

# MUIR BEACH COMMUNITY SERVICES DISTRICT

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



## Special Meeting of the Board of Directors

Wednesday, July 06, 2016, 7:15 PM

Muir Beach Community Center

19 Seacape Drive

Muir Beach, CA 94965

**TIMING OF AGENDA ITEMS:** *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:	Description:	Board Action:
01	<b>Call To Order:</b> Gary Friedman (President), Victoria Hamilton-Rivers (Vice President), Lynda Grose (Director), Paul Jeschke (Director), Peter Lambert (Director), Bill Hansell (District Manager) Chief Steve Wynn (Fire Department), Harvey Pearlman (Water Manager), Meeting Secretary	
7:15pm		
02	<b>Agenda</b>	<b>Adopt</b>
7:16pm		
03	<b>Consent Calendar:</b> <i>All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed later in the meeting (under Items Removed from the Consent Calendar).</i>	<b>Consider Approval</b>
7:18pm	A. Approval of Draft Minutes from the Special Board Meeting of 06/29/16. B. Approval of the Financial Report dated 05/31/16.	
04	<b>District Manager's Report:</b> The <i>District Manager's Report</i> will be posted with the Board Packet at <a href="http://www.muirbeachcsd.com/meetings.html">http://www.muirbeachcsd.com/meetings.html</a> . The District Manager will be available to briefly answer any questions on the Report.	<b>Review</b>
7:20pm		

<p><b>05</b></p>	<p><b>Ad-Hoc Committee on Sunset Way Project Recommendations:</b>  Directors Hamilton-Rivers and Jeschke will complete the report on of the Committee’s work and present recommendations to the Board. The detailed report was published as part of the Board Packets for both the 6/1/16 regular meeting and the 6/29/16 special meeting. The Board will consider accepting the remainder of the committee’s recommendations that were not covered in the last special meeting. Proposed board motions include:</p>	<p><b>Consider Approval</b></p>
<p>7:25pm</p>	<ol style="list-style-type: none"> <li>1. The formation of an <i>Ad-Hoc Committee on Cove Lane</i> to review issues and make recommendations there as a separate project.</li> <li>2. The formation of an <i>Ad-Hoc Committee on Easements</i> to work with homeowners on “pinch point” areas of concern, review prior resolutions, and develop/recommend a district easement policy to the Board.</li> <li>3. The formation of an <i>Ad-Hoc Committee on Parking, Signage, and Speed Controls</i> to address district-wide concerns on these issues.</li> <li>4. The recommendation that the District Manager review the storm drainage components of the project with residents who have relevant experience and knowledge of the site conditions.</li> <li>5. The formation of an <i>Ad-Hoc Committee on Grants &amp; Financing</i> to explore options for this capital project and others.</li> <li>6. The committee’s recommendation that the board employ an independent Project Manager for the Project or assign separate hours &amp; payment to the DM for that purpose.</li> </ol>	
<p><b>06</b></p>	<p><b>Draft Budget for Fiscal Year 2016-2017:</b>  The draft budget for FY16-17 will be briefly presented. Please note that this is only a rough draft and will require subsequent feedback and discussion before a final budget is proposed. In order to comply with the CA government code, the DM will publish the hearing date for adoption. By law, a final budget must be adopted prior to Sept 1<sup>st</sup>. Given an allowance for review and comment on the draft, the Board will consider holding the final budget hearing on Wed, August 17<sup>th</sup>, at 7:15pm, and direct the DM to properly publish the information.</p>	<p><b>Provide Direction</b></p>
<p>7:55pm</p>	<p><b>Proposed Special Fire Tax amount for Ballot Initiative:</b>  The CSD’s Ordinance No. 2012-1, which imposed an annual special tax of \$200/parcel for fire protection and which was approved by the voters on 06/05/12, expired this year on June 30<sup>th</sup>. The expiration leaves the district with reduced operations funding for critical needs such as fire protection, fuel abatement, and emergency preparedness. To replace the tax, the board must follow a series of steps to put the issue on the November ballot:  07/06/16: Board Motion approving the amount of tax  07/13/16: <u>Special Meeting</u>: Board adoption of Resolution  07/19/16: Notice is published on or prior to this date.  08/03/16: <u>Regular Meeting</u>: 2nd reading of Ordinance for Board adoption.  08/12/16: All materials submitted to Registrar.  The board will consider approving this schedule and determine an amount of the proposed tax. The board may choose to:  a.) maintain the former \$200 per parcel that has been unchanged since 2012 and which annually generated +/- \$31,600, or  b.) increase the tax to \$213 based on compounded inflation rates since 2012 up to the current year, which would generate +/- \$33,654, or  c.) increase the tax to another amount based on community feedback and board discussion.</p>	<p><b>Consider Approval</b></p>

