



# MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 [www.muirbeachcsd.com](http://www.muirbeachcsd.com)

## AGENDA

### Regular Meeting of the Board of Directors

Wednesday, January 24, 2024 7:00 PM

Meeting held by Teleconference

Agenda will be emailed and posted

Zoom invitation will be emailed

**MEETINGS BY ZOOM:** Gov. Code section 54953(b) provides that local agencies such as the Muir Beach Community Services District may hold its meetings using teleconferencing services, such as Zoom if certain conditions are complied with, all of which have been met by the MBCSD. As such, the District will email Zoom invitations to all residents and other members of the public asking to participate in the meetings, which will also include a dial-in option using your telephone. Please participate from your own locations/homes, however, if needed (and as required by the code), you may participate from the homes of the members of the Board of Directors, being 240 Pacific Way, 1821 Shoreline Hwy, 40 Sunset Way, 209 Sunset Way, and 23 Starbuck Drive where the meeting agenda will be available.

**TIMING OF AGENDA ITEMS:** 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. The following items will be considered, and any item can be discussed, acted upon, or approved 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.

|                |                              |
|----------------|------------------------------|
| <b>7:00 pm</b> | <b>Item 1: Call to Order</b> |
|----------------|------------------------------|

**Board:** Leighton Hills (Board President), Christine Murray (Board Vice-President), Steven Shaffer (Director), David Taylor (Director), and Nikola Tede (Director)

**Staff:** Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)

|                                   |
|-----------------------------------|
| <b>Item 2: Approval of Agenda</b> |
|-----------------------------------|

The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.

Item(s) not included in this agenda: None

|   |
|---|
| <b>Item 3: Election of Board Officers (as needed)</b> |
|---|

Board will elect a Board President and Vice President.

Article 2.3 of the CSD Bylaws (available on the CSD website) provides: "The Board President and Board Vice President shall be elected at the first meeting of the calendar year or at another subsequent meeting as determined by the Board of Directors. The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office."

The Election of Officers will proceed accordingly:

- (1) Nominations – Candidate(s) for Board President should be nominated by any one or more Directors.
  - (2) Motion to Close Nominations – A motion should then be made to close the nominations, seconded and voted upon.
  - (3) Vote – The Board President should then call a vote for or against each nominated candidate, and declare the outcome of the election.
- The process should be repeated for the Board Vice President.  
The elected Board President should chair the remainder of the meeting.

#### **Item 4: 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 in the meeting (under Items Removed from the Consent Calendar).*

- A. Approval of Quarterly Financial Reports dated 12/31/23. *(See attached)*
- B. Approval of Draft Minutes from Regular Board Meeting of 11/15/23. *(See attached)*

#### **Item 5: Items Removed from Consent Calendar**

Items moved from the Consent Calendar to the Regular Agenda, if any.

#### **Item 6: NPS Update (Frank Valley Road Construction Project information) – Mia Monroe**

Mia Monroe will be joined by Federal Highway Administration (FHA) Project Manager Matt Ambroziak for the Frank Valley Road Construction Project and a Marin County representative to make a presentation providing background information and updates on scheduling, access during construction, asphalt methods, and the adjusted Muir Woods numbers.

#### **Item 7: Fire Department Report – Fire Chief Chris Gove**

- A. Fire Chief Chris Gove will give his quarterly report *(See attached)*
- B. Fire House Committee Update – Director Taylor and Fire Chief Chris Gove
- C. The Fire House Committee (comprised of David Taylor, Laura Van Amberg, Chris Gove, Brent Smith, Brad Eigsti, and Leighton Hills) has investigated several building options for the new proposed fire house. Despite much encouragement, Tuff Shed declined to bid on the project and no reasonable priced vendors could be found for typical wood framed construction. The Committee received bids from three vendors of metal buildings. The vendors typically warrant the buildings for 40-50 years – more details to follow. The Committee also had due diligence discussions with owners of two buildings who were very positive about the quality of the structures.

The Committee now recommends proceeding with the bid from Metacero Build (see attached spreadsheets comparing the three bids) with Metacero Build being just under \$130,000. This includes erection of the building but excludes construction of a suitable concrete slab and acquisition of doors and windows from outside vendors. It requests that District Manager Mary Halley be authorized by the board to accept bids and enter into agreements in the name of the District, when and as recommended to do so by the Fire House Committee, and using only fire department funds.

The committee would like authority to proceed with the bid by Metacero (\$130,000), enter into agreements to procure doors and windows for the structure, enter into an agreement for construction of a suitable concrete slab, and other incidental expenditures. The Committee will have more details as to these amounts at the time of the meeting.

- D. Grant to MBCSD by the MBVFA towards Construction of the Fire House. The MBVFA intends to document this grant by an MOU (copy attached which should be able to be entered into by District Manager Mary Halley within her managerial authority). – *Paul Brannan (See attached)*
- E. FireWise Budget Request of \$2,000 – Director Taylor (*See attached*)

#### **Item 8: Transfer of the Terwilliger Grove Property – Director Hills and Jim White**

Director Hills and Muir Beach resident Jim White will give an update on discussions, that started at the September 20, 2023 Board meeting and continued to the November 15, 2023 meeting, on the topic of transferring the ownership of the Terwilliger Grove property (located on Pacific Way just south of the Pacific Way Bridge) from ACR to the MBCSD.

#### **Item 9: Muir Beach – Marin Water Intertie – Director Hills and Mary Halley**

As has been previously discussed, the federal government is providing funding for the repaving and upgrading of Frank Valley Road from Muir Woods to Hwy 1, but now postponed to the summer of 2027. There are multi-agency discussions to determine the feasibility of installing a seasonal water intertie between MBCSD and Muir Woods which is currently being serviced by Marin Water. Water would only be used for Muir Beach during periods of Noticed Conservation when creek conditions warrant. At the November 15, 2023 Board meeting, the Board authorized Director Hills and the District Manager Halley to continue negotiations on behalf of the MBCSD and to provide a letter of support for the NOAA grant application. Leighton Hills and Mary Halley will give an update on the current progress of negotiations.

#### **Item 10: District Cybersecurity – Christine Murray/Leighton Hills**

Cybersecurity Ad hoc subcommittee to provide a brief progress report on this continuing research project.

#### **Item 11: District Manager Report – Mary Halley**

- A. District Manager Mary Halley will present brief highlights from her DM report including Prop 68 Per Capita Grant Project update. (*See attached*)

#### **Item 12: Public Open Time**

Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not be elsewhere on the agenda.
3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
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 10 minutes, unless waived by the Board.

#### **Item 13: Recognitions & Board Member Items**

Board member recognitions and pending events of interest to the community.

|   |
|---|
| <b>Item 14: Next Meeting Date and Adjournment</b> |
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Next Agenda Meeting Date: Wednesday, March 13, 2024  
**Next Board Meeting Date: Wednesday, March 27, 2024**

# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of December 31, 2023

|                                 | Dec 31, 23  |
|---------------------------------|-------------|
| <b>ASSETS</b>                   |             |
| Current Assets                  |             |
| Checking/Savings                |             |
| TriC Checking                   |             |
| TriC Fire                       | 397,593     |
| TriC General Fund               | 104,505     |
| TriC Pipes & Equip Reserve      | 78,728      |
| TriC Lower Tank Reserve         | 43,334      |
| TriC Water                      | (61,689)    |
| Prop 68 20% Matching Reserve    | (90,019)    |
| Total TriC Checking             | 472,452     |
| TriC MMF - General Fund         | 201,702     |
| Total Checking/Savings          | 674,154     |
| Other Current Assets            |             |
| Due from Gen Fd to Lwr Tk Res   | 130,000     |
| Due from Water Ops to Gen'l Fd  | 61,689      |
| Total Other Current Assets      | 191,689     |
| Accounts Receivable             |             |
| Receivables                     | (1)         |
| Total Accounts Receivable       | (1)         |
| Total Current Assets            | 865,842     |
| Fixed Assets                    |             |
| Other Fixed Assets              |             |
| Road Improvements               | 1,336,973   |
| Land                            | 755,573     |
| Buildings                       | 615,666     |
| Playground Upgrades             | 174,189     |
| Equipment                       | 153,535     |
| Land - Fire Station             | 147,918     |
| Equipment - Fire Trucks         | 103,871     |
| Buildings - Fire Station        | 61,454      |
| Furniture & Fixtures - CC       | 10,467      |
| Electric Gate                   | 6,967       |
| Shed Roof                       | 3,688       |
| Accumulated Depreciation        | (1,347,578) |
| Total Other Fixed Assets        | 2,022,723   |
| Water System Assets             |             |
| 100-Year Equipment Post 2008    | 652,370     |
| Historic Water System Equipment | 546,323     |
| 40-Year Equipment Post 2008     | 354,261     |
| Mains and Valves (historic)     | 60,939      |
| Other Water System Assets       | 54,217      |
| 10-Year Equipment Post 2008     | 52,206      |
| 15-Year Equipment Post 2008     | 44,944      |
| Wells (historic)                | 21,620      |
| 20-Year Equipment Post 2008     | 7,312       |
| Equipt and Controls (historic)  | 6,973       |
| 5-Year Equipment Post 2008      | 4,084       |
| Accumulated Depreciation        | (804,926)   |
| Total Water System Assets       | 1,000,324   |

# Muir Beach Community Services District

## Balance Sheet

As of December 31, 2023

Accrual Basis

|                                       | Dec 31, 23       |
|---------------------------------------|------------------|
| Total Fixed Assets                    | 3,023,047        |
| <b>TOTAL ASSETS</b>                   | <b>3,888,889</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                  |
| Liabilities                           |                  |
| Current Liabilities                   |                  |
| Other Current Liabilities             |                  |
| Due to Lwr Tk Res from Gen Fd         | 130,000          |
| Due to Gen'l Fd from Water Ops        | 61,689           |
| Total Other Current Liabilities       | 191,689          |
| Accounts Payable                      |                  |
| Accounts Payable                      | 7,053            |
| Total Accounts Payable                | 7,053            |
| Credit Cards                          |                  |
| Credit Card                           | 1,428            |
| Total Credit Cards                    | 1,428            |
| Total Current Liabilities             | 200,170          |
| Total Liabilities                     | 200,170          |
| Equity                                |                  |
| Retained Earnings                     | 3,586,677        |
| Net Income                            | 102,042          |
| Total Equity                          | 3,688,719        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>3,888,889</b> |

