



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, January 29, 2025 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.

7:00 pm	Item 1: Call to Order
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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)

Item 2: Approval of Agenda

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:

Item 3: Election of Board Officers (as needed)

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 12/31/24. *(See attached)*
- B. Approval of Draft Minutes from Regular Board Meeting on 10/10/24. *(See attached)*
- C. Approval of Draft-Audits FY 2023-24 (See at http://muirbeachsd.com/wp-content/uploads/2025/01/Audit_MBCSD-Draft-Audit-Report-6.30.24.pdf)

Item 5: Items Removed from Consent Calendar

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

Item 6: MBCC – Alexis Chase/Lisa Eigsti/Laurie Piel/Steve Shaffer

A. MBCC Event Budget Rate Increase – Alexis Chase/Lisa Eigsti

There are three major events that currently have a budget of \$1600 each year per event. The community sponsors for those events have found that it has been getting more expensive to put on the events and would like to ask the Board to consider increasing the budget for those three events.

B. MBCC Deck Window Closures – Laurie Piel/Steve Shaffer

The current canvas deck curtains have been getting torn up by the winter wind events. Laurie and Steve would like to discuss options to make the MBCC deck more weatherproof to be able to give the members of the community more options/opportunities to utilize the deck space.

C. MBCC Recycle Policy and Cleaning Equipment – Lisa Eigsti

Resident Lisa Eigsti has requested to discuss including the wording in the Community Center rental agreement that we are an “earth friendly community” and that the renter agrees to NO SINGLE USE PLASTIC, or balloons, single use plastic decorations. Use of bamboo, compostable or actual dishes and real silverware should be what’s normalized. She would also like to see a dishwasher be set up in the barely used space off the kitchen (aka Old kids room) and this room could also store extra dishes, table cloths, and the like.

Item 7: Fire Department Report – Fire Chief Chris Gove

Fire Chief Chris Gove will answer any questions regarding his attached Fire Department report. *(See attached)*

Item 8: MWPA Presentation of Hwy 1 Southbound Evacuation Corridor – Steven Peters

Marin Wildfire Prevention Authority (MWPA) Vegetation Management Specialist (VMS) Steven Peters will give a presentation of the Hwy 1 Southbound Evacuation Route Clearance Project. This vegetation clearing will take place in the Caltrans right-away at the foot of many Starbuck properties. Our MBVFD Fire department will be working with those property owners separately as well. Work could start as early as this March 2025.

Item 9: Clearing Vegetation along Upper Park Trail – Jeff Swarts

Muir Beach resident Jeff Swarts has requested that the CSD consider clearing the brush along the community path between Seacape and Starbuck. Jeff states, “that other residents have also expressed concern for this fire hazard. If residents have privacy concerns, they should be requested to plant along their property line, but the community path should be cleared to create a firebreak.” He believes that “this is also a possible matter of liability for the CSD if its jurisdiction isn’t properly maintained.” And, has also “seen a chipper mulching machine deployed in the Tahoe forests for this purpose. It seems fast and effective grinding all the vegetation up and leaving the chips on the ground to help preserve moisture in the soil.” Jeff also states, “having witnessed the Oakland hills fire, I am concerned about a carelessly thrown cigarette from a passing vehicle on Hwy 1 or a sparking trailer chain pushing flames up into our neighborhood when the Diablo winds are blowing in the fall.”

Item 10: NPS Redwood Creek New Gauge Monitoring – Leighton Hills

At the 10/10/24 Board meeting, the CSD Board directed Director Leighton Hills to look into the CSD having its own Redwood Creek measuring device verses sharing the cost with the NPS for the USGS creek monitoring system. Leighton will present a review of his findings and recommendations.

Item 11: District Manager Report – Mary Halley

District Manager Mary Halley will present brief highlights from her DM report. *(See attached)*

Item 12: Proposed Water Rate Increase for Consideration – Mary Halley

The District’s ability and procedures for setting water rates is regulated by Prop 218 under CA Civil Code. Water rate ordinances and rates can be extended by a maximum of 5-years. District Manager Mary Halley will present the current status of Water Department revenues, expenses, use trends, and the financial situation of the District’s Water Dept, then provide her recommendation for rate increase to be considered and implemented in the near future.

Item 13: Proposal to change General Legal Counsel from Marin County Counsel to Emily Longfellow currently at Epstein Holtzapple Christo – David Taylor

Marin County allows local agencies such as us to use members of its legal staff, so called County Counsel, and then charges the agencies market rates for the time used. A limited number of local governments in Marin use this service. Representatives assigned to us change periodically. The District used Emily Longfellow, a specialist in small governmental work, presently at Epstein Holtzapple Christo, for the roads and easements research conducted recently, as well as for issues regarding taking over responsibility for Charlotte’s Way. Our experience was excellent with Emily. Directors Leighton Hills, and David Taylor recommend that the District , as a matter of course, change from using County Counsel to using Emily Longfellow for general legal advice as needed.

