

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Thursday, January 25, 2018
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 7:03 PM.
16

17 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Peter Lambert,
18 Steve Shaffer, Leighton Hills
19

20 Staff present: Mary Halley, District Manager
21

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

24 Hills requested reordering the agenda to allow Item 12 to move to the top of the agenda when Mia
25 Monroe from the National Park Service arrives.
26

27 MOTION: To adopt the agenda as amended.
28 Moved: Hamilton-Rivers, seconded by Lambert
29 Vote: AYES: Unanimous
30

31 **Item 3 Election of Board Officers**
32

33 MOTION: To nominate Victoria Hamilton-Rivers as Board President.
34 Moved: Shaffer, seconded by Hills
35 Vote: AYES: Unanimous
36

37 MOTION: To nominate Hills as Board Vice-President.
38 Moved: Shaffer, seconded by Friedman
39 Vote: AYES: Unanimous
40

41 Hamilton-Rivers assumed control of the meeting.
42

43 **Item 4 Board Appointment of Treasurer**
44

45 The arguments for appointing Leslie Riehl treasurer included her participation in the budget discussions,
46 her experience working with the VFA books and the BBQ finances, and the need for a single person to be
47 in charge of overseeing finances. Government code requires a secretary and a treasurer be appointed.
48 The code also describes the position of treasurer.
49

50 The argument against appointing a treasurer was the existence of a qualified financial committee, which
51 is already in place.
52

53 MOTION: To appoint Leslie Riehl as Treasurer on a volunteer basis.
54 Moved: Hills, seconded by Shaffer
55 Vote: AYES: Hills, Shaffer, Hamilton-Rivers, Friedman
56 Noes: Lambert

1 **Item 5 Approval of Consent Calendar:**

- 2
- 3 A. Draft Minutes of the Regular Meeting held 11/14/17, as submitted.
- 4 B. Draft Minutes of the Public Hearing held 11/15/17, as submitted.
- 5 C. Receipt of Financial Reports dated 10/31/17, 11/30/17, 12/31/17.
- 6 D. Authorization for removal of Bill Hansell and addition of Mary Halley as Primary Authorizing
- 7 Official for the MBCSD QuickBooks Financial Software Package.
- 8 E. "Designation of Applicant's Agent Resolution for Non-State Agencies", designating the District
- 9 Manager as the authorized agent to receive CalOES grant funds.
- 10 F. Resolution 2018-1 "Resolution of the Governing Body of Muir Beach Community Services District,
- 11 Declaring that Governing Body Members Shall be Deemed to be Employees of the District for the
- 12 Purpose of Providing Worker's Compensation Coverage for Said Board Members While Providing
- 13 Their Services."

14

15 MOTION: To adopt the consent calendar.

16 Moved: Hills, seconded by Shaffer

17 Vote: AYES: Unanimous

18

19 **Item 6 Items Removed from Consent Calendar:**

20

21 No items were removed from the Consent Calendar.

22

23 **Item 7 Consider Changing the Date and/or Time of the Regular Board of Directors' Meetings:**

24

25 MOTION: To change the regular meeting of the Board of Directors to the fourth

26 Wednesday of the month and subsequently amend the bylaws.

27 Moved: Leighton, seconded by Lambert

28 Vote: AYES: Unanimous

29

30 **Item 8 District Managers' Reports:**

31

32 DeGroot has been out with a serious health issue for a couple of weeks. He is expected back soon.

33

34 Halley offered highlights to her written report, which is available online. Discussion and comments

35 included the following: the Community Center earthquake retrofit has been completed; the amount of

36 silica used in water treatment has been reduced to a maintenance level, which will reduce costs; Hills has

37 contacted and sent photos to Bruce Linscott regarding the installation of check valves in the water

38 system; 267 Sunset is experiencing problems with sinking/slumping due to water runoff; the desire for

39 addition of a map on the website that shows where District lands are located; continuation of certain water

40 lines.

41

42 Hamilton-Rivers requested that Halley compile a report listing recent actions that have reduced costs for

43 the District.

