

1 **Item 6 Treasurer’s Position – Bonding Requirement and Proposed Job Description:**

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3 A draft job description for the treasurer position was included in the Board packet. Public and Board
4 discussion clarified that the Treasurer must be bonded; a bond is not required for the District Manager.
5 Government Code specifies that the District Manager and the District Treasurer must each report directly
6 to the Board. One comment from the public related to having the job description make clear which
7 functions are to be taken by the Treasurer and which by the District Manager. John Lavine said he would
8 like to come up with specific language for the job description later in the evening. Hamilton-Rivers
9 suggested that after the meeting would be fine and John said he would have the draft language for the
10 next meeting.

11
12 **Item 7 District Manager’s Report:**

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14 Halley provided highlights of her written report which included: an update on the water permit
15 modification; the ADA upgrades have been completed, noting that the cost of the ramp and bathroom
16 upgrades was \$6,000 and that a grant paid for \$5,000 of that cost; a new page has been added to the
17 CSD website showing parcels that the District owns; the handrail and stair repair project approved last
18 month is underway; the \$8,000 grant for strategic planning is being processed; the anticipated \$8,000
19 FEMA grant has been received.

20
21 Halley requested that the Ad Hoc Facilities Committee become an advisory committee to assist her with
22 prioritization of repairs needed at the Community Center.

23
24 Hamilton-Rivers noted that the Sunset Way project should be incorporated into the strategic plan.

25
26 **Item 8 Closed Session 4/25 at 6:30PM:**

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28 MOTION: To schedule a closed session on 4/25 at 6:30 PM in order to perform an
29 employment evaluation of Mary Halley.
30 Moved: Shaffer, seconded by Hills
31 Vote: AYES: Unanimous

32
33 **Item 9 Fire Department Report:**

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35 Chief Gove reported. April 17, at 7:00 PM, a Firesafe Marin seminar with Marin County Fire in attendance
36 will be held at the Community Center. There have been discussions regarding possible installation of a
37 warning siren to be located at Green Gulch Farm. Gove will submit an MOU to the Board laying out what
38 is being proposed. Turnouts for the new crew members have been ordered. Gove will be asking for
39 money outside of the budget for the cost of training the new members. The BBQ planning is going well.
40 He and a resident of Green Gulch Farm are researching a grant to clear 250 trees inside the borders of
41 Muir Beach and also to clear and widen one mile of trails. He will work this month to make progress on
42 the new firehouse

43
44 **Item 10 Bylaws:**

45
46 Hills detailed the few changes that had been incorporated into the draft bylaws since the time of the prior
47 meeting.

48
49 Resident Bob Jacobs read a lengthy statement. He had made a proposal which he requested be added
50 to the agenda and it had been included in the comments to the bylaws rather than on the face of the
51 agenda itself.

1 MOTION: To approve the bylaws as submitted, along with a revision to have a
2 listing of agenda items not included on an agenda be reviewed as a
3 consent calendar item. Any item reinstated by the Board could be heard
4 at that meeting, or if more preparation by staff is then needed in order for
5 the item to be heard, at a subsequent meeting.
6 Moved: Shaffer, seconded by Lambert
7 Vote: AYES: Unanimous
8

9 **Item 11 Water Rates – Ellison, Schneider & Harris LLP Transmittal – Legal Fees Incurred:**

10 The Board received correspondence from resident Richard Kohn requesting to see all correspondence
11 between the attorneys at Ellison, Schneider & Harris as mentioned at the last public meeting. Hills
12 reviewed the correspondence with Richard. The issue at hand is transparency and since community
13 money was spent on these opinions, Richard feels the community has a right to know what the opinions
14 were.
15

16 After lengthy discussion, and in order to not compromise attorney/client confidentiality by making the
17 correspondence public, Hills offered to paraphrase the content of the emails and opinions and make them
18 available. Halley will pinpoint the date of the audio recording of the attorney’s presentation to the
19 community.
20