**Muir Beach Community Services District**  
**Profit & Loss - Excluding Water (Operations, WCI)**  
**December 2023**

|                                      | Dec 23  |
|--------------------------------------|---------|
| <b>Income</b>                        |         |
| Combined Tax Revenues                |         |
| Property Tax Revenues                |         |
| Property Tax Revenues                | 76,884  |
| Refund - Educational Deductions      | 52,821  |
| Total Property Tax Revenues          | 129,705 |
| Measure W (TOT) Rev-Fire             | 27,733  |
| \$200 Parcel Tax for Fire            | 23,673  |
| Total Combined Tax Revenues          | 181,111 |
| Lease Income                         | 2,500   |
| Recreational Activities Income       |         |
| Rental Income                        | 250     |
| Total Recreational Activities Income | 250     |
| Interest Income                      | 3       |
| <b>Total Income</b>                  | 183,865 |
| <b>Expense</b>                       |         |
| Payroll Expenses                     |         |
| Wages                                | 5,476   |
| Employer Payroll Taxes               | 739     |
| Payroll Service                      | 198     |
| Total Payroll Expenses               | 6,413   |
| Fire Dept Expenses                   |         |
| Fire Chief Stipend                   | 2,500   |
| Phone, Radio Link for Bolinas        | 52      |
| Total Fire Dept Expenses             | 2,552   |
| Community Classes & Functions        |         |
| Community Center Functions           | 1,600   |
| Rental Expense                       | 350     |
| Total Community Classes & Functions  | 1,950   |
| Grant Spending                       | 1,284   |
| Permits & Fees                       | 1,035   |
| Health Insurance                     | 1,025   |
| Grounds Maintenance/Gardening        | 900     |
| Bookkeeping                          | 842     |
| Utilities                            |         |
| Electric                             | 193     |
| Refuse Service                       | 38      |
| Telephone                            | 7       |
| Total Utilities                      | 238     |
| Supplies (non-water)                 | 205     |
| Other Operating Expenses             | 28      |
| Office and Postage                   | 27      |
| Meeting Expense                      | 16      |
| Website Hosting & Maintenance        | 5       |
| <b>Total Expense</b>                 | 16,519  |
| <b>Net Income</b>                    | 167,346 |

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Accrual Basis

**Muir Beach Community Services District**  
**Profit & Loss - Water (Operations,WCI)**  
**December 2023**

|                                 | Dec 23  |
|---------------------------------|---------|
| <b>Income</b>                   |         |
| Combined Water Revenues         |         |
| Water Operations Revenues       |         |
| Misc Water Revenues             | 2,300   |
| Total Water Operations Revenues | 2,300   |
| Total Combined Water Revenues   | 2,300   |
| <b>Total Income</b>             | 2,300   |
| <b>Expense</b>                  |         |
| Payroll Expenses                |         |
| Wages                           | 5,215   |
| Total Payroll Expenses          | 5,215   |
| Permits & Fees                  | 1,616   |
| Utilities                       |         |
| Electric                        | 1,118   |
| Telephone                       | 21      |
| Total Utilities                 | 1,138   |
| Bank Fees & Credit Card Fees    | 189     |
| Bookkeeping                     | 170     |
| Water Enterprise                |         |
| Water Testing                   | 189     |
| Water Expense & Repairs         | (1,974) |
| Total Water Enterprise          | (1,785) |
| <b>Total Expense</b>            | 6,543   |
| <b>Net Income</b>               | (4,243) |



**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**December 2023**

| Date                                    | Name                             | Memo  | Amount |
|---|----------------------------------|---|--------|
| <b>Bank Fees &amp; Credit Card Fees</b> |                                  |   |        |
| 12/04/2023                              |                                  |   | 20     |
| 12/04/2023                              | Intuit Pymt Soln Tran Fee        |   | 40     |
| 12/31/2023                              |                                  | Batch Fee ID=-50877378495                         | 20     |
| 12/12/2023                              |                                  | Batch Fee ID=44642116415                          | 109    |
| Total Bank Fees & Credit Card Fees      |                                  |   | 189    |
| <b>Bookkeeping</b>                      |                                  |   |        |
| 12/31/2023                              | Mullin, Sharon                   | Bookkeeping/water billing                         | 842    |
| 12/31/2023                              | Mullin, Sharon                   | Bookkeeping/water billing                         | 170    |
| Total Bookkeeping                       |                                  |   | 1,012  |
| <b>Fire Dept Expenses</b>               |                                  |   |        |
| <b>Phone, Radio Link for Bolinas</b>    |                                  |   |        |
| 12/11/2023                              | CalNet                           | Phone @ fire barn; 415 380-9627                   | 52     |
| Total Phone, Radio Link for Bolinas     |                                  |   | 52     |
| Total Fire Dept Expenses                |                                  |   | 52     |
| <b>Health Insurance</b>                 |                                  |   |        |
| 12/14/2023                              | CALPERS                          | Halley  | 1,025  |
| Total Health Insurance                  |                                  |   | 1,025  |
| <b>Office and Postage</b>               |                                  |   |        |
| 12/10/2023                              | Costco                           | Chocolate   | 27     |
| Total Office and Postage                |                                  |   | 27     |
| <b>Other Operating Expenses</b>         |                                  |   |        |
| 12/31/2023                              | Mullin, Sharon                   | Parking & tolls                                   | 28     |
| Total Other Operating Expenses          |                                  |   | 28     |
| <b>Permits &amp; Fees</b>               |                                  |   |        |
| 12/14/2023                              | Marin County Treasurer           | County Administration Fees                        | 798    |
| 12/14/2023                              | Marin County Treasurer           | County Administration Fees                        | 237    |
| 12/20/2023                              | SWRCB                            | Small water system annual fee: Syst #2100508      | 1,616  |
| Total Permits & Fees                    |                                  |   | 2,651  |
| <b>Supplies (non-water)</b>             |                                  |   |        |
| 12/15/2023                              | Pearlman, Harvey - V             | Paper towels                                      | 42     |
| 12/18/2023                              | Alcala, Jose - v                 | Stock firewood at CC                              | 120    |
| 12/08/2023                              | Hagel                            | Toilet paper                                      | 43     |
| Total Supplies (non-water)              |                                  |   | 205    |
| <b>Utilities</b>                        |                                  |   |        |
| <b>Electric</b>                         |                                  |   |        |
| 12/16/2023                              | SMITH, Brent (1104)              | Credit for electricity usage                      | 8      |
| 12/26/2023                              | PG&E at Comm Ctr 019-6           | Electric - Community Center (Net of Solar)        | 155    |
| 12/26/2023                              | PG&E Firehouse 6226-2            | Electric - Firehouse                              | 38     |
| 12/26/2023                              | PG&E Pumping at Lower Tank 623-9 | Electric - Pumping from Lower Tank to Upper Ta... | 343    |
| 12/26/2023                              | PG&E Pumping from Wells 745-7    | Pumping   | 767    |
| Total Electric                          |                                  |   | 1,311  |
| <b>Refuse Service</b>                   |                                  |   |        |
| 12/22/2023                              | United Site Services, Inc.       | Portable restroom - Volleyball court              | 38     |
| Total Refuse Service                    |                                  |   | 38     |
| <b>Telephone</b>                        |                                  |   |        |
| 12/02/2023                              | Ooma                             | Telephone   | 7      |
| 12/04/2023                              | Ooma                             | Telephone   | 7      |
| 12/17/2023                              | Ooma                             | Telephone   | 7      |
| 12/29/2023                              | Ooma                             | Telephone   | 7      |

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Accrual Basis

**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**December 2023**

| Date                               | Name                       | Memo   | Amount       |
|------------------------------------|----------------------------|--|--------------|
| Total Telephone                    |                            |  | 28           |
| Total Utilities                    |                            |  | 1,376        |
| <b>Water Enterprise</b>            |                            |  |              |
| <b>Water Expense &amp; Repairs</b> |                            |  |              |
| 12/01/2023                         | State Farm Mutual Auto Ins | ins claim for damage to wall at Pacific Way Bridge   | -3,351       |
| 12/29/2023                         | eBay Commerce, Inc.        | new aerator  | 304          |
| 12/01/2023                         | SP Allpadlocks.com         | Padlocks for water dept.                             | 75           |
| 12/20/2023                         | Uline                      | Replace failed particle board shelves in Containe... | 998          |
| Total Water Expense & Repairs      |                            |  | -1,974       |
| <b>Water Testing</b>               |                            |  |              |
| 12/01/2023                         | Public Health Laboratory   | Water testing; acct. 733                             | 189          |
| Total Water Testing                |                            |  | 189          |
| Total Water Enterprise             |                            |  | -1,785       |
| <b>TOTAL</b>                       |                            |  | <b>4,780</b> |

# COMPENSATION REPORT

| Name     | 7/1/2022 to |            | 7/1/2023 to |  | Notes   |
|----------|-------------|------------|-------------|--|---|
|          | 6/30/2023   | 12/31/2023 |             |  |   |
| Halley   | Mary        | 81,900     | 42,500      |  | Hire 7/10/17; sal incr to \$72,000 eff 6/1/19; incr to \$78,000 7/21; 5% CPI incr to \$81,900 eff 5/22; incr to \$85,000 eff 7/23 |
| Blank    | Thierno     | 14,922     | 7,895       |  | \$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.                                 |
| Blank    | Stephanie   | 13,150     | 6,038       |  | \$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.                                 |
| Gonzales | Juana       | 5,526      | 3,591       |  | Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.   |
| Pearlman | Harvey      | 2,400      | 1,200       |  | Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.                                      |
| Karel    | Ernst       | 2,428      | 741         |  | \$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.                                 |
|          |             | \$ 120,326 | \$ 61,965   |  |   |

**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

**General - Revenue and Expenses Apportioned To All Departments**

12/31/2023

| Gen Revenue | Category                      | FY23/24 Budget | FY23/24 Actual | % of Budget |
|-------------|-------------------------------|----------------|----------------|-------------|
|             | Property Taxes (Unassigned)   | 141,500        | 80,661         | 57%         |
|             | Excess ERAF (Unassigned)      | 100,000        | 66,177         | 66%         |
|             | Grants/donations (Unassigned) |                |                |             |
|             | Interest Income (Unassigned)  | 40             | 154            | 385%        |
|             | Other Income (Unassigned)     | 30,000         | 16,000         |             |
|             | <b>Gen Revenue Total:</b>     | <b>271,540</b> | <b>162,992</b> | <b>60%</b>  |

