



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

Closed Session for Employment Review

Wednesday, September 23, 2026 7:00 PM

Closed Session (Board will Reconvene in Open Session in order to report)

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

Board: Steven Shaffer (Board President), Nikola Tede (Board Vice-President), Leighton Hills (Director), Chritine Lam (Director), and David Taylor (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: None

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 Draft Minutes from Regular Board Meeting on 7/22/26. (See attached)

MBCSD Agenda 9-23-2026

Item 4: Items Removed from Consent Calendar

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

Item 5: Green Gulch New Reservoir Plan Presentation – Green Gulch

Green Gulch staff will give a presentation on the plans for their new reservoir as part of a larger ongoing watershed improvement and restoration project.

Item 6: Upper Park Trail Improvements

Over several meetings, the Board reviewed a range of options for modifying and improving safety along the Seacape Upper Park trail. At its July 1 meeting, the Board approved moving forward with part of a plan developed by the trail consultant and authorized Directors Hills and Lam to oversee implementation, including design decisions and equipment procurement. That work is now underway.

As with most projects of this kind, comments continue to come in suggesting alternative approaches or design options, along with requests for additional time to discuss.

Given that the Board has already authorized this phase of work, the current plan has been to proceed to completion, which will help resolve the safety and liability concerns and allow everyone to see firsthand how the improvements function and look in practice. Once implementation is complete, the Board can again revisit any modifications needed to address ongoing concerns.

Item 7: Fire Department Items

- a. Fire Chief Report – Fire Chief Chris Gove will present his quarterly report. *(See attached)*
- b. Firehouse Construction update – Jon Rauh/Chris Gove *(See photos attached)*
- c. El Nino Preparedness – Fire Chief Chris Gove and Muir Beach Disaster Council Lead Kerry Wynn will discuss community readiness and property owner preparedness for upcoming El Nino winter.
- d. Tsunami Evacuation Route – sign replacement near lower beach (County has signs) – Chris Gove
- e. Fire Department Interest Allocation – Leslie Riehl

Item 8: Terwilliger Property

David Taylor will give an update on the vegetation work along with existing, and ongoing, conditions that remain on the property for continuing discussion on the pros and cons of the CSD assuming title to the Terwilliger property (located on Pacific Way) from the current owner All Hands Ecology (previously ACR).

Item 9: District Manager Report

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

Item 10: Public Comment (if any) for Closed Session

Item 11: Closed Session (Directors and District Manager)

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

Public Employment – Title: Water Management Team – authorized by CA Gov't Code Section 54957(b)(1)

Item 12: Reconvene in Open Session

Report as required on any actions taken in Closed Session.

Item 13: Public Open Time

Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not be elsewhere on the agenda.
3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
4. Public comments are limited to 3 minutes per speaker, unless waived by the Board.
5. The period for public open time is limited to 10 minutes, unless waived by the Board.

Item 14: Recognitions & Board Member Items

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

Item 15: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, Nov 18, 2026 or Wednesday Dec 9, 2026

Muir Beach Community Services District

Balance Sheet

Accrual Basis

As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Charles Schwab 6797	
CS Fire	500,000
CS Lower Tank Reserve	240,001
CS General Fund	89,999
CS Pipes & Equip Reserve	70,000
Charles Schwab 6797 - Other	40,830
Total Charles Schwab 6797	940,830
TriC Checking	
TriC General Fund	237,238
TriC Lower Tank Reserve	40,000
TriC Pipes & Equip Reserve	37,173
TriC Measure A	(12,295)
TriC Fire	(104,205)
TriC Water	(116,213)
Total TriC Checking	81,698
Total Checking/Savings	1,022,527
Other Current Assets	
Due from Water Ops to Gen'l Fd	116,213
Prop 68 for reimbursement	3,011
Undeposited Funds	1,047
Total Other Current Assets	120,272
Accounts Receivable	
Receivables	8,741
Total Accounts Receivable	8,741
Total Current Assets	1,151,540
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,692,896
Buildings - Fire Station	989,640
Land	755,573
Buildings	609,384
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	2,960,404
Water System Assets	
100-Year Equipment Post 2008	651,666
Historic Water System Equipment	504,638
40-Year Equipment Post 2008	420,006
15-Year Equipment Post 2008	55,727
10-Year Equipment Post 2008	36,291
Mains and Valves (historic)	34,973
Wells (historic)	21,620
Equip and Controls (historic)	0