21
22 **Item 12 Trail Committee Report:**

23 Dave MacKenzie presented. Varied uses of the community’s trails - by bikes, hikers, horses, etc. –
24 sometimes create problems. The goal of the Trails Committee was to do an inventory, formulate
25 recommendations and map the trails. The inventory has been completed and recommendations made.
26 The task of mapping has been complicated by the various types of property - private, district, parkland,
27 etc. – and has not yet been completed.
28

29 Specific trails have specific issues. Considerations for the Board are: steps and railings, possible
30 minimal signage, encroachments (patios build on trails, houses on easement land), interconnecting
31 different routes and allowing volunteers to pull invasive, non-native plants.
32

33 Dave’s report will be posted to the website.
34

35
36 **Item 13 Road Policies – Sunset Way Project – Greene Lane – Public/Private Status of Public**
37 **Roads – Escheat Law:**

38 Hamilton-Rivers reported. The current estimate from an ILS engineer for the Sunset Way project is
39 \$1,488,000. The median income of Muir Beach residents disqualifies the CSD from receiving most grants
40 for this project. There are some portions of the project that may qualify for a grant. To begin applying for
41 grants, finalized plans, several competitive bids and a community strategic plan that demonstrates long-
42 term financial planning are needed. Hamilton-Rivers would like an action committee formed to work on
43 this.
44

45
46 MOTION: That the work on Sunset Way plans continue under the stewardship of
47 Hamilton-Rivers, Halley, Shaffer, Matt Silva and Chris Gove and finalized
48 plans, along with bids, be presented to the community as soon as
49 possible.
50 Moved: Shaffer, seconded by Hills
51 Vote: AYES: Unanimous
52
53

1 Chief Gove proposed installing a fire hydrant at the end of Greene Lane to serve the several houses
2 there.

3
4 MOTION: To allocate \$10,000 to upgrade the water main and install a fire hydrant
5 at the end of Greene Lane.

6 Moved: Shaffer, seconded by Hills.

7 Vote: AYES: Unanimous
8

9 There was a discussion on the applicability of escheat law as it pertains to the issue of whether Sunset
10 Way is a public or private road and whether the February 16, 1982 road maintenance policy was
11 superseded by the road policy contained in the November 13, 2013 meeting agenda. Minutes of that
12 meeting have not been located but it was determined to the satisfaction of the Board that the policy had
13 been adopted, thereby superseding the 1982 policy.
14

15 MOTION: To re-affirm the adoption of the November 13, 2013 road policy, with the
16 additions that any expenditures potentially required under that policy are
17 to be subject to the District having adequate funding, and an absence of
18 other higher priority projects needing District resources.

19 Moved: Shaffer, seconded by Hills

20 Vote: AYES: Shaffer, Hills, Friedman, Hamilton-Rivers
21 Abstained: Lambert
22

23 **Item 14 Easement between Sunset Way and Pacific Way:**

24
25 Continued to next meeting.
26

27 **Item 15 Dog Park:**

28
29 Ann Jeschke spoke with Scott Bender, who was made aware of interest in a dog park at the Community
30 Center while the playground was being built. There was some public and Board discussion and some
31 questions raised. This item will be included in next month's agenda so that the Board can make a
32 decision on it.
33

34 **Item 16 Security Cameras at Community Center:**

35
36 Continued to next meeting.
37

38 **Item 17 Public Open Time:**

39
40 Kathy Sward wondered when the Board will be discussing raising water rates again. Treasurer Riehl
41 responded.
42

43 **Item 18 Recognitions and Board Member Items:**

44
45 The next meeting is scheduled for April 25. The meeting to set the agenda is scheduled for April 18.
46

47 **Item 19 Adjournment:**

48
49 MOTION: To adjourn the meeting.

50 Moved: Hills, seconded by Shaffer

51 Vote: AYES: Unanimous
52

53 The meeting adjourned at approximately 10:18 PM.