

7/5/17 DM Report - Water, Roads, Fire, Recreation, Finance, Infrastructure, and Communications

Water:

Water Manager Position – helping to coordinate and monitor the current Water Management Team trial period that started 4/21 with the next follow-up evaluation scheduled for 8/16/17. So far everything is going smoothly with only the usual constant adjustments to the system.

Water Permit Modification – working with Misha Anderson from the SWQCB to meet the requirements for a permit modification. Hired Civil Engineer, Jon Terry, and his assistant, Julia Soria, who have finished our 4-log virus inactivation for our permit and will be able to finish the engineered plans for the Banducci extension as soon as we submit a daily sampling plan for a new first point of contact. We have been working with both Gerald O'Reilly from State Parks and Mike Ryan from NPS figuring out the last details of the Banducci extension monitoring program. We are hoping to wrap-up the Permit Modification within the month.

MBCSD Stream Monitoring system – due to the exceptionally rainy winter, the urgency for the stream monitoring program seems to have taken a back seat to many more upcoming NPS construction projects effecting the Redwood Creek watershed, but I will still schedule a walk-through of the Redwood Creek with NPS Aquatic Ecologist Darren Fong to review and look at how we will need to set-up a volunteer stream monitoring plan once the creek flows get low enough. Muir Beach Internet Technician, Leighton Hills, is working with In-situ technician on test prototype that can run over MB LAN to meet our Adaptive Management Plan/ Water Permit requirements. We may also look into “critter cams”.

Water System – we switched over to the 2008 Well while the 2002 Well was offline for treatment. Residents reported noticing ‘cloudy’ water, which turned out to actually be ‘fizzy’ water from air being sucked into the pumping system of the 2008 Well – which is normal for that Well. We should be back pumping once again for the 2002 Well beginning of July. Our Annual State Water Report has been submitted to the State and our CCR (Water quality Report) was distributed to the community in June and posted online at both our District website and our State monitored water system webpage.

Water committee – there has not been any recent meetings to report, but the Water Committee is still monitoring potential Grant programs looking for opportunities to find funding sources to buildout and upgrade our current water system with new advanced technologies. One opportunity presented itself – the Woodward & Curran Foundation Grant – which was a \$100,000 grant to research and develop new technologies. But with an application for a “Letter of intent to Submit” deadline of July 1, 2107, and at the time being only a week or so away, it was coming up too quickly to be able to put together a submittal and it would have required the full attention of someone with expert technical knowledge to put the application together. It might have been perfect for an Aquashare research grant, but Jamie (our Aquashare specialist) is working full-time and currently moving into a new home, and just didn't have that much time readily available. But we continue to keep our eyes peeled for the right opportunity.

RCAC Water Board and Management Workshops – have been taking the series of online workshops for continuing education.

Roads:

Highway 1 – North – continues to be closed due to emergency work - CalTrans Quick Map as of 4/28/17 says it does not expect to open until October 20, 2017.

Frank Valley Road – We still need to explore the possibility of re-routing about 200' of waterline to the other side of the road where the County DPW has already said they would help expedite the permits. We have met with Bruce Linscott and asked for a quote to submit for Cal OES Storm Grant for funds/reimbursement. But I have been informed that Cal/OES FEMA will not fund that project due to lack of actual damage.

Sunset Way Project – Sunset Way Asphalt Skin Patch repair has been scheduled for 8/10/2017. There will be a full road closure for 24 hours starting at 7:30am until Friday 8/11 at 7:00am. Notice has been sent out to all the residents of MB advising to prepare for not being able to drive on Sunset Way during the closure. Work will commence on Thursday 8/10 at 8:00am and be completed by 5:00pm. Road will need to remain closed to allow the Asphalt Skin Patch to setup completely and not be disturbed by tires. I have been coordinating with ILS, LTD Engineering, and Sunset Way committee, along with neighborhood stakeholders, to modify and scale back the current plans Sunset Way Project to be ready to go out to bid in November. We still need to designate two work staging areas to keep the bid price down as well. (Pump house? /NPS worksite/Pelican Inn Parking CSD lot?) MBCSD Board approved ILS Revision proposal on 4/13 and it was submitted to ILS on 4/18, so previews of concept design should be available soon for a second scheduled site visit and walk-through. I contacted ILS earlier this week and both Mike Evans and Irving Schwartz are out of the office on vacation until 7/5 and 7/11 respectively. I will follow-up with Mike on 7/5 to see if there is an update to report at CSD meeting.