Item 14: 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 15: Recognitions & Board Member Items

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

Item 16: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, March 26, 2025

Muir Beach Community Services District

Balance Sheet

As of December 31, 2024

Accrual Basis

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	862,060
TriC Lower Tank Reserve	213,334
TriC Pipes & Equip Reserve	92,614
TriC Measure A	(2,056)
Prop 68 20% Matching Reserve	(3,909)
TriC General Fund	(16,535)
TriC Water	(74,361)
Total TriC Checking	1,071,148
TriC MMF - General Fund	203,206
Clearing	1,000
Total Checking/Savings	1,275,354
Other Current Assets	
Due from Water Ops to Gen'l Fd	74,361
Undeposited Funds	187
Total Other Current Assets	74,548
Accounts Receivable	
Receivables	15,397
Total Accounts Receivable	15,397
Total Current Assets	1,365,299
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
Buildings - Fire Station	113,332
Equipment - Fire Trucks	103,871
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,516,925)
Total Other Fixed Assets	1,905,254
Water System Assets	
100-Year Equipment Post 2008	652,370
Historic Water System Equipment	546,323
40-Year Equipment Post 2008	381,401
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	(838,659)

Muir Beach Community Services District

Balance Sheet

As of December 31, 2024

Accrual Basis

	Dec 31, 24
Total Water System Assets	993,731
Total Fixed Assets	2,898,985
TOTAL ASSETS	4,264,284
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	74,361
Total Other Current Liabilities	74,361
Accounts Payable	
Accounts Payable	3,706
Total Accounts Payable	3,706
Credit Cards	
Credit Card	771
Total Credit Cards	771
Total Current Liabilities	78,837
Total Liabilities	78,837
Equity	
Retained Earnings	4,034,224
Net Income	151,222
Total Equity	4,185,446
TOTAL LIABILITIES & EQUITY	4,264,284

COMPENSATION REPORT

Name	7/1/2023 to 7/1/2024 to		Notes
	6/30/2024	12/31/2024	
Halley Mary	85,000	44,250	Hire 7/10/17; sal incr to \$72,000 eff 6/1/19; to \$78,000 7/21; 5% CPI incr to \$81,900 eff 5/22; to \$85,000 eff 7/23; to \$88,500 7/24
Blank Thiemo	15,437	7,126	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank Stephanie	12,519	5,656	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales Juana	6,575	3,078	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman Harvey	2,500	1,500	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400, to \$3,000 5/24
Karel Ernst	1,511	1,280	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
	<u>\$ 123,542</u>	<u>\$ 62,890</u>	

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

	Dec 24
Income	
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	81,180
Refund - Educational Deductions	56,547
Total Property Tax Revenues	137,727
\$200 Parcel Tax for Fire	24,729
Total Combined Tax Revenues	162,456
Lease Income	2,600
Donations & Grants	200
Interest Income	3
Total Income	165,259
Expense	
Payroll Expenses	
Wages	5,188
Employer Payroll Taxes	802
Payroll Service	142
Total Payroll Expenses	6,132
Fire Dept Expenses	
Fire Chief Stipend	2,500
Phone, Radio Link for Bolinas	55
Total Fire Dept Expenses	2,555
Permits & Fees	1,150
Health Insurance	1,116
Grounds Maintenance/Gardening	900
Bookkeeping	680
Grant Spending	477
Community Classes & Functions	
Rental Expense	350
Total Community Classes & Functions	350
Utilities	
Electric	208
Telephone	7
Total Utilities	216
Supplies (non-water)	117
Bank Fees & Credit Card Fees	50
Meeting Expense	16
Other Operating Expenses	14
Website Hosting & Maintenance	5
Total Expense	13,777
Net Income	151,483

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

	Dec 24
Income	
Combined Water Revenues	
Water Operations Revenues	
Field for Billing Notices	0
Total Water Operations Revenues	0
Total Combined Water Revenues	0
Total Income	0
Expense	
Payroll Expenses	
Wages	5,292
Total Payroll Expenses	5,292
Utilities	
Electric	1,436
Telephone	21
Total Utilities	1,457
Water Enterprise	
Water Testing	465
Water Treatment	304
Total Water Enterprise	769
Bookkeeping	221
Receipts Outstanding	
LH Receipts Outstanding	104
Total Receipts Outstanding	104
Bank Fees & Credit Card Fees	86
Total Expense	7,928
Net Income	(7,928)

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

Date	Name	Memo	Amount
Bank Fees & Credit Card Fees			
12/03/2024	Intuit Payment Soln Acct Fee		20
12/31/2024		Batch Fee ID=-654991023	20
12/03/2024		Batch Fee ID=448961583	46
12/12/2024		Service Charge	50
Total Bank Fees & Credit Card Fees			136
Bookkeeping			
12/31/2024	Mullin, Sharon	Bookkeeping/water billing	680
12/31/2024	Mullin, Sharon	Bookkeeping/water billing	221
Total Bookkeeping			901
Fire Dept Expenses			
Phone, Radio Link for Bolinas			
12/11/2024	CalNet	Phone @ fire barn; 415 380-9627	55
Total Phone, Radio Link for Bolinas			55
Total Fire Dept Expenses			55
Health Insurance			
12/14/2024	CALPERS	Halley	1,116
Total Health Insurance			1,116
Other Operating Expenses			
12/31/2024	Mullin, Sharon	Parking & tolls	14
Total Other Operating Expenses			14
Permits & Fees			
12/13/2024	Marin County Treasurer	County Administration Fees	911
12/13/2024	Marin County Treasurer	County Administration Fees	239
Total Permits & Fees			1,150
Supplies (non-water)			
12/04/2024	Goodman Building Supply	Supply	24
12/06/2024	Hagel	Supply	93
12/03/2024	Goodman Building Supply	VOID: GJE, RGJE created on 12/03/2024	0
Total Supplies (non-water)			117
Utilities			
Electric			
12/16/2024	SMITH, Brent (1104)	Credit for electricity usage	8
12/24/2024	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	177
12/24/2024	PG&E Firehouse 6226-2	Electric - Firehouse	31
12/24/2024	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	401
12/24/2024	PG&E Pumping from Wells 745-7	Pumping	1,026
Total Electric			1,644
Telephone			
12/02/2024	Ooma	Telephone	7
12/04/2024	Ooma	Telephone	7
12/17/2024	Ooma	Telephone	7
12/29/2024	Ooma	Telephone	7
Total Telephone			29
Total Utilities			1,672
Water Enterprise			
Water Testing			
12/09/2024	Public Health Laboratory	2003 well special test	32
12/18/2024	Brelje and Race Laboratories, Inc.	Haloacetic acids	147
12/04/2024	Brelje and Race Laboratories, Inc.	Q bacs - monthly	144
12/11/2024	Brelje and Race Laboratories, Inc.	TTHM test	142

