

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, February 28, 2011
8:00 PM – Regular Meeting**

**Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965**

TIMING OF ITEMS ON AGENDA

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

AGENDA

Item 1 CALL TO ORDER

Steve Shaffer, Board President
Scott Bender, Director
Dan Fitzpatrick, Director
Danny Hobson, Director
Peter Rudnick, Director

Leighton Hills, District Manager

Item 2 MOTION TO APPROVE CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration later in the meeting.

- A. **Approval of Minutes** – Meeting Oct 13, 2010, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on various ongoing NPS projects.

Item 4 FIRE DEPARTMENT REPORT

By John Sward, Fire Chief, or other representative of the Fire Department.

Item 5 REMOVAL OF TREES FROM COMMUNITY PROPERTY

Michael Kaufman will be present to present his recommendation that numerous trees be removed near the Community Center and along the pathway leading from the Community Center to Sunset Way. The trees proposed for removal were identified by a County forester as being in poor health and/or a potential fire hazard. The cost of removal would be funded as part of a grant received by the Muir Beach Volunteer Fireman's Association for the purpose of removing such trees from private and public parcels in Muir Beach. Should members of the community have opinions on removal of these trees from the community property they should voice those opinions at this meeting. The trees have been marked with a blue metal tag, along with being flagged with bright plastic survey tape.

Item 6 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR

Discussion and action on items, if any, transferred from the Consent Calendar to the Regular Agenda.

Item 8 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda which lets members of the community know a topic is up for discussion).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 9 SELECTION OF DATE FOR NEXT MEETING

Item 10 ADJOURNMENT

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, October 13, 2010**

4
5
6 **OFFICIAL MINUTES ONLY UPON APPROVAL**

7
8 Prior to approval of these minutes by the Board of Directors in a public meeting, these
9 minutes are draft only and subject to change. Upon approval by the Board, these minutes
10 become the Official Minutes of the meeting.

11
12 **Item 1 CALL TO ORDER**

13
14 President Shaffer called the regular meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:15 PM on Wednesday, October 13, 2010.

16
17 **Roll Call**

18
19 DIRECTORS PRESENT: Hobson, Shaffer, Rudnick, Bender
20 OFFICERS PRESENT: District Manager Hills, Secretary-Treasurer Mullin

21
22 **Item 2 CONSENT CALENDAR**

- 23
24 A. **Approval of Minutes** – Regular meeting June 23, 2010.
25
26 B. **Approval of Financial Statements** – For the period ended September 30, 2010.

27
28 Director Hobson noted that the June 23, 2010 minutes omitted Director Fitzpatrick, who was
29 in attendance.

30
31 MOTION: To approve item A, as corrected, and item B above.
32 Moved: Bender, seconded by Hobson
33 Vote: AYES: Unanimous

34
35 **Item 3 NATIONAL PARK SERVICE REPORT**

36
37 Carolyn Shoulders gave a brief update on the various aspects of the Park Service projects.
38 There was a discussion on the status of the Pacific Way bridge. Carolyn also answered
39 questions about the status of the remodeling of the parking lot.

40
41 **Item 4 FIRE DEPARTMENT REPORT**

42
43 Fire Chief John Sward reported. Negotiations for a new firehouse are progressing. The Fire
44 Department hopes that construction can begin in the spring. The MBVFA has been awarded
45 a \$44,000 grant from Fireman's Fund Insurance for the purchase of a new squad truck. They
46 have received permission to use West Marin Funds for the matching portion.

1 Although a grant for tree removal was awarded some time ago, the requirements to be met
2 prior to beginning the work are extensive, so work has not yet begun.

3
4 Leighton related that no funds can be spent from the fire tax monies until the MBVFA
5 provides the Board with a budget for expenditures to be approved by the Board.
6

7 **Item 5 PUBLIC HEARING ITEMS**

8
9 **Collection of Parcel Tax Via Water Bill Rather Than Property Tax Bill –**

10
11 The proposal to collect the \$300 parcel tax for water capital improvements via the water
12 billing process, versus having the County collect it when it collects property taxes, was
13 broached at the last meeting. One question that arose at the last meeting was whether this tax
14 can be claimed as a deduction on income tax returns. The Board’s research has shown that it
15 is not deductible regardless of the method of collection.
16

17 **Water Rate Increase (Last One Five Years Ago) –**

18
19 An 8.5% increase in water rates was broached at the last meeting.
20

21 **Introduction and Reading of Ordinance (by title only) –**

22
23 District Manager Hills read the Ordinance by title only, as follows:

24
25 “Ordinance No. 2010-2 - An Ordinance of the Board of Directors of the Muir Beach
26 Community Services District establishing a schedule of rate charges for water
27 service and capital improvements.”
28

29 **Item 6 2010-2011 BUDGET REVIEW AND APPROVAL**

30
31 MOTION: To approve the proposed budget as written and ratify the expenditures made
32 through September 30.

33 Moved: Bender, seconded by Rudnick

34 Vote: AYES: Unanimous
35

36 **Item 7 AUDITOR REPORT ON INTERNAL CONTROLS**

37
38 Leighton discussed various recommendations that have been made by the District’s
39 independent auditor. As one of the recommendations was that the District’s Treasurer not be
40 a signer on the checking account, Leighton has received new signature cards to be completed
41 for the Smith Barney account. Also, as accounts at Smith Barney are not FDIC insured, the
42 recommendation is to move some of the District’s funds to a bank that is.
43

44 MOTION: To authorize the completion of new signature cards and to authorize District
45 Manager Hills to open an account at bank that is FDIC insured.

46 Moved: Hobson, seconded by Bender

47 Vote: AYES: Unanimous
48
49

1 **Item 8 RECREATIONAL ITEMS**

2
3 A new stove has been delivered to the Community Center and is waiting to be installed.
4 Laura Van Amburgh is donating her time in order to add doors to, and refinish, the
5 Community Center's kitchen cabinets.

6
7 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**

8
9 No items were removed from the Consent Calendar.

10
11 **Item 10 PUBLIC OPEN TIME**

12
13 Bob Bowyer owns a parcel of land across Seacape Drive from the Community Center that he
14 would like to donate to the community. He would like to see it remain open space.

15
16 **Item 11 NEXT MEETING DATE**

17
18 The next public meeting date is scheduled for Monday, October 25, 2010 at 8:00, not the
19 usual 7:00.

20
21 **Item 12 CLOSED SESSION ITEM**

22
23 **Public Employee Performance Evaluation** – Title: District Secretary-Treasurer, authorized
24 by CA Gov't Code Section 54954.5 (e)

25
26 **Item 13 RECONVENE IN OPEN SESSION**

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28
29
30 **Item 14 ADJOURNMENT**

31 The meeting was adjourned at 8:53 PM.
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