Muir Beach Community Services District

Balance Sheet

Accrual Basis

As of August 31, 2026

	Aug 31, 26
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	905,347
Invested in Capital Assets	(2,122,568)
Total Fixed Assets	1,743,183
TOTAL ASSETS	2,894,723
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	116,213
Total Other Current Liabilities	116,213
Accounts Payable	
Accounts Payable	9,595
Total Accounts Payable	9,595
Credit Cards	
Credit Card	2,182
Total Credit Cards	2,182
Total Current Liabilities	127,990
Total Liabilities	127,990
Equity	
Retained Earnings	1,801,174
Gov't Net Position	944,663
Net Income	20,896
Total Equity	2,766,733
TOTAL LIABILITIES & EQUITY	2,894,723

MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, July 22, 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 7:01

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

Item 2: Approval of Agenda

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

MOTION: To approve the agenda.
Moved: Lam, 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 6/30/26. *(See attached)*
- B) Approval of Draft Minutes from Regular Board Meeting on 7/1/26. *(See attached)*
- C) Approval of Resolution No. 2026-3 Conflict of Interest (renewal) *(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: District Manager Report – Mary Halley

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

Rather than going over highlights, Halley is open for questions about the written report. There are none.

1
2 **Item 9: FY2026-27 Draft-Budget** – Approval

3 The proposed FY26-27 Final draft-Budget will be presented by the District Manager for any further
4 discussion and final approval. (See *attached FY26-27 Final Draft-Budget*)
5

6 Halley gives some highlights; there are no questions.
7

8 MOTION: To approve the budget as submitted.

9 Moved: Hills, seconded by Tede

10 Vote: AYES: Unanimous.
11
12

13 Item 13: Public Open Time

14 Karel asks about the Flock mass surveillance cameras that have been installed at the beach and
15 Overlook parking lot entrances. CSD hasn't been involved.
16
17

18 Item 14: Recognitions & Board Member Items

19 None.
20

21 Item 15: Next Meeting Date and Adjournment

22
23 Next Board Meeting Date: Wednesday, September 23, 2026.
24

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

26 Meeting adjourned at 7:12 pm.

FIRE DEPARTMENT REPORT

September 2026

ACTIVITY

So far this year we have run calls

We have a new member Rollie Gosling who has recently moved back from England, has started to train with us. We appreciate his commitment.

We held a medical training class for the department and the disaster liaisons last month. It was well attended.

We have received a draft of a new MOU from county fire. We are exploring the implications with other departments and council. We will present our findings and our recommendations soon.

FIREHOUSE

You may have noticed that the building has started to take form, the framing is complete and the roof is going on. We just received the windows and doors; they will soon be installed. Fund raising is going well.

MWPA

FIREWISE

As always, the chipper program is going well. There are two remaining dates this year 9/28 and 11/2

MBVFA

The group is working hard on fund raising and is helping with a music festival in Mill Valley on 9/27. The fire department has been selected to be the recipients of all the proceeds this year. We thank the organizers

DISASTER COUNCIL

The group continues to train regularly. They are paying particular attention to this year's upcoming El Nino





District Manager Report – September 2026

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

General:

Board of Directors – we had three qualified incumbents apply for three open seats by the filing deadline, so we will not need to hold Board elections in November.

District Manager – have been currently focusing on getting estimates and coordinating various maintenance projects around the district to get completed before the winter rains set in, overseeing the finance and paperwork side of the firehouse project, and developing the State mandated Cross-Connection Control Program now that we have the initial hazard assessment report completed.

District Rental – the Marin Fiber project is asking to rent a small space for their “cabinet” on the OT property.

Water:

Redwood Creek Stream Monitoring – current stream flows were declining to as low as .1 with a gage height of .92 ft. which initiated onsite monitoring, but since then, levels have started to increase just this past week and are now back up. Current height now is 1.0 and flows are .65 cfs which is above conservation monitoring levels. We have additionally been coordinating with NPS staff on a more frequent pumping schedule which seems to be smoothing flows out a bit more.

Water Reports – monthly reports, including Drought reports (DDR), are submitted through August 2026.

Marin Water Seasonal Intertie possibility – there has been no follow-up or meetings on this topic, so I may return to looking into a NPS Research Permit to experiment with relocating a well at least a 100 ft from the creek.