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01/10/25

Accrual Basis

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

Date	Name	Memo	Amount
Total Water Testing			465
Water Treatment			
12/13/2024	Herb's Pool Service	Chlorine	76
12/13/2024	Herb's Pool Service	Chlorine	228
Total Water Treatment			304
Total Water Enterprise			769
TOTAL			5,930

**Muir Beach Community Services District
Expenditures for Fixed Assets
As of December 31, 2024**

Date	Num	Name	Memo	Amount
Water System Assets				
Historic Water System Equipment				
Total Historic Water System Equipment				
Mains and Valves (historic)				
Total Mains and Valves (historic)				
Equipt and Controls (historic)				
Total Equipt and Controls (historic)				
Wells (historic)				
Total Wells (historic)				
100-Year Equipment Post 2008				
Total 100-Year Equipment Post 2008				
40-Year Equipment Post 2008				
Total 40-Year Equipment Post 2008				
20-Year Equipment Post 2008				
Total 20-Year Equipment Post 2008				
15-Year Equipment Post 2008				
Total 15-Year Equipment Post 2008				
10-Year Equipment Post 2008				
Total 10-Year Equipment Post 2008				
5-Year Equipment Post 2008				
Total 5-Year Equipment Post 2008				
Other Water System Assets				
Total Other Water System Assets				
Total Water System Assets				
Other Fixed Assets				
Playground Upgrades				
Total Playground Upgrades				
Land				
Total Land				
Land - Fire Station				
Total Land - Fire Station				
Buildings				
Total Buildings				
Buildings - Fire Station				
12/04/2024	2100...	Questa Engineering Corp.	Engineering for septic holding tank	3,722.54
Total Buildings - Fire Station				3,722.54
Equipment				
Total Equipment				
Equipment - Fire Trucks				
Total Equipment - Fire Trucks				
Electric Gate				
Total Electric Gate				
Furniture & Fixtures - CC				
Total Furniture & Fixtures - CC				
Road Improvements				
Shed Roof				
Total Shed Roof				

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01/10/25

Accrual Basis

Muir Beach Community Services District
Expenditures for Fixed Assets
As of December 31, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total Other Fixed Assets				3,722.54
TOTAL				3,722.54

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

General - Revenue and Expenses Apportioned To All Departments

12/31/2024

Gen Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Property Taxes (Unassigned)	187,000	49,392	26%
	Excess ERAF (Unassigned)	70,000	104,968	150%
	Grants/donations (Unassigned)		200	
	Interest Income (Unassigned)	200	20	10%
	Other Income (Unassigned)	31,400	15,600	50%
	Gen Revenue Total:	288,600	170,180	59%

Gen Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Payroll (DM) - Total *	88,500	44,250	50%
	Audit (incl fees+bookkeeping) *	12,700	9,967	78%
	Insurance (DM Health) *	12,300	6,235	51%
	Bookkeeping	12,000	6,027	50%
	Payroll Employer Taxes (DM) *	6,770	3,385	50%
	Insurance (Umbrella)	5,500		0%
	Office & Postage *	2,500	455	18%
	Payroll Service *	2,420	902	37%
	Dues & Memberships	2,215	2,619	118%
	Permits & Fees	2,200	1,303	59%
	Insurance (DM Workers Comp) *	2,100		0%
	Meetings (inc Minutes) *	2,000	96	5%
	Legal Fees	1,000	124	12%
	Repair & Maint (non-water)	500	125	25%
	Website & Document Management *	500	30	6%
	Utilities (Telephone-RingCentral)	410	403	98%
	Other Operating	330	189	57%
	Insurance (Board Workers Comp)	160		0%
	Supplies	150		0%
	Tree Management Program	-		
	Interest Expense	-		
	General Expense Total:	154,255	76,110	49%
	General Expenses (Net of Dept Allocations Total):	102,339	56,434	55%
	General Balance (Prior to Dept Allocations) :	134,345	94,070	70%
	Gen Balance (After Dept Allocations):	186,261	113,746	61%
	Loan Payment(None):	-	-	0%
	Gen Balance (After Loan Payment):	186,261	113,746	

