

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



AGENDA

Regular Meeting of the Board of Directors

Wednesday, Sept 7, 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.*

Item:	Description:	Board Action:
01	Call To Order: 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)	
7:15pm		
02	Agenda	Adopt
7:16pm		
03	Consent Calendar: <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>	Consider approval
7:18pm	A. Approval of Draft Minutes from the Special Board Meeting of 07/19/16. B. Approval of Draft Minutes from the Regular Board Meeting of 08/03/16. C. Approval of the Financial Report dated 07/31/16.	
04	District Manager's Report: The <i>District Manager's Report</i> will be posted with the Board Packet at http://www.muirbeachcsd.com/meetings.html . The District Manager will be available to briefly answer any questions on the Report.	Review
7:20pm	Please note that the FY2016_2017 Draft Budget has been included with my report. The October 5 th , 2016 board meeting will include discussion time for the draft budget and a special meeting will be held on October 12 th , 2016 for consideration of adoption.	

05	Fire Chief's Report: The Fire Chief will update the board on any staff activities not covered elsewhere in the meeting.	Review
<i>7:25pm</i>		
06	Personnel Policies and Job Descriptions: The Personnel Committee will present the following documents for consideration and approval by the Board: _ MBCSD Water Management Work Description _ MBCSD Part-Time District Manager Job Description _ MBCSD Personnel Policies _ MBVFD Fire Chief's Job Description	Consider approval
<i>7:30pm</i>		
07	Sunset Way Project – Independent Engineer's Assessment: The board will review and discuss the independent engineer's assessment of the Sunset Way Project by CSW/ST2 and consider directing staff to proceed with one of the options for the project.	Discuss report and provide direction to staff
<i>7:45pm</i>		
08	MBVFD Firehouse Location: The <i>Ad Hoc Committee on Fire Facilities</i> will present their work to the Board and make a recommendation for approval of a location for a new Firehouse at the old upper water tank site.	Consider approval
<i>8:10pm</i>		
09	MBCSD Conflict of Interest Policy: The State Political Reform Act requires all public agencies to adopt a Conflict of Interest Code. Additionally, every local government agency is required to review its Conflict of Interest Code every two years (currently due 10/03/16.) The board will consider approving " Resolution 2016-09-07: Resolution of the Board of Directors of the Muir Beach Community Services District Adopting A Conflict of Interest Code "	Consider approval
<i>8:45pm</i>		
10	Committee Reports: The following committees may give progress updates to the Board: <i>Ad Hoc Committee on Sunset Way Project – Chair Matt Silva</i> <i>Ad Hoc Committee on Spindrift Neighbor Issues – Co-Chairs Grose/Friedman</i> <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> <i>Ad Hoc Committee on Current Personnel Matters – Chair Lavine</i> <i>Ad Hoc Committee on Fire Facilities – Co-Chairs Rauh/Lambert</i> <i>Ad Hoc Committee on Easements – formation status</i> <i>Ad Hoc Committee on Cove Lane – formation status</i> <i>Ad Hoc Committee on Grants & Financing – formation status</i>	Review
<i>8:50pm</i>		
11	Public Open Time: <i>Please note:</i> 1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & 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.)	Brief response as allowed
<i>9:00pm</i>		

	<p>4. <i>Public comments are limited to 3 minutes per speaker, unless waived by the Board.</i></p> <p>5. <i>The period for public open time is limited to 10 minutes, unless waived by the Board.</i></p>	
12	Recognitions And Board Member Items of Interest:	Review
9:10pm	Board recognitions and pending events of interest to the community.	
13	Request for Future Meeting Agenda Items:	Review
9:12pm	Requests to the District Manager for future agenda items by the board and/or the public.	
14	Items Removed from Consent Calendar:	Review
9:14pm	Items moved from the Consent Calendar to the Regular Agenda, if any.	
15	Adjournment	Approve
9:15pm		