



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

December 07, 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. Items in grey text are still pending but not currently active:

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> <p><i>1. Dec 8th, 11 am: Redwood Creek salmon return to their home stream! Born in Redwood Creek and then, as part of Coho JumpStart reared at the Warm Springs Hatchery, they come back to spawn and live out the final stages of their life. The crews arrive (with the fish!) at the Muir Beach parking lot for final briefing before moving through lower watershed to release them! Our restoration crews will be on hand to share the many projects underway to help salmon throughout the watershed. Related: Trail travel in the creek is prohibited til May to protect the fish, minimize impacts to stream sediments. The Dipsea Plank has come out of stream channel and detour is in place.</i></p> <p><i>2. Muir Woods shuttle operates December 26-January 1 to provide a public transit option during the busy holiday period. Other shuttle news: 12% increase in ridership, perfect 2016 safety record (so far!).</i></p> <p><i>3. Day of Thanks service day "rain" day is now December 17...Rock Springs, work begins at 9 am.</i></p> <p><i>4. NPS Marin Public Meeting is January 18, 2017 6 - 8 pm at the Mill Valley Community Center. This is an MOU update, featured topic is the PWA 2.0 report and other park news.</i></p> <p><i>5. Winter solstice marked in Woods with an end of shortest day walk...learn more and register on park's website.</i></p>	<p><i>_ Follow up on contacts with NPS, Marin County, and State Parks staff on a monthly basis.</i></p>
02	<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.</i></p>
03	<p>Fire/Life Safety – New Fire House: <i>Nothing new to report.</i></p>	<p><i>_ Follow up with committee and board.</i></p>

<p>04</p>	<p>Fire/Life Safety – Fire Tax: <i>The Fire Tax passed by a margin of 226 votes (81.59%) in favor to 51 votes (18.41%) against. Thanks to the VFA and those who spent time advocating for the measure. Following the election, I met with the County Finance Dept official to acquire the paperwork that needs to be completed to collect the tax on the next bill. Please note that because the measure had not been passed prior to the first tax bills going out, the entire amount will appear on the second bill. For subsequent years, it will be split evenly between the two bills.</i></p>	<p><i>_ Compete the Finance Dept submittal for collection.</i></p>
<p>05</p>	<p>Fire/Life Safety – Disaster Prep: <i>The Disaster Prep trailer, tents, and generators have all been received now. A storage solution for everything is still pending. Chief Wynn has an example photo showing how a similar trailer was custom labeled and I also have info for the printing company in San Rafael who labeled the Marinwood trailer. For security of the trailer, it would be helpful to move forward with some type of identity markings.</i></p>	<p><i>_ Submit County paperwork on Grant completion. _ Meet with management of other Marin CSD's to review County support of Disaster Prep issues.</i></p>
<p>06</p>	<p>Recreation – Measure A Funds: <i>Nothing new to report.</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>
<p>07</p>	<p>Recreation – Community Center Landscaping: <i>Nothing new to report.</i></p>	<p><i>_ Obtain estimates to complete the stone at the ramps for future consideration.</i></p>
<p>08</p>	<p>Recreation – Community Center Renovations: <i>I met with a contractor to review the Capital Improvements List for the Community Center. We discussed his impressions of the work and an approach to moving forward on developing info that could be priced. While there are many items that require design clarification, the two priority projects are the glazing at the main deck railings and the failing upper deck/accessibility issues (see item 10 below.) The contractor is not available until January/February but some sketches will be provided to him before that time which he will price for consideration. Director Hamilton-Rivers and I have discussed working on the design clarifications for the other projects and plan to meet to schedule that process. I have also been working on the replacement of the old propane tank. McPhails is scheduled to review the options with me on pouring a pad for a new tank at a better location. I should have a proposal for that in the next couple of weeks. On a related note, the old tank located near the volleyball court has been removed. Per previous discussions about safety and, as required by the insurance company, the chipper and splitter now owned by Cuco have been moved off of District property and reside at Green Gulch.</i></p>	<p><i>_ Follow up with the Board on bids and proposals.</i></p>
<p>09</p>	<p>Recreation – Spindrift Point: <i>No new actions to report on this issue.</i></p>	

