

**MUIR BEACH COMMUNITY SERVICES DISTRICT
MINUTES**

SWEARING IN

General Manager Macfarlane swore in President Ostroff and Director Shaffer.

CALL TO ORDER

President Ostroff called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:18 pm on Wednesday, January 28, 2004.

ROLL CALL

PRESENT: DIRECTORS: Ostroff, Hills, Rudnick, Shaffer, Kamradt
PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin

ANNOUNCEMENT OF DECISIONS MADE IN CLOSED SESSION

President Ostroff announced that no decisions had been made at the closed personnel meeting held on January 14, 2004. The sole purpose of the closed meeting had been to clarify some of the details of the positions filled.

REGULAR AGENDA

I. Review and consideration of the January 28, 2004 Agenda:

MOTION: To approve the Agenda as submitted.
Moved: Shaffer, seconded by Hills
Vote: AYES: Unanimous

II. National Park Service: Karen Kentwell reported for Jennifer Vick who could not be present. The January 8 Big Lagoon meeting included a presentation by Phil Williams and Associates regarding draft feasibility. None of the alternatives were discarded at the meeting. NPS has presented the plan to, and is obtaining comments from, various peer review groups. A final report from Phil Williams and Associates is due February 27. The EIS contract will be awarded in April. The next meeting is scheduled for March 18. Karen’s presentation was followed by a lengthy discussion with members of the audience. Concern was expressed as to whether or not the plan can be accomplished. Scott Davidson, consultant to the County of Marin, expressed the need for heightened communication between the various organizations and community groups. Invitations were sent out to 2000 Marin County residents to attend the CTMP meeting on January 31. Director Kamradt requested that Scott inform Supervisor Kinsey that three Board members did not receive the invitation. Paul Bignardi of the NPS reported that the CTMP website contains approximately 12 of the documents that are being studied during this process.

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2 **III. Bills to be paid:**
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4 MOTION: To approve the report as submitted including a total of \$11,360.15 in general fund
5 expenditures, \$175.00 in water capital improvement expenditures, and \$296.59 in
6 checks issued from the trust funds, for a total of \$11,831.74 in warrants issued.

7 Moved: Shaffer, seconded by Hills

8 Vote: AYES: Unanimous
9

10 **IV. Fire Department, Emergency Disaster Committee:** Chief Sward reported that the annual
11 barbecue planning dinner is scheduled for Saturday, February 7. Fire department members
12 have been recently recertified for CPR. Chief Sward acknowledged Graham Groneman and
13 Jesse Rudnick who are getting certified as instructors which will allow for more in-house
14 training.
15

16 **V. Update on the CTMP process:** Director Kamradt reported that the letter to Steve Kinsey was
17 revised, with edits, and sent to the CTMP, and that copies are available to the public. There
18 will be a meeting on Saturday, January 31, at 10 am. Director Hills stated that the letter will be
19 available on the MBCSD website on January 29. Director Kamradt acknowledged Director
20 Hills for researching the various local, county and coastal plans to incorporate their ideas into
21 the edits. Director Rudnick raised the question of whether work was needed on the Muir Beach
22 Community Plan. Director Hills responded yes; however, the plan is still in effect.
23

24 **VI. General Manager's Report:**
25

26 **A. Administration:**
27

28 1. The General Manager has not yet received responses from the four accounting firms
29 who were contacted by letter. Director Hills has spoken with Terry Craig Associates
30 who indicated the cost of an audit could be \$7,000-10,000.
31

32 2. A 1992 District Policies and Procedures Manual is currently being used by the General
33 Manager, although this manual has never been formally adopted by the Board.
34 Director Hills stated that the Board must decide how they want future policies
35 compiled by the Secretary.
36

37 **B. Roads and easements:**
38

39 1. The General Manager recommended that the Board approve a request by resident Peter
40 Woods to remove several trees on District property that are blocking his view. This led
41 to a discussion of the age and condition of the trees and various options for addressing
42 Mr. Woods' concerns.
43

44 MOTION: To allow Mr. Woods to hire an arborist chosen by Director Rudnick who
45 will then provide a recommendation to the Board.

