



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

AGENDA

Regular Meeting of the Board of Directors

Wednesday, January 21, 2026 7:00 PM

Meeting held by Teleconference

Agenda will be emailed and posted

Zoom invitation will be emailed

MEETINGS BY ZOOM: Gov. Code section 54953(b) provides that local agencies such as the Muir Beach Community Services District may hold its meetings using teleconferencing services, such as Zoom if certain conditions are complied with, all of which have been met by the MBCSD. As such, the District will email Zoom invitations to all residents and other members of the public asking to participate in the meetings, which will also include a dial-in option using your telephone. Please participate from your own locations/homes, however, if needed (and as required by the code), you may participate from the homes of the members of the Board of Directors, being 240 Pacific Way, 1821 Shoreline Hwy, 40 Sunset Way, 209 Sunset Way, and 23 Starbuck Drive where the meeting agenda will be available.

TIMING OF AGENDA ITEMS: The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting. The following items will be considered, and any item can be discussed, acted upon, or approved during the course of the meeting.

SPECIAL NEEDS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

7:00 pm	Item 1: Call to Order
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Board: 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)

Item 2: Approval of Agenda

The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.

Item(s) not included in this agenda:

Item 3: Election of Board Officers (as needed)

Board will elect a Board President and Vice President.

Article 2.3 of the CSD Bylaws (available on the CSD website) provides: "The Board President and Board Vice President shall be elected at the first meeting of the calendar year or at another subsequent meeting as determined by the Board of Directors. The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office."

The Election of Officers will proceed accordingly:

- (1) Nominations – Candidate(s) for Board President should be nominated by any one or more Directors.
 - (2) Motion to Close Nominations – A motion should then be made to close the nominations, seconded and voted upon.
 - (3) Vote – The Board President should then call a vote for or against each nominated candidate, and declare the outcome of the election.
- The process should be repeated for the Board Vice President.
The elected Board President should chair the remainder of the meeting.

Item 4: Consent Calendar

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

- A. Approval of Quarterly Financial Reports dated 12/31/25. *(See attached)*
- B. Approval of Draft Minutes from Regular Board Meeting on 11/19/25. *(See attached)*
- C. Approval of Draft Minutes from Special Board Meeting on 12/3/25. *(See attached)*
- D. Approval of FY25/26 Budget – January 2026 Mid-year Revision *(See attached FY25/26 Budget – January 2026 Revision)*

Item 5: Items Removed from Consent Calendar

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

Item 6: Upper Park Trail – Continuing Discussions and Updates Regarding Upper Park Trail and Possible Direction for Improvements – Directors Hills and Lam

Board members Hills and Lam have now met with the trail expert and are still waiting for the final report and recommendations – which are due at the end of January or beginning of February. Hills and Lam will give a brief update as this item continues to be reviewed as to next steps.

Item 7: Fire Department Update – Director Lam, Director Taylor, Fire Chief Chris Gove and Jon Rauh

1. Fire Tax Renewal – 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 the annual CPI based increases, the tax collected in FY25-26 is \$286.46 per parcel. The annual revenue from this current tax is \$43,705. The fire department believes that the annual revenue collected is not sufficient to meet the future needs of the department and will present information to support setting a new rate at \$386.00 *(see attached Fire Tax 2026 Financial Analysis)*. The proposal will continue the current exceptions for low-income residents and contiguous lots with the same owner.
 - A. The Board is being asked to approve Fire Tax Resolution No. 2026-1 *(see attached Resolution No. 2026-1 Proposing a Special Tax for Fire Protection)*
 - B. The board is being asked to review for first reading Fire Tax Ordinance No. 2026-1 *(see attached Ordinance No. 2026-1 Adopting the Levy of a Special Tax on Real Property within the District)*
2. Fire Chief Chris Gove will present his report *(See attached: Fire chief's Report – January 2026)*
3. Firehouse update – Jon Rauh
4. Marin Wildfire Protection Authority (MWPA) update on grant and projects – David Taylor

Item 8: District Manager Report – DM Halley

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

Item 9: Water Conservation Discount Tiers – District Manager

At the May 28, 2025 Board meeting, the Board asked the District Manger to work with Director Hills to examine the District’s tiers that are 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.

At the November 19, 2025 Board Meeting, calculations and analysis were presented between the current discount tiers and a recommendation of narrowing the two highest tiers to fall more in line with the State’s per household mandated water usage goals but still allowing for larger household sizes. Shown below are the Current conservation tiers (some 25 - 30 years old) and then following, the Proposed updated tiers.

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

The Board took public comment which was favorable to changing the discount tiers to more logically designed brackets, then the Board directed that the new discount table be approved and included in the current 5-year Ordinance at the next January 2026 Board meeting.

We most recently passed our 5-year water rate Ordinance No. 2025-1 in May of last year that included our Conservation discount rate structure and the current Discount Tiers table. The Board will review for approval and adoption the inclusion of the updated discount tiers into Ordinance No. 2025-1 which established a schedule of rate charges for water service and capital improvements. *(See attached - Ordinance No. 2025-1 Revised)*

Item 10: 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 11: Recognitions & Board Member Items

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

Item 12: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, March 25, 2026

**Muir Beach Community Services District
Balance Sheet**

Accrual Basis

As of December 31, 2025

	Dec 31, 25
ASSETS	
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	15,623
Total Charles Schwab 6797	1,215,623
TriC Checking	
TriC General Fund	211,521
TriC Fire	86,697
TriC Lower Tank Reserve	13,333
TriC Pipes & Equip Reserve	8,773
TriC Measure A	(12,295)
TriC Water	(102,502)
Total TriC Checking	205,527
Clearing	93
Total Checking/Savings	1,421,243
Other Current Assets	
Due from Water Ops to Gen'l Fd	102,502
Undeposited Funds	954
Prop 68 for reimbursement	425
Total Other Current Assets	103,881
Accounts Receivable	
Receivables	3,814
Total Accounts Receivable	3,814
Total Current Assets	1,528,937
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,670,998
Land	755,573
Buildings	590,355
Buildings - Fire Station	185,410
Playground Upgrades	173,427
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	(1,679,736)
Total Other Fixed Assets	2,115,246
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	55,727
10-Year Equipment Post 2008	36,291
Mains and Valves (historic)	34,973

Muir Beach Community Services District

Balance Sheet

As of December 31, 2025

Accrual Basis

	Dec 31, 25
Wells (historic)	21,620
Equipt and Controls (historic)	0
Other Water System Assets	0
20-Year Equipment Post 2008	(0)
5-Year Equipment Post 2008	(0)
Accumulated Depreciation	(819,574)
Total Water System Assets	895,847
Invested in Capital Assets	(2,122,568)
Total Fixed Assets	888,526
TOTAL ASSETS	2,417,463
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	102,502
Total Other Current Liabilities	102,502
Accounts Payable	
Accounts Payable	4,226
Total Accounts Payable	4,226
Credit Cards	
Credit Card	150
Total Credit Cards	150
Total Current Liabilities	106,878
Total Liabilities	106,878
Equity	
Retained Earnings	1,178,148
Gov't Net Position	944,663
Net Income	187,774
Total Equity	2,310,585
TOTAL LIABILITIES & EQUITY	2,417,463

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

	Dec 25
Income	
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	82,514
Refund - Educational Deductions	57,001
Total Property Tax Revenues	139,515
\$200 Parcel Tax for Fire	25,051
Total Combined Tax Revenues	164,566
Interest Income	5,562
Lease Income	2,704
Recreational Activities Income	
Rental Income	750
Total Recreational Activities Income	750
Total Income	173,582
Expense	
Payroll Expenses	
Wages	5,013
Employer Payroll Taxes	856
Payroll Service	153
Total Payroll Expenses	6,023
Community Classes & Functions	
Community Center Functions	5,163
Rental Expense	350
Total Community Classes & Functions	5,513
Fire Dept Expenses	
Fire Chief Stipend	2,500
Fire Truck Repair & Maint	148
Phone, Radio Link for Bolinas	55
Total Fire Dept Expenses	2,703
Legal Expense	2,492
Grounds Maintenance/Gardening	1,350
Bookkeeping	1,292
Permits & Fees	1,237
Health Insurance	1,170
Meeting Expense	767
Supplies (non-water)	742
Repairs & Maint (non-water)	615
Utilities	
Electric	209
Refuse Service	38
Telephone	7
Total Utilities	255
Bank Fees & Credit Card Fees	81
Other Operating Expenses	32
Website Hosting & Maintenance	5
Total Expense	24,275
Net Income	149,307

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

December 2025

	Dec 25
Income	0
Expense	
Water Enterprise	
Water Expense & Repairs	10,549
Water Testing	87
Total Water Enterprise	10,636
Payroll Expenses	
Wages	6,812
Total Payroll Expenses	6,812
Permits & Fees	1,834
Utilities	
Electric	1,753
Telephone	22
Total Utilities	1,774
Bookkeeping	170
Receipts Outstanding	
SB Receipts Outstanding	30
Total Receipts Outstanding	30
Total Expense	21,257
Net Income	(21,257)

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

Date	Name	Memo	Amount
Bank Fees & Credit Card Fees			
12/31/2025		Batch Fee ID=-1656525783	20
12/11/2025		Batch Fee ID=1278221863	11
12/11/2025		Service Charge	50
Total Bank Fees & Credit Card Fees			81
Bookkeeping			
12/31/2025	Mullin, Sharon	Bookkeeping/water billing	1,292
12/31/2025	Mullin, Sharon	Bookkeeping/water billing	170
Total Bookkeeping			1,462
Fire Dept Expenses			
Fire Truck Repair & Maint			
12/08/2025	Marin County Tax Collector	10/25 fuel charges	148
Total Fire Truck Repair & Maint			148
Phone, Radio Link for Bolinas			
12/11/2025	CalNet	Phone @ fire barn; 415 380-9627	55
Total Phone, Radio Link for Bolinas			55
Total Fire Dept Expenses			203
Health Insurance			
12/11/2025	CALPERS	Halley	1,170
Total Health Insurance			1,170
Legal Expense			
12/01/2025	Acevedo & Longfellow LLP	Fire tax ballot measure/Upper park trail immunity	448
12/01/2025	Acevedo & Longfellow LLP	Fire tax ballot measure/Upper park trail immunity	2,044
Total Legal Expense			2,492
Other Operating Expenses			
12/31/2025	Mullin, Sharon	Parking & tolls	32
Total Other Operating Expenses			32
Permits & Fees			
12/12/2025	Marin County Treasurer	County Administration Fees	998
12/12/2025	Marin County Treasurer	County Administration Fees	239
12/03/2025	SWRCB	Small water system annual fee: Syst #2100508	1,834
Total Permits & Fees			3,070
Repairs & Maint (non-water)			
12/17/2025	Alcala, Jose - v	Debris clean up at workyard	615
Total Repairs & Maint (non-water)			615
Supplies (non-water)			
12/21/2025	Goodman Building Supply		-26
12/21/2025	Goodman Building Supply		26
12/02/2025	Goodman Building Supply	CC supplies	27
12/17/2025	Alcala, Jose - v	Firewood	455
12/21/2025	Goodman Building Supply	toilet paper, paper towels	46
12/17/2025	Alcala, Jose - v	X-mas Faire set up & break down	214
Total Supplies (non-water)			742
Utilities			
Electric			
12/24/2025	PG&E Pumping from Wells 745-7		1,183
12/16/2025	SMITH, Brent (1104)	Credit for electricity usage	8
12/24/2025	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	179
12/24/2025	PG&E Firehouse 226-2	Electric - Firehouse	30
12/24/2025	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	561

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

Date	Name	Memo	Amount
Total Electric			1,962
Refuse Service			
12/19/2025	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
Telephone			
12/02/2025	Ooma	Telephone	7
12/17/2025	Ooma	Telephone	7
12/29/2025	Ooma	Telephone	7
12/04/2025	Ooma	Telephone	7
Total Telephone			29
Total Utilities			2,029
Water Enterprise			
Water Expense & Repairs			
12/11/2025	Jerry & Don's Yager Pump & Well S...	Clean, rehab, remove iron bac buildup - 2002 well	7,934
12/17/2025	Alcala, Jose - v	Dirt removal at bottom of tank	1,290
12/17/2025	Alcala, Jose - v	Meter replacement & leak repair	375
12/03/2025	Jerry & Don's Yager Pump & Well S...	Pull 2002 well pump - burnt wires	950
Total Water Expense & Repairs			10,549
Water Testing			
12/01/2025	Public Health Laboratory	Monthly bacs	87
Total Water Testing			87
Total Water Enterprise			10,636
TOTAL			22,532

