

1 **Item 5: CC Rental Coordinator**

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3 Background: Amy Utstein has been the volunteer CC rental coordinator for the past five
4 years having taken over the volunteer position from Laurie Piel who did the job for
5 seven years prior. Amy is now looking to step down from her post on 3/31/20 after doing
6 a stellar job these past many years. The CC coordinator started as a volunteer position
7 and has always been passed along from one willing volunteer to the next. Amy sent out
8 a letter on Muir Beach NextDoor a month ago describing the job and welcoming a new
9 volunteer recruit similar to what Laurie Piel sent out when she was ready to handoff the
10 position. Additionally, both Amy and Laurie have also been asking around in the
11 community for the last several months and have not found a new volunteer – which Amy
12 has offered to train if recruited before her retirement date.

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14 So, with that background, the Board is being asked to look at the history of the CC
15 rental volunteer position and discuss what might be the CC options if a volunteer cannot
16 be found before Amy retires on 3/31/20. The Board has historically been involved in CC
17 rental policy decisions but not in the volunteer CC rental coordinator position.

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19 Utstein feels that the position should become a paid position. Possible things to
20 consider as discussion points (from the agenda):

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22 1. Center rentals have become increasingly more complex over the years, and
23 while other volunteers might apply (although none so far), not just anyone may
24 be capable or as good at dealing with the various issues that arise. There are lots
25 of ways in which things could go awry with just any person in the job. It's not a
26 typical volunteer job. It's not running the soft drink booth at the BBQ. It's
27 managing responsibly a significant amount of money, deposits, insurance
28 certificates, various rental rate categories, coordinating and calendaring dates,
29 scheduling cleaners and facilitators, making sure that *everyone* follows the many
30 and various rules, and ensuring that there are no rentals which would cause
31 liability issues for Muir Beach. It also entails sometimes having difficult
32 conversations with neighbors including holding back deposits from renters (if
33 necessary.) A board member could likely do it, but not just any volunteer can
34 take on the responsibility of the job. It's a job where problems are just waiting to
35 happen – and do! Also, the majority of rentals are residents, so income from
36 rentals is low due to the lower 'resident' rental rates.
- 37 2. Should rentals be discontinued until another qualified volunteer can be found?
38 3. If a qualified volunteer cannot be found, should the CC discontinue rentals?
39 4. Should the CC try to find a volunteer to coordinate just the Community events?
40 5. If the CC rental coordinator was a paid position, would it be easier to fill?
41 6. Does net rental income of \$6,511 (FY19/20) justify a paid position?
42 7. Other?

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44 Hills asks how the position would be structured if it were a paid position. Utstein feels
45 that someone who is already being paid by the CSD could be paid more to take on this
46 added responsibility. Asked about her experience of the job, Utstein describes it as a

1 good opportunity to get to know neighbors, and a “light lift” given that most structures
2 are in place, and also the occasional problems with local renters which have led to
3 policy changes and so on. Rentals from outside of the community have gone down
4 because rental fees have gone up. Over-the-hill rentals have gone down to maybe four
5 per year. Halley says we’ve gone from about \$18K gross to \$12K gross, which comes
6 down to net of about \$6.5K. Shaffer notes that any salary would have to be less than
7 that. Paul Jeschke asks about how many hours per week: it varies; some weeks it’s just
8 a few emails. Hills asks if it could be paid per event, or paid when revenue comes in.
9 Hamilton-Rivers notes that for vacation rentals, assisted rentals add 20%. Conversation
10 continues about the requirements of the job, the need to be able to trust the person, and
11 so on. People feel that in a way it’s a public service, and shouldn’t need to make much
12 money but at least break even. Discussion continues. Utstein recommends keeping the
13 friends of MB and MB rentals (\$75/hr+facilitator and \$10/hr respectively). There is
14 general agreement that we don’t want to turn this into a business, and that it needs to
15 be a trusted person in charge.

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17 Hills proposes that with guidance from the board that they don’t need to expand over-
18 the-hill rentals, and could even recommend reducing them, Utstein and Halley could
19 have a conversation about recommendations, including the possibility of expanding
20 Halley’s responsibilities, and then we’ll see what might fly. General appreciation and
21 gratitude is expressed for Utstein’s excellent contribution over the years.

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24 **Item 6: Fire Department Report**

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26 Chief Chris Gove is moving to a quarterly report, so there is no report for this meeting.

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29 **Item 7: District Manager Report**

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31 Halley goes over the highlights from her 2/19/20 District Manager Report, a written
32 document which (as always) is included with the monthly meeting packet available
33 online at <http://www.muirbeachcsd.com/meetings>.

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35 Discussion also turns to a planned party in the spring to celebrate workers.

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37 Question about water levels in Redwood Creek, which have looked very low. Halley
38 says we’ve had very little rain. The creek is still flowing, but it’s disheartening because if
39 we don’t get some good rains then we’ll have to institute water conservation over the
40 summer. Water in the creek is of course critical to sustaining the entire ecosystem along
41 it and we need to be protective of it, since we draw the water for the community from an
42 aquifer in the basin that includes the creek and so are interconnected.

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44 Shaffer thanks Donovan McFarlane who put together the conservation program where
45 under conservation measures we actually have the ability to use more water than what

1 we use normally anyway. Hills notes that we have become more conservation-minded
2 as a community and use less water.

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5 **Item 8: Sunset Way Project Update**

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7 Hills gives an update. It's looking good. Speed bump will be changed. Underground
8 electrical lines would have been prohibitively expensive to impossible. When things
9 have been damaged, they have been repairing or hiring Cuco. For future damage, by
10 e.g. concrete trucks, we will institute a road policy. Discussion continues about the
11 overall timeline, cost, and so on. JML wants this to be a "model house" so they can
12 show other potential clients what they can do. To discourage beach parking, Hills raises
13 the possibility of having an automatic gate (like at the pumphouse) at the beginning of
14 Sunset. Discussion continues about signage/wording.

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16 Soon they will be doing the culvert extension; the turnaround is still to be done, walls to
17 drill, speedbumps, and finally markings. They also have other projects around the
18 community, including probably 25 driveways etc.

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21 **Item 9: Public Open Time**

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23 People express thanks to Leighton and gladness to be seeing light at the end of the
24 Sunset tunnel.

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27 **Item 11: Recognitions & Board Member Items**

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29 None.

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31 **Item 12: Adjournment**

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33 There being no further business to come before the board, the meeting is adjourned.

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35 Meeting adjourned at 8:05 pm.