

From: John Lavine
Sent: Thursday, April 28, 2016
To: Gary Friedman; Bill Hansell
Subject: Ad Hoc Personnel Committee Recommendation

To The CSD Board

Subject: Bill's Hours To Date And A Short-term Plan To Manage Them From Now To June 30th.

What We Found:

- Bill's time required to attend to MBCSD matters has greatly exceeded the 20 hours per week agreement.
- Further, the committee examined Bill's hours to date and found that he has certainly worked them. (Attached is a listing of Bill's hours and the tasks to which they were allocated since January 12th.)
- The committee also found that the absence of a job description and CSD priorities set by the Board -- as well as clear accountability and reporting lines -- makes it difficult to do anything more than accept the hours. The committee is recommending temporary actions that will compensate the District Manager (DM) for the extra time needed to meet the community's needs in the near future while monitoring the nature and extent of the DM's activities; from this we can learn what is really involved and how it can be effectively structured to get the best results and control costs.
- The bottom line is that it is the board's responsibility to set and oversee the job responsibilities and priorities of the DM and to direct the work in a manner that is fiscally responsible to Muir Beach residents/taxpayers. That is where we, and we hope the Board, will focus.
- While our immediate task as a committee is to deal with the pressing matter of Bill's hours, we want to do it in a way that helps us in our primary assignment of creating an appropriate personnel system for your review.

Committee Recommendations

- In the short term, have the District Manager focus on these priorities:
 - o Fix and ensure our drinking water system,
 - o Legal and financial reporting requirements, etc., continuing to function on a day to day basis and complete the delinquent reports ASAP.
 - o Deal with and report back about those Sunset Way issues that must be dealt with urgently.
 - o Assist Gary in preparing the Board agenda, sending out CSD meeting notices, etc.
 - o With Gary's approval, Bill should spend time on any emergency that arises
- Set mechanisms and protocols in place to enable the board to oversee the DM's hours --so the board can effectively address the short and longer-term, strategic issues. To do that, the committee suggests that the MBCSD Directors consider this at the regular board meeting scheduled for May 4th and briefly discuss and, hopefully, agree to adopt our recommendations which are:
 - o Compensate the District Manager for a total of 153.25 hours -- beyond the 20 hours/week for his salaried position -- from January 1st to April 7th. As part of this, 30 hours will be taken as compensatory time. 123.25 hours @ \$53/hour = \$6532.25 total monetary impact.)
 - o From April 8 to June 30 pay the DM to work as a 20 hour/week salaried employee, with up to an additional 20 hours per week compensated at \$53/hour. Further, give the DM flexibility to work an average of 40 hours/week over the stated period.

§ During this period, the District Manager will provide weekly an account of how his hours are spent from April 8 to June 30 and will make recommendations to the board as to any parts of the current job description that might be structured or delegated differently.

- o Moving forward, the DM will also provide to the ad hoc committee a weekly work plan of anticipated tasks and projected associated hours. It will enable us to analyze anticipated vs. actual work/hours.
- o The DM will also propose those activities listed in his job description that cannot be accomplished and should be eliminated or those activities that should be done with additional or outside assistance.

MBCSD - Hansell Timesheet

Subject	Start	End	Duration	Categories
MBCSD - Gen Mgmt re: accounting issues; Recreation re: stonework project	Tue 1/12/2016 12:30 AM	Tue 1/12/2016 1:30 AM	1 hour	MBCSD General
MBCSD - Water re: Water Test results and correspondence	Tue 1/12/2016 11:00 AM	Tue 1/12/2016 12:30 PM	1.5 hours	MBCSD Water
MBCSD - Gen Mgmt re: mtg w/Harvey, Lynda, Peter	Wed 1/13/2016 10:30 AM	Wed 1/13/2016 1:30 PM	3 hours	MBCSD General
MBCSD - Gen Mgmt re: CC mtg w/JJ and Kathy on stonework payments	Wed 1/13/2016 1:30 PM	Wed 1/13/2016 2:30 PM	1 hour	MBCSD General
MBCSD - Roads re: mtg w/Linda re: Sunset Way	Wed 1/13/2016 2:30 PM	Wed 1/13/2016 3:30 PM	1 hour	MBCSD Roads
MBCSD - Gen Mgmt re: mail, billings, scanning	Wed 1/13/2016 11:30 PM	Thu 1/14/2016 12:30 AM	1 hour	MBCSD General
MBCSD - Roads re: mtg w/Linda re: Sunset Way	Fri 1/15/2016 11:00 AM	Fri 1/15/2016 1:00 PM	2 hours	MBCSD Roads
MBCSD - Water re: Tel Chris Gove re: thanks, TNC; (pay for gift card)	Fri 1/15/2016 1:15 PM	Fri 1/15/2016 1:30 PM	15 minutes	MBCSD Water
MBCSD - Gen Mgmt re: finance, correspondences, Disaster Prep issues; Roads re: Sunset Way	Fri 1/15/2016 4:00 PM	Fri 1/15/2016 7:00 PM	3 hours	MBCSD General
MBCSD - Gen Mgmt re: board correspondences	Fri 1/15/2016 8:00 PM	Fri 1/15/2016 10:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondences	Sat 1/16/2016 9:00 AM	Sat 1/16/2016 10:00 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: correspondences	Sat 1/16/2016 10:00 PM	Sun 1/17/2016 12:30 AM	2.5 hours	MBCSD General
MBCSD - prior week total = 20.00 hrs				
MBCSD - Gen Mgmt re: resident email list corrections; board mtg dates; accounting	Sun 1/17/2016 11:30 AM	Sun 1/17/2016 12:30 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: mtgs at Community Center	Wed 1/20/2016 11:00 AM	Wed 1/20/2016 12:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Conf call w/Lynda and Gary	Wed 1/20/2016 2:00 PM	Wed 1/20/2016 2:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: mandatory salary reporting to SJ Mercury News	Wed 1/20/2016 8:00 PM	Wed 1/20/2016 8:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: review CSD issues w/Gary on the way to TNC	Thu 1/21/2016 1:15 PM	Thu 1/21/2016 2:00 PM	45 minutes	MBCSD General
MBCSD - Recreation re: Spindrift mtg w/Alex Tolkatch at TNC	Thu 1/21/2016 2:00 PM	Thu 1/21/2016 4:00 PM	2 hours	MBCSD Recreation
MBCSD - Recreation re: post-TNC mtg w/Gary, Lynda	Thu 1/21/2016 4:00 PM	Thu 1/21/2016 4:45 PM	45 minutes	MBCSD Recreation
MBCSD - Recreation re: Sunset Way discussion w/Gary	Thu 1/21/2016 4:45 PM	Thu 1/21/2016 5:45 PM	1 hour	MBCSD Recreation
MBCSD - Gen Mgmt re: accounting	Thu 1/21/2016 6:30 PM	Thu 1/21/2016 8:00 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: review and scan Harvey's and BH receipts for approval; correspondences	Thu 1/21/2016 10:00 PM	Fri 1/22/2016 1:00 AM	3 hours	MBCSD General
MBCSD - Fire re: Fire Budget for FY15/16	Fri 1/22/2016 2:30 PM	Fri 1/22/2016 6:30 PM	4 hours	MBCSD Fire
MBCSD - Gen Mgmt re: accounting contriols, check Quickbooks and finances	Sat 1/23/2016 8:00 PM	Sat 1/23/2016 10:30 PM	2.5 hours	MBCSD General
MBCSD - prior week total = 28.50 hrs				
MBCSD - Roads re: Sunset Way Gannt chart	Sun 1/24/2016 9:00 AM	Sun 1/24/2016 11:30 AM	2.5 hours	MBCSD Roads
MBCSD - Gen Mgmt re:tel w/Gary, Victoria, Chris, Linda L	Sun 1/24/2016 11:30 AM	Sun 1/24/2016 12:30 PM	1 hour	MBCSD General
MBCSD - Roads re: Sunset Way Gannt chart	Sun 1/24/2016 12:30 PM	Sun 1/24/2016 5:00 PM	4.5 hours	MBCSD Roads
MBCSD - Gen Mgmt re: Meeting Agenda, DM Report	Sun 1/24/2016 5:00 PM	Sun 1/24/2016 6:30 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Disaster 4 mtg	Sun 1/24/2016 7:00 PM	Sun 1/24/2016 9:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: Meeting Agenda, DM Report, website posting	Sun 1/24/2016 10:00 PM	Mon 1/25/2016 3:30 AM	5.5 hours	MBCSD General
MBCSD - Gen Mgmt re: tel w/Lynda on agenda length; correspondences on mtg	Mon 1/25/2016 11:30 AM	Mon 1/25/2016 12:30 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Board Agenda, DM Report, postings, correspondences	Mon 1/25/2016 2:30 PM	Tue 1/26/2016 12:00 AM	9.5 hours	MBCSD General
MBCSD - Gen Mgmt re: deadline to post board agenda	Mon 1/25/2016 7:00 PM	Mon 1/25/2016 7:00 PM	0 hours	MBCSD General
MBCSD - Gen Mgmt re:various emails, phone calls	Tue 1/26/2016 10:30 AM	Tue 1/26/2016 2:30 PM	4 hours	MBCSD General
MBCSD - Water re: 2002 Well Issues: Tel Weeks Drilling	Tue 1/26/2016 11:00 AM	Tue 1/26/2016 11:00 AM	0 hours	MBCSD Water
MBCSD - Gen Mgmt re: various emails, phone calls	Tue 1/26/2016 5:00 PM	Tue 1/26/2016 7:30 PM	2.5 hours	MBCSD General

