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#### MUIR BEACH COMMUNITY SERVICES DISTRICT

Minutes of the Board of Directors meeting held on Wednesday, February 3, 2016

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#### OFFICIAL MINUTES ONLY UPON APPROVAL

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

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### Item 1 Call to Order:

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Gary Friedman called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:08 PM.

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Directors present: Paul Jeschke, Gary Friedman, Victoria Hamilton-Rivers, Lynda Grose,

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Directors absent: None

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Staff present: Bill Hansell, District Manager

Ciana DeBernardo, Meeting Secretary

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### Item 2 Agenda:

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MOTION: To adopt the agenda as submitted.

Peter Lambert

Moved:

Lambert, Second by Grose

Vote:

AYES: Unanimous

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# Item 3 Presentation and Discussion on Board Meeting Process:

Friedman presented to the board his goal of having more effective meetings and getting the community more involved. There were extensive discussions on the Brown Act and its meaning, potential violations and the recommendations by the Little Hoover Commission (distributed to the Board). Friedman stated that no action will be taken tonight in order to have a more informal, relaxed meeting and targeted four main guestions: 1.) How will the Board work together more effectively?, 2.) How will the Board communicate with the District Manager?, 3.) How will the Board interface with the community both in meetings and outside of meetings?, and 4.) How will the Board interface with outside agencies?

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Various Board members gave their thoughts on the Brown Act and how to use it to work together transparently. Many comments were made on the Brown Act's positives and negative aspects. Hansell shared his experience on how the Brown Act impacts a Board and the community in order to move information and discussions forward more openly. Discussion continued on what would be considered violations of the Brown Act, e.g. no more than two Directors may discuss a topic outside of a properly agendized Board meeting. It was noted that Directors will attend a Brown Act Training Session hosted by Marin County Counsel's office on Feb. 23<sup>rd</sup>, 2016.

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52 53 Various comments and questions were raised by the audience concerning the Brown Act. Friedman then led the discussion into how to work together with the Board more effectively using Rosenberg's Rules of Order, the Principles of Unity, the Chair's role, and the length of meetings. Friedman reiterated the Principals of Unity and asked for comments by the Board on using them in meetings. Discussion continued on adopting Rosenberg's Rules at the March meeting and how to handle emergency situations. Hansell stated that in case of an emergency the Board would first call for an Emergency Meeting as the Brown Act allows, formally declare the emergency, and then take any required actions.

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Friedman discussed the length of regular meetings and his goal of keeping meetings no longer than two hours long. The control of the agenda and meeting length were discussed. Jeschke suggested the Chair be in charge of meeting length by keeping the agenda moving along.

A resident suggested starting each discussion with a motion first, discussion second, public comments last, and then ending with a vote in order to avoid overly long discussions.

An extensive discussion on Ad Hoc Committees as a way to use time wisely in-between board meetings followed. Friedman clarified what Ad Hoc Committees are and their purpose. Notably, that they cover one particular topic, are dissolved after the issue is complete, and are not subject to the Brown Act because they consist of less than a quorum of the Board. Consideration of Ad Hoc Committees and the procedures for choosing members were discussed.

A resident asked how much power Ad Hoc Committees have. Friedman answered that committees alone do not have the power to take action. They only make recommendations to the Board.

Hansell expressed his positive opinion on Ad Hoc Committees and how they should be transparent, fair, and representative of a broad spectrum of the community.

Hansell discussed his role as District Manager to date and the Board's use of his time to most effectively manage the District. He said that this subject needs more review.

### Item 4 Public Open Time:

A resident requested that the Board focus on the most important issues needing to be addressed: i.e. the budget, water management, and the Sunset Way road project.

Suggestions were made to get the Sunset Way and Audit Ad Hoc Committees underway within the next month.

# Item 5 Request for Future Meeting Agenda:

It would be helpful to receive any requests at least 72 hours and preferably a week before the next meeting. The President and District Manager will create the agendas and take into consideration requests prior to the posting deadline.

# Item 6 Items Removed from Consent Calendar:

No items were removed from Consent Calendar.

#### **Item 7 Adjournment:**

MOTION: To adjourn meeting.

Moved: Har

Hamilton-Rivers, second Grose

Vote:

AYES: Unanimous

The meeting adjourned at 9:07 PM.