46 Moved: Hills, seconded by Kamradt

47 Vote: AYES: Unanimous

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2 2. The General Manager recommended the Board approve an expenditure of \$2,000 for
3 additional work needed on the pedestrian trail through the Seacape park area.
4

5 MOTION: To approve the \$2,000 expenditure.
6 Moved: Shaffer, seconded by Hills
7 Vote: AYES: Unanimous
8

9 It was agreed that, where suitable, wood chips could be used instead of gravel.
10

11 3. The General Manager informed the Board that the steps on the pedestrian trail from
12 Sunset Way to Pacific Way (a continuation of the Community Center Trail) need
13 additional work. Director Shaffer suggested that the Board examine the stairs before
14 making a decision.
15

16 4. Supervisor Kinsey has offered \$15,000 for construction of new Community Center
17 stairs. John Sward brought stone samples for the Board to look at. He estimated a cost
18 of \$11,000 in materials with a total cost of approximately \$21,000.
19

20 MOTION: To authorize the General Manager to order the stone, authorize Steve
21 Kinsey to pay for it directly, and work out payment for labor at a later date.
22 Moved: Shaffer, seconded by Rudnick
23 Vote: AYES: Unanimous
24

25 President Ostroff asked that questions regarding the lighting be put on the agenda for
26 next month.
27

28 5. Construction of the new stairs and realignment of the individual steps on the Sunset
29 Way end of the Sunset to Ahab pedestrian way is essentially complete. Harvey will put
30 wood chips where the steps are higher than grade. It was recommended that Mike
31 Moore contact the Muir Beach Garden Club for guidance on landscaping.
32

33 C. **Water operations:** The General Manager reported that two water leaks have recently been
34 repaired. The unaccounted for water loss percentage was very low last month.
35

36 D. **Technical Advisory Committee:** Director Kamradt reported that Muir Beach has
37 completed the steps necessary to satisfy those protesting its water rights. Some of the
38 participants want to clarify our adaptive management plan which will only require refining
39 the wording of the plan. When the draft is complete, it will be submitted first to the Board
40 for approval and then to the TAC members for approval. There is one more TAC meeting
41 in March which will culminate with finalization of the Muir Beach water rights.
42

43 E. **Capital Improvements:** Director Hills reported that the General Manager has been
44 moving the process for the new well along. They had a meeting with DCV Consultants.
45 The Board would like to begin implementing the well by summer. Chief Sward stated that
46 the fire department wants to redo some of the power and water lines near the pump house
47 and will want to coordinate this work with the contractor.

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F. Recreation:

1. Pam Barlow would like to donate a piano to the District. The District will be responsible for moving it.

MOTION: To accept the donation.
Moved: Shaffer, seconded by Kamradt
Vote: AYES: Unanimous

2. Harvey Pearlman has removed the temporary deck roof in compliance with the County's "red tag" requiring its removal.

3. Harvey gave a report on the New Years Eve party. The General Manager reported that the District has been refunded \$400 of the \$500 it had advanced for the party.

VII. **Public open time:** There was discussion as to whether the District should host a Candidates Night for the upcoming election. The General Manager announced that there was an opening on the LAFCO Board. Kathy Sward reported that Judith Yamamoto dropped off a letter written to Steve Kinsey regarding the Big Lagoon Project and the CTMP for the audience to read and add their names to.

VIII. Review of minutes:

MOTION: To approve the minutes as submitted.
Moved: Shaffer, seconded by Rudnick
Vote: AYES: Unanimous

IX. **Next meeting date:** The next meeting date was confirmed for Wednesday, February 25, 2004.

The meeting was adjourned at 9:33 pm.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Maury Ostroff, Board President

Sharon Mullin, Secretary