10	<p>Recreation – Marin County Community Services Grant: <i>I received an email confirmation that my application to the Community Funds Grant from the County for \$5,000 for accessibility upgrades to the Community Center was approved. If you recall, this was to replace the rotting deck at the upper classroom with a ramp and for other accessibility issues. I plan on providing contractors with sketches of the ramp work for pricing and consideration. Depending on the bids, I will also include other improvements for consideration such as failing door thresholds and hardware.</i></p>	<p><i>_Follow up on planning for the work and processing the grant funds.</i></p>
11	<p>Recreation – Performance Events: <i>Muir Beach Live: Flamenco Night is scheduled for this Friday, 12/09/16, 8pm-10pm, and 70+ advance tickets have been sold so it should be a great event!</i> <i>A Rockabilly Night is planned for Friday, 01/27/17 and is highly recommended as well. Ticket for that are now on sale at: http://muirbeachrockabilly.brownpapertickets.com</i></p>	
12	<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>
13	<p>Roads – Misc Repairs: <i>No new actions to report on this issue.</i></p>	<p><i>_Assess areas that need patching.</i></p>
14	<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>
15	<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>
16	<p>Water – Well and Distribution Issues: <i>November testing resulted in no e.coli in either well but total coliforms were present: 52 per 100mL for the 2008 well and 1 per 100mL for the 2002 well. The distribution system tested fine with an absence of both e.coli and total coliforms. Per standard practice, the Water Board received the results and I spoke to the engineer to confirm that we have been maintaining the required chlorine residual in the system.</i></p> <p><i>On 12/01/16, Harvey and I met with the Water Board Engineer, Misha Anderson, for an inspection of the system. She reviewed the wells, pumphouse, and lower tank for compliance and did not raise any concerns. I confirmed that a water engineer had been hired to complete the permit modification plan and the required missing info would be provided by the end of the year. She confirmed that was acceptable and assumes our new reporting requirements (daily chlorine residuals, PH, and temp at the lower tank) will begin in January. Leighton Hills added PH and temp modules to the analyzer at the lower tank but the unit does not have capacity to connect that additional output so a webcam has been setup to view the units LED readout remotely. See item 19 below for additional comments from the Water Engineer on the Banducci connection.</i></p>	<p><i>_Continue regular monitoring schedule and required notices.</i></p>

	<i>Last week, there was a break in a main line on the Pacific Way bridge and a repair has been scheduled. There were additional expenses paid in November for unexpected plumbing repairs, as well.</i>	
17	Water – Modification to Water Board Reporting : <i>As mentioned above, Alderman Engineering was hired to complete the info required by the Water Board for the permit modification. Once complete, Jeff Alderman will stamp the package and I will submit it for approval. A Not to Exceed Contract for \$5,000 was agreed upon to do the work. As with other unforeseen expenses over the last few months (e.g.various legal costs, plumbing breaks, etc), the budget will probably need to be revised in the second half of the fiscal year to accommodate this expenditure.</i>	<i>_Submit additional info pending the consulting engineer’s work.</i>
18	Water – National Park Service inter-agency work: <i>No new actions to report.</i>	<i>_Follow up on clarifying responsibilities of the AMP.</i>
19	Water – Banducci /NPS Property: <i>The contractor for NPS substantially completed the piped connection and other necessary changes for the Banducci water line. Initial water tests on that line resulted in positive coliform counts and I am working with Mike Ryan of NPS to identify the source. During the Water Board Engineer’s inspection, I confirmed the addition of the new line and promised to follow-up with a modified schematic of our system showing the added work as part of the permit modification package. I acknowledged that coliform was showing up in the line and may be coming from backflow from the horse camp pipe, which was altered by the new work. The engineer agreed that adding a check valve to the line per Mike Ryan’s suggestion would be a good idea and I concur. Mike is looking into having the NPS contractor provide that work as part of their expense on the project. Once the water quality has been approved and service is officially ready to commence, I will execute the remainder of the MOU which is to bill the occupants for the service connection fee (\$6,500) and begin standard bi-monthly service billings.</i>	<i>_Address the water quality issues with NPS. _ Execute the MOU service connection fee and regular billings.</i>
20	Water – Conservation: <i>The annual Small Water Supplier Conservation Report is due next week on 12/15/16 so I will be focused on generating that work prior to the deadline.</i>	<i>_File and distribute the report.</i>
21	Water – Water Manager Retirement: <i>A large part of my time since the November board meeting has been spent on the Water Management RFP and search. The document was finalized and distributed last month (via ZipRecruiter, Craigslist, association websites, etc.) It’s available on the District website under the “Alerts and Announcements” tab at: http://www.muirbeachcsd.com/documents/20161115%20MBCSD%20Water%20Management%20RFP.pdf I continue to proactively contact individuals and companies for further distribution and recruitment. To date, I have received seven inquiries from individuals. I have spoken with the managers of Green Gulch and Stinson Beach County Water District, private companies including Weeks Drilling, and the Director of the CA Rural Water Association.</i>	<i>_Continue to distribute the RFP and answer inquiries. _Provide tours to interested individuals and companies. _Summarize and assess the responses by the January board meeting for further consideration.</i>

