

11/14/2017 Co-District Manager Report – Mike DeGroot Infrastructure, Roads, Fire and Communications

Infrastructure:

Community Center – Seismic upgrades, as highlighted in engineering study, have been designed and are in the process of being completed. Custom brackets are being fabricated and materials are on order to strengthen the main building and deck supports. This should be completed within the next 3 weeks.

ADA upgrades continue, including replacement of 300 sq. ft. of walkway and installation of entry door ramping systems.

County Fire Marshall inspection occurred, resulting in several citations, including: smoke alarms have been removed from their locations, fire sprinklers are out of compliance due to a lack of required inspections and equipment not properly tagged, kitchen refrigerator is too close to a fire sprinkler head and the use of “household extension cords”. Despite these citations, the building is still able to be used; the CSD has 30 days to complete repairs. Mitigation of these citations are in progress.

Trails – Identification and repairs to potential safety issues on trails are in progress. In particular: hand rail repairs, loose steps and lighting.

Water – Lower water tank roof was removed and replaced. Several areas of the wooden top required repairs, drip edge was installed to prevent future water damage, waterproof flashing installed around the entrance hatch and new roofing material installed.

Assisted in locating the Frank Valley Road main waterline for the potential relocation project.

Roads:

Sunset Way Project – Final conceptual design has been completed. The RFQ documents are being developed, Engineer’s cost estimate has been completed and attempting to meet with members of the Sunset Way Committee.

Met with the Representative from the Nature Conservancy to discuss the drawings and any impacts related to the project.

Highway 1 – Met with Caltrans representatives regarding the closure(s), traffic control and status of repairs. The Caltrans Public Information Officer will be providing us continuing updates and information as the projects continue.

Expressed the MBCSD concerns regarding the Caltrans contractors’ use of Seacape Drive for water, materials and equipment deliveries. County Public Works gave

permission for use of Seacape Drive by Caltrans, and has committed to inspect and repair any damage as a result of the construction project.

Fire:

Community Center fire extinguishers were inspected and received their annual tag. Fire sprinklers will need to be tested and all sprinkler heads must be replaced.

Communications:

Strategic Planning – Developing a strategic planning framework in an effort to guide Staff and the Board through an effective planning process.

Meeting has been set up with the County to assist with, and possibly, to provide some funding assistance for the planning process. This meeting will occur in mid-November.

Community – Met with several Residents on various issues including, Community Center use impacts, Cove Lane culvert, parking and road surface cracking.

Still communicating with Google maps regarding the error of their pin placement and directions when people search for “Muir Beach”.

Water Rate Increase - Conducted three Public workshops regarding the water rate increase and CSD budget.

Preparing for the Public Hearing on November 15th. The procedures for conducting the Public Hearing will be as follows:

1. Hearing will be opened by Board President
2. District Managers or Board President may provide a report on the purpose of the hearing and/or protest procedures
3. Public testimony will occur
4. Board President will do a “last call” for protests and will close the hearing
5. District Managers will count and verify all protest votes properly received
6. The count of the protest votes will be provided to the Board and the results reported by the District Managers
7. If less than 50% +1 protest votes are properly received the Board can discuss the resolution – If 50% +1 protest votes are properly received the resolution will not receive a Board vote
8. If no majority of protest votes are properly received the Board President will call for a Board vote on the resolution.

Board of Directors – Coordinating with Mary and Directors on board packets, the water rate increase informational flyer, public hearing notices, Special Meeting scheduling and agenda, and regular Board meetings.

MBCSD by-laws should be examined and potentially changed, additions included and/or updated; specific items that may be examined include:

1. potential change of meeting days and times
2. addition of a residency requirement for a Directorship position
3. language allowing for and providing procedures for change of Board Officers
4. language mandating a specific deadline for public posting of Board meeting minutes