



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

AGENDA Regular Meeting of the Board of Directors Wednesday, April 5th, 2017, 7:00 PM Muir Beach Community Center 19 Seacape Drive Muir Beach, CA 94965

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.

7:00pm	Item 1: Call to Order
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Board: Gary Friedman (President), Victoria Hamilton-Rivers (Vice President), Lynda Grose (Director), Paul Jeschke (Director), Peter Lambert (Director).
Staff: Vanessa Workman (Interim Co-District Manager), Mary Halley (Interim Co-District Manager), Harvey Pearlman (Water Manager.)

7:03pm	Item 2: Agenda
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Adopt

7:05pm	Item 3: Consent Calendar
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Consider Adoption

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed later in the meeting (under Items Removed from the Consent Calendar).

- A. Approval of Draft Minutes from the Board Meeting of 03/01/17.
- B. Acknowledgement of receipt of the Financial Report dated 02/28/17.

7:09pm	Item 4: Interim Co-Directors Report
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Discuss and Direct

Mary Halley and Vanessa Workman will present their monthly report.

07:24pm	Item 5: Fire Chief Report
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Chief Chris Gove will present his Fire Department Report.

07:30pm	Item 6: Committee Reports
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Background: Over the years, Ad Hoc Committees were formed to allow community members to share their expertise and have their voices heard on various community issues. Benefits are numerous: Ad Hoc Committee Members can participate actively through research, provide in-depth reflections and discussions with their group that a Board meeting wouldn't be able to schedule. The Ad Hoc Committees share their conclusions and make recommendations to the Board. Please consider joining a committee that matches your expertise.

The following committees may give progress updates to the Board:

- a. Ad Hoc Committee on Sunset Way Project – Silva/Hamilton-Rivers
- b. Ad Hoc Committee on Spindrift Neighbor Issues –Grose/Friedman
- c. Ad Hoc Committee on Community Skills Inventory – Grose
- d. Ad Hoc Committee on Water – Grose
- e. Ad Hoc Committee on Audits – Lambert
- f. Ad Hoc Committee on Current Personnel Matters – Lavine
- g. Ad Hoc Committee on Fire Facilities – Rauh/Lambert
- h. Ad Hoc Committee on Grants & Financing – John Murray/ Don Cohon
- i. Ad Hoc Committee on Trails – Mackenzie
- j. Ad Hoc Committee on Community Center – Jeschke

8:00pm	Item 7: First Draft Budget 2017-2018
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Approval

Mary Halley will present the CSD budget for the upcoming year, with strategies to reduce the divide between expenses and income.

08:30pm	Item 8: Strategic Planning for Muir Beach CSD
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Discussion

Continuation of February conversation about long-term planning and budgeting for future projects.

08:50pm	Item 9: NPS Update
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Discussion

Mia Monroe will present the upcoming plans to rejuvenate Redwood Creek in Muir Woods and replace aging bridges and will address traffic concerns on Frank Valley road.

09:00pm	Item 10: Muir Beach Advocacy Group
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Report

Update.

9:10pm	Item 11: Public Open Time	Brief Responses
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Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not be elsewhere on the agenda.
3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
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 10 minutes, unless waived by the Board.

9:15pm	Item 12: Recognitions & Board Member Items	Review
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Board recognitions and pending events of interest to the community.

9:20pm	Item 13: Request for Future Meeting Agenda Items:	Review
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Requests to the District Manager for future agenda items by the board and/or the public.

9:22pm	Item 14: Items removed from consent calendar	Review
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Items moved from the Consent Calendar to the Regular Agenda, if any.

9:23pm	Item 15: Adjournment	Approve
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MUIR BEACH COMMUNITY SERVICES DISTRICT

Minutes of the Board of Directors meeting held on
Wednesday, March 1, 2017

OFFICIAL MINUTES ONLY UPON APPROVAL

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

Item 1 Call to Order:

Gary Friedman called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:10 PM.

Directors present: Gary Friedman, Victoria Hamilton-Rivers, Lynda Grose,
Peter Lambert, Paul Jeschke

Staff present: Mary Halley and Vanessa Workman, Co-District Managers

Item 2 Adoption of Agenda:

MOTION: To adopt the agenda as submitted.
Moved: Hamilton Rivers, seconded by Grose
Vote: AYES: Unanimous

Item 3 Approval of Consent Calendar:

Friedman clarified that with regards to the Financial Report on the Consent Calendar, the Board is acknowledging receipt of the report versus approving its contents.

- A. Draft Minutes from the Regular Meeting of 2/1/17, as submitted.
- B. Financial Report dated 1/31/17.

MOTION: To approve Item A and acknowledge receipt of Item B above.
Moved: Lambert, seconded by Jeschke
Vote: AYES: Friedman, Grose, Lambert, Jeschke
Abstained: Hamilton-Rivers

Item 4 Job Description of the District Manager:

The District Manager job description had not been posted to the CSD website at the time of the last meeting. As there were no questions concerning the job description, Friedman called for another vote from the Board.

MOTION: To approve the District Manager job description as previously submitted.
Moved: Hamilton-Rivers, seconded by Grose
Vote: AYES: Unanimous

Item 5 Community Center Repairs:

This was an agenda item at the February 1 meeting, but details had not been posted to the website at the time of that meeting. As there were no questions concerning Community Center repairs, Friedman called for another vote.

