

# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

19 Seacape Drive . Muir Beach, CA 94965 . 415-388-7804 . www.muirbeachcsd.com



**Tues, March 19, 2013  
7:00 PM – Regular Meeting**

**Board of Directors  
Community Center  
19 Seacape Drive  
Muir Beach, CA 94965**

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## **TIMING OF ITEMS ON AGENDA**

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

## **SPECIAL NEEDS**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

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## **AGENDA**

### **Item 1 CALL TO ORDER**

Steve Shaffer, Board President  
Scott Bender, Director  
Dan Fitzpatrick, Director  
Peter Lambert, Director  
Peter Rudnick, Director

Leighton Hills, District Manager

### **Item 2 MOTION TO APPROVE CONSENT CALENDAR**

*All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed later in the meeting (under items removed from the Consent Calendar).*

- A. **Minutes** – From December 5, 2012 Meeting, as attached.

### **Item 3 NATIONAL PARK SERVICE REPORT**

Representatives of the National Park Service may be present to update the community on various ongoing NPS projects.

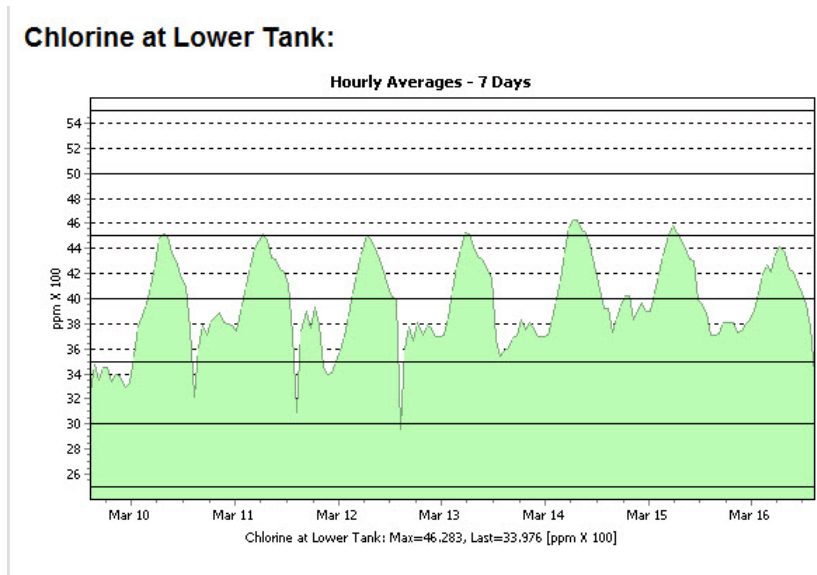
**Item 4 FIRE DEPARTMENT**

**Report by Fire Chief** – Steve Wynn may be available to report on the activities of the fire department.

**Item 5 DISTRICT MANAGER REPORT**

**Resolution for Registrar of Voters** – As is the case for all elections, the CSD must make a request for election services to be provided for the November 5, 2013 meeting. That resolution is attached.

**Chlorine Monitoring** – In our continuing efforts to have consistency in the quality of Muir Beach's water, we now monitor chlorine levels in the lower water tank hourly which is charted and available on Muir Beach LAN (and Harvey's iPhone). If the level goes out of range, Harvey and I are sent texts. We now barely remember the days of a bleach bottle being placed over the well with a pin hole stuck in it....



The variations upward are when freshly chlorinated water arrives into the lower tank during the night, which then somewhat dissipates until the process repeats the next night. All water in the new tank at the Overlook is pumped from the lower tank, and so the chlorine residual levels are relatively even throughout the entire system.

**Item 6 RECREATION ITEMS**

Comments or updates from members of the audience.

**Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

Discussion and action on items, if any, removed from the Consent Calendar to the Regular Agenda.

