



# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

19 Seacape Drive • Muir Beach, CA 94965 • 415 383 9969 • [www.muirbeachcsd.com](http://www.muirbeachcsd.com)

## **AGENDA**

### **Regular Meeting of the Board of Directors**

**Wednesday, Feb 1st, 2017, 7:00 PM**

**Muir Beach Community Center**

**19 Seacape Drive**

**Muir Beach, CA 94965**

*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.*

<b>7:00pm</b>	<b>Item 1: Call to Order</b>
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Board: Gary Friedman (President), Victoria Hamilton-Rivers (Vice President), Lynda Grose (Director), Paul Jeschke (Director), Peter Lambert (Director).

Staff: Vanessa Workman (Interim Co-District Manager), Mary Halley (Interim Co-District Manager), Chief Steve Wynn (Fire Department), Harvey Pearlman (Water Manager.)

<b>7:03pm</b>	<b>Item 2: Agenda</b>
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**Adopt**

<b>7:05pm</b>	<b>Item 3: Calendar</b>
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**Consider Adoption**

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).

A. Approval of Draft Minutes from the Board Meeting of 01/04/17, located at page 5.

B. Approval of the Financial Report dated 12/31/16, currently located as a separate attachment.

<b>7:10pm</b>	<b>Item 4: Interim Co-Directors Report</b>
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**Consider Approval**

Vanessa Workman: “Mary Halley and I, are proud to serve as the Interim Co-District Managers over the next four months. While the Personnel Committee gets to work on the search for permanent staff, we will be support the Board and implement decisions made. Mary Halley’s responsibilities cover all duties related to water, roads and infrastructure and finances. I will serve with matters related to communications, fire and recreation. We look forward to facilitating this transition with efficiency and transparency.

<b>7:15pm</b>	<b>Item 5: Fire Department</b>	<b>Consider Approval</b>
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Report by Chief: Steve Wynn will provide a report to the Board on activities of the Fire Department. This document will be provided in the days preceding the meeting.

<b>7:20pm</b>	<b>Item 6: Committee Reports</b>
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Background: Over the years, Ad Hoc Committees were formed to allow community members to share their expertise and have their voices heard on various community issues. Benefits are numerous: Ad Hoc Committee Members can participate actively through research, provide in-depth reflections and discussions with their group that a Board meeting wouldn't be able to schedule. The Ad Hoc Committees share their conclusions and make recommendations to the Board. Please consider joining a committee that matches your expertise.

The following committees may give progress updates to the Board:

- a. Ad Hoc Committee on Sunset Way Project – Silva/Hamilton-Rivers
- b. Ad Hoc Committee on Spindrift Neighbor Issues –Grose/Friedman
- c. Ad Hoc Committee on Community Skills Inventory – Grose
- d. Ad Hoc Committee on Water Education Day – Grose
- e. Ad Hoc Committee on Audits – Lambert
- f. Ad Hoc Committee on Current Personnel Matters – Lavine
- g. Ad Hoc Committee on Fire Facilities – Rauh/Lambert
- h. Ad Hoc Committee on Grants & Financing – Murray/Cohon
- i. Ad Hoc Committee on Trails – Mackenzie
- j. Ad Hoc Committee on Easements – approved but not yet formed
- k. Ad Hoc Committee on Cove Lane – approved but not yet formed

<b>07:40pm</b>	<b>Item 7: Temporary Use of Upper Office</b>	<b>For Discussion</b>
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As part of the emergency board meeting to determine the transition of district managers, the board felt it needed to provide a clean usable office space. Victoria, aided by several others, Chris, and Peter emptied, cleaned up the upper storage space of the community center. It is now a temporary office for our Interim Co-District Managers but also a functional space to host other CSD meetings, Ad Hoc Committee meetings, or other groups. The Board has no intention to use it exclusively as a CSD office.

<b>07:50pm</b>	<b>Item 8: Community Center Repairs</b>	<b>Discuss and Direct</b>
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Due to the lack of security of the community center, the Board will discuss emergency measures necessary:

- a. The purchase of an emergency generator,
- b. Securing of propane tank,
- c. Seismic inspection.