Muir Beach Community Services District
Expenditures for Fixed Assets
As of December 31, 2025

Date	Num	Name	Memo	Amount
Water System Assets				
Historic Water System Equipment				
Total Historic Water System Equipment				
Mains and Valves (historic)				
Total Mains and Valves (historic)				
Equipt and Controls (historic)				
Total Equipt and Controls (historic)				
Wells (historic)				
Total Wells (historic)				
100-Year Equipment Post 2008				
Total 100-Year Equipment Post 2008				
40-Year Equipment Post 2008				
08/14/2025		Rodas Trucking, Inc. DBA Roda...	New water main on Lagoon Drive	1,948.05
08/14/2025	5262	Rodas Trucking, Inc. DBA Roda...	New water main on Lagoon Drive	8,257.00
09/10/2025		Rodas Trucking, Inc. DBA Roda...	3 new water valves at Starbuck Extension	19,750.00
Total 40-Year Equipment Post 2008				29,955.05
20-Year Equipment Post 2008				
Total 20-Year Equipment Post 2008				
15-Year Equipment Post 2008				
10/16/2025		SCADAmetrics	New water meter for lower tank	1,184.01
11/04/2025	179943	Jerry & Don's Yager Pump & W...	New water meter at lower tank	9,599.01
Total 15-Year Equipment Post 2008				10,783.02
10-Year Equipment Post 2008				
11/19/2025		Jerry & Don's Yager Pump & W...	2002 well - new pump	456.54
12/11/2025	180838	Jerry & Don's Yager Pump & W...	2002 well pump replacement	4,108.91
Total 10-Year Equipment Post 2008				4,565.45
5-Year Equipment Post 2008				
Total 5-Year Equipment Post 2008				
Other Water System Assets				
Total Other Water System Assets				
Total Water System Assets				45,303.52
Other Fixed Assets				
Playground Upgrades				
Total Playground Upgrades				
Land				
Total Land				
Land - Fire Station				
Total Land - Fire Station				
Buildings				
07/23/2025		NorCal Superior Systems	Deposit for new septic tank and abandonment of old	2,381.50
09/30/2025		NorCal Superior Systems	Progress payment on septic tank	7,000.00
Total Buildings				9,381.50
Buildings - Fire Station				
07/01/2025		Damazio Excavating, Inc.	Deposit & mobilization for demo of concrete pad	13,000.00
07/11/2025		Meridian Surveying Engineering...	Deposit - pre-construction survey	1,500.00
07/21/2025		Miller Pacific Engineering Group	Geotechnical svcs	330.00
07/24/2025		Damazio Excavating, Inc.	Balance due on cement pad demo	13,755.00
08/01/2025	3648	LTD Engineering, Inc	Revise drawings per geotechnical review	517.50
08/05/2025		Blue Print Mart	Plans for contractor	178.93
09/17/2025	783552	Greenburg Glusker	Gen'l contractor contract negotiations	4,083.75
10/08/2025	784772	Greenburg Glusker	Gen'l contractor contract negotiations	11,368.12

Muir Beach Community Services District
Expenditures for Fixed Assets
 As of December 31, 2025

Date	Num	Name	Memo	Amount
11/11/2025	787093	Greenburg Glusker	Gen'l contractor contract negotiations	11,559.37
Total Buildings - Fire Station				56,292.67
Equipment				
Total Equipment				
Equipment - Fire Trucks				
Total Equipment - Fire Trucks				
Electric Gate				
Total Electric Gate				
Furniture & Fixtures - CC				
Total Furniture & Fixtures - CC				
Road Improvements				
08/14/2025		Rodas Trucking, Inc. DBA Roda...	Raise & resurface Lagoon Drive	4,545.55
08/14/2025	5262	Rodas Trucking, Inc. DBA Roda...	Raise & resurface Lagoon Drive	41,455.00
Total Road Improvements				46,000.55
Shed Roof				
Total Shed Roof				
Total Other Fixed Assets				111,674.72
TOTAL				156,978.24

COMPENSATION REPORT

Name	7/1/2024 to 7/1/2025 to		Notes	
	6/30/2025	12/31/2025		
Halley	Mary	88,625	45,000	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	Thierno	14,667	10,125	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	Stephanie	12,497	5,580	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	Juana	5,949	3,078	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	Harvey	3,000	1,500	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400, to \$3,000 5/24
Karel	Ernst	1,929	2,467	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
		\$ 126,667	\$ 67,750	

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

General - Revenue and Expenses Apportioned To All Departments

12/31/2025

Gen Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Property Taxes (Unassigned)	155,000	85,438	55%
	Excess ERAF (Unassigned)	110,000	68,510	62%
	Grants/donations (Unaassigned)		-	
	Interest Income (Unassigned)	50	16,334	32668%
	Lease Income	32,772	16,224	50%
	Gen Revenue Total:	297,822	186,506	63%

Gen Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	12,000	11,171	93%
	Banking Fees (District-Pos Pay)	600	401	67%
	Bookkeeping	12,000	6,991	58%
	Dues & Memberships	2,700	3,270	121%
	Insurance (Board Workers Comp)	80	-	0%
	Insurance (DM Health) *	13,000	6,739	52%
	Insurance (DM Workers Comp) *	1,700	-	0%
	Insurance (Umbrella)	6,400	-	0%
	Interest Expense	-	-	
	Legal Fees	1,000	-	0%
	Meetings (inc Minutes) *	1,600	852	53%
	Office & Postage *	3,000	4,399	147%
	Other Operating	400	224	56%
	Payroll (DM) - Total *	90,000	45,000	50%
	Payroll Employer Taxes (DM) *	6,885	3,443	50%
	Payroll Service *	2,400	961	40%
	Permits & Fees	2,700	1,098	41%
	Repair & Maint (non-water)	500	615	123%
	Supplies	100	460	460%
	Tree Management Program	-	-	
	Utilities (Telephone-RingCentral)	410	402	98%
	Website & Document Management *	1,200	30	3%
	General Expense Total:	158,675	86,056	54%
	General Expenses (Net of Dept Allocations Total):	105,961	57,018	54%
	General Balance (Prior to Dept Allocations) :	139,147	100,451	72%
	Gen Balance (After Dept Allocations):	191,861	129,488	67%
	Loan Payment(None):	-	-	0%
	Gen Balance (After Loan Payment):	191,861	129,488	

General Notes: 1.)Apportionment: General Expenses are assigned to departments by the following percentages: General = 60%, Water = 40% *(DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC, Audits, Website, Postage and Office, Board Meeting Expenditures incl Minutes) Capital Improvement Projects: Fire = 10%, Rec = 10%, Roads = 10% (DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC)

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

Water Department				
12/31/2025				
Water Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Water Service Revenue	218,800	114,232	52%
	Water Conservation Discount	(70,000)	(31,735)	45%
	Meter Reading Fee	9,000	4,446	49%
	Water Service Revenue (Misc)	1,000	225	23%
	Water Service fee Net Revenue	158,800	87,168	55%
	Meter Charge (CIP Reserves)	84,100	41,877	50%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	Water Revenue incl Meter Charge:	242,900	129,045	53%
	Move Meter Charge to Reserves:	(84,100)	(41,877)	50%
	<i>Water Operations Revenue:</i>	<i>158,800</i>	<i>87,168</i>	<i>55%</i>
	<i>Water CIP (PE Reserves):</i>	<i>44,100</i>	<i>21,877</i>	<i>50%</i>
	<i>Water CIP (LT Reserves):</i>	<i>40,000</i>	<i>20,000</i>	<i>50%</i>
Water Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (40% Share):*	52,714	29,038	55%
	Audit	4,800	4,468	93%
	Health Insurance (DM)	5,200	2,696	52%
	Insurance (Workers Comp)	680	-	0%
	Meetings (incl Minutes)	640	341	53%
	Office & Postage	1,200	1,760	147%
	Payroll (DM) - Total	36,000	18,000	50%
	Payroll Employer Taxes (DM)	2,754	1,377	50%
	Payroll Service	960	384	40%
	Website & Doc Management	480	12	3%
	Gen Exp (Water Ops 40% Share):	52,714	29,038	55%
	Dedicated Expenses:			
	Bank & Credit Card Fees(Customer)	5,800	3,195	55%
	Bookkeeping (Water)	6,600	3,039	46%
	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	248	23%
	Payroll (Water Team)	30,500	18,172	60%
	Payroll Employer Taxes	2,333	1,390	60%
	Permits & Fees	2,300	2,289	100%
	Rep & Maint incl Grant Spending	18,000	23,081	128%
	Subcontractors	300	135	45%
	Testing	6,000	1,522	25%

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

Water Department			
	12/31/2025		
Treatment	9,000	770	9%
Utilities: Electric (Water)	18,000	9,635	54%
Utilities: Telephone (Water-Ooma)	400	93	23%
<i>Dedicated Expense Sub-Total:</i>	<i>106,783</i>	<i>63,569</i>	<i>60%</i>
<i>Water Operations Expense Total:</i>	<i>159,497</i>	<i>92,607</i>	<i>58%</i>
<i>Water Conservation Reserve (Beginning Balance):</i>	<i>70,000</i>	<i>70,000</i>	
<i>Water Conservation Reserve (Discounts):</i>	<i>(70,000)</i>	<i>(31,735)</i>	<i>45%</i>
<i>Water Conservation Reserve (Ending balance):</i>	<i>-</i>	<i>38,265</i>	
<i>Water Operations Balance :</i>	<i>(697)</i>	<i>(5,439)</i>	<i>780%</i>
<i>Water Capital Improvements (Beginning PE Balance):</i>	<i>102,200</i>	<i>102,200</i>	
<i>Water Capital Improvement (Balance to PE Reserves):</i>	<i>44,100</i>	<i>21,877</i>	<i>50%</i>
<i>Water Capital Improvement (Capital spending):</i>	<i>(35,000)</i>	<i>(45,304)</i>	<i>129%</i>
<i>Water Capital Improvement (Change to PE Reserve):</i>	<i>111,300</i>	<i>78,773</i>	<i>71%</i>
<i>Water Capital Improvements (Beginning LT Balance):</i>	<i>233,334</i>	<i>233,334</i>	
<i>Water Capital Improvement (Balance to LT Reserves):</i>	<i>40,000</i>	<i>20,000</i>	<i>50%</i>
<i>Water Capital Improvement (Change to LT Reserve):</i>	<i>273,334</i>	<i>253,334</i>	<i>93%</i>
<i>Water Capital Improvement (Net PE and LT Reserves):</i>	<i>384,634</i>	<i>332,107</i>	<i>86%</i>

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

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

Roads Department				
12/31/2025				
Roads Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Fees for Roads	-		
	Donations for Roads	-		
	Grants for Roads	-	-	
	Roads Operations Revenue Total:	-	-	
Roads Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Gen Exp (10% Share): p/project			
	Dedicated Expenses:			
	Repairs & Maintenance (Roads)	10,000	-	0%
	Pay (Maintenance Sub-Contractor)	2,700	2,070	77%
	Legal Fees (Roads)	1,000	-	0%
	Other Operating (Roads)	300	-	0%
	Payroll (Roads)	-	-	
	Payroll Employer Taxes (Roads)	-	-	
	Payroll (WC-Roads)	-	-	
	Supplies (Roads)	-	161	
	Dedicated Expense Sub-Total:	14,000	2,231	16%
	Roads Operations Expense Total:	14,000	2,231	16%
	Roads Operations Balance:	(14,000)	(2,231)	16%
	Capital Spending:	40,000	46,000	
	Capital Expenditures			
	Total Capital Project Balance:	-	-	-

