

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors' meeting held on  
3 Wednesday, April 24, 2019

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5 **OFFICIAL MINUTES ONLY UPON APPROVAL**  
6

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

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

14 Leighton Hills called the meeting of the Muir Beach Community Services District Board  
15 of Directors to order at approximately 7:05 pm.

16  
17 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Leighton Hills,  
18 Peter Lambert, Steve Shaffer

19  
20 Staff present: Mary Halley, District Manager  
21  
22

23 **Item 2: Approval of Agenda**  
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25 MOTION: To approve the agenda  
26 Moved: Hamilton-Rivers, seconded by Shaffer  
27 Vote: AYES: Unanimous  
28  
29

30 **Item 3: Consent Calendar**  
31

- 32 1. Approval of Draft Minutes from Regular Board Meeting of 3/27/19.  
33 2. Approval of Quarterly Financial Reports dated 3/31/19.  
34 3. Approve amended Resolution No. 2019-2: To Approve and Direct the District  
35 Manager to Apply for a Pre-Approved Guarantee Line-of-Credit for Emergency  
36 Funding Purposes Only from the County of Marin – with stated non-expiration  
37 date.

38  
39 MOTION: To approve the consent calendar  
40 Moved: Hamilton-Rivers, seconded by Shaffer  
41 Vote: AYES: Unanimous  
42  
43

44 **Item 4: Items Removed from Consent Calendar**  
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46 No items removed.

1 **Item 5: District Manager Report**

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3 Halley goes over the highlights from the 4/24/19 District Manager Report, a written  
4 document which (as always) is included with the monthly meeting packet available  
5 online at <http://www.muirbeachcsd.com/meetings>.

6  
7 Halley has now completed the Water Service Cost Study, following review by County  
8 Counsel, and this document is also included in the packet. She comments that the  
9 Study is simply that, a document which collects facts about the MB water system in  
10 relation to what potentially could be allowed under Prop 218, along with water  
11 conservation requirements adopted as part of the California State Constitution. Its  
12 purpose is to create the basis for a future proposal.

13  
14 The floors are almost finished in the Community Center; some details yet to be  
15 completed. Floor-cleaning instructions will be posted, because care & maintenance is  
16 different from the old floor. Board members express their approval for the appearance of  
17 the new floor. It was paid for with Measure A funding, for which the next project (next  
18 FY) will be doing the windows which need to be tempered glass.

19  
20 Halley also goes over highlights on finances (also from the District Manager Report),  
21 because this is the quarterly financial report where normally the treasurer would give a  
22 full report. Line of credit is going forward. Revenues for General are tracking slightly  
23 under for the excess ERAF funds, at about 63%. General expenses going along as  
24 expected, with the exception of tree maintenance, which is a bit over due to stormy  
25 winter, but that increase was approved by the board. Fire department is tracking on  
26 budget. Recreation is a little down on the revenues, but May spring bookings are  
27 promising; every weekend is booked with local or outside rentals. Non-Sunset Way road  
28 maintenance is significantly under-budget, which is great. Water department expenses  
29 are tracking on schedule, with the exception of repairs and maintenance which is at only  
30 15% (also good savings). Net income is tracking at 49% but many big expense items  
31 come in June (insurance, workers comp, etc.) so can't yet determine how close we will  
32 be in coming in under budget.

33  
34 Currently general unrestricted reserves, along with our WCI, minus Measure A money  
35 embedded in that, is basically breaking even for the Sunset project now, so Halley  
36 recommends that we do not try to expand that project any further until we know for sure  
37 what the exact costs of such things might be, or what other kinds of contributions we  
38 might have to the project.

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40  
41 **Item 6: Fire Department Report**

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43 Fire Chief Gove was unable to attend due to a special fire drill this evening; he will  
44 submit the report at the next meeting.

1 **Item 7: Sunset Way Project update**

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3 Hills spoke with the contractor yesterday, and they're basically ready to start, but are  
4 waiting for ILS to submit the final plans for the turnaround at the end of Sunset, which is  
5 where they'll start. ILS has been busy but they promise the plans by a week from  
6 Friday, and they'll start the following Monday.

7 The clearing of the road can start next week. As soon as we have a specific date, we'll  
8 notify the community. Hamilton-Rivers asks about phasing; Hills replies that they are still  
9 uncertain about the approach they'll take in terms of installing the new water line and  
10 making all the connections. In any case it will start from the far and moving forward;  
11 replacing the water main first, removing the existing main to put in the new concrete V-  
12 ditch along the side, doing the final grading, and then paving.

13  
14 Conversation ensues about the scheduling for road closures during the various stages,  
15 and the penalty which would ensue if they exceeded the agreed six months. Hills thinks  
16 it could well be more like 3-4 months.