MBCSD - Hansell Timesheet

MBCSD - Gen Mgmt re: various emails, phone calls	Tue 1/26/2016 9:00 PM	Tue 1/26/2016 11:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: various emails, phone calls	Wed 1/27/2016 9:30 AM	Wed 1/27/2016 10:30 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: mtg w/Dane Wadlé, CSDA Public Affairs Field Coordinator, at CC	Wed 1/27/2016 10:30 AM	Wed 1/27/2016 11:00 AM	30 minutes	MBCSD General
MBCSD - Water re: mtg w/Weeks Drilling	Wed 1/27/2016 11:00 AM	Wed 1/27/2016 1:00 PM	2 hours	MBCSD Water
MBCSD - Gen Mgmt re: various emails, phone calls	Wed 1/27/2016 1:00 PM	Wed 1/27/2016 2:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Wed 1/27/2016 4:30 PM	Wed 1/27/2016 7:00 PM	2.5 hours	MBCSD General
MBCSD - Gen Mgmt re: addendum for board packet	Wed 1/27/2016 11:30 PM	Thu 1/28/2016 2:30 AM	3 hours	MBCSD General
MBCSD - Roads re: Sunset Way; Gen Mgmt re: correspondences	Thu 1/28/2016 9:30 AM	Thu 1/28/2016 2:00 PM	4.5 hours	MBCSD Roads
MBCSD - Gen Mgmt re: board mtg prep	Thu 1/28/2016 4:30 PM	Thu 1/28/2016 6:00 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: board meeting	Thu 1/28/2016 7:00 PM	Thu 1/28/2016 10:00 PM	3 hours	MBCSD General
MBCSD - Gen Mgmt re: agenda issues	Fri 1/29/2016 9:00 AM	Fri 1/29/2016 10:00 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: agenda issues	Fri 1/29/2016 11:00 AM	Fri 1/29/2016 1:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Fri 1/29/2016 4:30 PM	Fri 1/29/2016 5:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Sat 1/30/2016 10:00 AM	Sat 1/30/2016 10:30 AM	30 minutes	MBCSD General

MBCSD - prior week total = 44.25 hrs

MBCSD - Gen Mgmt re: correspondences on various issues	Sun 1/31/2016 10:00 AM	Sun 1/31/2016 10:30 AM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Mon 2/1/2016 10:00 AM	Mon 2/1/2016 10:30 AM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Mon 2/1/2016 9:00 PM	Mon 2/1/2016 10:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: accounting	Tue 2/2/2016 3:00 PM	Tue 2/2/2016 4:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: mtg prep, correspondences	Tue 2/2/2016 5:30 PM	Tue 2/2/2016 9:00 PM	3.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Bistro mtgs	Wed 2/3/2016 11:30 AM	Wed 2/3/2016 12:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: mtg w/Mike Ryan on Banducci connection at well	Wed 2/3/2016 1:00 PM	Wed 2/3/2016 2:30 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Community Center issues	Wed 2/3/2016 2:30 PM	Wed 2/3/2016 4:00 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: board mtg prep, copies	Wed 2/3/2016 5:30 PM	Wed 2/3/2016 6:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: Board Mtg	Wed 2/3/2016 7:00 PM	Wed 2/3/2016 9:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: post Board mtg	Wed 2/3/2016 9:00 PM	Wed 2/3/2016 10:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Thu 2/4/2016 10:00 AM	Thu 2/4/2016 11:00 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Thu 2/4/2016 6:45 PM	Thu 2/4/2016 8:30 PM	1.75 hours	MBCSD General
MBCSD - Gen Mgmt re: files	Thu 2/4/2016 10:00 PM	Fri 2/5/2016 12:30 AM	2.5 hours	MBCSD General
MBCSD - Gen Mgmt re: review mail, scan, file, send, accounting	Fri 2/5/2016 12:30 AM	Fri 2/5/2016 2:15 AM	1.75 hours	MBCSD General
MBCSD - Roads re: tel w/Victoria re: Sunset	Fri 2/5/2016 2:30 AM	Fri 2/5/2016 3:00 AM	30 minutes	MBCSD Roads

