



# MUIR BEACH COMMUNITY SERVICES DISTRICT

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

## AGENDA

### Regular Meeting of the Board of Directors

Wednesday, November 19, 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.*

<b>7:00 pm</b>	<b>Item 1: Call to Order</b>
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**Board:** Christine Lam (Board President), Steven Shaffer (Board Vice-President), Leighton Hills (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:

<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 9/30/25. (See attached)
- B. Approval of Draft Minutes from Regular Board Meeting on 9/24/25. (See attached)
- C. Approval of Draft-Audits FY 2024-25 (See at <http://muirbeachcsd.com/wp-content/uploads/2025/11/Audit-MBCSD-Draft-Audit-Report-6.30.25.pdf>)

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

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

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

County of Marin 4<sup>th</sup> District Supervisor Dennis Rodoni will give a brief County update and then he and his staff will be available to answer questions or discuss any related topics of interest to the community.

#### **Item 6: Upper Park Trail – Discussion Item Regarding Upper Park Trail and Possible Direction to Staff Regarding Improvements – Suzanne and Scott Bender**

The Board has received a detailed proposal from residents Suzanne and Scott Bender regarding safety concerns on the Upper Muir Beach Park Trail (*see attached: Bender - November 19 Proposal for Upper Muir Beach Trail*). Their submission includes neighbor testimonials, documentation of trail usage patterns, and recommended actions for Board consideration.

This item provides an opportunity for the Board to hear directly from the Benders, receive public input, and determine next steps.

##### **Process for Item 6:**

1. Opening statement by Board President (3 minutes)
2. Presentation by Suzanne and Scott Bender (10 minutes)
3. Public comment (10 minutes)
4. Board discussion (15 minutes)
5. Board determines next steps, which may include further information gathering, consultation with subject matter experts, specific actions, or deferral pending additional review (7 minutes)

#### **Item 7: Fire Chief Report including MWPA Update – Fire Chief Chris Gove**

Fire Chief Chris Gove will present his report that includes an update on the status of the Marin Wildfire Protection Authority (MWPA) grant and projects. (*See attached: Fire chief's Report – November 2025*)

#### **Item 8: MBVFA Authorization to Hire a Fire Grant Writer – Fire Chief Chris Gove**

The Muir Beach Fire Department (MBVFD) and its funding branch, the MBVFA, are looking to engage with a grant consulting firm Blackrock (used by other local fire departments such as Ross Valley Fire Department) to help advise the MBVFD on available grant programs that the MBVFD may be eligible for, and also, assist in the preparation and submittal of grant applications. The MBVFA is willing to pay the \$1,000 Submission fee plus the 1% Grant reward fee, but the CSD, as the umbrella agency for the MBFVD, would be required to pay any matching outlay share required by the grant. This match can typically range anywhere from 5% – 50% for Federal and State government grants. Local and Private grant can vary depending on source. (*see Blackrock proposed agreement attached*)

#### **Item 9: Fire Tax Renewal – Director Taylor, Director Lam, and Fire Chief Chris Gove**

With the expiration of Measure L, passed in 2016, the fire department proposes that the Board consider a new ordinance for a special tax to be placed before the community at the June 2, 2026 election. The original 2016 ordinance implemented a parcel tax of \$213. This was an increase from the \$200 per parcel tax passed in 2012. Presently with annual CPI based increases the tax collected in FY25-26 is \$286.46 per parcel. The annual revenue from this tax is \$43,705. The current ordinance makes exceptions for low-income residents and contiguous lots with the same owner.

The fire department believes that the annual revenue collected is not sufficient to meet the future needs of the department and would like input from the Board about setting a new rate. The fire department is currently constructing a new firehouse that will require new equipment. The fire engines we operate are exceeding their maximum life expectancy and much of our equipment is likewise out of date and therefore not safe to use. The financial needs of the department going forward to maintain a state of readiness and a safe operating environment for our volunteers are significant.

Some rate examples:

\$450/parcel = \$67,500/year

\$550/parcel = \$82,500/year

#### **Item 10: District Manager Report – DM Halley**

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

#### **Item 11: Cross-Connection Control Ordinance – DM Halley**

District Manager Mary Halley will present the first reading of the new MBCSD Cross-Connection Control (CCC) Ordinance. The purpose of this ordinance is: to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “Regulations Relating to Cross-Connections”. The Board will hold a Special meeting on December 3, 2025 to approve the CCC Ordinance prior to December 31, 2025 State Water Board CCC Plan submittal deadline. *(See attached: Ordinance No. 2025-2 establishing a Cross-Connection Control Ordinance to protect the public water system)*

#### **Item 12: Water Conservation Discount Tiers – DM Halley**

At the May 28, 2025 Board meeting, the Board asked the District Manger to work with Director Hills to examine the District’s tiers used in calculating discounts provided to customers to essentially reward customers who are able to use less water per billing period, and to make recommendations for any appropriate updating. There seems to be no known documentation about the creation or logic behind the tiers, other than they were derived at a time when Donovan McFarland was the District Manager, some 25-30 years ago, and when water conservation was not quite as important an issue as it is today with the Redwood Creek habitat concerns. Further, low flow plumbing fixtures and drip irrigations were not prevalent at that time.

We have studied our water usage over the years in much detail, and we know that between 78% - 80% of all customers fall into Tiers 1 and 2 with water usage under 10,000 gallons. Using that information, we went ahead and did an analysis of narrowing Tier 3 to between 10,001 – 15,000 gallons (a 5,000-gallon bracket) to keep it more within the consistency of the first two tiers. We also considered that the average usage of a 3 person household using 50 gals p/person p/day (which is the State’s mandated goal), accumulates usage of around 9,150 gallons during the 61 day bi-monthly billing period, so that also made the range of 10,000 gallons fit more closely to the State mandate, placing the average household usage under Tier 3 or under 10,001 gallons. In this scenario, it seems that about 12-13 customers – some of the largest water consumers in the district – would move from Tier 3 to Tier 4 losing the 30% discount. *(See attached: Calculations: to explore the impact on Water Users/Customers if Water Discount Tier 3 was narrowed by 15,000 gallons)*

Our focus was water conservation that could be achieved through updating our conservation tiers, with revenue generation being secondary. However, the Board could implement this change without affecting the largest portion of Tier 1 and 2 water users, which are currently 78% of all customers. Any affected customers could presumably rein in their water consumption to save costs, which is essentially the point of having tiered rates.

Shown below are the present conservation tiers (some 25 - 30 years old) and then following, our

recommendation for updated tiers. The Board could call for a Resolution for the District to implement the updated tiers to then be considered for adoption at the time of the January 2026 meeting.

**Current:**

Gallons	Discount%	
0 to 4,500	50%	for all usage
4,501 to 10,000	43%	applies to all usage
10,001 to 30,000	30%	applies to all usage
30,001+	0%	applies to all usage

**Proposed:**

Gallons	Discount%	
0 to 4,500	50%	for all usage
4,501 to 10,000	43%	applies to all usage
10,001 to 15,000	30%	applies to all usage
15,001+	0%	applies to all usage

**Item 13: 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 14: Recognitions & Board Member Items**

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

**Item 15: Next Meeting Date and Adjournment**

**Next Board Meeting Date: Wednesday, January 21, 2026**



# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of September 30, 2025

	Sep 30, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Charles Schwab 6797	
CS Fire	800,000
CS Lower Tank Reserve	240,001
CS General Fund	89,999
CS Pipes & Equip Reserve	70,000
Charles Schwab 6797 - Other	1,804
Total Charles Schwab 6797	1,201,804
TriC Checking	
TriC General Fund	82,482
TriC Fire	81,099
TriC Pipes & Equip Reserve	16,771
TriC Measure A	11,291
TriC Lower Tank Reserve	6,666
TriC Water	(79,894)
Total TriC Checking	118,415
Total Checking/Savings	1,320,218
Other Current Assets	
Due from Water Ops to Gen'l Fd	79,894
Undeposited Funds	9,859
Prop 68 for reimbursement	425
Total Other Current Assets	90,178
Accounts Receivable	
Receivables	11,331
Total Accounts Receivable	11,331
Total Current Assets	1,421,727
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,351,974
Land	755,573
Buildings	590,355
CIP	319,024
CC Parking Project	252,302
Playground Upgrades	173,427
Buildings - Fire Station	158,399
Equipment	149,820
Land - Fire Station	147,918
Equipment - Fire Trucks	103,871
Electric Gate	9,927
Furniture & Fixtures - CC	7,684
Shed Roof	(0)
Accumulated Depreciation	(1,522,076)
Total Other Fixed Assets	2,498,197
Water System Assets	
100-Year Equipment Post 2008	651,666
Historic Water System Equipment	504,638
40-Year Equipment Post 2008	410,506
15-Year Equipment Post 2008	44,944
Mains and Valves (historic)	34,973
10-Year Equipment Post 2008	30,726

# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of September 30, 2025

	Sep 30, 25
Wells (historic)	21,620
20-Year Equipment Post 2008	1,000
Equipt and Controls (historic)	0
Other Water System Assets	0
5-Year Equipment Post 2008	(0)
Accumulated Depreciation	(791,696)
Total Water System Assets	908,377
Invested in Capital Assets	(2,224,181)
Total Fixed Assets	1,182,393
TOTAL ASSETS	2,604,120
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	79,894
Total Other Current Liabilities	79,894
Accounts Payable	
Accounts Payable	8,256
Total Accounts Payable	8,256
Credit Cards	
Credit Card	1,202
Total Credit Cards	1,202
Total Current Liabilities	89,352
Total Liabilities	89,352
Equity	
Retained Earnings	2,040,017
Gov't Net Position	419,393
Net Income	55,358
Total Equity	2,514,768
TOTAL LIABILITIES & EQUITY	2,604,120

**Muir Beach Community Services District**  
**Profit & Loss - Excluding Water (Operations, WCI)**  
September 2025

	Sep 25
<b>Income</b>	
Combined Tax Revenues	29,532
Measure W (TOT) Rev-Fire	
Property Tax Revenues	27
Property Tax Revenues	
Total Property Tax Revenues	27
Total Combined Tax Revenues	29,559
Lease Income	2,704
Interest Income	1,804
Recreational Activities Income	
Rental Income	750
Total Recreational Activities Income	750
Total Income	34,817
<b>Expense</b>	
Payroll Expenses	5,263
Wages	838
Employer Payroll Taxes	153
Payroll Service	
Total Payroll Expenses	6,255
Fire Dept Expenses	2,500
Fire Chief Stipend	114
Other Fire Dept Expenses	54
Phone, Radio Link for Bolinas	
Total Fire Dept Expenses	2,668
Audit Expense	1,639
Grounds Maintenance/Gardening	1,350
Health Insurance	1,114
Bookkeeping	893
Office and Postage	603
Supplies (non-water)	549
Community Classes & Functions	
Community Center Functions	239
Rental Expense	145
Total Community Classes & Functions	384
Utilities	
Electric	69
Refuse Service	38
Telephone	15
Total Utilities	122
Legal Expense	112
Bank Fees & Credit Card Fees	60
Other Operating Expenses	40
Meeting Expense	17
Website Hosting & Maintenance	5
Uncategorized Expenses	0
Total Expense	15,810
Net Income	19,007

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11/06/25  
Accrual Basis

**Muir Beach Community Services District**  
**Profit & Loss - Water (Operations,WCI)**  
September 2025

	Sep 25
Income	
Combined Water Revenues	
Water Operations Revenues	30,264
Water Service Revenues	90
Misc Water Revenues	0
Field for Billing Notices	
Total Water Operations Revenues	30,354
Water Capital Improvement Revs	
Capital Improvement Revenues	13,843
Total Water Capital Improvement Revs	13,843
Total Combined Water Revenues	44,197
Total Income	44,197
Expense	
Payroll Expenses	
Wages	5,696
Total Payroll Expenses	5,696
Utilities	
Electric	1,511
Telephone	14
Total Utilities	1,525
Bank Fees & Credit Card Fees	911
Bookkeeping	833
Water Enterprise	
Water Treatment	428
Water Testing	200
Total Water Enterprise	628
Receipts Outstanding	
LH Receipts Outstanding	(258)
Total Receipts Outstanding	(258)
Total Expense	9,334
Net Income	34,864

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11/06/25

Accrual Basis

**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**September 2025**

Date	Name	Memo	Amount
<b>Audit Expense</b>			
09/30/2025	O'Connor & Company, Inc	6-30-25 audit - partial pmt	1,290
09/30/2025	Mullin, Sharon	Bookkeeping/water billing	349
Total Audit Expense			1,639
<b>Bank Fees &amp; Credit Card Fees</b>			
09/26/2025	Intuit Pymt Soln Tran Fee		911
09/30/2025	Intuit Pymt Soln Tran Fee	bank rec discrepancy	20
09/16/2025	TriCounties Bank	refund of fee	-10
09/12/2025		Service Charge	50
Total Bank Fees & Credit Card Fees			971
<b>Bookkeeping</b>			
09/30/2025	Mullin, Sharon	Bookkeeping/water billing	893
09/30/2025	Mullin, Sharon	Bookkeeping/water billing	833
Total Bookkeeping			1,726
<b>Fire Dept Expenses</b>			
<b>Other Fire Dept Expenses</b>			
09/12/2025	Rauh, Jon	Reimb for Fire Dept expenditures	114
Total Other Fire Dept Expenses			114
<b>Phone, Radio Link for Bolinas</b>			
09/11/2025	CalNet	Phone @ fire barn; 415 380-9627	54
Total Phone, Radio Link for Bolinas			54
Total Fire Dept Expenses			168
<b>Health Insurance</b>			
09/14/2025	CALPERS	Halley	1,114
Total Health Insurance			1,114
<b>Legal Expense</b>			
09/30/2025	Acevedo & Longfellow LLP	Advice on upper trail issues	112
Total Legal Expense			112
<b>Office and Postage</b>			
09/24/2025	Amazon.com	Fujitsu fi8150 Document Scanner	590
09/06/2025	File Center	Renewal of File Center maintenance support	68
09/11/2025	Container Store	Storage container return	-54
Total Office and Postage			603
<b>Other Operating Expenses</b>			
09/30/2025	Mullin, Sharon	Parking & tolls	40
Total Other Operating Expenses			40
<b>Supplies (non-water)</b>			
09/03/2025	Pearlman, Harvey - V	CC supplies, bistro fare	68
09/17/2025	Goodman Building Supply	Lock	8
09/02/2025	Goodman Building Supply	Misc small hardware for Lagoon project	14
09/24/2025	Berntsen International	Monument covers	460
Total Supplies (non-water)			549
<b>Utilities</b>			
<b>Electric</b>			
09/23/2025	PG&E Pumping from Wells 745-7		1,197
09/16/2025	SMITH, Brent (1104)	Credit for electricity usage	8
09/23/2025	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	69
09/23/2025	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	306
09/23/2025	PG&E Firehouse 6226-2	VOID: Electric - Firehouse	0



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11/06/25

Accrual Basis

**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**September 2025**

Date	Name	Memo	Amount
Total Electric			1,580
<b>Refuse Service</b>			
09/26/2025	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
<b>Telephone</b>			
09/01/2025	Ooma	Telephone	7
09/04/2025	Ooma	Telephone	7
09/17/2025	Ooma	Telephone	7
09/29/2025	Ooma	Telephone	7
Total Telephone			29
Total Utilities			1,647
<b>Water Enterprise</b>			
<b>Water Testing</b>			
09/02/2025	Public Health Laboratory	Monthly bacs, special FE tests	200
Total Water Testing			200
<b>Water Treatment</b>			
09/02/2025	Herb's Pool Service	Chlorine	428
09/02/2025	Herb's Pool Service	VOID: Chlorine	0
Total Water Treatment			428
Total Water Enterprise			628
<b>TOTAL</b>			<b>9,196</b>

