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**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Regular Board of Directors Meeting held on  
Wednesday, July 5, 2017

**OFFICIAL MINUTES ONLY UPON APPROVAL**

Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes are a 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 7:05 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 but modified to move Item 14 prior to  
Item 13 and that Item 13 not be in Closed Session.  
Moved: Jeschke, seconded by Hamilton-Rivers  
Vote: AYES: Hamilton-Rivers, Jeschke, Lambert  
NOES: Friedman

**Item 3 Approval of Consent Calendar:**

- A. Draft Minutes from the Regular Meeting of 5/25/17
- B. Financial Report dated 5/31/17, as submitted.

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

**Item 4 November Election:**

Gary Friedman announced that MBCSD Candidates could pick up applications for the November 7 election starting on 7/17/17 and the application deadline for submittal to the Elections Office was 8/11/17. Guidelines for Candidates were available in a handout at the meeting or can be found online or from the Marin County Elections Office.

**Item 5 Interim DM Report:**

Interim District Manager Mary Halley reported that she had sent out her full 4-page report to all the MB residents in the Meeting Packet and that she would just highlight a few of the items that seemed important. Halley mentioned that the CALOES/FEMA Grant application was moving along and that all projects for reimbursement and funding had been submitted and it looked like most would be accepted for funding with the exception of the Frank Valley Road waterline reroute – which FEMA said was only at risk

1 of damage but that no damage had actually occurred. The 'slump' in the road near the Warren's wall on  
2 Sunset Way was added on as an additional item for funding. Halley also mentioned that Sunset Way was  
3 scheduled for some patch repair work on 8/10/17 and will be closed to traffic for 24 hours except for  
4 emergency vehicles and firefighters. Halley mentioned that she was working to learn how to update and  
5 maintain the Website now that previous Communications DM was no longer with the district. She also  
6 mentioned she had switched the district to monthly payroll to save time and expense. Director Hamilton-  
7 Rivers ask about the lost potential water grant, which Halley explained would not have been a grant that  
8 the district would have likely qualified for, and Hamilton-Rivers responded that she would have liked the  
9 Grants Committee to have been more involved in any potential grant applications. Hamilton-Rivers also  
10 had a question regarding the tree that the CSD had given permission to resident Greg Kidd to remove  
11 and why that hadn't been accomplished yet. Halley replied that she was surprise that Kidd had not  
12 moved more quickly and that she would follow-up being as the Lower water tank was at risk. Hamilton-  
13 Rivers also noted that the district once again received an 'F' from the Grand Jury for our district website  
14 evaluation. Halley responded that, while all the relevant required district information was on the website,  
15 she was working on making it more readily available from the front page and relabeling to align better with  
16 the Grand Jury checklist. Jeschke commented that the district should probably stay away from political  
17 noticing on the website. The Interim District Manager Report is available at [www.muirbeachcsd.com](http://www.muirbeachcsd.com).

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20 **Item 6 Fire Department:**

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22 Fire Chief Chris Gove respectfully submitted his report highlighting that the VFA was throwing a good-bye  
23 party this Saturday evening for resident firefighter Maurice Conti who was moving to Spain. Gove said  
24 the VFA was now down to 9 firefighters, and while recruiting efforts were being made, he was concerned  
25 that with a dwindling crew that not all department obligations and shifts would be able to be covered -  
26 especially for mid-weekday response. Gove also reported that Supervisor Dennis Rodoni has donated a  
27 disaster trailer to Muir Beach. Gove said the MERA program is still in a holding pattern and there was  
28 nothing new to report on the firehouse.

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31 **Item 7 Committee Reports:**

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33 No committee reports were given.

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36 **Item 8 MBCC Rental Policy and Rates:**

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38 Amy Utstein and Laurie Piel presented the new 'MB Resident Friends' rental price sheet at \$50 p/hr to get  
39 community feedback and Board support for the new category. There was broad community and Board  
40 support and some discussion that the rate should be even higher at \$100 p/hr, so the Board directed for a  
41 compromise at \$75 p/hr with the additional separate facilitator's and cleaning fees to be required.

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44 **Item 9 Dog Park Ad-Hoc Committee:**

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46 On recommendation by the Trails committee, the Board was asked to approve a Dog Park Ad-Hoc  
47 Committee to look into whether there is community interest, and the feasibility, for having a MB Dog Park.

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49 MOTION: To form a Dog Park Ad-Hoc Committee to consider whether there is  
50 community interest, and the feasibility, for developing a MB Dog Park.  
51 Moved: Jeschke, seconded by Lambert  
52 Vote: AYES: Friedman, Jeschke, Lambert  
53 NOES: None  
54 ABSTAIN: Hamilton-Rivers  
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1 **Item 10 MBCC Propane Tank and Generator:**

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3 Director Jeschke wanted the Board to approve moving the CC propane tank to a safer location and  
4 purchasing a backup generator this year.

