

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, July 26, 2023

4
5 **OFFICIAL MINUTES ONLY UPON APPROVAL**
6

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

10
11 **Item 1: Call to Order**

12 Paul Jeschke called the meeting of the Muir Beach Community Services District Board of Directors to
13 order at approximately 6:45 pm.

14
15 Board: Paul Jeschke (Board President), Leighton Hills (Board Vice-President), [REDACTED] Christine Murray
16 (Director), Steve Shaffer (Director), David Taylor (Director)
17 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel [REDACTED] (Meeting Secretary)
18

19 **Item 2: Public Comment for Closed Session**

20 None.

21
22 **Item 3: Closed Session (Directors and District Manager)**

23 The California Government Code provides that certain matters such as litigation, personnel matters,
24 and real estate negotiations may be conducted in closed session. The matters shall be set out below.
25 After any closed session, the legislative body shall reconvene in open session prior to adjournment
26 and make disclosure of action taken during the closed session – authorized by CA Gov't Code
27 Section 54954.5(e)

28
29 Public Employment – Title: District Manager – authorized by CA Gov't Code Section 54957(b)(1)
30

31 **Item 4: Reconvene in Open Session**

32 In the closed session, a performance review was conducted for the District Manager and she was
33 given a 3.7% annual raise.

34
35 **Item 5: Approval of Agenda**

36 Item(s) not included in this agenda: None.

37 MOTION: That the agenda is approved as submitted.
38 Moved: Shaffer, seconded by Taylor
39 Vote: AYES: Unanimous.
40

41 **Item 6: Consent Calendar**

42 A. Approval of Draft-Minutes from Regular Board Meeting of 6/28/23. B. Approval of Quarterly
43 Financial Reports dated 6/30/23.

44
45 MOTION: To approve the consent calendar.
46 Moved: Shaffer, seconded by Taylor
47 Vote: AYES: Unanimous.
48

1 **Item 7: Items Removed from Consent Calendar**

2 None.

3
4 **Item 8: Fire Department Report**

5 Director Taylor narrates the report in Chief Gove’s absence.

6
7 MERA tower: The project is underway and is reported to be on schedule for November 2023
8 completion.

9
10 FIREHOUSE: Supervisor Rodoni has informed us that \$100,000 will be available for fire house
11 construction costs. This discretionary allocation is from the Marin County General fund. The
12 stipulation is that we must use these funds by the end of calendar 2023. We are so grateful to the
13 Supervisor for his support. We were however unsuccessful in obtaining construction funds via a
14 collaborative West Marin/Marin County Fire grant application for State/Federal funds.

15
16 MEDICAL EQUIPMENT GRANT: We were informed that we will likely receive funding for new medical
17 equipment. The final amount could be as much as \$50,000. We are very grateful to the efforts of
18 MCFD Deputy Chief Martinelli for his work on this grant.

19
20 BBQ: Once again we had a great BBQ. We await the final tally but the net proceeds were
21 approximately \$47,249.

22
23 **Item 9: Plaque for John-John and Kathy Sward – Approval – Paul Jeschke**

24
25 Muir Beach Friends and Neighbors seek approval to accept a donation of a small bronze plaque
26 (3”x6” at the largest) to be placed to the left side of the Community Center fireplace. The plaque will
27 be inscribed with the following:

28
29 *Come stand by the fire and warm your hearts.* ^{SEP}
30 *John-John and Kathy Sward*

31
32 MOTION: To accept the plaque and install it.
33 Moved: Shaffer, seconded by Taylor
34 Vote: AYES: Unanimous.

35
36 **Item 8: District Manager Report**

37 District Manager Mary Halley presents brief highlights from her DM report, a written document which
38 (as always) is included with the monthly meeting packet available online at
39 <http://www.muirbeachcsd.com/meetings>.

40
41 Highlights: We know that Director Jeschke will be moving but has not yet officially resigned. Until then,
42 the Board does not move to make appointments, and District staff and resources cannot be involved
43 in appointments or elections, so currently waiting on the official process.

44 Leak detection: We discovered some leaks, and now our overall leakage is down 45% so that’s very
45 good.

46 Community Center parking construction is now underway.

47 Cybersecurity Committee is working and will be reporting at the September meeting.

1 Finances: Last year we did very well on expenses. General came in 10% under budget, Fire 21%
2 under budget, Recreation and Roads came in at 24-28% total of the budgeted amount, and Water
3 came in 5% under.

