

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive ♦ Muir Beach, CA 94965 ♦ 415-388-7804 ♦ www.muirbeachcsd.com



Wed, January 24, 2007
7:00 PM – Regular Meeting

Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965

TIMING OF ITEMS ON AGENDA

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.

SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Leighton Hills 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.

AGENDA

Item 1 CALL TO ORDER

Maury Ostroff, Board President
Danny Hobson, Board Vice President
Steve Shaffer, Director
Peter Rudnick, Director
Bob Jacobs, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to update the community on various ongoing NPS projects. In addition, Mia Monroe contacted us expressing her desire to hold a workshop related to Monarch butterflies – what the community can do to be sensitive to the important habitat Muir Beach provides for Monarch butterflies. A March date will be announced later.

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 action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.

- A. **Approval of Minutes** – Regular meeting November 8, 2006, as attached.

Sharry expects that financial statements for the District will be available at the time of the meeting. The County has provided most of the data we need to prepare complete financials, although it is still running 6 months behind on reporting amounts of interest to be paid.

Please also note that the water production tables are also expected to be available Wednesday.

Item 4 FIRE DEPARTMENT REPORT

By John Sward, Fire Chief, or other representative of the Fire Department.

Item 5 DOG WALKING RULES - NPS

Resident Levon Sagatelyan was kind enough to volunteer his services to Steve Kinsey's office to be a representative on the NPS committee charged with making recommendations for new rules regarding dog walking on Muir Beach and other NPS properties. Levon will be able to report on the several meetings he has attended for the community.

Item 6 DISTRICT MANAGER'S REPORT

Removal of Funds from County – As you are aware, the County has been extremely late in providing us with financial information needed by Sharry to prepare financial statements. In addition, we have compared interest rates payable by the County with those available on our own, and the County rates no longer exceed that available elsewhere. Maury met with our account rep at Smith Barney, and we believe it would be good to end our financial ties with the County. We should have a motion to authorize termination and transfer should such a motion be requested by the County.

Funds Received from FEMA – As was reported as imminent at the last meeting, the District has received \$278,000 from FEMA for damage incurred during the year-end 2005 storm. As you recall, the Board previously authorized Steve and me to make arrangements for expenditure of the funds in the way that will bring most benefit to the community and comply with the requirements of FEMA. Also in accordance with our earlier discussions and approvals, Donovan has been paid for his successful work in bringing in funds at a level that exceeded the upper end of his broad range of estimated funds. He was paid on a time and materials basis, not to exceed 10% of the funds banked from FEMA. The Water Quality Control Board prohibits almost all earth disturbing projects after October 15. Maury has also agreed to help Steve and me with scheduling and contracting for the required work.

Agendas and Saving Paper – Having a digital version of our meeting agenda posted on our website, along with email notice to all community members requesting a copy, makes it worthwhile, I think, to update our previous practice of distributing some 20 paper copies of the meeting packet that typically consumes most or all of a ream of paper per meeting. My suggestion is to continue post agendas at the main mail boxes, and add a prominent sign indicating "Community Meeting Wednesday" visible to drivers by. At the other locations, post notices (1) noting the Muir Beach CSD website address for the agenda, (2) indicating that paper copies of the packet are available at the main mailboxes, and (3) provide a phone number for those needing/wanting additional paper copies. This will fully comply with the public notice requirements, cut down on a large amount of paper consumption, and streamline what has become a time intensive process each month.

Signing of Minutes and Financials – Minutes and financial statements are required to be reviewed and approved periodically by the Board. The approval takes the form of a motion, usually on the Consent Calendar, which is what is legally required. The minutes and some financial statements have historically been prepared in forms requiring signatures, which have not been filled in for more than a decade. The new form notes approval upon Board review and approval. For all those previous unsigned forms, it would be useful to pass a motion deeming them fully approved in the format approved by the Board, notwithstanding omitted signatures.

Cell Phone Reception – As everyone knows, cell phone service at Muir Beach is pretty hit or miss. Steve and I met with some reps of Verizon Wireless, who have now expressed formal interest in improving cell service to the community and visitors. Per our “nudging,” Verizon would use our upper water tank for a new wireless antenna, and agree to pay the CSD upwards of \$15,000 per year. They require new high-speed Internet lines (to be installed by them), which may also work to increase the capabilities of Muir Beach LAN. With the Board’s concurrence, Steve and I will continue to negotiate appropriate terms for the use of the CSD’s site.

