



# MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

## AGENDA

### Regular Meeting of the Board of Directors

Wednesday, March 27, 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>
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**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>
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*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: Consent Calendar</b>
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*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 2/29/24. *(See attached)*
- B. Approval of Draft Minutes from Regular Board Meeting on 1/24/24. *(See attached)*
- C. Approval of Draft Minutes from Special Board Meeting on 2/15/24. *(See attached)*

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

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

**Item 5: NPS Update – Mia Monroe**

Retiring NPS Park Ranger and Marin Community Liaison Mia Monroe will give her last NPS update.

**Item 6: Fire Department Report**

Fire Chief Chris Gove will give his quarterly report including Firehouse update. *(See attached)*

**Item 7: District Cybersecurity – Christine Murray/Leighton Hills**

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

**Item 8: 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 9: 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 10: Recognitions & Board Member Items**

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

**Item 11: Next Meeting Date and Adjournment**

Next Agenda Meeting Date: Wednesday, May 15, 2024  
Next Board Meeting Date: **Wednesday, May 22, 2024**

Muir Beach Community Services District

**Balance Sheet**

As of February 29, 2024

Accrual Basis

	Feb 29, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	720,212
TriC Lower Tank Reserve	180,001
TriC Pipes & Equip Reserve	85,396
TriC Water	(62,995)
TriC General Fund	(64,698)
Prop 68 20% Matching Reserve	(90,019)
Total TriC Checking	767,896
TriC MMF - General Fund	201,709
Total Checking/Savings	969,605
Other Current Assets	
Due from Water Ops to Gen'l Fd	62,995
Undeposited Funds	5,583
Total Other Current Assets	68,578
Accounts Receivable	
Receivables	(624)
Total Accounts Receivable	(624)
Total Current Assets	1,037,559
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	91,862
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,347,578)
Total Other Fixed Assets	2,053,131
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 February 29, 2024

Accrual Basis

	Feb 29, 24
Total Fixed Assets	3,053,455
<b>TOTAL ASSETS</b>	<b>4,091,014</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	62,995
Total Other Current Liabilities	62,995
Accounts Payable	
Accounts Payable	3,074
Total Accounts Payable	3,074
Credit Cards	
Credit Card	748
Total Credit Cards	748
Total Current Liabilities	66,818
Total Liabilities	66,818
Equity	
Retained Earnings	3,586,020
Net Income	438,176
Total Equity	4,024,196
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,091,014</b>

Muir Beach Community Services District  
Profit & Loss - Water (Operations,WCI)  
February 2024

	Feb 24
Income	
Combined Water Revenues	
Water Operations Revenues	
Misc Water Revenues	45
Water Service Revenues	(209)
Total Water Operations Revenues	(164)
Total Combined Water Revenues	(164)
Total Income	(164)
Expense	
Payroll Expenses	
Wages	4,897
Total Payroll Expenses	4,897
Utilities	
Electric	941
Telephone	21
Total Utilities	961
Water Enterprise	
Water Expense & Repairs	433
Water Testing	80
Total Water Enterprise	513
Bookkeeping	170
Bank Fees & Credit Card Fees	27
Total Expense	6,568
Net Income	(6,732)

**Muir Beach Community Services District**  
**Profit & Loss - Excluding Water (Operations, WCI)**  
 February 2024

	Feb 24
<b>Income</b>	
Donations & Grants	300,000
<b>Combined Tax Revenues</b>	
Measure C Rev-Fire	
Measure C - Local	3,593
Measure C - D Space	3,522
<b>Total Measure C Rev-Fire</b>	7,115
Property Tax Revenues	
Property Tax Revenues	126
<b>Total Property Tax Revenues</b>	126
<b>Total Combined Tax Revenues</b>	7,240
Lease Income	2,500
Interest Income	3
<b>Total Income</b>	309,744
<b>Expense</b>	
<b>Payroll Expenses</b>	
Wages	4,963
Employer Payroll Taxes	754
Payroll Service	292
<b>Total Payroll Expenses</b>	6,009
<b>Fire Dept Expenses</b>	
Fire Chief Stipend	2,500
Other Fire Dept Expenses	309
Fire Truck Repair & Maint	241
Phone, Radio Link for Bolinas	52
<b>Total Fire Dept Expenses</b>	3,103
Health Insurance	1,025
Grounds Maintenance/Gardening	900
Bookkeeping	884
Grant Spending	390
<b>Community Classes &amp; Functions</b>	
Rental Expense	350
<b>Total Community Classes &amp; Functions</b>	350
Permits & Fees	323
<b>Utilities</b>	
Electric	126
Refuse Service	38
Telephone	7
<b>Total Utilities</b>	171
Office and Postage	151
Other Operating Expenses	21
Meeting Expense	16
Website Hosting & Maintenance	5
<b>Total Expense</b>	13,348
<b>Net Income</b>	296,395