44

45 **Item 9 Fire Department:**

46

47 Chief Gove reported. The Fire Department responded to 63 calls last year. He's attempting to fill a

48 service gap mid-week while the fire crew is elsewhere working regular jobs. The Fire Department is on

49 target with their budget. Gove in the process of putting together a public meeting to discuss fire risks and

50 hopes to be able to announce the date at the next meeting. A fire hose box will be installed at the bottom

51 of Cove Lane next week.

52

1 **Item 10 Spindrift Board Support:**

2
3 Friedman reported on a recent Spindrift Education Day. He's been working with TNC regarding creation
4 of an informal association of volunteers called Friends of Spindrift to carry out the intentions of Eleanor
5 and Charles Borden and TNC. Friends of Spindrift would take the place of the current Ad Hoc
6 Committee. TNC is prevented by their 501(c)3 status from limiting access to Muir Beach residents only.
7 They're trying to come up with a way to create access for Muir Beach residents. Lynn from TNC reported
8 on a field trip to be held on April 8. Volunteer help will be needed on that day.
9

10 MOTION: To acknowledge and support the proposal of the Spindrift Committee to
11 establish Friends of Spindrift to help regulate access to Spindrift with the
12 Nature Conservancy.

13 Moved: Gary, seconded by Leighton

14 Vote: AYES: Hills, Lambert, Shaffer, Friedman

15 Abstained: Hamilton-Rivers
16

17 **Item 11 Muir Beach Christmas Fair Report:**

18
19 Laurie Piel reported that Suzanne Miller, who worked hard on the Christmas Fair, is in the hospital.
20 Laurie would like to wait until the next meeting to present the check from the Christmas Fair to the Board,
21 so that Suzanne can be present.
22

23 **Item 12 Nation Park Service Report:**

24
25 Mia Monroe reported that there are more salmon in Redwood Creek than have been there in years.
26 Frogs and turtles have also returned. The Kent Canyon firing range has been permanently closed by the
27 state. The eastern part of the Redwood Creek Trail is closed due the bridge being out.
28

29 As of January 16, all visitors to Muir Woods are required to have reservations. They are already seeing
30 significantly lower visitation levels and anticipating seeing a reduction in cars driving the road and also
31 parking on the side of the road. The reservation system was intentionally started mid-winter when
32 visitations are lower. The Park Service welcomes feedback.
33

34 Laurie Piel announced a meeting taking place on February 13, from 3:00–5:00 PM, at Sausalito City Hall,
35 to talk about Druid Heights – the place, its history and the people, as well as what the Park Service's
36 plans are for it. The old residents of Druid Heights have been invited to attend.
37

38 **Item 13 Discussion of Cove Lane Public Access:**

39
40 Mike Moore gave a presentation and made a case for existence of a public easement to Little Beach from
41 Cove Lane. Over the years, the 8' wide access, which residents at one time could tow a boat through,
42 has been reduced to a narrow and unsafe path. Mike laid out the history of the use of the path down to
43 Little Beach and talked about a 1980 hearing by the Coastal Commission on a variance for the culvert
44 that was never recorded.
45

46 After a lengthy Board and public discussion, the follow motion was made:
47

48 MOTION: To authorize Shaffer and Halley to work with Mike Moore and Arlene
49 Robertson, involve the Coastal Commission as needed and report back
50 to the Board on what they were able to accomplish.

51 Moved: Hills, seconded by Hamilton-Rivers

52 Vote: AYES: Unanimous
53
54

1 **Item 14 Water Management Contract:**

2
3 Halley has been in negotiations with the members of the Water Management Team and a contract
4 agreement was arrived at.

5
6 Hills added that most of the work managing the water system is done by Thiemo Blank, who is Water
7 Manager at Green Gulch Farm. His wife, Stephanie, is a Certified Water Technician. It's a highly
8 qualified team and he's in support of them.

9
10 MOTION: To approve the contract as submitted.
11 Moved: Lambert, seconded by Shaffer
12 Vote: AYES: Unanimous
13

14 **Item 15 Revision of FY 17/18 MBCSD Budget:**

15
16 Treasurer Leslie Riehl liked the budget revision.

