemental equipment and supplies from other agencies. The Chief and I have discussed storage options in the meantime.</i></p>	<p><i>_ Agendize for future board discussion after obtaining all the stakeholder, financial, and feasibility info.</i></p>
05	<p>Fire/Life Safety – Disaster Prep: <i>Evaluating the seismic safety of the Community Center was discussed with regards to the District’s facilities study. I met with a structural engineer today on a Sunset Way issue and have asked him to give us a proposal for a brief written report on the building as well. No other actions to report on for this item.</i></p>	<p><i>_ Coordinate with local volunteers on efforts for disaster preparations.</i></p> <p><i>_ Meet with management of other Marin CSD’s to review County support. (Still pending: 4/6/16)</i></p>
06	<p>Recreation – Measure A Funds: <i>The Measure A worksheet for FY 16/17 has been sent out and is due by 6/1/16. We will be submitting the expenses from the playground project and will continue to do that for a couple more years until the cost has been fully covered. After that, we’ll have Measure A funds to use on other recreation upgrades.</i></p>	<p><i>_ Continue to track funds and anticipate future use for the specific areas of the Measure A dollars in FY18/19.</i></p>
07	<p>Recreation – Community Center Landscaping: <i>No new actions to report on this issue.</i></p>	<p><i>_ Mtg pending re: stonework completion.</i></p>
08	<p>Recreation – Community Center Renovations: <i>Agenda Item 6 will cover progress on this issue. On a related note, I have obtained some quotes for some projects to consider such as:</i> <i>1.) Replacing broken glass lites in the skylight over the deck (safety and liability issue)</i> <i>2.) Installing glass panels for weatherproofing of the deck which would substantially increase its use during the winter.</i> <i>3.) Insulated glass replacements for the existing glazing in the main hall.</i> <i>Per item 05 above, a structural evaluation will be helpful in long-term planning of any necessary safety upgrades for the building. An accessibility assessment would be helpful as well.</i></p>	<p><i>_ Continue to work with the Facilities Committee on a comprehensive plan.</i></p>

09	<p>Recreation – Spindrifft Point: <i>Agenda Item 6 will cover progress on this issue.</i></p>	<p><i>_ Follow up post meeting on any preliminary requests by the committee.</i></p>
10	<p>Roads – Sunset Way Project: <i>Interim patching occurred on 3/30/16. We received a number of complimentary emails on the work. Coordination generally went well with only a few glitches. It was a very small taste of the complex project we are going to eventually face.</i></p> <p><i>I have begun receiving some feedback on the general scope of work from my pre-application review submittal of 2/22/16. The complete response was predicted to take 2-3 months but I have comments from DPW and the Fire Marshall. The other key component is the assessment from the Planner and that's still pending. I will review more closely the comments I've received and keep pushing Planning for their response on permitting requirements and schedule. The Committee will review the results when I have them.</i></p> <p><i>Today, an independent structural engineer reviewed the conditions at 161 Sunset. He is going to issue a report to help refine the construction scope in the adjacent road area.</i></p> <p><i>I contacted four GC's to request rough estimates. One is working on numbers, one declined, and two have yet to respond. Per our experience with last week's patching, an important part of the feedback is not just the price but how the logistics/staging will work as well as the overall timetable and, finally, the availability of the GC's to actually do the work.</i></p> <p><i>_ For due diligence assessment of the storm drain conditions at Cove Lane, I have been trying to obtain video scoping but companies have not been responsive to date.</i></p> <p><i>The co-chairs have not set another committee meeting date yet as Planning Review and pricing feedback are currently driving the schedule.</i></p>	<p><i>_ Periodically check in with the Planning Dept on the Pre-App Review process (estimated to be another month as of 4/6/16.)</i></p> <p><i>_ Receive/review rough estimates from GC's. (Pending response as of 4/6/16)</i></p> <p><i>_ Review site conditions indicated by the committee review to clarify scope. (Partially complete as of 4/6/16)</i></p> <p><i>_ Obtain video scope of Cove Lane storm drain. (Pending proposal response as of 4/6/16)</i></p>
11	<p>Roads – Temporary Patching for Sunset Way and Pacific: <i>Work completed 3/30/16</i></p>	<p><i>_Assess areas on other roads that need patching.</i></p>
12	<p>Roads – CalTrans Easement at Hwy 1/Sunset Way: <i>While the concerns below still need to be addressed, I would like to point out that CalTrans owns the easement of 30' on each side from the centerline of Hwy 1. This issue was affirmed recently when a non-resident driving late at night turned sharply right coming downhill onto Sunset, over the solid white warning line, and damaged their car. They filed a small claim action against the District claiming the intersection is the MBCSD's responsibility. I represented the District in court on 3/29/16 and we won the case by confirming responsibility of the State for the conditions there. The District did <u>not</u> have to pay any award to</i></p>	<p><i>_ Outreach to CalTrans and coordination with Sunset Way Project timeline.</i></p>

