

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, December 12, 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 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Peter Lambert,
18 Steve Shaffer, Leighton Hills
19

20 Staff present: Mary Halley, District Manager
21 Leslie Riehl, District Treasurer
22

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

25 MOTION: To adopt the agenda as submitted.
26 Moved: Shaffer, seconded by Lambert
27 Vote: AYES: Unanimous
28

29 **Item 3 Approval of Consent Calendar:**
30

31 A. Draft Minutes of the Regular Meeting held 10/24/18, as submitted.
32

33 MOTION: To adopt the consent calendar.
34 Moved: Shaffer, seconded by Hills
35 Vote: AYES: Unanimous
36

37 **Item 4 Items Removed from Consent Calendar:**
38

39 No items were removed from the Consent Calendar.
40

41 **Item 5 MERA Presentation – Ernest Klock:**
42

43 The Marin Emergency Radio Authority (MERA) is a company that works with broadcasting and improving
44 radio communication in our area. Ernest Klock gave a presentation on a proposed tower at the Muir
45 Beach overlook site.
46

47 MERA is a conglomeration of various Marin County agencies. The current system was built in 1999 and
48 is outdated. The company's goal is to improve radio coverage and signal strength, and provide extended
49 user capacity. Congress has mandated that they abandon the band of frequencies that they are currently
50 using.
51

52 The next generation project consists of replacements at 10 existing sites and installations at 8 new sites.
53 Klock talked about site choice criteria and the tower location for Muir Beach, radio frequency exposure
54 limits, the timeline for approval of the project, including the draft EIR which is currently being developed,
55 and public comment opportunities.
56

1 Chief Chris Gove and Chief Kenny Stevens of Stinson Beach both weighed in on their experiences with
2 current MERA limitations. Bolinas' Fire Chief, Anita Tyrell-Brown, spoke about her station's experience
3 with radio frequency exposure, which has been minimal even though there are two towers next to the
4 station.

5
6 Board and audience questions were answered.

7
8 **Item 6 NPS Update – Mia Monroe:**

9
10 Mia Monroe's report included an update on various aquatic life in Redwood Creek, the NPS's progress on
11 solving parking and traffic problems at and around Muir Woods, a long-term trail upgrade project that will
12 involve trail closures, rules and enforcement for having fires on the beach and emergency response
13 responsibilities.

14
15 Shaffer raised the ongoing issue of drainage problems at the Pacific Way bridge. Monroe's response was
16 that the NPS does not dredge in Redwood Creek and that issues with the road and bridge should be
17 addressed with the County.

18
19 **Item 7 District Manager Report:**

20
21 Halley presented highlights of her written report, which is available on the MBCSD website. She made a
22 case for increasing the tree maintenance budget due to a number of trees that are posing a danger.

23
24 MOTION: To increase the tree maintenance budget for FY 2018-19 by \$2,000.
25 Moved: Shaffer, seconded by Hills
26 Vote: AYES: Unanimous

27
28 **Item 8 Approve Revised FY 2008-2015 Draft Audits:**

29
30 MOTION: To approve the revised fiscal year 2008-2015 draft audits.
31 Moved: Hills, seconded by Shaffer
32 Vote: AYES: Shaffer, Hills, Hamilton-Rivers, Friedman
33 Abstained: Lambert

34
35 **Item 9 Treasurer's Report:**

36
37 Treasurer Riehl reported. Water operations are continuing to operate at a loss. She stated that the
38 CSD's current cash balances are close to sufficient to fund the Sunset Way project – both the paving and
39 the water main replacement.

40
41 Riehl proposed increasing the annual Water Capital Improvement fee to an inflation adjusted amount,
42 increasing water rates by 25% and discontinuing the 25% bi-monthly transfer of water revenues to the
43 Water Capital Improvement Fund.

44
45 MOTION: To direct the Treasurer and District Manager to proceed with the public
46 hearings required in order to increase the annual Water Capital
47 Improvement fee to \$500, increase water rates by 25% and discontinue
48 the 25% bi-monthly transfer of water revenues to the Water Capital
49 Improvement fund.
50 Moved: Hills, seconded by Shaffer
51 Vote: AYES: Unanimous

1 **Item 10 Overlook Park Relocation:**

2
3 Hills presented an overview. A proposal has been made to trade a piece of Muir Beach parkland for a
4 parcel of land that Brent and Julie Smith own in order to circumvent the need for side yard setback
5 variances. Chief Gove elaborated on the status of the firehouse committee's progress on designing the
6 firehouse.

7
8 Audience comments included questioning whether the trade was a fair one, concern over the loss of the
9 current public parkland and trail to the Overlook and other concerns. One option that was mentioned was
10 to purchase the needed property from the Smith's and retain the current parkland. Other variances
11 beside the one that this proposal addresses will most likely be required.

12
13 Dimensional plans have not yet been developed for the proposed firehouse. Given that, it was clear that
14 any proposal for a lot line adjustment is premature, and may not be needed at all. There may be other
15 options as well that the County has for addressing inadequate side yard setbacks. The firehouse
16 committee will report back at a later date.

17
18 **Item 11 Fire Department Report:**

19
20 Chief Gove reported. The recent fireman's appreciation dinner brought in several thousand dollars from
21 donations and ticket charges. Gove recently met with other chiefs including Anita Tyrell-Brown, fire chief
22 from Bolinas, and Kenny Stevens, fire chief from Stinson Beach, to draft an MOU regarding the
23 distribution of Measure W funds. The MOU will need to be approved by all departments and the County
24 Board of Supervisors. He has estimated annual income of \$50,000 from Measure W.

25
26 **Item 12 Sunset Way Improvement Project:**

27
28 There was a lengthy continuation of last meeting's discussion on this topic. It was reconfirmed that the
29 earlier design of the turnaround at the west end of Sunset (recommended by the Ad Hoc Committee for
30 Sunset Way and approved at the last meeting) would stand. Also discussed at length was the range of
31 bid amounts in the three bids that were received. Hamilton-Rivers spoke to Rodas, who had submitted
32 the most attractive bid, earlier in the day and received answers to her questions.

33
34 Halley noted that Mike Degroot estimated a project management fee would be close to 15%, here being
35 some \$120,000. Shaffer and Hills volunteered to be project managers, to serve at no cost to the District.
36 Hamilton-Rivers also offered to make herself available to assist.

37
38 In order to not lose this particular bid, and to give any Board member further opportunity to review the bid
39 documents privately with Halley, it was decided that Halley would be (1) authorized to further negotiate
40 the terms of the bid, and (2) upon her satisfaction, to accept the bid on behalf of the District not sooner
41 than 12/28/18.

42
43 MOTION: To authorize the District Manager to review and negotiate the Rodas
44 Sunset Way contract proposal and to accept the proposal no sooner than
45 12/28/18.
46 Moved: Hills, seconded by Shaffer
47 Vote: AYES: Unanimous
48

49 **Item 13 Emergency Generator for the MBCC:**

50
51 Discussion of this item was cancelled.

52
53 **Item 14 Public Open Time:**

54
55 It was mentioned that the District Manager job performance and salary was scheduled some time ago to
56 be reviewed last month, in November. Hamilton-Rivers said the Board would work on it.

1 **Item 15 Recognitions and Board Member Items:**

2

3 Hamilton-Rivers thanked everyone for coming.

4

5 **Item 16 Adjournment:**

6

7 MOTION: To adjourn the meeting.
8 Moved: Shaffer, seconded by Hills
9 Vote: AYES: Unanimous

10

11 The meeting adjourned at approximately 9:56 PM.