**Item 8 PUBLIC OPEN TIME**

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda which lets members of the community know a topic is up for discussion).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

**Item 9 SELECTION OF DATE FOR NEXT MEETING**

**Item 10 ADJOURNMENT**

RESOLUTION NO. 2013-03-1

RESOLUTION OF THE GOVERNING BODY OF THE

Marin Beach Community Services District

**PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY  
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

**WHEREAS**, it is the determination of said governing body that the Uniform District Election to be held on the 5<sup>th</sup> day of November, 2013, at which election the issue to be presented to the voters shall be:

To elect members to the Board of Directors

Number of Regular Term Positions (4 year) 3

Number of Short Term Positions (2 year) 0

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of March, 2013 by the following

vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_  
Secretary

1                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **Minutes of the Board of Directors' meeting held on**  
3                                   **Wednesday, December 5, 2012**

4  
5    **OFFICIAL MINUTES UPON APPROVAL**

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

9  
10   **Item 1 CALL TO ORDER**

11    President Shaffer called the meeting of the Muir Beach Community Services District Board of  
12    Directors to order at 7:16 PM.

13  
14    **Roll Call**

15  
16    DIRECTORS PRESENT:     Steve Shaffer, Peter Rudnick, Scott Bender  
17                                   Dan Fitzpatrick, Peter Lambert

18    OFFICERS PRESENT:     District Manager: Leighton Hills

19  
20    **Item 2 MOTION TO APPROVE CONSENT CALENDAR**

21    **A. Financial Reports**—Income statement, balance sheet and transactions for current fiscal year  
22        (July 1, 2012 through Oct. 31, 2012); income statement balance sheet for the prior fiscal year  
23        July 1, 2011 through June 30, 2012; all as attached to the meeting agenda.

24  
25                    MOTION:     To approve item A

26                    Moved:     Lambert, seconded by Bender

27                    Vote:      AYES, Unanimous

28  
29    **Item 3 NATIONAL PARK SERVICE REPORT**

30    Carolyn Shoulders, NPS, announced that next summer several projects would be completed:  
31    Rotate the Muir Beach parking lot parallel to Pacific Way; extend the footbridge to maintain  
32    connection between the lot and the beach; continue their program of wetland creation and  
33    restoration. As a result, the parking lot will be CLOSED in full from July through November.  
34    Extensive public notification will be made to avoid illegal parking. Locals will be able to park  
35    and access the beach as usual.

36  
37    Brian Aviles, NPS, announced NPS is working with the County and State Parks for a resolution  
38    to the dangerous pedestrian conditions on Muir Woods Rd. plus resolving the stop sign closures  
39    on upper Muir Woods Rd. and lower Muir Woods Rd. More to come later.

40  
41    **Item 3A VISIT BY CALTRANS**

42    Three representatives from Caltrans were present, Stefan Galvez, Environmental Construction  
43    Compliance Manager and Coastal Commission /BCDC Liaison, stefan\_galvez@dot.ca.gov;  
44    Wajahat Nyaz, Regional Project Manager, Marin County, wajahat\_nyaz@dot.ca.gov; and  
45    Jeantte Weisman, Consultant Biologist, Jeanette.Weisman@CH2M.com. They discussed the  
46    project described in the late addition to the agenda (no action was taken on this item which  
47    therefore permitted the late addition):

1 “At the CSD meeting tonight there will also be a brief presentation by Caltrans regarding some changes  
2 to Highway 1 adjacent to the bottom of the Jeschke’s lot (77 Starbuck) extending up the highway to  
3 adjacent to the bottom of the Ferraro’s lot (23 Starbuck). Apparently due to some landslide/rain  
4 damage, Caltrans will be constructing a 3’ high retaining wall on the uphill side (with some sort of brown  
5 aggregate treatment on the face), widening the lanes from their existing 9.5’ to 11’ width to a standard  
6 12’ and adding a guardrail on the downhill side. Caltrans feels the need to send a representative who  
7 will be on hand to describe the project and take any questions.”  
8

9 In addition they discussed three additional Hwy 1 projects all related to storm damage. If a  
10 project is not slated for emergency repair it goes into Caltrans’ more lengthy environmental  
11 review process which can take years to complete. An interesting tension exists between Caltrans  
12 and the National Park Service. Caltrans would like to bring modern engineering and standards to  
13 the repairs it makes to Hwy 1. NPS would like to have as few upgrades made as possible and  
14 those made to be hidden as much as possible. For instance, Caltrans now designs shoulders on  
15 both sides of the road in order to help with biking safety, and this sometimes leads to low  
16 retaining walls on the inside side of turns to support the wider road. NPS notes it’s not really  
17 important to have the wider shoulder on both sides and that if retaining walls are required they  
18 should be buried so as to be invisible.  
19

