



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

DRAFT AGENDA Regular Meeting of the Board of Directors Thursday, January 25, 2018 7:00 PM Muir Beach Community Center 19 Seacape Drive Muir Beach, CA 94965

SPECIAL NEEDS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

7:00pm	Item 1: Call to Order
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Board: Gary Friedman (President), Victoria Hamilton-Rivers (Vice President), Steven Shaffer (Director), Leighton Hills (Director) Peter Lambert (Director)
Staff: Mary Halley and Mike DeGroot (District Managers), Chris Gove (Fire Chief)

7:03 pm	Item 2: Agenda	Adopt
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7:05 pm	Item 3: Election of Board Officers	Discuss & Direct
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Board will elect a new Board President and Vice President.

Article 2.3 of the CSD Bylaws (available on the CSD website) provides: *“The Board President and Board Vice President shall be elected at the first meeting of the calendar year.... The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office.”*

The Election of Officers will proceed accordingly:

- (1) Nominations – Candidate(s) for Board President should be nominated by any one or more Directors.
 - (2) Motion to Close Nominations – A motion should then be made to close the nominations, seconded and voted upon.
 - (3) Vote – The Board President should then call a vote for or against each nominated candidate, and declare the outcome of the election.
- The process should be repeated for the Board Vice President.
The new Board President should chair the remainder of the meeting.

7:15 pm	Item 4: Board Appointment of Treasurer	Discuss & Direct
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Board will discuss and appoint a Treasurer.

7:20 pm	Item 5: Consent Calendar	Consider Adoption
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All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed later in the meeting (under Items Removed from the Consent Calendar).

- A. Approval of Draft Minutes from Regular Board Meeting of 11/14/17.
- B. Approval of Draft Minutes from the Public Hearing of 11/15/17.
- C. Acknowledgement of receipt of the Financial Reports dated 10/31/17, 11/30/17, 12/31/17.
- D. Authorize removal of Bill Hansell, and add Mary Halley, as the Primary Authorizing Official for the MBCSD Quickbooks Financial Software Package.
(The previous DM Bill Hansell's name is still listed as the contact person for QB support and renewal – QB requires Board meeting minutes to reflect a change in authorization.)
- E. Approval of “Designation of Applicant’s Agent Resolution for Non-State Agencies” designating the District Manager as the authorized agent to receive CalOES grant funds.
(CalOES needs Form 130 showing that the agency has an authorized agent to receive grant funds for the District.)
- F. Approval of Resolution No. 2018-1 “Resolution of The Governing Body of Muir Beach Community Services District, Declaring That Governing Body Members Shall Be Deemed to be Employees of The District for The Purpose of Providing Worker’s Compensation Coverage for Said Board Members while Providing Their Services”.
(The Special District Risk Management Authority is now requiring a Board Resolution to provide this provision of the SDRMA coverage that the District already provides.)

7:25 pm	Item 6: Items Removed from Consent Calendar	Review
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Items moved from the Consent Calendar to the Regular Agenda, if any.

7:30 pm	Item 7: Consider Changing the Date and/or Time for the Regular Board of Directors’ Meetings	Discuss & Direct
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Board will discuss the possibility of changing the date and/or time for the Regular Board Meetings. Presently, Regular Board Meetings are scheduled for the first Wednesday of each month at 7:00pm. To better provide the Board with the most current financial data, staff is recommending a change of date to the 3rd or 4th week of each month. Suggested new date would be 4th Wednesday of the month (works for Fire Chief) otherwise the 4th Thursday of the month. *Any change to the regular meeting date will also require a change to the MBCSD By-laws except for the fourth Thursday of the month because it was not changed previously.*

7:35 pm	Item 8: District Managers’ Reports	Discuss & Direct
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Co-DMs Mary Halley and Mike DeGroot will present the report.

7:45 pm	Item 9: Fire Department Report	Confirmation
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Fire Chief, Chris Gove will present his report.