Lower Tank – scheduling for fumigation is now set for November 11 because we will need to drain the tank and seemed preferable not to do that in late summer.

Water infrastructure under CSD Footbridge – contractor is beginning work this coming week to raise the electrical and water pipes underneath the footbridge to make them less vulnerable during creek flooding events.

Pump house – coordinating to have lower part of pump house wrapped in contractor’s hardware cloth to seal openings and bring in some temporary barriers to hold back the mud flows that get deposited when the creek floods.

Cross Connection Plan – we have received the Initial Hazard Inspection report which was needed to start the development of our CCCP program. I am hoping to have the program ready for review by the November meeting.

Fire:

Firehouse – all of the metal construction components have now been delivered onsite, and the building erection crew is working Friday – Sundays to complete. Roof has been completed as of this report, but outer shell structure including insulation should be finished in one or two more weekends. Once that work is complete, the septic tanks can be installed and finishing work started. Excess dirt continues to be hauled off in loads. MBVFA grant report to-date: we have now received another \$300,000 from the MBVFA for a total of \$830,000 to date since 2018; we have spent a total of \$530,000 on soft costs and current construction from VFA funds and spent another \$200,000 in grant funding from the County of Marin. We have also spent to date \$231,152 out of the \$600,000 District Fire Dept Reserves which leaves a remaining balance of \$368,848 in Fire Reserves, plus the \$300,000 received from the VFA, and then the additional \$100,000 from the Seacape Fund of the Marin Community Foundation recommended by Michael Moore and Maximilian Mettler Moore, which now leaves a current balance of \$768,848 available for construction and outfitting. We expect that balance should be enough payoff the balance on the metal components, erect the structure, close it in, install flooring, insulation, windows, doors and install the septic tanks, complete extra required cement curb work and cement driveway pad, any last inspections, and likely start outfitting it.

MWPA – just finished annual expenditure audit for FY25-26 Measure C funding.

Disaster Council Grant – we received \$10,000 from the Seacape Fund of the Marin Community Foundation recommended by Michael Moore and Maximilian Mettler Moore for use by the MB Disaster Council.

Recreation:

MB Community Center – continuing to explore deck enclosure possibilities. We received a \$100,000 grant from the Seacape Fund of the Marin Community Foundation recommended by Michael Moore and Maximilian Mettler Moore to install a new solar system and possibly a new heating system, as well as, \$10,000 for the purchase of a new stove.

Prop 68 Per Capita Recreation grant – the CC Parking Project Phase 2 permit application is now pending final review, as of 9/8/2026, so expect the permit to be issued any day. Once we have the permit, we can create an RFP to put out to bid for construction to start next spring/summer 2027. We have until December 2027 to complete construction and March 2028 to close out our Prop 68 grant.

Measure A – the FY26-27 Measure A Workplan includes Upper Park Trail maintenance, possible CC Deck enclosures, and/or possible matching funds for Prop 68.

Parks and Trails – at the 7/1 Board meeting, per the trail consultant's recommendations, the Board voted to install both a gate at the trail entrance and a separate cyclist entrance on Seacape that includes a chicane, then modify the "bobsled" section to smooth out the most deeply rutted section of the trail, then continue to monitor activity to determine if any future trail improvements are necessary. Directors Hills and Lam will oversee changes and Fire Chief Gove will do the installation of the gate.

Roads:

Maintenance – of the three maintenance projects planned for late summer, the installation of additional drainage on Charlotte's Way and the small patch repair on Pacific Way have been completed, but the road edge stabilization on the Starbuck Extension was postponed due to heavy trucks currently using the road. The property owner running the heavy trucks on the road has been notified that they will need to contribute to the road maintenance when finished. The property owner said they would be more than willing to coordinate on maintenance and even improvements to the road condition. With the prediction of a possible Super El Nino winter this year, we will continue to evaluate all the district roads and drainage systems in the next few months for any further modifications or repairs.

Communications:

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

Website – we will likely need to update the website to be ADA accessible before 4/28/2028 which gives us some time. Then as always, continue to update pages, post new and routine documents, and do security updates.

Muir Beach Directory – continuing to update the online directory now current thru 8/31/2026.

Finance:

Audits – have completed Measures A, C, and W audits and are now starting the full District annual audit process.

District Office Business – 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