

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

2 Minutes of the Board of Directors' meeting held on  
3 Wednesday, March 26, 2025  
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: Christine Murray (Board President), Steven Shaffer (Board Vice President), Leighton Hills  
15 (Director), David Taylor (Director), Nikola Tede (Director)  
16 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)  
17

18 **Item 2: Approval of Agenda**

19 *Item(s) not included in this agenda: None.*  
20

21 MOTION: That the agenda is approved with rearrangements as noted.

22 Moved: Tede seconded by Shaffer

23 Vote: AYES: Unanimous.  
24

25 **Item 3: Consent Calendar**

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

30 A. Approval of Draft Minutes from Regular Board Meeting on 1/29/25. (See attached)

31 B. Approval of Updated Legal Policy to reflect Board approved change in General Counsel.  
32 (See attached)  
33

34 Hills comments on item B, minor items on updated legal policy. County counsel is still listed as  
35 available option, and let's take that off entirely. Remove hourly rates.  
36

37 MOTION: To approve the consent calendar with noted changes.

38 Moved: Hills, seconded by Murray

39 Vote: AYES: Unanimous.  
40

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

42 None  
43

44 **Item 5: MBCC – Alexis Chase/Lisa Eigsti/Laurie Piel/Steve Shaffer**

45 **A. Christmas Fair Donation – Laurie Piel**

46 Christmas Fair organizer Laurie Piel presents the Xmas Fair 2024 donation check for \$2000 and gives  
47 2025 fair updates.  
48

49 **B. MBCC Event Budget Rate Increase – Alexis Chase/Lisa Eigsti/Laurie Piel**

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

5  
6 Eigsti notes that costs have gone up over the years. Creating and printing flyer, laminated posters  
7 (\$80), marigolds \$100, plates and cups \$100-150, non-alcoholic drinks, band is biggest expense at  
8 \$2-3000, cleaning fee \$200. Last few years spent over current budget of \$1600. Have been able to  
9 fundraise for some funds in the past and now hopes for CSD support. Steve Shaffer suggests \$2800  
10 for each of three events.

11  
12 MOTION: To increase budget to annual total of \$8400 for all three events.

13 Moved: Hills, seconded by Shaffer

14 Vote: AYES: Unanimous  
15

16 **C. MBCC Deck Railing Enclosure – Steve Shaffer**

17 Director Shaffer discusses options to enclose the MBCC main deck railing. (*See photos in meeting*  
18 *packet*).  
19

20 One is boarding up the lower rail part of the deck. Another option is to remove the rails and start from  
21 scratch to make new glass walls. Harvey Pearlman notes that the basic issue is to prevent wind and  
22 rain from coming onto the deck. Director Tede notes that it would be a major change to what is a  
23 wonderful outdoor space to make it perpetually enclosed.  
24

25 Shaffer agrees to do more research and come back to the CSD at a later meeting.  
26

27 **D. MBCC Recycle Policy and Cleaning Equipment – Lisa Eigsti**

28 Resident Lisa Eigsti has requested to discuss including wording in the Community Center Rental  
29 agreement that we are an “earth friendly community” and that the renter agrees to NO SINGLE USE  
30 PLASTIC, or balloons, or single use plastic decorations. Use of bamboo, compostable or actual  
31 dishes and real silverware should be what’s normalized. She would also like to see a dishwasher be  
32 set up in the barely used space off the kitchen (aka “Old Kids’ room) and this room could also store  
33 extra dishes, tablecloths, and the like.  
34

35 MOTION: That the written contract for use of the community center strongly recommends,  
36 but stops short of mandating, that people agree to no single use plastic, or  
37 balloons, or single use plastic decorations.

38 Moved: Murray, seconded Shaffer

39 Vote: AYES: Unanimous  
40

41 **Item 6: Fire House Update – Fire Chief Chris Gove**

42 Fire Chief Chris Gove as a member of the Fire House Committee (comprised of David Taylor, Laura  
43 Van Amberg, Chris Gove, Brad Eigsti, Leighton Hills, and Brent Smith) has solicited three competitive  
44 contractor proposals to complete the Fire House project dirt work, drainage, concrete slab, retaining  
45 walls, septic holding tanks and piping from; Rodas Brother Engineering Construction – San Rafael,  
46 Machado Brothers, Inc – Petaluma, and Damazio Excavating, Inc – Petaluma. Chris Gove and other  
47 members of the Fire House Committee will present an update of the project status including  
48 permitting, project manager search, and next steps needed to prepare for a contractor

1 recommendation to present to the CSD Board for consideration, selection, and final approval at an  
2 upcoming Special Board meeting.

3  
4 We have approval to get the Fire House permit. County has signed off, it's available for pickup  
5 contingent on us selecting a contractor. We have three bids: Highest bid is 600,482. Others were  
6 500,000 range. Need to examine them closely.

7  
8 Gove hopes to get a blanket motion to be able to choose a contractor. Motion to approve funding for a  
9 contractor to do preparatory site work. The idea is that the Fire Department or CSD is self-contractor  
10 that could be changed in the future.

