



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

January 04, 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. Items in grey text are still pending but not currently active:

Item:	Topic: Description	Action
01	District Manager Resignation: <i>Please see the attached document for my resignation as District Manager effective at the end of business on Wednesday, 01/18/17.</i>	
02	Fire/Life Safety – National Park Service inter-agency work: <i>I received the following update from NPS Park Ranger Mia Monroe: Muir Woods Reservation Prospectus just came out for potential bidders to submit proposals...this is a critical next step in mapping an improved future for Muir Woods (the forest, the watershed, the visitor and our neighbors!)...See news release attached for details.</i> <i>_ Co ho ho ho! Silver salmon (aka coho) are in Redwood Creek! Over 100 returned as adults to their home stream on Dec 8, after a growing-up stint at the Warm Springs Hatchery as part of Coho JumpStart, maybe they were joined from others returning from the ocean. Spawners (and redds) have been observed! still time for more to enter system from ocean with January rains and high tides.</i> <i>_ Whales migrating south! Look for them from such vantage points as Muir Beach Overlook and Point Bonita. Monarchs overwintering in protective groves at Stinson, Muir Beach and Fort Baker.</i> <i>_ Dipsea Plank out, detour down Frank Valley Road to Deer Park required to take this hike. Also, Redwood Creek Trail closed to equestrians to provide the most protective environment for spawning fish (and later eggs and young fry).</i> <i>_ We now have an on-line link to get instantaneous readings of precipitation at Muir Woods: Here is the link to see MUWO weather and precip online http://www.weatherlink.com/user/muwoweather</i> <i>_ We have a separate link with USGS to get instantaneous stage readings for Rdwd Crk (at Hwy 1 Bridge): http://waterdata.usgs.gov/nwis/uv?site_no=11460151</i> <i>_ The Golden Gate Dairy Farm House is available for meetings, trainings...write Price Sheppy (psheppy@parksconservancy) to reserve, learn details...this is a great community resource, available to us all!</i> <i>_ Fort Baker-Barry tunnel closure roughly Jan - May, also parking will be restricted on Conzelman. check NPS website for details.</i> <i>_ King Tides ahead and at times when we/visitors are often on the affected roads: January 8 - 14 (more fun: good low tides go along with these exceptional high tides, also at good, safe tidepooling time) AND storm, rain conditions really exacerbates high tides, big waves...).</i> <i>_ Fee Free Day at Muir Woods on Martin Luther King, Jr Day</i>	<i>_Follow up on contacts with NPS, Marin County, and State Parks staff on a monthly basis.</i>

	<p>January 16 (good time to make sure all who have fourth graders know about the EVERY KID IN A PARK free pass for them and their families, as many visits as possible in 2017!).</p> <p>_ The Redwood Creek Watershed has been managed collaboratively for nearly 15 years, guided by the Vision for the Future, the GGNRA's GMP, agreements with the state parks and the MOU between NPS and the County of Marin...see the results of this collaboration in the recently published Accomplishments Report www.onetam.org/sites/default/files/basic/rcw_report_final_small.pdf and the information shared at the recent OneTam Science Summit (onetam.org).</p> <p>_ Good time to visit your neighboring parks when tourism is at an ebb leaving trails quiet in every way except for the rushing water, wind in the trees: the winter! Plus, on January 9 one of the nation's oldest (Muir Woods) will celebrate 109 years as a place stewarded from Miwoks through the Kent family, now the National Park Service and you! Look for a fresh telling of this story for locals in the December MARIN (http://www.marinmagazine.com/December-2016/William-Kents-Marin).</p>	
03	<p>Fire/Life Safety – 1793 Shoreline: No new actions to report on opportunities to sell/trade the site.</p>	_ Look into other ways to trade the property for equivalent assets.
04	<p>Fire/Life Safety – Firehouse: The Board President, Fire Chief, and I met with NPS at the firehouse on 12/21/16 for an inspection and the signing of a new use agreement.</p>	
05	<p>Fire/Life Safety – New Fire House: Nothing new to report.</p>	_ Follow up with committee and board.
06	<p>Fire/Life Safety – Fire Tax: The County Finance Department has requested confirmation on the property info they use to apply the fire tax. This will require some focused time to confirm.</p>	_ Compete the Finance Dept submittal for collection.
07	<p>Fire/Life Safety – Disaster Prep: The County was provided the confirmation paperwork completing the grant funding.</p>	<p>_ Confirm ID marking plan for trailer.</p> <p>_ Meet with management of other Marin CSD's to review County support of Disaster Prep issues.</p>
08	<p>Recreation – Measure A Funds: Nothing new to report.</p>	_ Continue to track funds and anticipate future use for the specific areas of the Measure A dollars in FY18/19.
09	<p>Recreation – Community Center Landscaping: Nothing new to report.</p>	_ Obtain estimates to complete the stone at the ramps for future consideration.
10	<p>Recreation – Community Center Renovations: As mentioned in my last report, while there are many items that require design clarification, the two priority projects are the glazing at the main deck railings and the failing upper deck/accessibility issues (see item 10 below.) The contractor is not available until February and requires some sketches in order to further assess the work. My meeting</p>	<p>_ Work w/Director Hamilton-Rivers on design clarifications for pricing.</p> <p>_ Follow up on McPhails quote to move old tank.</p>

