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MUIR BEACH COMMUNITY SERVICES DISTRICT

Minutes of the Board of Directors meeting held on Tuesday, July 19, 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:

Gary Friedman called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:35 PM.

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

Staff present: Bill Hansell, District Manager

Harvey Pearlman, Water Manager

Item 2 Adoption of Agenda:

MOTION: To adopt the agenda as submitted. Moved: Jeschke, seconded by Grose

Vote: AYES: Unanimous

Item 3 Ad Hoc Committee on Current Personnel Matters Presentation:

Friedman explained that this was a committee meeting, made public due to requirements of the Brown Act. Committee Chair John Lavine presented. With all three topics, he encouraged the community to submit any amendments to the Committee as they saw fit.

Three draft documents were presented for community and Board discussion and feedback: Draft MBCSD Personnel Policies, Draft MBCSD Part-Time District Manager Job Description, Draft MBCSD Water Management Work Description.

Personnel Policies:

Lavine opened the floor to discussion, which was extensive. Points made included: a need to clarify the expectation of privacy on personnel records by adding the phrase "subject to the Public Records Act", which lays out what can be made available to the public and what cannot be; salary and job descriptions for the District Manager and Water Manager may not be able to be determined until the interview process is underway; in some places the document is general by design, as it would be difficult to list all of the specifics pertaining to a particular topic (i.e., discrimination); County Council will review the document when it has been completed; a need for a Community Center Facilities Manager; many details of the document, such as benefits, cannot be addressed until a budget has been put in place; offering benefits would encourage longevity.

The Committee feels that the Board must set their priorities and formulate a budget in order to be able to move forward on completion of the document. Friedman would like the Committee to stay formed until the implementation phase is underway.

Part-Time District Manager Job Description:

 The Board has better understanding of the District Manager's job as a result of Hansell's time tracking since being hired. It is a part-time position. A question was raised as to whether large projects, such as Sunset Way, should be subcontracted. The importance of the District Manager fitting in with the culture of Muir Beach was raised.

Water Management Work Description:

Discussion included the following points: exploring how water systems are managed in other cities/districts would be informative; concern about financing capital projects; the Committee focused on outcomes versus job descriptions when drafting the document; the document reflects tasks currently done by both the Water Manager and the District Manager; given the importance of the water system to the community, it would be good to have built in redundancy; in developing this policy, it would be good to look at the Adaptive Management Plan and other documents available on the Muir Beach website; maintaining good communication with neighboring districts would be helpful.

Item 4 Public Open Time:

Tayeko Kaufman stressed the need to get more residents involved.

Kathy Sward thanked Hansell and the Board for setting up the Ad Hoc Committees. As a result, more people have become involved. She requested a sign for the Community Center that directs people to use the stairway on the east side of the building for beach access while events are taking place and not the steps on the west side.

Pete DeFremery asked about the issue of fires on the beach and how the community should respond to them.

Tayeko Kaufman expressed concerns about neighbors dumping yard waste over the side of the cliff and the resulting potential increased fire danger.

John Lavine suggested looking into deputizing residents for the purpose of having authority to issue tickets for fire safety and parking violations.

Item 5 Recognitions and Board Member Items of Interest:

Hansell asked Pearlman to report on the significant water line break on Pacific Way which is almost completely repaired. Friedman thanked Pearlman for delaying his vacation in order to address the break.

<u>Item 6 Request for Future Meeting Agenda Items:</u>

Pete DeFremery made a request to add Little Beach fires issues to the next agenda.

Item 7 Adjournment:

MOTION: To adjourn the meeting.
Moved: Lambert, seconded by Grose
Vote: AYES: Unanimous

The meeting was adjourned at approximately 9:24 PM.