

# MUIR BEACH COMMUNITY SERVICES DISTRICT

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August 03, 2016  
Meeting of the Board of Directors  
**District Manager's Report**

The following is an ongoing list of the District Manager's activities over the past month. Topics are listed in order of the MBCSD's Charter as follows: Fire/Life Safety, Recreation, Roads, Water, and finally General Business:

Item:	Topic: Description	Action
01	<p><b>Fire/Life Safety – National Park Service inter-agency work:</b> NPS Park Ranger Mia Monroe sent the following community update. Please direct inquiries to <a href="mailto:mia_monroe@nps.gov">mia_monroe@nps.gov</a> :</p> <p>1. <i>Public Meetings: June 27 featured an update on the Muir Woods Sustainable Access Plan to upgrade the entrance welcome area at Muir Woods, improve the existing parking stock for access/ safety/ resource protection and possibly remove all parking from the road shoulder all guided by the area's significant natural resources. Please review materials on-line and an EA will be out for review this fall. NOTE: all parking proposed for Muir Woods are in the NPS footprint at Muir Woods. Next meeting is September 20. Learn about recent coho protection work and plans for future habitat enhancement.</i></p> <p>2. <i>Signage:</i></p> <p>a. <i>temporary signage announcing gate closure time is being tested at Muir Beach entrance.</i></p> <p>b. <i>signage along Shoreline Highway stating length limitations are installed</i></p> <p>c. <i>efforts to off-set Google map misdirections are being proposed including expanded signage</i></p> <p>3. <i>Joint work:</i></p> <p>a. <i>NPS participation in tsunami alert</i></p> <p>b. <i>NPS work to support MBVFD future site plans</i></p> <p>c. <i>NPS work to ensure a safe future for the Banducci family</i></p> <p>d. <i>NPS work to continue upgrades to Golden Gate Dairy house as a meeting/training facility</i></p> <p>4. <i>Redwood Creek Watershed trail and veg crews are starting up with supervisor hiring, work plans, crew space.</i></p>	<p><i>_ 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.</i></p> <p><i>_ Follow up with Darren Fong and Victor Bjelajac on potential grant opportunities re: sustainability issues and our water service. (Still pending: 08/03/16)</i></p>

	<p>5. A unique opportunity to learn more about our natural world: Visit <a href="http://www.onetam.org/science-summit">www.onetam.org/science-summit</a> for more information. Registration and schedule will be available in early fall.</p> <p>6. Coast Clean-up is September 17...everyday you can help out, thanks to the great litter bag dispensers provided by All One Ocean as well as the doggy poop bags offered at Muir Beach.</p>	
02	<p><b>Fire/Life Safety – Budget Update:</b> FY16-17 Budget is in development. Final Budget hearing planned for August 31<sup>st</sup> in order to meet Sept 1<sup>st</sup> approval deadline.</p>	
03	<p><b>Fire/Life Safety – 1793 Shoreline:</b> No new actions to report on opportunities to sell/trade the site.</p>	<p>_ Look into other ways to trade the property for equivalent assets. (Still pending: 08/03/16)</p>
04	<p><b>Fire/Life Safety – New Fire House:</b> Fire Facilities Committee initial meeting scheduled for 08/04/16.</p>	<p>_ Follow up with new committee.</p>
05	<p><b>Fire/Life Safety – Fire Tax:</b> Agenda Item 04: 2nd reading of Ordinance for Board adoption. 08/12/16: All materials submitted to Registrar.</p>	<p>_ Follow calendar for ballot submission and approval. _ Inform the public of the purpose of the tax.</p>
06	<p><b>Fire/Life Safety – Disaster Prep:</b> I am waiting for purchase requests from the Disaster Prep volunteers to approve so we can proceed on spending the \$13K grant. Once approved, the supplies can be purchased and the receipts reported back to the County. Additionally, an inventory of supplies is needed for CSD insurance and financial records, and storage of all items should be clarified.</p>	<p>_ Coordinate with local volunteers on efforts for disaster preparations and meet with management of other Marin CSD's to review County support. (Still pending: 08/03/16)</p>
07	<p><b>Recreation – Measure A Funds:</b> The first disbursement on the FY16-17 Measure A funds was received from the County (\$16,938).</p>	<p>_ Continue to track funds and anticipate future use for the specific areas of the Measure A dollars in FY18/19.</p>
08	<p><b>Recreation – Community Center Landscaping:</b> Completion of the stonework at the community center ramp is still pending.</p>	<p>_ Follow-up on stonework completion.</p>
09	<p><b>Recreation – Community Center Renovations:</b> I am planning on obtaining budget proposals for the priority list approved by the board. Costs will be proposed for consideration in the FY16-17 budget.</p>	<p>_ Follow up with the Board on a comprehensive plan for all facilities. (Still pending: 08/03/16)</p>
10	<p><b>Recreation – Spindrift Point:</b> No new actions to report on this issue.</p>	
11	<p><b>Roads – Sunset Way Project:</b> Agenda Item 5 will consider the status and direction from the board.</p>	

