

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 11th 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, Jon Rauh, Laura Van Amburgh,*
16 *Chris Gove, Brent Smith, Brad Eigsti, and Leighton Hills) has investigated several building*
17 *options for the new proposed fire house. Despite much encouragement, Tuff Shed declined to*
18 *bid on the project and no reasonable priced vendors could be found for typical wood framed*
19 *construction. The Committee received bids from three vendors of metal buildings. The vendors*
20 *typically warrant the buildings for 40-50 years – more details to follow. The Committee also*
21 *had due diligence discussions with owners of two buildings who were very positive about the*
22 *quality of 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 50th 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.

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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.*

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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/> .

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15 **Item 13: Public Open Time**

16 None

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

20 None

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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.