<b>08:00pm</b>	<b>Item 9: Security Issues</b>	<b>Discuss and Direct</b>
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Continued from previous meeting: Due to recent thefts, the board will discuss security issues for the District and consider options to increase the safety of MBCSD property and related neighborhood concerns.

<b>08:10pm</b>	<b>Item 10: Fuel Abatement</b>	<b>Discuss and Direct</b>
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Continued from previous meeting: Discussion of draft Fuel Abatement Policy for consideration and amendment to draft a final Resolution for approval.

<b>08:20pm</b>	<b>Item 11: Job Description of the District Manager</b>	<b>Consider Approval</b>
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The board is extremely excited and feels very fortunate to have found the two interim district managers until May 23, 2017. During the next four months, the personnel committee will conduct a national search, leaving no stone unturned. This will allow the Board to avoid rushing into decisions without full consideration of all the possibilities. The Interim District Managers will also be eligible for the permanent job. Please find the job description on page 8.

<b>08:30pm</b>	<b>Item 12: Ad Hoc Committees Protocols</b>	<b>For Discussion</b>
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10.1 Previously the Ad hoc Committees have been operating with two directors at each committee. The Brown Act has however complicated the fluidity of communications and incapacitated Board Member participation. We are considering limiting director participation to one director per one director per Ad Hoc Committee.

10.2 The Board wishes all the work of the committees to be transparent, and open to the public, although, on occasion, chairs or co-chairs still have the discretion to decide whether the meetings are public or private depending on the phase of the committee's work (gathering information, implementation of action and recommendations to the board.)

<b>08:40pm</b>	<b>Item 13: Strategic Planning for Muir Beach CSD</b>	<b>For Approval</b>
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In this discussion, we will begin the conversation about short-term and long-term priorities for the CSD particularly with the respect to the financial consequences to proceeding with the significant projects that need to be taken. Consider hiring a consultant to help us think through our goals, determine the scope of these projects and how they will be funded. Kindly refer to page 11 of the Agenda.

<b>9:10pm</b>	<b>Item 14: Public Open Time</b>	<b>Brief Responses</b>
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Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not 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.)
4. Public comments are limited to 3 minutes per speaker, unless waived by the Board.
5. The period for public open time is limited to 10 minutes, unless waived by the Board.

<b>9:15pm</b>	<b>Item 15: Recognitions &amp; Board Member Items</b>	<b>Review</b>
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Board recognitions and pending events of interest to the community.

<b>9:20pm</b>	<b>Item 16: Request for Future Meeting Agenda Items:</b>	<b>Review</b>
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Requests to the District Manager for future agenda items by the board and/or the public.

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

Minutes of the Board of Directors meeting held on  
Wednesday, January 4, 2017

**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 7:28 PM.

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

Staff present: Bill Hansell, District Manager

**Item 2 Adoption of Agenda:**

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

**Item 3 Approval of Consent Calendar:**

- A. Draft Minutes from the Regular Meeting of 12/7/16, as submitted.
- B. Financial Report dated 11/30/16, as submitted.

MOTION: To approve Items A and B above.  
Moved: Hamilton-Rivers, seconded by Lambert  
Vote: AYES: Unanimous

**Item 4 Election of Officers for 2017:**

MOTION: To nominate Gary Friedman to serve as President of the Board.  
Moved: Hamilton-Rivers, seconded by Lambert  
Vote: AYES: Unanimous

MOTION: To nominate Victoria Hamilton-Rivers to serve as Vice President of the Board.  
Moved: Friedman, seconded by Gross  
Vote: AYES: Unanimous

**Item 5 Presentation of Muir Beach Holiday Arts Fair donation:**

Laurie Piel reported. She and Suzanne Bender are the current organizers of the annual Holiday Fair. It's a labor of love to continue an event that's been going on for decades and that the community loves. The fair generates no income except for the proceeds from bar sales. This year, the bar generated \$1,083.72, which is earmarked specifically to cover the cost of community events at the Community Center.

**Item 6 District Manager's Report:**

Friedman reported that District Manager Hansell has tendered his resignation.

The District Manager's Report, as well as the resignation letter, can be found on the CSD website.

