

# MUIR BEACH COMMUNITY SERVICES DISTRICT

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



July 06, 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	<b>Fire/Life Safety – National Park Service inter-agency work:</b> No new announcements at this time. Please direct inquiries to <a href="mailto:mia_monroe@nps.gov">mia_monroe@nps.gov</a> :	_ Follow up on contacts with NPS, Marin County, and State Parks staff to keep up to date on issues which may affect the CSD's charter.  _ Follow up with Darren Fong and Victor Bjelajac on potential grant opportunities re: sustainability issues and our water service. (Still pending: 7/6/16)
02	<b>Fire/Life Safety – Budget Update:</b> Agenda Item 06: FY16-17 Budget is in development. Final Budget hearing planned for August 17 <sup>th</sup> .	_ In preparation for audits, generate similar reports for previous years as necessary.
03	<b>Fire/Life Safety – 1793 Shoreline:</b> No new actions to report on opportunities to sell/trade the site.	_ Look into other ways to trade the property for equivalent assets. (Still pending: 7/6/16)
04	<b>Fire/Life Safety – New Fire House:</b> Fire Facilities Committee is forming to address planning, financial, and other related issues.	_ Follow up with new committee.

<p><b>05</b></p>	<p><b>Fire/Life Safety – Fire Tax:</b>  <i>Agenda Item 07: The CSD’s Ordinance No. 2012-1, which imposed an annual special tax of \$200/parcel for fire protection and which was approved by the voters on 06/05/12, expired this year on June 30<sup>th</sup>. The expiration leaves the district with reduced operations funding for critical needs such as fire protection, fuel abatement, and emergency preparedness. To replace the tax, the board must follow a series of steps to put the issue on the November ballot:  07/06/16: Board Motion approving the amount of tax  07/13/16: <u>Special Meeting</u>: Board adoption of Resolution  07/19/16: Notice is published on or prior to this date.  08/03/16: <u>Regular Meeting</u>: 2nd reading of Ordinance for Board adoption.  08/12/16: All materials submitted to Registrar.  The board will consider approving this schedule and determine an amount of the proposed tax. The board may choose to:  a.) maintain the former \$200 per parcel that has been unchanged since 2012 and which annually generated +/- \$31,600, or  b.) increase the tax to \$213 based on compounded inflation rates since 2012 up to the current year, which would generate +/- \$33,654, or  c.) increase the tax to another amount based on community feedback and board discussion.</i></p>	<p><i>_ Work with Counsel to create ballot language for board approval.</i></p> <p><i>_ Follow calendar for ballot submission and approval.</i></p> <p><i>_ Inform the public of the purpose of the tax.</i></p>
<p><b>06</b></p>	<p><b>Fire/Life Safety – Disaster Prep:</b>  <i>A \$13,000 grant request to the County submitted by the VFA was approved and the CSD received payment and conditions for expenditure. I am waiting for purchase requests to approve so we can proceed. An email thanking the VFA for their work on this was sent on June 21<sup>st</sup>.</i></p>	<p><i>_ Coordinate with local volunteers on efforts for disaster preparations and meet with management of other Marin CSD’s to review County support. (Still pending: 7/6/16)</i></p>
<p><b>07</b></p>	<p><b>Recreation – Measure A Funds:</b>  <i>The Measure A worksheet for FY 16/17 was submitted on 6/3/16. It has been included in the board packet.</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><b>08</b></p>	<p><b>Recreation – Community Center Landscaping:</b>  <i>Completion of the stonework at the community center ramp is pending availability by JJ Sward.</i></p>	<p><i>_ Follow-up on stonework completion.</i></p>
<p><b>09</b></p>	<p><b>Recreation – Community Center Renovations:</b>  <i>Agenda Item 11 addresses this subject. The Facilities Committee will present a report and recommendations.</i></p>	<p><i>_ Follow up with the Board on a comprehensive plan for all facilities. (Still pending: 7/6/16)</i></p>
<p><b>10</b></p>	<p><b>Recreation – Spindrift Point:</b>  <i>No new actions to report on this issue.</i></p>	
<p><b>11</b></p>	<p><b>Roads – Sunset Way Project:</b>  <i>The Special Board Meeting of 6/29/16 included motions to move the project forward. Please refer to the draft meeting minutes for the approved motions. Agenda Item 05 will address the remainder of this topic.</i></p>	<p><i>_ Follow up with ILS engineers to proceed according to the approved board motions.</i></p>
<p><b>12</b></p>	<p><b>Roads – Misc Repairs:</b>  <i>No new actions to report on this issue.</i></p>	<p><i>_ Assess areas that need patching. (Still pending: 7/6/16)</i></p>