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6 MOTION: To move the CC propane tank and purchase and install a backup  
7 generator this year.  
8 Moved: Jeschke, seconded by Lambert  
9 Vote: AYES: Unanimous

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12 **Item 11 Water Rate Increase Resolution Procedures:**

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14 The Board is required to set up the procedures for implementing the water rate increase to be done  
15 through the process of a Board Resolution. District Manager Halley presented the Board with the  
16 necessary steps and timeline for a public process. The District will need to write the Resolution and  
17 develop a Notice of Public Hearing to be sent out within 14 days to be able to meet the required 45-days  
18 Public Comment Period prior to the Public Hearing which will be set for the September 6, 2017 Regular  
19 Board Meeting. Resident Richard Kohn spoke in response to the amount of the water rate increase and  
20 possible various alternatives to minimize the amount of the recommended increase. The text of his full  
21 comments were also posted by resident Deborah McDonald on Muir Beach Next Door for broad review.

22  
23 MOTION: To send out notice to open the 45-day public comment period prior to a  
24 Public Hearing for approval of a Water Rate Resolution at the September  
25 6, 2017 Regular Meeting of the Board of Directors.  
26 Moved: Lambert, seconded by Hamilton-Rivers  
27 Vote: AYES: Unanimous

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31 **Item 12 Public Open Time:**

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33 Resident Takeyo Kaufman requested that the CSD find another day, other than the first Wednesday of  
34 the month, to hold the regularly scheduled Board meetings as she thought that particular time was hard  
35 for many residents to attend. Kathy Sward asked how many Board members' terms were up and would  
36 they be running for re-election. Director Friedman replied "three – Peter, Paul, & Lynda" – and it was not  
37 known yet if they would run again.

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41 **Item 13 FY 17/18 Draft-Budget (previously Item 14):**

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43 District Manager Mary Halley outlined the parameters used in developing the current revised draft-budget.  
44 Director Hamilton-Rivers had questions concerning the increase in the budget item for DM salary which  
45 led into a full discussion on the proposal for the part-time hire of two DMs. Personnel Committee  
46 members John Lavine and Frank Schoenfeld gave the background on the hiring process that resulted in  
47 that recommendation to the Board. An in-depth discussion ensued taking in a wide range of thoughts and  
48 opinions.

49  
50 MOTION: To approve FY 17/18 Draft-Budget as submitted with the contingency  
51 that the Water Rate Increase Resolution will be approved and passed at  
52 the September 6, 2017 Public Hearing and Regular Board Meeting.  
53 Moved: Lambert, seconded by Friedman  
54 Vote: AYES: Friedman, Jeschke, Lambert  
55 NOES: None  
56 ABSTAIN: Hamilton-Rivers

1 **Item 14 Personnel Matters - Hiring of DMs (previously Item 13 Board Closed Session:**  
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3 Items 13 and 14 merged into one inter-related conversation as the two items became linked into the  
4 discussion of budget.

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6 MOTION: To approve the hiring of two part-time Co-District Managers to go into  
7 effect immediately, based on the DM(s) Job Description passed at the  
8 5/25 Board meeting, and with salaries as defined in the approved 17/18  
9 Budget.  
10 Moved: Lambert, seconded by Hamilton-Rivers  
11 Vote: AYES: Unanimous  
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14 **Item 15 Recognitions and Board Member Items of Interest:**  
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16 Fire Chief Gove wanted to thank Volunteer firefighter Maurice Conti for his years of service and asked if  
17 the Board could send out a Resolution to that effect. Director Friedman asked if the MBVFA might  
18 already be preparing something similar.

19 The whole Board thanked the Personnel Committee members for their months of hard work and efforts in  
20 the District Manager hiring search.

21 Director Hamilton-Rivers wanted to thank DM Halley for her work on the CalOES/FEMA Grants and for  
22 changing bi-weekly payroll to monthly. Director Hamilton-Rivers also wanted to thank Amy Utstien and  
23 Laurie Piel for all their excellent work taking care of the MBCC Rentals.  
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25

26 **Item 14 Request for Future Meeting Agenda Items:**  
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28 Director Hamilton-Rivers requested that Community Center projects be on the next agenda and also to  
29 review website policies.  
30

31 **Item 15 Items Removed from Consent Calendar:**  
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33 No items were removed from the Consent Calendar  
34

35 **Item 16 Adjournment:**  
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37 MOTION: To adjourn the meeting.  
38 Moved: Hamilton-Rivers, seconded by Jeschke  
39 Vote: AYES: Unanimous  
40

41 The meeting adjourned at approximately 9:58 PM.