#### **Item 7 Committee Reports:**

Ad Hoc Committee on Sunset Way Project: Hamilton-Rivers reported that she had a meeting with John Murray, Don Cohen and Bill Hansell to discuss financial issues pertaining to the project.

Ad Hoc Committee on Spindrift Neighbor Issues: Friedman reported that a meeting to restart communications with TNC will take place in the next couple of weeks.

Ad Hoc Committee on Community Skills Inventory: Grose reported that the data has been analyzed. There should be more information at the next meeting.

Ad Hoc Committee on Water Education Day: Grose reported that it's set for Monday, February 26 from 10:00 – 1:00. There will be a few presentations followed by activities.

Ad Hoc Committee on Audits: Lambert reported that audits have been completed through 2011. The auditor had a computer crash a couple of months ago, which caused a slow down on his end. Lambert does not yet have information on whether audit expense to date is on budget.

Ad Hoc Committee on Current Personnel Matters: Friedman reported that there will be some involvement by this committee during the transition period with the district manager position.

Ad Hoc Committee on Fire facilities: Jon Rauh reported that there's not been much work done in the past couple of months. There was an issue with getting a septic system installed, but they were told they could get a holding tank as an alternative and have it pumped periodically. That will be a cost savings.

Ad Hoc Committee on Grants & Financing: Don Cohen could not attend. John Murray reported. They've learned that applying for grants is a very complicated and time consuming process and that there's a need to be very focused. They feel that the Board must prioritize the areas of greatest need in order to give them a direction to focus on, and that all grants applied for on behalf of the CSD, by any committee, should be coordinated with the both Board and the Grant & Finance Committee to ensure consistency and lack of duplication. John's report was comprehensive. More details are available in the audio recording of this meeting on the CSD website.

Ad Hoc Committee on Trails: Jeschke reported that he recently walked a portion of the Muir Beach trails. Another meeting is scheduled for Sunday, if Dave MacKenzie is well enough to participate.

#### **Item 8 Memorial Plaques for Community Center:**

Grose presented her thoughts for installing memorial plaques at the Community Center in order to acknowledge those who have contributed over the years to Muir Beach being what it is today. One reason is to give residents new to the Beach a sense of the rich history that the community has.

#### **Item 9 Security Issues:**

Hansell reported that Leighton had a couple of cameras installed at the pump house and containers. Steve Wynn, who was not in attendance, has ideas for cameras in other locations. Laurie Piel talked about the potential benefit of having a camera installed at the Community Center. She thinks it would help with security at the Holiday Fair.

#### **Item 10 Fuel Abatement:**

Continued to next meeting.

#### **Item 11 Public Open Time:**

Steve Christianson introduced himself and his wife, Lorraine. He was a respondent to the RFP for water manager and wanted to put a face to the RFP he submitted. He offered some biographical information and mentioned a company he founded that might be of benefit to the CSD.

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

Hamilton-Rivers acknowledged the "owls". Someone has installed a webcam that's following the owls. She also thanked all ad hoc committees for their generosity and efforts.

Friedman recognized the Kaufman's who put a list of things they appreciate in their yard. When someone removed the sign, the Kaufman's put it back up. He wanted to express an appreciation for diverse points of view and encourage mutual respect.

Grose thanked Laurie and Suzanne for their work on the Holiday Fair.

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

Items requested were: development of a strategic plan, fuel abatement, memorial plaques at the Community Center, the possibility of the community acquiring a horse, readying the Community Center as an emergency preparedness place of gathering.

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

No items were removed from the Consent Calendar

**Item 15 Closed Session:**

The closed session began at approximately 8:43.

**Item 16 Reconvene in Open Sessionr:**

The Board reconvened in open session at approximately 9:59. No action of the closed session was reported.

**Item 17 Adjournment:**

MOTION: To adjourn the meeting.  
Moved: Hamilton-Rivers, seconded by Grose  
Vote: AYES: Unanimous

The meeting adjourned at approximately 10:04 PM.