## Muir Beach Community Services District Expenditures excl Payroll & Cap Assets February 2024

Date	Name	Memo	Amount
<b>Bank Fees &amp; Credit Card Fees</b>			
02/02/2024	Intuit Payment Soln Acct Fee		20
02/08/2024	Intuit Payment Solution Transaction...		4
02/23/2024	Intuit Payment Solution Transaction...		3
Total Bank Fees & Credit Card Fees			27
<b>Bookkeeping</b>			
02/29/2024	Mullin, Sharon	Bookkeeping/water billing	884
02/29/2024	Mullin, Sharon	Bookkeeping/water billing	170
Total Bookkeeping			1,054
<b>Fire Dept Expenses</b>			
<b>Fire Truck Repair &amp; Maint</b>			
02/11/2024	Woodland Auto Supply	Batteries for 660	241
Total Fire Truck Repair & Maint			241
<b>Other Fire Dept Expenses</b>			
02/14/2024	Marin County Tax Collector	Fuel charges	124
02/14/2024	Marin County Tax Collector	Fuel charges	186
Total Other Fire Dept Expenses			309
<b>Phone, Radio Link for Bolinas</b>			
02/11/2024	CalNet	Phone @ fire barn; 415 380-9627	52
Total Phone, Radio Link for Bolinas			52
Total Fire Dept Expenses			603
<b>Health Insurance</b>			
02/14/2024	CALPERS	Halley	1,025
Total Health Insurance			1,025
<b>Office and Postage</b>			
02/29/2024	Mullin, Sharon	1099s, 1096	10
02/06/2024	Norton	Annual subscription	120
02/10/2024	Costco	Copy paper	22
Total Office and Postage			151
<b>Other Operating Expenses</b>			
02/29/2024	Mullin, Sharon	Parking & tolls	21
Total Other Operating Expenses			21
<b>Permits &amp; Fees</b>			
02/28/2024	County of Marin	Situs fee 87 Seacape Drive	323
Total Permits & Fees			323
<b>Utilities</b>			
<b>Electric</b>			
02/16/2024	SMITH, Brent (1104)	Credit for electricity usage	8
02/26/2024	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	96
02/26/2024	PG&E Firehouse 6226-2	Electric - Firehouse	30
02/26/2024	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	206
02/26/2024	PG&E Pumping from Wells 745-7	Pumping	727
Total Electric			1,067
<b>Refuse Service</b>			
02/16/2024	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
<b>Telephone</b>			
02/01/2024	Ooma	Telephone	7
02/04/2024	Ooma	Telephone	7



**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**February 2024**

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/17/2024	Ooma	Telephone	7
02/29/2024	Ooma	Telephone	7
Total Telephone			28
Total Utilities			1,132
<b>Water Enterprise</b>			
<b>Water Expense &amp; Repairs</b>			
02/28/2024	Water Components & Building Sup...	Pipe to make firewood chute	433
Total Water Expense & Repairs			433
<b>Water Testing</b>			
02/01/2024	Public Health Laboratory	Water testing; acct. 733	80
Total Water Testing			80
Total Water Enterprise			513
<b>TOTAL</b>			<b>4,850</b>



# COMPENSATION REPORT

Name	7/1/2022 to 7/1/2023 to		Notes
	6/30/2023	2/29/2024	
Halley Mary	81,900	56,666	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 Thiemo	14,922	10,038	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank Stephanie	13,150	7,685	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales Juana	5,526	4,617	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman Harvey	2,400	1,600	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.
Karel Ernst	2,428	1,511	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.

\$ 120,326    \$ 82,117

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

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

2/29/2024

Gen Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Property Taxes (Unassigned)	141,500	82,809	59%
	Excess ERAF (Unassigned)	100,000	66,177	66%
	Grants/donations (Unassigned)			
	Interest Income (Unassigned)	40	161	403%
	Other Income (Unassigned)	30,000	21,000	
	<b>Gen Revenue Total:</b>	<b>271,540</b>	<b>170,147</b>	<b>63%</b>