MBCSD - prior week total = 24.00 hrs

MBCSD - Roads re: tel w/Victoria re:Sunset	Sun 2/7/2016 2:45 PM	Sun 2/7/2016 3:00 PM	15 minutes	MBCSD Roads
MBCSD - Roads re: correspondences on Sunset	Sun 2/7/2016 3:00 PM	Sun 2/7/2016 5:45 PM	2.75 hours	MBCSD Roads
MBCSD - Gen Mgmt re: tel Counsel, Emails re:Brown Act	Mon 2/8/2016 9:00 AM	Mon 2/8/2016 9:30 AM	30 minutes	MBCSD General
MBCSD - Roads re: Sunset	Mon 2/8/2016 3:00 PM	Mon 2/8/2016 4:00 PM	1 hour	MBCSD Roads
MBCSD - Roads re: Sunset; Gen Mgmt re:general emails	Mon 2/8/2016 5:30 PM	Mon 2/8/2016 7:00 PM	1.5 hours	MBCSD Roads
MBCSD - Roads re: Sunset	Mon 2/8/2016 9:00 PM	Mon 2/8/2016 10:00 PM	1 hour	MBCSD Roads
MBCSD - Gen Mgmt re: emails	Tue 2/9/2016 9:30 AM	Tue 2/9/2016 10:30 AM	1 hour	MBCSD General

MBCSD - Hansell Timesheet

MBCSD - Roads re: tel, emails re: sunset	Tue 2/9/2016 3:00 PM	Tue 2/9/2016 5:00 PM	2 hours	MBCSD Roads
MBCSD - Roads re: mtg w/Victoria	Tue 2/9/2016 5:30 PM	Tue 2/9/2016 7:00 PM	1.5 hours	MBCSD Roads
MBCSD - Gen Mgmt re: emails; Water re: monthly water report	Tue 2/9/2016 8:30 PM	Tue 2/9/2016 10:30 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: correpondences	Wed 2/10/2016 9:00 AM	Wed 2/10/2016 10:00 AM	1 hour	MBCSD General
MBCSD - Water re: 2002 well video scope	Wed 2/10/2016 12:00 PM	Wed 2/10/2016 1:15 PM	1.25 hours	MBCSD Water
MBCSD - Gen Mgmt re:CC deck repairs, broken glass	Wed 2/10/2016 1:30 PM	Wed 2/10/2016 2:30 PM	1 hour	MBCSD General
MBCSD - Roads re: Sunset prints at Marin Repro	Wed 2/10/2016 2:30 PM	Wed 2/10/2016 3:15 PM	45 minutes	MBCSD Roads
MBCSD - Roads re: Tel w/Leighton re: Sunset	Wed 2/10/2016 3:15 PM	Wed 2/10/2016 4:15 PM	1 hour	MBCSD Roads
MBCSD - Roads re: Sunset markup plans	Wed 2/10/2016 4:15 PM	Wed 2/10/2016 5:00 PM	45 minutes	MBCSD Roads
MBCSD - Roads re: Sunset markup plans	Wed 2/10/2016 5:30 PM	Wed 2/10/2016 6:00 PM	30 minutes	MBCSD Roads
MBCSD - Roads re:Sunset Way committee mtg	Wed 2/10/2016 7:10 PM	Wed 2/10/2016 9:30 PM	140 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: scan mail, file, send, accounts	Wed 2/10/2016 10:00 PM	Thu 2/11/2016 12:00 AM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondences on various issues	Thu 2/11/2016 11:30 AM	Thu 2/11/2016 12:00 PM	30 minutes	MBCSD General
MBCSD - Roads re:Sunset; Gen Mgmt re: general emails	Thu 2/11/2016 12:15 PM	Thu 2/11/2016 2:00 PM	1.75 hours	MBCSD Roads
MBCSD - Recreation re: tel w/Laurie Piel on CC issues	Thu 2/11/2016 4:30 PM	Thu 2/11/2016 5:00 PM	30 minutes	MBCSD Recreation
MBCSD - Gen Mgmt re: NPS SAM update, accounting, emails, insurance; Roads re: Sunset	Thu 2/11/2016 9:00 PM	Fri 2/12/2016 12:30 AM	3.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Insurance issues	Fri 2/12/2016 8:25 AM	Fri 2/12/2016 8:35 AM	10 minutes	MBCSD General
MBCSD - Gen Mgmt re: CalPERS web access	Fri 2/12/2016 10:30 AM	Fri 2/12/2016 11:30 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: correspondences	Fri 2/12/2016 11:30 AM	Fri 2/12/2016 12:30 PM	1 hour	MBCSD General
MBCSD - Recreation re: Spindrift Ad-Hoc Committee announcement	Fri 2/12/2016 12:30 PM	Fri 2/12/2016 1:15 PM	45 minutes	MBCSD Recreation
MBCSD - Sunset highlight dwgs, letter to planning	Fri 2/12/2016 1:15 PM	Fri 2/12/2016 3:00 PM	1.75 hours	MBCSD General
MBCSD - Gen Mgmt re: tel w/Leighton re:insurance case, etc	Fri 2/12/2016 4:15 PM	Fri 2/12/2016 5:00 PM	45 minutes	MBCSD General

MBCSD - prior week total = 33.25 hrs

MBCSD - Gen Mgmt re: email Directors about DM time	Tue 2/16/2016 9:30 AM	Tue 2/16/2016 11:00 AM	1.5 hours	MBCSD General
MBCSD - Fire re: 1789 Shoreline: review hearing, email	Tue 2/16/2016 7:15 PM	Tue 2/16/2016 8:00 PM	45 minutes	MBCSD Fire
MBCSD - Roads re:Sunset Way: email Linda	Tue 2/16/2016 8:00 PM	Tue 2/16/2016 8:30 PM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: finance; Roads re: Sunset, mtg	Wed 2/17/2016 8:30 AM	Wed 2/17/2016 10:30 AM	2 hours	MBCSD Roads
MBCSD - Roads re: Sunset: Marin Planning Dept	Wed 2/17/2016 10:30 AM	Wed 2/17/2016 11:00 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: mail, Sunset dwgs to CC	Wed 2/17/2016 11:45 AM	Wed 2/17/2016 12:30 PM	45 minutes	MBCSD General
MBCSD - Gen Mgmt re: Timesheets from Harvey for approval	Wed 2/17/2016 12:15 PM	Wed 2/17/2016 12:30 PM	15 minutes	MBCSD General
MBCSD - Gen Mgmt re: drive to Marin Civic Center	Wed 2/17/2016 12:30 PM	Wed 2/17/2016 1:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: mtg w/Steve Kinsey at Civic Center	Wed 2/17/2016 1:00 PM	Wed 2/17/2016 4:00 PM	3 hours	MBCSD General
MBCSD - Roads re: Sunset: Planning, leave Preapp Review App, talk to Curtis	Wed 2/17/2016 4:00 PM	Wed 2/17/2016 5:00 PM	1 hour	MBCSD Roads
MBCSD - Gen Mgmt re: accounting: scan receipts, timesheets and forward	Thu 2/18/2016 10:30 AM	Thu 2/18/2016 11:45 AM	1.25 hours	MBCSD General
MBCSD - Gen Mgmt re: accounting issues	Thu 2/18/2016 10:30 PM	Thu 2/18/2016 11:30 PM	1 hour	MBCSD General
MBCSD - Water re: 2002 Well update to Directors	Thu 2/18/2016 11:30 PM	Fri 2/19/2016 12:30 AM	1 hour	MBCSD Water
MBCSD - Roads re: Sunset	Fri 2/19/2016 12:30 AM	Fri 2/19/2016 1:00 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: tel w/Gary re: agenda, White Way; Roads re: Sunset	Fri 2/19/2016 9:00 AM	Fri 2/19/2016 9:30 AM	30 minutes	MBCSD General
MBCSD - Water re: emails, 2002 well	Fri 2/19/2016 9:30 AM	Fri 2/19/2016 10:30 AM	1 hour	MBCSD Water
MBCSD - Gen Mgmt re: correspondence on various issues	Fri 2/19/2016 12:30 PM	Fri 2/19/2016 1:00 PM	30 minutes	MBCSD General

