

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Thu, Jun 19, 2014
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 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.

AGENDA

Item 1 CALL TO ORDER

Steve Shaffer, Board President
Scott Bender, Director
Paul Jeschke, Director
Peter Lambert, Director
Gerry Pearlman, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 MOTION TO APPROVE 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 later in the meeting (under items removed from the Consent Calendar).

- A. **Approval of Minutes** – As attached: Draft Minutes from May 29, 2014 meeting.

Item 3 NATIONAL PARK SERVICE REPORT

No park representatives are expected.

Item 4 FIRE DEPARTMENT

No report is expected.

Item 5 DISTRICT MANAGER REPORT

No items to report.

Item 6 ITEM BY SCOTT BENDER

Use of Pull Outs – Scott and his wife Suzanne received the following statement from the manager of the shuttle bus program heading to and from Muir Woods, “I have spoken to the Operations Manager for that service and she will both issue a memo to all drivers reminding them to use the pull outs when cars are following them, and have a road supervisor speak to the drivers individually. It is always our intent to be part of the congestion solution and not part of the problem. That said, there are only two turn outs on Route 1 that can safely accommodate our buses, one of them is at the start of the descent so we will be particularly vigilant about having the drivers turn out before starting the descent. With that in mind, if you continue to experience a problem feel free to let me know.”

Item 7 ITEM BY GERRY PEARLMAN

Committee to Study and make Recommendations on NPS Issues of Interest to the Committee – At the last meeting two weeks ago, the Board agreed to form a standing committee to be chaired initially by Gerry Pearlman to provide in-depth study of the impacts of existing and proposed activities of the NPS and to make recommendations to the Board as to possible policy recommendations that could be then considered by the Board. Gerry reports he has had a first committee meeting and he can report on the policy recommendations his group already has.

Item 8 RECREATION ITEMS

Community Center Playground Upgrades – Multiple bids for the work have been solicited by Scott Bender for the project work, and now accepted for the work. He will update us on this project, now well underway.

Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR, IF ANY

Discussion and action on items, if any, removed 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 which lets members of the community know a topic is up for discussion).*
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 – Fourth Thursday: Thu July 25.

Item 12 ADJOURNMENT

1 busses to Muir Woods: Busses not using the turn outs, traffic backing up behind the busses, busses
2 straying into the oncoming lane. Fire Chief Steve Wynn would like a training requirement for bus drivers
3 driving this road. Paul Jeschke said he has been in contact with Supervisor Steve Kinsey and that Kinsey
4 is considering a county ordinance to limit the size of busses allowed on Frank Valley Road. Paul asked if
5 the Park Service has been working with the County of Marin to gain control of Frank Valley Road, to
6 which Brian answered that NPS would soon gain an ability to issue parking citations on Frank Valley
7 Road but not more. Brian also addressed concerns about the NPS' newly published General
8 Management Plan. Brian announced that a public meeting scheduled for June 18 from 6:30-8:30 will
9 cover topics related to the General Management Plan and to Muir Woods. NPS is exploring the idea of a
10 reservation system for those visitors bringing cars to the park designed to rein in the peak number of cars
11 at Muir Woods.

12 **Item 4 FIRE DEPARTMENT REPORT**

13 **Report by Fire Chief** – Fire Chief Steve Wynn reported. The annual Memorial Day Firemen's BBQ was
14 very successful with good weather, good sales, and good fun had. Mike Moore added that all
15 organizations involved worked well together, the BBQ grossed \$56K and netted \$39K, and a wrap up
16 meeting is coming up – all volunteers are encouraged to come.

17
18 Resident Karl Leahy has joined the Department. Steve is concerned about this season's wildland fire
19 danger and is relieved to see residents beginning to clear brush and debris from their properties. He
20 asked if there was a way to get Caltrans to clear along Highway 1 in Muir Beach. Leighton mentioned
21 that the highway right of way is 40-60' of width even though the pavement is only approximately 25' wide.
22 It was suggested that if Steve could write a letter, Leighton would deliver it to the Caltrans staff
23 responsible for maintenance.

