

## **10/7/2017 Co-District Manager Report – Mike DeGroot Infrastructure, Roads, Fire and Communications**

### **Infrastructure:**

Community Center – Using the MKM report as a guide, several items are being further investigated and/or repaired. Items such as grouting of footings, sand blasting and painting of metal deck braces, and installation of vapor barriers will be accomplished with CSD Staff within the next couple of months.

Design for bracing and shear-wall(s) for seismic strengthening of the Community Center structure and decking has been completed. Materials and timing of repairs is in process and will be accomplished with the next month.

Bids have been solicited and received for the installation of a back up generator, relocation of the propane tank and new flooring proposal.

ADA upgrades are in progress, including retrofitting one restroom to be ADA compliant, replacement of 300 sq. ft. of walkway and installation of entry door ramping systems.

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

Water—Began tear-off and replacement of the lower water tank roof. Will be completed by the second week in October, prior to the State Water inspection. Doing this project with CSD Staff has saved the District approximately \$4,000.00-\$4,500.00 dollars.

### **Roads:**

Sunset Way Project – Removal of weeds and minor crack sealing and the cleaning of water run off swales and culverts will be accomplished prior to the rainy season with a “work party” of CSD Staff.

Final Draft conceptual drawings have been completed. And, the Request for Proposals is nearly completed based upon the drawings.

Attempting to set up meetings with members of the Sunset Way Committee to discuss the Final Draft conceptual drawings.

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.

Cove Lane—Bid has been received for the repairs to the Cove Lane drainage culvert. Estimate has been submitted for Board approval of the estimated \$16,000.00 needed to complete this project prior to the rainy season.

## **Fire:**

Meeting regularly with the Fire Chief to understand the status of the Fire Station and any other Fire related items that can use my assistance. Meetings are in the process of being set up with Kevin Corbit to move the new Fire Station project forward.

With the Fire Chief's assistance, the AED device in the Community Center has been serviced (should be good for the next several years). Fire extinguishers will be inspected and serviced in October, and the fire sprinkler system will need to be tested and certified.

## **Communications:**

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

Working with the Board Chair to set up a meeting with the County to assist with, and possibly, to provide some funding assistance for the planning process. This will occur once Gary returns home.

Community – Actively seeking input from Residents on the Sunset Way Project; trails, beach access and parkland issues. Investigating various complaints and issues regarding CSD easements and properties.

Developed policies, for Board review and discussion, on Private/Public encroachments, fencing, gates, plantings and approval processes for such items.

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

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.

Water Rate Workshops – Coordinating with Co-District Manger the development of the workshops, flyers and power point presentation for the Public Workshops that will highlight the MBCSD budget, water system and proposed rate structure. Dates have been selected and will be held in October.

Community Center Events Issues – Working with Community Center neighbor on issues related to “major” events at the Community Center, including illegal parking, debris, noise and problematic attendees.