

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors meeting held on  
3 Wednesday, September 7, 2016  
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 minutes are draft  
9 only and subject to change. Upon approval by the Board, these minutes become the Official Minutes of  
10 the meeting.  
11

12 **Item 1 Call to Order:**  
13

14 Victoria Hamilton-Rivers called the meeting of the Muir Beach Community Services District Board of  
15 Directors to order at approximately 7:16 PM.  
16

17 Directors present: Paul Jeschke, Peter Lambert, Victoria Hamilton-Rivers,  
18 Lynda Grose  
19

20 Directors absent: Gary Friedman  
21

22 Staff present: Bill Hansell, District Manager  
23

24 **Item 2 Adoption of Agenda:**  
25

26 MOTION: To adopt the agenda as submitted.  
27 Moved: Jeschke, seconded by Grose  
28 Vote: AYES: Unanimous  
29

30 **Item 3 Approval of Consent Calendar:**  
31

- 32 A. Draft Minutes from the Special Board meeting of 7/19/16, as submitted.  
33 B. Draft Minutes from the Regular Meeting of 8/3/16, as submitted.  
34 C. Financial Report dated 7/31/16, as submitted.  
35

36 MOTION: To approve Items A, B and C above.  
37 Moved: Jeschke, seconded by Lambert  
38 Vote: AYES: Unanimous  
39

40 **Item 4 District Manager's Report:**  
41

42 The District Manager's Report is posted on the website. Regarding the draft budget, Hansell laid out the  
43 process and schedule for adopting the budget and offered explanation for the format of the document.  
44

45 **Item 5 Fire Chief's Report:**  
46

47 Chief Wynn reported that flyers will be sent to alert residents to various activities being offered including  
48 recharging fire extinguishers. First aid classes will be open to all residents and will be given throughout  
49 the year.  
50  
51

1 **Item 6 Personnel Policies and Job Descriptions:**

2  
3 John Lavine reported on recent meetings of the Personnel Committee and highlighted various points.  
4 The committee report is available on the website.

5  
6 MOTION: To approve Water Management Work Description as presented.  
7 Moved: Grose, seconded by Jeschke  
8 Vote: AYES: Unanimous

9  
10 MOTION: To approve Part-Time District Manager Job Description as presented.  
11 Moved: Grose, seconded by Jeschke  
12 Vote: AYES: Unanimous

13  
14 MOTION: To approve Personnel Policies as presented.  
15 Moved: Lambert, seconded by Grose  
16 Vote: AYES: Unanimous

17  
18 MOTION: To approve Fire Chief's Job Description as presented.  
19 Moved: Grose, seconded by Jeschke  
20 Vote: AYES: Unanimous

21  
22 **Item 7 Sunset Way Project – Independent Engineer's Assessment:**

23  
24 CSW/ST2 was hired to assess the Sunset Way Project. Their report can be found on the website. The  
25 report lists six options for the project. Engineer Wayne Leach was in attendance to answer questions.  
26 Hansell offered an overview of various financial options for the project, as well as comments on the  
27 options contained in the report.

28  
29 Board and public input included discussions on grants and the decision to utilize volunteers or hire  
30 professional grant-writers, the need for a committee, and budgeting additional hours for CSW/ST2 to  
31 gather more information.

32  
33 Hansell read a proposed correction submitted by Chris Gove. Hansell's view is that as a historical  
34 document, the report should contain a correct discussion of the history of the project to date.

35  
36 Lambert will meet with Matt Silva to discuss the continuation of the Sunset Way Committee.

37  
38 **Item 8 MBVFD Firehouse Location:**

39  
40 Lambert listed the members of the committee, who have met several times. The committee would like to  
41 obtain agreement by the Board in order to move forward on the Upper Tank site, which is the most  
42 suitable site of all those considered, and to get approval to start looking at permitting and design options  
43 for that site.