Item 7 Update RE: Stage Service

Judith Yamamoto has offered to provide an update on plans for the Stage bus service.

Item 8 RECREATIONAL ITEMS

Comments or updates regarding results of the holiday events.

Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR

Discussion and action on items, if any, transferred from the Consent Calendar to the Regular Agenda.

Item 10 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
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 15 minutes, unless waived by the Board.*

Item 11 SELECTION OF DATE FOR NEXT MEETING

4th Wed in February is 2/28, 3rd is 2/21.

Item 12 ADJOURNMENT

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, November 8, 2006**
5
6

7 **OFFICIAL MINUTES ONLY UPON APPROVAL**
8

9 Prior to approval of these minutes by the Board of Directors in a public meeting, these
10 minutes are draft only and subject to change. Upon approval by the Board, these minutes
11 become the Official Minutes of the meeting.
12

13 **Item 1 CALL TO ORDER**
14

15 President Ostroff called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:10 pm on Wednesday, November 8, 2006.
17

18 **Roll Call**
19

20 PRESENT: DIRECTORS: Rudnick, Hobson, Jacobs, Shaffer, Ostroff
21 PRESENT: OFFICERS: District Manager Hills, Secretary-Treasurer Mullin
22

23 **Item 2 NATIONAL PARK SERVICE REPORT**
24

25 Steve Ortega from the GGNRA, Steve Griswald and Carolyn Shoulders were present to
26 report on the following five projects: Diaz Ridge trail, Big Lagoon, Pirates Cove trail,
27 Banducci Ranch restoration project and the red-legged frog habitat at Banducci Ranch.
28

29 Steve Griswald reported:

30
31 The Pirates Cove trail project is nearing completion. The trail will be closed for the
32 winter to help the restoration take hold.
33

34 An Environmental Analysis for the Diaz Ridge trail is almost complete at which point a
35 public meeting will be scheduled. A "preferred alternative" will be presented. There
36 will be a period of 30 days or more where public comments will be accepted.
37

38 Carolyn Shoulders reported:

39
40 A draft Environmental Impact Study/Environmental Impact Review for the Big Lagoon
41 project is expected to be issued in mid-December and will include several alternatives
42 including a preferred alternative. The review period will probably be 60 days or longer
43 and public meetings are expected to be held.
44

45 Construction of a pond for the red-legged frog at Banducci Ranch is expected to occur
46 this month. The goal is to create a sustainable breeding habitat. The pond will cover
47 approximately one acre with a depth of about five feet and be fed by ground water.
48 Egg masses will be relocated to the pond to start the local population. Big Lagoon is

1 also a critical habitat for the red-legged frog and measures will be taken to preserve that
2 habitat regardless of the success of the pond.

3
4 An Environmental Analysis will be released after the first of the year for the larger
5 restoration project along the creek at Banducci Ranch. Carolyn will return at some
6 point to discuss the Environmental Analysis.
7

8 **Item 3 HIGHWAY ONE CLOSURES – REPAIRS**

9
10 Bob Haus of Caltrans reported. Two segments of Highway One will be closed for repairs:
11 One segment is between Three Corners and Green Gulch Farm and the other is from just
12 south of Slide Ranch to where Highway One meets Panoramic Highway at Stinson Beach.
13 There is current road work being performed on Muir Woods Road. The Green Gulch Farm
14 segment will stay open until January when that work is complete. Repairs on each segment
15 will take 60 working days to complete. The work on the northern and southern segments are
16 expected to begin November 13 and January 2, respectively, with work being completed in
17 March or afterwards. A third segment to be repaired on Highway One near Mill Valley will
18 not entail road closure.
19

20 Coastal highways are very difficult to maintain. Weather and terrain make permanent fixes
21 unlikely. These projects have a budget of \$25 million with some funding coming from the
22 Federal Highway Administration and the rest from the State of California.
23

24 **Item 4 STEVE KINSEY VISIT**

25
26 Steve Shaffer issued a big thank you to Steve Kinsey for facilitating the installation of the
27 new ditch at Pacific Way which will help alleviate flooding that has been a problem for
28 years.
29

30 Steve Kinsey made the following report:

31
32 The Pacific Way project is inextricably linked to the Big Lagoon project. They have
33 resolved the design of what is considered to be the ultimate fix for Pacific Way - a 150
34 foot causeway that will accommodate significant pedestrian, equestrian and bicycle
35 traffic. The intent is for Pacific Way to be above water during 10 year events. It will
36 not accommodate 100 year events. The biggest challenge will be funding it.
37

