

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, February 28, 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 Hamilton-Rivers called the meeting of the Muir Beach Community Services District Board of Directors to
15 order at approximately 7:05 PM.
16

17 She thanked those who submitted agenda items and gave a brief presentation explaining how future
18 agendas will be developed, changes in meeting format and changes in the timing of presentation of the
19 financial reports.
20

21 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Peter Lambert,
22 Steve Shaffer, Leighton Hills
23

24 Staff present: Mary Halley, District Manager
25

26 **Item 2 Adoption of Agenda:**
27

28 MOTION: To adopt the agenda as submitted.
29 Moved: Shaffer, seconded by Hills
30 Vote: AYES: Unanimous
31

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

34 Halley listed some corrections that were made to the minutes after they'd been submitted to the Board.
35

36 A. Draft Minutes of the Regular Meeting held 1/25/18, as corrected.
37

38 MOTION: To adopt the consent calendar.
39 Moved: Shaffer, seconded by Hills
40 Vote: AYES: Unanimous
41

42 **Item 4 Items Removed from Consent Calendar:**
43

44 No items were removed from the Consent Calendar.
45

46 **Item 5 Treasurer's Report**
47

48 Treasurer Riehl made a case for the Board receiving financial reports monthly but approving them
49 quarterly.
50

51 During public comment, Kathy Sward said she would like to see a paid treasurer on staff, not a volunteer.
52 Hamilton-Rivers will add this as an item on next month's agenda.
53

1 MOTION: The Board will review and approve Financial Statements for both
2 Government Services and the Water Department quarterly, after the end
3 of each quarter.
4 Moved: Hills, seconded by Shaffer
5 Vote: AYES: Unanimous
6

7 Riehl started a discussion to clarify spending limits. Hills pointed out that government code lays out the
8 rules for requiring bids.
9

10 MOTION: To confirm and approve new District Manager and Board authorization
11 limits, as detailed in the Treasurer's Report.
12 Moved: Hills, seconded by Lambert
13 Vote: AYES: Unanimous
14

15 There was discussion on what various grants and fees can be used for and whether the annual \$300
16 parcel fee can be used for both water capital improvements and operations. Riehl will look for the
17 document that specifies it is to be used for water capital improvements only.
18

19 **Item 6 District Managers' Reports:**

20
21 Halley highlighted some items in her report. DeGroot resigned from his position as co-district manager as
22 of January 31. Two new water monitoring levels for water treatment have led to substantial cost savings.
23 CalOES has issued a reimbursement check for tree removal that was needed as a result from last
24 winter's storms. The ADA walkway has been completed. Halley is seeking Board approval from the
25 Board to receive an \$8,850 grant from the County of Marin for preliminary work on the next 20-year plan.
26

27 MOTION: To pay for services for the preliminary work and accept the
28 reimbursement grant of \$8,850 from the County.
29 Moved: Hills, seconded by Shaffer
30 Vote: AYES: Unanimous
31

32 **Item 7 Muir Beach Christmas Fair Report**

33
34 Laurie Piel and Suzanne Miller presented the profits check from the Christmas Fair to the Board. The
35 amount was \$1,246.34.
36

37 **Item 8 Measure A Funding: Trail – Handrails, Dog Park – Funding and MBCC – Generator**

38
39 Shaffer has received competitive bids of \$6,500 and \$7,200 from Jeff Swarts to install handrails and
40 make repairs to the trail that extends from the Community Center down to Sunset Way and to the trail
41 from the Community Center up to the Bender property. He proposed that the bids be accepted and the
42 work commence. Jeschke confirmed that these two trails were high on the priority list that the Trails
43 Committee compiled. A point was made during discussion that even without Measure A funds, this work
44 would need to be done, as the current condition poses a safety issue.
45

46 MOTION: To approve Shaffer's proposal for installation of handrails and repair
47 work on the two trails that extend up and down from the Community
48 Center.
49 Moved: Hills, seconded by Shaffer
50 Vote: AYES: Hills, Shaffer, Lambert, Hamilton-Rivers
51 Noes: Friedman
52

53 There were differing opinions on the merit of purchasing a generator for the Community Center. Chief
54 Gove knows of two that the County has donated to other fire departments. A decision to purchase will be
55 continued to next meeting and Chief Gove will investigate the possibility of getting one donated.
56

1 Ann Jeschke gave a presentation on creating a dog park in Muir Beach on one of two CSD properties that
2 she specified. In the course of the public discussion, the upper part of the Community Center playground
3 was mentioned as a possible location. Ann will do further research in order to answer some of the
4 questions that were raised. She will also check into liability issues.