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

Fire Department				
12/31/2025				
Fire Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Special Parcel Tax for Fire	43,705	25,051	57%
	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	16,800	100%
	Fire Revenue incl Cap Imp Rev:	321,505	72,062	22%
	Deduct Cap Imp Revenue:	(175,000)		
	Fire Operations Revenue:	146,505	72,062	49%
Fire Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Dues: Membership	320	239	75%
	Emergency Preparedness	2,500		0%
	Fire Chief Stipend	30,000	15,000	50%
	Fire Equip & Tools	2,000	105	5%
	Fire Training/Certification	2,000	79	4%
	Fire Truck Maint & Repair	4,000	3,309	83%
	Fire Truck: Fuel	700		0%
	Grant Spending	21,400	1,100	5%
	Insurance: VFIS	6,484	6,484	100%
	Insurance: Workers Comp	3,200	(382)	-12%
	Other Operating (Fire)	1,800	888	49%
	Supplies: Medical	1,000		0%
	Supplies: Sta wear/Turnouts	4,000		0%
	Utilities: Electric	250	141	56%
	Utilities: Phone, Radio	1,000	291	29%
	Credit Card Receipts Outstanding		356	
	Dedicated Expense Sub-Total:	80,654	27,610	34%
	Fire Operations Expense Total:	80,654	27,610	34%
	Fire Operations Balance:	65,851	44,452	68%
	Fire Station Donations/Grants	340,000	340,000	
	Fire Station Expenditures	340,000	155,140	
	Funds Remaining	-	184,860	

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

Recreation Department				
12/31/2025				
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	2,100	53%
	Rec Operations Revenue Total:	229,483	25,467	11%
	Rec Ops non-Measure A Total:	183,952	2,100	1%
Rec Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Community Center Classes	-	-	
	Community Center Functions	13,000	9,122	70%
	Grant Spending (Rec)	232,440	-	0%
	Grounds Maintenance	9,000	6,345	71%
	Legal Fees (Rec)	-	2,156	
	Measure A Projects	-	10,020	
	Other Operating (Rec)	100	-	0%
	Payroll (Rec)	9,100	4,328	48%
	Payroll (Rental Coordinator)	4,200	2,259	54%
	Payroll (WC-Rec)	600	-	0%
	Payroll Employer Taxes (Rec)	696	331	48%
	Rental Expenses (CC)	500	-	0%
	Repairs & Maintenance (Rec)	10,000	2,120	21%
	Supplies (CC)	1,200	928	77%
	Trails Maintenance	8,000	6,770	85%
	Utilities: Elec (CC)	1,300	655	50%
	Utilities: Phone (CC-Ooma)	100	59	59%
	Utilities: Propane (CC)	370	48	13%
	Utilities: Refuse (Rec)	1,400	751	54%
	Dedicated Expense Sub-Total:	292,006	45,892	16%
	Non-Measure A Expense Total:	279,006	45,892	16%
	Rec Ops Balance(including Restricted Revenue):	(62,523)	(20,425)	33%
	Rec Ops Balance(non-Measure A)):	(95,054)	(43,792)	46%
	Budget for Capital Spending:			
	Measure A: CC Playground Rehab	-	10,020	
	Measure A: CC Deck Enclosures	10,000	-	
	Measure A: Trail Improvement	-	-	
	Measure A: CC Parking Project	44,488	-	
	Prop 68: Parking Project	177,952	-	
	Total Spending:	232,440	10,020	

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, November 19, 2025
4

5 **OFFICIAL MINUTES ONLY UPON APPROVAL**
6

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

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

12 Meeting is called to order at 7:01
13

14 Board: Christine Lam (Board President), Steven Shaffer (Board Vice President), Leighton Hills
15 (Director), David Taylor (Director), Nikola Tede (Director)
16 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)
17

18 **Item 2: Approval of Agenda**

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

21 MOTION: To approve the agenda
22 Moved: Shaffer, seconded by Taylor
23 Vote: AYES: Unanimous.
24

25 **Item 3: Consent Calendar**

26 *All items on the Consent Calendar are considered to be either routine or non-controversial and will be*
27 *enacted by a single blanket action of the Board. Upon request from a Board member or any member*
28 *of the public, individual items may be removed from the Consent Calendar in which case they will be*
29 *discussed in the meeting (under Items Removed from the Consent Calendar).*
30

- 31 A) Approval of Quarterly Financial Reports dated 9/30/25. (See attached)
32 B) Approval of Draft Minutes from Regular Board Meeting on 9/24/25. (See attached)
33 C) Approval of Draft-Audits FY 2024-25 (See at [http://muirbeachcsd.com/wp-](http://muirbeachcsd.com/wp-content/uploads/2025/11/Audit-MBCSD-Draft-Audit-Report-6.30.25.pdf)
34 [content/uploads/2025/11/Audit-MBCSD-Draft-Audit-Report-6.30.25.pdf](http://muirbeachcsd.com/wp-content/uploads/2025/11/Audit-MBCSD-Draft-Audit-Report-6.30.25.pdf))
35

36 MOTION: To approve the consent calendar as submitted.
37 Moved: Hills, seconded by Shaffer
38 Vote: AYES: Unanimous.
39

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

41 None
42

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

44 *County of Marin 4th District Supervisor Dennis Rodoni will give a brief County update and then he and*
45 *his staff will be available to answer questions or discuss any related topics of interest to the*
46 *community.*
47

48 New county executive as of a year ago April, which is a switch from a County Administrator's office to
49 a County Executive office. This model is very common in county governments, and more common in

1 cities with the similar position of City Manager. County is also doing organizational reviews of County
2 Development Agency (CDA), Dept of Public Works, Marin Housing Authority, to make the County
3 more accessible and more efficient. The purpose is to unite the County government, a united service
4 rather than showing up as separate departments. You'll hear more about the One Marin initiative over
5 the next two months.

6
7 Other highlights: Libraries are being updated. Just approved a new contract for a new bookmobile,
8 smaller van that will be accessible to Muir Beach, coming mid-2026. It's being custom-built for the
9 library.

10
11 The Bolinas Wye project is being completed. Planting 10,000 plants over the winter season there.

12
13 Still working on possibility of new water line coming from Marin Water to Muir Beach, which had sat
14 silent for a while because of timeline. Unfortunately, and fortunately, the road project got delayed
15 another year, until late 2028, which opens possibility of getting grant and installing water line before
16 that project. Looking at a second project that would be out of the roadway and in the right-of-way, so
17 could happen after road construction. Feasibility Study 2 will put us in a good place to go back to the
18 grant funders. Also, today Marin Water agreed to be part of the grant process, and use their grant
19 writers to help. It's encouraging that there may be some alternates. They are looking to add other
20 benefits, for example, fire hydrants along the route.

21
22 The County is working to protect immigrants. They have a rapid response program funded through the
23 Multicultural Center and West Marin Community Services. They are producing information, such as
24 red cards that give instructions to people about how to respond to ICE and then rapid response cards
25 with a phone number for people to call if they see something happening that might be ICE activity.
26 Providing funding for those impacted by ICE. Their message as a county is that they do not cooperate
27 with ICE.

28
29 Working since January on a pathway to provide more than 40 units for workers who might be
30 displaced from the closed National Seashore ranches. Also, they have adopted the Shelter Crisis
31 Resolution to help create temporary housing with the hope to build permanent housing in the future.
32 They've also finalized an agreement with CLAM to manage an operation of 14 units on C St in PRS in
33 Pt Reyes Station. Shelter Crisis only applies when the County owns the property, so they have now
34 actually purchased the property from CLAM and are leasing it back to them to be able to house
35 people from Olema to Inverness to San Geronimo Valley. It's a tight timeline. Some need housing by
36 March; the Martinelli Ranch residents might have more time. Also, through the County Health and
37 Human Services partners, they are offering job training, opportunities to get similar jobs, to work with
38 the small business association to start up their own business; 55 residents have signed up for that
39 program, about half are coming from the farming community. Also, through Health and Human
40 Services, they are providing the wrap-around services that are needed in the community.

41
42 Don Piotter asks about the Frank Valley Rd project. It's reported to be in the final stages of its design
43 now pushed back to fall of 2028. Part of the delay is caused by the federal highway plan infrastructure
44 bill being voided. The potential water project is a local project with several local groups.

45
46 **Item 6: Upper Park Trail – Discussion Item Regarding Upper Park Trail and Possible Direction**
47 **to Staff Regarding Improvements** – Scott and Suzanne Bender

48 *The Board has received a detailed proposal from residents Suzanne and Scott Bender regarding*
49 *safety concerns on the Upper Muir Beach Park Trail (see attached: Bender - November 19 Proposal*

1 for Upper Muir Beach Trail). Their submission includes neighbor testimonials, documentation of trail
2 usage patterns, and recommended actions for Board consideration. This item provides an opportunity
3 for the Board to hear directly from the Benders, receive public input, and determine next steps.

4 **Process for Item 6:**

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

11
12 Murray: Board has consulted with legal counsel. The CSD has no obligation to construct
13 improvements in the trail, but we do recognize this as an important community issue.

14
15 S Bender: proceeds to ask the board to vote yes on this issue tonight. The proposal is not about being
16 anti-cyclist, but about protecting the community from documented dangers. Bender goes over the
17 proposal.

- 18 1. install a gate
- 19 2. build chicanes
- 20 3. consider allowing uphill only for bikes
- 21 4. smooth deep ruts

22
23 County Counsel Longfellow: The Board of Directors do not have the legal authority to approve any
24 specific project tonight. This wasn't agendized as a project approval, but as a discussion item. So
25 tonight the board is here to hear the plans, discuss, and consider steps moving forward.

26
27 Discussion continues.

28
29 **PUBLIC COMMENT**

30 Rob Bowyer expresses concern about susceptibility to lawsuits by people who injure themselves on
31 the trail.

32 Herb Case, of 50 Seacape, over the past few years heard the squeal of brakes. Not happening now
33 because the vegetation has been cleared around the chicanes, which are now functionless.

34 Don Piotter agrees there should be safety measures taken. Asks if we need to ban cycling completely
35 or if it is possible to achieve the same result with less cost without an outright ban?

36 Durand Begault hasn't heard anything about the walkability of the trail addressed and the odds of
37 making something compatible to both cyclists and walkers.

38 Discussion about whether what is proposed constitutes a "plan".

39 Leslie Riehl agrees with the proposal, put forward last meeting, and agrees that a decision should be
40 made. Watched Lagoon go in for 40,000, Cove easement for 11,000, easement from Sunset to MBCC
41 with no problems. In favor of making a decision tonight.

42 Lori Barnhill – lives across from the Benders, has heard and encountered these cyclists. Is a mountain
43 biker herself. Part of the reason for the problem is the horrendous condition of the trail. No way to go
44 slow on such a trail. She agrees that it should be only uphill.

45 Brad Eigsti was part of building it – I'm a mountain biker. This trail got me off the road and provides
46 me with mountain bike access. Agree it's a mess, needs chicanes, needs 15-20K of maintenance.

47 Uphill on a bike is virtually impossible on that trail. Would like to see it stay open with gates, chicanes,
48 and signage, and maybe get the word out that MB people are not happy about it.

49

1 Beth Begault needs to hear that the board hears the concern of the upper beach neighbors. Not about
2 NIMBY, it's about: every day we see near-accidents almost happen. Hear a lot of caution about the
3 legality of this, but it feels reckless legally to let these conditions continue. Inevitably, people will be
4 injured (or killed).

5 Bob Bowyer: When he spoke with Kathryn Stebner, head of a law firm that sued people for this exact
6 type of issue, feels that because of this meeting airing these dangers, a prosecutor could easily win a
7 case and sue the community outright. He states it seems strange that there's this continual delay
8 before there's a decision. What does it take to get this past the board?
9

10 Emily Longfellow (District legal counsel). States that from a legal perspective, she understands
11 concern and wants to make clear that governmental liability for hazardous conditions do exist, but
12 fairly narrow due to Trail Immunity: Govt entities won't have liability for injuries that occur on a trail.

