

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



September 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:

Item:	Topic: Description	Action
01	Fire/Life Safety – National Park Service inter-agency work: <i>Nothing to report for this item.</i>	<i>_ Follow up on contacts with NPS, Marin County, and State Parks staff on a monthly basis.</i>
02	Fire/Life Safety – 1793 Shoreline: <i>No new actions to report on opportunities to sell/trade the site. I received a letter from Mike Moore requesting that the CSD pursue compensation on the denial of use. This issue needs further research prior to board review/action.</i>	<i>_ Look into other ways to trade the property for equivalent assets. (Still pending: 09/07/16)</i>
03	Fire/Life Safety – New Fire House: <i>See Agenda Item 08 for this topic</i>	<i>_ Follow up on board direction.</i>
04	Fire/Life Safety – Fire Tax: <i>All materials were submitted. An argument for the measure and a rebuttal to the argument against the measure was forwarded to the Elections office.</i>	<i>_ The draft FY16/17 budget includes the tax revenue. Revise the budget in November should the measure fail.</i>
05	Fire/Life Safety – Disaster Prep: <i>Two of the three Purchase Orders have been received. I am waiting for the final one so the items can be acquired. An inventory of supplies has been submitted and I'm seeking a volunteer to calculate replacement costs. Confirmation of adequate Disaster Prep storage is pending.</i>	<i>_ Meet with management of other Marin CSD's to review County support. (Still pending: 09/07/16)</i>
06	Recreation – Measure A Funds: <i>Note that the budget shows Measure A funds as current revenue although they are being applied to a past expenditure, i.e. reimbursing the General Fund. It would be best in future not to overspend the Measure A funds so tracking is clearer. The regular annual expenditure report is due by Sept 15th and I am working to submit that so we remain in compliance.</i>	<i>_ Continue to track funds and anticipate future use for the specific areas of the Measure A dollars in FY18/19. _ Submit expenditure report by 9/15/16.</i>

07	Recreation – Community Center Landscaping: <i>The stonework scope at the community center ramp is complete and the \$40,000 grant has been spent. Future completion of the work will require additional funding.</i>	<i>_ Obtain estimates to complete the stone at the ramps for future consideration.</i>
08	Recreation – Community Center Renovations: <i>A Capital Projects Spreadsheet has been included on page 13 of the budget and needs more info. 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.</i>	<i>_ Follow up with the Board on a comprehensive plan for all facilities. (Still pending: 09/07/16)</i>
09	Recreation – Spindrift Point: <i>No new actions to report on this issue.</i>	
10	Roads – Sunset Way Project: <i>Agenda Item 07 provides an engineer’s assessment for the Board to consider.</i>	<i>_ Follow up on pending board action and direction to staff.</i>
11	Roads – Misc Repairs: <i>No new actions to report on this issue.</i>	<i>_ Assess areas that need patching. (Still pending: 09/07/16)</i>
12	Roads – CalTrans Easement at Hwy 1/Sunset Way: <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 (Still pending: 09/07/16)</i>
13	Water – Marin LAFCO: <i>I spoke with Executive Director Keane Simonds on the phone regarding the addition of the Banducci MOU water connection. He appreciated the heads-up and will want to confirm our LAFCO boundary recognitions to make sure they are properly documented. He would like to discuss our Fire service details as LAFCO is currently undergoing a study on that in the County. I will schedule a future meeting with him and Fire Chief Wynn on that.</i>	<i>_ Confirm Water sphere of influence boundaries on LAFCO records and discuss MBCSD Fire charter in a future meeting.</i>
14	Water – Well Issues: <i>August testing for the 2002 and 2008 Wells did not detect any e.choli. There was a total coliform reading of 1.0 ppm in the 2002 Well but none in the 2008 Well.</i>	<i>_ Continue regular monitoring schedule and required notices.</i>
15	Water – Modification to Water Board Reporting : <i>Due to the previous contamination issues with the wells, we are required to revise our monitoring and operations plan. I pulled together and submitted the required materials on August 12th. Last week, I received a request for further information and I will be following up on that as a priority item. Once complete and accepted, the Water Board engineer will schedule an inspection visit and the new monitoring plan will be operational. The new plan will require additional time by staff but I am looking into automation options that as an alternative to that cost.</i>	<i>_ Submit info requested to the Water Board engineer ASAP. _ Evaluate new options for automation for daily data that the new monitoring plan will require.</i>
16	Water – National Park Service inter-agency work: <i>I provided pumping volume totals and timing for August to Darren Fong so he can coordinate with Creek levels. We have begun discussing the Adaptive Management Plan and I am working with the Water Education Committee on coordination w/ NPS/State Parks.</i>	<i>_ Schedule working session w/Water Education Committee.</i>

