

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

2 Minutes of the Board of Directors' meeting held on
3 Wednesday, August 2, 2017

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6 **OFFICIAL MINUTES ONLY UPON APPROVAL**

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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 7:10 PM.

16
17 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Lynda Grose,
18 Peter Lambert, Paul Jeschke

19
20 Staff present: Mary Halley and Mike DeGroot, District Managers

21
22 **Item 2 Adoption of Agenda:**

23
24 MOTION: To adopt the agenda as submitted.
25 Moved: Jeschke, seconded by Grose
26 Vote: AYES: Unanimous

27
28 **Item 3 Approval of Consent Calendar:**

- 29
30 A. Draft Minutes from the Regular Meeting of 7/5/17, as submitted.
31 B. Financial Report dated 6/30/17.

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33 MOTION: To approve Item A and acknowledge receipt of Item B above.
34 Moved: Hamilton-Rivers, seconded by Grose
35 Vote: AYES: Unanimous

36
37 **Item 4 District Managers' Report:**

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39 Friedman introduced newly-hired District Manager Mike DeGroot. DeGroot and Halley answered
40 questions regarding items in their written reports. Several concerned the status of repairs at the
41 Community Center. Grose pointed out that there are a number of qualified trades people in the
42 community who could help on small projects. Other items discussed were Sunset Way repairs and the
43 monitoring of Redwood Creek.

44
45 **Item 5 Draft Water Rate Increase Resolution:**

46
47 Friedman prefaced the discussion saying that no decisions would be made at this meeting. Halley
48 explained the reasoning for increasing water rates at this time. Compliance with state requirements is
49 crucial. There was extensive discussion on how the data provided can be more easily understood.

1 **Item 6 Draft MBCSD Procurement Policies & Procedures:**

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3 DeGroot reported. In order to comply with the procurement regulations set forth by the State of California
4 Public Works Contracting Codes, the California Office of Emergency Services Regulations and FEMA
5 Procurement Guidelines, the District must adopt policies and procedures for public works projects and
6 procurements. When Federal or state money is used on a project, these procedures must be followed.
7 Halley and DeGroot drafted a document laying out the procedures to be followed to ensure compliance.
8

9 MOTION: To adopt the Procurement Policies and Procedures document as
10 submitted.
11 Moved: Hamilton-Rivers, seconded by Grose
12 Vote: AYES: Unanimous
13

14 **Item 7 Senator Mike McGuire’s “West Marin Working Group on Community Life and Tourism”:**

15
16 Senator Mike McGuire has formed a committee whose function is to interface with representatives of
17 various communities in order to unite the voices of those communities and increase the chances of their
18 concerns being heard by the various agencies. Their current focus is parking and traffic. Halley reported
19 and various problems and solutions were discussed.
20

21 **Item 8 Change of the October Regular Meeting Date:**

22
23 The next meeting of the Board of Directors has been scheduled for October 11, 2017.
24

25 **Item 9 Fire Department:**

26
27 Chief Gove highlighted a few items from his written report. At this point in time, no progress is being
28 made on the new fire house. Caltrans has informed Gove that construction is to begin soon on the
29 section of Highway One between Seacape Drive and Muir Beach Overlook. That section of road will be
30 subject to one-way closures daily for a period of 9-11 months. Caltrans does not yet have a plan for
31 traffic management. They want to prevent drivers from using Seacape Drive as a detour route.
32

33 **Item 10 Committee Reports:**

34
35 Ad Hoc Committee on Roads: Hamilton-Rivers reported. She had a meeting with Matt Silva, Chris Gove,
36 DeGroot and Halley. Their focus is the turn-around at the end of Sunset Way. Once that they are sure of
37 the requirements, ILS can prepare final plans.
38

39 Ad Hoc Committee on Spindrift Neighbor Issues: Friedman reported. There will be a Community
40 Education Day for Spindrift Point on November 19.
41

42 Ad Hoc Committee on Community Skills Inventory: Grose reported. The committee has turned
43 everything over to the District Managers. All of it is digitally accessible.
44

45 Ad Hoc Committee on Water Education Day: Grose reported. She is beginning work on finding answers
46 to questions raised by the community on the recent Water Education Day. The committee would like to
47 have another Water Education Day in January. Grose and Lambert completed a webinar with the Rural
48 Community Assistance Program. Lambert also participated in a workshop in Monterey on water system
49 capital improvement financing.
50

51 Ad Hoc Committee on Audits: This was covered in the District Manager’s Report.
52

53 Ad Hoc Committee on Current Personnel Matters: This will be covered in Item 11.
54

55 Ad Hoc Committee on Fire facilities: This was covered in the Fire Chief’s report.

1 Ad Hoc Committee on Grants & Financing: Friedman reported. DeGroot is now involved with this
2 committee. They would like to meet with Supervisor Rodoni to talk about obtaining funding for developing
3 a strategic plan for the District.

4
5 Ad Hoc Committee on Trails: Dave MacKenzie reported. He and Jeschke are in the process of compiling
6 an inventory of the trails to determine which are public and which are private. They want to create a map
7 of the trails. They've identified several issues: Muir Beach Park is in need of maintenance, there is one
8 encroachment that's been found, bike use often is in conflict with pedestrian and horse use. They are
9 working with the Mt. Tam trails group. There will be a meeting on Sunday that is open to anyone who is
10 interested.

11
12 Ad Hoc Committee on Community Center: Paul Jeschke leads this committee. Attending to the needs of
13 the Community Center is one of the duties of DeGroot. He thinks continuing the committee would be
14 useful.

15
16 **Item 11 Accept the Final Report of the Personnel Matters Committee and Terminate the**
17 **Committee:**

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19 MOTION: To accept the final report of the Committee on Personnel Matters and
20 dissolve the committee.
21 Moved: Hamilton-Rivers, seconded by Grose
22 Vote: AYES: Unanimous

23
24 **Item 12 Public Open Time:**

25
26 Kathy announced that the Elderberries are putting on a Summer of Love event on Sunday, September
27 24, and that it will include information on Muir Beach history.

28
29 Hamilton-Rivers asked if a candidate's night would be held prior to the upcoming elections. The
30 Elderberries have not discussed it, but Marilyn Laatsch should have information on it.

31
32 **Item 13 Recognitions and Board Member Items of Interest:**

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34 Grose thanked Linda Binder (Linda Campbell) for the recent musical event at the Community Center.

35
36 **Item 14 Request for Future Meeting Agenda Items:**

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38 There were no requests for future meeting agenda items.

39
40 **Item 15 Items Removed from Consent Calendar:**

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42 No items were removed from the Consent Calendar.

43
44 **Item 16 Adjournment:**

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46 MOTION: To adjourn the meeting.
47 Moved: Hamilton-Rivers, seconded by Jeschke
48 Vote: AYES: Unanimous

49
50 The meeting adjourned at approximately 9:14 PM.