

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, July 8, 2015
7:00 PM – Regular Meeting
6:30 – Closed Session

Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965

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.

AGENDA

Item 1 CALL TO ORDER

Steve Shaffer, Board President
Paul Jeschke, Board Vice President
Scott Bender, Director
Peter Lambert, Director

Steve Wynn, District Manager
Sharry Mullin, Meeting Secretary

Item 2 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on NPS projects. In accordance with a prior understanding, NPS will provide us with a list of topics to be discussed.

Item 3 DISCUSSION OF PROCESS FOR THE DISTRICT MANAGER SEARCH

- A) Search for committee members for the interview process.
- B) Address the copy of the DM job description.
- C) Schedule for posting DM job opening.
- D) Start date for the interviews.

(Please find the existing job description below. A later draft will also be considered at the meeting)

Item 4 RECREATION ITEMS

Playground financial wrap up

Item 5 PUBLIC OPEN TIME

The Brown Act provides that no action or discussion shall be undertaken on any item not published on this agenda. This is intended to let people know a topic is up for discussion so they can decide whether to attend a meeting. That said, items may be proposed by members of the audience during public open time for inclusion in future agendas, and brief responses may be made to questions posed to Board members or staff. In addition:

1. *Topics should be within the four powers of the CSD ((1) water, (2) roads, (3) fire & (4) recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
4. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 6 SELECTION OF DATE FOR NEXT MEETING –

Item 7 CLOSED SESSION ITEM

The California Government Code provides that certain matters such as litigation, personnel matters, and real estate negotiations may be conducted in closed session. The matters shall be identified as set out below. After any closed session, the legislative body shall reconvene in open session prior to adjournment and make disclosure of action taken during the closed session.

Public Employee Performance Evaluation – Title: Water Manager, authorized by CA Gov't Code Section 54954.5(e)

Item 8 ADJOURNMENT

District Manager Responsibilities

June 2015

General Description of Responsibilities

Pursuant to California Government Code and the Bylaws of the Muir Beach CSD, the District Manager shall be responsible for the following:

- A. The implementation of policies established by the Board of Directors for the operation of the District.
- B. The appointment, supervision, compensation, discipline and dismissal of the District's employees and volunteers, consistent with policies established by the Board of Directors.
- C. The supervision and management of the District's facilities and services.
- D. The supervision and management of the District's finances.

In Muir Beach, the primary areas of responsibility pertain to operating the District, including water management, fire protection, easements and roads, and CSD properties for recreational purposes.

Characteristic Responsibilities

The District Manager

- A. Serves at the pleasure of and is accountable to the Board of Directors for all staff and related contractor functions and activities within policy guidance and all applicable federal, state, and county laws and regulations
- B. Directs and coordinates the development and implementation of goals, objectives, policies, procedures, programs for the District.
- C. Acts as staff for the Board of Directors, advises the Board on issues and programs, prepares and recommends plans for District funding and service provisions and directs the development of specific proposals for action regarding current and future District needs.
- D. Represents the Board and District in contacts with District customers, as well as governmental agencies, community groups, business, professional and legislative organizations.

- E. Acts as a District liaison with the media.
- F. Assures that the Board is kept informed of District program and financial status and of legal, social, and economic issues affecting District activities.
- G. Enforces rules and regulations for the administration, operation, use and maintenance of District facilities, property and services
- H. In concert with District Counsel, monitors changes in the law and operational process changes that may affect District operations. Implements operational and procedural modification as required.