	<i>This week, I provided two site tours of the system to individuals. Although the RFP lists the response deadline as 12/14/16, I anticipate extending that to allow for a more comprehensive search. I will catalogue the responses for the Personnel Committee prior to the January board meeting so a schedule for next steps can be finalized.</i>	
22	Water – Water Rates and Policies Update: <i>This topic is scheduled as Agenda Item 05.</i>	<i>_Follow-up on board direction from mtg.</i>
23	General Business – District Manager’s Hours: <i>For the record, here are my weekly hours since the last DM report.</i> <i>10/30/16 - 11/05/16 = 31.00hrs</i> <i>11/06/16 - 11/12/16 = 26.25hrs</i> <i>11/13/16 - 11/19/16 = 18.50hrs</i> <i>11/20/16 - 11/26/16 = 07.50hrs (limited week due to holiday)</i> <i>11/27/16 - 12/03/16 = 27.25hrs</i>	
24	General Business – Financial Audits: <i>R.J. Ricciardi, Inc. has completed drafts of the 2008, 2009, and 2010 audits and provided me with the following schedule for the remaining work:</i> <i>2010-11 Audit = December 2016</i> <i>2011-12 Audit = January 2017</i> <i>2012-13 Audit = February 2017</i> <i>2013-14 Audit = February 2017</i> <i>2014-15 Audit = March 2017</i> <i>2015-16 Audit = March 2017</i>	<i>_Continue to monitor the audit schedule.</i>
25	General Business – Strategic Planning: <i>Agenda item 06 addresses this issue.</i>	<i>_ Follow up on board direction.</i>
26	General Business – Website: <i>I am working with Kris Backenstose on moving forward with the website revisions, as his proposal falls within our budget allowance.</i>	<i>_Revise the site with the consultant.</i>
27	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>
28	General Business – Grants: <i>No new actions to report from management.</i>	
29	General Business – MBAG Information: <i>MBAG asked that the following information be passed along in this report:</i> <i>Meeting Notes: MBA Group Meeting of November 15, 2016. 7:00pm Muir Beach Community Center, Members in attendance: 18.</i> <i>Following call greetings and call to order, discussion commenced on the following items:</i> <i>1. Report on results of California Coastal Commission Meeting of November 2, 2016. The CCC considered approval of Marin County’s (a) Land Use Plan and (b) Implementation Plan subject to many modifications recommended by CCC staff. The Commission approved the parts of Marin’s Land Use Plan related to agriculture, but it</i>	

**deferred* a decision on the *Environmental Hazards* portion of the LUP.*

The Environmental Hazards portion of the LUP relate to rules regarding what a home owner can and can't do to build a house, or repair a house in the coastal zone meaning any house in Muir Beach between the ocean and Highway 1 (almost all houses in Muir Beach).