13	<p><b>Roads – CalTrans Easement at Hwy 1/Sunset Way:</b>  <i>The issue of safety improvements needs to be raised with State representatives and CalTrans. Any improvements should be coordinated with the Sunset Way project.</i></p>	<p><i>_ Outreach to CalTrans and coordination with Sunset Way Project timeline. (Still pending: 7/6/16)</i></p>
14	<p><b>Water – Marin LAFCO:</b>  <i>I left a message for Executive Director Keane Simonds to discuss the addition of the Banducci MOU water connection. I will update the board on any additional requirements that LAFCO requires to confirm the addition to the system.</i></p>	<p><i>_ Ongoing: Explore recommendations of the LAFCO water study with the Board as a future agenda item. (Still pending: 7/6/16)</i></p>
15	<p><b>Water – Well Issues:</b>  <i>June testing for the 2002 Well did not detect any e.choli. There was a total coliform reading of 1.0 ppm which was an improvement over the May results. We will follow up with Weeks Drilling again to see if they have further recommendations.</i></p>	<p><i>_ Notify the entire community in accordance with our preset plans should any issues affect the water in the supply system post-chlorination, i.e. supply lines and tanks.</i></p> <p><i>_ Continue to report to the Water Board and notify the CSD board of any changes in their safety recommendations.</i></p>
16	<p><b>Water – Banducci /NPS Property:</b>  <i>Based upon the conditional approval of the MOU in the 6/1/16 Board meeting, President Friedman, Director Hamilton-Rivers and I had extensive discussions with our attorney who specializes in CA water issues, as well as NPS. We negotiated the approved changes by the Board and the revised MOU was signed on 6/8/16. The final document is posted online with the board packet.</i></p>	<p><i>_ Pending Board action, follow up on the NPS schedule for the work and transition plan.</i></p>
17	<p><b>Water – Conservation:</b>  <i>No new actions to report on this issue.</i></p>	<p><i>_ Follow up with the Board, community, and advisors on issues/measures related to water conservation and the community’s natural resources. (Still pending: 7/6/16)</i></p>
18	<p><b>Water – Water Manager Retirement:</b>  <i>No new actions to report on this issue.</i></p>	<p><i>_ Work with the Personnel Committee on the schedule and terms to be recommended.</i></p>
19	<p><b>Water – Water Report:</b>  <i>The 2015 Consumer Confidence Report was posted on 7/01/16 and is available online with the board packet.</i></p>	
20	<p><b>General Business – District Manager’s Hours:</b>  <i>For the record, here are my weekly hours since the last board meeting:</i>  05/29/16 - 06/04/16 = 34.00hrs  06/05/16 - 06/11/16 = 16.75hrs  06/12/16 - 06/18/16 = 13.50hrs  06/19/16 - 06/25/16 = 27.25hrs  06/26/16 – 07/02/16 = 60.25hrs</p>	<p><i>_ Continue to meet with Personnel Committee as required.</i></p>

21	<p><b>General Business – Financial Audits:</b>  <i>R.J. Ricciardi, Inc. was hired on June 15<sup>th</sup> to begin the backlogged audits of FY07/08 thru FY15/16. Our bookkeeper, Sharry Mullin, has begun sending the required info and I am scheduling work to support the work as well.</i></p>	<p><i>_Schedule a presentation by the auditor and publish the audits when complete.</i></p>
22	<p><b>General Business – Strategic Planning:</b>  <i>No new actions to report on this issue.</i></p>	<p><i>_ Coordinate financial planning with the facilities analysis and other community goals in subsequent meetings. (Still pending: 7/6/16)</i></p>
23	<p><b>General Business – Website:</b>  <i>Agenda Item 10: The District is required to respond to the Grand Jury Report’s review of the CSD website. The board will discuss options to proceed accordingly and give direction to the DM. The board will also consider directing the DM to revise the website as necessary to comply with the recommendations of the Report.</i></p>	<p><i>_Update the board and community for feedback and assistance when resources are assigned. (Still pending: 7/6/16)</i></p>
24	<p><b>General Business – FY16/17 Budget Planning:</b>  <i>Agenda Item 06: The draft budget for FY16-17 will be briefly presented. Please note that this is only a rough draft and will require subsequent feedback and discussion before a final budget is proposed. In order to comply with the CA government code, the DM will publish the hearing date for adoption. By law, a final budget must be adopted prior to Sept 1<sup>st</sup>. Given an allowance for review and comment on the draft, the Board will consider holding the final budget hearing on Wed, August 17<sup>th</sup>, at 7:15pm, and direct the DM to properly publish the information.</i></p>	<p><i>_Revise draft as necessary and prepare final budget for review and approval by 8/17/16.</i></p> <p><i>_Publish required notices.</i></p>
25	<p><b>General Business – Grants:</b></p>	<p><i>_Acquire assistance in researching and application for grant opportunities beneficial to the CSD.</i></p> <p><i>_Coordinate with Director Grose on a Community Skills list to search local assets. (Still pending: 7/6/16)</i></p>
26	<p><b>General Business – MBAG Information:</b>  <i>No new announcements at this time.</i></p>	
27	<p><b>General Business – By Laws update:</b>  <i><b>NOTE: Continued item from the previous report. Still pending action.</b> The By Laws need to be revised to correct some errors. I would like the Directors to review the existing ones and let me know if you have any questions/concerns/suggestions. They are available at:  <a href="http://www.muirbeachcsd.com/documents/BylawsMBCSDApprovedMar272014.pdf">http://www.muirbeachcsd.com/documents/BylawsMBCSDApprovedMar272014.pdf</a></i></p>	<p><i>_Draft an update to the By Laws and agendaize for review/approval in a Regular Board Meeting. (Still pending: 7/6/16)</i></p>