5
6 **Item 9 Fire Department Report:**

7
8 Chief Gove reported. There will be a panel discussion in Point Reyes Station on March 11 to discuss fire
9 related issues. County Fire is in negotiations with the GGNRA regarding the reduction of fuel load in
10 West Marin with emphasis on the borders of the District. Three new men have joined the Fire
11 Department and no funds remain in the budget to outfit them. The fire box has been installed at the end
12 of Cove Lane. He's working with the County on environmental issues regarding the new fire house.

13
14 MOTION: To allocate \$7,929.79 out of budget to purchase turnouts for the new
15 members of the fire crew.
16 Moved: Shaffer, seconded by Hills
17 Vote: AYES: Unanimous
18

19 **Item 10 Bylaws:**

20
21 Hills ran through the proposed bylaws and explained the rationale for changes that were made. The
22 Board will vote on them at the next meeting.
23

24 **Item 11 MBCSD Charters:**

25
26 Hamilton-Rivers explained that the CSD charter for roads is restricted to certain roads in and around Muir
27 Beach. There are many other roads are not under the jurisdiction of the CSD and include Seacape Drive,
28 Ahab Drive, most of Starbuck Drive, Lower Pacific Way, Frank Valley Road and Muir Woods Road. The
29 Muir Beach Association was formed at a time when there were a lot of issues pertaining to the roads and
30 the organization did a lot of work on these issues. She would like to see the Board support the Muir
31 Beach Association.

32
33 Public and Board discussion pointed out possible problems that could arise should the Board appear to
34 endorse or support such an organization. No motion was made.
35

36 **Item 12 Water Rates and Legal Rights:**

37
38 Hills opened the discussion saying that a request had been received for an item to be put on the agenda
39 to discuss legal expenses that were paid by the community.
40

41 Richard Kohn noted that the CSD spent \$5,000 on two legal opinions from Ellison and Schneider having
42 to do with both Proposition 218 and with the proposed water rate increase. He said he was aware of
43 email correspondences that appeared to not have been shared with the Board. He believes the opinions
44 should be made public and feels strongly that the public is entitled to know what the legal advice was.
45

46 Friedman responded that there was no effort to hide anything from the Board. He will forward any emails
47 he has between himself, Bill Hansell and Peter Kiel to the rest of the Board members.
48

49 **Item 13 Ad Hoc Committee Updates:**

50
51 The Board has determined that the work of all committees except Audits and Trails has been completed.
52

53 MOTION: To dissolve all Ad Hoc Committees except those for Audits and Trails.
54 Moved: Hills, seconded by Shaffer
55 Vote: AYES: Unanimous
56

1 **Item 14 Cove Lane Update:**

2
3 Shaffer reported that he's met a number of times with Mike Moore and Pete DeFremery, who is acting as
4 a spokesperson for Arlene Robertson. The Coastal commission is involved. He believes the 8' easement
5 will be recorded.
6

7 **Item 15 Transient Occupancy Tax (TOT):**

8
9 Continuing the discussion from last meeting, Hamilton-Rivers thinks it is worth the fight to try to get the
10 portion of the TOT proposed to go to affordable housing earmarked in some way that the community will
11 benefit. The Board of Supervisors have not yet voted on the matter. Friedman said he is happy to get
12 involved and will work with Supervisor Dennis Rodoni on it.
13

14 **Item 16 Public Open Time:**

15
16 Gerry Pearlman would like the Board to invest in two wireless microphones for the Board meetings to aid
17 those with impaired hearing.
18

19 Laurie Piel wants to revive the discussion about security cameras being installed at the Community
20 Center. Hamilton-Rivers said it would be added to the next agenda.
21

22 Tayeko Kaufman pointed out the hole in the back door of the Community Center where rodents are
23 coming in.
24

25 Friedman announced a fundraiser for Cuco's helper, Sammy, who was injured. He hopes people will help
26 out. Laurie Piel added that a GoFundMe page is going to be set up. Sammy has undergone surgery for
27 his injuries and now needs pins removed, but MediCal won't pay for their removal. The fundraiser is
28 March 24. It's a dinner and dance with Cuco cooking.
29

30 Tayeko noted that March 24 is also the National March for Our Lives protest.
31

32 **Item 17 Recognitions and Board Member Items:**

33
34 Next meeting is scheduled for March 28. The meeting to set the agenda is March 21.
35

36 **Item 18 Adjournment:**

37
38 MOTION: To adjourn the meeting.
39 Moved: Shaffer, seconded by Friedman
40 Vote: AYES: Unanimous
41

42 The meeting adjourned at approximately 10:09 PM.