

1/25/18 Co-District Manager Report – Mary Halley

Water, Recreation, Finance, and Website Communications

Water:

Water System – Current chlorine level now set for between .3 - .4. Our request to the SWRCB to reduce Silica treatment level from 16-18 mg/L down to 11-13 mg/L was approved and should save money and still maintain an adequate level. We have now submitted three consecutive monthly 4-log Inactivation Reports for the main system and water is tracking well above 4-Log Inactivation levels.

All required system repairs earmarked during the State water inspection were completed. They consisted of a small 2" tear in the metal screen at the top of the Lower Tank where a line runs through the screen into the tank as well as a bead of silicone sealant needed to be run between the well cap and casing on the 2008 well. Misha has supplied a list of NSF 61 acceptable tank lining materials but is still researching floor sealants.

A new emergency water shutoff plan is now replacing the previously proposed water main reroute for the main transmission line that runs from the Well to the Lower Tank along Frank Valley road where the creek embankment has eroded dangerously close to the edge of the road caused by last winter's storms. Linscott Engineering will likely install the backflow valves and T's, but further details are still being worked out. Leighton and Harvey are recommending a backflow valve to keep water from draining back out of Lower Tank in the southern portion of the pipeline, along with two T's to be installed to attach a fire hose to reroute water, and a system to be able to shutoff the well pump. Protocols should then be developed to be followed in the event of an emergency one the system is in place.

There has been occasional water pipe breaks in the system and many are caused by the slumping of hillside embankments along the road edges. Most recent at 267 Sunset Way.

Overlook Tank pump is beyond useful life and starting to fail – Thiemo has asked the contractor Forester to give an estimate for replacement.

Water System Operator Position – trial water management team and CSD staff met for contract negotiations on 12/7/17 and worked out the terms for a permanent hire. Water contract agreement is on the 1/25 Board meeting agenda for review/approval and included in the meeting packet for review.

Water Permit Modification – continuing to work with Misha Anderson from the SWRCB, along with our hired Civil Engineer, to meet the requirements for a permit modification, and to finish the engineered design plans for our 4-log Virus Inactivation permit and the addition of the Banducci connection. We are asking the NPS to pay for the installation of 2 80-gallon Contact Tanks now required back the SWRCB. Terms of draft supplemental to the MOU are still being negotiated. More meetings are planned with NPS staff in the coming weeks. Current estimated cost is \$18,835.00 (plus shed and any extra costs). Linscott was finally available to install, but NPS was still questioning the benefit from the Contact Tanks.

MBCSD Stream Monitoring System – No creek monitoring has been necessary since the first light rains back in September. Creek level is currently at .56 and our stream walking program is triggered at .36.

Water Ad-Hoc Committee – this committee has not met for some time now. It was originally a Water Education Day Ad-Hoc Committee. The Board may want to review whether there will be future Water Education Days, or if it this Ad-Hoc Committee has completed its defined task.

Recreation:

MB Community Center – Cuco is scheduled to repair the walkways at the CC to use up the last of the \$5,000 grant. So far \$626.50 has been spent on ADA bathroom upgrade. Mike has finished seismic retrograde bracing underneath the building. Fire inspection report requirements complete; including new sprinkler heads, removal of sprinkler head behind refrigerator, addition of fire extinguisher access boxes, and removal of unauthorized extension cords to power the refrigerator – all coordinated by Mike.

MBCSD District properties – Greg Kidd has removed brambles and weeds from the Lower Water Tank property and has now planted Coffeeberry and native plants for minimal screening. The rest of the district property has been seeded with native grasses where the heaps of brambles used to be and will be left as a fire-safe open space.

Trails – not a lot of activity on trails. Board requesting the discussion and approval of a handrail from the CC to Sunset Way. Salvador continuing to clear / weed-whack extra growth along stairs and paths.

Trees – I have not yet heard back from Audubon Canyon Ranch staff members at the Martin Griffin Reserve in Bolinas concerning the fuel load on the Terwilliger Monarch habitat in MB. I am not being very persistent as I've heard they are dealing with major fire damage from the October fires in Sonoma County. I have contacted George Lindholt to discuss a potential mutually agreed management plan for the Redwood trees planted along the fence line between his property at 90 Sunset Way and the CC property. He's currently wanting to review his property survey and then meet with me to discuss the next time he is in Muir Beach. He lives in Salem, Oregon.