# **Muir Beach Community Services District**

## **District Manager Job Description**

### **Overall Description**

Muir Beach is only six miles from San Francisco and the North end of the Golden Gate Bridge. Yet, it is surrounded by state and federal forests, one of the world's great stands of Redwood trees, and the Pacific Ocean. Living at Muir Beach is to be in a place that most people only get to visit on vacation. Perched above the Pacific, it is a breath-taking, vibrant community. It also faces significant challenges of climate change, maintenance of fresh water, aging infrastructure, and enhancement of it as an excellent place to live for its more than 305 residents.

Muir Beach has a limited number of paid employees and a strong tradition of community volunteerism. It is governed by the Muir Beach Community Services District ("MBCSD" ... or "CSD" for short.) The CSD has authority for water quality and distribution, fire protection, roads & infrastructure, and recreation – all of which must meet the needs and interests of residents who range from senior citizens to those with young families.

The CSD's District Manager's (DM) job is to serve as staff to the CSD Board and voluntary community committees and see to it that the Board's priorities, policies, and plans are effectively implemented. To accomplish these results, the manager also oversees all of the functions of the Community Services District. And because the community is small and the opportunities and challenges are substantial, an essential ingredient of District Manager's success is to ensure the active involvement of the community in the activities of the MBCSD.

### **Accountability and Authority**

The District Manager reports directly to the CSD Board president (or the president's designee) and is accountable to the five members of the CSD Board. In turn, the elected, non-paid Board is accountable to the Community. Within the domains covered by its mandate, the Board must provide concrete, effective ways to hear and respond to the Community's needs and concerns and maintain its on-going vibrancy, viability, and quality of life.

### **District Manager's Responsibilities**

In non-priority order, the District Manager will:

- Work with the elected CSD Board to identify the Community's long and short-term needs and to help guide the formulation of CSD's priorities and ensure their implementation.
- Actively participate in a planned effort to educate and communicate CSD priorities and their status to the Community; then, measure the effectiveness of the education and communications initiatives.



- Prepare a draft budget for CSD directors to review and approve; then design and maintain procedures to comply with accurate financial and accounting standards and requirements. Make the budget results available to the Board, the Community, and the public.
- Maintain and oversee all relevant financial, business, personnel, regulatory, environmental and other reporting that is of interest to the directors and the Community and is required by community, county, state, federal and financial agencies as well as the District's by-laws, regulations, and CSD business partners.
- Maintain an inventory of District assets and physical facilities, and oversee the supervision of necessary maintenance.
- With the Board, identify and initiate plans for capital improvement projects; present those plans to the Board for its review and approval.
- Ensure that there are regular cross communications – and, where it is wise, cross training – between the District Manager and those involved in Fire, Water, Roads/Easements, and Recreation Management.
- In consultation with the CSD Board – and in compliance with Personnel Policies – hire and effectively manage all other district employees.
- Work with the Board's president to develop monthly and special meeting agendas.
- In a timely manner, notify District constituents and relevant agencies of CSD meetings, elections, actions, and events.
- Ensure there are accurate minutes of CSD meetings and, in consultation with Directors, make certain that the minutes and other matters of importance are promptly and efficiently disseminated to the Community and others who may be interested.
- Stay abreast of changing federal, state, and local policies that impact life at Muir Beach, and which may impact decision making of the CSD Board.
- At the direction of the Board, work with relevant agencies and individuals.
- Review and maintain the insurance needs of the District. Inform the Board about relevant legal matters, and then, with Board direction, take appropriate action.
- Ensure that the results of the work described above will be regularly measured and reported to the Board.

## **Skills Required**

The DM must possess excellent people and communications skills and benchmark a record of measuring and achieving communications goals. A lean staff operation and the culture of the Muir Beach community require the District Manager to encourage community engagement and support volunteerism. The DM must have proven experience in these areas as well as demonstrated experience with financial management, efficient time-management, and task prioritization. S/he will also have demonstrated experience encouraging and contributing to effective initiatives planning and execution, combined with an outcomes-focused approach.