Example Duties – Water System

- A. Review Water system reporting for anomalies (every few days)
- B. Review graphs on Internet showing tank levels and chlorine residuals. Advise staff employees to make adjustments as needed. (every few days).
- C. Track total water consumption. Note and report on trends (every few days and monthly).
- D. Review water usage spreadsheet, contact and work with large and excessive users to conserve water (bi-monthly).
- E. Negotiate, prepare and revise plans required by Division of Drinking Water (DDW) (ad hoc).
- F. Prepare and submit monthly information to comply with operations plan for chlorine and silicate treatment (monthly)
- G. Prepare and submit water report to DDW (annually).
- H. Prepare and submit water production report for State Department of Water Rights (annually).
- I. Prepare water quality report for distribution to community (annually).
- J. Identify and schedule water test to comply with DDW requirements (ad hoc).
- K. Accompany state inspectors for periodic water system inspections (ad hoc).
- L. Maintain/update map of water system and water system records (ad hoc).
- M. Prepare resolutions/ordinances for compliance with state conservation programs, for water rate increases, etc. (ad hoc).
- N. Be available for system problems, including water emergencies requiring boil water or do not contact water notices (ad hoc).

Example Duties – Administrative

- A. Review bills to be paid prior to preparation of checks (weekly).
- B. Review payroll timesheets prior to submittal to Paychex (bi-weekly).
- C. Oversee district employees (continuous).
- D. Oversee Community Center (continuous).
- E. Working with the Directors, prepare Agendas for Board meetings (monthly).
- F. Notify District customers and residents of CSD meetings, elections and events (ad hoc).
- G. Edit minutes prepared by meeting secretary, review with Directors as necessary, and then post and distribute (monthly).
- H. Design and maintain procedures to comply with audit guidelines (throughout year).
- I. Make changes to chart of accounts (as needed).
- J. Keep books and records in shape required for audit (throughout year).
- K. Oversee periodic audits (Annually or bi-annually).
- L. Ensure district complies with its bylaws, with applicable laws, including Brown Act. Work with County Counsel to assist. (As needed)
- M. Prepare documentation for Elections Dept. (annually).
- N. Oversee preparation of Form 700s (financial interests) by directors (annually).
- O. Oversee and negotiate all insurance policies (annually).
- P. Work with bookkeeper for submittal of financial audit report to State Controller's Office (annually).
- Q. Prepare budget for CSD (annually).
- R. Provide compensation report for State (annually).
- S. Comply with audit requests from County for Measure A (in process - info gathering).
- T. Comply with Public Records Act Requests (i.e. compensation report to San Jose Mercury News).
- U. Monitor condition of District property and supervise necessary maintenance

Example Duties – Projects

- A. Identify, plan for, oversee design and implement capital improvement projects - e.g. water tank replacement, fire station, road upgrades, trail upgrades, Community Center improvements and water system enhancements. Work closely with District customers and relevant constituents to efficiently complete projects.
- B. Oversee community communications pertaining to any projects.
- C. Comply with report requests from the Local Agency Formation Commission (LAFCO) (ad hoc).
- D. Comply with report requests from County Supervisors (ad hoc).

Capabilities and Qualifications

- A. Must have California Class C driver's license and satisfactory driving record.
- B. Must carry adequate vehicle insurance
- C. Education equivalent to four year college or university with bachelor's degree or higher, preferably in engineering, public administration or a related field.
- D. Five (5) years' experience in public agency management position.

- E. Familiarity with water management processes, with drinking water certification (treatment and/or distribution) preferable.

CA Gov't Code

61051. The general manager shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

Muir Beach CSD Bylaws

3.0 *Officers of the District.* The Board of Directors shall appoint a District Manager. The Board of Directors shall also appoint a District Treasurer, who may be the same person as the District Manager. The Board of Directors may appoint a District Secretary, or if none is

appointed, the duties of District Secretary shall be performed by the District Manager. The District Manager shall be responsible for the following:

- (a) The implementation of policies established by the Board of Directors for the operation of the District.
- (b) The appointment, supervision, compensation, discipline and dismissal of the District's employees and volunteers, consistent with policies established by the Board of Directors.
- (c) The supervision and management of the District's facilities and services.
- (d) The supervision and management of the District's finances.