2:07 PM

11/06/25

Accrual Basis

**Muir Beach Community Services District**  
**Expenditures for Fixed Assets**  
**As of September 30, 2025**

Date	Num	Name	Memo	Amount
<b>Water System Assets</b>				
<b>Historic Water System Equipment</b>				
Total Historic Water System Equipment				
<b>Mains and Valves (historic)</b>				
Total Mains and Valves (historic)				
<b>Equipt and Controls (historic)</b>				
Total Equipt and Controls (historic)				
<b>Wells (historic)</b>				
Total Wells (historic)				
<b>100-Year Equipment Post 2008</b>				
Total 100-Year Equipment Post 2008				
<b>40-Year Equipment Post 2008</b>				
09/10/2025		Rodas Trucking, Inc. DBA Roda...	3 new water valves at Starbuck Extension	19,750.00
Total 40-Year Equipment Post 2008				19,750.00
<b>20-Year Equipment Post 2008</b>				
Total 20-Year Equipment Post 2008				
<b>15-Year Equipment Post 2008</b>				
Total 15-Year Equipment Post 2008				
<b>10-Year Equipment Post 2008</b>				
Total 10-Year Equipment Post 2008				
<b>5-Year Equipment Post 2008</b>				
Total 5-Year Equipment Post 2008				
<b>Other Water System Assets</b>				
Total Other Water System Assets				
Total Water System Assets				19,750.00
<b>Other Fixed Assets</b>				
<b>Playground Upgrades</b>				
Total Playground Upgrades				
<b>Land</b>				
Total Land				
<b>Land - Fire Station</b>				
Total Land - Fire Station				
<b>Buildings</b>				
09/30/2025		NorCal Superior Systems	Progress payment on septic tank	7,000.00
Total Buildings				7,000.00
<b>Buildings - Fire Station</b>				
Total Buildings - Fire Station				
<b>Equipment</b>				
Total Equipment				
<b>Equipment - Fire Trucks</b>				
Total Equipment - Fire Trucks				
<b>Electric Gate</b>				
Total Electric Gate				
<b>Furniture &amp; Fixtures - CC</b>				
Total Furniture & Fixtures - CC				
Road Improvements				
<b>Shed Roof</b>				

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11/06/25

Accrual Basis

**Muir Beach Community Services District**  
**Expenditures for Fixed Assets**  
As of September 30, 2025

Date	Num	Name	Memo	Amount
Total Shed Roof				
Total Other Fixed Assets				7,000.00
TOTAL				26,750.00



# COMPENSATION REPORT

Name	7/1/2024 to		Notes
	6/30/2025	9/30/2025	
Halley	88,625	22500	Hire 7/10/17; to \$72k eff 6/1/19; to \$78K 7/21; 5% CPI incr to \$81,900 eff 5/22;to \$85K eff 7/23; to \$88,500 7/24; to \$90K eff 7/25
Blank	14,667	3751	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	12,497	2664	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	5,949	1539	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	3,000	750	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400, to \$3,000 5/24
Karel	1,929	1198	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
	\$ 126,667	\$ 32,402	

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

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

9/30/2025

Gen Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Property Taxes (Unassigned)	155,000	44	0%
	Excess ERAF (Unassigned)	110,000	11,509	10%
	Grants/donations (Unassigned)		-	
	Interest Income (Unassigned)	50	2,514	5028%
	Lease Income	32,772	8,112	25%
	<b>Gen Revenue Total:</b>	<b>297,822</b>	<b>22,179</b>	<b>7%</b>

Gen Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	12,000	6,218	52%
	Banking Fees (District-Pos Pay)	600	220	37%
	Bookkeeping	12,000	3,239	27%
	Dues & Memberships	2,700	290	11%
	Insurance (Board Workers Comp)	80	-	0%
	Insurance (DM Health) *	13,000	3,341	26%
	Insurance (DM Workers Comp) *	1,700	-	0%
	Insurance (Umbrella)	6,400	-	0%
	Interest Expense	-	-	
	Legal Fees	1,000	-	0%
	Meetings (inc Minutes) *	1,600	51	3%
	Office & Postage *	3,000	1,057	35%
	Other Operating	400	120	30%
	Payroll (DM) - Total *	90,000	22,500	25%
	Payroll Employer Taxes (DM) *	6,885	1,721	25%
	Payroll Service *	2,400	480	20%
	Permits & Fees	2,700	100	4%
	Repair & Maint (non-water)	500	-	0%
	Supplies	100	460	460%
	Tree Management Program	-	-	
	Utilities (Telephone-RingCentral)	410	402	98%
	Website & Document Managment *	1,200	15	1%
	<b>General Expense Total:</b>	<b>158,675</b>	<b>40,214</b>	<b>25%</b>
	<b>General Expenses (Net of Dept Allocations Total:</b>	<b>105,961</b>	<b>26,061</b>	<b>25%</b>
	<b>General Balance (Prior to Dept Allocations) :</b>	<b>139,147</b>	<b>(18,035)</b>	<b>-13%</b>
	<b>Gen Balance (After Dept Allocations):</b>	<b>191,861</b>	<b>(3,882)</b>	<b>-2%</b>
	<b>Loan Payment(None):</b>	<b>-</b>	<b>-</b>	<b>0%</b>
	<b>Gen Balance (After Loan Payment):</b>	<b>191,861</b>	<b>(3,882)</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**

**Water Department**

9/30/2025

<b>Water Revenue</b>	<b>Category</b>	<b>FY25/26 Budget</b>	<b>FY25/26 Actual</b>	<b>% of Budget</b>
	Water Service Revenue	218,800	77,084	35%
	Water Conservation Discount	(70,000)	(21,339)	30%
	Meter Reading Fee	9,000	2,958	33%
	Water Service Revenue (Misc)	1,000	180	18%
	Water Service fee Net Revenue	158,800	58,883	37%
	Meter Charge (CIP Reserves)	84,100	27,858	33%
	Connection Fees	-	-	
	Donations & Grants	-	-	
<b>Water Revenue incl Meter Charge:</b>		<b>242,900</b>	<b>86,741</b>	<b>36%</b>
Move Meter Charge to Reserves:		(84,100)	(27,858)	33%
<b>Water Operations Revenue:</b>		<b>158,800</b>	<b>58,883</b>	<b>37%</b>
<b>Water CIP (PE Reserves):</b>		<b>44,100</b>	<b>14,527</b>	<b>33%</b>
<b>Water CIP (LT Reserves):</b>		<b>40,000</b>	<b>13,333</b>	<b>33%</b>

<b>Water Expense</b>	<b>Category</b>	<b>FY25/26 Budget</b>	<b>FY25/26 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (40% Share):*</b>	<b>52,714</b>	<b>14,153</b>	<b>27%</b>
	Audit	4,800	2,487	52%
	Health Insurance (DM)	5,200	1,336	26%
	Insurance (Workers Comp)	680	-	0%
	Meetings (incl Minutes)	640	20	3%
	Office & Postage	1,200	423	35%
	Payroll (DM) - Total	36,000	9,000	25%
	Payroll Employer Taxes (DM)	2,754	689	25%
	Payroll Service	960	192	20%
	Website & Doc Management	480	6	1%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>52,714</b>	<b>14,153</b>	<b>27%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	5,800	2,228	38%
	Bookkeeping (Water)	6,600	2,117	32%
	Dues & Memberships (Water)	550	-	0%
	Insurance (Wcomp)	1,500	-	0%
	Insurance (Water)	3,400	-	0%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	1,100	454	41%
	Payroll (Water Team)	30,500	7,613	25%
	Payroll Employer Taxes	2,333	582	25%
	Permits & Fees	2,300	100	4%
	Rep & Maint incl Grant Spending	18,000	9,209	51%
	Subcontractors	300	135	
	Testing	6,000	1,282	21%

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

<b>Water Department</b>			
	9/30/2025		
Treatment	9,000	218	2%
Utilities: Electric (Water)	18,000	6,389	35%
Utilities: Telephone (Water-Ooma)	400	43	11%
<b>Dedicated Expense Sub-Total:</b>	<b>106,783</b>	<b>30,370</b>	<b>28%</b>
<b>Water Operations Expense Total:</b>	<b>159,497</b>	<b>44,524</b>	<b>28%</b>
 <b>Water Conservation Reserve (Beginning Balance):</b>	 <b>70,000</b>	 <b>70,000</b>	
<b>Water Conservation Reserve (Discounts):</b>	<b>(70,000)</b>	<b>(21,339)</b>	<b>30%</b>
<b>Water Conservation Reserve (Ending balance):</b>	<b>-</b>	<b>48,661</b>	
 <b>Water Operations Balance :</b>	 <b>(697)</b>	 <b>14,359</b>	 <b>-2060%</b>
 <b>Water Capital Improvements (Beginning PE Balance):</b>	 <b>102,200</b>	 <b>102,200</b>	
<b>Water Capital Improvement (Balance to PE Reserves):</b>	<b>44,100</b>	<b>14,527</b>	<b>33%</b>
<b>Water Capital Improvement (Capital spending):</b>	<b>(35,000)</b>	<b>(29,955)</b>	<b>86%</b>
<b>Water Capital Improvement (Change to PE Reserve):</b>	<b>111,300</b>	<b>86,772</b>	<b>78%</b>
<b>Water Capital Improvements (Beginning LT Balance):</b>	<b>233,334</b>	<b>233,334</b>	
<b>Water Capital Improvement (Balance to LT Reserves):</b>	<b>40,000</b>	<b>13,333</b>	<b>33%</b>
<b>Water Capital Improvement (Change to LT Reserve):</b>	<b>273,334</b>	<b>246,667</b>	<b>90%</b>
<b>Water Capital Improvement (Net PE and LT Reserves):</b>	<b>384,634</b>	<b>333,439</b>	<b>87%</b>

**Notes:**            *Meter Reading Charge (\$2400) + Water Bookkeeping (\$6600) = \$9000*



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

Roads Department				
9/30/2025				
Roads Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Fees for Roads	-		
	Donations for Roads	-		
	Grants for Roads	-	-	
	<b>Roads Operations Revenue Total:</b>	-	-	
Roads Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Gen Exp (10% Share): p/project</b>			
	<b>Dedicated Expenses:</b>			
	Repairs & Maintenance (Roads)	10,000	-	0%
	Pay (Maintenance Sub-Contractor)	2,700	630	23%
	Legal Fees (Roads)	1,000	-	0%
	Other Operating (Roads)	300	-	0%
	Payroll (Roads)	-	-	
	Payroll Employer Taxes (Roads)	-	-	
	Payroll (WC-Roads)	-	-	
	Supplies (Roads)	-	161	
	<b>Dedicated Expense Sub-Total:</b>	<b>14,000</b>	<b>791</b>	<b>6%</b>
	<b>Roads Operations Expense Total:</b>	<b>14,000</b>	<b>791</b>	<b>6%</b>
	<b>Roads Operations Balance:</b>	<b>(14,000)</b>	<b>(791)</b>	<b>6%</b>
	<b>Capital Spending:</b>	<b>40,000</b>	<b>46,000</b>	
	<b>Capital Expenditures</b>			
	<b>Total Capital Project Balance:</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

<b>Fire Department</b>				
9/30/2025				
<b>Fire Revenue</b>	<b>Category</b>	<b>FY25/26 Budget</b>	<b>FY25/26 Actual</b>	<b>% of Budget</b>
	Special Parcel Tax for Fire	43,705	-	0%
	Grants/Donations for Fire (Misc)	-	-	
	Grants for Fire (Measure C)	13,000	679	5%
	Grants for Fire (Measure W)	73,000	29,532	40%
	Grants for Fire (FVA Firehouse)	175,000	-	
	Grants for Fire (West Marin)	16,800	-	0%
	<b>Fire Revenue incl Cap Imp Rev:</b>	<b>321,505</b>	<b>30,211</b>	<b>9%</b>
	Deduct Cap Imp Revenue:	(175,000)		
	<b>Fire Operations Revenue:</b>	<b>146,505</b>	<b>30,211</b>	<b>21%</b>
<b>Fire Expense</b>	<b>Category</b>	<b>FY25/26 Budget</b>	<b>FY25/26 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Dues: Membership	320		0%
	Emergency Preparedness	2,500		0%
	Fire Chief Stipend	30,000	7,500	25%
	Fire Equip & Tools	2,000	105	5%
	Fire Training/Certification	2,000	79	4%
	Fire Truck Maint & Repair	4,000	2,427	61%
	Fire Truck: Fuel	700		0%
	Grant Spending	21,400	1,100	5%
	Insurance: VFIS	6,484	6,484	100%
	Insurance: Workers Comp	3,200		0%
	Other Operating (Fire)	1,800	440	24%
	Supplies: Medical	1,000		0%
	Supplies: Sta wear/Turnouts	4,000		0%
	Utilities: Electric	250	70	28%
	Utilities: Phone, Radio	1,000	163	16%
	Credit Card Receipts Outstanding			
	<b>Dedicated Expense Sub-Total:</b>	<b>80,654</b>	<b>18,368</b>	<b>23%</b>
	<b>Fire Operations Expense Total:</b>	<b>80,654</b>	<b>18,368</b>	<b>23%</b>
	<b>Fire Operations Balance:</b>	<b>65,851</b>	<b>11,843</b>	<b>18%</b>
	<b>Fire Station Donations/Grants</b>	<b>340,000</b>	<b>340,000</b>	
	<b>Fire Station Expenditures</b>	<b>340,000</b>	<b>127,582</b>	
	<b>Funds Remaining</b>	<b>-</b>	<b>212,418</b>	

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

**Recreation Department**

9/30/2025

Rec Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	2,000	-	0%
	Grants/Donations for Rec	177,952	-	0%
	Measure A Tax	45,531	23,367	51%
	Rentals	4,000	1,000	25%
	<b>Rec Operations Revenue Total:</b>	<b>229,483</b>	<b>24,367</b>	<b>11%</b>
	<b>Rec Ops non-Measure A Total:</b>	<b>183,952</b>	<b>1,000</b>	<b>1%</b>

Rec Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Community Center Classes	-	-	
	Community Center Functions	13,000	239	2%
	Grant Spending (Rec)	232,440	10,020	4%
	Grounds Maintenance	9,000	3,735	42%
	Legal Fees (Rec)	-	112	
	Measure A Projects	-		
	Other Operating (Rec)	100		0%
	Payroll (Rec)	9,100	2,289	25%
	Payroll (Rental Coordinator)	4,200	1,209	29%
	Payroll (WC-Rec)	600		0%
	Payroll Employer Taxes (Rec)	696	175	25%
	Rental Expenses (CC)	500		0%
	Repairs & Maintenance (Rec)	10,000	1,970	20%
	Supplies (CC)	1,200	99	8%
	Trails Maintenance	8,000	6,770	85%
	Utilities: Elec (CC)	1,300	244	19%
	Utilities: Phone (CC-Ooma)	100	44	44%
	Utilities: Propane (CC)	370	48	13%
	Utilities: Refuse (Rec)	1,400	395	28%
	<b>Dedicated Expense Sub-Total:</b>	<b>292,006</b>	<b>27,349</b>	<b>9%</b>
	<b>Non-Measure A Expense Total:</b>	<b>279,006</b>	<b>17,329</b>	<b>6%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(62,523)</b>	<b>(2,982)</b>	<b>5%</b>
	<b>Rec Ops Balance(non-Measure A)):</b>	<b>(95,054)</b>	<b>(16,329)</b>	<b>17%</b>

**Budget for Capital Spending:**

<b>Measure A: CC Playground Rehab</b>	-	10,020
<b>Measure A: CC Deck Enclosures</b>	10,000	
<b>Measure A: Trail Improvement</b>	-	-
<b>Measure A: CC Parking Project</b>	44,488	
<b>Prop 68: Parking Project</b>	177,952	-
<b>Total Spending:</b>	<b>232,440</b>	<b>10,020</b>

# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of October 31, 2025

	Oct 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Charles Schwab 6797	
CS Fire	800,000
CS Lower Tank Reserve	240,001
CS General Fund	89,999
CS Pipes & Equip Reserve	70,000
Charles Schwab 6797 - Other	5,772
Total Charles Schwab 6797	1,205,772
TriC Checking	
TriC Fire	77,828
TriC General Fund	63,597
TriC Pipes & Equip Reserve	15,587
TriC Measure A	11,291
TriC Lower Tank Reserve	6,666
TriC Water	(95,319)
Total TriC Checking	79,650
Total Checking/Savings	1,285,423
Other Current Assets	
Due from Water Ops to Gen'l Fd	95,319
Undeposited Funds	6,494
Prop 68 for reimbursement	425
Total Other Current Assets	102,238
Accounts Receivable	
Receivables	22,241
Total Accounts Receivable	22,241
Total Current Assets	1,409,902
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,351,974
Land	755,573
Buildings	590,355
CIP	319,024
CC Parking Project	252,302
Playground Upgrades	173,427
Buildings - Fire Station	158,399
Equipment	149,820
Land - Fire Station	147,918
Equipment - Fire Trucks	103,871
Electric Gate	9,927
Furniture & Fixtures - CC	7,684
Shed Roof	(0)
Accumulated Depreciation	(1,522,076)
Total Other Fixed Assets	2,498,197
Water System Assets	
100-Year Equipment Post 2008	651,666
Historic Water System Equipment	504,638
40-Year Equipment Post 2008	410,506
15-Year Equipment Post 2008	46,128
Mains and Valves (historic)	34,973
10-Year Equipment Post 2008	30,726



## Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of October 31, 2025

	Oct 31, 25
Wells (historic)	21,620
20-Year Equipment Post 2008	1,000
Equipt and Controls (historic)	0
Other Water System Assets	0
5-Year Equipment Post 2008	(0)
Accumulated Depreciation	(791,696)
Total Water System Assets	909,561
Invested in Capital Assets	(2,224,181)
Total Fixed Assets	1,183,577
TOTAL ASSETS	2,593,479
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	95,319
Total Other Current Liabilities	95,319
Accounts Payable	
Accounts Payable	8,841
Total Accounts Payable	8,841
Credit Cards	
Credit Card	5,632
Total Credit Cards	5,632
Total Current Liabilities	109,792
Total Liabilities	109,792
Equity	
Retained Earnings	2,040,017
Gov't Net Position	419,393
Net Income	24,277
Total Equity	2,483,687
TOTAL LIABILITIES & EQUITY	2,593,479

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

Minutes of the Board of Directors' meeting held on  
Wednesday, September 24, 2025

**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**

Board: Christine Lam (Board President), Steve Shaffer (Board Vice President), Leighton Hills (Director), David Taylor (Director)

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

**Item 2: Approval of Agenda**

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

MOTION: To approve the agenda  
Moved: Shaffer, seconded by Taylor  
Vote: AYES: Unanimous.