Gen Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	11,200	9,876	88%
	Bookkeeping	12,000	8,211	68%
	Dues & Memberships	2,200	2,204	100%
	Insurance (DM Health) *	10,700	7,657	72%
	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	128	9%
	Office & Postage *	2,500	1,491	60%
	Other Operating	330	231	70%
	Payroll (DM) - Total *	85,000	56,666	67%
	Payroll Employer Taxes (DM) *	6,503	4,335	67%
	Payroll Service *	1,720	1,647	96%
	Permits & Fees	2,000	1,347	67%
	Repair & Maint (non-water)	500	-	0%
	Tree Management Program	1,000	-	0%
	Supplies	50	60	120%
	Utilities (Telephone-RingCentral)	400	406	102%
	Website & Document Managment *	500	40	8%
	<b>General Expense Total:</b>	<b>145,953</b>	<b>94,569</b>	<b>65%</b>
	<b>General Expenses (Net of Dept Allocations Total):</b>	<b>97,448</b>	<b>61,833</b>	<b>63%</b>
	<b>General Balance (Prior to Dept Allocations) :</b>	<b>125,588</b>	<b>75,578</b>	<b>60%</b>
	<b>Gen Balance (After Dept Allocations):</b>	<b>174,093</b>	<b>108,314</b>	<b>62%</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>108,314</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				
2/29/2024				
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)	-	310,000	
	Grants for Fire (Measure C)	12,000	7,741	65%
	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>377,754</b>	<b>257%</b>
	Deduct Cap Imp Revenue:	-		
	<b>Fire Operations Revenue:</b>	<b>146,842</b>	<b>377,754</b>	<b>257%</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			
	Emergency Preparedness	500	-	0%
	Dues: Membership	320	237	74%
	Fire Chief Stipend	30,000	20,000	67%
	Fire Equip & Tools	5,000	670	13%
	Fire Training/Certification	2,000	-	0%
	Fire Truck Maint & Repair	8,000	184	2%
	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	1,020	34%
	Supplies: Medical	500	335	67%
	Supplies: Sta wear/Turnouts	2,000	-	0%
	Utilities: Electric	220	256	116%
	Utilities: Phone, Radio	620	424	68%
	<b>Dedicated Expense Sub-Total:</b>	<b>81,256</b>	<b>61,105</b>	<b>75%</b>
	<b>Fire Operations Expense Total:</b>	<b>81,256</b>	<b>61,105</b>	<b>75%</b>
	<b>Fire Operations Balance:</b>	<b>65,586</b>	<b>316,649</b>	<b>483%</b>
	<b>Fire Station Donations/Grants</b>	<b>340,000</b>		
	<b>Fire Station Expenditures</b>	<b>61,591</b>		
	<b>Funds Remaining</b>	<b>278,409</b>		



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

**Recreation Department**

2/29/2024

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	46,179	107%
	Rentals	4,000	350	9%
	<b>Rec Operations Revenue Total:</b>	<b>226,120</b>	<b>188,907</b>	<b>84%</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	155,418	87%
	Legal Fees (Rec)	-	-	
	Measure A Projects	69,000	42,916	62%
	Other Operating (Rec)	100	-	0%
	Grounds Maintenance	9,700	5,288	55%
	Payroll (Rec)	7,950	6,217	78%
	Payroll (Rental Coordinator)	4,200	2,800	67%
	Payroll Employer Taxes (Rec)	608	476	78%
	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	360	36%
	Utilities: Elec (CC)	800	704	88%
	Utilities: Phone (CC-Ooma)	80	50	63%
	Utilities: Propane (CC)	70	-	0%
	Utilities: Refuse (Rec)	1,500	1,070	71%
	<b>Dedicated Expense Sub-Total:</b>	<b>286,710</b>	<b>219,979</b>	<b>77%</b>
	<b>Non-Measure A Expense Total:</b>	<b>217,710</b>	<b>177,063</b>	<b>81%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(60,590)</b>	<b>(31,072)</b>	<b>51%</b>
	<b>Rec Ops Balance(non-Measure A):</b>	<b>(34,758)</b>	<b>(34,335)</b>	<b>99%</b>

**Budget for Capital Spending:**

<b>Measure A: CC Garbage Enclosure</b>	<b>5,000</b>	
<b>Measure A: CC Parking Project</b>	<b>64,000</b>	<b>42,916</b>
<b>Measure A:</b>	<b>-</b>	
<b>Prop 68: Parking Project</b>	<b>177,952</b>	<b>155,418</b>
<b>Total Spending:</b>	<b>246,952</b>	

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

<b>Roads Department</b>				
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2/29/2024

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>			

**Dedicated Expenses:**

Compromise Agreement				
	Legal Fees (Roads)	1,000	-	0%
	Other Operating (Roads)	300	-	0%
	Pay (Maintenance Sub-Contractor)	1,700	2,588	152%
	Payroll (Roads)	-	-	
	Payroll Employer Taxes (Roads)	-	-	
	Payroll (WC-Roads)	-	-	
	Repairs & Maintenance (Roads)	10,000	7,060	71%
	Supplies (Roads)	-	-	
	<b>Dedicated Expense Sub-Total:</b>	<b>13,000</b>	<b>9,648</b>	<b>74%</b>
	<b>Roads Operations Expense Total:</b>	<b>13,000</b>	<b>9,648</b>	<b>74%</b>
	<b>Roads Operations Balance:</b>	<b>(13,000)</b>	<b>(9,648)</b>	<b>74%</b>

**Capital Spending:**

**Capital Expenditures**

<b>Total Capital Project Balance:</b>	-	-	-
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Muir Beach Community Services District: Budget vs. Actual - year-to-date