4
5 Director Taylor asks about the amount of water lost. Halley explains that the 'unaccounted for'
6 amount is the discrepancy between the master meter amount and the total of the individual meters.
7 For any water district, this will often be 10-12%, but we were starting to get up around 22%. The water
8 team investigated and found an abandoned valve that had a leak, which was repaired, and that
9 seemed to account for most of the increase.

10
11 Director Jeschke indicates that his resignation will be coming in the next few days.

12
13 **Item 11: Temporary Interfund Loan Agreement - Approval**

14 The purpose of this agreement is to document the temporary interfund transfer of funds from the
15 Water Fund – Lower Tank Reserve account that is restricted within the MBCSD by California
16 Constitution Article XIII D, Section 6, and for which, the District does not anticipate using the funds for
17 the purpose of replacing the Lower Water Tank for another 6-10 years (at the earliest) on the current
18 planned Water capital replacement schedule. This agreement allows for temporary authorization for
19 these Water funds to be used by the General Fund for unassigned operational and general expenses
20 to bridge a short-term cashflow gap between General Services expenses and FY 2023-24 December
21 Property Tax revenues.

22
23 This temporary interfund loan agreement has been approved by the District auditor as being
24 procedurally correct and by legal counsel under Government Code 53858 as long as the amount
25 loaned does not generally exceed 85 percent of the monies that will eventually be made available in
26 the debtor fund to pay back the creditor fund. Interfund loan will be 81.25%.

27
28 MOTION: To approve the Interfund Loan Agreement.

29 Moved: Shaffer, seconded by Taylor

30 Vote: AYES: Unanimous.

31
32 **Item 12: FY23-24 Final Draft-Budget - Approval**

33 The proposed FY23-24 Final Draft-Budget is presented by the District Manager for any further
34 discussion and final approval.

35
36 Halley feels that it's a good budget: we'll be able to meet all costs and do the work we need to do. In
37 general, we'll have an increase of \$10,000 in property taxes. MERA radio rental income will now
38 provide an additional \$30,000 to general. The audit fee is going up by \$1,700. We should end the year
39 with an estimated unrestricted funds of \$25,296 if we stick to the budget. In fire, an increase in
40 Measure C grant spending of \$20,000 for defensible space. Decrease in fire equipment and tools by
41 \$5,000, and hoping we'll have a grant to back-fill some expenditures there, and we will have an
42 increase in restricted fire reserves of \$65,586 for this year's budget. Recreation budget is affected by
43 the Community Center closure. One new item is an increase in repairs and maintenance for the
44 volleyball court of \$1,500 as decided by the board, for a total of \$3,000 for trail repair and
45 maintenance. Events budget will be as usual \$8,000, plus we still have a cushion of \$2,000 from the
46 Christmas fund donations. For roads, it is the same, about \$10,000 for repairs and \$300 to
47 maintenance. Water rate increase of 4.2%, but despite that, revenues will be down \$7,600 if usage
48 continues to decrease as it has been with people continuing to conserve water. Halley will watch
49 water revenues carefully. Water maintenance/repair stays the same. Bottom line is that we're

1 expecting a \$22,198 loss to water but will try to cushion that. But in our capital improvements fund for
2 water, we expect to see a \$77,000 increase that can be spent on infrastructure improvements.

3
4 MOTION: To accept the FY23-24 Final Draft-Budget
5 Moved: Shaffer, seconded by Taylor
6 Vote: AYES: Unanimous.

7
8 **Item 13: Public Open Time**

9 None.

10

11 **Item 14: Recognitions & Board Member Items**

12 Director Murray recognizes Director Jeschke for his work on the board, and in particular for the help
13 and counsel he's given to her in her time on the board. Grateful for all his work as a community
14 activist, and Paul and Anne will be sorely missed. Each Director in turn thanks Paul Jeschke.

15

16 **Item 12: Adjournment**

17 Next Agenda Meeting Date: Wednesday, September 13, 2023

18 Next Board Meeting Date: Wednesday, September 20, 2023.

19

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

21 **Meeting adjourned at 19:30.**