44  
45 Using a power point presentation, they made the case for not only vacating the current firehouse site,  
46 which is a given, but also for the choice of the Upper Tank site as the location for the new facility. Once  
47 the site is approved, they can start working on the specifics of the firehouse. They've spoken with the  
48 County and the response has been favorable.

49  
50 Hansell added that approval will serve to define one of the parameters, after which budgeting issues can  
51 be addressed.

52  
53 Grose requested that there be a plan for community input and that management of grants be considered  
54 as well as the amount. She wants to make sure that decisions relating to the Fire Department are defined  
55 by the needs of the community first and foremost.

1 MOTION: To approve the Upper Tank site as the location of the new firehouse.  
2 Moved: Lambert, seconded by Jeschke  
3 Vote: AYES: Unanimous  
4

5 **Item 9 MBCSD Conflict of Interest Policy:**

6  
7 There was no discussion on this topic.  
8

9 MOTION: To approve Conflict of Interest Policy.  
10 Moved: Jeschke, seconded by Lambert  
11 Vote: AYES: Unanimous  
12

13 **Item 10 Committee Reports:**

14  
15 Ad Hoc Committee on Water Education Day: Grose. The committee has met several times. There is a  
16 tentative date set for Water Education Day of November 12, from 10:00 – 1:00. Many topics will be  
17 covered.  
18

19 Ad Hoc Committee on Spindrift Neighbor Issues: Grose. There may be a meeting in October.  
20

21 Ad Hoc Committee on Community Skills Inventory: Grose. The committee has done outreach to 50% of  
22 the community. The deadline for additional outreach will continue into November.  
23

24 Ad Hoc Committee on Audits: Lambert. There are comments on progress included in the District  
25 Manager's Report.  
26

27 Ad Hoc Committee on Easements: Jeschke commented that the committee is in the formation stage and  
28 there will be calls to solicit interested volunteers.  
29

30 **Item 11 Public Open Time:**

31  
32 There were no comments during public open time.  
33

34 **Item 12 Recognitions and Board Member Items of Interest:**

35  
36 Hamilton-Rivers thanked the firemen who attended for the comprehensive presentation. She also  
37 thanked all of the people who are serving on the various ad hoc committees.  
38

39 Grose offered thanks to Mike Moore for the time he spent working on the Fire Tax measure.  
40

41 Hansell thanked Suzanne Bender for her work on the Fire Tax measure noting that she wrote one of the  
42 opinions.  
43

44 Hamilton-Rivers thanked Bill Hansell for his work on the draft budget.  
45

46 **Item 13 Request for Future Meeting Agenda Items:**

47  
48 There were requests that the following items be included on a future agenda:

49 \_ Hamilton-Rivers requested Adoption of a fuel abatement policy – to adopt a policy that everyone  
50 understands.

51 \_ Hamilton-Rivers requested discussion of the Ad Hoc Committee for Grant Writing;

52 \_ Hamilton-Rivers requested discussion of Water Manager's retirement;

53 \_ Jeschke requested discussing the propane tank at the Community Center; Hansell commented that he  
54 is expecting action on this as soon as the budget is approved and final pricing is received.

55 \_ Jeschke requested discussing Website upgrade; Hansell commented that this is also a budget item and  
56 he is looking into competitive options.

1 \_ Grose asked about the flushing of water main at end of Cove Lane and whether that is planned for.  
2 Hansell commented that he considers this an operations item and understands it is a priority of the board  
3 so it needs to be attended to but does not require itemizing it as an agenda item at this time.  
4

5 In order to save time at the meetings, Hansell will talk with Friedman when he returns to determine which  
6 of these are policy items and which can just be moved forward as operations items.  
7

8 **Item 14 Items Removed from Consent Calendar:**  
9

10 No items were removed from the Consent Calendar.  
11

12 **Item 15 Adjournment:**  
13

14 MOTION: To adjourn the meeting.  
15 Moved: Hamilton-Rivers, seconded by Jeschke  
16 Vote: AYES: Unanimous  
17

18 The meeting was adjourned at approximately 9:20 PM.