**Item 3: Consent Calendar**

A. Approval of Draft Minutes from Regular Board Meeting on 7/23/25. (*See attached*)

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

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

None

**Item 5: Fire Chief Report including Fire House Update** – Fire Chief Chris Gove

ACTIVITY. So far this year we've responded to 48 incidents. We continue to train on a regular basis. We are actively seeking new recruits.

FIREHOUSE. We removed the old water tank pad. We are engaging Murray Building, Inc. as a general contractor and the final legal details of the contract are being completed. Scott Murray has extensive local experience with public works projects. Upon signing, grading should commence almost immediately so we can accomplish slab installation before the rainy season.

PARCEL TAX. The Measure L parcel tax passed in 2016 is expiring and we will be working to propose a new ballot measure to renew this important financial support for the fire department.

DISASTER PREPAREDNESS. We have decided to postpone the evacuation drill until next summer. We just did one three years ago and it seemed to soon to repeat this year.

In October the disaster liaisons are organizing a seminar on sheltering in place in case of a disaster. Please look forward to further information.

1 MWPA. Measure C, creating the MWPA JPA was passed in 2020 and is in its 4<sup>th</sup> year of operation.  
2 The MWPA was approved for 10 years of operation. On September 15, I attended a retreat in Point  
3 Reyes with the principals of the operations committee. We clarified priorities and outlined successes  
4 and challenges.

5 There are 3 MWPA projects in Muir Beach this year. The vegetation management of the Upper Muir  
6 Beach Park Trail will start on September 30. We have met with arborist regarding the identification  
7 and removal of hazard trees on the ACR Terwilliger property. A monarch butterfly survey will be  
8 conducted soon. Depending on the outcome of this survey we will plan to begin work there soon.  
9 NPS is working with us to perform maintenance on the extensive project we did in 2022 and we  
10 anticipate starting that work later this year.

11 FIREWISE. The committee continues to forge ahead to educate the community. The chipper program  
12 is in full swing. So far, we have removed tons of brush and trees, there are several dates still available  
13 so make sure to sign up at [WWW.Marinwildfire.org](http://WWW.Marinwildfire.org).

14 BBQ/ VFA. The committee continues to meet regularly and is planning a major fundraising push when  
15 we finally break ground on the firehouse.

16 Terwilliger project is moving along. One aspect is defining what is a “hazard tree” (technical term).  
17

18 **Item 6: Proposed Plan to improve the safety and maintenance of the upper Muir Beach trail –**

19 Scott and Suzanne Bender

20 Please see attached *Neighbor Testimonials* for a recent history of maintenance and use of the Upper  
21 Park trail including a more recent uptick in popularity and use by the public (mainly bike riders) at  
22 large. As a result, Muir Beach residents Scott and Suzanne Bender would like to propose several  
23 improvements on the trail and are willing to provide \$5,000 in funding towards these goals.

- 24 1. Install a locked swing gate at the trail entrance that would allow the MBVFD to access the trail  
25 with their vehicles as far as ~28 Starbuck Drive. Hikers may use the existing stairs, or limited  
26 access beside the gate. (Fire Chief Gove is in support of this gate)
- 27 2. Install signage stating that the trail is closed to downhill bike traffic (but open to uphill bike  
28 traffic).
- 29 3. As enforcement is an issue, install 4-6 sets of chicanes that force bikers to dismount to pass  
30 through. The concept is to make the trail inconvenient for bikers and disrupt their ability to  
31 speed down the trail. Such installation would have to be done in concert with the upcoming  
32 trail vegetation management sponsored by the CSD in order to ensure that bikers do not  
33 simply circumvent the chicanes by riding onto adjoining private property.
- 34 4. Smooth out the trail damage (deep ruts that are now almost impassable for pedestrians)  
35 caused by 12 years of bikers. This should be done well after the installation of the chicanes, a  
36 reduction in bikers has been observed, and no additional safety measures have been  
37 identified.

38  
39 Discussion ensues about the use of the trail and strategies to make it safer and more accessible for  
40 pedestrians. Taylor says that they only have permission to clear 25 feet, which can snake down  
41 between the properties (the park, which is CSD property and not an easement, is wider than 25 feet).  
42 They will do fire management. Vegetation reduction never means removing everything. If the best way  
43 to make a gate is to have plantings on either side of it, there’s nothing to prevent putting in plants or  
44 bushes.

45  
46 Steve Shaffer likes the idea of chicanes. There’s a need to have a place where bikers have to get off  
47 their bikes.

1  
2 Board members and neighbors who abut and/or use the trail speak in favor of the project. Don Piotter  
3 speaks in favor of first trying to control bicycle traffic first before banning downhill traffic altogether.  
4 Ernst Karel inquires about the possibility of having two trails, one for pedestrians and one for  
5 bicyclists. Chris Gove offers full support of a gate and notes that chicanes can cause a problem for  
6 fire vehicles, so they would have to be after the area trucks would need to access (at the point where  
7 it gets too steep for vehicles). Beth Begault asks about how we're going to repair the surface that's  
8 been rutted and expresses concerns about repair and ongoing damage and maintenance. Gravel  
9 could create a dangerous surface for bicyclists. Mary Halley notes that the American Trail Act has it  
10 such that the person who uses the trail does so at their own risk. The exception is that the more you  
11 add infrastructure, the more the CSD takes on more responsibility – e.g. if we add gravel and that is  
12 associated with injuries.

13  
14 Scott Bender has historical data. The objective in 2013 was to separate biking and hiking into  
15 separate trails. We had trail mapped for dual trail setup – the lowest was \$38,000 to do that (in 2013).  
16 Dual trail is possible but expensive. Need to maintain more than every 12 years. Materials used could  
17 make it more durable but runs the risks that Mary mentions.

18  
19 Following further discussion, Christine Murray acknowledges that it's an important public safety issue  
20 that must be addressed; how and when is the big question. The board has reviewed the budget, and  
21 we do not have funds to allocate to this, because we've done two trail enhancement projects, plus the  
22 playground: the trail from Sunset to Little Beach, and the trail from MBCC to Sunset Way was  
23 upgraded. This month we'll also need to install a new septic system. We also have resources going to  
24 the fire house. For this project specifically, the issue is to increase public safety, and we must do  
25 something. The question is when. Should we decide to install a gate, Murray believes we should  
26 check with our legal counsel to make sure there's nothing we're missing. Other component to think  
27 about is the two-path solution. It may not be tremendously costly to do this; could be done cost-  
28 effectively if this is a route we decide to take. The biggest dependency now is for the MMWA work  
29 that's going to happen on the 30<sup>th</sup> of September. Once we have a sense of the layout of the  
30 vegetation, we can start to look at where the gate and chicanes go.

31  
32 Murray would prefer to have further discussion at next board meeting after we get a sense of the  
33 MMWA vegetation clearing. Taylor agrees. Shaffer doesn't see a second path for bicycles working  
34 out. Tede agrees with Shaffer and would like to see it be a pedestrian-only path, with a closed gate at  
35 the top that would keep bicyclists on Seacape. The issue will be tabled until the next meeting.

36  
37 Suzanne notes that the trail could get bad fast if we clear it and leave it open, and requests that it  
38 remain closed after clearing.

39  
40 **Item 7: District Manager Report** – Mary Halley

41 District Manager Mary Halley will present brief highlights from her DM report (see attached). Her  
42 report as always is available in full as part of each meeting packet at  
43 <https://muirbeachcsd.com/meetings/> .

44  
45 We're doing water main valve replacements. Did three more critical ones at Starbuck Extension.  
46 Putting in a new valve and meter on lower tank to be able to monitor leaks better, and putting a  
47 drainage pipe to take water off lower tank property next week.

48  
49 Water intertie possibility: Frank Valley Road project has gotten moved to 2028, so Supervisor Rodoni

1 called a meeting of all parties involved to go for some kind of grant, even though grants are getting  
2 more difficult these days. That discussion is still on the table.

3  
4 Halley is looking into water tiers to have something to bring to the board to encourage more water  
5 conservation in the community. She is also continuing with the Cross-connection Control Planning  
6 and water cross-connection survey.

7  
8 Firehouse is still in progress; Halley goes over the figures from her report. Lagoon Drive project is  
9 complete. Road maintenance still planned: crack-filling on Sunset and road edge stabilization at  
10 Starbuck Extension.

11  
12 **Item 8: Public Open Time**

13 None

14  
15 **Item 9: Recognitions & Board Member Items**

16 Shaffer appreciates Halley's work, most recently the work she managed on Lagoon Way, which was  
17 quick and under budget and very well done. Taylor appreciates Shaffer's and Hills' work on that  
18 project too. Taylor appreciates Scott and Suzanne Bender for bringing the trail issue up. Thanks to  
19 Bob Bowyer for the photos of the trail. Murray also thanks Halley for her work on the other trails in the  
20 community, and the upgrades to the playground.

21  
22 **Item 10: Next Meeting Date and Adjournment**

23 Next Board Meeting Date: Wednesday, November 19, 2025.

24  
25 There being no further business to come before the board, the meeting is adjourned.  
26 Meeting adjourned at 20:12 pm.

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

Executive Summary.....	3
The Crisis: Documented Facts .....	5
Strava Data Shows Potential for Danger.....	5
E-Bikes: The Next Safety Crisis .....	5
Vegetation Clearing Made It Worse.....	5
Commercial Race Events/Large Biking Groups Using Trail .....	5
Additional Danger: Street Intersection Hazards.....	5
Trail Damage .....	6
Inequitable Resource Allocation .....	6
Community Testimony: 11 Households Along Trail Corridor .....	7
Legal and Liability Issues .....	7
Additional Considerations .....	8
Upper Muir Beach Trail: Historically Pedestrian-Only.....	8
There is Precedent for One-way Bike Restrictions in Marin .....	8
Public Use Does Not Prohibit Safety Restrictions .....	8
Physical Barriers Are Essential.....	8
Known Risk + No Action = Liability .....	9
Proposed Solutions.....	10
Immediate Action (At November 19 CSD Meeting).....	10
1. Adopt Resolution: Trail Design for Safe Mixed Use of Upper Muir Beach Trail.....	10
Phase 1: Short-Term (Within 90 Days).....	10
2. Install Locked Swing Gate at Trail Entrance .....	10
3. Replace Dilapidated/Inadequate Signage .....	10
4. Install 4-6 Additional Chicane Sets .....	10
5. Establish Trail Use Policy .....	11
Phase 2: Long-Term (3-6 Months) .....	11
6. Trail Surface Repair .....	11
7. Regular Maintenance Schedule .....	11
Phase 3: Study Two-Trail System Feasibility (6-12 Months) .....	11

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

8. Two-trail Proposal.....	11
Potential Budget .....	12
Why the Board Must Act on November 19 .....	13
12 Years Is Long Enough .....	13
Community Is Ready to Help .....	13
Precedent Exists.....	13
Before Someone Gets Hurt.....	13
Recommended Motion for November 19.....	14
Supporting Documentation Attached .....	15
Exhibit 1: Strava Segment Data .....	16
Exhibit 2: Ineffective Chicanes .....	17
Exhibit 3: Trail Entry and Intersection Hazard .....	18
Exhibit 4: Trail Damage, Deep Ruts .....	19
Exhibit 5: Eleven Neighbor Testimonials .....	23
Exhibit 6: Trail Encroachment on Neighbor Property Line .....	29
Exhibit 7: Marin County Precedent for One-Way Bike Restrictions .....	30
Exhibit 8: Muir Beach Trails Spending and Distance .....	32
Exhibit 9: Current Signage on Trail.....	34
Exhibit 10: Recommended Chicanes .....	35
Exhibit 11: August 19, 2025 Marin Overland race usage (Emails sent to Board).....	36
Exhibit 12: Commitment by District Manager to fund at least \$10,000 of Trail Design.....	39
Exhibit 13: Swing Gate Options .....	41
Exhibit 14: Trail Entry Modification Over Time .....	42

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

**To:** Muir Beach Community Services District Board of Directors

**From:** Trail Corridor Residents and Concerned Community Members

**Date:** November 3, 2025

**Re:** Trail Design for Safe Mixed Use of Upper Muir Beach Trail (for 11/19/25 Board Meeting)

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### Executive Summary

We request the Muir Beach CSD Board vote on November 19, 2025 to implement physical safety barriers on the Upper Muir Beach Trail and improve the trail for safe mixed use. The hazards of this trail in its current state are well-documented:

- ~2,200 cyclists per year go downhill on the trail, some at **average speeds of 22mph**
- Increasing popularity of **E-bikes guarantees these speeds will only increase**
- October 2025 CSD vegetation management program **completely removed the functionality of the two existing chicanes** (meant to slow cycling speed) and widened the trail in many areas (more attractive to large groups)
- **Racing groups and events are increasingly using the trail** without permission or safety oversight
- **Cyclists are cutting the intersection** at Starbuck Drive x Seacape Drive at high speeds to access the trail, creating high potential for motor vehicle collisions
- 12 years of unfettered cycling activity has **made the trail impassable in sections**, particularly for seniors in the community
- Upper Muir Beach contains **77%** of trail feet in community but has received only **23%** of trails spending since 2018, **\$0** of which has been allocated to this trail

#### Our proposed solution for Safe Mixed Use of the Upper Muir Beach Trail:

1. **Install a locked swing gate at the trail entrance** (Fire Chief Gove supports; allows fire vehicle access, pedestrian access, cyclists to walk bike through)
2. **Install 4-6 additional chicane sets** throughout the trail requiring cyclists to dismount
3. **Consider closing trail to downhill bike traffic** while maintaining access for hikers and uphill cyclists
4. **Smooth out the trail** and remove biker-created ruts



## **PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail**

**Why physical barriers:** There is no enforcement mechanism for signage-only restrictions. The only effective solution is making downhill biking physically inconvenient and unsuitable for competitive speed runs as cyclists pursuing Strava records will ignore signs.

**Community residents are offering \$6,000 toward implementation.** District Manager Mary Halley has already committed \$10,000 immediately from CSD funds. **Total estimated cost: \$15,500 – 23,500.**

**The time for studies and delays has passed. The data is clear. The danger is real. The solutions exist.**

**Please vote YES on November 19 to protect our neighbors.**

**Submitted by:** Trail Corridor Residents

**Primary Contact:** Suzanne and Scott Bender, 55 Starbuck Drive

**Date:** November 3, 2025

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## The Crisis: Documented Facts

### Strava Data Shows Potential for Danger

- **26,210 rides** by 4,403 cyclists since 2013, and this only represents STRAVA participants (see Exhibit 1)
- Dangerously fast descents by cyclists: **Average of 22 mph** by "The Headlands Connoisseur," holding King of the Mountain status (54 seconds). Dozens of others have descended in under 1 minute
- Trail marketed on social media for competitive speed records

### E-Bikes: The Next Safety Crisis

E-bikes are increasingly popular and can reach even higher speeds with less effort than traditional bikes. The current infrastructure cannot handle conventional bike speeds; e-bikes will make a dangerous situation catastrophic. Without immediate action, the trail will become an e-bike raceway.

### Vegetation Clearing Made It Worse

The October 2025 wildfire vegetation management removed natural barriers that provided minimal biker deterrence. The 2013 chicanes are now completely ineffective; cyclists blow through them at full speed. **The CSD's vegetation management program clearing flammable vegetation has made the trail even more attractive to groups of bicyclists and e-bikes.** (see Exhibit 2)

### Commercial Race Events/Large Biking Groups Using Trail

On August 19, 2025, Marin Overland stapled signs to community trail markers directing **100+ race participants down the trail**—without Board knowledge or permission. Less than a month later, on October 11, 2025, an organized group of over 35 bikers rode down the trail at the same time and congregated in the community center parking area. These are just two examples of large groups using the trail, within a month of each other, and with no consideration towards neighborhood safety.

