



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

Special Meeting of the Board of Directors

Thursday, January 10, 2019 7:00 PM

Muir Beach Community Center

19 Seacape Drive

Muir Beach, CA 94965

TIMING OF AGENDA ITEMS: The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting. The following items will be considered, and any item can be discussed, acted upon, or approved during the course of the meeting.

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.

7:00 pm	Item 1: Call to Order
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Board: Victoria Hamilton-Rivers (Board President), Leighton Hills (Board Vice-President), Gary Friedman (Director), Peter Lambert (Director), Steven Shaffer (Director)

Staff: Mary Halley (District Manager), Leslie Riehl (Treasurer) Chris Gove (Fire Chief)

Item 2: Approval of Agenda

The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.

Item 3: Sunset Way Improvement Project

The CSD has received the required three bids/proposals for the Sunset Way Improvement Project. The Board selected a Contractor bid proposal at the December 12, 2018 Regular Board Meeting. The Board has called for a Special Board Meeting to discuss and consider the following items in order to move the Sunset Way Improvement Project forward:

Note: The September 6, 2017 ILS Engineered Plans will be available for review along with the not yet engineered sketched ("redlined") Board approved turnaround for the end of Sunset Way.

A. Project Management and Oversight

- 1) Permit process and Inspections - who handles?
- 2) Soils report update if necessary - who handles? Herzog Geotechnical?
- 3) Revision of ILS plans for the end of Sunset – should we first discuss with Chris Lamb if ‘red line’ sketched turnaround can be incorporated ‘as is’ into current plans prior to the MBCSD incurring further engineering costs with ILS for redrafting of the Sept. 6, 2017 plans (which currently includes a different turnaround version) to include the Board approved turnaround.
- 4) Staging places for contractor equipment for the duration of project.
- 5) Projected timeline for the project, including likely start date, order of work, projected time line of phases, and road closure times.
- 6) Schedule of events for prep work to be completed.
- 7) Any predicted drainage issues still not resolved in plans – if any.

B. Homeowner Communication

- 1) How and who manages daily homeowner communication.
- 2) What happens with trash collection and UPS/FedEX deliveries during this period - who co-ordinates?
- 3) Emergency response plan - should involve Fire Chief Chris Gove & MBVFD.
- 4) What's expected of residents for the duration?
- 5) Pre-construction vegetation clearing and 'pinch point' management.

C. Cost Controls, Contingencies, and any Additional Cost Projections

- 1) Who monitors cost controls and checkpoints for any additional cost approvals?
- 2) Who approves and manages legal needs and additional legal costs?
- 3) Curbside parking areas and additional work requested by residents - who pays, deadline for requesting such work, and payment collection prior to work starting?
- 4) CSD policy if residents pay for curbside paving of parking areas outside specific properties?
- 5) Speed humps or bumps?
- 6) Signage and any road markings?
- 7) Water laterals - who pays?

D. Review current Board approved \$781,696 Contractor bid and (if available) Contract.

Item 4: Adjournment

Note: Board elections will take place at the January 23, 2019 Regular Board Meeting and Board Officers (Board President and Vice President) will be elected at this meeting.

Next Agenda Meeting Date: Wednesday, January 16, 2018

Next Board Meeting Date: Wednesday, January 23, 2018