Pacific Way Bridge – PWB water line re-route is complete. Looks like project will be eligible and accepted for reimbursement by FEMA through Cal OES Storm grant program.

Fire:

Not a lot for me to report on fire. I only needed to assist in the most minimal of ways with the Certificate of Insurance for the MBVFA BBQ fundraiser and then helped the new Fire Chief in developing his budget for this year. I completed the VFIS Questionnaire for renewal and the insurance policy was renewed on 7/1/2017. The possibility for the sale of a CSD parcel has come up in response to funding for the building of a new firehouse, but it has not developed to a point yet that it is even being considered – but I will continue to follow any developments and report back to the community.

Recreation:

Muir Beach Events – I have been working with Laurie Piel to make sure that all of the year's events and activities have a sufficient amount to be budgeted to cover those seven events per year. It was also decided, that any revenues generated by the MB Christmas Fair should go towards supplementing the individual events or used to acquire additional special events or entertainment.

Communications:

Website – a big thank you to my previous Co-DM Vanessa for all of her tedious and time-consuming work developing our new website. She has given me a few lessons handing off the website management and maintenance going forward, but there is still much more for me to learn to be able to completely manage and develop this new task. Vanessa and I did work together to add a new ‘Elected Officials’ page, and renamed some tabs, but I still need to add a Finance page and CSD Properties page to better complete the website and make it better conform with the Grand Jury Special District’s website requirements.

Newsletter – the newsletter that Vanessa developed and created a link to the MBCSD website will need Board input as to what is their desire and plan for continuing it into the future.

Residents email list – the district has various email lists (water billing, residents email list, newsletter – MailChimp, and Laurie Piel’s multiple google lists) so we need to develop a strategy for combining and keeping them all current.

Muir Beach Directory – this is another type of list but has its own web-link and is developed and updated every few years by Maury Ofstroff. There seems to be a lot of requests lately that it is time to update it.

Infrastructure:

Cove Lane Culvert – Gary Miksis did video scoping and analysis of condition of culvert to be able to have a Dynaliner and has prepared a quote. I have requested an additional quote from Linscott for cleaning, installing self-leveling grout to fill voids, and add new extension before Dynaliner can be installed, but are still waiting for quote. Met with FEMA onsite project coordinator on 5/26 and we will see if the environmentally friendly Dynaliner will be the preferred chosen project – as it is acceptable for coastal permitting – or will FEMA only pay for the cost of a smaller re-route of a 15’ damaged section to be re-routed – which is not likely permissible - so as to just put it back to pre-storm condition as is their policy.

MBCSD District properties – continuing to gather information, photos, maps and other data to create a page on the new website to be dedicated to district land management and tree policy.

Trees – trying to locate trees that may become hazardous. Greg Kidd, a property owner adjacent to the CSD property where the Lower Water Tank is located, and where there is one remaining Cypress tree that didn’t fall in the winter storms, was previously granted permission from the CSD to remove the Cypress tree and mill it along with the already fallen tree on CSD property. As of 7/1/17, he has not yet submitted a plan or provided a Certificate of Liability along with his planned safety measures. Another tree was reported to the CSD as having developed a list, now leaning towards the Community Center, but it was found not to be a tree on CSD property and the tree’s property owner was notified of the developing dangerous situation.

Trails – CSD staff continues to stay extra busy trying to weed whack extensive growth on trails and along roadways due to the rainy winter. The Trail Committee requested an Annual Trail budget. \$1500 is included in the budget for this year. Trails Committee has also requested a Dog Park Ad-Hoc Committee be formed to research the desire and feasibility to develop and manage a dog park in MB.

