



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive □Muir Beach, CA 94965 □415 383 9969 □www.muirbeachcsd.com

AGENDA

Regular Meeting of the Board of Directors

Wednesday, March 27, 2019 7:00 PM

Muir Beach Community Center

19 Seacape Drive

Muir Beach, CA 94965

TIMING OF AGENDA ITEMS: The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting. The following items will be considered, and any item can be discussed, acted upon, or approved during the course of the meeting.

SPECIAL NEEDS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

7:00 pm Item 1: Call to Order

Board: Leighton Hills (Board President), Victoria Hamilton-Rivers (Board Vice-President), Gary Friedman (Director), Peter Lambert (Director), Steven Shaffer (Director)

Staff: Mary Halley (District Manager), Leslie Riehl (Treasurer) Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)

Item 2: Approval of Agenda

The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.

Item 3: Election of Vice-President

Board will elect a Board Vice-President. Victoria Hamilton-Rivers has requested that a Board Vice-President be elected to replace her in that role.

Article 2.3 of the CSD Bylaws (available on the CSD website) provides: “*The Board President and Board Vice President shall be elected at the first meeting of the calendar year or at another subsequent meeting as determined by the Board of Directors. The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office.*”

The Election of Vice-President will proceed accordingly:

- (1) Nominations – Candidate(s) for Board Vice-President should be nominated by any one or more Directors.
- (2) Motion to Close Nominations – A motion should then be made to close the nominations, seconded and voted upon.
- (3) Vote – The Board President should then call a vote for or against each nominated candidate, and declare the outcome of the election.

Item 4: Consent Calendar

All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).

- A. Approval of Draft Minutes from Regular Board Meeting of 2/27/19.

Item 5: Items Removed from Consent Calendar

Items moved from the Consent Calendar to the Regular Agenda, if any.

Item 6: Treasurer's Report

Treasurer Leslie Riehl will give brief highlights (if any) of the Treasurer's report.

Item 7: District Manager Report

District Manager Mary Halley will present highlights from the District Manager's Report.

Item 8: Approval of Marin LAFCO Ballot Candidate

The MBCSD has been requested by Drew McIntyre, General Manager for North Marin Water District (NMWD), to exercise our District's vote in the upcoming LAFCO Election for Special District Representative to vote for Jack Baker from NMWD. The other two candidates are Lewis Kious, Almonte Sanitary District, and Tod Moody, Sanitary District #5. A representative from a neighboring water district may align better with MBCSD operations and interests. The Board is being asked to approve submitting a ballot with a vote for Jack Baker. Directors Leighton Hills and Steve Shaffer will give some background on previous requests by LAFCO candidates for votes in their favor.

Item 9: Sunset Way Project Update

Director Leighton Hills, Board appointed Project Manager, will give any updates on the current status of the Sunset Way Improvement Project. Items may include progress on contract negotiations and any updates on the timeline for the project.

Item 10: Fire Department Report

Fire Chief Chris Gove will give his report.

Item 11: Water Policy Update – Additional Fees

Lack of physical access to a water meter can be costly to the District in terms of extra management time when staff must go back repeatedly to read a meter or check for critical leaks. It is the responsibility of the homeowner/water customer to make sure that their water meter box is readily accessible – meaning clear of debris, dirt, mud, and obstructions such as cars, trailers, trash cans, etc., that prevent access to the meter box by the water operators and staff. It has been brought to the District’s attention that obstructed water meters, whether when trying to determine if a leak is present or during routine meter readings, has become a persistent problem at some locations. The proposed addition to our meter reading policies is the implementation of a \$45 “Water meter box obstruction & cleaning fee” when the meter has to be cleared of debris, dirt, mud, etc. before being able to access the meter, and, a \$45 “Water meter repeat trip fee” when it takes more than one visit to read a water meter. Also, because of increased costs, staff proposes increasing the “Delinquent account fee” from \$25 to \$45 and the “48-Hour Termination Notice fee” be increased from \$25 to \$45.

