

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

2 Minutes of the Board of Directors meeting held on
3 Wednesday, October 5, 2016
4
5

6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

8 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes are draft
9 only and subject to change. Upon approval by the Board, these minutes become the Official Minutes of
10 the meeting.
11

12 **Item 1 Call to Order:**
13

14 Gary Friedman called the meeting of the Muir Beach Community Services District Board of Directors to
15 order at approximately 7:15 PM.
16

17 Directors present: Gary Friedman, Victoria Hamilton-Rivers,
18 Lynda Grose
19

20 Directors absent: Peter Lambert, Paul Jeschke
21

22 Staff present: Bill Hansell, District Manager
23 Steve Wynn, Fire Chief
24

25 **Item 2 Adoption of Agenda:**
26

27 MOTION: To adopt the agenda as submitted.
28 Moved: Hamilton-Rivers, seconded by Gross
29 Vote: AYES: Unanimous
30

31 **Item 3 Approval of Consent Calendar:**
32

- 33 A. Draft Minutes from the Regular Meeting of 9/7/16, as submitted.
34 B. Financial Report dated 8/31/16, as submitted.
35

36 MOTION: To approve Items A and B above.
37 Moved: Gross, seconded by Hamilton-Rivers
38 Vote: AYES: Unanimous
39

40 **Item 4 District Manager's Report:**
41

42 A written report was not prepared this month, but Bill Hansell gave an oral accounting of the many items
43 he's been working on over the past four weeks.
44

45 **Item 5 Fire Chief's Report:**
46

47 Chief Wynn had nothing to report for this section of the agenda.

1 **Item 6 Personnel Committee Recommendation on DM hours:**

2
3 John Lavine reported. Previously, increased hours had been approved to November. The Committee
4 recognizes that the list of items that the District Manager is working on has grown substantially and is
5 proposing that the current pay arrangement continue through January, preferably to the February public
6 meeting. Come February, they expect to have a better sense for a permanent plan.

7
8 MOTION: To adopt the Personnel Committee's recommendation of extending the
9 30 hours a week pay arrangement until the February public meeting.
10 Moved: Grose, seconded by Friedman
11 Vote: AYES: Unanimous

12
13 Hamilton-Rivers wanted to go on record as, while appreciating the Personnel Committee's work and
14 proposal to extend the current pay arrangement through January, wondering if the 30hr limit is realistic
15 given the work load and all the issues Hansell has not been able to get to and, finally, how that affects the
16 community.

17
18 **Item 7 Draft Budget for Fiscal Year 2016-2017:**

19
20 A special meeting to address the budget has been scheduled for October 12, 2016 at 7:15.

21
22 District Manager Hansell walked the Board through the draft budget line by line and provided clarification
23 when requested.

24
25 **Item 8 Committee Reports:**

26
27 Ad Hoc Committee on Sunset Way Project - Chair Matt Silva. No report was made.

28
29 Ad Hoc Committee on Spindrift Neighbor Issues - Co-chairs Grose/Friedman. Friedman reported that a
30 meeting with The Nature Conservancy is scheduled for next Monday.

31
32 Ad Hoc Committee on Community Skills Inventory - Chair Grose. Grose reported that the questionnaires
33 have been collected. She has concerns that there could be people that have not been contacted. The
34 Committee will decide whether to canvas the neighborhoods further.

35
36 Ad Hoc Committee on Water Education Day - Chair Grose. Grose reported that the Committee has
37 learned a lot and expressed appreciation for the members of the Committee whom she named. An
38 opportunity for a Proposition 1 Grant arose and was applied for. Community Water Education Day is
39 expected to take place on November 12, 2016 from 10:00am-1:00pm.

40
41 Ad Hoc Committee on Audits - Chair Lambert. In Lambert's absence, Hansell reported that the first two
42 years of audits have been completed and the auditor is working on the third year.