| Gen Expense | Category  | FY23/24 Budget | FY23/24 Actual | % of Budget |
|-------------|---|----------------|----------------|-------------|
|             | Audit (incl fees+bookkeeping) *                         | 11,200         | 9,876          | 88%         |
|             | Bookkeeping   | 12,000         | 6,205          | 52%         |
|             | Dues & Memberships                                      | 2,200          | 2,204          | 100%        |
|             | Insurance (DM Health) *                                 | 10,700         | 5,608          | 52%         |
|             | Insurance (Umbrella)                                    | 5,100          | -              | 0%          |
|             | Insurance (Board Workers Comp)                          | 110            |                | 0%          |
|             | Insurance (DM Workers Comp) *                           | 1,640          | -              | 0%          |
|             | Interest Expense  | -              | -              |             |
|             | Legal Fees  | 1,000          | 270            | 27%         |
|             | Meetings (inc Minutes) *                                | 1,500          | 96             | 6%          |
|             | Office & Postage *                                      | 2,500          | 728            | 29%         |
|             | Other Operating   | 330            | 175            | 53%         |
|             | Payroll (DM) - Total *                                  | 85,000         | 42,500         | 50%         |
|             | Payroll Employer Taxes (DM) *                           | 6,503          | 3,251          | 50%         |
|             | Payroll Service *                                       | 1,720          | 1,067          | 62%         |
|             | Permits & Fees  | 2,000          | 1,024          | 51%         |
|             | Repair & Maint (non-water)                              | 500            | -              | 0%          |
|             | Tree Management Program                                 | 1,000          | -              | 0%          |
|             | Supplies  | 50             |                | 0%          |
|             | Utilities (Telephone-RingCentral)                       | 400            | 406            | 102%        |
|             | Website & Document Managment *                          | 500            | 30             | 6%          |
|             | <b>General Expense Total:</b>                           | <b>145,953</b> | <b>73,440</b>  | <b>50%</b>  |
|             | <b>General Expenses (Net of Dept Allocations Total:</b> | <b>97,448</b>  | <b>48,178</b>  | <b>49%</b>  |
|             | <b>General Balance (Prior to Dept Allocations) :</b>    | <b>125,588</b> | <b>89,552</b>  | <b>71%</b>  |
|             | <b>Gen Balance (After Dept Allocations):</b>            | <b>174,093</b> | <b>114,814</b> | <b>66%</b>  |
|             | <b>Loan Payment(Marin County 12/5/19-3yr):</b>          | <b>-</b>       | <b>-</b>       | <b>0%</b>   |
|             | <b>Gen Balance (After Loan Payment):</b>                | <b>174,093</b> | <b>114,814</b> |             |

**General Notes:** 1.)Apportionment: General Expenses are assigned to departments by the following percentages:  
 General = 60%, Water = 40% \*(DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC, Audits, Website, Postage and Office, Board Meeting Expenditures incl Minutes) Capital Improvement Projects: Fire = 10%, Rec = 10%, Roads = 10% (DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC)



**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

| Fire Department |                                       |                |                |             |
|-----------------|---------------------------------------|----------------|----------------|-------------|
| 12/31/2023      |                                       |                |                |             |
| Fire Revenue    | Category                              | FY23/24 Budget | FY23/24 Actual | % of Budget |
|                 | Special Parcel Tax for Fire           | 43,042         | 23,880         | 55%         |
|                 | Grants/Donations for Fire (Misc)      | -              |                |             |
|                 | Grants for Fire (Measure C)           | 12,000         | 626            | 5%          |
|                 | Grants for Fire (Measure W)           | 75,000         | 27,733         | 37%         |
|                 | Grants for Fire (FVA Firehouse)       | -              |                |             |
|                 | Grants for Fire (West Marin)          | 16,800         | 8,400          | 50%         |
|                 | <b>Fire Revenue incl Cap Imp Rev:</b> | <b>146,842</b> | <b>60,639</b>  | <b>41%</b>  |
|                 | Deduct Cap Imp Revenue:               | -              |                |             |
|                 | <b>Fire Operations Revenue:</b>       | <b>146,842</b> | <b>60,639</b>  | <b>41%</b>  |
| Fire Expense    | Category                              | FY23/24 Budget | FY23/24 Actual | % of Budget |
|                 | <b>General Expenses (0% Share):</b>   | NA             | NA             | NA          |
|                 | <b>Dedicated Expenses:</b>            |                |                |             |
|                 | Credit Card Receipts Outstanding      |                | 184            |             |
|                 | Emergency Preparedness                | 500            | -              | 0%          |
|                 | Dues: Membership                      | 320            | 237            | 74%         |
|                 | Fire Chief Stipend                    | 30,000         | 15,000         | 50%         |
|                 | Fire Equip & Tools                    | 5,000          | 540            | 11%         |
|                 | Fire Training/Certification           | 2,000          | -              | 0%          |
|                 | Fire Truck Maint & Repair             | 8,000          | (58)           | -1%         |
|                 | Grant Spending                        | 20,000         | 33,041         | 165%        |
|                 | Insurance: VFIS                       | 5,596          | 5,596          | 100%        |
|                 | Insurance: Workers Comp               | 3,000          | (658)          | -22%        |
|                 | Legal                                 | 500            | -              | 0%          |
|                 | Other Operating (Fire)                | 3,000          | 231            | 8%          |
|                 | Supplies: Medical                     | 500            | 335            | 67%         |
|                 | Supplies: Sta wear/Turnouts           | 2,000          | -              | 0%          |
|                 | Utilities: Electric                   | 220            | 189            | 86%         |
|                 | Utilities: Phone, Radio               | 620            | 320            | 52%         |
|                 | <b>Dedicated Expense Sub-Total:</b>   | <b>81,256</b>  | <b>54,957</b>  | <b>68%</b>  |
|                 | <b>Fire Operations Expense Total:</b> | <b>81,256</b>  | <b>54,957</b>  | <b>68%</b>  |
|                 | <b>Fire Operations Balance:</b>       | <b>65,586</b>  | <b>5,682</b>   | <b>9%</b>   |
|                 | <b>Fire Station Donations/Grants</b>  | <b>40,000</b>  |                |             |
|                 | <b>Fire Station Expenditures</b>      | <b>30,301</b>  |                |             |
|                 | <b>Funds Remaining</b>                | <b>9,699</b>   |                |             |

Muir Beach Community Services District: Budget vs. Actual - year-to-date

| Recreation Department |   |                 |                 |             |
|-----------------------|---|-----------------|-----------------|-------------|
| 12/31/2023            |   |                 |                 |             |
| Rec Revenue           | Category  | FY23/24 Budget  | FY23/24 Actual  | % of Budget |
|                       | Community Center Classes                              | -               | -               |             |
|                       | Community Center Functions (+XF)                      | 1,000           | -               | 0%          |
|                       | Grants/Donations for Rec                              | 177,952         | 142,378         | 80%         |
|                       | Measure A Tax   | 43,168          | 21,957          | 51%         |
|                       | Rentals   | 4,000           | 350             | 9%          |
|                       | <b>Rec Operations Revenue Total:</b>                  | <b>226,120</b>  | <b>164,685</b>  | <b>73%</b>  |
|                       | <b>Rec Ops non-Measure A Total:</b>                   | <b>182,952</b>  | <b>142,728</b>  | <b>78%</b>  |
| Rec Expense           | Category  | FY23/24 Budget  | FY23/24 Actual  | % of Budget |
|                       | <b>General Expenses (0% Share):</b>                   | NA              | NA              | NA          |
|                       | <b>Dedicated Expenses:</b>                            |                 |                 |             |
|                       | Community Center Classes                              | -               | -               |             |
|                       | Community Center Functions                            | 8,000           | 3,840           | 48%         |
|                       | Grant Spending (Rec)                                  | 177,952         | 191,673         | 108%        |
|                       | Legal Fees (Rec)                                      | -               | -               |             |
|                       | Measure A Projects                                    | 69,000          | 5,876           | 9%          |
|                       | Other Operating (Rec)                                 | 100             | -               | 0%          |
|                       | Grounds Maintenance                                   | 9,700           | 4,275           | 44%         |
|                       | Payroll (Rec)   | 7,950           | 4,791           | 60%         |
|                       | Payroll (Rental Coordinator)                          | 4,200           | 2,100           | 50%         |
|                       | Payroll Employer Taxes (Rec)                          | 608             | 367             | 60%         |
|                       | Payroll (WC-Rec)                                      | 750             | -               | 0%          |
|                       | Rental Expenses (CC)                                  | 500             | -               | 0%          |
|                       | Repairs & Maintenance (Rec)                           | 3,000           | 840             | 28%         |
|                       | Trails Maintenance                                    | 1,500           | -               | 0%          |
|                       | Supplies (CC)   | 1,000           | 308             | 31%         |
|                       | Utilities: Elec (CC)                                  | 800             | 526             | 66%         |
|                       | Utilities: Phone (CC-Ooma)                            | 80              | 35              | 44%         |
|                       | Utilities: Propane (CC)                               | 70              | -               | 0%          |
|                       | Utilities: Refuse (Rec)                               | 1,500           | 751             | 50%         |
|                       | <b>Dedicated Expense Sub-Total:</b>                   | <b>286,710</b>  | <b>215,382</b>  | <b>75%</b>  |
|                       | <b>Non-Measure A Expense Total:</b>                   | <b>217,710</b>  | <b>209,506</b>  | <b>96%</b>  |
|                       | <b>Rec Ops Balance(including Restricted Revenue):</b> | <b>(60,590)</b> | <b>(50,697)</b> | <b>84%</b>  |
|                       | <b>Rec Ops Balance(non-Measure A):</b>                | <b>(34,758)</b> | <b>(66,778)</b> | <b>192%</b> |
|                       | <b>Budget for Capital Spending:</b>                   |                 |                 |             |
|                       | Measure A: CC Garbage Enclosure                       | 5,000           |                 |             |
|                       | Measure A: CC Parking Project                         | 64,000          | 5,876           |             |
|                       | Measure A:  | -               |                 |             |
|                       | Prop 68: Parking Project                              | 177,952         | 191,672         |             |
|                       | <b>Total Spending:</b>                                | <b>246,952</b>  |                 |             |

**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

| Roads Department |  |                 |                 |             |
|------------------|--|-----------------|-----------------|-------------|
| 12/31/2023       |  |                 |                 |             |
| Roads Revenue    | Category                               | FY23/24 Budget  | FY23/24 Actual  | % of Budget |
|                  | Fees for Roads                         | -               | -               |             |
|                  | Donations for Roads                    | -               | -               |             |
|                  | Grants for Roads                       | -               | -               |             |
|                  | <b>Roads Operations Revenue Total:</b> | -               | -               |             |
| Roads Expense    | Category                               | FY23/24 Budget  | FY23/24 Actual  | % of Budget |
|                  | <b>General Expenses (0% Share):</b>    | NA              | NA              | NA          |
|                  | <b>Gen Exp (10% Share): p/project</b>  |                 |                 |             |
|                  | <b>Dedicated Expenses:</b>             |                 |                 |             |
|                  | Compromise Agreement                   |                 |                 |             |
|                  | Legal Fees (Roads)                     | 1,000           | -               | 0%          |
|                  | Other Operating (Roads)                | 300             | -               | 0%          |
|                  | Pay (Maintenance Sub-Contractor)       | 1,700           | 1,800           | 106%        |
|                  | Payroll (Roads)                        | -               | -               |             |
|                  | Payroll Employer Taxes (Roads)         | -               | -               |             |
|                  | Payroll (WC-Roads)                     | -               | -               |             |
|                  | Repairs & Maintenance (Roads)          | 10,000          | 9,360           | 94%         |
|                  | Supplies (Roads)                       | -               | -               |             |
|                  | <b>Dedicated Expense Sub-Total:</b>    | <b>13,000</b>   | <b>11,160</b>   | <b>86%</b>  |
|                  | <b>Roads Operations Expense Total:</b> | <b>13,000</b>   | <b>11,160</b>   | <b>86%</b>  |
|                  | <b>Roads Operations Balance:</b>       | <b>(13,000)</b> | <b>(11,160)</b> | <b>86%</b>  |
|                  | <b>Capital Spending:</b>               |                 |                 |             |
|                  | <b>Capital Expenditures</b>            |                 |                 |             |
|                  | <b>Total Capital Project Balance:</b>  | -               | -               | -           |