13 Scott Bender: comments that the agenda item was intended as an action item.
14

15 BOARD DISCUSSION

16 Let's deliberate on the best path forward for MB.

17 Hills agrees situation is not safe. Does not think banning downhill bikes would make it safer stating
18 that it deters some people but not all of them. Feels that a two-trail solution is what would work. The
19 park is 50 feet wide, where fire roads are typically 15 feet wide, so this is the equivalent of 3 fire
20 roads, which could accommodate both safe bike and safe pedestrian trails. He was involved 20 years
21 ago with the consultant who designed the trail and thinks it would be helpful to get him involved again,
22 and lay out two trails. The other solution is just waiting for an accident to happen.

23 Shaffer thinks we should agree as a board that we're not going to discuss having a vote tonight,
24 because Counsel has advised us that we can't hold a vote this evening. He is in favor of chicanes, but
25 not in favor of a gate at the top. Wants to break it up into components.
26

27 Emily Longfellow: There is no action item on the agenda tonight, which is why there can't be a vote. It
28 was agendized as a discussion item.
29

30 David Taylor appreciates the detailed report. Everyone agrees that this trail needs to be repaired,
31 upgraded, and made safer. There are issues around timing and components. He appreciates the
32 history of its [the upper section of trail] widening with the building of 60 Seacape. As the person who
33 was instrumental in managing the vegetation management, there's nothing preventing us doing some
34 careful planning. As long as a fire engine can get through a gate, some vegetation could be replanted.
35 Community members should not be required to donate money, and the CSD should pay for all of it.
36 It's CSD responsibility because it's CSD land. We should not do it out of liability concerns, but out of
37 concern for safety of access.

38 Niki Tede: as CSD director who lives closest to the trail, has a dog, and has more than one occasion
39 been nearly run down, disagrees with Shaffer. The first thing we need is a gate at the top. There's
40 precedent in Marin County for single use trails that exclude bicyclists completely, and that would be
41 the thing to do. There are other ways to get down.

42 Taylor adds personal perspective: amazing that MB created public access parkland. We didn't have
43 to, so we can decide how to use it.
44

45 Discussion continues. Hills would like to reach out to same trail designer who did it 20 years ago and
46 have him come back.
47

48 Christine Lam has been thinking about this for some time, clear that action needs to be taken swiftly
49 to reduce any hazard that exists on that trail. She wants to be clear on legal landscape which

1 presently gives CSD trail immunity. Not saying we don't take action because we're immune. All board
2 members are aligned that safety measures need to be put in place; the question is how. Number of
3 options: gate, number of chicanes, gravel etc. She asked Longfellow to be here so we don't make
4 decisions that are detrimental to our community. We've read the dispositions that have come before
5 us and would like to see us bring in a third party subject matter expert to review the Benders' plan and
6 give some recommendations. We need a specialist to give us expertise, and from that, we would like
7 to see a document with design and improvements to make sure the plan is effective and funds go to
8 the right cause.

9
10 Next steps:

11 Taylor: It does seem that installing a gate at the top is relatively easy to do, and probably the most
12 important and effective element of any plan, and wouldn't impact any trail design discussion, and is
13 something that could even be removed, if necessary, but would at least slow down the hazardous
14 crossing, but understands we are not voting on taking an action. Suggests we separate the idea of a
15 gate from everything else. A gate could help. There's going to be a special board meeting soon to
16 discuss another topic, and we could add it on there and take care of it.

17
18 Shaffer: like the idea of breaking this apart, as stated earlier. Not in favor of a gate but open to it. Then
19 comments that he has to leave the meeting.

20
21 Leighton moves to direct staff to take necessary steps to develop a plan for bicycle traffic calming,
22 improvements for upper muir beach trail, with appropriate experts as necessary, and return item to
23 board at Dec 3 special hearing.

24
25 Doesn't need to be roll call vote because it's direction to staff, simple show of hands is fine.

26 Clarification:

27
28 Longfellow: her job is to protect the CSD from legal liability. Right now, the CSD likely has trail
29 immunity. A lot of the issues that go into determining whether you keep that trail immunity is whether
30 the improvements that you put on that trail are integral to the trail and are part of the design, to make
31 sure that immunity stays. This is the conservative logic behind the reason we agendized this as a
32 discussion item rather than an action item to direct the building of something.

33
34 Lam calls for a show of hands for those who wish to proceed with directing staff to embark on work
35 needed to begin work with a specialist.

36 All voted yes so staff will take that direction. We can have a special meeting as soon as this is ready,
37 and that could be soon, so then we can schedule a single action special meeting.

38
39 Longfellow: that will be agendized as action item, rather than discussion item.

40
41 **Item 7: Fire Chief Report including MWPA Update** – Fire Chief Chris Gove

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

44
45 Report is in the agenda.

46
47 **Item 8: MBVFA Authorization to Hire a Fire Grant Writer** – Fire Chief Chris Gove

48 *The Muir Beach Fire Department (MBVFD) and its funding branch, the MBVFA, are looking to engage*
49 *with a grant consulting firm Blackrock (used by other local fire departments such as Ross Valley Fire*

1 Department) to help advise the MBVFD on available grant programs that the MBVFD may be eligible
2 for, and also, assist in the preparation and submittal of grant applications. The MBVFA is willing to pay
3 the \$1,000 Submission fee plus the 1% Grant reward fee, but the CSD, as the umbrella agency for the
4 MBFVD, would be required to pay any matching outlay share required by the grant. This match can
5 typically range anywhere from 5% – 50% for Federal and State government grants. Local and Private
6 grant can vary depending on source. (see Blackrock proposed agreement attached)
7

8 The contract we're proposing is in the agenda. The reason we're approaching the CSD with this is
9 that we need to sign up with the taxing authority for the community, which is the CSD.
10

11 Taylor thinks it's a creative idea. Person who would work with us in the company is the former chief of
12 Mill Valley Fire. Hills, Lam are supportive. Discussion continues, clarifying aspects of the proposal.
13 Taylor says it would be very easy to keep CSD apprised of in-progress grant proposals.
14

15 MOTION: That DM Halley provide a signature on the contract
16 Moved: Hills, seconded by Taylor
17 Vote: AYES: Unanimous.
18

19 **Item 9: Fire Tax Renewal** – Director Taylor, Director Lam, and Fire Chief Chris Gove
20 *With the expiration of Measure L, passed in 2016, the fire department proposes that the Board*
21 *consider a new ordinance for a special tax to be placed before the community at the June 2, 2026*
22 *election. The original 2016 ordinance implemented a parcel tax of \$213. This was an increase from*
23 *the \$200 per parcel tax passed in 2012. Presently with annual CPI based increases the tax collected*
24 *in FY25-26 is \$286.46 per parcel. The annual revenue from this tax is \$43,705. The current ordinance*
25 *makes exceptions for low-income residents and contiguous lots with the same owner.*
26 *The fire department believes that the annual revenue collected is not sufficient to meet the future*
27 *needs of the department and would like input from the Board about setting a new rate. The fire*
28 *department is currently constructing a new firehouse that will require new equipment. The fire engines*
29 *we operate are exceeding their maximum life expectancy and much of our equipment is likewise out*
30 *of date and therefore not safe to use. The financial needs of the department going forward to maintain*
31 *a state of readiness and a safe operating environment for our volunteers are significant.*
32

33 *Some rate examples:*

34 *\$450/parcel = \$67,500/year*

35 *\$550/parcel = \$82,500/year*
36

37 [Agenda item begins at 01:35:56 on the recording.]

38 Taylor provides details on the proposal which needs to be voted on by 2/3 of the electorate, voted on
39 by board, and on ballot for June 2, 2026. Timeline for making an official board resolution for a draft
40 ordinance, write ballot language, etc. Thinks we need a parcel tax, hopes people agree with him.
41

42 Niki Tede: fire department also covers GG and Slide Ranch, other areas not paying a parcel tax,
43 seems like a lot to ask for houses here when coverage is more widespread. District map includes GG
44 and Slide Ranch, and they vote in our elections. Taylor needs to think about that.
45

46 Hills proposes a survey of our electorate.

47 Would you be willing to pay 350, 450, 550 etc. Word it such that it's clear it's a continuation and just a
48 question of what the increase will be. Could be done electronically or via physical flyers.

1 Taylor asks Rodoni his view of legality. Rodoni says we can survey freely, and that it's safer if you
2 don't spend district's money doing it but have the VFA pay for it.
3 Lam is in favor of a survey, to get a sense of what the community is comfortable with.
4 So close to getting the firehouse over the threshold.

5
6 Board is being asked to consent.
7 Gove asks permission to use Mary's email list once we compile this.
8 Halley says she would have to send it out, stating it's from the VFA.
9 Board agrees.

10
11 **Item 10: District Manager Report** – Mary Halley
12 District Manager Mary Halley will present brief highlights from her DM report, including Firehouse
13 project update (see attached). Her report, as always, is available in full as part of each meeting packet
14 at <https://muirbeachcsd.com/meetings/> .

15
16 Marin Water intertie. This project is still too far off to bring back to the board. We didn't get first NOAA
17 grant, but now regrouping. The reason NOAA didn't grant it was that it was prefaced on that a certain
18 level of the creek would trigger when we go onto Marin Water. The grants officials preferred it to be
19 every-summer. Marin Water is really stepping up to work with the County to do a separate feasibility
20 study to see if it could go alongside the highway, as well as a hybrid proposal to put the main under
21 the road in certain areas where it would be expensive to go along the roadside and the rest later that
22 could go along the side of the road. With the project happening in 2028, we wouldn't be looking at
23 water connection until 2030.

24
25 Parties to the project also want to include broadband, fire safety, etc. into the project to make it more
26 desirable.

27
28 Water projects: completed installing new water meter on lower tank and new valves to aid in trying to
29 locate more of our leaks and have more control over knowing where water is going.

30
31 You've all now received our official cross-connection survey, mandated by the State water board. We
32 are trying to navigate the new regulations to find the easiest way to ease MB into it. The Ordinance for
33 approval tonight is the bare-bones minimum we're required to have to meet the regulation. We are
34 working to collaborate with other water districts on program language and possible shared resources.

35
36 Firehouse report/update. Firehouse committee wanted to have a General Contractor to coordinate
37 subcontractors. We met with two; one not interested; second Scott Murray at Murray Building was
38 very interested. We then moved forward with an interview and to draft a contract. The District uses an
39 AIA contract and at the interview the contractor acknowledged he was familiar with it. Subsequently, it
40 took about a month to get the info we needed from the contractor to get contract started; attorneys
41 drafted it; then he rejected about half of it. The draft contract went back and forth. After a couple of
42 weeks we decided we were not going to get to a mutual contract with him. Things regrouped quickly,
43 and I'm announcing that Jon Rauh from our district has said he will take this on. Now going through
44 drafts of contracts to find one we can present to him, and excited to be moving forward.

45
46 Spending: VFA has given \$340,000 to date, have spent \$127,582 on soft costs and demo to date,
47 leaving a balance of \$212,417; there is an additional \$100,000 set aside from a County grant; and the
48 VFA has pledged another \$175,000. What we think we need to get the building erected and closed in

1 is \$950,000 and we have about 963,000 ready to go. This is not to say we don't need more grant
2 funding but feel confident proceeding forward.

3
4 Lots of projects. New drainage line at lower tank. One more project on Sunset – a crack to fill, and a
5 patch repair job on Pacific Way.

6
7 Just a comment on the approved draft annual audit, it was very routine; everything looked good.
8

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

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

19
20 First reading. Bare bones of what we're required to have in it. Details will be in our program of how we
21 will implement the framework.