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

Water Department				
12/31/2024				
Water Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Water Service Revenue	155,000	101,405	65%
	Water Conservation Discount	(49,600)	(28,904)	58%
	Meter Reading Fee	8,930	4,354	49%
	Water Service Revenue (Misc)	500	3,612	722%
	Water Service fee Net Revenue	114,830	80,467	70%
	Meter Charge (CIP Reserves)	83,000	41,021	49%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	Water Revenue incl Meter Charge:	197,830	121,488	61%
	Move Meter Charge to Reserves:	(83,000)	(41,021)	49%
	Water Operations Revenue:	114,830	80,467	70%
	Water CIP (PE Reserves):	43,000	21,018	49%
	Water CIP (LT Reserves):	40,000	20,000	50%
Water Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (40% Share):*	51,916	26,128	50%
	Payroll (DM) - Total	35,400	17,700	50%
	Audit	5,080	3,987	78%
	Health Insurance (DM)	4,920	2,494	51%
	Payroll Employer Taxes (DM)	2,708	1,354	50%
	Office & Postage	1,000	182	18%
	Payroll Service	968	361	37%
	Insurance (Workers Comp)	840	-	0%
	Meetings (incl Minutes)	800	38	5%
	Website & Doc Management	200	12	6%
	Gen Exp (Water Ops 40% Share):	51,916	26,128	50%
	Dedicated Expenses:			
	Payroll (Water Team)	30,500	14,062	46%
	Utilities: Electric (Water)	15,000	8,891	59%
	Rep & Maint incl Grant Spending	13,000	5,414	42%
	Bookkeeping (Water)	6,530	3,587	55%
	Treatment (Water)	5,000	3,368	67%
	Bank & Credit Card Fees(Customer)	4,500	3,021	67%
	Insurance (Water)	3,000	-	0%
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Testing (Water)	2,500	1,425	57%
	Payroll Employer Taxes (Water)	2,333	1,076	46%
	Permits & Fees (Water)	2,000	355	18%
	Payroll Employer (WC)	1,900	-	0%
	Legal Fees (Water)	1,000	-	0%

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

Water Department			
	12/31/2024		
Dues & Memberships (Water)	520	-	0%
Pay (Maintenance Sub-contractor)	400	-	
Utilities: Telephone (Water-Ooma)	400	240	60%
Other Operating (Water)	200	208	104%
Grant Spending	-	-	
Dedicated Expense Sub-Total:	91,383	41,647	46%
Water Operations Expense Total:	143,299	67,775	47%
Water Conservation Reserve (Beginning Balance):	49,600	49,600	
Water Conservation Reserve (Discounts):	(49,600)	(28,904)	58%
Water Conservation Reserve (Ending balance):	-	20,696	
Water Operations Balance :	(28,469)	12,692	-45%
Water Capital Improvements (Beginning PE Balance):	98,732	98,732	
Water Capital Improvement (Balance to PE Reserves):	43,000	21,018	49%
Water Capital Improvement (Capital spending):	-	(27,140)	
Water Capital Improvement (Change to PE Reserve):	141,732	92,610	65%
Water Capital Improvements (Beginning LT Balance):	193,334	193,334	
Water Capital Improvement (Balance to LT Reserves):	40,000	20,000	50%
Water Capital Improvement (Change to LT Reserve):	233,334	213,334	91%
Water Capital Improvement (Net PE and LT Reserves):	375,066	305,944	82%

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

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

Fire Department				
12/31/2024				
Fire Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Special Parcel Tax for Fire	44,679	25,160	56%
	Grants/Donations for Fire (Misc)	10,000	-	
	Grants for Fire (Measure C)	13,000	711	5%
	Grants for Fire (Measure W)	70,000	28,140	40%
	Grants for Fire (FVA Firehouse)	-	-	
	Grants for Fire (West Marin)	8,400	-	0%
	Fire Revenue incl Cap Imp Rev:	146,079	54,011	37%
	Deduct Cap Imp Revenue:	-	-	
	Fire Operations Revenue:	146,079	54,011	37%
Fire Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Fire Chief Stipend	30,000	15,000	50%
	Grant Spending	30,000	16,540	55%
	Fire Truck Maint & Repair	8,000	-	0%
	Insurance: VFIS	6,409	6,409	100%
	Fire Equip & Tools	4,000	-	0%
	Supplies: Sta wear/Turnouts	4,000	818	20%
	Insurance: Workers Comp	3,000	(3,144)	-105%
	Other Operating (Fire)	3,000	817	27%
	Emergency Preparedness	2,500	230	9%
	Fire Training/Certification	2,000	540	27%
	Utilities: Phone, Radio	640	327	51%
	Legal	500	-	0%
	Supplies: Medical	500	2,031	406%
	Dues: Membership	320	239	75%
	Utilities: Electric	320	140	44%
	Credit Card Receipts Outstanding		-	
	Dedicated Expense Sub-Total:	95,189	39,947	42%
	Fire Operations Expense Total:	95,189	39,947	42%
	Fire Operations Balance:	50,890	14,064	28%
	Fire Station Donations/Grants	340,000		
	Fire Station Expenditures	70,944		
	Funds Remaining	269,056		

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

Roads Department			
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12/31/2024

Roads Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Fees for Roads	-	-	
	Donations for Roads	-	-	
	Grants for Roads	-	-	
	Roads Operations Revenue Total:	-	-	

Roads Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Gen Exp (10% Share): p/project			

Dedicated Expenses:

Repairs & Maintenance (Roads)	10,000	-	0%
Pay (Maintenance Sub-Contractor)	2,000	2,025	101%
Legal Fees (Roads)	1,000	-	0%
Other Operating (Roads)	300	-	0%
Payroll (Roads)	-	-	
Payroll Employer Taxes (Roads)	-	-	
Payroll (WC-Roads)	-	-	
Supplies (Roads)	-	-	
Dedicated Expense Sub-Total:	13,300	2,025	15%
Roads Operations Expense Total:	13,300	2,025	15%
 Roads Operations Balance:	 (13,300)	 (2,025)	 15%

Capital Spending:

Capital Expenditures	40,000		
Total Capital Project Balance:	-	-	-

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

Recreation Department

12/31/2024

Rec Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	1,000	-	0%
	Grants/Donations for Rec	177,952	-	0%
	Measure A Tax	43,168	22,782	53%
	Rentals	4,000	600	15%
	Rec Operations Revenue Total:	226,120	23,382	10%
	Rec Ops non-Measure A Total:	182,952	600	0%

Rec Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Grant Spending (Rec)	177,952	5,109	3%
	Measure A Projects	43,000	30,840	72%
	Grounds Maintenance	9,000	4,185	47%
	Community Center Functions	8,000	2,661	33%
	Payroll (Rec)	9,200	4,578	50%
	Payroll (Rental Coordinator)	4,200	2,100	50%
	Repairs & Maintenance (Rec)	2,000	4,206	210%
	Trails Maintenance	1,500	2,238	149%
	Utilities: Refuse (Rec)	1,700	713	42%
	Supplies (CC)	1,000	251	25%
	Utilities: Elec (CC)	1,000	597	60%
	Payroll (WC-Rec)	650	-	0%
	Payroll Employer Taxes (Rec)	704	350	50%
	Rental Expenses (CC)	500	-	0%
	Other Operating (Rec)	100	-	0%
	Utilities: Phone (CC-Ooma)	80	51	64%
	Utilities: Propane (CC)	370	233	63%
	Community Center Classes	-	-	
	Legal Fees (Rec)	-	-	
	Dedicated Expense Sub-Total:	260,956	58,112	22%
	Non-Measure A Expense Total:	217,956	53,534	25%
	Rec Ops Balance(including Restricted Revenue):	(34,836)	(34,730)	100%
	Rec Ops Balance(non-Measure A):	(35,004)	(52,934)	151%

Budget for Capital Spending:

Measure A: CC Garbage Enclosure	5,000
Measure A: CC Deck Curtains	10,000
Measure A: Trail Improvements(S-C)	13,000
Measure A: CC Parking Project	15,000
Prop 68: Parking Project	177,952
Total Spending:	220,952

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Thursday, October 10, 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 Meeting is called to order at 7:05.

13
14 Board: Leighton Hills (Board President), Christine Murray (Board Vice President), Steven Shaffer
15 (Director), David Taylor (Director), Nikola Tede (Director)
16 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief)

17
18 **Item 2: Approval of Agenda**

19 *Item(s) not included in this agenda: A report on Muir Beach Lan was not included as it is not in the*
20 *CSD's jurisdiction.*

21
22 MOTION: That the agenda is approved as submitted.
23 Moved: Tede, seconded by Taylor
24 Vote: AYES: Unanimous.

25
26 **Item 3: Consent Calendar**

27 A. Approval of Quarterly Financial Reports dated 9/30/24. (*See attached*)
28 B. Approval of Draft Minutes from Regular Board Meeting on 7/24/24. (*See attached*)

29
30 MOTION: To approve the consent calendar.
31 Moved: Taylor, seconded by Tede
32 Vote: AYES: Unanimous.

33
34 **Item 4: Items Removed from Consent Calendar**

35 None

36
37 **Item 5: NPS Redwood Creek Update and USGS New Guage Monitoring**

38 Darren Fong, Aquatic Ecologist for the GGNRA for the past 30 years, gives an update on the status of
39 various aquatic critters in Redwood Creek and streamflow monitoring. Darren presents the NPS
40 request for the CSD Water District to contribute 50% of the annual USGS gauge monitoring fee of
41 \$27,880 (CSD share \$13,940) for the continuation of monitoring using the current gauge in the
42 Redwood Creek located at the Muir Beach Highway 1 Bridge.

43
44 ***Darren Fong's full presentation, and subsequent discussion, can be heard on the recording***
45 ***available at <https://muirbeachcsd.com/meetings/> , from 01:57 to 38:00.***

46
47 His presentation covers important species found within the Redwood Creek Watershed, which is a
48 biodiversity hotspot. These include the California red-legged frog, the pond turtle (see
49 <https://baynature.org/article/if-turtles-could-talk/>), and the California tidewater goby. Their habitats are

1 affected by the water levels in Redwood Creek, which the USGS monitoring helps track, including
2 showing clear effects on water level from the pumping conducted by the Muir Beach Community
3 Services District.

4
5 He also addresses issues in creek flow which are beneficial to habitat but create a problem for
6 property-owners. They are working with Carolyn Shoulders to find a solution. For the winter there will
7 be a bypass channel for water to flow through.

8
9 The park has been left as the only contributor to the cost of the gauge, which they can't afford
10 anymore, and so that's why they're asking the MBCSD to contribute to this valuable service.

11
12 Murray asks for clarification about a graph, which Fong explains shows that when the pumps are on,
13 there is a lag time where there is not a response at the creek, and then after a lag time we can see a
14 response at the Hwy 1 gauge, which is significant enough that it is measurable. In the winter you don't
15 see anything due to the noise and high flow, but when flow is lower, it's a measurable difference.
16 Discussion continues with the suggestion that it may be worth experimenting further with spreading
17 out pumping, pumping shorter periods spread throughout the day and night, rather than simply
18 pumping all night, under certain creek conditions.

19
20 **Item 7: Adoption of Special Creek Monitoring Fee**

21 The NPS is asking the Water District to contribute 50% of the annual USGS gauge monitoring fee of
22 \$27,880 (CSD share \$13,940). For the District to be able to accommodate this additional cost, the
23 District would need to consider including an additional Special Creek Management Fee of \$87.67 per
24 meter (or \$14.61 p/bi-monthly billing) to go into effect immediately starting retroactively with the 7/16
25 billing with 3 installments being paid with the 11/16 billing ($3 \times 14.61 = \$43.83$) to make sure we can fully
26 cover the first year of this new annual cost.