Communications:

Website – have been continuing to post local district news on the website and have been updating the 'Board' page since the elections and should have new Board photos after 1/25 Board meeting. I have not added any new pages recently, but am gathering documents for a 'CSD Properties and Lands' page and would like to add a Financial Reserves Policy page when time permits. We received a compliment on the completeness and usefulness of our website by a water system engineer/planner. The need for a Website Policy should still be developed and discussed.

Residents email list – with the completion of the MB Directory, I am continuing to update and cross reference the District's various email lists (water billing, residents email list, newsletter – MailChimp, and Laurie Piel's multiple google lists). Also would like to research better search applications for being able to find individual names in our google list. Vanessa had some recommendations.

Muir Beach Directory – Maury met his goal for updating the Muir Beach Directory and it was distributed to all Muir Beach resident mailboxes back in December 2017. Debra Allen sold \$650 in advertising. The cost of printing has gone up since it was last printed in 2014 and cost \$1,032.56. There is lots of new local information included and the community response has been very positive to have a new updated addition.

Finance:

Community Center – continuing to monitor the progress of the new CC Rental rates. The most recent rentals have been residents and the new ‘No Parking’ A-frame sign seems to be helping with the parking issues. CC rental log from 10/15/17 – 1/1/18 shows a total 5 rentals - all were ‘Resident’ rentals.

County ADA Grant – Balance is \$4,300. Cuco is scheduled to repair cracked and uneven sidewalks at CC.

Measure A Funding – nothing new to report.

Audits – with the return of the Audit Committee Chair, Peter Lambert, the Audit Committee is scheduling a meeting/workshop for either the last week of January or first week of February to continue working on the 2008-2017 audits to meet our goal of completing the review by end of February. The County of Marin Department of Finance-Internal Audit Division is requesting copies of the MBCSD audits for years 14/15, 15/16, and 16/17 and are aware that they are in draft form and under review.

District Manager’s Financial Advisory Committee – As requested by the Board, I met with my new Financial Advisory Committee to discuss the District’s financial position and the Budget revision. Members in attendance were; Leslie Riehl, Leighton Hills, Steve Shaffer, and myself. Members absent were; Peter Lambert and Linda Lotriet.

Budget 17/18 – have submitted a revised budget for review and approval at the 1/25 Board meeting. Previously approved FY 17/18 budget was contingent upon approval of proposed water rate increase which did not pass. Revision consists of changes in expected revenues, minor adjustments to expenses based on actuals, splitting of the 40% Water allocation of management overhead into Water 20% and WCI 20%, and some consolidation of Fire Department expense categories.

Strategic Planning – the District’s 20 year Plan expired in 2016. Dennis Rodoni has offered a guaranteed commitment of funding to pay for a facilitator to initiate the planning process to update or create a new Capital Improvement Plan. I have a meeting scheduled with a potential facilitator from MOE engineering who was recommended by Chris Degabriele who was the General Manager for the NMWD for 22 years before retiring this year.

MBCSD Insurance – have submitted Resolution 2018-1 for Board approval as required by SDRMA in preparation for renewal of District’s Worker’s Comp policy this coming June.

CalOES/FEMA – CalOES is waiting for Form 130. A resolution designating an agent for the district to receive the funds is included in the 1/25 agenda for approval and then will be submitted to CalOES.

District Business – continuing to process all District mail and work 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 vendors promptly. DM estimated district savings of funds obtained or not spent is now at \$58,307.44. I have been reviewing banks to see if we can find better interest rates and enhanced services that can save costs. First Republic Bank is being recommended as a good bank for checking and some portion of the savings account to keep all funds FDIC insured. We have now included a “Due from Water Ops to Gen’l Fd” account to the Balance Sheet to be able to track the flow of funds between Water Operations and the General Fund as recommended by the auditor. Also, there is now a separate Profit & Loss Statement for

combined Water Operations and Water Capital Improvement Revenues included in the financial reports. I still have some issues with the accuracy of certain data in the reports but working with Sharry on sources of discrepancies.

General:

Board Elections – the District will need to re-submit the “Resolution for a Change of Board Elections Years from Odd to Even Years” to the Board of Supervisors in November/December 2018 and then again in November/December 2019 due to the MBCSD staggered terms and a clause in Election Code 10404 that states that the election for which the resolution applies must be held prior to December 31 in the year for which it was submitted.

Respectfully submitted,

Mary Halley

MBCSD – Co-District Manager