

8/2/17 Co-District Manager Report – Mary Halley

Water, Recreation, Finance, and Website Communications

Water:

Water System Operator Position – continuing 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 and tweaks.

Water Permit Modification – working with Misha Anderson from the SWQCB to meet the requirements for a permit modification. Hired Civil Engineer has finished engineered design plans for our 4-log virus inactivation permit modification and is now just waiting for Banducci extension daily sampling plan for a new first point of contact. We are working in house to figure out chlorine loss from Banducci connection before submitting plan and working with both State Parks and NPS figuring out the last details of the Banducci extension monitoring program. We are hoping to wrap-up the Permit Modification by August. Misha, our SWQCB engineer would like to do a system inspection in August. District has been doing extra site maintenance in preparation for visit.

MBCSD Stream Monitoring System – due to the exceptionally rainy winter, Redwood Creek flows have still been consistently maintaining around 4 feet at the Highway 1 Bridge. Met with NPS Aquatic Ecologist Darren Fong on July 14 to walk through the Redwood Creek bed. We discussed what the District will need to do to set-up a volunteer stream monitoring plan once the creek flows get low enough. I have already started monitoring the USGS monitoring website as part of the joint program. I will soon reach out to MB residents to find a group of willing volunteers to be available in the event that the creek level drops to 3.6 feet and we need to start a daily creek walking program to look for ‘pooling’. We discussed the potential for the NPS Volunteer Worker’s Comp Program to cover our Muir Beach volunteers as well. Muir Beach Internet Technician, Leighton Hills, is working still working with In-situ technician on test prototype that we need to be able to run over MB LAN to meet our Adaptive Management Plan/ Water Permit requirements. The prototype that was sent requires a cell signal – which does not exist by the creek, but In-Situ reps insist is evident on their maps – so Leighton has been creatively sleuthing alternative connections. I will now have time now to explore “critter cams” as well.

Water System – we switched back to 2002 Well after having been offline for treatment. Some residents were still reporting a residual buildup in their water kettles that was hard to scrub out. The District has ‘Well’ water which is just normally higher in mineral content, and with so much rain and runoff this year, the water is more heavily laden with minerals. The Silica treatment helps drop the minerals out of suspension but can also contribute to the water seemingly leaving filmy deposits. We are in the process of preparing to do an annual water line and hydrant flushing in the next few weeks to also keep any deposits from building up in the system. Notice will go out to the community as soon as scheduled.

Water Committee – there has not been any recent meetings to report, as many members of the Water Committee have been out of town.

RCAC Water Board and Management Workshops – finished taking the series of online workshops for continuing education. I feel it has been a very informative series and very applicable to our small MBCSD water system and useful in encouraging and strategizing good management practices.

Recreation:

MB Community Center – the MBCC has moved to the top of the list for needing improvements and upgrades this year. I will coordinate with Mike (who has now taken over Infrastructure) on how to do smart upgrades to the CC that will not only improve safety and catch-up on deferred maintenance, but will also strive to improve and enhance the community's needs, esthetics, and functionality for local enjoyment and use.

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 lands management, trail and tree policies.

Trails – CSD staff did extra weed whacking this past month to clear extensive growth on trails and along roadways due to the rainy winter, not only for fire protection, but also to keep trails open and enjoyable. We will continue to work with the Trail Committee to put the annual \$1500 budgeted funds to the most needed repairs and trail enhancements. A Dog Park Ad-Hoc Committee has been approved by the Board but has not yet been formed. It will research the community desire and feasibility to develop and manage a dog park in MB.

Trees – having been trying to setup a meeting with Greg Kidd (the property owner adjacent to the CSD property where the Lower Water Tank is located) to discuss the timing of the removal of the last tree, and also, the specifics of that particular lot as it sits next to his property. He has already been granted permission from the CSD to remove the Cypress tree and mill it along with the already fallen tree on CSD property, but will need to submit a plan and provide a Certificate of Liability along with his planned safety measures. This same CSD lot has a walking easement across it and has been designated as a potential Dog Park site, but it is surrounded on all sides by homes which may make it not as desirable.

