

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, January 21, 2015
7:00 PM – Regular Meeting**

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

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, Board Vice President
Paul Jeschke, Director
Peter Lambert, Director
Gerry Pearlman, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 ELECTION OF OFFICERS OF BOARD

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.... The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office.”* 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 new Board President should chair the remainder of the meeting.

Item 3 INFORMATIONAL – TERMS OF OFFICE OF DIRECTORS

Each director of the CSD board is elected to a four-year term at the general election in November. The elections are handled entirely by the Marin County Registrar of Voters. Candidates interested

in running for office should contact the Registrar for particulars. Filing as a candidate generally takes place in July-August prior to any November general election.

The following two directors have terms ending in December 2015:

| | |
|---------------|-------------------------|
| Scott Bender | Term ends December 2015 |
| Steve Shaffer | Term ends December 2015 |

The following three directors have terms ending in December 2017:

| | |
|----------------|-------------------------|
| Paul Jeschke | Term ends December 2017 |
| Peter Lambert | Term ends December 2017 |
| Gerry Pearlman | Term ends December 2017 |

Item 4 APPROVAL OF MINUTES

As attached: Draft Minutes from November 20, 2014 meeting.

Item 5 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on NPS projects. In accordance with a prior understanding, NPS will provide us with a list of topics to be discussed. One possible topic – status of wooden slats for the fence between the Muir Beach parking lot and the community.

Item 6 DISTRICT MANAGER REPORT

Possible Use of Upper Tank Site for Fire Station – As reported at the last meeting, the 49-year old redwood tank next to the community’s new concrete water tank near the Overlook is no longer serviceable. The site could serve as the location for the community’s fire station. I have been in touch with Scott Hochstrasser, a planning consultant who formerly headed up the County’s planning department, to assist with our application process. I will report more at the meeting.

Sunset Way Water Main Replacement and Repaving – The latest set of draft engineering plans have been available on the community’s website since their receipt. We have some possible engineering modifications to be made to the plans. Upon inclusion, we will have meetings our community neighbors, along with the civil engineer, to receive and incorporate comments. Upon having a finalized set of plans we will then begin the bidding process with major contractors in time for a project start date in the mid spring.

Marin LAFCO Review of Water Agencies – As has been reported previously, Marin LAFCO (Local Agency Formation Commission) has been conducting a review of all water agencies in Marin, including our District. I attended the first presentation by staff to the LAFCO Commission members (its board), and voiced disagreements with some of the conclusions in the draft report. Commission members appear sincerely interested in “getting the report right,” and I will meet further with LAFCO staff in that regard. Other water districts have more to be upset about than we do, and we have some strategy meetings planned with the other agencies to help get some of the desired changes to the reviews incorporated.

Spindrift Point Access – Gerry Pearlman will get involved to help negotiate the proposed terms of an agreement between The Nature Conservancy and the community. He may have something to report by the time of the meeting, or things may develop subsequently.

Item 7 FIRE DEPARTMENT

Report by Fire Chief – Steve Wynn may be available to provide a brief update to the Board on the activities of the fire department.

Item 8 RECREATION ITEMS

Playground, and Measure A Funds – We have submitted the documentation for the receipt of the Measure A funds accrued to date, \$17,835 accrued in the first partial year, plus \$27,536 for this fiscal year, for a total of \$45,372. Going forward, we expect some modest growth in the \$27,536 annual entitlement as County sales tax revenues grow (being the base for Measure A funds). The Measure A funding will run 10 years under current authorizations.

To date we have spent some \$170,000 on the playground project, an amount in excess of our recorded approvals. Scott Bender has prepared a PowerPoint document detailing what caused the cost overruns. He is also in negotiations with David Schwartz (who has generated approximately \$76,473 of billings). Scott will provide further details.

Item 9 Videotaping of Board Meetings – Gerry will provide us with his third presentation of this idea.

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 – Supervisor Steve Kinsey wants to attend a meeting in February but is unable to make our normal meeting date. We are working with his office to find a date that will work. We should be able to report that date at the time of the Jan 21 meeting.

Item 12 ADJOURNMENT

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors meeting held on
3 Thursday, November 20, 2014
4
5

6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

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

12 **Item 1 CALL TO ORDER**
13

14 Steve Shaffer called the meeting of the Muir Beach Community Services District Board of Directors to
15 order at approximately 7:10 PM and presided at the meeting.
16

17 Directors present: Steve Shaffer, Scott Bender
18 Paul Jeschke, Gerry Pearlman
19 Peter Lambert
20

21 Staff present: Leighton Hills, District Manager
22 Sharry Mullin, Meeting Secretary
23

24 **Item 2 Marin-Sonoma Mosquito & Vector Control District**
25

26 Nizza Sequeira, the public relations director of the Marin-Sonoma Mosquito & Vector Control District,
27 gave a slide show presentation on the issues posed to our neighborhood by mosquitos and the programs
28 available for our residents. West Nile Virus was also covered in the discussion.
29

30 Septic tanks are a prime breeding ground for mosquitos, especially when there is access due to an ill-
31 fitting lid or unscreened vent. They have identified 21 septic tanks in Muir Beach that are producing
32 mosquitos and are hoping more residents will call to have their tanks inspected. Information on the
33 services offered can be found at msmosquito.com.
34

35 **Item 3 Videotaping of Board Meetings**
36

37 Michael Eisenmenger of the Community Media Center of Marin was invited by Gerry Pearlman to discuss
38 his group's fee-for-service program. They operate three cable TV stations in the area - a public channel,
39 a government channel, and an education channel. They cover meetings for the County, as well as for
40 seven cities and for other organizations, and have a number of options for making meetings available to
41 those who do not attend. There was a discussion about cost and options – webcasting seemed to be the
42 most applicable to Muir Beach. The meetings would also be archived on the company's website. The
43 Board will discuss further at the next meeting.
44

