



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

November 02, 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: <i>I received the following update from NPS Park Ranger Mia Monroe:</i></p> <ol style="list-style-type: none"> 1. <i>Muir Woods Sustainable Access Plan EA will be out for 30 day review early in November. This plan recommends front country and park entrance experience work at Muir Woods to improve wayfinding, include new and/or improved parking for 232 cars to feature best management practices for placement completely out of the significant resource zones (i.e. stream migration path, salmon habitat, sensitive species habitat, erosion zone) as well as off the road shoulder AND for storm-water drainage. Also in the EA are proposals for well-placed trails, bridges, commercial/shuttle vehicle parking, close-in parking for disabled, reconfigured plaza to pull it even further from the creek. Will be posted on park website (www.nps.gov/muwo) and if you have questions, contact Mia.</i> 2. <i>FLAP...repairs of road in Frank Valley to include road work, culverts and other improvements. Learn more about this project at the county's Nov 9 meeting, 6-8pm at the Mill Valley Community Center.</i> 3. <i>Next NPS Marin Public Meeting is Jan 18, 6:30 at the Mill Valley Community Center with an MOU update and review of recent guidance from an updated PWA report. Make sure you're on the mailing list to get a meeting notice!</i> 4. <i>Much work has been accomplished with guidance from the Redwood Creek Watershed Vision...learn about the varied and many projects! Pick up your own copy of the Redwood Creek Watershed Accomplishments Report at Muir Woods. Ask Mia to mail you one or check it out on-line!</i> 5. <i>The OneTam Science Summit recently presented an in-depth assessment of the "peak's health"...read the white paper, see the assessment tools for species and habitat all on the onetam.org website. Invaluable information for those of us who wish to know more about our wild neighbors and landscapes, wish for up-to-the minute tools when making decisions or learn from those studying this area.</i> 	<p><i>Follow up on contacts with NPS, Marin County, and State Parks staff on a monthly basis.</i></p>

	<p>6. <i>Golden Gate Dairy House available for meetings, trainings...more information soon on how to access the calendar.</i></p> <p>7. <i>Recent rains have opened the bar to connect Redwood Creek to the ocean...creek flows keep this open and soon we'll hopefully see salmon return!</i></p>	
02	<p>Fire/Life Safety – 1793 Shoreline: <i>No new actions to report on opportunities to sell/trade the site.</i></p>	<i>_ Look into other ways to trade the property for equivalent assets.</i>
03	<p>Fire/Life Safety – New Fire House: <i>I have not been aware of any further committee meetings. My recommendation is to schedule a pre-app meeting with the Building Department to acquire a written confirmation of the formal application procedure (as was done with the Sunset Way Project) and to eliminate any surprise entitlement demands from the County down the road. I also would prioritize the development of a complete Critical Path project schedule (Gantt Chart) that includes the entire design, community review, board approval, County entitlement, and construction timetable so that everyone is on the same page and aware of the current status. Regular management operations duties and dealing with other special issues have precluded my spending time on this.</i></p>	<i>_ Follow up on board direction.</i>
04	<p>Fire/Life Safety – Fire Tax: <i>The Fire Tax is on the ballot for 11/08/16 and requires a 2/3 majority to pass. Please note that the approved budget assumes the tax revenue.</i></p>	<i>_ Depending on the outcome of the election, the budget may or may not need to be revised.</i>
05	<p>Fire/Life Safety – Disaster Prep: <i>The Disaster Prep trailer and tents funded by the County grant have been received. Three generators were ordered as well but have not been received yet. We still need to better organize our storage shed and containers to accommodate supplies and/or expand storage where possible (under the community center deck or with an additional container?)</i></p>	<i>_ Meet with management of other Marin CSD's to review County support.</i>
06	<p>Recreation – Measure A Funds: <i>Nothing new to report.</i></p>	<i>_ Continue to track funds and anticipate future use for the specific areas of the Measure A dollars in FY18/19.</i>
07	<p>Recreation – Community Center Landscaping: <i>Nothing new to report.</i></p>	<i>_ Obtain estimates to complete the stone at the ramps for future consideration.</i>
08	<p>Recreation – Community Center Renovations: <i>A capital improvement list was approved in the budget on 10/12/16. Unfortunately, regular management operations duties and dealing with other special issues have precluded my spending time on this.</i></p>	<i>_ Follow up with the Board on a comprehensive plan for all facilities.</i>
09	<p>Recreation – Spindrif Point: <i>No new actions to report on this issue.</i></p>	