	<p><i>the Plaintiff and our insurance carrier covered the costs of a defense attorney to advise us and create a brief.</i></p> <p><i>That said, the issue of safety improvements needs to be raised with State representatives and CalTrans improvements there should be coordinated with the Sunset Way project.</i></p>	
13	<p>Water – Marin LAFCO:</p> <p><i>No new actions to report on this issue.</i></p>	<p><i>_ Ongoing: Explore recommendations of the LAFCO water study with the Board as a future agenda item.</i></p>
14	<p>Water – Well Issues:</p> <p><i>As described in my previous reports, the District has been utilizing the 2008 backup well since problems were discovered with the 2002 well in January. Cleaning of the main well was planned for March 7th and 8th but delayed due to weather conditions (the access path was too wet to get to the site.) Brushing and swabbing took place this week on 4/4 and 4/5/16. After cleaning, the well was video scoped again and two holes were discovered in the side wall. This seems to be the source of the contamination. The current recommendation is to install an inner lining and I have asked for a quote and timeline on that.</i></p> <p><i>In the meantime, our monthly sample of the 2008 well and system came back on 3/29/16. While the water in the distribution system tested fine, the well tested positive for total coliforms (2.0 per 100mL water) and e. choli (2.0 per 100mL water). We notified the Water Board and were directed to re-test which we did the following morning. We stopped all pumping as a precaution. On 3/31/16, we received the results on five samples from the well. All five were negative for e.choli but still had total coliforms ranging from 1.0 to 3.1 per 100mL water.</i></p> <p><i>After conferring further with the Water Board engineers, we received confirmation that virus and Giardia inactivation can be achieved based on maintaining chlorine standards in our piping and tanks. This allowed us to start pumping again on the weekend. One persistent issue that we are experiencing is the ability to keep the tanks at higher levels since the 2008 well only has about ½ the draw of the 2002 well. In short, we have to pump longer to achieve the same results. While the District is still under water conservation measures, it would be very helpful if residents used water sparingly and efficiently.</i></p> <p><i>We will continue to monitor the water quality under the Water Board’s guidance. Our goal is to get the 2002 well back online so we can then troubleshoot the 2008 well issues. There may be a similar cause for the problem but we won’t know that until we can shut down the well and scope it.</i></p>	<p><i>_ Update the board with the lining proposal and schedule.</i></p> <p><i>_ Notify the entire community in accordance with our preset plans should any issues affect the water in the supply system post-chlorination, i.e. supply lines and tanks.</i></p> <p><i>_ Continue to report to the Water Board and notify the CSD board of any changes in their safety recommendations.</i></p>

15	<p>Water – Banducci /NPS Property: <i>I consulted with County Counsel to draft a contract (enclosed in the current Board Packet) and informed the engineer that it will be reviewed by the Board and public at the 4/6/16 meeting. It is listed as Agenda Item 05. It is important that the MBCSD and NPS agree on an improvement to the existing conditions of the water supply.</i></p>	<p><i>_If approved, send the draft contract to NPS for review and approval.</i></p> <p><i>_Follow up on the NPS schedule for the work.</i></p>
16	<p>Water – Conservation: <i>As noted in item 14 above.</i></p>	<p><i>_Follow up with the Board, community, and advisors on issues/measures related to water conservation and the community’s natural resources. (Still pending: 4/6/16)</i></p>
17	<p>Water – Water Manager Retirement: <i>For a second time, Directors Lambert, Director Grose, and I met with Water Manager Pearlman as an Ad Hoc Committee on 4/5/16 to discuss a retirement schedule, details, and transition. We reviewed a draft of his job description and noted the percentage of time spent on Water v. Roads v. Maintenance issues.</i> <i>Planning on this subject will be picked up by the new Personnel Ad Hoc Committee. We acknowledged that there are three possible options to continue the Water Manager’s work: 1. Hire a successor employee, 2. Contract with another public agency for a shared position, or 3. Contract with a private company. The DM will explore options for options 2 and 3, while the Personnel Committee works on option 1. Whichever option is confirmed, we recommend having someone available to start by 7/5/16. The official retirement date will be 12/31/16 to allow for an overlapping transition period.</i> <i>The Committee continues to investigate financial options for the District to properly and most effectively provide a fair recognition for Harvey’s many years of service. The committee will bring a recommendation to the Board for public approval at a future date.</i></p>	<p><i>_ Finalize job description(s) by 5/1/16.</i> <i>_Investigate financial package options. (Still pending: 4/6/16)</i></p>
18	<p>Water – Water Report: <i>Given the pressing volume of work on my time, Former District Manager Hills volunteered to complete the annual water report which was due on 4/1/16. It was accepted as complete on 3/14/16. Thanks to Leighton for taking on that task.</i> <i>A subsequent larger annual report is due on 6/30/16 and I have been notified by Leighton that it will take more work than the previous one.</i></p>	<p><i>_Begin working on the annual water report due 6/30/16.</i></p>