*There are disagreements between what the CCC staff wants to limit and restrict and what the county planning and Board of Supes wants. In one point of disagreement, CCC staff wants it to be that if any *element* of a house like a single exterior wall- requires more than 50% replacement to effect a repair, then the homeowner would have to apply for CCC permission to make the repair and the CCC would treat the *whole* house as if it were brand new construction and require it to meet CCC standards for sea-level rise and coastal erosion over the next 100 years. Also, if the cumulative cost of the repair is 50% or more of the value of what it was in 1977, then the homeowner would also have to meet the CCC requirements. (For example, if you had to replace 50% or more of the studs in a wall because of dry rot, you'd have to get CCC approval as if you were building a whole new house). Marin county wants less strict thresholds. Another point of disagreement between CCC staff and Marin county: Marin wants it to be that if your house burns down or is destroyed in a natural disaster, then you could rebuild it as it was without having to go through the CCC approval process. However, CCC staff wants to eliminate that exemption and treat a rebuild following loss by natural disaster as if it were entirely new development.*

*While the full Commission deferred a decision on these matters, they nevertheless approved the Implementation Plan *as revised by CCC staff*. *This is confusing, because the revised Implementation Plan seems to mandate all those items that were not approved in the CCC staff-revised Land Use Plan. It was reported that the CCC instructed its staff to work with Marin County planning staff to settle the differences.*

We then discussed what was known about next steps. One concern expressed was whether the CCC staff and county staff would come up with a backroom deal or if there would be public input. It was reported that the head of Marin planning, Brian Crawford, wanted to include the public in the process, perhaps by putting together a working group that would include one person from each community: Stinson, Bolinas, Muir Beach, etc. Brian Crawford also asked if each community could send a letter saying what in the LUP would be deal breakers and/or bare minimums. It was reported that Brian Crawford suggested putting together a small working group including one representative from each community. Meetings of this group wouldn't begin until mid-December. There was then discussion on whether or not this would be sufficient and transparent enough to be called public input. One idea was to ask for one or more public workshops, although there was some doubt expressed that this would be achievable at this late date, since this process has been going on for nearly 8 years, it's very complex, and most times people show up at the workshops but they've

not really studied the documents. Another idea was to just hold a meeting ourselves with the other communities to come up with a common position. Another idea discussed was to participate in the smaller county workgroup, but ask that*two* individuals from each community be included.

Followups:

A) It was generally agreed that we should at least support the county planning department's desire to have public participation in formulating the county's responses to CCC staff. The group then decided it would be desirable to send a letter to the county planning commission a letter saying we support having a public process and public participation in working out Marin's position on the Land Use Plan. A MBA member volunteered to draft the letter. When available, a copy of this letter will be distributed to the MBA Group members. Members will also consider whether or not they would be willing to participate in a small working group with Marin planning, if they desire to form one.

B) Read the material and talk to fellow Muir Beachers about the issues. Of special importance is the Marin LCP Implementation Program as Modified, which you can find here:

[http://www.marincounty.org/~media/files/departments/cd/planning/local-coastal/newdocs/marin_county_implementation_program_amendments_20152016_compiled_approved_mods-\(2\).pdf?la=en](http://www.marincounty.org/~media/files/departments/cd/planning/local-coastal/newdocs/marin_county_implementation_program_amendments_20152016_compiled_approved_mods-(2).pdf?la=en)

Scroll down to Section 22.68 at page 136 and read through sections 30 through 60: pages 136 - 142. Then Scroll down to Section 22.130 and read the definition of "Redevelopment" on page 215.

2. Report on Major Projects between Muir Beach and Muir Woods.

We then reviewed the following construction projects being planned that will see heavy trucks and equipment using Highway 1 and Muir Woods Rd through Frank's Valley:

- a) rebuild of foot bridges and creekbed realignment inside Muir Woods
- b) rebuild of 3 MW parking lots and new construction of a 4th parking lot
- c) rebuild of Muir Woods Road through Franks Valley
- d) replacement of concrete bridge across Redwood Creed at the boundary of Muir Woods
- e) rebuild and realignment of Redwood Creed trail.

The rebuild and new construction of the Muir Woods parking lots is a NPS project. This project is currently open for public comment, and the deadline for public comment is December 5th.

Discussion focused largely on the rebuild of the Muir Woods Road through Franks Valley. A public meeting was held on November 9 at the Mill Valley Community Center. Only 8 members of the public attended. Another public will be held sometime in January. Public

comments on this project are due by December 9th.