17 Tayeko Kaufman asks about the individual driveway projects; these would not  
18 significantly extend the timeline. Charlotte's Way will also likely be paved. Marilyn  
19 Laatsch asks about implications for people with disabilities, and relocating cars. Hills  
20 replies that during the workday, one will not be able to use the road, so, everyone will  
21 have to work around that.

22  
23 Hills reiterates the plan: trench for new water main, down middle of road. As they do  
24 that, they'll connect people to the new water main. Once they get to Hwy 1, they'll go  
25 back and rip out the old water main. Where that was will then become a concrete V-  
26 ditch, a drainage ditch that can then be a bit deeper. Then they'll regrade it, then it'll be  
27 compacted, then the layer of asphalt. Throughout, there will be a road that will be  
28 usable by people before ~8:30am and after ~5:30pm every day, and on weekends.

29  
30 Shaffer offers parking places by his place on Pacific Way and is sure we'll have others  
31 available.

32  
33 Further conversation ensues about engineering, package delivery, potential noise  
34 levels, one-inch water meters, and repaving driveways. All of these issues will be  
35 addressed in emails to the community as the project proceeds.

36  
37 The location for the lead contractor's office has not yet been determined; it needs  
38 electricity and internet. It could be mobile and moved to the pump house area every  
39 evening.

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42 **Item 8: Water Service Cost Study**

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44 Hills comments that Halley has done a terrific job on this. It's very complex, but that's  
45 helpful because it demonstrates that she has considered all of these factors. The  
46 examples are other than what we'll ultimately use. A few meetings ago it was discussed

1 that if you took the \$300 capital improvement fee and adjusted it for inflation, it would be  
2 \$500 today. The proposed rates being considered is that the capital improvement fee  
3 would morph into a meter fee, and this would be \$400 (not \$500) – so it’s less in  
4 inflation-adjusted dollars than it was when it went into effect in the 1990s. After the  
5 audit, we discovered that our finances were much better than we had thought. Tallying  
6 the adjustments, the auditor made, they added \$750,000 in net income to the water  
7 department from what they first reported so, a \$317,000 loss became a \$430,000 profit.  
8 We still need an increase, but not a 100% or 58% increase; what we need is a 25%  
9 increase. This would be in addition to the change from the \$300 to the \$400 fee, as the  
10 water capital improvement fee will end; it’ll be folded into a meter charge.

11  
12 If we have a single fee for all users, the lowest users would have a huge increase and  
13 the biggest users a decrease. They don’t really support tiers, but County Counsel allows  
14 a discount for conservation. So by applying a conservation discount on a raised base  
15 price, we can mimic something similar to the current tiered structure. So everyone’s  
16 rates will uniformly be increased by this 25%.

17  
18 Tayeko Kaufman expresses concern that high-water users are not being penalized for  
19 wasting water. Indeed, their fees will remain the same that they are now.

20  
21 There will be more to come on all this. One thing Hills wants to ask is if this should be  
22 indexed to inflation. Shaffer says no, that it’s better for the conversation to come up  
23 again and to reconsider it. Lambert points out that we have to review this again in five  
24 years (and Halley agrees), so tying to inflation makes sense, and Hamilton-Rivers  
25 agrees. Hills polls the audience; those that speak are in favor of including inflation.  
26 Shaffer notes he is OK with indexing based on the comments received.

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29 **Item 9: Endorse Amazon Box Reuse Proposal**

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31 “A group of Marin residents is petitioning Amazon to do a pilot Amazon Pick Up  
32 Program in Marin County, in which delivery trucks pick up used Amazon boxes  
33 on subsequent deliveries and return them to Amazon warehouses for reuse.”  
34

35 This group has asked the MBCSD Board to endorse the petition, which can be seen at  
36 [https://www.change.org/p/attention-amazon-prime-members-amazon-customers-in-](https://www.change.org/p/attention-amazon-prime-members-amazon-customers-in-marin-county-ca)  
37 [marin-county-ca](https://www.change.org/p/attention-amazon-prime-members-amazon-customers-in-marin-county-ca) . Their letter to this effect is included in the packet.

38  
39 A brief discussion ensued in which nobody could see much harm in supporting it.

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41 MOTION: To endorse the ‘Amazon to Reuse Boxes’ initiative  
42 Moved: Lambert, seconded by Shaffer  
43 Vote: AYES: Unanimous  
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46 **Item 10: Public Open Time**

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2 No public comments.

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5 **Item 11: Recognitions & Board Member Items**

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7 Thanks to Hamilton-Rivers for helping arrange a discount on the floor.  
8 Kathy Sward would like to thank Mary for all the research she did into the floors, which  
9 was echoed by the board.

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12 **Item 12: Adjournment**

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14 There being no further business to come before the board, the meeting is adjourned.

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16 Meeting adjourned at 8:05 pm.