

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Tuesday, November 14, 2017
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 7:01 PM and offered congratulations to Leighton Hills and Steve Shaffer for their
16 election to the Board on November 7.

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

20
21 Staff present: Mary Halley and Mike DeGroot, District Managers
22

23 **Item 2 Adoption of Agenda:**
24

25 Prior to the vote, Jeschke expressed disappointment at the omission of an item he requested be put on
26 the agenda.

27
28 MOTION: To adopt the agenda as submitted.
29 Moved: Hamilton-Rivers, seconded by Grose
30 Vote: AYES: Hamilton-Rivers, Grose, Lambert
31 Abstained: Jeschke
32

33 **Item 3 Approval of Consent Calendar:**
34

35 Prior to the motion, Hamilton-Rivers expressed that she felt Line 45, Page 1 of the 10/11/17 minutes were
36 inaccurate and explained why. Friedman provided his recollection. DeGroot clarified that minutes are not
37 intended to record dialogues; they're meant to be a summary of topics and issues.
38

- 39 A. Draft Minutes from the Regular Meeting of 10/11/17, as submitted.
40 B. Financial Report dated 9/30/17.
41

42 MOTION: To approve Item A and acknowledge receipt of Item B above.
43 Moved: Lambert, seconded by Grose
44 Vote: AYES: Unanimous
45

46 **Item 4 District Managers' Report:**
47

48 Halley announced that Supervisor Rodoni will be holding office hours at the Community Center on
49 Saturday, November 18 from 2:00-4:00 PM. Mia Monroe from the National Park Service will also be
50 there.
51

52 DeGroot included the procedures and processes for tomorrow night's public hearing on the water rate
53 increase in his written report. Also included were suggested bylaws for the new Board.
54

55 Board and public questions/discussion included the following topics: procedures and processes for the
56 public hearing on the water rate increase, contractor choice for repair work on Frank Valley Road,

1 Banducci Ranch water connection cost, website functionality and cost to maintain, resident e-mail list,
2 ADA compliance for the Community Center walkway, strategic plans, number of protest votes to the water
3 rate increase and District Manager discretionary spending limits.

4
5 **Item 5 Rescind Resolution to Change Board Director Election Dates and Re-adopt:**

6
7 Although County Counsel recommended and approved the resolution, the Board of Elections determined
8 that this resolution could not be adopted within 240 days of any upcoming election. Therefore, this
9 resolution could only be approved after completion of the November 7, 2017 election.

10
11 MOTION: To rescind Resolution 2017-3.
12 Moved: Lambert, seconded by Grose
13 Vote: AYES: Unanimous

14
15 MOTION: To re-adopt Resolution 2017-3.
16 Moved: Lambert, seconded by Grose
17 Vote: AYES: Unanimous

18
19 **Item 6 Approval to Enter into a Contract for the Cove Lane Culvert Repair:**

20
21 DeGroot offered his report. An extensive discussion followed, which included the topics of public access,
22 safety, the ramifications of not doing the repair, a maintenance agreement, separation of the two issues of
23 culvert repair and public access, the historical use of the pathway, the history of land development at the
24 site and consulting with County Counsel and the Coastal Commission on the issue of public access.

25
26 MOTION: To prepare a draft for a maintenance easement which, upon approval by
27 Arlene Robertson, will go to vote for adoption at the next Board meeting.
28 Moved: Lambert, seconded by Grose

29
30 After discussion, the motion was amended to:

31
32 MOTION: To approve entering into a contract for the Cove Lane culvert repair on
33 condition of agreement for the project between Arlene Robertson and the
34 CSD and not to exceed \$16,000.
35 Moved: Gross, seconded by Lambert
36 Vote: AYES: Gross, Lambert, Friedman
37 Noes: Jeschke
38 Abstained: Hamilton-Rivers

39
40 **Item 7 Approval for Repairs to the Main Water Supply Line on Frank Valley Road:**

41
42 Halley has received a bid from Linscott and is expecting bids from several other companies.

43
44 MOTION: To approve repairs to the main water supply line on Frank Valley Road
45 on the condition that we obtain three competitive bids and accept the
46 most competitive.
47 Moved: Hamilton-Rivers, seconded by Jeschke

48
49 Discussion included concerns about the cost of the project and whether collapse of the road would
50 damage the pipe. Changes to where Frank Valley Road is located are scheduled for 2020, so the benefit
51 of these repairs could be short-lived.