**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

**Water Department**

12/31/2023

| <b>Water Revenue</b> | <b>Category</b>                         | <b>FY23/24 Budget</b> | <b>FY23/24 Actual</b> | <b>% of Budget</b> |
|----------------------|---|-----------------------|-----------------------|--------------------|
|                      | Water Service Revenue                   | 152,000               | 83,617                | 55%                |
|                      | Water Conservation Discount             | (48,600)              | (26,669)              | 55%                |
|                      | Meter Reading Fee                       | 8,540                 | 4,187                 | 49%                |
|                      | Water Service Revenue (Misc)            | 500                   | 2,345                 | 469%               |
|                      | Water Service fee Net Revenue           | 112,440               | 63,480                | 56%                |
|                      | Meter Charge (CIP Reserves)             | 77,000                | 39,390                | 51%                |
|                      | Connection Fees                         | -                     | -                     |                    |
|                      | Donations & Grants                      | -                     | -                     |                    |
|                      | <b>Water Revenue incl Meter Charge:</b> | <b>189,440</b>        | <b>102,870</b>        | <b>54%</b>         |
|                      | Move Meter Charge to Reserves:          | (77,000)              | (39,390)              | 51%                |
|                      | <b>Water Operations Revenue:</b>        | <b>112,440</b>        | <b>63,480</b>         | <b>56%</b>         |
|                      | <b>Water CIP (PE Reserves):</b>         | <b>37,000</b>         | <b>19,390</b>         | <b>52%</b>         |
|                      | <b>Water CIP (LT Reserves):</b>         | <b>40,000</b>         | <b>20,000</b>         | <b>50%</b>         |

| <b>Water Expense</b> | <b>Category</b>                       | <b>FY23/24 Budget</b> | <b>FY23/24 Actual</b> | <b>% of Budget</b> |
|----------------------|---------------------------------------|-----------------------|-----------------------|--------------------|
|                      | <b>General Expenses (40% Share):*</b> | <b>48,505</b>         | <b>25,263</b>         | <b>52%</b>         |
|                      | Audit                                 | 4,480                 | 3,950                 | 88%                |
|                      | Health Insurance (DM)                 | 4,280                 | 2,243                 | 52%                |
|                      | Insurance (Workers Comp)              | 656                   | -                     | 0%                 |
|                      | Meetings (incl Minutes)               | 600                   | 38                    | 6%                 |
|                      | Office & Postage                      | 1,000                 | 291                   | 29%                |
|                      | Payroll (DM) - Total                  | 34,000                | 17,000                | 50%                |
|                      | Payroll Employer Taxes (DM)           | 2,601                 | 1,301                 | 50%                |
|                      | Payroll Service                       | 688                   | 427                   | 62%                |
|                      | Website & Doc Management              | 200                   | 12                    | 6%                 |
|                      | <b>Gen Exp (Water Ops 40% Share):</b> | <b>48,505</b>         | <b>25,263</b>         | <b>52%</b>         |
|                      | <b>Dedicated Expenses:</b>            |                       |                       |                    |
|                      | Bank & Credit Card Fees(Customer)     | 4,500                 | 2,853                 | 63%                |
|                      | Bookkeeping (Water)                   | 6,140                 | 2,236                 | 36%                |
|                      | Debt (Due to DT - 10yrs/no int)       | 1,720                 | -                     | 0%                 |
|                      | Debt (Due to GF - 20yrs/no int)       | 2,600                 | -                     | 0%                 |
|                      | Dues & Memberships (Water)            | 490                   | -                     | 0%                 |
|                      | Grant Spending                        | -                     | -                     |                    |
|                      | Insurance (Water)                     | 2,800                 | -                     | 0%                 |
|                      | Legal Fees (Water)                    | 1,000                 | -                     | 0%                 |
|                      | Other Operating (Water)               | 500                   | -                     | 0%                 |
|                      | Pay (Maintenance Sub-contractor)      |                       | 225                   |                    |
|                      | Payroll (Compromise - WM)             |                       |                       |                    |
|                      | Payroll (Water Team)                  | 30,500                | 14,674                | 48%                |
|                      | Payroll (Other water salaries)        | -                     | -                     |                    |



**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

| <b>Water Department</b>                                       |                     |                   |                 |
|---|---------------------|-------------------|-----------------|
|   | 12/31/2023          |                   |                 |
| Payroll Employer Taxes (Water)                                | 2,333               | 1,100             | 47%             |
| Payroll Employer (WC)   | 1,650               | -                 | 0%              |
| Permits & Fees (Water)  | 2,000               | 1,921             | 96%             |
| Rep & Maint incl Grant Spending                               | 10,000              | 2,353             | 24%             |
| Supplies (Water)  | -                   | -                 |                 |
| Testing (Water)   | 3,500               | 1,461             | 42%             |
| Treatment (Water)   | 5,000               | 760               | 15%             |
| Utilities: Electric (Water)                                   | 11,000              | 6,431             | 58%             |
| Utilities: Telephone (Water-Ooma)                             | 400                 | 249               | 62%             |
| <b>Dedicated Expense Sub-Total:</b>                           | <b>86,133</b>       | <b>34,263</b>     | <b>40%</b>      |
| <b>Water Operations Expense Total:</b>                        | <b>134,638</b>      | <b>59,526</b>     | <b>44%</b>      |
| <br><b>Water Conservation Reserve (Beginning Balance):</b>    | <br><b>48,600</b>   | <br><b>48,600</b> |                 |
| <b>Water Conservation Reserve (Discounts):</b>                | <b>(48,600)</b>     | <b>(26,669)</b>   | <b>55%</b>      |
| <b>Water Conservation Reserve (Ending balance):</b>           | <b>-</b>            | <b>21,931</b>     |                 |
| <br><b>Water Operations Balance :</b>                         | <br><b>(22,198)</b> | <br><b>3,955</b>  | <br><b>-18%</b> |
| <br><b>Water Capital Improvements (Beginning PE Balance):</b> | <br><b>59,339</b>   | <br><b>59,339</b> |                 |
| <b>Water Capital Improvement (Balance to PE Reserves):</b>    | <b>37,000</b>       | <b>19,390</b>     | <b>52%</b>      |
| <b>Water Capital Improvement (Capital spending):</b>          | <b>-</b>            | <b>-</b>          |                 |
| <b>Water Capital Improvement (Change to PE Reserve):</b>      | <b>96,339</b>       | <b>78,729</b>     | <b>82%</b>      |
| <b>Water Capital Improvements (Beginning LT Balance):</b>     | <b>153,335</b>      | <b>23,335</b>     | <b>15%</b>      |
| <b>Water Capital Improvement (Balance to LT Reserves):</b>    | <b>40,000</b>       | <b>20,000</b>     | <b>50%</b>      |
| <b>Water Capital Improvement (Change to LT Reserve):</b>      | <b>193,335</b>      | <b>43,335</b>     | <b>22%</b>      |
| <b>Water Capital Improvement (Net PE and LT Reserves):</b>    | <b>289,674</b>      | <b>122,064</b>    | <b>42%</b>      |

**Notes:**            *Meter Reading Charge (\$2400) + Water Bookkeeping (\$6140) = \$8540*

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

Minutes of the Board of Directors' meeting held on  
Wednesday, November 15, 2023

**OFFICIAL MINUTES ONLY UPON APPROVAL**

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

**Item 1: Call to Order**

Leighton Hills called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:00 pm, and begins the meeting by welcoming new Director, Nikola Tede, who was sworn in after the last meeting.

Board: Leighton Hills (Board President), <sup>[L]</sup><sub>[SEP]</sub>Christine Murray (Director), Steve Shaffer (Director), David Taylor (Director), Nikola Tede (Director)

Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel <sup>[L]</sup><sub>[SEP]</sub>(Meeting Secretary)

**Item 2: Approval of Agenda**

*Item(s) not included in this agenda: None.*

MOTION: That the agenda is approved as submitted.  
Moved: Shaffer, seconded by Murray  
Vote: AYES: Unanimous.

**Item 3: Consent Calendar**

*A. Approval of Draft Minutes from Regular Board Meeting of 9/20/23. (See attached)*

*Approval of Quarterly Financial Reports dated 9/30/23. (See attached)*

*B. Approval of Draft-Audits FY 2022-23 (See at <http://muirbeachcsd.com/wp-content/uploads/2023/11/MBCSD-Draft-Audit-Report-6.30.23.pdf>)*

MOTION: To approve the consent calendar.  
Moved: Shaffer, seconded by Murray  
Vote: AYES: Unanimous.

**Item 4: Election of Board Officers (if the Board deems necessary prior to January 2024)**

*Board will elect a Board Vice President. Article 2.3 of the CSD Bylaws (available on the CSD website) provides: "The Board President and Board Vice President shall be elected at the first meeting of the calendar year or at another subsequent meeting as determined by the Board of Directors. The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office."*

*The Election of Officer(s) will proceed accordingly:*

*(1) Nominations – Candidate(s) for Board Vice President should be nominated by any one or more Directors.*

*(2) Motion to Close Nominations – A motion should then be made to close the nominations, seconded and voted upon.*

*(3) Vote – The Board President should then call a vote for or against each nominated candidate, and declare the outcome of the election.*

1 Hills became Board President with Jeschke's departure, with a term ending in December 2024.  
2 Normally the Directors are in a rotation to be the next President. Shaffer would be next, but he has  
3 offered for Murray to take his place, in line to become President in 2025.

4  
5 The process normally envisions a number of people running for the office, but in this case it is just  
6 one, Christine Murray, so a motion could be made to appoint her as Vice President of the Board. Still  
7 in January 2025 any member could then become President.

8  
9 MOTION: To appoint Director Murray to Board Vice President  
10 Moved: Taylor, seconded by Hills  
11 Vote: AYES: Unanimous.

12  
13 **Item 5: Supervisor Dennis Rodoni – Muir Beach Fall Community Conversation**

14 Rodoni introduces other staff present and starts with presentation from Robert Betts, Director of  
15 Operations and Service Development at Marin Transit. For programs that serve West Marin: West  
16 Marin Stagecoach, Route 68, the North Route, San Rafael through to Pt Reyes/Inverness. In  
17 Southern Marin, there is Route 61, the South Route, that connects the Sausalito Ferry through Marin  
18 City transit hub into Mill Valley, then over Panoramic to Stinson and Bolinas. They also run the Muir  
19 Woods shuttle as a seasonal program, but that's really more of a traffic mitigation effort in partnership  
20 with NPS to give visitors an alternative to driving out to Muir Woods.