While it is clear that the road through Franks Valley is sorely needed, a few of the questions and suggestions raised by the public at the Mill Valley include:

- what is the overall schedule for all 5 construction projects? What is the sequence of the projects? Will it be five straight years of construction in the Muir Beach/Muir Woods corridor? Or more?*
- the Federal Hwy Administration, which is managing the project, intends to do only an Environmental Assessment (EA), but why not just do a full Environmental Impact Report (EIR) now since the EA will probably point to the need to do an EIR anyway?*
- The plan to keep the road open during construction in the summer, but reduce it to one-lane: that will be disastrous to traffic and will slow construction. Why not close Muir Woods during construction?*

Additional questions and issues raised during the MBA Group meeting included:

- What is the visitor capacity now and during construction?*
- need to see an overall schedule for construction of *all* construction projects in the Redwood Creed watershed; especially the big ones requiring heavy equipment, heavy trucks, demolitions, or excavations. These would include: the MW Road Rehabilitation; building and rebuilds of MW parking lots; replacement of the bridge across Redwood Creek at the southern end of Muir Woods; the construction of the Redwood Creek trail; and the rebuild of trailways, footbridges, and creek realignments inside MW*
- need to see the priority of these projects.*
- a full Environmental Impact Report needs to be done on these projects, especially the MW Road project; the bridge replacement; the Redwood Creek trail project; and the MW parking lot project.*
- serious consideration should be given to shutting MW during major construction projects; especially the reconstruction of the MW Road and replacement of the bridge across Redwood Creek.*
- the pros and cons of departing from the 24 foot road width standard should be considered, especially to the degree that excavation for road widening can be reduced*
- need to maintain access for emergency vehicles/services at all times during construction*
- the plan to control traffic needs to be detailed, and the effect on traffic beyond the MW road needs to be considered*
- the lack of a NPS evacuation plan for park visitors is a serious and continuing risk; if MW does remain open during construction, then the risk grows much greater: a clear safety and evacuation plan needs to be formulated.*
- the MW is to remain open during road construction and access is reduced to one lane, then the appropriateness and safety of the current large bus fleet -both Marin Transit and private tour operators- needs to be evaluated.*
- the natural environment of the creek and watershed are very fragile and already compromised: utmost care and best practices need to be used during all construction projects.*

	<p><i>Followups:</i></p> <p><i>Public comments need to be submitted by December 9. A MBA member volunteered to draft a template letter that people could adapt and send; when available, this letter will be distributed to MBA Group members. Comments can be submitted here: https://parkplanning.nps.gov/projectHome.cfm?projectId=68334</i></p> <p><i>*3. Other news and announcements*:</i></p> <p><i>Dennis Rodoni was elected to replace Steve Kinsey as our District 4 Supervisor. A few months ago, Dennis came out and walked around Muir Beach with a couple of MBA Group members, and so has some familiarity with some the conditions and issues here at Muir Beach.</i></p> <p><i>There have been three Superintendents of the GGNRA since our last meeting: Christine Lehnertz (the last officially appointed superintendent) left in September to go run Grand Canyon. Aaron Roth, who was named Acting Superintendent, announced in early November that he was leaving to take a position in Colorado. Jim Milestone, who came from Whiskeytown Nat'l Rec Area, is now the current Acting Superintendent and has announced he will stay for 4 months. *UPDATE: Craig Kenkel* will return to GGNRA as *Acting Superintendent in mid-December*...he was Chief of Cultural Resources, Supt at the historic ships and is coming most recently from the Cuyahoga Nat'l Rec Area. A permanent Superintendent won't be appointed until sometime after the new Administration takes office in 2017.</i></p> <p><i>The GGNRA announced that they will be issuing their final rules on Dog Management Plan will be released this winter. Following a period of public notice, the new rules will take effect. A lawsuit against the GGNRA regarding the Dog Management Plan continues to move along.</i></p>	
<p>30</p>	<p>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></p>	<p><i>_Draft an update to the By Laws and agendize for review/approval in a Regular Board Meeting.</i></p>