Water Department				
2/29/2024				
Water Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Water Service Revenue	152,000	106,741	70%
	Water Conservation Discount	(48,600)	(34,812)	72%
	Meter Reading Fee	8,540	5,602	66%
	Water Service Revenue (Misc)	500	360	72%
	Water Service fee Net Revenue	112,440	77,891	69%
	Meter Charge (CIP Reserves)	77,000	52,725	68%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	<b>Water Revenue incl Meter Charge:</b>	<b>189,440</b>	<b>130,616</b>	<b>69%</b>
	Move Meter Charge to Reserves:	(77,000)	(52,725)	68%
	<i>Water Operations Revenue:</i>	<i>112,440</i>	<i>77,891</i>	<i>69%</i>
	<i>Water CIP (PE Reserves):</i>	<i>37,000</i>	<i>26,058</i>	<i>70%</i>
	<i>Water CIP (LT Reserves):</i>	<i>40,000</i>	<i>26,667</i>	<i>67%</i>

Water Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	<b>General Expenses (40% Share):*</b>	<b>48,505</b>	<b>32,736</b>	<b>67%</b>
	Audit	4,480	3,950	88%
	Health Insurance (DM)	4,280	3,063	72%
	Insurance (Workers Comp)	656	-	0%
	Meetings (incl Minutes)	600	51	9%
	Office & Postage	1,000	596	60%
	Payroll (DM) - Total	34,000	22,666	67%
	Payroll Employer Taxes (DM)	2,601	1,734	67%
	Payroll Service	688	659	96%
	Website & Doc Management	200	16	8%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>48,505</b>	<b>32,736</b>	<b>67%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	4,500	2,918	65%
	Bookkeeping (Water)	6,140	3,111	51%
	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	19,234	63%
	Payroll (Other water salaries)	-	-	



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

Water Department

2/29/2024

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	3,816	38%
Supplies (Water)	-	-	
Testing (Water)	3,500	1,748	50%
Treatment (Water)	5,000	988	20%
Utilities: Electric (Water)	11,000	8,312	76%
Utilities: Telephone (Water-Ooma)	400	283	71%
<b>Dedicated Expense Sub-Total:</b>	<b>86,133</b>	<b>43,656</b>	<b>51%</b>
<b>Water Operations Expense Total:</b>	<b>134,638</b>	<b>76,392</b>	<b>57%</b>
<b>Water Conservation Reserve (Beginning Balance):</b>	<b>48,600</b>	<b>48,600</b>	
<b>Water Conservation Reserve (Discounts):</b>	<b>(48,600)</b>	<b>(34,812)</b>	<b>72%</b>
<b>Water Conservation Reserve (Ending balance):</b>	<b>-</b>	<b>13,788</b>	
<b>Water Operations Balance :</b>	<b>(22,198)</b>	<b>1,499</b>	<b>-7%</b>
<b>Water Capital Improvements (Beginning PE Balance):</b>	<b>59,339</b>	<b>59,339</b>	
<b>Water Capital Improvement (Balance to PE Reserves):</b>	<b>37,000</b>	<b>26,058</b>	<b>70%</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>85,397</b>	<b>89%</b>
<b>Water Capital Improvements (Beginning LT Balance):</b>	<b>153,335</b>	<b>153,335</b>	<b>100%</b>
<b>Water Capital Improvement (Balance to LT Reserves):</b>	<b>40,000</b>	<b>26,667</b>	<b>67%</b>
<b>Water Capital Improvement (Change to LT Reserve):</b>	<b>193,335</b>	<b>180,002</b>	<b>93%</b>
<b>Water Capital Improvement (Net PE and LT Reserves):</b>	<b>289,674</b>	<b>265,399</b>	<b>92%</b>

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



1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors' meeting held on  
3 Wednesday, January 24, 2024  
4

5 **OFFICIAL MINUTES ONLY UPON APPROVAL**  
6

7 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes are  
8 draft only and subject to change. Upon approval by the Board, these minutes become the Official  
9 Minutes of the meeting.  
10

11 **Item 1: Call to Order**

12 Leighton Hills called the meeting of the Muir Beach Community Services District Board of Directors to  
13 order at approximately 7:03 pm, and begins the meeting by welcoming new Director, Nikola Tede,  
14 who was sworn in after the last meeting.  
15

16 Board: Leighton Hills (Board President), Christine Murray (Director), Steve Shaffer (Director), David  
17 Taylor (Director), Nikola Tede (Director)

18 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)  
19

20 **Item 2: Approval of Agenda**

21 *Item(s) not included in this agenda: None.*  
22

23 MOTION: That the agenda is approved as submitted.

24 Moved: Shaffer, seconded by Taylor

25 Vote: AYES: Unanimous.  
26  
27

28 **Item 3: Election of Board Officers (as needed)**

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

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

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

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

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

41 *Hills became Board President with Jeschke's departure, with a term ending in December 2024.*

42 *Normally the Directors are in a rotation to be the next President. Shaffer would be next, but he has*  
43 *offered for Murray to take his place, in line to become President in 2025.*  
44

45 MOTION: To elect Hills as President and Murray as Board Vice President

46 Moved: Taylor, seconded by Tede

47 Vote: AYES: Unanimous.  
48  
49

1 **Item 4: Consent Calendar**

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

4  
5 MOTION: To approve the consent calendar.  
6 Moved: Murray, seconded by Tede  
7 Vote: AYES: Unanimous.