Communications:

Website – my previous Interim Co-DM Vanessa has been working with me to hand off the website management and maintenance. There is still much more for me to learn to be able to completely manage and develop this new task, but Vanessa and I are setting up one more meeting this coming week to work together to add 'Finance' and 'CSD Properties and Lands' pages to the current website to help make it better conform with the Grand Jury Special District's website requirements.

Newsletter – the Board will need to give direction as to their vision for a newsletter. Mike will most likely take the lead on content and I will work to link it to the website and maintain mailing lists.

Residents email list – I'm just now starting to update the District's various email lists (water billing, residents email list, newsletter – MailChimp, and Laurie Piel's multiple google lists) and developing a strategy for combining and keeping them all current.

Muir Beach Directory – have contacted Maury Ostroff concerning updating the directory. He has sent me information on the process of putting together the paper and online versions, and has also provided me with a previous edition as an example that contained local useful advertising. He said he would be willing to help and we may reach out to enlist a few other people.

Finance:

Community Center – Laurie Piel and Amy Utstein (CC Rental Coordinator) have created new CC Rentals price/ policy schedules which include four categories of rentals: Non-residents, MB Resident, Non-profits, and Friends of MB Residents – which should iron out some of the long-standing quirks in the CC rental system and hopefully generate more income through less actual rentals and keep the CC more open and available for local events. Will continue to monitor to see how it's all progressing.

County ADA Grant – extended to 12/31/17 to be able to complete projects. Mike will cover his proposed plans for an ADA toilet, eliminating door thresholds, and replacing broken sidewalks.

Measure A Funding – will start working with Mike to start planning FY 18/19 Work Plan.

Audits – monitoring progress between Sharry and R.J. Ricciarardi, Inc. auditor, Michael O'Connor, as required information is being transmitted for the year 2015. We met our goal to complete through the audit years 2014 by May 2017. Years 2015 and 2016 audits should be completed by September. I have reviewed all Draft-Audit reports through 2014 with no material or substantive errors or discrepancies. We just received final reports 2008 thru 2014 which we can now post to our website along with approved 17/18 FY budget. The CSD has paid for all years thru 2014.

Budget 17/18 – approved at the July 5, 2017 meeting contingent upon approval of water rate increase.

Water Rate Increase – Notice of Public Hearing was mailed out 7/21 and the Resolution has been submitted for legal review.

Strategic Planning – continuing to create a multi-path approach for short-term and long-term analysis and goals. Hiring of two DM's will greatly facilitate this process giving more available time and focus. Starting to build a stable financial foundation as a first step to sound management practices.

MBCSD Insurance – received copy of "Broadening of Endorsement Coverage", which increases the areas of coverage and extended limits, without any increase in premium for our Water Policy.

Cal OES/FEMA – have received notice from CalOES that both applications (4301 and 4308) have been approved for FEMA grant assistance. Just signed and finalized 4301 (January storm) to receive \$11,356.84 which can be distributed before final 'Exit' interview. 4308 (February) project estimates are currently being developed and estimates being generated by FEMA. The District can submit any cost estimates it may have for reference, but is not necessarily required. We will submit the estimate from Mikkis for the Cove Lane culvert Dynaliner (and try to get a repair estimate from Linscott this week as well) but do not have any estimates for Sunset Way at the Warren Wall currently at this time.

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 since the beginning of the 17/18 fiscal year and will track District savings throughout the year. And are also continuing to implement 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.

General:

Board Elections – the MBCSD application has been submitted for the November 7, 2017 election. 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 (only 9 more days). 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. Am working on the Resolution for a Change of Election Year (from odd to even years) for the Board to approve at either the September, October, or November Board meeting as time allows. The deadline for submittal is Jan 1, 2018.

Co-DM's – worked with Mike to get him oriented and situated as quickly as possible and think he is off and running and already doing great work!

Respectfully submitted,

Mary Halley

MBCSD – Co-District Manager