MBCSD - Hansell Timesheet

MBCSD - Gen Mgmt re: recreation budget (event reimbursement)	Fri 2/19/2016 1:30 PM	Fri 2/19/2016 2:30 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt	Fri 2/19/2016 2:30 PM	Fri 2/19/2016 3:00 PM	30 minutes	MBCSD General
MBCSD - Roads re: Sunset, tel w/Linda L	Fri 2/19/2016 2:45 PM	Fri 2/19/2016 3:15 PM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: various emails, phone calls re: mtg	Fri 2/19/2016 3:30 PM	Fri 2/19/2016 4:45 PM	1.25 hours	MBCSD General

MBCSD - prior week total = 23.75 hrs

MBCSD - Gen Mgmt re: accounting: sign checks, mail	Mon 2/22/2016 9:30 AM	Mon 2/22/2016 10:00 AM	30 minutes	MBCSD General
MBCSD - Water re: 2002 Well: tel w/Weeks, sign/send proposal for brushing	Mon 2/22/2016 10:00 AM	Mon 2/22/2016 10:30 AM	30 minutes	MBCSD Water
MBCSD - Roads re: Sunset Way Review app check to Planning	Mon 2/22/2016 12:30 PM	Mon 2/22/2016 1:00 PM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: correspondence	Mon 2/22/2016 2:00 PM	Mon 2/22/2016 2:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: various emails, phone calls re: mtg	Mon 2/22/2016 3:00 PM	Mon 2/22/2016 4:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: email re: agenda, etc	Tue 2/23/2016 10:30 AM	Tue 2/23/2016 12:30 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: Brown Act training, Board of Supervisors Chamber	Tue 2/23/2016 6:30 PM	Tue 2/23/2016 9:00 PM	2.5 hours	MBCSD General
MBCSD - Gen Mgmt re: tel w/Gary re: agenda	Wed 2/24/2016 9:00 AM	Wed 2/24/2016 11:15 AM	2.25 hours	MBCSD General
MBCSD - Gen Mgmt re: emails re: agenda; tel Marin County Elections, Finance	Wed 2/24/2016 11:15 AM	Wed 2/24/2016 12:15 PM	1 hour	MBCSD General
MBCSD - Fire re: tel Steve Wynn re: agenda, fire house, Shoreline, Disaster Prep	Wed 2/24/2016 12:30 PM	Wed 2/24/2016 1:30 PM	1 hour	MBCSD Fire
MBCSD - Gen Mgmt re: correspondence on various issues	Wed 2/24/2016 2:00 PM	Wed 2/24/2016 2:30 PM	30 minutes	MBCSD General
MBCSD - Roads re: drop off Sunset Way dwgs for copies at Marin Repro	Wed 2/24/2016 2:30 PM	Wed 2/24/2016 2:45 PM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: drive to MB for mail	Wed 2/24/2016 3:45 PM	Wed 2/24/2016 5:30 PM	1.75 hours	MBCSD General
MBCSD - Gen Mgmt re: tel w/Lynda re: agenda	Wed 2/24/2016 3:45 PM	Wed 2/24/2016 4:15 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: forward checks	Wed 2/24/2016 6:30 PM	Wed 2/24/2016 6:45 PM	15 minutes	MBCSD General
MBCSD - Fire re: tel w/Leighton re: Fire Tax	Wed 2/24/2016 6:45 PM	Wed 2/24/2016 7:15 PM	30 minutes	MBCSD Fire
MBCSD - Gen Mgmt re: accounts, mail scans; emails	Thu 2/25/2016 9:00 AM	Thu 2/25/2016 10:00 AM	1 hour	MBCSD General
MBCSD - Fire re: Tel Suzanne Bender re: MBVFA	Thu 2/25/2016 10:00 AM	Thu 2/25/2016 10:30 AM	30 minutes	MBCSD Fire
MBCSD - Gen Mgmt re: accounts, mail scans; accounting, emails	Thu 2/25/2016 10:30 AM	Thu 2/25/2016 1:45 PM	3.25 hours	MBCSD General
MBCSD - Roads re: pick up plans from Marin Repro; drop off at CDA; stamps from USPS	Thu 2/25/2016 2:00 PM	Thu 2/25/2016 3:30 PM	1.5 hours	MBCSD Roads
MBCSD - Gen Mgmt re: email re: draft agenda; Fire re: fire tax info	Thu 2/25/2016 9:00 PM	Thu 2/25/2016 11:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondence	Thu 2/25/2016 11:00 PM	Fri 2/26/2016 1:00 AM	2 hours	MBCSD General
MBCSD - Roads re: Sunset Way	Fri 2/26/2016 1:00 AM	Fri 2/26/2016 2:30 AM	1.5 hours	MBCSD Roads
MBCSD - Roads re: Sunset Way emails, tel calls	Fri 2/26/2016 9:00 AM	Fri 2/26/2016 12:00 PM	3 hours	MBCSD Roads
MBCSD - Gen Mgmt re: tel w/Gary re: Agenda	Sat 2/27/2016 10:00 AM	Sat 2/27/2016 10:15 AM	15 minutes	MBCSD General