	<p>with Director Hamilton-Rivers on the design clarifications for the other projects was postponed due to other priorities. I am waiting to hear from McPhails on the replacement of the old propane tank and just sent them another request for a quote.</p>	<p>_ Follow up with the Board on bids and proposals.</p>
11	<p>Recreation – Spindrift Point: No new actions to report on this issue.</p>	
12	<p>Recreation – Marin County Community Services Grant: I submitted the paperwork to receive the Community Funds Grant from the County for \$5,000 for accessibility upgrades to the Community Center. Once received, the work will be scheduled. When complete, the County needs verification of the finished project (prior to 7/1/17.)</p>	<p>_ Follow up on planning for the work .</p>
13	<p>Recreation – Performance Events: Muir Beach Live: Flamenco Night was a great success with 90+ attending and many compliments received.</p>	
14	<p>Roads – Sunset Way Project: Project work stopped per board direction. Nothing new to report.</p>	<p>_ Follow up on pending board action and direction to staff.</p>
15	<p>Roads – Misc Repairs: No new actions to report on this issue.</p>	<p>_ Assess areas that need patching.</p>
16	<p>Roads – CalTrans Easement at Hwy 1/Sunset Way: The issue of safety improvements needs to be raised with State representatives and CalTrans. No new actions to report.</p>	<p>_ Outreach to CalTrans</p>
17	<p>Water – Marin LAFCO: Executive Director Keane Simonds would like to discuss our Fire service details as LAFCO is currently undergoing a study on that in the County. A meeting with him and Fire Chief Wynn should be scheduled but other business has superseded this topic.</p>	<p>_ Confirm Water sphere of influence boundaries on LAFCO records and discuss MBCSD Fire charter in a future meeting.</p>
18	<p>Water – Well and Distribution Issues: November testing resulted in no e.coli in either well but total coliforms were present: <1 per 100mL for the 2008 (backup) well and 81.3 per 100mL for the 2002 (main) well. The distribution system tested fine with an absence of both e.coli and total coliforms. We have been waiting for contractor availability to repair the break in a main line on the Pacific Way bridge.</p>	<p>_ Continue regular monitoring schedule and required notices.</p>
19	<p>Water – Modification to Water Board Reporting : I am waiting for a reply from Alderman Engineering on progress. The Water Engineer would like to know when the revised information will be ready.</p>	<p>_ Submit additional info pending the consulting engineer's work.</p>
20	<p>Water – National Park Service inter-agency work: No new actions to report.</p>	<p>_ Follow up on clarifying responsibilities of the AMP.</p>
21	<p>Water – Banducci /NPS Property: I am waiting for confirmation that a check valve has been added to the horse camp line to isolate potential contamination back into the new Banducci line. Subsequent tests with the horse camp line shut off and the new line flushed resulted in a clean report. I spoke to the Water Board Engineer about the new line. She recommends testing at the houses when we do our regular monthly tests to ensure that the chlorine contact time is sufficient to provide potable water. I have requested the 4-log inactivation calcs from Mike Ryan to provide to the engineer for confirmation.</p>	<p>_ Address the water quality issues with NPS. _ Execute the MOU service connection fee and regular billings.</p>