<b>8:10pm</b>	<b>Item 07 continued:</b>  Because this tax is used for operations and has been depended upon by the Fire Department, the Board will consider <u>not</u> including a sunset clause. It will also consider including an annual CPI increase subject to periodic Gann Limit expenditure approval by the voters.	
<b>08</b>	<b>Ad Hoc Committee on Current Personnel Matters:</b> Chair John Lavine will update the board on the committee's progress and invite the public to a meeting on Tuesday, 7/19/16, 7:30pm, at the Community Center to discuss and solicit feedback on a draft MBCSD Personnel Policy.	<b>Consider Approval</b>
<b>8:25pm</b>	The board will also consider a recommendation by the committee to temporarily revise the District Manager's compensation to respond to the projected workload of the position over the next few months.	
<b>09</b>	<b>Water Rates and Policies Review:</b> The district's water rates and policies require review to ensure they are legally compliant, properly detailed, and effectively administered. The board will consider directing the DM to consult with an attorney or other experts to make recommendations to the board.	<b>Consider Approval</b>
<b>8:35pm</b>		
<b>10</b>	<b>Response to the Marin Grand Jury Report on Local Government Websites:</b> The District is required to respond to the Grand Jury Report's review of the CSD website. The board will discuss options to proceed accordingly and give direction to the DM. The board will also consider directing the DM to revise the website as necessary to comply with the recommendations of the Report.	<b>Consider Approval</b>
<b>8:40pm</b>		
<b>11</b>	<b>Ad Hoc Committee on Capital Projects &amp; Facilities:</b> Chair Jeschke will present the following committee recommendations to the board:	<b>Consider Approval</b>
<b>8:50pm</b>	a.) Accept the report dated 07/02/16 with its specific recommendations, b.) Approve the Community Center railing project with the understanding that some design details are still unknown and with expenditure not to exceed \$10,000 pending a donation of the project cost by the MB Quilters.	
<b>12</b>	<b>Committee Reports:</b> The following committees may give progress updates to the Board: <i>Ad Hoc Committee on Spindrift Neighbor Issues – Co-Chairs Grose/Friedman</i>	<b>Review</b>
<b>9:00pm</b>	<i>Ad Hoc Committee on Community Skills Inventory – Chair Grose</i> <i>Ad Hoc Committee on Water Education Day – Chair Grose</i> <i>Ad Hoc Committee on Audits – Chair Lambert</i>	

<b>13</b>	<b>Public Open Time:</b> <i>Please note:</i> 1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire & Recreation). 2. The topic should <u>not</u> be elsewhere on the agenda. 3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)	<b>Brief Response As Allowed</b>
<b>9:05pm</b>	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 10 minutes, unless waived by the Board.	
<b>14</b>	<b>Recognitions And Board Member Items of Interest:</b> Board recognitions and pending events of interest to the community.	<b>Review</b>
<b>9:15pm</b>		
<b>15</b>	<b>Request for Future Meeting Agenda Items:</b> Requests to the District Manager for future agenda items by the board and/or the public.	<b>Review</b>
<b>9:17pm</b>		
<b>16</b>	<b>Items Removed from Consent Calendar:</b> Items moved from the Consent Calendar to the Regular Agenda, if any.	<b>Review</b>
<b>9:19pm</b>		
<b>17</b>	<b>Closed Session:</b> Conference with Labor Negotiators re: California Government Code section 54957.6 to include agency designated representative(s): John Lavine. Position of unrepresented employee: Water Manager	
<b>9:20pm</b>		
<b>18</b>	<b>Reconvene In Open Session:</b> Report as required on any actions <u>approved</u> in Closed Session.	<b>Review</b>
<b>9:40pm</b>		
<b>19</b>	<b>Adjournment</b>	<b>Approve</b>
<b>9:45pm</b>		