

DATE: 9/26/16

TO: CSD Board

FROM: Personnel Committee (John Lavine, Frank Schoenfeld, Lynda Grose, and Peter Lambert.)

SUBJECT: Motion for the 10/5/2016 CSD Board Meeting re. Continuation of District Manager's Time-Limited, Expanded Position.

BACKGROUND: As you know, the Committee recommended, and the Board approved, that the District Manager work an average of 30 hours a week through the November CSD Meeting. We also recommended a set of priority issues which should be accomplished.

Below is Bill's report on those issue. You will see that he has made significant progress. As a result, the Personnel Committee recommends that the present, time-limited basis for Bill be extended for another three months – until February, 2017.

By that time, the committee will fully understand the parameters of the District Manager's position. The Board can expect that then we will then bring you a recommendation is fixed, not time-limited.

Here is Bill's report to us about the CSD priority issues.

**Excerpt from Personnel Committee's Statement on 7/27/16:**

Bidding and helping to create and manage eight years of District audits.

*(BH – The audits are still in progress and the target end date discussed with the auditor is 12/1/16 although Sharry questions whether that is achievable. I've pressed the urgency of it. To date, drafts have been completed for fiscal years 2007-08 and 2008-09 and we are currently in 2009-10 with six more after that. It requires a few hours a week from me to monitor progress, answer questions, but there is a growing list of items I need to review prior to the final completion so the demand on my time will probably increase as we get closer to the end. )*

**Making sense out of the Sunset Way road and water management project.**

*(BH – The most recent board meeting resulted in stoppage of the previous comprehensive scope of work. That removes the challenge of a large number of dedicated project management hours. On the other hand, it introduced the issue of further investigating alternative smaller and/or phased scopes as well as the exercise of coordinating grant funding research. It feels as if Sunset Way will continue to demand time into 2017. Also, in lieu of a definitive large project there is now the issue of patching and getting through another winter as well as addressing some of the immediate concerns of the consulting engineer, such as fixing the exposed water main*

sections. Finally, in last week's board meeting I was asked to move forward with the ongoing Sunset Committee to address issues like parking, speeding, and pinch points. Some of these have been expanded to be district-wide issues.)

**Negotiating the Banducci water agreement.**

*(BH – Construction is beginning soon and project coordination time with NPS will be necessary. After a quiet bidding period, I'm starting to receive emails about this again from NPS. The project will be completed by the end of October.)*

**Significant water management standards that must be implemented and regularly reported for the Board to meet your legal and contractual obligations.**

*(BH – I have been working on a modification plan to our monthly reporting required by the Water Board and initiated by the water contamination issues. This is an ongoing project that will go into the fall and when finally approved will require more weekly time to oversee and monthly time to report. I am looking into automated control systems that would save time for both me and the water manager (or future management). This issue is demanding focus that I have not had to devote recently.)*

**Develop and execute a Water Management approach that requires exploring alternative ways to meet the community's water and water management needs.**

*(BH – As noted above, I have explored some water control systems that work in conjunction with the hiring of an outside company to monitor them. A proposal is pending. I have not been able to talk to other agencies to discuss staff sharing. I also have not been able to address publishing other RFP's to begin to assess the options in the approved Water Management Work description. I believe this will have to wait until November/December and after last week's board meeting Harvey asked that we have a plan in place prior to the New Year.)*

**Manage and contribute to the time-consuming task of rebuilding the CSD's entire accounting system, so the District's budget is intelligible to Community residents and in line with how Marin County accounts for the revenues and expenses of community service districts.**

*(BH – I completed the Draft 2016-17 Budget and will spend most of my time between now and 10/12/16 on outreach with the board on revisions and consensus building. Once the Budget is approved and after the audits are finished, I will have to work with Sharry in January on revising the QuickBooks files to reflect the budget so that future reporting doesn't require a manual translation from the old QuickBooks categories to the new Budget categories. I believe the recommendations of the auditor will help encourage that process.)*

**Relate to, help, and support the Fire Chief as he and the department work on a new fire house, added equipment needs, etc.**

*(BH –The firehouse location was approved in the last meeting so the process of moving forward needs good oversight to avoid similar project management deficiencies that were evident in the previous Shoreline firehouse site attempt as well as the Sunset Way project. This is going to be a multi-year project and time demands will fluctuate depending on the phase.)*

**Excerpt from Personnel Committee’s Statement on 7/6/16:**

Now, the Committee recommends a new, time-limited plan. It is necessary because, as expected, there is work still underway for the audits. What was not expected, however, is that there are significant water management standards that must be implemented and regularly reported for the CDS to meet its legal and contractual obligations. In addition, the District must develop and execute a Water Management hiring approach that requires exploring alternative ways to meet the community’s water and water management needs.

*(BH – I have been reading updates from the Water Committee but have been unable to engage on various issues that have been raised re: conservation, equipment upgrades, monitoring issues, inter-agency work, our water rights documents, etc. Time is needed here but there have not been enough hours to engage let alone manage the process.)*

**Excerpt from Personnel Committee’s Statement on 5/4/16:**

In the short term, have the District Manager focus on these priorities:

**Fix and ensure our drinking water system:**

*(BH – The contamination problems were addressed although we continue to get low-level readings of coliforms in the main well. The revised monitoring plan addresses that so it is not something that will necessarily be “fixed” but just require increased regular hours to monitor going forward. There is a separate issue, though, of dealing with some resident complaints of higher levels of chlorine in their water. In part this is a result of our increased water treatment levels. On the other hand, the water distribution mains need some study to determine why the levels are not more consistent from house to house. In other words, we have complaints about the system but not all the answers and that will require more dedicated time to study the problems.)*

**Legal and financial reporting requirements, etc., continuing to function on a day to day basis and complete the delinquent reports ASAP:**

*(BH – Aside from audits and approving the budget, other reporting is the standard monthly load.)*

**Deal with and report back about those Sunset Way issues that must be dealt with urgently:**

*(BH – Addressed above.)*

**Assist Board Chair, Gary Friedman, in preparing the Board agenda, sending out CSD meeting notices, etc.**

*(BH –Standard monthly process although months like July with multiple meetings were a substantial burden.)*

**With Gary’s approval, Bill should spend time on any emergency that arises**

*(BH – While not “emergency” issues, there have consistently been specialized topics that have demanded time beyond the normal duties, e.g. misc legal inquiries, negotiations regarding 341 Sunset, Disaster Prep Grant spending/reporting, review of existing firehouse MOU with NPS, Insurance renewal issues, etc.)*

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***BH - Addendum: These are additional issues that are either new or have been on hold since last year:***

- ***Work with NPS and State Parks on the old Adaptive Management Plan and potentially revived Technical Advisory Committee to address Creek sustainability issues:*** *This is mentioned below and is an issue the Water Education Committee is familiarizing themselves with. Due to other priorities, I have been holding off invitations from NPS/State Parks to engage on this.*
- ***Work with Gary and our Water Attorney on revising the Water Rates and Policies.*** *This will probably result in a resolution/ordinance approval process that will take extra time and board meetings in the New Year.*
- ***Obtain estimates on the extensive list of capital improvement projects submitted by the Facilities committee and accepted by the board:*** *These are listed in the budget on page 12. Prior to considering what can be done and prioritizing the list, all of these need pricing. This is also true for the other departments’ projects but the Community Center list was accepted months ago.*
- ***Manage the capital projects that will be approved in the budget:*** *e.g. the Community Center deck railing replacement project and the propane tank replacement have already been approved and have been waiting on execution. Other projects will be approved in this budget pending further discussion prior to the 10/12 budget approval.*