

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415-388-7804 www.muirbeachcsd.com



Wed, January 27, 2010
7:00 PM – Regular Meeting

Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965

TIMING OF ITEMS ON AGENDA

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.

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.

AGENDA

Item 1 CALL TO ORDER

Steve Shaffer, Board President
Scott Bender, Director
Dan Fitzpatrick, Director
Danny Hobson, Director
Peter Rudnick, Director

Maury Ostroff, District Manager
Leighton Hills, Deputy District Manager
Sharry Mullin, Secretary/Treasurer

Item 2 Oath of Office for new Board Members

The oath of office will be administered to the newly elected Board Members.

Item 3 CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.

- A. **Approval of Minutes** – Regular meeting October 7, 2009 as attached.
- B. **Approval of Financial Statements** – For the period ended December 31, 2009, as attached.

Item 4 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on various ongoing NPS projects.

The National Park Service has requested to have an opportunity to talk informally with the community about recent work at Muir Beach, the different opportunities to be part of the work, and to find out about what's next up on the Dias Ridge Trail. Mia Monroe and the new restoration manager, Bob Flasher, will be at the Community Center from 6 to 7pm before the meeting and all are welcome.

Item 5 GENERAL ADMINISTRATION

1. Rotation of District Manager position. Approval of Leighton Hills to take over the job of District Manager. Maury Ostroff nominated to become the Deputy District Manager.
2. Selection of new Auditor. The CPA firm of Lawrence Mitchell & Co has been retained to do the CSD Audits starting in FY 2009-2010. Mr. Mitchell's firm also prepares the tax returns for the MBVFA and is familiar with government accounting and Quickbooks, and we look forward to further streamlining the district's finances and making the audit process smoother. The audit for Fiscal Years 2005-06 and 2006-07 should be available in the upcoming weeks from our current auditor.

Item 6 FIRE DEPARTMENT REPORT

By John Sward, Fire Chief, or other representative of the Fire Department.

Item 7 WATER DEPARTMENT

1. Several Pressure Regulating Stations, including the one above the Community Center, have been repaired and upgraded, which should help on those occasions when we have to shut off the Lower Tank and provide water to the Lower Zone from the Upper Tank. We have also added a Pressure Relief valve, which could help in event of problem with a malfunction in one of the regulators. However, homeowners are advised that they are better protected having a pressure reducer on their home, which is required by code in all locations where the pressure can climb above 80 psi – which is all of lower Muir Beach.
2. Proposal for a new Upper Water Tank. A detailed presentation on plans for a new, seismically reinforced concrete tank at a location adjacent to our existing redwood tank will be made by Leighton Hills. Several engineering studies and reports have already been completed, and we have already submitted an application for a Coastal Permit to be issued by the County. We are also awaiting bids from Tank construction companies and will review them at the meeting if they are received in time.
3. Renewal of Special Tax for Water Capital Improvements. Need to schedule a Public Hearing before the Board can vote to approve the Ordinance and have it placed on the ballot. Consideration of Resolution 2010-1, proposing renewal of the Water Capital Improvements Tax and establishing the date of the election.

Item 8 PUBLIC HEARING ITEMS

Public hearings provide the general public and interested parties the opportunity to provide testimony on certain items, such as ordinances, rather than to simply comment on regular agenda items. If you later challenge an action on a hearing item in court, you may be limited to raising only those issues you or someone else raised in testimony at the Public Hearing, or in written correspondence delivered to the Board of Directors at or prior to the Public Hearing.

Introduction and Reading of Ordinance (by title only) – Ordinance No, 2010-1, An Ordinance of the Board of Directors of the Muir Beach Community Services District approving and adopting the levy of a special tax on the real property located within the district. The ordinance is included in the Meeting Packet.

After this introduction and initial reading, the Board may schedule the matter to be heard at a future meeting. After taking testimony at such a hearing, the Board may then act on the proposed ordinance.

Item 9 ROADS AND EASEMENTS

1. Signage along CSD easement and path from Pacific Way to Sunset Way. Charles Higgins of Slide Ranch will make a brief presentation on a proposal to add signs indicating directions to Slide Ranch from those hiking up from Muir Beach.