43
44 Ad Hoc Committee on Current Personnel Matters – Chair Lavine. There was nothing further to report.

45
46 Ad Hoc Committee on Fire Facilities – Co-chairs Rauh/Lambert. Steve Wynn reported that the
47 Committee is working well. The members have split into groups with various focuses. Hansell received a
48 recommendation from a senior planner at the County to request a pre-op meeting with the output of the
49 meeting being a written report laying out the process to moving forward.

50
51 Ad Hoc Committee on Easements - formation status. No report.

52
53 Ad Hoc Committee on Cove Lane - formation status. No report.

1 Ad Hoc Committee on Grants & Financing - formation status. Hansell has gathered some people with
2 grant writing experience to be on the Committee. The next step will be to meet and talk about strategy.
3 Friedman will be the Board member that serves on the Committee.

4
5 **Item 9 Formation of Ad Hoc Committee on Trails:**

6
7 Resident Dave MacKenzie suggested the formation of an Ad Hoc Committee on Trails. The ideas he
8 presented included inventorying, determining legal status, assessing conditions and mapping.

9
10 MOTION: To form an Ad Hoc Committee on Trails, or a committee of volunteers
11 interested in improving the conditions of, and making policy
12 recommendations for, the District's trails.
13 Moved: Grose, seconded by Friedman
14 Vote: AYES: Unanimous
15

16 **Item 10 MBCSD Response to Grand Jury Report on Website Transparency:**

17
18 Hansell has made changes to the CSD website to address items the Grand Jury specifically requested.
19 The next step is to make the website more transparent and easier to use. He has spoken to someone
20 with experience constructing sites for local governments, including Bolinas, and has requested a
21 proposal, which would include web hosting. He's also looking at other competitive options.
22

23 **Item 11 Pooled Insurance Option:**

24
25 The Board reviewed a proposal to change to a pooled insurance option provided by the California Rural
26 Water Risk Management Authority and offered by Glatfelter Public Practice.
27

28 Friedman explained that it would equate to greater coverage at less cost. Hansell was instructed to
29 proceed with the change.
30

31 **Item 12 Public Open Time:**

32
33 A question was asked about the \$1,500 cost to the community to get the Frank Valley Road sign
34 changed, the answer being that that is the price that is on the County's fee schedule and since the CSD is
35 the applicant, they must bear the cost. Supervisor Kinsey is working to have the County pay for the
36 actual signs. Hansell was asked to question Kinsey's office on the fee as well.
37

38 There was a question regarding the Water Capital Improvement Fees and whether those monies could
39 only be used for the water department. Answer: Yes.
40

41 There was a question asking for clarification on the issue as to who owns the easement in front of 341
42 Sunset Way and whether the District has the right to its use to create a turnaround. A legal decision is
43 being made.
44

45 Steve Wynn brought up the apparent rise in crime on Starbuck Drive. A recent break in occurred at the
46 pump house as well. Steve would like to see more security. Hansell mentioned that Leighton Hills is
47 looking into cameras for the containers area.
48

49 **Item 13 Recognitions and Board Member Items of Interest:**

50
51 Hansell would like to recognize Lynda Grose and Jamie Workman's work on the Prop 1 Grant application.
52 Grose recognized Hansell for the same.
53

54 Hamilton-Rivers would like to recognize Hansell and Wynn for publishing water conservation notices.
55
56

1 **Item 14 Request for Future Meeting Agenda Items:**

2

3 Hamilton-Rivers requested three items be added to the next agenda: neighborhood watch, water policy
4 and regulations, fuel abatement.

5

6 **Item 15 Items Removed from Consent Calendar:**

7

8 No items were removed from the Consent Calendar.

9

10 **Item 16 Adjournment:**

11

12 MOTION: To adjourn the meeting.

13 Moved: Hamilton-Rivers, seconded by Grose

14 Vote: AYES: Unanimous

15

16 The meeting was adjourned at approximately 9:16 PM.