Summary of Fees:

- A. Meter Box Obstruction & Cleaning Fee - \$45
- B. Water Meter Repeat Trip Fee - \$45
- C. Delinquent Account Fee – increased from current \$25 to \$45
- D. 48-Hour Termination Notice – increased from current \$25 to \$45

Item 12: Public Open Time

Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not be elsewhere on the agenda.
3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
4. Public comments are limited to 3 minutes per speaker, unless waived by the Board.
5. The period for public open time is limited to 10 minutes, unless waived by the Board.

Item 13: Recognitions & Board Member Items

Board recognitions and pending events of interest to the community.

Item 14: Adjournment

Next Agenda Meeting Date: Wednesday, April 17, 2019

Next Board Meeting Date: Wednesday, April 24, 2019

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

2 Minutes of the Board of Directors' meeting held on
3 Wednesday, February 27, 2019

4
5 **OFFICIAL MINUTES ONLY UPON APPROVAL**

6
7 Prior to approval of these minutes by the Board of Directors in a public meeting, these
8 minutes are draft only and subject to change. Upon approval by the Board, these
9 minutes become the Official Minutes of the meeting.

10
11
12 **Item 1: Call to Order**

13
14 Leighton Hills called the meeting of the Muir Beach Community Services District Board
15 of Directors to order at approximately 7:08 pm.

16
17 Directors present: Gary Friedman, Leighton Hills, Peter Lambert, Steve Shaffer

18
19 Staff present: Mary Halley, District Manager
20 Leslie Riehl, Treasurer
21 Chris Gove, Fire Chief

22
23
24 **Item 2: Approval of Agenda**

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26 Hills announces that Hamilton-Rivers is ill and so unable to attend, so Hills will chair the
27 meeting.

28
29 MOTION: To approve the agenda
30 Moved: Shaffer, seconded by Lambert
31 Vote: AYES: Unanimous

32
33
34 **Item 3: Election of Board Officers**

35
36 This item was put off from the previous meeting. Hills is fine having Hamilton-Rivers
37 stay on as board chair through the termination of the Sunset Way project. The board
38 has discussed electing Hills as president effective the end of the project. Shaffer agrees
39 with Hamilton-Rivers staying as president during the project, but that if we don't reach a
40 unanimous decision, to put it off again until next time. Friedman and Lambert agree that
41 we should make a decision now rather than putting it off. In discussion, Marilyn Latsch
42 asks if there are any other options. The board is considering just these two options.
43 Harvey Pearlman sees no problem. Paul Jeschke says that if it became overloading
44 then a vice president could take over. Hills suggests that Hamilton-Rivers stays on as
45 vice president for that reason.

1 MOTION: To elect Hills as president for the next year and keep Hamilton-
2 Rivers as vice president for the next year.

3 Moved: Shaffer, seconded by Friedman

4 Vote: AYES: Unanimous
5
6

7 **Item 4: Consent Calendar**
8

- 9 1. Approval of Draft Minutes from Special Board Meeting of 1/10/19.
10 2. Approval of Draft Minutes from Regular Board Meeting of 1/23/19.
11

12 One correction for 1/10 meeting: Treasurer Riehl was not present.
13

14 MOTION: To adopt the consent calendar

15 Moved: Shaffer, seconded by Friedman

16 Vote: AYES: Unanimous
17
18

19 **Item 5: Items Removed from Consent Calendar**
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21 No items removed.
22
23

24 **Item 6: Treasurer's Report**
25

26 Reihl says that finances are cooking along just fine. Continuing to operate at a loss in
27 the water dept. The 25% increase and \$500 one-time fee which was asked for and
28 voted on has been deemed not valid by county counsel, and she's hoping to propose a
29 new rate structure in March. It will be different from what we've done in the past, so she
30 asks the board to give it careful consideration.
31

32 Hills expands by saying that the difficulty is to justify why it costs more (e.g. in the short
33 term) to deliver more water to people – tier 5 is a much higher rate than tier 1. Almost all
34 other water districts do that. The trouble with throwing in the towel and just charging
35 everyone the same rate means that the highest users will have a huge price decrease,
36 and the lowest users, those who are conserving water, would face a price increase. We
37 need to study other water districts to figure this out.
38
39