27
28 Discussion about the extremely high water use at the Pelican Inn (70,000 gal/month) and possible
29 approaches to that, including whether they could contribute particularly to this fee, or the option of
30 opening our other well site for untreated water for landscaping purposes.

31
32 Hills is hesitant to contribute to this cost, and wonders if there are other ways to monitor this, such as
33 installing our own pressure sensor at David Taylor's house. Discussion continues about whether or
34 not to contribute to this fee. Hills will address additional questions to Darren Fong and we can in the
35 meantime pursue alternatives.

36
37 **Item 5: Fire Department Report** – Fire Chief Chris Gove

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

39
40 **ACTIVITY**

41 There have been 43 calls year to date.

42 We completed the intensive weekend training in Pt. Reyes. It was a great opportunity to train
43 alongside professionals and learn new skills working in training environments that are new to us.

44 We participated in the countywide Sidewalk CPR program in August and trained over 50 people
45 and dispensed Narcan and fentanyl test kits.

46 The MERA Gen 2 radio system went live on October 3rd. This is new system includes the
47 MERA radio tower at the Overlook. The county dispatch system has been re-organized, and we are
48 familiarizing our team with how that operates. This upgrade included a new set of compatible pagers
49 for each volunteer to keep at home. When the 911 system is activated, we receive notifications on our

1 phones via SMS and via an app called Tablet Command as well as on the pagers – pagers work even
2 where there is no cell signal.

3 We also received a generous donation from Zendesk. This company contacted us to donate
4 equipment as they were moving to a new office building. We received a wide range of emergency
5 medical and disaster supplies including a number of AED's. This could improve our response time for
6 cardiac arrest as each volunteer will have an AED and medical bag in their personal vehicle. We will
7 train on the new equipment and have ordered new power supplies and pads.

8 As part of a Marin County EMS grant, we are receiving a Lucas automated CPR device
9 (<https://www.lucas-cpr.com>) This will also enhance our capacity to support individuals in cardiac
10 arrest. We have started training on this device this week.

11 FIREHOUSE

12 Our permit is still pending with the county. It is a very slow process. The county has requested
13 additional information from the soils and civil engineers on the project and there have been
14 considerable delays in obtaining the necessary responses from the engineering teams. The process
15 can only resume once a complete set of responses is re-submitted. One remaining item is pending
16 from an engineer. It cannot be done piecemeal.

17 Once we have the permit, we can make the next payment to the building construction company
18 and move forward.

19 FIREWISE

20 The PG&E grant funds were used to remove several dead trees on Sunset and Pacific Way.
21 There is one remaining chipper event this year. The community has removed many tons of debris this
22 year and we applaud them.

23 BBQ

24 The last BBQ had a profit of over \$74,000 and we are in the planning stage for the next one.

25 DISASTER COUNCIL

26 The group is planning an event October 20th called STAY BOX to discuss the supply's you
27 should have on hand in case you must shelter in place for a time.

28 MWPA

29 We expect that work will begin on the Southbound side of the Hwy 1 evacuation corridor later in
30 2024 or in 2025. This is the portion of the highway between Muir Beach Overlook and Sunset Way on
31 the slope that rises from the Banducci Ranch property and is a high fire risk area. The overall project
32 stretches in segments from Inverness to Muir Beach. This phase is anticipated to be an initial limited
33 clearance of up to 25 feet from the roadway – mostly in the CalTrans Right of Way. We will work with
34 every property owner adjacent to the ROW in case there is a benefit to do fuel reduction. No work will
35 be conducted without an individually signed Right to Enter agreement and a discussion between
36 homeowner and MWPA vegetation management specialist about what areas would be treated.

37 Please see attached detailed FAQ document regarding this project.

38 In addition, PG&E hopes to secure approval to remove a dozen dead Monterey pines from the
39 Audubon Canyon Ranch Terwilliger site – this could happen before the storm season. MWPA is
40 working together with Audubon and PG&E to support this important hazard tree removal.

41 **Item 8: Revisions to Marin Wildfire's JPA Agreement** – Chris Gove/David Taylor/ Christine Murray

42 Marin Wildfire Protection Authority (MWPA) was created when 17 local Marin agencies with fire
43 prevention responsibility entered into a joint exercise of powers agreement and the voters adopted a
44 tax measure to fund the agency in March 2020. Thanks to the efforts of the drafters of the original
45 agreement, the document has provided a solid and efficient structure for the agency. During the four
46 years that the agreement has been in use, member agencies and Marin Wildfire staff have noted
47 several provisions that would benefit from revision. These three areas are the most significant
48 revisions: Section 3. Membership / Section 7. Advisory Technical Committee / Section 9(c). Funding
49

1 (See attached MWPA Amendment Agenda Item). To take effect, the Amended JPA Agreement must
2 be executed by three-fourths of the governing boards of the Marin Wildfire member agencies
3 (Amended JPA Agreement § 21) and for which the MBVFD is a member. Accordingly, the
4 amendments are being presented to this body for approval. (See attached Proposed JPA
5 Amendments for Member Agencies Clean for Signature)
6

7 Murray reports that it's a very straightforward, noncontroversial set of changes.
8

9 MOTION: That we approve the revisions to the MWPA's JPA agreement.
10 Moved: Murray, seconded by Taylor
11 Vote: AYES: Unanimous.
12