22
23 **Item 12: Water Conservation Discount Tiers** – DM Halley

24 *At the May 28, 2025 Board meeting, the Board asked the District Manger to work with Director Hills to*
25 *examine the District's tiers used in calculating discounts provided to customers to essentially reward*
26 *customers who are able to use less water per billing period, and to make recommendations for any*
27 *appropriate updating. There seems to be no known documentation about the creation or logic behind*
28 *the tiers, other than they were derived at a time when Donovan McFarland was the District Manager,*
29 *some 25-30 years ago, and when water conservation was not quite as important an issue as it is*
30 *today with the Redwood Creek habitat concerns. Further, low flow plumbing fixtures and drip*
31 *irrigations were not prevalent at that time. We have studied our water usage over the years in much*
32 *detail, and we know that between 78% - 80% of all customers fall into Tiers 1 and 2 with water usage*
33 *under 10,000 gallons. Using that information, we went ahead and did an analysis of narrowing Tier 3*
34 *to between 10,001 – 15,000 gallons (a 5,000-gallon bracket) to keep it more within the consistency of*
35 *the first two tiers. We also considered that the average usage of a 3 person household using 50 gals*
36 *p/person p/day (which is the State's mandated goal), accumulates usage of around 9,150 gallons*
37 *during the 61 day bi-monthly billing period, so that also made the range of 10,000 gallons fit more*
38 *closely to the State mandate, placing the average household usage under Tier 3 or under 10,001*
39 *gallons. In this scenario, it seems that about 12-13 customers – some of the largest water consumers*
40 *in the district – would move from Tier 3 to Tier 4 losing the 30% discount. (See attached: Calculations:*
41 *to explore the impact on Water Users/Customers if Water Discount Tier 3 was narrowed by 15,000*
42 *gallons)*

43
44 *Our focus was water conservation that could be achieved through updating our conservation tiers,*
45 *with revenue generation being secondary. However, the Board could implement this change without*
46 *affecting the largest portion of Tier 1 and 2 water users, which are currently 78% of all customers. Any*
47 *affected customers could presumably rein in their water consumption to save costs, which is*
48 *essentially the point of having tiered rates. Shown below are the present conservation tiers (some 25 -*
49 *30 years old) and then following, our recommendation for updated tiers. The Board could call for a*

1 *Resolution for the District to implement the updated tiers to then be considered for adoption at the*
2 *time of the January 2026 meeting.*

3
4 Halley states that we were asked by a community member why Tier 3 was so wide.
5
6 Taylor appreciates it. Addresses question of major water users. Better and fairer for those of us who
7 participate in conservation.

8
9 Hills states that the change to the Discount Tiers be on the January Board meeting agenda.

10
11 Karel asks why there would be any discount at all for people using more than the California state
12 mandate of 50 gal/day. The answer is that we're just moving one step at a time.

13
14 **Item 8: Public Open Time**

15 None

16
17 **Item 9: Recognitions & Board Member Items**

18 Taylor: recognize Jon Rauh for stepping up to help on firehouse. Also wants to recognize all the
19 neighbors along the upper park trail. We are going to do the right thing, only because they've been
20 pushing hard for us to do it.

21
22 Halley acknowledges Jon Rauh for getting a whole hive of bees out from under the lower tank.

23
24 **Item 10: Next Meeting Date and Adjournment**

25 Next Board Meeting Date: Wednesday, January 21, 2026. There will be another special meeting on
26 Dec 3, and possibly also on the Seacape Trail topic.

27
28 There being no further business to come before the board, the meeting is adjourned.
29 Meeting adjourned at 21:17 pm.
30

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, December 3, 2025
4

5 **OFFICIAL MINUTES ONLY UPON APPROVAL**
6

7 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes are
8 draft only and subject to change. Upon approval by the Board, these minutes become the Official
9 Minutes of the meeting.
10

11 **Item 1: Call to Order**

12 Board: Christine Lam (Board President), Steve Shaffer (Board Vice President), Nikola Tede (Director),
13 David Taylor (Director)
14 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief)
15

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 Tede
21 Vote: AYES: Unanimous.
22

23 **Item 3: Cross-Connection Control Ordinance**

24 District Manager Mary Halley presented the new MBCSD Cross-Connection Control (CCC) Ordinance
25 for review and approval. The purpose of this ordinance is: to protect the public water supply system
26 from contamination due to potential and actual cross-connections. This shall be accomplished by the
27 establishment of a cross-connection control program as required by State regulations. This ordinance
28 is adopted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations,
29 entitled "Regulations Relating to Cross-Connections". The deadline to submit the approved CCC
30 Ordinance and CCC Plan to the State Water Board is December 31, 2025.
31

32 MOTION: To approve the Cross-connection Control Ordinance 2025-2 as submitted.
33 Moved: Tede, seconded by Shaffer
34 Vote: AYES: Unanimous.
35
36

37 **Item 4: Next Meeting Date and Adjournment**

38 Next Board Meeting Date: Wednesday, January 21, 2026.
39

40 There being no further business to come before the board, the meeting is adjourned.
41 Meeting adjourned at 19:25 pm.



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

Budget

Fiscal Year 2025/2026

January 2026 Revision for 1/21/26 Board Meeting

FY25/26 Budget - January Revision for the Board's approval includes the following updates:

- 1) Increase of \$1,500 in General Office & Postage from \$3000 to \$4,500 due to increase in office equipment servicing plus scanner and computer replacements.
- 2) Increase of \$7,000 in Water – Maintenance and Repairs from \$18,000 to \$25,000 for unplanned but essential Well and water system maintenance projects.
- 3) Increase of \$10,000 in Water – Capital Assets expenditures from \$35,000 to \$45,000 due to water main improvement on Lagoon Drive not in original budget.
- 4) An increase of \$5,400 in Recreation – Grounds Maintenance from \$9,000 to \$14,400 for increase in essential ground maintenance services from 10 hours to 15 hours per month.
- 5) An increase of \$10,000 in Recreation – Measure A spending for playground rehabilitation.
- 6) An increase of \$13,000 for Fire – Firehouse grants from \$175,000 to \$188,000.
- 7) Increase of \$6,000 in Roads – Capital Assets expenditure from \$40,000 to \$46,000 due to increase in cost estimate from initial proposal to actual start of construction with upgrades.

General Dept - Revenues less Expenses					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Property Taxes	\$ 155,000	\$ 155,872	\$ 150,000	\$ 140,407	\$ 141,500
Excess ERAF	110,000	112,952	100,000	102,374	100,000
Interest Income	50	40	200	174	40
Lease Income	32,772	31,512	31,400	30,300	
Other Income	-	200	-	1,000	-
Total Revenues:	\$ 297,822	\$ 300,576	\$ 281,600	\$ 274,255	\$ 241,540
Expenses					
Audit (includes fees+bookkeeping)	\$ 12,000	\$ 11,957	\$ 12,700	\$ 9,876	\$ 11,200
Banking Fees (District-Positive Pay)	600	350	-	-	-
Bookkeeping	12,000	12,223	12,000	11,645	12,000
Dues & Memberships	2,700	2,619	2,215	2,204	2,200
Insurance: (Blanket+Gen Lb+Umb)	6,400	5,916	5,500	5,471	5,100
Insurance: DM Benefit (Health)	13,000	12,928	12,300	11,756	10,700
Insurance: WComp (Board)	80	77	160	156	110
Insurance: WComp (DM)	1,700	1,625	2,100	2,052	1,640
Interest Expense	-	1	-	-	-
Legal Fees	1,000	824	1,000	270	1,000
Meetings (inc minutes)	1,600	1,443	2,000	1,942	1,500
Office & Postage	4,500	2,730	2,500	3,058	2,500
Other Operating	400	699	330	329	330
Payroll Service: Fees	2,400	2,186	2,420	2,298	1,720
Payroll: Employer Taxes (DM)	6,885	6,780	6,770	6,503	6,503
Payroll: Salary (DM)	90,000	88,625	88,500	85,000	85,000
Permits & Fees (non-election year)	2,700	2,581	2,200	2,145	2,000
Repair & Maint (non-department)	500	125	500	-	500
Supplies	100	-	150	130	50
Telephone	410	403	410	406	400
Tree Management Program (currently Fire Dept Meas C)	-	-	-	-	1,000
Website, Internet & Doc Mangmt	1,200	1,211	500	404	500
Certain expenses allocated to other depts (1)	(53,314)	(51,794)	(51,916)	(49,155)	(48,505)
Total Expenses:	\$ 106,861	\$ 103,509	\$ 102,339	\$ 96,489	\$ 97,448
Revenues less Expenses	\$ 190,961	\$ 197,067	\$ 179,261	\$ 177,766	\$ 144,093
Loan Payment Principle:(if any)	-				
Notes					
(1) 40% of certain expenses (DM employment expenses, audit, board meetings, website and office) are allocated to Water Dept.					

Water Dept - Revenues less Expenditures					
<u>Revenues</u>	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Water Service Fee Revenue	\$ 218,800	\$ 184,323	\$ 155,000	\$ 147,610	\$ 152,000
Water Conservation Discount	(70,000)	(53,571)	(49,600)	(49,971)	(48,600)
Subtotal	\$ 148,800	\$ 130,752	\$ 105,400	\$ 97,639	\$ 103,400
Meter Reading Fee	9,000	8,762	8,930	8,431	8,540
Water Service Revenue (Misc)	1,000	1,627	500	360	500
Water Service Fee Revenues	\$ 158,800	\$ 141,141	\$ 114,830	\$ 106,430	\$ 112,440
Meter Charges (to Water Cap Impr)	84,100	82,551	83,000	79,394	77,000
Total Water Revenues	\$ 242,900	\$ 223,692	\$ 197,830	\$ 185,824	\$ 189,440
Expenses					
Allocation of General Dept Expenses	\$ 53,314	\$ 51,794	\$ 51,916	\$ 49,155	\$ 48,505
Bank Credit Card Fees (Customer)	5,800	5,617	4,500	4,423	4,500
Bookkeeping	6,600	6,154	6,530	4,650	6,140
Dues & Memberships	550	538	520	513	490
Insurance: Wcomp	1,500	1,392	1,900	1,876	1,650
Insurance: (Water-G Liab+ % Umb)	3,400	3,185	3,000	2,946	2,800
Legal Fees	1,000	-	1,000	-	1,000
Other Expenditure	1,100	14	200	-	500
Payroll: (Water Team)	30,500	29,093	30,500	29,467	30,500
Payroll: Employer Taxes	2,333	2,226	2,333	2,254	2,333
Permits & Fees	2,300	2,189	2,000	1,921	2,000
Repairs & Maintenance	25,000	23,555	13,000	12,820	10,000
Sub-contractors (Maintenance)	300	180	400	315	-
Testing (full-panel yr)	6,000	2,931	2,500	2,286	3,500
Treatment	9,000	7,896	5,000	4,143	5,000
Utilities: Electric	18,000	17,156	15,000	12,693	11,000
Utilities: Telephone	400	368	400	367	420
Total Expenses	\$ 167,097	\$ 154,288	\$ 140,699	\$ 129,830	\$ 130,338
Revenues less Expenses	\$ 75,803	\$ 69,404	\$ 57,131	\$ 55,994	\$ 59,102
Transfer Portion of Meter Revs to Pipes & Equip Reserve	\$ 44,100	\$ 42,551	\$ 43,000	\$ 39,394	\$ 37,000
Transfer Portion of Meter Revs to Lower Tank Reserve	40,000	40,000	40,000	40,000	40,000
Equal to Meter Revs	\$ 84,100	\$ 82,551	\$ 83,000	\$ 79,394	\$ 77,000
Equal to Service Revs	\$ (8,297)	\$ (13,147)	\$ (25,869)	\$ (23,400)	\$ (17,898)
<u>Notes</u>					
Meter Reading charge \$2400 + Water bookkeeping \$6600 = \$9000					

Fire Dept - Revenues less Expenses					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Grants for Fire (Measure W) (1)	\$ 73,000	\$ 73,282	\$ 70,000	\$ 68,513	\$ 75,000
Special Parcel Tax for Fire (1)	43,705	45,392	44,679	42,818	43,042
Other Grants/Donations(1)	-	9,840	10,000	10,000	-
Grants for Fire (Measure C) (1)	13,000	14,001	13,000	13,039	12,000
Grants for Fire (West Marin) (1)	16,800	-	8,400	16,800	16,800
Grants for Fire House (1)(2)	188,000	-	-	400,000	-
Total Revenues:	\$ 334,505	\$ 142,515	\$ 146,079	\$ 551,170	\$ 146,842
Expenses					
Emergency Preparedness/Firewise	\$ 2,500	\$ 230	\$ 2,500	\$ 467	\$ 500
Fire Equipment & Tools	2,000	1,725	4,000	1,974	5,000
Fire Training/Certification	2,000	1,440	2,000	-	2,000
Fire Truck: Fuel	700	-	-	-	-
Fire Truck: Maint/Repairs	4,000	7,836	8,000	9,876	8,000
Grant Spending	21,400	16,540	30,000	33,381	20,000
Insurance: VFIS	6,484	6,409	6,409	5,596	5,596
Insurance: WComp	3,200	(538)	3,000	2,625	3,000
Legal Fees	-	-	500	-	500
Membership Dues/Fees	320	318	320	316	320
Other Operating	1,800	1,701	3,000	1,793	3,000
Pay: Stipend-Chief (Mearsure W)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Supplies: Medical	1,000	2,071	500	426	500
Supplies: Sta wear/Turnouts/Other	4,000	4,689	4,000	-	2,000
Utilities: Electric	250	273	320	314	220
Utilities: Phone, Radio	\$ 1,000	\$ 935	\$ 640	\$ 633	\$ 620
Total Expenses	\$ 80,654	\$ 73,629	\$ 95,189	\$ 87,401	\$ 81,256
Revenues less Expenses	\$ 253,851	\$ 68,886	\$ 50,890	\$ 463,769	\$ 65,586