8  
9  
10 **Item 5: Items Removed from Consent Calendar**

11 *None*

12  
13  
14 **Item 6: NPS Update (Frank Valley Road Construction Project information)** – Mia Monroe

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

19  
20 Central Federal Lands is part of Office of Federal Lands. Federal Lands Access Program (FLAP) –  
21 funding for roadway improvements adjacent to Federal lands.  
22 Scope is clearly defined, and includes roadway rehabilitation, repair slope, etc.

23  
24 Highway Bridge Program (HBP) is also providing funds -- purpose of program is to replace/rehabilitate  
25 bridges on/adjacent to Federal lands.

26  
27 For complete slides of this presentation, please see the attached PDF,  
28 [‘FHA-presentation 2024-01-24’](#).

29  
30  
31 **Item 7: Fire Department Report** – Fire Chief Chris Gove

- 32 A. *Fire Chief Chris Gove will give his quarterly report (See attached)*

33  
34 FIRE DEPARTMENT REPORT, JANUARY 2024

35  
36 ACTIVITY. There were 73 calls – 59% in the community or the immediately adjacent NPS areas.  
37 Medical calls accounted for 45% of our work. We typically do multiple public assists that don’t get  
38 documented – pulling out stuck cars, removing branches, consulting with community members, etc...  
39 In 2022 there were 78 calls.

40  
41 We had 28 drills this year – we aim to conduct 33 drills/year. In 2022 we ran 22 drills and in 2021 we  
42 held 30 drills. We have had some challenges related to attendance recently.

43  
44 BBQ. The kickoff meeting will be February 11<sup>th</sup> at 10:00 am at the community center.

45  
46 FIREHOUSE. The fire house committee has been meeting and has an item on the agenda to discuss  
47 MWPA. We are working with the county, MWPA staff and local land managers to continue the coastal  
48 permit process and to fund work for the coming fiscal year. We are discussing ways that MWPA could

1 protect the local beach evacuation corridor by removing some of the hazard trees in the Terwilliger  
2 Grove owned by Audubon Canyon Ranch.

3  
4 FIREWISE. The committee has their own agenda item.

5  
6 MVFA. The association has prepared an MOU to cover the transfer of funds to the CSD to start  
7 firehouse construction.

8  
9 DISASTER COUNCIL. The group is currently working on a spring campaign. It will be rolled out soon.

10  
11 Thank you for allowing us to serve you. Respectfully,  
12 Chris Gove, Chief MBVFD

13  
14 *B. Fire House Committee Update – Director Taylor and Fire Chief Chris Gove*

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

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

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

34 Rauh and Taylor report that they currently have three solid bids and has decided on the final choice.  
35 We also have solid bids on windows, doors, site work, and the slab. We have everything we need to  
36 build the firehouse within a budget that's affordable to the community. A lot of progress has been  
37 made on this in three months. The idea is an affordable, prefab metal building. They've reached out to  
38 others who have used this product.

39 Hills: Dollarwise the bids range from 255,000 to 130,000. We were lucky enough to pick the 130,000  
40 one from Metacero, which is actually the highest quality of the bunch. There's a risk in building  
41 something in metal at the Overlook, and tried to get bids for wooden structures, and did not have  
42 success.

43 Total cost estimate: Site work is 159,000, building 130,000 doors & windows 60,000, plus other costs  
44 (plumbing and electrical). It's essentially a garage for firetrucks. \$20,000 for permit. Slab for building is  
45 additional 75,000.

46 Tede: Is there a comparison to the Bolinas Fire Dept building on Mesa Rd? No comparison – that has  
47 apartments, health center, etc. This is basically a garage.

48 Discussion continues.

1 Grant coming from the VFA – they’ve set aside \$300,000, to be granted with an MOU. Currently have  
2 a budget of \$600,000.

3  
4 MOTION: That the board authorize Halley to work with the firehouse committee to sign the  
5 contracts for the construction of the building, slab, building site work, to  
6 purchase doors and windows according to schedule, according to the amounts  
7 listed above: Site work \$159,000, slab \$75,000, building \$130,000, doors &  
8 windows \$60,000, plus other costs (plumbing and electrical), and \$20,000 for  
9 permit, plus 10% contingency.

10 Moved: Taylor, seconded by Shaffer

11 Vote: AYES: Unanimous.

12  
13 *D. Grant to MBCSD by the MBVFA towards Construction of the Fire House. The MBVFA*  
14 *intends to document this grant by an MOU (copy attached which should be able to be*  
15 *entered into by District Manager Mary Halley within her managerial authority). – Paul*  
16 *Brannan (See attached)*

17  
18 Denise Moore presents to say the VFA voted to grant the \$300,000 to the CSD which will come with  
19 an MOU. That leaves them with \$90,000 which they wanted to plan for the 50<sup>th</sup> anniversary BBQ this  
20 spring.

21  
22 *E. FireWise Budget Request of \$2,000 – Director Taylor (See attached)*

23 Don Piotter and Taylor present on FireWise, and propose that the CSD authorize the use of some  
24 funds to cover the annual costs of the FireWise activities, specifically from Measure C from the  
25 MWPA. The request is for \$2,000, primarily for printing costs, and hosted events where food and drink  
26 were provided. Also, they showed a film for which a \$500 fee was required. Team members have paid  
27 out of pocket so far.

