



1 **Item 5 Approval of Consent Calendar:**

- 2  
3 A. Draft Minutes of the Regular Meeting held 3/28/18, as submitted.  
4 B. Quarterly Financial Reports dated 3/31/18, as submitted.

5  
6 MOTION: To adopt the consent calendar.  
7 Moved: Lambert, seconded by Shaffer  
8 Vote: AYES: Unanimous  
9

10 **Item 6 Items Removed from Consent Calendar:**

11  
12 No items were removed from the Consent Calendar.  
13

14 **Item 7 Treasurer's Report:**

15  
16 Treasurer Riehl offered a brief report. There are still items being worked out for the budget. A draft  
17 budget will be submitted for next month's meeting with anticipation of a vote on the budget at the June  
18 meeting.  
19

20 She and Halley are working on devising a clear differentiation between the Water Fund and the  
21 Government Fund.  
22

23 MOTION: To approve the financial separation of the Muir Beach CSD  
24 responsibilities into two operations: Government Services and Water  
25 Department.  
26 Moved: Hamilton-Rivers, seconded by Shaffer  
27 Vote: AYES: Unanimous  
28

29 Riehl would like the Board to authorize opening three new accounts – one for the water funds, two for  
30 CDs not to exceed \$250,000 each. The existing accounts at First National Bank will remain.  
31

32 MOTION: To authorize the District Manager to open three additional accounts, one  
33 at First Republic Bank and the other two at Barclays Bank, Capital One  
34 or Umqua in any combination.  
35 Moved: Hamilton-Rivers, seconded by Hills  
36 Vote: AYES: Unanimous  
37

38 MOTION: To authorize each bank account to have three designated signers on  
39 each account: District Manager, Board President and Lambert  
40 Moved: Hills, seconded by Shaffer  
41 Vote: AYES: Unanimous  
42

43 Additional items in her report can be found online.  
44

45 **Item 8 Treasurer's Job Description:**

46  
47 Hills reported. John Lavine had offered comments on the treasurer job description which were  
48 addressed. One suggested change in language could not be made, as it was a direct quote from the  
49 government code. The other was ambiguous wording that was changed.  
50

51 It was clarified that the District Manager and the Treasurer each report directly to the Board.  
52

53 There was discussion about the responsibilities of the District Manager versus those of the Treasurer.  
54 Hills suggested omitting language that appeared to be problematical.  
55

1 MOTION: To adopt the Treasurer's Job Description omitting the second sentence  
2 in the description.  
3 Moved: Hills, seconded by Hamilton-Rivers  
4 Vote: AYES: Unanimous  
5

6 **Item 9 District Manager's Report:**  
7

8 Halley provided highlights of her written report which included: effects of the April storm; renegotiating  
9 the Water Team's contract; water permit modifications with the NPS; a new, secured propane tank at the  
10 Community Center; approval by Marin County Environmental Health Services to do a pump out at the  
11 proposed site of the new fire barn; her inclusion in Rodoni's TOT working group; Pacific Way repairs;  
12 insurances; the new Community Center Facilities Advisory Committee.  
13

14 Hills commented on the 2008 audit. Income from the Water Department was 122% greater than shown in  
15 the prior audit report as a result of corrections that were made. The auditor had mistakenly allocated  
16 100% of salaries to the Water Department and had computed depreciation using overly short asset lives.  
17

18 Hamilton-Rivers' had questions about the strategic plan as it relates to CSD finances which were  
19 answered.  
20

21 **Item 10 Wetland Parcel Mitigation Funding:**  
22

23 Hills reported. The parcel was initially purchased from Jon Rauh, with funds donated to the CSD upon  
24 the recommendation of Mike Moore, to build a new fire house. Because of permitting difficulties  
25 Supervisor Kinsey had offered reimbursement for the cost of the parcel but had not followed through by  
26 the time he left office. Supervisor Rodoni has been in contact with Caltrans who is willing to reimburse  
27 the CSD. There was public and Board discussion about possible uses of the property and its disposition.  
28

