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MUIR BEACH COMMUNITY SERVICES DISTRICT

Minutes of the Board of Directors meeting held on Wednesday, July 06, 2016

OFFICIAL MINUTES ONLY UPON APPROVAL

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.

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 7:15 PM.

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Directors present: Paul Jeschke, Peter Lambert, Lynda Grose, Gary Friedman,

Victoria Hamilton-Rivers

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Directors absent: None

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Staff present: Bill Hansell, District Manager and Meeting Secretary

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Item 2 **Adoption of Agenda:**

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MOTION: To adopt the agenda as submitted. Hamilton-Rivers, seconded by Grose Moved:

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Vote: **AYES: Unanimous**

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Item 3 Approval of Consent Calendar:

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A. Draft Minutes from the Special Meeting of June 29th, 2016, as submitted.

33 34 35 B. Financial Report dated 05/31/16.

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MOTION: To approve Items A and B above. Jeschke, seconded by Hamilton-Rivers Moved:

Ad Hoc Committee on Sunset Way Project Recommendations:

Vote:

AYES: Unanimous

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District Manager's Report: Item 4

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Hansell noted that many items will be part of other agenda topics. He pointed out Item 6 - The \$13K grant provided by the County for Disaster Prep materials which was requested by the VFA on behalf of the CSD. There were no questions on the Report from the Board or the public.

Director Hamilton-Rivers suggested that the Sunset Way Committee remain in place and that subcommittees be formed for the various subjects needing further study. She requested that various board members serve on the subcommittees. A discussion ensued about Brown Act constraints on potential subcommittees if different Directors were involved. It was recommended that the ad-hoc committee format is the preferred option to increase board contributions but still comply with the law. It was decided to table any motions until the 7/13/16 Special Meeting of the Board.

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Item 6 **Draft Budget for Fiscal Year 2016-2017:**

Hansell presented a draft format for the FY16-17 budget. He explained that the format does not include finance numbers yet since those have to be pulled from last year's Quickbooks accounts which are organized in the old budget format. He requested approval and/or comments on using the proposed format in order to track the different CSD charter funds, i.e. Fire Dept, Rec Dept, Water Dept, and Roads. Board members agreed that the new format would be helpful.

Hansell reviewed the timetable for budget approval and proposed a special meeting date of 08/17/16 in order to meet the 09/01/16 legal deadline. The Board discussed the need to review the budget within the proposed timeline which may require special meetings. Hansell noted that time needed to work on the budget is coinciding with the audit process but he will endeavor to proceed with both.

Proposed Special Fire Tax amount for for Ballot Initiative:

Hansell reviewed the proposed schedule for a Special Fire Tax Ballot Initiative and made a recommendation on the amount and terms. Jeschke read a statement opposing a tax until the Fire Department budget and other District finances are clarified. The Board discussed options on the fire tax. Public comments inquired about the difference between the Fire Department, which is the CSD, and the Volunteer Firemen's Association, which is a non-profit that raises money for the Fire Dept. Other public comments asked for confirmation that the Special Tax would be restricted to the Fire Dept, and also noted that there are other District needs that require funding.

To propose a Special Fire Tax in the amount of \$213/parcel with an

annual CPI increase for a period of ten years.

Lambert, seconded by Hamilton-Rivers Moved:

AYES: Friedman, Hamilton-Rivers, Grose, Lambert Vote:

NOES: Jeschke

Item 8 Ad Hoc Committee on Current Personnel Matters:

MOTION:

MOTION:

Committee Chair John Lavine updated the Board on progress of the committee. He noted that the committee will present a Draft Personnel Policy, Draft District Manager Job Description, and Draft Water Management Description at a Special Board Meeting on Tuesday, 07/19/16, 7:30pm. He invited the public to attend and participate in the meeting.

Lavine then proposed that the Board continue the District Manager's extended hours with changes as noted in the board packet materials. Hamilton-Rivers suggested that the maximum hours remain at 40hrs/wk and that the entire board be required to make a change. Lavine noted that new information might make keeping 40hrs/wk acceptable. Hansell explained that he needs advance notice on the number of hours in order to plan the balance of his weeks. Jeschke pointed out his concern about management costs continuing to be greater than in prior years. Grose described her appreciation of the committee's work to date. Friedman noted the significance of determining realistic job descriptions and personnel policies for the future and stated that the previous inherited ones were not suitable to the District's current challenges. The following motion was made:

> From July 1st to no later than the November 2nd Board meeting, the District Manager will work as a 20 hour/week salaried employee, with up to an additional 10 hours/week compensated at \$53/hour. Further, the District Manager will have the flexibility to work an average of no more than 30 hours/week over the stated period. As part of this plan, the Board president shall have the authority to end this arrangement before the November Board meeting if he determines that the special issues that need to be addressed have been taken care of and do not require this extra time.

Moved: Lambert, Grose

AYES: Friedman, Grose, Lambert Vote:

NOES: Hamilton-Rivers ABSTAIN: Jeschke

Item 10 Responses to the Marin Grand Jury Report on Local Government Websites:

Item 9 Water Rates and Policies Review:

Continued to the 07/13/16 Special Board Meeting.

Continued to the 07/13/16 Special Board Meeting.

Item 11 Ad Hoc Committee on Capital Projects & Facilities:

Continued to the 07/13/16 Special Board Meeting.

Item 12 Committee Reports:

Continued to the 07/13/16 Special Board Meeting.

Item 13 Public Open Time:

Joanie Wynn read a statement regarding the Fire Facilities Ad Hoc Committee. She requested that the new fire house location be removed from deliberations and that the Overlook site be confirmed immediately. She also asked that the Committee be solely comprised of VFD members. Finally, she stated her opinion that Next Door is an appropriate format for discussing CSD issues.

Kathy Sward requested that a sign be provided to re-direct pedestrian beach traffic to use the east side of the Community Center instead of walking on the west stairs and interrupting event rentals on the deck.

Peter DeFremery requested that the issue of fires on Little Beach be addressed by the Board.

Brent Smith requested more info on the Fire Facilities Ad Hoc Committee. Friedman noted that the Committee is still in formation and will have public meetings when ready.

Item 14 Recognitions and Board Member Items of Interest:

Hamilton-Rivers thanked the VFA for acquiring the Disaster Supplies Grant.

Friedman thanked the Personnel Committee for their work.

<u>Item 15 Request for Future Meeting Agenda Items:</u>

 As noted previously, Items 9 thru 12 were moved to the 07/13/16 Special Board Meeting.

Item 16 Items Removed from Consent Calendar:

 No items were removed from the Consent Calendar.

Item 17 Closed Session:

The Board met in closed session re: Conference with Labor Negotiators re: California Government Code section 54957.6 to include agency designated representative: John Lavine. Position of unrepresented employee: Water Management.

Item 18 Reconvene In Open Session:

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The Board reconvened in Open Session and reported that no formal actions were taken. The Board advised its representative.

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Item 19 Adjournment:

8 9 MOTION: To adjourn the meeting.

Moved: Hamilton-Rivers, seconded by Jeschke

Vote: AYES: Unanimous

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The meeting was adjourned at approximately 10:00 PM.