### Additional Danger: Street Intersection Hazards

Cyclists race to access the trail and cut the corner at Starbuck Drive and Seacape Drive at 30+ mph, **creating collision risk with vehicles.** For example, on September 6, 2025, residents had to slam on brakes as three bikers cut across the intersection to the trail entry. Cyclists also ignore the stop sign at the trail's lower end, riding into oncoming traffic near the community center. (see Exhibit 3)

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

### Trail Damage

Twelve years of high-speed bike traffic has created deep ruts making the trail almost impassable for pedestrians. **This is especially problematic for Muir Beach's aging community as seniors can no longer safely navigate what was once their own neighborhood trail.** The trail has become effectively inaccessible to the very community members it was meant to serve. (see Exhibit 4)

### Inequitable Resource Allocation

Since 2018, the CSD has invested **77% of trail management funds in repairing trails/stairs in lower Muir Beach**, yet has spent **\$0** on the Upper Muir Beach Trail (despite years of documented deterioration and safety concerns). This disparity is particularly troubling given:

- There are ~3,380 feet of trail in Muir Beach, **72% of which are located in Upper Muir Beach** (including Seacape and all streets north). Despite this, **Upper Muir Beach has only received 23% of CSD Trails Maintenance spending over the last 8 years.** (see Exhibit 8)
  - Upper Muir Beach neighbors are now offering **\$6,000 of their own funds** to address problems the CSD should have maintained.
-

## Community Testimony: 11 Households Along Trail Corridor

Residents from Starbuck Drive and Seacape Drive (September 2025) report:

- **Vandalism of safety features:** Chicanes ripped out and thrown onto private property one day after 2013 installation; had to be reinstalled with cement
- **Near-misses with vehicles:** Increasing frequency of dangerous encounters at Starbuck x Seacape intersection
- **Trail unusable for families and pets:** Residents afraid to let children or pets use the trail at all, but especially on weekends and throughout the summer
- **Trail impassable for aging community:** Deep ruts and deterioration prevent seniors from using their own neighborhood trail
- **E-bike concern:** Increasing e-bike usage will dramatically worsen speed and safety problems
- **Property concerns:** Cyclists cutting through yards to bypass obstacles
- **Property encroachment:** Current trail s-curves extend beyond public trail easement and encroach on neighboring property line (see Exhibit 6)
- **Erosion and damage:** Deep ruts from 12 years of bike traffic

**Trail corridor neighbors are collectively offering \$6,000 towards a permanent solution implemented in the near term.** Most corridor residents support restricting downhill bike access.

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## Legal and Liability Issues

### No Transparency on Legal Opinion

The CSD Board has indicated that it has obtained legal counsel regarding the trail. The Board has decided **not to share this information** with the community before the November 19<sup>th</sup> CSD Board meeting. As such, there is currently no information available as to what legal opinion has been sought regarding access restrictions, gates, or chicanes, or what that legal opinion may entail.

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## Additional Considerations

### Upper Muir Beach Trail: Historically Pedestrian-Only

The Upper Muir Beach Trail entrance originally featured only a staircase that naturally impeded heavy bicycle traffic—cyclists would have needed to carry their bikes up each step, making the trail effectively pedestrian-only. (see Exhibit 14) This changed abruptly during the extended construction of 60 Seacape Drive, when property owners there bulldozed repeatedly through the brush adjacent to the staircase, carving out an unauthorized vehicle access route to the back of their property. This improvised road was created without community consultation, environmental review, or any safety assessment whatsoever. The CSD Board allowed this destruction to proceed, then failed to enforce restoration of the trail to its original condition, thus sanctioning unrestricted bicycle access that was never intended by the trail's design. In 2013, minor safety improvements were installed to protect pedestrian access, primarily through volunteer efforts. **Zero maintenance has occurred since then.**

### There is Precedent for One-way Bike Restrictions in Marin

Marin County trails regularly implement directional bike restrictions for safety. **One option is to close the trail to downhill bikes, but allow uphill bike traffic and all pedestrian use.** This maintains public access while eliminating the speed danger. (see Exhibit 7)

- Middle Green Gulch Trail, Muir Beach: Downhill bikes only
- Various Mt. Tamalpais trails: One-way designations
- Marin Water's 2025 new bike access: Includes directional limitations

### Public Use Does Not Prohibit Safety Restrictions

**The trail's public use designation does not prevent reasonable restrictions for public safety.** Marin County has precedent for one-way bike restrictions, gates, and chicanes on similar trails. Public safety concerns justify restricting downhill bike traffic while maintaining public trail access for hikers and uphill cyclists.

### Physical Barriers Are Essential

**There is no enforcement mechanism for signage-only restrictions.** The CSD has no trail patrol, no citation authority, and no practical way to stop cyclists once they're on the trail. The 2013 experience proves this: chicanes were immediately vandalized by cyclists determined to maintain their speed runs. Competitive cyclists pursuing Strava KOM status will ignore signs.

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

**The only effective solution is making high-speed downhill biking physically inconvenient:**

- **Gate at entrance:** Gate must be positioned for maximum visibility from the northern end of Seacape to reduce cyclists cutting the intersection at high speeds
- **Multiple chicane sets:** Forces cyclists to navigate around barriers, eliminating the "fun" of high-speed descent. Requires repeated dismounting, making the trail too slow and cumbersome for competitive riding
- **Goal:** Not punishment, but practical deterrence. Make the trail unsuitable for speed records and races

### Known Risk + No Action = Liability

- Late 2020/early 2021: Carol Lankford-Gross reported **dangerous cyclist encounters** and requested that the CSD investigate implementing safety measures; Board took no action (see Exhibit 5 for her testimonial)
- August and September 2025: **Multiple residents document ongoing safety crisis**
- Board aware of **26,000+ bike rides** (some at speeds exceeding 20mph)
- Board conducted **vegetation clearing in October 2025 that worsened conditions**

Should serious injury or death occur, the Board's documented inaction creates significant liability exposure.

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## Proposed Solutions

### Immediate Action (At November 19 CSD Meeting)

#### *1. Adopt Resolution: Trail Design for Safe Mixed Use of Upper Muir Beach Trail*

Declare trail safety crisis, authorize immediate safety interventions, and approve resolution for short-term and long-term safety improvements.

### Phase 1: Short-Term (Within 90 Days)

#### *2. Install Locked Swing Gate at Trail Entrance*

- Must be visible from the street (Starbuck/Seacape intersection) to alert and slow approaching cyclists before they reach the corner
- Allows MBVFD vehicle access up to ~28 Starbuck Drive (Fire Chief Gove supports)
- Hikers/exiting bikers use existing stairs or limited access beside gate
- Primary enforcement mechanism = physically deter downhill bike speed
- Eliminates dangerous street intersection conflicts where cyclists cut corners at 30+ mph
- **Cost: ~\$5,000**

#### *3. Replace Dilapidated/Inadequate Signage* (see Exhibit 9)

- "TRAIL CLOSED TO DOWNHILL BIKE TRAFFIC" (if approved by CSD)
- "Uphill bike traffic only permitted" (if approved by CSD)
- "Pedestrians have right of way"
- "Cyclists: Slow!"
- **Cost: ~\$500**

**Note:** Signage alone will not deter cyclists; physical barriers are essential

*4. Install 4-6 Additional Chicane Sets* Force bikers to dismount to pass through, making downhill riding inconvenient. This is the only effective enforcement mechanism—signage alone will not deter competitive cyclists pursuing Strava records. Chicanes must be coordinated with vegetation management to prevent bypass through private property. (see Exhibit 10)

- **Cost: ~\$5,000-8,000**

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

**5. Establish Trail Use Policy** Document formal policy indicating right of way for pedestrians, intentions for safe mixed use, and trail closure to downhill bikes (if approved by CSD).

**Note:** There is no practical enforcement mechanism for signage alone. Physical barriers (gate and chicanes) are the only effective means of discouraging dangerous downhill bike behavior.

### Phase 2: Long-Term (3-6 Months)

**6. Trail Surface Repair** Smooth deep ruts after bike traffic has been significantly reduced. Address trail location as needed due to property encroachment issues

- **Cost: ~\$5,000-10,000**

**7. Regular Maintenance Schedule** Prevent 12-year neglect from recurring.

### Phase 3: Study Two-Trail System Feasibility (6-12 Months)

**8. Two-trail Proposal** One board member has proposed creating separate trails for bikes and pedestrians. While this could be a long-term solution, it cannot address the immediate safety crisis:

#### Why Two-Trail System Must Be Future Phase:

- **Timeline:** 1-2+ years for American Trail Act/legal review, environmental review (?), permits(?), design, and construction
- **Substantial design roadblocks:** bikers will poach walking trail unless permanent barrier in place along entire trail
- **High Cost:** Unknown cost but likely \$50,000+ depending on design requirements plus ongoing dual trail maintenance
- **Liability unknown:** American Trail Act imposes liability to community at a certain level of improvement
- **Feasibility unknown:** Terrain, property boundaries, and easements will need assessment and redress
- **Meanwhile, people are at risk:** Cannot wait years while studying long-term options

#### Recommended Approach:

- **Implement gate, chicanes, and signage immediately** (Phase 1, 90-days)
- **Repair trail and address property line encroachment** (Phase 2, 3-6 months)



## **PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail**

- **Commission two-trail feasibility study** in parallel (Phase 3, 6-12 months)
- **If feasible, pursue two-trail system** as Phase 4 enhancement (2-3 years)
- **Gate remains necessary** regardless of two-trail outcome (controls street intersection access)

A two-trail system could be an interesting investment in Muir Beach's future trail infrastructure, but it's not an alternative to immediate safety measures—it's a potential long-term enhancement that would take years to realize. The current crisis requires action in weeks, not years.

### **Potential Budget**

**Total Estimated Cost: \$15,500-\$23,500**

**Neighbor Donations: \$6,000**

**District Manager Mary Halley Committed: \$10,000**

**Total Funding Committed: \$16,000**

**Net Additional CSD Cost: \$0 - \$7,500**

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## Why the Board Must Act on November 19

### 12 Years Is Long Enough

No trail maintenance or safety improvements since 2013. The 2020/21 warning was ignored. Recent vegetation clearing made the crisis worse. **Meanwhile, the CSD has spent considerable funds (77% of trail management funds in the last 8 years) repairing trails and stairs in lower Muir Beach; the upper trail has been completely neglected despite serving the same community.**

### Community Is Ready to Help

\$6,000 in neighbor donations committed. District Manager Mary Halley has committed \$10,000 immediately. Volunteers are ready to assist. Fire Chief supports gate solution. With \$16,000 already committed, the net additional cost to CSD is likely only \$2,000-7,500.

### Precedent Exists

Multiple Marin trails restrict bike direction for safety without legal challenge.

### Before Someone Gets Hurt

The Strava leaderboard includes a reminder: A California cyclist killed a pedestrian while pursuing "King of the Mountain" status and was convicted of vehicular manslaughter. Our trail already has 26,210 recorded attempts. It's not a question of if, but when.

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## Recommended Motion for November 19

### **Trail Design for Safe Mixed Use of Upper Muir Beach Trail**

**"The MBCSD Board recognizes the documented safety crisis on the Upper Muir Beach Trail, including 26,000+ bike descents since 2013, dangerous street intersection conflicts, ineffective/deteriorated safety features, and commercial/group usage without authorization. The Board directs immediate implementation of:**

- 1. Installation of locked swing gate at trail entrance within 90 days**
- 2. Signage giving pedestrians the right of way and closing trail to downhill bike traffic within 90 days**
- 3. Installation of 4-6 additional chicane sets within 90 days**
- 4. Repair trail surface within 3-6 months**

**The Board commits to regular trail maintenance going forward."**

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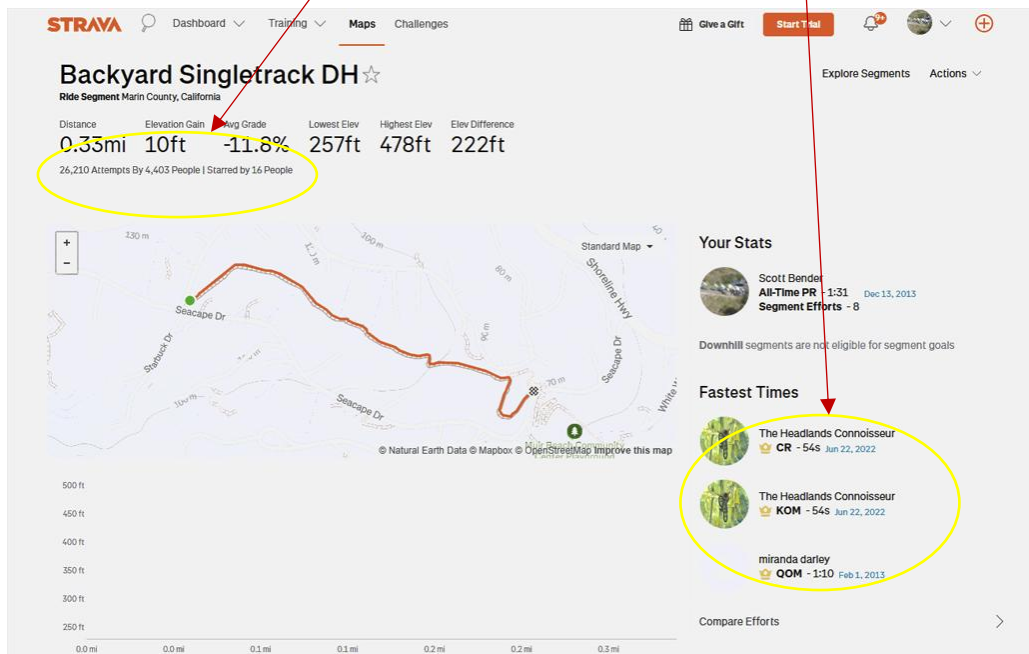
## Supporting Documentation Attached

- Exhibit 1: Strava segment data
- Exhibit 2: Photos of ineffective chicanes
- Exhibit 3: Photos of trail entry and intersection hazard
- Exhibit 4: Photos of trail damage, deep ruts
- Exhibit 5: Neighbor testimonials from 11 trail corridor households (09/25), including documentation of 2013 chicane vandalism and cement reinstallation
- Exhibit 6: Photo of trail encroachment on neighbor property line
- Exhibit 7: Marin County precedent for one-way bike restrictions
- Exhibit 8: CSD Trails Maintenance Spending by Transaction, 2018-2025YTD
- Exhibit 9: Photos of current signage on trail
- Exhibit 10: Photos of recommended chicanes for installation
- Exhibit 11: August 19, 2025 Marin Overland race usage (Emails sent to Board)
- Exhibit 12: Commitment by District Manager to fund at least \$10,000 of Trail Improvements
- Exhibit 13: Photos of Swing gate options
- Exhibit 14: Trail entry modification over time

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

### Exhibit 1: Strava Segment Data

Since 2013 this trail has seen over **26,000** bike rides (>2,000 per year) speeding down the hill, often at an **average speed of over 20 mph**. The fastest rider (self-titled “The Headlands Connoisseur”) has ridden the trail in a mere **54 seconds** *through* the existing chicanes.



## Exhibit 2: Ineffective Chicanes

Vegetation management program has removed **any** barriers to speed for cyclists and groups of cyclists. Cyclists will now simply speed past the chicanes in multiple areas.





## Exhibit 3: Trail Entry and Intersection Hazard



Cyclists  
coming from  
Seacape



Cutting the  
corner at  
Starbuck



View from  
Starbuck,  
corner cut



## Exhibit 4: Trail Damage, Deep Ruts





## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail





**PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail**





**PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail**



## Exhibit 5: Eleven Neighbor Testimonials

### Neighbor Testimonials, Upper Muir Beach Trail (September 2025)

From neighbors living along the “trail corridor” on Starbuck and Seacape.

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#### *From: Suzanne and Scott Bender, 55 Starbuck Dive*

In 2013, Scott led trail maintenance efforts to install chicanes to slow bikers, create a bike-only segment on the lower portion to improve hiker safety, smooth the trail for pedestrians, and install water diversion to prevent erosion. The maintenance work was completed largely by volunteers, including Bob/Bret/Ian Bowyer, Mike/Maxx Moore, Brad Eijsti, Chaz Kingsbury, Aran/Jackson Moore, Harvey Pearlman, and Scott/Suzanne/Christian Bender with a small payment to the high school volunteers.

One day after chicanes were installed, they were ripped out by bikers, and thrown onto adjacent properties. Chicanes were reinstalled using cement to prevent further vandalism.

Now that this trail is on social media, there is an increase in usage and speed due to the competitive nature fostered by those seeking “King/Queen of the Mountain” status (e.g., fastest time). In addition, organized events are using the trail as a segment in their races. For example, on Sunday August 19<sup>th</sup>, organizers of Marin Overland races (<https://www.bearraceevents.com/marin-overland>) stapled signs to our community trail signage directing bikers down the trail, despite its own website showing them traversing down highway 1. The combination of 4 races had 100 riders signed up the day prior to the event. The CSD Board was unaware of these activities.