40 **Item 7: District Manager Report**
41

42 Halley has worked up water cost-of-service study and where others are using tiers.
43 County Counsel is being very conservative to protect the board from litigiousness. This
44 research is ongoing.
45

1 There has been some flooding lately. In fire protection, Cuco did a first round under the
2 building, cleaning out debris. Community Center: getting quotes for new flooring. New
3 piano was donated and is now in place. No news on the encroachment onto CSD
4 property by the owner of 50 Starbuck; hoping for a neighborly conclusion. Redwood
5 trees below the Community Center will soon block the view from the Community Center;
6 the absentee property owner has been difficult to get in touch with. Halley proposes
7 topping them soon, while it will still look pretty natural. Lambert use to live there and has
8 talked to the owner about them; they also block the sound. But the trees are on CSD
9 property. The owner would be happy if we planted something else to take their place
10 before removing them. Shaffer is in favor of just planting something new, and not
11 trimming, just removing them eventually. Harvey Pearlman hates to see us getting rid of
12 a redwood. A joke is made about planting cell phone towers that look like trees.
13 Seacape Drive – Marin County DPW has responded quickly to reports of speeding and
14 lost tourists; new “No Beach Access” signs designed to address this. Line-of-credit: in
15 the process of applying for potential emergency loan from Marin County. Worker’s
16 comp: across-the-board 5% increase. Board members discuss longer-term finances and
17 keeping a document of upcoming improvement projects. 2016 audit looks good.
18 Considering that the previous ones had negative numbers, these are good – hard work
19 was done in figuring out the details from previous audits. Halley recommends approval.
20

21 **Item 8: Approve Revised FY2016 Draft-Audit**

22
23 MOTION: Accept to approve the 2016 revised audit
24 Moved: Shaffer, second Lambert
25 Vote: AYES unanimous
26
27

28 **Item 9: Sunset Way Project Update**

- 29
30 1. Project Manager – List of Authorities, Duties, and Responsibilities. The Board to
31 discuss and approve the authorities that will allow the Board appointed Project
32 Manager to have the powers needed to oversee the project and define what are
33 the delegated duties.
34 2. District Manager – Board to discuss and approve Supplemental Contract for
35 separate work on Sunset Way Project when or if needed.
36 3. Update – Director Leighton Hills, Board appointed Project Manager, will give an
37 update on the current status of the project.
38

39 The contractor, Chris Lamb, is present. Contract was received by the board just hours
40 ago; they will be looking at it. Contractor indicates that most of the changes have to do
41 with CSD paying inspection costs, and so taking some of that language out. It is a
42 standard contract, giving everyone the protection they’re supposed to have. Contractors
43 are attempting to start April 1; it’s very possible it would take less than 6 months. There
44 will likely be some breaks, though they would prefer not to have breaks. Once they get a
45 provisional okay on the contract they’ll get started, first with piers, retaining walls, and

1 curbs, then moving on to water main and services, then get into the big work, which is
2 all the dirt work, new aggregate, and asphalt.

3
4 Hills says they will be using the pump house area for storing equipment. Contractor
5 explains the process of taking out a road by layers, and reusing the materials to
6 recompact the road. Some of this material can be reused on Charlotte's Way as well,
7 which will be mutually beneficial. Further discussion about the process for how
8 individual owners will be able to have their own driveways upgraded; Hills will
9 coordinate a list, and then the contractor will work with each homeowner individually.
10 This would happen when the paving was done. The more they know before they start
11 the main paving, the more smoothly it would go.

12
13 Lambert asks if we will be submitting plans to the county. Hills says the strategy is that
14 we're replacing an existing road, and replacing an existing water main – both of which
15 are expressly not maintained by the county – not doing anything down by the coast or in
16 Cove Lane, and so we don't think we need a permit, and we would ask the county to
17 confirm that. Linda Lotriet asks about the soil being moved; Hills replies that we are re-
18 using it and so it doesn't require approval based on coastal rules. Linda agrees.