28  
29 FireWise programs have led to the removal of 300-600 cubic yards of material per year, as one  
30 example of what they’ve been doing. The goal going forward is to continue to significantly reduce  
31 wildfire risk for the MB community and get the vast majority of residents to create defensible space  
32 and harden their structures.

33  
34 MOTION: That the CSD authorize \$2,000 per year to support the activities of the FireWise  
35 committee, and that money be sourced (pending Mary’s approval) from  
36 Measure C funds.

37 Moved: Taylor, seconded by Murray

38 Vote: AYES: Unanimous.

39  
40  
41 **Item 8: Transfer of the Terwilliger Grove Property** – Director Hills and Jim White

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

46  
47 8:05

1 PG&E is currently taking down some trees for their own reasons. After that work is done, Hills says  
2 that if there are any trees left that represent deferred maintenance, then they'd like to see those taken  
3 down as well, but that he has no objection to the CSD taking title of the property.  
4 Taylor suggests we wait until after trees are actually removed and gone before moving forward.  
5 MWPA and DPW are also addressing hazard trees, some of which are in the right-of-way. So, there  
6 are a number of possibilities and he is confident that it will happen. There may be an exception to the  
7 Coastal Act because of the public access and emergency nature of the situation.

8  
9 Murray asks about timeline: Hills: a year.

10 Taylor adds that it could happen within the fiscal year if we don't need coastal permitting to cut trees.

11  
12  
13 **Item 9: Muir Beach – Marin Water Intertie** – Director Hills and Mary Halley

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

23  
24 It's moving forward. MMWD is doing their feasibility study; so far everything looks reasonably good.  
25 But for timeline, it can't be started until the road project has started, and before it's finished. That may  
26 be several years off.

27  
28 35,000 gals p/day for one of two months out of the year, and maybe not even every year. Hills hopes  
29 that MMWD will make a major concession, if not eliminate any charge whatsoever because they are  
30 looking to reduce their impact on creeks, despite that this is outside of their area, this may be a  
31 mitigation measure for MMWD.

32  
33 Halley comments that there's a lot of support for the project. All the agencies are putting their top  
34 people forward on this. The forbearance agreement is still to be finalized, which is basically the  
35 trigger agreement: Once the creek flow gets below 0.3 cubic feet per second, which is prior to the  
36 pools becoming disconnected, then we would switch to this source of water and stop drawing from the  
37 well.

38  
39 Murray notes that she has also received helpful information from Ernst Karel and Maury Ostroff as  
40 subject matter experts.

41  
42 MOTION: To authorize Leighton and Mary to continue negotiations on behalf of the  
43 MBCSD, and to provide a letter of support for the NOAA grant application.

44 Moved: Shaffer, seconded by Taylor

45 Vote: AYES: Unanimous.

46  
47 **Item 10: District Cybersecurity** – Christine Murray/Leighton Hills

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

1  
2  
3 Next steps: follow-up meeting with cyber security and info subagencies There are two main locations  
4 they'll be looking at, and developing incident response protocols. Another part of this is training for  
5 some of our managers and staff members as well. We have received a long list of trainings from other  
6 counties and cities in the Bay Area helping us understand tactics they're using.  
7

8  
9 **Item 11: District Manager Report** – Mary Halley

10 A. District Manager Mary Halley will present brief highlights from her DM report including Prop 68 Per  
11 Capita Grant Project update. (See attached) Her report as always is available in full as part of each  
12 meeting packet at <https://muirbeachcsd.com/meetings/> .  
13

14  
15 **Item 13: Public Open Time**

16 None  
17

18  
19 **Item 14: Recognitions & Board Member Items**

20 None  
21

22  
23 **Item 15: Adjournment**

24 Next Agenda Meeting Date: Wednesday, March 20, 2024.

25 Next Board Meeting Date: Wednesday, March 27, 2024.  
26

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

28 Meeting adjourned at 8:27 pm.

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**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Special Board of Directors' meeting held on  
Friday, February 15, 2024

**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 Special meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:16 pm.

Board:            Leighton Hills (Board President), Christine Murray (Board Vice-President), Steve Shaffer (Director), Nikola Tede (Director)  
Staff:            Mary Halley (District Manager).

**Item 2: Approval of Agenda**

Not necessary due to only one item of business on the agenda.

**Item 3: MBCSD possible Recipient of Prop 68 Per Capita Grant Transfer**

The MBCSD has a last-minute opportunity to receive the transfer of an unused portion of a State Parks Recreation Prop 68 Per Capita Grant (similar to the one that funded the MBCC Parking project) in the amount of \$177,952 from the Tomales Village Community Services District (TVCS D).

MOTION:        To approve Resolution 24-01 approving the receipt of the Prop 68 Per Capita Grant transfer from TVCS D.

