

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

2 Minutes of the Board of Directors' meeting held on
3 Wednesday, January 10, 2019

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5 **OFFICIAL MINUTES ONLY UPON APPROVAL**

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7 Prior to approval of these minutes by the Board of Directors in a public meeting, these
8 minutes are draft only and subject to change. Upon approval by the Board, these
9 minutes become the Official Minutes of the meeting.

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12 **Item 1: Call to Order**

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14 Victoria Hamilton-Rivers called the meeting of the Muir Beach Community Services
15 District Board of Directors to order at approximately 7:09 pm.

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

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20 Staff present: Mary Halley, District Manager
21 Chris Gove, Fire Chief

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24 **Item 2: Approval of Agenda**

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26 MOTION: To approve the agenda
27 Moved: Hills, seconded by Friedman
28 Vote: AYES: Unanimous

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31 **Item 3: Sunset Way Improvement Project**

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33 Discussion of how the project will be managed, specifically whether it would be better to
34 hire an outside Project Manager or whether it would be appropriate for a Board Member
35 to act as Project Manager. Friedman raises the issue of conflict of interest; Hills
36 responds that because everyone benefits from this project that there are no conflicts of
37 interest, and certainly no financial ones. Hills was the Project Manager for the \$650,000
38 project of installing the Overlook Tank, which went smoothly, and has managed other
39 infrastructural projects over the years. Shaffer and Hamilton-Rivers also both have
40 extensive experience working with contractors. Hills and Hamilton-Rivers both live on
41 Sunset; Hills is willing to work for no compensation. Hamilton-Rivers agrees and
42 underscores the amount of knowledge and expertise that Hills and Halley both have and
43 feels very confident that they would do well by the community, and that Halley should be
44 included for compensation. Friedman expresses reservations for including Halley since
45 she is already overworked and underpaid. Hills shares the reservation and would take
46 on the full role of project manager. Further discussion of this point will be postponed.

1 Shaffer points out that much of the discussion with this project is about the water
2 system, about which Director Hills is already an expert. Lambert is concerned about the
3 responsibility issue, in terms of
4 Friedman points out that when Hills managed the Overlook Tank project, he was District
5 Manager, which is a different situation, and asks how the arrangement would square
6 with the bylaws. Hills doesn't see it as a conflict and feels the community would be far
7 worse off hiring someone brand new and gives examples in support of this position.
8 Friedman is not questioning the crucial role that Hills' expertise must play in this project
9 but recalls that the Treasurer had indicated that the CSD could afford to hire an outside
10 Project Manager.

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12 Public discussion ensues.
13 Bob Jacobs remembers that in the past, there was no District Manager, and Board
14 Members would manage various project.
15 Kim Warren is in favor of funds being used to compensate Halley for extra time.
16 Tayeko Kaufman is in favor of conserving funds by taking advantage of Hills' willingness
17 to manage the project.
18 Kathy Sward brings up potential difficulties with the situation in terms of historical
19 precedents and by-laws. Coleen Curry feels that the expertise is important, but that
20 Board Members should not be running the project, and if the DM is running it that she
21 should be compensated more. Robin Terra thanks the Board and points out that for an
22 essential project like this we absolutely need everyone's expertise, but we should also
23 pay an outside person for their expertise. John Levine is concerned about the possibility
24 of litigiousness amongst neighbors that could cause problems if something goes wrong.
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26 Shaffer feels that it would be impossible to hire a project manager who knows more
27 about the water system than Hills does.
28 Harvey Pearlman points out that it's the plans that would dictate what would happen,
29 and that Hills and Shaffer are capable of making sure it would happen according to
30 plans. Hamilton-Rivers echoes Hills and Shaffer.

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34 MOTION: That Leighton Hills be the Project Manager for the Sunset Way
35 Project, with Steve Shaffer assisting and as alternate Project
36 Manager.
37 Moved: Shaffer, seconded by Friedman
38 Vote: AYES: Friedman, Hamilton-Rivers, Hills, Shaffer
39 NO: Lambert

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41 It was further agreed but did not need to be part of the motion, that it shall be left to
42 Mary Halley to determine her level of involvement and to have any discussion of
43 compensation for the same to be held in a closed session.
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1 **Further discussion of the project**

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4 Soils engineer is required for a project like this. Compaction studies of the road grade,
5 ensure piers are drilled to proper depths, opine on quality of concrete mix, etc. An
6 important role, and an expensive one. 89-90 hours at \$250/hr, so possibly \$22K.

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8 Discussion of options for staging places for contractor equipment for the duration of the
9 project, and a place to house a mobile office, and a porta-potty.

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11 Projected timeline requires more detail.

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13 Road closures and water shutoffs will be carefully managed.

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15 As the project develops, everyone will get emails every day keeping them posted on
16 what's going to be happening when.

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18 Road clearing has begun for what will be an 11-foot road and appropriate clearance.
19 CSD policy call for three feet clear on each side of the road. There will probably be a
20 policy for trees not to be planted within eight feet of pavement; lower shrubbery is fine.

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22 Trash collection likely not affected; will coordinate with them.

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24 Delivery trucks: Today walking the street Hamilton-Rivers noticed a constant stream of
25 delivery trucks. We will have to ask residents to divert packages to maybe come to the
26 Community Center.

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28 Emergency response plan, cost controls, cost projections, surveying, soft costs and
29 contingencies, curbside parking issues, speedbumps, water meters, and other matters
30 discussed.

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35 **Item 2: Adjournment**

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38 MOTION: To adjourn
39 Moved: Shaffer, seconded by Hills
40 Vote: AYES: Unanimous

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42 Meeting adjourned at 9:05 pm.