Historically, this trail was not accessible to bikes, and the only access at the intersection of Seacape/Starbuck was a set of stairs which still exist but are not in use. The owner of 60 Seacape, during construction on the property, drove multiple construction vehicles up the trail to the back of the property, creating the bike access you now see at the corner.

The CSD now has Wildfire Risk Reduction plans to clear flammable vegetation along the trail, which will make the trail even more attractive to bicyclists, bike races/events, and e-bikes.

It is our opinion that the trail, in its current state of disrepair and construction, presents a severe health and safety issue for members of the Muir Beach community, visitors hiking and biking on the trail, and vehicles driving on Starbuck and Seacape. For example, on September 6 we had to slam on our brakes as we approached the corner of Starbuck/Seacape as three bikers cut the intersection from Seacape to race onto the trail. This is happening with increasing frequency. Additionally, bikers do not observe the stop sign at the end of the trail, riding quickly out into the road above the community center into oncoming traffic.

As a result, we would like to see several improvements on the trail and are willing to provide \$5,000 in funding towards these goals.

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

*From: Simon Jeffery, 36 Starbuck Dive*

### Re: Concerns regarding Group usage of trail/easement from Seacape/Starbuck to Community Center



Simon Jeffery

To: me, and 2 others, Cc: Scott, and 18 others · Sun, Aug 24 at 10:47 PM ✓

Suzanne and Scott

Thank you both for taking this on. I don't have a list of suggestions but what I do have is first hand experience that argues in favour of your position. Several times when I've been walking my little dog on the trail in the last year or two, I have had to grab her and dive out of the way as bikes come hurtling down the hill toward us with scant regard for our well-being. A generalization I know, but the cyclists seem less courteous and more into themselves than their surroundings and their fellow path sharers than they used to.

I will NEVER take my little dog for a walk on the trail at a weekend now. Or pretty much any day through July and August. A trail that I have access to directly from my house. It just feels too dangerous, and somehow that just doesn't feel right. That is such a shame. We just got our pathway cut back to the trail and a set back from our fence line. As I say, that just doesn't feel right.

Thank you, I hope that somehow sense prevails here and that a community pathway can be open to all who enjoy the beauty of West Marin without pandering to thrill seekers from outside of the community.

Simon Jeffery

*From: Don and Barbara Piotter, 64 Seacape Drive*

### Re: Concerns regarding Group usage of trail/easement from Seacape/Starbuck to Community Center



Don Piotter

To: Bernard, Cc: me, and 20 others · Fri, Aug 22 at 10:00 AM ✓

Thanks to Suzanne and Scott for bringing this to the attention of the community.

Barbara and I have listed some opinions below. Note that we are both bikers and come from that perspective.

- The trail has long had use by both walkers and bikers, in keeping with the open culture of Muir Beach
- Along with an overall increase in West Marin tourism, bike use has increased (now including heavier and faster e-bikes) and organized bike groups. These factors have increased trail erosion and the risk of accidents
- Given the openness of Muir Beach culture, it seems reasonable to continue public biking access on the trail, but with some changes to manage accident risk and erosion.
- Changes could include reduction of biking speed, denying access for organized cycling groups, and periodic trail maintenance
- We agree that adding gates / chicanes like in Bob's photo could address most of the problem. Please note that there are already two sets of chicanes near 36 Starbuck
- Adding one set at the trail entry near the corner of Seacape and Starbuck with a sign warning that the trail is used heavily by walkers could greatly reduce aggressive riding
- Regarding liability, the CSD could talk to a lawyer. My understanding is that if the CSD makes reasonable efforts to deter speed and warns users of risks that they have met a reasonable standard of responsibility, and thus would not be liable. There are many biking trails nearby on state and federal land that have similar hazards. It will probably be hard for someone to sue the CSD if our trail is not substantially different from others in the county. But - a lawyer might advise differently.
- Regarding erosion, the ruts are mostly caused by bikes and even more so by e-bikes - not by walkers. If we continue to allow bikes we should consider performing trail maintenance once or twice a year. Maintenance costs money, or at least volunteers. For example, the Coastal Trail usually has its ruts repaired annually in the spring by volunteers. We'd need to address maintenance funding or volunteering with the CSD.
- As an alternative, the CSD could completely ban bikes, but we could first try less drastic measures like adding one or two chicanes and warning sign(s) and pursue funding for annual trail maintenance
- Hopefully, if we provide chicanes and signage we wouldn't need any registration or liability release form for organized bike groups because they'd skip using the trail in favor of the road

Our two cents...

--

Don Piotter

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

*From: Bernard Halliwell, 38 Seacape Drive*

### Re: Concerns regarding Group usage of trail/easement from Seacape/Starbuck to Community Center



**Bernard Halliwell**

To: me, Cc: Scott, and 20 others · Wed, Aug 20 at 2:04 PM ✓

Dear Suzanne and Scott,

I appreciate the time and thought that you have put into writing this letter.

I am very concerned about the use, the state, and the safety of this trail. I love bicycles and I have been a cyclist myself, but we cannot have large groups of cyclists using the trail without some oversight. And we need to limit the speed of cyclists on this dual use trail. A collision between a fast bicycle and a walker can result in life-threatening or life-altering injuries. There was a famous legal case over such a collision on the campus of the University of California, Berkeley.

And then there is the matter of the state of the trail itself which is deplorable. This issue needs to be addressed too. There are deep ruts which make walking on it hazardous. A trip or a fall on the trail is just something that is waiting to happen. A sprained ankle or knee, a broken collarbone, a shoulder contusion. These are serious matters. The trail needs to be levelled out and the brush cleared.

I would be happy to help in any way that I can.

Bernard Halliwell

*From: Rick Bernard and Shawn Roberts, 40 Starbuck Drive*



**Rick Bernard**

To: me, Cc: Bernard, and 20 others · Sat, Sep 6 at 11:04 AM ✓

Hi Suzanne,

I want to thank you and Scott for bringing this issue to the community's attention. The number and speed of mountain bikers using the trail is indeed a safety concern. More than once, I have had to jump off the trail to avoid being run into. Another issue is that the erosion caused by the bicycle tires makes walking on certain parts of the trail quite difficult. Some of these areas require repair and backfilling. I am confident that by working together, we can devise effective solutions to this problem.

Many Thanks,

Rick and Shawn

*From: Bob Bowyer, 34 Seacape Drive*

### Re: Concerns regarding Group usage of trail/easement from Seacape/Starbuck to Community Center



**Bob Bowyer**

To: me, Cc: Scott, and 20 others · Wed, Aug 20 at 9:04 AM ✓

Thank you Scott and Suzanne. I agree with your push to control the ever increasing fast biking on our trails. While traveling in Chile this Spring Renee and I came across a popular trail used by both bikers and hikers. They suffered from the same problem as we do with fast bikers. In response they installed several "gates" to slow the bikers down at the entrance of the trail and on down hill sections. The gates effectively required bikers to stop and walk around them, but did not impede hikers. There are similar gates on the trails and fire roads on Mt Tam. Our trails are not race courses. I would be glad to assist the community in building similar gates.



## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

*From: Beth Begault, 14 Starbuck Drive*

### Re: Update: Trail/easement from Seacape/Starbuck to Community Center



Beth Begault

To: me · Wed, Aug 27 at 8:06 PM ✓

Hi Suzanne,

I didn't "reply all" because this might not be a helpful point of view, but I don't understand the community's obligation to accommodate bicycles—downhill or uphill—when the riders are detouring briefly off of hwy 1, and Seacape is a safer detour that runs parallel to the trail/easement. It's not at all as though riders need access in any way when the well-paved, lightly traveled Seacape is Right. There. Parallel to the trail.

ps When I ride my bike, I use Seacape!

Beth



Beth Begault

To: me · Thu, Aug 28 at 1:15 PM ✓

Thanks for your response, Suzanne. Yes, it's fine to forward my emails to the Board.

Does "public use" automatically include bicycles or can "public use" ever be limited, ie to hikers only, but exclude non-emergency vehicles like bikes (or, for argument's sake, ATVs)?

Would it be helpful if Durand and I took photos of some of the more treacherous blindspots where bikes silently pop out at pedestrians and of the ever-deepening "bobsled chute" portion of the trail, or has that been done recently? I can't imagine how expensive it will be to restore that section of the trail—it's now many feet deep from bike-induced erosion, and at it's current depth it might need a retaining wall.

I'm no expert on trail maintenance, but I took a terrible fall on my bike a couple of years ago on a (non-Muir Beach) trail that had gravel-filled potholes, so hopefully repairing with gravel has been ruled out. And speaking of falls, on our local trail in question, in 2023 I slid downhill in a splits position (with some ugly roadrash scars to prove it) and nearly broke bones when a section of the neighbor-made switchback trail that's meant to protect pedestrians from the "bobsled chute" gave way under my right foot.

On Seacape about 6 weeks ago I chatted with a group of cyclists who were assisting their injured companion who had just toppled about 50-feet sideways onto the road from that last sliver of downhill trail that opens to Seacape by the MBCC. How is that even considered public access?

I greatly appreciate that you and Scott have raised this long-simmering issue, and thank you, too, to the board for your consideration.

🍷 Beth Begault

*From: Melissa and Larry Lasky, 6 Starbuck Drive*

### A little note about the trail/path



Melissa Lasky

To: me · Mon, Sep 8 at 7:38 AM ✓

> Thank you Suzanne and Scott for bringing up the problem of increased, speeding mountain bikes on the easement that we all share.

>

> Part of our property fronts this trail. Many years ago, when our two daughters were growing up, we would take leisurely strolls from our house on this trail, down to the playground at the community center, or to friends houses reachable from the path, or just to have a nature stroll down to the plum tree near the steps from the your house, 55 Starbuck.

>

> But now, due to mountain bike traffic that has dramatically increased over the last 5 years or so, the trail is, in our opinion, dangerously unusable and, at places, so heavily and deeply rutted as to be unwalkable. Using the trail on, especially, weekends is therefore virtually impossible due to this increase in mountain bike traffic.

>

> In our opinion, this path should be completely inaccessible to mountain bikes and a pedestrian-only path. However, we appreciate the difficulty in accomplishing this and we are ready to help accomplish this in any way that we can.

Melissa and Larry Lasky



## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

*From: Janice Kubota, 44 Starbuck Drive*



Janice Kubota  
To: me · Mon, Sep 8 at 10:02 AM ▾

Suzanne and Scott,  
Thank you for taking action.

I no longer walk downhill to the community center on the trail because of the deep ruts cut into the path from the bicycles.

The clearance of all vegetation and smoothing of the rutted areas will be a great improvement. However ruts would reappear from continuing bicycle use of the path.

A complete ban of bicycles or perhaps uphill only use by bicycles could reduce maintenance of this community pathway and improve safety.

Thank you,  
Janice Kubota

*From: Hathaway and Marcia Watson, 32 Starbuck Drive*



Hathaway Watson  
To: me, and 3 others, Cc: Scott, and 17 others · Wed, Sep 24 at 6:15 PM ▾

Suzanne,

Marcia and I have been residents of 32 Starbuck for 42 years. While we have a schedule conflict tonight, we want to express appreciation and solidarity with the attempts you and others are making to move ahead with remedial actions concerning the maintenance and usage of the trail. Clearly, improvements are warranted.

Best wishes, Hathaway

**Hathaway Watson**  
**Independent Travel Advisor**  
**Luxury Travel Specialist**  
**FROSCH//Fine Wine Voyages**  
**4000 Bridgeway, Suite 207**  
**Sausalito, CA 94965**  
**415-532-8662**

**FROSCH, a Chase Travel Group company**

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

*From: Carol and Lloyd Gross, 71 Seacape Drive*



Carol Lankford-Gross

To: me · Tue, Oct 14 at 6:56 PM ✓

Suzanne and Scott

Many thanks for your commitment to the safety of the Upper Seacape Walking Path.

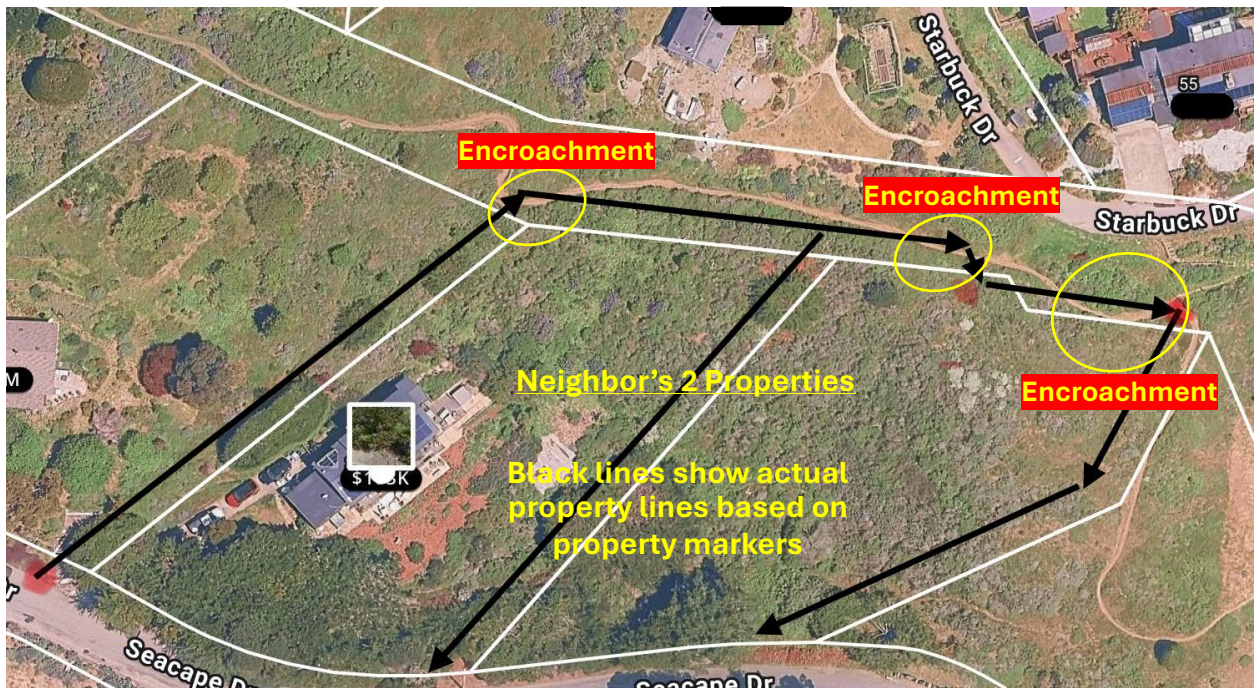
I am basing my thoughts on a number of years of daily walking on the path with a succession of rescue dogs. Approximately 5 years ago heading up the path I noticed 2 bikes moving fast toward me and I waved and called, "Heads up, hiker". The first biker reached me, jumped off his bike and berated me for being on the "bike path" and in his way. He continued to scream and finished by saying, "I could punch you.". I was truly frightened. Following that encounter my dog and I were "blown off" the trail into the bushes on several occasions. I gave up ever using the trail several years ago as I considered it dangerous as well as terribly rutted again primarily by bike use and abuse.

There are very few areas in Upper Seacape to walk. Seacape itself is increasingly a speed zone for tourists attempting to "check off" the Overlook on their tour schedules and also the multitude of workers who appear necessary to maintain our homes. Much of the population of Upper Seacape is elderly. Many of us are in our 70's and 80's. Thus, the availability of a safe and maintained walking trail would be of great use.

It is a mystery to me why bikes are permitted in any form on the trail. They are using the road both before and after the little "bike park" and have Seacape readily available for their passage. It strikes me as eminently unsuitable for multi use and has been proven so to everyone except the bikers. They have an alternative, the locals do not.

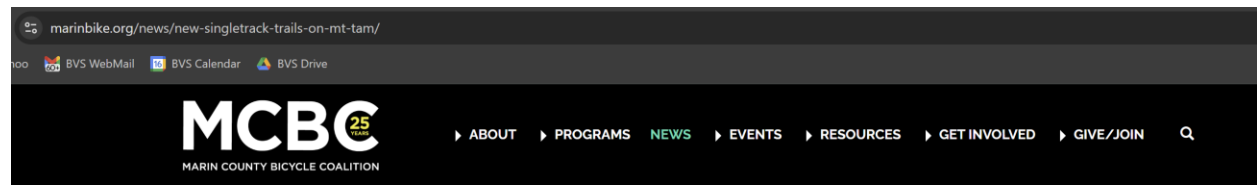
Carol and Lloyd Gross

## Exhibit 6: Trail Encroachment on Neighbor Property Line



## Exhibit 7: Marin County Precedent for One-Way Bike Restrictions

“After being banned completely from singletrack trails on Mt Tam in the 1980s, Marin Water will open over 6 miles of trails to bikes in [October] 2025... Class 1 e-bikes will also be treated like acoustic bikes and allowed wherever bikes are allowed.”