19
20 As for the Project Manager's authorities, duties, and responsibilities, Hamilton-Rivers
21 came up with a list, and Hills is more in favor of having an overall description which he
22 has brought and read aloud.

23
24 MOTION: To approve contract for Halley and the description for the Project
25 Manager for the Sunset Way project.
26 Moved: Lambert, Shaffer second
27 Vote: AYES unanimous
28
29

30 **Item 10: Fire Department Report**

31 Chris Gove goes over his report very quickly. We had a total of 51 calls last year, a
32 significant decrease from past year – not sure why but possibly due to decreased traffic
33 at Muir Woods. Lots of calls for fallen trees etc. due to storms. Discussion of the
34 Audubon property along Pacific Way where large pine trees are falling – five big ones in
35 the past four weeks. Linda Lotriet comments that The Nature Conservancy lost three
36 large trees as well. A fire happened at the end of the road which was due to wet
37 conditions and caused by malfunctioning PG&E plastic.

38 39 40 **Item 11: Firehouse Update**

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42 Finally had a meeting last month, drew a footprint for the setbacks required. Process
43 continues.
44
45

1 **Item 12: Emergency Generator for the MBCC**

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3 Paul Jeschke: "With flood, fire, earthquake and tsunamis an ever-present threat to our
4 community, now is the time to act decisively on the purchase of a propane-fueled
5 generator for the Community Center along with necessary electrical modifications to
6 accommodate emergency power services in a disaster."

7 Particularly important now that PG&E has announced that they will cut power when fire
8 conditions are high. So, this is important to allow community members to charge
9 devices, etc. Some years ago, the board did approve the purchase of a generator, along
10 with the necessary funds for modifying the electrical system of the building.
11

12 Hills recalls that Gove had once mentioned the possibility of a free generator; Gove
13 says that remains a possibility, but "free" is an overstatement because we'd also need
14 to modify the electrical system, and that we should look for a grant for that. Shaffer
15 points out that we already own two 2000W generators that are still in boxes, so those
16 should be sufficient. He also says that following the vote to buy a generator was
17 followed by discussions wherein the idea was shelved for various good reasons. Hills
18 says they have small tanks, but you can get a 6-gallon extended run fuel tank that will
19 run the generator for three days straight. Jeschke says that the beauty of a backup
20 generator is that it comes on immediately, rather than having to scramble to find the
21 generators and fuel etc. Hills suggests that we use the existing Honda generators and
22 come up with a plan to have them ready to go in case of emergency. Marilyn Latsch
23 says that the Community Center has been designated as an emergency center and that
24 there should be a generator here. Further discussion ensues about what would
25 constitute a good solution, centering on how the existing generators could be made very
26 readily useful.
27
28

29 **Item 13: Drainage Ditch above Sunset Way**

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31 Cuco has come in to take out large material since this item was suggested. Tayeko
32 Kaufman lauds Halley's excellent response and asks about an ongoing maintenance
33 plan. Hills comments that this kind of thing would never be allowed to be designed
34 today, because there is so much danger of flooding. It's very important to maintain and
35 is now on the CSD's radar. Kaufman adds that there is a fence right over the ditch, and
36 that fence catches all the debris, so it backs up, and overflows elsewhere. Hills says
37 that when it went in about five years ago, the owners agreed that it would be open when
38 there was a storm, and that if there were ever a problem, they would address it. Halley
39 had also pointed out that it's also a pedestrian easement, so they really should have a
40 gate. So, we need to restart the conversation again and probably request that they
41 remove the fence, which only goes about a yard past the easement anyway. Don
42 Cohon was affected by the waterfall. Also, a lot of gravel came down, which affected the
43 stones in the path. He's incurred \$150 in charges and an upcoming charge of \$25/hr.
44 Because the ditch is supposed to be the responsibility of the CSD, he asks that the CSD
45 pay half of these costs. The board agrees. Ongoing discussion about what do to with

1 what in a very difficult situation that should never have been built that way in the first
2 place.