52
53 To guard against drainage of the water tanks in the event of a pipe rupture, Leighton Hills suggested
54 installing less expensive check valves in key locations.

55
56 There will be a meeting on November 28 to discuss projects around the Muir Woods area.

1 The motion was amended to:

2
3 MOTION: To approve funding for a remedy, which could include check valves and
4 Ts, in order to limit the threat to community water should the main pipe
5 supply to Frank Valley Road fail.

6 Moved: Hamilton-Rivers, seconded by Gross

7 Vote: AYES: Unanimous

8
9 **Item 8 Creation of a Finance and Budget Advisory Committee:**

10
11 The District Managers explained the differences between three types of committees. Standing and Ad
12 Hoc committees must answer to the Board and are subject to the Brown Act. Standing committees are
13 separate legislative bodies. The District Managers recommend an advisory committee be formed for
14 finance and budget issues. Advisory committees are not subject to the Brown Act and are independent of
15 the Board. This committee would report to the District Manager, who would report to the Board. There is
16 no requirement for minutes to be taken at meetings.

17
18 There was extensive discussion on the reasons for forming a committee. Some thought past audit
19 reports were not important for current financial planning and others thought correcting the past audit
20 reports was necessary for future planning.

21
22 **Item 9 Security Device Installations:**

23
24 Jeschke would like to see security cameras installed at the Community Center. A camera to monitor
25 mailbox row was also mentioned. Cameras have already been installed at the pump house. They are
26 good quality and were not too expensive. Images are saved for a year. The Ocean Riders may have
27 infrastructure that could be used for cameras at mailbox row.

28
29 **Item 10 Fire Department:**

30
31 Chief Gove reported. Thursday at ~1:00 there will be a burn at Green Gulch Farm. The public is
32 welcome to attend if they want to see how fires are fought.

33
34 The Muir Beach Volunteer Fireman's Association is sponsoring a fundraising dinner Saturday night at
35 6:00 at the Community Center. The cost is \$100 per plate and the event has sold out.

36
37 **Item 11 Committee Reports:**

38
39 Ad Hoc Committee on Sunset Way Project: Hamilton-Rivers requested advice on whether there was
40 anything that could be done about a particular non-resident who regularly and frequently parks on Sunset
41 Way citing a report Hamilton-Rivers wrote some time ago as permission to do so. DeGroot reported that
42 he is close to having final construction documents.

43
44 Ad Hoc Committee on Spindrift Neighbor Issues: Friedman reported. There will be a Spindrift
45 Community Education Day on Sunday. Waivers must be signed and returned by Friday for those who
46 want to visit Spindrift Point at the end of the meeting.

47
48 Ad Hoc Committee on Community Skills Inventory: No report.

49
50 Ad Hoc Committee on Water Education: No report.

51
52 Ad Hoc Committee on Audits: Lambert reported that the work on the audits is ongoing.

53
54 Ad Hoc Committee on Fire facilities: No report.

55
56 Ad Hoc Committee on Grants & Financing: No report.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

Ad Hoc Committee on Trails: No report.

Ad Hoc Committee on Community Center: Jeschke reported that DeGroot has been very busy working on the Community Center issues. Laurie Piel listed many ways in which the facility is being neglected and voiced the need for a facilities manager. Some of the items she mentioned fall under the job description of what Harvey is paid to do. Halley will let Harvey know.

Item 12 Public Open Time:

There were no comments made during Public Open Time.

Item 13 Recognitions and Board Member Items:

Tayeko complemented both Grose and Jeschke for their years of service to the community. Grose related that her daughter had expressed pride that her mom stepped into a leadership position. Grose wants to stay involved. Jeschke said he'll still be around to complain about the CSD spending too much.

Item 14 Request for Future Meeting Agenda:

Hamilton-Rivers requested an agenda item to discuss forming a standing committee for finance and budget issues and also to begin a process to review the Community Plan.

Mike Moore requested an agenda item to discuss easement and public access issues at the bottom of Cove Lane.

Item 15 Items Removed from Consent Calendar:

No items were removed from the Consent Calendar.

Item 16 Adjournment:

MOTION: To adjourn the meeting.
Moved: Hamilton-Rivers, seconded by Gross
Vote: AYES: Unanimous

The meeting adjourned at approximately 9:41 PM.