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2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 Minutes of the Board of Directors' meeting held on
4 Wednesday, October 24, 2018
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 Hamilton-Rivers called the meeting of the Muir Beach Community Services District Board of Directors to
15 order at approximately 7:04 PM.
16

17 Directors present: Gary Friedman, Victoria Hamilton-Rivers,
18 Steve Shaffer, Leighton Hills
19

20 Staff present: Mary Halley, District Manager
21 Leslie Riehl, District Treasurer
22

23 **Item 2 Adoption of Agenda:**

24
25 MOTION: To adopt the agenda as submitted.
26 Moved: Shaffer, seconded by Hills
27 Vote: AYES: Unanimous
28

29 **Item 3 Approval of Consent Calendar:**

30
31 Friedman expressed concern that the engineer's report would not get read and that the minutes did not
32 accurately represent the points made in the report. Halley will highlight the key points in the report in
33 order to make them more noticeable.
34

- 35 A. Draft Minutes of the Regular Meeting held 9/26/18, with the addition of a sentence urging the
36 public to read the report in its entirety.
37 B. Quarterly Financial Reports dated 9/30/18, as submitted.
38

39 MOTION: To adopt the consent calendar
40 Moved: Hills, seconded by Shaffer
41 Vote: AYES: Unanimous
42

43 **Item 4 Items Removed from Consent Calendar:**

44
45 No items were removed from the Consent Calendar.
46

47 **Item 5 Treasurer's Report:**

48
49 Treasurer Riehl recommended that the Board approve the reports that Halley included in the packet.
50 Next month she will spend more time developing a timeline for anticipated income and projected capital
51 expenditures. Hills clarified a point made on the capital improvement fee. It was first implemented in
52 1995 at an annual rate of \$300. Adjusted for inflation, that would be \$503 today.

1 **Item 6 District Manager's Report:**

2
3 Halley presented highlights from her written report which can be found on the CSD website.

4
5 To prepare for the winter months, the regular maintenance staff has been cleaning drains and ditches. A
6 check was received from PG&E for the exact amount that had been paid to Linscott to repair the water
7 main that PG&E damaged. Halley has written to request additional reimbursement for water loss and
8 wages paid to employees.

9
10 The proper paperwork has been received from a property owner to allow him to trim two trees that are on
11 CSD property and then maintain them.

12
13 **Item 7 Fire Department Report:**

14
15 Chief Gove intends to provide an extensive Fire Department report in December. The Fire Department
16 received a grant from the West Marin Fund along with a video of the young man from Point Reyes Station
17 who recommended the MBFVD for the grant. The video will be posted on the Fire Department website
18 soon.

19
20 Hamilton-Rivers read an email received from Paul Jeschke who wanted to thank the Fire Department and
21 first responders Gove, Allen and Taylor who responded to Paul's medical emergency at 3:00 in the
22 morning. Paul is doing well after undergoing gall bladder surgery.

23
24 **Item 8 Sunset Way Project:**

25
26 There was an extensive discussion about the project. Hamilton-Rivers reported that Osbin Rodas, who
27 does a lot of work in Marin, came in with a bid of \$781,000 to replace the water line and repave the road,
28 whereas the bid from Ghilotti was \$3,800,000 and Pimentel said they could not replace the water line.

29
30 However, the plans as they appear now are different in key areas from the plans that had been previously
31 submitted to the Board for approval by the Ad Hoc Committee for the Sunset Way Project, specifically
32 regarding the turnaround at the west end of Sunset Way.

33
34 Former co-district manager Mike DeGroot has offered to come back as project manager. He had spoken
35 to affected property owners at the time that the plans were being developed.

36
37 MOTION: To approve the original plans red-lined by the Ad Hoc Committee for the
38 Sunset Way Project, subject to first speaking with Mike DeGroot.
39 Moved: Shaffer, seconded by Hills
40 Vote: AYES: Shaffer, Hills, Hamilton-Rivers
41 Abstained: Friedman
42

43 **Item 9 Encroachment at End of Sunset Way:**

44
45 Two directors felt this topic should not be discussed without Linda Lotriet and Peter Lambert present, so
46 the item has been continued to next meeting. Shaffer stressed that at no time in its history has the CSD
47 allowed someone to build a fence on community property.

48
49 **Item 10 Cove Lane Culvert:**

50
51 Pete DeFremery worked on repairing the culvert last year but the repair failed on the last rain of the
52 season. He has worked on it again and expects the repair to hold. Shaffer will move forward with
53 obtaining a bid.

54
55 There was some discussion on other Sunset Way repair issues.

1 **Item 11 Public Open Time:**

2
3 Shaffer suggested paying Cuco \$200 to clean up and stack the firewood at the Community Center.
4 Halley will contact Cuco.

5
6 Shaffer noted that at the last meeting, Hills and Shaffer were charged with meeting the Corbits to discuss
7 the noise issues at the Community Center. He feels the event facilitator must begin using the decibel
8 meter. They will determine what the decibel limit is. A second issue is foot traffic and event goers
9 encroaching on the Corbit's property. They will look into splitting the cost of a fence. It was noted that
10 they are not setting a precedent for the whole community and that this is a one time arrangement.

11
12 Gary would like to have the representative from the bicycle coalition back on the agenda. He would also
13 like to see the agenda contain more detail, including proposed motions, so the community has a better
14 idea of what will be discussed at the meetings.

15
16 Hamilton-Rivers announced that there will be no meeting in November. The next meeting will be held
17 December 12th and will be her final meeting as Board President.

18
19 Bob Jacobs made a case for the CSD purchasing Treasury bills instead of certificates of deposit. He
20 believes a higher rate of interest can be earned on them.

21
22 **Item 12 Recognitions and Board Member Items:**

23
24 Friedman reminded everyone to vote on measure W.

25
26 Shaffer recognized Halley for her efforts on getting reimbursement from PG&E for the damage they did to
27 the water main.

28
29 **Item 13 Adjournment:**

30
31 MOTION: To adjourn the meeting.
32 Moved: Friedman, seconded by Shaffer
33 Vote: AYES: Unanimous

34
35 The meeting adjourned at approximately 8:40 PM.