MBCSD - prior week total = 30.50 hrs

MBCSD - Gen Mgmt re: format agenda for posting	Sun 2/28/2016 1:00 PM	Sun 2/28/2016 7:00 PM	6 hours	MBCSD General
MBCSD - Gen Mgmt re: drive to MB to post, check mail, review bills	Sun 2/28/2016 7:30 PM	Sun 2/28/2016 9:00 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondence	Sun 2/28/2016 9:30 PM	Sun 2/28/2016 10:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: edit mtg mins for agenda packet, mtg prep	Mon 2/29/2016 8:00 PM	Mon 2/29/2016 10:30 PM	2.5 hours	MBCSD General
MBCSD - Roads re: Email to resident re: Cove Lane	Mon 2/29/2016 10:30 PM	Mon 2/29/2016 11:00 PM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: DM report	Tue 3/1/2016 9:00 AM	Tue 3/1/2016 12:30 PM	3.5 hours	MBCSD General
MBCSD - Water re: mtg w/Harvey re: retirement	Tue 3/1/2016 1:00 PM	Tue 3/1/2016 2:30 PM	1.5 hours	MBCSD Water
MBCSD - Roads re: walk Pacific Way with Harvey re: repairs	Tue 3/1/2016 2:30 PM	Tue 3/1/2016 3:30 PM	1 hour	MBCSD Roads

MBCSD - Hansell Timesheet

MBCSD - Gen Mgmt re: DM report	Tue 3/1/2016 4:00 PM	Tue 3/1/2016 5:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: DM report and Budget v Actual; post to website and email	Tue 3/1/2016 9:00 PM	Wed 3/2/2016 2:00 AM	5 hours	MBCSD General
MBCSD - Gen Mgmt re: emails re: Stonework at CC to Swards	Wed 3/2/2016 8:00 AM	Wed 3/2/2016 8:30 AM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: emails, tel	Wed 3/2/2016 9:00 AM	Wed 3/2/2016 11:00 AM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: mtg w/Keith Dotto re: community center glass; record files	Wed 3/2/2016 11:30 AM	Wed 3/2/2016 1:00 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: mtg w/Kinsey, Chris Lehnertz, room 326	Wed 3/2/2016 2:00 PM	Wed 3/2/2016 4:00 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: copy board packet	Wed 3/2/2016 4:00 PM	Wed 3/2/2016 5:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Timesheets approved, scans to Sharry	Wed 3/2/2016 5:00 PM	Wed 3/2/2016 5:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: Board Mtg	Wed 3/2/2016 6:30 PM	Wed 3/2/2016 11:00 PM	4.5 hours	MBCSD General
MBCSD - Roads re: Sunset Way emails	Wed 3/2/2016 11:30 PM	Thu 3/3/2016 12:30 AM	1 hour	MBCSD Roads
MBCSD - Fire re: email re: Disaster Prep; tel Steve Wynn	Thu 3/3/2016 8:00 AM	Thu 3/3/2016 8:45 AM	45 minutes	MBCSD Fire
MBCSD - Roads re: Sunset Way	Thu 3/3/2016 9:00 AM	Thu 3/3/2016 9:30 AM	30 minutes	MBCSD Roads
MBCSD - Roads re: Sunset Way committee email, tel Kim Warren re: Lainie Case property	Thu 3/3/2016 9:30 AM	Thu 3/3/2016 9:50 AM	20 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: correspondences	Thu 3/3/2016 11:00 AM	Thu 3/3/2016 11:30 AM	30 minutes	MBCSD General
MBCSD - Roads re: Sunset Way	Thu 3/3/2016 11:45 AM	Thu 3/3/2016 12:00 PM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: emails, organization	Thu 3/3/2016 11:00 PM	Fri 3/4/2016 12:00 AM	1 hour	MBCSD General
MBCSD - Roads re: Sunset Way	Fri 3/4/2016 12:00 AM	Fri 3/4/2016 12:30 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: general emails, filing	Fri 3/4/2016 9:00 AM	Fri 3/4/2016 10:00 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: accounting scans, emails	Fri 3/4/2016 10:00 AM	Fri 3/4/2016 11:30 AM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: tel w/Gary re:DM hours, planning	Fri 3/4/2016 3:15 PM	Fri 3/4/2016 4:15 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: pick up mail, sort bills, inspect fire house	Sat 3/5/2016 10:45 AM	Sat 3/5/2016 12:00 PM	1.25 hours	MBCSD General

MBCSD - prior week total = 44.75 hrs

MBCSD - Gen Mgmt re: tel w/Victoria on DM position, gen issues	Sun 3/6/2016 4:00 PM	Sun 3/6/2016 5:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Tel w/Gary about Special Mtg; follow up on agenda posting	Sun 3/6/2016 6:30 PM	Sun 3/6/2016 6:45 PM	15 minutes	MBCSD General
MBCSD - Roads re: Sunset/Pacific Road Patching tel, emails	Mon 3/7/2016 9:00 AM	Mon 3/7/2016 9:30 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: tel w/Gary about special mtg	Mon 3/7/2016 12:00 PM	Mon 3/7/2016 12:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: agenda for special mtg; research "safe harbor" language for closed session	Mon 3/7/2016 5:30 PM	Mon 3/7/2016 6:45 PM	1.25 hours	MBCSD General
MBCSD - Gen Mgmt re: DM time records	Mon 3/7/2016 11:15 PM	Mon 3/7/2016 11:45 PM	30 minutes	MBCSD General
MBCSD - Roads re: emails: Legal re:Small Claims suit; Sunset/Pacific road patching	Tue 3/8/2016 9:30 AM	Tue 3/8/2016 9:45 AM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: tel w/counsel re: special mtg notice; emails	Tue 3/8/2016 10:00 AM	Tue 3/8/2016 10:30 AM	30 minutes	MBCSD General
MBCSD - Roads re: Sunset/Pacific Patching	Tue 3/8/2016 12:00 PM	Tue 3/8/2016 12:15 PM	15 minutes	MBCSD Roads
MBCSD - Water re: tel on 285 Sunset Way water service connection	Tue 3/8/2016 12:45 PM	Tue 3/8/2016 1:00 PM	15 minutes	MBCSD Water
MBCSD - Roads re: Sunset/Pacific patching	Tue 3/8/2016 1:00 PM	Tue 3/8/2016 1:30 PM	30 minutes	MBCSD Roads
MBCSD - Roads re: Sunset Way issues: tel/email with new resident on scope/concerns	Tue 3/8/2016 3:00 PM	Tue 3/8/2016 4:00 PM	1 hour	MBCSD Roads
MBCSD - Roads re: Sunset	Tue 3/8/2016 10:15 PM	Tue 3/8/2016 10:30 PM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: DM time records	Tue 3/8/2016 11:30 PM	Wed 3/9/2016 12:00 AM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: general files	Wed 3/9/2016 12:00 AM	Wed 3/9/2016 12:30 AM	30 minutes	MBCSD General
MBCSD - Fire re: Dept issues	Wed 3/9/2016 10:00 AM	Wed 3/9/2016 10:30 AM	30 minutes	MBCSD Fire
MBCSD - Gen Mgmt re: general correspondence	Wed 3/9/2016 10:30 AM	Wed 3/9/2016 10:45 AM	15 minutes	MBCSD General
MBCSD - Roads re: Sunset/Pacific road patching	Wed 3/9/2016 11:00 AM	Wed 3/9/2016 11:15 AM	15 minutes	MBCSD Roads