29 **Item 11 Fire Department Report:**  
30

31 Chief Gove reported. There was a fire symposium on April 17<sup>th</sup> of this month. He noted the legal  
32 requirement for homeowners to create defensible space on their properties. The MBVFA has offered  
33 \$15,000 for preliminary soft costs for the new firehouse. Gove requested the following two motions:  
34

35 MOTION: To authorize an addition to the Fire Department budget of up to \$6,000  
36 for medical training for fire crew.  
37 Moved: Hills, seconded by Shaffer  
38 Vote: AYES: Unanimous  
39

40 MOTION: To authorize the spending of up to \$15,000 on soft costs associated with  
41 construction of the new fire station contingent upon donation of a like  
42 amount from the MBVFA.  
43 Moved: Hills, seconded by Shaffer  
44 Vote: AYES: Unanimous  
45

46 **Item 12 Water Managers' Employment Contract Agreement:**  
47

48 The Board previously approved a Water Managers' contract that included the requirement that the Water  
49 management Team would provide their own Worker's Compensation Insurance as part of the negotiated  
50 terms. The team has not been able to successfully secure a Worker's Compensation policy, so the  
51 District is now reconfiguring the original agreement into an employment contract to hire the four-member  
52 team members as employees of the District. This would allow them to be covered under the District's  
53 policy.  
54

1 Halley did the math and determined that reducing their current rates by 8% would cover the costs of  
2 adding them to the Workers' Compensation policy and of the employer payroll taxes. The change would  
3 be revenue neutral. There was consensus among Board members that the change from independent  
4 contractor status to employee status should be revenue neutral to the District.

5  
6 **Item 13 Approval of Supplemental to NPS-MOU Agreement:**

7  
8 As part of the State water permit modification process to add the Banducci connection to the MBCSD  
9 water system, the State required additional infrastructure to bring the system up to current standards.  
10 The District has negotiated a supplemental agreement to the original MOU that provides that the NPS will  
11 reimburse the CSD completely for the installation of the required equipment.

12  
13 MOTION: To adopt the MOU as proposed.  
14 Moved: Hills, seconded by Friedman  
15 Vote: AYES: Unanimous

16  
17 **Item 14 Storm Repairs:**

18  
19 The early April storm caused road, easement and culvert damage. Shaffer did a walk-about and  
20 determined small projects that needed to be done.

21  
22 MOTION: To approve an amount of up to \$2,000 to instigate repairs needed due to  
23 the storm.  
24 Moved: Shaffer, seconded by Hills  
25 Vote: AYES: Unanimous

26  
27 There was public comment about various other road, easement and culvert issues.

28  
29 MOTION: To increase the budget amount for Repairs and Maintenance by \$10,000  
30 to be used as determined by the District Manager.  
31 Moved: Hills, seconded by Friedman  
32 Vote: AYES: Unanimous

33  
34 **Item 15 Transient Occupancy Tax 2 Report:**

35  
36 Friedman reported on Supervisor Rodoni's proposed Transient Occupancy Tax 2, which will be added to  
37 the existing short-term rental tax in West Marin only, and how it could affect Muir Beach in terms of a  
38 possible source of Fire Department revenues and affordable housing opportunities. Proposed ballot  
39 language and TOT2 draft uses can be found on the website.

40  
41 **Item 16 Public Open Time:**

42  
43 A resident's comments precipitated a discussion about long buses on Highway One.

44  
45 Friedman commented on efforts to make certain trails safer by making them one-way for bicycles.

46  
47 **Item 17 Recognitions and Board Member Items:**

48  
49 Tayeko thanked Mary for repair work that was done. She also thanked the Fire Department.

50  
51 Hamilton-Rivers thanked a number people for their efforts during the storm.

52  
53 The next meeting is scheduled for May 30. The meeting to set the agenda is scheduled for May 23.

1 **Item 18 Adjournment:**

2

3 MOTION: To adjourn the meeting.

4 Moved: Hills, seconded by Shaffer

5 Vote: AYES: Unanimous

6

7 The meeting adjourned at approximately 9:40 PM.