	<i>During a meeting at the firehouse, I spoke with Katherine Arrow of NPS about the service connection fee of \$6,500. NPS will ask the Banducci to forgo their rent payments and send the monthly amounts to the CSD in order to fulfill the obligation. We are starting a new water account for that line and will bill per our rate structure.</i>	
22	Water – Conservation: <i>The annual Small Water Supplier Conservation Report was completed and filed on 12/14/16. It is attached to this report.</i>	
23	Water – Water Manager Retirement: <i>The results to date of the Water Management search have been catalogued and provided to the Board President and Vice President.</i>	<i>_Wait for next steps pending evaluation of the search results to date.</i>
24	Water – Water Rates and Policies Update: <i>No information to report.</i>	
25	General Business – District Manager’s Hours: <i>For the record, here are my weekly hours since the last DM report. 12/04/16 - 12/10/16 = 36.50hrs 12/11/16 - 12/17/16 = 36.00hrs 12/18/16 - 12/24/16 = 04.25hrs (used comp time hours owed) 12/25/16 - 12/31/16 = 19.00hrs</i>	
26	General Business – Financial Audits: <i>R.J. Ricciardi, Inc. has completed drafts of the 2008, 2009, 2010, and 2011 audits. His schedule for the remaining work is: 2011-12 Audit = January 2017 2012-13 Audit = February 2017 2013-14 Audit = February 2017 2014-15 Audit = March 2017 2015-16 Audit = March 2017</i>	<i>_Continue to monitor the audit schedule.</i>
27	General Business – Strategic Planning: <i>No information to report.</i>	<i>_ Follow up on board direction.</i>
28	General Business – Website: <i>Kris Backenstose has done some preliminary work and is ready to move forward. He requested some information prior to the holidays that needs to be followed up on.</i>	<i>_Revise the site with the consultant.</i>
29	General Business – FY17/18 Budget Planning: <i>Budget planning for the next fiscal year should begin in February, 2017.</i>	<i>_Plan for a preliminary draft budget review in March 2017.</i>
30	General Business – Grants: <i>I met with John Murray, Don Cohon, and Director Hamilton-Rivers to provide information requested from the Grants Committee and discuss strategy.</i>	
31	General Business – MBAG Information: <i>No information to report.</i>	
32	General Business – By Laws update: <i>The By Laws need to be revised to correct some errors. I am still waiting for the Directors to review the existing ones and let me know about any questions/concerns/suggestions. They are available at: http://www.muirbeachcsd.com/documents/BylawsMBCSDApprovedMar272014.pdf</i>	<i>_Draft an update to the By Laws and agendaize for review/approval in a Regular Board Meeting.</i>

Bill Hansell

From: DRINC Portal Administrator [drinc@waterboards.ca.gov]
Sent: Wednesday, December 14, 2016 11:47 PM
To: bill.hansell@muirbeachcsd.com; kathy.frevert@waterboards.ca.gov
Subject: Small Water Supplier Conservation Report - MUIR BEACH COMMUNITY (CA2100508)

Hello Bill Hansell,

Many thanks for submitting your Small Water Supplier Conservation Report. We'll be using this report to determine water conservation activities by small water suppliers.

Here's what you reported:

Water Supplier

Public Water System ID CA2100508
Water System Name MUIR BEACH COMMUNITY
Reporter's Name Bill Hansell
Reporter's Title District Manager
Telephone (415) 388-7804
Email bill.hansell@muirbeachcsd.com

Production (in G)

	2013	Dec 2015 - Nov 2016
December		717358
January	606650	648455
February	605160	571993
March	721801	576520
April	794389	901652
May	928013	961245
June	928867	1014025
July	990055	1065826
August	967000	989354
September	949918	1056900
October	1098858	794760
November	829308	619740
December	789456	

Comments

**Conservation
Activities**

Resolution 2002-12-11-01 established a policy for enforcing water conservation during Drought Conditions and requires the District to issue a Notice of Water Conservation to its customers and assesses penalties for excess use based upon a tiered rate structure. Resolution 2014-8-28 established a water shortage emergency and restricts all non-essential uses including excessive landscape irrigation, watering during peak daytime hours, limiting watering to two times per week, limiting watering lawns to one time per week, the installation of hose shut-off nozzles, no washing of exterior hard surfaces, and no filling of pools. Violations include fines and potential disconnection.