Community Center – Community Center Facilities Committee has prioritized necessary repairs. MKM Engineering has completed a preliminary list of the work that needs to be done at the CC, but now the Board needs to discuss getting estimates attached to those projects and finding long-term funding possibilities and/or dedicated revenue sources to ensure the Community Center improvements get completed in the near future. Laurie Piel and Amy Utstein have created a new CC Rentals price/ policy schedule that has been completed which includes four categories of rentals now: Non-residents, MB Resident, Non-profits, and Friends of Residents – which will hopefully start to iron out some of the long standing quirks in the CC rental system and also hopefully generate more income through less actual rentals and keep the CC more open and available for local events.

Finance:

Measure A Funding – have completed Measure A yearend audit for 16/17 and submitted the MBCSD Measure A Work Plan for 17/18. The funds continue to be dedicated to replenishing the Playground project expenditures’. Funds can be used for Community Center, trails, parks and open space.

Audits – monitoring progress between Sharry and R.J. Ricciarardi, Inc. auditor, Michael O’Connor, as required information is being transmitted for the now year 2015. We met our goal to complete through audit years 2014 by May 2017. That will leave 2015 and 2016 to be completed in fiscal year 2017/18 as budgeted. I have signed additional contract for year 2016. So far, we have been sent Draft-Audit reports through 2014 with no material or substantive errors or discrepancies. We have received a list of 7 procedural items and recommendations that we are working to incorporate into our accounting system at present.

Budget 17/18 – have a Revised Draft-Budget for approval at the July 5, 2017 meeting (other important Board and community issues preempted its 5/24 budget approval).

Strategic Planning – continuing to create a multi-path approach for short-term and long-term analysis and goals. (MBCSD Board and Personnel Committee working on facilitating strategic planning as well.)

MBCSD Insurance – Glatfelter VFIS policy renewed July 1, 2017 with same coverage and at almost the same premium as the previous year (just ever-so-slightly less). Search for alternative agencies and bidding did not turn up a better premium option. Water Policy has already renewed as of April 1, 2017 , and Worker’s Comp renewed 5/12/17.

Insurance Claims – CSD received settlement check from Geico in the amount of \$4,359.24 for waterline damage and repair claim after a car hit the waterline going into Redwood Creek at Pacific Way Bridge.

Cal OES/FEMA – have filed for State Storm Relief Grant for reimbursement for Pacific Way Bridge Waterline Re-route project, Cove Lane Storm Drain repair project, Sunset Way slumping road at Warren’s wall, and Frank Valley Road Waterline re-route project – occurring for both January 8-12 and February 1 – 23 storm events. Met with FEMA onsite Disaster coordinators on 5/26 and have submitted the MBCSD List of Projects for reimbursement and project funding. It looks like our claim for reimbursement for Pacific Way Bridge Waterline Re-route repair will have a good chance of being accepted, and Sunset Way ‘slumping road at Warren’s Wall’ and Cove Lane ‘culvert repair’ are

acceptable for submittal as projects, but that the Frank Valley Road Waterline re-route project will not be accepted due to no actual damage having occurred.

District Business – processing all District mail, working with Sharry to make sure employee payroll timesheets, routine/event reimbursements, Credit Card expenditures, incoming payments and outgoing checks are all processed and expedited between agencies, employees, and other persons promptly. We are implementing a new monthly payroll policy to save money on PayChex processing fees. And are also implementing new audit recommendations, including direct deposit for payments, and pre-approval of invoices before submittal for payment, retaining of cancelled checks, and DM review and approval of monthly bank reconciliations as a matter of protocol for good checks and balances.

County ADA Grant – has now been extended to 12/31/17 to be able to complete projects. Projects under consideration are an ADA toilet and eliminating door thresholds in MBCC.

General:

Board Elections – CSD application has been submitted for November 7, 2017 election and will submit for change of election years from odd to even to comply with AB 2550. Currently we have 3 Directors (Lynda Grose, Peter Lambert, and Paul Jeschke) terms expiring. Candidates can pick up applications at the County Elections Office starting 7/17/17 and will need to have them submitted by 8/11/2017. The Directors elected in November will have 5 year terms verses 4 year terms and current members with terms expiring in 2019 will now be extended to serve for another 3 years until 2020 - due to election year change.

Respectfully submitted,

Mary Halley

MBCSD – Interim District Manager