	<i>Also, I am reviewing the Creek monitoring program and costs as NPS requested a payment for that service. The AMP requires the District to provide monitoring but an agreement and invoices need to be verified. There are numerous issues that overlap here: Creek sustainability, District water usage and conservation efforts, financial controls, etc.</i>	
17	Water – Banducci /NPS Property: <i>NPS is in the process of awarding the contract and will notify me of the construction schedule. It should begin soon.</i>	<i>_Observe the construction work for compliance and coordination.</i>
18	Water – Conservation: <i>See Item 16 above. This issue is not just an internal one but needs to be coordinated with other District issues.</i>	
19	Water – Water Manager Retirement: <i>Pete DeFremery has been available on a contract basis when Harvey has been away. Options for Water Management past Harvey’s available date still require exploration and RFP’s.</i>	<i>_Schedule time to develop and follow thru on RFP’s for Water Management successor.</i>
20	Water – Water Rates and Policies Update: <i>The water specialist attorney has supplied a response but asked a number of follow-up questions. Once we have addressed those issues, the board will be updated on the analysis.</i>	<i>_Inform the board when the analysis is ready for consideration.</i>
21	General Business – District Manager’s Hours: <i>For the record, here are my weekly hours since the last board meeting: 07/31/16 – 08/06/16 = 25.75hrs 08/07/16 - 08/13/16 = 34.00hrs 08/14/16 - 08/20/16 = 20.75hrs 08/21/16 - 08/27/16 = 45.75hrs 08/28/16 – 09/03/16 = 41.25hrs</i>	
22	General Business – Financial Audits: <i>R.J. Ricciardi, Inc. has drafted the FY07/08 audit and is working on the FY08/09 currently. I met with the auditor to complete some of the management questionnaires. The remaining audits are projected to take 2 1/2 weeks per year so the 12/1/16 deadline is still our goal. If that holds, all the audits will be considered for approval of receipt in the 12/7/16 board meeting.</i>	<i>_Continue to complete the management questionnaires and monitor the audit schedule.</i>
23	General Business – Strategic Planning: <i>Now that the draft budget has been formatted to allow for a capital projects worksheet, the board should consider strategic planning meetings to refine its policies and goals.</i>	<i>_ Coordinate financial planning with the facilities analysis and other community goals in subsequent meetings. (Still pending: 09/07/16)</i>
24	General Business – Website: <i>Basic revisions have been made to the website to comply with a few of the Grand Jury’s requirements. Other revisions are in process and will be conveyed to the Grand Jury foreperson. Director Jeschke has provided website redesign options for management to consider and compare with other RFP’s in review.</i>	<i>_Revise the site as resources allow.</i>

25	<p>General Business – FY16/17 Budget Planning: <i>The draft budget has been released and I have been receiving comments and questions. Discussion of the draft will be scheduled for the October 5th meeting and the final draft will be considered for adoption in a special meeting on October 12th.</i></p>	<p><i>_Refine the draft prior to the 10/5/16 meeting. _Publish required notices for the budget hearing on 10/12/16.</i></p>
26	<p>General Business – Grants: <i>The Ad-Hoc Committee on Grants & Financing will be able to address this issue when formed and underway.</i></p>	
27	<p>General Business – MBAG Information: <i>No new announcements at this time.</i></p>	
28	<p>General Business – By Laws update: <i>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: http://www.muirbeachcsd.com/documents/BylawsMBCSDApprovedMar272014.pdf</i></p>	<p><i>_Draft an update to the By Laws and agenda for review/approval in a Regular Board Meeting. (Still pending: 09/07/16)</i></p>