3
4
5 **Item 14: Public Open Time**

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7 Halley passes on an update from Mia Monroe about NPS.

8
9 Chris Gove expresses gratitude for the flowers the community sent last month, which
10 were sitting on their front door right after his father passed away.

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12
13 **Item 15: Recognitions & Board Member Items**

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15 Shaffer expresses thanks to Lloyd Gross for arranging the donated piano.

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18 **Item 12: Adjournment**

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20 MOTION: To adjourn
21 Moved: Friedman, seconded by Shaffer
22 Vote: AYES: Unanimous

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24 Meeting adjourned at 8:44 pm.
25
26

Project Manager — Sunset Way Improvement Project

In lieu of hiring an outside project manager for the forthcoming Sunset Way Improvement Project ("Project"), the Board of Directors of the Muir Beach Community Services District proposes to delegate day-to-day project oversight responsibilities to two of its members, Director Leighton Hills, and Director Steve Shaffer. Leighton has agreed and will serve as primary project manager, and Steve has agreed and will serve as an alternate project manager. The position shall be known as Board Delegate Project Manager ("BDPM"). From time to time, Leighton or Steve may call upon District Manager Mary Halley for assistance as needed knowing however that she has a relatively full schedule. The District shall compensate Mary for any time spent on the Project in accordance with a separate agreement.

1. Owner's Representative. The BDPM will oversee the project in the role of an owner's representative and will process the project on behalf the District to its successful conclusion. The BDPM will report to the Board at its monthly meetings, or more frequently if requested, all aspects of progress on the Project. The BDPM shall be the primary contact of the District with all contractors.
2. Construction Documents. The BDPM shall adhere to the current approved plans prepared by ILS Associates. The BDPM shall have authority to execute on behalf of the District a construction contract and make amendments thereto from time to time on behalf of the District with the understanding that material changes must receive approval by the Board of Directors prior to being executed by the BDPM. The BDPM may call upon legal counsel as needed in the performance of duties.
3. Permitting. The BDPM shall be responsible for obtaining the necessary permits for the Project from governmental authorities.
4. Coordination with Residents. The BDPM shall communicate with affected residents in order to minimize the disruptions from the Project. BDPM shall coordinate with delivery services such as FedEx, UPS, propane vendors, garbage and recycling services in order to minimize disruption and inconvenience from the construction activities.

3/27/19 District Manager Report – Mary Halley

Water, Fire, Recreation, Roads, Finance, and Communications

General:

Board Elections – election of Vice-President is scheduled for this coming 3/27/19 Board Meeting.

Water:

Water Service Cost Study – I have now completed the Draft-Water Service Cost Study which has been reviewed by County Counsel. I have been challenging some of County Counsels determinations as to what is allowed and not allowed in the water service rate. In doing so, I have been making some headway by researching other districts with current professionally prepared water service cost studies and providing some of this information to Counsel. Counsel has reviewed many of my findings, around the ability to include both capital improvements and capital maintenance, and has found some perimeters where they could be included under certain circumstances under Prop 218. So now, having just received Counsel's latest advisory, I will begin to update the MBCSD Draft-Water Service Cost Study to include some of these alternative rate examples. Obviously, we have needed to use County Counsels time on this so that will likely be reflected in increased water legal fees, but I have been tracking call times and trying to be as efficient as possible in preparation for a new water rate proposal. The Water Service Cost Study does not make any determination, in and of itself as to what the new water service rate should be, but rather is a factual based study of the MBCSD water system from which a water rate proposal can be based. The study includes: sources of supply, distribution, system capacity, consumption and usage, water service rates and fees, water operations budget, water cost of service, water rate structure under Prop 218, and water conservation and will be presented as the foundation for a water rate proposal. Leslie will continue to evaluate the study as to how the district can best distribute its costs of service over its various usage levels.

Water Permit Modification – the NPS has completely paid off the Contact Tank project loan as of March.

MBCSD Stream Monitoring System – the MBCSD has been participating in providing well data to the NPS's contracted hydrologist to help better understand the active hydrology of the Redwood Creek watershed.