MBCSD - Hansell Timesheet

MBCSD - Fire re: tel w/Mike Moore re: VFA	Wed 3/9/2016 12:00 PM	Wed 3/9/2016 12:15 PM	15 minutes	MBCSD Fire
MBCSD - Roads re: emails & tel re: blocked culvert;	Wed 3/9/2016 6:30 PM	Wed 3/9/2016 6:45 PM	15 minutes	MBCSD Roads
MBCSD - Fire re: tel w/Gary re: MVFA	Wed 3/9/2016 7:00 PM	Wed 3/9/2016 7:15 PM	15 minutes	MBCSD Fire
MBCSD - Water re: water report, water management issues	Wed 3/9/2016 9:15 PM	Wed 3/9/2016 10:15 PM	1 hour	MBCSD Water
MBCSD - Water re: Management issues	Wed 3/9/2016 10:15 PM	Wed 3/9/2016 10:45 PM	30 minutes	MBCSD Water
MBCSD - Gen Mgmt re: emails, tel re: Fire Dept, Financial Mtg, Neighbor issues, C-SMART notice	Thu 3/10/2016 9:30 AM	Thu 3/10/2016 10:30 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: bills, scans, records	Thu 3/10/2016 10:30 AM	Thu 3/10/2016 12:30 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: personnel; Water re: contamination issues	Thu 3/10/2016 5:30 PM	Thu 3/10/2016 6:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: emails, finances	Thu 3/10/2016 7:30 PM	Thu 3/10/2016 8:15 PM	45 minutes	MBCSD General
MBCSD - Gen Mgmt re: State Compensation Report filing	Thu 3/10/2016 10:30 PM	Thu 3/10/2016 11:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: prep for finance mtg	Fri 3/11/2016 12:00 PM	Fri 3/11/2016 1:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: mtg w/Peter, Gary re: finances; pick up mail	Fri 3/11/2016 1:15 PM	Fri 3/11/2016 4:00 PM	2.75 hours	MBCSD General

MBCSD - prior week total = 21.25 hrs

MBCSD - Roads re: Sunset Way patching: tel Pimentel, tel Harvey	Mon 3/14/2016 12:30 PM	Mon 3/14/2016 12:45 PM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: accounting scans	Mon 3/14/2016 4:00 PM	Mon 3/14/2016 5:45 PM	1.75 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondence, accounts	Mon 3/14/2016 11:30 PM	Tue 3/15/2016 12:15 AM	45 minutes	MBCSD General
MBCSD - Roads re: Sunset Way dwgs to Ghilotti	Tue 3/15/2016 1:00 PM	Tue 3/15/2016 2:15 PM	1.25 hours	MBCSD Roads
MBCSD - Roads re: Cove Lane video scoping inquiry	Tue 3/15/2016 2:15 PM	Tue 3/15/2016 2:30 PM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: SDRMA online survey due	Tue 3/15/2016 2:30 PM	Tue 3/15/2016 4:30 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: Prep Financial Mtg	Tue 3/15/2016 10:00 PM	Wed 3/16/2016 1:30 AM	3.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Prep Financial Mtg	Wed 3/16/2016 9:30 AM	Wed 3/16/2016 12:00 PM	2.5 hours	MBCSD General
MBCSD - Timesheets from Harvey, mail	Wed 3/16/2016 12:30 PM	Wed 3/16/2016 1:00 PM	30 minutes	MBCSD General
MBCSD - Roads re: Sunset (site photos)	Wed 3/16/2016 1:00 PM	Wed 3/16/2016 2:00 PM	1 hour	MBCSD Roads
MBCSD - Gen Mgmt re: emails	Thu 3/17/2016 9:15 AM	Thu 3/17/2016 10:15 AM	1 hour	MBCSD General
MBCSD - Water re: contamination issues	Thu 3/17/2016 2:00 PM	Thu 3/17/2016 2:30 PM	30 minutes	MBCSD Water
MBCSD - Gen Mgmt re: Financial Info	Fri 3/18/2016 12:00 AM	Fri 3/18/2016 1:30 AM	1.5 hours	MBCSD General
MBCSD - Water re: contamination issues	Fri 3/18/2016 10:00 AM	Fri 3/18/2016 11:15 AM	1.25 hours	MBCSD Water
MBCSD - Roads re: Sunset Way	Fri 3/18/2016 11:15 AM	Fri 3/18/2016 12:15 PM	1 hour	MBCSD Roads
MBCSD - Fire re: Tel w/Scott Bender	Fri 3/18/2016 12:15 PM	Fri 3/18/2016 12:30 PM	15 minutes	MBCSD Fire
MBCSD - Gen Mgmt	Fri 3/18/2016 12:30 PM	Fri 3/18/2016 1:30 PM	1 hour	MBCSD General
MBCSD - Water re: contamination issues	Fri 3/18/2016 3:00 PM	Fri 3/18/2016 3:15 PM	15 minutes	MBCSD Water
MBCSD - Gen Mgmt re: Facilities (tel w/Paul)	Fri 3/18/2016 6:00 PM	Fri 3/18/2016 6:15 PM	15 minutes	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis	Fri 3/18/2016 8:30 PM	Fri 3/18/2016 9:30 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis	Fri 3/18/2016 10:30 PM	Sat 3/19/2016 3:00 AM	4.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis	Sat 3/19/2016 12:00 PM	Sat 3/19/2016 3:30 PM	3.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis for Special Mtg	Sat 3/19/2016 10:00 PM	Sun 3/20/2016 12:30 AM	2.5 hours	MBCSD General

MBCSD - prior week total = 32.75 hrs

MBCSD - Gen Mgmt re: Financial Analysis for Special Mtg	Sun 3/20/2016 11:00 AM	Sun 3/20/2016 12:45 PM	1.75 hours	MBCSD General
MBCSD - Fire re: Tel w/Lynda re: VFA, Fire House, Financial, Roads, etc	Sun 3/20/2016 1:15 PM	Sun 3/20/2016 2:45 PM	1.5 hours	MBCSD Fire