24
25 A discussion ensued on the status of the proposed fire house. Based on problems with the current site
26 under consideration placement next to the community's upper water tank is being explored.

27 **Item 5 DISTRICT MANAGER REPORT**

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29 **Water Main Replacement and Road Improvements** – The CSD has engaged ILS Associates, Civil
30 Engineers, to provide the necessary engineering work for the previously discussed project to upgrade
31 Sunset Way and Cove Lane as part of the project to replace the water main. They now have CAD
32 topographic maps previously prepared for the District to provide the base maps for their engineering
33 work. The project will include replacement of the 4" PVC main with a 6" or 8" C-900 heavy duty main,
34 replacement of all water service lines, re-grading of the road to improve drainage, turnaround
35 improvements for fire trucks and ambulances, and improved drainage facilities. Since the water main will
36 be moved to the center of the road, road drainage can occur on the inboard edge using a combination of
37 culverts, standard type concrete curbs and rolled concrete curbs. As soon as we learn of their
38 recommendations, we will provide opportunity for neighbor discussion and input. Leighton has walked
39 the length of Sunset and Cove with the civil engineers and it's not likely there will be much opportunity for
40 widening or creation of additional parking spaces. Leighton has asked them to provide for an occasional
41 vehicle turnout (with no parking) where possible but opportunities are limited.

42
43 Two residents looked further into the possibility for installing underground electrical. A June 5 meeting
44 with a consultant is scheduled at Erin Pinto's to discuss the prospect. Regardless, an empty conduit will
45 be installed when the water main is replaced in case for possible later uses.

46 **Item 6 AGENDA ITEMS BY PAUL JESCHKE**

47
48 **Chipper Program** – Paul noted that there is some confusion about the program – what it is and how it
49 works – especially among new residents. The process needs to be spelled out in a public forum. After
50 some discussion, the conclusion was that the program just needs to be promoted better. Leighton
51 suggested that Paul write something up and he would then post it on the website where it would be
52 available as an ongoing reference.

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Item 7 AGENDA ITEMS BY GERRY PEARLMAN

Solar – This was discussed at the last meeting when Gerry was out of town so he withdrew it from further consideration.

Proposed Committee to Study and make Recommendations on NPS General Management Plan – Gerry asked if the CSD would take responsibility for dealing with the NPS on matters of general concern to Muir Beach as opposed to (or in addition to) having individuals engage directly with NPS or through their county supervisors. Gerry proposed a committee to study possible impacts of NPS activities and to make recommendations to the Board as to possible courses of action. A discussion ensued on areas of concern in the GMP. Brian Avilles indicated that the community of Pacifica has such a committee and it has served the community well.

MOTION: To form a standing committee to be chaired initially by Gerry Pearlman, and with membership at his selection, to study impacts of existing and proposed activities of the NPS on the Muir Beach community and to make recommendations to the Board as to possible courses of action.
Moved: Scott Bender, seconded by Paul Jeschke
Vote: AYES: Unanimous

Item 8 RECREATIONAL ITEMS

Community Center Playground Upgrades – Scott gave an update on the project to date. The first phase is nearing completion and they're ready to begin the next. Steve reminded us that this is to be funded via Measure A sales tax revenues. Since only a portion of the total project cost is received each year, the CSD will fund current expenditures in excess of the receipts, to be repaid as the funding is received.

MOTION: To authorize funding of \$40,000 for completion of the next phase of the project
Moved: Paul Jeschke, seconded by Gerry
Vote: AYES: Unanimous

Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR

No items were removed from the Consent Calendar for discussion.

Item 10 PUBLIC OPEN TIME

There was a brief discussion about water usage.

Item 11 SELECTION OF DATE FOR NEXT MEETING

The date for the next meeting was set for Thursday, June 19, 2014.

Item 12 ADJOURNMENT

The meeting was adjourned at approximately 9:15 PM.