MOTION: To approve the list of Community Center repairs as discussed at the February 1 meeting.

Moved: Hamilton-Rivers, seconded by Jeschke

Vote: AYES: Unanimous

Item 6 Interim Co-District Managers' Report:

Halley elaborated on some of the items on the District Manager's Report, which included the Frank Valley Road repair, the Pacific Way repair, the Cove Lane culvert issue, Sunset Way repairs and audits progress.

Workman reported that there are close to 30 applicants for the job of District Manager and talked a bit about the development of the new website.

Item 7 Fire Chief's Report:

MOTION: To approve Chris Gove as the new Fire Chief.

Moved: Lambert, seconded by Grose

Vote: AYES: Unanimous

Chris elaborated on his written report, which included the topics of road closures and plans for a new fire house.

Item 8 Committee Reports:

Ad Hoc Committee on Sunset Way Project: Hamilton-Rivers reported. She met with Mary Halley, Don Cohon, Chris Gove and Matt Silva two weeks ago where they reviewed the current plans for the purpose of determining ways to scale back those plans. ILS has estimated costs to scale back the plans that are unsatisfactory and would not include further engineering. Hamilton-Rivers hopes to set up a meeting with ILS that includes Mary Halley and Leighton Hills.

Ad Hoc Committee on Spindrift Neighbor Issues: Friedman reported. A meeting with TNC has been scheduled for March 29.

Ad Hoc Committee on Community Skills Inventory: Grose reported. Fifteen interviewers conducted 59 face-to-face interviews that produced a lot of valuable information. Grose presented the highlights of the executive summary that she'd prepared.

Ad Hoc Committee on Water Education Day: Grose reported. The event was very well attended and included many educational topics. Her presentation of the topics led to discussion about various aspects of being a water service provider including water usage, water rates, real-time monitoring, etc.

People thanked by Lynda Grose:

Janice Kubota

Frank + Barbara Schoenfeld

Danny Hobson Ruah

Steve Schaffer

Ken High

Robin Terra

Kathy + John-John Sward

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Greg Ketchum
Debbie Hurt
Suzanne Miller
Sohpie Conti
Linda Lotriet
Brenda Cohn
Debra Macdonald
Janice Kubota
Tim Crosby
Outi Ornorato
Joani Marinof
Nina Vincent
Jim White
Steve Utstein
Peter Lambert
Ann and Paul Jeschke
Tessa Peres
Maude Utstein
Ted Eliot

Ad Hoc Committee on Audits: This was covered in the District Manager's Report.
Ad Hoc Committee on Current Personnel Matters: John Lavine reported that the search is underway for a District Manager and a Water Manager.

Ad Hoc Committee on Fire facilities: There was no additional report to the one already presented by Chief Gove.

Ad Hoc Committee on Grants & Financing: Friedman reported that Don Cohon and John Murray are currently on hold. They need the Board to get clear on their priorities before they can move forward.

Ad Hoc Committee on Trails: Dave MacKenzie reported. He and Paul Jeschke continue to walk the trails in order to determine where the easements are and what the rules are regarding those easements. They've noted problems with bike traffic, encroachment and poor trail condition.

Item 9 Committee Expenditures:

Halley has received questions from committee heads asking about expenditure limits. She's aware that there is no policy in place and would like some guidance from the Board. After some discussion, it was decided that, as a starting point, she will contact the various committee heads to ask what they think their needs will be during the next fiscal year.

Item 10 District Trees:

The issue of Muir Beach's aging trees is a complex one. Recently fallen trees damaged residents' property and were expensive to remove. Discussion covered the topics of identifying and assessing dangerous trees, what constitutes an emergency, what the Fire Department is able to do, how to utilize the wood once it's been cut, trees on District property versus those on private property, insurance, risk of erosion and native replacements.

Item 11 Trails Use and Management Policy:

Discussion included the topics of condition, liability and bike traffic. The Ad Hoc Committee on Trails will work on answering the questions that were raised.

Item 12 Community Center:

Continued to next meeting.

Item 13 Strategic Planning for Muir Beach CSD:

Continued to next meeting.

Item 14 Public Open Time:

Harvey raised a question about the loader, which only gets used at the annual BBQ and is deteriorating from lack of use. Chris would like the firefighters to be able to use it for appropriate projects and was given the okay.

A recap of action items to be completed before the next Board meeting was made.

Item 15 Recognitions and Board Member Items of Interest:

Grose listed the many volunteers by name who helped make the Water Education Day event a success. Friedman acknowledged Grose's extensive efforts as well.

Hamilton-Rivers thanked MBAG for the previous night's meeting saying it was very informative. She also thanked Mary Halley for all that she's doing as Interim District Manager.

Item 16 Request for Future Meeting Agenda Items:

Hamilton-Rivers would like MBAG to be a regular agenda item.

Item 17 Items Removed from Consent Calendar:

No items were removed from the Consent Calendar.

Item 18 Closed Session on Personnel Matters

The Board entered into closed session at 9:21.

Item 19 Reconvene in Open Session

The Board reconvened in open session at 9:36

Item 20 Adjournment:

MOTION: To adjourn the meeting.
Moved: Gary Friedman, seconded by Lynda Grose
Vote: AYES: Unanimous

The meeting adjourned at approximately 9:38 PM.