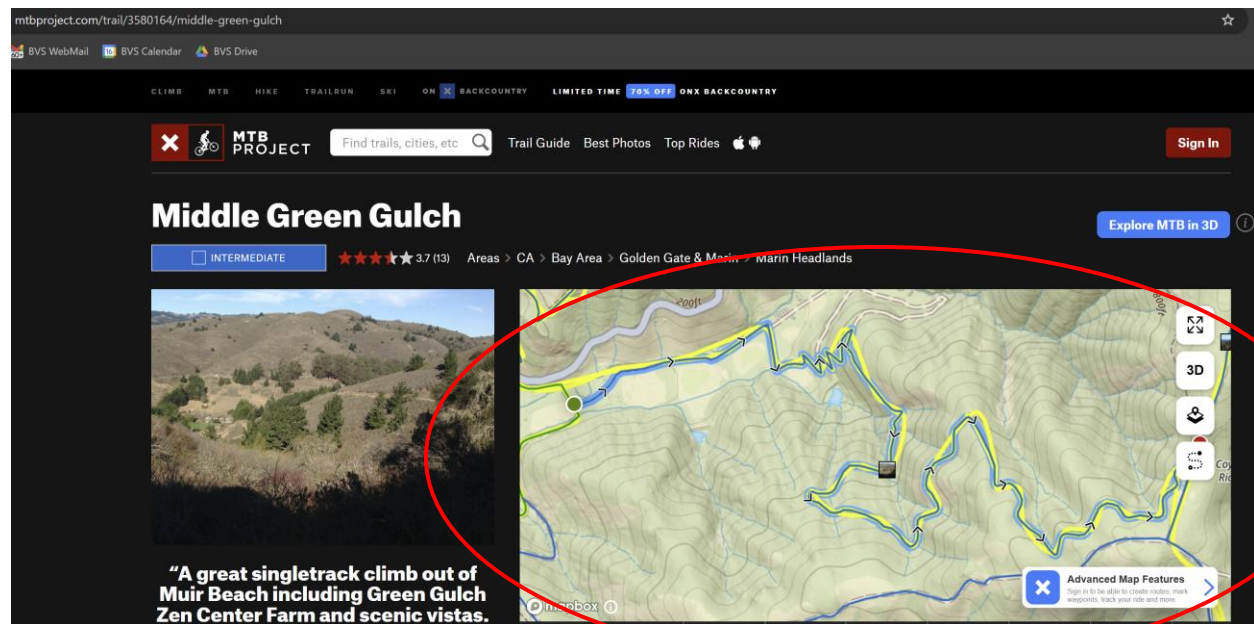


RECOMMENDATION FOR TRAIL SHARING PILOT

Trail Name	Trail Length (miles)	Current Level of Use	Trail Difficulty Level	Connectivity to Non-System Trails	Safety			Trail Management Strategies		
					Line of Sight	Slow Zone Areas	Trail Hazards	Visitor Type Recommendation	Directional Recommendation	Day or Seasonal Restriction Recommendation
		Low (0-5 users/day); Moderate (6-10); High (>10)	Easy, Moderate, Difficult	Low, Moderate, High	Good, Average, Need Improvement	Yes, No	Many, Few, None	H=Hiker B=Biker E=Equestrian		
Sunnyside Trail	0.62	Weekday: Mod Weekend: High	Moderate	High	Good	Yes	Many	H/B	Directional (East to West)	No Bikes on Weekends
Pumpkin Ridge Trail	0.70	Weekday: Low Weekend: Mod	Moderate	Moderate	Good	No	Few	H/B/E	Bi-Directional	No
Madrone Trail	0.91	Weekday: Low Weekend: Mod	Moderate	Low	Need Improvement	Yes	Many	H/B/E	Directional (West to East)	No
Concrete Pipe Road	0.97	Weekday: Low Weekend: Mod	Easy	Low	Good	No	None	H/B/E	Bi-Directional	No
Concrete Pipe Trail	0.16	Weekday: Low Weekend: Mod	Difficult	Low	Average	No	Few	H/B/E	Bi-Directional	No
Upper Fish Gulch Trail	0.31	Weekday: Low Weekend: Mod	Difficult	Low	Average	Yes	Many	H/B/E	Directional (East to West)	No
Grassyslope Road	0.86	Weekday: Low Weekend: Low	Moderate	Low	Good	No	Few	H/B/E	Bi-Directional	No
Mountain Top Trail/Airforce Throughway	0.94	Weekday: Low Weekend: High	Moderate	Low	Good	Yes	Few	H/B	Bi-Directional	No
Arturo Trail	0.52	Weekday: Low Weekend: Mod	Difficult	Low	Average	Yes	Few	H/B	Directional (Southeast to Northwest)	No
Lakeview Trail/Middle Peak Rd	0.66	Weekday: Low Weekend: Mod	Moderate	Moderate	Need Improvement	Yes	Few	H/B	Directional (East to West)	No
Total Length of Trails:	6.65									



## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail



**Dogs** Unknown **E-Bikes** Unknown

**Bikes uphill only!**

### Description

The trail starts south of the bridge on **Kaasi Way**. As a fire road it takes you to and through the Green Gulch Zen Center. Enter the gate and ride through the farms at the center. After a quarter mile, you'll take a right hand turn and exit the farm. There is a sign pointing towards Middle Green Gulch trail. Once you exit the farm through the gate, the Middle Green Gulch singletrack climb begins. After a tough series of 7 switchbacks, the trail opens up to a winding, scenic climb. One mile in, there is a very steep section about 100 yards long before the climb settles back to a more gentle grade.

At the top of the climb, if the weather is clear, you may be able to see the **Golden Gate Bridge** and downtown San Francisco through the hills. When you finish Middle Green Gulch, you can take a left on Coyote Ridge and climb the fire road for 0.5 miles to a peak with 360 degree views of the whole area. From there you can continue to Miwok trail and either descend into Tennessee Valley or return to Muir Beach via **Diaz Ridge Trail**.

Other options include taking a right on Coyote Ridge when you finish Middle Green Gulch and descending back to Muir Beach on **Coastal Fire Road** or following Coyote down to Tennessee Valley Beach.

### Contacts

**Local Club:** Marin County Bicycle Coalition

**Land Manager:** National Park Service - Golden Gate National Recreation Area

**Shared By:** Andrew Levine with improvements by Preston Jordan

### Toolbox

[Plan in onX Backcountry](#)

[Driving directions](#)

[Download GPX File](#)

### Know This Trail?

[Upload a photo](#)

[Fix/Improve This Page](#)

# PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

## Exhibit 8: Muir Beach Trails Spending and Distance

Sources: Sharry Mullin (MBCSD Bookkeeper), Trails Maintenance Category, 2018-2025 and Google Maps distance calculator

Sum of Amount Column Label									Percent of Total
Row Labels	2018	2019	2020	2021	2022	2024	2025	Grand Total	
Lower	\$120	\$3,308	\$1,033	\$1,273	\$3,903	\$2,152	\$5,646	\$17,435	77%
Upper	\$2,480		\$70				\$2,770	\$5,320	23%
Grand Total	\$2,600	\$3,308	\$1,103	\$1,273	\$3,903	\$2,152	\$8,416	\$22,755	

Trails Maintenance	Type	Date	Num	Name	Memo	Amount	Balance	Allocation	Year
	Bill	08/27/2018		Goodman Building Supply	Handrail Starbuck ext to Seacape	892.68	892.68	Upper	2018
	Bill	08/28/2018		Goodman Building Supply	Handrail Starbuck ext to Seacape	47.39	940.07	Upper	2018
	Bill	10/03/2018	761055	Goodman Building Supply	Handrail Starbuck ext to Seacape	111.56	1,051.63	Upper	2018
	Bill	10/18/2018		Goodman Building Supply	Handrail Starbuck ext to Seacape	42.33	1,094.56	Upper	2018
	Credit	10/25/2018		Goodman Building Supply	Discount taken	-14.24	1,080.32	Upper	2018
	Bill	11/01/2018		Alcala, Jose - v	Handrail Starbuck ext to Seacape	1,400.00	2,480.32	Upper	2018
	Bill	11/03/2018		Alcala, Jose - v	Drain from Sunset to Pacific	120.00	2,600.32	Lower	2018
	Bill	06/06/2019		Alcala, Jose - v	Chipper	100.00	2,700.32	Lower	2019
	Bill	08/29/2019	615118	Alcala, Jose - v	Stair repair btw Ahab and Sunset	165.00	2,865.32	Lower	2019
	Credit Card Charge	10/22/2019		Martin Bros. Supply	Repair Ahab to Sunset trail	116.91	2,982.23	Lower	2019
	Bill	10/25/2019		Goodman Building Supply	Trail repair: Ahab to Sunset	385.82	3,368.05	Lower	2019
	Bill	11/05/2019		Alcala, Jose - v	Repair of Ahab to Sunset trail & stairs	2,290.00	5,658.05	Lower	2019
	Bill	11/05/2019		Alcala, Jose - v	Repair of Ahab to Sunset trail & stairs	140.55	5,798.60	Lower	2019
	Bill	12/17/2019	615108	Alcala, Jose - v	Repair Ahab to Sunset stairs	60.00	5,858.60	Lower	2019
	Bill	12/27/2019		Alcala, Jose - v	Clean Sunset to Pacific trough; clean water	50.00	5,908.60	Lower	2019
	Bill	03/26/2020		Alcala, Jose - v	Handrail repair Sunset to Pacific stairs	222.50	6,131.10	Lower	2020
	Bill	04/01/2020	793247	Goodman Building Supply	Trail repair	120.48	6,251.58	Lower	2020
	Bill	05/23/2020	801836	Goodman Building Supply	Handrail parts	37.60	6,289.18	Lower	2020
	Bill	06/04/2020	713012	Alcala, Jose - v	Repair handrail Starbuck to Seacape stairs	70.00	6,359.18	Upper	2020
	Bill	07/30/2020	805816	Goodman Building Supply	Repair drainbox Sunset to Pacific stairs	313.36	6,672.54	Lower	2020
	Bill	09/23/2020		Goodman Building Supply	Repair handrail & tread - Sunset to Pacific	76.17	6,748.71	Lower	2020
	Bill	10/06/2020		Alcala, Jose - v	Sunset/Pacific stair repair	262.50	7,011.21	Lower	2020
	Bill	02/03/2021		Alcala, Jose - v	Vegetation clearing on park property	800.00	7,811.21	Lower	2021
	Credit Card Charge	06/30/2021		Friedman's Home Improvement	Brackets for Sunset Way/Ahab stair treads	298.35	8,109.56	Lower	2021
	Bill	12/23/2021		Alcala, Jose - v	Ahab to Sunset stair bracket repairs	175.00	8,284.56	Lower	2021
	Bill	01/11/2022		Alcala, Jose - v	Tree work	665.00	8,949.56	Lower	2022
	Credit Card Charge	02/10/2022		Golden State Lumber	Repair stairs and handrail Sunset to Little E	378.63	9,328.19	Lower	2022
	Credit Card Charge	02/18/2022		Golden State Lumber	Stair repair	246.45	10,174.64	Lower	2022
	Bill	03/04/2022		Goodman Building Supply	Stairs & handrail Sunset to Little Beach trail	55.52	10,230.16	Lower	2022
	Bill	03/09/2022		Goodman Building Supply	Stairs & handrail Sunset to Little Beach trail	7.21	10,237.37	Lower	2022
	Bill	03/09/2022		Alcala, Jose - v	Stairs & handrail Sunset to Little Beach trail	1,700.00	11,937.37	Lower	2022
	Bill	11/10/2022		Alcala, Jose - v	Various maintenance tasks	250.00	12,187.37	Lower	2022
	Credit Card Charge	06/29/2024		Golden State Lumber		313.41	12,500.78	Lower	2024
	Bill	07/10/2024	7027793	Golden State Lumber	VOID: Repair stair treads Ahab-Sunset	0.00	12,500.78	Lower	2024
	Credit Card Charge	07/10/2024	7027793	Golden State Lumber	Material for stair treads Ahab to Pacific	310.00	12,810.78	Lower	2024
	Bill	07/25/2024	7063062	Golden State Lumber	VOID: Repair stair Ahab-Sunset	0.00	12,810.78	Lower	2024
	Credit Card Charge	07/25/2024		Golden State Lumber	Material for stair repair Ahab to Sunset	88.92	12,899.70	Lower	2024
	Bill	08/13/2024		Alcala, Jose - v	Sunset to Pacific	480.00	13,379.70	Lower	2024
	Bill	08/13/2024		Alcala, Jose - v	Sunset to Pacific	135.00	13,514.70	Lower	2024
	Bill	08/13/2024		Alcala, Jose - v	Sunset to Ahab	600.00	14,114.70	Lower	2024
	Bill	08/13/2024		Alcala, Jose - v	Sunset to Ahab	225.00	14,339.70	Lower	2024
	Bill	11/15/2024	7307268	Golden State Lumber	VOID: Clean & rebuild drainage trough Sun	0.00	14,339.70	Lower	2024
	Bill	01/23/2025		Alcala, Jose - v	Repair & upgrade Sunset to Pacific drainag	1,645.61	15,985.31	Lower	2025
	Bill	07/01/2025		Perez, Luis	materials only	1,000.00	16,985.31	Lower	2025
	Bill	07/11/2025		Perez, Luis	labor only	3,000.00	19,985.31	Lower	2025
	Credit Card Charge	08/01/2025		Golden State Lumber	Repair steps & handrail CC to Starbuck ext	564.87	20,550.18	Upper	2025
	Bill	08/06/2025		Perez, Luis	Starbuck ext to Seacape CC	2,205.13	22,755.31	Upper	2025
Total Trails Maintenance						22,755.31	22,755.31		

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

Muir Beach Trails (distance measured by Google Maps)		
<b>Lower Muir Beach Trails</b>		
<b>Trail</b>	<b>Feet</b>	
CC to Sunset Way	293.55	
Sunset to Pacific	187.06	
Sunset to Cove	289.88	
Ahab to Sunset	167.04	Split 50%
<b>Total</b>	<b>937.53</b>	
<b>Upper Muir Beach Trails</b>		
<b>Trail</b>	<b>Feet</b>	
Seacape/Starbuck to CC	1,834.77	
Starbuck Ext to Seacape	269.46	
Seacape to CC	173.74	
Ahab to Sunset	167.04	Split 50%
<b>Total</b>	<b>2,445.01</b>	
	<b>FEET</b>	<b>PERCENT</b>
Lower Muir Beach	937.53	28%
Upper Muir Beach	2,445.01	72%
<b>Total Trail Feet</b>	<b>3,382.53</b>	
<i>Upper Muir Beach has 72% of the trail feet in Muir Beach, but only 23% of the trail maintenance dollars.</i>		

Sample of Google Maps Measurement Tool (Sunset to Pacific Way Trail/Stairs)





## Exhibit 9: Current Signage on Trail

The trail only has three signs, one of which is almost unreadable and lying on the ground.



## Exhibit 10: Recommended Chicanes

Source: Bob Bowyer





## Exhibit 11: August 19, 2025 Marin Overland race usage (Emails sent to Board)

Email sent to MBCSD Board and Director on August 16, 2025. Only Board members Nikola Tede and David Taylor responded to alert regarding race.

Re: Marin Overland Race coming down bike path from top Seacape to CC -- Sunday August 17

---

From: Suzanne (svanspyk@yahoo.com)

To: ntbolinas@gmail.com

Cc: swbender@hotmail.com; mary@muirbeachcsd.com; leighton.hills@muirbeachcsd.com; david@muirbeachcsd.com; calam4@gmail.com; steve.shaffer@muirbeachcsd.com

Date: Sunday, August 17, 2025 at 10:23 AM PDT

---

I only found an email address myself.

The blue and pink markers were definitely for the race. We saw them putting them up. Scott took them all down again late last night.

Apparently, the GGNRA is a cosponsor of the race. Perhaps the organizers are under the misapprehension that our path is a GGNRA path?

Regardless, I think someone from the CSD needs to reach out to the race organizers and let them know that it is a private/community path. I also think we need to consider putting signage up and perhaps a gate or chicanes to discourage this kind of behavior. Frankly, I think it is a terrible safety issue. I would not want to be on that path walking with 100 bikers coming at me. Not to mention how they pop out above the community center without stopping, potentially causing traffic accidents.