Moved:         Murray, seconded by Tede  
Vote:            AYES: Unanimous.

**Item 4: Adjournment**

There being no further business to come before the board, the meeting is adjourned.  
Meeting adjourned at 7:23 pm.



## FIRE DEPARTMENT REPORT

3/27/2024

### FIREHOUSE

Following the last CSD meeting a deposit was placed with Metacero Build. The committee has reviewed engineered drawings for the new building and some requested changes are in process. As soon as the new version is approved by the team we will submit for a building permit.

### MWPA

In preparation for the upcoming fiscal year we have submitted proposals for work to the MWPA board. The local proposals involve maintaining and expanding the evacuation route clearance along Hwy 1 and Pacific Way. The chipper program will now be available 6 times a year. Upcoming dates are the weeks of 4/22, 5/21 and 7/1. You must preregister: [reserve.chipperday.com](https://reserve.chipperday.com)

### DISASTER COUNCIL

The group will be holding an event on 4/21 at the community center between 10 and 12 to offer guidance on what to prepare in the event of an evacuation. They are also planning a service for refilling fire extinguishers to be announced shortly.

### FIREWISE

The committee plans to apply for another \$10,000 grant for fuel reduction from PG&E. The plan is to expand the covered area along Sunset and Pacific Way.

### FIREMANS BBQ

50<sup>th</sup> annual should be a great one. Make plans to join the work parties on the Saturdays leading up to the event on 5/26. Vinyl and Andre and his All-Stars are the two bands.

Thank you for allowing us to be of service.

Chris Gove Chief MBVFD

## District Manager Report – March 2024

### Water, Fire, Recreation, Roads, Finance, and Communications

#### General:

Board of Directors – all MBCSD elected officials' Form 700 have been filed by Directors on-time.

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. Supervisor Rodoni will likely hold his Spring Community Conversation in-person at a separate time yet to be determined.

Marin Office of Emergency Services (OES) – have submitted a Letter of Intent on behalf of the district to collaborate on a Countywide Hazard Mitigation Plan with the Marin Office of Emergency Services (OES) to help secure funding and create an inclusive approach to solidifying the county's readiness that is now extending its coverage to encompass utilities and special districts within Marin County.

#### Water:

Redwood Creek Stream Monitoring – stream flows are back down to 16 cfps from 75 cfps in January and stream height is at an average of 1.35 ft. down from 2 ft. two months ago.

Water Reports – monthly Drought reports current and submitted through Feb 2024. 2023 Electronic Annual Report (EAR) and Water Rights Annual Report have been submitted. Consumer Confidence Report (aka Water Quality Report) delivered to customers in March and CCR Certification filed online. Now starting to work on new Waterboards requirement LCRR and LCRI 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 (being paid for by a Marin County grant) to research the possibility of connecting an intertie pipeline between Marin Water line at Muir Woods to Muir Beach – findings due to be completed in April 2024. If it is a positive report, it will then be submitted as part of the current \$7.5 million NOAA grant application. The possibility of a 2-way intertie has now been eliminated as a possibility due to engineering constraints. We have had many meetings involving several key agencies to work out more of the details. Our meeting with Marin LAFCo ruled out the need for any inter-district agreement as long as Marin Water is just a bulk water supplier to MBCSD and not serving the MBCSD customers. Marin Water added Redwood Creek to its 5-year Strategic Plan – this will make it much easier to work with them on the waterline intertie. I met with the Marin County Department of Finance who confirmed that they could provide MBCSD with a short-term bridge-funding loan of up to \$300,000 for either 3 or 6-month terms. The framework of the Forbearance agreement is drafted but still needs details that are yet to be determined to complete. Terri Thomas from Marin Conservation League (MCL) spoke with Tamara Burke, from the Federal Highway Administration (FHWA), who is the NEPA person in charge of compliance for the Frank Valley Road Project, and she can work with us to collaborate on NEPA, CEQA and any permits. This will help eliminate duplication of efforts with agencies. The NPS staff has had several meetings and is still trying to work out the logistics of pipeline ownership for the portion of the pipeline that crosses Muir Woods (from the Tourist Club up on Panoramic to where it connects into the new MBCSD pipeline that runs down Frank Valley Road) as it would change from being the NPS's separately owned service line to a Marin Water supply main that includes various points of separate water metering. The practical goal still remains to establish an intertie that would allow for a new seasonal source for the MBCSD from Marin Water to build in drought resiliency for Muir Beach while helping steady late summer creek flows to ultimately support the Redwood Creek Coho Salmon populations.

## **Fire:**

Firehouse – the MBCSD signed the MOU agreement with the MBVFA for a \$300,000 grant to start construction of the firehouse building. We have also signed a \$104,390 manufacturing contract (plus estimated \$22,643 building erection costs) with Metacero Build, a prefab steel shed manufacturer out of Addison Texas, for the firehouse external building structure and have now received the first set of completed engineering plans that the Firehouse committee has reviewed and determined will still need some revisions. I have submitted a request to the County of Marin Community Development Agency for the \$100,000 Letter of Commitment grant. It should be before the Marin County Board of Supervisor in April for approval.

