

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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

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5 **OFFICIAL MINUTES ONLY UPON APPROVAL**

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

10
11 **Item 1: Call to Order**

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

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

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16 **Item 2: Approval of Agenda**

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

18
19 MOTION: To approve the agenda
20 Moved: Shaffer, seconded by Taylor
21 Vote: AYES: Unanimous.

22
23 **Item 3: Consent Calendar**

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

25
26 MOTION: To approve the consent calendar as submitted.
27 Moved: Taylor, seconded by Shaffer
28 Vote: AYES: Unanimous.

29
30 **Item 4: Items Removed from Consent Calendar**

31 None

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

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

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

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

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

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

1 MWPA. Measure C, creating the MWPA JPA was passed in 2020 and is in its 4th 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.

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.

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

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

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

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

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

Item 7: District Manager Report – Mary Halley

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

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

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

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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.