

MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, July 1, 2026
OFFICIAL MINUTES ONLY UPON APPROVAL

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

Item 1: Call to Order

Meeting is called to order at 7:05

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

Item 2: Approval of Agenda

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

MOTION: To approve the agenda
Moved: Hills, seconded by Tede
Vote: AYES: Unanimous.

Item 3: 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 4/30/26. (See attached)
- B) Approval of Draft Minutes from Regular Board Meeting on 1/21/26. (See attached)
- C) Approval of Draft Minutes from Regular Board Meeting on 3/25/26. (See attached)
- D) Approval of Draft Minutes from Special Board Meeting on 5/6/26. (See attached)
- E) Approval of Resolution 2026-2 Authorization to Hold Board Elections 11/3/2026 (See attached)

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

Item 4: Items Removed from Consent Calendar

None

Item 5: Upper Park Trail – Continuing Discussions and Updates Regarding Upper Park Trail Improvements for Possible Approval or Further Direction – Directors Hills and Lam

The topic of a proposed trail project for the Upper Seacape Park will continue as a carryover topic from the March meeting. Since the last discussions, we have now learned that any project would be subject to prevailing wage requirements (labor union wages) which would significantly increase its cost. The trail consultant will not be available or present for this meeting.

Hills: the CSD is now subject to paying prevailing wages, which is a new era for the CSD. Different from living wage: it's labor union wages. Originally estimated cost of project at \$80K, this would take it up to 150K, and we don't have funds for that. So, the proposal is now simply to (1) close entrance with a gate and (2) do maintenance to restore the most deeply eroded "bobsled" area, and that's about all.

Tede would also like the board to put in a staircase at the entry. Hills comments that's possible but we would need to regroup. In addition, the area around the gate would be improved to prevent fast bicycle access, including chicanes and address erosion in the bobsled area. Gove offers to coordinate with USAA and to put in the gate himself using the ASV to dig postholes. Hills suggests that after a few months of experience, we'll come back and revisit this with an expanded maintenance basis. Hills suggests that Christine and he be designated to exercise their judgement as to cost.

MOTION: Hills and Lam are authorized to implement plan as just discussed
Moved: Lam, seconded by Taylor
Vote: AYES: Unanimous.

Item 6: Muir Beach Friends & Neighbors Group Presentation – Ralph Rogers

Roger gives an overview of the group and what they've been doing and hope to do.

The group arose out of Elderberries post-COVID. Roger and Susannah Kennedy are the current co-chairs. They've taken a keen interest in community-building, researching and reaching out to groups like Blue Zones Petaluma, The Weavers, Hey Neighbor (Colorado), and the Buck Institute to gain insights into what kinds of community-building strategies could be implemented here in Muir Beach. Ongoing activities include a popular speaker series, film nights, updating the print directory, and supporting bistro café and an open mic night.

They are making three requests of the CSD:

1. They plan to restart annual community dinner, and have it be kickoff of the Community Center's 50th b-day this year. Sept 19. Propose that CSD supports this at the same level they support solstice/day of dead, \$2500.
2. To support programming, requesting additional ongoing funding of \$2000/year.
3. Would like to collaborate with CSD to make proposal to West Marin fund that supports groups like ours. This month we'll be conducting focus-like groups to determine what for. Asking for a letter of endorsement from the CSD.

Discussion ensues, including detailed questions about the finances of both the Friends & Neighbors and of the CSD.

MOTION: To approve all three items.
Moved: Tede, seconded by Taylor
Vote: AYES: Unanimous.

Item 7: Fire Chief Report including brief BBQ and Fire House Fundraising Update – Chris Gove

Fire Chief Chris Gove will present his report along with quick update on BBQ and Firehouse fundraising and potential grants. *The report is included in the meeting packet.*

The BBQ raised \$40-42,000, which is light but back to historical average.

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3 **Item 8: District Manager Report – Mary Halley**

4 *District Manager Mary Halley will present brief highlights from her DM report, including Firehouse*
5 *project update (see attached). Her report, as always, is available in full as part of each meeting packet*
6 *at <https://muirbeachcsd.com/meetings/> .*
7

8 Highlights:

9 Update on Marin Water Seasonal Intertie possibility: the Marin Supervisors are debating whether to
10 approve waiving the moratorium that usually goes into place after the road is built. That would give
11 enough time for the intertie project to go out for grants. So, it's still possibly alive.
12

13 Hydrant work, some major repairs were done on some pipelines that were leaking. Unaccounted
14 water use went from 32% down to 8%, which is very low.
15

16 Had a wave of meters needing to be replaced.

17 Still looking into having pipes raised up under the bridge, asking contractors for quotes. Most are
18 nervous about working on the electrical, but Damazio is working on a quote.

19 Erosion happening under the road on Charlotte's Way, want to resolve before next rain.

20 Cross connection control specialist meeting yesterday, went well.
21

22 Parks & Trails: put in for Measure A for \$20K for upper trail park project, and another amount for deck
23 curtains at CC.
24

25 Updating the directory, which will be reprinted for anniversary. We've had a lot of houses turn over
26 with new residents coming in.
27

28 A discussion ensued on the topic of people reimbursing the CSD for road maintenance after heavy
29 use by heavy machinery.
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32 **Item 9: FY2026-27 Draft-Budget – First review**

33 The first reading of the proposed FY2026-27 Draft-Budget will be presented by the District Manager
34 for further discussion and preliminary review. *(See attached FY2026-27 Draft-Budget for May2026)*

35 The Budget Hearing and final approval of the FY2026-27 Budget will be at the July 22, 2026 Board
36 meeting.
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38 Halley notes that although they've been diligently working to make the water department pay for itself,
39 and this year enacted a 15% increase in service fee, and yet the water revenues came in at 7%
40 under. Water is very inelastic. We also raised the discount tiers, but that only affected the highest
41 users. We've only had three billing periods since the adjustment, which were during the winter, so
42 we'll have to see what happens with summer months when people may be using the water for
43 irrigating.
44

45 Taylor asks about the Grants for Fire from Measure C listed under Fire Revenue, about why that's
46 categorized there since it's funds that don't go to the fire department but are used by the CSD for
47 other purposes. Halley clarifies that it's because it's the Fire Dept that gets the grant, and then in
48 spending it's categorized under grant spending.
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1 **Item 10: Public Comment (if any) for Closed Session**

2 None

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4 **Item 11: Closed Session (Directors and District Manager)**

5 The California Government Code provides that certain matters such as litigation, personnel matters,
6 and real estate negotiations may be conducted in closed session. The matters shall be set out below.
7 After any closed session, the legislative body shall reconvene in open session prior to adjournment
8 and make disclosure of action taken during the closed session – authorized by CA Gov't Code
9 Section 54954.5(e)

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11 Public Employment – Title: District Manager – authorized by CA Gov't Code Section 54957(b)(1)

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14 **Item 12: Reconvene in Open Session**

15 The board agreed to give DM Halley a raise.

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18 **Item 13: Public Open Time**

19 Shaffer: do we have a committee that handles what the fees are for the Community Center for people
20 to use? Halley: The board has approved all the rates. Last revision of rates, around COVID, they were
21 reduced quite a bit, because no outside rentals etc. Shaffer would like to see them reduced. It's \$250
22 for a resident to use and it shouldn't be.

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

26 Lam: recognize David Taylor and Chris Gove on incredible work on championing Measure M. The
27 ability to secure long term funding for the fire team is really impressive. Also, thanks Hills for his work
28 on the upper Seacape park project.

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

32 Next Board Meeting Date: Wednesday, July 22, 2026.

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

34 Meeting adjourned at 8:21 pm.