Sent from my iPhone

---

On Aug 17, 2025, at 9:19 AM, Nikola Tede <ntbolinas@gmail.com> wrote:

I tried without luck last night to find a number to call. I would have thought that a race coming through a residential area needed a permit.

When I walked past the start of the path last night the only signs I saw were little Pink and Blue arrows. I thought these were for a baby shower but maybe these are race markers.

Nikola

Sent from my iPhone

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

Hi Nikola,

:blank

/25, 12:06 PM

Yahoo Mail - Re: Marin Overland Race coming down bike path from top Seacape to CC -- Sunday August 17

Thank you for getting back to us. Somebody came through and put all the signage back up in the past two hours. So they are pretty much adamant they're going to use the path. I'm hoping there's a way somebody on the CSD can reach out to them and tell them not to do this.

Thanks,  
Suzanne.  
Sent from my iPhone

On Aug 16, 2025, at 5:29 PM, Nikola Tede <ntbolinas@gmail.com> wrote:

Hi Scott and Suzanne,  
I just looked at the map you provided and I agree- it does not look like the race should be coming through the neighborhood. It seems like the sign poster got a bit confused.

Nikola  
Sent from my iPhone

On Aug 16, 2025, at 1:25 PM, Scott Bender <swbender@hotmail.com> wrote:

Hi Mary and CSD Board,

Here is the link to the bike race I mentioned on your voicemail today. I looked up registration numbers and it sits at 90 right now. Do you know anything about this? I suspect not, as you would have alerted the community to the bike race happening on the MB walk/bike path. I suspect there are insurance issues associated with them doing this race on our MB path as well.

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

The man putting the signs up on the bike path today indicated that the race was tomorrow, confirmed by the website below. He said there would be someone following at the end to remove all signage that they stapled to our MB signs.

The website does not show them going down the bike path, so Scott is moving the signs right now to re-route them to stay on highway 1. Seems like quite the safety issue for any residents walking on that path during the race.

[Marin Overland | Bear Race Events](#)

:blank

/25, 12:06 PM

Yahoo Mail - Re: Marin Overland Race coming down bike path from top Seacape to CC -- Sunday August 17

Thanks,

Suzanne and Scott

## Exhibit 12: Commitment by District Manager to fund at least \$10,000 of Trail Design

RE: Upper Muir Beach Trail: Budget

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From: Mary Halley (mary@muirbeachcsd.com)

To: svanspyk@yahoo.com; swbender@hotmail.com

Date: Monday, September 29, 2025 at 05:45 PM PDT

---

Yes, the board could approve additional recreation funding of \$10,000 towards a smaller project such as you have described. The chicanes might need further discussion as to their effectiveness as the bikes currently just seem to go around the existing ones. But it's always good to flush out new approaches.

Best,  
Mary

### **Mary Halley**

District Manager

Muir Beach Community Services District

19 Seacape Drive, Muir Beach, CA 94965

Office: 415-383-9969

Voicemail: 415-388-7804

Cell: 415-297-1831

[mary@muirbeachcsd.com](mailto:mary@muirbeachcsd.com)

## PROPOSAL: Trail Design for Safe Mixed Use of Upper Muir Beach Trail

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**From:** Suzanne Bender-Van Spyk <svanspyk@yahoo.com>

**Sent:** Monday, September 29, 2025 11:28 AM

**To:** 'Scott Bender' <swbender@hotmail.com>; Mary Halley <mary@muirbeachcsd.com>

**Subject:** Re: Upper Muir Beach Trail: Budget

Thank you Mary, this is helpful.

If I were to ask the CSD to contribute \$10,000 towards purchase of a gate and installation of chicanes, would that be a figure the CSD could find in the budget? Coupled with our \$5K donation, we are estimating a \$15K-\$20K total cost, which would include smoothing the trail to make it passable for pedestrians. It's possible this figure could be lowered if we were able to reduce the manual aspect with a bobcat for trail improvement and depending on the type/length of gate we install (assuming legal approves).

I'll have to do more research on gates, but a quick look indicates that it will cost \$3K-\$5K including hardware but not installation. That essentially eats up our planned donation. I've pinged neighbors about contributing, but no one has indicated they are willing to do so.

:blank

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/25, 1:15 PM

Yahoo Mail - RE: Upper Muir Beach Trail: Budget

I'll also have to coordinate with Chris Gove on type of gate that works best for the fire department. We'll get more length out of dual swing. These are two examples (and the cheapest I've located so far).

Dual Swing: [https://www.gatecrafters.com/product\\_detail\\_32515.aspx](https://www.gatecrafters.com/product_detail_32515.aspx)

Single Swing: [https://www.gatecrafters.com/product\\_detail\\_24553.aspx](https://www.gatecrafters.com/product_detail_24553.aspx)

Thanks,  
Suzanne



## Exhibit 13: Swing Gate Options

Dual Swing and Single Swing Gates, in aluminum, are both options. Due to the length of the entryway, a dual swing gate may give more flexibility for VFD vehicles to pass through. Both would require a lock to keep closed, and an additional post for pedestrian access and cyclists (walking bikes).



### Description

[Top of Page](#)

A Forestry Gate offers a swing-style barrier that promotes access to specially designated areas and is commonly used in state parks, cattle ranches, nature preserves, and other land use environments. It can also serve as a traffic calming device for parking areas. Each gate is custom-made to your length specifications, with a standard end height of 3 feet 6 inches.

Crafted in the USA from 6063 architectural-grade aluminum alloy, this gate provides exceptional durability, corrosion resistance, and longevity even in challenging weather conditions. The material can be left raw or powder coated for a clean, colored finish.

[Click here to fill out our Custom Forestry Gate Form.](#) We'll follow up after your purchase to confirm exact measurements.

**Gate Crafters offers more expert assistance than anyone.**

If you need help deciding if this gate opener has the abilities that are right for your gate we have live application specialists available 9am - 9 pm EST 7 days a week or try our exclusive gate opener recommendation tool 24 hours/day.

## Exhibit 14: Trail Entry Modification Over Time

The original entry to the Upper Muir Beach Trail was a set of stairs. Rarely, if ever, were cyclists found on the trail as they would have had to walk the bike up the stairs.



Prior to 2013 and during the extended construction of 60 Seacape Drive, the owners of that property drove multiple construction vehicles through the brush to the left of the staircase, effectively creating an access point for vehicles and cyclists that never previously existed. The CSD Board at the time did not stop this behavior, nor did they require the owner to return the trail to its prior condition.

MBCSD November 19, 2025

## FIRE DEPARTMENT REPORT

### ACTIVITY

So far this year we've responded to 52 incidents. We continue to train on a regular basis. Chief Gove participated with Engine 676 in Driver/Operator 1B training at Bolinas Fire last month. We are actively seeking new recruits. Engine 660 was serviced at Diego Brothers.

### FIREHOUSE:

To be included in the District Manager's report.

### PARCEL TAX

On the agenda for the CSD to discuss tonight.

### DISASTER PREPAREDNESS

The committee is planning a evacuation drill late June or early July depending on County availability. In October the disaster liaisons held a seminar on sheltering in place in case of a disaster at the Pelican inn. It was well attended

### MWPA

The Upper Muir Beach Trail work was completed in early October. There will be routine maintenance performed every few years and we will continue to request funding for this purpose.

The Terwilliger Grove/All Hands Ecology has completed permit process and awaits submission of a monarch butterfly survey by Nov. 14<sup>th</sup>. Work will be scheduled based on availability of the arborist crew. We will notify the community of planned road closures in advance as required by Marin County DPW.

The maintenance of the former Banducci Ranch NPS lands alongside northbound HWY 1 can now be undertaken as the federal government shutdown has ended. This was originally treated in late 2022. We have received the relevant CalTrans encroachment permit and are working closely with NPS on areas to address.

### FIREWISE

The Firewise committee has applied for next years certification. They are forging ahead with planning to present a Zone 0 plan to the community in line with planned new regulations as required by AB 3074. As it develops we will have a seminar on how to understand the regulations for existing homes. Muir Beach continues to chip more vegetation per capita than most of Marin County – generating more cubic yards of chipped material than all but two other jurisdictions.

### MBVFA

The group is getting ready to sell T shirts at the holiday fair and is starting to plan on next year's BBQ

Chris Gove Chief MBVFD

**Muir Beach FD (CSD)**  
**PROFESSIONAL SERVICES AGREEMENT**  
**WITH BLACKROCK 3 PARTNERS INC.**

This Professional Services Agreement (**Agreement**) is made and entered into this day of December xx, 2025 by and between the Muire Beach FD (**Department**) and Black Rock 3 Partners Inc. (**Consultant**), a California corporation. Department and Consultant are referred to individually as “Party” and collectively as “Parties.”

**Recitals**

**WHEREAS**, Department desires to have certain services provided as set forth in Exhibit A; and,  
**WHEREAS**, Contractor represents that it is qualified and able to perform services; and  
**WHEREAS**, Contractor is agreeable to providing the services on the terms and conditions hereinafter set forth.

**Now, therefore, the Parties mutually agree as follows:**

1. **Scope of Work**. Consultant shall perform the services described in Exhibit “A” attached and incorporated by reference.
2. **Time of Performance**. Consultant shall begin performance and shall complete all required services by no later than the dates set forth in Exhibit “A.” Any services for which times for performance are not specified in this Agreement shall be started and completed by Consultant in a reasonably prompt and timely manner based upon the circumstances and direction communicated by Department to Consultant.

**2.1 Term.** The term of this Agreement shall begin on December XX, 2025 and will end when terminated in accordance with Section 6. This Agreement shall terminate in the event the Department does not appropriate funds for the payment obligations under this Agreement. Any such termination of this Agreement due to the failure of the Department to appropriate funds for payment for services under this Agreement shall not be a breach of this Agreement. The fees proposed by Consultant shall remain unchanged for the entire term of this Agreement and any extensions of this Agreement, subject to annual rate increases in accordance with, but not limited by, the change in the applicable Consumer Price Index.

**2.1.2 Option to Extend.** This Agreement may be extended by written agreement of the Parties.

3. **Compensation**. Department shall pay Consultant at the billing rates set forth in Exhibit “B,” for services performed under this Agreement, subject to annual rate increases in accordance with the change in the applicable Consumer Price Index.

**3.1 Invoices.** Consultant shall submit invoice(s) to Department that sufficiently describe the services performed, including times, dates, and names of persons performing the services. If Consultant is providing services in response to a development application, separate

invoice(s) may be issued for each application, and each invoice shall contain the Department's designated development application number.

**3.2 Payment.** Within 30 days after the Department's receipt of invoice(s), Department shall make payment to the Consultant based upon the agreed upon services described on the invoice(s) and approved by Department.

**4. Indemnification.** Consultant shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless Department from and against any claims arising out of Consultant's performance or failure to comply with obligations under this Agreement, except to the extent caused by the sole, active negligence or willful misconduct of Department.

In this section, "Department" means the Department, its officials, officers, agents, employees and volunteers; "Consultant" means the Consultant, its employees, agents and subcontractors; "Claims" includes claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all related costs and expenses) and any allegations of these; and "Arising out of" includes "pertaining to" and "relating to".

The provisions of this section survive completion of the services or the termination of this Agreement and are not limited by the provisions of Section 5 relating to insurance.

**5. Insurance.** Consultant shall, throughout the duration of this Agreement, maintain insurance to cover Consultant, its agents, representatives, and employees in connection with the performance of services under this Agreement at the minimum levels set forth herein.

**5.1 Commercial General Liability** (with coverage at least as broad as ISO form CG 00 01 01 96) "per occurrence" coverage shall be maintained in an amount not less than \$1,000,000 general aggregate and \$1,000,000 per occurrence for general liability, bodily injury, personal injury, and property damage.

**5.2 Workers' Compensation** coverage shall be maintained subject to statutory limits.

**5.3 Professional Liability** "claims made" coverage shall be maintained to cover damages that may result from errors, omissions, or negligent acts of Consultant in an amount not less than \$1,000,000 per claim.

**5.4 Endorsements.** Consultant shall obtain endorsements to the automobile and commercial general liability insurance policies with the following provisions:

**5.5** The Department (including its elected officials, officers, employees, agents, and volunteers) shall be named as an additional "insured."

**5.6** For any claims related to this Agreement, Consultant's coverage shall be primary insurance with respect to the Department. Any insurance maintained by the Department shall be excess of the Consultant's insurance and shall not contribute with it.

**5.7 Notice of Cancellation.** Consultant shall notify the Department if the policy is canceled before the expiration date. For the purpose of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.



Consultant shall immediately obtain a replacement policy.

**5.8 Insurance Certificate.** Consultant shall provide evidence of compliance with the insurance requirements listed above by providing a certificate of insurance and endorsements, in a form satisfactory to Department.

**5.9 Consultant's Obligation.** Maintenance of insurance by Consultant as specified in this Agreement shall in no way be interpreted as relieving Consultant of any responsibility whatsoever (including indemnity obligations under this Agreement), and Consultant may carry, at its own expense, such additional insurance as it deems necessary. Failure to provide or maintain any insurance policies or endorsements required herein may result in Department terminating this Agreement.

**6. Termination.** Department may terminate this Agreement by giving ten days' written notice to Consultant. Upon termination, Consultant shall give Department all original documents, including preliminary drafts and supporting documents, prepared by Consultant for this Agreement. Department shall pay Consultant for all services satisfactorily performed in accordance with this Agreement, up to and including the termination date.

**7. Dispute Resolution.** If any dispute arises between the Department and Consultant that cannot be settled after engaging in good faith negotiations, Department and Consultant agree to resolve the dispute in accordance with the following:

**7.1** Each Party shall designate a senior management or executive level representative to negotiate a resolution to the dispute.

**7.2** The representatives shall attempt, through good faith negotiations, to resolve the dispute by any means within their authority.

**7.3** If the issue remains unresolved after fifteen (15) days of good faith negotiations, the Parties shall resolve any remaining disputes through mediation to expedite the resolution of the dispute.

**7.4** The Parties shall equally bear the costs of any third party in any alternative dispute resolution process.

**7.5** The dispute resolution process is a material condition to this Agreement and must be exhausted prior to either Party initiating legal action. This dispute resolution process is not intended to nor shall be construed to change the time periods for filing a claim or action specified by Government Code §§ 900 et seq.

**8. Ownership of Work.** All original documents prepared by Consultant for this Agreement, whether complete or in progress, are the property of Department, and shall be given to Department at the completion of Consultant's services, or upon demand from Department. No such documents shall be revealed or made available by Consultant to any third party without Department's prior written consent.

**9. Independent Contractor Status.** Consultant is an independent contractor and is solely responsible for the acts of its employees or agents, including any negligent acts or omissions.

Consultant is not Department's employee and Consultant shall have no authority, express or implied, to act on behalf of Authority as an agent, or to bind Authority to any obligation, unless Authority provides prior written authorization. Consultant, and its agents or employees, are not entitled to Authority benefits.

**10. Conflicts of Interest.** Consultant (including its employees, agents, and subconsultants) shall not maintain or acquire any direct or indirect interest that conflicts with the performance of this Agreement. If Consultant maintains or acquires such a conflicting interest, the Department may terminate any contract (including this Agreement) involving Consultant's conflicting interest.

**11. Notices.** All notices, demands, or other communications which this Agreement contemplates or authorizes shall be in writing and shall be personally delivered or mailed to the other party to the addresses listed below. Communications shall be deemed to have been given and received on the first to occur of: (1) actual receipt at the address designated below, or (2) three working days after the deposit in the United States Mail of registered or certified mail, sent to the address designated below.

**To Department:**

Muir Beach FD (CSD)  
Chris Grove, Fire Chief  
19 Seascape Drive  
Muir Beach, CA 94965

**To Consultant:**

Blackrock 3 Partners Inc.  
5830 E 2nd street STE 7000  
Casper WY 82609  
Email: Ron@Blackrock3.com

**12. Miscellaneous.**

**12.1 Standard of Care.** Unless otherwise specified in this Agreement, the standard of care applicable to Consultant's services will be the degree of skill and diligence ordinarily used by reputable professionals performing in the same or similar time and locality, and under the same or similar circumstances.

**12.2 Amendments.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both Parties.

**12.3 Waivers.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

**12.4 Assignment and Delegation.** Consultant may not assign, transfer, or delegate this Agreement or any portion of it without Department's written consent. Department's consent to one assignment shall not be deemed to be a consent to any subsequent assignment.

**12.5 Jurisdiction and Venue.** The interpretation, validity, and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of Marin.

**12.6 Compliance with the Law.** Consultant shall comply with all applicable

local, state, and federal laws, whether or not those laws are expressly stated in this Agreement.

**12.7 Non-discrimination.** Consultant represents and warrants that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Consultant shall also comply with all applicable anti-discrimination federal and state laws, including but not limited to, the California Fair Employment and Housing Act (Gov. Code 12990 (a-f) et seq.).