Roads Dept - Revenues less Expenditures					
	FY25/26 Budget	FY23/24 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
(None)	-	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
Legal Fees (Roads)	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Other Operating (Roads)	300	-	300	540	300
Repairs & Maint (Roads)	10,000	(2,300)	10,000	2,530	10,000
Sub-Contractors (Maintenance)	2,700	3,195	2,000	3,083	1,700
Total Expenses	\$ 14,000	\$ 895	\$ 13,300	\$ 6,153	\$ 13,000
Revenues less Expenses	\$ (14,000)	\$ (895)	\$ (13,300)	\$ (6,153)	\$ (13,000)
Capital Spending					
Lagoon Drive	\$ 46,000		\$ 40,000		
	\$ -	-	-		
Total Capital Spending:	\$ 46,000	-	\$ 40,000	-	-

Recreation Dept - Revenues less Expenses					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Measure A Tax Revenues (1)	\$ 45,531	\$ 46,361	\$ 43,168	\$ 46,179	\$ 43,168
Rentals	4,000	3,200	4,000	3,500	4,000
Community Center Functions +(XF) (2)	2,000	2,000	1,000	1,200	1,000
Community Center Classes (2)	-	-	-	-	-
Donations and Grants for Rec (1)	177,952	-	177,952	177,952	177,952
Total Revenues	\$ 229,483	\$ 51,561	\$ 226,120	\$ 228,831	\$ 226,120
Expenses					
Community Center Classes (2)	\$ -	\$ -	\$ -	\$ -	\$ -
Community Center Functions (2)	13,000	9,460	8,000	5,650	8,000
Grant Spending (Rec)	232,440	53,674	220,952	251,927	177,952
Insurance: Wcomp (Rec)	600	521	650	606	750
Legal Fees (Rec)	-	-	-	-	-
Other Operating	100	-	100	-	100
Pay: (Maintenance Sub-Contractors)	14,400	8,905	9,000	8,123	9,700
Pay: Rental coordinator	4,200	4,200	4,200	9,876	4,200
Payroll: (Rec)	9,100	8,949	9,200	9,075	7,950
Payroll: Employer Taxes	696	685	704	694	608
Rental Expense (CC)	500	-	500	-	500
Repairs & Maintenance	10,000	5,638	2,000	645	3,000
Supplies (CC)	1,200	1,130	1,000	453	1,000
Trails Maintenance	8,000	3,485	1,500	-	1,500
Utilities: Electric	1,300	1,203	1,000	973	800
Utilities: Phone	100	95	80	79	80
Utilities: Propane	370	37	370	70	70
Utilities: Refuse	1,400	1,222	1,700	1,464	1,500
Total Expenses	\$ 297,406	\$ 99,204	\$ 260,956	\$ 289,635	\$ 217,710
Revenues less Expenses	\$ (67,923)	\$ (47,643)	\$ (34,836)	\$ (60,804)	\$ 8,410
Notes					
(1) Use legally restricted by outside entity					
(2) Use assigned internally for specific purpose					
FY23/24					
Measure A: CC Oil deck/siding/deck glass/gutters				\$ (21,811)	\$ -
Measure A: CC Garbage Enclosure					(5,000)
Measure A: CC Parking Project				(74,698)	(64,000)
Prop 68 Grant: CC Parking Project				(155,418)	(177,952)
Total Capital Spending:				\$ (251,927)	\$ (246,952)
FY24/25					
Measure A: CC Deck Curtains		\$ -	\$ (10,000)		
Measure A: Trail Improvement-S-C		(11,170)	(13,000)		
Measure A: Garbage Enclosure		(4,350)	(5,000)		
Measure A: CC Parking - 2 Prelim		-	(15,000)		
Total Measure A Spending:		\$ (15,520)	\$ (43,000)		
Prop 68 Grant: CC Parking Project		(6,509)	(177,952)		
Total Capital Spending:		\$ (22,029)	\$ (220,952)		
FY25/26					
Measure A: CC Deck Closures	\$ (10,000)				
Measure A: Trail Improvement					
Measure A: Playground Rehabilitation	\$ (10,000)				
Measure A: CC Parking - 2	\$ (44,488)				
Total Measure A Spending:					
Prop 68 Grant: CC Parking Project	\$ (177,952)				
Total Capital Spending:	\$ (242,440)				

Cash Flow Statement	Total	Water Dept				Government Services				
	Grand Total	Total Water	Lower Tank Reserve	Pipes & Equip Reserve	Operations	Total Govt Services	General Dept	Fire Dept	Roads Dept	Recreation Dept
Beginning Cash (6/30/2025)	\$ 1,387,719	\$ 248,280	\$ 233,334	\$ 102,200	\$ (87,254)	\$1,139,439	\$ 247,816	\$ 893,679	\$ -	\$ (2,056)
<u>Cash Flows from Operations</u>										
Revenues less Expenses	\$ 446,292	\$ 75,803			\$ 83,403	\$ 362,889	190,961	253,851	(14,000)	(67,923)
<u>Cash Flows from Investing</u>										
New Capital Assets	\$(1,018,000)	\$ (45,000)		\$ (45,000)		\$ (973,000)		(900,000)	(46,000)	(27,000)
<u>Cash Flows from Financing</u>										
Inter Dept. Transfers	\$ -		\$ 40,000	\$ 44,100	(84,100)	\$ -				
Ending Cash (6/30/2026)	\$ 816,011	\$ 279,083	\$ 273,334	\$ 101,300	\$ (87,951)	\$ 529,328	\$ 438,777	\$ 247,530	\$ (60,000)	\$ (96,979)

Fiscal Year ending June

		FY 25/26 Budget	FY 25/26 est Revised Budget	2026/2027 yr Tax @ \$386	Average Yr. Tax @ \$386
Notes	Revenues	(1)	(2)	(3)	(4)
1	Special Parcel Tax	\$43,705	\$43,705	\$57,900	\$57,900
2	Grants Measure W	\$73,000	\$73,000	\$73,000	\$73,000
3	Measure C	\$13,000	\$13,000	\$13,000	\$13,000
4	West Marin	\$16,800	\$16,800	\$8,400	\$8,400
5	MBVFA	\$175,000	\$188,000	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	sub-total	\$321,505	\$334,505	\$152,300	\$152,300
6	Donations	\$0	\$0	\$0	\$0
	Total Fire Department Revenues	\$321,505	\$334,505	\$152,300	\$152,300
	Operating Expenses				
	Administration				
	Ins. VFIS	\$6,484	\$6,484	\$10,000	\$10,000
	Ins. Wk Comp	\$3,200	\$3,200	\$5,333	\$5,333
7	Legal Fees	\$0	\$2,500	\$1,000	\$1,000
	Dues/Fees	\$320	\$320	\$320	\$320
8	Chief Stipend	\$30,000	\$30,000	\$30,000	\$30,000
9	Grant Fees	\$21,400	\$21,400	\$0	\$0
	sub-total	\$61,404	\$63,904	\$46,653	\$46,653
	Operating				
	Fuel	\$700	\$700	\$1,000	\$1,000
	Training/Cert	\$2,000	\$2,000	\$3,000	\$3,000
	Equip/Tools	\$2,000	\$2,000	\$3,000	\$3,000
	Maint/Repair	\$4,000	\$4,000	\$8,000	\$8,000
	Supplies: Medical	\$1,000	\$1,000	\$1,000	\$1,000
	Supplies: Turnout/other	\$4,000	\$4,000	\$5,000	\$5,000
14	Other	\$1,800	\$1,800	\$2,500	\$2,500
	Utilities: Electricity	\$250	\$250	\$500	\$500
	Utilities: Radio/Phone	\$1,000	\$1,000	\$2,000	\$2,000
	Emergency Prep.	\$2,500	\$2,500	\$2,500	\$2,500
	sub-total	\$19,250	\$19,250	\$28,500	\$28,500
	Total Fire Operating Expenses	\$80,654	\$83,154	\$75,153	\$75,153
	Net Income from Fire Operations	\$240,851	\$251,351	\$77,147	\$77,147
10	Beginning Cash		\$800,000	\$333,351	-\$12,792
	Increase due to Operations:		\$251,351	\$77,147	\$77,147
	Decrease due to Capital Expenditures:				
11	Fire House: Construction		-\$718,000	-\$359,000	\$0
12	Other Equip.		\$0	-\$64,290	
13	Projected Ending Cash		\$333,351	-\$12,792	\$64,354

Notes

- 1: Special Parcel Tax. ends 2026, projected at current rate
2. Measure W to continue into the future
3. Measure C to continue into the future: 2029/30
4. West Marin Grant to continue into the future
5. MBVFA Grant are discretionary
6. Donations from other sources: TBD
7. Legal fees to increase during construction
8. Chief Stipend to remain at current level
9. Grant Fees: pd \$1,000 to write grant, 1% of successful grant, possible grant match, assumes no grant at this time
- 10: Beginning cash per CSD financial statements: 10/2025, assumes \$78,000 held in reserve
- 11: Projected "move-in" construction costs for fire house: \$1,077,000
2/3 to be spent before 6/2026, remainder before 12/2026
12. Additional equipment required to outfit fire house as outlined by J. Rauh: \$321,450 over 5 years
13. Cash flow assumes no contribution from MBVFA. Not shown is \$78,000 held in reserve.
14. Include annual septic pump

Notes Continued

Column 1: Approved Fire Department Budget

Column 2: Revised Fire Department Budget (not approved---working copy)

includes increase in legal fees, increase in MBVFA donation.

includes increase in insurance and other expenses associated with the new fire house.

Capital expenditures: \$321,450 over 5 years

Column 3: Average Fire Department Budget for the year 26/27 with special tax @ \$386, but no grant or MBVFA donation

Includes conclusion of construction costs and the beginning of the new equipment for the fire house.

Note, the CSD is still holding \$78,000 in reserve

Column 4: Average Fire Department Budget for future years with special tax @ \$386, but no grant or MBVFA donation

Includes the cost of the new equipment for the fire house. CSD still holding \$78,000 in reserves.

RESOLUTION NO. 2026-1

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT:
PROPOSING A SPECIAL TAX FOR FIRE PROTECTION, INCLUDING
FIREHOUSE MAINTENANCE, EMERGENCY PREPAREDNESS AND
EQUIPMENT UPGRADES, ESTABLISHING A DATE FOR ELECTION,
ADOPTING INTENDED BALLOT LANGUAGE, ORDERING THE
CONSOLIDATION OF SAID ELECTION, REQUESTING ELECTION SERVICE
BY THE MARIN COUNTY CLERK, PROPOSING AN ORDINANCE,
ADOPTING A METHOD FOR NOTICING SAID ORDINANCE AND
DIRECTING THAT THE NOTICE BE POSTED, PUBLISHED AND MAILED.**

WHEREAS, the Muir Beach Community Services District Board (“Board”) is the governing Board of the Muir Beach Community Services District; and

WHEREAS, the Board determines that it is in the best interest of property owners within the Muir Beach Community Services District to place a levy on parcels to provide critical funding for fire protection services, including firehouse maintenance, emergency preparedness and equipment upgrades; and

WHEREAS, the Board has the authority to levy a special tax contingent upon approval by the voters of the Muir Beach Community Services District; and

WHEREAS, the Board proposes to impose a special tax in the amounts specified below beginning fiscal year 2026-2027 and continuing through fiscal year 2035-2036; and

WHEREAS, the tax rate will increase annually commensurate with the annual percentage increase to the San Francisco-Oakland-San Jose Price Index for All Urban Consumers (“CPI”); and

WHEREAS, it is the intention of this Board that an Ordinance imposing the special tax should be submitted to the voters of the Muir Beach Community Services District; and

WHEREAS, said Ordinance may be adopted by the Board after notice and public hearing, and it is the desire of this Board to give notice of said Ordinance.