MBCSD - Hansell Timesheet

MBCSD - Gen Mgmt re: Financial Analysis for Special Mtg	Sun 3/20/2016 2:45 PM	Sun 3/20/2016 5:30 PM	2.75 hours	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis for Special Mtg	Sun 3/20/2016 6:30 PM	Sun 3/20/2016 8:30 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis for Special Mtg	Sun 3/20/2016 10:00 PM	Mon 3/21/2016 2:00 AM	4 hours	MBCSD General
MBCSD - Water re: contamination issues; Roads re: temp road patching	Mon 3/21/2016 10:45 AM	Mon 3/21/2016 11:45 AM	1 hour	MBCSD Water
MBCSD - Gen Mgmt re: Finance Committee,	Mon 3/21/2016 2:45 PM	Mon 3/21/2016 3:00 PM	15 minutes	MBCSD General
MBCSD - Roads re: Sunset Way Project	Mon 3/21/2016 3:00 PM	Mon 3/21/2016 3:30 PM	30 minutes	MBCSD Roads
MBCSD - Roads re: insurance small claims tel w/attorney, follow up emails	Mon 3/21/2016 4:15 PM	Mon 3/21/2016 5:45 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis docs	Mon 3/21/2016 6:30 PM	Mon 3/21/2016 7:30 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis docs	Mon 3/21/2016 8:00 PM	Tue 3/22/2016 12:30 AM	4.5 hours	MBCSD General
MBCSD - Roads re: Sunset; Gen Mgmt re: General correspondence	Tue 3/22/2016 10:00 AM	Tue 3/22/2016 10:30 AM	30 minutes	MBCSD Roads
MBCSD - Roads re: Engineer Proposals for 161 Sunset, Lainie Case & Kim Warren	Tue 3/22/2016 10:30 AM	Tue 3/22/2016 11:00 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: Personnel Committee, Finance Committee	Tue 3/22/2016 11:00 AM	Tue 3/22/2016 11:15 AM	15 minutes	MBCSD General
MBCSD - Gen Mgmt	Tue 3/22/2016 12:30 PM	Tue 3/22/2016 1:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: Financial Analysis, tel w/Peter Lambert	Tue 3/22/2016 2:30 PM	Tue 3/22/2016 3:30 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Special Mtg materials, agenda, posting	Tue 3/22/2016 8:00 PM	Wed 3/23/2016 2:00 AM	6 hours	MBCSD General
MBCSD - Gen Mgmt	Wed 3/23/2016 9:30 AM	Wed 3/23/2016 10:00 AM	30 minutes	MBCSD General
MBCSD - Roads re: Closure Notice for Sunset/Pacific	Wed 3/23/2016 10:00 AM	Wed 3/23/2016 10:30 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: tel w/Gary on Financial Mtg	Wed 3/23/2016 10:30 AM	Wed 3/23/2016 11:30 AM	1 hour	MBCSD General
MBCSD - Roads re: Closure Notice for Sunset/Pacific	Wed 3/23/2016 11:30 AM	Wed 3/23/2016 12:00 PM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: copy materials for special mtg	Wed 3/23/2016 12:00 PM	Wed 3/23/2016 12:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: sign checks, post agenda, etc; Roads re: Sunset Way paving notices	Wed 3/23/2016 1:00 PM	Wed 3/23/2016 2:30 PM	1.5 hours	MBCSD General
MBCSD - Roads re: Sunset Way paving correspondences; Water re: Manager retirement issues (calc his hrs)	Wed 3/23/2016 8:00 PM	Wed 3/23/2016 10:00 PM	2 hours	MBCSD Roads
MBCSD - Water re: Manager Hrs for Retirement Committee	Thu 3/24/2016 12:45 AM	Thu 3/24/2016 2:00 AM	1.25 hours	MBCSD Water
MBCSD - Gen Mgmt	Thu 3/24/2016 10:00 AM	Thu 3/24/2016 10:30 AM	30 minutes	MBCSD General
MBCSD - Water re: tel re:Harvey Retirement w/Peter	Thu 3/24/2016 10:30 AM	Thu 3/24/2016 11:00 AM	30 minutes	MBCSD Water
MBCSD - Gen Mgmt	Thu 3/24/2016 11:15 AM	Thu 3/24/2016 11:30 AM	15 minutes	MBCSD General
MBCSD - Water re: Banducci Water Connection (Tel w/County Counsel)	Thu 3/24/2016 11:30 AM	Thu 3/24/2016 11:45 AM	15 minutes	MBCSD Water
MBCSD - Gen Mgmt	Thu 3/24/2016 1:30 PM	Thu 3/24/2016 2:45 PM	1.25 hours	MBCSD General
MBCSD - Gen Mgmt	Thu 3/24/2016 3:00 PM	Thu 3/24/2016 3:30 PM	30 minutes	MBCSD General
MBCSD - Water re: tel w/Leighton about Harvey retirement, Banducci property, financial issues	Thu 3/24/2016 6:00 PM	Thu 3/24/2016 6:30 PM	30 minutes	MBCSD Water
MBCSD - Fire re: Firehouse issues	Thu 3/24/2016 8:00 PM	Thu 3/24/2016 8:30 PM	30 minutes	MBCSD Fire
MBCSD - Gen Mgmt re: Insurance issues	Thu 3/24/2016 8:30 PM	Thu 3/24/2016 9:00 PM	30 minutes	MBCSD General
MBCSD - Water re: Banducci Water connection	Thu 3/24/2016 9:00 PM	Thu 3/24/2016 10:00 PM	1 hour	MBCSD Water
MBCSD - Fire re: tel Mike Moore	Fri 3/25/2016 11:30 AM	Fri 3/25/2016 12:00 PM	30 minutes	MBCSD Fire
MBCSD - Gen Mgmt re: mtg w/attorney for Small Claims issue	Fri 3/25/2016 1:00 PM	Fri 3/25/2016 2:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: mtg prep	Fri 3/25/2016 2:00 PM	Fri 3/25/2016 3:30 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt	Fri 3/25/2016 8:30 PM	Fri 3/25/2016 10:30 PM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: Special Mtg prep	Sat 3/26/2016 8:00 AM	Sat 3/26/2016 9:00 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Special Mtg on Finances	Sat 3/26/2016 9:30 AM	Sat 3/26/2016 12:30 PM	3 hours	MBCSD General
MBCSD - Gen Mgmt	Sat 3/26/2016 10:00 PM	Sat 3/26/2016 10:30 PM	30 minutes	MBCSD General