38 The Muir Woods shuttle will be rerouted during construction of Highway One. Muir
39 Beach usage is light and service may not be restored upon completion of the road work.
40 Our transportation needs must be evaluated.
41

42 Marin County is on the verge of having an amnesty program for un-permitted second
43 units. One facet of the program is that the more lenient Uniform Housing Code will be
44 used versus the Uniform Building Code. Fees will be reduced. Health and safety are
45 the main issues. Thus, a site inspection and a hydraulic report from a civil engineer
46 certifying that the septic system is functioning properly will be required. The program
47 applies to units that were constructed prior to 2003. The plan will be formally adopted
48 in a couple of weeks.

1
2 Other comments made by Supervisor Kinsey:
3

4 1) Adjustments are being made in the Community Development Agency to expedite the
5 process of applying for and obtaining permits. 2) He wants to create a coordinated
6 Urban – Wildland plan. 3) In response to last years flooding, a Watershed Management
7 program has been created. 4) Transportation and energy are big contributors to global
8 warming. The County is beginning to invest in photovoltaic technologies. 5) He has
9 been appointed to the California Coastal Commission.

10
11 Carolyn Shoulders had a final comment regarding the new ditch on Pacific Way. She has
12 concerns that despite large culvert size under Pacific Way, high flows might cause cutting
13 through of the road. She suggested hardening the upstream edge of the road with rock in
14 order to protect the edge from erosion.

15
16 **Item 5 CONSENT CALENDAR**

17
18 A. **Approval of Minutes** – Regular meeting September 27, 2006.

19
20 MOTION: To adopt the Consent Calendar, which includes Item A above.

21 Moved: Shaffer, seconded by Hobson.

22 Vote: AYES: Hobson, Jacobs, Shaffer, Ostroff

23 ABSTAINED: Rudnick
24

25 **Item 6 FIRE DEPARTMENT REPORT**

26
27 Chief John Sward reported. The Fire Department has received a grant for the purchase of
28 airpacks. John has not yet received a response regarding the grant for a fire truck. Repair
29 work has begun on the house at the dairy. John also talked a bit about a recent call where
30 seven persons in a van went off the road.

31
32 **Item 7 DOG WALKING RULES - NPS**

33
34 Resident Levon Sagatelyan was not able to attend.
35

36 **Item 8 DISTRICT MANAGER'S REPORT**

37
38 **Pumping to Lower Tank** – Having the option to pump directly to the lower water tank
39 would create several benefits: better chlorine balancing, faster pumping, reduced pressure in
40 the distribution mains, and reduced pumping costs, among others. This could be
41 accomplished by adding a 440 foot water line from the corner of Highway One and Seacape
42 Drive to the lower tank via a CSD utility easement over the adjacent lots. A new 6” line
43 would be a supply line as well as a fire-flow line and another fire hydrant could be installed
44 at that corner for emergency water delivery. There would also be a tie back into the
45 beginning of Sunset, enhancing the fire-flow at the first hydrant on Sunset. Pumping directly
46 to the upper tank, as now, would still be an option if needed. Water would be pumped from
47 the lower tank to the upper tank as needed – rather than having all water pumped to the upper
48 tank first, as now. Linscott Engineering is available for installation of the new main.

1 Because of several variables in the project, the job warrants being completed on a T&M
2 basis. The board authorized the District Manager to undertake the project as weather
3 permits.
4

5 **Item 9 RECREATIONAL ITEMS**
6

7 Kathy Sward reminded the Board of the necessity for a storage structure at the Community
8 Center, a topic that has been discussed at prior meetings.
9

10 Michael Kaufman is working on Red Cross certification of the Community Center as an
11 Emergency Facility.
12

13 Harvey reported that the Day of the Dead party was very successful with 70-80 people
14 attending. Steve Shaffer commented that since the party is not a fundraiser, drinks should be
15 priced very low.
16

17 **Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**
18

19 No items were removed from the Consent Calendar.
20

21 **Item 11 PUBLIC OPEN TIME**
22

23 Steve Shaffer offered praises to the Muir Beach Garden Club. Their recent work at the
24 Community Center is beautiful.
25

26 **Item 12 NEXT MEETING DATE**
27

28 The next meeting date is scheduled for Wednesday, January 24, 2007.
29

30 **Item 13 ADJOURNMENT**
31

32 The meeting was adjourned at 8:50 pm.
33
34