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2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 Minutes of the Regular Meeting of the Board of Directors held on
4 Wednesday, October 11, 2017
5

6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

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

11
12 **Item 1 Call to Order:**
13

14 Gary Friedman called the meeting of the Muir Beach Community Services District Board of Directors to
15 order at approximately 7:06 PM.
16

17 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Lynda Grose, Peter Lambert,
18 Paul Jeschke
19

20 Staff present: Mary Halley and Mike DeGroot, District Managers
21

22 **Item 2 Adoption of Agenda:**
23

24 Prior to a motion to adopt the agenda, Jeschke commented that three items he had requested be
25 included on the agenda were not. Hamilton-Rivers also commented that she had requested two items be
26 included on the agenda and they were not.
27

28 Jeschke quoted the bylaw that explains the process to be followed for a Board member to have an item
29 put on the agenda. He stated he followed that process and was denied. He also stated that in the four
30 years he has served on the Board, this is the first time the president of the Board has vetoed a request by
31 a Board member for an agenda item.
32

33 MOTION: To adopt the agenda as submitted.
34 Moved: Grose, seconded by Lambert
35 Vote: AYES: Grose
36 Noes: Jeschke, Hamilton-Rivers, Lambert
37

38 Friedman then explained his reasoning for omitting the five items and the motion was resubmitted.
39

40 MOTION: To adopt the agenda as submitted.
41 Moved: Grose, seconded by Lambert
42 Vote: AYES: Grose, Friedman, Lambert
43 Noes: Jeschke, Hamilton-Rivers
44

45 Jeschke expressed loss of confidence in Friedman serving as president of the Board and made the
46 following motion:
47

48 MOTION: To remove Friedman as Board president.
49 Moved: Jeschke
50

51 There was no second to the motion.

1 **Item 3 Approval of Consent Calendar:**
2

- 3 A. Draft Minutes from the Regular Meeting of 8/2/17, as submitted.
4 B. Draft Minutes from the Special Meeting of 9/13/17, as submitted.
5 C. Financial Report dated 8/31/17.
6

7 MOTION: To approve Items A and B, and acknowledge receipt of Item C above.
8 Moved: Hamilton-Rivers, seconded by Grose
9 Vote: AYES: Unanimous
10

11 **Item 4 District Managers' Report:**
12

13 Halley answered questions regarding the items on her report. Many of the questions had to do with
14 expenditures and cost cutting. The expenditures questioned were water repair costs, the audits and
15 some salaries. Hamilton-Rivers asked that a running total be kept of changes the District Managers have
16 made that have created savings to the community. She also requested that the Board see the Water
17 Rate Increase Power Point presentation before it is shown at the community meetings.
18

19 Grose asked for clarification on what Halley can spend without receiving authorization from the Board.
20 The answer was that if an expenditure creates a new policy or exceeds \$25,000, it must be approved by
21 the Board. Otherwise, if the expenditure is within the budget, it can be made.
22

23 DeGroot highlighted items on his report regarding the Sunset Way project, infrastructure work on the
24 lower water tank and structural drawings for work to be done at the Community Center.
25

26 He reported that the road between Muir Beach and Stinson Beach will not reopen until February 2018.
27 Once it does, it will be a single lane for about a year.
28

29 He's had a discussion with Google to move the geographic center of Muir Beach to a more accurate
30 location on their maps.
31

32 Friedman reported that the meeting with Supervisor Rodoni to discuss a strategic plan has not yet been
33 scheduled. Rodoni might be able to identify some applicable grants.
34

35 Once the floor was open to the public, there were comments about the format of the financial reports and
36 formation of a financial committee. There were also comments made about the process by which the
37 audits were performed and questions regarding oversight and review.
38

39 **Item 5 National Park Service Update:**
40

41 Mia Monroe reported that the NPS has taken a significant step in their Memorandum of Understanding
42 with the County. They have signed the contract with the new concessionaire that will operate the
43 reservation system and manage the parking at Muir Woods. This will result in fewer cars on the road,
44 fewer people in the woods and better management of the flow of people. Ace Parking will be managing
45 parking Reservations which will begin January 1, 2018. The shuttle will operate year round on weekends.
46 No reservation is needed for those bicycling or walking into the park.
47

48 Mia also reported on the 50-year backlog of infrastructure work, including parking lots and trails, that the
49 NPS is beginning to address. A public meeting is scheduled for November 28 to talk about of these.