13 **Item 9: District Cybersecurity** – Christine Murray *Cybersecurity Ad hoc subcommittee to provide a*
14 *brief progress report on this continuing research project.*

15 We received an assessment back from the Department of Homeland Security and they have made
16 some recommendations. Murray and Hills and Halley will discuss in private.
17

18 **Item 10: District Manager Report** – Mary Halley A. District Manager Mary Halley will present brief
19 highlights from her DM report (see attached). Her report as always is available in full as part of each
20 meeting packet at <https://muirbeachcsd.com/meetings/> .
21

22 **Item 11: Request for New Footpath along Highway 1 from Seacape to Sunset** – Linda Caplinger
23 Resident Linda Caplinger from White Way is requesting the MB Board to consider the construction of
24 a safe footpath from Shoreline/Seacape south to Shoreline/Sunset using the right-of-way along
25 Shoreline Highway. The Board will first need to investigate the ability to obtain a Caltrans
26 Encroachment Permit for such a project, and the legality of the CSD building and maintaining a
27 footpath that is not in a District easement, and also budget constraints as many other existing
28 footpaths and trails are still waiting for funding to become available for those repairs and
29 improvements.
30

31 Linda Caplinger noticed in a July 2007 issue of the Beachcomber that there used to be public access
32 to the steps to the Community Center, but the current owners there will not allow that access.
33 Caplinger, and also the owners at 4 White Way, feel they are a kind of island and would love to have
34 a safe way to get down to the beach or up to the Community Center. Idea is a footpath so that people
35 on White Way and people at the beginning of Sunset would have a safe way to get up, which could
36 also provide a firebreak for the Hamilton property.
37

38 Hills: CalTrans right of way is typically 60 feet, and the pavement is much less than that, so it could
39 work. Hills asks Caplinger to inquire with CalTrans about the possibilities. As a water district, we may
40 not have a right to put in a walkway, but they might accept it, nonetheless. Hills will provide a contact
41 person for her to continue that research. Discussion continues as to other factors, such as Coastal
42 Commission, where the right-of-way falls, and potential costs. Hills indicates that the CSD would
43 support the project, but that neighbors may be asked to raise funds themselves.
44

45 **Item 12: Public Open Time**

46 None
47

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

49 None

1

2 **Item 14: Next Meeting Date and Adjournment**

3 Next Board Meeting Date: **January 29**, 2024.

4

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

6 Meeting adjourned at 8:30 pm.

MBCSD January 29, 2025

FIRE DEPARTMENT REPORT

DISASTER PREPAREDNESS

Our hearts go out to everyone affected by the Southern California fires, especially those who have lost their homes. We stand with the firefighters, local law enforcement and first responders who are courageously working to contain the fires and protect lives.

The ongoing fire disasters in Southern California have been terrifying to witness and many people in the state have been impacted. It is also a powerful stimulus to our disaster liaisons to continue to train and plan for our community

These are some observations from MWPA and Firewise leaders:

Stop Being Surprised: Wildfires are predictable based on historical patterns. Surprise leads to panic, and panic results in poor decisions.

Historical Context of Fires: Many significant fires, including the Tubbs Fire and Oakland Hills Fire, have repeated over decades due to predictable conditions. They will happen again.

Year-Round Preparedness: Fires are no longer seasonal; they can occur any time of the year. Society must adapt to this reality.

ACTIVITY

There were 62 calls last year, a decrease compared to the prior years. Over half (51%) of these calls were in our primary service area of our community, Green Gulch Farm and adjacent NPS areas such as the Overlook and Big Beach.

We are working on maintenance of EMR certification with our paramedic trainer, Otis Guy. We have completed CPR and skills training modules. We have been trained on the use of our new Lucas automated CPR device and it is now on the engine.

The donated AED devices are not yet in service due to a nationwide shortage of batteries.

We are testing a new incident response app that will allow us to track firefighter availability in real time and manage reporting and statistics. Stinson Beach Fire uses this app and recommended it to us recently.

MERA radio updates and re programming are ongoing as is our training on the new system. Our local MERA tower has made a big difference in reducing coastal dead zones – as we had hoped.

David Taylor has successfully completed Driver/Operator 1A training this month along with other West Marin volunteers. We are grateful to Bolinas Fire for organizing and facilitating this type of training.

FIREHOUSE

We are responding to a second round of requests from County planners regarding our permit application after a lengthy period of delay.

FIREWISE

Our Firewise group continues to do great work. The renewal application was approved. Several educational events and an evacuation drill are being planned. Countywide chipper program statistics show that Muir Beach managed to be the 4th highest producer of chipped wood in the whole county.

MWPA

We are working on various MWPA committees to plan for the coming fiscal year. See attached MWPA FY 23-24 Executive Summary for an overview of our work.

We have invited MWPA staff to make a brief presentation this evening about important upcoming evacuation route clearance along HWY 1. We have funding to do this work as well as the appropriate permits. We will be coordinating with the adjacent homeowners very soon. The vegetation reduction work is all expected to be in the CalTrans right of way.

The Audobon Canyon Ranch/Terwilliger Grove hazard tree removal should be started this spring under the auspices of PG&E and MWPA.

BBQ

The kickoff meeting for this year's BBQ will be announced soon. We hope everyone can help out and join us at the BBQ on Sunday May 25th.

Chris Gove Chief MBVFD

District Manager Report – January 2025

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

General:

Board of Directors – appointed Directors will be sworn in at the January 29 Board meeting. The Marin County Elections office will provide each Director with an Oath of Office/Certificate of Appointment. The Board will also elect new Board Officers for 2025.