<p>19</p>	<p>General Business – District Manager’s Hours: <i>Per previous comments by the Board, I look forward to reviewing this issue with the new Personnel Committee as the demand continues to exceed the 20 hrs/week I was hired to provide. For the record, here are my weekly hours, which I began tracking carefully after realizing there was a problem in the first couple of months of service that was beyond typical orientation:</i></p> <p>01/17/16 - 01/23/16 = 28.50 hrs 01/24/16 - 01/30/16 = 44.25 hrs 01/31/16 - 02/06/16 = 24.00 hrs 02/07/16 - 02/13/16 = 33.25 hrs 02/14/16 - 02/20/16 = 23.75 hrs 02/21/16 - 02/27/16 = 30.50 hrs 02/28/16 - 03/05/16 = 44.75 hrs 03/06/16 - 03/12/16 = 21.25 hrs 03/13/16 - 03/19/16 = 32.75 hrs 03/20/16 - 03/26/16 = 52.00 hrs 03/27/16 - 04/02/16 = 30.25 hrs</p>	<p><i>_ Meet with Personnel Committee.</i></p>
<p>20</p>	<p>General Business – Financial Audits: <i>As stated previously, the District must audit prior FY07-08 thru FY14-15. Proposals are still pending as other items have taken precedent but this issue must be addressed this month.</i></p>	<p><i>_Update the board when proposals are received. (Still pending: 4/6/16)</i></p>
<p>21</p>	<p>General Business – Strategic Planning: <i>The Special Meeting on Finances took place on 3/26/16 and was well attended and received. The presentation I created is posted on the website with the meeting agenda at:</i> http://www.muirbeachcsd.com/documents/20160326_01%20MBCSD%20Agenda.pdf <i>This presentation forms the basis for future work on strategic planning. The goal should be to create a new 10 to 20 year plan for the District. The 1996 Twenty Year Plan for Water System Capital Improvements is a good example but the District should have a comprehensive plan for all four areas of its Charter: Fire/Life Safety, Recreatin, Roads, and Water. Here is the link to the former Water Plan (note we are now in the final year):</i> http://www.muirbeachcsd.com/documents/20-YearPlan1996.pdf</p>	<p><i>_ Coordinate financial planning with the facilities analysis and other community goals in subsequent meetings.</i></p>
<p>22</p>	<p>General Business – Website: <i>Per my comments in the December 2015 board meeting the CSD should update its website to comply with the Grand Jury’s recommendations on transparency and public access. This item will be a placeholder until the District assigns resources for the update. Any community volunteer resources available to assist with this project are welcome to inquire. The District received the final report and it is published here:</i> http://www.marincounty.org/~media/files/departments/gj/reports-responses/2015/webtransparencyrptcard.pdf?la=en</p>	<p><i>_Update the board and community for feedback and assistance when resources are assigned. (Still pending: 4/6/16)</i></p>

<p>23</p>	<p>General Business – FY16/17 Budget Planning: <i>NOTE: Continued item from the previous report. Still pending action. Please see the attached draft FY15-16 Budget v Actual Report format which should assist us in future budget development.</i> <i>The FY16-17 draft budget process has been delayed due to excessive demands on my time but it needs to be started ASAP. The goal is to adopt a final budget by the start of the fiscal year on July 1st in accordance with best practices and consistent with other agencies.</i></p>	<p><i>_Draft the FY16-17 budget to follow a fund-accounting format to transparently reflect the Charter categories of the MBCSD.</i></p>
<p>24</p>	<p>General Business – Grants: <i>NOTE: Continued item from the previous report. Director Grose has begun some outreach in this area and will update the board when appropriate.</i> <i>This is a bookmark for future investigation of grants that would be beneficial to all areas of the CSD’s charter: Water, Fire, Roads, and Recreation.</i></p>	<p><i>_Acquire assistance in researching and application for grant opportunities beneficial to the CSD.</i> <i>_Coordinate with Director Grose on a Community Skills list to search local assets.</i></p>