21  
22 Maika Llorens Gulati, executive director of Slide Ranch, is present.

23  
24 Rodoni gives a few updates, with URLs.  
25 County budget.

26 <https://www.marincounty.org/depts/ad/divisions/management-and-budget/budget-overview>

27 Reusable foodware ordinance.

28 [https://www.marincounty.org/depts/cd/divisions/environmental-health-services/reusable-foodware-](https://www.marincounty.org/depts/cd/divisions/environmental-health-services/reusable-foodware-ordinance)  
29 [ordinance](https://www.marincounty.org/depts/cd/divisions/environmental-health-services/reusable-foodware-ordinance)

30 Broadband: CalTrans is going to run broadband up the entire length of Hwy1 along the coast of Marin  
31 County, called the Middle-Mile Broadband Initiative.

32 <https://middle-mile-broadband-initiative.cdt.ca.gov>

33 Marin Wildfire Prevention Authority, <https://www.marinwildfire.org/>

34 Shaded Fuel Breaks.

35 <https://www.marinwildfire.org/shaded-fuel-break-planning-project>

36 \$18/hr minimum wage for unincorporated Marin County, going to \$24/hr by 2030.

37 Marin County Housing Element: [https://www.marincounty.org/depts/cd/divisions/housing/housing-](https://www.marincounty.org/depts/cd/divisions/housing/housing-element)  
38 [element](https://www.marincounty.org/depts/cd/divisions/housing/housing-element)

39 Housing component is completed, program still needs to go through coastal permit process.

40 CalTrans projects: paving from Dogtown to Tomales, Pt Reyes Station, Green Bridge replacement in  
41 a couple of years.

42 Frank Valley road is still on track; more definition about that project from federal highways. Spring of  
43 2026. Pacific Way bridge still on the priority list – had hoped it would be end of this year, but now it  
44 looks like next year. Short-term maintenance around there has hopefully been taken care of.

45 Short-Term Rental Planning Page:

46 <https://www.marincounty.org/main/short-term-rental-ordinance-update>

47 Taking it to the board on January 11. All regulations will be similar throughout Marin, not  
48 individualized, except the cap, which will be individualized. For Muir Beach that is projected to be a

cap of 19 STRs. Those caps will probably be adjusted downwards, probably to 15 or so, by attrition, including that licenses don't transfer through sale of property.

Comments or questions: [str@marincounty.gov](mailto:str@marincounty.gov) or [str@marincoutnty.org](mailto:str@marincoutnty.org)

Christian Riehl asks about the cost of the Frank Valley Road project. Currently around \$8 million but could easily go over. Rodoni confirms that it's a priority to get it done.

Director Tede asks about the large busses traveling down the road to Muir Beach, which are still affecting the road to Muir Woods. 35-feet is the limit. NPS does allow permits for shuttle operators to come into the woods that are independent from their program. Mia Monroe contributes that in addition to shuttle, commercial buses to continue, and have to agree to be at or below the length limit; they must also make reservations and there is a low limit, and the reservation system is skewed to allowing smaller vans to come in, so they are regulated as to numbers. If you see buses above the limit, let them know.

Gerald Pearman notes that the Stagecoach used to serve Muir Beach, and asks what the objections are to starting it up again. Robert Betts notes that it last served MB in 1996, before he joined CalTrans. He'd have to go back to the history to find out why the changes were made. He doesn't think there's been much consideration of going back to that old alignment.

Pearlman also asks about the bookmobile coming back to Muir Beach. Rodoni replies that there will be a smaller vehicle for that, but that has been delayed by various factors, and is probably a year off.

Robert Betts comments on senior programs. Catch-a-ride: subsidized taxi or Uber voucher program. Travel Navigators can do applications for all of these programs.

<https://marintransit.org/travel-navigators>

(415) 454-0902

[travelnavigator@marinaccess.org](mailto:travelnavigator@marinaccess.org)

weekdays, 8:00 AM - 5:00 PM (closed on holidays)

#### **Item 6: Transfer of the Terwilliger Grove Property** – Tom Gardali (CEO – ACR)

*Tom Gardali (CEO of Audubon Canyon Ranch) will continue the discussion first presented by MB resident Jim White at the September 20, 2023 Board meeting on the topic of transferring the ownership of the Terwilliger Grove property (located on Pacific Way just south of the Pacific Way Bridge) from ACR to the MBCSD. A couple of background comments: From Tom, "For a variety of reasons, Audubon Canyon Ranch is interested in transferring the Terwilliger Grove to another entity that will honor and care for it." And from Jim: "The other information is that for \$34,000 the 10 trees that in my judgement pose a potential risk can be cut down (7) or topped (3) in a fire safe manner so that the liability is small." It might also be possible that the MWPA (Marin Wildfire Protection Authority) could work with ACR to include a portion or all of the needed tree removal in a future MWPA project.*

ACR has owned since 1970 or 1971 – was under threat of development, and one of ACR's founders purchased it to protect when it was more important for butterflies. Interested to transfer it to an entity that will care for it.

Hills: Former discussion focused on the immediate costs. Our concern is that we don't want to take something on that would have an immediate expense. Parkland is something we have done, and it doesn't change our insurance. If ACR doesn't have an immediate deadline, we would be much happier to move forward if we can do this after the trees come down.

1  
2 ACR does not currently have the resources to cut down the trees. We've been talking about  
3 transferring the land and they would like to do it.  
4

5 Christian Riehl: doesn't see the point

6 Mia Monroe: NPS interest is with monarch butterflies. Hoping to bring Xerxes and others to restore  
7 habitat value. NPS did take down 10 Monterey Pines already and so have already contributed. They  
8 are committed to the bigger values of public safety and also species.  
9

10 Gordon Bennett, former resident of Muir Beach, and current member of ACR advisory board: for many  
11 years Monarchs gathered in great numbers. But there was not enough land to protect the entire  
12 process. A landowner immediately above cut down some trees immediately adjacent to the property,  
13 and they were a wind buffer that was thus eliminated, which eliminated the entire monarch habitat.  
14 From ACR's perspective, the Terwilliger Butterfly Refuge essentially doesn't exist. The trail between  
15 Sunset and Pacific Way is an important route for residents and there is an interest in protecting it,  
16 which is in the interest of the CSD, and it is no longer in the interest of ACR, so he would urge  
17 MBCSD to take it on and is willing to contribute \$1000 from Tomales Bay Watershed Foundation to a  
18 matching grant to reduce costs to the CSD.  
19

20 Fire Chief Gove: would like to see CSD take possession of the property, but is concerned about the  
21 immediate need. 4 or 5 100-ft trees fell on the road in the recent past, luckily in the middle of the night  
22 and noone was hurt. There are 5-8 trees that are dead and standing, and apt to go down in a big  
23 storm. Need to think of the short term solution that protects health and safety of visitors and residents.  
24

25 Steve Shaffer comments that he is uncomfortable with taking on a financial responsibility for this, and  
26 wants to be sure it would benefit the community.  
27

28 Ernst Karel comments that the property has a high use value for the MB community. We've been  
29 talking for years about having a proper safe way to walk up from Lagoon/Pacific to Sunset. This  
30 should take the form of a pedestrian trail with steps (and a separate trail for mountain bikes). We've  
31 been waiting on this until MB has the property. This is about community access.  
32

33 Hills adds that the easement is only 10 feet, as opposed to many other easements which are 20 feet,  
34 and very steep, and so a benefit to taking title to this is that we could create a pathway that could  
35 meander, which would also slow down bikes.  
36

37 David Taylor: Since it's a county right-of-way that the trees would fall across, is there any potential for  
38 Marin County to look into this? Rodoni: First time he's heard about it. There is an emergency permit  
39 process for dangerous things.  
40

41 Christine Murray asks whether the property could go to developers. Discussion continues confirming  
42 that there are deed restrictions that the land could not be developed.  
43  
44

45 **Item 7: Item 7: Muir Beach – Marin Water Intertie** – Mary Halley

46 *As has been previously discussed, the federal government is providing funding for the repaving and*  
47 *upgrading of Frank Valley Road from Muir Woods to Hwy 1. There will be a 5-10 year moratorium on*  
48 *any subsequent cutting into the road (or the federal funding must be returned). There is interest by*  
49 *several agencies and organizations, including NPS, Marin Conservation League, CalTrout, Marin*

1 *Municipal Water District, and Marin County, in having an intertie between our water system and Marin*  
2 *Water's (their mains now reach Muir Woods) such that during dry periods, we could receive water*  
3 *from Marin Water, allowing us to temporarily cease pumping from our creek-adjacent wells.*

4  
5 *We have participated in several meetings on this topic. Dennis Rodoni recently arranged for the*  
6 *County to fund a feasibility study that is now underway by Marin Water, which would be used to*  
7 *support a grant from NOAA for this project. The grant application has a deadline of Nov 17 (as in 2*  
8 *days after our meeting) and we need to provide some information to the Marin Conservation League,*  
9 *who has agreed to write the grant application for this intertie project. Here are some key points for*  
10 *which we are seeking your support:*

- 11 *1. CalTrout may be able to be the lead agency under CEQA – if not we would recommend*  
12 *MBCSD be willing to take this role, with all the work to be prepared for us by other agencies.*
- 13 *2. MBCSD would agree to use this water source in lieu of pumping from our wells when agreed-*  
14 *upon conditions warrant. To document this, there would be a letter of intent, a forbearance*  
15 *agreement, and other documents to be entered into by MBCSD.*
- 16 *3. We would attempt to have the water provided to us at no charge as a condition to moving*  
17 *forward (via a donation from Marin Water, payment for water to be included in the grant, or*  
18 *possibly delivering water to Marin Water during the rainy season to be drawn back later at no*  
19 *charge).*
- 20 *4. We would envision taking ownership of the constructed pipeline (constructed by others), which*  
21 *eventually could result in some maintenance expenditures. The pipeline would be installed in a*  
22 *professional manner, and we don't expect this to require any significant maintenance.*

23 *If this is acceptable to the Board, we would like authorization for Leighton and Mary to continue*  
24 *negotiations on behalf of the MBCSD, and to provide a letter of support for the NOAA grant*  
25 *application.*

26 Halley comments that the discussions about a possible intertie have been ongoing for years, but now  
27 that the road is going to be worked on, there will be a 10-year moratorium on work after that is done,  
28 and so the time to do anything is before the road work. Benefits of the project include resiliency for the  
29 Muir Beach community, in the form of a backup to our water supply. It would also benefit the creek to  
30 not have our wells drawing water from the underflow of the creek at late summer times when the  
31 creek benefits from the maximum flow it can achieve at that time. Other possible benefits include  
32 educational programs about restoring some habitat in what was traditionally Miwok territory. The  
33 question is whether we want to support this project, or be a lead agency on it. Currently in a feasibility  
34 study to be done by February of 2024. It's here before the board to see if the board wants to support  
35 exploring this project and possibly putting forth a letter of intent to partner in this project, and possibly  
36 be the lead agency. Terri Thomas is also here tonight from Marin Conservation League, and Rodoni  
37 has been supporting the concept and project as well.