10	<p>Recreation – Marin County Community Services Grant: <i>I applied for a Community Funds Grant from the County for \$10,000 for accessibility upgrades to the Community Center, specifically to replace the rotting deck at the upper classroom with a ramp as required by code. I attended the Board of Supervisors meeting on 10/1/16 to present our case. While decisions were not made at the meeting, Supervisor Kinsey supported the grant request for \$5,000 and I believe that will be approved in the next couple of weeks by the County Administrator. In this cycle, approximately \$334K was requested by 42 non-profits and government entities and approximately \$175K will be awarded. Please extend your thanks to Supervisor Kinsey for his support of the MBCSD in this request.</i></p>	<p><i>_Follow up on funding approval and project.</i></p>
11	<p>Roads – Sunset Way Project: <i>Project work stopped per board direction. Nothing new to report.</i></p>	<p><i>_Follow up on pending board action and direction to staff.</i></p>
12	<p>Roads – Misc Repairs: <i>No new actions to report on this issue.</i></p>	<p><i>_Assess areas that need patching.</i></p>
13	<p>Roads – CalTrans Easement at Hwy 1/Sunset Way: <i>The issue of safety improvements needs to be raised with State representatives and CalTrans. No new actions to report.</i></p>	<p><i>_ Outreach to CalTrans</i></p>
14	<p>Water – Marin LAFCO: <i>Executive Director Keane Simonds would like to discuss our Fire service details as LAFCO is currently undergoing a study on that in the County. A meeting with him and Fire Chief Wynn should be scheduled but other business has superseded this topic.</i></p>	<p><i>_ Confirm Water sphere of influence boundaries on LAFCO records and discuss MBCSD Fire charter in a future meeting.</i></p>
15	<p>Water – Well Issues: <i>October testing for the 2002 and 2008 Wells did not detect any e.choli. Total coliforms were <1.0 ppm in both wells, I'm happy to report.</i></p>	<p><i>_Continue regular monitoring schedule and required notices.</i></p>
16	<p>Water – Modification to Water Board Reporting : <i>I am working on a request for further information on our system from the State Water Resources Control Board and it is a priority item that has consistently been superseded by other board requests. The deadline is pending as the Water Board engineer has scheduled an inspection for November 30th. After the inspection, a new monitoring plan will be operational which requires additional information to be reported on a daily basis. This will increase labor time from both the Water Manager and me.</i> <i>With regards to the new plan, I have repeated reported that the existing water control/monitoring system has the following weaknesses:</i> <i>_ does not adequate to supply the required data now necessary,</i> <i>_introduces manual transcription errors needlessly,</i> <i>_does not backup information prudently,</i> <i>_does not provide user-friendly online controls necessary to remote operation,</i> <i>_is dependent upon one individual who installed the system for troubleshooting rather than a company with available customer service,</i> <i>_is inconsistent and therefore unreliable in the level readings provided,</i> <i>_is susceptible to inconsistencies due to manual data input,</i> <i>_wastes labor time that could otherwise be used elsewhere,</i></p>	<p><i>_Submit info requested to the Water Board engineer ASAP.</i> <i>_ Request approval of the XiO online control system to offset the increased labor costs and to provide more reliable data as required by the new monitoring plan.</i></p>