Measure C – the Board approved using Measure C funds to support an annual budget for the FireWise group at the 1/24/24 Board meeting to help with their administration and publication costs.

MWPA – do not yet have an update on ongoing communication efforts with the MWPA to obtain some possible grant funding to clear the fuel load on the ACR Pacific Way property as part of the current negotiations between the ACR and MBCSD as to the possibility of a property transfer.

## **Recreation:**

MB Community Center – the seven new deck roof glass panels have arrived and will schedule the installation and repair after the rains end and in-between CC rentals. The CC Parking Project will continue to move forward with finalization and then relocation of the garbage shed as one of the last remaining items in the project's phase 1.

Prop 68 Per Capita Recreation grant – the east-side construction is now complete and the OGALS program manager completed the on-site inspection on 1/29 and was very pleased with the project. I have requested the last payment of 20% (\$35,574) and was informed it can take up to 8 weeks to receive the reimbursement check. All permit 'HOLDS' were removed except for Land Development which was conditional on the final inspection. The inspector came out and determined that the ADA Van Accessible cement pad had areas where the grade was 2.5% and the maximum grade allowed was 2%, so the contractor was informed that the whole cement pad would need to be removed and re-poured, re-painted, and a pad of yellow warning dots added where the ADA pad met the handicap pathway along the edge of the road. The contractor has now completed that work, but we are waiting for one other additional required handicap access sign that still needs to be installed that posts the phone number of the towing company that will tow away non-handicapped parking violators. To date, we have yet to find a towing company that serves the Muir Beach area, and thus, we do not have that phone number or sign installed yet. The County acknowledges that this is a problem for some areas in West Marin to meet the requirement, but also say they cannot waive it because it's in the code. We may end up needing to go up the chain of authority a bit higher if this issue cannot be resolved to see if we might get an exemption. We have now received a transfer of another Per Capita grant to our district for the same amount of funds, and with the same terms as the previous grant, from another special district that did not have a feasible project for the grant funds. We were able to get it transferred just in time to meet the deadline, but with the condition that it be used to finish the other west-section of CC Parking project along with a safety rail for the upper section of the handicapped pathway. Currently if a wheelchair slides off the path, it is into the ice plant for a soft landing, but to get out of the ice plant is probably a huge challenge for someone confined to a wheelchair. The OGALS project manager will leave the current CC Parking project open, along with all previously submitted supporting documents needed to meet the grant requirements, so that will save much replication of time and cost to finish.

Measure A – currently being used to help backfill Prop 68 CC parking project.

Parks and Trails – crews have been busy clearing fallen branches and brush along trails and weed whacking the grass edges and open district recreation areas.

## **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, but this year already demonstrated a 100% improvement in drainage flow and far less tree and dirt debris.

Lagoon Drive – have reviewed onsite creek flooding issues, then met and discussed flooding history with local resident, as well as, exchanged emails and calls with NPS community liaison and County of Marin Board of Supervisor's staff, along with County DPW, Roads Division – Flood Control and Water Resources staff. It is obvious that the creek is silting in at the Pacific Way Bridge causing streamflow to backup and overflow the banks onto the roadways near the bridge. I also inquired with the County as to the timing of the next Federal Lands Access Program (FLAP) grant cycle for the County to be able to apply for Pacific Way Bridge funding once again and they said the earliest would be 2027, and even possibly not until 2030, depending on available funding.

## **Communications:**

Cybersecurity Committee – Director Murray continues to Chair the committee and progress forward as we evaluate the district's cyber vulnerabilities and make security improvements. Director Murray organized a meeting at the Pumphouse/Well location with the CISA physical asset security specialist Edgar Castor. He will write a summary report for us and provide observations, any suggestions, or safety recommendations for our consideration. We continue to have our weekly CISA cybersecurity scans of IP addresses – now focused on only two IP addresses, versus the previous broad sweep of many external IPs, and going forward, will eventually fine-tuned to just one externally routable IP address for our system. The district office is now moving over to a keylock for the door to make sure district records and customer information is secure. I am adding multi-factor authentication to many of the district's email and software programs. The district's IT, OT, and physical asset inventory has also been started 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 thru 1/24/24 and posted on the website 'Contact and Links' page.

## **Finance:**

Insurance – district Property and Liability annual policy has been renewed for FY24/25. Cybersecurity coverage is no longer included so I am getting quotes to see what a standalone policy will cost and cover.

Audits – MWPA annual expenditure reports for FY's 21/22 and 22/23 have been completed and submitted.

Budget – will start the FY24/25 budget process in April for first draft-budget review at May board meeting.

District Office Business – the DM laptop is now 8-years old and has been repaired several times using the other identical Co-DM laptop. We have now swapped out battery, hard drive, motherboard, and CPU screen, so not too much left to scavenge. Computer technician says that Windows will stop supporting current version in October of 2024, so I should start planning to replace the laptop this next fiscal year if nothing else goes out sooner. 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