

3/25/20 District Manager Report – Mary Halley

Water, Fire, Recreation, Roads, Finance, and Communications

General:

District Manager and Staff – as the MB designated representative, I attended the second Marin County Coastal Communities Working Group (CCWW) meeting held on 2/25 regarding the “Tomales Bay Living Shoreline Study” based on the Marin County Sea-Level-Rise Adaptation Feasibility Study. Have also been monitoring the COVID-19 outbreak and passing on information from Marin County HHS, VOAD, and State to our residents and preparing for, as well as, implementing recommendations and orders from the State and County. So far, we have had to close the MBCC, post public health signs, coordinate staffing schedules, and implement safety measures to be able to work safely during the shelter-in-place order. I am still able to work in the office taking care of District business, as our district provides essential services, and have set up separate work areas six feet apart for the days Sharry (our bookkeeper) needs to come into the office. I am reading through the continuous stream of Marin County shelter-in-place updates and recommendations, along with Governor Newsom’s new Brown Act exceptions ordinance, to allow for remote public Board meetings while public gatherings of 10 or more people are prohibited.

Alliance of Coastal Marin Villages (ACMV) – the California Coastal Commission held its second public hearing on the Public Review Draft California Coastal Commission Strategic Plan 2020-2025 at the 3/11 meeting in Santa Cruz. The ACMV letter was once again mentioned and referred to by Commissioner Rice as she requested clarification from CCC staff on how comments get incorporated into the Strategic Plan – so we are encouraged.

Water:

Water Reports – have completed and submitted all required monthly (Silica/Chlorine and 4-Log Clearwell + PipelineCT-Cl2 reports) and 2019 Annual reports (SWRCB EAR, Diversion Permit Report, and Water Quality Report with CCR Certification) on time. Annual report questions are getting longer each year with more information around water usage, water conservation, climate change preparedness, diversion methods and calibration of measuring devices. Our Water Operators have now requested the required ‘full bank’ of 2020 water tests that are due every 3-years from our water testing labs.

Redwood Creek Stream Monitoring – stream levels were falling back down to summer levels again, but due to recent spring rains, have rebounded a bit, but still well below normal averages.

Pumphouse electrical shutoff – coordinating with PGE and Surpass Electric to move power shutoff at pumphouse to higher location away from potential creek flood waters. PGE has caused delays to the project by requiring a PGE approved pole, for which their ability to verify manufactures seems to be outdate, but they have now found an approved pole which Friedman’s is going to deliver at no cost to district – hopefully this next week.

Greene lane Water Main and Hydrants – still waiting for the Sunset Way improvements to be finished. Previously, I drew up a loan agreement between the CSD and David Taylor to clarify the terms for which the CSD would repay David Taylor for financing the Green Lane water main and fire hydrant installation project using contractor JML.

Fire:

Firehouse – the fire department is getting close to submitting a proposal for a firehouse permit.

JPA Fire Tax – the JPA ballot Measure C passed with more than the required 2/3 at 70.28%. Homeowners in Marin (including MB) will be taxed \$.10 per square foot on their homes (or \$75 for multi-family unit) for 10 years to pay for proactive firefighting and vegetation management.

Recreation:

MB Community Center – the MBCC is currently closed until further notice due to COVID-19. There will be a thorough cleaning and sanitizing of the CC before reopening. The decorative tiles just arrived so Cuco can now finish the fireplace hearth. We will try to schedule while the CC is closed. The Measure A window replacement project still needs the upper loft skylight to be installed and exterior trim to be finished by 6/30. Chris Gove is still looking to find an adequate replacement product for the 7 panes of laminate glass that need to be replaced over the CC deck and to finish trimming out the new windows. Amy Utstein, our volunteer CC rental coordinator for the past 5 years, is stepping down now as of April 30, 2020. She has extended her retirement day by another month due to the COVID-19 disruption and the cancellation of our March Board meeting. She is happy to train in her replacement before stepping down. The Board discussed the issue rental coordinator position at the 2/19 Board meeting with the recommendation to make the ‘volunteer’ position now paid. The board will take up the issue again at the 4/22 Board meeting.

MBCSD District property encroachments – (same as last month) there are many ongoing encroachments in various states of communication or action within the District. The Board has authorized the Board President to obtain advice from legal counsel to take up the topic of encroachments at a future Board meeting.

Trails – continue to do various minor repairs on the Ahab to Sunset and Sunset to Pacific Way trails due to heavier use and damage caused by the Sunset Way Road project. The Ahab stair treads will need more extensive repairs.

Roads:

Lower Starbuck Extension – am still waiting for current contractor to be available to do the asphalt patching.

Sunset Way Project – is now complete. I will just finish out processing payments and tracking costs as required.

Charlotte’s Way – the Board approved \$11,700 in maintenance funds to be paid as a 1/7 share of the \$82,000 culvert repair and paving project which is now underway following the completion of the Sunset Way project.

Communications:

Website – currently just updating and posting documents on the various website pages.

Resident email list – list is complete but there is much constant updating as homeowners/renters come and go.

Finance:

Prop 68 Per Capita Program – still waiting to hear back. I have emailed and called many times and they keep saying “names of selected applicants should be released soon”. I did find out that our District had previously applied in 1992 for a Per Capita grant for which we did not receive grant funding.

Measure A Funding – attended a Marin Parks meeting on 2/24 to discuss Measure A funds in preparation for a renewal of Measure A funding to be put on the November 2020 ballot. Our District was provided with signs, which have been posted at the playground and CC, that say “Your Measure A funds at work” so people know what these funds pay for in our community. Also, completed the preliminary Measure A audit notice in advance of audit selections. Marin County Parks thanked all the Measure A recipients for excellent management of funds.

Audits – am currently working to complete the last of the auditor’s recommendations to develop and maintain an accounting, administrative, and fraud procedures manual for the District. Have finished a ‘rough’ draft which Sharry, our bookkeeper, is now reviewing (which she says is mind numbing), then will get auditor approval before submitting to the Board for review. The FY18/19 District audit is still currently in progress.

Budgets – have begun worksheet and preparations for FY20/21 draft-budget to be completed in April and May for first reading at May board meeting.

Capital Planning – no major capital spending, aside from Measure A funding, is being planned until the Sunset Way project loan is fully paid off.

Insurance – submitted Glatfelter general liability insurance renewal questionnaire and waiting for renewal policy. Had requested the Certificate of Liability for the MBVFD BBQ which we may not actually need at this point.

District Office Business – with the scanner finally working, Sharry was able to catchup on a backlog of scanning in time for the FY 18/19 audits to begin. Then the FileCenter program started acting up with whole stacks of documents disappearing, so we had to have the computer tech retrieve the back files. I am now looking into being able to have remote meetings thru a video conferencing method (likely “Zoom”) in case the COVID-19 pandemic prevents social gathering for an extended period. As always, I am continuing to process all District mail and work with Sharry to make sure payroll timesheets, routine/event reimbursements, Credit Card expenditures, incoming payments and outgoing checks are all processed and expedited between agencies, employees, and vendors promptly.

Respectfully submitted,

Mary Halley

MBCSD District Manager