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**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Special Board of Directors meeting held on  
Thursday, May 25, 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 7:02 PM.

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

Directors absent: Lynda Grose

Staff present: Mary Halley, Interim District Manager

**Item 2 Adoption of Agenda:**

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

**Item 3 Approval of Consent Calendar:**

Hamilton-Rivers noted that there was information omitted from the May 10 and May 17 minutes. The following changes were made: On the May 10 minutes, the outcome of the closed session was a decision for the Board to interview the final candidates for the position of District Manager. The meeting adjourned at 9:50, Hamilton-Rivers moved to adjourn and Jeschke seconded. On the May 17 minutes, the outcome of the closed session was that instructions were provided to the members of the Personnel Committee. The meeting adjourned at 9:49, Hamilton-Rivers moved to adjourn and Grose seconded.

- A. Draft Minutes from the Regular Meeting of 5/3/17; the Special Meeting of 5/10/17, as amended, and the Special Meeting of 5/17/17, as amended.
- B. Financial Report dated 4/30/17, as submitted.

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

**Item 4 Proposal for District Manager Position:**

John Lavine reported on the hiring process of the Personnel Committee (consisting of himself, Frank Schoenfeld and Jane McAlevey) over the past four months. A case was made to divide the current District Manager position into two positions. An extensive discussion ensued. Hamilton-Rivers read a statement from Grose who was not present at the meeting.

1 MOTION: To modify the CSD District Manager job description to give the Board the  
2 option of hiring one person to be District Manager or two people to be co-  
3 District Managers. In either instance, the Board's hiring decision will be  
4 revenue neutral; that is, the cost would be covered by the CSD budget.  
5 Moved: Hamilton-Rivers, seconded by Jeschke  
6 Vote: AYES: Unanimous  
7

8 **Item 5 Proposal for Extension of Interim DM:**  
9

10 MOTION: To extend Mary Halley's existing contract as Interim District Manager  
11 until the hiring process for a permanent district manager is complete.  
12 Moved: Hamilton-Rivers, seconded by Jeschke  
13 Vote: AYES: Unanimous  
14

15 **Item 6 Water Service Rate Adjustment:**  
16

17 Mary Halley presented her analysis of the District's historical water enterprise data. Although revenues  
18 have not increased significantly over time, expenses have. Electricity, payroll and repair costs have  
19 driven the increases. A water rate increase can be accomplished by resolution. Hamilton-Rivers read a  
20 statement submitted by Grose. Public discussion included questions on the base rate versus the various  
21 tiered rates and what policy is in other water districts. Halley's proposal is that both the base rate and the  
22 tiered rates be doubled. She and the Board will work on the issue between now and the July meeting.  
23

24 **Item 7 MBCC Rental Policy and Rates:**  
25

26 Halley provided a rate increase proposal to the Board. She had had a meeting with Amy Utstein, Laurie  
27 Piel and others. The group came to the conclusion that an incremental increase in hourly rates plus  
28 charges for additional items was needed.  
29

30 Considerations included when the peak times are, residents who rent the Community Center for friends,  
31 when a facilitator should be required and others.  
32

33 **Item 8 November Election:**  
34

35 MOTION: To approve Resolution 2017-1.  
36 Moved: Hamilton-Rivers, seconded by Lambert  
37 Vote: AYES: Unanimous  
38

39 **Item 9 Interim District Manager Report:**  
40

41 The Interim District Manager Report is available at [www.muirbeachcsd.com](http://www.muirbeachcsd.com).  
42

43 **Item 10 Fire Department:**  
44

45 Continued to next meeting.  
46

47 **Item 11 Committee Reports:**  
48

49 No committee reports were given.  
50

51 **Item 12 Public Open Time:**  
52

53 No comments were made during public open time.  
54  
55

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

2

3 No recognitions were made.

4

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

6

7 No requests for future meeting agenda items were made.

8

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

10

11 No items were removed from the Consent Calendar

12

13 **Item 16 Adjournment:**

14

15 MOTION: To adjourn the meeting.

16 Moved: Hamilton-Rivers, seconded by Lambert

17 Vote: AYES: Unanimous

18

19 The meeting adjourned at approximately 9:22 PM.