7:55 pm	Item 10: Spindrift Board Support	Discuss & Approve
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Board to discuss and consider approval of a motion to support the proposal of the Spindrift committee to establish "Friends of Spindrift" to help regulate access to Spindrift with the Nature Conservancy. *See Spindrift resource materials.*

8:10 pm	Item 11: Muir Beach Christmas Fair Report	Confirmation
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Christmas Fair organizers Laurie Piel and Suzanne Miller will present the check from the Muir Beach Christmas Fair proceeds to the Board. *As available.*

8:15 pm	Item 12: National Park Service Update	Report
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Board will hear a report presented by Mia Monroe of the National Park Service.

8:30 pm	Item 13: Discussion of Cove Lane Public Access	Discussion
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Board will discuss findings and recommendations for Cove Lane Public Access. *Resident Michael Moore will present Cove Lane access history and background information.*

8:50 pm	Item 14: Water Management Contract	Discuss & Approve
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Board will discuss results of the Water Operator Management contract negotiations.

9:00 pm	Item 15: Revision of FY17/18 MBCSD Budget	Discuss and Adopt
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Board will discuss and consider adoption of the revised FY17/18 MBCSD Budget.

The current FY 17/18 MBCSD budget was adopted by the Board contingent on the passing of a water rate increase. Due to the non-passage of the water rate increase, a revised budget has been required by staff to reflect the change in expected revenues, making only minor adjustments to expected expenses based on current trending actual costs, and splitting Water 40% allocation to Water 20% / WCI 20% with no major changes to Board policy from original adoption 7-5-17.

9:10 pm	Item 16: Marin County Proposals for Regulating Short-Term Vacation Rental Properties	Discussion
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Board will discuss recommendations being considered by the Marin County Board of Supervisors regarding a proposed additional 5% TOT tax on Short-Term Vacation Rentals - with a potential ballot measure in 2018, and a pilot program being developed by Bolinas community.

9:20 pm	Item 17: Strategic Planning Update	Discussion
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Board will hear a very brief staff report and discuss the status related to the potential for a Capital Improvement Plan and Strategic Planning grant.

Following a meeting with County Supervisor Rodoni, the MBCSD has secured start up funding to begin the process of developing the Strategic Plan for Muir Beach. Staff will research and recommend the hiring of a Facilitator at a future meeting.

9:25 pm	Item 18: Hand Rail Installation	Discuss & Direct
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Board will discuss the possibility of installing a hand rail on the walking path between the Community Center and Sunset Way.

9:35 pm	Item 19: Committee Reports	Confirmation
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Background: Over the years, Ad Hoc Committees were formed to allow community members to share their expertise and have their voices heard on various community issues. Benefits are numerous: Ad Hoc Committee Members can participate actively through research, provide in-depth reflections and discussions with their group that a Board meeting wouldn't be able to schedule. The Ad Hoc Committees share their conclusions and make recommendations to the Board. Please consider joining a committee that matches your expertise. *Staff is recommending the Board review how many Ad-Hoc Committees have completed there assigned tasks.*

The following committees may give progress updates to the Board:

- a. Ad Hoc Committee on Sunset Way Project – Silva/Hamilton-Rivers
- b. Ad Hoc Committee on Spindrift Neighbor Issues –Grose/Friedman
- c. Ad Hoc Committee on Community Skills Inventory – Grose
- d. Ad Hoc Committee on Water Education – Grose
- e. Ad Hoc Committee on Audits – Lambert
- f. Ad Hoc Committee on Fire Facilities – Rauh/Lambert
- g. Ad Hoc Committee on Grants & Financing – John Murray/ Don Cohon
- h. Ad Hoc Committee on Trails – Mackenzie
- i. Ad Hoc Committee on Community Center – Jeschke

9:45 pm	Item 20: Public Open Time	Brief Responses
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Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not be elsewhere on the agenda.
3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
4. Public comments are limited to 3 minutes per speaker, unless waived by the Board.
5. The period for public open time is limited to 10 minutes, unless waived by the Board.

9:55 pm	Item 21: Recognitions & Board Member Items	Review
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Board recognitions and pending events of interest to the community.

10:00 pm	Item 22: Request for Future Meeting Agenda	Review
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Requests to the District Manager for future agenda items by the Board and/or the public.

10:05 pm	Item 23: Adjournment	Approve
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