	<p><i>_does not provide the long-term historical data needed to evaluate the system,</i></p> <p><i>_is not up to the control/monitoring standards of other water systems in Marin County.</i></p> <p><i>According to the approved District Manager Job Description, I am required to make sure “...The water system is functioning at its highest level of quality, and as much as possible has been done to prepare it for robust continuance in the future.” Additionally, the approved Water Management Plan requires that we “...Monitor all data and investigate anomalies, irregularities, and trends” and “...Maintain and track data on well production, tank levels, usage and consumption, chemical treatment additions and residuals.” I want to make it clear that these requirements are <u>not</u> being consistently achieved due to the limitations and failings of the existing system.</i></p> <p><i>Therefore, I have researched and proposed the implementation of a monitoring and control system from XiO Inc. that would substantially increase the performance and safety of the water system while simultaneously saving money on labor and reducing/eliminating the margin for errors in manual reporting. I strongly feel that by continuing to ignore the weaknesses of the existing system, the MBCSD is imprudently and unnecessarily putting water safety at risk. Any risk management calculation on this issue would clearly favor investing in the technological improvements to the system that are now available. The XiO system is specifically designed for small water systems and other similar SCADA products are aimed at the larger market and cost substantially more.</i></p> <p><i>I ask that the board approve the expenditure of the funds to improve the reliability and safety of the water system. Given my personal experience of numerous problems with the existing system, unless it is replaced I can certainly not assure you that the “water system is functioning at its highest level of quality.” In fact, if you look at the records you’ll see that it is not and I consider that an urgent issue to fix.</i></p>	
17	<p>Water – National Park Service inter-agency work: <i>No new actions to report.</i></p>	<p><i>_Follow up on clarifying responsibilities of the AMP.</i></p>
18	<p>Water – Banducci /NPS Property: <i>NPS has notified me that work is planned to start on 11/13/16 and to be completed by 11/23/16.</i></p>	<p><i>_Observe the construction work for compliance and coordination.</i></p>
19	<p>Water – Conservation: <i>No new actions to report.</i></p>	
20	<p>Water – Water Manager Retirement: <i>Pete DeFremery has been working on a contract basis since Harvey has been away. Options for Water Management past Harvey’s available date are pending RFP’s planned for November.</i></p> <p>IMPORTANT NOTE: <i>In reviewing the requirements of our system, I noted the following:</i></p> <p><i>“All personnel who operate the treatment facilities shall be certified in accordance with Sections 63765 and 63770 of the California Code of Regulations. Muir Beach Community shall be operated by T2 and D1 operator or higher.”</i></p>	<p><i>_Schedule time to develop and follow thru on RFP’s for Water Management successor.</i></p>

	I believe we have not been fully in compliance with this requirement and will require any future substitute operators to be certified. Harvey is certified but I am not and, therefore, cannot supervise anyone in his absence.	
21	Water – Water Rates and Policies Update: <i>Follow up discussions with the water specialist attorney occurred in October and he is assessing the information.</i>	<i>_A discussion of this issue is planned for the December meeting.</i>
22	General Business – District Manager’s Hours: <i>For the record, here are my weekly hours since the last DM report. My comp time had built up due to +30hr weeks so some weeks here were reduced to bring the balance down to 0: 09/04/16 - 09/10/16 = 23.75hrs 09/11/16 - 09/17/16 = 10.50hrs (limited time to reduce comp balance) 09/18/16 - 09/24/16 = 05.75hrs (limited time to reduce comp balance) 09/25/16 - 10/01/16 = 32.00hrs 10/02/16 - 10/08/16 = 28.75hrs 10/09/16 - 10/15/16 = 09.00hrs (away on vacation for half of week) 10/16/16 - 10/22/16 = 13.00hrs (limited time to reduce comp balance) 10/23/16 - 10/29/16 = 10.25hrs (out sick for half of week)</i>	
23	General Business – Financial Audits: <i>R.J. Ricciardi, Inc. has drafted the FY07/08 and FY08/09 audits. Michael O’Connor is close to finishing FY09/10. He hopes to finish FY10/11 and FY11/12 by the end of the year. At this point, the remainder will not be finished until February at the earliest.</i>	<i>_Continue to complete the management questionnaires and monitor the audit schedule.</i>
24	General Business – Strategic Planning: <i>Agenda item 06 addresses this issue.</i>	<i>_ Follow up on board direction.</i>
25	General Business – Website: <i>Proposals have been requested and a revision will be implemented now that funds have been appropriated in the approved budget.</i>	<i>_Revise the site pending consultant proposals.</i>
26	General Business – FY17/18 Budget Planning: <i>Budget planning for the next fiscal year should begin in February, 2017.</i>	<i>_Plan for a preliminary draft budget review in March 2017.</i>
27	General Business – Grants: <i>The Grants committee has been formed and I am waiting for updates on progress.</i>	
28	General Business – MBAG Information: <i>No new announcements at this time.</i>	
29	General Business – By Laws update: <i>The By Laws need to be revised to correct some errors. I am still waiting for the Directors to review the existing ones and let me know about any questions/concerns/suggestions. They are available at: http://www.muirbeachcsd.com/documents/BylawsMBCSDApprovedMar272014.pdf</i>	<i>_Draft an update to the By Laws and agendaize for review/approval in a Regular Board Meeting.</i>