17
18 MOTION: To adopt the budget as submitted.
19 Moved: Leighton, seconded by Shaffer
20 Vote: AYES: Unanimous
21

22 **Item 16 Marin County Proposals for Regulating Short-Term Vacation Rental Properties:**

23
24 Hamilton-Rivers reported on a County law that requires all operators of short-term vacation rentals to
25 have a business license and collect transient occupancy taxes (TOT). The tax is 10% of gross rents and
26 the tax return is filed monthly. Supervisor Rodoni confirmed that none of those taxes can be returned to
27 the communities. There is a plan to increase the tax to 15% and return some to the communities with
28 portions of the extra 5% funding affordable housing in. Given that there is no affordable housing in Muir
29 Beach, Hamilton-Rivers would like the CSD to pursue determining if that portion could be used to improve
30 infrastructure.

31
32 The discussion led to the conclusion that the amount of money that might be returned to Muir Beach for
33 affordable housing would be sufficiently small as to not make the fight worthwhile.
34

35 **Item 17 Strategic Planning Update:**

36
37 Halley reported that there is potential for a grant to get the Strategic Plan started. Supervisor Rodoni has
38 grant monies available that could pay for a first consultation. Halley was put in contact with a consultant
39 who could meet to get it started. The focus of the plan would be water operations.
40

41 **Item 18 Hand Rail Installation:**

42
43 Shaffer reported that three bids have been received to install a handrail from the Community Center down
44 to Sunset Way. During the ensuing discussion, some thought that all trails should be considered before
45 spending money on one; others thought that this one held priority since the Community Center is
46 regularly rented to the public. Shaffer will look into getting bids for more extensive trail work.
47

48 **Item 19 Committee Reports:**

49
50 The Committee reports were continued to next meeting. Hills would like to see the list of committees
51 updated to remove committees that have fulfilled their purpose and are no longer needed.
52
53

1 **Item 20 Public Open Time:**

2
3 Tayeko Kaufman reported on a petition circulating that highlights the problems and dangers of allowing
4 long buses on Highway 1. She would like to have 160 signatures to submit to Supervisor Rodoni before
5 the vote on the bus lane on the 30th.

6
7 Bob Jacobs alerted the Board that the Harris Report does not appear on the CSD website. Hills has a
8 PDF that he can provide to Halley to load on the website.

9
10 Bob Jacobs commented on the recent practice of omitting requested items from the agenda. He would
11 like a resolution to be added to the bylaws. Hills explained how the agenda has been compiled
12 historically and agreed that it should be in the bylaws.

13
14 Paul Jeschke reminded the Board that the acquisition of an emergency generator and the relocation of
15 the propane tank at the Community Center to a safer location have been previously approved by the
16 Board. He would like to see those done.

17
18 Lynda Gross wondered if the CSD could write a letter in support of Tayeko's petition to only allow short
19 buses on Highway 1. Hamilton-Rivers has asked Kristin Shannon to provide a summary report.

20
21 Laurie Piel reminded the Board that security cameras had been approved but have not yet been installed.

22
23 **Item 21 Recognitions and Board Member Items:**

24
25 Hamilton-Rivers thanked Maury Ostroff for producing a great community directory and thanked Leslie
26 Riehl for agreeing to become treasurer. She also thanked those who have previously served on the
27 Board and those who are currently serving.

28
29 Laurie Piel welcomed the new board members.

30
31 **Item 22 Request for Future Meeting Agenda:**

32
33 The next meeting will be held on February 28.

34
35 There was a request that the Community Center handrail issue be included on the next agenda.

36
37 Other requests for future agenda items can be given to Halley or a Board member.

38
39 **Item 23 Adjournment:**

40
41 MOTION: To adjourn the meeting.
42 Moved: Shaffer, seconded by Lambert
43 Vote: AYES: Unanimous

44
45 The meeting adjourned at approximately 9:56 PM.