Actions to Conserve
Number of Watering Days 2

Leak Detection

Have leak detection program? Yes

Alert customers of leaks? Yes

Average response time (days)? 1

Interest in technical assistance? Yes

Comments

State Water Resources Control Board
Office of Research, Planning & Performance





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January 04, 2017

To: MBCSD Board of Directors
19 Seacape Drive
Muir Beach CA 94965

Dear President Friedman, Vice-President Hamilton Rivers, and Directors,

I regretfully submit my resignation, effective at the end of business on Wednesday, January 18th, 2017. I enjoyed working with the residents of Muir Beach and hoped to complete the many initiatives begun during my term, but I leave them with the following list of significant accomplishments:

- 01) *Financial Compliance: Nine overdue audits underway (2008 to 2016).*
- 02) *Financial Analysis Completed with Public Presentation on 3/26/16.*
- 03) *Comprehensive "Chartered Accounts" budget adopted on 10/12/16.*
- 04) *Comprehensive Capital Improvement list on Community Center upgrades.*
- 05) *Grant funding: Fire Dept Emergency Prep Grant purchases (\$13,000), County Community Services Fund Grant for accessibility upgrades(\$5,000)*
- 06) *Sunset Way: County approval process clarified, rough budget from GC acquired, independent engineer analysis completed, next steps identified.*
- 07) *Banducci/NPS water matters resolved; construction complete.*
- 08) *Dog Management Plan comments created and sent to NPS on 05/04/16.*
- 09) *Board Meeting audio recordings now available on-line.*
- 10) *Responded to Grand Jury Website Transparency Report.*
- 11) *Website reorganized for clarity, required data added, consultant update underway.*
- 12) *Engineers consulted on state of our current water system.*
- 13) *Legal representation regarding our water rates, regs, and policies underway.*
- 14) *Constant Board education about how to conduct meetings and what's most pressing/legal compliance (Brown Act, Rosenberg's Rules, Employment Issues, Insurance Issues, etc).*
- 15) *XIO research and proposal for an improved water control system. Troubleshooting of issues w/existing system.*
- 16) *Creation of Ad Hoc Committees, undertook meetings on various issues.*
- 17) *Scoping of Cove culvert.*
- 18) *New liner for 2002 well installed to address contamination issues with follow-up reporting/consulting.*



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- 19) *End of Sunset Way - legal consulting on Right of Way issues.*
- 20) *Small Claims law suit re: alleged accident at beginning of Sunset. Work with insurance reps to dismiss. Successfully presented at Court.*
- 21) *Completed necessary insurance upgrades and more economical pooled insurance option.*
- 22) *Organized new 10-year Fire Tax w/CPI increases; Passed on 11/08/16.*
- 23) *Re-assessed Firehouse status and options - process and schedule underway.*
- 24) *Connected with NPS property management on the existing firehouse. New tenant agreement signed on 12/21/16.*
- 25) *Clarified the difference between the MBVFD and the MBVFA re: budgeting, planning, Chief selection, etc.*
- 26) *State Water Reports brought up to date (missing past required reports now completed).*
- 27) *Worked with Supervisor Kinsey's office on general coordination issues (including Frank Road name change).*
- 28) *District Manager Reports are more comprehensive than in the past and include follow-up action items listed.*
- 29) *Represented District to LAFCO director and board re: Water Study follow-up and pending County Fire Study issues.*
- 30) *Sunset Way temporary patching in Spring 2016.*
- 31) *Required submittal for new Water Monitoring Plan by Water Board w/inspection pending.*
- 32) *Personnel Policies and Job Descriptions completed.*
- 33) *Water Management search in progress.*
- 34) *Multiple legal exposure and non-compliance issues revealed in District records and practices.*
- 35) *Initiated a performance series with "Flamenco Night" that two residents said was "the best community center performance in 40 years." Assisted with multiple community parties such as Day of the Dead, Solstice, etc.*

Sincerely,

Bill Hansell