STATE OF CALIFORNIA

DOMESTIC WATER SUPPLY PERMIT

Issued To

Muir Beach Community

System No. 2100508

By The

California Department of Public Health,

Division of Drinking Water and Environmental Management Branch



PERMIT NUMBER 02-18-11P-2100508

DATE: May 31, 2011

WHEREAS:

1. The public water system is known as Muir Beach whose headquarters is located at 19 Seacape Drive, Muir Beach, CA.
2. The legal owner of Muir Beach Community is Muir Beach Community. Muir Beach Community, therefore, is responsible for compliance with all statutory and regulatory drinking water requirements and the conditions set forth in this permit.
3. The public water system is as described briefly below (a more detailed description of the permitted system is described in the attached Inspection Report):

The water system consists of two active sources (designated 2002 Well and 2008 Well), a 200,000-gallon concrete storage tank, a 100,000-gallon redwood storage tank, a sodium hypochlorite disinfection system, a sodium silicate corrosion control system, a Purex sand separator filter, and the distribution system. The water system serves approximately 350 residents through 148 connections.

4. The service area of Muir Beach Community is shown on the map on file with the California Department of Public Health. The California Department of Public Health has evaluated all of the historical information submitted for Muir

Beach Community and has conducted a physical investigation of the Muir Beach Community water system.

5. The California Department of Public Health has the authority to issue domestic water supply permits pursuant to Health and Safety Code Section 116540.

THEREFORE: The California Department of Public Health has determined the following:

1. Muir Beach Community meets the criteria for and is hereby classified as a community water system.
2. Provided the following conditions are complied with, Muir Beach Community should be capable of providing water to consumers that is pure, wholesome, and potable and in compliance with statutory and regulatory drinking water requirements at all times.

MUIR BEACH COMMUNITY IS HEREBY ISSUED THIS DOMESTIC WATER SUPPLY PERMIT TO OPERATE MUIR BEACH COMMUNITY.

Muir Beach Community shall comply with the following permit conditions:

1. Muir Beach Community shall comply with all the requirements set forth in the California Safe Drinking Water Act, California Health and Safety Code and any regulations, standards or orders adopted thereunder.
2. The only sources and treatment are approved for potable water supply is as follows:

| Source | PS Code | Status | Associated Treatment |
|-----------|-------------|--------|--|
| 2002 Well | 2100508-003 | Active | Sodium hypochlorite disinfection, sodium silicate corrosion control, sodium silicate sequestration |
| 2008 Well | 2100508-004 | Active | Sodium hypochlorite disinfection, sodium silicate corrosion control, sodium silicate sequestration |

No changes, additions, or modifications shall be made to the sources or treatment listed above, or any addition of distribution system storage reservoirs greater than 100,000 gallons unless an amended water permit has first been

obtained from the California Department of Public Health. At no time shall water served bypass the associated treatment.

3. All water supplied by Muir Beach Community for domestic purposes shall meet all Maximum Contaminant Levels (MCLs) established by the California Department of Public Health. If the water quality does not comply with the California Drinking Water Standards, treatment shall be provided to meet standards.
4. 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 operators or higher and have 24-hour per day supervision by a T2 and D1 operator or higher. Muir Beach Community shall maintain an emergency telephone number where personnel can be contacted at any time.
5. Muir Beach Community must perform source chemical monitoring and distribution system bacteriological monitoring in accordance with schedules sent by the Department (Chapter 15, Title 22 of the California Code of Regulations).
6. Muir Beach Community shall collect from any active wells a monthly raw water sample for total coliforms and *E. coli* and have the sample analyzed by a certified lab using an analysis method that enumerates. The results of this sampling shall be submitted to the California Department of Public Health.
7. Muir Beach Community must continue to monitor disinfection byproducts in the distribution system in accordance with its approved Disinfectants/Disinfection Byproduct Rule Monitoring Plan (Chapter 15.5, Title 22 of the California Code of Regulations).
8. Muir Beach Community shall be responsible for assuring that all source water monitoring and disinfection byproduct data are submitted electronically to the California Department of Public Health using the provided Source Codes in accordance with Section 64469, Title 22, of the CCR.
9. Muir Beach Community must continue to monitor lead and copper in the distribution system in accordance with Chapter 17.5, Title 22 of the California Code of Regulations and as directed by the Department.
10. Muir Beach Community shall submit to the California Department of Public Health by **July 29, 2011** an operations plan for sequestration that includes the following items:

- a. Sodium silicate entering the distribution system shall be monitored **weekly**.
 - b. Sodium silicate present at an approved distribution system location shall be monitored **quarterly**.
 - c. Chlorine residual entering the distribution system shall be monitored **daily**.
 - d. Chlorine residual present at an approved distribution system location shall be monitored **weekly**.
11. Results of the monitoring must be submitted to the California Department of Public Health by the tenth day of the month following the month of monitoring. Muir Beach Community shall require its laboratory to notify water system personnel within 24 hours, whenever the presence of total coliforms, fecal coliforms or *E. coli* is demonstrated in a sample or a sample is invalidated due to interference problems, and shall ensure that a contact person is available to receive these analytical results 24-hours a day. Muir Beach Community shall also require the laboratory to immediately notify the California Department of Public Health of any positive bacteriological results if the laboratory cannot make direct contact with the designated contact person within 24 hours.
12. Muir Beach Community shall require its laboratory to notify water system personnel within 24 hours whenever the level of nitrate in a single sample exceeds the MCL, and shall ensure that a contact person is available to receive such analytical results 24-hours a day. Muir Beach Community shall also require the laboratory to immediately notify the California Department of Public Health of any acute nitrate MCL exceedance if the laboratory cannot make direct contact with the designated contact person within 24 hours.
13. Muir Beach Community shall notify the California Department of Public Health by telephone or other equally rapid means immediately upon discovery of any condition judged to create a significant potential or existing health hazard to users. Such conditions include, but are not limited to actual or threatened sabotage, vandalism and/or water outages, which result from inadequate source, storage or pump capacity or any other unplanned loss of system pressure.
14. Muir Beach Community shall submit an annual report to the California Department of Public Health no later than April 15 of the year following the year of the annual report. The California Department of Public Health will provide a form for the annual report.
15. Muir Beach Community shall prepare and distribute a consumer confidence report to customers of the water system no later than July 1 of the year following

the year of the consumer confidence report. A copy of the report and a certification form shall be submitted to the California Department of Public Health no later than October 1 of the year following the year of the consumer confidence report.

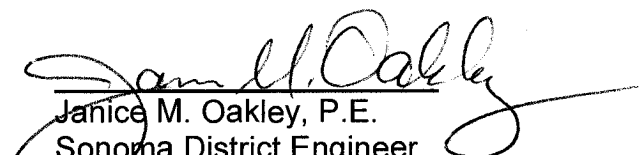
16. Pursuant to Sections 64590 and 64591, Title 22 of the California Code of Regulations, no chemical, material, lubricant, or product shall be used in the production, treatment or distribution of drinking water that will be added to or in contact with the drinking water unless it has been certified as meeting the specifications of American National Standard Institute/NSF International (ANSI/NSF) Standards 60 (direct additive) or 61 (indirect additive). This includes process media, protective materials, joining and sealing products, and mechanical devices used in the production, treatment, or distribution of drinking water and treatment/transmission/distribution systems.

This permit supersedes all previous domestic water supply permits issued for this public water system and shall remain in effect unless and until it is amended, revised, reissued, or declared to be null and void by the California Department of Public Health. This permit is non-transferable. Should Muir Beach Community undergo a change of ownership, the new owner must apply for and receive a new domestic water supply permit.

Any change in the source of water for the water system, any modification of the method of treatment as described in the Permit Report, or any addition of distribution system storage reservoirs shall not be made unless an application for such change is submitted to the California Department of Public Health.

This permit shall be effective as of the date shown below.

FOR THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH


Janice M. Oakley, P.E.
Sonoma District Engineer
Drinking Water Field Operations Branch



Dated: May 31, 2011

110531 2011 permit