Fire:

Transient Occupancy Tax 2 – from most recent reports, the seven Fire District Chiefs have come up with an initial agreement to distribute the Measure W funds based on TOT collection levels per district. The Muir Beach Fire Department should receive 8% of \$650,000 (half of the \$1.3million expected revenue per year for both Emergency Services and Affordable Housing) which could amount to approximately \$52,000 per year in operational funding for the Fire Department.

Firehouse – Cuco is making hanging racks under the CC to store the old redwood tank wood from Slide Ranch to store under the CC deck. Fire Chief Chris Gove will transfer the wood as soon as the rains end. The wood is to be eventually used in the new firehouse.

Emergency Siren at Green Gulch – no new news.

MBCC Fire Protection Projects – Cuco has already started clearing out all unneeded building materials from under the Community Center and will additionally clear the overgrown vegetation, thistles, and brambles from the area below the playground while the ground is still saturated enough to get the roots out as well.

Recreation:

MB Community Center – based on the MBCC facilities committee’s list of priority projects, with safety as the primary determining factor, I am moving forward with the CC flooring project. Together with members of the Facilities Committee and Director Hamilton-Rivers, we have now selected the flooring materials from the various samples. The main floors will be a vinyl plank floating floor which will include the raised portion of the main floor (that used to be carpeted) as requested by some committee members based on the usage and ability to keep that area clean. The stairwell, quilters loft, and stage extensions will remain carpeted. Bathrooms and fireplace hearth will be tile installed by John John Sward. There will be no dramatic color or design changes, just focusing on safety, functionality, quality, durability, and longevity. The CC flooring project will be paid for by Measure A funds and is looking to be scheduled for the week of 4/15 – 4/23. There are no rentals or events planned for that week/weekend and a notice will be sent out to the community that there will be no classes, quilters meeting, or Bistro scheduled for that week. The flooring contractor says that they need 5 days, but I am allowing for the weekend plus the following Monday and Tuesday to make sure that everything has time to set and any last details completed.

The new used piano for the CC has had its first tuning. Next routine tuning, to help get the piano acclimatized and settled in properly, is scheduled for November. Still keeping an eye out for an appropriate used bench before having to purchase a new bench.

MBCSD District properties – the emergency brush clearing work on the swale/ditch above Sunset Way homes seems to be aiding in keeping the water flowing through to the drainage culvert. Broken tree limbs and fallen trees seems to be the current management issue with various tree trimming projects scheduled for the next coming weeks to mitigate any further potential damage. Most of the broken tree limbs were over district trails and in drainage easements that run near residences. No damage was caused to any properties, but the work is to mitigate any damage from occurring from these precarious situations.

Encroachments – there are many ongoing encroachments in various states of communication or action within the District. Another letter was sent to the Sioux Falls, South Dakota owner of the current community reported encroachment onto the CSD Upper Park property at 50 Starbuck Drive. I copied the Board President Hills on this communication as the next level of action or negotiations. If we continue not to get any response, I think the District will have to make some choices which may include; either continuing to wait for diplomatic negotiations with the homeowner, invest in a 3-corner survey to prepare for either filing a lawsuit or just bulldozing the encroachment, or perhaps adding some picnic tables to the current landscaping and turning it into an upper park. Without any clear direction from the Board, it would seem the next course of action would be for the District to have an official 3-corner survey done in preparation for whatever course of action is next.

I am also in communication, and will be meeting with, the owner at 66 Starbuck this coming week as to a parking lot encroachment onto the District’s lower water tank property. The homeowner is very responsive and willing to meet and discuss options, so I feel a diplomatic resolution is much more likely.

Trails – there are a few broken branches hanging over the Ahab to Sunset stairs that are scheduled to be removed this week. Also, the lower part of stairs on the trail between Ahab and Sunset are getting loose and will need to be repaired this spring when the ground firms up.