**12.8 Severability.** If a term of this Agreement is held invalid by a court of competent jurisdiction, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in effect.

**12.9 Successors and Assigns.** This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

**12.10 Controlling Provisions.** In the case of any conflict between the terms of this Agreement and the Exhibits hereto, and Consultant's proposal (if any), the Agreement shall control. In the case of any conflict between the Exhibits hereto and Consultant's proposal (if any), the Exhibits shall control.

**12.11 Entire Agreement.** This Agreement and the attached Exhibits comprise the entire integrated understanding between the Parties concerning the services to be performed. This Agreement supersedes all prior negotiations, representations, or agreements. All exhibits attached hereto are incorporated by reference herein.

**Signatures.** The individuals executing this Agreement on behalf of Consultant represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of Consultant.

The Parties agree to the full performance of the terms set forth here.

Muir Beach Fire Department

Blackrock 3 Partners Inc.

\_\_\_\_\_  
By Chris Grove  
Title: Fire Chief

\_\_\_\_\_  
By Ron Vidal  
Title: Partner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **Purpose:**

Federal, State, Local, and Private grant funding can be necessary to fill critical fire department equipment, staffing, and operational needs. Consultant shall advise Department on available grant programs for which Department may be eligible and, upon mutual consent, assist Department in the preparation and submittal of grant applications.

#### **Services:**

- Deliverables
  - The Department will provide information regarding its current and future goals for grant funding consideration.
  - The Consultant will provide updated information regarding prospective and contemporary grant opportunities that may meet current and future goals.
  - At the direction of the Department, the Consultant will deliver a complete grant application for final submission to the granting agency.
- Milestones
  - The Consultant will provide information on granting status as it becomes available.
- Reports
  - The Consultant shall, at the request of the Department, provide a summary report regarding the status of grant application(s).
- Expectations
  - The Department will make administrative and operational personnel available to gather, analyze, and provide information necessary to complete grant applications.
  - Both the Department and Consultant agree to be responsive by returning any communications within 24 hours upon receipt.

**EXHIBIT B**  
**FEE SCHEDULE**

Blackrock 3 Partners Inc. fee schedule for FY 2025/26 is provided in the table below.

Service / Personnel	All Inclusive Fee / Hourly Rate
Grant Submission Fee – Due upon submission of a qualifying grant.	\$1,000.00
Grant Award Fee – Due upon successful award notification of a qualifying grant.	1% of total Grant Award Package (local and federal share combined)
Grant Management Assistance	TBD

On the anniversary date of each year, Blackrock 3 Partners Inc. will evaluate a rate increase based on, but not limited to, the annual change in CPI for the applicable region.



## District Manager Report – November 2025

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

#### General:

Board of Directors – the board will be holding a Special meeting on December 3, 2025 to approve a new CCCP ordinance.

District Manager – currently focusing on CCCP ordinance, program, and plan submittal for this coming December deadline, as well as trying to wrap up summer projects and prepare for the winter months.

#### Water:

Redwood Creek Stream Monitoring – onsite monitoring no longer required since fall rains started. Current stream flows are now between .16 – 26.4 cfs and stream height at 1.0 – 1.76 ft.

Water Reports – monthly reports including the Drought reports (DDR) are currently submitted through Oct 2025.

State Waterboards Triennium Sanitary Survey – still waiting for final survey report from 10/1/24 SWB onsite visit but have heard the water engineer Asees Grewall – who did the survey – is no longer with the SWB. Our new assigned water engineer is Kam Kei Chen – who is very familiar with our system well.

Marin Water Seasonal Intertie possibility – Supervisor Rodoni is still encouraging interested parties (County of Marin, Marin Water, Marin Conservation League, and Jared Huffman's Office) to pursue grant funding.

Pump repairs – the 2002 well has been having a series of electrical and pump related issues that our water team has been diligently working to resolve as they arise.

Lower Tank – contractor J&D's completed replacing non-working valve and installed a new water meter at the Lower Tank to help with leak detection. Drainage line across LT property is now complete.

Leak Detection – we have been making a concerted effort to locate sources of any water leaks. We hired American Leak Detection to try to locate the leak source on the CC line but it was determined that the source was not on that main.

Water infrastructure under CSD Footbridge – have asked Linscott to give us a proposal for raising the electrical and water pipes underneath the footbridge to make them less vulnerable during creek flooding events.

Water Tiers – researched the origin of the current water conservation discount tiers and calculated what may be a better approach to revising the usage range to encourage more water conservation in the mid and upper tiers.

Cross Connection Plan – have drafted a Cross-Connection Control (CCC) ordinance for the first reading at the November Board meeting and scheduled a Special meeting on December 3 for the board to approve with any changes so that we can meet the deadline to submit our new Cross-Connection Plan by December 31, 2025. We also are required to complete an Initial Hazard Assessment, for which I have sent out the official customer/property owner questionnaires on 10/30 to be reviewed by a contracted Cross-connection Control Specialist Jake Hulls. It is due back by 11/30 and we have about 27% returned to-date. I continue to meet with the water managers from Bolinas BCPUD and Inverness IPUD every two weeks to see if we can collaborate and possibly share resources for developing program policy and hiring backflow testers, etc.

## **Fire:**

Firehouse – the new firehouse project progress came to a bit of a standstill since July when the firehouse committee determined that the project would require a General Contractor (GC) to coordinate the subcontractors, oversee project management and provide builder's risk coverage. We interviewed several recommended GCs. The first decided he was not interested in the project and the second we entered into contract negotiations back on August 4. After 3 months of very slow response, and general pushback on many of the standard contract terms by the contractor, our attorneys determined that we were never going to get to the point of an executable contract with this contractor, so we decided to conclude negotiations immediately – as we felt we had already lost too much time wading through all the standard terms and conditions that he felt were unacceptable. With much disappointment at the outcome, the Fire Committee regrouped and Jon Rauh, an excellent GC and member of our Fire Committee, decided to step in and oversee the project. We still have the originally approved two subcontractors for both the earthwork and cement work that are still honoring their proposals, so we are hoping we can get the project underway as soon as Jon has time to review and let us know what he needs to get started. The earthwork contractor feels that the soil is fairly stable at the firehouse building site and that starting work this fall/winter is still possible. MBVFA grant report to-date: we have received a total of \$340,000 from the VFA since 2018, have spent a total of \$127,582.48 on soft costs and demolition, and the current balance in the MBVFA Firehouse grant account is \$212,417.52, plus there is an additional \$100,000 received from the County grant making a total of \$312,417.52, and we should be receiving another \$175,000 from the VFA when construction starts. We are estimating the cost to just get the building structure up and close it in to be approximately \$950,000.

Measure C – are currently saving up funds to purchase a flail mower for ongoing vegetation maintenance but other tree work at the CC will likely be needed as well next year.

MWPA – Director Taylor has been working with the MWPA grant program. Some grant funds were used to selectively reduce fuel load from 10ft on each side of the Upper Park trail. The Terwilliger property on Pacific Way has cleared its permitting to remove some of the dead trees onsite and should get underway soon.

Fire Tax – this coming year is the last year of the Measure L Fire Tax that helps fund the fire department activities and services. We are beginning to start the process for developing the language to put a new ballot measure on the June 2026 ballot.

## **Recreation:**

MB Community Center – septic upgrades were completed last month. Am still looking into options to enclose and block the wind and rain from coming through the lower deck railing portion of the CC deck – possibly specialty plastics such as polycarbonate plastic, Plexiglass, or tempered glass are materials that would not obstruct the view.

MBCC Rentals – the CC has recently been missing some items like tables. We are discussing lending protocols.

Prop 68 Per Capita Recreation grant – the CC Parking Project Phase 2 permit application has just been waiting for the septic inspection certification. We are hoping for construction to begin in the summer 2026. We have until December 2027 to complete construction and March 2028 to close out our Prop 68 grant.

Measure A – with construction of the CC Parking project now being postponed until next spring, the funds have/are currently being used this fiscal year to rehabilitate the playground and various trails, and possibly, for some form of new CC lower deck protection.

Parks and Trails – there has been much concern about the multi-use of the Upper Park trail for both hiking and biking. Since first coming in as DM almost 10 years ago, the main issue reported to me concerning the trail was that there was a stream of water periodically being encountered on the trail causing mud and overgrowth of vegetation. Then at that same time, the second most consistently reported issue was that the trail was becoming too overgrown with brush and vegetation that was now encroaching on the trail. So, over the past many years the CSD ground crew has spent much time on the Upper Park trail hand cutting and weed whacking to gently push back the brush and open up the trail to be more accessible. It seems now having the trail more open has made it more attractive to the bikes.

## **Roads:**

Maintenance – currently the last remaining maintenance projects planned for fall are crack filling on Sunset Way, small patch repair on Pacific, and road edge stabilization on the Starbuck Extension. We are waiting for an estimate from Rodas.

## **Communications:**

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

Website – as always, continuing to update pages – annual financial page graphs now updated thru FY24-25, then post routine documents and do security updates.

Muir Beach Directory – continue to update weekly, currently updated thru 11/11/25.

## **Finance:**

Audits – the draft 6.30.25 audit report is complete and posted on the website for review and approval on the November 19 Board meeting Consent Calendar. There were no unusual auditor comments or observations.

District Office Business – we replaced the office high-speed scanner with a new Ricoh *fi-8150* scanner – as recommended by our scanner technician. The scanner works excellent, but we have had difficulties getting it to interface with our document management software FileCenter, but now, after many hours with online support, we may have finally gotten the driver and the program to “shake hands”. We have also replaced the DM 10-year-old laptop. I now just need time to get the two laptops into the computer technician to transfer everything over from the old laptop. 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

## **ORDINANCE NO. 2025-2**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING A CROSS-CONNECTION CONTROL ORDINANCE TO PROTECT THE PUBLIC WATER SYSTEM**

The Board of Directors of the Muir Beach Community Services District does ordain as follows:

#### **Section 1      Repeal of Existing Ordinance**

There is no existing Cross-connection control ordinance to repeal.

#### **Section 2      Purpose and Authority**

The purpose of this ordinance is: to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 – 7605, inclusive, of the California Code of Regulations, entitled “Regulations Relating to Cross-Connections”.

#### **Section 3      Responsibility**

The District Manager working with a cross-connection control specialist – whether on staff or a subcontractor hired by the Muir Beach Community Services District Water System - shall be responsible for implementing and enforcing the cross-connection control program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user connection where required to prevent backflow from the water user’s premises to the domestic water system. It shall be the water user’s responsibility to comply with the Muir Beach Community Services District Water System requirements.

#### **Section 4      Definitions**

For the purposes of this Ordinance, the definitions in Section 7583 of Title 17 of the California Code of Regulations shall apply.

#### **Section 5      Cross-Connection Protection Requirements**

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes:

1. Air-gap separation (AG)
2. Reduced Pressure Principal Backflow Prevention Assembly (RP)
3. Double Check Valve Assembly (DC)

The water user may choose a higher level of protection than required by the water system supplier. The minimum types of backflow prevention required to protect the approved water supply at the user’s water connection to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17. Situations which are not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow prevention shall be determined by the water supplier or public health agency.

Examples of sites where backflow prevention devices are required include locations with auxiliary water supply, locations where pressurized fluids are handled, locations with plumbing connections to unpotable piping or water storage facilities, and all commercial connections.

## **Section 6 Backflow Prevention Assemblies**

A. Only backflow prevention assemblies which have been approved by the Muir Beach Community Services District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, Title 17. Location of the assemblies shall be as close as practical to the user's connection. The Muir Beach Community Services District shall have the final authority in determining the required location of the backflow prevention assembly.

B. Testing of backflow assemblies shall be conducted only by qualified testers and testing will be the responsibility of the water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation, or repair. More frequent testing may be required if deemed by the Muir Beach Community Services District. No assembly shall be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective, and all costs of testing, repair, and maintenance shall be borne by the water user. Approval must be obtained from the Muir Beach Community Services District prior to removing, relocating or replacing a backflow prevention assembly.

## **Section 7 Administration**

The cross-connection control program shall be administered by the District Manager working with a cross-connection control specialist whether on staff or a hired subcontractor. The Muir Beach Community Services District Water System will establish and maintain a list of approved backflow prevention assemblies as well as a list of approved backflow prevention assembly testers. The Muir Beach Community Services District Water System shall conduct necessary surveys of water user premises to evaluate the degree of potential health hazards. The Muir Beach Community Services District Water System shall notify users when an assembly needs to be tested. The notice shall contain the date when the test must be completed and any subsequent actions and fees the District may impose if not completed by the completion date.

## **Section 8 Records**

The Muir Beach Community Services District staff shall maintain records of the locations, tests, maintenance, repairs, and replacements of backflow preventers required pursuant to CCCPH section 3.2.1.

## **Section 9 Noncompliance**

When the Muir Beach Community Services District Water System encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the procedure for terminating water service shall be instituted. Conditions of water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or to test a backflow prevention assembly, or to repair or replace a faulty backflow prevention assembly.
2. Direct or indirect connection between the public water system and a sewer or septic line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.



For condition 1, the Muir Beach Community Services District Water System will terminate service to a water user's premises after proper notification has been sent. If no action is taken within the allowed time period, water service shall be terminated.

For conditions 2, 3, or 4, the Muir Beach Community Services District Water System shall take the following steps:

1. Make reasonable efforts to advise the water user of intent to terminate water service;
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the Muir Beach Community Services District Water System.

#### **Section 10      Liability**

The Muir Beach Community Services District shall not be liable for any injury to persons or damage to property which may result directly or indirectly from the installation, malfunction, testing, or repair of any backflow preventer.

#### **Section 11      Effective Date**

Upon approval by the Board of Directors, this ordinance shall be effective immediately.

#### **Section 12      Severability**

If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, any section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, clauses, or phrases may be declared invalid or unconstitutional.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025 by the following vote of the Board of Directors.

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
District Manager

Calculations: to explore the impact on Water Users/Customers if Water Discount Tier 3 was narrowed									
	<b>Current - 1 year</b>								
Tiers	Gallons	Discount %	Customers Usage Per/Tier						
	Current		2025	2025	2025	2025	2025	2024	1-year Avg % of all Users
			16-Sep	16-Jul	16-May	16-Mar	16-Jan	16-Nov	
1	0 - 4500	50%	63	63	69	80	81	66	70 43.4%
2	4501 - 10,000	43%	51	49	65	56	57	54	55 34.2%
<b>3</b>	<b>10,001 - 30,000</b>	<b>30%</b>	<b>42</b>	<b>45</b>	<b>24</b>	<b>19</b>	<b>21</b>	<b>37</b>	<b>31 19.3%</b>
4	30,001 +	0%	6	5	4	7	3	5	5 3.1%
Calculations: to explore the impact on Water Users/Customers if Water Discount Tier 3 was narrowed from 10,001 - 15,000 Gallons									
<b>Scenario: Tier 3 - 10,001 - 15,000</b>									
	<b>Calculations</b>							Average	% of all Users
3	10,001 -15,000	30%	24	23	15	12	14	24	19 11.5%
3	15,001 - 20,000	30%	10	10	5	6	6	10	8 4.8%
	Total:		34	33	20	18	20	34	27 16.4%
									Average
									# of Users
	<b>Change</b>								Effectuated
1	0 - 4500	50%	63	63	69	80	81	66	70 43.4% 0
2	4501 - 10,000	43%	51	49	65	56	57	54	55 34.2% 0
<b>3</b>	<b>10,001 - 15,000</b>	<b>30%</b>	<b>24</b>	<b>23</b>	<b>15</b>	<b>12</b>	<b>14</b>	<b>24</b>	<b>19 11.5% -12</b>
4	15,001 +	0%	10	10	5	6	6	10	8 4.8% 13
<b>Analysis:</b> narrowing the Discount bracket for Tier 3 by 15,000 gallons would effect an average of between 12 - 13 customers who are currently in Tier 3 bracket with water usage above 15,001 gallons. They would now move to Tier 4. All other brackets (Tier 1,2 and 4) customers would not change or be effected.									
Limiting the Tier 3 bracket to 5,000 gallons would still leave the average 3 person households that uses the State mandated average goal of 50 gals p/day p/person totaling 9,150 galsfor the bi-monthly billing period, would still remain in tier 2 and even a 4 or 5 person household using the State mandated goal would stay for the most part in Tier 3.									
I have not done any revenue analysis, as this issue was brought up more around the need for maximum water conservation efforts and may or may not have an impact on the District's revenues as water usage can decrease when the cost p/unit goes up as we have seen in the past when we've encouraged conservation.									
<b>Conclusion:</b> The Board could implement this change without affecting the largest portion of Tier 1 and 2 water users which are currently 78% of all customers.									
<b>Direction:</b> The Board could vote to approve in December or January to become effective immediately or not until the next FY 2026-2027.									