NOW, THEREFORE, BE IT RESOLVED that this Board hereby proposes an Ordinance to impose a special tax intended to establish a stable source of supplementary funds to provide critical funding for fire protection services, including firehouse maintenance, emergency preparedness and equipment upgrades, of three hundred eighty-six (\$386.00) dollars per year with annual CPI adjustment on each parcel within the Muir Beach Community Services District. Such special tax would commence immediately upon voter approval.

1. **IT IS FURTHER RESOLVED** that this Board hereby calls an election to be held on June 2, 2026 at which election the issue to be presented to the voters of the Muir Beach Community Services District is as follows:

“ADOPTION OF ORDINANCE No. 2026-1 TO IMPOSE A SPECIAL TAX FOR FIRE PROTECTION, INCLUDING FIREHOUSE MIANTENANCE AND EMERGENCY PREPAREDNESS, IN THE MUIR BEACH COMMUNITY SERVICES DISTRICT

To provide critical funding for fire protection services, including firehouse maintenance, emergency preparedness and equipment upgrades, shall Muir Beach CSD Ordinance No. 2026-1, which imposes an annual \$386.00 parcel tax for 10 years with annual CPI adjustment, be approved and shall the Muir Beach CSD appropriations limit be increased by the amount of this voter approved tax?”

2. **IT IS FURTHER RESOLVED** that the proceeds for the special tax be applied only to the specific purposes stated above.

3. **IT IS FURTHER RESOLVED** that a “parcel” shall be defined as any parcel of land, developed or undeveloped, wholly or partially located within the District, for which the County Assessor of Marin County has assigned an assessor’s identification number, provided, however, that any such parcels which are contiguous and held under identical ownership, may, upon approval of an application of the owners thereof to this Board, be treated as a single parcel for purposes of this special tax.

4. **IT IS FURTHER RESOLVED** that any owner of a parcel used solely for owner-occupied single family residential purposes and whose household income is Eighty Percent (80%) and below median household income for Marin County residents may obtain an exemption for the special tax upon approval of an application of such owner submitted to the District.

5. **IT IS FURTHER RESOLVED** that the special tax shall be deemed established and shall be in effect beginning with the 2026-2027 fiscal year upon certification of the election results evidencing approval by at least two-thirds of the registered voters voting thereon.

6. **IT IS FURTHER RESOLVED** that pursuant to Government Code Section 50077.5 and Code of Civil Procedure Section 860, any judicial action or proceeding to attack, review, set aside, or annul this special tax, if approved by the voters, shall be commenced within 60 days of the effective date of this resolution.

7. **IT IS FURTHER RESOLVED** that this Board hereby orders that said election shall be consolidated with the Primary Election scheduled on June 2, 2026.

8. **IT IS FURTHER RESOLVED** that this Board hereby authorizes and directs the County Clerk to provide all necessary election services and canvas the results of said election.

9. **IT IS FURTHER RESOLVED** that rebuttal shall be received to ballot arguments made by this Board on behalf of said Ordinance No. 2026-1.

10. **IT IS FURTHER RESOLVED** that the time for public hearing on the Ordinance No. 2026-1 is hereby established as Wednesday, March 25, 2026 at 7:15 PM at the regularly scheduled board meeting conducted via teleconference and in accordance with Brown Act, or soon thereafter as the matter may be heard.

11. **IT IS FURTHER RESOLVED** that the Clerk of this Board is hereby directed to publish a notice set forth below in a newspaper of general circulation published in the County of Marin at least once fifteen (15) days prior to March 25, 2026.

12. **IT IS FURTHER RESOLVED** that the Clerk of this Board shall cause to be posted copies of the aforesaid notice in three (3) public places in the Muir Beach Community Services District. Said notices to remain continuously posted.

13. **IT IS FURTHER RESOLVED** that the Notice to be given shall be substantially in the following form:

“NOTICE ON PROPOSED TAX ORDINANCE

NOTICE IS HEREBY GIVEN that on Wednesday, March 25, 2026 at 7:15 PM at the regularly scheduled board meeting conducted via teleconference and in accordance with Brown Act, or soon thereafter as the matter may be heard, the Board of Directors of the Muir Beach Community Services District will consider the adoption of an ordinance which will, if adopted by the Board, and confirmed by two-thirds (2/3) of the votes cast by the voters of the Muir Beach Community Services District, impose a special tax for fire protection, including firehouse maintenance and emergency preparedness within the Muir Beach Community Services District.

NOTICE IS FURTHER GIVEN that the Ordinance will further provide for the method of collection of said tax and for reasonable costs for collection of such tax.

NOTICE IS FURTHER GIVEN that persons desiring to address the Board regarding the proposed Ordinance should attend the hearing at the above meeting on the date and time indicated, or if they wish to comment on the proposed Ordinance in writing, that they do so no later than 5:00 PM on March 25, 2026.”

PASSED AND ADOPTED at the adjourned meeting of the Board of Directors of the Muir Beach Community Services District held this 21st day of January, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Shaffer, Board President
Board of Directors
Muir Beach Community Services District

ATTEST:

Mary Halley, District Manager

ORDINANCE NO. 2026-1

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT APPROVING
AND ADOPTING THE LEVY OF A SPECIAL TAX ON THE
REAL PROPERTY LOCATED WITHIN THE DISTRICT FOR FIRE
PROTECTION AND RELATED PURPOSES**

WHEREAS, the Muir Beach Community Services District (“District”) has been empowered by its voters to supply fire protection to District residents; and

WHEREAS, the increasing costs of operations and capital acquisitions for fire protection services, along with the increasing governing agency requirements and the expiration of the previously approved 2016-07-13 ten-year fire tax measure, has caused the District to seek to renew the fire tax as an essential source of supplementary funds to support critical fire protection services, including firehouse maintenance, emergency preparedness and equipment upgrades; and

WHEREAS, fire protection services and the maintenance and improvement of the equipment and facilities required to provide such services are of benefit to all parcels within the District to which they are made available, whether or not the service is actually used, in part because such services increase the value of the land, improvements, and their possible future uses and by reducing the risk of their destruction by fire; and

WHEREAS, pursuant to District Ordinance No. 2016-07-13, each parcel within the District currently pays two hundred (\$286.00) dollars per year for fire protection; and

WHEREAS, the current tax collected pursuant to Ordinance No. 2016-07-13 expires on June 30, 2026; and

WHEREAS, the Board now desires to increase the funds available for fire protection services, including firehouse maintenance, emergency preparedness and equipment upgrades.

**NOW, THEREFORE THE BOARD OF DIRECTORS OF MUIR BEACH
COMMUNITY SERVICES DISTRICT DOES ORDAIN AS FOLLOWS:**

SECTION 1: Purpose and Intent. The purpose and intent of the Board of Directors of Muir Beach Community Services District (“Board”) with respect to the special tax is: To continue an established and stable source of supplementary funds to provide critical funding for fire protection services, including firehouse maintenance, emergency preparedness and equipment upgrades.

SECTION 2: Tax Imposed. Land parcels to be assessed under this Ordinance shall be defined as any parcel of land, developed or undeveloped, wholly or partially located

within the District, for which the County Assessor of Marin County has assigned an assessor's identification number, provided, however, that any such parcels which are contiguous and held under identical ownership, may, upon approval of an application of the owners thereof to this Board, be treated as a single parcel for purposes of this special tax. The special tax of three hundred eighty-six (\$386.00) dollars shall be levied per annum for a period of ten (10) years, beginning FY 2026-2027 and continuing through FY 2035-2036, on each parcel as defined in this Section 2.

SECTION 3: Exemption from Special Tax. Any owner of a parcel used solely for owner-occupied single-family residential purposes and whose household income is Eighty Percent (80%) and below of median income for Marin County residents, may obtain an annual exemption for the special tax upon approval of an annual application of such owner submitted to the Muir Beach Community Services District.

SECTION 4: Inflation Adjustment. The special tax amount shall increase automatically annually commensurate with the annual percentage increase to the San Francisco-Oakland-San Jose Price Index for All Urban Consumers ("CPI") for the preceding calendar year.

SECTION 5: Increase of Appropriations Limit. Pursuant to the provisions of Article XIII-B of the California Constitution, the appropriations limit of the Muir Beach Community Services District is hereby increased by an amount equal to the special taxes imposed by this ordinance for a period of ten (10) years.

SECTION 6: Tax Rate. The Board shall determine annually, based on a budget recommended to it, whether the basic tax rate shall be revised to reflect changes in charges and costs. If the Board determines that the basic tax rate shall be revised at a rate lower than set forth in Section 2 and 4 hereof, it shall so revise said rate by resolution passed by a simple majority of the Board.

SECTION 7: Method of Collection. The special tax imposed by this ordinance is due from every person who owns a parcel within the Muir Beach Community Services District and as reflected upon the rolls of the County Assessor at the same time ad valorem tax is due and is to be collected in the same manner. The Marin County Tax Collector shall collect the tax and any penalty or interest due hereunder. The full amount due under this Ordinance shall constitute a debt to the Muir Beach Community Services District. Marin County may deduct the reasonable costs incurred by the County for this service before remittance of the balance to Muir Beach Community Services District.

SECTION 8: Delinquency. To any amount of the special tax created by this Ordinance which becomes delinquent, the Marin County Tax Collector shall add a penalty in the amount equal to any penalty owing for delinquencies in the ad valorem property tax. The tax and penalty shall bear interest at the same rate as the rate for unpaid ad valorem property tax until paid.

SECTION 9: Effective Date. This Ordinance shall not become effective unless approved at the June 2, 2026 election by a two-thirds (2/3) majority of the voting registered voters within the District. This Ordinance shall become effective immediately upon the voter approval.

SECTION 10: Ten Year Tax. When approved by the voters this Ordinance shall remain in effect for a period of ten (10) years.

SECTION 11: Invalidity. If any part of this Ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

SECTION 12: Adoption and Publication. This Ordinance shall be introduced at least five (5) days prior to the Board meeting at which this Ordinance is to be adopted by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage by the Board, along with the names of the board members voting for and against the same, in the Point Reyes Light, a newspaper of general circulation published in the County of Marin.

SECTION 13: Posting. The District shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance.

SECTION 14: Effective Date. This Ordinance shall not be considered effective unless and until it is approved by two-thirds (2/3) of the voters voting upon this measure at an election to be held November 8, 2016.

PASSED, APPROVED, AND ADOPTED this 25th day of March, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Shaffer, President
Board of Directors
Muir Beach Community Services District

ATTEST:

Mary Halley, District Manager

FIRE DEPARTMENT REPORT
MBCSD MEETING
January 21, 2026

ACTIVITY

In 2025 we responded to 61 calls. Medical emergencies accounted for 60% of these responses. There were two vehicle fires and one vegetation fire. 54% of our calls were in the community, including Slide Ranch and Green Gulch Zen Center and the immediately adjacent NPS lands at Big Beach and the Overlook. The remainder are on trails, highways or at the Muir Woods National Monument. 78% of the time we respond alongside Marin County Fire units and on all of our medical responses Southern Marin Fire paramedics participate.

Our ranks have decreased this year to six volunteers because several people moved away in 2025. We are hoping to recruit new volunteers.

Our focus this year will be on recruitment, building the new firehouse, fundraising, and, if passed by the board, a parcel tax ballot initiative.