## **A Job Well Done by the District Manager Looks Like**

A job well done for the District Manager is reflected by the effectiveness of the elected CSD Board fulfilling its mandate to provide and maintain a high quality of life in Muir Beach. This means:

- The performance of the District meets and exceeds the priorities and plans of the CSD.
- The Board and the Community are well educated and informed on key issues that affect Muir Beach. New residents to Muir Beach are individually welcomed, offered a community orientation, and invited into CSD governance and community activities.
- The water system is functioning at its highest level of quality and is capable of reliable and robust continuance in the future.
- Muir Beach roads are well maintained and safe.
- Fire protection is secure and fully functional.
- In all facets of the CSD operations, the Community is prepared for emergencies and disasters.
- Recreation meets the Community's needs.
- A high quality of life in Muir Beach is sustainable and improving.

## **Hours and Pay**

It is expected that this is a part time to full time position depending on the skills of the person who is hired. Pay will be determined during the hiring discussions.

## **Applications of Interest**

If you are interested in being considered for this excellent position, by no later than February 28<sup>th</sup>, please send a letter and your resume to [search@muirbeachcsd.com](mailto:search@muirbeachcsd.com). (If it is helpful – but is it not at all necessary, feel free to include photos or videos if they will help tell us about you and your experiences).

When we receive your letter, we will reply so you know it has arrived. However, we will not begin to review all of the applications until March 1<sup>st</sup>, and, as a result, it is likely that you will not hear from us until somewhat after the middle of March. Thank you and we look forward to hearing from you.

FIRST DRAFT  
**Muir Beach CSD Strategic Planning.**

**Finances:**

- Audits
- Budget
- Reporting and annual planning
- Emergency reserves
- Capital improvements
- Grants, bonds and loans
- Accounting systems and structure –
- Treasurer and book keeping
- Bank: checking and savings accounts and signatories – policy and Resolution on the above.

**Roads:**

- Sunset Way upgrades
- Pacific Way upgrades including the bridge
- Underground utilities
- Drainage
- Easements – definitions regarding residential vs public use
- Parking and beach access issues (on all local roads)
- Signage
- Speeding
- Roads policy & Resolution on 5 items above to include planting and tree work relative to emergency access

**Fire:**

- Road safety that impacts the District – Highway 101 in both directions & Frank Valley Road specifically
- New Fire Chief
- Upgraded fire hydrants on Sunset and anywhere else in the community where needed
- New firehouse
- Equipment & communication upgrades
- Emergency preparedness – including clusters and evacuation plan with NPS
- Emergency Access
- Fuel abatement policy and Resolution on the above.

FIRST DRAFT  
**Muir Beach CSD Strategic Planning**

**Water:**

- New Water Manager
- Replacement of Sunset Way main water line
- Water towers, wells, permits and pumping plus holding tank and grey/rain water harvesting
- Modern water control measures – including meter upgrades and reporting
- Conservation and Redwood Creek
- Revenue
- Revised water policy, rates and regulations
- Community education about water in our District

**Recreation:**

- Upgrades both structural (priority) and cosmetic at Community Center – seismic compliance, ADA compliance, environmental and safety compliance i.e. mold, decks, broken glass, propane, generator, floor, roof, bathrooms etc.
- Community Center Plan – identify needs and allocate use of space: policy and Resolution
- Revised rates and policy for events
- Maintenance of playground
- Trails and beach access – maps, upgrades and safety policy
- Clean beaches
- Little Beach: policy and resolution on fires, parking and nudity
- Dog Management Plan
- Spindrift - community access

**Personnel:**

- Job descriptions
- Contracts
- Benefits
- Reviews and reporting
- Head hunting and interviews
- Employment Policy and Resolution

FIRST DRAFT  
**Muir Beach CSD Strategic Planning**

**General:**

- CSD website upgrades
- CC web site upgrades
- Events and housekeeping
- Beachcomber
- Media and District communication

**Group liaison – internal and external:**

- Ad Hoc Committees (so far): Audits, Sunset Way, Fire House, Water Education, Facilities, Trails, Grants, Spindrift, Personnel, Community Skills
- VFA
- Elderberries
- Quilters
- MBAG
- Ocean Riders
- Garden Club
  
- County
- NPS
- GGNRA
- Conservation
- Coastal Commission
- Neighbors – Green Gulch, Slide Ranch, Stinson, Bolinas, Olema, Point Reyes, Tamales, Bodega, Marshall etc.