12	<b>Roads – Misc Repairs:</b> <i>No new actions to report on this issue.</i>	<i>_Assess areas that need patching. (Still pending: 08/03/16)</i>
13	<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>	<i>_ Outreach to CalTrans and coordination with Sunset Way Project timeline. (Still pending: 08/03/16)</i>
14	<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>	<i>_ Ongoing: Explore recommendations of the LAFCO water study with the Board as a future agendized item. (Still pending: 08/03/16)</i>
15	<b>Water – Well Issues:</b> <i>July testing for the 2002 and 2008 Wells did not detect any e.choli. There was a total coliform reading of 2.0 ppm in the 2002 Well but none in the 2008 Well. According to our regular schedule requirements a large number of tests were due and completed at the end of June. The results are posted on the website at:  <a href="http://www.muirbeachcsd.com/documents/20160722%20Report%20Monitoring%20Schedule.pdf">http://www.muirbeachcsd.com/documents/20160722%20Report%20Monitoring%20Schedule.pdf</a></i>	<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.           _ Continue to report to the Water Board and notify the CSD board of any changes in their safety recommendations.</i>
16	<b>Water – Banducci /NPS Property:</b> <i>I have requested an update on the work schedule and will report to the Board when I hear back.</i>	<i>_Follow up on the NPS schedule for the work and transition plan.</i>
17	<b>Water – Conservation:</b> <i>No new actions to report on this issue.</i>	<i>_Follow up with the Board, community, and advisors on issues/measures related to water conservation and the community’s natural resources. (Still pending: 08/03/16)</i>
18	<b>Water – Water Manager Retirement:</b> <i>No new actions to report on this issue.</i>	<i>_Work with the Personnel Committee on the schedule and terms to be recommended.</i>
19	<b>Water – Water Rates and Policies Update:</b> <i>A proposal has been requested from our attorney to review the existing policy and make recommendations.</i>	<i>_Inform the board when the proposal is ready for consideration.</i>
20	<b>General Business – District Manager’s Hours:</b> <i>For the record, here are my weekly hours since the last board meeting:          07/03/16 - 07/09/16 = 42.75hrs          07/10/16 - 07/16/16 = 28.25hrs          07/17/16 - 07/24/16 = 27.25hrs          07/25/16 - 07/31/16 = 25.75hrs</i>	<i>_ Continue to meet with Personnel Committee as required.</i>

21	<b>General Business – Financial Audits:</b> <i>R.J. Ricciardi, Inc. is working on the audits with our accountant, Sharry Mullin. The proposed work plan to finish the audits by 9/1/16 has been amended. I was informed this morning that it will take until 12/1/16 to complete the work. I have asked the auditors to keep me informed of any further schedule changes.</i>	<i>_Schedule a presentation by the auditor and publish the audits when complete.</i>
22	<b>General Business – Strategic Planning:</b> <i>No new actions to report on this issue.</i>	<i>_ Coordinate financial planning with the facilities analysis and other community goals in subsequent meetings. (Still pending: 08/03/16)</i>
23	<b>General Business – Website:</b> <i>Agenda Item 08: 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>	<i>_Update the board and community for feedback and assistance when resources are assigned. (Still pending: 08/03/16)</i>
24	<b>General Business – FY16/17 Budget Planning:</b> <i>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 31st, at 7:15pm, and direct the DM to properly publish the information.</i>	<i>_Revise draft as necessary and prepare final budget for review and approval by 8/31/16.  _Publish required notices.</i>
25	<b>General Business – Grants:</b> <i>The Ad-Hoc Committee on Grants &amp; Financing will be able to address this issue when formed and underway.</i>	<i>_Work with the Committee to research and apply for grant opportunities beneficial to the CSD.</i>
26	<b>General Business – MBAG Information:</b> <i>No new announcements at this time.</i>	
27	<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>	<i>_Draft an update to the By Laws and agendaize for review/approval in a Regular Board Meeting. (Still pending: 08/03/16)</i>