20 Finally, Caltrans noted that Hwy 1 was constructed to standards appropriate for the 1930s and as  
21 a result, frequent slides are expected to occur. They indicated that 22” of seasonal rain is the  
22 rough “trigger point” for slides to occur. According to the Stinson Beach weather station (see  
23 [www.sigward.com](http://www.sigward.com)) cumulative rain this season totals 18.8” as of Jan 10, 2013. We can expect  
24 to see more slides this season.  
25

#### 26 **Item 4 FIRE DEPARTMENT REPORT**

27 Fire Chief Steve Wynn reported the fire department has four new recruits bringing the total to 13  
28 firefighters. The department is continuing its outreach to the community and will be publishing  
29 another issue of The Overlook to report on problems and solutions residents have had with some  
30 internal ratings changes some homeowner insurance companies have implements with regard to  
31 Muir Beach, as well as other topics. The [www.muirbeachfire.com](http://www.muirbeachfire.com) website will soon be able to  
32 handle online sales of fire department T-shirts and other clothing items. Finally, year to date  
33 calls total 54, with 31% being calls generated from Muir Beach residents.  
34

#### 35 **Item 5 DISTRICT MANAGER REPORT**

36 **Budget** - The budget for FYE 6/2013 was discussed. Peter Lambert also reported his impression  
37 of the District financial statements since his career is in finance. He noted the investment policy  
38 is properly conservative with all deposits maintained in money market instruments or in an  
39 account in a bank under FDIC oversight. He also noted that the District reports all transactions  
40 to its residents and the public, including payroll amounts, instead of simply reporting on the basis  
41 of categories of expenditures.  
42

43 MOTION: To approve the budget for FYE 6/2013, as attached.  
44 Moved: Bender, seconded by Fitzpatrick  
45 Vote: AYES, Unanimous  
46

47 **Pool Table** – Gerry Pearlman reported that the pool table described in the agenda has been  
48 moved to the Piotter’s and all are welcome there to use it as desired.

1  
2 **Bi-Monthly Meter Readings**-Given that we have moved to bi-monthly billing, it was agreed,  
3 after considering leak ramifications and savings in costs of physically reading the meters, that  
4 changing to bi-monthly reading of the meters made good sense.

5  
6 MOTION: To change to bi-monthly readings of water meters, and related  
7 changes to rate schedules to reflect bi-monthly readings.  
8 Moved: Bender, seconded by Fitzpatrick  
9 Vote: AYES, Unanimous

10  
11 **Water Account Name Transfer Charge**-As mentioned in the agenda there is a significant cost  
12 to the District when homeowners transfer their water accounts into their tenants' names. It was  
13 agreed that a transfer fee of \$45 for transfers into another's name (and back, in the case of an  
14 owner/tenant) was appropriate so the rest of the residents would not be absorbing those  
15 additional bookkeeping costs. It was also hoped that owners would simply rebill their tenants for  
16 the costs of water used by the tenants. Should an owner simply leave the account in the owner's  
17 name but provide credit card billing info for that of a tenant the charge would not be applied.  
18 Any overdue balance not paid by the tenant would be billed to the owner.

19  
20 MOTION: To implement an account name transfer fee of \$45, as described.  
21 Moved: Bender, seconded by Fitzpatrick  
22 Vote: AYES, Unanimous

23  
24 Other informational items were discussed but no motions were needed.

25  
26 **Item 6 RECREATIONAL ITEMS**

27 Nothing to report.

28  
29 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

30 No items were removed from the Consent Calendar for discussion.

31  
32 **Item 8 PUBLIC OPEN TIME**

33 It was noted that with the new passage of Measure A, the Marin County Open Space tax, there  
34 may be opportunities for grant funding from the County for projects such as making  
35 improvements to the Seacape Park running between Seacape and Starbuck Drives. Scott Bender  
36 will explore this further.

37  
38 **Item 9 SELECTION OF DATE FOR NEXT MEETING**

39 Set for February 20, 2013.

40  
41 **Item 10 ADJOURNMENT**

42 The meeting was adjourned at 9:15 PM.