1 **Item 6 Draft Resolution to Change Board Director Election Dates – Resolution 2017-3:**

2
3 MOTION: To accept the draft resolution to change Board Director election dates –
4 Resolution 2017-3
5 Moved: Hamilton-Rivers, seconded by Jeschke
6 Vote: AYES: Unanimous
7

8 **Item 7 Approval to Enter into a Contract for the Cove Lane Culvert Repair:**

9
10 DeGroot reported that the culvert at the bottom of Cove Lane needs repair before the next rains come.
11 The cost has been estimated at approximately \$21,000. Halley applied for and received a \$5,000 FEMA
12 grant. DeGroot is asking for authorization to enter into a contract for the remaining \$16,000 of the cost.
13

14 Board discussion revealed that the work will only be a repair to restore the culvert to its prior function with
15 some improvements. The capacity will remain the same. The project was not put out to bid. Linscott will
16 be used. The resident whose house is next to the culvert is amenable to the project as long as the
17 footprint doesn't change. She would like to see plans for the project on paper.
18

19 Public discussion included varying opinions about the need for an easement where the culvert is and
20 whether public access to Little Beach should be allowed. It was pointed out that Muir Beach has a long
21 history of allowing public access to the beach at this location.
22

23 DeGroot will do some research and a special meeting will be called to make a decision about creating an
24 easement.
25

26 **Item 8 Draft Policy on MBCSD Property Encroachments, and Fences and Gates:**

27
28 DeGroot elaborated on the goals he would like to reach in adopting a policy – to create a policy to give
29 guidance so that every property and easement is dealt with in a fair and equitable manner.
30

31 There was extensive discussion by the Board and the public, much of which centered around the
32 problems created by rental of the Community Center, but there was also discussion on how to address
33 encroachments by homeowners on CSD property. There were additional comments on public access to
34 Little Beach and also to parking problems created for residents by White Way rentals. Trails and
35 easements are not the same thing and need careful consideration before making changes.
36

37 **Item 9 Discuss the Changing of Regular Board Meeting Dates:**

38
39 The Board discussed changing the regular Board meeting date in order to allow time for the prior month's
40 financial reports to be completed and included in the meeting packet. No permanent decision was made,
41 but the following motion was made:
42

43 MOTION: To schedule the next public Board meeting for Tuesday, November 14.
44 Moved: Lambert, seconded by Hamilton-Rivers
45 Vote: AYES: Unanimous
46

47 **Item 10 Fire Department:**

48
49 Fire Chief Chris Gove reported the following: After five years of service, Barbara Piotter has stepped
50 down as disaster coordinator for the community and Casey Corbitt has stepped in. A 911 call from a cell
51 phone does not inform the system of where the call is coming from. There is a way to register cell
52 phones. Information on this will be posted soon on the CSD website. The Fire Department will perform a
53 practice communication run throughout the community on Wednesday at 7:30. Funding has been
54 received for a tsunami siren at Green Gulch Farm. The MBVFD was asked to provide mutual aid for the
55 recent fires to the north. Animal evacuation gear should be readily accessible.

1 **Item 11 Committee Reports:**

2
3 Continued to next meeting.
4

5 **Item 12 Public Open Time:**

6
7 Leslie Riehl strongly expressed her reasoning for why discussion of creating a financial committee should
8 be put on the agenda immediately. Friedman said it would be put on the November 14 agenda.
9

10 Casey Corbitt announced that there would be another large party at the Community Center this next
11 weekend and wondered if anything could be done to ensure past problems don't occur again. DeGroot
12 will work with Casey on some solutions.
13

14 Christian Riehl brought up that there were no scope documents for the audits and also expressed dismay
15 at the Board president for not honoring requests for inclusion of agenda items by two Board members and
16 one resident, and for posting a personal letter to the CSD website that Christian felt was inappropriate.
17

18 DeGroot answered a question about the easement policy saying that it is not to create new easements,
19 but to clarify policy on existing ones. Hamilton-Rivers would like to see a map of the CSD's existing
20 easements.
21

22 **Item 13 Recognitions and Board Member Items of Interest:**

23
24 Hamilton-Rivers offered thanks to Halley and DeGroot for their comprehensive reports.
25

26 **Item 14 Request for Future Meeting Agenda Items:**

27
28 There were no requests for future meeting agenda items.
29

30 **Item 15 Items Removed from Consent Calendar:**

31
32 No items were removed from the Consent Calendar.
33

34 **Item 16 Adjournment:**

35
36 MOTION: To adjourn the meeting.
37 Moved: Lambert, seconded by Hamilton-Rivers.
38 Vote: AYES: Unanimous
39

40 The meeting adjourned at approximately 9:57 PM.