38 Hills thinks we would not take a lead role, but a supportive one. Marin Water would be putting in the  
39 pipeline, but it's outside their district, so one candidate to be the lead agency would be CalTrout, and  
40 the other is the CSD. CSD does not have experience writing grants etc. themselves, but would be  
41 willing to collaborate. We would not do any of the project management. This pipeline would be used

1 only when we're on noticed conservation, when we stop drawing from the wells. But we're not in a  
2 position to be buying water from Marin Water; we've looked into it in the past and the cost is  
3 prohibitive. Marin Water's daily production is 22 million gallons a day, while ours is 35,000 gallons a  
4 day. So even if they have a very tight system, they still may be leaking a million gallons per day, we  
5 would like to have them donate this water, which wouldn't even be noticable compared to their leaks.

6  
7 Rodoni: Mary's been meeting with water managers and myself during the drought, and how to build  
8 resiliency. Can the small water districts on the coast somehow participate in what Marin Water is  
9 doing, acquiring water from elsewhere. This timeline is tough but project looks worthwhile. Talked  
10 DPW to take up the feasibility study, and Marin Water has agreed to manage the consult. For the  
11 county he is supportive of the project. Part of the conversation around being more resilient came  
12 directly from Cong. Huffman: projects need to be shovel-ready for water resiliency projects.

13  
14 Terri Thomas: The reason that MCL stepped up is that it seemed hard for anyone to write a grant  
15 together quickly enough to take advantage of the NOAA grant. Climate infrastructure and fish habitat  
16 – this project fit perfectly. We wrote the grant proposal because we know how to do that, and have  
17 gotten nothing but support, local-regional-state-national. Problem is: what we need from you all right  
18 now is that the urgency of the road being fixed makes us want to try to get this grant. Everything  
19 depends on the feasibility study. If it comes out unfeasible, then the application ends up stopping. So  
20 that's why we're asking for support tonight, and the caveat that it all depends on the feasibility study.

21  
22 Steve Shaffer: CalTrout's only interest is about the creek, so that would be the best partner for us.  
23 Shaffer would be 100% behind the program if they could take the lead.

24  
25 Chief Gove asks if it would affect MBCSD's water autonomy. Hills replies that we would not lose any  
26 autonomy and it wouldn't affect our water rights permit.

27  
28 Gordon Bennett speaks as member of the Lagunitas Technical Advisory Committee, which advises  
29 Marin Water on its salmon projects. Marin Water has other interties, like one with North Marin Water  
30 District which allows NMWD to request water in the case of a drought. The condition is that that its  
31 customers must conform to Marin Water's conservation requirements. He points out that MBCSD's  
32 current water restriction guidelines allow for higher usage than what Marin Water's 55-  
33 gallons/day/person guidelines would allow. Also the restaurant in MB uses an enormous amount of  
34 water. He is also willing to contribute \$1,000 to the intertie effort.

35  
36 Hills: water usage has been lower. In the 1970's it was 50,000 gal/day. Usage now is under 30,000.  
37 Target under permit is 38,000, so rarely going above that. Residents using a lot of water is for their  
38 landscaping. That can be addressed.

39  
40 Ernst Karel: as a water operator and member of water team for MBCSD, thinks it would be a historic  
41 mistake not to pursue this. Despite Hills' comments, we still could go further with conservation among  
42 our highest users and the Pelican Inn.

43  
44 Kristin Shannon: In recent meetings with federal highways people, there was no consideration of the  
45 possibility of running the pipeline down the road. It's a recent development. Terri Thomas has had  
46 meetings with federal highway people, and Marin County engineers, and project manager, and FLAP  
47 coordinator, so that we understand all the limitations and all that is transparent within the grant  
48 language. Rodoni: DPW engineers have been in contact with FLAP engineers about this. It's clear this



1 project has to be separate from theirs, and completed before they begin theirs, and that's part of the  
2 tight timeline, and why moving ahead quickly is important.

3  
4 Harvey Pearlman: one benefit could be that the old pipe from the pumphouse along Hwy 1 would be  
5 replaced.

6  
7 MOTION: To authorize Leighton and Mary to continue negotiations on behalf of the  
8 MBCSD, and to provide a letter of support for the NOAA grant application.

9 Moved: Shaffer, seconded by Taylor

10 Vote: AYES: Unanimous.

11  
12 **Item 8: Development of Activity Court** – Chris Vallee

13 *Muir Beach resident Chris Vallee will present for discussion his request for the CSD to consider*  
14 *development of a community court that would be tennis court size so that it is capable of being utilized*  
15 *as a multi-sport space, i.e. tennis, pickleball (4 courts fit on one tennis court), basketball, badminton*  
16 *etc.*

17  
18 POSTPONED

19  
20 **Item 9: Pacific Way – Initial Steps towards Full Upgrade** – Leighton Hills

21 *We recently performed some patching work on Pacific Way to address roadway damage that had*  
22 *occurred over the last few years. Pacific Way will need a full upgrade, similar to what we did for*  
23 *Sunset Way (with the exception that 6" water mains have already been installed). As we all recall, the*  
24 *design and planning process for Sunset took many years. We would like the Board's input regarding*  
25 *undertaking the initial steps for this project in the near future. We would like to get bids for the*  
26 *engineering work, and to do so we will need to have a topographic survey prepared. We have asked*  
27 *the surveyor for the Sunset Way project to provide us with a bid for that work – it is likely the bid*  
28 *amount will be available by the time of the meeting. If so, it would be good if the Board could consider*  
29 *authorizing the work, so we would be in a position to have the engineering work bid.*

30  
31 Hills explains the scope of the project. The bid from Meridian for the topographic work was \$18,300. It  
32 would also be good to get a bid from ILS, but then we'd be locked into using ILS. Would like to explore  
33 getting bids from other civil engineers.

34  
35 The patching work on Pacific Way came to a total of \$9200 and was covered by a resident whose  
36 construction work had contributed to the road's condition.

37  
38 MOTION: To get approval to enter into the agreement with Meridian for \$18,300, but will  
39 see if we can do better with other firms.

40 Moved: Shaffer, seconded by Tede

41 Vote: AYES: Unanimous.

42  
43  
44 **Item 10: Fire Department Report – Chris Gove**

45 ACTIVITY. We have run 62 calls year to date. 55% were in the community and adjacent NPS lands.  
46 We have run 26 drills so far this year.

47  
48 GRANTS. We have acquired 8 SCBA packs and additional supply bottles and put the new equipment  
49 into service. The cost of this was 90% covered by a grant submitted by the coastal fire departments.



1 We attended a training with Marin County Fire on the new gear and we will continue to train with it. It  
2 has numerous additional safety features and is more intuitive to use. All the departments in West  
3 Marin are now using the same equipment as the county.

4  
5 FIREHOUSE. The firehouse committee reconvened on 11/07 to review and discuss bids that we have  
6 obtained. The most promising in terms of cost and practicality is a prefabricated steel building from  
7 General Steel, Inc. Next steps that the committee has directed will be to have a preliminary  
8 discussion with the county about this type of structure and a more detailed bid and scope of work from  
9 General Steel. Bids from Allied Steel and Tuff Shed were not acceptable by comparison.

10  
11 MWPA . Over the past few months we have participated in a working group of the coastal fire  
12 departments. The Marin Wildfire Prevention Authority (MWPA) has initiated drafting of a Public Works  
13 Plan (PWP) that will provide a streamlined framework for reviewing and authorizing individual  
14 vegetation management and fire resilience projects in the coastal zone. As part of this process, the  
15 MWPA is coordinating with the California Coastal Commission, Marin County planning staff, and land  
16 management agencies, notably State Parks. The intent is for the MWPA and member agencies to be  
17 able to use the PWP framework and templates to process projects that are covered project types and  
18 activities rather than applying for individual coastal development permits for each project. The MWPA  
19 is simultaneously funding and coordinating a planning effort with Bolinas FPD, Inverness PUD, Muir  
20 Beach CSD, Stinson Beach FPD, and Marin County Fire Department to identify a suite of fuel  
21 reduction projects that these coastal agencies would like to pursue in the coming years to make  
22 coastal communities in Marin safer from wildfire. These coastal fuel reduction and evacuation route  
23 projects will be processed through a Project Specific Analysis and Addendum, as later activities under  
24 the California Vegetation Treatment Program (CalVTP) EIR.

25  
26 We are expanding the AB747 designated evacuation routes to include all the roadways in Muir Beach.  
27 This is necessary for any projects we propose that are not on NPS lands – as those areas are exempt  
28 from Coastal Commission oversight and are managed according to federal NEPA memoranda.  
29 This process will delay any project implementation. The MWPA has had a preliminary discussion with  
30 Audubon Canyon Ranch about developing a plan to treat the Terwilliger Grove to protect evacuation  
31 routes and reduce fire risk. We will be submitting a proposal for FY 24-25.

32  
33 CSD Board member Murray has been appointed to the MWPA board to replace outgoing member  
34 Jeschke. We are very pleased to have her involvement at that level.

35  
36 FIREWISE. We received a \$10,000 grant from PG&E to remove vegetation that is adjacent to power  
37 lines and we completed that work along Sunset and Pacific Way earlier this fall.

38  
39 MVFA, The association is preparing an MOU to cover the transfer of funds to the CSD to start  
40 firehouse construction.

41  
42 NPS. New signage and parking lot management at Big Beach have been implemented.

43  
44 DISASTER COUNCIL. We are grateful to Kerry Wynn for taking over the leadership of the Disaster  
45 Council and we want to thank Susanna Kennedy and Robin Terra for their work as community  
46 leaders.

47  
48 Thank you for allowing us to serve you. Respectfully,  
49 Chris Gove, Chief MBVFD

1  
2  
3 **Item 11: District Cybersecurity – Christine Murray/Leighton Hills**

4 Cybersecurity Ad hoc subcommittee to provide a brief progress report on this continuing project.

5  
6 Christine Murray: Next steps, without being able to disclose very much: looking to have them come  
7 out again to look at infrastructure, then complete an assessment and recommendations. Target date  
8 will be Q1 of 2024. Luckily there's not much that needs to be done, thanks to work that Hills and  
9 Halley have already done. We're happy with how things are going, and it will continue through the  
10 next year.

11  
12 Hills comments that this is Murray's area of expertise and is grateful for her good work here.

13  
14  
15 **Item 12: District Manager Report**

16 Halley provides some highlights from the report, which as always is available in full as part of each  
17 meeting packet at <https://muirbeachcsd.com/meetings/>.