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.

District Manager – nothing specific to report.

Water:

Redwood Creek Stream Monitoring – heavy rains in December increased stream flows reaching the 7ft flood stage causing flooding our pumphouse. Current stream flows are steady at 4.0 cfps, and stream height 1.07 ft.

Water Reports – monthly Drought reports (DDR) are current and submitted through December 2024.

State Waterboards Triennium Sanitary Survey – still waiting for final survey report which usually takes some time to receive.

Marin Water Seasonal Intertie possibility – Supervisor Rodoni’s office and Marin Water representatives are still interested in seeing if an intertie can be a viable project. Director Hills and I have sat in on several meetings to continue the discussion on the few remaining unresolved critical issues needed to move this project forward for another possible grant application cycle before the FLAP funded Frank Valley Road paving/improvement project begins summer 2026.

Lower Tank property – a neighboring property owner is offering to pay to install a drainage pipe to carry the water that is discharged at the top corner of the Lower Tank property down the hill to tie into an already existing drainage system. This project is on hold until this summer when the field has dried.

Water infrastructure under CSD Footbridge – have been discussing with Water Team and Fire Chief options for raising the electrical and water pipes underneath the footbridge to make them less vulnerable during creek flooding events and also with Cuco for interim protection until a permanent fix can be implemented.

Main Valve replacements – three very old (1965) failing valves at the Ahab Wye have now been replaced. I will get quotes to replace the frozen valves located at the Starbuck extension and additionally at Starbuck/Seacape intersection for replacement this fiscal year.

Water Rate Study – have begun the process of evaluating our Water Operations budget for recommendations for the renewal of this year’s Water Rate Ordinance. So far it looks like a maximum of a 20% water increase would be needed to fill the ongoing shortfall from declining water usage along with renewing the 5-year annual April CPI increase for another five years.

Cross Connection Plan – starting to research the new SWB requirement that requires development of a District Cross Connection Ordinance and Initial Hazard Assessment by a Certified Cross Connection specialist followed by a detailed Cross Connection Plan and ongoing maintenance Program. This could prove to be a very expensive SWB initiative.

Fire:

Firehouse – the building permit for the firehouse is in progress and we have now received the EHS permit for the septic holding tank in record time. I am currently looking into completing the Septic Holding Tank Operating Permit application. MBVFA grant report to-date is that we have received a total of \$340,000 from the VFA since 2018. We have spent a total of \$82,047.58 on soft costs (such as Civil Engineering, Building permit, Septic Holding Tank Engineering, Septic permit, CalGreen Checklist, and Geotechnical review) and are currently working on the septic operating permit. The current balance in the MBVFA firehouse grant account is \$257,952.42 plus an additional \$100,000 received from the County grant.

Measure C – working with the Fire Chief to determine spring vegetation clearing projects.

MWPA – grant funding was approved to clear the fuel load on the Highway 1 southbound evacuation corridor and Banducci projects, along with the Audubon Canyon Ranch (ACR) Pacific Way property, and have now made it through the permitting process. The MBCSD will reconsider the possible transfer of the property from ACR to MBCSD once dangerous trees have been removed.

Recreation:

MB Community Center – started looking into how to replace the several deck curtains that were torn up in the past winter windstorms. It seems that the current curtains were made and installed by a sail cover maker in Sausalito who is likely not still alive. Several options have been suggested and will be brought before the Board at the January meeting. Aside from the initial installation cost of any possible solution, maintenance and ease of use should be considered. The previous canvas deck curtains were difficult for CC users and resident renters to put up and down and would also break free of their tiedowns such that the rivetted edges would fly up and hit the edges of the deck glass causing cracking.

Prop 68 Per Capita Recreation grant – we have now finished the civil and structural engineering for the west-section of CC Parking project (phase 2) and geotechnical review. The Coastal Permit covers both sides of the CC Parking Project, so will submit for building and encroachment permits. We have until 2028 to complete.

Measure A – currently being used to help backfill Prop 68 CC parking project and will pay for the deck curtain replacements at the CC. It has also been budgeted to improve the trail and stairs from Sunset down to Cove Lane this year.

Parks and Trails –the Sunset to Pacific drainage box has now been lined with aluminum sheeting with new stronger top screening and new barrier added for loose dirt protection. Also, am currently getting a quote to have the trail from Sunset to Cove Lane improvements. Windblown brush and debris have been cleared from trails after storms and gravel will be added to the bottom of the Seacape to Sunset trail to help make it less slick when wet.

Roads:

Pacific Way Bridge – helped coordinate the communication between residents, our Fire Chief, and County staff to get a large pile of lodged logs and debris located on the upstream side of the PWB removed by County DPW.

Lagoon Drive – (still pending) we received an estimate from Rodas for the cost to raise the road 18” higher, which the Board approved at the May 22 Board meeting, so the scheduling plan for the project is to be coordinated with the Firehouse project hopefully this spring or summer.

Communications:

Cybersecurity Committee – I continue to receive and review our CISA weekly IP scanning reports.

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

Muir Beach Directory – currently updated thru 1/20/25 and posted on the website 'Contact and Links' page.

Finance:

Email – Anythingemail.com where the district's Domaine Name is registered is ending service in February so we will need to find a new home. GoDaddy is one possibility – will research others.

Audits – 6.30.24 draft-audit posted on the website for review and approval at the January 29 Board meeting.

District Office Business – the DM laptop is now 8-years old, and our computer technician says that Windows will stop supporting the current version in October of 2025, so am starting to look at replacement. 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