Trees – the redwood trees below the MBCC were trimmed/topped this past month which will give the District a bit more time to decide on a more compact tree variety to replace the redwood trees that will eventually grow to block the view from the CC. The landscaper who did the trimming, suggested a combination of Arbutus Marina with Coffeeberry in-between as a low maintenance screening replacement. I suggest waiting until Cuco finishes clearing all the debris and dead brush from the area to create an overall comprehensive plan for that area.

Roads:

Sunset Repairs – current focus is on minor pothole repair. I don't see any point in doing any extensive repairs with the Sunset Way project about to get underway possibly this May. We will most likely just have Salvador keep filling holes with a bit of gravel brought from the work yard.

Lower Starbuck Extension – will likely need some asphalt patching scheduled for this summer when the ground dries up a bit.

Sunset Way Project – have been responding to any requests from Project Manager Hills to help facilitate getting the project underway.

Winter cleanup – cleaning drains, swales, and ditches has been a constant activity for staff as debris that is blown from the trees then collected and carried from the roadways and hillsides into the drainage systems. Also, with the arrival of spring, the focus will likely start moving to weed whacking trails and easements.

Communications:

Website – continuing to update ongoing information and data. Will need to add an agenda button to home page when I get time to be proactive in preparing for when the new transparency law goes into effect.

Resident email lists – updating is a continuous task.

Finance:

Measure A Funding – spoke with the Measure A administrator this week as to how to plan for our upcoming Measure A projects to be completed in FY2018/19 for reimbursement by Measure A funds in FY2019/20 and FY20/21. He instructed me to revise this past year's FY18/19 Work Plan with the CC new flooring project and then use the FY19/20 Work Plan to pay off the flooring, but then also add the CC window replacement project for work to be done in FY19/20 and to all be paid off completely during FY20/21. He advised not to pre-plan past FY21/22 as that's when Measure A will expire if not renewed by the voters.

Audits – all data for the 2017 audits has been transmitted over to the auditor and hoping to have 2017 audit ready for approval at April Board meeting, depending on auditors tax workload, and ideally would like to finish up with 2018 audit by May. The County of Marin Dept of Finance-Internal Audit Division has received audit year FY14/15 - FY15/16 and is still waiting for audit years FY16/17 - FY17/18 when completed.

Budgets – the treasure and I are planning to have a draft-FY19/20 for first review at the May Board meeting. It seems best that the draft-budget follow the Water Rate proposal which will likely be presented at the April Board meeting.

Line-of Credit – I have submitted a letter of request, along with the Board approved Resolution 2019-2, to Roy Givens, Treasure for the County of Marin, and am now just waiting to hear back as to submitting the application for a \$300,000 low interest emergency line-of-credit from the County of Marin to create a safety net for the District for emergency purposes only.

Capital Planning – as time allows, I have now put together a 4-year maintenance plan (with some flexibility included) for the MBCC and Measure A funds. The water system asset worksheets are now current with the addition of the Piping schedule created by MOE engineering. I will work with Director Shaffer to come up with a Roads maintenance schedule. Once all schedules are completed, I can cross reference into a perpetual 10-year work plan. I think to go out any farther than 10 years is less constructive as costs and asset useful lives get less predictable. Also, capital maintenance funding for water under Prop 218 can only go out 5-10 years. The General Fund can set reserve levels for various charters, so there is more flexibility within the General Fund to set project goals. The Firehouse project should benefit from \$52,000 in annual Measure W funds, and if Measure A funding continues beyond the next 3 years, I feel we can easily keep up with a schedule of CC maintenance, trail maintenance, and recreation projects.

Insurance – have requested and received the Certificate of Liability for the MBVFD BBQ in May. Also, secured proof of insurance for the Fire Department's vehicles from our VFIS insurance agent.

District Office Business – purchased and downloaded the required new 3-year subscription for Quickbooks 2019. As always, I am continuing to process all District mail and work with Sharry to make sure payroll timesheets, routine/event reimbursements, Credit Card expenditures, incoming payments and outgoing checks are all processed and expedited between agencies, employees, and vendors promptly.

Respectfully submitted,

Mary Halley

MBCSD District Manager