18  
19 Doing winter preparedness, raised the Ocean Riders water meter which floods every year, took out  
20 many dead old trees on Charlotte's Way, will monitor to make sure hillsides are stable.

21  
22 Group of water districts that went in together to apply for a NOAA climate resilience regional  
23 challenge, and we were denied: they prioritized disadvantaged and tribal communities.

24  
25 Glass has arrived for the roof at the Community Center, repairing handrail, and so on. Prop 68 project  
26 is nearly finished. The other side will be done as a separate project, a phase 2.

27  
28 Several directors express appreciation for Halley's excellent work.

29  
30  
31 **Item 13: Public Open Time**

32 Kristin Shannon: The last public scoping meeting was held in October for the Frank Valley Road. The  
33 first was 2016, the second was shortly thereafter, the third was in October, held in Mill Valley with  
34 noone there from Muir Beach or from Rodoni's office. She thought there should also be a meeting at  
35 Muir Beach. Came away from an hour's meeting with engineers and project leaders with three sets of  
36 questions:

37 1. That it would be valuable to have a public meeting so that people understand the implications  
38 of two years of construction.

39 2. Would be great to have more transparency and clarity for the protections for Redwood Creek  
40 Watershed. The road is parallel to the creek, and the engineers explained that they were planning to  
41 grind up the old asphalt, regurgitate it and put it down as a bed again for the new road. Are there  
42 sufficient protections in place?

43 3. Evacuation plans. NPS said they had no plans to reduce buses or reservations during the  
44 peak construction season, which is also during the peak visitor season, and also peak fire season.  
45 What would happen if there were a fire emergency during that confluence of peaks?

46  
47 Hills advises to organize meetings independently and bring in the CSD later, as this is not really a  
48 CSD issue.

1 Mia Monroe: As Mary knows, the county and federal highways tried to have the meeting in Muir  
2 Beach Community Center, and had assistance in promoting it, and she and Mary made a summary of  
3 that meeting at the October meeting. Unfortunately FHWA couldn't come to that meeting but I'm sure  
4 they could come and share things more if you chose to invite them. There has been much discussion  
5 about emergency access, coordinating with fire departments and the state park. The project is  
6 federally funded because of the connection between Muir Woods and Muir Beach, but it is a county  
7 project and the state park is on either side so they are fully involved in the design and implementation  
8 and are taking into consideration many of the points that Kristin brought up, and we'd welcome the  
9 opportunity to discuss that.

10  
11 Halley confirms that Monroe wanted to have the meeting at the Community Center, but that we were  
12 mid-construction at that point so there was no parking available there and the building was closed.

13  
14 Terri Thomas is probably a good contact on this. The conservation league is really grilling them on all  
15 those issues of protecting the ditches and the whole construction. They specialize on doing road  
16 repairs in very sensitive areas, and they spoke to their techniques and how they have to design  
17 around environmental considerations.

18  
19 Mia Monroe's NPS Report to MBCSD, delivered via the chat:

20 1) welcome the newest Muir Beach resident: tidewater goby that joins other "listed" species re-  
21 establishing such as red-legged frog, western pond turtle, river otter, peregrine falcon and steelhead  
22 trout, silver salmon....2) salmon enhancement work for nursery habitat at Muir Woods has concluded  
23 for this season 3) adult salmon will return to Redwood Creek as part of Coho Jumpstart in  
24 December: will invite you to welcome them back to spawn 4) Progress on Muir Beach visitor issues:  
25 gate fixes, locks replaced as needed; temporary signage up for beach hours, fire regs; two volunteer  
26 groups work to do cleaning, break down rock fire rings (including Greg Stone who also has Adopted  
27 sections of Shoreline and Frank Valley Rd PLUS worked with MB Emergency Team to get new  
28 signage at Shoreline-PanHwy junction to better direct tourists to Muir Woods ...watch for monarchs  
29 and wish some may still overwinter at Muir Beach refuges!

30  
31 Laurie Piel asks about the PG&E work being done. It's for a new transformer and upgraded power  
32 lines throughout upper Muir Beach.

33  
34  
35 **Item 14: Recognitions & Board Member Items**

36 None

37  
38  
39 **Item 12: Adjournment**

40 Next Agenda Meeting Date: Wednesday, January 17, 2023

41 Next Board Meeting Date: Wednesday, January 24, 2023.

42  
43 There being no further business to come before the board, the meeting is adjourned.  
44 Meeting adjourned at 8:45 pm.

FIRE DEPARTMENT REPORT  
JANUARY 2024

ACTIVITY

There were 73 calls – 59% in the community or the immediately adjacent NPS areas. Medical calls accounted for 45% of our work. We typically do multiple public assists that don't get documented – pulling out stuck cars, removing branches, consulting with community members, etc...In 2022 there were 78 calls.

We had 28 drills this year – we aim to conduct 33 drills/year. In 2022 we ran 22 drills and in 2021 we held 30 drills. We have some challenges related to attendance recently.

BBQ

The kickoff meeting will be February 11<sup>th</sup> at 10:00 am at the community center

FIREHOUSE

The fire house committee has been meeting and has a item on the agenda to discuss

MWPA

We are working with the county, MWPA staff and local land managers to continue the coastal permit process and to fund work for the coming fiscal year. We are discussing ways that MWPA could protect the local beach evacuation corridor by removing some of the hazard trees in the Terwilliger Grove owned by Audobon Canyon Ranch.

FIREWISE

The committee has their own agenda item.

MVFA

The association has prepared an MOU to cover the transfer of funds to the CSD to start firehouse construction.

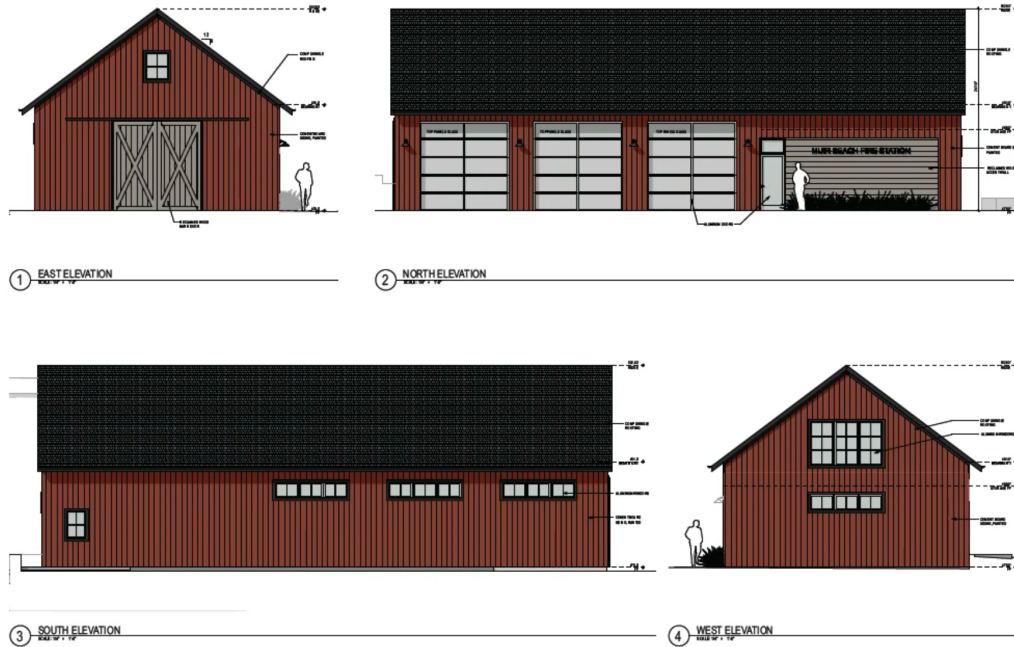
DISASTER COUNCIL

The group is currently working on a spring campaign. It will be rolled out soon.

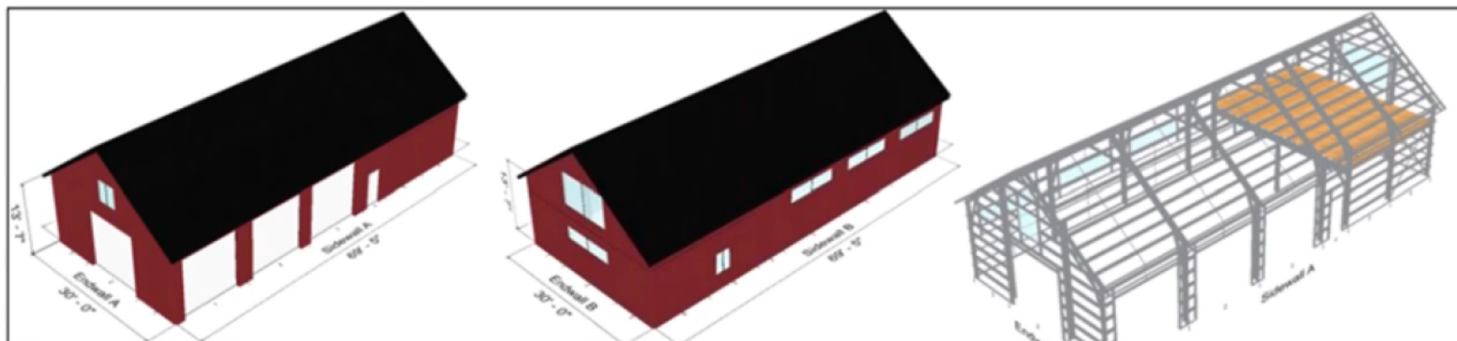
Thank you for allowing us to serve you.

Respectfully  
Chris Gove  
Chief MBVFD

As shown on approved  
Coastal Permit



As depicted in Metacero  
proposal.



## Comparison of Firehouse Bids Jan 15, 2024

| Legal Name                          | Sheet Metal Thickness<br>(lower ga is thicker) | Roof<br>(all are 9/12 pitch) | Walls                             | Finish<br>(all use colors in plans) | Other   | Total<br>(Apples to Apples) | Building<br>incl Freight | Insulation    |               | Installation  |               | Tax (8.25%) |
|-------------------------------------|--|------------------------------|-----------------------------------|-------------------------------------|---|-----------------------------|--------------------------|---------------|---------------|---------------|---------------|-------------|
|                                     |  |                              |                                   |                                     |   |                             |                          | Quote         | OR Estimate   | Quote         | OR Estimate   |             |
| Metacero Build, LLC<br>Houston, TX  | 24 gauge<br>(33% thicker than 26 gauge)        | Standing Seam                | Corrugated Steel spec'd by Laura. | PVF (1)                             | 1' overhang on side walls, and end walls.<br><br>Mezzanine included (installation quote \$2,835). | \$ 129,615                  | \$ 92,144                | \$ 6,676      |               | \$ 22,643 (2) |               | \$ 8,153    |
| General Steel, Inc<br>Littleton, CO | 26 gauge                                       | Standing Seam                | Not specified                     | Not specified                       | 2' end wall overhang, 1' side wall overhang.  | \$ 172,244                  | \$ 115,200               | \$ 23,000 (3) |               |               | \$ 22,643 (4) | \$ 11,402   |
| Bolt USA, Inc<br>Ramona, CA         | 26 gauge                                       | Panel Rib                    | Reverse Panel Rib                 | PVDF/Kynar (1)                      |   | \$ 255,795                  | \$ 169,164               |               | \$ 23,000 (3) | \$ 47,777     |               | \$ 15,854   |

### Notes:

- (1) "PVDF (polyvinylidene fluoride), often referred to by its trade name Kynar®, is a high purity engineering thermoplastic with excellent chemical resistance, abrasion resistance, flame resistance, and UV stability."  
PVF (polyvinyl Fluoride) and PVDF are both thermoplastics.
- (2) Installation quote by Metacero Build is \$9.50/SF for the 2,083SF main structure (\$19,808) plus \$4.50/SF for the 630SF mezzanine (\$2,835) for a total of \$22,643.
- (3) Insulation estimate for Bolt USA uses insulation price quoted by General Steel.
- (4) Installation estimate for General Steel uses Metacero Build's installation quote.