MWPA

There are 4 ongoing MWPA projects in Muir Beach:

- Terwilliger Grove -- hazardous tree removal underway to be completed early February. Vegetation management will be the next phase.
- HWY 1 Southbound – completed April 2025 anticipate periodic maintenance
- HWY 1 Northbound/Banducci Ranch – maintenance of 100 ft buffer underway. Original treatment in Winter 2022/3
- Muir Beach Trail – completed Fall 2025 anticipate periodic maintenance

Chris Gove
Chief MBVFD

District Manager Report – January 2026

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

General:

Board of Directors – the board will be holding Board Officer elections at the 1/21 meeting to serve for 2026.

District Manager – currently have been focusing on drafting various contracts, resolutions, ordinances, budget revision, and developing the State mandated Cross-connection Control Program and initial hazard assessment, as well as trying to get estimates and contractors lined up for the various maintenance projects around the district.

Water:

Redwood Creek Stream Monitoring – current stream flows have fluctuated greatly between storms but remain steady with no flooding at the pumphouse to date.

Water Reports – monthly reports, including Drought reports (DDR), are submitted through December 2025. The eAR annual reports have just been open for submittal due 4/1.

State Waterboards Triennium Sanitary Survey – still waiting for final survey report from 10/1/24 SWB onsite visit.

Marin Water Seasonal Intertie possibility – Supervisor Rodoni called together a group meeting last November 2025 to continue intertie discussions with interested parties (County of Marin DPW, Marin Water, Marin Conservation League, NPS, The Nature Conservancy, and CA Salmon and Steelhead Coalition) to discuss next steps towards pursuing grant funding. Actions to be pursued are: Supervisor Rodoni, Alicia, and R. Calvert (Marin DPW) will work together to do a change order and update agreement with the County so Marin Water can begin work on the additional feasibility study for a project that will be outside of the roadway; Rebecca (Marin Conservation League), Monty (The Nature Conservancy), and I (CA Salmon and Steelhead Coalition) agreed to begin drafting a 3-5 page project description for grant applications; Ben Horenstein (Marin Water) committed to offering grant administrative support and will discuss the project with his grant writer. Next meeting scheduled for January 23.

Pump repairs – the 2002 Well needed to be cleaned and new pump installed.

Lower Tank – continuing repairs needed – currently working on tank screen replacement.

Leak Detection – we have been making a concerted effort to locate sources of water leaks.

Water infrastructure under CSD Footbridge – still waiting for 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. Will pursue additional contractors' estimates.

Water Tiers – after two board meetings of review and public comment, and at the board's direction, we have prepared a modified water conservation discount tier bracket table to be approved for insertion in the Water Rates and Fees Ordinance at the January meeting.

Cross Connection Plan – Cross-Connection Control (CCC) ordinance was approved by the CSD Board at a Special meeting on December 3. We then submitted our CCC Plan to the SWB before the 12/31/25 deadline. The SWB has now approved our CCC Plan as submitted. The District has now received back 100% of the customers' Initial Hazard Assessment questionnaires which have been forwarded to our contracted Cross-connection Control Specialist Jake Hulls for evaluation. The SWB has extended the completion times for the hazard assessments

given the lack of Cross-connection Control certified specialists. I am currently developing our program based on the mandated regulations but also considering areas where individual water systems do have some leeway to interpret their own risk levels within those regulations. It will likely take several more months to develop and implement based on the initial hazard assessment results as well.

Fire:

Firehouse – the new firehouse project is now under contract with local contractor Jon Rauh who will oversee the project going forward. The contract agreement development and negotiations went much more smoothly this time with Jon. Board appointed Directors Taylor and Hills approved the contract agreement. Jon is now working quickly to get the two previously approved subcontractors for earthwork and cement under contract so the onsite meetings and work can begin Monday 1/19 and will give a brief update at the 1/21 Board meeting. MBVFA grant report to-date: we have received a total of \$340,000 from the VFA since 2018; have spent a total of \$155,139.65 on soft costs and demolition; the current balance in the MBVFA Firehouse grant account is \$184,860.35; plus there is an additional \$100,000 received from a County grant making a total of available grant funding of \$284,860.35; and we should be receiving another \$188,000 (revised up from \$175,000) from the MBVFA when construction starts.

Hydrant repairs – we are still waiting for estimates from Rodas (and/or other contractors) to do repairs on three hydrants (CW, Lagoon, and Hwy 1).

MWPA – Director Taylor has been working with the MWPA grant program. The removal of dead trees at the Terwilliger property on Pacific Way is now underway. We have a guarantee from the contractor and MWPA that no trees will be dropped on the newly paved Lagoon Drive.

Fire Tax – have drafted the resolution and ordinance for renewal of the expiring fire tax. The Fire Tax committee has developed a survey to poll the residents to get data to help inform and prepare the ballot measure, and also has developed a financial analysis to support their recommendation of a \$386.00 tax to be put on the June 2, 2026 ballot.

Recreation:

MB Community Center – the County EHS has finally finalized the permit for the septic upgrades that were completed last October 2025. The County EHS has brought up a new issue that their inspector believes the leach field may be under the playground deck, so we have submitted documentation to the contrary, but County staff is still reviewing. I continue to look for options to enclose the CC deck.

MBCC Rentals – continue to assist and support our CC rental coordinator to keep CC rentals available to the community.

Prop 68 Per Capita Recreation grant – hopefully the CC Parking Project Phase 2 permit application can start to move forward again since receiving the septic inspection certification and finalized permit. 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 – we completed the Measure A audit process.

Parks and Trails – there has been much concern about the multi-use of the Upper Park trail for both hiking and biking. Directors Hills and Lam met with a trail specialist in December 2025 to review the park trail property and give us a professional evaluation and possible recommendations.

Roads:

Maintenance – currently the last remaining maintenance projects planned for this fiscal year are crack filling on Sunset Way, small patch repair on Pacific, and road edge stabilization on the Starbuck Extension. We are still waiting for an estimate from Rodas. Also, with the additional hours now added to our grounds crew’s schedule, they have been able to keep all the drains cleared on a more route basis along the CSD roads preventing any blockages from leaves and debris created by winter rain and storms.

Communications:

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

Website – as always, continuing to update pages – now updated for 2026 and will need to update for Cross-connection Control Program over the next few months, then continually post routine documents and do security updates.

Muir Beach Directory – continue to update weekly, currently updated thru 1/16/26.

Finance:

Audits – the 6.30.25 audit report was approved by the board at the November 19 Board meeting and is now posted on the website. There were no unusual auditor comments or observations. Have now completed SCO (State Controller’s Office) Report for 2025 and completed Measure A Audit.

District Office Business – still waiting to change over to the new laptop – it’s hard to find a couple of days that I can go without using it. Sharry will be out of the office for a month, so water billing will be delayed until her return, but otherwise, we made sure everything else was caught up before she leaves. 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. 2025-1 (REVISED 2026)

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING A SCHEDULE OF RATE CHARGES FOR WATER SERVICE AND CAPITAL IMPROVEMENTS

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

Section 1 Repeal of Existing Ordinance

Ordinance 2019-1 establishing the existing schedule of rate charges for water service and capital improvement and maintenance charges is modified after the effective date of this ordinance.

Section 2 Purpose

The purpose of this ordinance is: (1) to adopt a continuation of the existing schedule of rate charges for water service provided to customers of the Muir Beach Community Services District ("District") that conform to the requirements of Proposition 218; (2) to make sure distribution of the District's water expenses are properly and fairly allocated among its customers based on their proportional usage; (3) to moderately increase just the service fees to customers in order to comply with California State Law which states that Water Districts must be fiscally responsible and financially solvent; (4) continue a Meter charge based on a schedule of phased in 5-year infrastructure projects to fund specific capital improvements for the District's water supply equipment and facilities; (5) to continue a water conservation discount schedule based on customers usage to encourage and promote maximum conservation as required by the District's State issued 'Water Diversion Permit'; (6) to continue to incorporate a cost of living adjustment to protect against inflation for the duration of the ordinance or a maximum of 5 years; and (7) to continue a bi-monthly meter reading and billing schedule.

Section 3 Findings of Necessity

The Board of Directors finds as follows:

1. Water is a finite and precious resource.
2. California Constitution Article X, section 2 states that the waste and unreasonable use of water shall be prevented. This constitutional mandate shows the statewide responsibility to reasonably conserve and manage water.
3. The State Water Resources Control Board authorizes the District's use of water under Permit 21085 ("Water Diversion Permit") subject to the limitation, among other things, that the District implement water conservation measures.
4. California Constitution Article XIII D, section 6 established procedural requirements for imposing new, or increasing of existing, property related fees and charges. Water service fees have been determined to be property related fees within the meaning of Article XIII D.
5. Revenue generated from the capital improvements charges, as set forth in Section 4 of this Ordinance, do not exceed the cost of providing such improvements to the District's water supply equipment and facilities.
6. Revenues generated from the water service fee charges, as set forth in Section 5 of this Ordinance, do not exceed the cost of producing, distributing, managing, maintaining, and providing such water services.
7. The Muir Beach Community Service District Water Service financial review – March 2025 determined the necessity for the District to impose a modest increase for service fees only and continue its rate structure.

Section 4 Meter Charges

A. A Meter Charge based on a 5-year Capital Improvement Plan (including a Lower Water Tank Replacement Reserve and a Pipe and Equipment Reserve), that utilizes and conforms to the American Water Works Association (AWWA – M1) standards for meter capacity rates, will be implemented.

B. The Meter Charge will be set at 1) \$70.83 per meter for all meter sizes of 5/8” up to, and including a 1”, meter per bi-monthly billing period, and 2) \$354.15 per meter for a 1.5” meter size per bi-monthly billing period, and 3) all other sizes larger than 1.5” will conform to the AWWA M1 fixed charge meter ratios for setting the charge per meter using 5/8” as the base rate in determining the bi-monthly charge.

Section 5 Adoption of Schedule of Rate Charges for Water Service

A. A Meter Reading fee will be set at \$9.36 per bi-monthly billing period per meter of any size. This fee includes the meter reading costs and customer billing costs per meter.

B. A Volumetric charge for each gallon consumed will be charged based on current operating expenses divided by average annual total water usage. All customers will be charged the same \$.0272 per gallon (\$2.72 per 100 gallons) for all gallons used and consumed.

All water consumers using District water shall be subject to bi-monthly charges for water as follows:

Type	Gallons	Charge	
<i>Capacity</i>	N/A	\$ 9.36	Meter Reading
	N/A	\$ 84.40	Meter Charge (per 5/8”-1” meter size)
	N/A	\$ 422.06	Meter Charge (per 1.5” meter size, if applicable)
<i>Volumetric</i>	All gallons	\$ 2.72	per 100 gallons used

Note

1. Meter Charges are based on projected capital improvement schedules.
2. Volumetric Charges are calculated per gallon; rate is shown per 100 gallons for clarity only.

Section 6 Adoption of Conservation Discounts

The adopted rate schedule will continue to strongly encourage conservation practices. Customers who use less than 4,500 gallons per bi-monthly billing period will receive a conservation discount of 50% (which is equal to \$1.36 per 100 gallons); customers who use 4,501 to 10,000 gallons per bi-monthly billing period will receive a conservation discount of 43% (which is equal to paying \$1.55 .per 100 gallons); and customers who use 10,001 to 30,000 gallons per bi-monthly billing period will receive a conservation discount 30% (which is equal to paying \$1.90 per 100 gallons). Those customers who use more than 30,001 gallons per bi-monthly billing period will receive no conservation discount (which will be equal to paying the full \$2.72 per 100 gallons).

District Bi-monthly Conservation Discounts:

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

Section 7 Annual Water Rate Consumer Price (CPI) Increase

For as long as the current Water Rate Ordinance 2025-1 is in effect, there will be an annual increase for inflation applied to all charges commensurate with the annual percentage increase to the San Francisco-Oakland-San Jose Price Index for All Urban Consumers (“CPI”) for twelve months preceding April of each year and to go into effect on July 16 for each subsequent year until the final increase in 2030.

Section 8 Effective Date

Upon approval by the Board of Directors, this ordinance shall be effective as of July 16, 2025 and be applicable to meter readings as of that date.

Section 9 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 _____, 2026 by the following vote of the Board of Directors.

Ayes:

Noes:

Absent:

Board President

Attest:

District Manager