MBCSD - prior week total = 52 hrs

MBCSD - Hansell Timesheet

MBCSD - Gen Mgmt re: mtg notices, correspondence	Sun 3/27/2016 9:00 AM	Sun 3/27/2016 10:00 AM	1 hour	MBCSD General
MBCSD - Gen Mgmt re:mail, Facilities Committee mtg	Mon 3/28/2016 10:30 AM	Mon 3/28/2016 2:00 PM	3.5 hours	MBCSD General
MBCSD - Roads re: Sunset re: tel w/Leighton; Water re: Ocean Riders water issues	Mon 3/28/2016 5:30 PM	Mon 3/28/2016 6:00 PM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: tel calls	Mon 3/28/2016 7:30 PM	Mon 3/28/2016 7:45 PM	15 minutes	MBCSD General
MBCSD - Gen Mgmt re: correspondence	Mon 3/28/2016 11:00 PM	Mon 3/28/2016 11:30 PM	30 minutes	MBCSD General
MBCSD - Roads re: Insurance Small Claims issue	Mon 3/28/2016 11:30 PM	Tue 3/29/2016 1:30 AM	2 hours	MBCSD Roads
MBCSD - Roads re: Insurance Issue Small Claims Hearing	Tue 3/29/2016 8:30 AM	Tue 3/29/2016 9:30 AM	1 hour	MBCSD Roads
MBCSD - Roads re: Sunset Way repairs re: tel Empire Disposal	Tue 3/29/2016 10:30 AM	Tue 3/29/2016 10:30 AM	0 hours	MBCSD Roads
MBCSD - Roads re: Sunset Way re: email committee, GC's, consultants	Wed 3/30/2016 10:00 AM	Wed 3/30/2016 11:00 AM	1 hour	MBCSD Roads
MBCSD - Roads re: Sunset/Pacific re:onsite for paving	Wed 3/30/2016 12:00 PM	Wed 3/30/2016 12:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: Community Center re: troubleshooting elec/phones, etc; files	Wed 3/30/2016 12:30 PM	Wed 3/30/2016 2:00 PM	1.5 hours	MBCSD General
MBCSD - Roads re: Sunset/Pacific Repaving; Water re: issues w/2008 well	Wed 3/30/2016 2:30 PM	Wed 3/30/2016 5:30 PM	3 hours	MBCSD Roads
MBCSD - Gen Mgmt re: agenda tel w/Gary, Linda	Wed 3/30/2016 7:45 PM	Wed 3/30/2016 9:15 PM	1.5 hours	MBCSD General
MBCSD - Gen Mgmt re:timesheets, emails	Thu 3/31/2016 1:30 PM	Thu 3/31/2016 2:00 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: correspondence	Thu 3/31/2016 8:00 PM	Thu 3/31/2016 8:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: timesheets, correspondences, water info	Thu 3/31/2016 10:00 PM	Thu 3/31/2016 11:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt	Fri 4/1/2016 11:30 AM	Fri 4/1/2016 12:30 PM	1 hour	MBCSD General
MBCSD - Water re: issues w/2008 well	Fri 4/1/2016 3:30 PM	Fri 4/1/2016 5:00 PM	1.5 hours	MBCSD Water
MBCSD - Roads re: Sunset Way	Fri 4/1/2016 5:00 PM	Fri 4/1/2016 6:00 PM	1 hour	MBCSD Roads
MBCSD - Gen Mgmt re: correspondences	Fri 4/1/2016 9:00 PM	Fri 4/1/2016 10:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: accounting, invoices, etc	Fri 4/1/2016 10:00 PM	Sat 4/2/2016 12:00 AM	2 hours	MBCSD General
MBCSD - Gen Mgmt	Sat 4/2/2016 10:00 AM	Sat 4/2/2016 11:00 AM	1 hour	MBCSD General
MBCSD - Fire re: tel w/Chief	Sat 4/2/2016 11:00 AM	Sat 4/2/2016 12:00 PM	1 hour	MBCSD Fire
MBCSD - Gen Mgmt re: correspondences	Sat 4/2/2016 12:00 PM	Sat 4/2/2016 12:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: mtg agenda and packet materials	Sat 4/2/2016 9:00 PM	Sat 4/2/2016 10:30 PM	1.5 hours	MBCSD General
MBCSD - Water re: Banducci Agreement	Sat 4/2/2016 10:30 PM	Sun 4/3/2016 12:00 AM	1.5 hours	MBCSD Water

MBCSD - prior week total = 30.25 hrs

MBCSD - Gen Mgmt re: board packet/agenda	Sun 4/3/2016 12:00 AM	Sun 4/3/2016 2:00 AM	2 hours	MBCSD General
MBCSD - Gen Mgmt re: Board Packet materials/agenda	Sun 4/3/2016 10:00 AM	Sun 4/3/2016 1:00 PM	3 hours	MBCSD General
MBCSD - Gen Mgmt re: post agenda at CC bulletin boards, pick up mail	Sun 4/3/2016 5:00 PM	Sun 4/3/2016 5:30 PM	30 minutes	MBCSD General
MBCSD - Gen Mgmt re: Board Packet materials/agenda online posts	Sun 4/3/2016 6:00 PM	Sun 4/3/2016 8:30 PM	2.5 hours	MBCSD General
MBCSD - Gen Mgmt re: correspondences	Sun 4/3/2016 8:30 PM	Sun 4/3/2016 9:00 PM	30 minutes	MBCSD General
MBCSD - Roads re: Sunset Way, engineering analysis contract for 161 Sunset	Sun 4/3/2016 11:00 PM	Sun 4/3/2016 11:15 PM	15 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: correspondence, files	Mon 4/4/2016 5:00 PM	Mon 4/4/2016 6:00 PM	1 hour	MBCSD General
MBCSD - Roads re: conference call w/Paul & Victoria about Sunset	Mon 4/4/2016 7:45 PM	Mon 4/4/2016 8:45 PM	1 hour	MBCSD Roads
MBCSD - Roads re: Sunset Way encroachment issues	Mon 4/4/2016 8:45 PM	Mon 4/4/2016 10:15 PM	1.5 hours	MBCSD Roads
MBCSD - Roads re: Sunset Way GC rough pricing outreach	Tue 4/5/2016 9:30 AM	Tue 4/5/2016 10:00 AM	30 minutes	MBCSD Roads
MBCSD - Gen Mgmt re: correspondence	Tue 4/5/2016 10:30 AM	Tue 4/5/2016 11:00 AM	30 minutes	MBCSD General
MBCSD - Water re: Well Issues brushing/swabbing results at 2002 well	Tue 4/5/2016 11:15 AM	Tue 4/5/2016 11:45 AM	30 minutes	MBCSD Water

MBCSD - Hansell Timesheet

MBCSD - Water re: mtg w/Harvey re:retirement	Tue 4/5/2016 11:45 AM	Tue 4/5/2016 12:30 PM	45 minutes	MBCSD Water
MBCSD - Water re: review water system on site w/Weeks	Tue 4/5/2016 12:30 PM	Tue 4/5/2016 2:00 PM	1.5 hours	MBCSD Water
MBCSD - Water re: Well issues; Roads re: Insurance issues	Tue 4/5/2016 3:00 PM	Tue 4/5/2016 5:00 PM	2 hours	MBCSD Water
MBCSD - Gen Mgmt re: DM report	Wed 4/6/2016 9:30 AM	Wed 4/6/2016 10:30 AM	1 hour	MBCSD General
MBCSD - Roads re: mtg at 161 Sunset w/Bruce King (also look at CC)	Wed 4/6/2016 11:00 AM	Wed 4/6/2016 12:30 PM	1.5 hours	MBCSD Roads
MBCSD - Gen Mgmt re: DM Report	Wed 4/6/2016 1:30 PM	Wed 4/6/2016 5:00 PM	3.5 hours	MBCSD General
MBCSD - Gen Mgmt re: board packet copies	Wed 4/6/2016 5:00 PM	Wed 4/6/2016 6:00 PM	1 hour	MBCSD General
MBCSD - Gen Mgmt re: Board Mtg	Wed 4/6/2016 7:00 PM	Wed 4/6/2016 10:00 PM	3 hours	MBCSD General
MBCSD - week to date total = 28 hrs				