## Muir Beach Volunteer Fireman's Association

October 2, 2023

Muir Beach Community Services District  
Mary Halley, District Manager  
Firehouse Committee  
19 Seacape Drive  
Muir Beach, CA 94965

Dear Muir Beach Community Services District:

We are pleased to inform you that the Board of Directors of the Muir Beach Volunteer Firemen's Association reviewed the recent grant request of the Firehouse Committee of the Muir Beach Community Services District and have awarded a grant in the amount of \$300,000 (see Grant Agreement for payment schedule). It is the intention of the Board that the grant be used exclusively by the Firehouse Committee in the project to build a new firehouse at the upper tank location in Muir Beach.

Enclosed you will find a grant agreement formalizing our grant relationship. This Grant Agreement explains the responsibilities and expectations of both parties in our grant relationship. Please sign the Grant Agreement and return the entire original to me within ten (10) days of receipt. Please keep a copy for your records. Once the Grant Agreement is received in our office, the grant monies will be disbursed.

As the Grant Agreement indicates, the Association requests a final report upon conclusion of the grant period describing progress of the Firehouse Committee project. On behalf of the Board of the Muir Beach Volunteer Fireman's Association, please know that we are happy to support the important work you are doing. We wish you much success in your efforts as you undertake the responsibilities of this grant.

Sincerely,

Paul Brannan  
Treasurer, Muir Beach Volunteer Fireman's Association

Enclosure: Grant Agreement



## Muir Beach Volunteer Fireman's Association

November 1, 2023  
Grant Agreement

Dear Muir Beach Community Services District:

The Board of the Muir Beach Volunteer Fireman's Association (Grantor) has approved a donation in the amount of \$300,000 to the Muir Beach Community Services District (Grantee), subject to our receipt of this signed letter of agreement.

Conditions:

- 1) This grant is to be used solely by and for the Grantee Firehouse Committee in furtherance of the project to build a new firehouse at the upper tank location in Muir Beach.
- 2) Each stage of work that utilizes any funds provided by the Grantor shall require a work order agreement (Exhibit A or generic Statement of Work (SOW) that contains scope, timeline, budget and change orders) established between the Grantee and each contractor performing work.  
Examples of work stages: Driveway pour, Electrical set up, Fire House build / installation & etc.
- 3) Any funds not used or committed for the specific purpose of the grant by December 31, 2025, must be returned to the Grantor unless otherwise authorized in writing.
- 4) Grantee shall provide a monthly status / progress report of grant objectives and contractor work orders including how funds were expended to attain the objectives.
- 5) The Grantor desires that all resources of Grantee be dedicated to accomplishing its charitable purposes. Accordingly, Grantee agrees not to recognize the Grantor, its Board members, or this grant with certificates, plaques, or similar mementos.

Please signify your agreement to the foregoing terms and conditions by having a duly authorized officer sign and return a copy of this letter.

Sincerely,

Paul Brannan, Treasurer, Muir Beach Volunteer Fireman's Association

ACCEPTED:  
Muir Beach Community Services District

By:

Title:

Date:



# Firewise Funding Request



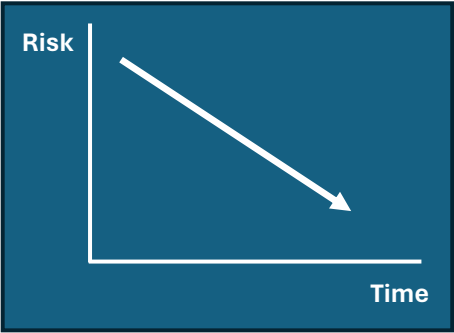
## Building Momentum

- Completed Efforts
  - Muir Beach wildfire risk assessment
  - 2022 fire drill
  - 20+ communications
  - Annual In-person events at MBCC
- Actual Results
  - MB in Top 5 of 61 Marin Firewise sites for Chipper Days off-haul
  - Many MB residents undertaking home hardening

**Firewise team members have paid for prior printing and events costs<sup>1</sup>**

## Reducing Risk

- Planned Efforts
  - Annual fire drills
  - Quarterly communications
  - Annual In-Person events w/ demos
  - Coaching / labor for MB residents
  - Success measurement
- Expected Results
  - Very high MB resident adoption of defensible space and home hardening standards
  - Greatly reduced wildfire risk to life and property



**Going Forward, a modest \$2,000<sup>2</sup> investment of Measure C funds can drive major fire risk reduction for Muir Beach!**

Notes:

1. Small donations received at in-person events. Majority of costs borne by Firewise team.
2. Printing ~\$700, Food/Drink for Events ~\$900, Fees, Tools, Hauling, Mileage ~\$400. Total ~\$2,000.

## Water, Fire, Recreation, Roads, Finance, and Communications – January 2024

### General:

Board of Directors – 2024 Board elections will be held at the January Board meeting if/as needed.

Remote meetings – the District will continue to hold remote meetings under the original Brown Act with special noticing provisions and posting requirements. Public attendance continues to be higher when held remotely.

### Water:

Redwood Creek Stream Monitoring – this winter's rain has greatly improved stream flows which are back up to 75 cfps average with peaks of 500 cfps and stream height at an average of 2 ft. with peaks as much as 6.3 ft.

Water Reports – currently working on December 2023 drought report and EAR 2023 Annual Report plus new SWB requirement for a pipe materials inventory list for all district laterals – due October 2024.

Marin Water Seasonal Intertie possibility – we are still waiting for Marin Water (MMWD) to complete a preliminary feasibility study to research the possibility of connecting an intertie, or possible 2-way intertie, pipeline between Marin Water line at Muir Woods to Muir Beach, being paid for by a Marin County, to submit for the current NOAA grant application. The timing of this pipeline project has been given a bit more time as the result of an extension by the FHA to push back the Frank Valley Road repaving project construction until after October 2026 so summer 2027. MBCSD will need to be the lead agency for receiving and processing the NOAA grant, as Trout Unlimited could not take it on, and the CSD will also need to take over ownership and maintenance of the pipeline once installed. There will also need to be an inter-district agreement from LAFCo to allow Marin Water and MBCSD to supply water outside their given sphere of influence (SOI). There are many details to work through and much to negotiate, such as details of a forbearance agreement, short-term bridge funding, and CEQA, NEPA, Encroachment, and permitting along with construction management issues, but all parties and agencies are in support of the project and have put their top people at meetings for negotiations and development. The practical goal is to establish an intertie that would hopefully allow for seasonal exchanges of water between MBCSD and Marin Water without the need for a merger of systems and also to build in drought resiliency for Muir Beach while helping steady late summer creek flows and ultimately support the Redwood Creek Coho Salmon populations.

PWB Insurance claims – State Farms paid the district's claim for repair of the damaged rock wall barrier that protects our water main at the Pacific Way Bridge. Rodas Brothers Construction has now completed repairs.

### Fire:

Firehouse – Chief Gove is getting quotes from prefab steel shed manufacturers for the firehouse external building structure and will give a report at the January Board meeting.

Measure C – the FireWise group is requesting an annual budget from the Measure C funds to support their administration and publication costs. I will inquire as to which source of Measure C funding (Local or D-space) could be used for printing flyers and purchasing food for FireWise events. Have currently submitted FY21/22 and 22/23 Expenditures to the MWPA treasurer.

MWPA - there is currently some ongoing communications with the MWPA as to the possibility of getting a grant to clear the fuel load on the ACR Pacific Way property as part of the current negotiations between the ACR and MBCSD to the possibility of a property transfer.

## **Recreation:**

MB Community Center – the seven new deck roof glass panels have arrived but then contractor became unavailable due to another job, but installation and repair will be scheduled after the rains end. The CC Parking Project will continue to move forward with finalization and then relocation of the garbage shed as the last items.

Prop 68 Per Capita Recreation grant – construction is now complete, directional and community only metal parking signs are now installed along with required handicap signage. I can request the last payment of 20% (\$35,574) after the project OGALS manager has completed the on-site inspection scheduled for 1/29. We should have all the engineers' final reports received and then submitted to the County by the end of this month as well.

Measure A – the CSD received its first payment for this fiscal year of \$27, 957.31 which is right on budget.

Parks and Trails – will start getting estimates for refurbishing the Sunset to the bottom of Cove Lane trail for this coming fiscal year.

## **Roads:**

Charlotte's Way – am still working to coordinate adding v-drains to two culvert grates to help keep tree leaves and pine needles from accumulating on the drains during winter storms. Our ground crew continues to do several maintenance days cleaning out drains and ditches prior to, and right after, the larger winter storms.

## **Communications:**

Cybersecurity Committee – Director Murray continues to Chair and move the committee forward as we evaluate the district's cyber vulnerabilities and make security improvements. Our early work focused on district IPs security with weekly scans by CISA. The next area to be surveyed is physical security, of which some modifications are already being implemented at the district office to make sure district records and customer information is secure. I have already begun a district IT, OT, and physical asset inventory as a starting point to be able to track and update our equipment, software, and security measures.

Website – as always, continuing to update pages, post routine documents, and do security updates.

Muir Beach Directory – currently updated through 1/14/24 and posted on the district website 'Contact and Links' page.

## **Finance:**

Audits – this year's annual CSD 6.30.23 State Controller's Office (SCO) Report has been completed and submitted.

Budget – will review if any revisions are necessary for this fiscal year again in March.

District Office Business – we are implementing measures to limit access to the office to just essential staff in an effort to provide better security for our records, office equipment, and customers information. As always, I am continuing to process all District mail and work with Sharry to make sure payroll timesheets, routine/event reimbursements, Credit Card expenditures, incoming payments and outgoing checks are all processed and expedited between agencies, employees, and vendors promptly.

Respectfully submitted,

*Mary Halley*

MBCSD District Manager