Item 10 RECREATION ITEMS

1. Review Status of Marin Community Funds grant for Community Center Improvements. New stone steps leading down to the deck have been completed, along with new stone walls and handrails on both sides.
2. Granite countertop and new sink installed in Community Center kitchen. Additional trim and/or back-splash may be added. The oven has been repaired so that the left-side oven should be functional again.
3. Office Space and utilization of Community Center rooms. Several parents have cleaned out the small room formerly known as the office, and are in the process of converting it to a Children's Room. It is felt that having the kids' room near the main room will help the parents keep an eye on the kids. Many thanks to Nina Vincent for spearheading this effort. The upstairs room will now need some work to convert it into more usable space as a functioning office.

The overall consideration is to ensure that we are flexible in how we use the space, and to allow each room to serve multiple-purposes if needed. It is not desirable to take up usable space in the community center rooms itself for storage that is rarely accessed.

4. Replacement of Wood Burning Stove made of Oil Drums. The wood burning stove in the corner has rusted out and can no longer be used. We have researched several models of modern, efficient wood-burning stoves and estimate that the total cost of a new woodstove and installation would be approximately \$3500. The high-end models, with a blower, are capable of heating an area of 1500 square feet.

Item 11 ITEMS REMOVED FROM THE CONSENT CALENDAR

Discussion and action on items, if any, transferred from the Consent Calendar to the Regular Agenda.

Item 12 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 13 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in February is the 24th. The 4th Wednesday in March is also the 24th.

Item 14 ADJOURNMENT

RESOLUTION NO. 2010-1

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT:
PROPOSING A SPECIAL TAX FOR MAINTENANCE AND IMPROVEMENT OF
WATER SUPPLY EQUIPMENT AND FACILITIES, ESTABLISHING A DATE FOR
ELECTION, ADOPTING INTENDED BALLOT LANGUAGE, ORDERING THE
CONSOLIDATION OF SAID ELECTION, REQUESTING ELECTION SERVICE BY
THE MARIN COUNTY CLERK, PROPOSING AN ORDINANCE TO IMPOSE SAID
SPECIAL TAX, ADOPTING A METHOD FOR NOTICING SAID ORDINANCE AND
DIRECTING THAT THE NOTICE BE POSTED, PUBLISHED AND MAILED.**

The Board of Directors of the Muir Beach Community Services District does hereby resolve as follows:

WHEREAS, this Board is the governing Board of the Muir Beach Community Services District; and

WHEREAS, the Muir Beach Community Services District Board has the authority to levy a special tax; and

WHEREAS, the Muir Beach Community Services District Board believes that a special tax is required to provide a stable, financial foundation to improve and maintain the District's water supply equipment and facilities, including, but not limited to, implementation of the recommendations of the District's "Twenty Year Plan" and the requirements of the District's water rights permit, as well as upgrading the District's water supply and distribution system.

WHEREAS, it is the intention of this Board that an Ordinance imposing the special tax should be submitted to the voters of the Muir Beach Community Services District; and

WHEREAS, said Ordinance may be adopted by the Board after notice and public hearing, and it is the desire of this Board to give notice of said Ordinance.

NOW, THEREFORE, BE IT RESOLVED that this Board hereby proposes an Ordinance to impose a special tax to fund capital improvements and maintenance of the District's water supply equipment and facilities in the following amounts: three thousand two hundred and fifty (\$3,250.00) dollars per year on each improved commercially zoned parcel; three hundred (\$300.00) dollars per year per separate habitable structure on each residentially zoned parcel; and three hundred (\$300.00) dollars per year on all other parcels.

1. **IT IS FURTHER RESOLVED** that this Board hereby calls an election to be held on June 8, 2010 at which election the issue to be presented to the voters of the Muir Beach Community Services District is as follows:

**“ADOPTION OF ORDINANCE NO. 2010-1 TO IMPOSE A SPECIAL TAX FOR
CAPITAL IMPROVEMENTS AND MAINTENANCE OF THE DISTRICT'S WATER
SUPPLY EQUIPMENT AND FACILITIES**