11  
12 Hills suggests that he and David Taylor be appointed and given the authority to direct Mary Halley to  
13 enter into a contract as they come up and need to be approved. Then we wouldn't have to have a  
14 special meeting, and they could be approved expeditiously. Taylor notes that the CSD has done that  
15 before, to delegate a group of board members to represent the board with its decision-making, and  
16 that with regular reporting as there already is from Halley, that creates a group of people who would  
17 be involved with the regular oversight and management of this complicated project. Murray agrees  
18 that this would help it to move quickly.

19  
20 Halley reads motion from the meeting of January 24, 2024, which addresses this. That motion was  
21 *"That the board authorize Halley to work with the firehouse committee to sign the contracts for the*  
22 *construction of the building, slab, building site work, to purchase doors and windows according to*  
23 *schedule, according to the amounts listed above: Site work \$159,000, slab \$75,000, building*  
24 *\$130,000, doors & windows \$60,000, plus other costs (plumbing and electrical), and \$20,000 for*  
25 *permit, plus 10% contingency."* (See 2024-Mar 27 MBCSD Regular Meeting Agenda - Full Packet,  
26 item 7, page 4, lines 4-9).

27  
28 This new motion would supersede that earlier motion, including the amounts named therein. Following  
29 on from contracts that have already been negotiated, Hills and Taylor would have the ability to direct  
30 Halley to negotiate contracts.

31  
32 MOTION: That the board would authorize Hills and Taylor to direct Halley to enter into  
33 contracts on behalf of the district for the construction of the firehouse.  
34 Moved: Hills, seconded by Shaffer  
35 Vote: AYES: Unanimous.

36  
37 **Item 11: District Manager Report** – Mary Halley A. District Manager Mary Halley will present brief  
38 highlights from her DM report (see attached). Her report as always is available in full as part of each  
39 meeting packet at <https://muirbeachcsd.com/meetings/> .

40  
41 Marin Water intertie via Muir Woods is still floating around as a possibility.

42  
43 Measure C — it was approved to do some vegetation management at the ridge park. MWPA funding  
44 is difficult to get and could take a long time to get. Measure C could be a way to be able to move  
45 forward on it sooner.

46  
47 Prop 68 grant — moving forward slowly, also putting forth current design plans for second phase.  
48

1 Measure A funds are going to backfill second part of parking project, and Sunset-Cove trail, and deck  
2 for community center.

3  
4 **Item 8: Proposed Water Rate Increase** – Mary Halley

5 The District's ability and procedures for setting water rates are regulated by Prop 218 under CA Civil  
6 Code. Water rate ordinances and rates can be extended by a maximum of 5-years with the current  
7 ordinance expiring 6/30/2025. At the January 29, 2025 Board meeting, District Manager Halley  
8 presented data on the current status of the Water Department's revenues, expenses, use trends, and  
9 finances, with the recommendation that a modest water rate increase of 15-20% would be needed to  
10 maintain water revenues at consistent levels as water use declines due to water conservation. At that  
11 meeting, the Board directed DM Halley and Director Hills to develop a water rate increase proposal to  
12 cover the next 5-years to be considered for implementation in the next FY25/26 budget cycle. The  
13 current recommendation, based on the data presented at the January meeting, is for a 15% increase  
14 plus April 2025 CPI (rate to be released in May) adjustment be applied singularly to the Service Fee  
15 and then only the April 2025 CPI adjustment be applied to the Meter Charge which covers capital  
16 improvements. The District Manager is asking the Board to direct for the development of a proposal,  
17 ordinance, and Notice of Public Hearing for a Water Rate Increase with a 45-day public comment  
18 period to be held at the May 28, 2025 Regular Board Meeting.

19  
20 Because we're under Prop 218 we must go through a proper sequence of noticing and so on. The  
21 board directs Hills and Halley to move forward with the process.

22  
23 Tede asks if we'd gone further with discussion about Pelican Inn using huge amounts of water. Not  
24 yet, but that's important to do. Murray brings up creative ideas from previous meetings, including the  
25 potential use of gray water to help irrigate their lawns rather than drinking water. Tede volunteers to  
26 be contact person for the Pelican.

27  
28 **Item 9: Public Open Time**

29 Lisa Eigsti thanks the board and also thanks Harvey Pearlman for doing fundraising and making T-  
30 shirts for Day of the Dead.

31  
32 **Item 10: Recognitions & Board Member Items**

33 David Taylor thanks Chief Gove for getting us this far on the firehouse permit and also thanks MBVFD  
34 member Jon Rauh for his work on the project.

35  
36 Murray thanks Hills for all his work being Board President during his recent term.

37  
38 **Item 11: Next Meeting Date and Adjournment**

39 Next Board Meeting Date: May 28, 2025.

40  
41 There being no further business to come before the board, the meeting is adjourned.

42 Meeting adjourned at 8:11 pm.