



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

Tuesday, November 14, 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: Mary Halley and Mike DeGroot (District Managers), Chris Gove (Fire Chief)

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 Regular Board Meeting of 10/11/17.
- B. Acknowledgement of receipt of the Financial Report dated 09/30/17.

7:10 pm	Item 4: District Managers' Report
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Discuss & Direct

Co-DM Mary Halley and Mike DeGroot will present the report.

7:40 pm	Item 5: Rescind Resolution to Change Board Director Election Dates and Re-adopt
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Discuss & Approve

Board will rescind Resolution 2017-3, adopted on 10/11/2017, that changed the election date for the MBCSD Board of Directors. The proposed change will be effective for MBCSD Board of Director elections in 2018 and subsequent elections.

Although County Counsel recommended and approved the resolution, the Board of Elections determined that this resolution could not be adopted within 240 days of any election. Therefore, this same resolution must be approved after the completion of the most recent election. This resolution will retain the same resolution number – 2017-3.

7:45 pm	Item 6: Approval to Enter into a Contract for the Cove Lane Culvert Repair	Discuss & Approve
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Board will discuss and direct Staff on the costs for repairs to the Cove Lane culvert repair. Due to damage sustained during last winter’s significant rainfall, the Cove Lane culvert was damaged and now poses a potential threat to property and may cause further infrastructure damage.

MBCSD Staff has researched and determined that there are two separate issues regarding Cove Lane - the Public easement and the damaged culvert repairs. The MBCSD, since 1953, had been granted a Public easement for the road and guaranteed Public access to Little Beach, the issue still open is the repairs to the damaged drainage culvert.

Based upon two factors: 1. upstream enhancements to the culvert may have increased flows into the existing culvert, and 2. further damage to the culvert may jeopardize the Public access and potentially damage adjacent properties.

MBCSD has received an acceptable quotation from Linscott Engineering Contractor, Inc. for the sum of \$21,000.00. FEMA and the State of California OES has provided a grant of \$5,000.00 to assist in the costs of the repairs. MBCSD cost share is estimated to be \$16,000.00.

MBCSD Staff is requesting approval to enter into contract with Linscott Engineering Contractor, Inc. and to authorize District funds of \$16,000.00; work is anticipated to be completed as soon as possible.

8:05 pm	Item 7: Approval for Repairs to the Main Water Supply Line on Frank Valley Road	Discuss & Approve
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Board will discuss approval of funds for the relocation of the main water supply transmission line from the well(s) to the water tanks.

As a result of last winter’s rains, and the natural altering of the Redwood Creek water course, the embankment alongside Frank Valley Road was subject to extensive erosion. The existing water supply line is now within 12 inches of the erosion zone, with the potential of damage if further erosion occurs. The result of a failure could be damage to the pipe and/or complete failure of the water supply main.

The proposed work would be to relocate the waterline across Frank Valley Road, avoiding the erosion zone, and tying back into the existing waterline after bypassing the eroded area. Staff has been in consultation with the Marin County Department of Public Works, who are prepared to provide the MBCSD with an expedited permit process.

A bid of \$65,400.00 was received for this work, however, MBCSD Staff are still seeking competitive bids. This authorization is to allow for spending up to this amount, however, if any lower responsible bids are received, the costs will be reduced.

Since this vulnerability in the water system was identified in the 20 year Capital Improvement Plan, funding would come from the Water Capital Improvement account.

8:20 pm	Item 8: Creation of a Finance & Budget Advisory Committee	Discuss
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Board will hear the plan for MBCSD Administration to form an Advisory Committee to work with the District Manager on finance and budget.

This Advisory Committee will work directly with the District Manager, who will be responsible to select members, organize meetings and utilize their suggestions. Report(s) of the Advisory Committee will be presented by the District Manager to the Board.

Staff has researched three alternative committee structures (Advisory, Ad hoc and Standing); evaluating their responsibilities, make up of members, roles and regulations associated with each. The advisory committee structure appears to be the most appropriate for this role.

8:35 pm	Item 9: Security Device Installations	Discuss
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Board will discuss and give Staff direction on the potential installation of additional security devices in various location within the MBCSD.

In light of the recent vandalism of the Highway 1 mailboxes and other Public safety concerns, security devices maybe an option to be evaluated. Staff can research alternatives, costs, private/public partnering and locations, then report to the Board at a subsequent Board meeting.

8:45 pm	Item 10: Fire Department	Confirmation
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Fire Chief, Chris Gove will present his report.

8:55 pm	Item 11: Committee Reports	Confirmation
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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 Education – Grose
- e. Ad Hoc Committee on Audits – Lambert
- f. Ad Hoc Committee on Fire Facilities – Rauh/Lambert
- g. Ad Hoc Committee on Grants & Financing – John Murray/ Don Cohon
- h. Ad Hoc Committee on Trails – Mackenzie
- i. Ad Hoc Committee on Community Center – Jeschke

9:05 pm	Item 12: 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 13: Recognitions & Board Member Items	Review
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Board recognitions and pending events of interest to the community.

9:20 pm	Item 14: Request for Future Meeting Agenda	Review
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Requests to the District Manager for future agenda items by the board and/or the public.

9:25 pm	Item 15: Items removed from consent calendar	Review
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Items moved from the Consent Calendar to the Regular Agenda, if any.

9:30 pm	Item 16: Adjournment	Approve
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