45 Gerry broached the topic of purchasing a public address system. Steve has one he will offer for a trial
46 run.
47

48 **Item 4 NATIONAL PARK SERVICE REPORT**
49

50 Mia Monroe attended and had the following to report: Redwood Creek is now flowing into the ocean due
51 to the recent rains. The GGNRA has renegotiated a 10-year lease for the Ocean Riders. Muir Woods,
52 open every day, will be open on Thanksgiving. They will offer a special program on winter solstice. A
53 raise in the price of the entrance fee has been proposed.
54

55 There was a discussion regarding Marin Transit's route that goes through Muir Beach. They've been
56 asked to have their buses use the same route that Muir Woods requires its other vendors to use (being to

1 arrive via Panoramic Hwy and depart through Muir Beach), but have refused. In two weeks, Marin Transit
2 will be making a presentation to the Board of Supervisors at a public meeting. Residents should attend
3 that meeting to again make their voices heard. Both the CSD and the Muir Beach Association have sent
4 letters but the response was a denial. Marin Transit actually contracts out this shuttle run to MV
5 Transportation, headquartered in Dallas. Scott Bender indicated he would also try to contact the
6 company.

7
8 **Item 5 FIRE DEPARTMENT REPORT**

9
10 Steve Wynn reported. There have been 62 calls so far this year. The proper radios for the Muir Beach
11 Neighborhood Disaster Council have been identified. He would like to purchase 15 pairs of the radios
12 with funds from the fire tax. They would be distributed to liaisons and backup liaisons with a few extras
13 going to the command center.

14 Steve has been sworn in with the County, as has Rob Allen and Chris Gove.

15
16 People have been dumping debris on the Smith property. One offender was identified. Various options
17 were discussed.

18
19
20 **Item 6 DISTRICT MANAGER REPORT**

21
22 **Possible Use of Upper Tank Site for Fire Station** – The 49-year old redwood tank next to the
23 community's new concrete water tank near the Overlook is no longer serviceable. After dismantling of the
24 tank, this location could serve as the site of the community's fire station. The possibility is being explored.

25
26 Leighton has had a conversation with Supervisor Steve Kinsey. He has indicated the purchase price paid
27 for the Rauh lot, which was intended as a site for the new fire station, would be repaid as part of a future
28 wetland restoration project.

29
30 **Water Conservation** – An email was distributed to the neighborhood last month that noted successful
31 conservation of water by the community. Since that time, daily usage has dropped another 2,000 gallons.
32 It is recommended that now that the rainy season has begun, all residents turn off their automatic timers
33 for water irrigation.

34
35 **Water Billing Issues** – The water capital improvement charge was previously collected by the County via
36 a parcel tax. It's now collected directly by the District via water billings. When the County collected it, the
37 CSD made a provision for neighbors who have multiple lots to be assessed a single fee as long as their
38 lots were contiguous. As the District's costs should be allocated based on water meters, it is proposed
39 that if two such contiguous lots have two separate water meters (a rare occurrence in Muir Beach) there
40 indeed should be two separate water capital improvement charges.

41
42 Second issue - the usual sequence for new water hookups is for lot owners to pay a water connection fee
43 and then install a meter soon afterward triggering the beginning of normal bi-monthly charges. Multiple
44 lot owners in Muir Beach pay the minimum bi-monthly water fee for their bare lot even though a home is
45 yet to be built. The minimum fee covers the cost to the District of maintaining the tanks and service lines
46 to serve the paid-for connection. A disparity exists if a meter is not placed at the lot for an extended
47 period of time, where some people are paying the bi-monthly charge and some are not. The propose
48 remedy is to have the billing start at the earlier of when the meter is placed, or one year after the
49 connection fee is levied.

50
51 MOTION: To adopt the two proposed billing changes.
52 Moved: Bender, seconded by Lambert
53 Vote: AYES: Unanimous

54
55 **Parking Lot Issues** – Items requested of the NPS to lessen the impact of the new parking lot on
56 neighbors included adding slats and extending the fence. Pricing for slats is being sought by NPS, and a

1 second extension of the fence is being considered. NPS has apparently arranged with CA State Parks
2 for garbage collection and the situation is good and much improved. Other items are being explored
3 further.

4
5 **Spindrift Point Access** – Leighton met last week with a representative of The Nature Conservancy and
6 they are prepared to re-open the point to controlled access by our neighborhood. The details of the plan
7 need to be discussed and negotiated, and then discussed with the community. The Nature Conservancy
8 would like the CSD to consider administering the usage by the community. We will report more as it
9 develops.

10
11 **Item 7 RECREATIONAL ITEMS**

12
13 **Community Center Playground Upgrades** – Scott Bender reported. The improved playground has
14 reopened, so the first level is complete. The next phase will be to construct a retaining wall and steps,
15 and to level the next area.

16
17 Scott, Leighton, Steve and Laurie are going to meet to discuss the future of rental of the Community
18 Center to the public. Administering the rental operations has proven to be very time consuming.

19
20 The Muir Beach Quilters will be donating \$5,000 toward the window project at the Community Center.

21
22 **Item 8 SELECTION OF DATE FOR NEXT MEETING**

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24 The date for the next meeting was set for Thursday, January 29, 2014.

25
26 **Item 9 ADJOURNMENT**

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28 The meeting was adjourned at approximately 9:56 PM.